

Final Year Research Project Guidelines

Prepared by

Library and Publications Committee
Kwara State University, Malete
11th September 2020

PREAMBLE

1. This guideline applies to all research projects produced by the final year undergraduate students of the Kwara State University, Malete, in partial fulfilment of the requirements for the Bachelor Degree.
2. The guideline supersedes faculty or department based instructions/guidelines in areas where it provides alternative instructions.
3. In other areas where this guideline remains silent (such as styles of citation and referencing: APA, Chicago Manual of Styles, MLA, etc.), faculty or department based instructions/guidelines must be observed.

General Information

Page Size Setup: Quarto (8in by 10in or 20.32cm by 25.4cm), with 1in (2.54cm) margin on all sides (printed on A4 Paper)

Font Type: Times New Roman (all pages)

Font Size: 12pt for all parts except headings and footnotes/endnotes;
14pt for chapter headings and other main headings, e.g., Abstract)
10pt for footnotes/endnotes

Line Spacing: Double (2.0) for all (except for Abstract, indented quotations and footnotes)
Single (1.0) for Abstract, indented quotations and footnotes/endnotes

Pagination: for Preliminaries, use Roman numerals (i, ii, iii) at bottom centre
from Chapter 1 to the end of the Research, use Arabic numerals
(1, 2, 3) at top right.

A. Preliminaries

Preliminaries should be numbered in Roman numerals and arranged in the following order. In case your research does not have one part (e.g. Table of Figures), move to the next part. Preliminary pages include the following parts:

1. Front Page (this is the first page numbered in Roman numerals but hidden)
2. Title Page
3. Declaration
4. Certification
5. Dedication
6. Acknowledgements
7. Table of Contents
8. List of Tables (if available)
9. List of Figures (if available)
10. ... (others, if available)
11. Abstract (should come last in the Preliminaries and should be 200 – 300 words)

B. Main Body

CHAPTER ONE: INTRODUCTION (page 1 starts from here)

CHAPTER TWO

CHAPTER THREE

CHAPTER FOUR

CHAPTER FIVE (*not necessary if your department requires only 4 chapters*)

C. References (Bibliography, or Works Cited)

List the works you cited here under the heading of References, Bibliography or Works Cited as required by your department.

D. Appendix

Provide your references or bibliography as stipulated by your department.

INSERT YOUR RESEARCH TITLE ALL IN CAPITAL LETTER

Font Name: Times New Roman

Font size: 14

Line Spacing: Single (1.0)

Alignment: Centre

BY

INSERT YOUR NAME HERE IN CAPITAL LETTER

14/57CE/140

(put both name and matric in bold, font size: 14)

SEPTEMBER 2020



REPLACE WITH RESEARCH TITLE ALL IN CAPITAL LETTER

Font Name: Times New Roman

Font size: 14

Line Spacing: Single (1.0)

Alignment: Centre

BY

INSERT YOUR NAME HERE IN CAPITAL LETTER

14/57CE/140

(put both name and matric in bold, font size: 14)

A Research Project Submitted to the Department of *****, Faculty of
*****, Kwara State University, Malete, in Partial Fulfilment of the
Requirements for the Award of Bachelor of *** (***) Degree In *****
(size 14, capital letters, bold, Centre)

September 2020

(size 14, capital letters, bold, Centre)

sample

KWARA STATE UNIVERSITY IN TRANSITION

BY

FUNMILAYO LAWAL

14/57CE/140

A Research Project Submitted to the Department of Accounting and Finance,
Faculty of Humanities, Management and Social Sciences, Kwara State
University, Malete, in Partial Fulfilment of the Requirements for the Award of
Bachelor of Science (B.Sc.) Degree in Accounting

September 2020

ii

DECLARATION

(size 14, capital letters, bold, Centre)

I/We hereby declare that this research project titled “**Insert Your Research Title here, in Title Case, and Bold**” is my/our own work and has not been submitted by any other person for any degree or qualification at any higher institution. I/We also declare that the information provided therein are mine/ours and those that are not mine/ours are properly acknowledged.

Name of Student

Signature and Date

Name of Student

Signature and Date

sample

DECLARATION

I/We hereby declare that this research project titled “**Kwara State University in Transition**” is my/our own work and has not been submitted by any other person for any degree or qualification at any higher institution. I/We also declare that the information provided therein are mine/ours and those that are not mine/ours are properly acknowledged.

Funmilayo Lawal
Name of Student

Signature and Date

CERTIFICATION

(size 14, capital letters, bold, Centre)

This is to certify that the research project titled “**Insert Your Research Project Title here, in Title Case, and Bold**” was carried out by “**Insert the name(s) of Researchers here**”. The project has been read and approved as meeting the requirements for the award of Bachelor of *** (***) Degree in **** in the Department of ..., Faculty of ..., Kwara State University, Malete.

Insert Name of Supervisor here
Supervisor

Date

Insert Name of HOD here
Head of Department

Date

External Examiner

Date

sample

CERTIFICATION

This is to certify that the research project titled “**Kwara State University in Transition**” was carried out by **Funmilayo Lawal**. The project has been read and approved as meeting the requirements for the award of Bachelor of Science (B.Sc.) Degree in Accounting in the Department of Accounting and Finance, Faculty of Humanities, Management and Social Sciences, Kwara State University, Malete.

Dr. Akanbi Olakunle
Supervisor

Date

Dr. Olakunle Akanbi
Head of Department

Date

External Examiner

Date

DEDICATION

(size 14, capital letters, bold, Centre)

Times New Roman, 12pt, double line spacing.

ACKNOWLEDGEMENTS

(size 14, capital letters, bold, Centre)

Times New Roman, 12pt, double line spacing.

TABLE OF CONTENTS

(size 14, capital letters, bold, Centre)

FRONT PAGE	i
TITLE PAGE	ii
DECLARATION	iii
CERTIFICATION	iv
DEDICATION	v
ACKNOWLEDGEMENTS	vi
TABLE OF CONTENTS	vii
LIST OF TABLES
LIST OF FIGURES
ABSTRACT
CHAPTER ONE: INTRODUCTION	1
.....	
CHAPTER TWO:
.....	
CHAPTER THREE: PUT IT IN CAPITAL LETTERS	
.....	
CHAPTER FOUR: PUT IT IN CAPITAL LETTERS	
.....	
*CHAPTER FIVE: PUT IT IN CAPITAL LETTERS	
.....	
REFERENCES (or Bibliography, or Works Cited. Put as appropriate)	
APPENDIX	

(size 12, capital letters, bold, Centre)

**Chapter 5 is not necessary if your department requires only 4 chapters*

LIST OF TABLES *(if available)*
(size 14, capital letters, bold, Centre)

List of tables with page numbers should be here. Times New Roman, 12, double line spacing

LIST OF FIGURES *(if available)*
(size 14, capital letters, bold, Centre)

List of figures with page numbers should be here. Times New Roman, 12pt double line spacing.

ABSTRACT

(size 14, capital letters, bold, Centre)

Your abstract should be single-spaced of between **200 –300 words**. It must not exceed one page. If the language of your research is in non-English, provide the English translation on a separate page.

CHAPTER ONE

INTRODUCTION

(size 14, capital letters, bold, Centre)

Your page number 1 starts from here. Each chapter should be given heading/title, e.g., CHAPTER ONE: INTRODUCTION. It must be in Times New Roman, 12pt, double line spacing, except “indented quotations” which should be single-spaced.

REFERENCES (OR BIBLIOGRAPHY)

(size 14, capital letters, bold, Centre)

Provide your reference materials here under the heading REFERENCES, BIBLIOGRAPHY or WORKS CITED, as stipulated by your department.

APPENDIX *(if any)*
(size 14, capital letters, bold, Centre)

Provide your references or bibliography as stipulated by your department.