

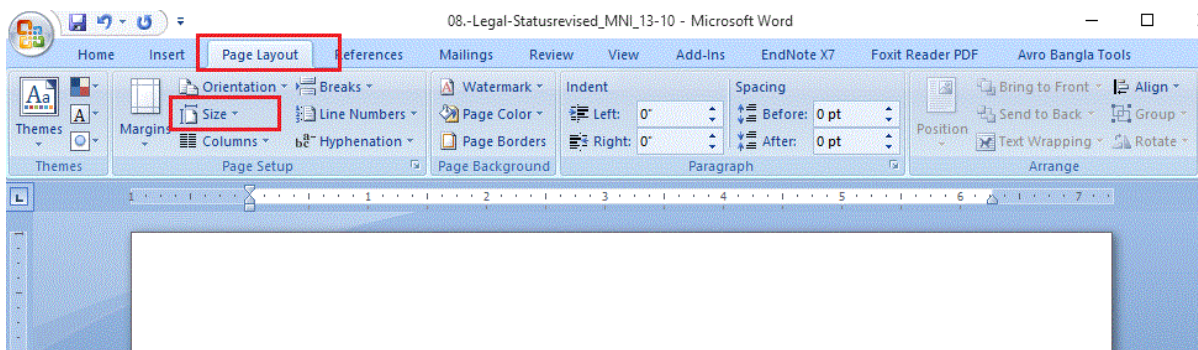
Repot Writing Basics

1. Basics

- Font: Generally “Times New Roman” is used for formal writing
- Size: Generally 12 for paragraphs and 10 or 11 for tables
- Line spacing: 1.5 or 2

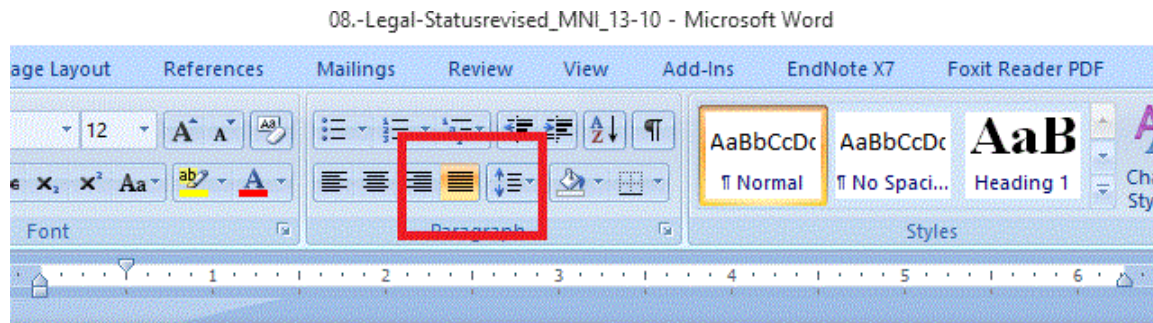
2. Page Size

1. Go to “page layout”
2. Change page size according to the requirement (make sure your page layout is same as the type of page you a printing in)



3. Alignment

When writing a paragraph, the alignment of the paragraph should be justified.



4. Spacing Between Paragraphs

There should be equal spaces between paragraphs throughout the report.

Examples:

3. Legal Status: SAARC Countries

The South Asian Association for Regional Co-operation (SAARC) includes Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka. No unified policy regarding fruit cultivation, preservation and distribution has been established yet within these countries. Artificial fruit ripening using calcium carbide poses greater threat to human health. Therefore, most of the SAARC countries have banned using calcium carbide as artificial fruit ripening agent [5, 11, 13, 16, 25].

In India, the usage of carbide gas for fruit ripening is prohibited under *Rule 44 AA* of the *Prevention of Food Adulteration Rules 1955* [26]. Moreover, *the Food Safety and Standards Regulations, 2011* explicitly prohibits selling of fruits, which are artificially ripened by carbide gas [11]. In addition, selling of unsafe food is punishable under *sections 50 and 59 of Food Safety and Standards act, 2006* [27].

In Bangladesh, the laws and acts targeting fruit ripening and marketing include, *Bangladesh Pure Food Ordinance (Amendment) Act 2005* originated from *Bangladesh Pure Food Ordinance, 1959*, *Agricultural products Market Act, 1950 (revised in 1985)*, *The Bangladesh Standards and Testing Institution Act, 1985*, *The Plant Quarantine Act 2011*, *The Mobil Court Act 2009*, *Bangladesh Consumer Protection Act 2009*, and *The penal code of Bangladesh, Formalin Control Act, 2014* [28]. According to *Bangladesh Pure Food Ordinance (Amendment) Act 2005*, a new section named 4A has been introduced, which proposes the formation of a National Food Safety Advisory Council (NFSAC), which will

Or,

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5. Data in Tables

When showing results in table, do not show more than two digits after decimal point.

WRONG

(inter calculation in pool boiling)

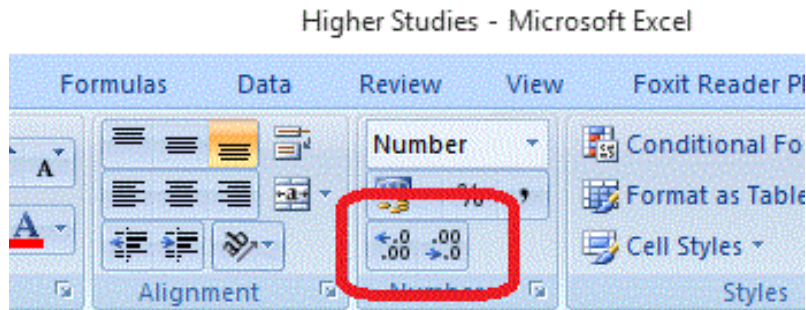
λ_c	Φ_i	Φ_o	ΔT_m	U	Q_1
0.36	12	11	11.4927	22.73182	10.14
8.81	16	14.5	15.2377	38.5762	7.59
6.72	16	15	15.4946	33.72143	18.28
7.62	16	14.5	15.2377	77.15239	7.18
3.6	16	15	15.4946	168.6071	-25.1
04.5	16	15	15.4946	210.7589	-34.5
17.04	16	15	15.4946	236.05	-51.24
40.03	16	15	15.4946	282.4169	-38.03

CORRECT

(inter calculation in pool boiling)

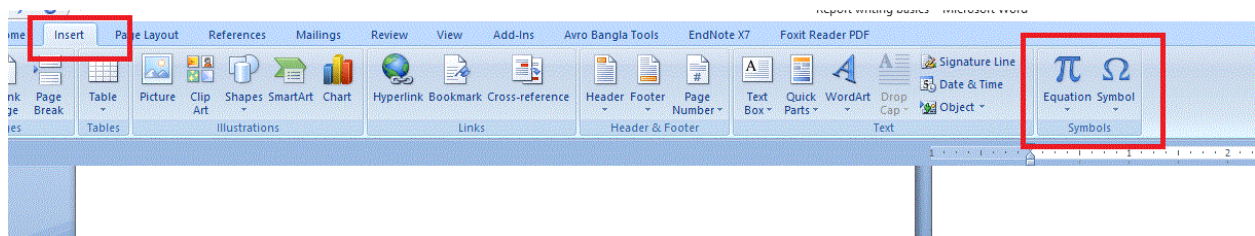
	Φ_i	Φ_o	ΔT_m	U	Q_1
	12	11	11.49	22.73	10.14
1	16	14.5	15.23	38.57	7.59
2	16	15	15.49	33.72	18.28
2	16	14.5	15.23	77.15	7.18
	16	15	15.49	168.60	-25.1
5	16	15	15.49	210.75	-34.5
04	16	15	15.49	236.05	-51.24
03	16	15	15.49	282.41	-38.03

These data can be changed from excel itself with the help of the following two buttons:



6. Equation Writing

When writing mathematical equations and/or symbols, go to “insert” then select “equation” and/or “symbol”



7. Names of Figures and Tables

The figure names should be below the figures and it should be center aligned.

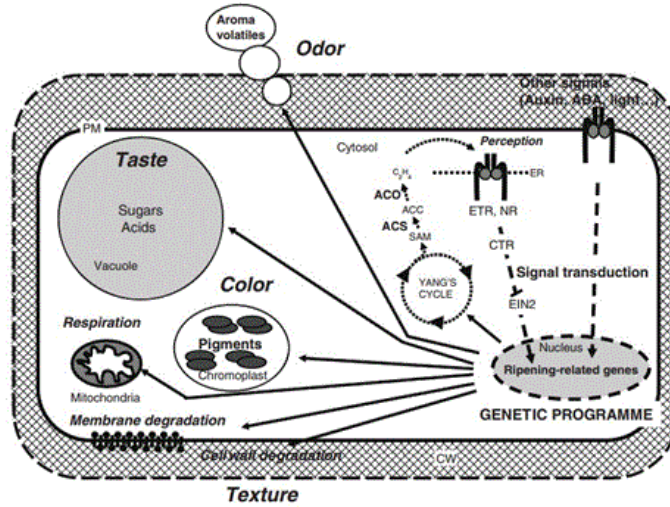


Fig. 1: Schematic representation depicting the molecular mechanisms controlling the ripening of climacteric fruit[1]

On the other hand the names of the tables should be at the top.

Table 3. Nutrition value of naturally and artificially ripened banana (Bari-1 hybrid banana; *Musa Spp.*)

Parameters	Fresh Banana	Market banana	Ethephon treated Banana	Fumed Banana	Unripe Banana
Moisture content (%)	85.42	79.32	86.11	73.73	73.57
TTA (g citric acid/100 Fresh Weight)	0.007	0.04	0.03	0.06	0.1
Vit C (ppm)	406.17	552.31	224.75	175	2142.44
Vit B1 (ppm)	4241.48	1458.1	1765.27	1642.36	5932.91
Vit B6 (ppm)	1957.74	1042.73	768.84	619.96	2331.85
Vit B12 (ppm)	610.20	293.85	157.97	185.69	705.78

8. Graphs

It is a good practice to include the equation and R^2 value of the trend lines in graphs.

Example:

