

The same font and size must be used throughout the report. Only the scientific names and technical terms must be in italic.

- Title - 14 bold
- Subtitles - 12 bold
- Body of the text - 12 un bold
- Footnotes, sources of tables and figures - 10 un bold

Line Spacing

The line spacing of the main text must be ONE and HALF (1.5) with the exception of foot notes and long quotations which must be single spaced. Quotations which are single-spaced should be indented 0.5 inches from the left margin and not enclosed in quotation marks.

For the abstract, contents page, list of tables, list of figures, list of abbreviations and list of references, the line spacing is same as the main text.

The following are the exceptions, which should be single spaced; headings of the tables and figures, footnotes and annexure. Paragraphs can be divided by leaving a blank line between paragraphs.

Margins

For binding purposes, left margin of ONE and HALF (1½) inches is required on each page. Other margins must be ONE (01) inch each, except for the first page of each chapter. Margin regulations must be met on all pages of the report including the pages with figures and tables. The top margin of the first page in each chapter should be THREE (03) inches.

Alignment

General alignment of the text should be justified to create a clean look along the left and right sides of the page. Do not use an indent in the beginning of each paragraph.

Numbering of Pages

Each page in a report including those in annexure must be numbered consecutively. Illustrative material is to be numbered as well as the text. Page numbers must appear at the midpoint from the bottom of the page.

All pages of the main body of the report, beginning with the CHAPTER 01, must be numbered consecutively, with Arabic numerals.

Roman numerals are used for the prefatory pages (Abstract, Acknowledgement, Contents Page, List of Tables, List of Figures, List of Abbreviations, etc.) and the page numbering must be placed as mentioned above.