**TITLE OF THE PROJECT**

**by**

**Name Surname**

**Engineering Project Report**

**Yeditepe University**

**Faculty of Engineering**

**Department of Materials Science and Nanotechnology Engineering**

**2021**

**TITLE OF THE PROJECT**

APPROVED BY:

Assist.Prof.Dr. Name Surname ………………………………
(Supervisor)

Assoc.Prof.Dr. Name Surname ………………………………

Prof.Dr. Name Surname ………………………………

DATE OF APPROVAL: / /2021

**ACKNOWLEDGEMENTS**

First of all I would like to thank my advisor Assist. Prof. Dr. Name Surname for his guidance and support throughout my project. Also I would like to thank…

Also I would like..

ABSTRACT

TITLE OF THE PROJECT

Here we write the abstract of the project in English.

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ÖZET

TITLE OF THE PROJECT

Here we write the abstract of the project in Turkish.

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**LIST OF SYMBOLS / ABBREVIATIONS**

XRD X-Ray Diffraction Spectroscopy

SEM Scanning Electron Microscope

OP Optical Microscope

FTIR Fouirer Transform Infrared Spectrophotometer

TGA Thermogravimetry

PMC Polymer Matrix Composite

MMC Metal Matrix Composite

H Hardness

E Elastic Modulus

T Temperature

…

# INTRODUCTION

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**Table 1.2** Pellentesque faucibus. Ut accumsan ultricies elit. Maecenas at justo id velit placerat molestie

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# BACKGROUND

## Previous works

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**Figure 2.1** Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Nam cursus. Morbi ut mi. Nullam enim

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# MATERIALS AND METHODS

## Character Fonts

As a character font, use Times or Times New Roman. The font size must be 12 point in the text including formulas, equations, table headings and figure captions. At least 8 point should be used in figures, tables and super or subscripts. Footnotes, long biographical quotes and extensive quotations should be 10 points.

## Spacing

Spacing of the text material shall be 1.5 or when necessary integer multiples thereof. For example, when a paragraph ends, the next one starts after pressing RETURN (1xCR) to get one 1.5 spacing.

The followings are exceptions:

* Footnotes - single spacing
* Long biographical quotes - single spacing
* Extensive quotations - single spacing and indented one (1) centimeter relative to the text material.

## Left Adjusting

The left adjusting point of titles and headings shall be 35 mm from the left edge of the paper. You can use the appropriate left adjusting command in computer typesetting.

## Margins

Margins of pages shall conform to the following specifications:

* Left margin - 3.5 cm from edge of paper
* Right margin - 2 cm from edge of paper
* Top margin - 3.5 cm from edge of paper
* Bottom margin - 2 cm from edge of paper

The above margins shall be observed on charts, graphs, tables, and drawings. Folded papers will not be accepted unless there is absolutely no other way for the material to be presented.

## Pagination

Each page in the report (except the title page) is expected to bear a number. Only one side of the paper may be used.

The preliminary section, including the title page; copyright page, if any; foreword, preface, or acknowledgements; table of contents, etc., should be numbered, using lower case Roman Numerals, e.g., i, ii, iii, etc. The title page counts as page i, but the number does not appear. The sequence of the preliminary section is as follows:

|  |  |
| --- | --- |
|  Title Page |  Page i number does not appear |
|  Page of Approval |  Page ii |
|  Foreword |  Page iii as necessary |
|  Preface |  Page iv as necessary |
|  Acknowledgements |  Page v as necessary |
|  Abstract |  Page vi as necessary |
|  Özet |  Page vii as necessary |
|  Table of Contents |  Page viii as necessary |
|  List of Figures |  Page ix as necessary |
|  List of Tables |  Page x as necessary |
| List of Symbols / Abbreviations | Page xi as necessary |

For the remainder of the report, Arabic numbers are used. Each page must be numbered. Page numbers are to be placed centered at the bottom of the page and must be 12 point. Include all pages for illustrations, tables, appendices, bibliography, etc. Use of suffixes, such as 25a, 25b, etc., will not be approved. The numbering in the main body of the report should begin with page 1 and run consecutively to the last page. No punctuation, such as dash or a period, should accompany the page number.

Paragraphs must be uniformly indented one centimeter. Series of paragraph items which are to be listed without headings under any of the regular headings may, for clarity, be designated by special bullets such as •, or enumerated by (i), (ii), (iii), etc. A new paragraph must not begin at the bottom of a page if there is not sufficient space for at least (2xCR). A paragraph must be separated from the preceding and succeeding paragraphs by (1xCR).

## Headings

### Main Headings

Main headings numbered such as 1., 2., etc. must obey the following rules:

* They must begin a new page according to Section 3.3. Omit period at the end of the heading. Main headings must be typed in bold face and must be in capital letters and in 14 points.
* Main headings should reflect content of the text that follows. Main headings are not to be called as chapters.
* The number of the headings will be followed by a period and two spaces.
* They must precede the following text material or second heading by (2xCR).

### Second Headings

Second headings numbered such or 2.1., 2.2., etc. must obey the following rules:

* They must begin according to Section 3.3 and be typed in 12 points, bold face and, capital and lower case letters; i.e., the first letter of each word except conjunctions prepositions and articles must be a capital letter. Omit period at the end of heading.
* The number designation of the second heading will be followed with a period and two spaces.
* Second headings must be (2xCR) below preceding text and (2xCR) above of succeeding text, but need not begin a new page.

### First Subheadings

First subheadings numbered such as 2.1.1., 2.1.2., etc. must obey the following rules:

* They must be typed on separate lines beginning at the left margin line of the text, but need not begin a new page.
* They must be typed in bold face and with capital and lower case letters except conjunctions, prepositions and articles.
* The number designation of the heading will be followed by a period and two spaces. Omit period at the end of the heading.
* First subheadings must be separated from the preceding and succeeding text by (2xCR).

### Second Subheadings

Second subheadings numbered such as 2.1.1.1., 2.1.1.2., etc. must obey the following rules; however, second subheading, should be avoided if possible.

* They must be typed on the same line as the text it introduces, beginning at the left margin line of the text.
* They must be typed in capital and lower case letters except conjunctions, prepositions and articles.
* They must be followed by a period at the end of the heading and must be underlined.
* The number designation shall be followed by a period and two spaces.
* Second subheadings must be separated from the preceding text by (1xCR).

## Footnotes

Footnotes should obey the following rules; however, footnotes should be used only if absolutely necessary:

* Footnote references shall be indicated in the text by an Arabic number placed superior to the text and immediately following the word, phrase or sentence which the footnote concerns.
* Footnotes shall be sequential for each page and for the entire report. [[1]](#footnote-1)

## Bibliographical Material

As already noted in the introduction of this manual, reports should follow the form used in scholarly publications of the student's field of research. Rules of form vary from one field to another, and it is important that the student learn the editorial usages of his/her own field. It is generally important that he/she follow such usages consistently throughout his/her report

* The number in square brackets such as "[8]”, should indicate the order of first appearance of the reference in the text. The listing of references in the bibliography shall be in the order in which they are used in the text and shall bear the same number as was used in the reference in the text. (See other document).

## Specially Designated Expressions

Specially designated expressions usually mean equations, formulae, etc. and they obey the following rules:

* They will be centered on the page according to Section 3.3 and separated from the preceding text and the succeeding text by (2xCR).
* The expressions shall be identified by an Arabic number in parentheses like "(2.1)", "(2.2)", "(2.3)", etc., which should be placed opposite the expression and in line with the right margin of the text. They should be numbered within each chapter in the order of their appearance.
* Mathematical formulae and expressions must be typeset according to a consistent math-style throughout the whole report. The standard style for mathematical expressions in scientific publications makes use of italic typeface for variables in Latin characters and non-italic typeface for mathematical signs (+, -, parentheses, etc.). Bold characters are usually reserved for vectors and matrices. In any case, the style used for in-text formulate should be the same as that of displayed formulae.

## Tables and Figures

In general, all of these are special matters, usually of a technical sort, and the proper form must be understood and followed after a candidate has received instructions from his/her supervisor (See the other document). To ensure satisfactory reproduction, drawings, graphs, etc., they should be prepared in contrasting colors, preferably in black.

Tables and figures should be enumerated within each chapter, i.e., as 2.1, 2.2, 2.3, 3.1, 3.2, etc. The designation of each table or figure within the text should have only the first letter in capital (i.e, such as "Table 4.5" or "Figure 3.8") throughout the report (See the other document). Tables, figures and their captions should be centered. The captions should be as normal text, i.e, only the first letter should be capitalized. The captions should be at a distance of (1xCR) from the table or figure. Also note that all floating items such as graphs, charts, photographs and illustrations should be considered and designated as a figure or table, whichever is appropriate.

# RESULTS AND DISCUSSION

## Title Page

See example on the other document.

## Approval Page

All copies of the report submitted must include original signatures of the Examining Committee on the approval page. It should be prepared in accordance with the sample and should follow the title page. The names of the members of the Examining Committee will be listed one below the other in alphabetical order except the Supervisor's, whose name will be at the top of the list. Beside each name, space for the signature of each examiner should be left. The date at the bottom of the page is the date the report was approved by the Examining Committee.

## Dedication

Occasionally, authors would like to dedicate their report to their family members, friends or some scientists in their area of research. The dedication page should follow right after the Approval Page.

## Acknowledgements

The candidate may desire to include a page with a brief note of an acknowledgement of help received from particular people. All organizations proving financial support must also be acknowledged, with project identifications like grant number, etc.

## Abstract

The abstract should give the information that will enable a scholar to tell whether he/she wishes to read the complete work. Therefore, the abstract should cover the following points: Statement of the problem, procedure or method, results, conclusions. Two abstracts, one in English and the other in Turkish, should be included. The abstract should contain no headings, tabular material, chemical formulas, or footnotes. Abstracts should not contain references, but author citing is allowed.

The abstract page should contain the title of the report. The Turkish abstract ("Özet") must follow the English abstract in the same format. An example of an abstract to be included in the report is given in the other document.

## Table of Contents, List of Figures, Tables and Symbols / Abbreviations

Reports are expected to have a "Table of Contents" for the convenience of the reader. If figures and tables are scattered throughout the text, a separate "List of Figures" (and/or "List of Tables") must be included after the Table of Contents. These lists should include page numbers. Similarly, a "List of Symbols" (or "List of Symbols/ Abbreviations", as appropriate) should be included. Examples of such materials are shown on the other page. "List of Symbols/Abbreviations" can contain abbreviations listed alphabetically as a separate group following the symbols.

## Text

The text of the report will follow at this point. The first chapter (in most cases, Introduction) will start on the first page of the text, i.e. the first page enumerated in Arabic numerals. When writing your report, pay attention to some of the precautions listed below:

* The whole text should be left and right justified.
* Periods, commas, semicolons and colons go outside the quotation marks.
* The word "data" is plural and requires a plural verb.
* Integers from one to nine, inclusive, should be spelled out except when they represent a chapter or a section; for number 10 and above, use numerals. Numbers should be spelled out when they begin a sentence.
* Spell out per cent; do not use %, and write per cent as two words without a period within the text.

## Appendices

A last section may contain supporting data for the text in the form of one or more appendices. Examples of appendix material include data sheets, questionnaire samples, flowcharts, illustrations, maps, software listings, charts, etc. if the appended data should include oversize illustrations or maps, several alternative methods of inclusions are available.

If a section, table, figure, equation etc., is to be included in an appendix, the numbering should follow the same rules used within the report. In this case, however, they should begin with the letter of the respective appendix such as "Table A.l", "Equation (B.4)" etc. Each appendix should have a descriptive title just like chapter headings (See the other document).

The developed computer program should be given in a CD or DVD.

#  CONCLUSION

##  Typesetting

Computer typesetting programs such as MS-WORD or Open Office is highly recommended. Reports written in TEX or LATEX are also acceptable.

##  Paper Quality

The original copy shall be typed on 75 or 80 gr/m2 A4-size white paper. All reproduced copies should be of the same grade of paper.

##  Printer

Only laser printer and Ink Jet printer output are acceptable. Printer settings must comply with A4-size paper and must be so that the page is not resized in printing.

##  Reproduction

Mimeographed or ditto copies are not acceptable for the Institute or Library copies; however, photocopy reproduction is acceptable for all parts or copies of the report. Care must be taken to insure that the proper grade of paper is used at all times and that copying contrast is dark.

## Binding

The report should be bound in dark blue hard cover. The final bound size of the report should conform to A4 size. The name and surname of the candidate, the project title and the year should be printed in the above order on the spine of the cover. When the report is placed front cover up, the spine should read from left to right.

# Bibliography

[1] Kernighan, Brian W., and Dennis M. Ritchie. *The C programming language*. Vol. 2. Englewood Cliffs: prentice-Hall, 1988.

# APPENDIX A: SAMPLE PAGES

The other document presents examples of some report pages typeset in the format described in the proceeding chapters. They include the pages to be found in the preamble of a report (such as title and approval pages, table of contents, etc.), as well as examples of list of references. The format of the cover for the bound copy is shown. Further, this booklet (except its title page) is typeset in the format required for the reports.

1. Footnotes shall be placed at the bottom of the page on which they are indicated. They shall be indented from the left margin of the text by one centimeter and placed under a broken line made of 20 characters (5 cm). Footnotes shall be single-spaced and 10 points. [↑](#footnote-ref-1)