

## **DEPARTMENT OF INDUSTRIAL & SYSTEMS ENGINEERING**

### **Guidelines for the Preparation of IE4100R/IE4100 B.Eng. Dissertation Report**

#### **1. OVERALL FORMAT**

##### **Length Limit**

The body of the report shall not exceed 25 single-sided A4 size pages, typewritten and double-spaced. Additional materials such as figures, tables, computer programs etc may be included in the appendices.

##### **Paper, Print Quality, Margin, Typeface and Line Spacing**

Each copy of the report must be printed on white A4 size paper of at least 80gms. Dot matrix print is not acceptable. The text should have a font size of 12 points. The left-hand margin should be 37mm to allow for binding. Margins on the remaining three sides should be 25mm each. The entire report should be in the same typeface. Times New Roman and Helvetica are recommended.

##### **Heading**

The chapter titles, headings and sub-headings may be of larger font sizes up to 18 points.

#### **2. ORGANIZATION**

The report may be arranged in the following order:

- Title Page
- Summary
- Acknowledgement
- Table of Contents
- List of Figures
- List of Tables
- Body of the Report
- List of References
- Appendices

The cover, spine and title page should carry only the following information:

COVER in BLOCK LETTERS not exceeding 16 points

<p>(DISSERTATION TITLE)</p> <p>(NAME OF STUDENT)</p> <p>DEPARTMENT OF INDUSTRIAL AND SYSTEMS ENGINEERING NATIONAL UNIVERSITY OF SINGAPORE</p> <p>(ACADEMIC YEAR)</p>
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TITLE PAGE

<p>(DISSERTATION TITLE)</p> <p>Submitted by (Name of student)</p> <p>Department of Industrial and Systems Engineering</p> <p>In partial fulfillment of the requirements for the Degree of Bachelor of Engineering National University of Singapore</p> <p>(Academic Year)</p>
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SPINE in BLOCK LETTERS not exceeding 16 points

DISSERTATION TITLE	NAME OF STUDENT	ACADEMIC YEAR
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### **Summary**

The summary (not exceeding two pages) should be an informative précis of the entire work as an independent unit or a mini-report. It represents the entire report and allows the reader to understand the report's significant information without going any further. Usually, the summary includes statements of (a) purpose and problem of the report, (b) the important facts on which the conclusion is based, (c) the conclusion, and (d) the recommendation.

### **Acknowledgement**

Assistance in the preparation of the report or in carrying out the reported work should be fully acknowledged.

### **Body of the Report**

The report body should be suitably divided into chapters. Usually, it may consist of Introduction, Methodology, Results, Discussion, Conclusion and Recommendation.

### **List of References**

A list of bibliographical references should be provided when the report contains information from other sources. The references should be numbered in the order in which they are cited in the text. The numbers are placed between square brackets on the line and collected in numerical sequence in the list of references.

Alternatively, citations may be made using the last name of the author followed by the year of publication (both authors when only two; first author plus et al. when more than two). For two or more papers published by the same author(s) in the same year, letter a, b, c etc. should be added to the year. The references should be arranged in alphabetical order by authors' names and thereafter chronologically by the authors' name combinations.

### **3. NUMERATION**

#### **Pages**

All pages except the Title Page must be paginated. The page numbers must always appear in either the lower or upper right-hand corner. Preliminary pages (introductory sections starting from Summary to List of Tables) may be numbered with small Roman numerals, beginning with i. Body of the report starts from the first page of Chapter 1 and is numbered in Arabic numerals sequentially through the last page of the report, i.e., Appendices.

#### **Chapters**

Consecutive numbering should be used for chapters of the report. Chapter 1 is usually the Introduction.

#### **Sections/sub-sections**

For sections within a chapter, the style is as follows: 1.1 denotes the main section, 1.1.1 denotes the first sub-section 1.1 etc.

#### **Appendices**

Use consecutive letters (Appendix A, B, ...) and a heading to identify each appendix. Sections and sub-sections within an appendix are numbered as A.1, A.1.1 etc.

#### **Illustrations**

Illustrations (figures, tables, diagrams, line drawings, graphs and photographs) should be numbered in the order in which reference is made to them in each Chapter/Appendix, e.g., Figure 2.2 refers to the second illustration in Chapter 2.

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ISE Department