**DELTA STATE POLYTECHNIC,**

**OGWASHI-UKU**

**GUIDELINES**

**FOR PREPARING**

**STUDENT PROJECTS**

**REPORT OF THE COMMITTEE ON GUIDELINES FOR WRITING STUDENT RESEARCH PROJECTS**

The Academic Board at its 87th regular meeting held on Friday 1st November, 2019 constituted a Committee to develop guidelines and a uniform template for writing of final year student projects in Delta State Polytechnic, Ogwashi – Uku.

**Membership:**

Members of the committee are:

1. Awili C.P.N. - Chairman
2. Akajagbor J.U. - Member
3. Oseafiana S.E. - Member
4. Iyadi R.C. - Member
5. Tebu Ovie - Member
6. Nkwo Augustine - Secretary

**Terms of Reference:**

1. To take a critical look at the existing disparities in project report writing styles among the academic Departments and Schools in the Polytechnic with a view to harmonizing them.
2. To review the current multiplicity of project formats in the polytechnic with the aim of adopting uniformity of language/text especially in the preliminary pages.
3. To develop and recommend guidelines and uniform template for writing of final year project reports at both the National Diploma (ND) and higher National Diploma (HND) levels in Delta State Polytechnic, Ogwashi – Uku.

After careful examination of the existing project writing styles in the Polytechnic, and deliberating on the specific requirements submitted by various Departments and Schools, the Committee came up with clear steps and suggestions for writing final project reports by graduating students in the Polytechnic.

**INTRODUCTION**

Final year research project is the culmination of student’s academic diploma programme. The main purpose of preparing final year research project is to encourage graduating students to apply the knowledge acquired during their studies. It allows them to work on substantial problems for an extended period of time and show how proficient they are in solving real world problems. It also affords them a sound opportunity to demonstrate their competence as professionals and to apply what they have learnt in the other components of the diploma programme. Besides, graduating students get a chance to improve their technical and communication skills by integrating writing, presentation and team-work. Moreover, student research project provides an integrated assessment of the progress of the students toward the training they go through during their academic tenure at the Polytechnic.

This manual is organized in two major sections. While the first section addresses general considerations, the second section presents the specific requirements of the academic programmes offered at Delta State Polytechnic, Ogwashi-Uku.

**SECTION ONE**

1. **Components of a Project Report**

A project report is made up of three major parts:

* The Preliminaries
* The main body (text)
* The reference section

The following is a general outlay of a research project report.

|  |  |
| --- | --- |
| Preliminaries | Title, declaration, approval/certification, dedication, acknowledgements, abstract, table of contents, list of tables and figures. |
| Chapter One | Introduction – historical background of the problem, statement of the problem, research objective, research questions, purpose, Scope of the study, significance/justification of the study, hypothesis, Assumptions, Limitations, definition of terms. |
| Chapter Two | Review of related literature (and analysis of previous research works) and theoretical frameswork. |
| Chapter Three | Methodology – description of the research design and procedures used, sources of data, sampling procedures, methods and instruments of data gathering, statistical treatment. |
| Chapter Four | Results – analysis of data (indicate what happened and interprete what it means). |
| Chapter Five | Summary, conclusions and recommendation |
| Reference Section | Literature cited |

1. **Steps to Writing a Good Research Project Report.**
2. **Choose a topic (It should be a researchable subject that the student can understand and one that is interesting to him or her).**

The student shall develop a properly framed project topic and present same for departmental approval. It should not be ambiguous, not too lengthy, not too wide but should be specific, so as to provide a clear cut focus. Students are encouraged to go for primary projects or virgin areas that have not been explored before by previous researchers. Where a student researcher engages on previous work, the likelihood of plagiarism could be very high. However, if a student must choose a topic already researched, then there must be a fresh insight.

Sources of project topic ideas may include the following.:

* Topic suggested by Academic Advisers or Supervisors
* Topic obtained from lectures, seminars, conferences, workshops etc.
* Topic obtained from books and journal articles (local and foreign)
* Topic from identified current problems existing in any environment, society or institution
* Topic from areas of future studies as recommended in previous projects

Maturity and experience usually count in research project topic selection or choice. A student researcher may wish to visit the project section of the Polytechnic library or it’s virtual library online for a guide. In addition, the researcher may wish to explore the resources available through the internet.

1. **Draw up a plan (fashion out a calendar to map out the process).**
2. **Check with the Supervisor/Academic Advisers**
3. **Conduct research and take notes, using a range of resources** – **books, periodicals and internet.**
4. **Outline the project.**
5. **Write the report, using the outline as a road map**

Once the preliminary work has been done, the next stage is drafting the project in a clear and concise fashion. Specific questions should be directed to the project Supervisor or Academic Adviser for a guide.

**Documentation Phase (Formatting Issues)**

All research project shall be written in English and shall be prepared in standardized format, using Times New Roman, 12 point font for regular text, and heading – 14 or 16 point. Tables, figures, etc may be smaller than 10 point.

**Size:**

The size of the paper shall be A4

**Margins**:

Page margins shall be: 4cm left, 2.5cm right, 2,5cm top and 2.5 cm bottom. The bottom margin may measure more 2.5cm to avoid “windows” and “Ophans” (These are incomplete lines, as those beginning or ending a paragraph, carried over to the top of a page). The Researcher may avoid them by either rewriting copy to eliminate the line or fill it out, or may make the bottom margin deeper, moving the line to the next page.

**Line Spacing:**

All standard texts shall be double-spaced. Quotations of four lines or longer shall be single – spaced with the left and right margins indented on each side. References, bibliographic works, and endnotes, shall be single – spaced and double spaced between entries.

**Headings**:

Chapter headings and subheads shall be consistent throughout the research paper. If the Researcher uses all caps and centre the chapter heading for the first chapter, be sure to use that format throughout the paper. Also, there shall be a minimum of three lines of space between the chapter heading and the start of the first paragraph.

**Page Numbers**

The Researcher shall place page numbers at least ¾cm from the edge of the paper. The final draft will be trimmed ¼cm on all sides in the binding process. If page numbers are too close to the top or bottom of the page, they may be trimmed away.

The pages preceeding the main body of the project should use Roman numerals (i,ii,iii,iv,v etc) for page numbers. The title page should be page i, but the Roman number is usually suppressed or omitted from the page. Standard Arabic numbers (1,2,3,4,5 etc) should be used for the main body of the project paper.

On the first page of each chapter, the page number should be placed at the centre bottom. Placement of page numbers thereafter may be at centre bottom, centre top or top right. Page numbers on landscape figures or tables need to be placed at the same locations as page numbers for other pages. It should be noted that landscape figures and table should be paginated with the top of the figure or table to the binding side of the page.

**Corrections**:

No forms of correction fluid or hand-written corrections are to be used.

**Documenting sources:**

The in-text citation of sources has two requirements:

* 1. They must include just enough information for the reader to locate the appropriate source in the list of references
  2. They must include just enough information for the reader to locate the place in the source where the borrowed materials appear.

**Preparing the List of References:**

The American Psychological Association (APA) format shall be used for referencing across the Institution. It is important (morally and legally) to acknowledge the source of information used in any research assignment. Academic writing encourages paraphrasing of someone else’s ideas or words the researcher has read and researched. Paraphrasing means re-working something which the researcher has read into his or her own words. If the researcher uses someone else’s words or work and fails to acknowledge them, the researcher may be accused of plagiarism and infringing copyright. Therefore, all materials used by the Researcher shall be acknowledged by duly citing the sources in the text of the paper. The list of references shall be made in the order in which the references are cited in the text under the “References” section, which immediately follows the concluding chapter of the paper. Each listed journal article shall provide the name(s) of the Journal, volume number, year and page numbers of the article. Each listed text book, shall provide also the publisher and city of publication but in this case page numbers are not necessary.

Begin a new page at the end of the paper under the title “References”. Centre the title 1cm from the top. Do not underline, rather, italize titles of books.

Double - space between the title and the first entry, and between entries. Indent the first line of an entry five spaces, and flush left each successive line.

List entries in alphabetical order according to authors last names. For unknown authors, list in alphabetical order according to the word of the title (exclude A, An, The). If there is no author or editor, place the title in the author position. Alphabetize by the first significant word in the title. In text, a short title (or the full title if it is short) should be used for the parenthetical citation.

Group authors should be alphabetized by the first significant word of the name. when the author and publisher are identical, use the word “Author” as the name of the publisher.

Separate author, title, and publication information with a period followed by one space.

If the list is more than one page long, do not repeat the reference title, but continue the page number in sequence.

**Placing and Punctuating the Parenthetical Reference:**

The American Psychological Association (APA) recommends placing the parenthetical reference at the end of the sentence, before the final period. On some occasions, the reference can be placed within the sentence to clarify its relationship to the part of the sentence it documents.

When the reference documents a long quotation that is set off from the text, place it at the end of the passage after the final period.

Join the names in a multiple-author citation in running text by the word “and”. In parenthetical material, in tables and captions, and in the reference list, join the names by an ampersand “&”

1. **Edit and reread the report**
2. **Appendices:**

This portion shall contain information that can be removed from the main body of the project report without affecting the flow of material being presented e.g. Details of a lengthy derivation of a formula ma be put in an appendix while the results of the derivation are retained and utilized in the main body of the report.

**SECTION TWO**

**GUIDELINES ON PROJECT WRITING FOR THE SCHOOL Of ENGINEERING**

The School of Engineering Technology has nine departments:

* *The Department of Mechanical Engineering Technology*
* *The Department of Welding &Fabrication Engineering Technology*
* *The Department of Metallurgical Engineering Technology*
* *The Department of Foundry Engineering Technology*
* *The Department of electrical/Electronics Engineering Technology*
* *The Department of Computer Engineering Technology*
* *The Department of Agricultural and Bio-environmental Engineering Technology*
* *The Department of Chemical engineering Technology*

All graduating students shall prepare their projects according to the guidelines provided in their booklet. The American Psychological Association (APA) Publication Manual shall be adopted.

A project must be written on a subject approved by the Student’s Department. The project must include the results of original and significant investigation, and it must be the researcher’s own work.

A project report is made up of three major parts:

1. ***The preliminaries***
2. ***The text and***
3. ***The Reference***

A. **The Preliminaries:** The preliminary pages shall be arranged in the following order:

i. Cover page

ii. Title page

iii. Declaration page

iv. Certification page

v. Dedication page

vi. Acknowledgement page

vii. Abstract

viii. Table of contents

ix. List of figures

x. List of tables

xi. List of symbols and abbreviations

Items (ii) – (xi) above are page titles and therefore each shall start on a new page, written in capital letters and centred on the page. The page contents, however, shall be left and right justified.

The preliminary pages shall be numbered in lower case Roman numerals starting with the title page i.e i, ii, iii, iv, v, etc. usually, the title page numbers (i) is suppressed. Apart from the title page, text on all other pages shall be double-line spaced and in Times New Roman 12 point font.

**TITLE COVER**

The front and inner title cover pages shall bear the information illustrated by the examples below. Text shall be arranged symmetrically to occupy the whole page.

a. **Front Title Cover: E.g**

**DESIGN AND FABRICATION OF GAS BAKING OVEN**

**BY**

**JOHNSON FAVOUR**

**(MATRIC NO)**

**AUGUST, 2020**

b. **Inner Title Cover: E.g**

**DESIGN AND FABRICATION OF GAS BAKING OVEN**

**BY**

**JOHNSON FAVOUR**

**(MATRIC NO)**

**AUGUST, 2020**

A PROJECT REPORT SUBMITTED TO THE DEPARTMENT OF WELDING AND FABRICATION ENGINEERING TECHNOLOGY, SCHOOL OF ENGINEERING TECHNOLOGY,

DELTA STATE POLYTECHNIC, OGWASHI-UKU

IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE AWARD OF HIGHER NATIONAL DIPLOMA (HND) IN WELDING AND FABRICATION ENGINEERING TECHNOLOGY

**AUGUST, 2020**

**DECLARATION**

I hereby declare that I carried out the work reported in this project in the Department of Welding & Fabrication Engineering Technology, School of Engineering Technology, Delta State Polytechnic, Ogwashi-Uku, under the supervision of Dr Nkwo Nwafor.

I also declare that to the best of my knowledge, no part of this Report has been presented in any previous work. All sources of knowledge used have been duly acknowledged.

***Signature/Date***----------------------------------

**JOHNSON FAVOUR**

(MATRIC NO.)

**CERTIFICATION**

This is to certify that this Project titled “Design and Fabrication of Gas Baking Oven” carried out by JOHNSON FAVOUR with Matriculation Number--------------------- meets the requirements and regulations governing the award of the Higher National Diploma (HND) of the Delta State Polytechnic, Ogwashi-Uku in Welding and Fabrication Engineering Technology and is approved for its contribution to knowledge and literary presentation.

Supervisor: ***Signature/Date***------------------------------------------------

Name: **DR NKWONWAFOR**

Dean:  ***Signature/Date***------------------------------------------------

Name: ----------------------------------------------------------

External Moderator/Examiner: ***Signature/Date***------------------------------------------------

Name*:-----------------------------------------------------------*

HOD: ***Signature/Date***------------------------------------------------

Name: ----------------------------------------------------------

**DEDICATION**

(The dedication page is optional. A person or persons to whom the project is dedicated need not be mentioned on the acknowledgment page)

**ACKNOWLEDGEMENTS**

Acknowledgements shall follow the order below:

1. Acknowledge God Almighty
2. Project Supervisor
3. HOD and Dean
4. Lecturers
5. Relations
6. Friends and others

*Abstract*

*The Abstract shall be a snap shot of the research problem, methodology and major results of the study and recommendations (if any) in no more than 250 words. Abstract shall be written in past tense, single line spacing, italics and no paragraphing.*

TABLE OF CONTENTS

**CAPTIONS PAGES**

Title page i

Declaration page ii

Certification page iii

Dedication page iv

Acknowledgement page v

Abstract page vi

Table of contents vii

List of tables viii

List of figures ix

List of symbols and abbreviation x

**CHAPTER ONE: GENERAL INTRODUCTION**

* 1. Introduction
  2. Background of the study
  3. Statement of the problem
  4. Aim and objectives of the study
  5. Purpose of the study
  6. Significance of the study
  7. Scope of the study
  8. Limitations of the study
  9. Definition of terms

**CHAPTER TWO: LITERATURE REVIEW**

2.0. Introduction

2.1. Historical Background

2.2. Summary of the Review

2.3. Gaps in Literature

**CHAPTER THREE: RESEARCH METHODOLOGY**

3.0. Introduction

3.1. Material Selection

3.2. System Design

3.3. Design Calculation

3.4. Bill of engineering Measurement and Evaluation

**CHAPTER FOUR: SYSTEM TESTING, RESULTS AND DISCUSSION**

4.0. Introduction

4.1. Testing

4.2. Presentation of Results

4.3. Discussion of Results

**CHAPTER FIVE: SUMMARY, CONCLUSION AND RECOMMENDATION**

5.0. Introduction

5.1. Summary

5.2. Conclusion

5.3. Recommendation(s)

**PROJECT FORMAT FOR THE SCHOOL OF APPLIED SCIENCES**

There are five Departments in the School of Applied Sciences:

1. The Department of Hospitality Management
2. The Department of Computer Science
3. The Department of Mathematics and Statistics
4. The Department of Science Laboratory Technology
5. The Department of Library and Information Science.

**The Format for preparing final year student project is as presented below:**

**PRELIMINARY PAGES:**

1. Cover page
2. Title page
3. Declaration
4. Approval page
5. Dedication
6. Acknowledgement
7. Abstract
8. Table of Contents
9. References
10. List of Tables and figures

**CHAPTER ONE: Introduction**

* 1. **Background to the Study:**

Here the student should be able to discuss the basis of his/her work.

* 1. **Statement of the Problem:**

The student should state the existing problem(s) which he/she intends to solve (provide solutions to) with his/her work.

* 1. **Significance of the Study:**

The general usefulness of the research work is stated here.

* 1. **Aims/Objectives of the Study:**

The student should specify the major aim of the study as well as the specific objectives of the study.

* 1. **Hypothesis of the Study**

The null hypothesis of the study which shall be tested with statistical tools should be clearly highlighted.

* 1. **Scope of the Study:**

Context, space and time coverage is discussed here.

* 1. **Definition of Terms (Optional):**

Terms which are not in statistical literature usually new adoptions by the research/researchers are dearly defined here.

**CHAPTER TWO: Literature Review**

2.1. **Review of Related Literature:**

All literature materials related to the study shall be exhaustively reviewed.

**CHAPTER THREE: Research Methodology**

3.1. **Population of the Study:**

The entire population of interest from which sample will be collected and inference shall be made is clearly defined.

3.2. **Sample of the Study:**

The target sample is properly defined. The method of sampling and its appropriates are clearly discussed.

3.3. **Sources of Data:**

The point at which data is collected is discussed.

3.4. **Method of Data Collection:**

The technique(s) and Instruments of data collection are discussed.

3.5. **Method of Data Analysis:**

The Statistical tools/techniques of data analysis are discussed here.

3.6. **Limitation of the Study (Optional at this level):**

The flaws, violation of assumptions of statistics, inadequacies of methods, etc. are discussed here.

**CHAPTER FOUR: Data Presentation and Analysis**

4.1. **Presentation of Data:**

The data collected for the study are displayed in summarized form (eg. tables).

4.2 **Data Analysis and Interpretation:**

Results from data analysis are presented, decisions taken, conclusions drawn and the results duly interpreted.

**CHAPTER FIVE: Summary of Findings, Discussion, Conclusion and Recommendations**

5.1. **Summary of Results:**

Results from analysis of data are summarized.

5.2. **Conclusion:**

Conclusion from data analysis are summarized

5.3. **Recommendations**

Recommendations from the study are summarily presented.

**REFERENCES**

All cited materials are presented in the approved format.

**Appendices.**

**GUIDELINES FOR PROJECTS WRITING IN THE DEPARTMENT OF COMPUTER SCIENCE**

**PRELIMINARIES:**

1. Cover Page
2. Title Page
3. Declaration
4. Approval Page
5. Dedication Page
6. Acknowledgements Page
7. Abstract
8. Table Of Contents
9. List Of Tables
10. List Of Figures

**CHAPTER ONE: Introduction**

* 1. Background to the study
  2. Statement of the problem
  3. Motivation for the study
  4. Objectives of the study
  5. Purpose of the study
  6. Scope of the study
  7. Significance of the study
  8. Organization of the work
  9. Definition of terms.

**CHAPTER TWO: Literature Review**

2.1. Review of Related literature (Sub-themes).

**CHAPTER THREE: Research Methodology**

3.1. Methodology

3.2. Choice of programming language

3.3. Requirement Analysis modeling

3.4. Data and process modeling

3.5. Design consideration (User interface design, data design and system design)

3.6. Design architecture/conceptual design, and detail design of the proposed system.

**CHAPTER FOUR: Implementation and Evaluation**

4.1. System hardware requirement

4.2. System software Requirement

4.3. Data Source (method of data collection)

4.4. Implementation procedure

4.5. Algorithm/Pseudo-codes

4.6. Sample implementation input snapshot

4.7. Sample implementation output snapshot

4.8. Evaluation of Results (Graphically or analytically)

4.9. Discussion of Results.

**CHAPTER FOUR: Discussion and Conclusion**

5.1. Summary of Findings

5.2. Conclusion

5.3. Limitation of the study

5.4. Recommendations

5.5. Contribution(s) to knowledge

**REFERENCES (APA Style)**

Appendices

**PROJECT WRITING FORMAT FOR THE DEPARTMENT OF HOSPITALITY AND TOURISM MANAGEMENT.**

**PRELIMINARIES:**

1. Cover page
2. Title page
3. Declaration page
4. Approval page
5. Dedication
6. Acknowledgement page
7. Abstract
8. Table of contents
9. Lists of table
10. List of figures

**CHAPTER ONE: Introduction**

* 1. Background of the study
  2. Statement of the problem
  3. Objectives of the study
  4. Research questions
  5. Scope of the study
  6. Significance of the study
  7. Research limitation/implications
  8. Definition of keywords

**CHAPTER TWO: Literature Review**

2.1. Introduction

2.2. Review of related Literature (Sub-themes)

2.3. Summary

**CHAPTER THREE: Research Design and Methodology**

3.1. Introduction

3.2. Research Design

3.3. Area of the study

3.4. Scope of the study

3.5. Population of the study

3.6. Sample size and sampling Techniques

3.7. Methods of Data collection

3.8. Practical Anthropometry

3.9. Instrument for Data Collection

3.10 Validation and Reliability of Research instrument

3.11. Administration and Retrieval of the Instrument

3.12 Method of Data Analysis.

**CHAPTER FOUR: Data Presentation and Analysis**

4.1. Introduction

4.2. Demographic Analysis of Respondents Data

4.3. Research Analysis

**CHAPTER FIVE: Summary of Findings, Discussion, Conclusion and Recommendations**

5.1. Summary of findings

5.2. Discussion

5.3. Conclusion

5.4. Recommendation (s).

**REFERENCES (APA Style)**

Appendices.

**PROJECT WRITING FORMAT FOR THE DEPARTMENT OF SCIENCE LABORATORY TECHNOLOGY**

**PRELIMINARY PAGES:**

1. Cover page
2. Title page
3. Declaration
4. Approval page
5. Dedication
6. Acknowledgement
7. Abstract
8. Table of Contents
9. References
10. List of Tables and figures

**CHAPTER ONE: Introduction**

* 1. **Background to the Study**

Professionalism is as even more relevant today as it was when the concept first emerged centuries ago defined as a combination of knowledge, skills, trust worthless and altruism found in those who commit themselves to a life of service to others.

* 1. **Statement of Problem**

Proliferation of Professional bodies in various disciplines has not brought the desired results to the society within which they operate.

* 1. **Objectives of the Study.**

The following are the objectives of this study:

1. To find out how lack of ethics both at local and global levels of professionalism could be a death knell of a profession.
2. To find out how culture, politics, legal, economic structures, etc. influence international public relations.
   1. **Research Questions**

The following research questions were stated to guide the researcher

1. Lack of Professional ethics both at local and global levels of professionalism could be a death knell of a profession?
2. Culture, politics, laws, economics structures and mode of communication influence public relations at global level?
   1. **Hypotheses:**

The researcher formulates the following hypotheses:

1. Lack of professional ethics both at local and global levels of professionalism is not a death knell of a profession
2. Culture, politics, laws, economic structures, and mode of communication do not influence public relations at global level.
   1. **Scope of the Study**

This covers both topic and geographical scope

* 1. **Limitations of the Study**
  2. **Significance of the Study**
  3. **Definition of Terms**

**CHAPTER TWO: Review of Related Literature**

2.1. **Introduction**

Public Relations (PR) is the practice of managing the spread of information between an individual or an organization (Such as business, government agency or non-profit organization) and the public.

The formal practice of what is now commonly referred to as public relation dates back to early 20th century. In today’s business and non-business operations, PR has assumed a significant role.

2.2. **Theoretical Framework**

2.3. **Empirical Framework**

2.4. **Summary**

**CHAPTER THREE: Material and Methods**

3.1. List of Materials used for the project

3.2. List of Equipment

3.3. Methodology

3.3.1 Preparation of samples for the analysis

3.3.2. Give description of how samples were prepared and analyzed.

**CHAPTER FOUR: Result and Discussion**

4.1. Tabulation and presentation of results

4.2. Validation of analysis result, using relevant statistical method if need be

4.3. Discussion of results in line with the analytical results.

**CHAPTER FIVE: Summary, Conclusion and Recommendations**

5.1. **Summary of Findings**

This Chapter summarizes the major findings generated from data analysis. It also includes the concluding remarks and recommendations.

5.2. **Conclusion**

5.3. **Recommendations**

5.4. **Area(s) for further studies**

**References**

This is a collection of all the authors cited in each chapter of the project. It should be arranged in an alphabetical order using 6th edition of American Psychological Association (APA) style.

**GUIDELINES ON PROJECT WRITING FOR THE SCHOOL OF ART AND DESIGN.**

There are two Departments in School of Art and Design (SAD):

1. Fashion Design and Clothing Technology
2. Fine and Applied Arts.

The format for project report writing in Art and Design is as presented below:

**PRELIMINARIES:**

1. Cover Page
2. Title Page
3. Declaration page
4. Certification page
5. Dedication page
6. Acknowledgement page
7. Abstract
8. Table of contents

**CHAPTER ONE – Introduction**

* 1. Background of the study
  2. Statement of the Problem
  3. Purposes of the Study
  4. Scope of the Study
  5. Limitations of the Study
  6. Significance of the Study
  7. Definition of Terms

**CHAPTER ONE – Review of Related Literature, Knowledge and Practice**

The student should review previous works on the topic. He/She may provide the historical background on the core issues of discourse and provide current pertinent ideas from credible sources. Sections of this chapter should be such that the issues raised by the project title are adequately addressed. These should relate to both theory and practice. Information may be sourced from, but not limited to text books, journal articles, newspapers, exhibition catalogues, reports, government documents, conference proceedings, and video. This section should be concluded by identifying gaps in the literature which the current study will fill.

**CHAPTER THREE – Methodology**

3.1. Research Design

3.2. Equipment/Materials for Practical Work

3.3. Execution of Practical Work

**CHAPTER FOUR – Presentation and Analyses of Data**

4.1. Presentation of Visual Data

4.2. Analyses of Visual Data

**CHAPTER FIVE – Summary, Conclusion, and Recommendations.**

5.1. Summary

5.2. Conclusion

5.3. Recommendations

**References**

**List of Tables**

**Appendices**

**An example is given below:**

1. **Cover Page:**

**AN EXPLORATORY STUDY ON THE MAKING OF AWARD**

**PLAQUE FOR VISUAL COMMUNICATION**

**BY**

**ELEH PROSPER**

**FAA/HND/17/00003**

**A PROJECT PRESENTED TO THE**

**DEPARTMENT OF FINE AND APPLIED ARTS,**

**SCHOOL OF ART AND DESIGN,**

**DELTA STATE POLYTECHNIC, OGWASHI-UKU.**

**AUGUST, 2018.**

1. **Title Page:**

**AN EXPLORATORY STUDY ON THE MAKING OF**

**AWARD PLAQUE FOR VISUAL COMMUNICATION**

**BY**

**ELEN PROSPER**

**FAA/HND/17/00003**

**A PROJECT PRESENTED TO THE**

**DEPARTMENT OF FINE AND APPLIED ARTS**

**SCHOOL OF ART AND DESIGNS**

**DELTA STATE POLYTECHNIC, OGWASI-UKU**

**IN PART FULFILMENT OF THE REQUIREMENTS FOR THE**

**AWARD OF HIGHER NATIONAL DIPLOMA IN FINE**

**AND APLLIED ARTS (GRAPICS)**

**AUGUST, 2018**

**3. Declaration. An example is provided**

**DECLARATION**

I, FESTUS OGHENEWODE HENRY, hereby declare that this project essay and the practical project titled: Mural Painting for the beautification of fine and Applied Arts Lecture room is an original project carried out by me in the Department of fine and applied Arts under the supervision of Mr Sabboje. All references made to author’s works by me have been duly acknowledged.

**FESTUS OGHENEWODE HENRY**

**------------------------------------**

September 2019

4. Certification. Find below an example

**CERTIFICATION**

We the undersigned certify that this project was carried out by Raji Medinat with matriculation number FAS/HND/16/17/0004 in the Department of Fashion and Design and Clothing Technology, School of Art and Design, Delta State Polytechnic, Ogwasi-uku.

**DR (MRS) FLORENCE EMELUE**  -------------------------------

*Project Supervisor Date/signature*

**Mrs chidume E.U.**  -------------------------------

*Head of Department Date/signature*

**Dr Offor**  -------------------------------

*External Moderator Date/signature*

5. **Dedication**

6. **Acknowledgement**

7. **Abstract**

8. **Table of Content**

**CHAPTER ONE: Introduction**

* 1. Background to the study
  2. Statement of the problem
  3. Purpose for the study
  4. Scoop of the study
  5. Limitation of the Study
  6. Significance of the study
  7. Definition of terms.

**CHAPTER TWO: Literature Review of Related Literature, Knowledge and practice**

The student should review previous works on the topic. He/she may provide the historical background on the core issues of discourse and provide current pertinent ideas from credible sources. Section pf this chapter should be such that the issues raised by the project title are adequately addressed. These should relate to both theory and practice. Information may be sourced from but not limited to text books, journals articles, newspapers, exhibition catalogues, reports, government documents, conference proceedings, and video. This section should be conclude by identifying gaps in the literature which the current study will fill.

**CHAPTER THREE: Research Methodology**

3.1. Research Design

3.2. Equipment/material for practical work

3.3. Execution of practical work

**CHAPTER FOUR –Presentation and Analysis of Data**

4.1. Presentation of visual data

4.2. Analysis of visual data

**CHAPTER FIVE –Summary, conclusion and Recommendation**

5.1. Summary

5.2 Conclusion

5.3. Recommendations

**REFERENCES**

List of tables

Appendices

**PROJECT FORMAT FOR THE SCHOOL OF BUSINESS STUDIES (SBS)**

The school of Business studies has eight (8) Departments:

* The Department of Business Administration & Management
* The Department of Accountancy.
* The Department of Office Technology & Management
* The Department of Mass Communication.
* The Department of Marketing
* The Department of Human Resource Management
* The Department of Production & Operations Management

The guidelines for preparing research projects in the school of Business studies are as presented below:

**PRELIMINARY PAGES**

1. Cover Page
2. Title Page
3. Declaration page
4. Approval/certification page
5. Dedication page
6. Acknowledgement page
7. Abstract
8. Table of contents
9. List of tables (if any)
10. List of figures (If any)
11. List of symbols & abbreviations

**CHAPTER ONE:** **General Introduction**

* 1. Background of the study/background to the study
  2. Statement of the Research problem
  3. Objectives of the study
  4. Research questions
  5. Research Hypothesis
  6. Signification of the study
  7. Scope of the study
  8. Limitations of the study
  9. Definition of terms

**CHAPTER TWO: Review of Related Literature**

2.1. Theoretical Framework of the study

2.2 Empirical Frame work of the study

2.3 Summary

**CHAPTER THREE:** **Research Methodology/Methods**

3.1 Research Design of the study

3.2 Population of the study

3.3 Determination of Sample size and sampling Technique/procedure

3.4 Sources of Data

3.4.1 Primary source.

3.4.2 Secondary Source

3.5 Method of Data collection

3.6 Validity of Research Instrument

3.7 Reliability of the Instrument

3.8 Method(s) of Data Presentation and Analysis (including formulae)

**CHAPTER FOUR: Data Presentation and Analysis**

4.1 Data Presentation (Using Table, Charts etc.)

4.2 Data Analysis

4.3 Test of Hypothesis

4.3.1 Test of Hypothesis – I

4.3.2 Test of Hypothesis – II

4.3.3 Test of Hypothesis – III

4.4 Discussion of Findings

**CHAPTER FIVE: Summary, Conclusion and Recommendations.**

5.1 Summary of findings

5.2 Conclusion

5.3 Recommendations

5.4 Area(s) for Further studies

**References:**

Appendices/Annexure

**An example is given below:**

**PROFESSIONALISM ON GLOBAL LEVEL: PUBLIC RELATIONS AS A PROFESSION**

**BY**

**ABUBAKAR DELE**

**SBS/BAM/HND/14/00101**

**A PROJECT PRESENTED TO THE**

**DEPARTMENT OF BUSINESS ADMINISTRATION**

**SCHOOL OF BUSINESS**

**DELTA STATE POLYTECHNIC, OGWASHI-UKU.**

**IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE AWARD OF HIGHER NATIONAL DIPLOMA (HND) IN BUSINESS ADMINISTRATION**

**AUGUST, 2019**

**DECLARATION**

I hereby declare that this project is the result of my independent research and has not been presented wholly or partly for the award of any degree or diploma.

---------------------------------------- -------------------------

**ABUBAKAR DELE DATE**

**DEDICATION**

This project is dedicated to ------------------------------------------------------

**APPROVAL PAGE**

This research was carried out by Abubaka Dele with matriculation number SBS/BAM/HND/14/15/0004 in the Business Administration is adequate in scoop and in content and hereby approved by the under listed on behalf of the Polytechnic

------------------------------- ---------------------------

L ONOJAKE Date

*(Project Supervisor)*

------------------------------- ---------------------------

M.I. EMESOM Date

*(Head of Department)*

------------------------------- ---------------------------

L.U. OJOGBO Date

*(Dean, School of Business)*

**ACKNOWLEDGEMENT**

Acknowledgment should be arranged in this order:

1. Acknowledge God
2. Acknowledge supervisor
3. Acknowledge Dean and HOD
4. Acknowledge lecturers
5. Acknowledge student’s relatives
6. Acknowledge student’s friends

**TABLE OF CONTENT**

Cover Page

Title Page

Declaration page

Approval/certification page

Dedication page

Acknowledgement page

Table of contents

List of tables

List of figures

Abstract

**CHAPTER ONE:** **INTRODUCTION**

* 1. Background of the study/background to the study
  2. Statement of the Research problem
  3. Objectives of the study
  4. Research questions
  5. Research Hypothesis
  6. Signification of the study
  7. Scope of the study
  8. Limitations of the study
  9. Definition of terms

**CHAPTER TWO: REVIEW OF RELATED LITERATURE**

2.1. Conceptual Framework

2.2. Theoretical Framework of the study

2.2.1----------------------------------------------------------------------------------------

2.2.2----------------------------------------------------------------------------------------

2.2.3.----------------------------------------------------------------------------------------

2.3. Empirical Review

2.3.1----------------------------------------------------------------------------------------

2.3.2----------------------------------------------------------------------------------------

2.32.3.----------------------------------------------------------------------------------------

2.3.4---------------------------------------------------------------------------------------

2.3.5---------------------------------------------------------------------------------------

2.3.6--------------------------------------------------------------------------------------

2.7 Summary

**CHAPTER THREE:** **RESEARCH METHODOLOGY**

3.1 Research Design

3.2 Population of the study

3.3 Determination of Sample size

3.4. Sampling Procedure

35 Sources of Data

3.5 Method of Data collection

3.6 Validity of Research Instrument

3.7 Reliability of the Instrument

3.8 Method of Data Analysis

**CHAPTER FOUR: DATA PRESENTATION AND ANALYSIS**

4.1 Data Presentation

4.2 Data Analysis

4.3 Test of Hypothesis

4.4 Discussion of Findings

**CHAPTER FIVE: SUMMARY, CONCLUSION AND RECOMMENDATIONS.**

5.1 Summary of findings

5.2 Conclusion

5.3 Recommendations

5.4 Suggestions for further studies

**References:**

Appendices

**ABSTRACT**

An abstract should contain the following ingredients

1. Introduction

2. Statement of the problem

3. Objectives – you can state the broad (major) objective or you outline them specific form

4. Population and sample size of the study

5. Data gathering technique(s) – questionnaire, experiment, observation, etc

6. Tools for analyzing data – e.g simple percentage, likert scale

7. tools for analysis of hypotheses – chi-square, ANOVA, t-test, correlation, regression analysis etc

8. Results/findings

9. Major concluding remark

10. One or two major recommendations

Note below

* No paragraph
* Single line spacing
* Italics
* Written in past tense

**A typical example of an abstract**

*Professionalism is as perhaps even more relevant today as it was when the concept first emerged years ago. These professions have steadily proliferated as knowledge has expanded, requiring ever-more specialized education and spawning neo-profession. Specialized knowledge gives professionals power over their clients. International public relations, while a relatively recent phenomenon, is undergoing major changes. It was incorrectly dichotomized by observing that the practitioners either represents an American firm abroad or represents a foreign firm in the United States. Proliferation of professional bodies in various disciplines has not brought the desired results to the society within which they operate. One of these challenges is the violation of ethical standards by members. Public Relations (PR) on the other hand has encountered challenges especially in the areas of individuals or organization’s inability to carry out research on the core areas of business practices. The major objective of this research was to ascertain how violation of ethical standards, culture, politics, legal, economic structures and mode of communication influenced public relations at the global level. A sample size of one hundred and twenty-six (126) respondents was drawn and data generated through questionnaire were analyzed with Likert five point scales and presented in tables. Results shows that environmental factors like politics, cultures, laws, economic structures and mode of communications influence public reactions as a profession especially at the global level. The researcher concluded by stating that, the challenges facing public relations practitioners and firms at international level is apparent and therefore, scholars should provide the industry with the knowledge base practices that can help propel the profession towards greater sophistication and effectiveness. It was recommended amongst others that the professional bodies should maintain monopoly and credentialisms as they are the key elements of professionalism’s economic privilege.*

***Keywords****: public relations, profession, professionalism, international, communication, ethical standard, etc.*

**CHAPTER ONE**

**INTRODUCTION**

1.1. **Background to the Study**

Professionalism is as even more relevant today as it was when the concept first emerged centuries ago defined as a combination of knowledge, skills, trust worthiness and altruism found in those who commit themselves to a life of service to others.-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

1.2. **Statement of the Problem**

Proliferation of professional bodies in various disciplines has not brought the desired results to the society within which they operate.------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

1.3. **Objectives of the Study**

The following are the objectives of this study:

1. To find out how lack of ethics both at local and global levels of professionalism could be a death knell of a profession.
2. To find out how culture, politics, legal, economic structures, etc influence international public relations.

1.4. **Research Questions**

The following research questions were stated to guide the researcher.

1. Lack of professional ethics both at local and global levels of professionalism could be a death knell of a profession?
2. Culture, politics, laws economic structures and model of communication influence public relations at global levels.

1.5. **Hypotheses**

The researcher formatted the following hypotheses.

1. Lack of professional ethics both at local and global levels of professionalism is not a death knell of a profession.
2. Culture, politics, laws, economic structures and a mode of communication do no influence public relations at global level.

1.6 **Scope of the Study**

This covers both topic and geographical scope

--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

1.7 **Limitation of the Study**

-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

1.8 **significance of the Study**

--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

1.9 **Definition of Terms**

--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**CHAPTER TWO**

**REVIEW OF RELATED LITERATURE**

2.1. **Conceptual Framework**

Public Relations (PR) is the practice of managing the spread of information between an individual or an organization (such as business, government agency or non-profit organization) and the public.

The formal practice of what is now commonly referred to as public relation dates back to early 20th century. In today’s business and non-business operations, PR has assumed a significant role.--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

2.2. **Theoretical Framework**

2.2.1.--------------------------------------------------------------------------------------------------------

2.2.2.---------------------------------------------------------------------------------------------------------

2.2.3.----------------------------------------------------------------------------------------------------------

2.3. **Empirical Framework**

2.3.1.----------------------------------------------------------------------------------------------------------

2.3.2.----------------------------------------------------------------------------------------------------------

2.3.3.----------------------------------------------------------------------------------------------------------

2.4.------------------------------------------------------------------------------------------------------------

2.5.------------------------------------------------------------------------------------------------------------

2.6.------------------------------------------------------------------------------------------------------------

2.7 **Summary**

**CHAPTER THREE**

**METHODOLOGY**

3.1. **Research Design**

This chapter dealt with research methods. These include area of study, research design, sources of data, population of the study, sample and sampling.

This research adopted survey design. In this survey the respondents were categorized according to their ranks and locations.

3.2. **Population of the Study**

-------------------------------------------------------------------------------------------------------------------

3.3. **Determination of Sample size**

-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

3.4. **Sample Procedure**

-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

3.5. **Sources of Data**

-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

3.5.1. **Primary Source**

-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

3.5.2. **Secondary Source**

-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

3.6. **Method of Data Collection**

-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

3.7 **Validity of Research Instrument**

-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

3.8 **Reliability of Research Instrument**

-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

3.9. **Method(s) of Data Presentation and Analysis**

-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**CHAPTER FOUR**

**DATA PRESENTATION AND ANALYSIS**

4.1. This chapter dealt with the analysis of data obtained from respondents through questionnaire and presented in tables. Research question and hypotheses were also tested and results discussed

4.2. **Data analysis**

The data generated from respondents were presented as follows:

**Table 4.2.1: Distribution and Return of Questionnaire**

|  |  |  |
| --- | --- | --- |
| **Questionnaire** | **No. of Respondents** | **Percentage (%)** |
| Distributed | 120 | 100 |
| Returned | 100 | 83 |
| Not returned | 20 | 17 |

Source: field Survey, 2019

**Table 4.2.2: Educational qualification of Respondents**

|  |  |  |
| --- | --- | --- |
| **Questionnaire** | **No. of Respondents** | **Percentage (%)** |
| Response FGSLC | 10 | 10 |
| SSCE/GCE | 20 | 20 |
| OND/NCE | 25 | 25 |
| HND,B.S.C, B.Ed | 35 | 35 |
| M.SC and above | 10 | 10 |
| **Total** | **100** | **100** |

Source: field Survey, 2019

**Table 4.2.3: Internal Public Relations could be used as an instrument for positioning an organization at the global level**

|  |  |  |
| --- | --- | --- |
| **Questionnaire** | **No. of Respondents** | **Percentage (%)** |
| Strongly agree | 20 | 20 |
| Agree | 20 | 20 |
| Indifferent | 5 | 5 |
| Strongly disagreed | 10 | 10 |
| Disagree | 15 | 15 |
| **Total** | **100** | **100** |

Source: field Survey, 2019

4.3. **Test of Hypotheses**

4.3.1. **Test of Hypothesis One**

4.3.2**. Test of Hypothesis Two**

4.3.3 **Test of Hypothesis Three**

4.4. **Discussion of findings**

**CHAPTER FIVE**

**SUMMARY, CONCLUSION AND RECOMMENDATIONS**

5.1. **Summary of Findings**

This chapter summarized the major findings generated from data analysis. It also includes the concluding remarks and recommendations.

5.2. **Conclusion**

--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

5.3. **Recommendations**

--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

5.4. **Area(s) for Further Studies**

-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**REFERENCES**

This is a collection of all the authors cited in each chapter of the project. It should be arranged in an alphabetical order using America Psychology Association (APA) style.

**APPENDIX 1**

**RESEARCH QUESTIONNAIRE**

Department of Business Administration

School of Business Studies

Delta State Polytechnic,

Ogwashi-Uku.

7th June, 2019

Dear Respondent,

**LETTER OF REQUEST TO FILL QUESTION**

----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

*Yours faithfully*

*(Researchers)*

**GRADING OF PROJECTS**

1. The grading will be in three parts.
2. Written Presentation………………………………………………..….….60 marks
3. Oral Presentation …………………………………………………………20 marks
4. Supervision ……………………………………………………………… 20 marks
5. The written Presentation will be internally assessed and graded using the following guidelines:
6. Abstract……………………………………………………………….…. 5 marks
7. Introduction: Aims and Objectives……………………………………….5 marks
8. Literature Review (Conceptual Framework)………...………………….. 10 marks
9. Materials/Methods/Methodology…………………………………………10 marks
10. Results and Discussions ………………………………………………… 20 marks
11. Conclusions/Recommendations …………………………………………. 5 marks
12. References ……………………………………………………………….. 5 marks

**Total - 60 marks**

1. The Oral Presentation will be graded using the following guidelines:
2. Mastery of Subject…………………………………………………….. 10 marks
3. Comportment……………………………………………………………5 marks
4. Appearance……………………………………………………………... 5 marks
5. Grading by supervision will emphasize the criteria of hard work, obedience in complying with instructions and so on.

**GRADING OF PROJECTS**

A. The grading will be in three parts

i. Written Presentation 60 marks

ii. Oral Presentation 20 marks

iii. Supervision 20 marks

B. The written presentation will be internally assessed and graded using the following guidelines:

i. abstract 5 marks

ii. Introduction: Aims and Objectives 5 Marks

iii. Literature Review (Conceptual Framework) 10 marks

1. Materials/Methods/Methodology 10 marks
2. Results and discussions 20 marks
3. Conclusion/Recommendations 5 marks
4. References 5 marks

**Total – 60 marks**

C. The oral presentation will be graded using the following guidelines:

i. Mastery of subject 10 marks

ii. Comportment 5 marks

iii. Appearance 5 marks

D. Grading by supervision will emphasize the criteria of hard work, obedience in complying with instruction and so no.