



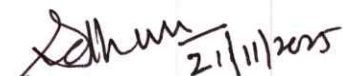
### Project Guidelines for Undergraduate Programmes as per Ordinance OA-38

The University has formulated comprehensive **Project Guidelines** for undergraduate students enrolled in Programmes under **Ordinance OA-38**. These Guidelines have been approved by the Academic Council in its meeting held on 07.11.2025. The said Guidelines are intended to standardize, streamline, and enrich the project experience across all Higher Education Institutions (HEIs) affiliated with the University.

Project work is a student-centered learning exercise in which students examine and research issues or challenges from the real world. In order to actively foster critical thinking and creativity, it motivates students to engage and work together. The students are encouraged to plan, develop, and present the project as a report or product. The project's goal is to create employability-boosting skills that promote entrepreneurship and innovation. Thus, the project aims to bring a valuable meaning to the teaching-learning process.

The document outlines the purpose, nature of activity, duration, roles and responsibilities of the stakeholders, report writing guidelines, evaluation rubrics and instructions to examiners.



  
(Prof. S. N. Dhuri)

Registrar  
Goa University

**To:**

1. Director, Directorate of Higher Education
2. Deans of the School
3. All Principals of Affiliated Colleges offering Programmes under OA-38
4. AR, VC's Secretariat, Goa University
5. PA to Registrar, Goa University
6. D-IQA with a request to upload on University website

**Purpose:** Project work is a student-centred learning activity where learners explore and investigate real-world problems or challenges. It encourages students to participate and collaborate to develop critical thinking and creativity actively. Students typically plan research, develop and present their findings or solutions as a report or product. The aim of the project is to develop skills that encourage innovation, entrepreneurship and enhance employability. The project thus aims to make the teaching-learning process a purposeful activity.

The project may involve activities that help students explore a specific topic or concept in-depth, enhancing their understanding and skills. This will also provide students with experiential learning and provide an opportunity to work in teams and develop skills in a particular area.

#### **Nature of Activity:**

It is an independent study which could be disciplinary, Interdisciplinary or multi-disciplinary undertaken by a group of students. This could take the form of (such as):

- Investigation or study of a situation,
- Real-world problem assessment,
- Understanding consumer behaviour,
- Evaluating policies with real-world relevance,
- Contribution to societal, technological solutions, or
- Academic advancement

#### **A) TIME DURATION AND TIME SCHEDULE**

The project will be initiated in Semester V, and assessment will be undertaken in Semester VI. The topic for the project is to be selected and finalized in Semester V and the report is to be submitted by the end of Semester VI.

The time schedule shall be as follows:

Sr. No.	Activity	Timeline
1	General Orientation by Principal /Head of the Department /Supervisor and Assigning supervisors for projects by Departmental Faculty Committee (DFC).	Not later than the fifth week of the commencement of Semester V
2	Finalization of topic by the students	Not later than seven weeks of the commencement of Semester V (Additionally, 15 days may be given for changes, if any)
3	Final registration of students (Registration should be in the Format as specified in <a href="#">Annexure I</a> )	Not later than 10 weeks of the commencement of Semester V; No change of topic allowed after this date

4	Submission of form in <a href="#">Annexure II</a> to the Controller of Examinations, Goa University	Not later than 12 weeks of the commencement of Semester V
5	Orientation of students by concerned supervisor, assistance in planning the project	Not later than 14 weeks of the commencement of Semester V
6	Field/Library/Laboratory Work, etc.	To be completed by sixth week of commencement of Semester VI
8	Submission of report	By end of 11 <sup>th</sup> week of Semester VI
9	Evaluation by internal examiner (supervisor)	By end of 13 <sup>th</sup> week of Semester VI
10	Viva Voce	By end of 15 <sup>th</sup> week of Semester VI
11	Submission of results to Goa University in the result sheet supplied by the University	Within 10 days of completion of Viva Voce

#### **B) STUDENT ORIENTATION PROGRAMME:**

- i. There shall be a general Orientation for all Third Year students as per calendar above.
- ii. The Principal/HOD/Programme Co-ordinator shall coordinate the orientation in the College.
- iii. Programme Director shall coordinate the orientation for on-campus programmes.
- iv. External experts may be invited, if necessary.
- v. The objective of the orientation shall be to give all students a general idea about projects, the type of projects available, the procedural formalities, etc. During the orientation, the students should be informed of the provisions of the relevant University's Ordinance and Guidelines relating to the Project.
- vi. The concerned Project Supervisor shall conduct an orientation of the students assigned to him/her. The orientation shall cover all details of the project, including field work to be carried out, records to be maintained, periodic meetings, final report, etc.

#### **C) NUMBER OF STUDENTS PER GROUP**

The Rules governing the number of students per group will be governed by the GU Ordinance and Notifications/Circulars issued from time to time.

## D) Responsibilities

- i. **Programme Director/ Head of the Department:** The Programme Director/ Head of each Department shall have the following responsibilities in respect of the supervisors and students in concerned Programme/Department:
  - a. Ensuring that every candidate / group is assigned to a Project Supervisor.
  - b. The Discipline Faculty Committee (DFC) shall allocate candidate / group to a Project Supervisor in-case of Programmes offered at Goa University Schools.
  - c. Confirming registration of students.
  - d. Monitoring the progress of the projects and maintaining the relevant records.
  - e. Ensuring that the schedule given in this manual is strictly followed.
  - f. Supervision of the administrative work pertaining to the project work.
  - g. Coordinating evaluation of project
  - h. Submission of marks to University by due process
- ii. **Project Supervisor:** The Project Supervisor shall be responsible for the day-to-day monitoring of the project work of the students assigned, and shall perform the following tasks:
  - a. Identification and finalization of project areas and titles
  - b. Receiving proposals from students in the prescribed format as per the [Annexure I](#).
  - c. Conducting weekly meetings of students assigned, to assess their progress and to give them the necessary guidance and assistance.
  - d. Maintenance of records of attendance, discussions held, reference material / sources of data, field work, etc.
  - e. Monitoring of work records / diaries / journals of students. These records must be maintained in the format as shown in [Annexure III](#).
  - f. Internal evaluation of completed project reports
  - g. Combining results of internal and external examiners immediately after the viva voce and submission to the Programme Director/HOD as per prescribed format in [Annexure IV](#) for onward submission to the University.

# REPORT-WRITING GUIDELINES

## A. PRESENTATION GUIDELINES

The project report has three distinct parts:

- I. The Preliminaries
- II. The Text
- III. The End-Matter

### I. The Preliminaries:

These are the pages that precede the actual report, and shall be included in the following order:

- a. The first page of a formal report is the Title page. It should be in the format prescribed by the University ([Annexure V](#)). The title should be brief but descriptive and comprehensive.
- b. Declaration Certificate signed by the student(s) in the format prescribed by the University ([Annexure VI](#))
- c. Certificate signed by the Supervisor in the format prescribed by the University. ([Annexure VII](#))
- d. The Preface or Acknowledgement.
- e. Table of Contents: It contains all the preliminaries, the chapter titles, References/ Bibliography, Appendices, Annexures, etc. [The numbering and the titles of chapters, and punctuation (if any) of chapter titles shall be exactly the same as they are in the text]
- f. Table of Illustrations: It contains a list of tables, charts and figures (if any)

### II. The Text:

The text may contain

- a. Introductory Chapter – the chapter will include introduction, objectives of the study, scope of the study, and the chapter scheme.
- b. Literature review
- c. Methodology
- d. Analysis, Results & Discussion
- e. Conclusion – this chapter will summarise the key findings of the study, present the conclusions based on the findings, indicate the limitations of the study and suggest areas for further study.

### III. The End Matter

- a. Reference Notes – if footnotes are not used, this section would contain notes of all the references made in the report
- b. Bibliography - Proper citation, style and formats are important. The bibliography must always be in alphabetical order. The preferred format is as follows: Name of author(s), date of publication, title, place of publication, name of publisher.
- c. Appendices (if any)
- d. Annexures (if any)

## **B. GENERAL GUIDELINES**

- a. The Report shall be written in English, except for other language subjects for which the medium may be the language concerned.
- b. The Report should be on A4 size paper, with top, bottom and right margins of 1 inch each. The left margin should be 1.2 – 1.4 inches to allow for binding. In the case of drawings, graphs and maps there are no restrictions on paper size. The project report should be 40-60 pages.
- c. The letter shall be of 12 font size and in Times New Roman. The project shall be printed on both sides of the paper with 1.5 line / double line spacing.
- d. For disciplines where the report is written in Devanagari script, the font size shall be 14.
- e. Every page, except the title page, should be numbered. The student shall use small roman numerals for the Preliminary pages and arabic numerals for all subsequent pages.
- f. Students shall submit one copy of the Project Report to the Project Supervisor of the College.

## **C. INSTRUCTIONS TO PROJECT SUPERVISORS BEFORE FINAL SUBMISSION OF THE PROJECT REPORT**

- a. Students should be informed that the accuracy and correctness of the language used in the report will be considered during the assessment.
- b. Supervisors should clearly communicate during the orientation that various components—such as problem identification and conceptualization, design, methodology, analysis, discussion, and the quality of presentation—will all be considered in the assessment of the report.
- c. Supervisors must offer clear and proper guidance to their assigned students on how to write Reference Notes and the Bibliography, ensuring these are presented in the correct format.
- d. Students should be taught the importance of intellectual honesty, with a clear emphasis on properly acknowledging any content drawn from articles, books, or other sources in their reports.
- e. The project report shall be subjected to a similarity test with suitable well-developed software. The Similarity index of the project report shall be less than or equal to 10% and shall be certified by Project Supervisor and College Librarian. In case of high similarity index of more than 10%, the same shall be reported to the supervisor for appropriate action and resubmission.

## **D. PROJECT EVALUATION GUIDELINES**

- a. Each project report shall be assessed by one external and one internal examiner. Ordinarily, the Project Supervisor will be the internal examiner.
- b. The external examiner shall be appointed by the University from the panel of examiners prepared by the respective Boards of Studies. The names of the external examiners shall also be communicated to the Dean of Schools/Principals of Colleges.
- c. The allocation of marks will be as follows:

	<b>Parameters</b>	<b>Internal Individual assessment (20%)</b>	<b>External Group Assessment (30%)</b>	<b>External Individual Assessment (50%)</b>
1	Conceptualization of Research Problem	4	5	
2	Objectives of the study, Literature review	4	5	
3	Methodology, Data Collection /Design/ Development/Field/Library work/Practical Work	4	10	
4	Results, Analysis and Conclusion	4	10	
5	Project meetings Attendance	4	NA	
6	Presentation	NA	NA	20
7	Viva Voce	NA	NA	30
	<b>Total</b>	<b>20</b>	<b>30</b>	<b>50</b>

**i. Presentation and Viva Voce**

- The presentation and viva voce is mandatory. If the student is absent for presentation and Viva Voce then s/he shall have to repeat the same.
- The marks obtained for internal Individual assessment (20%) and External Group Assessment (30%) shall be carried forward.
- The viva voce will be conducted by the external examiner in the presence of the internal examiner/Project Supervisor.
- The viva voce is primarily meant to test the understanding of the candidate on the topic. The effort will be to assess the methodology employed, as well as his/her competence in the general field of study, and to verify the actual involvement and participation of the candidate.
- The Dean of School/Principal of College shall prepare the schedule of the viva voce in consultation with the concerned external examiners and notify the same for information of the concerned students and internal examiner.
- A copy of the project report shall be sent by the concerned college to the external examiner so as to reach him/her at least 20 days before the conduct of the viva voce. The report shall be collected by the concerned college from the external examiner after the conduct of the viva-voce. Both examiners must sign the report, under the comment "Examined".
- The external examiner shall conduct the viva and presentation for not more than 10 minutes for each candidate (Presentation- 5 mins and Viva Voce -5 mins). The questions asked should pertain to the project work done by the student so as to assess the knowledge gained or the skills acquired by the student, the difficulties faced, etc. as per (Annexure VIII).

## **ii. Submission of Marks**

- a. The Project Supervisor/Internal Examiner and External Examiner will consolidate the mark sheet as described in Guidelines. This consolidated marksheet ([Annexure IV](#)) shall be forwarded to the University by due process.

## **iii. Passing Criteria**

- a. A candidate shall be required to obtain the minimum marks as per the Ordinance OA-38.15 in order to be declared as Passed.
- b. Award of grades will be governed by OA 16.
- c. Each candidate must attend the viva-voce to complete the project evaluation.
- d. There will be no revaluation for the Project.
- e. Incase the student fails to obtain minimum marks for passing, then the student shall be required to resubmit the same Project report.

## **IV) INSTRUCTIONS TO EXAMINERS**

A project report should be judged on the basis of content and presentation. It should not be assessed only on the strength of the overall impression gathered during the perusal of the work. Attention should be paid to the various components of the project report. The external examiner may also call for the work records / diaries / journals of individual candidates at the time of the viva voce.

## **V) APPOINTMENT OF EXAMINERS**

- a. The Board of Studies in each subject shall prepare a panel of examiners for projects which may include persons from outside the University, like experts and professionals from industry and research organizations.
- b. The remuneration and TA/DA for External Examiner shall be paid as per University rules.
- c. No honorarium will be paid to the Project Supervisor / Internal Examiner.
- d. An examiner shall not be allotted more than 3 group projects in a day for assessment.



**REGISTRATION FORM FOR PROJECT WORK**

1. Name of the College: \_\_\_\_\_
2. Name of the Candidate: \_\_\_\_\_  
(As per University Registration)
3. Class: \_\_\_\_\_ Div: \_\_\_\_\_ Roll No. : \_\_\_\_\_
4. University Registration No.: \_\_\_\_\_
5. Discipline : \_\_\_\_\_
6. Topic for Project work: \_\_\_\_\_  
\_\_\_\_\_
7. Name of the Project Supervisor: \_\_\_\_\_
8. Signature of the student and date: \_\_\_\_\_
9. Signature of the Project Supervisor and date: \_\_\_\_\_

Signature  
Principal

Signature  
Head of the Department

**N.B.: Change in the topic will not be permitted**

## ANNEXURE II

### STATEMENT REGARDING THE NUMBER OF CANDIDATES REGISTERED FOR PROJECTS

[To be submitted by the Principal of the College to the Controller of Examinations, Goa University]

1. Name of the College: \_\_\_\_\_
2. Name of Programme: \_\_\_\_\_
3. Discipline: \_\_\_\_\_

No.	Title of the project	Name of the Project Supervisor	No. of candidates registered for the Project	Remarks

Separate programme-wise lists may be prepared and sent.  
Within each programme/discipline, project details may be arranged subject-wise.

## ANNEXURE III

### WORK RECORD/DIARY

1. Name of the College: \_\_\_\_\_
  2. Name of the candidate: \_\_\_\_\_
  3. Programme: \_\_\_\_\_
  4. Discipline: \_\_\_\_\_
  5. Year: \_\_\_\_\_
  6. Title of the Project: \_\_\_\_\_
- \_\_\_\_\_

Library/Laboratory/ Field work	Description of work	Date	Time spent	Signature of Authority	Counter Signature of Project Supervisor & date

(Additional sheets may be used)

- 1) Signature of the Student:
- 2) Signature of the Project Supervisor :
- 3) Signature of H.O.D.:

## ANNEXURE IV

### CONSOLIDATED MARKSHEET FORM

Name of the College: \_\_\_\_\_

Name of Examination: \_\_\_\_\_

Year: \_\_\_\_\_

No.	Exam. Seat No. (as allotted by University)	PR Number	Names of Candidates	Marks awarded by Int. Examiner (/20)	Marks awarded by Ext. Examiner Individual (/50)	Marks awarded by Ext. Examiner Group (/30)	Total Marks awarded (/100)

External Examiner

Internal Examiner/Supervisor

Place:

Date:

Checked and Countersigned  
College Seal

Signature  
Principal

## ANNEXURE V

Sentence Case, Bold,  
Font size 14

Title of the PROJECT

Sentence Case,  
Normal, Font  
size 10, Single  
line spacing

A Project for

Course code and Course Title: Code & name of course

Credits: Number of credits

by

Name of the student

Seat Number

ABC ID

PRN

Under the Supervision of

UPPER CASE, BOLD, Font size 12,  
Sequence: First Name, Middle  
Name(s), Last Name

Write Roll Number only.  
Normal, Font size 10

UPPER CASE, BOLD, Font size  
12, Sequence: First Name,  
Middle Name(s), Last Name

Name of Project Supervisor

Sentence Case, Normal, Font size  
12, Single line spacing

Name of School / Department  
Name of Discipline

University logo in BLUE  
only / College logo



UPPER CASE, BOLD, Font size 12,  
Single line spacing, Format for the  
date: Month Year (e.g. July 2023)

Goa University / Name of college

Date:

Examined by:

Seal of the School

**DECLARATION BY STUDENT**

I hereby declare that the data presented in this Project report entitled, “Title of the work” is based on the results of investigations carried out by me in the (name of Discipline) at the Name of School/Dept, Goa University/College under the Supervision of Mr/Ms/Dr/Prof. (Name of teacher) and to the best of my/our knowledge, it has not previously formed the basis for the award of any diploma or degree by this or any other University. Further, I understand that Goa University or its authorities / College will be not be responsible for the correctness of observations / experimental or other findings given in the project work. It is also declared that this document is our original work and free of any plagiarism.

Sr No.	Roll No.	PR Number	Name of Student	Signature
1				
2				
3				
4				
5				

Date:

Place: Goa University/ College name

## ANNEXURE VII

### CERTIFICATE BY PROJECT SUPERVISOR

This is to certify that the project report “**Title of Project Work**” is a bonafide work carried out by **Ms/Mr First name, Middle Name, Last Name** under my supervision in the Discipline (**Name of the Discipline**) at the (**Name of the School/Dept**), Goa University/**College**. To the best of my knowledge, it has not previously formed the basis of the award of any degree or diploma by this or any other College/University. This work also complies with the requirements of Similarity index.

**Signature and Name of Project Supervisor**

Date:

**GUIDELINES FOR THE CONDUCT OF VIVA VOCE**

The External Examiner shall ask questions for the Viva based on any 5 indices given below. All 5 questions carry equal weightage of 6 marks each.

**INDICES**

1. Reasons for selection of the topic
2. Knowledge and understanding about the topic
3. Explanation of the topic (objectives, definition of terms, scope etc.)
4. Description of data gathering procedures
5. Reasons for selecting the sample/ sources of data
6. Justification for data collection tools/techniques/procedures
7. Justification of the Interpretation and Conclusions drawn
8. Suggestions for further work in the area
9. Difficulties encountered during the project work
10. Experience/Benefits gained from the project work



## FORMAT FOR PROJECT

### General:

- Justified text with double line spacing.
- All headings centered, upper case, underlined.
- Page numbers on the top right corner. Running page numbers from 1 to n for the main body, references and additional information to the project work.

### Contents Page:

3 columns Table without borders, Page nos. (in range on chapters rows only), Sub-sections of the chapters below chapter with sub- section number within particulars. Subsections to run only up to 3 digits (e.g. 4.1.3) followed by alphabets e.g. a, b, c, etc.	<u>CONTENTS</u>	
Chapter	Particulars	Page numbers
	Preface	Roman number lower case
	Acknowledgments	Roman number lower case
	Tables and Figures	Roman number lower case
	Abbreviations used	Roman number lower case
	Abstract	Roman number lower case
1.	Introduction	From – To
	1.1 Background	
	1.2 Aim and Objectives	
	1.3 Hypotheses/ Research question	
	1.4 Scope	
2.	Literature Review	From – To
3.	Methodology	From – To
4.	Analysis and Conclusions	From – To
	References	From – To
	Appendix I: Title 1	First page number
	Appendix II: Title 2	First page number

Preliminary pages  
 Main body  
 Additional pages

**Preface and acknowledgments:** TWO INDEPENDENT SECTIONS. NO FIXED FORMAT! Preface tells readers the genesis, motives of the study. Acknowledgement tells readers who all helped the researcher during the study and how

**Tables:** List of Tables within the text in various chapters

**Figures:** List of Figures within the text in various chapters

- To begin on a fresh page

3 columns  
Table with  
borders, first  
digit of the  
number  
indicates  
chapter and the  
second the  
Table/Figure  
number within  
that chapter

<u>TABLES</u>		
Table No.	Description	Page no.
3.1	Types of users surveyed	
3.2	Responses received by age group	

<u>FIGURES</u>		
Figure No.	Description	Page no.
1.1	Map showing geographic area surveyed	

4.1	Distribution of respondents' choices	
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### Abbreviations used:

#### ABBREVIATIONS USED

2 columns Table with borders,  
Alphabetical sequence

Entity	Abbreviation
Mutual Fund	MF
Systematic Investment Plan	SIP

### Abstract:

- Short description of the work that showcases the study to the reader
- An abstract should contain *at least* one sentence about (a) why was this study initiated, (b) how did you do your study (methodology), and (c) what did you find (observations and conclusions)
- Usually in 150-200 words with double line spacing for the text

### Keywords:

- Keywords are the words by which the document gets retrieved when someone is searching for the subject
- The topic that is being studied becomes first keyword, the topic may also have finer details and each of that turns to be a keyword, what tools are used is another keyword, if the study is done for a specific geographic area, then the name of the area also becomes a keyword, if at all the study is done for a specific period that could also be the keyword (e.g. Holocene, post-sixties, etc.)
- The number of keywords is normally not more than 6

### Main body of the study:

- Text under various chapter headings is called *main body of the study* for better understanding.
- Usually, all studies could better be described at least in 4 chapters: Introduction, Literature Review, Methodology and at last Analysis and Conclusion
- Introduction:
  - o For introducing the subject of the study and why it is considered as an interesting issue to explore
  - o The statement of the problem related to the issue and the possible solution(s)
  - o The aim and objectives of the paper / the research question(s) / hypotheses
  - o Generally, ends with a brief overview of the approach/strategy pursued and the outline of the study (conspectus).
- Literature Review:
  - o Published literature on the studies already carried out to find the solution to the problem
  - o Offers a critical review of these studies and authors view either supporting or opposing or describing limitations
  - o The previous studies are grouped by association of ideas in various paragraphs
- Methodology:
  - o The method followed by the author to conduct study that includes data collection, experiments, methods of analysis, etc.
- Analysis and Conclusions:
  - o Analysis of the data so collected or use of previous data and author's interpretation of the data
  - o The solution to the envisaged problem based on the study carried out by the author
- Each Chapter may contain elements such as,
  - o Title of the chapter and subtitle(s) for various paragraphs or ideas within the chapter
  - o Running text within paragraphs under title and subtitle

- Verbatim copy of the text from published literature (- avoid this as far as possible. This amounts to plagiarism in case if you forget to cite)
  - Tables and Figures that briefly showcase the idea being described within the text
  - Citations to previous studies
- Title: UPPER CASE, Underlined, Bold case, Centred, Chapter number and title, e.g.
    - **CHAPTER 3: METHODOLOGY**
    - After the title, one line spacing before the start of paragraph/sub-title
  - Subtitle: For every subsection within the Chapter. Alignment towards left. The paragraph under the section and subsection to start immediately below the heading of the section/subsection. The description under the alphabetised heading (in italics) to follow the heading.
    - 3.1 PRODUCTIVITY MEASUREMENT
    - 3.1.1 H-index
    - 3.1.2 Impact Factor
    - a. *For journals:*
  - Running text within paragraphs: Justified, double line spacing. First line to be indented from left (one tab spacing)
  - Table: Table heading on the top of the Table. Centred, Sentence Case, Contains Table number (first digit indicates chapter number and the second Table number) followed by the title of the Table. e.g.,
    - Table 4.1. Recommended List of Journals
  - Figure: Figure description below the Figure. Centred, Sentence Case, Contains Figure number (first digit indicates Chapter number and the second Figure number) followed by the description of the Figure. e.g.,
    - Figure 4.1. Subject-wise Distribution of the Journals
  - Citations to previous studies: Citations are used to give credits to previous studies that are referred anywhere in the current research. Copying contents, results of the previous studies without citation amounts to plagiarism and that leads to penalties. There are standard citation styles that are in use largely by the researchers in a given academic discipline, though there is no such hard and fast rule. However, one style has to be used consistently throughout the study. The main body of the text cites previous study and the same is listed in the 'References' section. Examples on how to cite previous study in the text and the style in which bibliographic description is to be written while using a particular style are provided in the Table below. Note that the modern tools used to type the project work (such as Microsoft Word) has inbuilt facility to write citations and describe the study in bibliography in standard style.

Level 1 UPPER CASE, Level 2 Title case, First digit – Chapter number, second –section level, third – part of section level, further divisions are denoted by lowercase alphabets

Citation Style	In-text citations and bibliography examples at	Discipline
APA (American Psychological Association)	<a href="https://pitt.libguides.com/citationhelp/apa7">ps://pitt.libguides.com/citationhelp/apa7</a>	Education, Psychology, Sciences
MLA (Modern Language Association)	<a href="https://pitt.libguides.com/citationhelp/mla9thedition">ps://pitt.libguides.com/citationhelp/mla9thedition</a>	Humanities
Chicago	<a href="https://pitt.libguides.com/c.php?g=12108&amp;p=64732">ps://pitt.libguides.com/c.php?g=12108&amp;p=64732</a>	Business, History, Fine Arts

## References:

- As indicated in the 'Citations to previous studies', this section lists the items that are consulted during the present research work. Standard citation styles use pre-defined formats for description of the bibliographic references. Consult link in the previous Table to know more.

**Appendices:**

- The last piece of the document that is compiled for describing research work
- Includes additional information/data that is too long to describe in the main body of the study or not a 'core' to the study (background information)
- May include Graphs, Tables, Charts, Statistics, Figures, etc.
- Compiled by the author of the document
- Format:
  - o Each appendix to begin on a new sheet
  - o First line contains Appendix number (number in Roman capitals) with the right justified margin. e.g., 'Appendix IV' followed by a blank line
  - o Title of the Appendix in the next line (centred, Sentence Case). e.g., 'Questionnaire Used to Collect the Data from Respondents'

*Note: Flexibility in the formulations of the Chapters is permitted.*

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