# GENERAL FORMAT OF WRITING THE PROJECT PAPER

## PAPER

Size - A4 (21.0cm X 29.7cm)

Quality - Acid-free paper of at least 80gm weight

Colour - White

## TYPE OF PRINTING MACHINE

Students use a personal computer (PC) to type their project paper. Near-letter quality impact printers or laser-jet printers may be used. Any word processor software such as Microsoft Word or WordPerfect would be suitable to write the project paper. Students may also use Microsoft Excel, for tables, calculations or any other applications.

## FONT SIZE AND TYPE

***Basically: all font, Times New Romans, size 12 (except chapter headings, which are font size 14 and centred), black. Headings in UPPER CASE. All the headings must have a number (they end up in the table of contents). Number all pages.***

Candidates must use Times New Roman ~~or Arial~~ font. No other fonts are acceptable.

Font Size:

* For text use 12-point font.
* For tables and figures, use 10-point.
* For title page 12-point font,
* For Table of Contents 12-point font.

Please type in bold for headings and subheadings. Headings should be typed in all upper case letters while sub-headings are to be typed in upper and lower case letters.

## FONT STYLE

Only one font style (Times New Roman) may be used throughout the project paper, including the title page, approval page, acknowledgment, bibliography and appendices. Exceptions to this can only be made for tables/figures/illustrations imported from other sources. Italic variants of the same font style may be used for labels, foreign words, book titles or occasional emphasis. ~~The usage of bold variants of the same font style and~~ underlining in the text of headings and titles is at the student’s discretion.

## HEADINGS

Chapter headings are to be centred and written in bold, upper case letters. The font size for chapter headings is 14 point. Other sub-headings are to be aligned to the left margin and should be 12 point in font-size. Sub-headings should be in upper and lower-case. Underlining and ~~boldface in the sub-headings is at the student’s discretion~~.

## PARAGRAPHS

Spacing between two paragraphs in the basic text should be set at 4.0 spaces. The first sentence of a paragraph should be indented to 6 spaces. A heading that appears, as a last line on a page will not be accepted. There should be a minimum of two lines of a paragraph at the bottom of the page under the heading.

## PHOTOCOPYING

All photocopied material must be clear, clean and sharp. Photocopied material on any page should be numbered as part of the project paper and should be within the margins required by these guidelines.

## LINE SPACING

The project paper should be typed on one side of the page. The text should be spaced (1.5) throughout, with single-spacing for exceptional circumstances only:

 Abstract

 Appendices

 Long headings or subheadings

 Long captions to tables, figures, or plates

 Bibliography

 Tables

 Quotations

Set the justification to “full” and the margins to the following measurements:

 The left margin should be 4 cm (for binding purposes)

 2.5 cm for the top, right and bottom margins.