**General formatting rules**

Font, Spacing and Margins:

All thesis text must be in Arial, Times New Roman or Palatino 12 point font. Line spacing must be 1.5 (one-and-a-half) throughout the thesis, except for long quotations, footnotes, table captions and figure legends, and individual references in the “Literature Cited” section, which must be single-spaced (with 1.5 spacing between references).

The left margin of the thesis must be 3.175cm (1.25 inches) to permit binding. All other margins must be 2.54cm (1 inch). All of the text throughout the thesis must be justified

Page Numbering: Lower-case Roman numerals are used for the preliminary pages, with standard Arabic numerals used for all other pages. Page numbers must appear on the top of the right of the page, 1.9cm (0.75 inches) from the top and 2.54cm (1 inch) from the right-hand edge.

Header-footer; if you want you can write

**Preliminary Pages**

The preliminary pages of the report normally consist of the following, in this order: !

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
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| **Title page** | | | | |
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| Certificate by the supervisor (s) | | ii | | |
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| **4** | Abstract | | | 4 |
| **5** | Introduction | | |  |
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8 Results and discussion

9 Conclusion

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11 Appendix

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