

Bangladesh University of Textiles (BUTEX)  
Department of Apparel Engineering (AE)

**Project Format Guide**

**Sequence of issues:**

1. A blank page
2. Front page or title page
3. Preface or acknowledgement page
4. Table of Content with page numbers: -
  - The preliminary pages (title page to abstract) are numbered with lower case Roman numerals (i,ii,iii,iv,.....) centered at the lower margin of the page. The title page is counted as page i but do not print number. The main body of the text and the reference section are consecutively numbered with Arabic numerals beginning page “1”. The pages at the beginning of the chapter do not show the page number. The Arabic numbers positioned in the upper right hand corner.
  - List of chapter and section heading
  - References or bibliography.
  - Appendices (if included)
5. Individual list of figures, tables, illustrations, symbols, abbreviation (if included).
6. Abstract
7. Main body of the text.
  - Chapter-1: Introduction
    - 1.1 Introduction
    - 1.2 Objectives
    - 1.3 Background study/previous work
  - Chapter-2: Literature Review

- Chapter-3: Methodology

- 3.1 Materials of the project

- 3.2 Methods of project

- 3.2.1 Method of experiment or survey

- 3.2.2 Method of testing or data collection

- Chapter-4: Results and Discussion

- 4.1 Results of the project

- 4.2 Discussion of findings or data of the report

- Chapter-5: Conclusion

- 5.1 Key findings

- 5.2 Limitations (if included)

- 5.3 Recommendations (if included)

- 5.3 Conclusion

8. References or bibliography

9. Appendices (if included)

10. A blank page should be included at the end of the manuscript.

## **Detail instructions for preparing the project report**

1. **Paper:** Page A4 size offset paper must be used for report.
2. **Margins:** Text printed on single-sided paper. For copying and binding purposes, every page of the report must be top and left 1.25”; right and bottom 1”. All manuscript materials must fit within these margin requirements (including tables, headers and footers, figures, graphs and page numbers).
3. **Page numbering:** Mentioned above.
4. **Sample of title page:** Attached below.
5. **Abstract:** An abstract is to be included in each copy of the report. An abstract may not exceed 150 words for a project report. The abstract should be a miniature version of the report and should be organized in the following order:
  - Statement of the problem
  - Procedure or methods
  - Results
  - Conclusions
6. **Main body of the text:**

**Paragraph:** Spacing before and after four (4). Line spacing 1.5.

**Font:** Times New Roman., **Font color:** Black.

**Font size:**

  - Chapter Title-16 (BOLD) and should be centered. Text in the chapter titles should be in upper case.
  - Section Title-14 (bold)
  - Subsection title- 12(bold)
  - Main body text-12 pt.
7. **The font, point size, positioning, numbering and referencing of equation:**

The typeface for equation will be 12 points Times New Roman and are to be numbered sequentially by chapters (right justified). Reference for equation numbers in the text should be enclosed in parentheses such as (2.2).
8. **Numbering of figures, tables and their captions:**

Figures should be centered between the left and right margin with their captions centered below the figure font size 12 Times New Roman single spaced. Figures should be consecutively numbered per chapter. The word figure may be abbreviated as Fig. Tables should be centered between the left and right margin with their captions (12 Points Times New Roman) centered above the table. Tables should be consecutively numbered per chapter. Main heading and number of Figures and Tables should be bold.

**9. List of abbreviations of Technical Symbols and Terms:**

Page of the list of the abbreviations of the Technical Symbols and Terms should be incorporated following the page of list of Tables and Figures.

**10. References:** Vancouver styles of referencing may be used as a standard format.

○ ELECTRONIC ITEMS:

When referencing electronic resources it is necessary to give details of where an item is available. This may be a URL or a database name. e.g.

Atkin M. Bermagui forest disputed turf. The Hack Half Hour.2008 November 13 [cited 2009 April 2].Available from: <http://www.abc.net.au/triplej/hack/notes/>

○ BOOKS, BOOK CHAPTERS AND BROCHURES

The standard reference list format for books is as follows:

Author AA. Book Title: Subtitle. edition number. Location: Publisher; year: pages.

○ SINGLE AUTHOR

Reference list 1. Andreasen NC. Brave new brain: Conquering mental illness in the era of thegenome.Oxford: Oxford University Press; 2001.

In-text citation: Andreasen<sup>1</sup> stated that...or It is suggested that...<sup>1</sup>

- TWO TO SIX AUTHORS

Reference list 2. Schneider Z, Whitehead D, Elliott D. Nursing and midwifery research: Methods and appraisal for evidence-based practice. 3rd ed. Marrickville, NSW: Elsevier Australia; 2007.

Note: Where there are six authors, list all six. Do not use 'and' or '&'.

In-text citation: ...is demonstrated.<sup>2</sup> or ...as stated by Schneider et al.<sup>2</sup>

Note: List only the first author in the text, followed by et al.

- SEVEN OR MORE AUTHORS

Reference list 3. Davis M, Charles L, Curry MJ, et al. Challenging spatial norms. London: Routledge; 2003.

Note: If a book has seven authors or more, list the first three and abbreviate the remaining authors to et al. (meaning: "and others").

In-text citation: This finding indicated...<sup>8</sup> or Davis et al.<sup>3</sup> found.....

Note: List only the first author in the text, followed by et al.

- E-BOOK

Reference list 4: Storey KB. Functional metabolism regulation and adaptation [Internet]. Hoboken, NJ: John Wiley & Sons; 2004 [cited 2009 April 2]. Available from: Net Library database.

In-text citation: Storey<sup>4</sup> stated that... or Functional metabolism is ...<sup>4</sup>

- JOURNAL ARTICLES, NEWSPAPER ARTICLES AND CONFERENCE PAPERS

The standard reference list format for journal articles is as follows:

Author AA, Author BB, Author CC. Article title. Journal/Periodical Abbreviation. Year; volume; pages.

- JOURNAL ARTICLE (PRINT VERSION)

Reference list 5. Younger P. Using the internet to conduct a literature search. Nurs Stand. 2004; 19(6); 45-51.

In-text citation: Younger <sup>5(p46)</sup> stated that the .....

- JOURNAL ARTICLE (FULL-TEXT FROM ELECTRONIC DATABASE)

Reference list 6

When a DOI (Digital Object Identifier) number is available for the journal article include this in the reference as follows:

6. Jackson D, Firtko A, Edenborough M. Personal resilience as a strategy for surviving and thriving in the face of workplace adversity: A literature review. J Adv Nurs [serial online]. 2007; 60 (1):1-9. DOI: 10.1111/j.1365-2648.2007.04412.

When no DOI number is available give the database name:

1. Jackson D, Firtko A, Edenborough M. Personal resilience as a strategy for surviving and thriving in the face of workplace adversity: A literature review. J Adv Nurs [serial online]. 2007; 60(1):1-9. Available from: Wiley Inter Science.

- NEWSPAPER ARTICLE (AVAILABLE IN PRINT)

Reference list 7. Berkovic N. Handouts may not be sent: Tax office seeks quick resolution of High Court challenge. The Australian.2009 March 31; 5.

- PROCEEDINGS OF MEETINGS AND SYMPOSIUMS, CONFERENCE PAPERS

Reference list 8. Chang, SS, Liaw, L, Ruppenhofer, J editors. Proceedings of the Twenty-Fifth Annual Meeting of the Berkeley Linguistics Society, February 12-15, 1999: General Session and Parasession on Loan Word Phenomena. Berkeley: Berkeley Linguistics Soc.; 2000.

- OTHER MATERIALS OF REFERENCES

- GOVERNMENT REPORT (ONLINE)

Reference list 9. Department of Health and Ageing. Ageing and aged care in Australia [Internet]. 2008 [cited 2008 November 10].

Available from: <http://www.health.gov.au/internet/main/publishing.nsf/Content/ageing>

- LECTURE (UNPUBLISHED) / PERSONAL COMMUNICATION

Reference list 10.

Note: When you cite information spoken about in a lecture that has gone unpublished it is treated as a personal communication and you do not need to provide a reference list entry. All details are provided in the text e.g.

In-text citation: H. Dwyer stated that “neutrons are dangerous” (H0379 Lecture, Western Sydney University, 2016 January 10).

11. **Number of copy:** Number of total final will be  $2n+2$ , where  $n$ = number of student per group, Two individual copy per student and two group copy should be submitted.
12. **Color:** Color of the project report will be green. The lettering in all cases will be in golden color, center justified.
13. **Format of title page:** Page 8-9



**Title of the Project** (12 point Times New Roman font, **Bold**, with Lower and Upper case letters)

by

Name of authors (12 point Times New Roman)

NAME OF THE DEGREE (12 point upper case letters)

Name of the department (12 point upper and lower case letters)

BANGLADESH UNIVERSITY OF TEXTILES (12 point upper case letters)

Month and year of defense (12 point upper and lower case letters)



Title of the project

.....

This project is submitted to the department of Apparel Engineering, Bangladesh University  
of Textiles, (BUTEX) in partial fulfillment of the requirement for  
the degree of

**Bachelor of Science**

**in**

**Textile Engineering**

**Supervisor**

Name

Designation

**Submitted by**

Name of author

ID: