



Faculty of ..... (14 points)

**Title**

**Title of the Graduation Project (18 points)**

Graduation Project

Course: Title of the Course (14 points)

Skopje - May, 2011 (14 points)



Faculty of ..... (14 points)

## **Title**

**Title of the Graduation Project** (18 points)

Graduation Project

Course: Title of the Course (14 points)

Mentor:

Prof. (Name and Surname) (14 points)

Performed by:

Name and surname, Student ID No.  
email:aaa@ibu.edu.mk (14 points)

Skopje, March, 2011 (14 points)

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## **Abstract**

The abstract is a shortened version of the entire project. It contains short and concise description of the objectives of the project, the way it is made, the results and significance of the results. The abstract is written only in one paragraph. At least 200 words

The abstract typically outlines four elements related to the completed work:

- The research focus (i.e. statement of the problem(s)/research issue(s) addressed);
- The research methods used (experimental research, case studies, questionnaires, etc.);
- The results/findings of the research; and
- The main conclusions and recommendations.

**Key words:** ..., ..., ..., .....

## **Introduction**

The introduction lays out the background of a project, including presentations why the topic is studied and how it is related to the previous research. The introduction stated results and conclusions of previously published studies in order to give a view why the studied topic is of interest and how your project contributes to the unstudied area of interest. Any of facts related to the previous studies should be accompanied by a number of references from which they are derived.

## **Project Structure**

The project should have the following structure:

- Title page
- Content
- Abstract
- Introduction
- Project body
- Examples (Case Studies)
- Conclusion
- References
- List of Abbreviations
- Dictionary (recommended but optional)
- Annexes

Depending on the type of the project, some parts can not be present or some additional parts might be included.

## **Creating content**

The content of the project should be created through the option to automatically create table of content available in every version of Microsoft Word. Inserting a table of contents is done by selecting References → Table of Contents → Insert Table of Contents, after which you can choose one of the styles that are offered. By insertion of this chart, all titles and subtitles will be displayed in the desired format with the page number on which they are located. This table of contents allows easy and fast accessing section which is of interest, but what is important is that it enables automatically updating of this list with the insertion of new headings and subheadings, as well as changes in the number of pages between them.

## Creating list of figures and tables

Creating a list of figures or tables is made similar to the creating the table of content. Tables and figures which are inserted in the text must have formatted title and label using the Caption style. Creating a list of tables is done by selecting References → Insert Table of Figures. In the open dialog in Figure 1, the following settings are applied:

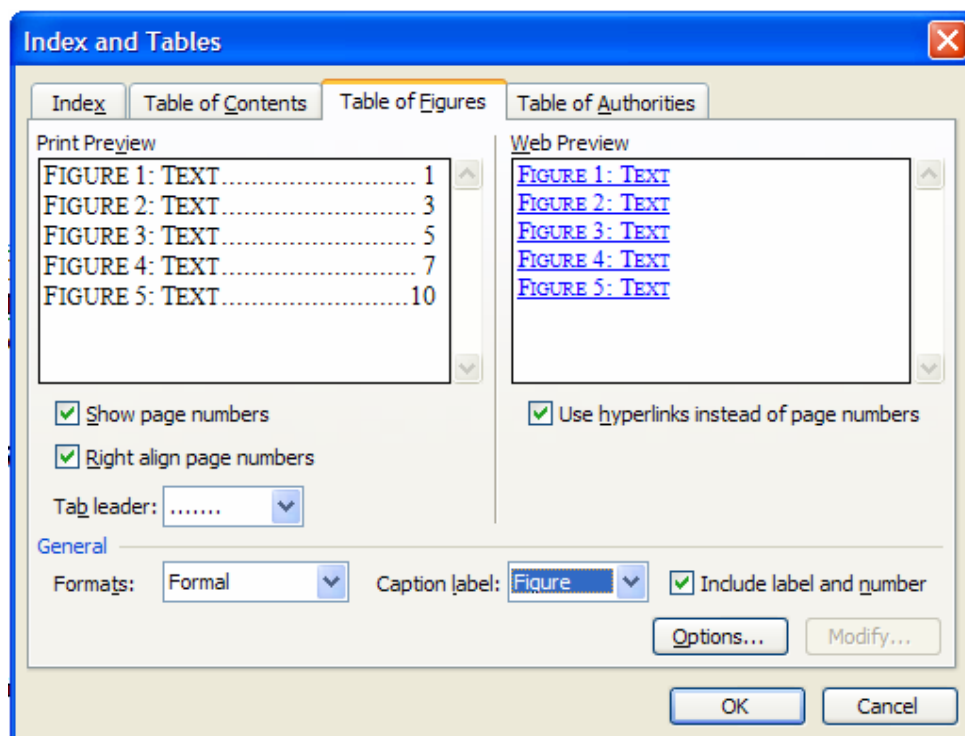


Figure 1 Dialog for creation List of Tables/Figures

### Dialog for creation List of Tables/Figures

For the option Caption Label it is necessary to choose an adequate indication that you have used for inserting a title of figure or table. If you create a list of figures, then select “Figure” or otherwise “Table”. In order in the list the title and the number of the figure to be shown, you should select the option Include Label and Number. The Other options are pre-selected as in Figure 1.

## Project Body

### Arrangement of the project

The project should be typed in Times New Roman. The page set up should be set with 1 in margins (left, right, top and bottom). All text should be in one column and fully aligned from both sides.

## Titles

For writing the titles of the project predefined styles are used: Heading 1, Heading 2, Heading 3 and Heading 4. The Styles can be displayed by: Format → Styles and Formatting. In the list that appears at the bottom of the Styles and Formatting dialog (Figure 2), you can choose which styles to be displayed. Select Available styles to see all styles.

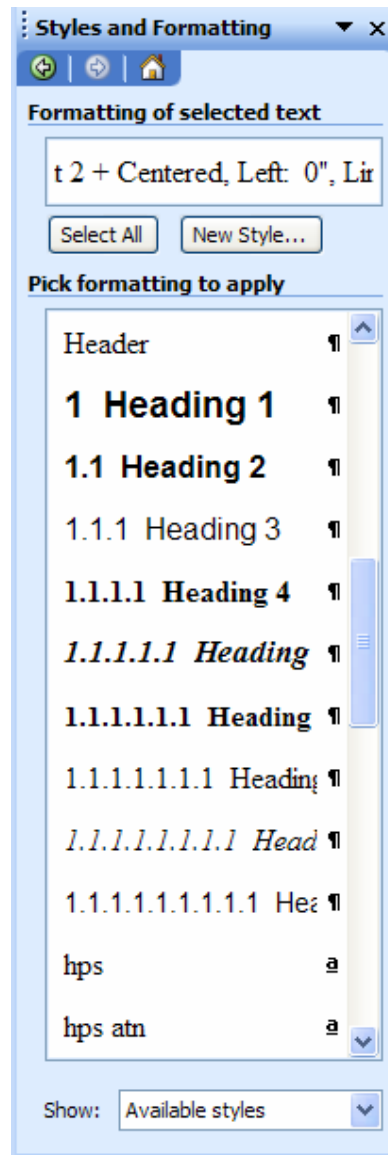


Figure 2 Dialog for setting styles



## Main text

Write the main text in the style NORMAL, font size 12 pt and single spaced. Do not use double spacing. Do not leave additional blank lines between paragraphs. Be careful that the text should be fully aligned (left and right).

When you write text explaining something that is already done or something that is general, write in indefinite style.

For example:

*“Discover the hidden factory within your plant! This is a common statement used to describe process optimization. The idea behind process optimization is to modify a process as to deliver higher yield, more product or higher return from existing assets or people.*

*Businesses and process managers need to work on process optimization at various stages during manufacturing (but not limited to manufacturing). Business process optimization can involve procurement, marketing, research and other business functions. The best companies continue to strive for continuous process optimization exercises throughout their existence. A company only focusing on process optimization cannot succeed. Similarly, a company focused on acquisitions or innovative products cannot thrive without process optimization.”*

If you write about the things you have done, then you can write in first person singular or plural.

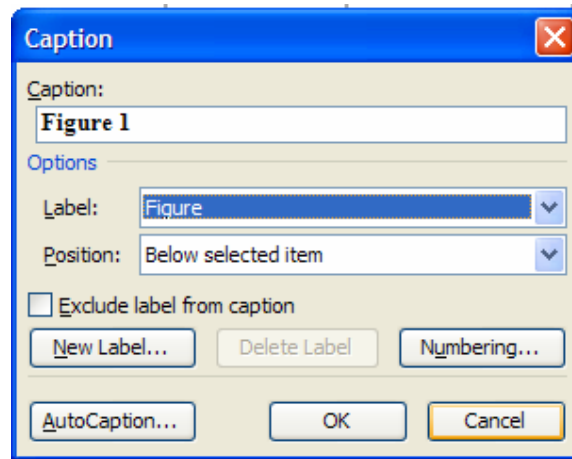
## Figures and tables

Figures and Tables should have the number and title. The title should clearly show the content of the Figure/Table. For example: "Figure 1. Dialog for creation List of Tables/Figures", "Table 1. Results of the hypothetical experiment". The titles of Figures are placed under the figure and are centered, while the titles of the tables are placed above the corresponding table and are left aligned.

**Table 1 Results of the hypothetical experiment**

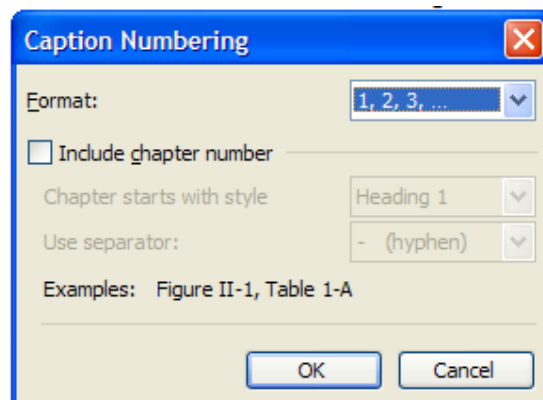
<b>Weight, lb</b>	<b>Measured Length, in</b>	<b>Weight, lb</b>	<b>Measured Length, in</b>
<i>x</i>	<i>y</i>	<i>x</i>	<i>y</i>
0.0	5.06	2.0	5.40
0.2	5.01	2.2	5.57
0.4	5.12	2.4	5.47
0.6	5.13	2.6	5.53

Insertion of the title of Figure or Table is done by selecting References → Insert Caption and in the open dialogue as it is given in Figure 3, we select under Label what we want to assign for the Figure. If there is no assignment we need, it can be added by selecting New Label in the same dialogue, where we insert “Figure”. In this way this assignment will be available in the menu.



**Figure 3 Dialog for inserting title of Figure or Table**

To set the numbering of the Figures or Tables we choose Numbering as it is presented in the dialog given in Figure 4. In this dialog you can switch on/off the number from the title and you can define also the format of the numbering. The Figures and Tables are usually centered so in that way shifting from the sidelines or separation the table into two parts shall be avoided. Figures and Tables are placed near the texts that are referenced.



**Figure 4 Dialog for setting numbering**

Each Figure or Table which is placed in the text must be explained. When in the text some figure/table is explained it should be clearly stated which figure/table is under consideration. The title of the figure is formatted as Caption and then in the Insert → Cross Reference the same title is chosen.

## **Formulas**

Formulas should be made using the Microsoft Equation Editor by selecting Insert → Object → Create New → Microsoft Equation. All formulas should be numbered consecutively using a numbering field. Formulas should be centrally placed on a separate line in the left cell of a two-column table, while their number should be right aligned in the right cell of the same table, as it is shown in the example:

$$x + y = z \qquad (1)$$

The symbols should be in italic format

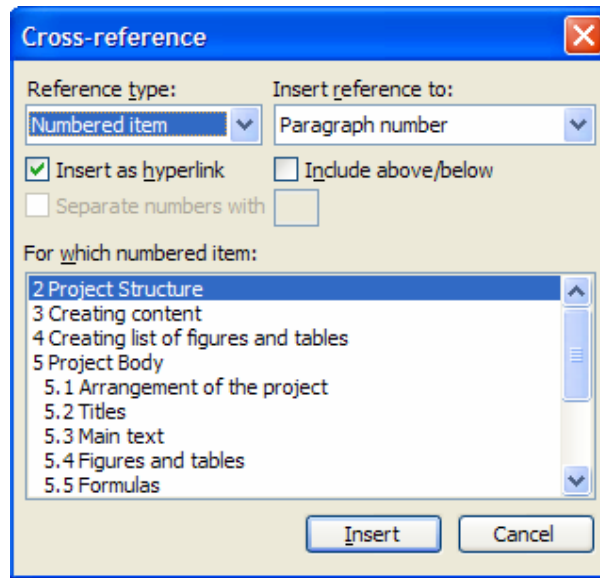
## **Annexes**

Here the annexes should be placed, if there are any.

## **References**

In the text the used references must be cited. This can be done in the following way:

1. Choose Insert → Reference → Cross-Reference.
2. The dialogue appears as in Figure 5.
3. Choose Reference type: Numbered item and Insert reference to: Paragraph number.
4. The references are at the end of the list.
5. The appropriate reference is selected.



**Figure 5 Inserting references**

At the end of the project all the cited references should be listed in accordance with Harvard system of referencing (available on the IBU web site).

## **Instructions**

### **Check spelling and grammar**

Before printing the project should be checked using the option Tools → Spelling and Grammar.

### **Submitting the project**

The project should be submitted in three hard copies and one e-version on CD. The volume of the project depends on the topic studied but in general is about 50 pages.

### **Project evaluation**

The project is assessed according to the following:

- Structure of the project
- Completeness
- Content
- References
- Quality
- Originality

### **Plagiarism and how to avoid it**

Plagiarism is defined as the wrongful appropriation, close imitation, or purloining and publication, of another author's language, thoughts, ideas, or expressions, and the representation of them as one's own original work. So in the project the plagiarism should be avoided.

### **Check list**

Before submitting the project, check the following:

- Cover page with the necessary information
- Content
- Abstract
- Introduction
- Conclusion
- Titles/subtitles prepared using Heading styles
- The text is written in Times New Roman (12 pt)
- Check Spelling/Grammar
- Figures and titles of the figures under the figures
- Tables and titles of the tables above the Tables
- List of references used
- Correct citation of the references
- Presentation of the project in PowerPoint