GUIDELINES FOR THE PREPARATION OF FINAL YEAR PROJECT (FYP) REPORT

1. **Introduction**

   This guide is designed to help undergraduate students of Universiti Malaysia Sarawak (UNIMAS) in the preparation of their Final Year Project (FYP) report. It deals only with the submission and physical format of the report. It is the responsibility of each student to ensure that his/her project paper conforms to the Guidelines set out below. Further information or clarification of the guidelines can be obtained from the respective Faculties.

2. **Final Year Project (FYP) Report Submission**

   The subject of the FYP must have prior approval of the student's supervisor and faculty. Students must submit two (2) copies of the approved FYP report to the faculty for binding (hard-cover) and 1 copy in digital format (diskette or CD-ROM). The format for the hard-cover is shown in **Appendix A**.

3. **Format of the Final Year Project (FYP) Report**

   (a) **Language**

   The report must be written in either English or Bahasa Melayu. The language of the FYP report should be as direct and simple, as the subject matter will allow.

   (b) **Typing**

   Font

   Students should use Century Schoolbook (font size 11) or Times New Roman (font size 12) - in preparing their report. Other fonts are not acceptable.

   Spacing

   The FYP report should be typed on one side of the page. The text should be double-spaced throughout, including explanatory footnotes, long quotations, appendices, headings and subheadings. However legends, captions or keys to tables, figures, or plates should be single-spaced.

   Alignment

   The whole main text of the report should be typed in full alignment (justified alignment).

   Type Quality

   Both copies of the FYP report submitted for binding must be printed using a laser printer. In exceptional cases the thesis may be type-

written using high-quality medium-black ribbon. Carbon copies are not acceptable. The use of transparent tape for error correction is not acceptable.

(c)   **Margins**
The top and bottom margins of all pages should be at least 3 cm wide. The right and left-hand page margin should be at least 2.5 cm wide.

(d)   **Pagination**
Pages should be numbered consecutively throughout the report, including pages of figures, tables and appendices. (It is advisable that all tables and figures are placed on separate pages and not together with the text). Pagination begins with the first page of Chapter 1 (or the Introduction). Preliminary pages (i.e. those preceding Chapter 1 must carry page numbers in small roman numerals (i, ii, iii, etc.). The title page should not be numbered.

Page numbers should be centered at the bottom of the page. Page numbers should be at least 10 mm from the margin of the page. Page numbers should appear by themselves and are not to be enclosed in parentheses, hyphens, etc. Each appendix should be identified separately in alphabetical order. The pages of the appendices should also be typed according to the above pagination system.

(e)   **Paper**
White, good-quality (80g m^{-2}) paper of A4 size should be used for all submitted copies of the thesis. Photographic illustration should be printed on good quality high resolution paper.

(f)   **Binding**
Following acceptance and approval by the faculty, the FYP report should be bound in hard cover. The front report cover shall be printed according to the faculty colour together with UNIMAS logo and the name of the faculty.

Final binding with hard-cover will be done by the faculty. The title of the FYP report, name of the student and the degree for which the FYP report is submitted should be printed on the **front cover** using New-Century Schoolbook following the style shown in **Appendix A**. The student's name, degree and year shall also be printed on the **spine** of the bound FYP report. One stripes according to the faculty color shall be printed on the back cover and spine of the FYP report.

Format of Final Year Project Report Title Page (Sample)

**LAND-USE HISTORY, TREE DIVERSITY AND SOIL FERTILITY
IN CHANGING LANDSCAPE OF SABAL FOREST RESERVE,
SARAWAK, MALAYSIA**
(Century Schoolbook font size 11, bold and caps lock)

NAME
(Century Schoolbook font size 11, caps lock)

This project is submitted in partial fulfilment of
the requirements for the degree of Bachelor of Computer Science with Honours
(Software Engineering)

Faculty of Computer Science and Information Technology
UNIVERSITI MALAYSIA SARAWAK
2020

Format Muka Hadapan Laporan Projek Tahun Akhir Year (Contoh)

TAJUK LAPORAN PROJEK TAHUN AKHIR
(Century Schoolbook saiz fon 11, huruf besar dan hitamkan)

NAMA
(Century Schoolbook saiz fon 11, huruf besar)

Projek ini merupakan salah satu keperluan untuk
Ijazah Sarjana Muda Sains Komputer dengan Kepujian
(Kejuruteraan Perisian)

Fakulti Sains Komputer dan Teknologi Maklumat
UNIVERSITI MALAYSIA SARAWAK
2020