

2.5 Typing

A thesis should be typed using word or text processor. Font type and size that are commonly used for printed academic materials should be used. The same font type should be used throughout the thesis. The character size should **not be less** than 0.2 cm for capital letters and 0.15 cm for small letters. If *Microsoft Word* is used, font type *Times New Roman* with font size 12 or bigger should be used. One and a half line spacing should be used. The text must be printed on one side only.

The title of a chapter should be typed using capital letters and centred. A new chapter must start on a new page. Chapters and their sub-sections must be given titles. The titles should be typed using bold letters and should not be underlined. See examples in Appendices T and U.

2.6 Spacing and Format

The following guidelines should be observed:

- (i) The spacing between the top margin and the chapter number should be 2.5 cm;
- (ii) The spacing between the chapter number and the title, and between the title and the first line of a text should be four (4) line spacing;
- (iii) The spacing between the last line of a text with the title of a sub-section should be four (4) line spacing;
- (iv) The spacing between the title of a sub-section and the first line of a text should be two (2) line spacing;
- (v) The spacing between paragraphs should be two (2) line spacing;
- (vi) The number and the title of sub-section should be aligned with the left margin;
- (vii) The first line of a paragraph should be indented by 1.27 cm (0.5 inch) from the left margin;
- (viii) A new paragraph should not begin on the last line of a page;