**Language**

The language used in the Thesis and Project should be English. The language should be direct and simple.

**Font**

* Students must use Times New Roman font when preparing their Project / Thesis report book. No other fonts are acceptable.
* Title should be of font size 24.
* Headings font size should be 20
* Subheadings should be of 14
* The full report font size should be 12

**Typing**

* The text should be black throughout the Project / Thesis. Moreover, it is advisable to color print for any image that helps in understanding or interpretation of the subject matter.

**Margins**

* The top and bottom margins for all pages must be 1 inch wide. The right-handed margin must be 1-inch-wide and the left-handed margin must be 1.25(1 inch for cover page) inch wide. Additionally, the paper size should be A4 Paper.
* All printed materials (text, tables, figures, etc.) must appear inside the text area defined by the margins.
* The space defined by the footer and header margins must only be used for page numbering and footnotes.
* Footnotes must be at a minimum, single-spaced and in normal 8-point font.

**Paragraphs**

* Any paragraph must have at least two (2) full lines in a page. Otherwise begin on the next page.
* NO empty line of double spacing is required between paragraphs.

**Pagination**

* Pages must be numbered consecutively throughout the Project / Thesis, including pages of figures, tables and appendices.
* Pages numbers must be at right corner on the bottom of the page.
* Page numbers must be in normal font without punctuation. They should NOT be in italic or bold font. They must not to be enclosed in parentheses, hyphens or any other decorative fonts.
* Preliminary pages (those preceding Chapter 1) must carry page numbers in roman numerals (i, ii, iii, etc.).
* The title page (front cover) must NOT be numbered though it is counted as a page of the preliminary part of a Project / Thesis.
* Arabic pagination (1, 2, 3, etc.) begins with the first page in Chapter 1 (or the introduction). Numbering must restart for Arabic pagination.
* All pages including those with diagrams, tables, images, etc. must have a page number.
* Tables and figures MUST be referenced or cited within the text.
* Device captured images that are inserted into a Project / Thesis document must be ensured of proper quality and clarity.
* All figures must be centered.
* For equations, it is advisable to use the existing Equation Editor within the word processor, even for simple ones.
* Tables must be centered and constructed with all horizontal and vertical lines.

**List of Abbreviations**

* Abbreviations must be in alphabetic order.

If anyone faces problem regarding report format, don’t hesitate to get in touch with your respected supervisor.

NB: DON’T FORGET TO HIDE TABLE BORDER BEFORE YOU PRINT THE REPORT BOOK.