

Table of contents should list all headings and subheadings presented in the report (Appendix 5).

### **List of Tables**

This list includes the number of each table, the title and the page number.

### **List of Figures**

This list includes the number of each figure, the title and the page number.

### **List of Abbreviations**

The list includes all standard and non-standard abbreviations used in the text of the report.

### **Abstract**

Abstract should not exceed ONE page.

### **Body of the Report**

The number and the title of each chapter must be given in the same form as it appears in the contents page. It is in the body of the report that the student presents and develops all relevant aspects of the research project for which the degree is to be granted.

### **References**

This list must contain every reference cited, mentioned or used in the text of the report. Use Vancouver of Referencing. Using other people's ideas without acknowledging/ referring them is plagiarism.

### **Annexes**

Annexes are contained those materials which are pertinent to the report. The types of material which may be contained in annexes are questionnaires and interview protocols used. illustrative materials, etc.

### **General Format**

The following guidelines should be followed.

#### **Paper Quality, Size and Printing**

GSM 80, A4. All typesetting and printing must be on one side of the paper.

#### **Font, Font Style, and Size**

Times New Roman; Regular; must provide black, evenly spaced, neat and dense characters.