

INTRODUCTION

This guide aims to equip final-year students of SQI College of ICT, Ogbomosho with the sequential arrangement/organization of their project reports for undergraduate diplomas.

Sequential Arrangement

Project reports, projects and dissertations shall be arranged in the following order:

- (a)** Title Page
- (b)** Certification
- (c)** Attestation
- (d)** Dedication
- (e)** Acknowledgement
- (f)** Abstract
- (g)** Table of Contents
- (h)** List of Tables
- (i)** List of Figures
- (j)** Chapter 1 - Introduction
- (k)** Chapter 2 - Literature Review
- (l)** Chapter 3 - Methodology
- (m)** Chapter 4 - Results and Discussion
- (n)** Chapter 5 - Conclusion and Recommendations
- (o)** References
- (p)** Appendices (where applicable)

Every page of the project shall be numbered except the title page. The page number shall be at the bottom of each page. The pages before the first chapter are numbered using lowercase Roman numerals (e.g. i, ii, iii, e.t.c.) while subsequent pages of the project are numbered using Arabic numerals (e.g. 1,2,3 e.t.c). Candidates should note that each chapter must begin on a fresh page. (Variations in each chapter of the project must begin on a fresh page.)



(a) Title

It shall contain the title of the project, the full name of the candidate, the candidate matriculation number in brackets, the diploma/degree in view, The Department to which the project is submitted, and the month and year of submission.

The title of the project and the author's name as given on the title page shall be reproduced in gold on a hard cover. All letters of the title of the project and names of the candidates (surname first, first name, other names) shall be capitalized.

(b) Certification

This project report with the title submitted by With matric number.....was carried out under my supervision at SQI College of ICT, Ogbomoso.

..... Date:.....
Name and signature
Major supervisor

..... Date.....
Name and signature
Co supervisor (where applicable)

(c) Attestation

I attest that this research was carried out in the Department of..... SQI College of ICT, Ogbomoso, Nigeria.

..... Date.....
Head of Department



(d) Dedication

The dedication shall come before the acknowledgement

(e) Acknowledgement

This acknowledgement is for all assistance rendered to and obtained by the candidate in preparing the project report and academic journey successfully. It will follow the dedication page.

(f) Abstract

This shall be a concise summary of what the project is about. It should specifically highlight the problem identified. The abstract should also mention briefly the methodology adopted. It should conclude with the findings of the investigation and the implications of the results obtained. (The abstract should not be more than 500 words)

(g) Table of contents

The table of contents shall contain the items listed under the sequential order above with specific mention of the subject heading of each of the chapters and indicating the first page of the items.

(h) List of Figures/Tables

A complete list of the figures/tables showing titles, figure/table numbers and indicating the pages where they appear shall be given in sequential order.

Figures include graphs, charts, drawings, diagrams, maps and computer print-outs. In short, there are many types of graphic illustrations other than a table. They should be clear and simple to interpret. The caption on each figure must be typed below it, while the caption of a table must be typed above it.

Candidates must make sure that tables are properly positioned on each page to avoid complications/misinterpretations.



(i) Introduction

The first chapter shall be titled INTRODUCTION and shall contain the following:

- 1.1 Background to the Study
- 1.2 Statement of the Problem
- 1.3 Aim and Objectives
- 1.4 Significance of the Study
- 1.5 Scope of the Study.

(j) Literature Review

The literature review where applicable forms the next chapter of the project. It contains the work of previous researchers/workers in the candidate's field of research anywhere in the world.

- 2.1 Definition of terms
- 2.2 Literature Review
- 2.3 Summary of review and gaps to fill.

(k) Methodology

The format for the presentation of methodology may differ from discipline to discipline. Here you can talk about data collection and analysis, software development methods, system, interface and database design, architecture, API documentation etc.

(l) Result and discussion

You present the outcome of your research and its implication/significance

- 4.1. Results
- 4.2. Discussion

(m) Conclusion and Recommendations

This shall form the final chapter of the project and shall summarise the findings of the research, their implications as well as contributions to knowledge. The chapter shall also contain recommendations, if any, for further work on the subject matter.



5.1 Conclusion

5.2 Contributions to knowledge

5.3 Recommendation

(n) References

The references for the project shall come after the Conclusion/Recommendation chapter.

The references shall be in alphabetical order (all references should follow the APA format as found here: [APA Referencing Format](#))

(o) Appendices

The appendices, where applicable shall come at the end of the project and in the order in which they are cited.

LANGUAGE AND STYLE

The project must be written in English. It must be scholarly in content, including language usage in the third person and accuracy of expression. The project must be accurate, formal and objective.

Adequate attention must be paid to correct spelling, punctuation, sentence structure, capitalization and appropriate use of italics. The use of a dictionary and thesaurus is recommended for carrying out the research work.

HEADING AND FORMAT

1. Headings in Text

(i) Chapter or section headings

The main chapter and section heading shall be in capital letters and centralized at the top of the first page of the chapter or section. It shall not be underlined.

(ii) Sub Headings



Only the first letters of the first word in a subheading and proper names shall be in capital letters. The subheadings shall appear as marginal headings on the left side of the paper and shall be bolded.

2. Paper and Typing instruction

The size of the paper shall be A4 (70g). The margin on each sheet shall not be less than 1.5” and 1” on the left and right-hand sides respectively. A space of 25mm shall be allowed at the top and 13mm at the bottom of the sheet. Typing shall be done on only one side of the sheet, double spaces. Single line spacing shall be used for the list of references and double line spacing between references. The typing should be in Times Roman and font size 12.

3. Submission of soft-binding Report/Project for Oral Defence

4 copies of the project report are to be submitted to the Head of the Department.

4. Date for the Oral Defence of Project Report

The date for the defence of the project report will be fixed by the Project coordinator alongside the Head of the Department and in consultation with the major supervisor and External Examiner.

5. Binding

Project reports should be duly bound in hardcover ONLY after a successful oral examination and when all necessary corrections and alterations must have been made.

The colour of the cover of a successful undergraduate project in the department shall be navy blue. The title and names on the cover page should be in gold letters to indicate the diploma degree, month and year, all names fully written with the surname coming first. The spine of the project cover should also reflect the candidate's surname, title of diploma degree and year. The title and name of the candidates as well as the matriculation number should appear boldly on the front page.



Four (4) bound copies of the approved project duly signed by the supervisor should be submitted to the Head of Department.

Title page Sample

CONSTRUCTION AND PERFORMANCE ANALYSIS OF A 9V DC-POWERED
RADIATION DETECTOR FOR MEDICAL APPLICATIONS

BY

OKUNADE Israel Oluwabukunmi
(250001)

A project submitted to the Department of Computer Software Engineering (Option), SQI College of ICT, Ogbomosho.

In partial fulfillment of the requirements for the award of diploma degree in cyber security.

April, 2025.

