

**GHANA TECHNOLOGY UNIVERSITY COLLEGE**  
**MANUAL FOR WRITING FINAL YEAR PROJECT REPORT**  
**FOR THE AWARD OF DIPLOMA AND DEGREE IN INFORMATION SYSTEMS**

**A. PRELIMINARY SECTION**

**1. Title Page**

This is made up of the name of the university, logo, name of faculty and department to which it is submitted, title of the project work, in partial fulfillment of requirement for what degree/diploma and by (full name of author(s)), supervisors name and Year of presentation (centered). A specimen is presented in Appendix A.

**2. Certification Page**

A project must be authenticated by a declaration as being the previously unpublished work of the author. In this regard, students are to ensure that there are no indications of plagiarism in the project as it would lead to disqualification and rejection of the project (plagiarism is the act of taking somebody's work and passing it off as one's own).

The declaration should have the rendition shown in Appendix B. It consists of the student's declaration and certified by the supervisor and the Head of Department who append their signatures and by so doing affirm that in their opinion the project work:

- i. is an independent, original contribution to the knowledge of the subject concerned of which
- ii. literary presentation is satisfactory

**3. Abstract**

This is a brief summary of the project work and most likely to be widely published and read. It should have concise description of the Problem(s) addressed, the Methods for the solution, the Results and Conclusions. The whole abstract should be composed as one paragraph. A maximum limit is set for half a page or 250 words.

#### **4. Table of Contents**

This highlights the chapters and subchapters and the contents of the material within the covers of the project work including the pages where they are located. A specimen is presented at Appendix C.

#### **5. List of Tables, List of Figures and List of Abbreviations**

These should be on separate pages and included only as appropriate.

#### **6. Prefatory Material**

Where appropriate, material pertaining to Preface, Foreword and Acknowledgements etc. could be presented on separate pages. However, the Acknowledgement page is mandatory.

### **B. MAJOR COMPONENT OF THE PROJECT WORK**

#### **7. Text**

This comprises the main Chapters (5 chapters are allowed for both Diploma and Degree) and Subchapters (divisions and subdivisions) and their namely: Introduction, Literature Review (may include Theory), System Specification and Design, System Implementation, Conclusion and Recommendation. A specimen is presented at Appendix C.

### **8. WRITING MECHANICS**

#### **8.1. Paper and Production Processes**

The paper type and format to be used for the project work should be International standard paper size A4, dimensions (297x210 mm). The final project work material must meet high standards of permanence, legibility, uniformity and reproducibility.

The first-deposit copies will not be subject to paper or print specifications, but must be legible and follow all formatting guidelines prescribed by this manual. Two (2) copies of final project report are to be book-bound, with type on one side of the page only.

## **8.2. Type Size and Style**

The same 10-point typeface (Times New Roman font) is to be used for all preliminary pages, tables and figure captions, text, appendices, references and page numbers except for Footnotes/ Endnotes when other distinguishing font types may be used.

## **8.3. Spacing**

Text of the project work must have 1.5 spacing. The same should apply in between paragraphs. However, for the Table of Contents, Footnotes, Quotes in the text and bibliography, single-spaced formatting may be used.

## **8.4. Captions/Legends for Tables and Figures**

Captions for tables should be numbered and reflect the content of the table and set above the table.

In the case of figures, the captions should be related to the contents and set below the figure.

Numbering for the Tables and Figures should be linked to the chapters i.e. numbers for the Tables and Figures should begin with the number of the chapter where it is sited. Captions for tables should be up i.e. above tables and that of figures down i.e. below figure.

## **8.5. Pagination**

- a. All pages must be numbered consecutively. Each Chapter should begin on a separate page. The University College requires that page numbers be centered two lines below the bottom margin.

### ***Title page***

- b. On the title page, the page number is omitted, though it is considered as page "i".

### ***Front Matter (Preliminary Pages)***

- c. Preliminary pages are numbered with lower case Roman numerals, beginning with (ii) following the title page centred at the bottom. This includes the first page of each back matter chapter/section, (i.e., appendices, endnotes etc.).

### ***Reference and other Matter***

- d. Pagination for the References and other material is by Arabic numerals.

### ***Facing Pages***

- e. Printing should be one-sided i.e. on facing pages only.

### **8.6. Length of Project Work**

It is recommended that the text number ranges between 30 to 50 pages for Diploma and 40 to 60 pages for Degree.

### ***Paragraphing***

First line of paragraphs must be indicated by indentation. A Paragraph should not be less than five lines and not more than eight lines. Each paragraph should develop one main idea and should have a topic sentence which expresses this idea. Paragraphs should be right "justified".

### ***Margins***

Margins should have the following minimum settings:

Top — 2.5 cm; Bottom — 2.5cm; Left — 4.0 cm; Right — 2.5 cm. *Exceptions:* A larger top margin may be used on pages with main headings, a larger bottom margin on pages that otherwise would have just a heading at the bottom of the page, larger margins around tables and figures, and smaller margins on appendix

## **APPENDICES**

**GHANA TECHNOLOGY UNIVERSITY COLLEGE  
(GTUC) <sup>(16)</sup>**



**FACULTY OF INFORMATICS <sup>(15)</sup>**

**TITLE:**

**DESIGN AND DEVELOPMENT OF TRAFFIC CONTROL SYSTEM**

**<sup>(15)</sup>**

A Project Work Submitted in Partial Fulfillment of the Requirements For

BSc. /Diploma in Information Technology

**<sup>(12)</sup>**

**BY:**

NANA SERWAA AKOTO

KOFI NTOW

**SUPERVISOR:**

DR. KWEKU MENSAH

**JULY 2015**

## **APPENDIX B - Sample of Declaration**

### **DECLARATION**

This project is presented as part of the requirements for BSc. /Diploma in Information Technology awarded by Ghana Technology University College. I hereby declare that this project is entirely the result of hard work, research and enquires. I am confident that this project work is not copied from any other person. All sources of information have however been acknowledged with due respect.

**AUTHOR: XXXXXXXX**

**SIGNATURE.....**

**STUDENT ID: XXXXXXXX**

**DATE: .....**

**SUPERVISOR: XXXXXXXXX**

**SIGNATURE.....**

**HOD: XX**

**SIGNATURE.....**

**DATE: .....**

## **APENDIX C – Table of Contents**

### **TABLE OF CONTENTS**

Title Page	
Declaration	i
Abstract	ii
Table of Contents	iii
List of Tables	iv
List of Figures	v
List of Abbreviation	vi
Acknowledgement	vii
<b>Chapter One: Introduction</b>	<b>1</b>
1.1 Background to Study	1
1.2 Statement of the Problem	6
1.3 Aim & Objectives	6
1.4 Significance of the Study	7
1.5 Organization of the Study	8
<b>Chapter Two: Literature Review</b>	<b>9</b>
2.1 subheading	9
<b>Chapter Three: System Specification and Design</b>	<b>20</b>
3.1 Subheadings	23
<b>Chapter Four: System Implementation</b>	<b>28</b>
<b>Chapter Five: Conclusion and Recommendations</b>	<b>40</b>
<b>Appendices</b>	<b>43</b>
<b>References /Bibliography</b>	<b>47</b>

## **APPENDIX D – Compilation of Bibliography/References**

You will certainly be using books, journal papers, articles, conference papers, URLs and so forth, to provide you with information to do your project. In addition, the background section of your project will discuss other people's work in the field.

You must acknowledge all your information sources. This is done by providing a list of references at the back of your project report, and referring to (i.e. citing) the individual items in this list at the appropriate points in your project report.

The reference list is usually put at the very end of project reports, after all the chapters and appendices. It is not usual to give a section number to the references.

Also if your reference list is trivial/non-existent, it is an indication that you have not really delved into the literature and so would almost certainly affect your grade.

### **The Harvard system of referencing**

There are various ways of listing the references. If you look in the back of research papers and some textbooks, you will see examples. The *Harvard system* is an *author-date system*. For example, if reference is to a contribution from a book the following is acceptable:

*For First Edition:*

**Surname, initials (Date) *Title of book*, Publisher's name, Place of publication**

*For book other than First Edition:*

**Surname, initials (Date) *Title of book* (? edn), Publisher's name, Place of publication**

For a journal article, the following details are expected:

**Surname, initials (Date) 'Title of article', *Journal name*, volume number part number, pages**

Here are examples:

Armstrong, JM., and Mitchell, RJ (1994) 'Uses and Abuses of Inheritance', *Software Engineering Journal*, 26:1, 19-26

Communications of the ACM (1995), 'Special Issue on Cognition and Software Development', 38:6



Cargill, TA (1990) 'Does C++ really need multiple inheritance', *Proceedings of UK Unix User Group Conference*, 53-59

Goguen, JA and Meseguer, J (1989) 'Order-sorted algebra I: equational deduction for multiple inheritance, overloading, exceptions and partial operations', *Technical Monograph PRG-80*, Oxford Polytechnic Computing Laboratory, Programming Research Group.

If reference is to a contribution from the internet this is how it is cited:

Inheritance -- multiple and virtual inheritance[online]. Available:  
<http://yosefk.com/c++fqa/inheritance-multiple.html>[accessed 3 September 2008]

The reference list is in alphabetical order. Note that each individual reference needs to be this detailed to enable a reader of your project report to find it. You must, therefore, give the author(s), the title, when it was published, where it was published (if a journal article, then state the particular volume and issue number, if a book, state the name of publisher), and (also if a journal article), which page numbers the article covers.

Items in a Harvard reference list, such as the one shown above, are cited in the main body of your dissertation with the appropriate *author-date* style. Here are some sample citations, using this style:

*A recent survey on software development in the communications of the ACM [Ayisi 2012] reports that the choice of programming language apparently does not have any appreciable effect on levels of software reuse.*

*Maybe one of the greatest dangers that exist is that object-oriented languages (such as C++) are now so popular, they are being used to develop software for safety critical applications before we have any formal basis for inheritance between classes in these languages [Agyei 2010].*

*Several attempts have been made to formalize types of inheritance, particularly multiple inheritance [Addo 2011], [Smith 2013], though none has been widely accepted as correct.*

Remember that every item in your list of references must be cited (referred to) at least once somewhere in the text. If you wish to list any literature that gives general background or is helpful in some other way but is not cited in the report, then this list goes into a separate section called the Bibliography.