**Computer Science/IT/ Informatics**

**Project Report Guidelines**

The work submitted must not have been submitted for any other qualification at SOS or any other Institution. In documenting the work, the student should ensure that:

1. There is a logical structure to the project report which should be apparent in the integration of the chapters.
2. The relationship of the current research to previously published literature has been made clear.
3. The research design and methodology used has been clearly explained and justified.
4. The conclusions/recommendations of the study include a critique of the research as undertaken.
5. The report is written in correct academic English and follows the formatting guidelines specified below

**Report Format Specifications**

All reports must strictly adhere to the following style specifications:

* Font: Times New Roman, size 12.
* Spacing: Paragraph spacing at 1.5.
* Referencing Style: APA
* Justification: Justify
* Margins:1” all round

In addition, the report should be sequenced as follows, with any modifications done within the middle chapters, where this may be necessitated by the specifics of the particular project:

1. Title page with requisite disclaimers.
2. Declaration
3. Dedication
4. Acknowledgements.
5. Abstract : Single paragraph single space
6. Table of Contents.
7. List of Tables.
8. List of Figures.
9. List of Abbreviations.

**NB**: From 1 to 9 use Roman pagination, do not include page number on the title page.

1. Introduction: Outline of problem and its context, the overall aim and approach (objectives), justification, Scope, Limitation and a summary of the contents of the other chapters.
2. Literature Review: Discussion of the deeper context of the problem, previous solutions, and a review of the relevant literature.
3. Analysis and Design: These may include system requirements and analysis, system design from different perspectives and the models used.
4. Methodology: Rationale, methodology and execution. Include justifications of the choice of design process and evaluation methodology.
5. Project Management: Describes the project requirement in terms of Budget and Time schedule.
6. Discussion/Results: How this was done and the outcomes. Implementation overview, sample code(less than a page), Screen displays collated data etc.
7. Conclusion and Recommendation: Briefly summarizing and contextualizing the achievements of the study. As appropriate, include recommendations for follow-up work.
8. Bibliography or References
9. Appendices(If any)

NB: From Bullet 10 to 18 uses 1,2,3…..pagination