

# Example



# GUIDELINES FOR THE PREPARATION OF RESEARCH REPORTS DISSERTATIONS AND THESES

<b>Page Layout</b>	A4 , 80g , Print on single side			
<b>Line Spacing</b>	Double: for text and headings	Single for: 1) Tables    2) Long quotations 3) Footnotes    4) References		
<b>Heading Styles</b>	<b>Heading 1</b>	Times New Roman, Size 12, <b>Bold</b> , CAPITALIZED, centered, not underlined, start in new page,		
	<b>Heading 2</b>	Times New Roman, Size 12, <b>Bold</b> , <u>not underlined</u>		
	<b>Heading 3</b>	Times New Roman, Size 12, <b>Bold</b> , <u>not underlined</u>		
	<b>Heading 4</b>	Times New Roman, Size 12, <b>Bold</b> , <u>not underlined</u>		
	<b>Text</b>	Times New Roman, Size 12, Regular, <u>not underlined</u> Left Indented by 1cm		
<b>Headings Numbering</b>	<b>Heading 1</b> CHAPTER 1 CHAPTER 2	<b>Heading 2</b> 1.1	<b>Heading 3</b> 1.1.1	<b>Heading 4</b> 1.1.1.1
<b>Page Numbering</b>	<b>Font</b>	Times New Roman (Size 10, Regular)		
	<b>Alignment</b>	Right hand side and 1 cm from the bottom		
<b>Footnotes</b>	Times New Roman (8)	<b>Footnotes are used often in humanities but rarely in science.</b>		
<b>Captions</b>	Place captions above the tables and under the figures	<b>Caption and number</b>	Times New Roman (12, <b>Bold</b> )	
		<b>Description after the caption</b>	Times New Roman (12, Regular)	
<b>Margins</b>	<b>Left</b>	4.0 cm (1.57 inch).	<b>Right</b>	2.0 cm (0.79 inch)
	<b>Top</b>	2.0 cm (0.79 inch)	<b>Bottom</b>	2.0 cm (0.79 inch)
<b>Title Page Margins</b>	<b>Left</b>	4cm	<b>Right</b>	4cm
	<b>Top</b>	5cm	<b>Bottom</b>	5cm
<b>References</b>	Times New Roman (Size 12) (1.15) Line spacing within the same reference Double Space between references			
<b>Running Header</b>	<b>Prefaces</b> ( Abstract, list of tables, list of figures, ...)	No header		<b>Before using headers consult IPS and your supervisor.</b>
	<b>Chapters and Appendices</b>	Times New Roman ( size 10) aligned 1 cm from top		

