

MOULOUD MAMMERI UNIVERSITY OF TIZI-OUZOU
AUTHOR GUIDELINES FOR THE PREPARATION OF TEACHING
MATERIALS

This document defines the rules for preparing teaching materials (lectures, TD, and TP) using Microsoft Word or LibreOffice in order to ensure uniformity.

1. General formatting

Font: Times New Roman, 12 pt.

Line spacing: 1.5

Alignment: justified

Margins: 2.5 cm on all sides

2. Structure and headings

Heading 1: Chapters (26 pt, bold)

Heading 2: Sections (12 pt, bold)

Heading 3: Subsections (12 pt, bold italic)

3. Equations

Equations must be centered and numbered by chapter.

Format: (chapter number.equation number)

Example: (2.1)

Reference in the text: as in (2.1).

4. Figures

Figures must be *centered* with a *mandatory caption*.

Numbering: Figure 2.1: Title of the figure.

5. Tables

Tables must be *centered* with a *mandatory title*.

Numbering by chapter: Table 2.1: Results.

6. Bibliography

In-text citations: [reference number]

Example: Methods are important [10].

Mandatory bibliography at the end in the following format:

[1] Leslie Lamport, *LaTeX: A Document Preparation System*, Addison-Wesley, 1994.

[2] Donald Knuth, *The TeXbook*, Addison-Wesley, 1984.

7. Cover page

The cover page must respect the *required layout* and *colors*.

It must also include a *centered* figure related to the course content.