

**SCHOOL OF HEALTH INFORMATION MANAGEMENT,  
UNIVERSITY COLLEGE HOSPITAL, IBADAN.**



**COMPREHENSIVE REVISED  
PROJECT FORMAT**



The main part of the training of undergraduate students in Health Information Management (**HIM**) at the School of Health Information Management, University College Hospital, Ibadan (SHIM UCH IB) consists of one or two research projects. Our School maintains a high standard of education. In order to ensure a high standard of education, including assessment, we hereby provide a guideline for supervision and assessment of the research projects performed by SHIM UCH IB students.

## PROJECT FORMATTING

The project must be produced on A4 paper of very high quality, in font style of Times New Roman (font size 12), line spacing of 1.5, page numbered in Roman numeral (i, ii, iii) (preliminary pages) and standard numbering (1, 2, 3) for the main body of the work, spaces after each paragraph. Numbering should be used for objectives of study and research questions while one consistent bullet style can be used wherever applicable.

Justify the work (use CTRL +J) and no indentation (block paragraph style) for the body of the work. Project should follow the format below:

### PRELIMINARY PAGES

The preliminary materials are contained in the pages that immediately follow the main cover page of the project work. These include the following:

- i        **COVER PAGE**
  - Project Title
  - Name
  - Matriculation number
  - School
  - Year of Assessment.
- ii       **TITLE PAGE**
  - Project Title
  - Name
  - Matriculation number
  - Purpose for which the project work is submitted
  - School
  - Year of Assessment.
- iii      **CERTIFICATION**
  - This is the approval page which serves to authenticate the project work and give it an aura of authority. It shows that the supervisor and the Head of School have endorsed the project work as meeting the standard and requirements of the school to which it is submitted. Certification page should be written as:

“This is to certify that this research work conducted on (project topic) by (researcher name) has been read, recommended and approved in its present form as meeting the partial requirement of the School of Health Information Management, University College Hospital, Ibadan, for the award of Higher National Diploma (**HND**) in Health Information Management (**HIM**).”



and the corresponding pages. A table is usually an arrangement of words, numbers, signs or combination of them in parallel columns for the purpose of exhibiting certain information in a compact and comprehensive form.

ix      **LIST OF FIGURES**

-      A figure on the other hand indicates any kind of graphic illustration other than the table. It may be a chart, graph, photograph, drawing or other illustrations.

x      **LIST OF ABBREVIATION**

-      This page is for abbreviations and their meaning e.g. WHO, UN, USAID etc.

It is important that the preliminary pages are the last to be written in any work even though they come up first by arrangement in the final project work.

## **THE MAIN PROJECT WORK**

The main project work is usually divided into chapters and the chapters are sub-divided into sections and sub-sections. The heading and sectional headings of each chapter is written in **capital letters**, while sub-sectional headings appear in **sentence case**.

### **CHAPTER ONE**

#### **INTRODUCTION**

There should be brief information of what the chapter contains in a paragraph.

##### **1.1 BACKGROUND OF THE STUDY**

The background of the study portrays various angles of the educational phenomenon that the researcher wishes to describe. It could be an event that he has observed and wishes to attempt to explain or find a solution to. It gives an insight into the topic of the research; it naturally leads the reader to the understanding of the problem under investigation and gives a focus to the study. It should contain references that must be accompanied with a date (reference should not be more than ten years prior to year of project work). It should be a maximum of two pages.

##### **1.2 STATEMENT OF THE PROBLEM**

This section enables the researcher to put across the problem to be investigated as he sees it, in clear, concise and straight forward manner that he wants to emphasize, build on or proffer a solution to. It should be a maximum of two paragraphs.

##### **1.3 OBJECTIVES OF THE STUDY**

Here, attempt is made to answer the questions on why the researcher embarked on the study. The key words to use in this section are:

- i. To determine.....
- ii. To examine.....
- iii. To access.....
- iv. To investigate.....

##### **1.4 SIGNIFICANCE OF THE STUDY**

To whom will this study be beneficial and how? The researcher must have considered the importance of such a topic to other members of the society. He/She needs to point out the value of the study, its relevance and contribution to existing knowledge.

## **1.5 RESEARCH QUESTIONS**

These are questions you intend to find answers to in the course of the investigation and should be in line with the objectives stated.

## **1.6 SCOPE OF THE STUDY**

The researcher is expected to state his/her areas of coverage. It is important to state clearly what he is doing and the extent he intends to go, to avoid being wrongly judged. In other words, the researcher is expected to describe the scope in terms of samples, variables, interest, location and other resources.

## **1.7 DEFINITION OF TERMS**

The researcher must limit definition of terms to the variables as employed. This of course is the operational definition and not necessarily the dictionary version and should be alphabetically arranged.

## **CHAPTER TWO**

### **LITERATURE REVIEW**

There should be brief information of what the chapter contains in a paragraph.

#### **2.1 CITATION OF PAST RELEVANT WORKS COVERING THE VARIABLES OF THE PROBLEM.**

This is meant to be a review and not a reproduction of past work of scholars in the related fields.

#### **METHOD OF CITATION**

You are expected to use American Psychological Association Format (APA Format)

- E.g
- (i) Abbeleggen (2015) stressed a deeper level of commitment to firm culturally ...
  - (ii) One of the factors cited as cause of Japan's relatively low rate of labour turnover is status enhancement variable (Marsh & Mannari, 2011).
  - (iii) Marsh and Mannari (2011) cited status enhancement variable as one of the factors that cause Japan's relatively low rate of labour turnover.

## **CHAPTER THREE**

### **RESEARCH METHODOLOGY**

There should be brief information of what the chapter contains in a paragraph.

- 3.1 STUDY DESIGN** - This is the structure which specifies the design used in the study. It could be descriptive, cross sectional type of study.
- 3.2 STUDY AREA** - This is a brief history or description of the area of study.
- 3.3 STUDY POPULATION** - A description of the target respondents under investigation.
- 3.4 SAMPLE SIZE AND SAMPLING TECHNIQUES**
  - 3.4.1 SAMPLE SIZE** - This is the number of respondents selected from the target population under investigation. The sample size should be between 120 to 150.
  - 3.4.2 SAMPLING TECHNIQUE** - Sampling techniques is the method adopted in selecting the respondents used in the study. Such method could be simple random, stratified random etc.
- 3.5 INSTRUMENT OF DATA COLLECTION**
  - This is describing the tool for collecting the data e.g. questionnaires, observation, interview, checklist etc. For questionnaires, the sections contained should be indicated.
- 3.6 RELIABILITY AND VALIDITY OF THE INSTRUMENT**
  - This means the consistency with which the instrument measures what it is supposed or purports to measure. This can be determined by using any of the following methods, depending on the research e.g. pre test, the parallel and alternative reliability test etc. while validity ensures that the instruments used actually perform. E.g. Content validity and Face validity.
- 3.7 METHOD OF DATA COLLECTION**
  - An explanation of the steps taken to collect the relevant data and retrieval of questionnaires.



### **3.8 DATA ANALYSIS AND MANAGEMENT**

- Here, the researcher describes the statistical techniques or tools employed in analyzing the data, which may include tabulation, graph, charts, Statistic (Mean, T-test, F-test, Chi-square etc).

### **3.9 ETHICAL CONSIDERATION**

- These are the steps taken by the researcher to ensure privacy, confidentiality and non maleficence (no harm) to the respondents during data collection. It should be added at the discretion of the supervisor.

## **CHAPTER FOUR**

### **RESULT AND DISCUSSION**

There should be a brief information of what the chapter contains in a paragraph.

- 4.1 RESULTS** - In this section, data are presented in tables, charts, graphs and followed by a brief interpretation. The tables must be numbered on top of tables.
- 4.2 DISCUSSION** - Here, findings are discussed in relation to objectives, research questions, literature review and personal opinion.

## CHAPTER FIVE

### SUMMARY, CONCLUSION AND RECOMMENDATIONS

There should be brief information of what the chapter contains in a paragraph.

- 5.1. SUMMARY** - An appraisal of findings.
- 5.2 CONCLUSION** - This should highlight the main findings or outcomes as contained in the study. The number of conclusion is predicted on the number of hypotheses and or research questions.
- 5.3 RECOMMENDATIONS** - Possible suggestions to the problems under investigation and areas that needs further studies.
- 5.4 LIMITATION OF THE STUDY**  
-This is where the researcher is expected to state the difficulties encountered during the cause of the research work or that could have hindered data collection

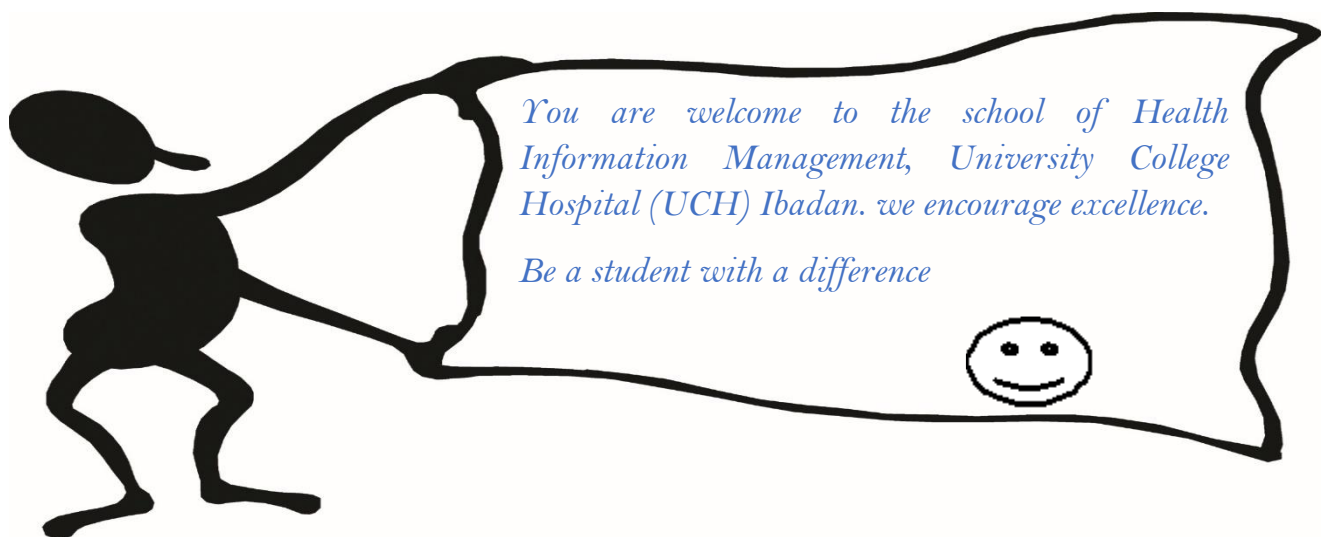
## **REFERENCES**

All sources consulted must be listed here. The arrangement of authors must be arranged alphabetically i.e. American Psychology Association (APA) Format.

## **APPENDIX (CES)**

- All other documents, or supplementary material such as questionnaires; maps, lifted charts, calculations, computer print-outs, related to the study must be attached.

We hope this manual has provided information helping students write project in the appropriate format. We are optimistic students know what project should contain and the sequence of presentation of materials.



*You are welcome to the school of Health  
Information Management, University College  
Hospital (UCH) Ibadan. we encourage excellence.*

*Be a student with a difference*

