

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.

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. Literature review / Review of Related Literature
 - c. Significance of the Study/ Scope of the Study (Optional)
 - d. Methodology/ Experimental Details
 - e. Analysis / Discussion / Findings / Recommendations
9. **Conclusions**
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 doc file**.
14. **Copyright Note:**

Write "@Daffodil International University" at footer
15. **Plagiarism checking:** Students' reports will not be accepted without plagiarism checking by Turnitin software.
16. Acceptable range of similarity at DIU has been settled by the DIU management as follows:
 - i) Project/ Thesis report of undergraduate students – 50%
 - ii) Project/ Thesis report of Masters students – 40%
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.



(Dr. Md. Milan Khan)

Librarian

Daffodil International University