

Macjo Arcade, 4<sup>th</sup> Flr., Suite 15E P.O Box, 8076 – 00200, Nairobi - Kenya Tel: 254 (0)202319748 / Mob: 0725 788 400 Email: <u>kenpropublications@gmail.com</u> | Website: <u>www.kenpro.org</u>

# **RESEARCH PROJECT AUTHOR GUIDELINES**

# **Title and Subtitle**

The complete title of your project comprises title and subtitle. The title should be short, easy to understand and factual. Please, do not use overly fancy titles and ensure that the subtitle has no more than 120 characters including spaces.

Please note that your title suggestion will be verified by the KENPRO editorial team with regard to its marketing potential.

# **Format Requirements**

- ✓ Page format: All pages have to be in portrait format (higher than wide).
- ✓ Text type area: Justified
- ✓ Font size of main text: 12-14 pt
- ✓ Font size of footnote: 11 pt
- ✓ Font family: Arial or Times New Roman
- ✓ Margins: right/top/bottom equally 2 cm or 0.7" inches; left 2.5 cm or 0.9 inches
- ✓ Spacing: main text 1.5 spacing, footnotes single-line spacing
- ✓ Page numbers: Preliminary pages in Romans and Main pages in Arabic.
- ✓ Page number position: centered at the bottom of the page
- ✓ Cover page, statutory declarations if any, should be all removed (also from the table of contents). Dedication and acknowledgment can stay.

# **Project Outline**

Outline your project as follows:

DEDICATION ACKNOWLEDGEMENT ABSTRACT (include keywords - catchwords below it ) TABLE OF CONTENTS LIST OF TABLES LIST OF FIGURES ABBREVIATIONS AND ACRONYMS

## **CHAPTER 1: INTRODUCTION**

1.1 Background of the Study
1.2 Statement of the Problem
1.3 Research Questions
1.4 Significance of the Study
1.5 Conceptual Framework
1.6 Operational Definition of Central Terms

## **CHAPTER 2: METHODOLOGY**

2.1 Introduction
2.2 Research Design
2.3 Target Population
2.4 Sample and Sampling Procedure
2.5 Description of Research Instruments
2.6 Reliability of Research Instruments
2.7 Validity of Research Instruments
2.8 Data Collection Procedure
2.9 Data Analysis Procedure
2.10 Ethical Consideration

## **CHAPTER 3: RESULTS AND DISCUSSION**

3.1 RESULTS (based on study parameters/ variables) 3.2 DISCUSSION

## **CHAPTER 4:SUMMARY, CONCLUSIONS AND RECOMMENDATIONS**

4.1 Introduction
4.2 Summary
4.3 Conclusions
4.4 Recommendations
4.5 Suggestions for Further Studies

References (APA)

Research Project Author Guidelines, KENPRO 2013