

Writing the Parts of the Report

Preliminary Pages: The format of preliminary pages (Front Cover, Title Page, Approval Page, Abstract, Özet, Acknowledgements, Table of Contents, List of Tables, List of Figures) including spacing and capitalization must be as in the sample pages shown in *Attachment-I*.

Main Body of the Report: The body of the report should include the following subsections:

1. Introduction

Summarize the background literature survey on the project topic. Present statement of the problem, the project objectives, design requirements, constraints and expected outcomes.

2. Work Plan

Identify the work schedule and work packages, critical tasks, deliverables and team work details. In this section, project proposal and the modifications realized should be discussed and a tabular description of finalized project phases should be included in the format given in *Attachment-II*.

3. Design Work

All parts on the analysis and design phases of the project work should be covered here with additional proper subsection divisions (3.1, 3.2, ...). In these sections, describe the fundamental concepts, engineering specifications and targets; identify the concept evaluation, analysis and synthesis approaches; describe the detailed product design processes; show the design results, product performance evaluation and the experimental or field test results.

4. Impact Statement

State the potential impacts of the designed product to environment and society as a whole. Discuss and comment on any potential safety, environmental, ethical, international standards, economical concerns, cost, energy consumption, durability and ease of use related issues in the use of the product. Additionally, explicit statements to each impact item need to be included here in a tabular format as given in *Attachment-III*.

5. Conclusions

Summarize major accomplishments of the project and provide recommendations for future work.

Reference material:**References**

All cited material in the text should be listed in the reference list. The references section is not assigned a chapter number, but it must have page numbers following the previous pages.

Appendix

All supporting materials which are not included in the main text can be given in the appendix. For example, commercial catalogue data of components, test forms, detailed apparatus description, extensive tables of raw data, computer programs, etc. If the information to be appended requires more than one appendix, each should be given a letter (Appendix A, Appendix B, etc.). Each appendix with its descriptive title must be listed separately in the table of contents.

Attachment- I: Sample Preliminary Pages

1. Cover Page: (All Fonts Times New Roman, 14 Point)



**Civil Engineering
Graduation Design Project**

“PROJECT TITLE”

by

STUDENT(S) FULL NAME

Month – Year

2. Title Page: (All Fonts Times New Roman, 14 Point)

**Civil Engineering
Graduation Design Project**

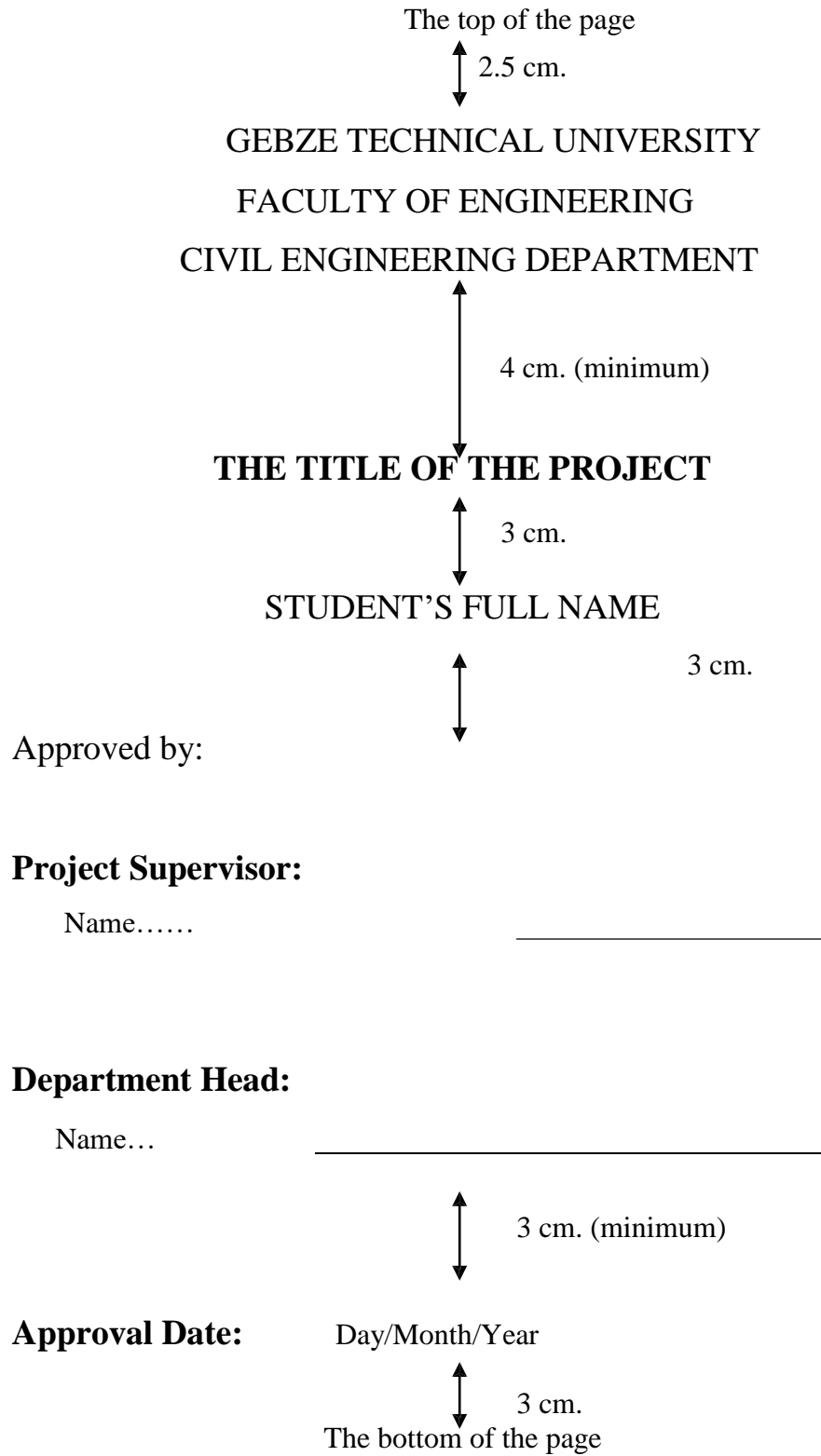
“PROJECT TITLE”

by

STUDENT(S) FULL NAME

Month – Year

3. Approval Page: (All Fonts Times New Roman, 14 Point)



4. Abstract

The top of the page



2.5 cm.

THE TITLE OF THE PROJECT (14 point)



1.5 cm.

Abstract (14 point)



1.5 cm.

----- (not exceeding 250 words)

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5. Özet

The top of the page



2.5 cm.

THE TITLE OF THE PROJECT (in Turkish) (14 point)



1.5 cm.

Özet (14 point)



1.5 cm.

------(not exceeding 250 words)

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6 Acknowledgements

The top of the page



6 cm.

Acknowledgements (14 point)

First, I thank, my project supervisor. I also thank who contributed much to the development of this work.

Many thanks to department staff and who patiently answered my questions and problems. I would also like to thank to my student colleagues who helped me

This study was supported by

7. Table of Contents

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6 cm.

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List of Figures (14 point)

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Attachment II

Project Work Plan

Work Packages	Weeks													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
WP 1														
WP 2														
WP 3														
WP 4														
WP ...														

Work Packages	Short Description	Performed by: (Only required in team projects)	Expected Outcomes
WP 1			
WP 2			
WP 3			
WP 4			
WP ...			

Attachment III

Societal Impacts of the Project

In this section, the students will provide a brief summary of the impact of their project to the society as a whole, including, but not limited to, the economic, environmental, social, health-related, safety related impacts, as well as the legal considerations concerning the project.

a) **Economic impacts:**

b) **Environmental impacts:**

c) **Social impacts:**

d) **Health-related impacts:**

e) **Safety related impacts:**

f) **Legal considerations:**

g) **Other:**