

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.

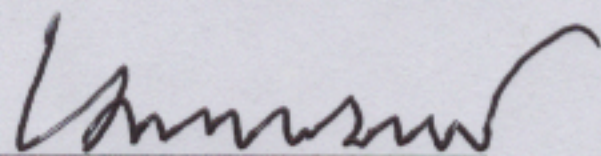
Project Report should be arranged as ordered below:

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. 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 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.
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.



(Dr. Md. Milan Khan)
University Librarian