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
Analysis and Discussion of the results (Achievement of planned objectives, constraints, Conclusions and Recommendations)

Comments on expenditure accounts

References/Bibliography

Tables

Plates

Figures

Appendices (e.g. original work schedules, original project budget, expenditure accounts, etc.)

2.0 Report Format

All headings should be left justified.

Line spacing should be single and fonts should be 12 cpi.

Margins should be 1.5 inches on the left and 1 inch on all other sides.

Typing should be on one side of the A4 page.

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.

Report cover shall be as shown in the attached format.