

The Format & Structure of COOP Final Reports

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Part 1: The structure of COOP Final Reports

Every COOP final report should have the following parts:

- Cover page (Title Page).
- Abstract.
- Acknowledgments.
- Table of Contents.
- List of Figures.
- List of Tables.
- Chapter 1: Introduction (this chapter introduces the reader to the work place and necessary background of the material).
- Chapter 2: for example “Chapter 2: Training Experience”.
- Chapter 3: first case study.
- Chapter 4: second case study.
- Conclusions.
- Recommendations.
- References: list of references used in the report. These references should be properly sited in the body of the report.
- Appendix or Appendices (if needed).

Part 2: The Format of COOP Final Reports

The following points should be considered in the format of final reports:

1. **Typing:** Avoid printers with fancy print. Type on one side of the paper only. Absolutely no white out or hand-correction of errors.
2. **Paper:** Use only white, A4 paper.
3. **Font:** use Times New Roman, Arial, or Calibri fonts of size 12. If the advisor wants another font then inform the coordinator.
4. **Spacing:** use double or 1.5 line spacing in the body of the report.

5. **Page numbers:** The page numbers will be inserted in the upper right-hand corner of each page. Do not number the title page. Use Arabic page numbers for the second part of the report (starting from Chapter 1 to the end of the report). Use small roman page numbers for the first part (from the Abstract to anything before Chapter 1).
6. **Margins:**
 - a. **One-and-a-half inch** margins from left sides.
 - b. **One-inch** margins from (top, right, and bottom) sides.
7. **Table of Contents:** use automatically produced table of contents if possible.
8. **List of Figures:** a list of all the figures with page numbers.
9. **List of Tables:** a list of all the tables with page numbers.
10. **Drawings:** all the drawings must be generated by computer (not by hand).
11. **Figures:** Each figure should have a number and caption. The captions should be centered under the figure. Each figure will be explained or referred to in the body of the report.
12. **Tables:** Each table should have a number and caption. The table captions should be centered above the table. Each table will be explained or referred to in the body of the report.
13. **Chapter:** the format of the chapter name will be as the following example, “**Chapter 2: Training Experience**”.
14. **Cover Page or Title Page:** start 1.5 inch (or 1.25 inch) from top then put the following items in different lines with proper fonts and spacing between them: King Fahd University of Petroleum & Minerals, College of Applied Engineering, Electrical Engineering Department, space, COOP Final Report, space, Title of the report, space, Company Name, space, Student Name, Student ID number, space, Advisor’s name (Advisor: Name of the advisor), space, Date.
15. **Binding:** Use wire-binding from the left side.