



## **OSTİM TECHNICAL UNIVERSITY FACULTY OF ENGINEERING**

### **GUIDELINES FOR PREPARING GRADUATION PROJECT REPORTS**

#### **1. 1. INTRODUCTION**

This guide has been prepared to provide guidance in writing graduation project reports and ensure formal consistency in the prepared reports, in accordance with the "Procedure for Processing Graduation Projects of OSTİM Technical University Faculty of Engineering".

Each student is responsible for ensuring their report complies with the standards and rules.

#### **2. 2. GENERAL STRUCTURE AND WRITING FORMAT**

##### **2.1. Paper Specifications**

The papers for report writing should be A4 size (21 cm x 29.5 cm) and made of 75 gsm white paper.

##### **2.1. Font Specifications**

The writing process should be done using a computer, using Arial font, and written on one side of the paper. The font size throughout the report should be twelve (12) points. However, in sections written with computer programs such as Tex, Latex, Scientific Word, etc., the required formats imposed by the program should be followed. In tables and footnotes, characters in smaller font size may be used, provided that readability is not compromised.

##### **2.2. Margins and Page Layout**

In the text, a minimum of 4 cm margin should be left on the left side of each page, a 3 cm margin at the bottom and top, and a 2 cm margin on the right side.

##### **2.3. Writing Plan**

Reports should be written according to the writing plan described in Section 4. Section and subsection headings should be written in bold characters of the same font size and aligned to the left, and nothing else should be written next to these headings. The right edges of the texts should also be aligned. Words should not be divided at the end of lines.

##### **2.4. Line Spacing**

A single (1) full line spacing should be used within the main text, and two (2) full line spacings should be given before and after headings, figures, and tables, and sections should always start from the beginning of a new page.

## **2.5. Page Numbering**

Page numbers should be written in the middle of the bottom of the page, and all pages except the cover should be numbered.

## **2.6. Sections and Subsections**

Unnecessary details should be avoided when determining the sections and subsections of the report. Attention should be paid to the priority order of the sections and subsections relative to each other. Section headings should be written with a numerical character indicating the section number, such as 1, 2, or 3, followed by a period and a space. Subsections should be numbered as 1.1, 1.2, 1.2.2, 1.2.3, and more than 2 levels of subsection numbering (up to 3 digits) should not be used. If a distinction is needed at the 3rd level, this requirement should be met using small letters and parentheses such as a), b), and c). In such cases, a space should be left after the parenthesis.

## **2.7. Citation**

Citations in the text should be indicated in square brackets, such as [5], and the number in the brackets should be the serial number of the reference listed in the REFERENCES section of the report. Every source referenced in the text must be included in the REFERENCES section of the report.

## **2.8. Quotations**

If a section directly quoted from another source is desired to be included in the report, such a quotation should be written as a separate paragraph within quotation marks "....."

## **2.9. Figures and Tables**

Figures and tables that assist in the explanation should be included within the report when necessary. Care should be taken to ensure that all lines, symbols, icons, numbers, and texts in the figures and tables are large enough and computer-generated.

### **2.9.1. Placement of Figures and Tables**

Figures and tables should be placed where they are first mentioned or on the following page. The necessary margin spaces on the page should not be exceeded during their placement. If they exceed the margins, they should be reduced or presented in the Appendix. Folded or folded figures and tables should not be included in the report text. If tables that are longer than one page need to be included in the report text, they should be divided into pages (from an appropriate point), and a footnote should be written in the bottom right corner stating, "Continued on the next page," provided that they remain within the margin limits.

Figures or tables that occupy half a page or less can be placed within the text. In this case, the respective table or figure should be placed either above or below the page,

and an additional line spacing should be left between the text and the top or bottom, depending on the spacing used. Figures or tables that occupy more than half a page should be placed on a separate page that fully accommodates them. Two or more small figures or tables can be presented on the same page. If they are closely related, they should be symbolized as "a, b, c, d," and given a single figure or table number. Each figure or table represented by a, b, c, d, etc., should be separately defined in the figure or table caption.

### **2.9.2. Numbering of Figures and Tables**

All figures and tables should have their numbers. Numbering should be done with digits. The first digit should indicate the section number, and the second digit should indicate the sequence number (e.g., Figure 3.6 or Table 2.1).

### **2.9.3. Captions of Figures and Tables**

All figures and tables in the report should have a number and a caption. Table captions should be written above the table, and figure captions should be written below the figure. These captions should be as concise and descriptive as possible. If a caption exceeds one line, the second and subsequent lines should start in the same column as the first line. There should be no period or comma at the end of the table and figure captions.

## **3. FORMAT OF INTRODUCTION AND SPECIAL PAGES**

### **3.1. Cover Page and Introduction Format**

All project reports should be prepared with a transparent protective cover attached to the front and back and spiral-bound in three copies. The language of the report should be Turkish. The content and layout of the report cover page are shown in Annex-1.

### **3.2 Approval**

After the report's cover page, an approval page should be included. The approval page should be as shown in Annex-2.

### **3.3 Acknowledgments**

Students who wish to include an acknowledgment page in their reports may do so. In this case, the acknowledgment page should be placed after the approval page, as shown in Annex-3.

### **3.4. Abstract**

The English translation of ABSTRACT, which is called "ABSTRACT," should be written as shown in Annex-4 and Annex-5. The abstract and abstract should be placed consecutively immediately after the approval and acknowledgment pages, if applicable. The purpose, scope, methodology, and findings of the project should be clearly and concisely stated in the abstract.

### **3.5. Table of Contents**

The Table of Contents should be prepared following the example in Annex-6. All section and subsection headings, references (if any), and appendices mentioned in the report

text should be included in the Table of Contents without omissions. Each heading in the report should be listed exactly as it appears in the Table of Contents. The first page of the table should have the heading "TABLE OF CONTENTS," and if the table spans more than one page, this heading should not be repeated on subsequent pages.

### **3.6. List of Figures**

The List of Figures should be prepared following the example in Annex-7. If the list spans more than one page, subsequent pages should not have a heading.

### **3.7. List of Tables**

The List of Tables should be prepared following the example in Annex-8. If the list spans more than one page, subsequent pages should not have a heading.

### **3.8. List of Symbols and Abbreviations**

If the report includes symbols and abbreviations that may not be easily understood by everyone, a "List of Symbols and Abbreviations" should be included. The List of Symbols and Abbreviations should be prepared following the example in Annex-9. If the list spans more than one page, subsequent pages should not have a heading.

## **4. ORGANIZATION OF REPORT CONTENT**

The report should consist of four main sections:

- a) Front pages/Special pages
- b) Report Text
- c) References
- d) Appendices

Each section may include various subsections up to three levels if necessary.

### **4.1. Front Pages/Special Pages**

1. Cover Page of the Report (Annex-1) - Mandatory
2. Approval Page (Annex-2) - Mandatory
3. Acknowledgment Page (Annex-3) - Optional
4. Abstract (Annex-4) - Mandatory
5. Abstract (English Translation) (Annex-5) - Mandatory
6. Table of Contents (Annex-6) - Mandatory
7. List of Figures (Annex-7) - If there are figures
8. List of Tables (Annex-8) - If there are tables
9. List of Symbols and Abbreviations (Annex-9) - If required
10. List of References (Annex-10) - Mandatory

### **4.2. Report Text**

#### **4.2.1. Introduction Section**

The introduction section, which forms the first part of the report, should be written under the heading "INTRODUCTION." After providing introductory information to the reader, the purpose and scope of the study should be clearly stated in this section.

#### **4.2.2. Sections Describing the Conducted Study**

Following the "INTRODUCTION" section, sections describing the conducted project study should be included under appropriate headings, following a logical narrative order.

#### **4.2.3. Conclusions and Recommendations**

This section, titled "CONCLUSIONS and RECOMMENDATIONS," should include the conclusions drawn from the project study, challenges encountered and overcome, benefits achieved and potential benefits that can be derived based on the findings of the study, as well as recommendations for future similar studies or further advancements based on this work.

### **5. REFERENCES**

All sources used and/or quoted in the project study should be referenced within the report and listed under the heading "REFERENCES." Publications not mentioned in the text should not be included in this section. The arrangement of references should follow the format shown in Annex-10.

### **6. APPENDICES**

Any information and explanations that may disrupt the flow and continuity of reading when included in the main text, such as drawings, program codes, detailed flowcharts, extensive and detailed experimental data, sample calculations, etc., should be provided in the APPENDICES section.

For each item included in this section, an appropriate heading should be selected and presented in the order of presentation as "Annex-1, Annex-2, Annex-3, ..." starting on separate pages.

The APPENDICES should be listed sequentially in the Table of Contents.



**OSTİM TEKNİK UNIVERSITY ENGINEERING FACULTY  
GRADUATION PROJECT REPORT**

**< PROJECT TITLE >**

**< Student Name and Surname >  
< Student No. >**

<b>Department: &lt;The department of the taken course &gt;</b>
<b>Project Advisor: &lt;Title &gt; &lt; Name &gt; &lt; Surname &gt;</b>
<b>Course Code and Name: &lt; Code of Course &gt; &lt; Name of the Course &gt;</b>
<b>Project Starting Date: &lt; Academic Year &gt; &lt; Fall / Spring &gt;</b>
<b>Report Presentation: &lt; Academic Year &gt; &lt; Fall / Spring &gt;</b>

Annex-2 : Approval Page

This report has been accepted by the jury whose names are written below on / / 200\_.

Title	Name Surname	Sign
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Annex-3 : Acknowledgements

Acknowledgements

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Abstract

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Annex- 6 : Table of Contents

Table of Contents

ABSTRACT i

ABSTRACT ii

TABLE OF CONTENTS iii

LIST OF FIGURES iv

LIST OF TABLES v

LIST OF SYMBOLS AND ABBREVIATIONS vi

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1.2. .... -

    1.2.1. .... -

    1.2.2. .... -

2. ....

3. ....

Annex-7 : List of  
Figures

Figures

Figure No	Explanation	Page No
.....	.....	-
.....	.....	-
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.....	.....	-

Annex-8 : List of Tables

Tables

Table No	Explanation	Page No
.....	.....	-
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Annex-9 : List of Symbols and Abbreviations

Symbols and Abbreviations

Symbol / Abbreviation	Explanation
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.....	.....

## Annex-10 : List of References

### References

[1] Haykin, S., Communication Systems, Second Edition, John Wiley & Sons, New York, 1983.

[2] Horn, B. Ve Katshushi, I., The Mechanical Manipulation of Randomly Oriented Parts, Scientific American, Vol.251, No.2, pp. 100-111, August, 1984.