

FORMAT FOR THE PREPARATION OF THE VICE-CHANCELLOR'S ANNUAL REPORT

Foreword

The Vice-Chancellor's Annual Report shall cover the period – August to July of each year. It should be noted that by the end of July, all faculties, units and departments are expected to submit their reports (soft and hard copies) to the University Relations Office. All reports should be written in conformity with the recommended standard of presentation indicated below (**see Appendix for: The Dos and Don'ts on Writing the Report**).

a) Report from the Office of the Vice-Chancellor

This shall include:

- Memorandum of Understanding that UDS has signed with any organisation(s)/institution(s) during the period under review
- All major events
- Visits by Very Important Personalities to the Vice-Chancellor and the Pro-Vice-Chancellor
- Collaborations
- Sponsors of different events organised by UDS.

b) Faculty

Sequence of items in the Faculty Summary Report:

- Introduction/Background
- Staff List
- Office of the Dean
- Student Population (**Present it in Table Format**) *insert sample

EXAMPLE

Table:

Student Admissions by Faculty/School and Gender

Faculty	Male	Female	Total

Student Admissions Year on Year

Year	Male	Female	Total

- Names of staff in the Dean’s Office (*Dean, Vice Dean and supporting staff excluding Senior and Junior staff*)
- **Department**(*No Introduction/Background*)
- Sequence of items in the body of the Report of the respect departments and Units:
- List of Staff, Qualifications and Rank (in descending order: HoD, Professors, Senior Lecturers, Lecturers, Assistant Lecturers and Senior Research Assistants – all italicised).
- The order for writing names is: Surname first, followed by initials.
- Degrees/Diplomats and positions should be italicised.
- Institution where degrees/diplomats were obtained should be put into brackets.

EXAMPLE:

Staff Name	Qualification	Rank/Position
<i>Teye, G.A. Chancellor</i>	<i>B.Sc., M.Sc., (Kumasi), Ph.D. (Bristol)</i>	<i>Professor/Vice-</i>
<i>Dei, H. K.</i>	<i>B.Sc, Dip.Ed.(Cape Coast), M.Sc (Kumasi), Ph.D. (Newport)</i>	<i>Associate Professor/Dean</i>
<i>Tampah-Naah, C.</i>	<i>B.A, Dip. Ed. (Cape Coast); M.A. (Ghana)</i>	<i>Snr.Assistant Registrar/Head, General</i>

- Staff on study leave should have asterisks by their names - for example, Dery*, T.A

Senior and Junior staff names should not be included in the Report. However, mention can be made of the total number of staff in a department or unit.

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- Faculty background and indicate programmes.

c) Publications

Book

Maasole, S.C. (2006). *The Konkomba and their Neighbours from the pre-European Period to 1914: A Study in Inter-ethnic Relations in Northern Ghana*. Accra: Ghana Universities Press.

A Book by a Corporate Author

University for Development Studies (2003). *Strategic Plan (2003-2008)*. Tamale, Ghana: University for Development Studies.

An Edited Book

Haines, A. and Donald, A. (Eds.) (2002). *Getting Research Findings into Practice* (2nd ed.). London: BMJ Books, pp. 86-93.

Chapter in a Book

Diedong, L. A. (2013). Role of Christian Education for Sustainable Development in Northern Ghana. In Tengan, A. (ed.). *Christianity and Cultural History in Northern Ghana*. Brussels: Peter Lang, pp.193-206.

Edited Work

Christians, C. and Nordenstreng, K. (eds.)(2014). *Communication Theories in a Multicultural World*. New York: Peter Lang.

Journal Article

Agbenyo, F. (2014). The Impact of Micro-Finance on the Performance of Small-Scale Enterprises: A Comparison of Sinapi Aba Trust and Maata-N-Tudu Associations in Wa Municipality, Ghana. *Ghana Journal of Development Studies*, Vol. 11, No. 2, pp. 1-13.

Magazine Publication

Henry, W. A. and Mehta, N. S. (1990, April 9). Beyond the melting pot. *Time*, 135, 28-31.

Magazine Article Retrieved online, including databases

Kuttner, R. (2003, September 8). The great American pension-fund robbery. *Business Week*, 24-26. Retrieved from <http://www.businessweek.com>

Newspaper Article Retrieved online, including databases

Cernetig, M. (2009, August 11). Opinion: Crafty Campbell knew the dangers of HST. *The Vancouver Sun*. Retrieved from <http://www.vancouversun.com>

Internet Source

Gallin, P. (2011). The Coming Collapse and Re-birth of Newspapers Journalism. Future of Journalism. Available at: <http://future-of-journalism.blogspot.co.uk/2006/12/commentary-coming-collapse-and-rebirth.html>

Web page University site or institutional archive, no date

Johnson, K. A., and Becker, J. A. (n.d.). *The whole brain atlas*. Retrieved from Harvard Medical School website: <http://www.med.harvard.edu/AANLIB/>

Video Clip

Wesch, M. (2007, October 12). Information revolution [Video file]. Retrieved from <http://www.youtube.com/watch?v=4CV05HyAbM>

Audio Clip (Podcast)

Green, C. D. (Producer). (2006, October 9-15). *Thomas Blass on Stanley Milgram's shocking studies of obedience* [Audio podcast]. Retrieved from <http://www.yorku.ca/christo/podcasts/>

d) Sectioning

- Headings and subheadings should be written using initial capitals.
- Headings and subheadings should be in **bold print** with a font size of 14pt and 12pt respectively.

EXAMPLE

- **Main Heading:**

University Relations Section (14pt)

- **Subheading(s):**

Media Management (12pt)

Media and Publicity (12pt)

e) Text and Spacing

- The written text in **Times New Roman** should be in a font size of 12pt and spaced (i.e. line spacing) one point five (1.5).

f) Paragraphs

- The report presented should use **block paragraphs**.

APPENDIX

The Dos and Don'ts on Writing the Report

<u>Dos</u>	<u>Don'ts</u>
<ul style="list-style-type: none"> - Follow the Recommended guidelines for the presentation of the report. - Include only three Research Interest Areas - Appropriately make use of punctuations. - The body of the report should be in appropriate paragraphs (block). - Be consistent in the use of recommended font sizes, typefaces and line spacing. - Ensure close reading of text and proofing before submitting the report. - Ensure accuracy of data/information presented by cross-checking from appropriate sources. - Only papers published between September, 2017 to July 2018 should be included in the Report. - Papers in press can be included. - In a joint publication, whenever each author's publications are presented only that author's surname is bolded. - All reports must be presented before the end of the deadline – by August 31, 2018. - There should be consistency in the spelling of words in the report. 	<ul style="list-style-type: none"> - Do not use tables for Staff List of Faculty, Units and Departments. - Do not include “deceased staff” and “staff on retirement.” - Do not include abbreviations in the headings and subheadings. - Do not capitalise the headings and subheadings. - Do not italicise the headings and subheadings. - Do not number the headings and subheadings. - Do not include Conference & Workshops Attended. - Do not include Conference Proceedings. - Do not include Certificate, Mr/Mrs as part of Qualification - No use of DOI. - No use ISSN/e-ISSN. - Under Publications: Do not indicate – “forthcoming,” “Accepted for publication,” “In Review.” - Under Publications, do not present incomplete and inaccurate References. - Ensure References are formatted with a hanging indent. - No Newspaper Publication. - Spelling of words should not be in American English.

ADDENDUM TO FORMAT FOR THE PREPARATION OF THE VICE-CHANCELLOR'S ANNUAL REPORT

- Institution where degrees/diplomats were obtained should be put into brackets. The name of the institution should also be listed clearly before the place as shown in Example below.

EXAMPLE:

Staff

Name	Qualification	Rank/Position
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<i>Teye, G.A.</i>	<i>B.Sc., M.Sc., (KNUST, Kumasi, Gh), Ph.D. (Univ. of Bristol, Bristol, UK)</i>	<i>Professor/Vice-Chancellor</i>
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<i>Dei, H. K.</i>	<i>B.Sc, Dip.Ed.(UCC, Cape Coast, Gh), M.Sc (KNUST, Kumasi),Ph.D.(Newport Univ., UK)</i>	<i>Professor/Dean</i>
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<i>Tampah-Naah, C.</i>	<i>B.A, Dip. Ed. (UCC, Cape Coast, Gh); M.A. Snr. (UG,Legon, Gh)</i>	<i>Assistant Registrar/Head, General Administration</i>
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