

FORMAT FOR PREPARATION OF BUSINESS RESEARCH REPORT

1. ARRANGEMENT OF CONTENTS:

The sequence in which the project report material should be arranged and bound should be as follows:

1. Cover Page & Title Page
2. Bonafide Certificate
3. Candidate Declaration Form
3. Abstract
4. Table of Contents
5. List of Tables
6. List of Figures
7. List of Symbols, Abbreviations and Nomenclature
8. Chapters
9. Appendices
10. References

The table and figures shall be introduced in the appropriate places.

2. PAGE DIMENSION AND BINDING SPECIFICATIONS:

The dimension of the project report should be in A4 size. The project report should be bound using flexible cover of the thick white art paper. The cover should be **printed in black letters** and the text for printing should be identical.

A typical Specimen of Cover Page & Title Page)

TITLE OF BUSINESS RESEARCH REPORT

<1.5 line spacing>

A BUSINESS RESEARCH REPORT

Submitted by

<Italic>

NAME OF THE CANDIDATE(S)

Submitted in partial fulfillment for the award of the degree of

<1.5 line spacing><Italic>

NAME OF THE DEGREE

In **MANAGEMENT SCIENCES** (14 font, bold)

To

FACULTY OF MANAGEMENT SCIENCES

(Subject or name of the Programme in which you are registered)

(Note: Please put the above in parentheses, and do not put Faculty, Department)



**National University of Modern Languages
Islamabad, Pakistan**

<1.5 line spacing>

MONTH & YEAR



NATIONAL UNIVERSITY OF MODERN LANGUAGES
FACULTY OF MANAGEMENT SCIENCES

BONAFIDE CERTIFICATE

The undersigned certify that they have read the following research report, examined the defence, are satisfied with the overall exam performance, and recommend the report to the Faculty of Management Sciences

Research Report Title: _____

Submitted By: _____

Name of Student

Registration #: _____

Degree Name in Full (e.g. Bachelor of Business Administration)

Name of Discipline

Name of Supervisor

Signature of Supervisor

Name of Head (MS)

Signature of Head (MS)

CANDIDATE DECLARATION FORM

(Declaration Form to be filled in by Candidate at the time of Submission of Thesis to the Supervisor for Internal and External Evaluation. Follow this pattern strictly, and also let the dotted lines appear on the page)

I _____

Daughter/ Son of _____

Registration # _____

Discipline _____

Candidate of _____ at the National University of

Modern Languages do hereby declare that the thesis (Title) _____

submitted by me in partial fulfillment of MPhil/ PhD degree, is my original work, and has not been submitted or published earlier. I also solemnly declare that it shall not, in future, be submitted by me for obtaining any other degree from this or any other university or institution.

I also understand that if evidence of plagiarism is found in my thesis/dissertation at any stage, even after the award of a degree, the work may be cancelled and the degree revoked.

Date

Signature of Candidate

Name of Candidate

Abstract – Abstract should be one page synopsis of the project report typed double line spacing, Font Style Times New Roman and Font Size 14.

Table of Contents – The table of contents should list all material following it as well as any material which precedes it. The title page and Bonafide Certificate will not find a place among the items listed in the Table of Contents but the page numbers of which are in lower case Roman letters. One and a half spacing should be adopted for typing the matter under this head. A specimen copy of the Table of Contents of the project report is given in **Appendix 1**.

List of Tables – The list should use exactly the same captions as they appear above the tables in the text. One and a half spacing should be adopted for typing the matter under this head.

List of Figures – The list should use exactly the same captions as they appear below the figures in the text. One and a half spacing should be adopted for typing the matter under this head.

List of Symbols, Abbreviations and Nomenclature – One and a half spacing should be adopted or typing the matter under this head. Standard symbols, abbreviations etc. should be used.

Chapters – The chapters may be broadly divided into 3 parts (i) Introductory chapter, (ii) Chapters developing the main theme of the project work (iii) and Conclusion.

The main text will be divided into several chapters and each chapter may be further divided into several divisions and sub-divisions.

- ❖ Each chapter should be given an appropriate title.
- ❖ Tables and figures in a chapter should be placed in the immediate vicinity of the reference where they are cited.
- ❖ Footnotes should be used sparingly. They should be typed single space and placed directly underneath in the very same page, which refers to the material they annotate.

Appendices – **Appendices are provided to give supplementary information, which is included** in the main text may serve as a distraction and cloud the central theme.

- ❖ Appendices should be numbered using Arabic numerals, e.g. Appendix 1, Appendix 2, etc.
- ❖ Appendices, Tables and References appearing in appendices should be numbered and referred to at appropriate places just as in the case of chapters.
- ❖ Appendices shall carry the title of the work reported and the same title shall be made in the contents page also.

List of References –The listing of references should be typed 4 spaces below the heading “REFERENCES” in alphabetical order in single spacing left – justified. The reference material should be listed in the alphabetical order of the first author. The name of the author/authors should be immediately followed by the year and other details.

A typical illustrative list given below relates to the citation example quoted above.

REFERENCES

1. Aripnammal, S. and Natarajan, S. (1994) ‘Transport Phenomena of Sm Sel – X Asx’, *Pramana – Journal of Physics* Vol.42, No.1, pp.421 -425.
2. Barnard, R.W. and Kellogg, C. (1980) ‘Applications of Convolution Operators to Problems in Univalent Function Theory’, *Michigan Mach, J.*, Vol.27, pp.81–94.
3. Shin, K.G. and Mckay, N.D. (1984) ‘Open Loop Minimum Time Control of Mechanical Manipulations and its Applications’, *Proc.Amer.Contr.Conf.*, San Diego, CA, pp. 1231-1236.

3.10.1 Table and figures - By the word Table, is meant tabulated numerical data in the body of the project report as well as in the appendices. All other non-verbal materials used in the body of the project work and appendices such as charts, graphs, maps, photographs and diagrams may be designated as figures.

4. TYPING INSTRUCTIONS:

The impression on the typed copies should be black in colour.

One and a half spacing should be used for typing the general text. The general text shall be typed in the Font style ‘Times New Roman’ and Font size 14.

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APPENDIX 1
(A typical specimen of table of contents)

TABLE OF CONTENTS

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