**UNIVERSITY OF ILORIN**

**FACULTY OF COMMUNICATION AND INFORMATION SCIENCES**

**DEPARTMENT OF INFORMATION AND COMMUNICATION SCIENCE**

**GUIDELINES AND TEMPLATE FOR UNDERGRADUATE PROJECTS**

**A. POINTS TO NOTE**

All chapter headings and preliminary page headings should be font size 14, while every other text should be 12 except otherwise stated. Font type is Times New Roman. Paper quality of the four hard copies to be submitted (with a CD each) must be good quality not less than 80g/m2. Size of paper should be quarto and photocopies should be permanent. Margin should be 1”/2.54cm (for top, bottom and right) and 1.5”/3.81cm (for left). Spacing is double line.

**B. PRELIMINARIES AND CONTENT ARRANGEMENT (Should be numbered with Roman numerals)**

**COVER PAGE**

The prescribed shade of blue for binding is navy blue and should have a gold inscription on the cover page (see appendix 1) and the Degree, Date and Name lettered boldly along the length of the spine from bottom to top (10 – 12 mm letters).

**TITLE PAGE**

The first (unnumbered) page after the fly leaf shall bear the full title of the project, the full name of the student in surname, other name(s) order and the month and year of submission of the project. Font size should be 16 points, ALL CAPS, **bold**, centralized and double spaced.

**CERTIFICATION PAGE**

This page shall show a statement signed by the supervisor(s) to the effect that materials recorded in the project resulted from research carried out by the student, under supervision (see Appendix 3).

**DEDICATION**

This page shall show a statement indicating who the project is dedicated to.

**ACKNOWLEDGEMENT**

The acknowledgment of aid received during the preparation of the project and individuals directly or indirectly involved in the project with a brief statement of what their contribution was.

**TABLE OF CONTENTS**

This shall contain the contents of the project starting from the title page, section and sub-section headings must be included, along with the page numbers on which these sections begin. It should be Single line spacing and page numbers must be aligned.

**LIST OF TABLES**

Starting on a fresh page, provide a complete list of all cited tables, showing table captions and page numbers in numerical order.

**LIST OF FIGURES**

Starting on a fresh page, provide a complete list of all cited figures, showing figure captions and page numbers in numerical order.

**ABBREVIATIONS AND ACRONYMS**

Where appropriate, a list of main abbreviations (with full meanings) should be provided. Standard abbreviations should be adhered to.

**ABSTRACT**

A short abstract of not more than 500 words, Single spaced, one block, one page, Should briefly touch on introduction, objectives, methodology, findings, conclusion and recommendation.

**C. MAIN BODY OF THE PROJECT**

(Should be numbered with Arabic numerals e.g. 1, 2, 3 ...)

Indent the first line of each paragraph by 0.5 inches. Use double line spacing throughout the main body of the document except where otherwise stated. Do not add extra spaces between paragraphs. Chapter headings should be size 14, upper case, bold and centralized. Section and sub-section headings should be initial caps (key words only) and bold. Cite references with the (author, date) format i.e APA referencing style. For example, Monday (1996) states that …, or, the consequences of plagiarism can be personal, professional, ethical, and legal (Monday, 1996).” Remember that “et al.” is an abbreviation for “et alii,” so there is a period after al., but not after et, before using et al., all authors should be cited in the first instance. Do not use first person singular (“I”) or plural (“we”). All tables should be single line spacing. Use scientific writing style and avoid the use of slangs like gotten,

**CHAPTER ONE**

**INTRODUCTION**

* 1. **Background to the Study**
     1. **Sub-section Heading (Where applicable)**
     2. **Sub-section Heading (Where applicable)**
  2. **Statement of the Problem**
  3. **Objectives of the Study**
  4. **Research Questions (Where applicable)**
  5. **Scope of the Study (Where applicable)**
  6. **Limitation of the Study (Where applicable)**
  7. **Justification/Significance of the Study (Where applicable)**
  8. **Project Report Structure**

**CHAPTER TWO**

**LITERATURE EVIEW**

**2.1 Section Heading**

**2.1.1 Sub-section Heading (Where applicable)**

**2.1.2 Sub-section Heading (Where applicable)**

**2.3 Section Heading**

**2.4 Section Heading**

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**CHAPTER THREE**

**METHODOLOGY**

**3.1 Introduction**

**3.2 Section Heading**

**3.3 Section Heading**

**3.3.1 Sub-section Heading (Where applicable)**

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**CHAPTER FOUR**

**PRESENTATION OF RESULTS AND DISCUSSION OF FINDINGS**

**OR**

**SYSTEM IMPLEMENTATION, TESTING AND EVALUATION**

**4.1 Introduction**

**4.2 Section Heading**

**4.2.1 Sub-section Heading (Where applicable)**

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**CHAPTER FIVE**

**SUMMARY, CONCLUSIONS AND RECOMMENDATIONS**

**5.1 Summary**

**5.2 Conclusions**

**5.3 Recommendations (Where applicable)**

**5.4 Suggestions for Future Research (or Future Work in the case of design work)**

**REFERENCES**

Any reference that is cited in the text must be listed in this section. APA 6th edition should be followed strictly for all types of publications.

**APPENDIX (If more than one, APPENDICES)**

Materials that should be in the project but which would break up the flow of the report should be included as an appendix. E.g.: research instruments, large data files, important original computer programs and pictures or diagrams of results which are not important enough to keep in the main text.

**Appendix 1**

**Information on Cover Page – design at discretion of binder**

**READABILITY OF PRIVACY POLICIES OF E-COMMERCE WEBSITES**

BY

**MONDAY, MARK FRIDAY**

**MATRIC. NO.: 10/52HL099**

**AUGUST, 2018**

**Appendix 2**

Title page – exactly as it appears below

**READABILITY OF PRIVACY POLICIES OF E-COMMERCE WEBSITES**

**BY**

**LAST NAME, FIRST NAME AND MIDDLE NAME**

**MATRIC. NO.: 10/52HL099**

**A PROJECT SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE AWARD OF BACHELOR OF SCIENCE DEGREE IN INFORMATION AND COMMUNICATION SCIENCE**

**AUGUST, 2018**

**Appendix 3**

– exactly as it appears below with the appropriate entries and names.

**Certification Page**

This is to certify that this project work was carried out by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with matriculation number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the department of Information and Communication Science, University of Ilorin, Ilorin Nigeria.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name) Signature and Date

Supervisor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name) Signature and Date

Head of Department