

Project Report Format

The general report guidelines as:

- **SIZE OF PAPER:** A4 size be used, no restriction is placed on drawings and maps.
- **LAYOUT OF SCRIPT:** Typescript should appear on both side, lines: at least one-and-a-half spaced. Footnotes, quotations, references and photographic captions may be single spaced.
- **FONT SIZE:** Title Page 18-22, Headings / subheadings 14-20, Text 10-12, Footnotes 8-10 (Footnotes be given on the same page where reference is quoted)
- **TYPE STYLE:** Times New Roman
- **MARGINS:** At least 1 -1½ inches (3.17-3.81cm) on the left-hand side, 3/4 - 1 inch (2 - 2.54cm) at the top and bottom of the page, and about ½ - 0.75 inches (1.27 - 1.90cm) at the outer edge. The best position for the page number is at bottom-centre. Pages containing figures and illustration should be suitable paginated.

FOLLOWING IS THE PREFERABLE LAYOUT OF THE REPORT:

- o Title Page
- o Abstract / Summary
- o Acknowledgements
- o Abbreviations not described in the text
- o Contents
- o List of Tables (where applicable)
- o List of Figures (where applicable)
- ❖ Introduction (including outline of the report)
- ❖ Review of Literature (including research gaps and project objectives)
- Project contribution
- Material and Methods
- Results
- Discussion (including Conclusion/s, Recommendation/s where applicable)
- ❖ References / Bibliography / Literature cited (must be uniform throughout the report, and specific to the respective discipline)
- Appendices (where applicable)
- Any other information specific to the respective discipline
- **TITLE PAGE:** Report must contain a title page giving the title of the project, the author's name, the name of the degree for which it is presented, the Department in which the author has worked or the Faculty to which the work is being presented, and the month and year of submission.