**TIPS FOR WRITING A GOOD PROJECT REPORT**

1. Make sure to follow the report format and contents outlined below.
2. Make sure that you write your report to be understood by a layman and not your advisor.
3. Proofread your report before submission. Make sure it is free of spelling and grammatical errors.
4. Whenever possible try to avoid the use of the first pronoun (i.e., “I” and “We”) throughout your report.
5. Any paragraph should have at least two sentences.
6. Avoid having orphan lines at the end of pages. You cannot have a title at the very end of the page. In addition, you need to have at least two lines of a paragraph at the end of every page.
7. Be systematic and consistent in your writing style: in using font type, font size, heading, numbering, spacing, showing hierarchy of titles, citing reference justification, indentation, page numbering, footnoting, etc.
8. Be sure to number your tables and figures. Tables and figures should have titles too.
9. If you are using photocopied tables or figures, make sure they are clean and readable.
10. Avoid having two or more headings after each other without a text in between. Similarly, avoid having tables or figures without any narrative description to explain them.
11. Make sure that every figure or table is referenced at least once in the body of the report.
12. There is maximum (of **30 pages**) and minimum (of **20 pages**) number of pages for the report. Be sure to address your topic adequately.
13. Make sure to cite every source of information used in the body of the report. Be sure to identify information that is extracted as is from another source. Indicate whether the secondary information used is a direct quote or you paraphrased it in your own words.
14. Your list of references should include relevant and recent textbooks, relevant and recent journal articles, and Internet sources.
15. Whenever possible leave detailed descriptions which might hinder the readability of the report to the appendix and direct the reader to go to it if he desires.
16. Try your best in highlighting the limitations of your project/report. Provide some information on how to improve it.
17. Print the report in good quality and bind it. Make it very presentable.

**PROJECT REPORT FORMAT AND CONTENTS OUTLINE**

1. Cover page should include the following:
   1. Name of university, college and department
   2. Title of the project
   3. Name of Instructor
   4. Name and ID number of student
   5. Submission date
2. Table of contents (Section/Chapter Names and Page Numbers)
3. List of Figures (Figure Titles and Page Numbers)
4. List of Tables (Table Titles and Page Numbers)
5. Abstract (in one page)
6. Introduction
7. Technical part reflecting (Make as separate chapters/sections)
   1. Project aim/objective
   2. Issues/Problem studied
   3. Methodology used
   4. Limitations of the research
   5. Significant Findings/Results
   6. Future work
8. Discussion of findings and future recommendations
9. Conclusions
10. List of references
11. Appendices (if required)