



King Saud University
College of Engineering
Department of Civil Engineering

**GUIDELINES FOR WRITING PROJECT
REPORTS (CE499)**

GUIDELINES FOR WRITING THE PROJECT REPORT (CE 499)

General Note:

It is the responsibility of the student to submit four copies of final report (after all the corrections suggested by the examiners). Two copies should be signed by the project advisor and submitted to the department, two copies for the examiner and the student.

Content of the Project Report:

The project report should consist of four main divisions:

- (A) Preliminaries
- (B) Abstract
- (C) Text
- (D) Reference matter

They in turn are made up of the following parts, although under certain conditions some of them may be omitted, and perhaps others added as may be required by the individual nature of the report after the approval of the advisor.

A. Preliminaries:

- 1. Title page (see specimen)
- 2. Approval page (see specimen)
- 3. Table of contents
- 4. List of tables
- 5. List of figures
- 6. List of plates
- 7. Nomenclature (if it is necessary)
- 8. Acknowledgements

B. Abstract

The abstract should describe, preferably in no more than one page, the project subject, the main findings and the principal conclusions.

C. Text

- 1. Chapter 1 - Introduction
- 2. Chapter 2 - Discussion of the problem (one or more sections or chapters, as necessary)
- 3. Chapter 3 - Results and calculations (one or more chapters may be necessary)
- 4. Last Chapter - Conclusions.

D. Reference Matter

1. Bibliography
2. Appendix (if necessary)

Format of Report

The report should be typed, using 'Times New Roman' font types, in 1.5 line spacing and right and left justified. The manuscript must be printed on one side of A4 size paper using a laser printer. The following font sizes shall be used:

1. 14 point (**bold**) for the chapter headings.
2. 12 point (**bold**) for all section headings within chapters.
3. 12 point (normal) for the text

Notes:

1. *Chapter headings should be typed in capital letters and centered at the top of the first page of the chapter, (SEE SPECIMEN).*
2. *First-level section headings should be typed in capital letters preceded by its corresponding number, (e.g. **3.2 THEORITICAL BACKGROUND**).*
3. *Second-level section headings should be typed with first letter of each word capitalized preceded by its corresponding number, (e.g. **3.2.1 Equations of Motion**).*
4. *Third-level section headings should be typed with first letter of the heading capitalized preceded by its corresponding number, (e.g. **3.2.1.1 Single degree of freedom system**)*

Margins: At the left a clear margin of 40 mm from the edge of the page must be maintained. On the other three sides, at the top, the right side, and the bottom, a margin of 25 mm must be maintained. New chapter headings should start 50 mm below the top edge of the paper.

Pagination and Numbering:

1. Pages of the preliminaries and abstract should be numbered with small Roman numerals (i, ii, iii, etc) in the center at the bottom. *Numbering should start at the 'CONTENT' page which take the number 'ii'.*
2. Pages of the text and of the reference matter should be numbered with Arabic numerals (1, 2, 3, etc) in the right hand corner at the top, 12 mm from the top and 25 mm from the right hand edge. The numbering should include pages of Figures and Plates and continue to the end of the report.

Figures: Figures of all types, whether drawings, curves, charts, maps, or photographs, shall be called figures, and numbered accordingly. In the original copy of the report all illustrations (except the photographs) must be drawn by black India ink, or preferably using computer graphics. In other copies of the report illustrations should be reproduced from the originals by any standard method of reproduction. Figures are numbered consecutively and captions should be provided below the figures (e.g. the third figure in chapter 2 would have the number: Figure 2.3).

Figures not conforming to the standard page size must be folded properly to the size of the page. No trimming of the pages are allowed if folded drawings are present.

Tables: Concise tables of data may be used in the text when they contribute importantly to the development of the material. Extensive test data and calculations should be tabulated in the Appendix and referred to briefly at the appropriate places in the text. Large tables if necessary should be folded in the same manner as mentioned above for figures. Table numbers and captions should be written at the top of the table.

Units: S.I. units should be encouraged throughout the text except when permitted otherwise by the supervisor.

Photographs: should be fixed permanently on DIN A4 (210 mm x 297 mm) blank page taking into account the 40 mm margin for binding. Such pages will be called plates.

Cover: Cover should be navy blue, cloth type hard cover. Cover should include title of the project, name of the author and date. The university emblem (symbol) should not be printed on the report cover.

Bibliography: The following forms are suggested for references:

1. If a Book: Author(s) name with initials, title of the book (underlined), volume (delete if a single volume) number of edition (delete if one edition only is published), publisher, place and year of Publication, page number.

Example (1)

Reference no.

[1] Turner, M.J., Martin, H.C., and Leible, R.C., "Matrix Methods of Structural Analysis", Volume 1, 2nd Edition, The MacMillan Co., New York, N.Y., 1964, pp. 203-266.

2. If a Magazine: Author(s) name with initials, title of article between inverted commas, name of magazine (underlined), volume number, year, page number.

Example (2)

[2] Bachelor, G.K., "Diffusion in Free Turbulent Shear Flow", Journal of Fluid Mechanics, Vol. 6, 1969, pp. 449-452.

3. An unpublished thesis: Author with initials, title of the thesis (underlined), the words as shown in the example.

Example (3)

[3] Patton, F.D., "Multiple Modes of Shear Failure in Rock and Related Materials", thesis presented to the University of Illinois, at Urbana, Illinois, in 1966, in partial fulfillment of the requirements for the degree of Doctor of Philosophy.

Title Page

KING SAUD UNIVERSITY
THE COLLEGE OF ENGINEERING

YIELD LINE ANALYSIS OF SOME CONCRETE SLABS
UNDER DIFFERENT SUPPORT CONDITIONS

BY
MOHAMED AHMED MOHAMED

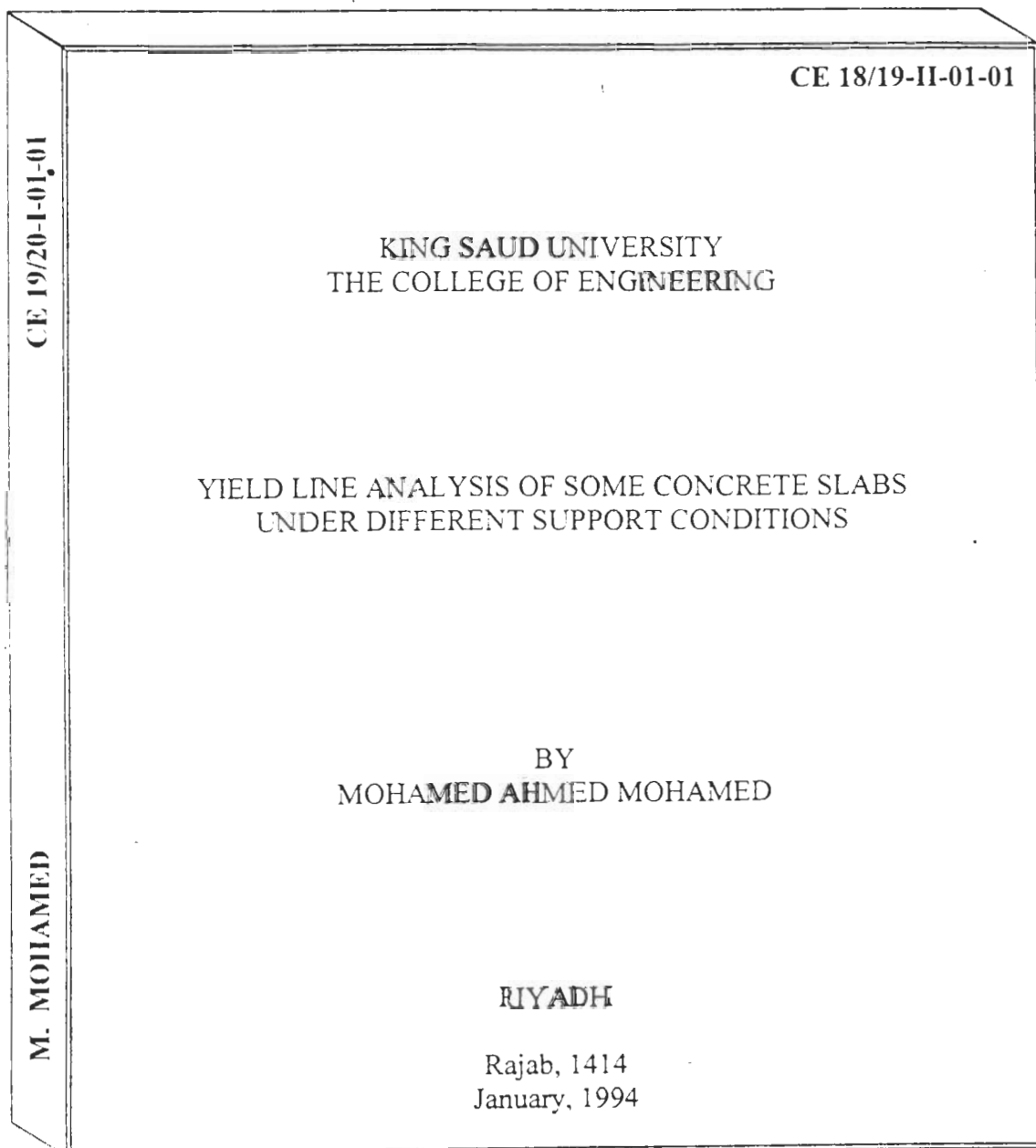
Submitted in Partial Fulfillment of the
Requirement for the degree of
Bachelor of Science in Civil Engineering
in the College of Engineering

RIYADH
Rajab, 1414
June, 1984

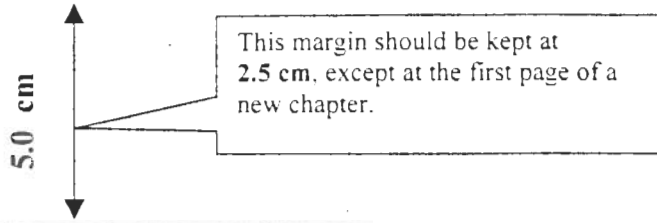
COVER PAGE

ALL PROJECT REPORTS WILL BE ASSIGNED A NUMBER IN ORDER TO ARRANGE THEM SYSTEMATICALLY FOR FUTURE REFERENCE (THESE NUMBERS WILL BE AVAILABLE FROM THE PROJECT ADVISOR OR PROJECT CO-ORDINATOR ABOUT TWO WEEKS BEFORE FINISHING THE PROJECT.

THE COVER PAGE SHOULD INCLUDE TITLE OF THE PROJECT, THE NAME OF THE AUTHOR AND DATE AS GIVEN IN TITLE PAGE. IN ADDITION THE ASSIGNED NUMBER SHOULD BE WRITTEN ON TOP AND ON SIDE OF THE FRONT COVER AS SHOWN IN THE SKETCH BELOW:



Specimen:
first page of a chapter



CHAPTER 3

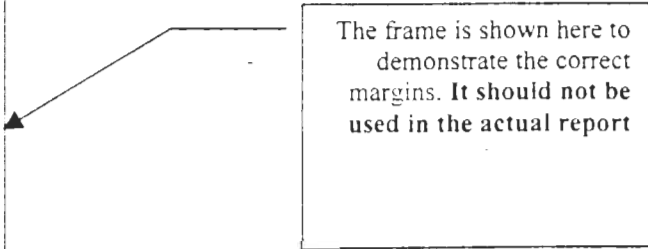
DYNAMICS OF MULTI STORY BUILDING

3.1 GENERAL

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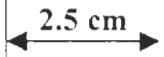
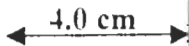
3.2 THEORITICAL BACKGROUND

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3.2.1 Equation of Motion

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3.2.1.2 Single degree of freedom

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(SPECIMEN APPROVAL PAGE)

We hereby approve the report entitled.

" _____
_____ "

Prepared by Mr. _____

COMMITTEE MEMBERS:

Advisor

Signature _____
(Name)

Examiner

Signature _____
(Name)

Date: _____