



بسم الله الرحمن الرحيم

كلية نبتة  
NAPATA COLLEGE

## **Proposal writing format**

### **Margins:**

Leave margins of one inch at the top and bottom and both sides of the text.

### **Text formatting:**

Always choose an easily readable typeface (Times New Roman), in which the regular type style contrasts clearly with the italic, and (12 pt) font size. Justify alignment and double-space the entire text.

Don't italicize or underline your title or subtitle, put it in boldface. Italicize only the words that are universally agreed to be Italic.

### **Title page:**

The title page needs to provide information about the proposal's topic and authors and the course to which it is being submitted.

One inch from the top of the first page and flush with the left margin, type your department, followed by the name of the college. At the center of the page write your proposal title. Then author(s) include the full names of all authors; use the form first name, middle initial, last name, if two authors, separate with the word "and" , if three or more authors, separate each name with a comma and write the word "and" before the last author.

Instructor name: use the instructor's preferred designation (e.g., Dr., Professor) at the left of the page. And finally the year at the bottom of the page.

**Reference: follow Vancouver citation style.**

**Appendix A – Budget**

**Appendix B- Study plan or time table**

**Title page design**

Department

NPATA College

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**Title of Proposal**

A graduation project submitted to the Napata College in partial  
fulfillment of (name of degree)

Author(s) Name

Instructor(s) name

Their degree

Year

## **Guidelines for Writing Graduation Project**

### **Preliminaries comprising:**

- ✓ Title page
- ✓ Declaration
- ✓ Dedication
- ✓ Acknowledgement
- ✓ Abstract
- ✓ Table of contents
- ✓ List of tables
- ✓ List of figures

### **Chapter One:**

- 1.1 Introduction and Literature Review
- 1.2 Justification or Rationale
- 1.3 Objectives (General and Specific)

### **Chapter Two:**

- 2.1 Materials and Methods

### **Chapter Three:**

- 3.1 Results

### **Chapter Four:**

- 4.1 Discussion
- 4.2 Conclusion
- 4.3 Recommendations

### **Chapter Five**

#### **5.1 References**

#### **Appendices (if any)**

## **The Preliminaries**

**Always choose an easily readable typeface (Times New Roman), in which the regular type style contrasts clearly with the italic.**

### **Title page consists of:**

- ✓ Name of Program (Letter size =12, Bold).
- ✓ Napata College (Letter size =12, Bold).
- ✓ Title of graduation project in capital (Letter size =14, Bold).
- ✓ A graduation project submitted to the Napata College in partial fulfillment of (name of degree) (Letter size =12, No Bold).
- ✓ Full name of author (Letter size = 12 Bold).
- ✓ Name and title of supervisor (and co-supervisor if any) (Letter size = 12 Bold)
- ✓ Year of submission of graduation project (Letter size =14, no Bold).

### **Declaration**

Signed declaration stating that the graduation project has not been submitted to obtain a degree from any other university or college (example: I declare that the subject matter presented in this graduation project is original and has only been submitted to Napata College to obtain (name of degree). (Letter size =12, No Bold, Space between lines = 1.5).

### **Dedication and Acknowledgements**

Words of thanks to those who helped in accomplishing the research (supervisor, co-supervisor, funders, advisers, technical assistance providers... etc) (Letter size =12, No Bold, Space between lines = 1.5).

### **Table of Contents (Letter size =12, No Bold)**

- ✓ Page number of the preliminaries in Roman numerals (I, II, III, and IV)
- ✓ Text pages, starting with the Introduction, in Arabic numerals (1, 2, 3...)
- ✓ Pages before the table of contents (title page, dedication) without numbers.

### **Lists of Tables, Figures (Letter size =12, No Bold)**

- ✓ Each should include: A number and a caption (Title).
- ✓ A page number.

### **Abstract**

- ✓ Not to exceed 300 words (Letter size =12, No Bold, Space between lines = 1.5)
- ✓ Includes brief reports on the Background and objective(s), materials and methods, main results and principal conclusion(s)
- ✓ Should not include references, tables or figures
- ✓ Medical Sciences use structured abstract including (Background and Objective(s), Materials and Methods, Results, conclusion(s))

### **Chapter One: Introduction and Literature Review**

(Letter size =12, No Bold, Space between lines = 1.5)

- ✓ Define the nature and importance of the problem studied
- ✓ Terminate the introduction by stating the objective(s) of the study
- ✓ Give an extensive and up to date review of works previously done on the subject matter of the problem under study.
- ✓ Cite literature in the text by Vancouver citation style.
- ✓ Give a justification (s) of the study including hypothesis
- ✓ Give the Objectives (General and Specific) of the study

## **Chapter Two: Materials and Methods**

(Letter size =12, No Bold, Space between lines = 1.5)

What was done and how it was done  
Give in past tense a full description of:

**2.1 Materials:** include the following:

2.1.1 Study Design

2.1.2 Study Duration

2.1.3 Study Area

2.1.4 Study Population

2.1.5 Sample Size

2.1.6 Sampling Technique(s)

2.1.7 Inclusion and Exclusion Criteria

2.1.8 Ethical Consideration

2.1.9 Verbal Consent

2.1.10 Statistical Analysis

**2.2 Methods:** include the following:

2.2.1 Principle (s) of methods used in project

2.2.2 Procedure(s)

2.2.3 Quality Control (If Needed)

## **Chapter Three:**

### **3.1 Results**

(Letter size =12, No Bold, Space between lines = 1.5)

Describe in past tense what was found.

- ✓ Present data in tables or figures or both.
- ✓ Do not present same data in tables and in figures.
- ✓ Tables and figures should have title and should be self-explanatory.

- ✓ Each table, figure should have a number and a concise and indicative title.
- ✓ Refer to tables, figures by their assigned numbers and not by their positions (Table: below, above or following).

## **Chapter Four:**

### **4.1 Discussion**

(Letter size =12, No Bold, Space between lines = 1.5)

- ✓ Interpret (explain) results obtained and compare them with those reported in the literature on the same problem
- ✓ Give brief conclusions at the end of the discussion or under a separate heading.

### **4.2 Conclusions**

(Letter size =12, No Bold, Space between lines = 1.5)

- ✓ Briefly and concisely summarizes the main outcome of the study

### **4.3 Recommendations**

(Letter size =12, No Bold, Space between lines = 1.5)

- ✓ Give in points the most important recommendations of the study
- ✓ Do not state speculative and imaginary recommendations

## **Chapter Five**

### **5.1 References**

- ✓ Include mainly published references
- ✓ All references cited in the text
- ✓ Names of authors and years of publication should be as same as in the text
- ✓ Style of listing references is Vancouver System (Citation-sequence System)
- ✓ All references cited in the text should appear in the references list and vice versa
- ✓ Spelling of name of authors and years of publications must be same as in the text and the