



Graduation Project-Editing Notes

Regarding the Cover Page

- Name of the faculty and title of the project should be written with font type “Times New Roman” and font size 18. You should center the contents of the title on the page. Make your title-text bold.
- Center the title-text vertically between the top and bottom margins.
- Team members’ title and names should be centered on the page. Use font type “Times New Romans” and font size 16. Names should be outlined in two columns; and they should be alphabetically and horizontally sorted.
- Date should be centered on the page. Use font type “Times New Romans” and font size 16. Date should be written as the following format: D/M/Y.
- Don’t use any page borders in the title page.
- Don’t use brackets or parentheses in the title page.
- Margins of the first page are as following: Narrow [top: 0.5; bottom: 0.5; left: 0.5; right: 0.5].
- Title page should has no page number.
- line space is 2.

Regarding the Table of Contents’ Page

- Use Microsoft “insert table of contents” feature
- Insert table of contents with page numbers.
- “Title” in table of contents should be written with font type “Times New Roman” and font size 16. You should center the contents of the title on the page. Make your title-text bold.
- Margins of this page are as following: moderate [top: 1; bottom: 1; left: 0.75; right: 0.75].
- line space is 1.5



Regarding Other Sections:

- Start page numbering from the “Introduction”.
- Margins of other pages are as following: moderate [top: 1; bottom: 1; left: 0.75; right: 0.75].
- Chapters’ titles and main sections’ titles should be written as follows: font type: Time New Romans; font size: 16; bold font; add space before titles (18 pt); add space after titles (18 pt). Note: you need to define the above-listed rules using *MS-Styles feature*.
- Chapters’ sub-titles and sub-sections ‘titles should be written as follows: font type: Time New Romans; font size: 15; bold font; add space before titles (18 pt); add space after titles (18 pt). Note: you need to define the above-listed rules using *MS-Styles feature*.
- Paragraphs should be written as follows: font type: Time New Romans; font size: 14; regular font (no bold or italic); add space before paragraphs (18 pt); add space after paragraphs (18 pt); line space is 1.15.
- Indent only the first line of each paragraph by (0.3 inch).
- Justify your texts.
- For lists or sections, don’t manually insert numbers of bullets; instead, use Microsoft “create bullet list” and “numbering”.
- Don’t use any page borders.
- Since it is an exercise, you don’t need to cite or reference your data or texts. “No plagiarism check will be executed”
- You **can** use supported photos, charts, or tables.
- Number of words concerning titles of photos, charts or tables will not be counted.

Other General Notes

- File’s name should be written in English as the following:
- abbreviated title_first letters of students’names_year_v(number)



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- Students' names should be written in the following format: (last name, first name).
- No indentation for subtitles.
- Figures' captions should be written using Insert Caption's feature of Microsoft Office. Font Time New Roman, font size 14.