

Guidelines For The Preparation Of Seminars And Project Reports

Chapter 1: General Regulations

These guidelines provide students at Newgate University Minna (NUM) with essential information about how to prepare and submit seminars and project reports in a format acceptable to the University. The guidelines provide a comprehensive list of all materials that must be included when student submit their reports, and how to format the the reports.

The general guidelines include the following;

1. All seminars and project reports must be written in British English.
2. A project report must be typewritten or printed on an A4 size, 70-100-gram bond paper.
3. Computer printed materials must be of good quality. There must be consistency in the typeface-using font 12. The report shall be typed with double spacing.
4. Project reports will first undergo internal evaluation within the Department/Faculty, followed by moderation of the results by an External Examiner. The External Examiner must possess the necessary qualifications and expertise to competently serve on the supervisory committee for the study being evaluated.
5. A student will be eligible for external examination only after successfully presenting their final seminar.
6. The Head of Department, in consultation with the supervisors, shall propose the appointment of an External Examiner to the Senate through the Faculty Board at least four weeks before the scheduled date for the external/oral defense.
7. A degree will NOT be awarded if a student fails (i.e., scores below 50%) in the oral examination, until major corrections are made within 12 months and the student reappears for external defense (at their own expense).
8. The University awards degrees and other academic qualifications in recognition of a student's personal effort and achievement. Plagiarism is therefore regarded as academic fraud and a serious offense against University regulations, punishable by termination of the student's studies.

Chapter 2: Organization and Sequence

Each project shall consist of the following parts:

1. The Preliminary pages which consists of:

- a. Cover Page
- b. Title Page
- c. Declaration
- d. Certification
- e. Dedication
- f. Acknowledgements
- g. Abstract
- h. Table of Contents
- i. List of Tables
- j. List of Figures
- k. List of Plates
- l. Abbreviations, Glossaries and Symbols

2. Body of the Report

- a. Chapter One: Introduction
- b. Chapter Two: Literature Review
- c. Chapter Three: Materials and Methods/Research Methodology
- d. Chapter Four: Presentation of Data/Results
- e. Chapter Five: Discussion of Results
- f. Chapter Six: Conclusion and Recommendations

3. References

4. Appendices (if any)

2.1 Cover page

The front hard/soft bound cover and the first page of the report constitute the “cover page” and shall contain the same information (written in bold) as follows:

- a. The title of the report (in capital letters in Times new Roman).
- b. The full name of the candidate (in capital letters).
- c. The candidate’s matriculation number.
- d. The candidate’s qualification (if any) at the time of submission;
- e. The degree for which the Report is submitted.
- f. Department/Faculty/University.
- g. The month and year of submission of the report (see example in Appendix I).

2.2 Fly Leaf

This is a blank page. The white paper used must be of good quality and of the same quality as that on the inside cover.

2.3 Title Page

The following shall be on the title page (in upper case only)

- a. Title of the report
- b. Full name of the candidate, matriculation number, and any qualification at the time of submission

c. The degree for which the report is submitted;

a report submitted to the Department of XXX in fulfilment of the requirements for the award of XXX Degree in XXX (state the specific programme) of Newgate University Minna (see example in Appendix II)

d. Month and year of submission to the University.

2.4 Declaration

The page shall contain:

A signed declaration by the candidate with the following statement: "This report is my original work and has not been presented for a degree or any other academic award in any University or Institution of Higher Learning" and the date indicated along the signature (See example in Appendix III)

2.5 Certification

A signed declaration by the Supervisor(s), examiners, Head of Department and Dean of the Faculty with the following statement. "I/We confirm that the work reported in this report was carried out by the candidate under my/our supervision" and the date indicated along the signature (See example in Appendix IV)

2.6 Acknowledgements

The candidate's acknowledgement not exceeding 150 words of the assistance rendered by others during the research and report preparation beginning on a separate page (See example in Appendix VI)

2.7 Abstract

An abstract should identify clearly the purpose of the research, the method used, the results obtained and significance of the results of findings. The abstract shall not exceed 300 words. Abstract submitted shall follow the guidelines suggested by APA as follows:

- 1) An abstract of a **report of an empirical study** should describe
 - a) The problem under investigation in one sentence;
 - b) The participants, specifying characteristics such as age, sex and ethnic/racial groups; in animal research, specifying genus and species;
 - c) The essential features of study methodology;
 - d) The basic results/findings, including effect sizes and confident intervals and/or statistical significance levels; and
 - e) The conclusions and the imprecision of the study or applications.
- 2) An abstract for a **literature review or meta-analysis** should describe;
 - a) The problem or relation(s) under investigation;
 - b) Study eligibility criteria;
 - c) Type of participants included in primary studies;
 - d) Main results
 - e) Conclusions (including limitations); and
 - f) Implication for theory, policy, and/or practices.

- 3) An abstract for a **theory-oriented** paper should describe;
 - a) How the theory or model works and/or the principles on which it is based and
 - b) What phenomena the theory or model accounts for and linkage to empirical results.
- 4) An abstract for a **methodological** paper should describe;
 - a) The general class of methods being used;
 - b) Essential features of the proposed method;
 - c) The range of application of the proposed method, and
 - d) In case of statistical procedures, some of its essential features such as power of efficiency.
- 5) An abstract for a case study should describe;
 - a) The subject and relevant characteristics of individual, group, community, or organisation presented;
 - b) The nature or solution to a problem illustrated by the case example; and
 - c) The questions raised for additional research or theory (APA publication Manual 6th Ed.2010. page. 26-27). See example in Appendix VII).

2.8 Table of Contents

This is a listing of the various sections and subsections of the project report, as well as indicating the pages on which they occur. The table of contents should assist a reader to know quickly and clearly how the report is organized. There must be consistency in the use of headings and sub-headings in both the tables of contents and the text.

The table of contents should be double spaced. If the title of a section runs in more than one-line, subsequent lines are single spaced and not indented. The table of contents should reflect only the 1st, 2nd and 3rd tiers of the headings. Whereas 1st level headings are to be in upper case and bold, 2nd level headings should be in a title case and also bold. Third level headings should not be bold and in a sentence case (See example in Appendix VIII).

2.9 List of Tables

A list of tables should follow the table of contents, beginning on a separate page.

2.10 List of Figures

A list of figures, if any should be on a separate page immediately after the list of tables.

2.11 Plates

A list of plates, if any should follow the list of figures, beginning on a new page

2.12 Abbreviations/Glossary/Definitions:

A list of major abbreviations, with full meanings, and a glossary of foreign words used in the text should appear at the beginning of the thesis before the abstract page. The standard abbreviations for the specific discipline should be strictly adhered to.

2.13 The Main Body of the Report

- a. Chapters should each begin on a new page.
- b. All sub-sections may begin immediately after proceeding materials, except that sub-section heading should not be placed at the bottom of a page unless two lines of text follow it.
- c. Headings in the report must be internally consistent.
- d. Partly filled pages of text are not permitted except at the end of a chapter.
- e. The structure of the presentation may differ with discipline and subject matter. Nevertheless, the main body of the thesis/dissertation shall consist of six chapters as follows:

2.13.1 Chapter 1- Introduction

This chapter shall contain the background of the study, statement of the problem; the aim and objectives of the work; justification for the research; the scope of study and limitation of the research.

1) Background

- a) **Antecedent information**
 - i) Does the background adequately provide justificatory information, recognizing and sequentially unfolding a general problematic situation, as a starting-point for an investigation?
 - ii) Is the information scholarly provided, by isolating, sharpening and clarifying the pertinent points giving rise to the problem to be defined?
 - iii) Does the background provide useful clues to the gaps in the existing body of knowledge, in the area of study, likely to be filled?
- b) **Enabling information:** Does the background provide a sound theoretical and conceptual framework to facilitate the delineation of the research problem and scholarly alignment of its investigation?

2) Statement of the Problem

- a) **Definition:** Was the problem defined clearly, adequately specifying, with precision, the key issues and variables involved and their relationships, in the light of the structure of the research title?
- b) **Logical grounds:** Is the statement of the problem soundly supported by the background information?
- c) **Focus:** Did the researcher evidently decide precisely what to solve, what exactly was at issue, what the exact nature and dimensions of the problem were? i.e., is the statement of the problem focused?
- d) **Status:** Is there sufficient evidence of what is significantly new about the stated problem?

3) Significance/Justification of the study

This provides the justification of the study.

- a) It shows how the research findings shall contribute to general knowledge and how this is likely to impact on betterment of life.
- b) Contributes to knowledge creation as well as on technological or socio-economic value to the community.

- c) Identifies beneficiaries (respondents, client, country, ministries, departments, agencies, communities etc) as well as the benefits to the research findings.
- 4) **Research Aims and Objectives**
 - a) **Measurability:** Are they precisely stated and in measurable terms (*using action verbs*)?
 - b) **Congruence:** Do they reflect the characteristics and the range of the variables involved and their relationships, as signified by the research title and the dimensions of the stated problem?
- 5) Hypotheses/Questions/Relevant Assumptions
 - a) **Congruence:** Do they tally with the research objectives?
 - b) **Explicitness:** Are they clearly and precisely constructed?
 - c) **Usability:** Are the hypotheses relatively limited in scope? Are they consistent with most known facts? Do they state the expected relationship between variables? Are they amenable to testing within a reasonable time?
- 6) **Scope**

The scope specifies the boundaries of the research. It indicates whether the study:

- a) Sites the geographical location where the study was conducted;
- b) States the theories to which the study is based;
- c) The time spent collecting data from the respondents; and
- d) Defines the factors and variables to be considered.

2.13.2 Chapter 2- Review of the Related Literature

This chapter is a survey of relevant literature or related previous work on the subject matter and should take the form of a critical appraisal of the research subject. The review should be logically organized and up-to-date, with over 70% of references coming from the last ten years.

- a. **Adequacy:** Has the available literature sufficiently been made use of in the light of the content scope?
- b. **Pertinence:** Do the literary materials selected essentially include only those points that are pertinent to the nature of the stated problem and in proportion to the range of the variables to be examined?
- c. **Interpretation:** Is there evidence of evaluative interpretation in regard to isolation and articulation of salient gaps in the existing knowledge with reference to each variable being illuminated?
- d. **Citation:** are the references properly cited by
 - i) Sparingly making direct quotations and avoiding verbatimism?
 - ii) Avoiding committing an act of plagiarism in the event of paraphrasing?
 - iii) Exercising due punctiliousness for scholarly bibliographical write-up?

2.13.3 Chapter 3 - Methodology

This chapter must contain detailed design of study; study population; sampling frame; sample size; description of all instruments, equipment, chemicals, a thorough description of the research methodology and data analysis (statistical or otherwise) used in carrying out the research.

- a. **Appropriateness:**

- i) Is there evidence of the suitability of the selected sampling design?
- ii) Was the method chosen appropriate to yield the form and kind of data required to solve the stated problem?
- iii) Was the method selected for data analysis conformable with the required data in the matter of testing the hypotheses and relevant assumptions or answering the research questions?
- b. **Balance:**
 - i) Is there evidence of a balanced combination of different methodological approaches, techniques and instruments, as well as their maximum utility?
- c. **Indicate whether the candidate:**
 - i) Identified the target population to which the research findings could be generalized.
 - ii) Explained the sampling/experimental procedure used and whether the minimum sample size was determined using scientific procedures.
 - iii) Identified ethical issues related to the research.
 - iv) Identified potential sources of bias/threats to the validity of the findings

2.13.4 Chapter 4 – Results (or Data Presentation and Analysis)

This chapter is where the research findings are presented and will feature tables, figures and relevant illustrations.

- a. **Congruence:**
 - i) Are the results a product of the researcher's own process of data analysis and are in tune with the.
 - ii) The key findings must directly address the problem statement and/or research questions.
- b. **Presentation:**
Are the results presented accurate, coherent and presented in a transparent manner?
- c. **Significance:**
 - i) Any new knowledge added to what is already in existence and its magnitude.
 - ii) And what value/contributions is such knowledge likely to have?
 - iii) No part of the dissertation/thesis was plagiarised.

2.13.5 Chapter 5 - Discussion

In this chapter, research results are discussed in relation to relevant or related previous work in the subject area, in line with the research objectives. The discussion should interpret the results and highlight their implications, comparing them to existing studies. Any disagreements with earlier findings should be justified.

- a. **Comprehensiveness:** Has the candidate discussed his/her own findings systematically, elucidating them and coherently relating them to other researched work?
- b. **Intellectual honesty:** Has the candidate showed honesty and transparency in discussing salient disclosures and limitations in the area of study?

2.13.6 Chapter 6 – Conclusion and Recommendations

The emphasis of this chapter shall be on the findings and contributions to the existing body of knowledge on the subject area. It may contain a brief summary of the research aims and objectives, and its execution. The conclusions shall be the inferences drawn from the findings and aligned with the study's objectives. Recommendations should be drawn from the key findings, offering practical solutions to identified problems and highlighting areas for further research.

- a. **Validity:** Does the conclusion logically emerge from candidate's own work, in the light of the stated research problem and objectives?
- b. **Intelligibility:** Is it articulately and reasonably expressed?
- c. **Compatibility:** Is it consistent with previously well-established data? Does it fit all the available data?
- d. **Explanatory power:** What extent of deducible consequences does it permit of? What is the scope of its application?
- e. **Relevance:** Does it significantly manifest an intimate link with basic human activities and aspiration?
- f. **Congruence:** Does the recommendation or a number of recommendations emerge from the findings, as highlighted through the discussion of latter (*findings*)?
- g. **Significance:** Has the recommendation or set of recommendations a significantly transferable value?

2.13.7 List References

This is the list of all Author names and the title of the works cited in the body of the dissertation/thesis.

- a. It should be written according to approved format.
- b. For uniformity, the approved format for NUM is the format of the latest edition of APA Publication Manual.
- c. Only cited authors in the proposal should be stated in the reference section.
- d. All authors in the reference section should appear in the body of the proposal.
- e. Literature must be cited by authors and dated or by number in the text, and a list of references must appear at the end of the thesis.
- f. However, Departments, Schools/Faculties and Colleges may vary in the way they the literature is cited, provided the citing is in accordance with accepted international conventions described in any style manual.

2.13.8 Appendices

Appendix I: Transmittal Letter

Attached here is an original copy of the draft letter/ communication from the Head of Department, stating the request for the candidate to be given consideration to conduct

his/her study as specified. National guidelines of research procedure and ethical conduct are emphasized. Clearance makes the research authentic and respected.

Appendix II: Clearance from Ethics Committee

A legitimate attachment is a clearance from the Ethics Committee for the purpose of ensuring the safety, social and psychological well-being of the animals or person or community involvement in the study.

The Ethics Committee is the body constituted by the Faculty to review all research involving animals and humans. The Committee consist of external and internal experts from various relevant disciplines who can screen the proposal to protect the rights of human or animal subjects.

The researcher is advised to prepare the copies of the proposal as required by the Faculty Academic Board to be given to the panelists and Ethics Committee.

Appendix III: Informed Consent

This is an original copy of the form where the subjects/ respondents sign as proof of approval to be involved in the study.

2.14 Report Examination

- a. The External Examiner and Internal Examiner shall submit a written assessment of a report to the Department within five weeks of receipt of the report.
- b. As soon as the Examiner's report is received, the Department shall convene a meeting of the Board of Examiners at which the candidate shall be examined orally.
- c. The Board of Examiners shall consider the examiners' reports, the candidate's performance at the interview, and any other matters arising from the candidates' programme and produce a report on the prescribed form.
- d. The report of the Board of Examiners shall recommend
 - i) the award of the degree without corrections
 - ii) the award of report with corrections within 3 months
 - iii) re-submission of report within 6-12 months.
 - iv) After receiving the final bound copies of the report, the Department shall make recommendations to Senate for the award of the degree through the Faculty Board of Studies.

Chapter 3: Writing and Typing Instructions

3.1 Language and Style

- a. The Project Report must be written in British English or such other language as Senate may approve.
- b. A Project Report must be accurate, precise in language, formal and objective. Expression should normally be in the third person. Great care should be taken for language usage and accuracy of expression.
- c. Proper attention should be given to technical writing skills, including correct spacing, spelling, punctuation, sentence structure, capitalization, and appropriate use of italics.

3.2 Tables

- a. Each table should stand alone on a separate sheet
- b. Each Table should have a clear and self-explanatory title.
- c. Tables should be numbered consecutively with Arabic numerals throughout the Project Report and numbered according to chapters, e.g. Table 2.1 denoting Chapter 2 Table 1. The text should include useful reference to all tables.
- d. Tables should be constructed such that they could be read and understood without reference to the text.
- e. Tables should be simple and presenting only one general kind of data or relationship as much as possible.
- f. Tables should contribute to the processes of analysis and valid generalization of findings inherent in the original data.
- g. Tables should be inserted immediately after the page in which they have been mentioned for the first time;
- h. Tables based on data other than those collected directly from the investigation and/or very long Tables should be inserted as Appendices at the end of the Project Report.
- i. All Tables should be discussed within the text.

3.3 Figures and Plates

- a. Figures include graphs, charts, drawings, diagrams, maps (with scale and direction) and some kind of computer print-outs. The term "Figures" thus refers to any type of graphic illustration other than a Table. Figures should be clear and simple to interpret.
- b. Figures should be numbered consecutively with Arabic numerals throughout the Project Report or numbered according to chapters, e.g. Figure 2.1 denoting Chapter 2 Figure 1.
- c. Illustrations such as photographs are typically referred to as plates. It is recommended to use Roman numerals to identify plates, such as Plate III, Plate V, etc. When using microscopic slides, the magnification and staining techniques must be specified. Additionally, where applicable, an arrow should indicate the North direction.
- d. Each Figure or Plate must have a concise but comprehensive caption. The caption should be typed below the figure or plate. Avoid the use of such superfluous phrases as "Graph Showing" or "Map illustrating " and the like.
- e. Large figures may either be neatly folded or photographically reduced to the required size. If the system of folding is selected, a large Figure should be so folded as to

facilitate ease of reference to it. In using photographic reduction technique, it should be noted that such reductions may cause distortion of relationships.

3.4 Numerals and Units

- a. In the descriptive text, numerals are usually spelt out if under 10, except when they denote a unit of measurement. All other numbers should appear in Arabic numerals. Insert comma in numerals from 1,000 and above or space out as recommended by the International System of Units. Use "first", "second", not "1st, "2nd", etc.
- b. Dates should take the form of 10 March, 1982 and not 10th March, 1982; i.e. omit "th". Decades should be referred to without the apostrophe, e.g. 1940s, 1960s and not 1930's, 1950's, 1970's, etc.
- c. If you choose to use the percentage sign %, do not mix with spelt figures or vice versa.
- d. Units of measurements should be spelt out when appearing alone in the text, but abbreviated according to standard abbreviations when used in Tables and Figures and when qualified by numbers.

3.5 Operational Definitions/Nomenclature

1) Definitions

Define the significant terms that:

- a) are specific to the field in which the study is being conducted;
- b) have every-day language counterparts with which they might be confused;
- c) are substantively or methodologically related to the Project Report should be carefully listed and defined in the introductory chapter. This ensures that readers share a common frame of reference when reading the Project Report.

2) Nomenclature

All biological/Latinised/vernacular words are to be italicised e.g. *Zea mays L.* and not *Zea mays L.*

3) Organisms

At their first mention, species names should e.g. *Aphis creccivora*; *Echinochloa acolona*, etc. This is followed (in brackets) by abbreviation of the generic name while writing fully the species name e.g. *Zea mays* (*Z. mays*). Subsequently, the generic name should be initialled.

3.6 Abbreviations

- a. Explain all acronyms and abbreviations. A term to be abbreviated must, on its first appearance, be spelt out completely and followed immediately by its abbreviation in parentheses. Thereafter, the abbreviation may be used in the text without further explanation. Example:

- i. The results of the polymerase chain reaction (PCR) have shown a strong negative relationship between the first and second round of PCR.
 - ii. Abbreviations in a Figure or Table must always be explained in the Figure caption, Table footnote, key or legend. An abbreviation that is used in several Figures or Tables must be explained in each Figure or Table in which the abbreviation is used.

- b. Latin abbreviations

Use standard Latin abbreviations or the English translation of the Latin terms. Example:

Latin Abbreviation	English Translation
i. cf	Compare
ii. e.g.	for example
iii. etc.	and so forth
iv. i.e.	that is
v. viz:	Namely
vi. Vs	versus; against

3.7 Quotations

a. A quotation comprising fewer than fifty words should be integrated into the text, using double quotation marks at the beginning and end of the quotation.

Example: Dent (2016) stated that “fair and ethical policies, commitment to the mission, effective supervision and workplace flexibility” contributed to motivation

b. For a quotation over fifty words long, indent in typescript 1.5 cm. from the left-hand margin. No quotation marks are necessary for indented passages.

Example: Dent (2016) found the following:

Unlike many other prominent leadership theories, leader-member exchange (LMX) theory does not focus on the specific characteristics of an effective organizational leader. Rather, LMX focuses on the nature and quality of the relationships between a leader and his or her individual subordinates. The topic of leadership remains one of the common researched areas and this is no doubt, linked to the belief that leadership effectiveness is one of the most significant determinants of organizational performance.

3.8 Headings

A maximum of four-tier system should be adopted for the headings in the text. Arabic numerals should be used appropriately to number the headings. These should not be indented.

The chapter headings should be centralised, bold and in the upper case.

The second level of subheadings (reflected as 1.1; 1.2 etc.) should be centralised, bolded and in a title case.

The third level should be bolded and in sentence case (reflected as 1.1.1; 1.1.2; 1.1.3 etc).

The fourth-tier of headings may be numbered viz: 1.1.1.1; 1.1.1.2, italicised, in sentence case.

3.9 Typing Instructions

- 1) Size
 - a) Use A4 paper (21.0cm x 29.7cm).
- 2) Typing

The following points should be noted:

- a) Type on one side only using the Times New Roman characters, Font size 12.
- b) Use double spacing throughout the text, except for abstract, indented quotations and equations which should be typed in single spacing. Use double spacing to separate any two different references.
- c) Justify the margins and leave one extra line space between paragraphs.

- d) Provide adequate margins of 3.5cm on the left-hand side margin, approximately 2.5cm on the right-side margin, and 2.5 cm on top and bottom of each page.
- e) Do not break words at the end of lines.

Chapter 4: Citation And Reference Style

Referencing is a standardized method of acknowledging the sources of information and ideas used in an assignment, ensuring that each source is uniquely identifiable. This includes direct quotations, facts, figures, as well as ideas and theories from both published and unpublished works, all of which must be properly referenced.

Referencing style for all Project Reports and Seminars shall be the American Psychological Association (APA) referencing method (Revised 2020, Seventh Edition). The referencing sequence for citations in text shall be the “Name-year format”.

The reference list should be arranged alphabetically by author. The APA style requires the second and subsequent lines of the reference to be indented. Sentence case shall also be employed in citing titles. Candidates are encouraged to use standard reference managers such as Endnote, Mendeley, etc.

(a) A reference cited in the text should give only the author’s surname, without the initials, followed by the year of publication. If the author’s name is part of the narrative, include only the year of publication in parenthesis, e.g. **According to Xie (2020), organizational commitment also mediates creative performance.**

If the author’s name is not in the narrative include both the author’s name and year of publication in the parenthesis, e.g., **Organizational commitment also mediates creative performance (Xie, 2020).**

If citing a particular page or chapter of a document, include that information in the parenthesis, e.g. **Organizational commitment also mediates creative performance (Xie, 2020, p.43).**

Researcher should make every effort to cite only sources that have been read and synthesised. A situation where it is necessary to cite a source that a researcher has not read, use the following format for the in-text citation and reference list:

- i. **In-text citation:** Yusuf (as cited in Jamil & John, 1986, p. 183) stated
- ii. **Reference list:** Jamil, B. & John, S. (1986). *Writing a good research thesis: A guide for first-time researchers*. Newgate University Press.

In cases where there are more than two authors, the use of *et al.*, (italicized), should apply. All such references should be given in full in the list of References. The following guides are to be used in citing references within the text:

Table 4.1: Example of In-text Citation of Journal references (APA)

Author Type	Parenthetical Citation	Narrative Citation
One author	(Usman, 2021)	Usman (2021)
Two authors	(Usman and Samuel, 2021)	Usman and Samuel (2021)

Three or more authors	(Usman <i>et al.</i> , 2023)	Usman <i>et al.</i> (2023)
Group author without abbreviation	(Newgate University Minna, 2023)	Newgate University Minna (2023)
Group author with abbreviation:		
First citation	(World Health Organization [WHO], 2024)	World Health Organization (WHO, 2024)
Subsequent citations	(WHO, 2024)	WHO (2024)
No author	("COVID-19," 2021) NB: Use an abbreviated version of the title	

(b) All publications cited in the text should be presented in a list of References at the end of the Project Report/Dissertation/Thesis in alphabetical order. All authors' names begin with the surname(s), followed by their initials. If there is no author, place the title in the author's position.

Table 4.2: Example of Listing of Journal references (APA)

One author:	Jamal, M. K. (2023). Burden of Anemia in Malaria Parasite Infection. <i>Journal of Infectious Diseases and Therapy</i> , 3(228), 2-5. doi:10.4172/2332
2 to 20 authors: (List all authors)	Kadekoppala, M. and Holder, A. A. (2020). Merozoite surface proteins of the malaria parasite: The MSP1 complex and the MSP7 family. <i>International Journal for Parasitology</i> , 40(10), 1155–1161. https://doi.org/10.1155/2021/6650237
21 or more authors: (List the first 19 authors, followed by an ellipse (...) and then the last author)	Wolchik, S. A., West, S. G., Sandler, I. N., Tein, J., Coatsworth, D., Lengua, L., Johnson, A., Ito, H., Ramirez, J., Jones, H., Anderson, P., Winkle, S., Short, A., Bergen, W., Wentworth, J., Ramos, P., Woo, L., Martin, B., Joseph, M., ... Brown, Z. (2005). Study of the brain. <i>Psychology Journal</i> , 32(1), 1 – 15. doi:10.1037/1061-4087.45.1.11

- Journal References: These should be written in the following forms: Journal names should be italicized and never abbreviated (see Table 4.2)
- Book References: References to books are given as follows:

Table 4.3: Example of Listing of Book references (APA)

One author:	Usman-Yamman H. (2022). <i>Gene Diversity of Parasite and the Vector: A Repression to the Elimination of Malaria</i> . Moldova, ElivaPress, Europe.
Two authors	Musa, J.T., & Audu, R.W. (2006). <i>The political economy of Nigeria</i> . Pergamon Press.

N.B: All journal names and books as well as proceedings and Special Reports shall be italicised.

iii. For references to articles, collected papers, or chapters in a book, the following should be used:

a. Edited Book Chapter

Hensler, S., John, A., & Garnefeld, J. (2021). Modeling the impact of corporate reputation on customer loyalty using partial least squares. In V. V. Esposito, W.W. Chin, J. Henseler, & H. Wang (Eds.), *Handbook of partial least squares* (pp. 515–534). Springer

b. For Proceedings: Those proceedings which are edited and published in the form of a book should be listed the same way as for a book: e.g. Conference paper published in proceeding

Baker, O., Murphy, A., & Tajveer, N. (2018). Web intelligence in tourism: user experience design and recommender system. In *Proceedings of the Computing and Information Technology Research and Education New Zealand (CITRENZ2018) Conference, 11-13 July 2018* (pp. 110- 113).

c. Annual Reports: The following form should be used:

Egharevba, P.N. (2004). Effect of raw spacing on yield and other agronomic characters in pearl millet. In: *Sixth Annual Report*, pp. 29-30, Department of Agronomy, Ahmadu Bello University, Zaria, Nigeria.

d. Where several publications are cited together in the text, they should be listed in Chronological order: e.g. (Jakeman, 1999; Usman and Yusuf, 2003; Babatunde *et al.*, 2008).

e. Publications by the same author(s) in the same year should be listed as (2021a), 2022b), etc.

Chapter 5: Project Reports Management

5.1 Examination of Project Reports

- a. Project reports shall either be examined by an Internal Examination panel and moderated by an External Examiner or externally defended as an individual or a group defense.
- b. Following corrections by the candidates, project reports are retained in the custody of the corresponding departments.

5.2 Binding

- a. Project reports shall be permanently bound only after the Oral examination and making all necessary corrections and alternations pointed out during the examination.
- b. The spine of each Project Report shall be lettered boldly in gold to indicate the **degree, year and name of the candidate** e.g., B.Sc. Mass Communication (2025). Jacob, S.
- c. Faculty of Medical and health Sciences shall be **Maroon**, Faculty of Management and Social Science shall be **Navy blue**, Faculty of Computing and Information Technology shall be **Purple** and faculty of law shall be **white**.

5.3 Number of Copies

A minimum of Four (4) copies of the approved Project Report shall be submitted through the Head of Department to the faculty and distribution as follows:

1. University Library
2. Faculty Library
3. Supervisor
4. Candidate

In addition, a pen/flash drive containing the Title page and Abstract on one file and the entire write-up on a second file are to be submitted along with the hard bound copies for distribution to Department/Faculty and University Library. The pen/flash should be properly labelled with student's name, topic and department

5.4 Plagiarism Checks

Plagiarism involves taking, using, or submitting another person's thoughts, writings, or work as one's own without proper acknowledgement. Students may sometimes be unsure when to cite sources or when to treat a concept or theory as general knowledge. When in doubt, it is always safer to include a reference. Concepts that require citation include discoveries, theories, controversies, and opinions. Additionally, sources for methods, procedures, illustrations, charts, and tables of data must be acknowledged. The following points should be noted:

- a. Electronic copies of the Dissertation/Thesis are to be screened by The University approved plagiarism check application/software before submission for External Examination.
- b. Where the official result of the plagiarism check is more than 25%, the student shall be asked to retrieve his/her work for improvement after which it would be re-subjected to another plagiarism check.

- c. Plagiarised works shall be withdrawn and the candidate involved shall have his/her study terminated.

Chapter 6: Appendices

6.1 Appendix I: Cover page

GENETIC DIVERSITY AND ANTIBODY RESPONSES TO PLASMODIUM FALCIPARUM ERYTHROCYTE SURFACE ANTIGENS AMONG CHILDREN IN MINNA, NIGERIA

BY

USMAN, Amina

***(check standard way of writing names)**

22A/UE/MLS/1001

**A REPORT SUBMITTED TO THE DEPARTMENT OF MEDICAL LABORATORY SCIENCES IN
PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE AWARD OF BACHELOR OF MEDICAL
LABORATORY SCIENCE OF NEWGATE UNIVERSITY MINNA**

AUGUST, 2025

6.2 Appendix II: Title Page

**GENETIC DIVERSITY AND ANTIBODY RESPONSES TO PLASMODIUM FALCIPARUM
ERYTHROCYTE SURFACE ANTIGENS AMONG CHILDREN IN MINNA, NIGERIA**

BY

**USMAN, Amina
22A/UE/MLS/1001**

**A PROJECT SUBMITTED TO THE DEPARTMENT OF MEDICAL LABORATORY SCIENCES,
FACULTY OF MEDICAL AND HEALTH SCIENCE IN PARTIAL FULFILLMENT OF THE
REQUIREMENTS FOR THE AWARD OF BACHELORS IN MEDICAL LABORATORY SCIENCE,
NEWGATE UNIVERSITY MINNA**

AUGUST, 2025

6.3 Appendix III: Declaration

I declare that the work in this Project Report entitled _____ was carried out by me in the Department of _____. The information derived from the literature was duly acknowledged in the text and a list of references provided. No part of this Project Report was previously presented for another degree or diploma at this or any other Institution.

Name of Student

Signature

Date

6.4 Appendix IV: Certification

This Project Report entitled..... (in upper case) by (Surname last and in upper case) meets the regulations governing the award of the degree of(approved name of degree) of the Newgate University Minna, and is approved for its contribution to knowledge and literary presentation.

Chairman, Supervisory Committee	Signature	Date
Member, Supervisory Committee	Signature	Date
Member, Supervisory Committee	Signature	Date
Head of Department	Signature	Date
Dean, Faculty of Medical and Health Sciences	Signature	Date

6.5 Appendix VI: Acknowledgements

The acknowledgement should contain a brief note of appreciation to all those who contributed to the success of the study.

6.6 Appendix VII: Abstract

North Central Nigeria is one region in Nigeria with a significant incidence of malaria caused majorly by *Plasmodium falciparum*. This study utilizes the *msp1* and *msp2* genes of *P. falciparum* to examine its diversity and multiplicity of infection (MOI). Blood samples were collected from 247 children across selected healthcare facilities in Minna, from infants and children aged 6 months to 17 years. Of the total collection, 143 (58%) of the children were infected with *P. falciparum* with parasite density $\geq 1000 \mu\text{l}$, and from which fifty (50) samples was randomly selected and presented for PCR for the characterization of *msp1* and *msp2* gene using nested-PCR method. Overall, 57 *msp1* genotypes, including K1, MAD20 and RO33 were identified, ranging from (250- 1000 bp), (100-500 bp) and (400-500 bp), respectively. In addition, 54 different *msp2* genotypes of FC27 and 3D7 alleles ranging from (100-900 bp) and (100-800 bp), respectively were selected. Determination of gene diversity revealed MAD20 as the predominant allele for *msp1* with a mean MOI of 1.35 and FC27 for *msp2* with 1.72 MOI. The overall MOI recorded for the study was 1.60. There was, however, no statistical significance difference between MOI and age of the child ($P > 0.05$). Meanwhile, findings from this study revealed *P. falciparum* populations were not genetically diverse with Heterozygosity (He) index of 0.0636. However, a significant level gene diversity within the antigenic markers of *msp1* and *msp2* was observed with He index of 0.714 and 0.830, respectively. This study has demonstrated the potential of gene diversity and MOI of *P. falciparum*, as important markers for assessing differences in malaria transmission intensity. Continuous malaria genetic surveillance is therefore recommended as a fundamental tool for monitoring changes in gene types and for intervention programs' effectiveness.

Keywords: Maximum of ten (10) keywords

6.7 Appendix VIII: Sample of Table of Contents

TABLE OF CONTENTS

Content	Page
Declaration.....	ii
Certification.....	iii
Acknowledgement	v
Abstract.....	vi
Table of Contents	vii
List of Figures	xii
List of Tables.....	xiv
List of Plates	xv
List of Appendices	xvi
Nomenclature, List of Abbreviations and Symbols.....	xvii
CHAPTER ONE:	1
1.0 INTRODUCTION 1	
1.1 Background to the Study	
1.2 Statement of the Research Problem	
1.3 Justification of the study	
1.4 Aim and Objectives of the Study	
1.4.1 Aim of the Study	
1.4.2 Objectives of the Study	
1.5 Research Questions	
1.6 Definition of Terms	