

## GUIDELINES FOR FINAL YEAR PROJECT REPORTS

1. The report should be typewritten in English, in the third person. The report should be clear and concise. The expected length of the main body of the report excluding charts, diagrams, appendices, tables, references, etc. should be around 10,000 words. If you have a lot of content to discuss, please seek your supervisor for advice. Marks may be deducted for unnecessarily lengthy report. You are strongly encouraged to use your own words. **Serious action will be taken against any student who plagiarises in his/her FYP report.** The Standard International Units (SI) should be used.
2. The contents of the report should be presented in the following order:
  - (1) title page
  - (2) extended abstract
  - (3) acknowledgement page to give recognition of any advisory or financial assistance received in the course of the work on which the report is based
  - (4) table of contents
  - (5) list of figures (if any)
  - (6) list of tables (if any)
  - (7) list of symbols (if any)
  - (8) introductory chapter
  - (9) text chapters
  - (10) references
  - (11) appendix/appendices (if any)
3. Detailed explanations on the writing of each section of the report can be found in “A Guide to Report Writing” obtainable from libraries. Samples of the title page and table of contents are attached for your reference.
4. White A-4 size paper should be used. The margin on the left-hand side must be about 3.5 cm. On the top, bottom and right hand side, a margin of 3 cm is recommended.
5. The same type setting should be used in the main text of the report to ensure that the letters do not vary in size, type and shade. One and a half or double line spacing should be used for the text of the report.
6. Unless requested by the moderator, FYP report is submitted electronically through your supervisor.
7. Samples of the cover and spine, title page and table of contents, as well as an extract on the method of listing references, are attached.

**SAMPLE**

*Cover page*

**AN EXPERIMENTAL INVESTIGATION OF THE  
DYNAMIC CUTTING OF STEEL**



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**SCHOOL OF MECHANICAL AND AEROSPACE ENGINEERING  
NANYANG TECHNOLOGICAL UNIVERSITY**

**Year (e.g. 2020/2021)**

**SAMPLE**

*Title page*

AN EXPERIMENTAL INVESTIGATION OF THE DYNAMIC CUTTING OF STEEL

SUBMITTED

BY

XIA YAU ZHOU

SCHOOL OF MECHANICAL AND AEROSPACE ENGINEERING

A final year project report  
presented to  
Nanyang Technological University  
in partial fulfilment of the  
requirements for the  
Degree of Bachelor of Engineering (Mechanical Engineering)  
Nanyang Technological University

Year (e.g. 2020/2021)

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## **Chapter Six**

### **6.0 SUPPLEMENTARY ELEMENTS**

The supplement elements consist of the List of Reference and the Appendices.

### **6.1 References**

Documents that are prepared with the help of other sources should have a list of sources cited. A list of references contains only sources the writer quotes directly, takes original ideas from, and refers to in the document. In reports where the subject is primarily scientific, the list of references is the most widely accepted way to cite specific sources.

#### **6.1.1 Listing of references**

Details of references cited in the text are listed at the end of the text. Details given under both APA and Numbered References Methods are identical but the order in which references are listed is different.

##### **6.1.1.1 APA author/year system**

In the APA author/year system, the entries are arranged alphabetically by the surname of the author.

##### **6.1.1.2 Numbered references method**

The Numbered References Method uses an Arabic numeral, as internal citation. The numeral refers to the entry in the list of references. The entries in the list of references are arranged by order of their appearance in the text. Many technical journals have adopted this method for ease in printing. (It is more economical to print one number rather than many names and dates). This method is also commonly used in short technical reports that have only 2 to 3 references. The difficulty with this system is that if a new source is inserted in the list, all the entries in the list and references in the text need to be renumbered.

##### **6.1.1.3 Entries in the List of References**

The format for the entries in a list of references is as follows:

- i) With the APA Methods, arrange all entries in alphabetical order. Determine the alphabetical order by the author's surname or, if no author is listed, by title, disregarding the, a, or an.
- ii) With the Numbered References Method, number each entry according to its order of appearance in the report. The format of entry, listed below, is the same for both the APA Method and the Numbered References Method.
  1. In a single-author entry, list the author's name in the following order: surname, first, middle name or initial. In multiple-authors entry, list the subsequent authors' names in reverse order, e.g. Wang, Henry.
  2. The year of publication should follow the author's name and precedes the title.

3. Insert periods between the basic components of author, title, and facts of publication.
4. For articles and books capitalize only the first letter of the title and subtitle and proper nouns. Use standard title capitalization for periodicals, i.e. capitalize the first letter of every word except conjunctions and articles. Title of books or periodicals should either be underlined or printed in Italics.
5. Omit page numbers from book entries. In periodical entries, however, give inclusive page numbers for each article.

**NB** Do not number of entries if the APA method is used. In case of the Numbered References Method, number the entries according to their order of appearance in the text.

### **Examples:**

#### ***Entries with one author:***

Martin, Jacob. 1988. Slender body oscillation under simulated atmospheric boundary layer condition. Engineer Digest 52 (19): 112 - 116.

Morehead, David 1989. Fundamentals of heat transfer. 3<sup>rd</sup> ed. New York: States Publishing House.

#### ***Entries with two authors:***

King, R.W., and Magid, J. 1982. Industrial hazard and safety handbook. London: Butterworth Scientific.

Percy, K. E., and Grant, S. A. 1987. A multivariate analysis of element concentrations in sphagnum magellanicum brid. in the Maritime Provinces, Canada. Water, Air, and Soil Pollution 25 (July): 33-38.

#### ***Entries with three authors:***

Teo, R., Rye, W., and Abbas, A. 1985. Heat transfer mechanism. Washington: Engineering Society.

Rudnic, E.M., Chan, J. L., and Rhodes, C.T. 1987. Effect of molecular variation on the disintegrant action of sodium starch glycolate. Journal of Pharmaceutical Sciences 72(6): 345-57.

### **More examples:**

#### ***Corporate Author:***

Alphabetize corporate authors by the first significant word. When the author and publisher are the same, use the Author for the name of the publisher.

National Broadcasting Company. 1989. Heat transfer mechanism - New York: Author.

### **Book without an author or editor:**

Alphabetize a book with no author by the first significant word in the title; in this case uniform.

A uniform system of citation. 1988. Cambridge, MA: Harvard Law Review Association.

### ***Symposium Paper Published in Conference Proceedings***

Mulik, P. R. 1981. High-temperature removal of alkali and particulates in pressurized gasification systems. Paper presented at the American Society of Mechanical Engineers Conference, March 9-12, 1981, Houston, Tex. ASME Paper No. 810GT-67.

### ***Public Document***

U.S. Environmental Protection Agency. Office of Research and Development. 1979. *Energy alternatives and the environment*. EPA-600/9-80-009.  
(The acronym and set of numbers are an access code for the document, should you want to order and read it.)

### ***Dissertation***

Mann, E.A. 1988. An economic application of engineering principles, Ph.D. diss., University of California, Berkeley.

### ***Personal Communication, Interview, or Lecture***

Fisher, S. Professor of Physics, Quantum University. Letter to author, 16 February 1987/(1987, February 18).  
Fisher, S. Interview with author, 16 February 1987 / (1987, February 16).  
Stitles, N. Physics 233 Lecture, 22 March 1986 / (1986, March 22).

### ***Unpublished Lab Report, Log, Etc.***

Markham, N.E. 4 April 1987. Robotics: Imitating the human thumb. Submitted to Dr. R. Roper, Computer Engineering 255, West Virginia University.

### ***Questionnaire***

Follow-up study on lay-offs at EFFE, Inc. July 1985. Data derived from questionnaires administered to 65 laid-off Technicians, in Shanghai, China.

### ***Information Derived from a Database Service***

Benum, P., et al. 1977. Manufacturing information system for the production of centrifugal pumps. Engineering Plus 48(2):150-57. DIALOG, INDEX MANUFACTURE, item 129357577198585.

### *Article in an Anthology*

- Capitalize only the first word of the essay title
- Use zip code abbreviations for states

Roberts, G. and Kates, M. 1988. Digital processing in audio signals. In B.C. White (ed.), Applications in digital sound processing. Englewood Cliffs, NJ: Prentice-Hall, 29-100.

## **6.2 Appendix**

The appendix contains related data not necessary to the immediate understanding of the discussion in the report. This may contain materials such as: tables, graphs, illustrations, description of equipment, samples of forms, data sheets, questionnaires, equations, and any material that must be included for record purposes.

Each entry (sample forms, detailed data for references, tables, pictures, questionnaires, charts, maps, graphic representations) in the appendix requires an identifying title. Every entry in the appendix must be referred to in the body of the report. Each appendix must be lettered, beginning with Appendix A. The list of appendices should be appearing in the table of contents following the list of references entry.