YOUR RESEARCH PROJECT TITLE (*two inches below from the top margin of the page in capital letters, font- 14 size, single line spaced*)

By

STUDENT NAME (*capital letters, 12 font size*)

STUDENT REGISTRATION NUMBER (*capital letters, 12 font size*)

FACULTY OF VETERINARY MEDICINE AND ANIMAL SCIENCE

UNIVERSITY OF PERADENIYA

SRI LANKA

MONTH, YEAR

© YEAR Type Your Name Here (*Title case, 12 font size*)

**DECLARATION** (*bold, capital letters, 12 font size*)

I do hereby declare that the work reported in this project report was exclusively carried out by me under the supervision of Prof. A. B. C. De…............ and Dr. A. B. C. Def……( *change according to the number of supervisors you have*)

It describes the results of my own independent research except where due reference has been made in the text. No part of this report has been previously submitted earlier or concurrently for the same or any other degree. (*12 font size*)

Name of the Candidate: A. B. C. Defghkhk

Signature:

Date:

Certified by:

1. Name of the Supervisor: Prof. A. B. C. De… (*Faculty supervisor must be at the first*)

Signature:

 Date:

2. Name of the Supervisor: Dr. A. B. C. Def……

 Signature:

 Date:

3. Name of the Supervisor: Dr. A. B. C. Defg…….

 Signature:

 Date:

**ACKNOWLEDGMENTS** (*bold, capital letters, 12 font size*)

Include your acknowledgements here. This section uses the style for body text. This section should be written in paragraph form.

**TABLE OF CONTENTS** (*bold, capital letters, 12 font size*)

[**DECLARATION** ii](#_Toc102120375)

[**ACKNOWLEDGMENTS** iii](#_Toc102120376)

[**LIST OT TABLES** v](#_Toc102120377)

[**LIST OF FIGURES** vi](#_Toc102120378)

[**LIST OF ABBREVIATIONS** vii](#_Toc102120379)

[**LIST OF APPENDICES** viii](#_Toc102120380)

[**ABSTRACT** ix](#_Toc102120381)

[**Introduction** 1](#_Toc102120382)

[First Level Subheading 1](#_Toc102120383)

[Second Level Subheading 1](#_Toc102120384)

[Another Second Level Subheading 1](#_Toc102120385)

[Third level subheading 1](#_Toc102120386)

[Another third level subheading 1](#_Toc102120387)

[Another First Level Subheading 2](#_Toc102120388)

[Using formatting styles 3](#_Toc102120389)

[Styles for Headings 3](#_Toc102120390)

[Styles for Body Text 3](#_Toc102120391)

[Using Page Breaks and Section Breaks 3](#_Toc102120392)

[Table of Contents 3](#_Toc102120393)

[Formatting For Tables 5](#_Toc102120394)

[Formatting for Figures 5](#_Toc102120395)

[**LIST OF REFERENCES** 8](#_Toc102120396)

[NAME OF APPENDIX A 11](#_Toc102120397)

[NAME OF APPENDIX B 12](#_Toc102120398)

**LIST OT TABLES** (*bold, capital letters, 12 font size*)

**Table 1** Table format for Animal Production and Health Research Project. You need to boldface the table number after you apply this style. 5

**Table 2** Table format Animal Production and Health Research Project. You need to boldface the table number after you apply this style. 5

**LIST OF FIGURES** (*bold, capital letters, 12 font size*)

**Figure 1** This is an example of figure. Make sure that you name the axes on graphs and include units of measurements if applicable………………………….7

**Figure 2** This is an example of figure. Make sure that you name the axes on graphs and include units of measurements if applicable. 7

**LIST OF ABBREVIATIONS** (*bold, capital letters, 12 font size*)

First abbreviation Type your definition here. For a new definition, press enter once, otherwise keep typing and the text will be wrapped as shown here.

Another word Another definition

Abbreviation Definition, and so on.

**LIST OF Appendices** (*bold, capital letters, 12 font size*)

**APPENDIX A** Name of the Appendix………………………………..11

**APPENDIX B** Name of the Appendix………………………………..12

**ABSTRACT** (*bold, capital letters, 12 font size*)

Your abstract should be typed here using 12 font size. You may use up to 400 words. Do not exceed one page for your abstract.

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**1. Introduction** (*bold, capital letters, 12 font size*)

1.1 First Level Subheading (*bold, 12 font size*)

A first level subheading is in title case (i.e. the first letters of each principle word capitalised, but not articles or prepositions like and/ a/ for etc.), bold-face and centred. The body text follows the heading immediately without leaving any spaces. The first line of each paragraph is indented 0.5”. Do not leave any spaces between paragraphs. Use 1.5 spacing for body text.

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1.1.1 Second Level Subheading

A second level subheading is left aligned, bold face and title case. Leave one space after the preceding section, but not after the heading or between paragraphs.

1.1.2 Another Second Level Subheading

Please note that if you have use a certain level of subheading, you should have more than one of the same level. This is because you cannot have a list with only one item. Leave one space after the preceding section. Do not leave any spaces after the heading, or between paragraphs.

1.1.2.1 Third level subheading

Third level subheadings are left aligned, boldface, and in sentence case (i.e. only the first letter of the first word and proper nouns are capitalised). Leave one space after the preceding section, but not after the heading or between paragraphs.

1.1.2.2 Another third level subheading

Please note that if you have use a certain level of subheading, you should have more than one of the same level. This is because you cannot have a list with only one item. Leave one space after the preceding section. Do not leave any spaces after the heading, or between paragraphs.

1.2 Another First Level Subheading

Please note that if you have use a certain level of subheading, you should have more than one of the same level. This is because you cannot have a list with only one item. Leave one space after the preceding section. Do not leave any spaces after the heading, or between paragraphs.

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**2. Literature REview**

2.1 Using formatting styles

The template provided has specific styles for the different sections in your report. If you copy and paste the relevant sections of your report and paste it in this template, it will apply the style used for that section. Or you can use this template directly, save it under another name and type your text in the relevant sections.

2.1.1 Styles for Headings

The template provides different styles depending on the level of your heading (first, second and third). Although applying a style will format your headings, it will not capitalise the first letters of words in first and second level subheadings. You will need to capitalise the letters of principle words in first and second level subheadings after you apply the relevant style.

2.1.2 Styles for Body Text

The style for body text is formatted so that first lines of paragraphs are indented, and the text is in Times New Roman, point 12 font with 1.5 spacing. For starting a new paragraph, press the Enter key and the new paragraph will start with an indent.

Note that applying a formatting style does not correct your grammar or spelling. If you need italics, or boldface in the text you need to apply that formatting as you need it. Note that if you reapply the body text style afterwards to any text you have formatted, it will remove italics or any other special formatting you have used. When you are typing, keep a single space between two words in a single sentence, and two spaces between the end of a sentence and the start of another sentence.

2.2 Using Page Breaks and Section Breaks

This template inserts section breaks or page breaks at the end of different sections of the report. For example, there is a section break before the Introduction. This helps in formatting and ensures that different sections will start on new pages even if you insert additional text in the middle of chapters

2.3 Table of Contents

The table of contents has been formatted to collect section titles, chapter titles and subheadings. If you type your chapters in this template, and update the table of contents, it will include all these sections in the table of contents. You need to add the chapter number to the chapter title in the table of contents, and separate it from the title by using a single tab (0.25”). This has to be done after you have finished updating the title names as anything you add by typing will be automatically removed if you update the list again. You can however, update only the page numbers which will not change any of the headings.

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**3. OBJECTIVES**

3.1 Formatting For Tables

Your tables should be formatted as shown below (Table 1). Numbering of tables should be done sequentially. Captions should be concise and placed above the table. Captions are single spaced; do not leave a space between the caption and the table. Leave a single space before the table caption if preceded by body text on the same page. If the table starts on a new page, do not leave any spaces at the top. Leave a single space between tables, or after the end of a table if it is followed by body text. You may include footnotes below the table, using font size 10. Tables should be referred to in the text, but do not describe information presented in the tables in the text.

**Table 1** Table format for Animal Production and Health Research Project. You need to boldface the table number after you apply this style.

|  |  |
| --- | --- |
| Style number | Style Name |
| 00 | One inch spacer |
| 00 | Cover |
| 01 | Chapter number |
| 02 | Chapter title |
| 03 | First level subheading |
| 04 | Second level subheading |
| 05 | Third level subheading |
| 06 | Body text |
| 07 | Table caption |
| 08 | Figure caption |

The table captions are formatted so that they are included in the List of Tables. You need to update the List of Tables after you have finished adding all the tables in your document. You need to apply boldface to the table number when you type it. Use sentence case for table captions. If you do not use the styles in document you will need to type the list of tables manually.

3.2 Formatting for Figures

Figures should be clearly numbered and captioned. The numbering should be done sequentially. The figure caption should be below the figure and on the same page as the figure. Captions should be concise and only impart necessary information. Use Times New Roman – size 12, single spacing for captions.

Figures and diagrams should be clearly reproduced, and impart necessary information. Do not include figures/ images that are of poor quality. Do not include photographs of laboratory equipment, standard procedures etc. If figures are reproduced from any other publication the reference should be included. A list of figures should be included immediately after the list of tables page.

The figure captions are formatted so that they are included in the List of Figures. You need to update the List of Figures after you have finished adding all the figures in your document. You need to apply boldface to the figure number when you type it. Use sentence case for figure captions. If you do not use the styles in document you will need to type the list of figures manually.

Figure 1 shows an example for a figure. If the figure is a graph, make sure that axes are labelled, and units of measurements are shown. Use Standard International units for measurements. Maps should include a scale, the direction, coordinates, and if necessary, an index map showing the locality dealt with.

If you have several figures on the same page, separate them by leaving a single space between figures. If a figure follows text, leave a single space after the text. If body text or another subheading follows a figure, leave a single space after the figure caption.

You may have black and white, gray-scale or colour figures in your project report. Colour photographs or maps should be digitally printed for inclusion in the bound copy. Do not affix photographic prints in your project report. If possible, it is preferable to print figures on the same A4 paper that is used to print the project report. If that is not possible (e.g. for large maps), you may use other types of paper for printing.



**Figure 3.1** This is an example of a figure. Make sure that you name the axes on graphs and include units of measurements if applicable.

**LIST OF REFERENCES**

The list of references should be in alphabetical order. You may follow the style of any peer-reviewed international journal following an author/year system (**not** one following a numeric system). Use **one** style throughout your report and specify which journal style you are following (not in the report, but in a cover letter to the VPEU office/ your supervisor). You are required to provide an example paper from the journal you are following when you submit drafts for correction and for the final submission. Pay close attention to formatting details as incorrect usage will not be accepted.

It is highly recommended to use reference manager software (e.g. Endnote, Procite etc.) for inserting references in your report. You may ask your supervisor about the necessary software, or download freeware reference managers available on the internet.

***Recommended Format for Author-Year System***

* Journal article:

 (i) Bell, C.H. (1991). Diapause and cold tolerance of larvae of *Ephestia elutella.*

 *Postharvest Biology and Technology* **1**, 81-93.

(ii) Priesler, H.K. and Robertson, J.L. (1992). Estimation of treatment efficacy when

the number of test subjects is unknown. *Journal of Economic Entomology*

**85***,*1033-1040*.*

(iii) Waite, D.T., Grover, R., Westcott, N.D., Sommerstd, H. and Kerr, L. (1992).

Pesticides in ground water, surface water and spring runoff in a small

Saskatchewan watershed. *Environmental Toxicology and Chemistry* **11**, 741-748.

* Journal article (electronic):

Williams, F. (1997). Electronic Document Delivery – a trial in an academic library.

Ariadne issue 10, July 15. http://www.ariadne.ac.uk/issue10/edd/ (December 5 1997)

* Journal without volume numbers:

Jang, E.B. (1991). Thermal death kinetics and heat tolerance in early and late third instars of the oriental fruit fly (*Diptera: Tephritidae*). *Journal of Economic*

*Entomology,* 1298-1303*.*

* Journal with new pagination in each issue:

Becker, L.J. and Seligman, C. (1981). Welcome to the energy crisis. *J. Social Issue* **37** (2), 1-7.

* Translation journal:

Assink, E.M.H. and Verloop, N. (1977). Het aanleren van dee-geheel relaties in het aanvankelijk rekenonderwijs [Teaching part-whole relations in elementry

mathematics instruction]. *Pedagogischi Studien* **54**,130-142.

* Reference to abstract of an article:

Karunaratne, W.M.A.A. and Dissanayake, C.B., 1983.The distribution of goldmines and mining villages in ancient Sri Lanka. Abs. *First Geology Symposium of Sri Lanka*: University of Peradeniya.

* Paper not yet published:

Potting, R.P.J., Otten, H. and Vet, L.E.M. (1997). The relation between parasitoid

ecology and learning: absence of learning in the stemborer parasitoid *Cotesia*

*flavipes. Animal Behaviour* (in press).

* Monograph:

Gunatilleke, C.V.S. (1996)*. A nature guide to the world’s end trail, Horton Plains.*

Peradeniya Science Publication 5.

* Chapter in monograph:

Ugi, I. (1971). *Isonitrile chemistry,* New York, Academic press; Chapter 2.

* Book:

6 9 Abeles, F.B. (1973). *Ethylene in Plant Biology*. Academic Press, New York.

* Edited Book:

Worthing, C.R. and Walker, S.B. (1987). *The Pesticide Manual*, 8th edn. British Crop Protection Council, Thornton Heath.

* Chapter in edited book:

Ries, S.K. (1976). Subtoxic effects on plants. In *Herbicides: Physiology,*

*Biochemistry, Ecology,* 2nd edn. Vol. 2, ed. L.J. Audus. Academic Press Inc. (London) Ltd, Chapter 2, 313-344.

* Edited symposia, special issues, etc., published in a periodical:

Kimball, B.A. and Idso, S.B.(1983). Increasing atmospheric Carbon Dioxide: effects on crop yield, water use and climate. In: J.F. Stone and W.O. Willis (Editors), Symp. Plant Production and Management under Drought Conditions, 4-16 October 1982, Tulsa, OK. Agric. Water Manage. **7**, 55-72.

* Patent:

Kysika, J.O., Sawiciki, C.A., Apparatus and method for measuring optically active

materials, U.S. Patent 352 321, 1983.

* Thesis:

Cregg, B.M. (1990). Net Photosynthesis and carbon allocation of loblolly pine (*Pinus taeda L.)* branches in relation to three levels of shade. Ph.D. thesis, University of Georgia, USA.

* Thesis (website):

Smith, J. (2000) Curly’s Airships Polegate, Masters of Arts Available from:

http://www.curlysairships.com (Accessed 29 May 2001

**APPENDIX A**

NAME OF APPENDIX A

This section is optional. You may present extra information such as detailed tables, figures, examples of questionnaires etc. Appendices should be named alphabetically (i.e. A, B, etc.). Tables and figures should be formatted as in the main text. Names of tables and figures should include the appendix name as a prefix, and the number (e.g. Table A.1 for Appendix A, table 1; Figure B.1 for Appendix B, figure 1).

**APPENDIX B**

NAME OF APPENDIX B

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