Final Project Report Preparation Guide

I. Introduction

This document defines the instructions necessary to guarantee the quality, consistency and seriousness of your PFE report. It is intended for engineering students within the EPI Group and specifies the structure to be respected, as well as the standards for writing, layout and typography. It is divided into five sections:

- Structure of the PFE report

- Layout standards

- Additional Writing Specifications

- Bibliographic and Netographic References

- Keywords

II. Structure of the PFE Report

The report should include the following sections, in accordance with ASIIN requirements for complete and structured documentation:

1. **Preliminary pages**

   o **Cover page:** Use the template available on our site
   (https://www.episup.com/fr/stages - Forms and Internships section).

   o **Dedications:** Express your gratitude to your loved ones and supervisors.

   o **Acknowledgments:** Mention academic and professional supervision, as well as any external contributions.

   o **Abstract:** A 150-250 word summary, briefly describing the objective, methodology, results and main conclusions. It can be placed at the end of the document.

   o **Keywords:** List 5 to 7 keywords relevant to your project (these keywords should allow you to target the PFE subject in academic databases and be chosen based on their scientific relevance).

   o **Summary:** List the chapters and sections with the corresponding page numbers.

   o **List of tables and figures:** Number and label all graphic elements (tables, figures, diagrams, etc.), specifying their position in the document.

2. **Body of the report**
   Pagination begins from the General Introduction. Each chapter should begin with a title page.

   o **General introduction (maximum 2 pages):** Present the context, the problem, the objectives of the project, the internship location and an overview of the report plan.

   o **Chapter 1: Context and environment of the project:**

- - Presentation of the company or study framework (history, development, missions, technologies used).

    - Organization chart and description of the department or team.

    - Description of tasks performed and methods used.

  - **Chapter 2: Market study and state of the art:**

    - **Market Analysis:** Study of competition, industry trends, opportunities and threats.

    - **State of the art review:** Presentation of current technologies, existing solutions and relevant innovations in the field.

    - **Comparison and positioning:** Comparative analysis of your project with market standards.

  - **Chapter 3: Theoretical and analytical framework:**

    - Definitions of concepts, literature review and theoretical bases.

    - Methodological approach, technical choices and tools used.

  - **Chapter 4: Implementation and putting into practice:**

    - Detailed description of the development, implementation, testing and validation process.

    - Critical analysis of results, interpretations and proposed solutions.

  - **General conclusion (maximum 2 pages):** Summarize the work carried out, highlight the contributions, the difficulties encountered and propose prospects for development.

3. **Annexes and References**

  - **Appendices:** Number and title each appendix (e.g.: See Appendix 1).

  - **Detailed table of contents:** Include all headings and subheadings with their exact numbering.

III. Layout standards
To reflect the seriousness of your work, follow these guidelines:

- **Typography and running text:**

  - Font: Times New Roman (or Times Roman)

  - Size: 12 pts for body text

  - Line spacing: 1.5

  - No automatic hyphenation (avoid isolated lines at the top or bottom of the page – be careful to avoid widows and orphans).

- To emphasize a term, use italics or bold, never underline.

- Avoid excessive use of capital letters in titles and body text.

- **Margins and page format:**

  - Height: 2.5 cm

  - Bottom: 2.5 cm

  - Left: 2.5 cm

  - Right: 2.5 cm

  - Header: 1.0 cm

  - Footer: 1.0 cm

- **Headers and Footers:**

  - Insert pagination and running titles in the header and/or footer in Times New Roman skinny, 10 point.

  - Header: Include the chapter title (limited to 40 characters maximum).

  - Footer: Insert the page number.

  - Separator Pages: Insert a separator page before each chapter.

  - Add one blank line above and two blank lines below each table or figure caption.

IV. Additional writing specifications

Observe the following guidelines to harmonize the presentation of your report:

- **Paragraph titles:**

  - Titles should be left-aligned and numbered in decimal.

  - Make sure that a title is not isolated at the bottom of the page.

- **Footnotes:**

  - Write them in 10 point size, 11 point line spacing, justified without paragraph indentation.

  - Number them from 1 to n.

  - The footnote call in the text is in size 10 (non-superscript) with an upward shift of 3 pts.

- **Figures and tables:**

  - Number figures and tables consecutively (Figure 1, Table 1, etc.).

  - Write captions in Times New Roman, 12 pt, justified and centered.

- **Formulas:**

- o Formulas must be numbered in parentheses from (1) to (n) and right-aligned on the first or last line.

- **Remarks or notes:**

  - o Use the terms " NOTE.— " or "NOTE.—" in small, thin capitals followed by a period and a long dash.

V. Bibliographic and Netographic References

To ensure the credibility of your thesis, follow these instructions:

1. **Bibliographic references**

   - o **Organization:** List references alphabetically by author's last name.

   - o **Format:**

     - Author's name and surname

     - Year of publication

     - Title of the book or article

     - Publisher and edition number, if applicable

     - Number of pages or page range (for a chapter or article)

2. **Netographic references**

   - o **Organization:** List all sources consulted on the Internet with the full URL and the date of consultation.

VI. Creation of Graphs, Tables, and Figures

To ensure clarity and professionalism in your report, follow these guidelines for creating and inserting graphs, tables, and figures:

1. **Graphs:**

   - o Ensure clarity and readability with contrasting colors and labeled axes.

   - o Include a brief legend below the graph, and a concise title at the top (in bold, 12 pt).

2. **Tables:**

   - o Organize tables logically and ensure each column and row is clearly defined.

   - o Number tables consecutively (Table 1, Table 2, etc.) with a brief caption above (in 12 pt, Times New Roman, centered).

3. **Figures:**

   - o Use high-quality images and ensure proper resolution.

   - o Number figures consecutively (Figure 1, Figure 2, etc.), with a brief caption below (in 12 pt, Times New Roman, centered).

4. **Layout:**

- o   Place graphs, tables, and figures immediately after their first mention in the text.

- o   Align all elements uniformly within the document for consistency.

Conclusion

This guide aims to standardize the writing of PFE reports within the EPI Group, while integrating the practices recommended by ASIIN accreditation. By following these rigorous instructions, you guarantee structured, consistent and professional quality work. Good writing and excellent defense!