

REPORT FORMATING GUIDELINES

COVER PAGE (Center Alignment)

Margins: Top, bottom, right 1.5", left 1.75"

Font: **Times New Roman**

Line Spacing: 1.5

Tribhuvan University: Title Case, letter size 16pt, bold

Institute of Engineering: Title Case, letter size 14pt, bold

Himalaya College of Engineering: Title Case, letter size 15pt, bold

College Logo: 1.5" X 1.5"

A Third Year Project Report On: Title Case, Letter Size 14pt

Title: UPPER CASE (ALL CAPITAL), letter size 16pt, bold

Subject Code: Title Case, letter size 14pt, bold

Group Members (symbol number): Title Case, letter size 12pt, bold

A PROJECT REPORT SUBMITTED TO THE DEPARTMENT OF ELECTRONICS AND
COMPUTER ENGINEERING FOR THE PARTIAL FULFILLMENT OF THE
REQUIREMENTS FOR THE DEGREE OF BACHELOR'S IN COMPUTER ENGINEERING:
Title Case, letter size 12pt, bold

Date: Sentence case, letter size 13pt, bold

TITLE PAGE:

Title: UPPER CASE (ALL CAPITAL), letter size 18pt, bold

A Third Year Project Report: Title Case, Letter Size 14pt

Subject Code: Title Case, letter size 14pt, bold

(Double Enter Space)

Group Members (symbol number): Title Case, letter size 14pt, bold

(Double Enter Space)

SUPERVISOR: Title Case, letter size 14pt, underlined.

(Name): Title Case, letter size 15pt, bold

(Double Enter Space)

“A Third Year Project Report Submitted for the Partial Fulfillment of the Degree of Bachelors’ in
Computer Engineering”: (UPPER CASE, 14 point and bold)

(Double Enter Space)

Department of Electronics and Computer Engineering: Title Case, letter size 14pt

HIMALAYA COLLEGE OF ENGINEERING: Title Case, letter size 16pt.

Chyasal, Lalitpur: Sentence Case, letter size 14pt, bold

PAGINATION

Before introduction: Roman small (i, ii, iii,....ix, x, etc)

From introduction onward: Arabic (1, 2, 3,....50)

Paging: bottom-center, plain.

CONTENT

Paragraph spacing: 18pt

Margins: Top, bottom and right 1.25", left 1.50"

ACKNOWLEDGEMENT: (UPPER CASE, 16 points, bold) (1 page)

ABSTRACT: (UPPER CASE, letter size 16 points, bold) (1 page)

LIST OF TABLES: (UPPER CASE), letter size 16 points, bold) (1 page)

LIST OF FIGURES: (UPPER CASE), letter size 16 points, bold) (1 page)

LIST OF ABBREVIATIONS: (UPPER CASE), letter size 16 points, bold

TABLE OF CONTENTS: (UPPER CASE), letter size 16 points, bold

CHAPTER 1. INTRODUCTION: UPPER CASE, letter size 16 points, bold

1.1. Background: Sentence Case, letter size 14 points, bold

content: Sentence Case, letter size 12pt

1.1.1. [.....]: Sentence Case, letter size 13 points, bold

content: Sentence Case, letter size 12pt

1.1.1.1. [.....]: Sentence Case, letter size 12pt, bold.

content: Sentence Case, letter size 12pt

1.2. Problem Statement: Sentence Case, letter size 14 points, bold

1.3. Scope: Sentence Case, letter size 14 points, bold

1.4. Objectives: Sentence Case, letter size 14 points, bold

CHAPTER 2. LITERATURE REVIEW: Upper case, letter size 16pt, bold

CHAPTER 3. SYSTEM DESIGN: Upper case, letter size 16pt, bold

CHAPTER 4: METHODOLOGY: Upper case, letter size 16pt, bold

CHAPTER 5: LIMITATIONS AND FUTURE ENHANCEMENTS: Upper case, letter size 16pt, bold

CHAPTER 6: DISCUSSION: Upper case, letter size 16pt, bold

CHAPTER 7: CONCLUSION: Upper case, letter size 16pt, bold

REFERENCES: Upper case, letter size 16pt, bold

APPENDICES: Upper case, letter size 16pt, bold

MANDATORY FOR ACKNOWLEDGEMENT

Acknowledgement to HCOE, its authorities (Directors and Principal), HOD/DHOD, Project Coordinator, Project Supervisor, Teachers/staffs, colleagues and parents.

ABSTRACT

Abstract should include the **basic summary** of the project like title of the project, methods used in the project, major findings and relevant conclusion.

Keywords (*italic*): [major keywords that focus your report so that the reader can study your report for his reference] (normal, bold)

REFERENCING

Referencing should be done using **IEEE referencing** system. All sources cited in the text should be included in the list (references). Additional sources **not used in text** should **not be included** in the references.