

TRAINING REPORT FORMAT

- 1) **Length:** the length of the report should be between 125-150 pages including the cover page, table of contents, list of figures, list of tables and acknowledgement.
- 2) **Script and Page Format:** The report should be typed using a word processor. Standard A4 (21.0 cm x 29.7 cm) paper size should be used. A conventional font size 12 –point, 10 to 12 characters per inch should be used. Line spacing should be 1.5.
- 3) **Margins:** Left hand margins should have a width of not less than 38mm, to facilitate binding. The right-hand, the top and the bottom margins should be 25mm.
- 4) **Paper and Print Quality:** paper and print quality are important for successful legibility. The report can be printed on standard quality paper (e.g., photocopy paper).
- 5) **Pagination:** Positioning of page numbers should be at the bottom centre of the page. Pages starting from the summary until the list of tables should be numbered using Latin numbers (I, II, III, IV....). Pages starting from the introduction until the appendices should be numbered using Arabic numbers (1, 2, 3, 4....). Pages with figures or tables or illustrations must be also numbered.
- 6) **Binding:** The report should be hard bound.
- 7) **Referencing style:** APA 6