**A FEW TIPS ON TECHNICAL/PROEJCT/THESIS REPORT WRITING**

I have prepared the details below, not to scare you, but to make you very familiar with how things are done in practice and in academia. There are several of them you may be aware of. This is to equip you both academically and professionally.

**Most importantly, write in very simple and clear language and proofread your work as much as possible.**

**Font, spacing and paragraph**

* Use Times New Roman, font size 12
* Spacing should be 1.5
* The alignment of the main text of the report should be ‘Justify’
* Paragraph should be consistent, preferably 6pt for both before and after each paragraph

**References**

The use of references in the text is very important because they give a sense of understanding that you have read other works to help you do yours. **Try as much as possible to avoid copying and pasting from people’s works without referencing (plagiarism)** because it is academically and ethically wrong. As much as possible, read what the original intent is, summarise it in your own words and cite the person or document you read from. Below are few examples of how to use references in a text and how to also generate your reference list.

**Ways of doing in-text reference citation**

1. Studies (e.g., Cobbinah and Darkwah, 2016; Narh et al., 2020; Abass et al., 2018; 2019; Nero,2017)reporting on therapid deterioration of urban green spaces in Africa including Ghana, identify low public knowledge on the importance on the preservation of green spaces, poor attitude towards urban greenery, institutional challenges, neglect of making provisions for green spaces in local plans and poor management and the weak enforcement of laws as fundamental contributory factors.
2. Official statistics on green space decline (Cobbinah and Darkwah, 2016; Asibey et al., 2019) and slum proliferation (Castells-Quintana, 2017; Fox, 2014; Smit et al., 2017) in African cities are alarming.
3. Contrary to the claim of Djibril et al. (2012) that residents are ignorant about the significance of green spaces, results from the household survey showed respondents demonstrated a reasonable understanding of green spaces and their importance.
4. According to Asibey et al. (2021), there is rapid depletion of urban green spaces in Ghana.

**Some selected references to generate list of references**

**NB: You only reference documents that you cited in the text and arrange them alphabetically. There is a way of going about it and I will show you in due course if you do not already know about that.**

Accra Metropolitan Assembly (2014). *2014-2017 Metropolitan Medium-Term Development Plan, Development Planning Unit. Accra Metropolitan Assembly (AMA)*, Development Planning Unit, Accra, Ghana

Asibey, M.O., Yeboah, V., Poku-Boansi, M. & Bamfo, C. (2019). Exploring the use, behaviour and role of urbanites towards management and sustainability of Kumasi Rattray Park, Ghana. *Journal of Urban Management*. <https://doi.org/10.1016/j.jum.2018.12.003>

Cobbinah, P.B., Amoako, C. & Asibey, M.O. (2019). The changing face of Kumasi Central, Ghana. *Geoforum*, 101 (2019) 49–61.

Takyi, S.A. & Seidel, A.D. (2017). Adaptive management in sustainable park planning and management: case study of the city of Vancouver Parks. *Journal of Urban Ecology*, 2017, 1–15

Taylor, P. (2010). *Improving children’s park in Kumasi.* Master’s thesis, Department of Architecture, Kwame Nkrumah University of Science and Technology, Kumasi. The Trust for Public Land (2010). The economic benefit of Denver’s park and recreational system. Washington DC: Centre for City Park Excellence.

**PROPOSED OUTLINE OF MAIN PART OF THESIS**

**CHAPTER ONE**

**BACKGROUND TO THE STUDY**

The thesis should normally begin with a general introduction, which presents an overview of the purpose and significance of the study. The introduction should show why the topic selected is worth investigating. This will normally be done with reference to the existing research knowledge, identifying areas that have not been explored and the gaps that need to be explored or filled by the investigation or where new research findings justify a reconsideration of established knowledge.

The research problem(s) that need(s) solving or investigating should be correctly and precisely defined. The research problem(s) can be stated in question form, with sub-questions, if possible. The general introduction should propose a solution to this problem. This response should make explicit the objective of the research, and not simply state an intention to explore or discuss.

How the research makes an original contribution to the theoretical body of knowledge and also the study’s practical significance should be mentioned. It is especially critical that the Introduction be well-written. A clearly defined purpose and a strong theoretical grounding fundamentally strengthen the thesis. They direct the reader from the advanced knowledge level towards the definite question the student is addressing. Without a clearly defined problem and a strong theoretical grounding, the thesis is fundamentally flawed from the outset.

**1.1 Introduction**

**1.2 Problem Statement**

**1.3 Research Questions**

**1.4 Research Objectives**

**1.5 Scope of the Study**

**1.6 Relevance of the Study**

**1.7 Organisation of Study**

**CHAPTER TWO**

**REVIEW OF RELEVANT LITERATURE**

It is called Literature Review because the contents of this chapter should be based on most relevant and latest information/literature relating to the field of study. The purpose is to summarise, evaluate and compare the main developments and current discussions in the field, which are specifically relevant to the subject of research embodied in the thesis. It should also aim at identifying ways to address these issues with the present research programme.

Every statement that goes beyond basic textbook or electronic knowledge needs to be supported by an appropriate reference. The literature review should recap, appraise and match the major changes in the related field to the research subject that would form the thesis. Key papers should be identified instead of quoting from those that only contribute to the student’s field of study in a minor way. Those not read should not be quoted. The number of relevant papers to include is a matter of judgement depending on the field.

Avoid plagiarism which occurs when a writer uses words, phrases or passages from someone else’s work and presents them verbatim as his/her own without providing complete documentation or source of citation. A student could be guilty of plagiarism if he/she copies a whole paragraph from a writer despite acknowledging the source. It is a serious and punishable offense in research project reporting.

**2.1 Introduction**

**2.2 Theoretical underpinnings**

**2.3 Any other relevant concept**

**2. Conceptual Framework**

**2. .. Summary of Chapter**

**CHAPTER THREE**

**RESEARCH METHODOLOGY AND PROFILE OF STUDY AREA**

This chapter outlines the design adopted for the study, explains the methods employed to select the sample, discusses the tools used to collect quantitative and / or qualitative data, and traces the steps taken to screen, combine, and reduce the quantitative data in preparation for a testing and validation of the theoretical model.

**3.1 Introduction**

**3.2 Philosophic research paradigm**

**3.3 Adopted research approach for the study**

**3.5 Selection of study area**

**3.6 Study population and sample size determination**

**3.7 Sampling techniques adopted for the selection of the units of enquiry**

**3.8 Sources and methods of data collection**

**3.8.1 Secondary data sources and their collection**

**3.8.2 Primary sources of data and their collection**

**3.9 Variables and methods of analysis**

**3.12 Ethical considerations and validity**

**3.12.1 Ethical concerns**

**3.12.2 Data validity and reliability**

**3.13 Limitations of the study**

**3.14 Chapter summary**

**CHAPTER FOUR**

**PRESENTATION OF STUDY RESULTS AND DISCUSSIONS**

The data analysis section is one of the most essential sections of a research work. It consists of the data that have been collected as a part of the research and the researcher’s analysis of the data. Presenting the data collected and its analysis in comprehensive and easy to understand manner is the key to have a good analysis section. The data should be procedurally analysed in line and build-up to the objectives for which the study is being undertaken. The analysis should be in an appropriate format and detailed enough to address the researcher objectives. Quantitative data could be presented in tables, charts, figures, etc. and should be explained and discussed in the context of the study. The results from the analysis should be related to real life situations and in case of negative results, it is important to provide some level of justification to such situations.

The discussion section needs to review the findings from the analysis in the context of the literature and the existing knowledge about the subject. The discussion section, therefore, needs to follow from the results and relate back to the literature review.

**4.1 Introduction**

**4.2**

**4. .. Summary of Chapter**

**CHAPTER FIVE  
SUMMARY OF FINDINGS, RECOMMENDATIONS AND CONCLUSION**

* Use few sentences to summarise the most important results and conclude by giving the strongest and most important statement that highlights the outcome of the study. It should be reasonably short.
* Provide answers/solutions to the questions/ problems raised in the introduction.
* State how the research findings and results would contribute to the field in general and what broader or general implications (practical or otherwise) these may have. Summarise what was learned and how it can be applied.
* Are there ways in which the work could be improved by future researchers?
* Suggestions may be made for further research or work.

**5.1 Introduction**

**5.2 Summary of Findings**

**5.3 Recommendations**

**5.4 Conclusion**

**5.5 Areas for further research**

**REFERENCES**

**APPENDICES**