

FORMAT FOR WRITING 400 LEVEL PROJECT IN THE DEPARTMENT OF CHEMISTRY

The following order is to be noted and adhered to for 400 level students' project write up.

A. WRITE UP LAYOUT

The page numbers (in roman numerals) are in brackets.

Cover page (no numbering)

Certification (i)

Acknowledgements (ii)

Dedication(iii)

Abstract(iv)

Table of contents (v)

Table of figures(vi)

List of Tables (vii)

List of symbols and their meaning (viii)

Chapter One Introduction

1.1 Background of the study

1.2 The problem/gap identified

1.3 The scope of study

1.4 Aim(s) and Objective(s)

1.5 Significance of study

Chapter Two Literature Review

2.1 Theoretical Review (definition of terms where necessary/applicable)

2.2 Previous work on the study review

Chapter Three Materials and Methods

3.1 Materials

3.2 Method(s)

Chapter Four Results and Discussion

4.1 Results

4.2 Discussion

Chapter Five Conclusion and Recommendation

5.1 Conclusion

5.2 Recommendation(s)

NOTE

1. All pre-chapter pages must be in roman numerals (small case), with the cover page not having any number.
2. Arabic numbering should start with Chapter One i.e the first page in chapter one is numbered page 1.

B. TEXTS

Font type Times New Roman

Font size 12

Line spacing 2

*** Proper justification should be done for all texts.**

C. REFERENCING AND IN- TEXT CITATION

Referencing and in- text citation should follow the **APA 7th**

(i) IN- TEXT CITATION

APA 7TH In-text citations		
	Explanation	Examples
For 1 author	Give the author's surname and the year of work	Alade, 2022.
For 2 authors	List the surnames of the 2 authors connected with & , and the year of work	Sijuwola & Babington, 2015.
For 3 or more authors	list first author followed by et al. from the very first citation	Kerridge <i>et al.</i> , 2013 for authors Kerridge, Lowe, & Stewart
Same author and same date	differentiate between them by assigning lowercase letters a, b, c, etc. *List them in the reference list alphabetically by title excluding the letters A or The (see example of reference list entry under references)	Eyes are susceptible to melanoma, even though it is rare (Cancer Society of New Zealand, 2013a). According to the Cancer Society of New Zealand (2013b) the rate of...
For older papers	Include the date of the original work if known	... for chemical equilibrium (Smith, 1984, as cited in Crawshaw, 2007). OR Smith's (1984) simple definition of chemical equilibrium (as cited in Crawshaw, 2007)
For more than one paper	Separate the papers with a semicolon	Abiona, 2022; Sijuwola & Babington, 2015.

(ii) REFERENCES

APA 7TH REFERENCES		
	Explanation	Examples
1 author	Give	
2-20 authors	list them all	Barley, A., Sofola A., Craig, F., Wood, C., George, K., Royal, B., Sosanya, G., Cartwright, J., Jones, A., Kell, B., Cit, J., Goodes, M., Klesch, S., George, K., Bailey, K., Rolls, N., & Smythe. (2017). <i>The chocolate eating habits of CDU librarians</i> . CDU Press.
21 or more authors	List the first 19 authors, followed by 3 full stops (...) and then the last author	Wisk, B., Arkle, M., Fish, P., Nowak, Z., Vane, O., Coat, M., Jones, U., Rice, E., Coffee, C., Jones, L., Li, P., Yang, D., Kumar, B., Xu, D., Mars, R., Ilfe, V., Iban, L. M., Mako, G., Vice, E., . . . Koch, A. (2019). <i>Amazing book written by 26 authors</i> . Papillon.
1 author, same date	Eyes are susceptible to melanoma, even though it is rare (Cancer Society of New Zealand, 2013a). According to the Cancer Society of New Zealand (2013b) the rate of...	Cancer Society of New Zealand. (2013a). <i>Ocular melanoma: Information sheet</i> . Retrieved from http://www.cancernz.org.nz/information/cancer-types/ Cancer Society of New Zealand. (2013b). <i>Reducing your cancer risk</i> . Retrieved from http://www.cancernz.org.nz/reducing-your-cancer-risk/
Retrieved from	‘Retrieved from’ is no longer required, unless a retrieval date is needed (for an unarchived resource that is likely or meant to change)	CDUniLibrary. (2017, August 21). <i>Cat capers: Adventures in academic integrity</i> [Video]. YouTube. https://www.youtube.com/watch?v=BzCipTk71Bc
When to use DOI and URL	Use a DOI whenever Available DO NOT use a URL (or permalink) for library database resources that DO NOT have a DOI	Fowler, M. D., & Davis, A. J. (2013). Ethical issues occurring within nursing education. <i>Nursing Ethics</i> , 20(2), 126-141. https://doi.org/10.1177/096973301247429 Moss, S., White, B., & Lee, J. (2018). A systematic review into the psychological causes and correlates of plagiarism. <i>Ethics & Behavior</i> , 28(4), 261-283.

	Use a URL for online resources accessed via an internet browser	Australian Institute of Health and Welfare. (2016). <i>How many Australians have diabetes?</i> https://www.aihw.gov.au/reports/diabetes/diabetes/contents/how-many-australians-havediabetes
Hyperlinked DOI and URL	URLs or DOIs should be hyperlinked if the work is read online (e.g. university assignments)	Fowler, M. D., & Davis, A. J. (2013). Ethical issues occurring within nursing education. <i>Nursing Ethics</i> , 20(2), 126-141. https://doi.org/10.1177/096973301247429
Shortening of URLs	URLs that are longer than two lines can be shortened, using a URL shortening service like https://bitly.com/ or https://tinyurl.com/	Australian Curriculum, Assessment and Reporting Authority. (n.d.-a). <i>The Australian curriculum: English</i> . https://bit.ly/2TFC2xm
	If a journal article has an article number or locator, write the word 'Article' and then the number instead of the page range	Aggrey, S. E., Milfort, M. C., Fuller, A. L., Yuan, J., & Rekaya, R. (2019). Effect of host genotype and <i>Eimeria acervulina</i> infection on the metabolome of meat-type chickens. <i>PLoS One</i> , 14(10), Article e0223417. https://doi.org/10.1371/journal.pone.0223417
Journal article number	If a journal article has an article number or locator, write the word 'Article' and then the number instead of the page range	Aggrey, S. E., Milfort, M. C., Fuller, A. L., Yuan, J., & Rekaya, R. (2019). Effect of host genotype and <i>Eimeria acervulina</i> infection on the metabolome of meat-type chickens. <i>PLoS One</i> , 14(10), Article e0223417. https://doi.org/10.1371/journal.pone.0223417
Books		
Place of publication	The place of publication is no longer required.	Dinham, J. (2014). <i>Delivering authentic arts education</i> (2nd ed.). Cengage Learning.
Date	Books: Use copyright date Journal articles: Use year of volume Web pages: Use more specific dates for works that are published more	Lee, C. (2019, October 1). The APA style blog of the future. <i>American Psychological Association</i> . https://apastyle.apa.org/Blog/future-blog

	frequently (e.g. blog posts, newspaper articles)	
Webpage titles	Titles for information and documents from a web site are italicised	Australian Institute of Health and Welfare. (2016). <i>How many Australians have diabetes?</i> https://www.aihw.gov.au/reports/diabetes/diabetes/contents/how-many-australians-havediabetes

C(iii) THE REFERENCE LIST

All references or information sources cited in any written work should be listed in a **reference list** on a separate page at the end of your project, headed ‘**References**’. The reference list provides all the details necessary for the person reading and/or marking the work to locate and retrieve any information source cited. An accurate and properly constructed reference list provides credibility to the written work it accompanies.

Tip: Everything you have cited in text appears in your reference list and, likewise, everything **that appears in your reference list will have been cited in text!** Check this is the case prior to handing in your project.

Basic rules

1. The reference list is arranged in **alphabetical order** of the authors’ surnames.
2. If there is more than one **work by the same author**, order them by publication date – oldest to newest (therefore a 2004 publication would appear before a 2008 publication).
3. If there is **no author** the title moves to that position and the entry is alphabetised by the first significant word, excluding words such as “A” or “The”. If the title is long, it may be shortened when citing in text.
4. Use “&” instead of “and” when listing multiple authors of a source.
5. The first line of the reference list entry is left-hand justified, while all subsequent lines are consistently indented.
6. Capitalise only the first word of the title and of the subtitle, if there is one, plus any proper names – i. e. only those words that would normally be capitalised.
7. *Italicise* the *title* of the book, the *title* of the journal/serial and the *title* of the web document.
8. *Italicise* the journal *volume*.
9. Include the issue number in brackets (if there is any).
10. Do not create separate lists for each type of information source. Books, articles, web documents, brochures, etc. are **all arranged alphabetically in one list**.

Examples

AL-Bayati, R., Mahdi, F. R. and Al- Amiery, A. A. H. (2001). Synthesis, spectroscopic and antimicrobial studies of transition metals complexes of N- amino quinolone derivatives. *British Journal of Pharmacology and Toxicology*. 2(1), 5-11.

- Cherayath, S., Alice J., & Prabhakaran, C.P. (1990). Palladium (II) complexes of Schiff based derived from 5-amino-2,4-(1H,3H)pyrimidinedione (5-aminouracil) and 1,2-dihydro-1,5-dimethyl-2-phenyl-4-amino-3H-pyrazol-3-one.1990. *Transition Metal Chemistry*, 15(6), 449-453.
- Chohan Z.H. 1999. Biologically active transition metal complexes of Ni(II), Cu(II), and Zn(II) with 2-aminothiazole Schiff bases. *Metal Based Drugs*, 6, 187-192.
- Durot, S., Policar, C., Pelosi, G., Bisceglie, F., Mallah, T., & Mahyt, J.P. (2003). Structural and magnetic properties of carboxylate-bridged manganese (II) complexes involving tetradentate ligands: Discrete complex and ID polymers, Dependence of J on the nature of the carboxylate bridge. *Inorganic Chemistry*. 42(24), 142-148.