



IDP Book Writing Guidelines

1. Paper, Pages, Text and Spacing Requirements

1.1 Paper Requirement

Paper size must be standard A4 (210 × 297 millimeters or 8.27 × 11.69 inches).

1.2 Font

All text, page numbers, table numbers, figure numbers, captions, references, and footnotes must be in the same font (**Times New Roman**).

For general body; type size must be **12 point font**. For Heading; type size must be **12 point font (Capital Letter & Bold)**, For Sub-heading; type size must be **12 point font (Capitalize Each Word & Bold)**.

Be consistent throughout text with regards to font and font size. Font and font size may be varied for symbols or emphasis when appropriate (e.g., for scientific or mathematic term).

1.3 Spacing

Spacing of all text within the IDP, including references, **should be 1.5**. Be consistent with regards to spacing.

Long quotations and captions may be single-spaced. Multi-lined, figure and table captions, footnotes and endnotes are normally single-spaced.

HEADING	Before	12 point
	After	6 point
Sub-Heading	Before	12 point
	After	6 point

1.4 Page Margins

Left: 1.5 inch; Right: 1.0 inch; Top: 1.0 inch; Bottom: 1.0 inch. All tables and figures, including their captions, must conform to margin requirements.

1.5 Page Numbers

All page containing text or figures/tables are numbered. Except for the title page and the cover page, page numbers must be placed on each of the IDP.

Preliminary pages (e.g., Declaration, Executive Summary, acknowledgements, table of contents, etc.) are numbered consecutively in **Capital Roman numerals (I, II, III, .etc.)**. Text and all reference pages, including appendices, are numbered consecutively in **Arabic numerals (1, 2, 3, etc.)** beginning with "1" on the first page of text.

Page numbers should be aligned with the right margin, ½ inch from the bottom of the page (in the footer). Page numbers must be in the same font and font size as your text.

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2. Content Requirements

The IDP should be arranged as follows:

1. Executive Summary
2. EOI (Expression of Interest)
3. Surveying
4. Sub soil investigation
5. EIA
6. Drawing
7. BOQ
8. Tender document.

2.1 Cover Page

This section is required.

The cover page must include the Course code and title, official title of the IDP, full name of student(s), the full title of degree awarded, the department and university name, the month and year of the submission,

Cover page is not numbered. Information is centered between the left and right margins (not the edge of the document). See the *Cover Page Example* for spacing, capitalization, and punctuation formatting.

2.2 Title Page

This section is required.

The title page must include the Course code and title, official title of the IDP, degree requirements statement, full name of student(s) with ID, the department and university name, the month and year of the submission,

Title page is not numbered. Information is centered between the left and right margins (not the edge of the document). See the *Title Page Example* for spacing, capitalization, and punctuation formatting.

2.3 Declaration

This section is required.

The declaration must appear after the Title Page.

The heading “**STUDENT’S DECLARATION**” (bold faced in capital letters, Font size is 15 points) should be centered between the left and right margins, without punctuation or underlining. The spacing should be 6 points and 36 points before and after the heading. The content begins at the left margin and should be justified. Vertical spacing of the text must be the same as in the rest of your IDP (e.g., 1.5 points).

This page is not numbered but is technically counted as **Page | I** of the preliminary pages. Page numbers should be in capital Roman numerals and is aligned with the right margin, ½ inch from the bottom of the page (in the footer). See the *declaration page example* for texts and format.



2.4 Approval Page

This section is required.

The approval must appear after the declaration Page.

The heading “SUPERVISOR’S APPROVAL” (bold faced in capital letters, Font size is 15 points) should be centered between the left and right margins, without punctuation or underlining. The spacing should be 6 points and 36 points before and after the heading. The content begins at the left margin and should be justified. Vertical spacing of the text must be the same as in the rest of your IDP (e.g., 1.5 points).

This page is not numbered but is technically counted as **Page | II** of the preliminary pages. Page numbers should be in capital Roman numerals and is aligned with the right margin, ½ inch from the bottom of the page (in the footer). See the *approval page example* for texts and format.

2.5 Acknowledgements

This section is required.

Acknowledgements include brief statements of appreciation or recognition. The heading “ACKNOWLEDGMENT” (bold faced in capital letters, Font size is 15 points) should be centered between the left and right margins, without punctuation or underlining. The spacing should be 6 points and 36 points before and after the heading. The content begins at the left margin and should be justified. Vertical spacing of the text must be the same as in the rest of your IDP (e.g., 1.5 points).

This page is not numbered but is technically counted as **Page | III** of the preliminary pages. Page numbers should be in capital Roman numerals and is aligned with the right margin, ½ inch from the bottom of the page (in the footer). See the *acknowledgement page example* for texts and format.

2.6 Executive Summary

This section is required.

The Executive Summary must not exceed 500 words and must appear immediately before the Table of Contents.

The heading “EXECUTIVE SUMMARY” (bold faced in capital letters, Font size is 15 points) should be centered between the left and right margins, without punctuation or underlining. The spacing should be 6 points and 36 points before and after the heading. The content begins at the left margin and should be justified. Vertical spacing of the text must be the same as in the rest of your IDP (e.g., 1.5 points).

The Executive Summary should contain a statement of the IDP problem, a brief description of the research and a summary of your findings. Mathematical formulas, diagrams, and other illustrative materials should not be used in your Executive Summary.

This page is not numbered but is technically counted as **Page | IV** of the preliminary pages. Page numbers should be in capital Roman numerals and is aligned with the right margin, ½ inch from the bottom of the page (in the footer). See the *Executive Summary page example* for texts and format.



2.7 Table of Contents

This section is required.

Each chapter should be numbered. In addition, each section and sub-section should be numbered. The heading “**TABLE OF CONTENTS**” (bold faced in capital letters, Font size is 15 points) should be centered between the left and right margins, without punctuation or underlining. The spacing should be 6 points and 36 points before and after the heading. The content begins at the left margin and should be justified. Vertical spacing of the text must be the same as in the rest of your IDP (e.g., 1.5 points).

All material following the heading “**TABLE OF CONTENTS**” including Preliminary pages should be listed.

Headings of parts, sections, chapters, and their principal subdivisions are listed in the table of contents and must be worded exactly as they appear in the body of your IDP. When listing the heading/sub-headings, list the same levels of headings and subheadings consistently for each chapter.

Dotted leaders are required between headings and page numbers. If your table of contents continues beyond one page, allow a one inch top margin on successive pages.

Page numbers should be in capital Roman numerals and is aligned with the right margin, ½ inch from the bottom of the page (in the footer). See the *table of contents page example* for texts and format.

2.8 List of Figures

This section is required (if any).

The heading “**LIST OF FIGURES**” (bold faced in capital letters, Font size is 15 points) should be centered between the left and right margins, without punctuation or underlining. The spacing should be 6 points and 36 points before and after the heading. The content begins at the left margin and should be justified. Vertical spacing of the text must be the same as in the rest of your IDP (e.g., 1.5 points).

Dotted leaders are required between captions and page numbers.

This section contains exactly the same numbers and captions appearing below the figures in the text and appendices. If your list of figures continues beyond one page, allow a one inch top margin on successive pages.

Page numbers should be in lower case Roman numerals and are centered, ½ inch from the bottom of the page (in the footer).

Page numbers should be in capital Roman numerals and is aligned with the right margin, ½ inch from the bottom of the page (in the footer). See the *list of figures page example* for texts and format.

2.9 List of Tables

This section is required (if any).

The heading “**LIST OF TABLES**” (bold faced in capital letters, Font size is 15 points) should be centered between the left and right margins, without punctuation or underlining. The spacing should be 6 points and 36 points before and after the heading. The content

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begins at the left margin and should be justified. Vertical spacing of the text must be the same as in the rest of your IDP (e.g., 1.5 points).

Dotted leaders are required between captions and page numbers.

This section contains exactly the same numbers and captions appearing below the figures in the text and appendices. If your list of tables continues beyond one page, allow a one inch top margin on successive pages.

Page numbers should be in capital Roman numerals and is aligned with the right margin, $\frac{1}{2}$ inch from the bottom of the page (in the footer). See the *list of tables page example* for texts and format.

2.10 List of Abbreviation (Optional)

This section is optional.

The heading “**LIST OF ABBREVIATION**” (bold faced in capital letters, Font size is 15 points) should be centered between the left and right margins, without punctuation or underlining. The spacing should be 6 points and 36 points before and after the heading. The content begins at the left margin and should be justified. Vertical spacing of the text must be the same as in the rest of your IDP (e.g., 1.5 points).

Lists of abbreviations, nomenclature, or glossary may be appropriate for some theses. If needed, these appear after lists of tables and figures.

Page numbers should be in capital Roman numerals and is aligned with the right margin, $\frac{1}{2}$ inch from the bottom of the page (in the footer). See the *lists of abbreviations page example* for texts and format.

2.11 List of Symbols (Optional)

This section is optional.

The heading “**LIST OF SYMBOLS**” (bold faced in capital letters, Font size is 15 points) should be centered between the left and right margins, without punctuation or underlining. The spacing should be 6 points and 36 points before and after the heading. The content begins at the left margin and should be justified. Vertical spacing of the text must be the same as in the rest of your IDP (e.g., 1.5 points).

Lists of symbols, nomenclature, or glossary may be appropriate for some theses. If needed, these appear after lists of tables and figures.

Page numbers should be in capital Roman numerals and is aligned with the right margin, $\frac{1}{2}$ inch from the bottom of the page (in the footer). See the *lists of symbols page example* for texts and format.

2.12 Main Body Content

This section is required.

The body of the IDP is the substance of your IDP, the comprehensive statement of your research.

The body of your IDP follows the preliminary sections. A standard, and consistent, organizational scheme must be adopted and used throughout your IDP.

Sections should be numbered consecutively throughout your IDP.



Page numbers should be in capital Roman numerals and is aligned with the right margin, $\frac{1}{2}$ inch from the bottom of the page (in the footer). See the *main body page example* for texts and format.

Main body of the IDP should contain the following chapters-

1. EOI (Expression of Interest)
2. Surveying
3. Sub soil investigation
4. EIA
5. Drawing
6. BOQ
7. Tender document.

2.13 Appendices

This section is optional. If exists, must appear after the Reference section.

The heading "APPENDIX" (bold faced in capital letters, Font size is 15 points) should be centered between the left and right margins, without punctuation or underlining. The spacing should be 6 points and 36 points before and after the heading. The content begins at the left margin and should be justified. Vertical spacing of the text must be the same as in the rest of your IDP (e.g., 1.5 points).

Appendices are used for supplementary illustrative material, original data, computer programs, and other material not necessarily appropriate for inclusion within the text of your IDP.

The heading "APPENDIX" (in capital letters) should be listed in the table of contents as a major heading. Appendix tables and figures are numbered and are uniquely captioned. Appendix tables and figures are subject to the same rules covering tables and figures in your text.

Page numbers should be in capital Roman numerals and is aligned with the right margin, $\frac{1}{2}$ inch from the bottom of the page (in the footer). See the *appendix page example* for texts and format.

2.14 Plagiarism Check

Plagiarism report should be added in the IDP book. Allowable percentage of plagiarism is up to 30%.

3. Citations and References Requirements

3.1 Examples of Citations (APA Style)

In-text Citation

Branding was originally conceived as a technique to establish a product's name and to convey the prestige of the manufacturer. However, this has evolved into the modern branding paradigm built upon Executive Summaryion and cultural engineering, where products embody consumer's ideals and are only tenuously linked to functional benefits (Chapleo, 2015).



- ✓ Ebehard and Voges (1984) discussed the detection of single sideband by sensors. Single sideband can be detected by sensors (Ebehard and Voges, 1984).
- ✓ Cryogenic cooling significantly affects the cutting temperature in turning steel (Dhar et. al., 2000).
- ✓ Borgnakke (1984) presented the flame propagation and heat-transfer effects in spark-ignition engines.

3.2 Example of References (APA Style)

Book:

- ✓ Creswell, J. W. (2007). *Qualitative inquiry and research design: Choosing among five traditions* (2nd ed.). Thousand Oaks: Sage Publications.

Edited Book

- ✓ Hart, S., & Murphy, J. (Eds.). (1998). *Brands: The New Wealth Creators* (1st ed.). Palgrave Macmillan.

Book Chapter

- ✓ Onyiriuba, L. (2017). Bank Assets Portfolio Structure and Risk Management in Developing Economies. In *Bank Risk Management in Developing Economies: Addressing the Unique Challenges of Domestic Banks* (1st ed., p. 668). Massachusetts: Academic Press.

Conference Proceedings

- ✓ Sevier, R. A. (1997). Major trends affecting higher education. In *Marketing of Higher Education*. Boston, USA.
- ✓ Karasmanis, S. & Murphy, F. (2014). Emerging roles and collaborations in research support for academic health librarians. In *Australian Library and Information Association Biennial Conference* (pp. 1–13). Melbourne: Australian Library and Information Association. <https://doi.org/10.13140/2.1.1089.1521>

Journal Article

- ✓ Chapleo, C. (2015). Brands in higher education: Challenges and potential strategies. *International Studies of Management and Organization*, 45(2), 150–163. <https://doi.org/10.1080/00208825.2015.1006014>

Report

- ✓ Hensel, N. (1991). *Realizing Gender Equality in Higher Education: The Need To Integrate Work/Family Issues. 1991 ASHE-ERIC Higher Education Report 2*. Washington.

IDP/Dissertation

- ✓ Ahmed, S., Munir, F., Hasan, M. K., & Quraish, S. M. (2015). *Predicting a T20 cricket match result while the match is in progress*. BRAC University. Retrieved from <http://dspace.bracu.ac.bd/xmlui/handle/10361/4372>

Web Page

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- ✓ Palmieri, A. (2017). Building the University Brand. Retrieved from <https://thefrontrow.2u.com/university-branding-33e85e1091be>

Magazine Article

- ✓ Rosen, J. (2016, September). The Bangladeshi Traffic Jam That Never Ends. *The New York Times*. Retrieved from <https://www.nytimes.com/2016/09/23/t-magazine/travel/dhaka-bangladesh-traffic.html>

Newspaper Article

- ✓ Ahmed, M. (2018, April 12). Salvaging our higher education. *The Daily Star*. Retrieved from <https://www.thedailystar.net/opinion/society/salvaging-our-higher-education> 1561396

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