

MA THESIS WRITING GUIDELINES



BY

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SCHOOL OF ARTS AND HUMANITIES
Department of Peace and International Studies (DPIS)

MA Thesis Writing Guidelines
(7-Steps to Graduation)

QUICK GUIDE

By

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TABLE OF CONTENTS

TABLE OF CONTENTS.....	3
LIST OF TABLES	5
INTRODUCTION	6
DISCUSSIONS.....	6
STEP 1	7
TOPIC SELECTION & THESIS SUPERVISORS	7
1.1 Thesis Concept Paper (TCP).....	7
1.2 Thesis Supervisors.....	8
1.3 Postgraduate Handbook.....	10
STEP 2	11
THESIS PROPOSAL WRITING	11
2.1 Progress Report	11
2.2 Chapters in the Thesis Proposal Document.....	12
2.3 Word Count in the Thesis Proposal Document	12
2.4 Compliance.....	12
2.5 Submitting the Thesis Proposal Document	12
2.6 Printing the Thesis Proposal Document	13
STEP 3	14
THESIS PROPOSAL DEFENSE	14
3.1 Prerequisites for Thesis Proposal Defense	14
3.2 Corrections & Changes	15
3.3 Verifications	15
3.4 Departmental Letter of Authorization	15
STEP 4	16
DATA COLLECTION	16
4.1 ERB Clearance	16
4.2 NACOSTI Clearance.....	16
4.3 MoE Authorization.....	16
4.4 County Commissioner’s Clearance	17

4.5	Clearance for Data Collection	17
4.6	The Last Two Chapters	17
4.7	Supervisors	17
4.8	Preparing for final Thesis Defense.....	17
STEP 5	19
FINAL THESIS DEFENSE	19
5.1	Prerequisites for Final Thesis Defense.....	19
5.2	Corrections & Revisions	21
5.3	HoD Recommendations to the Directorate, RPS	21
STEP 6	22
POST- DEFENSE EDITING	22
6.1	Editing	22
6.2	Loose Copy	22
6.3	Thesis Binding.....	22
6.4	Official Copies & Clearance for Graduation.....	23
STEP 7	24
GRADUATION	24
7.1	Declaration of Closure	24
7.2	Graduation Preparations.....	24
7.3	Remembering to Remember.....	24
APPENDICES	25
	Appendix A: Provisional Thesis Proposal Template	25
	Appendix B: Provisional Thesis Completion Template	32
	Appendix C: Basic APA Referencing Guidelines for Thesis Writing.....	39
BLESSING	45

LIST OF TABLES

Table 1.1-1 : Proposed TCP Outline 7
Table 1.2-1 : Thesis Supervision Commitment Form to be Signed..... 9
Table 2.1-1 : Thesis Supervision Progress Form Given to the Student..... 11
Table 3.1-1 : Provisional PowerPoint Presentation for Thesis Proposal Defense 14
Table 5.1-1 : PowerPoint Presentation for Final Thesis Defense..... 20

INTRODUCTION

This document is written from personalized experiences with MA students at the Department of Peace and International Studies (DPIS) at Daystar University. Therefore, it's a “hand-on” Quick Guide on how to go through the whole process of writing your MA Thesis in seven (7) steps.

DISCUSSIONS

With an eye on objectivity and collective responsibility, this document was ratified by some of the MA supervisors in the department of PIS. These were:

1. Mrs. Sylvia Wakene Muriuki
2. Rev. Dr. Justus Musya
3. Dr. Martin Munyao
4. Mr. Nicodemus Minde
5. Mr. David Wambulwa

STEP 1

TOPIC SELECTION & THESIS SUPERVISORS

1.1 Thesis Concept Paper (TCP)

The student shall select an original, researchable topic to be developed into a TCP. Make sure to develop smart and researchable objectives and questions. At this stage it is necessary to identify the dependent, independent and or intervening, variables, and clearly articulate the research gap. It is expected that the TCP will be double spaced and possibly between 2000-2,500 words long. Make sure that details like your name and admission number are well captured.

Table 1.1-1 : Proposed TCP Outline

TCP
Dear Student
Welcome to the Department of Peace and International Studies (DPIS). As you start thinking about your MA Thesis writing, you are required to first submit, to the department of PIS, your Thesis Concept Paper (TCP). This paper is a summary of what you are planning to write about with specific focus on the following sections:
1) Thesis topic and the Variables
2) Introduction and Background
3) Statement of the Problem
4) Objectives of the Study
5) Research Questions
6) Hypothesis
7) Justification of the Study
8) Research Design
9) References

1.2 Thesis Supervisors

Once the TCP has been completed, a soft copy is submitted to the department, through the thesis coordinator, for further discussion and evaluation. If necessary, the student will be contacted for clarifications and/or supplementary guidance on the submitted TCP. Otherwise the HoD will, in consultation with the subject experts, assign suitable supervisors to all successful students who will also be notified of the same by the department. Equally important, and for the sake of accountability, the coordinator will avail a Thesis Supervision Commitment form to be signed by the student, supervisors and the HoD. A sample of this form is shown in the Table 1.2-1 below;

Table 1.2-1 : Thesis Supervision Commitment Form to be Signed

Thesis Writing & Supervision Commitment Form					
Dear Student					
Following the approval of your TCP, you are hereby expected;					
<ol style="list-style-type: none"> 1) To write your thesis under the academic guidance and instruction from your supervisors. 2) To be available whenever called upon by your supervisors for academic instruction. 					
Your supervisors are hereby committing themselves;					
<ol style="list-style-type: none"> 1) To work very closely with you until the completion of your thesis. 2) To offer all the necessary academic support, guidance, mentorship and instruction. 3) To avail their supervision progress reports to facilitate the HoD in processing their claim form. 					
Student Details & Signature					
Name	ID	M-Phone	Email	Signature	Date
FIRST Supervisor's Details & Signature					
Name	M-Phone	Email	Signature	Date	
SECOND Supervisor's Details & Signature					
Name	M-Phone	Email	Signature	Date	
<u>HOD Signature & Stamp</u>					
Name of the HoD					
cc.					
Department of PIS – Original Copy for the File					
Student					
Supervisors					

1.3 Postgraduate Handbook

The University has put together an official postgraduate handbook with comprehensive guidelines and expectations on the entire subject of Thesis and Project writing at Daystar University. The student is, hereby, required to carefully read, and fully understand, ALL that which is expected of them in this process. A soft copy of the handbook will be availed by the department, through the thesis coordinator, upon request. In any case, this Quick Guide does not substitute or supersede the supremacy of the University's postgraduate handbook.

STEP 2

THESIS PROPOSAL WRITING

2.1 Progress Report

At this stage, the student shall embark on the process of writing a full thesis proposal. Successively, a progress report form will be given to the student by the department, through the coordinator, for the supervisor's signature once a thesis supervision session has been done. It will be much-admirable if these sessions could be held, at least, twice in a month. The signed form will help in tracking the thesis writing process in a regular, and accountable manner. The student is, therefore, expected to submit this signed form to the department, through coordinator.

Table 2.1-1 : Thesis Supervision Progress Form Given to the Student

Thesis Supervision Progress Report Form	
This form will be submitted to the department, by the student, after the supervisor's signature.	
Name of the Student: _____ Adm. No. _____ Phone: _____	
TOPIC: _____	
Name of the Supervisor _____ Date: _____ Session No.# _____	
Issues Discussed & Supervisor's Remarks	Supervisor's Signature
<u>Official Use Only</u>	
This form was received by _____ Date _____ Signature _____	

2.2 Chapters in the Thesis Proposal Document

The thesis proposal document should comprise of the first three chapters namely; Introduction, Literature Review (both general and empirical), and Methodology. *Please refer to the postgraduate handbook for more details AND also see Appendix A for a provisional thesis proposal template.*

2.3 Word Count in the Thesis Proposal Document

In order to easily meet the university's required word count for thesis documents, it is advised that the thesis proposal document shall hit a minimum of 12,000 words in this way:

- ✓ Chapter 1 (Introduction) – 3,500 words
- ✓ Chapter 2 (Literature Review) – 6,500 words
- ✓ Chapter 3 (Methodology) – 2,000 words

2.4 Compliance

The student shall work very closely with the supervisors to maintain compliance and relevance in terms of content, format, and quality of work as directed in the postgraduate handbook. It is advisable to review past thesis documents available in the department's office as well as in the university library.

2.5 Submitting the Thesis Proposal Document

Once the supervisors are fully satisfied, the student shall submit their thesis proposal document, to the department, through the coordinator, for verifications on compliance as stipulated in postgraduate handbook. Any thesis proposal document falling short of this measure, will be

returned to the owner for adjustments, and possibly, with help from the department until full compliance is reached.

2.6 Printing the Thesis Proposal Document

Successful thesis proposal documents will be cleared by the department for printing of five original copies, in preparation for Thesis Proposal Defense. A specific defense date will be reserved, and communicated to the student, by the HoD in consultation with the Dean of the School and all members of the defense board.

STEP 3

THESIS PROPOSAL DEFENSE

3.1 Prerequisites for Thesis Proposal Defense

To prepare for the thesis proposal defense, the student will be required to deliver five loose (spiral bound) copies of their thesis proposal document to the department one week in advance. On the defense day, the student will be expected to be formally dressed and be at the venue, at least 30 minutes, earlier for a briefing session. The defense will be done through a PowerPoint presentation and minutes of this session, highlighting on the key areas for revisions, shall be taken for record and future reference.

Table 3.1-1 : Provisional PowerPoint Presentation for Thesis Proposal Defense

Outline for Thesis Proposal Defense (PowerPoint)	
Preliminaries	
	a. Research Topic
	b. Variables
1.	Introduction and Background
	a. Statement of the Problem (Central Thesis)
	b. Objectives
	c. Justification and Significance
2.	Literature Review
	a. General Literature Review
	b. Empirical Literature Review
	c. Theoretical Framework
3.	Methodology
	a. Design
	b. Population
	c. Target Sample
	d. Sample Size
	e. Data Collection Instruments
	f. Data Collection Procedures
	g. Data Analysis
	h. Ethical Considerations
Conclusion	

3.2 Corrections & Changes

Following a successful thesis proposal defense, the student will be required to work on all the corrections and revisions, as suggested by the defense board and, to the satisfaction of their supervisors. However, in case of unsuccessful thesis proposal defense, the student will be asked to review their proposal document and prepare for another defense consideration.

3.3 Verifications

After all the necessary corrections and revisions have been made, the student will submit their document to the department, through the coordinator, for the verification process and in line with the minutes taken during the Thesis Proposal Defense session.

3.4 Departmental Letter of Authorization

If the thesis proposal document is fully compliant, the student shall be asked to print one fine final loose copy of their thesis proposal document, have it signed by their supervisors, and submit it to the department. Upon receiving this final copy, the HoD will give the student an official Departmental Letter of Authorization to proceed to the field for data collection.

STEP 4

DATA COLLECTION

4.1 ERB Clearance

With the Departmental letter of authorization, the student will now proceed to the office of Research and Postgraduate Studies to initiate their research authorization and clearance by the Daystar University Ethical Review Board (ERB). The student will be required, and guided on how, to make some payment for this process. *NOTE: Those conducting their research outside Kenya, will need some special guidance and information, from the ERB office, on their next step.*

4.2 NACOSTI Clearance

After the ERB clearance, the student will now apply online to the National Commission for Science, Technology and Innovation (NACOSTI) for the government's permit to conduct research in Kenya. This is a lengthy process and requires proper documentation. Ordinarily, it may take between 2 weeks to one month. Therefore, students are advised to start the process promptly.

4.3 MoE Authorization

After NACOSTI's letter of authorization, the student will be required to go to the Ministry of Education (MoE) for another letter of research Authorization and clearance. The applicant will be expected to submit their NACOSTI letter in order to be given the government's research permit. *NB: Those conducting their research outside the Nairobi County, will be guided at this point on whether to be cleared by the Nairobi County or by their respective County offices.*

4.4 County Commissioner's Clearance

The MoE will direct the applicant to the County Commissioner's office for official stamping.

4.5 Clearance for Data Collection

Immediately after these approvals, the student is now set to proceed on to the field for data collection. In fact, it is UNETHICAL to embark on any research exercise without these, and any other relevant, approvals. Daystar University treats such anomaly seriously and may lead to discontinuation from the programme.

4.6 The Last Two Chapters

The data collection will contribute to the last two chapters, i.e. chapters four and five. *Refer to the postgraduate handbook for details AND also see Appendix B for a provisional thesis completion template.* It is suggested that these chapters will hit a minimum word count of 10,000 words in this way:

- ✓ Chapter 4 (Data Presentation, Analysis, and Interpretation) – 6,000 words
- ✓ Chapter 5 (Discussions, Conclusions, and Recommendations) – 4,000 words

4.7 Supervisors

The student is expected to constantly work very closely, and in consultation, with their supervisors.

4.8 Preparing for final Thesis Defense

After compiling the final full thesis document, the student will submit it to the department, through the coordinator, for double-checking and confirmations as to whether the document follows the

required standards of, postgraduate handbook, Thesis Writing in Daystar University. If successful, the student will be asked to print five loose copies of their thesis document in preparation for the Final Thesis Defense.

STEP 5

FINAL THESIS DEFENSE

5.1 Prerequisites for Final Thesis Defense

A final thesis defense date will be fixed, and communicated, by the HoD in consultation with the Dean of the School and all the members of the defense board. On that day, the student is expected to be formally dressed and be at the venue, at least 45 minutes, earlier for a briefing session. The defense will be done through a PowerPoint presentation and the student will be expected to spend more time presenting on their research findings (chapter 4) and recommendations (chapter 5). Minutes of the defense session, highlighting on the key areas for corrections and revisions, will be taken for records and future reference.

Table 5.1-1 : PowerPoint Presentation for Final Thesis Defense

Outline for Final Thesis Defense (PowerPoint)	
Preliminaries	
a. Research Topic	
b. Variables	
1. Introduction and Background	
a. Statement of the Problem (Central Thesis)	
b. Objectives	
c. Justification and Significance	
2. Literature Review	
a. General Literature Review	
b. Empirical Literature Review	
c. Theoretical Framework	
3. Methodology	
a. Design	
b. Population	
c. Target Sample	
d. Sample Size	
e. Data Collection Instruments	
f. Data Collection Procedures	
g. Data Analysis	
h. Ethical Considerations	
Response Rate	
Key Findings (Chapter 4)	
Recommendations & Conclusion (Chapter 5)	

5.2 Corrections & Revisions

After a successful final thesis defense, the student will be asked to make immediate corrections and revisions, with the help of their supervisors, and submit their corrected document to the department, through the coordinator, for verifications and in line with the minutes taken during the Final Defense session.

5.3 HoD Recommendations to the Directorate, RPS

After the department is fully satisfied with the corrected and revised thesis document, the HoD will write officially to the Directorate of Research and Postgraduate Studies (RPS) recommending the successful thesis documents for the final independent Post-Defense editing.

STEP 6

POST- DEFENSE EDITING

6.1 Editing

The Directorate, RPS will, upon the official recommendations of the HoD, receive the successful thesis document from the department for independent editing process. The assigned editor will be looking at the quality of the thesis document and its compliance to the Daystar University's thesis writing process. This scrutiny will include, among others, the *Basic APA referencing guidelines, in the postgraduate handbook, also provided here in Appendix C.*

6.2 Loose Copy

Once the editing process has been completed, the editor will, directly, contact and ask the student to print one loose copy of their edited document. The student will be expected to submit this document to the office of the Directorate, RPS together with the editor's signed attachments and comments.

6.3 Thesis Binding

The Directorate, RPS will examine the submitted document in line with the editor's comments and, if satisfied, the student will be cleared for the printing and binding of their final, black hardcover, thesis document. The student will be required to produce seven copies of their original final thesis document, and have each one of them fully signed by all the signatories before circulation. These copies will be distributed as follows: 2 copies for the Post Graduate Studies; 1 copy for NACOSTI; 1 copy for the department; 2 for the supervisors; and 1 copy for self).

6.4 Official Copies & Clearance for Graduation

Finally, the student will submit two hard copies of their original thesis document, together with a soft copy in a CD format, to the Directorate of RPS. The Directorate, upon receiving these items, will record the student's details and forward their name to the University Registrar, with instructions to include them in the official University's graduation list.

STEP 7

GRADUATION

7.1 Declaration of Closure

The student shall be required to write, and deliver, a letter to both Daystar ERB and NACOSTI declaring closure of their data collection process as per the official authorization letters.

7.2 Graduation Preparations

After everything has been said and done, as duly guided, the student can now relax and refine their graduation plans.

7.3 Remembering to Remember

Remember to remember that the chief end of all learning is to know God and, out of that knowledge, to love and serve him through his people.

APPENDICES

Appendix A: Provisional Thesis Proposal Template

The Impact of Kenya's Parliament in East African Legislative Assembly in the Integration Process of the East African Community

By

Maria Rehema Charo

A thesis presented to the school of Arts and Humanities

of

Daystar University

Nairobi, Kenya

In partial fulfilment of the requirements for the degree of

MASTER OF ARTS

In Diplomacy, Development and International Security

August 2019

APPROVAL

The Impact of Kenya’s Parliament in East African Legislative Assembly in the Integration Process of the East African Community

by

Maria Rehema Charo

09-1527

In Accordance with Daystar University Policies, this thesis is accepted in partial fulfilment of the requirements for the Master of Arts degree.

Date:

Patrick Musembi, PhD,

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Nicodemus Minde, MA,

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Patrick Musembi, PhD,
HoD, Peace and International Studies

Scholastica Kariuki-Githinji, PhD,
Dean, School of Arts and Humanities

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DECLARATION

THE IMPACT OF KENYA'S PARLIAMENT IN EAST AFRICAN LEGISLATIVE ASSEMBLY IN THE
INTEGRATION PROCESS OF THE EAST AFRICAN COMMUNITY

I declare that this thesis is my original work and has not been submitted to any other college or university for academic credit.

Signed: _____

Date: _____

Maria Rehema Charo

09-1527

APPROVAL

DECLARATION

TABLE OF CONTENTS

LIST OF TABLES

LIST OF FIGURES

LIST OF ACRONYMS AND ABBREVIATIONS

ABSTRACT

CHAPTER ONE

INTRODUCTION AND BACKGROUND TO THE STUDY

- 1.1 Introduction
- 1.2 Background of the Study
- 1.3 Statement of the Problem
- 1.4 Purpose of the Study
- 1.5 Objectives of the Study
- 1.6 Research Questions
- 1.7 Hypothesis (Optional)
- 1.8 Justification/ Rationale of the Study
- 1.9 Significance of the Study
- 1.10 Assumptions of the Study
- 1.11 Scope of the Study
- 1.12 Limitations and Delimitations of the Study
- 1.13 Definition of Terms
- 1.14 Chapter Summary

CHAPTER TWO

LITERATURE REVIEW

- 2.1 Introduction
- 2.2 Theoretical Framework
- 2.3 General Literature Review – Provide a broader picture of the subject under study
- 2.4 Empirical Literature Review – Provide information about existing studies/ research
- 2.5 Conceptual Framework (Subject to study being done)
- 2.6 Discussion
- 2.7 Chapter Summary

CHAPTER THREE

RESEARCH METHODOLOGY

- 3.1 Introduction
- 3.2 Research Designs
- 3.3 Population
- 3.4 Study Site/ Target Population
- 3.5 Sample Size
- 3.6 Sampling Technique
- 3.7 Data Collection Instruments
- 3.8 Data Collection Procedures
- 3.9 Pre-testing/ Pilot Study
- 3.10 Reliability and Validity
- 3.11 Data Analysis Plan
- 3.12 Ethical Considerations
- 3.13 Chapter Summary

REFERENCES

APPENDICES

Appendix A: Researcher's Letter of Introduction to Respondents

Appendix B: Questionnaire for Respondents

Appendix C: Interview Guide

Appendix D: Timetable for Data Collection, Analysis and Write-up

Appendix E: Estimated Budget, Including Source of Funding, if any

Appendix F: Anti-Plagiarism Report (Not more than 20% similarity index)

Appendix B: Provisional Thesis Completion Template

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Signed: _____

Date: _____

Maria Rehema Charo

09-1527

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ABSTRACT

DEDICATION

CHAPTER ONE

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- 1.1. Introduction
- 1.2. Background of the Study
- 1.3. Statement of the Problem
- 1.4. Purpose of the Study
- 1.5. Objectives of the Study
- 1.6. Research Questions
- 1.7. Hypothesis (Optional)
- 1.8. Justification/ Rationale of the Study
- 1.9. Significance of the Study
- 1.10. Assumptions of the Study
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- 2.5. Conceptual Framework (Subject to study being done)
- 2.6. Discussion
- 2.7. Chapter Summary

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- 3.5. Sample Size
- 3.6. Sampling Technique
- 3.7. Data Collection Instruments
- 3.8. Data Collection Procedures
- 3.9. Pre-testing/ Pilot Study
- 3.10. Reliability and Validity
- 3.11. Data Analysis Plan
- 3.12. Ethical Considerations
- 3.13. Chapter Summary

CHAPTER FOUR

DATA PRESENTATION, ANALYSIS, AND INTERPRETATION

- 4.1. Introduction
- 4.2. Analysis and Interpretation
- 4.3. Summary of Key Findings
- 4.4. Chapter Summary

CHAPTER FIVE

DISCUSSIONS, CONCLUSIONS, AND RECOMMENDATIONS

- 5.1. Introduction
- 5.2. Discussion of Key Findings (Objective by Objective and link findings to literature review and theories)
- 5.3. Conclusion
- 5.4. Recommendations (deriving from the study) Recommendation for Further Research

REFERENCES

APPENDICES

- Appendix A: Researcher's Letter of Introduction to Respondents
- Appendix B: Questionnaire for Respondents
- Appendix C: Interview Guide
- Appendix D: Introduction Letter from Daystar University
- Appendix E: Ethical Review Board (ERB) Clearance
- Appendix F: NACOSTI Research Authorization and Permit
- Appendix G: Ministry of Education (MoE) Research Authorization
- Appendix H: Anti-Plagiarism Report

Appendix C: Basic APA Referencing Guidelines for Thesis Writing

(Excerption of the Postgraduate Handbook, 2017 edition, pp. 31-36)

1. General notes:

- a. No underlining
- b. No running headers (i.e. no title of thesis or name that is placed on every page)
- c. Nothing in bold

2. Preliminary pages for theses and dissertations:

- a. The following preliminary pages are to be placed in this order. Pages noted with asterisks (*) are required. Each should be treated as a new page.
- b. *Title page
- c. *Signature page (approval page)
- d. *Statement of original work page (declaration page)
- e. Acknowledgements page (not required for proposal, but recommended for final thesis)
- f. *Table of contents
- g. * List of tables – this will be for final thesis, if you use tables
- h. * List of figures – this will be for final thesis, if you use figures
- i. List of Acronyms & Abbreviations
- j. *Abstract
- k. Dedication (not a must for proposals, but recommended for final thesis)

3. Chapters in theses and dissertations

- a. Introduction and Background to the Study
- b. Literature Review

- c. Research Methodology
- d. Data Presentation, Analysis and Interpretation
- e. Discussions, Conclusions and Recommendations

4. Supplementary pages for theses and dissertations

Supplementary pages should be treated as Appendices. All are numbered consecutively with text. Each should be treated as a new chapter. Appendices are only for supporting documents and material, such as copies of research instruments, copies of complete documents.

5. General lay-out guidelines

- a. One-inch (2.54 cm) margins at top, right and bottom. The side to be bound is to have a 1.5 inch (3.81 cm), i.e. the left margin. *Be sure both your word processor and your printer are set to A4 paper – not letter size.*
- b. Pagination:
 - i. The first page of any document should not be numbered
 - ii. Bottom should be centred (typical)
 - iii. Page numbers should be printed within margins
 - iv. Font for page numbers is the same size as text
- c. Font: 12-point size
- d. A standard font should be used for all text, e.g.
 - i. Courier
 - ii. Times New Roman (highly recommended)
 - iii. Arial
- e. A serif font should be used except for captions on tables and figures
 - i. Times New Roman (a serif font)

- ii. Arial (a sans serif font)
 - f. Table headings go above the table; figure captions go below the figure.
 - g. Table/Figure and number are in plain type; captions are in italics.
 - h. Left aligned text is the norm, although many prefer to use justified text. The following must not be justified.
 - i. List of references
 - ii. Bulleted or listed items
 - iii. Table headings and figure captions
 - i. When to single-space: Double space should be used with the following exceptions:
 - i. Long quotes (over 40 words)
 - ii. Table headings and figure captions
 - iii. List of references (but double space between entries)
 - iv. Tables
 - v. Heading and sub-headings that exceed one line (this should be avoided)
 - vi. Wherever readability would be improved (this is a rare exception)
6. Headings & sub-headings. There are 5 possible levels of headings.
- a. CENTRED UPPERCASE HEADING [e.g. Chapter Heading – Level 5]
 - b. Centred Uppercase and Lowercase Heading [Level 1]
 - c. *Centred, Italicized, Uppercase, and Lowercase Heading* [Level 2]
 - d. *Flush Left, Italicized, Uppercase, and Lowercase Heading* [Level 3]
 - e. *Indented, italicized, lowercase paragraph heading ending with a period.* [Level 4]
 - i. One level: [level 1]

- ii. Two levels, use levels 1 and 3 (very common for short to medium length papers)
- iii. Three levels, use levels 1, 3, and 4.
- iv. Four levels, use 1, 2, 3, and 4.
- v. NB: Level Five heading is used for the title of each chapter.

7. APA Citation of sources

a. Citations: short quotes

- i. Less than 40 words
- ii. Double quotation marks should be used
- iii. Citations are enclosed in parentheses with the following basic format (Last name of author, year, page number). Only what is not explicitly stated in the text close by should be included
- iv. Citation can go several places, but the period goes after the citation

b. Citations: long quotes

- i. 40 words or more
- ii. 1.3 cm indentation (can be from right as well as left)
- iii. First line should not be indented (even if indented in original)
- iv. Subsequent paragraphs within the same quote should be indented
- v. No quotation marks
- vi. Double quotation marks for quotes within the original quote should be used
- vii. Final citation comes after the full stop.

c. Exact quotes

- i. Quote exactly, even if there are errors. Use [*sic*] after an error in a quotation – but it is best to avoid such quotations.
- ii. Punctuation from original goes inside the quotation marks.
- iii. Allowable changes
- iv. Citations: non-quotes
 - 1. Though not required, page numbers are encouraged (when helpful) when a non-quotation citation is made.
 - 2. Citation must be made when quoting, paraphrasing, or even referring to or using an idea contained in another work.

8. References

- a. In APA style this is called “References” and not *Bibliography*, *Reference List*, *List of Works Consulted*, etc.
- b. All items mentioned in the text and those items mentioned in the text.
- c. Items are single spaced, but double spaced between entries.
- d. Line spacing should be set to single, and space after to 12 pt. (for a 12-pt. font). This will allow entries to be sorted alphabetically without losing the blank lines between entries. Blank lines should not be inserted manually between entries.
- e. Hanging (reverse) indents and left align of all entries should be used.
- f. General reference form for periodicals:

Author, A. A., Author, B. B., & Author, C. C. (year). Title of article. *Title of Periodical*, xx(x), xxx–xxx.

Adeyemo, T. (1989). The calling of the theological educator in Africa today. *East African Journal of Evangelical Theology*, 8(1), 3–8.

- g. General reference form for non-periodicals:

Author, A. A. (year). *Title of work: Subtitle of work*. Location: Publisher.

Caffarella, R. S. (1994). *Planning programs for adult learners: A practical guide for educators, trainers, and staff developers*. San Francisco: Jossey-Bass.

h. General reference form for part of a non-periodical (book chapter):

Author, A. A., & Author, B. B. (year). Title of chapter. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. xxx–xxx). Location: Publisher.

Denzin, N. K. & Lincoln, Y. S. (2000a). The discipline and practice of qualitative research. In N. K. Denzin & Y. S. Lincoln (Eds.), *Handbook of qualitative research* (2nd ed; pp. 1–36). Thousand Oaks, CA: Sage Publications.

i. General reference form for online periodical:

Author, A. A., Author, B. B., & Author C. C. (year). Title of article. *Title of Periodical*, xx(x), xxx–xxx. Retrieved month day, year, from source

Kortepeter, M. G., & Parker, G. W. (1999). Potential biological weapons threats. *Emerging Infectious Diseases*, 5(4), 76–89. Retrieved January 20, 2003, from <http://www.cdc.gov/ncidod/EID/vol5no4/kortepeter.htm>

j. General reference form for online document or data file:

Author, A. A. (year). *Title of work*. Retrieved month day, year, from source

Smith, D. E., Jones, F. R., & Mutuku, M. M. (2002). *Daystar University's Internet user survey*. Retrieved March 17, 2005, from <http://www.daystaruniversity.ed.ke/students/IUS.htm>

k. Formatting tables and figures

- a. Table captions go *above* the tables.
- b. Figure captions go *below* the figures.
- c. Captions, for student papers, are singled spaced.
- d. Use a san serif font for captions.
- e. The titles of tables or figures use *Italicised, Uppercase and Lowercase Letters*.
- f. Tables, for student papers, can be either single or double spaced, depending on what increases readability.

- g. Tables and figures can be either centred or left aligned, depending on what increases readability.
- h. Do *not* use vertical lines in tables.
- i. Information in tables supplements the text – it should not duplicate it.
- j. In text, refer to a table or figure by its number or page, preferable both, not by writing “in the table above.”
- k. Tables are not enclosed in boxes
- l. Figures may or may not be enclosed in boxes, depending on what increases readability.
- m. Tables or figures, if very large, may be printed landscape, with the top of the page toward the bound edge.

For further details, see www.apastyle.org or

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington DC: American Psychological Association.

BLESSING

The Lord bless you, and keep you [protect you, sustain you, and guard you]; The Lord make His face shine upon you [with favour], And be gracious to you [surrounding you with lovingkindness]; The Lord lift up His countenance (face) upon you [with divine approval], And give you peace [a tranquil heart and life], (Numbers 6:24-26).