

6.4 The format of the written report should include the following:

Page	Description
Cover Page/Title Page	The cover page contains the title, names of the student researchers, schools/institutions, and advisers. The title should be written in bold, easy-to-read letters.
Abstract	The abstract is a synopsis of the general topic and should provide information about the overall content of the project.
Table of Contents	Lists all the content areas with the number of pages. The number of each page of the report should also be given at the centre or bottom right hand corner of the page.
Acknowledgement	This page contains the list of names, institutions, sponsors, and other collaborators that have been involved in the conduct of the project in one way or another.
Introduction and Background of Study/ Literature Review	Background of the project Statement of the problem Significance or purposes of the study Definition of terms Scope and limitations Review of literature on the areas relevant to the study
Research Method and Process	Design and detail of the project Materials and equipment Treatment or procedures
Results and Findings	Analysis of data Interpretation of results and findings
Conclusions and Recommendations	How the result of the project can be significant Suggestions and recommendations
References	A list of books and other references used
Appendices	Diagrams, pictures, photos, graphs and other visual images that present the written information accurately or the display of experimental results

## 7. GUIDELINES FOR THE WRITTEN REPORT

- 7.1 A4 paper should be used.
- 7.2 Times New Roman (TNR) font should be used.
- 7.3 The title is written using 20 pt TNR, centred.
- 7.4 Names of students and advisers should be written in 14 pt TNR, centred.
- 7.5 Section headings: 14 pt TNR, bold, left justified.
- 7.6 Subsection headings: 12 pt TNR, bold, left-justified.
- 7.7 Margins should be set at 2 cm on all sides of the papers.
- 7.8 Single spacing should be used.
- 7.9 Tables and figures must be properly captioned and numbered.
- 7.10 APA style should be followed in preparing the manuscript and citing references in the text. For APA reference, please refer to <http://www.apastyle.org/>
- 7.11 Grammar and format should be properly observed, edited and checked.
- 7.12 The number of pages should be between 10 to 20 pages including references and appendices.