

The abstract should not be more than 250 words

4. **Table of contents**

- The rubric should be in title case and single spaced
- The Chapter titles should be in caps and bold
- The sub headings should follow each chapter title and should be in title case
- Subheading of rows should be – Chapter and pages indicated at the top of each column.
- Table of contents to be followed by list of tables, figures, and acronyms/abbreviations

Chapter 1

Introduction

The introduction is used to engage the reader by demonstrating the significance of the topic, helps reader understand your assertions and also sets up the context of the research topic. It also provides an account of the contents of the paper including the main arguments and conclusions.

Should briefly include:

1. Background- discuss the global perspective and the local scenario, discuss the target population
2. Statement of the of the problem
Problem statement is a clear concise description of the issues that need to be addressed. A good problem statement is just one sentence, with several paragraphs of elaboration. The paragraphs should cover present persuasive arguments that make the problem important to study. This can include the opinions of politicians, other professionals etc., explanations of how the problem is related to business, social or political trends via presentation of data that demonstrates the scope and depth of the problem.

A clear problem statement establishes the foundation for everything that follows in your research. A good problem statement originates from a research question formulated out of observation of the reality. A literature review and a study of previous research etc. are good sources of research questions that are converted to statements of a problem.

One page of this statement is adequate.

3. Objectives
 - The goals to be achieved through the research. This should be in line with the title
 - You can have general and specific objectives
4. Significance of the study – of what benefit is your work
5. Scope – This is a kind of disclaimer – Should cite the focus of the study either geographically , area or target population
6. Limitation- Indicate the challenges encountered in the study that may have limited the study (they should not dwell on lack of finances and lack of time).

Chapter 2

Literature review

What is a literature review – this is a description of the literature relevant to a particular field or topic. It gives an overview of what has been said, who the key writers are, what are the prevailing theories and hypotheses, what questions are being asked, and what methods and methodologies are appropriate or useful. It is not primary research, but it reports on the findings of others.

The literature review may be purely descriptive or may provide a critical assesment of the literature in a particular fileld, stating where the weaknesses and gaps are, contrasting the views of particular authors, or raising questions. Such a review is not just a summary, but also evaluates and shows relationships between different materials, so that the key themes emerge.

You should not just list or paraphrase in a descriptive review, but add comments and bring out themes and trends.

An example of a good literature review and where you are not just listing literature:

“In developed countries, a large part of literature concerned with income related aspects of disability has tended to focus on the quantitative impact of disability on educational achievement, earnings and income and the adequacy and equity of income maintenance schemes and other programmes. The costs and benefits of rehabilitation and employment discrimination has also been recurrent themes. Much of the current literature is removing barriers of all kinds in order to increase the participation of the disabled in the employment market.” (Emerald publishing, 2008)

Chapter 3

Methodology

This section gives an overall description of your approach, materials and procedures

- Population – clearly identify the population. Justify the target population

- Sampling frame – justify the choice
- Sample and technique
- Instruments
- Data collection procedure
- Data processing and analysis

Chapter 4

Data analysis and Research Findings

- Presentation of raw data and discussions
- Table titles should be at the top of the tables
- Tables copied from elsewhere should indicate the source at the bottom
- Figures (charts) titles should be at the top
- Figures can have different shadings (use colour)
- Discussions on findings should follow the results

Chapter 5

Summary, Conclusions and recommendations

Introduction – a brief on the chapter Summary – This is an extended abstract

- Conclusions are used to summarise your main argument. Must be derived from the summary. It also provides an explicit statement and answer to your research questions.
- Recommendations – should come from the conclusions- It may also suggest implications for the analysis, limitations of this current research and future areas of further research.

REFERENCES

References must be cited both in the text and on the reference page (Minimum of a Page) - You can use the APA or Havard format but be consistent.

APPENDICES

Includes:

- Instruments
- Tables
- Figures
- Questionnaires

General

- Paragraphing should be consistent- leave space between paragraphs
- A paragraph should not be a one sentence. At least three sentences
- Use Font 12 – Times New Roman - avoid fancy fonts
- Use double spacing
- There should be no indenting in the project
- Provide a 25mm margin at the top and bottom, 50mm margin on the left hand and 25mm on the right hand side
- Present 4 copies of the project , 3 copies spiral bound and one copy bound in black hard cover which should be presented after corrections are made i.e. after Oral exam). The spine of the project should be embossed in gold with names of the candidate (first two in initials) , “ISK Diploma” and year
- Present a soft copy of the project paper in a CD clearly labelled the project title, year done and candidates name