



Centre for Mathematics, Science and Technology Education in Africa (CEMASTEA)

RESEARCH PROPOSAL AND REPORT FORMATS

Introduction

Annex III provides formats for research proposals as well as those of reports arising from the research activities. It is intended for use by Deans/Programme Coordinators/Individuals who have identified a research problem and need to write a proposal or conducted the research and need to write a report. The Annex is divided into two parts, Part A concerned with research proposal format and Part B concerned with research report format. Please adhere to the format as prescribed.

Part A: Format for Research Proposal

The research proposal should have all the 10 components in the order in which they are listed below. The font style should be Times New Roman with Font size 12. The text should be left justified with a spacing of 1.15 between the lines. The proposal should have page number at the bottom of every page excluding the first page. The page numbering system adopted should be Arabic. Kindly adhere to writing as specified by the American Psychological Association (APA) manual including citation and referencing. In the event that the manual is not available the following link may be useful

<https://owl.english.purdue.edu/owl/resource/560/01/>

1. Cover page layout ((should have the following centred and spread to cover only one page)



Title of Project

By

Name of Department/Programme/Members of the teaching staff

Month, year

2. Table of Contents (new page)
3. Abbreviations and Acronyms (new page)
4. List of Figures (new page)
5. List of Tables (new page)
6. 1.0 INTRODUCTION
 - 1.1 Background to the Study (new page)
 - 1.2 Statement of the Problem
 - 1.3 Objectives of the Study and/or
 - 1.4 Research Questions
 - 1.5 Significance of the Study
7. 2.0 LITERATURE REVIEW (new page)
8. 3.0 METHODOLOGY (new page)
 - 3.1 Sampling

- 3.2 Tools
- 3.3 Data Collection
- 3.4 Data Analysis

- 9. 4.0 References (new page)
- 10. 5.0 Appendices (new page)
Tools and any other relevant documents appended

Part B: Format for Research Report

The research report should have all the 14 components in the order in which they are listed. However, unlike the proposal which adopts the chapter format, the research report will adopt sections' format as shown below. Just like the research proposal, the font style used in the report should be Times New Roman with Font size 12. The text should be left justified with a spacing of 1.15 between the lines. Kindly adhere to writing as specified by the American Psychological Association (APA) manual including citation and referencing. In the event that the manual is not available the following link may be useful <https://owl.english.purdue.edu/owl/resource/560/01/>. The report should have page numbers at the bottom and centred on every page of the report except page one. From the table of contents through list of Tables, the pages adopted should be lower case roman numbers while the rest of the document starting from Section One should have Arabic numbers.

- 1. Cover page layout (new page, and should have the following centred and spread to cover only one page)



Report Title (bolded)

By (not bolded)

Name of Department/Programme/Members of the teaching staff (not bolded)

MONTH, Year (bolded)

- 2. Copyright page (new page, and should have the following centred and spread to cover only one page)

CENTRE FOR MATHEMATICS, SCIENCE AND TECHNOLOGY EDUCATION IN AFRICA (CEMASTE)

P. O. BOX 24214-00502 Karen – Bogani-Karen Roads Junction, NAIROBI – KENYA

Phone: +254-20-2044406; +254-20 2633591; +254-0706-722697/0780-797648

E-mail: info@cemastea.ac.ke

Website: <http://www.cemastea.ac.ke>

All rights reserved

© CEMASTE, Year

This report has been approved for circulation

Rubber stamp and signature (obtain from the Secretary)

Director's name,
Director, CEMASTEIA

3. Table of Contents (new page, Heading 1, centred, not bolded and no numbering)
4. Acknowledgements (new page, Heading 1, centred, not bolded, no numbering and signed by the Director)
5. Executive Summary (new page, Heading 1, centred, not bolded and no numbering)
6. Abbreviations and Acronyms (new page, Heading 1, centred, not bolded and no numbering)
7. Definition of Terms (new page, Heading 1, centred, not bolded and no numbering)
8. List of Figures (new page, Heading 1, centred, not bolded and no numbering)
9. List of Tables (new page, Heading 1, centred, not bolded and no numbering)
10. 1.0 SECTION ONE: BACKGROUND (new page, UPPER CASE, Heading 1, centred, not bolded and numbered as shown)
Provide a background to the study which should include the following
 - 1.1 Introduction (Heading 2, bolded, left justified and numbered as shown)
 - 1.2 Statement of the Problem (Heading 2, bolded, left justified and numbered as shown)
 - 1.3 Objectives and or Research Questions (Heading 2, bolded, left justified and numbered as shown)
 - 1.6 Significance of the Study (Heading 2, bolded, left justified and numbered as shown)
11. 2.0 SECTION TWO: LITERATURE REVIEW (new page, UPPER CASE, Heading 1, centred, not bolded and numbered as shown)
 - 2.1 Literature Review (Heading 2, bolded, left justified and numbered as shown)
12. 3.0 SECTION THREE: METHODOLOGY AND FINDINGS (new page, UPPER CASE, Heading 1, centred, not bolded and numbered as shown)
 - 3.1 Methodology (Heading 2, bolded, left justified and numbered as shown)
 - 3.2 Findings (Heading 2, bolded, left justified and numbered as shown)
Make the discussions part of the findings
 - 3.3 Conclusion and recommendations (Heading 2, bolded, left justified and numbered as shown)
13. 4.0 REFERENCES (new page, UPPER CASE, Heading 1, centred, not bolded and numbered as shown)
14. 5.0 APPENDICES (new page, UPPER CASE, Heading 1, centred, not bolded and numbered as shown)
Tools and any other relevant documents appended as follows.
 - 5.1 Appendix I: Tool A (Heading 2, bolded, left justified and numbered as shown)
 - 5.2 Appendix II: Tool B(Heading 2, bolded, left justified and numbered as shown)
 - 5.3 Appendix III: Tool C (Heading 2, bolded, left justified and numbered as shown)