



**The Hashemite University
Faculty of Engineering
Training Report Specifications**

I. Contents:

The report should be 20-30 pages excluding the appendixes and include the following:

Front matter:

1. Title page:

Hashemite University (TNR, 18B)
College of Engineering (TNR, 18B)
Industrial Engineering Department (TNR, 18B)
Training Report at *X Company* (TNR, 24B)
By: (TNR, 14I)
Student Name (TNR, 14)
Student Registration Number (TNR, 14)
June 6, 2007 (TNR, 12)

2. Executive Summary: 150-250 words long describing what was done, how it was done, the results and the significance of results.

3. Table of contents

4. List of figures

5. List of tables

Body:

Chapter 1: Introduction

Introduce the general nature of the training, training schedule, background information, and a brief outline of the report.

Chapter 2: Company profile

Chapter 3-n: Detailed description of the training, projects conducted, assignments submitted, observations, troubleshooting, ..., etc.

Last Chapter: Discussion, Conclusions, and Recommendations

Discuss the practical and technical consequences, benefits, advantages, disadvantages of your training, and state your recommendations.

Back matter:

References

Appendixes: Information that is vital for the report but the report will not fail in case they are removed. Appendixes must be referred to in the appropriate places in the main body of the report and labeled with letters plus a short descriptive title.

II. Format:

1. Use A4 size (210 x 297 mm) plain white paper. Only one side of the paper should be used.

2. Formatting style: The text should be formatted as follows:

Title	Font: Times New Roman, Size: 24 Bold
Heading 1	Font: Times New Roman, Size: 22
Heading 2	Font: Times New Roman, Size: 20.
Heading 3	Font: Times New Roman, Size: 18.
Heading 4	Font: Times New Roman, Size: 14
Normal text	Font: Times New Roman. Size: 12
Figure and table titles	Font: Times New Roman, Size: 12 Bold

3. Paragraphs should have 1.5-line spacing through out the report except for indented quotations or footnotes. No space between two consecutive paragraphs or lines.
4. Page margins: Top, bottom, and right: 1 inch (2.5 cm), left 1.5 inch (3.75cm).
5. Illustrations should be referred to in the body of text as follows: "The pressure in the vessel is related to the loading conditions as shown in Fig. 3.2"
6. A figure caption should be placed below the figure and consists of the figure number plus a short title or description.
7. Any quotations in the report need to be referenced. Sources for any data that you are paraphrasing or summarizing should also be referenced. Statements and facts that are common knowledge are not referenced.
8. The reference list should be arranged alphabetically, and references should be formatted in the Author Date Format as shown in the examples below:
 - a. Books:
Otnes, R. K. and Enochson. I. A., "Applied time series analysis - Vol. 1 Basic techniques", John Willey and sons, 1978.
 - b. Journal paper:
Razban, A., Davies, B., Harries, S., and Efstathiou, J., "Control of an automated dispensing cell with vision controlled feedback", *Control Engineering Practice*. 3/9. PP. 1217-1223, 1995.
 - c. Conference paper:
Astrom, K. L. and Bohin, T., "Numerical identification of linear dynamic systems from normal operating conditions", *IFAC symposium on the theory of self adaptive control systems*, England, 1965.
 - d. Web site:
(a) <http://wwwv.hu.edu.jo>
(b) <http://www.bl.uk>
9. Within the text, refer to a given reference as follows:
Book, journal: [Last Author Name, Year]: Example: [Otnes, 1978]
Website: [Web site, a]
10. All pages must be numbered in one continuous sequence using "Arabic" numerals, insert numbers on the lower right corner of the page. For front and Back matter use roman numbers (i. ii. iii. ...), no numbers should appear on the title page.
11. All sentences should be written in passive and not active voice.
12. Make every effort to correct errors and spelling mistakes.

III. Deliverables:

1. Pre-examination hard copy of the draft report must be provided (stapled, no need for soft bound at this stage).
2. Final hard copy of the report after being modified according to the training supervisor recommendations (if any), it should be soft bound by a spiral, the front should be covered with a transparency. A soft copy of the report should be fixed to the back and marked with your name and registration number.