

# **Guidelines on the Preparation of a Graduation Project Report**

## **OBJECTIVE**

A Project Report is a document about a project work done by the student at the end of his studies at the Faculty of Maritime Management. It gives information on the student's original work which can be useful for future research. After the suggestions and corrections of the Examining Committee the student will submit two copies to the Department. They will be preserved at the Department and the University library for archiving and cataloguing:

1. It has to be submitted to the members of the examining committee before the student defends the project in an oral presentation.
2. The report has to include a *declaration* by the student that he/she has followed the ethical rules while writing and preparing the report.
3. That means clearly that the Project report should not contain word-to-word copy of work (including tables and figures) published elsewhere.
4. If data from other work is used the *contribution* of the student must be explained in the Introduction chapter of the report and correct references given at the end.
5. The report will go first through a check of ethics.

## **PRODUCTION**

### **Report Size**

1. The maximum number of pages of the Report should be preferably between 40-70

### **Paper Size**

2. The standard size of paper of a Report is 21.5 cm (8½ inch) wide and 28 cm (11 inches) long.
3. Oversized figures and tables, if any, should be reduced to fit with the size of the report but should very clear and comprehensive. Units should be Stand International (m, kg, s)
4. It is suggested that the report be printed on one side of the paper.

### **Page Numbering**

5. Page numbers for the prefacing materials of the report shall be in small Roman numerals and should be centered at the bottom of the pages.
6. Page numbers for the body of the report should be in Arabic numerals and should be centered at the bottom of the pages. The pagination should start with the first page of Chapter 1 and should continue throughout the text (including tables, figures, and appendices).

### **Binding**

7. The report submitted for examination has to be softbound and printed on both sides.

The reports should have, on their spines, the abbreviated title of the report, the name of the student, enrolment number and the year of submission of the report.

### **FORMAT FOR THE REPORT**

After the text of the report is written, it is to be formatted in an appropriate manner for printing. The following guidelines are provided to format the report for easy readability.

#### **Font**

8. The preferred font size of the text in the report is 12 point, but in no case should it be less than 11-point. The minimum font size of materials within a table or a figure can be 8 point, however.
9. The preferred font type is **Times New Roman**.

#### **Margins**

10. A margin of 3.75 cm (1½ inch) is to be given on the binding edge while on the other sides it is to be 2.5 cm (1 inch). The text of the report, including headings, figures, tables, and notes, but excluding page numbers, must be accommodated within the page area.

#### **Line Spacing**

11. The line spacing in the main text must be between one-and-a-half and two. Single line spacing should be given for quotations, abstract, declaration, report approval, figure captions, table titles, figure legends, footnotes, and references.
12. Equations, tables, figures, and quotations should be set off from the main text with adequate space (not less than the normal line spacing adopted for the main text)

Example Cover page is below

**(ACCEPTED PROJECT NAME)**

***(STUDENT NAME)***

**(PROJECT NAME)**

*Report submitted to*  
*The Faculty of Maritime Management and Administration*  
*University of Kyrenia*  
*For the award of the degree*

*of*

**Bachelor of Science in Maritime Management**

*by*

**(Student Name)**  
**(Student number)**



**Department of Maritime Management**  
**University of Kyrenia**  
**August 2021**

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## **DECLARATION**

I certify that:

- a. the work contained in this report is original and has been done by me under the guidance of my supervisor(s).
- b. the work has not been submitted to any other Institute for any degree or diploma.
- c. I have followed the guidelines provided by the Institute in preparing the report.
- d. I have conformed to the norms and guidelines given in the Ethical Code of Conduct of the University.
- e. whenever I have used materials (data, theoretical analysis, figures, and text) from other sources, I have given necessary credit to them by citing them in the text of the report and given their details in the references. Further, I have taken permission from the copyright owners of the sources, whenever necessary.

Student Name

## **Certificate**

This is to certify that the Dissertation Report entitled, “**PROJECT TITLE**” submitted by **Mr. /Miss STUDENT NAME** to the faculty of Maritime Management, University of Kyrenia is a genuine record of personal Project work carried out by him/her under my/our supervision and guidance. Therefore, it is worthy of consideration for the award of the degree of Bachelor of science in Maritime Management.

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Supervisor

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Dean of the Faculty

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Head of the Department

Date:

## **Acknowledgements**

(Example 1. you can add but do not make it wordy)

I would like to give special thanks of gratitude to my lecturers .....as well as my advisor/supervisor ....., who gave me a golden chance to do this special project on the topic of :..... Secondly, I would like to give my thanks to my family and friends for their attention and endless support in completing my project.

## **List of Abbreviations (Example)**

**LNG:** Liquefied Natural Gas

**CO<sub>2</sub>:** Carbon Dioxide

**NO<sub>x</sub>:** Nitrogen Oxides

**SO<sub>x</sub>:** Sulphur Oxides

**EGR:** Exhaust Gas Recirculation

**SCR:** Selective Catalytic Reduction

**ECA:** Emission Control Areas

**HFO:** Heavy Fuel Oil

**MGO:** Marine Gasoil

**VLSFO:** Very Low Sulfur Oil

**EEDI:** Vitality Productivity Plan Record

**GHG:** Green House Gas

**IMO:** International Maritime Organization

**BC:** Black Carbon

**LDC:** Local Distribution Companies

**IPP:** Independent Power Plants

**COW:** Crude oil washer

**MARPOL:** International convention aimed at the prevention of pollution from ships

## **Abstract**

(Example from published work A.Karafistan)

Manyas, also known as the Bird Paradise Lake, is situated near the south-eastern coasts of the Marmara Sea in Turkey. This shallow lake, is a unique natural reserve providing habitat for migratory birds with its rich fauna and plankton species. The objective of this work is to study the ecological and water quality changes resulting from increasing anthropogenic pollution and human intervention on the natural variations of the water level. For this purpose, physical, chemical and microbiological aspects of the aquatic ecosystem in the lake of Manyas are being measured semimonthly since more than a year. After the completion of field measurements associations between different parameters will be searched by means of a water quality model. Results obtained will be used in the sustainable restoration of the lake.

**Keywords:** chemical and microbiological water quality, indicators, Manyas Lake, nutrient cycles, physical parameters

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## **Introduction (Example A. Karafistan)**

Manyas or 'Bird Lake' (40°11 N, 27°58 E), is situated 14 km from the southeastern coasts of the Sea of Marmara, Turkey. Its origin is tectonic, related to the well known seismicity of the Western Anatolian Fault (Leroy et al. 2002). Manyas is a shallow eutrophic lake with many interesting properties. It receives fresh water from several streams and underground as well. The lake water is always turbid, because of its colloidal and clay content. Water level fluctuates naturally with seasons, reaching the highest level of 6m in spring and the lowest level varying between 1–2 m in summer. Prof. C. Kosswig was the first to discover in 1938 that the lake lies on an important worldwide migratory water bird route. The lake is rich in deep fauna and plankton. There is also considerable amount of birds' fertilizers. All these factors contribute to diverse and intensive fish and bird populations, to sustain their lives. The north-eastern part, covering 64 ha consists of woods where more than 266 bird species have been recorded to nest and more than 90 to breed...

### **Chapter 1**

### **Literature Review**

## Conclusions (AKarafistan)

In this study, it was demonstrated that Lake Manyas as a natural reserve, is threatened by all types of anthropogenic pollution which have the impact and potential to alter the productivity of the whole ecosystem, via the food chain. Thus, any perturbation in the chain may also alter the water quality besides the quantity. As an example, nutrients such as N, P, and Si, which are most often responsible for water quality degradation and eutrophication were considered. Their seasonal variability was studied at 5 selected important spots. As a consequence, it was found that the degree to which the phytoplankton growth is limited by this nutrient load alone, depends on the local conditions and also varies with its availability on the seasonal scale. Certain diatoms were observed to be abundant with two bloom periods which corresponded to silicate minima. For the smaller phytoplankton species, a late spring or early summer bloom corresponds with a phase lag to a nitrate minimum. The latter is followed by a phosphate maximum, which is in good accordance with the fact that phosphate is the growth limiting factor in that case....

## References (Example from A. Karafistan)

- [1] Karafistan A. and Colakoglu F., 2005, 'Physical, chemical and microbiological water quality of the Manyas Lake, Turkey', *Mitigation and Adaptation Strategies for Global Change* (2005) 10: 127–143 [2] Baumgart, J.: 1993, *Mikrobiologische Untersuchung von Lebensmitteln* 3. Auflage, Behr's Hamburg, page 514.
- [2] Karafistan, A., Martin, J.-M., Rixen, M. and Beckers, J.M.: 2002, 'Space and time distribution of phosphate in the Mediterranean Sea', *Deep-Sea Research I* **49**, 67–82.
- [3] Leroy, S., Kazanci, N., Ileri, Ö., Kibar, M., Emre, O., McGee, E. and Griffiths, H.I.: 2002, 'Abrupt environmental changes within late Holocene lacustrine sequence south of the Marmara Sea (Lake Manyas, N-W Turkey): possible links with seismic events', *Marine Geology* 190, 531–552.