

# TECHNICAL SPECIFICATIONS FOR THE CONSTRUCTION OF MAJOR PROJECTS

## TEXT FORMATTING

- All text should be written using
  - Times New Roman font,
  - 12 pts,
  - 1.5 lines paragraph spacing throughout. Spacing between paragraphs should be set to 6 pts. One possible exception to this rule is that sometimes tables take up too much space. For this reason, (and only for inside the table) spacing can be set to 1 line.
- The initial page of each chapter should contain a bold centered title, 22 pts size.
- Margins
  - Top and bottom page margins should be set at 1 inch (2.54cm).
  - Left page margins should be set at 2 inches (5cm) for binding purposes.
  - Right page margins should be set at 1.25 inches ( $\approx$  3cm).
- A header should be included in each page (apart from the initial page) that will indicate chapter number and title. All text in the header should be in *italics* format. Any footnotes should be written using Times New Roman font, 10 pts.
- Page numbers starting from 1 (from the table of contents) and continuing until the end of the document (including the appendices) should be included
  - Page numbers should appear at the bottom right of the footer area in a simple numbering fashion: 1, 2, 3 etc.
- Each chapter starts with a section entitled 'Introduction' describing the scope, contents and outline of the chapter. Each chapter ends with a section titled 'Summary' providing a brief summary of what was just discussed in the chapter
- Since this is a software implementation project there should be no independent section entitled 'Conclusions' at the end of each individual chapter. All conclusions should be grouped and presented in an organized fashion at the relevant chapter of the document.
- All sections in individual chapters are numbered sequentially using a relevant outline numbering scheme. The heading mechanism of Microsoft Word can be used for this purpose. A separate template document has been prepared and is available for download.
- Included pictures/screen captures or diagrams should all include a caption.

- Figure Captions should be placed at the bottom of the picture/diagram
- Formatted with Times New Roman, 10
- The captions should be numbered and follow a chapter notation. Figure 1.1, Figure 1.2 etc
- Included tables should all include a caption
  - Table captions should be placed at the top of the table
  - Formatted with Times new roman, 10
  - The captions should be numbered and follow a chapter notation. Table 1.1, Table 1.2 etc
  - All tables in all chapters should look the same
- References should be formatted using a standard referencing scheme. Examples of some widely used referencing schemes used for academic purposes are provided below:

## HARVARD REFERENCING SYSTEM

The author's name and the year of publication of the source all appear in brackets within or, preferably, at the end of the sentence (Dimopoulos and Grondoudis, 2004). If the author's name occurs naturally within the sentence it is not necessary to repeat it in the brackets.

<i>Book reference example:</i>	Sommerville, I., 2001, <i>Software Engineering</i> (London: Addison Wesley).
<i>Journal paper example:</i>	Dimopoulos, C., and Zalzala, A.M.S., 2000, 'Recent developments in evolutionary computation for manufacturing optimisation: problems, solutions and comparisons', <i>IEEE Transactions in Evolutionary Computation</i> , vol.4, no.2, pp.93-113.
<i>Conference paper example:</i>	Dimopoulos, C. and Mort, N., 2000, 'A genetic programming-based hierarchical clustering procedure for the solution of the cell-formation problem', <i>Adaptive Computing in Design and Manufacture (ACDM 2000)</i> , Parmee, I.C., (ed.), pp. 211-222, Springer.
<i>Web page example:</i>	University of Tasmania Library 2003, <i>Management subject guide</i> , < <a href="http://www.utas.edu.au/library/info/subj/management.html">http://www.utas.edu.au/library/info/subj/management.html</a> >

## NUMBERED NOTES SYSTEM

The Numbered notes system uses numbers within the text to identify references. Each reference is given a number, starting from 1. This is usually enclosed in brackets (1) or [1].

<i>Book reference example:</i>	[1] Sommerville, I., 2001, <i>Software Engineering</i> (London: Addison Wesley).
<i>Journal paper example:</i>	[2] Dimopoulos, C., and Zalzala, A.M.S., 2000, 'Recent developments in evolutionary computation for manufacturing optimisation: problems, solutions and comparisons', <i>IEEE Transactions in Evolutionary Computation</i> , vol.4, no.2, pp.93-113.
<i>Conference paper example:</i>	[3] Dimopoulos, C. and Mort, N., 2000, 'A genetic programming-based hierarchical clustering procedure for the solution of the cell-formation problem', <i>Adaptive Computing in Design and Manufacture (ACDM 2000)</i> , Parmee, I.C., (ed.), pp. 211-222, Springer.
<i>Web page example:</i>	[4] University of Tasmania Library 2003, <i>Management subject guide</i> , < <a href="http://www.utas.edu.au/library/info/subj/management.html">http://www.utas.edu.au/library/info/subj/management.html</a> >