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Abstract

This abstract must provide a succinct and informative condensation of your work. Candidates are welcome to prepare a lengthier abstract for inclusion in the thesis report and provide a shorter one in the AASTU thesis report record. Concise and explicit, readable, 1-3 paragraphs, no citation, quantitative expression preferable.

The abstract should be concise and answer the following questions.

1. What has been done?
2. Why was it done? (problem and significance)
3. How was it done? (methods)
4. Results (lessons)
5. Why does it matter? (implication of result)

You can add at the end (after two line spacing) the abstract keywords, the words the reader should be familiar with, and words that have a significant role in understanding the document. Keywords should be listed after the word “Keyword” written in bold case times new Roman italic font same size as the document. The word should be underlined. The keywords should be italic, Times New Roman with no underline.

Headings and Contents

- All Headers Should be bold cases with Sentence case formatting, the font size and alignments of each are as follows
- Front matter heading 1 is 16 font size, bold, center aligned, and words beginning with capital letters and unnumbered with 8pt space after the header.
- A list of Figures and a List of tables are included if the document contains more than 2 tables or 2 figures respectively.
- The sequence of front matter should be Abstract, Approval page, Table of content, List of figures, List of Tables, Acronym’s or Symbols definition each on a new page.

- The content of the front matter (Abstract, Table of contents, List of figures, List of Tables, Acronym, and Symbols definition) should be in Times New Roman 11 font size 1.5 spacing left aligned, except the approval page.
- The approval page should be center aligned, the title should be bold case Times New Roman 12 font size, words beginning with a capital letter, 8pt before and after paragraph spacing, the rest of the content should be 12 font size Times New Roman, center-aligned with 8 points after paragraph spacing. The signature place should be arranged in such a way that the space after the signature and before the signature is not too large or too small.
- The table of contents should be one font size less than the content of the document, with the main headers (header one) in bold case.
- The content of symbols and acronyms should be sorted in ascending order (A to Z). Using a table (with no border and internal line will help you with sorting).
- Document content heading 1 are 16 font size, center aligned, and sentence case and they should be unnumbered. They should have chapters as heading 1 and the chapter should not be numbered.
- Heading 2 are 14 font size bold, left aligned sentence case numbered 1.1 or multilevel list depending on header 1.
- Heading 3 are 12 font size bold, left aligned sentence case numbered 1.1.1 or multilevel list depending on header 2.
- The document should not have more than three labels.
- Any two words that should be spelled together should be connected by a hyphen (e.g. bi-polar).
- If you have more subcategories, use (Alphanumeric constants used for listing). The list should be 0.5-inch inward from the left alignment of the rest of the document content, they should not have font size greater than the content of the document.
- The rest of the document should be justified with 12 font size, Times New Roman and spacing of 1.5, and space 8pt after each paragraph.
- The main matter of the document should be a footer 0.5 inches above the margin and a header 0.5 inches below the header.

- The page numbering of the main matter should be in Arabic numerals to the right of the page after the footer line. The footer and header lines thickness must not exceed 0.01inch.

Figures and Tables

- The figure in the document should have 150 dpi (dot per inch), JPEG, PNG file, centered with a maximum width of 95% text width. Screen shoot figures are not accepted at all.
- Large figures require high resolution, such images should be submitted independently. (E.g. maps, charts, or other graphical images).
- The caption of the figure should be labeled based on header 1 numbering in sequential order. The size of the caption should be 11 font size times New Roman, left aligned, sentence case. The caption should start as “Figure” and it should be referred to by the same name in the content of the document.

APA figure formatting style (Association, 2012; Lindoo et al., 2017)

Figure Placement

- Figures should be placed as close as possible to the text where they are first mentioned.
- Each figure should be on a separate page, following the reference list.

Figure Numbering

- Figures are numbered consecutively in the order they are first mentioned in the text (Figure 1.1, Figure 2.1, etc.).

Figure Caption

- The figure caption should be placed below the figure, using title case capitalization.
- The caption should be concise and descriptive, explaining the key elements of the figure.

Figure Labels and Legends

- All text within the figure (e.g., axis labels, legends, keys) should be in a legible font size.
- Legends and labels should be marked and easy to understand.

Figure Quality

- Figures should be high-quality, clear, and easy to interpret.
- Avoid low-resolution or blurry images.

Copyright and Permission

- If using a figure from another source, you must obtain permission and provide a copyright attribution in the caption. Example: Figure 2.1. Organizational structure of the company (Adapted from Smith, 2020).

Formatting Considerations

- Figures should be centered on the page.
- Figures should be in black and white or grayscale unless color is necessary for understanding.
- Avoid unnecessary decorative elements or backgrounds. Example figures in the chapter one Introduction should be labeled as “Figure 1.1 This is figure one “, “Figure 1.2 This is figure two “
- The figure caption should be below the figure having space 8pt before the paragraph.
- Graphs with y-x scaling should have magnitude and units described clearly. Every figure included in the document should have a description either before or after the figure.
- In the same manner, any table in the document should be labeled after header 1 in sequential order. The size should be 11 font size tied to the new Roman center-aligned sentence case. The caption should start as “Table”, and it should be referred to by the same name in the content of the document. The tables should have APA table formatting.

Table Number and Title

- Each table should have a number (e.g., Table 1.1, Table 2.1) and a concise title that describes the content of the table.
- The table number and title should be placed above the table, in title case, and centered.

Table Formatting

- Tables should be formatted using a clear and consistent layout.
- Use horizontal lines to separate the table title, column headers, and rows.
- Vertical lines are generally not used in APA tables.
- Align the elements within each cell consistently (e.g., left-aligned, centered, right-aligned).

Column Headers

- Column headers should be in title case and centered over the corresponding columns.
- If abbreviations are used, they should be explained in a table note.

Table Notes

- Table notes provide additional information about the table and are placed below the table.
- Common table notes include:
 - ✓ General notes: Provide context or additional information about the table.
 - ✓ Probability notes: Indicate the level of statistical significance (e.g., $*p < .05$, $**p < .01$).
 - ✓ Source notes: Cite the source of the data presented in the table.

Table Placement

- Tables should be positioned as close as possible to the first reference to them in the text.
- Each table should be on a separate page, placed after the reference list.

Table Numbering

- Example Tables in Chapter One Introduction should be labeled as
 - ✓ “Table 1.1 This is table one “
 - ✓ “Table 1.2 This is table two “
- The table caption should be placed above the table and the table should have no extra spacing after the paragraph, except the document 1.5 spacing.
- The contents of the table should be left aligned, with the same font type, and size as the content of the document except numbers, the numbers in the table should be right aligned.
- For long tables (tables having a length of more than a page) table caption should be repeated with the table header (table header description).
- The outer border of the table should have 1.5 (1 1/2) thickness and the line between the table headers and the content should have 1 thickness and there should be no line between the contents.
- Any flow chart or process flow diagram should have no color-filling content. They should only have a text box with black and white color, any arrow used should be in black and white color.

- If you want to include a footnote the footnote size should be 10-point Times New Roman.
Example footnote.

Reference

For reference, you can use the following formats

Journals

H.E. Exner, “Physical and Chemical Nature of Cemented Carbides,” *International Metals Review*, 1979, v. 24, pp. 149-173.

G.E. Spriggs, “The Importance of Atmosphere Control in Hard Metal Production,” *Powder Metallurgy*, 1970, v. 13, n. 26, pp. 369-393.

Conference Proceedings

H.F. Fischmeister, “Development and Present Status of the Science and Technology of Hard Materials,” *Science of Hard Materials*, R.K. Viswanadham, D.J. Rowcliffe, and J. Gurland (eds.), Plenum Press, New York, NY, USA, 1982, pp. 1-45.

W.H. Baek, M.H. Hong, S. Lee, and D.T. Chung, “A Study on the Shear Localization Behavior of Tungsten Heavy Alloy,” *Tungsten and Refractory Metals 2*, A. Bose and R.J. Dowding (eds.), Metal Powder Industries Federation, Princeton, NJ, USA, 1995, pp. 463-471.

Books

R.M. German, *Powder Injection Molding*, Metal Powder Industries Federation, Princeton, NJ, USA, 1990.

Thesis

J.L. Johnson, “Densification, Microstructural Evolution, and Thermal Properties of Liquid Phase Sintered Composites,” Ph.D. Thesis, The Pennsylvania State University, University Park, PA, USA, 1994.

Technical Reports

E.G. Zukas, P.S.Z. Rogers, and R.S. Rogers, “Experimental Evidence for Spheroid Growth Mechanisms in the Liquid Phase Sintered Tungsten Based Composites,” *Informal Report: Los Alamos Scientific Laboratory*, USA, 1976, pp. 1-35.

Patents

V. Oenning and I. S. R. Clark, U. S. Patent No. 4988386, 1991.

Online Materials

International Narcotics Control Board 1999, United Nations, accessed 1 October 1999,

<http://www.incb.org>

Some Department Report Formats

Environmental Engineering



College of Engineering

Department of Environmental Engineering

Internship Report Format

Structure and Contents of Internship Report

Cover Page	<u>The cover page should include the following:</u> <ul style="list-style-type: none">I. AASTU logoII. Name of the university.III. Name of the DepartmentIV. Name of Industry/company nameV. Full name of student.VI. Full name of the advisor(s).VII. Month and year of submission
Preliminary Page	<ul style="list-style-type: none">I. Approval PageII. DeclarationIII. AbstractIV. AcknowledgementsV. Table of ContentsVI. Lists of Tables (if any)VII. List of Figures (if any)VIII. Abbreviations and Acronyms (if any)
	Chapter 1. Industry/company profile 1.1. History of Company

Body of Internship Report	1.2. Management structure 1.3.Mission and Vision of the Company 1.4. Service of the company 1.5. Employees and their experience
	Chapter 2. Internship experience and Job description (Your contribution) 2.1. Name and a short description of the job/project 2.2. The job/project involvement process 2.3. Implementation planning 2.4. Involvement in implementation testing, procedures, analysis, and documentation, and 2.5 etc
	Chapter 3. Learning and finding of the internship 3.2. Hierarchy of learning and finding 3.3. Time and work culture of the internship 3.4 challenge involvement in the internship 3.5. Opportunities in the internship
	Chapter 4.: Conclusion and Recommendations

And other deemed important, if any

Electrical Engineering



AASTU ADDIS ABABA SCIENCE AND TECHNOLOGY UNIVERSITY

College of Engineering

Department of Electrical and Computer Engineering

Internship project Report on

“Design project Title”

The Title Should be Developed based on the identified host company problems in your area of specialization. Avoid using abbreviations in the title.

By:

Name of the student

ID. No:

Supervisors:

1. University supervisor's name
2. Industry supervisor name

*Submitted to Addis Ababa Science and Technology University Department of
Electrical and Computer Engineering (focus area)*

November, xxxxxxxxx

Addis Ababa, Ethiopia

Table of Content

List of Figures

List of Tables

List of Abbreviations

Chapter One

Introduction of the hosting company

(chapter titles should stand as Headlining 1, Times New Roman, size 14, centered, bold, and layout (24 before and 12 after the title))

Describing the background of your internship hosting company, including:

- ✚ Its brief history
- ✚ Its main product and service
- ✚ Its main customer or end users
- ✚ Its overall organization and workflow

The basic format for paragraphs should be in Times New Roman (Normal format), size 12, spacing 1.5, and its layout should be 6 before and after the paragraph.

Chapter two

Overall internship experience

This part includes the project excisions in different sections, processes, etc.:

- ✚ In which section of the company, you have been working in
- ✚ How does the workflow in the section look like
- ✚ Which workpiece or work task you have been executing
- ✚ What procedures and methods you have been using while performing your tasks
- ✚ What challenges you have been facing while performing your work tasks
- ✚ What measures you have taken to overcome the challenges

Chapter three

Selected industrial project and its design procedure

How your Project selected and worked out (follow research methodology)

- ✚ Design Project title
- ✚ summary of the project
- ✚ Problem statement & Justification
- ✚ Objective of the project

✚ Literature review

✚ Methodology

✚ Result & Discussion

Chapter Four

Overall internship achievements and experiences

The overall benefit you gained from the internship includes:

- ✚ What you gained interim of upgrading your theoretical knowledge
- ✚ What you gained in terms of improving your practical skills (in terms of design, drive systems, soft-computing applications, application of industry trends(AI, industry 4.0/frontier technologies) etc.
- ✚ What you gained in terms of improving industrial problem-solving capability
- ✚ What you gained in terms of improving your teamwork skills
- ✚ What you gained in terms of improving your leadership skills
- ✚ What you gained in terms of understanding about work ethics
- ✚ What you gained in terms of entrepreneurship skills

Chapter Five

Conclusion & Recommendation