

Form-10: Graduation Project Writing Guidelines**استمارة-10: موجبات كتابة تقرير مشروع التخرج**


1	Title	العنوان
	It must be as short as possible, avoid the use of abbreviations, no grammatical/spelling mistakes, and must be presented in a clear and attractive style.	يجب أن يكون قصير بقدر الإمكان، متجنباً استخدام الاختصارات، خالي من الأخطاء النحوية/الإملائية، وأن يكتب بأسلوب واضح وجذاب.
2	Acknowledgements	الشكر والتقدير
	Thanks to those who have helped in the project: supervisor, faculties/technicians, department/college, institutions/organizations/companies, past students, family, friends.	شكر الذين ساعدوا في المشروع: المشرف، والأساتذة/الفنيين، القسم/الكلية، والمؤسسات/المنظمات/الشركات، والطلاب السابقين، والأسرة، والأصدقاء.
3	Abstract	الملخص/المستخلص
	It should be short, around 100 – 250 words, includes: background, aim of the project, methodology of the project, major results, conclusion(s), recommendation(s).	ينبغي أن يكون مجرد قصير، حوالي 100-250 كلمة ويتضمن: الخلفية، والهدف من المشروع، ومنهجية إجراء المشروع، والنتائج الرئيسية، والاستنتاجات، والتوصيات.
4	Introduction	المقدمة
	Chapter 1, includes: background for the topic, referring to some important findings of other researchers, identifying the need for further research, plan for the project, aim/objectives of the project, scope/limitations of the project, and outlines for the content of each chapter.	الفصل 1، وتشمل: خلفية للموضوع، إشارة إلى بعض النتائج الهامة من الباحثين الآخرين، تحديد الحاجة لمزيد من البحث، خطة لإجراء المشروع، هدف/أهداف المشروع، نطاق/أوجه القصور في المشروع، والخطوط العريضة لمحتوى كل فصل بالتقرير.
5	Literature Review	استعراض المؤلفات
	Chapter 2, provides a detailed review, discussion and comments on published work related to the project. Shows that you have read the work of other researchers in the project field. Criticizes the existing literature and shows how it contributes to the project. Helps to evaluate the direction of the project. Shows seriousness and reliability of the research. Refers to references and appendices as follows:	الفصل 2، يقدم استعراضاً مفصلاً، مناقشة وتعليق على الأعمال المنشورة ذات العلاقة بالمشروع. يظهر أنك قد قرأت أعمال باحثين آخرين في مجال المشروع. ينتقد الكتابات الموجودة و يبين كيفية مساهمتها في المشروع. يساعد على تقويم اتجاه المشروع. يظهر جدية وموضوعية البحث. يشير إلى المراجع والملاحق على النحو التالي:
	Two mobility models have been investigated: limited mobility [10,12,14], which assumes that the sensors can move only once over a short distance, and continuous mobility [18,29].	
	Appendix A shows the details of the equipment used. The detailed results can be seen in Appendix D. A full computer printout was provided by the company (Appendix F).	
6	Methodology	المنهجية
	Chapter 3, describes the procedures carried out to achieve the aim of the project. Shows a careful and methodical approach to the investigation. The following information may be included: Data collection methods used, Equipment used, Materials used, Simulations carried out, Software/statistical packages used.	الفصل 3، يصف الإجراءات التي نفذت لتحقيق هدف المشروع. يستعرض منهجية البحث. المعلومات التالية قد تُضمن: طرق جمع البيانات، الأجهزة والمعدات، المواد، المحاكاة التي نفذت، الحزم البرمجية/الإحصائية.
	The most logical way to write the methodology is to describe the procedures step-by-step, in the order in which they were carried out, using <u>simple past tense</u> . The <u>passive voice</u> is usually used to describe the methodology because emphasis needs to be placed on the action rather than the person who carried out the action.	
7	Results	النتائج
	Chapter 4, presents findings with brief comments about them at this stage. A more detailed discussion is then provided in a separate Discussion chapter. Also it is possible to combine the findings plus a discussion about them into one chapter.	الفصل 4، يستعرض النتائج والتعليقات القصيرة عليها في هذه المرحلة. مناقشة أكثر تفصيلاً يمكن إدراجها في فصل المناقشة. أيضاً يمكن دمج النتائج والمناقشة في فصل واحد.

	Simple past tense is used to refer to the most important findings. The passive voice is frequently used to describe the findings. Example: Chi-square statistics <u>were used</u> to describe the demographic distributions of computing graduates among worldwide universities.	
8	Tables and Figures	الجدول والأشكال
	A table refers to any data which is presented in orderly rows enclosed within borders. A figure refers to any other form of presentation such as a bar or pie chart, a graph, a diagram, a map, a photograph, a line drawing or a sample of material.	الجدول يشير إلى أي بيانات معروضة في صفوف منظمة ضمن حدود. يشير إلى أي شكل آخر مثل رسم بياني، تخطيط، خريطة، صورة، رسم خطي أو عينة من المادة.
	Examples: Calculations are presented Table 1. Figure 1 shows the performance of the proposed algorithm.	
9	Discussion	المناقشة
	The Discussion chapter is after the Results and before the Conclusion. If the explanation is already in the Results chapter, the Discussion and Conclusion can be combined into one chapter. The information depends greatly on findings and the nature of the project. Gives an analysis of and/or an explanation of the findings. Mentions any limitations. Comments on the implications of the study.	فصل المناقشة بعد النتائج وقبل الخاتمة. إذا كان التفسير هو بالفعل في فصل النتائج، فالمناقشة والخاتمة يمكن دمجهما في فصل واحد. المعلومات تعتمد إلى حد كبير على النتائج وطبيعة المشروع. يعطي الفصل تحليلاً و/أو تفسيراً للنتائج. يذكر أية قيود أو قصور. يعلق على الآثار المترتبة على الدراسة.
	Past simple and present perfect tense are most commonly used, such as follows: The system <u>was designed</u> based on MATLAB. A frequency of 20kHz <u>has been used</u> to record the sampling rates of the signal.	
10	Conclusion	الخاتمة
	Last chapter, summarizes the main points. Explains or elaborates on any outstanding points.	الفصل الأخير، ويلخص النقاط الرئيسية. يشرح أو يفصل أي نقاط مميزة.
11	References	المراجع
	Based on IEEE citation reference, use the following formats:	استناداً إلى مرجعية اقتباس IEEE لاستخدام الصيغ التالية:
	<p>a. Books: [No] J. K. Author, Title of the Published Book, xth ed. City of Publisher, Country if not USA: Abbrev. of Publisher, year, ch. x, sec. x, pp. xxx-xxx. Example: [1] A. M. Law and W. D. Kelton, Simulation Modeling and Analysis, 3rd Ed., McGraw-Hill, New York, NY, 2000.</p> <p>b. Periodicals: [No] J. K. Author, "Name of paper," Abbrev. Title of Periodical, vol. x, no. x, pp. xxx-xxx, Abbrev. Month, year. Example: [1] X-Y Liua <i>et al.</i>, "Mobility increases the surface coverage of distributed sensor Networks," Computer Networks, vol. 57, no. 11, pp. 2348-2363, Aug. 2013.</p> <p>c. Conference/Workshops Articles: [No] J. K. Author, "Title of paper," in Unabbreviated Name of Conf., City of Conf., Abbrev. State (if given), year, pp. xxx-xxx. Example: [1] L. Bo and C. Y. Yuan, "The Research of Intrusion Detection Based on Support Vector Machine," International Conference on Computer and Communications Security, Hong Kong, Hong Kong, 2009, pp.21-23.</p> <p>d. Theses (M.S.) and Dissertations (Ph.D.): [No] J. K. Author, "Title of thesis," M.S. thesis/Ph.D. dissertation, Abbrev. Dept., Abbrev. Univ., City of Univ., Abbrev. State, year. Example: [1] D. Yuan, "Achieving the Best Trade-Off between Computation and Storage in the Cloud," Ph.D. thesis, Faculty of Info. and Comm. Tech., Swinburne Univ. of Tech., Melbourne, Australia, 2012.</p> <p>e. WWW: [No] J. K. Author. (year, month day). Title (edition) [Type of medium]. Available: http://www.(URL) Example: [1] OPNET Technologies. (2012, June 3). IT Guru Academic Edition (Build 2000) [Online]. Available: http://www.opnet.com/university_program/itguru_academic_edition/</p>	
12	Appendices	الملاحق
	At the end of the report, includes additional detailed data related to the project but is too detailed to include in the report, such as questionnaires, detailed results of experiments, illustrations, photos. Each appendix should be placed on a new page, with a title and letter to be referred to in the report.	في نهاية التقرير، يتضمن بيانات تفصيلية إضافية ذات صلة بالمشروع ولكن يصعب إدراجها في التقرير، مثل الاستبيانات، النتائج التفصيلية للتجارب، الرسوم التوضيحية والصور. ينبغي أن يوضع أي ملحق على صفحة جديدة، له عنوان وحرف تتم الإشارة إليه في نص التقرير.

Form-11: Graduation Project Report Format

استمارة-11: شكل تقرير مشروع التخرج

Paper Edge Margins		الهوامش
4 cm (left)	2.5 cm (top)	2.5 cm (right)
	2.5 cm (bottom)	

Front Cover		الغلاف الخارجي
Ministry of Higher Education Salman Bin Abdulaziz University College of Computer Eng. & Sciences		المملكة العربية السعودية وزارة التعليم العالي جامعة سلمان بن عبدالعزيز كلية هندسة وعلوم الحاسب
5 lines		
TITLE OF THE PROJECT <Times New Roman, Font Size 18, Bold, Centered, 1 Line Spacing>		
STUDENT'S NAME – ID <All Group Members , Font Size 16>		
Line spacing adjusted equally		
Department of College of Computer Engineering and Sciences 		
3 lines		
Month & Year 		
2 lines		

5 lines

TITLE OF THE PROJECT

<Times New Roman, Font Size 14,
Bold, Centered, 1 Line Spacing>

STUDENT'S NAME – ID

<All Group Members , Font Size 14>

Line spacing
adjusted equally

**A Final Year Project Report Submitted
in Partial Fulfillment of the Requirements for the Degree of
Bachelor of Science in**

**College of Computer Engineering and Sciences
Salman bin Abdulaziz University**

Line spacing
adjusted equally

Month & Year

2 lines

DECLARATION

I/we hereby declare that this project report is based on my/our original work except for citations and quotations which have been duly acknowledged. I/We also declare that it has not been previously or concurrently submitted for any other degree at SAU or any other institution.

Signature: Date:

Name: ID:

<All Group Members , Font Size 12, 1.5 Line Spacing>

APPROVAL FOR SUBMISSION

I certify that this project report entitled “**TITLE TO BE THE SAME AS THE FRONT COVER, CAPITAL LETTERS, BOLD**” was prepared by **STUDENT’S NAME** has met the required standard for submission in partial fulfillment of the requirements for the degree of Bachelor of Science in at SAU.

Approved by

Signature:

Supervisor: Dr.....

Date:

< Font Size 12, 1.5 Line Spacing>

ACKNOWLEDGEMENTS

I would like to thank everyone who had contributed to successful completion of this project.

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TITLE IN CAPITAL LETTERS**ABSTRACT**

<Summary of the project, Font Size 12 >

عنوان المشروع

المستخلص

(ملخص المشروع)

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LIST OF SYMBOLS/ABBREVIATIONS

FTP	File Transfer Protocol
WWW	World Wide Web
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CHAPTER 1

INTRODUCTION

1.1 Background

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2.1 Objectives

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REFERENCES

[1]
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[2]
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