PROJECT MANUAL

INSTRUCTIONS CONCERNING THE PREPARATION OF PROJECT REPORTS

Department of Computer Science
College of Engineering
Prairie View A&M University
Summer 2004
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GENERAL INFORMATION

Introduction

The College of Engineering at Prairie View A&M University requires a project from all non-thesis option master's candidates. The project is intended to demonstrate the student’s ability to conduct, document, and communicate the results of independent research, for which the student is given credit for COMP/CINS 5913. While content is the domain of the student and student’s advisor, format standards and procedures are established by the department. This guide is intended to acquaint the student with standards and procedures to which Master’s project must conform in order to be approved by the Department of Computer Science.

Project Proposal

The project proposal is the planning document for the project. It is written by the student and must be approved by his/her advisor, the Graduate Program Coordinator, and the Department Head. Master's students enrolled in the non-thesis option should contact a prospective project advisor as early as possible in their course of study since the project advisor may expect certain courses to be taken in preparation for the project. The proposal itself should be developed in consultation with the advisor. It should be initiated by the first half of the semester prior to the semester in which the project is done. The Project Proposal Forms are found on pages 5 and 6.

Project Topics

Project topics vary greatly. Normally a topic is suggested by an advisor. A student may propose a topic to the advisor, and in any case the student should have some input into the choice of topic. Nevertheless, an advisor has every right to refuse to supervise a project on a student-generated topic. It is important to confirm the appropriateness of a topic with an advisor as early as possible in the development of the proposal.

Master's projects are expected to be conceived, designed, and executed at a graduate level of sophistication. Some students may elect to do original research papers in such areas as computer systems, communications and networking, software engineering, data and knowledge engineering, artificial intelligence, graphics and image processing, information and decision support systems, knowledge and expert systems, system simulation and modeling, or algorithms and theory of computing. A project may also involve sophisticated software development. Generally, the amount of work required for a project is expected to be comparable to that entailed by one graduate course. Regardless of the type of project, it must be researched in an in-depth and scholarly manner.

Style Manuals

The Project Manual does not address all questions pertaining to style and format for the preparation of a project report. Many manuals and handbooks are available for this
purpose. For specific questions not answered in this Project Manual, the current editions of the following books may be helpful: *Publication Manual of the American Psychological Association* (American Psychological Association, 2001); *MLA Handbook* (Gibaldi, 2003); *A Manual for Writers of Term Papers, Theses, and Dissertations* (Turabian et al, 1996); and *Chicago Manual of Style* (University of Chicago, 2003).

**Copyright**

The author of a project report is expected to conform to the provisions of the copyright law with regard to quoting copyrighted materials. In ordinary practice, it is generally assumed that the quotation of a prose passage of approximately 150 words or less or the quotation of a few lines of verse in a work of scholarship or criticism does not require written permission of the copyright owner. However, the area of "fair use" of copyrighted materials can be defined only by court action, and existing precedents are insufficient to make an exact or strict definition of its limits. *The Chicago Manual of Style* (University of Chicago, 2003) and other style manuals provide further discussion of "fair use."

Should the student decide that it is necessary to obtain permission from the copyright owner; the usual procedure is to write the owner and obtain a written reply authorizing use of the material. Ordinarily the only condition for use is that proper acknowledgment be made. If the student has already published any portion of the project material, written authorization from the publisher must be obtained before the material is used. Written copyright permissions should be available for inspection by the Dean of Graduate Studies at the time of submission of the final draft for approval.

Software owned by an individual, company or corporation is protected under U.S. law. It is illegal to use, in whole or in part, any software, design and/or documentation in any activity, including research, publications, university papers, assignments, project reports or theses without prior written permission from the copyright owner.
Credit for COMP/CINS 5913

The course for the Master's Project is COMP/CINS 5913 (3 Credits). COMP/CINS 5913 has no scheduled hours; however, you should meet regularly with your advisor to discuss the progress of your project.

A student who is not able to complete the project in a given semester must notify the advisor one week before the last day of classes and supply a progress report. Normally such students would receive a grade of “I.” If your project takes more than one semester, you must enroll in an additional 3 credits of COMP/CINS 5913 for the second semester. Of course, only three credits of COMP/CINS 5913 may be counted towards meeting the CS Master's degree requirements. A student who does not enroll in a succeeding semester or who wishes to change advisors must resubmit a project proposal prior to the semester in which they plan to do the work. If an advisor change is involved, then both advisors must approve the change. Students who find it necessary to use more than two semesters to complete the project must request permission to do so from the chairman of the department.

Timeline

The student and primary advisor must assure that the following timeline is met:

**At least 10 weeks prior to the semester in which the project is done:** The student submits the project proposal to the Advisor for review, refinement, and signatory approval. Sample Project Proposal Forms can be found on pages 5 and 6.

**At least 8 weeks prior to the semester in which the project is done:** The student submits the project proposal, with the advisor’s approval signature, to the Graduate Program Coordinator for review, and signatory approval. If the Graduate Program Coordinator has any suggestions, the student and his/her advisor must respond to the suggestions and resubmit the proposal to the Graduate Program Coordinator for approval.

**At least 6 weeks prior to the semester in which the project is done:** The student submits the project proposal, with the Advisor’s and Graduate Program Coordinator’s signatures, to the Department Head for review, and signatory approval. If the Department Head has any suggestions, the student and his/her advisor must respond to the suggestions and resubmit the proposal to the Department Head for approval.

**Semester in which the project is done:** The student must meet regularly with his/her advisor to discuss the progress of the project.
**At least 20 days prior to commencement:** A FINAL DRAFT of the project report must then be given to the advisor for review.

**At least 12 days prior to commencement:** The FINAL VERSION of the project must be given to the advisor for final signatory approval using the approval sheet found on page 13.

**At least 10 days prior to commencement:** The FINAL VERSION of the project, with the advisor’s signatures, must be given to the Graduate Program Coordinator for review and signatory approval.

**At least 7 days prior to commencement:** The FINAL VERSION of the project, with all the above signatures, must be given to the Department Head for review and signatory approval.

**Software**

Software developed in a Master's project cannot be considered proprietary. The advisor has the right to use such code in research activities and to supply such code to students for use in derivative projects. An advisor may grant a student the right to copyright the code.

**Submission**

To graduate in a given semester, students must meet the above timeline for submission of the project report. **There are no exceptions for late submission.** Students failing to meet the above timeline cannot graduate until the following semester.

Master's degree candidates must:
1. Submit one complete, appropriately signed copy (original Approval Page) of the project report to the Advisor.
2. Submit one complete, appropriately signed copy (original Approval Page) of the project report to the Graduate Program Coordinator.
3. Submit one complete, appropriately signed copy (original Approval Page) of the project report to the Departmental Office.
Name of student: ________________________  Project Start Date: ____________

Project Title: _______________________________________________________

Problem Statement:  Give a brief, general statement of the problem to be investigated in this project.

Brief Description of Project:

*The purpose of this section is to:*
  *a. identify the activities or tasks to be accomplished,*
  *b. identify the procedures or methods to be used,*
  *c. enumerate a timeline for accomplishing the activities in part (a).*

*Student’s Signature* ___________  *Date* ___________

Certificate of Approval for Project Proposal:

*Advisor’s Name* ___________  *Date* ___________
*Advisor* 
*Department* 

*Grad. Prog. Coordinator’s name* ___________  *Date* ___________
*Graduate Program Coordinator* 
*Department* 

*Department Head’s Name* ___________  *Date* ___________
*Department Head of Computer Science*
Name of student: ________________________  Project Start Date: ____________

Project Title: _______________________________________________________

Problem Statement: Give a brief, general statement of the problem to be investigated in this project.

Brief Description of Project:

The purpose of this section is to:
  a. identify the activities or tasks to be accomplished,
  b. identify the procedures or methods to be used,
  c. enumerate a timeline for accomplishing the activities in part (a).

Student’s Signature ___________________________ Date ______________________

Certificate of Approval for Project Proposal:

Advisor’s Name ___________________________ Date ___________
Advisor
Department

Grad. Prog. Coordinator’s Name ___________________________ Date ___________
Graduate Program Coordinator
Department

Department Head’s Name ___________________________ Date ___________
Department Head of Computer Science

Department of Computer Science

MS Computer Science Project Proposal
GENERAL MANUSCRIPT SPECIFICATIONS

The finished manuscript is to be a professional effort; that is no crossing out of letters, liquid paper or erasures may appear on the final copies. Broken type or faint print is not acceptable nor are photocopies with dark or blurred lines.

Fonts and Spacing

- The entire project report must be of uniform font or typeface; use Times, Times Roman, or Times New Roman throughout the manuscript. (Note that wherever Times is specified in this document, Times Roman, or Times New Roman may be used).
- Use 12-point font throughout manuscript. Major headings should be two point sizes larger than the text (14-point).
- Complex, multi-line equations may be very difficult to typeset using a variable pitch font such as Times New Roman. A monospace font such as Courier New (12-point) may be used in these cases; but, if used for one equation, it must be used for all. The guiding principles are that equations should be easy to read and consistently formatted throughout the paper.
- The manuscript must be double-spaced. Single spacing is used only for long, blocked and inset quotations, footnotes, endnotes, and itemized or tabular material.
- Italics or boldface print (in the same point size as the text) may be used for major headings, subheadings and for emphasis. Underlining is an acceptable alternative to italics; but, do not use underlining and italics or bold together.
- Reduction (fonts smaller than 12 points) may be made in narrative text footnotes, tables, figures, equations and appendix material only. The preliminary pages, narrative text, endnotes, and reference section cannot be reduced.

Paper and Margins

- Use 8.5 x 11-inch, white, high-quality acid-free bond paper of 100% cotton content, 16 to 20 pound weight for the final copies of the project.
- All typing must be within the margin settings, except for the page number. Margin settings for all text pages are 1.25” on the left, 1.15” on the right, and 1.25” on the top and bottom.

Page Numbers

- The first two pages (the Title Page and the Approval Page) are unnumbered.
- The preliminary pages are numbered with lower-case Roman numerals, beginning with the Abstract, which is numbered iii.
- The text and supplementary pages are numbered with Arabic numerals. The first page of the text has the number 1; every page following will have a page number.
- Page numbers are centered on the bottom of the page, about ½-inch from the bottom edge of the paper.
Photographs

- Photocopies or digitized reproductions of photographs are acceptable if there is enough contrast for a good reproduction.
- Photographs should be treated as figures, using the guidelines given below.

Tables, Figures and Equations

- All figures and tables should be sharp black and white, clearly readable and of professional quality. Figures may be in color if there is enough contrast for a good reproduction. Any handwriting or hand lettering must be "draft quality."
- Each table and figure in the text must have a unique number and title. The number sequences for figures and tables are separate, and each begins with ‘1’; for example: “Figure 1. Memory glasses”, and “Table 1. Top 10 instructions for the 80x86.”
- Figures and tables are numbered consecutively throughout the text, and each table or figure must be mentioned by number in the text. The first mention of each table or figure must be within a page and a half of text before it appears or on the next page of text following its appearance.
- Tables and figures may be included on a page with text or appear on separate pages. If a table or figure is placed on a page with other material, the table or figure should be centered between the left and right margins and separated from the text (or other material) by a minimum of a triple space at the top and bottom.
- Figure captions must be centered below the figures using boldface. Table titles must be centered above the tables using boldface. If the table or figure is placed lengthwise (landscape position), the top of the table or figure must be at the left-hand, binding side of the page. The caption is placed in the same direction as the figure or table. The page number stays in the regular position.
- Initially capitalize only the first word of each figure caption and table title unless the caption contains a proper noun, as in “Bayes’ theorem”, or a capitalized acronym such as “DNA”.
- Tables or figures longer than one page in length must have the complete title and the number of the table or figure on the first page only. Subsequent pages have the table or figure number and the word "Continued", plus the necessary column headings for ease of reading.
- Only equations that are actually referred to later in the text should be numbered. Equation numbers should be placed in parentheses at the right margin; Equations should be indented 0.5” and separated from the previous and following text by a triple space. For example,

\[ P(B|A) = P(A|B) \cdot P(B) / P(A) \]  

(1)
where \( P(X|Y) \) is the (conditional) probability that \( X \) is true given that \( Y \) is true and \( P(X) \) is the (unconditional) probability that proposition \( X \) is true.

**Major Headings**

- All must be displayed using bold, 14-point Times.
- All must be centered at the top of a new page and in all capital letters.
- Major headings consist of the following:
  - The title of the project on the title page
  - The title of the project on the approval page
  - The headings ABSTRACT, TABLE OF CONTENTS, LIST OF FIGURES, LIST OF TABLES, and LIST OF NUMBERED EQUATIONS on the preliminary pages
  - The SECTION designations and titles
  - The word REFERENCES on the first page of the references
  - The APPENDIX designations and titles

**First-order Headings**

- An example of a first-order heading is:

  **3.1 MACHINE LEARNING ALGORITHMS**

- It should be boldface 12-point Times, capitalized, flush left, with one blank line before, and one blank line after.

**Second-order Headings**

- An example of a second-order heading is:

  **3.1.1 Conceptual Clustering Algorithm**

- It should be boldface 12-point Times, initially capitalized, flush left, with one blank line before, and one blank line after.
Content Order

The following list gives the contents in the proper order of presentation. All sections marked with an asterisk (*) must be included in the manuscript.

- Preliminary Pages (with Roman numeral page numbers):
  *Title Page
  *Approval Page
  *Abstract
  *Table of Contents
  *List of Figures (if two or more figures in the text)
  *List of Tables (if two or more tables in the text)
  *List of Numbered Equations (if two or more equations are numbered and referred to in the text)

- Text (with Arabic numeral page numbers):
  *Introduction (as first section)
  *Main body of text divided into various sections
  *Summary or Conclusion (as last section)

- References and Supplemental Sections:
  *Reference section
  Appendix material
MANUSCRIPT DETAILS AND SAMPLE PAGES

Title Page

- Font must match text (Times font).
- The point size of the title is 14-point; point size of the rest of the page is 12-point.
- Vertical spacing must match the sample page.
- Only the title and the student’s name should be in bold.
- No page number should appear on this page.

Title of Manuscript

- All capital letters, bold, centered using 14-point Times.
- Double space if more than one line.
- There should be no period at the end of the title.

Student’s Name

- All capital letters, bold, centered using 12-point Times.
- Name must be the same as in the official records of the university.

Submittal Statement

- It must be double-spaced.
- The degree is single-spaced in all capital letters, using the full name of the degree.

Graduation Date

- The month (May, August or December) should be fully written out with the year.
- There should be no comma between the month and year; for example, May 2004.

Example

- A sample Title Page follows:
TITLE OF PROJECT

All statements on the title page are centered.

Title is in all capital letters, double spaced, bold, using 14-point.

JOHN QUINCY JONES

Name is in all capital letters, bold using 12-point.

A Project

Submitted to the Department of Computer Science

In Partial Fulfillment of the Requirements for

The Degree of

MASTER OF SCIENCE

IN

COMPUTER INFORMATION SYSTEMS

Degree is in all capital letters.

PRAIRIE VIEW A&M UNIVERSITY
COLLEGE OF ENGINEERING
PRAIRIE VIEW, TEXAS
December 2004
Approval Page

- Use 12-point Times font throughout this Page.
- Each copy of the manuscript must contain this Approval Page with original signatures.
- Do not use bold on this page, except for the title and student’s name.
- No page number should appear on this page.
- Content, spacing and capitalization must match the sample page (next page).

Title of Manuscript

- Use the same wording as on Title Page, all capital letters, bold, and centered.
- Double space if there is more than one line.
- Do not use a period at the end of the title.

Submittal Statement

- The statement should be single-spaced.
- Use a double space between the submittal statement and the degree.
- The degree should be in all capital letters; and it must match the wording on the Title Page.

Student’s name

- The student's name should be in all bold, capital letters.

Signatures

- Do not substitute signatures for advisor, graduate program coordinator or department head.
- Signatures must be in black ink.
- Names do not include the titles Dr. or Prof. or the degree Ph.D.
- The name and title of the approvers should be single-spaced and left justified under the line.

Date

- Graduation month (May, August or December) fully written out with the year (December 2004).
- Do not use a comma between the month and year.

Example

- A sample Approval Page follows:
PRAIRIE VIEW A&M UNIVERSITY
COLLEGE OF ENGINEERING
PRAIRIE VIEW, TEXAS

TITLE OF PROJECT

A Project
Submitted to the Department of Computer Science
In Partial Fulfillment of the Requirements for
The Degree of

MASTER OF SCIENCE
IN
COMPUTER SCIENCE

Submitted By:

JOHN QUINCY JONES

Certificate of Approval:
Names do not include Dr. or Prof. or Dean or Ph.D.

Theodore E. Bear
Student Advisor
Assistant Professor
Department of Computer Science

Henry Blair Hopkins
Graduate Program Coordinator
Associate Professor
Department of Computer Science

Goldie Ell Ocks
Department Head
Department of Computer Science

December 2004
Abstract

- This is the first numbered page, using a lower case Roman numeral (iii).
- Page numbers are centered at the bottom of the page.
- The heading, ABSTRACT is bold using 14-point Times.

Preliminary Lines

- The title of the manuscript appears in upper and lower case letters with a period at the end of the title; the wording must match that of the title on Title and Approval Pages.
- The date of graduation is in parentheses, with no comma between the month and the year.
- The student's name must be the same as on the title page, but typed in upper and lower case letters.
- Use a comma after the student's name.
- Previous degree abbreviated, followed by a comma, followed by the university.
- If there is more than one previous degree, a semicolon separates the degrees’ information.
- Dr. before advisor’s name (if advisor does not have a Ph.D., use the title Prof.).
- Double-space all lines.

Text

- The abstract should be a concise statement of the nature and content of the project, indicating its significance as a piece of research.
- The abstract should be a continuous summary, not disconnected notes or an outline.
- The abstract text begins one triple space below the preliminary lines.
- The abstract text may be no more than 200 words.
- Double-space the text.

Example

- A sample Abstract Page follows:
ABSTRACT

The Title of Project in Upper and Lower Case

Letters Double Spaced. (May 2004)

John Quincy Jones, B.S., Ocean College;

M.S., Lone Star State University

Student Advisor: Dr. Theodore E. Bear

The text of the Abstract starts one triple-space below the heading. The text of the
Abstract is typed double-spaced; it must not exceed 200 words in length. Any term (or
numeral) with a space on either side of it will be counted as a word.
Table of Contents

General Format
• Do not use bold on this page except for the heading (TABLE OF CONTENTS).
• All text is in 12-point except for the heading which is 14-point.
• Do not use italics on this page (except for Latin terms, titles of works, etc.).
• Insert the word “Page” above the page number column.
• Use leader dots between listings and page numbers.
• Double space above and below all major headings.
• Single space all subheadings.
• If there is more than one page, include appropriate headings at the top of each page (‘Page’ above the page number column, ‘SECTION’ if a new section is listed on the page).

Content
• The Table of Contents must contain the major headings and the first level subheadings; the subordination of subheadings should be indicated by appropriate indentation.
• The major headings are in all capital letters.
• Begin the preliminary pages with ABSTRACT and include all preliminary pages.
• Include the word “SECTION” before listing sections.
• Do not use leader dots or a page number for word SECTION.
• Section numbers must be Arabic numerals.
• Do not use a period after the section number.
• The first major heading of the text contains the word INTRODUCTION.
• The last major heading of the project body contains the word SUMMARY or CONCLUSION.
• The Table of Contents must include a REFERENCES entry; a LIST OF FIGURES, a LIST OF TABLES, a LIST OF NUMBERED EQUATIONS, and APPENDICES entries (if these apply).
• Appendix titles are optional, but if they are listed, they need to be in all capital letters.

Example
• A sample Table of Contents Page follows:
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>SECTION</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABSTRACT</td>
<td>iii</td>
</tr>
<tr>
<td>TABLE OF CONTENTS</td>
<td>iv</td>
</tr>
<tr>
<td>LIST OF FIGURES</td>
<td>v</td>
</tr>
<tr>
<td>LIST OF TABLES</td>
<td>vi</td>
</tr>
<tr>
<td>LIST OF NUMBERED EQUATIONS</td>
<td>vii</td>
</tr>
<tr>
<td>1 INTRODUCTION</td>
<td>1</td>
</tr>
<tr>
<td>2 PROBLEM</td>
<td>2</td>
</tr>
<tr>
<td>2.1 Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>2.2 Thermodynamics</td>
<td>4</td>
</tr>
<tr>
<td>2.3 Problem Summary</td>
<td>8</td>
</tr>
<tr>
<td>3 SOLUTION ALTERNATIVES</td>
<td>15</td>
</tr>
<tr>
<td>4 SUMMARY AND CONCLUSIONS</td>
<td>29</td>
</tr>
<tr>
<td>4.1 Summary</td>
<td>30</td>
</tr>
<tr>
<td>4.2 Conclusions</td>
<td>42</td>
</tr>
<tr>
<td>REFERENCES</td>
<td>51</td>
</tr>
<tr>
<td>APPENDIX A</td>
<td>56</td>
</tr>
<tr>
<td>APPENDIX B</td>
<td>72</td>
</tr>
</tbody>
</table>
List of Figures, List of Tables, and List of Numbered Equations

General Format
- The heading (LIST OF FIGURES or LIST OF TABLES or LIST OF EQUATIONS) should be bold using 14-point Times.
- Include a list if there are two or more figures (or tables or numbered equations) in the main body of the text.
- Use separate lists for figures, tables, and equations in this order.
- Insert the word Page above page number column.
- Insert the word FIGURE (or TABLE or EQUATION) above the appropriate column.
- Insert leader dots from the last word of the title to the page number.
- Use double space between figure (or table or equation) titles; single space a title if it requires two or more lines.
- If list is more than one page long, use the appropriate column headings on each page.

Content
- Each figure (or table or equation) must have a unique title.
- If figures (or tables or equations) exist in an Appendix continue numbering from the text, these items must be included in LIST OF FIGURES (or TABLES or EQUATIONS).

Consistency
- Check against the text for agreement of page numbers.
- The titles used in the LIST OF FIGURES (or TABLES or EQUATIONS) must agree word for word with the titles used in the text.
- Check consistency of capitalization.

Example
- A sample List of Figures Page follows:
# LIST OF FIGURES

<table>
<thead>
<tr>
<th>FIGURE</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sensor Network with Screen Display</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>Memory Glasses</td>
<td>11</td>
</tr>
<tr>
<td>3</td>
<td>The Infinite Memory Multifunction Machine System</td>
<td>13</td>
</tr>
<tr>
<td>4</td>
<td>SOMA Architecture</td>
<td>19</td>
</tr>
<tr>
<td>5</td>
<td>Schematic Illustration of Address Code</td>
<td>21</td>
</tr>
<tr>
<td>6</td>
<td>A Process Model of a Security Aware Computer and Network System</td>
<td>27</td>
</tr>
<tr>
<td>7</td>
<td>Two Application Client Interfaces</td>
<td>29</td>
</tr>
</tbody>
</table>
Text

General Comments
• Divide the text of the project into sections.
• Use Arabic numerals as section numbers and in any reference to sections.
• Do not use underlining and bold or italics together.
• Numbering of equations must be consecutive; no two equations can be numbered
  the same unless they are identical, term for term.
• Do not use double columns in text.
• Double-space using 12-point Times.
• The first page of the text is page 1.

Major Headings and Subheadings
• Major headings in the text are bold using 14-point Times; subheadings are bold
  using 12-point Times.
• Each new section begins on a new page.
• The section designation (SECTION 1) is upper-case letters, bold, 14-point,
  centered at top of page; the section title is also upper-case, bold, 14-point, and
  centered one double-space below the section designation; for example:

SECTION 1

INTRODUCTION

• First-order subheadings are numbered using the dot notation; for example, first-
  order subheadings in SECTION 2 will be numbered 2.1, 2.2, 2.3, and so on.
  Second-order subheadings will utilize the same dot notation; for example, second-
  order subheadings in section 2.3 will be numbered 2.3.1, 2.3.2, 2.3.3, and so on.
• Titles and subheadings more than one line in length must be double-spaced.
• Do not use punctuation after a heading or subheading that is on a line by itself.
• Do not use centered, all capital letters for a subheading (this is reserved for major
  headings); first-order subheadings should be in bold, 12-point, all capital letters
  placed flush left; second-order subheadings should be in bold, 12-point, initially
  capitalized and placed flush left. See page 9 for an example.
• Maintain consistency in spacing around headings and subheadings (double space).
• Use same point size as the text for all subheadings (12-point).
• Subheadings do not begin on a new page; text continues within a section.
• A subheading at the bottom of a page must have at least one line of text under it.

Figures and Tables
• Figures and tables must be mentioned consecutively by number within the text
  (first mention).
• The first mention of a figure or table must be either within 1 1/2 pages of text
  before or on the page of text immediately following. Pages with only figures or
Tables on them do not count as text pages when determining distance from text mention.

- Titles of figures (e.g., *Figure 3. The infinite memory multifunction machine system*) must be bold, 12-point, and centered one double space below the figure. Initially capitalize only the first word, except for proper nouns and acronyms.

- Titles of tables (e.g., *Table 2. Comparison of fingerprint scanning technologies*) must be bold, initially capitalized, 12-point, and centered one double space above the table. Initially capitalize only the first word, except for proper nouns and acronyms.

- Do not use a period at the end of the title.

- The title in the text must agree word for word with the title in the LIST OF FIGURES (or TABLES) in the preliminary pages.

- The figure or table must be found on the page given in the LIST OF FIGURES (or TABLES).

- Check all figures and tables for legibility, straightness on the page, and general professional quality.

- Hand-drawn material must be of publishable quality.

- Figures and tables may vary in font and point size from the text. Please try to be consistent, and do not use many different fonts.

- If on a page with text or another figure or table, the item needs to be offset with a minimum of a triple space above and below where applicable.

- Figures or tables longer than one page in length must have the complete title and the number of the figure or table on the first page only. Subsequent pages should have the figure or table number and the word "Continued," plus the necessary column headings for ease of reading. The end line of a table appears only on the last page of the table.
References

- Each manuscript must contain a formal reference section entitled, **REFERENCES** written in bold capital letters using 14-point Times.
- References must be cited and formatted according to the latest edition of the Publication Manual of the American Psychological Association (APA).
- List all bibliographical references in alphabetical order using a 12-point Times font.
- Use single space within citations and double spacing between citations.
- When referenced in the text, identify the author’s last name followed by the publication year, for example
  Bellman (1957) illustrates the concept of …
  Or
  The conceptual clustering algorithm (Angluin et al, 1988) illustrates …
- References to unpublished material must contain sufficient information for retrieval.
- All references must be cited in the text; all text citations must be referenced. All text citations must be from sources that the student has actually used.

The examples below illustrate APA format requirements; they do not exhaust all the possibilities. If you are uncertain about the proper format for a reference, consult the latest edition of the APA publication manual.

Books


Journal Articles


Trade Magazine Articles


Proceedings Papers (or Chapters or Papers in an Edited Book)


Technical Reports

Dissertations or Theses

Lecture Notes, Class Notes, etc.

URLs (a home page, for example)
Appendices

Appendices (optional)

- Appendices are used for materials which are peripheral but relevant to the main text of the project. These may include such things as survey instruments, additional data, computer programs, and details of analysis.
- Appendices should be located after the reference section.
- Headings (Appendix designations and titles) should be in bold capital letters using 14-point, for example:

  **APPENDIX A**

  **SAMPLE PROGRAMS IN PERL**

- Appendix headings should appear at the top of first page of each Appendix. Each appendix should begin on a new page.
- Appendix designations are centered. Appendix titles are centered, one double space below the designation. (See example above).
- Titles more than one line in length must be double spaced.
- Page numbering is continued from last page of the references.
- Appendix tables and figures must be numbered consecutively, continuing the sequence begun in the text. They must also be included in the List of Tables or List of Figures.
- Material may be reduced in size to meet margin requirements.
- Material may have mixed fonts and point sizes, if necessary, and may be single-spaced.
REFERENCES


