

## **JKUAT RESEARCH GUIDELINES**

### **FINAL RESEARCH REPORT**

#### **Annex X**

Project Title:

Investigators:

Project Sponsor(s):

Report Date:

#### **1.0 Table of Contents**

A research report should include the following headings:

- 2 Abstract/Executive summary
- 3 Acknowledgements
- 4 Table of contents
- 5 List of figures
- 6 List of symbols
- 7 Introduction
- 8 Objectives
- 9 Literature review
- 10 Methodology
- 11 Experimental/Activity details
- 12 Results

- 13 Analysis and Discussion of the results (Achievement of planned objectives, constraints, Conclusions and Recommendations)
- 14 Comments on expenditure accounts
- 15 References/Bibliography
- 16 Tables
- 17 Plates
- 18 Figures
- 19 Appendices (e.g. original work schedules, original project budget, expenditure accounts, etc.)

## **2.0 Report Format**

- 1 All headings should be left justified.
- 2 Line spacing should be single and fonts should be 12 cpi.
- 3 Margins should be 1.5 inches on the left and 1 inch on all other sides.
- 4 Typing should be on one side of the A4 page.
- 5 Format for quoting reference numbers in the text and references should be standard. British Citation Standard BS 5605:1990 is recommended. Any other standard that is recommended for certain professions could also be used.
- 6 Report cover shall be as shown in the attached format.