

Architectural Research Methodology ARC 4263

Handout 00 : Instruction (General Format of Research Project)

For distribution a research with scholars, all jobs as research should represent in the common format for using those clients, users, and general public in most easy manner to understand. In this case, for example, journals and magazines have regulation for prospering papers in the journal that authors should follow these orders that calls as **instructions**. Instruction is guidance for proper a production such as paper, research, thesis, and so on in the similar and unique order for users, which in the internet there are many of these pdf-files as booklet or guidance for particular productions, however, with individual and own specification. Therefore, style of writing in the different journals are difference, also thesis writing also has different styles in different universities and college regarding country, language, and level of knowledge.

Hence, this handout provides a general guidance to describe, explain, and clarify a compulsory style of representation for research productions in different aspects to construct similarity also scholar structure for them. Therefore, this handout provides only the format of documents for representation, and certainly, quality of the research explains in the theoretical-practical lectures in class. This format includes page, margin, paragraphs, column, figure, tables, and so on in following paragraphs:

Page: page of research project is A4 Size in landscape orientation.

Margin: margins of pages design with 3cm left, other side 2.5 (top, bottom, right).

Header: header of all pages designs with name of student and chapter name.

Rahman Tafahomi

Chapter One

Example:

Footer: is not compulsory but you write name of department

Page number: in the footer in central part.

Column: no column uses in writing.

Line spacing: line spacing is 1.5 for all pages of the research.

Font: font of writing is Times New Roman with size 12, justify in all part.

Coding: all chapters should break down into different titles and part in a hierarchical system. 1, 1-1, 1-1-1, 1-1-2, 1-1-3.....

Head Titles: the font of head title of chapters is the same with the texts but for titles make them **Bold** for example:

2- STUDIES AND LITETATURE REVIEW

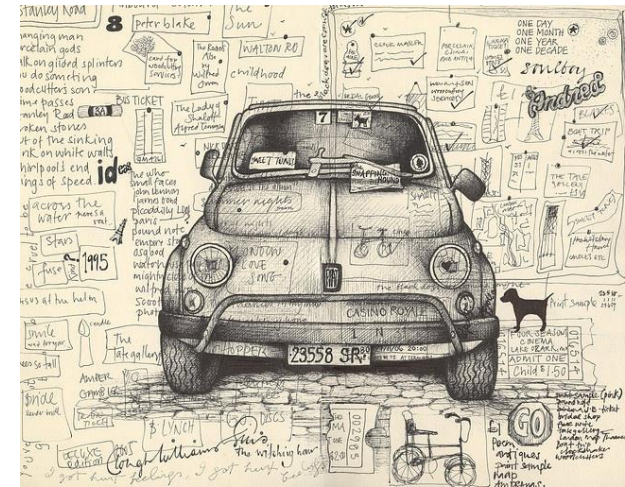
2-1 Housing Specification

2-1-1 Housing Dimensions

2-1-1-1 Dimensions Specifications

Non-texts: all tables, graphs, pictures, Maps, should design in the one side of your pages with title in header and source in footer. For example:

Figure 2-1-1: Sketch Book Sample 1



Source: Reinho, 2007:78

Paragraphing: all pages should include minimum two and maximum four paragraphs. Therefore highly recommend to use conjunctions phrase to make better paragraphs.

Style of Writing: all texts in the research project should follow academic style of writing with complete sentences and avoid of short form of verbs. For example: there areNot there're, it has been.....not it's beenand so on.

Sources / References: all sources and references should mention in the texts with Harvard-Anglia Style of Writing with structure: name of author, year: page (xxxx,xxxx:xxx). For example:

.....(Kosof, 2002:125). It means in the previous text used of Kosof resource in 2002 and page of 125. Please use of WORD REFERENCES SYSTEM.

Maximum page: maximum page of research determines 150 pages regarding of thesis in Bachelor of Architecture.

Chapters: chapters should design in optimum pages close to the average of the number of chapters on the base of 30 pages. So, two times more of this averages should be separated into other chapter and minimum lest of half is not acceptable as chapter.

Structure of research: research starts with first page as cover page. First page is abstract of research and then, there are lists of contents including contents, tables, graphs, figures, pictures, maps, and appendixes. And after that it is continue with chapters. In the last part, there are References and Appendixes.

Deliveries:

All research works must submit in the dropbox on the base of chapters in following title of chapters with the specific title includes number of the class list row, name of student, and chapter. For example:

11_Rahman_Tafahomi_chapter_one.docx

Students should represent the research project chapter by chapter in MS Word format in Drop-box: Students Works: chapters. For submitting of the works following of orders of handouts01-1 is obligating.

Evaluation

Evaluation will be on the other handout and tasks but disrespecting about general structure will expect 20% reduction in the CAT and Final submitting.