Submission guidelines of Project/ Thesis/ Internship report

This document contains a guide on soft copy submission of student Project/ Thesis/Internship Report to DIU library.

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Project Report should be arranged as ordered below:

1. Title page
2. Letter of approval /acceptance (with supervisor's signature)
3. Acknowledgment
4. Dedication
5. Abstract / Executive Summary
6. Table of Contents
7. List of Figures, Tables, Abbreviations, etc.
8. The main body or chapters:
      a. Introduction
      b. Keywords
      c. Literature review / Review of Related Literature
      d. Significance of the Study/ Scope of the Study (Optional)
      e. Methodology/ Experimental Details
      f. Analysis / Discussion / Findings / Recommendations
9. Conclusion
10. Appendices
11. References (APA style)
12. Page Numbering:
      a. Preliminary pages must be in lower case roman numerals e.g. i, ii, iii.
      b. All pages of the main body or from chapter one will be numbered in Arabic numerals e.g. 1, 2,3
      c. All pages have to be arranged according to the table of contents
13. Format:
      The report should be in one pdf file.
14. Copyright Note:
      Write "©Daffodil International University" at footer
15. Plagiarism checking: Students' reports will not be accepted without plagiarism checking by Turnitin.
16. Acceptable range of similarity at DIU has been settled by the DIU management as follows:
      i) Project/ Thesis report of undergraduate students – 40%
      ii) Project/ Thesis report of Masters students – 30%
17. Library Clearance: For library Clearance all students of DIU must
      a. Maintain above guidelines for report designing.
      b. Send Original Doc File
      c. Send Current View File shows similarity percentage from Turnitin software to
      projectreport@diu.edu.bd
      d. Keep your supervisor in CC to be recommended in reply.
      e. Apply through Internship Portal (**http://internship.daffodilvarsity.edu.bd**) User ID &
      Password is the same as Student Portal.
      Five fields must be completed (Student's ID, Students' Name, Supervisor Name, Title &
      Department).

Note: No report will be received without recommendation of the concerned supervisor.

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(Dr. Md. Milan Khan)
University Librarian