

Procedural Guidelines for Bachelor's level Project Reports



School of Science

Kathmandu University

Dhulikhel, Nepal

***(Approved through 109th meeting of Academic Council on
Dated the 12th April 2018)***

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1. Sequence of items to be included in project report

- A. Title page {project report title should not exceed **25** words}
- B. Declaration by Student(s)
- C. Approval/Signatures of Supervisor(s), & HOD
- D. Abstract of Report {should not exceed **300** words}
- E. Dedication (*optional*)
- F. Acknowledgements (*optional*)
- G. Table of Contents
- H. Chapter 1: Introduction, Objectives, Rationale, Scope & Limitations of Study
- I. Chapter 2: Literature Review
- J. Chapter 3: Materials and Methods
- K. Chapter 4: Results and Discussion
- L. Chapter 5: Conclusions and Recommendations (brief)
- M. List of References
- N. Annexes {A, B, C, . . . etc.}

NOTE: *The recommended length of project report should be within the range of 30 to 50 typed pages (1.5 line spacing) or in the range of 10,000 to 15,000 words. This is excluding the preliminary pages and annexes, although the entire complete report should be kept well under 100 pages unless absolutely unavoidable!*

2. Guidelines for layout and format of project report

1. Preliminary pages should be numbered: **i, ii, iii, iv, v, vi**, etc. A page number should not be shown on the title page even though it is counted as **i**.
2. Margins should be maintained on all pages as follows:
 - i. Left margin = **3 cm** (wider for binding)
 - ii. Top margin = **2.5 cm**
 - iii. Right & bottom margins = **2 cm**
3. Page number should be placed at the **bottom, center** or **bottom, right** of page.
4. For labeling of Chapters and Sections follow the systematic order:
 - a. Chapter 1
 - i. Section 1
 1. Sub-section 1
 2. Sub-section 2, etc.
 - ii. Section 2
 - iii. Section 3, etc.
 - b. Chapter 2
 - c. Chapter 3, etc.
5. Use 1.5 line spacing for all text in the main body of the thesis.
6. Use Times New Roman (12 point size), or Arial (11 point size) fonts, for text.
7. Label Appendices or Annexes as: A, B, C, etc.; and give name (title) to each.
8. Label figure captions at bottom of the figure and according to the Chapter it appears in such as, Figure 1.1, Figure 1.2, Figure 2.1, Figure 2.2, Figure 3.1, etc.
9. Label table headings at the top of the table and according to the chapter it appears in, similar to the figures, e.g., Table 1.1, Table 1.2, Table 2.2, etc.
10. Cite references in the text of the thesis according to the convention:
 - a. "author's last name (date)" -- in case there is only one author
 - b. "last name of first author" *and* "last name of second author" (date) -- in case of two authors
 - c. "last name of first author" *et al.* (date) -- in case of multiple authors
11. List references alphabetically and using correct citations for books, journal articles and conference/seminar proceedings as shown in the examples (following pages).
12. If more than one reference of the same author exists then the references with the same author should be listed chronologically according to publishing date (year).
13. If more than one of the same author's publications exist in the same year (date), then use suffixes a, b, c, etc., after the publication year {e.g., 1998a, 1998b etc.)

SAMPLE TITLE PAGE

"TITLE OF PROJECT REPORT"

A Project Report

Submitted in partial fulfillment of the requirements for
the Bachelor's Degree in "*name of the programme*"

by

"Name of the student(s)"



"Name of the Department"

School of Science

Kathmandu University

"month, year of completion"

DECLARATION

I/We, "*Name of the student(s)*", hereby declare that the work contained herein is entirely my/our own, except where stated otherwise by reference or acknowledgement, and has not been published or submitted elsewhere, in whole or in part, for the requirement for any other degree or professional qualification. Any literature, data or works done by others and cited within this report has been given due acknowledgement and listed in the reference section.

Name of the Student(s)

Signature(s)

1)

2)

Date: _____

CERTIFICATION

This Project Report entitled "....." is carried out under my supervision for the specified entire period satisfactorily, and is hereby certified as original work done by "*Name of the student(s)*" in partial fulfillment of the requirements for the Bachelor's degree in "*programme name*", Kathmandu University, Dhulikhel, Nepal.

Supervisor

Date:

Name:

Department:

School of Science

Kathmandu University

APPROVED BY:

I hereby declare that the candidate(s) qualify/ies to submit this work as Bachelor's Project Report.

Head of the Department

Date:

Department:

School of Science

Kathmandu University

Top margin (2.5 cm)

Left margin
(3 cm)

Right margin
(2 cm)

PAGE MARGIN SIZES

Bottom margin (2 cm)

SAMPLE FIGURE LAYOUT & CAPTIONS

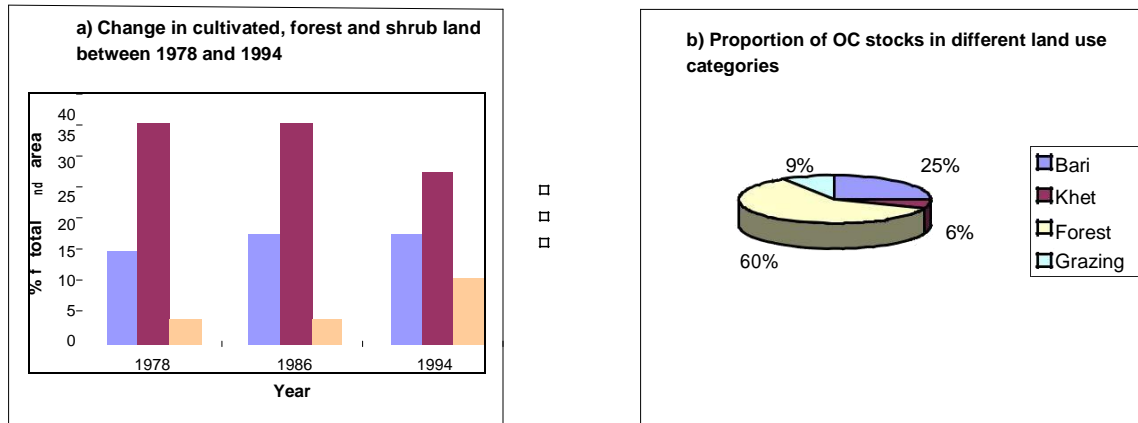


Figure 1: a) Change in land use between 1978 and 1994 in Nepal; b) proportion of carbon stocks in different land use categories.

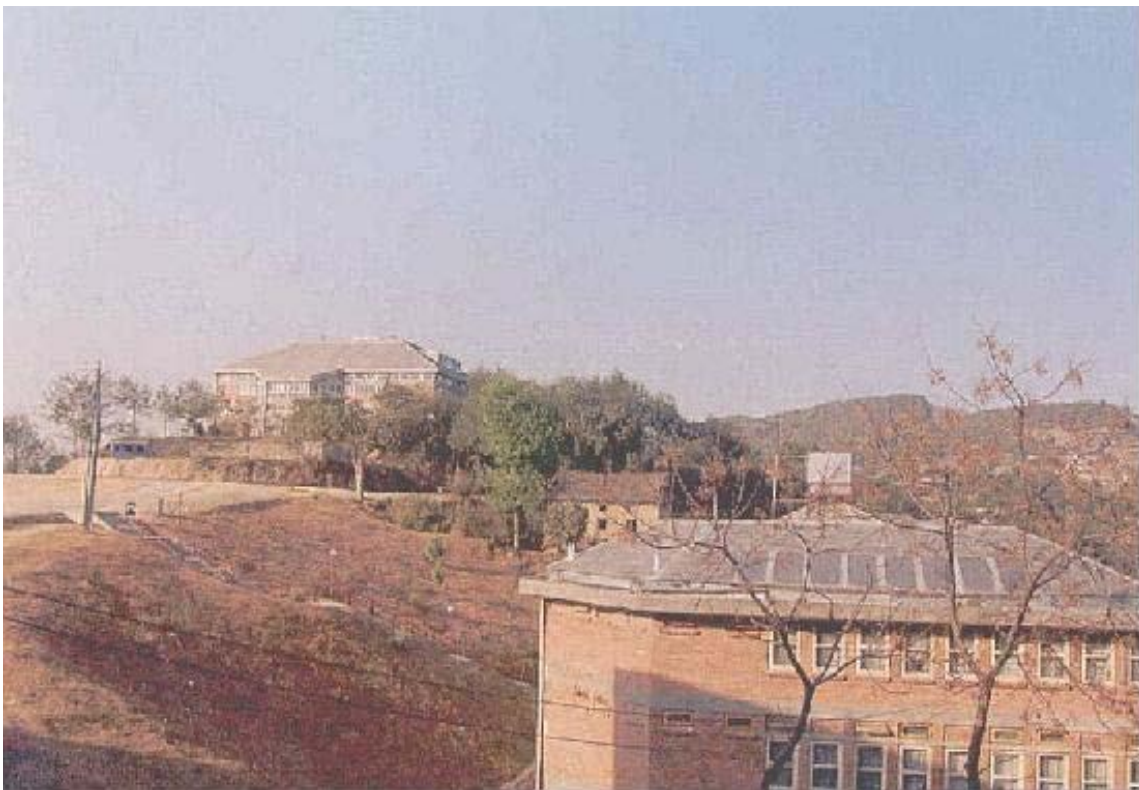


Plate 1: View of the south side of the campus in autumn.

SAMPLE TABLE HEADINGS & LAYOUT

Table 1: Factorial analysis of variance of soil air carbon dioxide-C concentrations by erosion phase and season.

Source	DF	Mean Squares	F-test
Replication	2	0.94	0.92ns
Erosion Phase	3	15.34	15.00**
Error A	6	1.02	
Sampling Time	18	124.00	96.10***
Time X Rep	36	1.21	0.93ns
Phase X Time	54	19.00	14.71***
Error B	108	1.29	
Residual	119		
Total	227		

DF = degrees of freedom; ns = non-significant; **, and *** indicate significance at the 0.01 and 0.001 levels of probability for the ANOVA F-test.

Table 2: Correlation matrix of soil air CO₂ concentrations with soil temperature, soil water content and carbon flux from the soil.

	Dependent variables (soil air CO ₂)				Mean CO ₂
	CO ₂ -SLI	CO ₂ -MOD	CO ₂ -SEV	CO ₂ -DEP	
T-SLI	0.61**	--	--	--	--
M-SLI	0.41ns	--	--	--	--
T-MOD		0.50*	--	--	--
M-MOD		0.29ns	--	--	--
T-SEV			0.35ns	--	--
M-SEV			0.25ns	--	--
T-DEP				0.74**	--
M-DEP				0.33ns	--
Mean-T					0.61**
Mean-M					0.34ns
Mean C-Flux					0.65**

T = soil temperature, M = soil moisture, SLI = slightly eroded, MOD = moderately eroded, SEV = severely eroded, DEP = depositional phase, CO₂ denotes soil air carbon dioxide, C-flux denotes CO₂-C flux from the soil surface.

*, ** indicate statistical significance at the 0.05 and 0.01 levels of probability, respectively; ns = non-significant for Pearson's correlation coefficients.

SAMPLE REFERENCE LISTING

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- Gomez, K.A. and Gomez, A.A. (1984) *Statistical Procedures for Agricultural Research* 2nd Ed. IRR. John Wiley and Sons, Publ. New York, NY. 680pp.

SAMPLE ANNEX

ANNEX A

Daily climatic data for the month of January 2003

Specware 6.01 Dhodenis NOAA Month Summary From 01/01/2003 To 01/31/2003

Date	Temperature					Degree	Solar	RH	Rain-	Wind	
	Mean	High	Time	Low	Time	Days	Rad	Mean	Fall	Speed	Gust
01	10.6	14.8	01:30p	8.2	11:45p	0.0	66.1	91	7.8	0.8	8.0
02	6.3	7.7	01:15a	4.9	06:00a	0.0	0.0	100	0.3	0.1	3.2
03	13.3	18.7	03:00p	9.4	11:30p	0.0	93.1	82	0.0	0.4	3.2
04	11.0	20.2	02:45p	5.3	07:15a	0.0	76.3	88	0.3	0.4	6.4
05	11.2	20.2	02:45p	6.5	06:15a	0.0	68.9	87	0.3	0.7	8.0
06	11.5	21.0	02:30p	6.1	08:15a	0.0	98.7	78	0.0	0.6	9.7
07	11.5	19.8	02:30p	6.1	07:30a	0.0	90.9	77	0.0	0.8	9.7
08	11.3	19.8	02:30p	6.1	07:15a	0.0	98.0	76	0.0	0.6	9.7
09	11.3	19.8	03:15p	5.3	06:15a	0.0	99.1	75	0.0	0.6	11.3
10	11.4	20.2	03:15p	5.3	07:15a	0.0	101.0	76	0.0	0.7	11.3
11	11.0	19.8	02:45p	4.9	08:00a	0.0	93.8	80	0.0	0.9	9.7
12	11.3	20.2	02:30p	5.7	08:00a	0.0	93.8	80	0.3	0.5	11.3
13	11.1	20.2	02:45p	5.7	07:30a	0.0	100.8	81	0.0	0.7	8.0
14	10.9	19.8	03:00p	4.9	07:30a	0.0	100.1	81	0.3	0.8	9.7
15	11.6	19.8	03:15p	5.7	08:15a	0.0	105.4	77	0.0	0.6	4.8
16	12.2	22.1	03:00p	5.7	07:45a	0.0	109.2	76	0.0	0.5	8.0
17	13.0	22.5	03:00p	6.1	06:45a	0.0	110.4	73	0.0	0.7	12.9
18	13.5	23.3	03:15p	6.9	07:30a	0.0	105.3	75	0.0	0.7	9.7
19	13.6	24.0	03:00p	7.3	07:15a	0.0	107.8	75	0.0	0.8	11.3
20	13.7	22.9	02:45p	7.3	07:00a	0.0	113.2	70	0.0	0.8	11.3
21	13.2	22.5	02:30p	6.9	08:00a	0.0	112.9	65	0.0	0.9	11.3
22	12.7	21.3	01:30p	6.9	07:30a	0.0	109.3	72	0.0	1.0	12.9
23	12.4	20.2	02:15p	6.9	06:30a	0.0	102.5	78	0.0	1.2	12.9
24	12.6	20.2	03:15p	7.3	06:00a	0.0	101.0	76	0.0	1.1	11.3
25	12.1	18.7	03:00p	7.3	03:45a	0.0	94.8	80	0.0	1.3	11.3
26	11.8	19.4	01:30p	5.7	07:45a	0.0	94.5	81	0.0	1.1	14.5
27	12.7	20.2	02:30p	6.9	06:15a	0.0	92.4	81	0.0	1.0	11.3
28	12.9	19.4	02:45p	8.6	06:45a	0.0	63.2	87	0.6	0.9	11.3
29	11.8	13.7	01:15p	9.8	10:00p	0.0	19.7	97	4.8	0.9	11.3
30	13.3	20.6	02:45p	9.8	08:00a	0.0	86.5	86	1.1	1.0	12.9
31	12.3	16.4	12:00p	9.0	07:15a	0.0	42.6	91	10.9	0.7	14.5
Total						0.0			26.7		