

Bangladesh University of Textiles (BUTEX)

Department of Apparel Engineering (AE)

Approved format of Industrial attachment report writing by the Dept. of Apparel Engineering of BUTEX

Sequence of issues:

1. A blank page
2. Front page or title page
3. Preface or acknowledgement page
4. Table of Content with page numbers: -
 - The preliminary pages (title page to abbreviation) are numbered with lower case Roman numerals (i,ii,iii,iv,.....) centered at the lower margin of the page. The title page is counted as page i but do not print number. The main body of the text are consecutively numbered with Arabic numerals beginning page “1”. The pages at the beginning of the chapter do not show the page number. The Arabic numbers positioned in the upper right hand corner.
 - List of chapters and section heading.
5. Individual list of figures, tables, symbols, abbreviation (if included).
6. Main body of the text.
 - Chapter-1 Project description
 - Chapter-2 Manpower management*
 - Chapter-3 Machine description*
 - Chapter-4 Raw materials*
 - Chapter-5 Production planning, sequences & operations
 - 5.1 Sample section
 - 5.2 Pattern and marker making
 - 5.3 Spreading
 - 5.4 Cutting section
 - 5.5 Sewing section
 - 5.6 Finishing section

5.7 Packaging

- Chapter-6 Quality system

6.1 Quality control

6.2 Quality assurance

- Chapter-7 Maintenance
- Chapter-8 Utility services
- Chapter-9 Store and Inventory control
- Chapter-10 Merchandising Department (Cost analysis should be included in this chapter)
- Chapter-11 Industrial Engineering Department (IE)
- Chapter-12 Marketing Activities
- Chapter-13 Conclusions

[* Information of spinning, knitting, dyeing, and finishing section are optional. Students of apparel department can include the information regarding these sections in their report but not mandatory.]

7. A blank page should be included at the end of the report.

Detail instructions for preparing the attachment report

1. **Paper:** Page A4 size offset paper must be used for report.
2. **Margins:** Text printed on single-sided paper. For copying and binding purposes, every page of the report must be top and left 1.25"; right and bottom 1". All report materials must fit within these margin requirements (including tables, headers and footers, figures, graphs and page numbers).
3. **Page numbering:** Mentioned above.
4. **Sample of title page:** Attached below.
5. **Main body of the text:**

Paragraph: Spacing before and after four (4). Line spacing 1.5.

Font: Times New Roman., **Font color:** Black.

Font size:

- Chapter Title-16 (BOLD) and should be centered. Text in the chapter titles should be in upper case.

- Section Title-14 (bold)
- Subsection title- 12(bold)
- Main body text-12 pt.

6. Numbering of figures, tables and their captions:

Figures should be centered between the left and right margin with their captions centered below the figure font size 12 Times New Roman single spaced. Figures should be consecutively numbered per chapter. The word figure may be abbreviated as Fig. Tables should be centered between the left and right margin with their captions (12 Points Times New Roman) centered above the table. Tables should be consecutively numbered per chapter. Main heading and number of Figures and Tables should be bold.

7. List of abbreviations of Industrial Symbols and Terms:

Page of the list of the abbreviations of the Industrial Symbols and Terms should be incorporated following the page of list of Tables and Figures.

8. **Number of copy:** Number of total final report will be $2n+2$, where n = number of student per group, Two individual copy per student and two group copy should be submitted.
9. **Color:** Color of the attachment report will be maroon. The lettering in all cases will be in golden color, center justified.
10. **Format of title page:** Page 4



Industrial Attachment report on

(Name of the factory, 14 point Times New Roman font, Bold, with Lower and Upper case letters)

Supervisor

Name of teacher

Designation

Submitted by

Name of students

ID

NAME OF THE DEGREE (12 point upper case letters)

Name of the department (12 point upper and lower case letters)

BANGLADESH UNIVERSITY OF TEXTILES (12 point upper case letters)

Month and year of defense (12 point upper and lower case letters)