

**OUTER
TITLE PAGE**

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**ISTANBUL TECHNICAL UNIVERSITY
ELECTRICAL-ELECTRONICS FACULTY**

Please read this project report guideline before you start writing your project interim report. Details about project report writing are available in the guideline. This template is just intended to simplify and to be as an example at your report writing. Some of the details are not available in the template.

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**PROJECT TITLE HERE
SECOND LINE IF NECESSARY
THIRD LINE IF NECESSARY, FIT TITLE IN THREE LINES**

If the report will be written on this template, before printing **Review> Tracking> Original** should be selected for the descriptions not to appear in of the output.

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**SENIOR DESIGN PROJECT
INTERIM REPORT**

**Name SURNAME of student
Name SURNAME of student
Name SURNAME of student**

...

**ELECTRONICS AND COMMUNICATION ENGINEERING
DEPARTMENT**

MONTH YEAR OF INTERIM REPORT

**INNER TITLE
PAGE
(English)**

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**ISTANBUL TECHNICAL UNIVERSITY
ELECTRICAL-ELECTRONICS FACULTY**

**PROJECT TITLE HERE
SECOND LINE IF NECESSARY
THIRD LINE IF NECESSARY, FIT TITLE IN THREE LINES**

**SENIOR DESIGN PROJECT
INTERIM REPORT**

**Name SURNAME of student
(Student ID)**

**Name SURNAME of student
(Student ID)**

**Name SURNAME of student
(Student ID)**

...

**ELECTRONICS AND COMMUNICATION ENGINEERING
DEPARTMENT**

Project Advisor: Prof. Dr. Name SURNAME

MONTH YEAR OF INTERIM REPORT

We are submitting the Senior Design Project Interim Report entitled as “PROJECT TITLE”. The Senior Design Project Interim Report has been prepared as to fulfill the relevant regulations of the Electronics and Communication Engineering Department of Istanbul Technical University. We hereby confirm that we have realized all stages of the Senior Design Project Interim Report by ourselves, and we have abided by the ethical rules with respect to academic and professional integrity .

Name SURNAME
(Student ID)

Name SURNAME
(Student ID)

Name SURNAME
(Student ID)

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1. INTRODUCTION – MAIN TITLES (FIRST LEVEL TITLE)

1.1 The Project Interim Report (Second Level Title: First Letters Capital)

The Senior Design Project Interim Report should present the current status and the progress of the project in detail.

Form 4 is a document that will present your work and progress so far regarding the project.

You can also use the content you prepared for Form 3 in Form 4.

The Form 4 draft file provides only general information about the possible content you may submit.

It also provides a draft file and possible format for the report.

You are free to decide on the content of the interim report.

You can present and report the project developments as you see fit.

1.2 Project Work Plan and Possible Updates

The work plan and work packages as given in the project proposal should briefly restated here. If there have been any updates or changes to the work plan, these should get listed with their reasons.

1.3 Current Progress on the Project

All the progress and results realized upto this point with respect to the senior design project should be presented. The work packages which were in the time plan but could not get realized on time should also be detailed with the reasons for the failure. The work packages and project steps which have been realized successfully should be explained together with the corresponding results.

1.4 Details About the Report Outlook

First level titles must be in capitals and bold (i.e. **1. INTRODUCTION**), and placed on an odd page in the direction of reading.

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1.5 Purpose of Project (Second Level Title: First Letters Capital)

Second level titles must be bold and the first letter of each word in the title must be capital (i.e. **2.1 Process Qualification Analysis**).

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1.5.1 Third level title

Third and fourth level titles must be bold and only the first letter of the word the title begins with must be capital (i.e. **2.1.1 Process analysis using a histogram** or **3.1.1.2 Process analysis steps**).

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1.5.1.1 Fourth level title: Only first letter capital

Third and fourth level titles must be bold and only the first letter of the word the title begins with must be capital (i.e. **2.1.1 Process analysis using a histogram** or **3.1.1.2 Process analysis steps**).

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut lab ore sit et dolore magna. Stet clita kasd gub rgren, no sea takimata sanctus est Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut lab ore sit et dolore magna. Stet clita kasd gub rgren, no sea takimata sanctus est.

1.5.1.2 Fourth level title: Only first letter capital

Third and fourth level titles must be bold and only the first letter of the word the title begins with must be capital (i.e. **2.1.1 Process analysis using a histogram** or **3.1.1.2 Process analysis steps**).

Fifth level title: No numbering after fourth level titles

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1.6 Literature Review

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2. TABLES AND FIGURES

2.1 Figure Citations and Figure Example

Tables and figures given in appendices must be numbered with the number of the appendix they are in (i.e. Table A.1, Table A.2, Figure A.1, Figure A.2).

In tables and figures, font size could be reduced to 8 pt, if necessary.

Tables must be prepared using the same font type as the project. The font type used in figures must be consistent throughout the project.

Tables and figures must be placed after they are first cited in the main text body, but must be as close as possible, in accordance with the rules in this guideline (Figure 2.1). All tables and figures must be cited before they are used in the main text body (Table 1.1).

All tables and figures must be horizontally centered on the page.



Figure 2.1 : All tables and figures must be horizontally centered on the page.

The numbering of the tables and the figures must be such that the first number is the number of the chapter the table/figure is placed under (for appendices, the letter of the appendix), and the second number is the number of order (i.e. Table 1.2, Figure 3.5, Table A.1, Figure B.5). The words “Table” and “Figure” and numbers must be bold.

For table numbers and captions, 1 line spacing, 12 pt (before) and 6 pt (after) paragraph spacing must be set. Table captions must be ended with a full stop. A table and its caption must be on the same page.

Multiple tables/figures could be placed on one page, however, table/figures spanning more than 4 consecutive pages must be given in appendices rather than the main text body.

The first paragraph following a table must have 12 pt (before) and 6 pt (after) paragraph spacing. Titles following a table must have the standard formatting as previously specified.

Footnotes for a table must be written with 1 line spacing and a font size 2 pt smaller than the main text body.

For figure numbers and captions, 1 line spacing, 6 pt (before) and 12 pt (after) paragraph spacing must be set. Figure captions must be ended with a full stop. A figure and its caption must be on the same page.

For figures spanning more than one page, the same number and caption must be written below the continued figure, with the expression "continued" added in brackets (i.e. **Table 1.1 (continued):** Metal composition of wastes. **Figure 1.1 (continued):** Water supply network of ISTANBUL.).

It is recommended that elements that increase the page thickness and disrupt the binding structure of these such as folded pages or additional items embedded on pages are given as appendices.

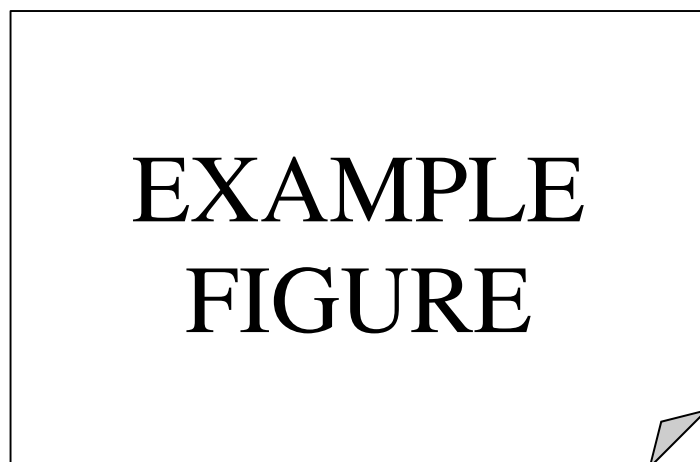


Figure 2.2 : Example figure.

2.2 Landscape-oriented, full-page figure

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eos et accusam et justo duo dolores et ea rebum (Figure 2.3). Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum.

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EXAMPLE FIGURE

Figure 3.1 : Landscape-oriented, full-page figure.

2.3 Table Citations and Table Example

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As seen in Table 2.1 lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gub rgren, no sea takimata sanctus est Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut lab ore sit et dolore magna.

Table 2.1 : Table with single row and centered columns.

Column A	Column B	Column C	Column D
Row A	Row A	Row A	Row A
Row B	Row B	Row B	Row B
Row C	Row C	Row C	Row C

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Table 2.2 : Table captions must be ended with a full stop.

Column A	Column B	Column C	Column D
Row A	Row A	Row A	Row A
Row B	Row B	Row B	Row B
Row C	Row C	Row C	Row C

2.4 Landscape-oriented, full-page table

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Table 2.3 : Captioning in landscape-oriented pages: the most important aspect is to align the lines horizontally. lorem ipsum dolor sit amet, consetetu.

Parametre	Column 2	Column 3	Column 4			Column 5	
			Sub-column	Sub-column	Sub-column	Sub-column	Sub-column
Row 1	-7.680442	7.6986348	0.00	0.00	0.00	12	12
Row 2	140	-	0.50	0.00	0.00	0	0
Row 3	37.174357	37.16192697	0.00	0.00	0.00	0	24
Row 4	140	-	0.50	0.00	0.00	0	0
Row 5	37.174357	37.16192697	0.00	0.00	0.00	0	24
Row 6	140	-	0.50	0.00	0.00	0	0
Row 7	37.174357	37.16192697	0.00	0.00	0.00	0	24
Row 8	140	-	0.50	0.00	0.00	0	0
Row 9	37.174357	37.16192697	0.00	0.00	0.00	0	24
Row 10	140	-	0.50	0.00	0.00	0	0
Row 11	37.174357	37.16192697	0.00	0.00	0.00	0	24
Row 12	140	-	0.50	0.00	0.00	0	0
Row 13	37.174357	37.16192697	0.00	0.00	0.00	0	24
Row 14	140	-	0.50	0.00	0.00	0	0
Row 15	37.174357	37.16192697	0.00	0.00	0.00	0	24

Table 2.3 (continued) : Captioning in landscape-oriented pages: the most important aspect is to align the lines horizontally. lorem ipsum dolor sit amet, consetetu.

Parametre	Column 2	Column 3	Column 4			Column 5	
			Sub-column	Sub-column	Sub-column	Sub-column	Sub-column
Row 16	-7.680442	7.6986348	0.00	0.00	0.00	12	12
Row 17	140	-	0.50	0.00	0.00	0	0
Row 18	37.174357	37.16192697	0.00	0.00	0.00	0	24
Row 19	140	-	0.50	0.00	0.00	0	0
Row 20	37.174357	37.16192697	0.00	0.00	0.00	0	24
Row 21	140	-	0.50	0.00	0.00	0	0
Row 22	37.174357	37.16192697	0.00	0.00	0.00	0	24
Row 23	140	-	0.50	0.00	0.00	0	0

3. REFERENCES, QUOTINGS AND FOOTNOTES

In this section, information will be given about how citations, quotings and footnotes should be.

3.1 Citing (indication of references in main text body)

3.1.1 Citing according to order of appearance

References are cited by numbering and indicating the number in square brackets ([]) in the main text body. The first reference cited in a project is numbered [1] and the following references are numbered according to the order of appearance.

In the main text body, references must be cited as specified below:

[1] Reference no. 1

[1-3] References from no.1 to 3 (thus, references 1,2 and 3)

[1, 3] References no. 1 and 3

[1, 3, 8] References no.1, 3 and 8

[1, 3-8] References no.1, and from no.3 to 8 (thus, references 1, 3, 4, 5, 6, 7 and 8)

Different volumes of a reference must be cited and numbered individually.

3.2 Quoting

Generally, quoting is done by remaining faithful to the original text in terms of words, spelling and punctuation. In case there is a mistake, the correct version is written in square brackets in the quoted text.

Short quotations (not longer than 40 words) must be given in quotation marks. Following the text quoted, the reference must be written and a full-stop must be placed afterwards.

Quotations longer than 40 words must not be shown in quotation marks. Instead, they must be indented 1 tab space (1.27 cm) from the left side of the page. The font size for long quotations indented from the left must be 2 pt smaller than the font size used in main text body. However, it is not advised to quote very long texts and to quote very frequently. Unlike short quotations, references of long quotations must be placed after the full stop. (i.e., (p.196))

3.3 Footnotes

Footnotes could be used in theses to add content-expanding, content-enhancing, or additional information¹.

Footnote numbers must be placed directly after a quotation. In case the quotation is a paragraph, the footnote numbers must be placed directly after the last word of the paragraph (as superscript). In case the quotation is a concept or a noun, footnote numbers must be placed directly after that concept or noun (as superscript).

Footnote numbers in the main text body must be indicated as subscript², as shown. A punctuation mark must not be placed after the number.

Footnotes must be written with a font size ² pt smaller than the main text body font size.

1 space must be set between footnote line and footnote number, 1/2 space must be set between footnote number and the first line of the footnote. Footnotes must be separated from the main text body with a thin horizontal line.

Detailed information on footnotes could be found on the websites of Graduate Schools and associated links.

¹ Reference display can not be done with footnotes. Footnotes could be used in theses to add content-expanding, content-enhancing, or additional information. If these informations must include references, these references must be indicated in References section.

² Footnotes must be written with a font size 2 pt smaller than the main text body font size.

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