

**TITLE OF THE PROJECT**

**Comment [MP1]:** Centre, Bold, 20pt,  
CAP, Line spacing 1.15

**BY**

**Comment [MP2]:** Centre, Bold, 14pt  
CAP

**SURNAME, OtherNames**

**Comment [MP3]:** Centre, 14pt ,  
SURNAME in CAP, Other names in  
Sentence case separated with a comma

**REGISTRATION NUMBER OF THE CANDIDATE**

**Comment [MP4]:** Centre, Bold, 14pt

**DEPARTMENT OF COMPUTER SCIENCE**

**FEDERAL UNIVERSITY OF TECHNOLOGY**

**MINNA**

**Comment [MP5]:** Centre, Bold, 14pt,  
CAP, Line spacing 1.15

**MONTH, YEAR**

**Comment [MP6]:** CAP, Centre, 14pt

**TITLE OF THE PROJECT**

**Comment [MP7]:** Centre, Bold, 20pt, CAP, Line spacing 1.15

**BY**

**Comment [MP8]:** Centre, Bold, 14pt

**SURNAME, OtherNames**

**Comment [MP9]:** Centre, 14pt, SURNAME in CAP, Other names in Sentence case separated with a comma

**MATRICULATION NUMBER OF THE STUDENT**

**Comment [MP10]:** Centre, Bold, 14pt

**PROJECT SUBMITTED TO THE DEPARTMENT OF COMPUTER  
SCIENCE, SCHOOL OF INFORMATION AND COMMUNICATION  
TECHNOLOGY, FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA,  
NIGERIA IN PARTIAL FULFILLMENT OF THE REQUIREMENT FOR  
THE AWARD OF THE DEGREE OF BACHELOR OF TECHNOLOGY IN  
COMPUTER SCIENCE**

**Comment [MP11]:** CAP, Bold, Centre, Line spacing 1.15, 14pt

**MONTH, YEAR**

**Comment [MP12]:** CAP, Centre, 14pt

## DECLARATION

I hereby declare that this project titled: ...”Title of Project”... is a collection of my original project work and it has not been presented for any other qualification anywhere. Information from other sources (published or unpublished) has been duly acknowledged.

**Comment [MP13]:** Centre, CAP, Bold, 14pt

**Comment [MP14]:** Justify right & left, Line spacing 2.0, 12pt

SURNAME, OtherNames

Matriculation Number  
Federal University of Technology,  
Minna, Nigeria.

Signature and Date

**Comment [MP15]:** SURNAME in CAP, Other names in Sentence case separated with a comma, 12pt

**Comment [MP16]:** No line spacing, 12pt

## CERTIFICATION

The project titled: ...”Title of Project”... by: ...SURNAME, OtherNames..., (Registration Number), meets the regulations governing the award of the degree of Bachelor of Technology in Computer Science of the Federal University of Technology, Minna.

**Comment [MP17]:** Centre, CAP, Bold, 14pt

**Comment [MP18]:** Justify right & left, Line spacing 2.0, 12pt

Your Supervisor’s Name

Project Supervisor

Signature and Date

**Comment [MP19]:** Preferably, Initialize first and middle names, and write last name in full

Dr. (Mrs) O.A Abisoye

Head of Department

Signature and Date

External Examiner

Signature and Date

**DEDICATION**

**Comment [MP20]:** Centre, CAP, Bold, 14pt

## ACKNOWLEDGEMENTS

In your acknowledgement, include your supervisor and all academic staffs of the department

.....

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## **ABSTRACT**

Abstract is a one paragraph summary of the whole study containing a brief introduction of the subject area, statement of problem, methods used, data analysis, your results or/and findings, and conclusions drawn. It should not be more than 150 – 250 words. It must be single-spaced, and must not be italicized.

**Comment [MP23]:** Centre, CAP, Bold, 14pt

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## CHAPTER ONE

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### 1.0

## INTRODUCTION

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### 1.1 Background to the Study

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A project background study is a comprehensive review of information surrounding and influencing your topic. It is a review of the elements connected to your topic. Generally, it contains current information surrounding the issue, previous studies on the issue, and relevant history on the issue. Ideally, the study should effectively set forth the history and background information on your project problem. The purpose of a background study is to help you to prove the relevance of your project question and to further develop your thesis. The section creates readers' interest in your topic.

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### 1.2 Motivation of Study

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In this section, you must state why the subject area is interesting and worth exploring. Often, you support your argument with relevant statistical data. It could also highlight the scope of current problems in the subject area.

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### 1.3 Statement of Problem

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This statement of the problem is usually a declarative statement defining your intention and brings your work into focus. It clarifies, outlines, and limits the problem area. Thus, it must be good, clear, and concise.

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#### 1.4 Aim and Objectives of Study

This section presents what the project hopes to achieve. The aim is the general objective of the study. On the other hand, the objectives are often specific objectives to be achieved; the attainment of which implies that you have achieved the general objective.

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It is expected that your aim and objectives are SMART:

S – Specific

M – Measurable

A – Achievable

R – Realistic

T – Time bound

#### 1.5 Significance of Study

In this section, you outline the benefits of the study in terms of its implications or possible applications. It contains WHO benefits and for each, WHAT is benefited. Essentially, you focus on the benefits of the study and not the research problem. You can place yourself in the position of responding to someone who says, “So what?”

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Another technique used in determining the significance of study is providing a persuasive rationale for your argument by answering the following questions:

- i. Why is my study important?
- ii. To whom is it important?
- iii. What can happen to society, theory, or program if the study is done or not done?

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## 1.6 Scope and Limitation of Study

It is not possible to include ALL aspects of a problem. In this section, you highlight the boundaries of your research. It explains the data, activity, process included in your work, and those not included.

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## 1.7 Organization of Study

Here, a description of how your entire project work is organized is given. Often, you describe in short details what each chapter talks about.

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## 1.8 Definition of Terms

Here, define all word and phrases used in the project

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## CHAPTER TWO

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### 2.0 LITERATURE REVIEW

**Comment [MP57]:** Centre, CAP, Bold, 14pt

This is a documentation of the related works done by others, its merits and limitations, i.e., critical analysis of reported research on the problem or topic under review. The review may be placed under sub-headings for clarity and more critical analysis. In principle, this section should provide an account of project works done by others on the topic. Implicitly, it has to be a critique of the previous research results.

**Comment [MP58]:** Justify right & left, Line spacing 2.0, 12pt

#### NOTE:

- It should not be less than 15 pages, and 20 pages for implementation based and research based projects respectively, with 70% of citations RECENT (i.e. within the last five years)
- In text citation for single author, before the narration AuthorSurname, (Year), at the end of the narration (AuthorSurname, Year)
- In text citation for two authors, before the narration AuthorSurname1 and AuthorSurname2, (Year), at the end of the narration (AuthorSurname1 & AuthorSurname2, Year)
- In text citation for more than two authors for the first citation list all the authors, for the subsequent citations, before the narration AuthorSurname1 et al., Year, at the end of the narration (AuthorSurname1 *et al.*, Year)

## CHAPTER THREE

**Comment [MP59]:** Centre, CAP, Bold, 14pt

### 3.0 RESEARCH METHODOLOGY /SYSTEM ANALYSIS AND DESIGN

**Comment [MP60]:** Centre, CAP, Bold, 14pt

This chapter is the same as research methodology. It is the most important part of a scientific paper because it provides the essential information that allows the reader to judge the validity of the results and conclusions of the study reported. This section tells your reader ‘how’ you carried out the project that was needed to answer your project questions. It must be able to explain:

- i. **WHEN** the study was carried out
- ii. **WHERE** the study was carried out
- iii. **WHAT** materials, techniques, samples, data, approaches, theoretical frameworks were used in the study, and
- iv. **HOW** the study was carried out , or
- v. **WHAT** procedures were used.

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## CHAPTER FOUR

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### 4.0 RESULTS AND DISCUSSION/ SYSTEM IMPLEMENTATION AND TESTING

**Comment [MP63]:** Centre, CAP, Bold, 14pt

In this section, your results are presented for research based project, and screenshots for implementation based project. Each result is expected to be extensively discussed.

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## **CHAPTER FIVE**

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### **5.0 SUMMARY, CONCLUSION, AND RECOMMENDATIONS**

**Comment [MP66]:** Centre, CAP, Bold, 14pt

#### **5.1 Summary**

Restatement of the problem, and description of procedures used.

#### **5.2 Conclusion**

Conclude your objectives each in a paragraph

#### **5.3 Recommendations**

Give recommendations arising from the study.

Give suggestions for further studies.

## 2.0 FORMATTING OF PROJECT

### 2.1 *Language and Style*

- (a) The project must be written in English Language.

**2.1.1 Use U.K. English** – It is recommended that U.K. English be used since most of the institutions in Nigeria use this medium as their standard language of written communication. Set your computer to U.K. English as default because Microsoft Word has U.S. English as its default language. (Go to *Tools, Language, set default*)

There are many words that are spelt differently in the U.S. e.g.

- (i) program (U.S.), programme (U.K.)
- (ii) center (U.S.), centre (U.K.)
- (iii) color (U.S.), colour (U.K.)

If your computer is set at U.K. English, then any word spelt using U.S. English will be underlined in red and the correct spelling will be provided under spell check.

**2.1.2 Formal Language** – A standard project should not contain any colloquial language.

E.g. (i) “and so on” or “etc,” – You are expected to list or state everything.

(ii) “haven’t or isn’t” – Write in full “have not, is not”

(iii) Any word that is from another language should be written in italics and explained under definition of terms (except for scientific names which need not be explained).

**2.1.3 Write in full** – Always write names of organizations and institutions in full with abbreviation in brackets before subsequently using abbreviation alone. e.g.

- (i) World Health Organization (WHO)
- (ii) Federal Capital Development Authority (FCDA)
- (iii) Federal University of Technology (FUT)

**2.1.4 Avoid using personal pronouns** – The purpose of the project is to present the project rather than the personality of the author therefore the tone or the language should be impersonal. First person pronouns are never used e.g.

- (i) “I carried out case studies at Lagos. “Rather use reported speech, “Case studies were carried out at Lagos.”
- (ii) “It is my opinion that,” rather, “It is the opinion of the author that,”

**2.1.5 Use capital letters** for proper names of people, places and organizations e.g.

- (i) Peter and Adamu
- (ii) Ibadan and Enugu
- (iii) Central Bank of Nigeria

**2.1.6 Check spellings and grammar** – Keep a dictionary at hand to check spellings and meanings of words that you are not sure of. Microsoft Word will underline incorrect or unknown spellings in red and incorrect grammar in green. Do a spell check and grammar check and effect corrections.

- (b) Care should be taken to make the project a scholarly contribution to knowledge, including language usage and accuracy of expression. A research project must be accurate, and its language must be precise.
- (c) Proper attention should be paid to such skills as correct spelling, punctuation, sentence structure, capitalization and the proper use of italics. Candidates are advised to consult a good handbook on language usage, a dictionary, and manual styles for further details.

## **2.2 *Typing Instructions***

- (a) Size: Use A4 paper (21.0x29.7cm)
- (b) Typing: The following points should be noted:
  - (i) Type on one side only using Microsoft Word and Times New Romans.
  - (ii) For the main body of the Project use font size twelve (12).
  - (iii) Use double spacing throughout, except for abstract (single spacing), the indented quotations and footnotes which should be typed in single spacing.
  - (iv) Use Block Paragraphing i.e Leave one extra line space between paragraphs
  - (v) Provide adequate margins - 3.5cm on left hand side margin, 2.5cm on top, bottom and right hand side margins.
  - (vi) Try not to break words at end of lines. Use the same character to ensure uniformity throughout the text.
  - (vii) Avoid a single sentence paragraph.
- (c) Quotations: Quotations that are fewer than fifty words may be integrated into the text using double quotation marks at the beginning and end of quotation. For a quotation within a quotation use single quotation marks (e.g “double ‘single’

doubled”). For quotations of over fifty words indent in typescript 1.5cm from left hand margin. No quotation marks are necessary for indented passages.

## **2.3 Tables, Figures and Plates**

### **(a) Tables**

- i. Tables should be constructed such that they could be read and understood without references to the text of the project. A table should therefore be simple, presenting only one general kind of data or relationship. A good table should contribute to the processes of analysis and valid generalization of findings inherent in the original data.
- ii. Table within should be brief and clear. Very long tables should normally be inserted in the appendix at the end of the project.
- iii. Each table should have a clear and self explanatory title. Tables should be numbered consecutively with Arabic numeral that conform with the chapter throughout the project. e.g. for chapter four Tables 4.1, table 4.2, table 4.3 etc. The title of the table shall be bold and on top of the table close to the body of the table. The content of the table shall be centralized.
- iv. The text should include useful reference to all tables. For larger tables, use landscape - type length-wise along the page. Orientation should be such that captions are at the free end of the copy and the character of the table content should not be less than 10 font size.
- v. Tables with grid lines should be avoided as this is an old method of table formatting.

### **(b) Figures and Plates**

- i. Figures include graphs, charts, drawings, diagrams, maps, and computer print-outs. The term ‘Figure’ thus refers to any type of graphic illustration other than a table. Figures should be clear, elegant and simple to interpret. Arabic numerals should be used in numbering figures with reference to the chapter e.g Figure 4.7. Write Figure in full when referencing within texts.
- ii. Mounted illustrations such as photographs are usually referred to as PLATES. The recommended practice is to use roman numerals to identify plates e.g. Plate III, Plate V.

iii. Each figure or plate must have a concise but comprehensive caption. Avoid the use of such superfluous phrases as “Graph showing.....” or map illustrating.... Large figures may either be neatly folded or photographically reduced to the required size. If the system of folding is selected, a large figure should be so folded as to facilitate ease of reference to it. Using photographic reduction may cause distortion of relationships hence all maps should carry linear scale. The titles for figures and plates shall be below them and should be centralized.

(c) ***Numbers and Dates***

- (i) In descriptive text numbers are usually written in words if under 10, except when they denote a unit of measurement. All other numbers should appear in Arabic numerals. Insert comma in numerals over 1,000 or space out as recommended by the S.I. System of Units. Use ‘first’ ‘second’ not ‘1<sup>st</sup>, 2<sup>nd</sup>’.
- (ii) Dates should take the form 10<sup>th</sup> March, 1995. Decades should be referred to without the apostrophe e.g 1990s, 1950s, 1970s.
- (iii) If you choose to use percentage sign (%) do not mix with spelt out figures or vice versa.
- (iv) Unit of measurements should be spelt out when appearing alone in the text, but abbreviated according to standard abbreviations when used in tables and figures and when qualified by numbers.
- (v) Metric Units should be used.

(d) ***Glossary of Abbreviations***

- (i) A glossary of all abbreviations used shall form part of the preliminary pages.
- (ii) All abbreviations used shall be stated in full at first mention with the abbreviated terms in bracket and subsequently the abbreviation may be used.

## **2.4 References**

- Use APA 6<sup>th</sup> edition
- Reference list shouldn’t be less than 15 for implementation based projects, and 20 for research based project

## **APPENDIX**

**NOTE: Total project pages should not be less than 50 pages**