

1. Page margins

Page Size: - **A4**

Under this chapter the Page Margins will be explained.

1.1 First Page Margins

Set the page margins as 30mm in every side.

1.2 Margins of the rest of the Document

1.2.1 Left-side Margin

Set the page right-side margin as 40mm.

1.2.2. Top, Bottom and Right-side Margins

Set all the top, bottom and left-side margin as 30mm.

Follow the guidelines to set page margin.

1. Go to Page Layout
2. Click the Margins tab and select Custom Margins
3. Enter the relevant margin values to the correct field
4. In the preview select whether need to apply for the selected section or to the whole document from Apply to drop down list.
5. Then click OK to make the changes.

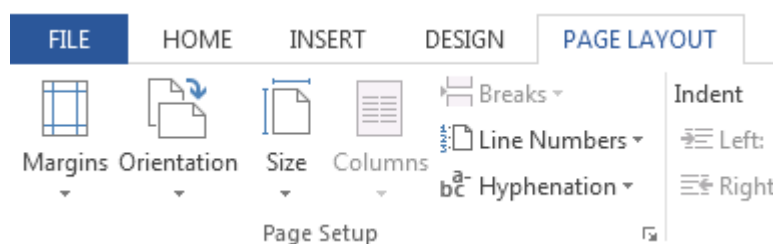


Figure 0.1 Page Layout

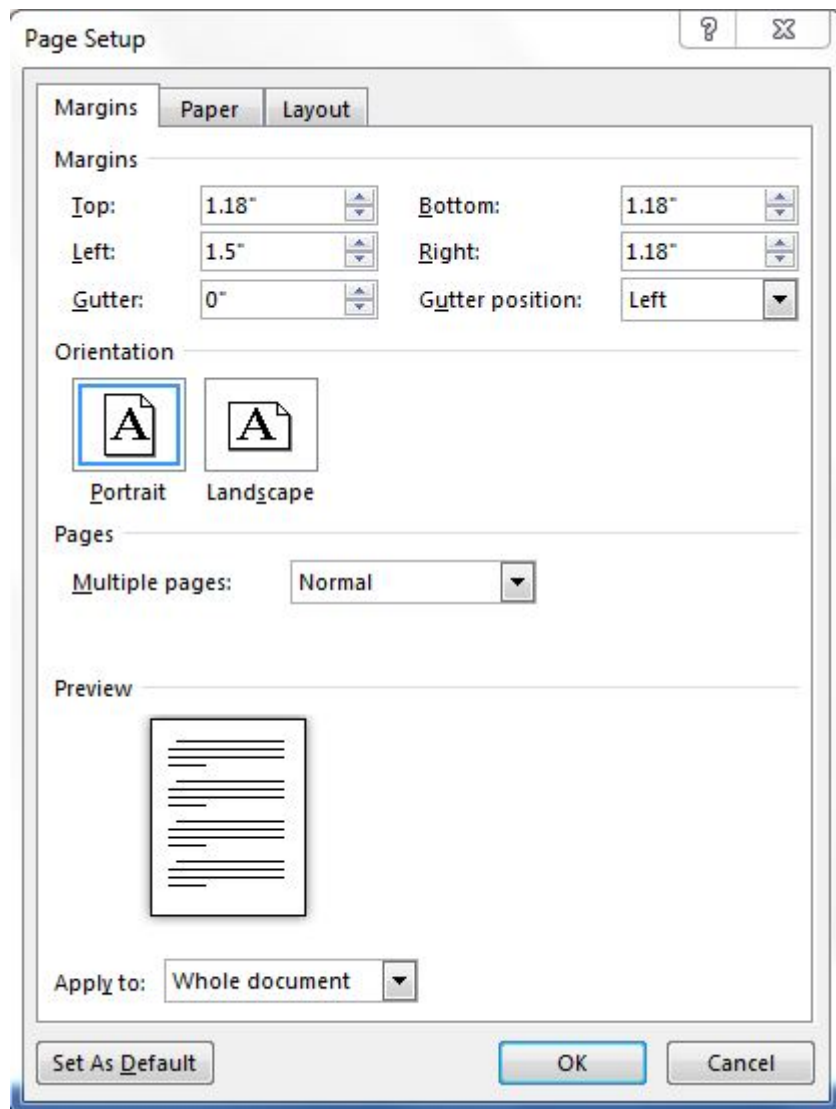


Figure 0.2 Set up the page margin

**<Title has to be in Each Word Starting with
Capital Letters>**

<Font: - Times New Roman Size: - 24 Effects: - Bold >

<Full Name>

(Reg. No.: XXXXXXXXX)

M.Sc. in <IM/IT>

Specialized in <EAD/ Cyber Security/ Information Systems>

<Font: - Times New Roman Sizes of each above sections: - 16/16/18/18 >

Department of <Each Word Starts with Capital Letters>

Sri Lanka Institute of Information Technology

<Font: - Times New Roman Size: - 14 Effects: - Bold >

<Month> <Year>

<Font: - Times New Roman Size: - 14>

Declaration

I hereby declare that to the best of my knowledge, this submission is my own work and it neither contains direct material previously published nor written by another person or material, which to substantial extent, has been accepted for the award of any other academic qualification of a university or other institute of higher learning except where acknowledgement is made in the text.

Certified by

Signature :.....

Date :.....

Name of Supervisor I :.....

Signature :.....

Date :.....

Name of Supervisor II :.....

Signature :.....

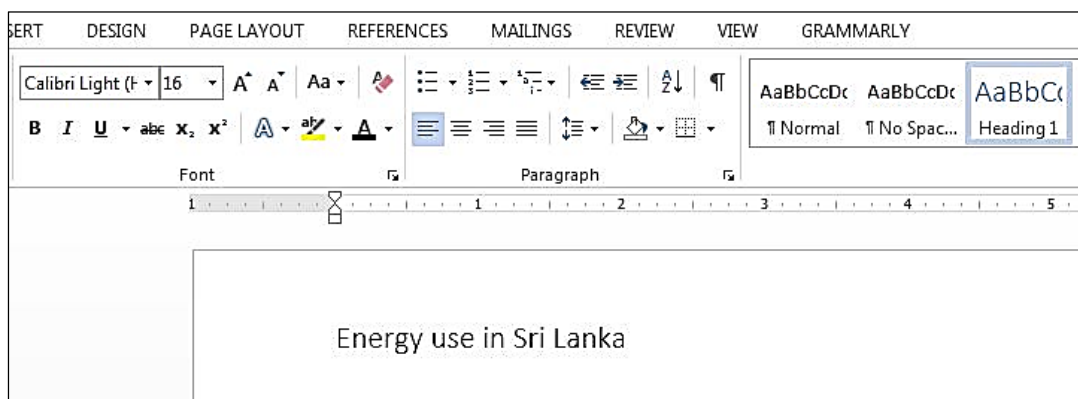
Date :.....

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2. Formatting Basics – Table of Content (TOC) Page

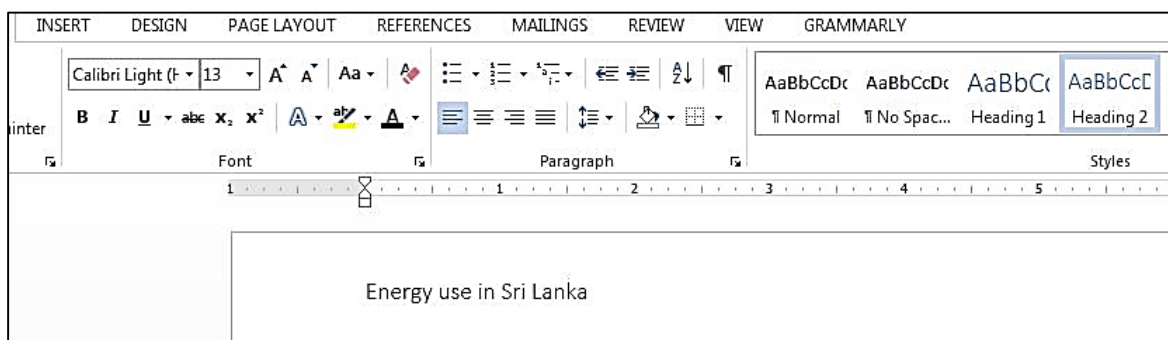
For the Chapter Headings use **SLIIT Heading 1**



Every Chapter should be started on a New Page.

2.1 How to add the entries to the TOC

For the sub section headings use **SLIIT Heading 2**



When you are typing the body text you should select the Paragraphs Style.

You have to follow the below sequence to add records to TOC. You may refer the Fig.1.1 to add the content in to TOC.

For Lists as below use SLIIT_List Style You'll have to restart the numbering at the beginning of each list.

1. Select the Title you wanted to add to TOC
2. Go to Reference Tab

3. Click on Add Text
4. Select the level that you want to add (Following the Correct Level is an advantage in editing the TOC)
5. Finally click on Update Table

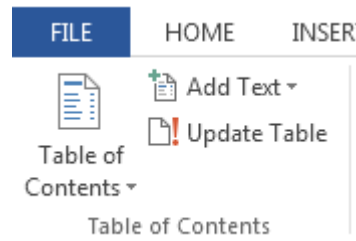


Figure 0.1 Adding Table of Contents

When editing the TOC, any change done to a particular level such as indentation will be added to all the latter texts in the TOC in same level. The TOC will have to be updated with every headings related to TOC is added.

Example: If heading section level 2 is indented with 0.2”; all the latter texts in heading section level 2 will be automatically indented with 0.2”.

List of Tables

Table 1.1 Style Table 2

List of Figures

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Abbreviations

(used in the thesis)

AC	Air Conditioning
AHU	Air Handling Unit
ASD	Adjustable Speed Drives
BCR	Benefit Cost Ratio
CAV	Constant Air Volume
CCE	Cost of Conserved Energy
CEB	Ceylon Electricity Board
CV	Constant Volume
DPB	Discounted Payback Period
ECO	Energy Conservation Opportunity
FCU	Fan Coil Unit
LCC	Life Cycle Cost
NA	Not Applicant
NNs	Neural Networks
ROR	Rate of Return

3. Applying Styles and Word Count

3.1 Styles

When you are typing the body text you have to make sure that you selected the Paragraphs Style.

You have to follow the below sequence to add records to TOC.

1. Select the Title you wanted to add to TOC
2. Go to Reference Tab
3. Click on Add Text
4. Select the level that you want to add (Level 1)
5. Finally click on Update Table

3.2 Word Count and Plagiarism check

Thesis should include an Abstract, summarizing the contents of the thesis of up to 1000 word.

Before you submit your Thesis, you need to check for Plagiarism using the Turnitin Software. Percentage should be less than 20%

Appendix

Use the style **SLIIT_Main** for the above heading.

Appendix 1: Sub Category of Appendix

If your appendix is having sub-sections use **SLIIT_Appendix** Style for the sub heading.

The Styles Added to the template

When you create new chapter, section, or captions, you should select the relevant style
Home > Styles.

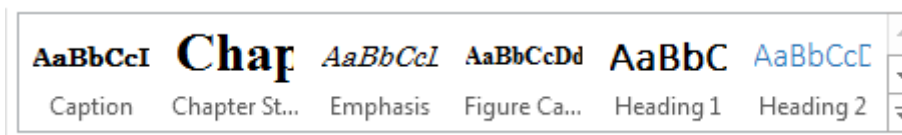


Figure 0.1 Styles

Use **SLIIT_Caption** style to adjust the Figures and captions.

Table 0.1 Style Table

Style Name	Description
Chapter Style	Format the SLIIT_Heading 1
Subsection 1 Style	Format the SLIIT_Heading 2
Figure Caption	Format the Figure Caption
Paragraphs	Format the SLIIT_PARA

You are free to add the figures to the document to any place within the given margins.
Figure captions and the Table captions has to be as follows:

Figure <Chapter#>.<Figure#><space><Caption>

Note that the figure captions have to be at the bottom of the Figure left aligned.

Figure captions has to be added as follows. You may refer Figure 1.2

1. Right click on the figure
2. Select insert caption
3. Type the caption
4. Select the label as figure
5. Click OK
6. Finally go the List of Figure page → Reference tab → Update Table

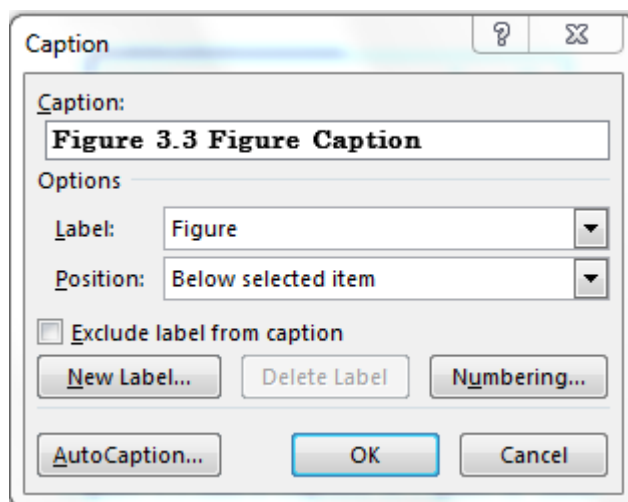


Figure 1.3 Add a Caption to Figure or Table

You may use the same method to add Table captions as well. However, note that the table captions should be at the top of the table.

Sub of a Sub Section

<SLIIT_Heading 3 – Level 3>

This is Subsection of a subsection. For the Paragraphs use SLIIT_PARA style.

Annex 13

Sample Reference (IEEE Format)

- [1] W. M. Brown, A. Semin, M. Hebenstreit, S. Khvostov, K. Raman, and S. J. Plimpton, "Increasing molecular dynamics simulation rates with an 8-fold increase in electrical power efficiency," in *SC '16 Proc. of the Int. Conf. for High Perf. Computing, Networking, Storage and Analysis*, Salt Lake City, Utah, 2016.
- [2] A. Vaskuri, H. Baumgartner, P. Kärhä, G. Andor, and E. Ikonen, "Modeling the spectral shape of InGaAlP-based red light-emitting diodes," *Journal of Applied Physics*, vol. vol. 118, no. Jul. 2015, pp. pp. 203103-1–203103-7, 2015.
- [3] N. B. Vargafik, J. A. Wiebelt, and J. F. Malloy, "Radiative transfer," in *Convective Heat*, Melbourne, Engineering Education Australia, 2011, p. pp. 379–398.
- [4] James D, Rob Hans, "Science portal, Wikipedia," Wikimedia Foundation, 5 May 2001. [Online]. Available: <https://en.wikipedia.org/wiki/Portal:Science>. [Accessed 19 April 2018].

How to add References (Bibliography)

When you add the Reference Page, make sure that you select the SLIIT-Page heading Style for the Heading.

Use IEEE format or APA-6 format. Or the style recommended by the department or faculty.

You need to select the required Style in the Style drop down Menu in the below steps given.

You have to follow the below sequence to add a reference to TOC.

1. Select the Title you wanted to add to TOC
2. Go to Reference Tab
3. Click on Add Text
4. Select the level that you want to add (Level 1)
5. Finally click on Update Table

Guidelines to add a Reference to the page

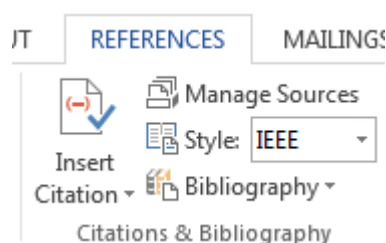


Figure 0.1 Add a Reference 1

1. Go to Reference Tab
2. Click on Insert Citation and click on add New Source

3. Enter the relevant details
4. Finally click OK
5. Select Manage Sources Master List indicates the available added references.
6. To add reference to the current list, select copy tab and click close.
7. Select Reference Style from the drop down list.
8. Click Bibliography drop down menu and select insert bibliography **Annex 15** display the references in the document.

Figure 0.1 Create Source

4. Page Numbering

How page Numbering of the Document should be will be explained here.

4.1 Page Numbers till the First Chapter

Add Roman Numbering System as Page Numbering System at the lower right side of the footer. Make sure to tick the “Different First Page” Option after selecting the Footer from the new menu appears in the top bar.

4.2 Page Numbers after First Chapter

After the page containing the TOC (Table of Content), add a page break.

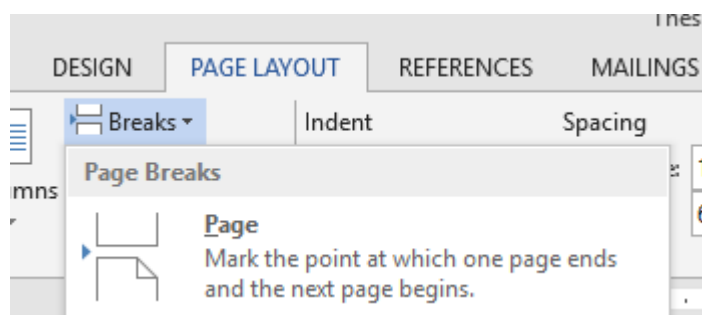


Figure 0.1 Page Break

Then link it with the previous section and add new numbering system (Numeric) and in the dialog box select the option “Continue from the previous section”.

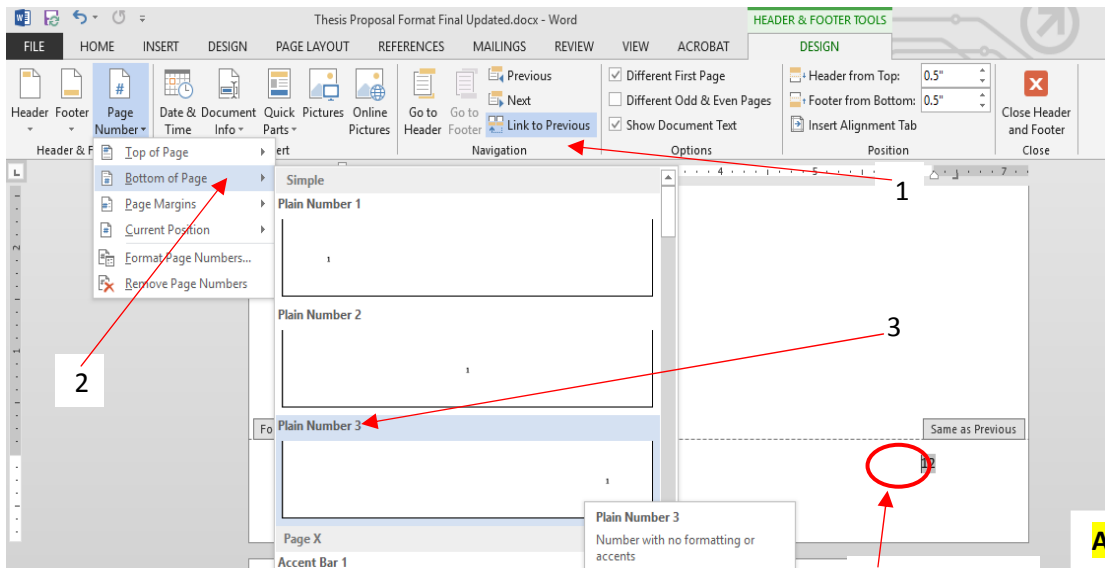


Figure 0.2 Adding New Numbering System

4.- Right Click on the number

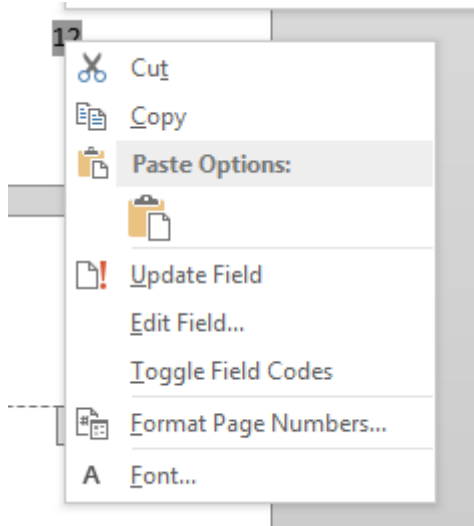


Figure 0.3 Format Numbers

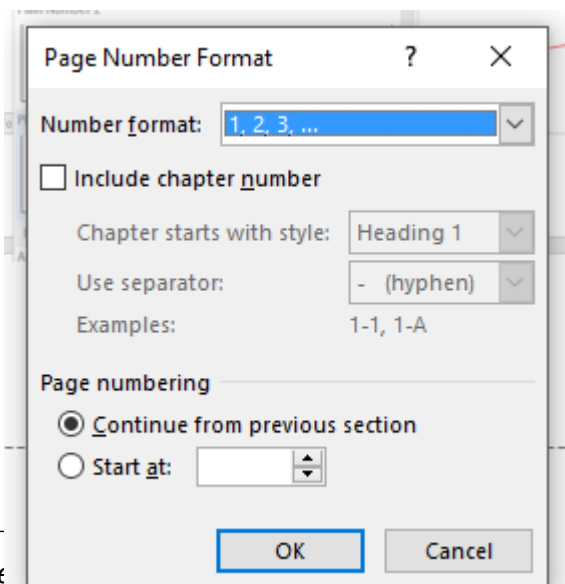


Figure 0.4 Change Options