

**KOFORIDUA POLYTECHNIC
KOFORIDUA**

**UNIFIED GUIDELINES AND FORMAT FOR STUDENTS'
PROJECTWORK SUPERVISION AND PRESENTATION**

DODOWA ACCORD
(9th to 11th March 2011 at Marina Hotel – Dodowa)

March, 2011

AKNOWLEDGEMENTS

We would like to thank Management of Koforidua Polytechnic for sponsoring the workshop at Dodowa for staff of Koforidua polytechnic.

It was during the workshop that this unified guidelines and format for students' projectwork supervision and presentation was prepared.

Many thanks to all lecturers who took part in the workshop and came out with this document

**Acting Vice Rector
G.K. Abledu**

KOFORIDUA POLYTECHNIC

(Project Topic)

**A PROJECT WORK PRESENTED TO THE DEPARTMENT OF
(Department Name), (School Name)
IN PARTIAL FULFILMENT OF THE
REQUIREMENT FOR THE AWARD OF HIGHER NATIONAL DIPLOMA
IN (Name of Programme)**

BY

(Student Name: Student Index Number)

Month, Year

STUDENT'S DECLARATION

I hereby declare that this research is the result of my own original research and that no part of it has been presented for another certificate in this Institution or elsewhere.

.....

(Student Name)

.....

(Date)

SUPERVISOR'S CERTIFICATION

I hereby certify that this project work was supervised in accordance with the guidelines of supervision of project works laid down by the Polytechnic.

.....

(Supervisor's Name)

.....

(Date)

ELEMENTS OF STUDENTS' PROJECTWORK

Title page

All text on the title page are centered vertically and horizontally. The title page has no page number and it is not counted in any page numbering.

Page layout

Left margin: 2"

Right margin: 1"

Top margin: 1"

Bottom margin: 1"

Page numbering

Pages should numbered at the bottom and centred. Arabic numeric(1,2,3, and so on) page numbering should begin with the first page of Chapter 1. Preliminary pages(from acknowledgement to abstract) should also be numbered at the bottom and centred using Roman numerals(i, ii , iii and so on).

Spacing and Alignment

The text should double-spaced, except for long quotations and the bibliography (which are single-spaced and indented). The full text should be justified. All sub-headings should be left-aligned and all major headings should be centred.

Font type and size

The font type and size should be Times New Roman and 12 points respectively. Generally, the same font type and size must **be used throughout the text.**

References

APA format should be used to cite references. If the name of author comes at the beginning of the sentence, then follow year with parentheses. For example:

Jones (2004), found that ...

If the author's name does not begin the sentence, then both the author's name and year are enclosed in parentheses. For example:

One researcher (Jones, 2004) found that...

A complete reference is attached at the end of chapter 5. The first line of each reference is indented.

Examples:

Bradburn, N. M., & Mason, W. M. (1964). *The effect of question order on response.*

Journal of Marketing Research 1 (4), 57-61

.

Ipaye, B. (1982). *Continuous Assessment in Schools with Counselling Applications.*

Illorin University Press.

Note: Names of Journals and text books are italicized.

OUTLINE OF CHAPTERS AND SECTIONS

Title Page

Dedication(optional) – maximum of 1 page

Acknowledgements

Declaration

Certification

Abstract – maximum of 1 page

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List of Figures

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- 1.3. Statement of the Problem
- 1.4. Objectives of the Study
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- 1.6. Significance of the study
- 1.7. Scope
- 1.8. Limitations
- 1.9. Definition of Terms/Concepts(Optional)
- 1.10.** Organisation of the Study/Chapters

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- 2.2. Body
- 2.3. Conclusion

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- 5.1. Summary
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References

Appendix

Note

1. Use upper case for all major headings and bold. (That is chapter and chapter name, ie CHAPTER 1; INTRODUCTION).
2. Use title case for all sub-heading(i.e. Statement of the Problem, Objectives of the Study, etc)