Brief Guideline on

Research Proposal Writing for – 2020 ALKAN

HSBT College Graduating Class Students

- Scientific writing requires consistency in style and format throughout both the proposals and in the theses writing.
- With consistency, certain rules are followed.

These rules are ;

Font :

- Times New Roman font is required throughout the documents,
- There should be no variation in the type of font used throughout the proposal / Thesis,
- The cover page of the thesis will be written in 16 - Point font size,

STYLE AND FORMATTING --- cont’d

- The thesis will also have an additional Title page (In side after cover page) where 14-Point font size shall be used,

- Text in Cover pages and Title pages of thesis and or research proposal will be in bold face font,

- The first level headings in the research proposal, thesis will be in 14-point font size and all of the narrative should be in 12-point font size.

STYLE AND FORMATTING --- cont’d

Margins :

- A margin of 3.0 cm on the left is for binding,
- A margin of 2.5 cm each on the right, top and bottom of the page is required,
- The same margins should be applied to all pages including those of the figures and tables.

• Headings and Subheadings :

- Each of the titles of the preliminary sections and the chapters of the narrative should be written in bold upper case letters and be centred,

STYLE AND FORMATTING --- cont’d

- The chapter headings of the narrative must be numbered with Arabic numerals starting from 1 for the Introduction and ending with 7 or 8 for the Appendix.

- The Arabic numerals shall be followed by a period. However, none of the titles of the preliminary sections is numbered.

- The second level headings, i.e. subheadings, are numbered consecutively with Arabic numerals in an outline numbering system; - **E.g.,**

✓ 1.1., 1.2., etc. for subheadings of Chapter 1;

✓ 2.1., 2.2., etc. for Chapter 2; etc.

STYLE AND FORMATTING --- cont’d

- Likewise, the outline numbering system will be used for lower level;

  - **E.g.,**

✓ 1.1.1., 1.1.2., etc. for subheadings under 1.1.;

✓ 2.1.1., 2.1.2., etc. for those under 2.1.1.;

✓ 1.1.1.1., 1.1.1.2., etc. for subheadings under 1.1.1; and

✓ 2.1.1.1., 2.1.1.2, etc. under 2.1.1.; etc.

- To have a numbered subheading, there ought to be at least two subheadings discussed under the higher-level heading,
- Second level headings are written in bold title case letters,

✓ **i.e.** the first letter of each major word of the headings is written in upper case letters,

STYLE AND FORMATTING --- cont’d

- All remaining lower level headings are written in sentence case,

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✓ **i.e.** only the first letter of the heading will be in upper case unless required by grammatical or nomenclature rules.

- Second level headings and lower level headings should be flush left.

- An extra line should separate the headings from the narrative.

- No headings, subheadings or captions of tables or figures are underlined

STYLE AND FORMATTING --- cont’d

Line Spacing and Paragraph Format:

- The line spacing for the narrative is 1.5 although single line spacing is to be applied to captions of tables and figures,
- An extra line (1.5 spacing) is kept between paragraphs above and below all headings, sub-headings and captions,
- Use add space after paragraph.

Page Numbering and Set Up :

- Each of the components of the preliminary section, each chapter of the narrative, References and the Appendix of the thesis must start on a new page.

STYLE AND FORMATTING --- cont’d

- As a rule, each component of the preliminary section is expected to be short and not exceed one page.
- Exceptions to the latter may be for the Table of Contents, Acronyms and Abbreviations and the List of Tables and List of Figures.
- Except for the cover page, every page of the thesis is assigned a page number.
- The use of two different types of page numbering is recommended, Small Roman numerals such as i, ii, iii, etc. are used for the preliminary section from the title page to the page preceding the Introduction.

STYLE AND FORMATTING --- cont’d

- However, a page number should not appear on the Title page and the subsequent page will be numbered with Arabic numerals such as; 1, 2, 3, etc. are used from the first page of the Introduction to the last page of the Appendix.

- Page numbers are centred at the bottom of the page.

- Page numbers will not include periods or dashes.

STYLE AND FORMATTING --- cont’d

Tables and Figures :

- Students should decide the most appropriate way to present their data.
- They should not use tables and figures for the same data discussed in the narrative.
- Tables and figures should be single line spaced.
- Borders are required above and below the column headings and below the last row of the table.

STYLE AND FORMATTING --- cont’d

- Tables and figures should be logically placed in the narrative of the thesis and should be as close as possible to the results narrative where those tables and figures are first cited.
- The headings within the Tables and Figures can be bolded.
- Tables and figures should be consistent in format throughout the document.
- Long Tables and Figures which are more than one page in length are discouraged.
- The Researcher is responsible for checking computational correctness in the tables and figures.

STYLE AND FORMATTING --- cont’d

- In addition, the numerical values cited in the narrative should match those in the tables.
- Significance levels should be indicated by the use of an asterisk.
- All tables and figures should have a clear and concise caption.
- For ease in readability, landscaping of tables and figures is encouraged as necessary.

STYLE AND FORMATTING --- cont’d

- Empty space between the tables and figures and the narrative should not exceed two double spaces as far as possible.
- The tables and figures should be clearly presented and self-explanatory.
- The reader should be able to understand them without going to the methodology or the result’s narrative.

STYLE AND FORMATTING --- cont’d

Other Style and Formatting Issues :

- Where required, scientific names in any part of the proposal, thesis need be written in italic font with the genus name starting with a capital letter.
- No English language terminologies such as words, nouns, and pronouns shall be italicized.
- All measurements should be given in metric units.

STYLE AND FORMATTING --- cont’d

- The Ethiopian Birr (ETB) shall only be used for all budget currency discussions.
- Complicated, long and awkward sentences should be avoided.
- Correct grammatical rules should be followed.
- Contractions such as; shouldn’t, &, can’t, and won’t should not be used.
- Avoid the use of personal pronouns such as I, you, and we.
- Avoid colloquial language (slang).
- Minimize technical jargon.

Thank You For Listening and participation !!!