

GUIDELINES FOR BBS PROJECT REPORT WRITING

All reports are broadly organized in three sections:

1. Preliminary matter
2. Text
3. Back matter

1. PRELIMINARY MATTER

The preliminary matter consists of the title page, acknowledgements, table of contents, list of tables, list of figures etc. Preliminary pages are paginated separately from the rest of the text. Proper order of preliminary pages:

1. Title page
2. Declarations
3. Recommendation of Supervisors
4. Endorsement from Research Committee Chair
5. Acknowledgements
6. Table of contents
7. List of tables (if tables appear in the document)
8. List of figures (if figure appear in the document)
9. Abbreviations

Title Page

The title page is the first page of report.

1. ALL CAPS, bold, font size 18
2. Not more than three lines
3. Spell out all acronyms in full
4. Correct month and year

Declarations

- a. Maximum six seven lines
- b. Signature of the student.

Acknowledgements

- a. Not more than one page
- b. Signature of the student.

2. TEXT (Chapter One, Chapter Two and Chapter Three)

3. BACK MATTER (References and Appendices)

Table of Contents

CHAPTER ONE

Introduction

- 1.1 Background (*maximum 2-3 pages about title and details*)
- 1.2 Profile of the Organization/Place/Events etc. (*Specific only 3 to 5 pages*)
- 1.3 Objectives (*not more than 3 to 4 Specific objectives*)

- 1.4 Rationale (*1 page paragraph*)
- 1.5 Review (*Minimum 4-5 related reviews*)
 - 1.5.1 Conceptual
 - 1.5.2 Previous Studies
- 1.6 Methodology (***4-6 Pages***)
 - 1.6.1 Research Design
 - 1.6.2 Population and samples
 - 1.6.3 Types of data
 - 1.6.4 Data collection procedures
 - 1.6.5 Financial and Statistical Tools Used (*Mean, medium, percentage, bar diagram, pie chart etc.*)
- 1.7 Limitations (Write in 3 to 4 points)

CHAPTER TWO

- Results and Findings
 - 2.1 Analysis
 - 2.2 Findings

CHAPTER THREE

- Summary and Conclusion (*4 to 5 pages*)
 - 3.1 Summary
 - 3.2 Conclusion

REFERENCES (APA System)

APPENDICES

2 TEXT

1. Main title 14 points bold, all CAPS
2. Sub title 13 & 12 points bold
3. Regular text-Times New Roman 12 points
4. Consistent type face and size
5. Page number – center below for preliminary matter and upper right hand corner for text and back matter (references and appendices)

3. BACK MATTER

1. References- use APA format.
2. Appendices

GENERAL GUIDELINES:

1. Use A4 size – minimum 70 gms weight – white paper
2. Main title 14 points bold, all CAPS
3. Sub title 13 & 12 points bold
4. Regular text-Times New Roman 12 points
5. Consistent type face and size
6. Page number – center below for preliminary matter and upper right hand corner for text and back matter (references and appendices)

7. No border or line
8. Use only black ink
9. Margin – top – 1.0”, Bottom – 1.0”, Left 1.5”, Right – 1.0”
10. Line spacing 1.5
11. Use i, ii, etc as page number for preliminary page except cover page
12. Use 1, 2 etc from Introduction chapter (for text)
13. Do not use titles such as Dr, Professor, Dean, when you have to quote authorities.
14. Use left indented Format.
15. Use Times New Roman for all.
16. Never use slang.
17. Never begin the sentence with numbers.
18. Write percent instead of %. Similarly, fraction should also be fully spelled out.
19. Use commas when you have to present numbers having more than three digits.
20. Do not present statistical formulae and computations in the main body. Present it in appendices.
21. Check spelling and grammatical errors.
22. Simple Tape Binding
23. Print one side only
24. Colour of Cover Page may be Orange
25. Total pages of report should be between 15 to 30 pages

Evaluation (Marking Criteria for the Project Report)

Evaluation Headings	Marks Allocated
Background and Objectives	5
Conceptual Clarity and Literature Review	5
Methodology Appropriateness	5
Result and Interpretation	12
Summary and Conclusion	5
Language	4
References	4
VIVA VOCE	10
Total	50