FORMAT FOR PRESENTING SYNOPSIS TO THE BOARD, SPGS

**Font Style:**

Times New Roman, no paragraphing

**Font Size:**

1. UNIVERSITY OF NIGERIA, NSUKKA - 14 Point

2. SCHOOL OF POSTGRADUATE STUDIES - 12 Point

3. APPLICATION FOR APPROVAL OF TITLE OF THESIS/DISSERTATION - 11 Point

4. FROM APPLICATION TO THE END - 11 Point

**Line spacing**

Between UNN and SPGS - Single Line

Between SPGS and Application for Approval - Double

Between application and the student’s particulars - Double

Student’s particulars - 1.3

Title of Thesis/Dissertation - Single

Between the title and SYNOPSIS - Double

Between SYNOPSIS and INTRODUCTION - Double

Between INTRODUCTION and the first line of introduction - 1.3

Between the last line of introduction and METHODOLOGY - Double

Between METHODOLOGY and the first line of methodology - 1.3

Between the last line of methodology and RESULTS - Double

Between RESULTS and the first line of result - 1.3

The body of the introduction, methodology and results - 1.3

**Margins - 1 inch**

**Impression**

UNN,SPGS. APPLICATION - bold

Left hand side of the student’s particulars - bold

Right hand side of the student’s particulars - Normal font

SYNOPSIS, INTRODUCTION METHODOLOGY AND RESULTS - bold

Student’s surname should be in upper case. There should be no full stop at the end of the title. There should be no colons on the left hand side of the student’s particulars.

The study should be reported in past tense

**General**

-The introduction should capture the problem of the study; the purpose of the study; the specific objective (itemized).

-The methodology should capture the research design; the area of the study; the population, sample and sampling procedure/technique: the instrumentation and the method of data analysis.

-The results should capture major findings of the study without preamble and should faithfully be aligned with the specific objectives/research questions/ hypotheses.

Answers to research question should be supported with appropriate descriptive statistics. Hypotheses tested should be supported with appropriate statistical results reflecting the pre-elected probability level. Results should not carry recommendations, suggestions, implications or conclusions.

The designation of the signatories should be bracketed. The entire text should be justified and should not exceed two pages on A4 paper.

**ADDITIONAL INFROMATION**

1**. Formatting:** This strictly as contained in the general guideline.

2**. Title:** The title of thesis should not exceed 25 words

3. **Numbers/Quantities:** All numbers from 1 – 9 should be written in words whereas from

10 and above should be written in figures (Arabic numerals)

4. **Introduction:** The introduction should contain the background of the study without necessarily indicating any reference(s). The introduction should first explain the key word(s) in the title which should serve as a guide to the reader who may not be conversant with the subject area. The knowledge gap (statement of the problem), aim of the study and specific objectives of the study should form part of the introduction. The introduction should be arranged as follows:

\* Explanation of any important key word(s) in the title there applicable.

\* Background of the study

\* Knowledge gap (Statement of the problem).

\* Aim of the study

\* Specific Objectives of the study.

Please note the background of the study must be sufficient enough as to expose the knowledge gap without any ambiguity.

5. **Methodology:** The methodology must contain the design of the study in the opening sentence. This section should contain information on how the work was done (in reported speech). Personalization (e.g. I, we, they, etc.) is not allowed.

The methodology should contain information on the equipment used including their specifications. Statistical tools used and their version should be stated where applicable. Sequential description of the methods employed in arriving at the results are key to quality presentation of the methodology. Type of statistics employed should be properly delineated.

6. **Results:** The results should be presented in sequence following the specific objectives as itemized in the introduction. That is, each result should correspond to each specific objective in the sequence in which they were presented. As much as possible quantification of results is often preferred. There should be no form of discussion, suggestion, recommendation, implications or conclusion.

Such statements like: the result showed that ….. should not be included. The candidate should just give result without unnecessary preambles.