

## GUIDE FOR FINAL PROJECT POSTER PREPARATION

**Size:** [60 x 90] cm

**Development Tool:** PowerPoint

The design of the poster is left to the candidate's discretion (fonts, colors, etc.).

**Mandatory:** A white background must be used.

The only requirement is to allocate a header (approximately 15 cm) on the poster containing the following information:

République Tunisienne Ministère de l'Enseignement Supérieur et de la Recherche Scientifique		Université Technologique Ecole Supérieure des Sciences Appliquées et des et des Technologies Privée de Gabès Département de Génie ??????
<b>PROJECT TITLE</b> Prepared by <b>FIRST NAME LAST NAME</b> Supervised by <b>FIRST NAME LAST NAME</b>		

# GUIDE FOR WRITING THE FINAL PROJECT REPORT

## 1. Introduction

This document provides the mandatory guidelines to ensure the quality and consistency of Final Project Reports (PFE), which, except in special cases, should not exceed 60 pages. This text can serve as a template for all reports written using MS Word.

## 2. Presentation of the Main Text

The entire text should be in Times Roman or Times New Roman, font size 12, lowercase, with 1.5 line spacing, and without text hyphenation. Ensure there are no orphan or widow lines at the top or bottom of the page (format > paragraph > line and page breaks > avoid widows and orphans). Authors wishing to emphasize a term may do so by using italics or bold, but never underlining. Avoid using uppercase letters as much as possible in titles and within the text.

## 3. Page Formatting

### 3.1. Margins

The pages should have the following specifications (with Word: File > Page Setup > Margins):

Top:	2,5 cm		
Bottom	2,5 cm		
Left:	2,5 cm	Header	1,0 cm
Right	2,5 cm	Footer:	1,0 cm

### 3.2. Header and Footer

The page number and running headers are inserted in the header, in Times Roman, size 10. Insert: View > Header > Footer

- Bottom of page > insert the page number (#)
- Header of the page > insert the title of the report (maximum 40 characters), followed by 10 to 20 spaces, then the name(s) of the author(s).

## 4. Cover Page Composition

The cover page template must conform to the model DE-PFE-2013-005, available from the ESSAT Technical Service.

## 5. Section or "Inter" Titles

All section titles are left-aligned, in decimal numbering (the numbering is always in Roman even if the title that follows is in italics); the spaces defined "before" and "after" these sections

are managed depending on their placement in the text (at the top of the page, or immediately followed by another section, etc.). They appear as follows: **2. Titre de niveau 1 (24 pts avant, 12 après)**

### **2.1. level title (24 pts before, 12 after))**

2.1.1. level title (24 pts before, 12 after)

2.1.1.1. level title (style Inter-3) (12 pts before, 6 after)

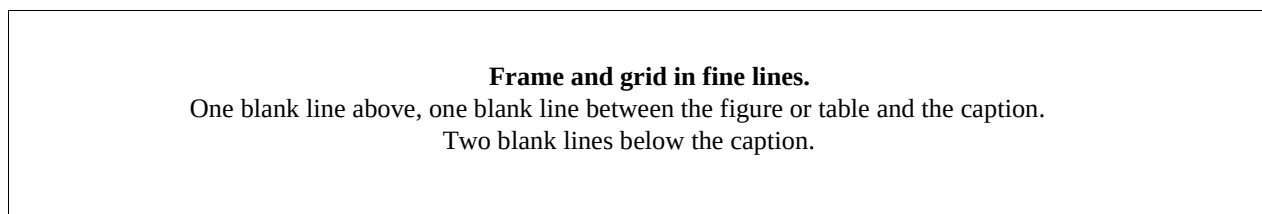
Section titles should not be isolated at the bottom of a page but always followed by a paragraph (format > paragraph > line and page breaks > keep with next).

## **6. Footnotes**

They should be in font size 10, line spacing 11 points, justified without indentation, numbered from 1 to n, and preceded by a thin line of 2.5 cm. The footnote reference in the text should be in font size 10, not superscripted (format > font > spacing > raised by 3 pts).

## **7. Figures and Tables**

Figures, illustrations, and tables must be incorporated into the text. Figures and illustrations are numbered from 1 to n, and tables as well. They are accompanied by explicit captions, written in Times 12, justified and centered. The caption should be formatted as "Figure x" in bold Roman numerals followed by a bold period, with the text in italicized regular font, and with 24 points of spacing afterward. The figure caption should be placed below the figure, and the table caption should be placed above the table.



**Figure 3. Instructions**

## **8. Formulas**

Formulas that are referenced in the text are numbered from (1) to (n) in parentheses. This number, placed on the first (or last) line of the formula, is aligned with the right margin. The formula should be preceded and followed by a blank line. If the formula needs to be split (due to length), add a half-line of white space between the lines of the expression.

## **9. Enumerations**

Authors may use different types of bullet points, with varying sizes if multiple levels are needed. Example:

– First-level bullet

- Second-level bullet

The text must always start at the beginning of the line.

## 10. Remark or Note

The terms "remark" or "note" should be written in small caps followed by a period, then a space, then a long dash without indentation.

NOTE. — ...

REMARK. — ...

## 11. Typography

- For texts written in French:
  - The following punctuation marks [; ; ? %] are preceded and followed by a non-breaking space;
  - The comma and period are not preceded by a space;
  - Typographical quotation marks « are preceded by a non-breaking space »;
  - The following symbols: (parentheses), {braces}, [brackets] have no space inside them;
  - Ellipsis... (no space before);
  - A space is placed before and after the symbols: = , + , -.
- For texts written in English, the typography is different (no space before the signs: : ; ? % and quotation marks “for English” without space).

## 12. Bibliography

References are listed at the end of the article in alphabetical order. The citation format is (Kolski, 1997) for one author, (Kolski et al., 1998) for multiple authors.

- For books: the title is in italics, the rest in regular font.
- For journals and conference proceedings: the title of the journal or conference is in italics, the rest in regular font.
- For internal reports and theses: the entire text is in regular font.

Here are some common examples:

Kolski C., *Interfaces homme-machine*, Paris, Editions Hermès, 1997.

Demeure I., Farhat J., "Systèmes de processus légers: concepts et exemples," *Technique et Science Informatiques*, vol. 13, no. 6, 1994, pp. 765-795.

Lallouet A., "DP-LOG: un langage logique data-parallèle," *Proceedings of the 6th Francophone Conference on Logic Programming and Constraints JFPLC'97*, Orléans, May 26-28, 1997, Paris, Editions Hermès, pp. 53-68.

Braun T., Diot C., Hoglander A., ROCA V., *An experimental user-level implementation of TCP*, Research Report No. 265, September 1995, INRIA.

Nawrocki A., *Contribution to the modeling of monotoron cables using finite elements*, Doctoral Thesis, University of Nantes, 1997.