

**BOARD OF POSTGRADUATE STUDIES**

## **Guidelines for Preparing Thesis/Research Project**

### **1. General Thesis Layout/Format**

- i) Thesis is written in English (UK).
- ii) All chapters should begin on a new page.
- iii) Within a chapter, the presentation of sub-sections must be continuous.
- iv) Partially filled textual pages are acceptable only if followed by non-textual pages such as those presenting tables and illustrations.
- v) Whenever the heading of a section or sub-section appears near the bottom of a page, it must be followed by at least one complete line of text, or the heading should be forced to the top of the next page.
- vi) Detailed organization of the text varies among academic disciplines. However, the formatting of the text must be consistent throughout.
  - a) Pagination: Bottom centred.
  - b) Margins: 1.00" (2.54 cm) right, left, top and bottom.
  - c) Minimum word count requirement of 20,000 and 50,000 words for                      and PhD theses respectively.
  - d) A snapshot of the abstract page of the candidate's publications, key data analysis outputs and the research permit to appear as appendices.
  - e) Legends/Titles: Tables top; Figures bottom.
  - f) Chapter headings must be bold capitals (uppercase) and centred.
  - g) Sub-section headings must be bold title case.
  - h) All text must be in Times New Roman font size 12.
  - i) The line spacing should be 1.5 throughout the thesis including tables and figures.
  - j) The first line in a new paragraph must be indented 5 spaces.



## **CHAPTER TWO: LITERATURE REVIEW**

- a) Literature review
- b) Theoretical framework

## **CHAPTER THREE: METHODOLOGY/MATERIALS AND METHODS**

## **CHAPTER FOUR: RESULTS**

Sometimes combined as Results and Discussion

## **CHAPTER FIVE: DISCUSSION**

## **CHAPTER SIX: CONCLUSIONS & RECOMMENDATIONS**

## **REFERENCES**

## **APPENDICES.**

## ***B. Option 2-***

## **2. Suggested Thesis Outline**

**The outline should be adopted and if modified to suit individual academic disciplines must be approved by the Board of Postgraduate Studies**

General thesis outline consists of:

**TITLE PAGE:**

- i) This





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### **1.5 Justification of the study**

- i) Research being expensive in both in terms of money and time, it is imperative that its relevance is established at the onset in order to save the researcher unnecessary expenses.
- ii) One should prove that the research findings would be beneficial to the targeted consumers besides making a contribution to the existing knowledge.

### **1.6 Assumptions/ Scope and Limitations (optional)**

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- iv) Methodology/materials and methods section includes: description of study location, research design, sample population, research instruments, data collection and analysis.
- v) This section should be well written in order to justify the validity and reliability of the study.

**All materials, which do not easily fit into the mainstream of the thesis write-up but are relevant to the work, should be retained as appendices after the references.**

## **CHAPTER FOUR**

### **RESULTS**

Results are presented in this chapter as texts and tables or charts. The results are reported in texts and readers referred to respective tables or figures presenting the statistical data. Tables or figures should be inserted immediately they are mentioned in the text. Sometimes the results are combined with discussion. In this case, the results presented in a paragraph are discussed before proceeding to the next paragraph.

## **CHAPTER FIVE**

### **DISCUSSION**

In this chapter, the results are interpreted and compared with previous studies. Discussion of the results must therefore be supported with current literature.

## **CHAPTER SIX**

### **CONCLUSIONS & RECOMMENDATIONS**

Conclusions must be precise, numbered and linked to the specific objectives without dragging in results and discussion. Recommendations must be based on the results and objectives of the study.

### **REFERENCES**

- i)