

Important: BET Project Report Guidelines - Please Read Before Submission

Dear Students,

Please find below the essential guidelines for formatting and submitting your BET Project Report. Adhering to these standards is crucial for a professional presentation and successful evaluation.

1. Following Section Instructions

Read the explanatory text provided in red for each report section carefully. This text is a guide to help you structure your content. Once you have understood and written the section, delete the red instructional text.

2. Introduction and Use of Figures & Tables

- **Introducing Figures & Tables:** Figures and Tables must be introduced with comprehensive information in the text before they are presented. Merely referring to "Figure 2" or "Table 3" is insufficient. **Inserting a figure or a table without first introducing it is not acceptable. You must provide context for the reader.**
- **Project Plan and Budget Tables:** The report template includes sections for the Project Plan (e.g., Gantt Chart) and Project Budget. Any tables within these sections are mandatory. They must be formally numbered, given a descriptive title, and introduced in the text before they appear, just like any other table in your report.

3. Referencing and Labeling Tables and Figures

- **Direct References:** Avoid using phrases like "the table below" or "the figure above." Instead, use direct references, for example: "Table 1 illustrates the project budget..." or "As shown in Figure 4, the output signal..."
- **Labeling Guidelines:**
 - ☑ **Figures:** Each figure must have a number and a descriptive title placed underneath the figure itself (e.g., Figure 5: Voltage Regulator Output Waveform).
 - ☑ **Tables:** Each table must have a number and a name placed above the table itself (e.g., Table 2: Component Cost Breakdown).

4. Appendices

Use the appendices for supplementary materials like detailed datasheets, extensive code, or additional schematics. The list of appendices is only required if you include such materials. Each appendix must be clearly titled (e.g., Appendix A: PCB Schematic) and referenced in the main text.

5. Final Verification Before Submission

- **Supervisor Review:** You must have your project supervisor review your final draft before submission.
- **Reference Integrity:** Every source in your reference list must be cited in the main text, and every in-text citation must be in the reference list. We will verify all references.
- **Zero Tolerance for AI/Fake References:** The use of AI-generated or fake references is academic misconduct and will result in severe penalties, including a failing grade for the report. Your references must be real, verifiable sources.

Best regards,
Dr Ali Almaktoof