

## **Tables and Figures**

All tables, figures and mappings included and referenced in the text of the report should be numbered for identification. Figures and mappings should be numbered consecutively as Figure 1, Figure 2.... throughout the document. Likewise all tables should be numbered as Table 1, Table 2, Table 3, etc. Headings of the tables must be placed on the top of the table and figures must be placed on the bottom of the figure they describe.

## **Footnotes**

Footnotes should be used sparingly. Foot notes should be placed at the bottom of the page

**Word Limits:** 3,000 – 5,000

## **Photographs and Plates**

Whenever possible colored print outs or photocopies should be used instead of original photographs.

## **Printing**

Laser printing is recommended. Copies of report which are disfigured by corrections will not be accepted. All pages of all copies must be clean, clear and error-free showing letter quality printing.

## **Final Preparation**

Ensure that the report is written in correct scientific language before submission. The language editing is essential to make sure that your text is free of grammatical, spelling, and other common errors.

## **Submission of Research Report**

### **Declaration and Certification of the Project Report**

A student should submit a declaration and Certification for the project report from the supervisor, co supervisor (if any) and the respective Head of the Department in order to submit the final report (Appendix 04).