

GUIDELINES FOR PREPARING A DETAILED RESEARCH PROPOSAL

COVER PAGE

The cover page represents, of course, the cover of the proposal, as in this case. The cover may be in any colour of your choice. It has the following identification information:

Name of the Faculty

Code of the course:

Title of the research

Name of student and registration number, and contacts (phone Nos and email address)

Name of supervisor(s) and contact (Phone Nos and email addresses)

Date: month and year

TITLE PAGE

This page is the one which follows the cover page. It has the same information that appears on the cover page.

TABLE OF CONTENT (on a fresh page)

This section lists the titles and subtitles of sections and the pages, in a sequential order.

LIST OF TABLES (on a fresh page)

If there are tables, the titles and the pages where they occur in the text should be listed here

LIST OF FIGURES (on a fresh page)

If you have figures, graphs, maps or diagrams, they need to be indicated here, with the pages on which they occur.

ABBREVIATIONS AND ACRONYMS (on a fresh page)

1.0 CHAPTER ONE (on a fresh page) INTRODUCTION

1.1 BACKGROUND TO THE STUDY

Explain, by way of introduction, what you want to write about in this chapter.

Describe the background to the study here focusing on (i) how has the problem developed? (ii) Who are involved? (iii) Why is it a problem and to whom? etc.

1.2 STATEMENT OF THE RESEARCH PROBLEM

Give a brief summary of the background here to lead you into formulating and defining what you perceive to be the problem that requires this research. State the problem clearly for any reader to understand. This must clearly link to the study title. Then from this problem definition state (i) the general research objective and (ii) the specific research objectives.

1.3 RESEARCH OBJECTIVES

1.3.1 General research Objective

State a general research objective, which should not differ from the defined research problem

1.3.2 Specific research objectives

Here state the specific research objectives, (about three) all of which should link to, and build up, to the general research objective. All the specific objectives should be SMART compliant

1.4 RESEARCH QUESTIONS

From the general research objective state (i) the general research question and (ii) the specific research questions. Again both must be linked to the defined research problem

1.4.1 General research question

This should be linked to, and capable of generating information sufficient to fulfil, the general research objective

1.4.2 Specific research questions

For each specific research objective formulated you should specify a corresponding research question.

1.5 RELEVANCE OF THE RESEARCH/SIGNIFICANCE OF THE STUDY

Relevance can be seen from many sides, contribution to knowledge of the problem, benefits to the interviewees, implications for policy, practice, processes, etc.

1.6 ORGANIZATION OF THE PROPOSAL

Provide here a road map of how the remaining part of the proposal is organised; saying what chapter two, three, ..., etc will contain or contribute to the proposal

2.0 CHAPTER TWO LITERATURE REVIEW

2.1. OVERVIEW/ INTRODUCTION

Briefly let you reader know what you write about in this chapter

2.2 CONCEPTUAL DEFINITIONS

Define all the concept you will use in this proposal, so that the reader will understand anytime the word or a term is used in the text. In your definitions let the reader know the other meanings prevailing in the literature. Note that this is not a glossary of terms. It is a description (with authority given) of the key concepts of the research. E.g. from a proposed title *“The relationship between firm size, market-to book value ratio and the degree of financial leverage”*; we would expect this part to provide definitions of **“Firm size”**, **“Market-to-book-value ratio”**, and **“financial leverage”**

2.3 CRITICAL REVIEW OF SUPPORTING THEORIES OR THEORETICAL ANALYSIS

It is possible that the same or similar problem has been studied from different perspectives and approaches. Different methods were used. Some theories explaining the behaviour or the phenomenon has been developed. What are these theories and what do they mean. How relevant are they in terms of your study? Do you agree or disagree with the theory? Comment on them, identify the relevant variables which are critical to your studies, identify the gaps and digest the scientific knowledge so as to help you formulate hypotheses, either now or later in your conceptual framework.

2.4 EMPIRICAL ANALYSIS OF RELEVANT STUDIES

Some practical studies of this nature have been done either in Zambia or elsewhere. How relevant are these studies to what you intend to examine? What are the shortcomings of such studies? Follow this pattern:

2.4.1 General studies.

2.4.2 Studies in African countries,

2.4.3 empirical studies in Zambia.

Note that the studies you use must strictly have relevance to the study. These will help you link your findings to them later in the discussion chapter. **Do not make this a shopping catalogue**

2.5 RESEARCH GAP IDENTIFIED

Show here clearly the gap you have identified from the analysis of theoretical and empirical literature

2.6. ANALYTICAL/CONCEPTUAL FRAMEOWRK (FOR STUDYING THE PROBLEM AND ANALYSING.

The framework or model explains how you have conceptualised the problem, showing what variables and relationships are involved and the probable strategies for solving it. This is normally a pictorial presentation with minimum description. This should explain either your own perception or philosophy behind the framework. If not, you may use appropriate theories from the literature as the foundation.

2.7 THEORETICAL FRAMEWORK

Identify and describe the characteristics of the variables considered in the Conceptual framework or model. These are also the variables that will be measured. Define them and give the supporting theory or literature. Establish and describe the nature of relationship existing among the variables used in the framework or model. Note: the variables should be supported by theory as reviewed earlier.

2.8 STATEMENT OF HYPOTHESES

You are required to formulate about three hypotheses for testing. Remember each of the variables in the model can be used to formulate a hypothesis. Each hypothesis could relate to a research objective or just to the third objective, depending on how the concepts of the proposed study were structured.

2.9 SUMMARY

Provide a brief account of the analysis of the literature as a prelude to the next chapter.

3.0 CHAPTER THREE

RESEARCH DESIGN AND METHODS [or simply RESEARCH METHODOLOGY]

3.1 OVERVIEW

Let the reader know, briefly what is contained in the chapter.

3.2. RESEARCH STRATEGIES

Discuss the type of (Mixed Methods Design, Quantitative Design or Qualitative Design) study you would like to undertake and why you chose it. Remember that within each of the research design there are several research techniques that can be applied. Make a choice and explain it, by supporting your choice with literature information on its merits and limitations. Explain why you chose this technique. Most of the studies done by students employ the case study strategy/. Case study strategy can also be found in exploratory, where it traditionally belongs, in descriptive design and in experimental designs.

3.2.1 SURVEY POPULATION

People or objects involved in the study. Who will be interviewed and why? Where will you find them? How will they be identified? What are the characteristics of this population?

3.2.2. AREA OF THE RESEARCH or SURVEY

This signifies the location or the place where the actual research or survey would take place. Will it be in an urban setting or in a rural area? Do you prefer organizations and where are they to be found? Whatever is your choice, there is the need to describe it properly and justify why you chose the area for the field study.

3.3. SAMPLING DESIGN AND PROCEDURES

Of the interviewees, how many will be interviewed? How will you identify them? Describe them by gender, age, social status, marital status, profession, etc. How will you choose the sample? Why will you work with a sample and not the whole population in the survey area?

3.4. VARIABLES AND MEASUREMENT PROCEDURES

What kind of data or information will you need? Where will you obtain them (data sources)? What variables will be used to collect the data and information? Consult your model or conceptual and theoretical frameworks. How will you measure the variables and obtain data? Questionnaires, structured and unstructured, and interviewing, with or

without questionnaires, may be used as procedures. Which procedures will you employ and why?

3.5. METHODS OF DATA COLLECTION

Explain how the required data and information will be collected and from where. The sources and type of data may be primary or secondary, explain how this will influence the data to be collected and how you will deal with them.

3.6. DATA PROCESSING AND ANALYSIS

Explain how you will analyse the collected data. Which methods or analytical techniques will you use and why? For what data will you use a given analytical technique? How will you test the hypotheses? How will you interpret the result of the analysis, with respect to known theories, gaps in the literature reviewed, etc? In terms of value adding to knowledge and understanding what are your expectations? Remember that computer/statistical software are just tools. Avoid the temptation of saying for example, *“data will be analysed by using SPSS”*.

3.7. EXPECTED RESULTS OF THE STUDY

At this point of the proposal writing you will have some ideas of what you expect to find or achieve or obtain. What are your expectations? What are you likely to find?

4.0 RESEARCH ACTIVITIES OR SCHEDULE

Indicate the specific research activities you will carry out daily, show the duration, and total time budget. Indicate the nature and type of activities you should undertake and the duration. You will need this to be able to estimate how much it will cost you to carry out the research

5.0 WORKPLAN

Use GHANTT chart to plan the flow of your research activities. It will show the block of time devoted to each activity, the time sequence in days, weeks, months or person days, person-weeks, person-months. It also has the advantage of indicating when the study would begin and when it will end.

6.0 ESTIMATED RESEARCH BUDGET

How much will the research cost? Prepare a budget for it. Be realistic. You will need to apply current and approved rates. Some expenses are not acceptable to some funders. You need to find this out and eliminate them from your budget

7.0 Expected time of Commencing the Study
8.0 Expected time of completing the Study
9.0

Signatures:

Student..... Date.....

10.0 Comments of the supervisor

Supervisor.....Date.....

11.0 REFERENCES

Enter alphabetically, by surname of authors of books and articles read and cited in the running text, all official documents should be cited under another section in the reference. The OUT requires especially the APA system of citation and referencing (except for the Law Faculty). Here are a few examples of references in the **American Psychological Association (APA) style (6th edition):**

Books

Format:

t:

Author(s) (year). *Title*. (Edition). Place of publication: Publisher

Examples

Kothari, C. K. & Garg, G. (2012). *Research methodology: Methods and techniques* (3rd edition). New Delhi: New Age International Limited Publishers.

Saunders, M. N. K., Lewis, P. & Thornhill, A., (2016). *Business research for business students* (7th edition). Harlow: Pearson Education Ltd

Chapters in an edited

book Format:

Author(s) (Year). Title of the chapter. In: Editors(s) (ed(s)). *Book Title* (Edition). Pages. (use p. or pp.). Place of publication: Publisher,

Example:

Haybron, D. M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R. J. Larsen (Eds.), *The science of subjective well-being* (pp. 17-43). New York, NY: Guilford Press.

Journal

article

Format:

Author(s) (year). Article's Title. *Title of Journal*. Vol. No. (Part No./Issue No./Issue month), Pages. (use p or pp) Example:

Lee, I. Lochhead, S., Ritter, J. & Zhao, Q. (1996). The cost of raising capital. *Journal of Financial Research*, 19(1), 59-74

Footnotes to the text pages, tables or figures should be avoided (except for the Faculty of Law). The references should be arranged alphabetically by authors. All authors' surnames and initials should be included (i.e. never use *et al.*). for a book, there is no need of indicating the edition number if it is the first edition. They should be presented first line hanging. There are guidelines for how to present literarily every source of materials.

12.0. APPENDICES

Place all the big tables, maps, schedules, questionnaires, interview guides, observation check lists, and declaration of confidentiality (Appendix II), here and number each item, serially.

13.0 Length of your proposal

The total number of pages for a PhD research proposal should not exceed 35 pages excluding appendices and for a Masters 25 pages and equally this applies to the Bachelors's Degree also excluding appendices. The preparation of a comprehensive research proposal should take not more than 9 months for PhD students and not more than 6 months for Masters Students, including defence seminar. Type setting should be in Times New Roman, font size 12 and double line spacing.

NOTA BENE: If there is anything you do not understand, don't hesitate to ask us or any other instructors, who may be available to you, at that moment, otherwise your supervisor will be the best person to learn from. Research is very rewarding if you keep an open mind, without insisting on what your instructor said as de facto. Remember also that there are several textbooks on research methods in different disciplines. Similar things may be said in similar way or in different styles, but they may not necessarily contradict each other, rather they all add value to the learning process,

Remember to fill and attached the declaration of confidentiality form (See Appendix III) and have it countersigned by your supervisor.

DECLARATION OF CONFIDENTIALITY

**THE
DIRECTORATE OF RESEARCH, PUBLICATIONS AND POSTGRADUATE
STUDIES**

DECLARATION OF CONFIDENTIALITY

To: The Chief Executive Officer of
..... (give the
title of the Chief Executive Officer of the institution/firm/organization
etc visiting)

I, (Name
and Reg. no.), of the Department
of....., Faculty
of....., declare that,
I will maintain secrecy and confidentiality, and will not use any data
and information obtained from your organization in the course of my
research for any purpose other than for my academic endeavours.

Signature..... (student) Date

Countersigned by:

Name (Supervisor)

Signature (Supervisor) Date

**GUIDELINES FOR MASTERS AND PhD RESEARCH PROPOSAL
PRESENTATION**

1.0 Introduction

The general regulations and guidelines for higher degrees at the SU require students pursuing masters' degree by thesis (clause 3.2.1 (b) and PhD degree submit a comprehensive research proposal, approved by the relevant Faculty/Institute Board and Senate, within a maximum of 6 months and 9 months of their registration respectively. The substantive and comprehensive proposals must first be defended at an academic seminar. The following are the general guidelines on the conduct of the seminar.

1.1 General Requirements and Arrangements

There shall be a number of issues that shall be observed before a student make any seminar presentation for his/her research proposal for his/her registered degree; these are outlined in this section.

- (i) The supervisor shall sign the proposal in question certifying that the student has done substantial work and that the proposal is worth presenting; where the student has two or more supervisors the main supervisor shall sign on that behalf.
- (ii) The candidate shall notify the Faculty of his/her intention to make a seminar presentation for his/her research proposal; the notification shall be accompanied by the research proposal in five copies.
- (iii) The Faculty shall distribute the copies of the research proposal as follows: - one copy to DRPS, one copy to Faculty dean, one copy to Postgraduate Faculty coordinator and two copies to discussants.
- (iv) The Faculty shall arrange the date for the presentation and formally inform DRPS of the proposal presentation arrangements.
- (v) DRPS shall note and approve the date where appropriate or advise accordingly.
- (vi) Upon approval of the date by DRPS the Faculty shall notify the student of the date of presentation.
- (vii) Upon confirmation by the student of his/her availability for the seminar presentation the faculty shall make a public announcement inviting all interested personnel, especially academicians to attend the seminar.
- (viii) The announcement shall be made at least 5 days before the date of presentation bearing the name of the candidate, the research topic, venue, dates and time for the presentation.
- (ix) The Faculty shall appoint a minimum of two discussants, notify them of the presentation, and furnish them with the proposal at least **TWO WEEKS** before the date of presentation. These shall be academic staff familiar/specialist in the researched topic.

1.2 Panel Composition

The panel shall be composed of the following:-

- (i) The Faculty Dean – Chair person
- (ii) Faculty Research, Publications and Postgraduate Coordinator – Secretary
- (iii) Associate Coordinator Postgraduate Studies Supervision – Seminar Coordinator
- (iv) Head of Department - Member

- (v) Supervisor(s) – Member(s)
- (vi) A minimum of two specialists in the researched area - discussants

1.3 Mode of Presentation and Discussion

The following shall be followed during the conduct of the seminar presentation: -

- (i) The postgraduate associate coordinator supervision shall take the panellists through the regulations and procedures of the proposal seminar presentation prior to the presentation to ensure that all the requirements have been met.
- (ii) The chairperson shall invite and introduce the candidate to the panellists and vice versa.
- (iii) The chairperson shall invite the student to make an oral presentation not exceeding 15-20 minutes (preferably power point).
- (iv) The oral presentation shall be followed by a question and answer session where the chair person shall invite first the discussants to ask the student questions covering all key areas of the proposal. The chairperson shall dictate the mode of conduct of the question and answers session where the candidate may be asked to respond to question after question or after all questions have been asked.
- (v) After the candidate has responded to the questions from the discussants other academic staff members shall be invited to ask questions and the student shall respond accordingly.

1.4 Verdict

After the question and answers session the chair person shall ask the student and other none academic staff members out of the presentation room. The panellists shall discuss and come to the conclusion choosing one of the three options as follows: -

- (i) Proposal accepted and student allowed proceeding to data collection.

Panelists shall go for option number one only where panelists are satisfied that the contents of the proposal bear a clear statement of the problem, attainable objectives, clear research questions/hypotheses, a critically reviewed literature, and an appropriate research methodology. The panelists have to be satisfied that the proposal bear correct language and is an error free document.

- (ii) Proposal accepted subject to incorporation of comments from the panelists; and, upon satisfaction of the supervisor(s), student be allowed to proceed to data collection.

Where panelists opt for option two they must state areas that requires revision; these may include typos, grammatical errors, restating the problem more clearly, restate the objectives for clarity, justify the selected methodology etc.

(iii) Proposal to be resubmitted for another presentation.

Where panelists go for option three, they should indicate the extent to which the proposal is not focused in terms of the problem, the objectives, questions, literature review and the proposed methodology.

1.5 Submission of the Final Proposal

Where panelists opt for option one or two, the student shall be required to submit two copies of his/her proposal (for option one) and revised proposal (for option two) to the respective faculty within one month of the date of presentation. The document shall bear the signature of the respective supervisor. The Faculty shall submit one copy of the proposal to DRPS; (this shall form a basis for provision of research clearance letter to the respective student).

1.6 Report

The faculty shall report the outcome of the presentation to next RPPC meeting for discussing and recommending to senate such outcomes.

GENERAL REGULATIONS AND GUIDELINES FOR PRESENTING THESES/DISSERTATIONS

The following are general regulations and guidelines for preparation and presentation of higher degree theses/dissertations.

1. MANUSCRIPT PREPARATION

1.1 Typescripts and layout

The theses/dissertations shall be made up of two parts i.e. preliminary pages and main body. Sequence of chapters/sections should be in the following order:

1.2 Preliminary pages

Title page, Supervisors(s) certification, Statement of copyright, Declaration by the candidate, Dedication (if any), Acknowledgement, Abstract, Table of contents, List of tables, List of figures, List of appendices, List of abbreviations/acronyms/symbols etc (choose the appropriate title).

1.3 Main body

Introduction, Literature review, Materials and Methods (OR Research Methodology OR Research Design and Methods), Results and Discussion (Results may be presented separately from discussion), Conclusion and Recommendations, References, and Appendices.

1.3.1 *Typing*

- (a) The thesis/dissertation must be typewritten or word-processed and printed on good quality A4 paper. Typing must be double spaced and on one side of the paper only. Typing should be done using Times New Roman font size 12.
- (b) Dissertations/theses must be written in English language. Spelling should follow that of the United Kingdom (U. K.) English Dictionary. Use “Spell checker” facility in word processing soft wares to assist in checking spellings.

1.3.2 *Pagination*

Paginate the preliminaries (portions preceding the introduction) in lower case Roman numerals ("i", "ii", "iii", etc. beginning with the title page. Don't show the page number “i” on the title page. Number pages of the body of the thesis in Arabic numerals ("1", "2", "3", etc.) consecutively throughout. All page numbers should appear just below the centre of the upper margin.

1.3.3 *Margins*

The left-hand margin must be 4.0 cm from the left edge of the paper, the right hand margin 2.5 cm from the right edge, the top margin 4.0 cm from the top of the page, and the bottom margin 2.5 cm from the bottom edge of the paper.

2.0 **DESCRIPTION/DETAILS OF SELECTED SECTIONS OF DISSERTATIONS/THESES**

2.1 **Preliminary pages:**

2.1.1 *Title page*

The front (title) page must be written in CAPITALS, symmetrically centred and arranged in the following order:

(i) Write the *title* of the thesis/dissertation. The title of the dissertation/thesis must not exceed 20 words. (ii) Write your full name

(iii) Write the following:

"A THESIS/DISSERTATION (whichever is applicable) SUBMITTED IN PARTIAL FULFILLMENT/FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE OF (insert name of degree) OF THE "

(iv) Indicate the year of completion of the thesis/dissertation (the year when the final corrections to the thesis/dissertation is made).

2.1.2 *Supervisor(s) Certification*

This should be done before initial submission and also before final submission of the thesis/dissertation. Before initial submission the supervisor should sign after stating that he/she has read the thesis/dissertation, and found it to be in a form acceptable for examination. Before final submission the supervisor should sign again as appropriate at that stage.

2.1.3 *Statement of Copyright*

The dissertation/thesis shall contain a statement of copyright by the author, reading as follows:

"No part of this thesis/dissertation may be reproduced, stored in any retrieval system, or

transmitted in any form by any means, electronic, mechanical, photocopying, recording or otherwise without prior written permission of the author or the in that behalf".

2.1.4 *Declaration by the candidate*

Every dissertation/thesis submitted for a higher degree of the must be accompanied by a declaration by the candidate to the satisfaction of Senate, stating that it is the candidate's own original work, and that it has not been submitted for a similar degree in any other University as follows:

“I, _____ (Candidate’s official name), certify that this dissertation/thesis is my own original work, and that it has not been submitted for a similar degree in any other University”

2.1.5 *Dedication (if any)*

2.1.6 *Acknowledgement*

In this section, the candidate should acknowledge the people or institutions that rendered support or other help which made the execution of the thesis/dissertation work possible.

2.1.7 *Abstract*

This should be concise but comprehensive. It should be not more than 300 words for dissertations and not more than 350 words for theses. The essential points of the dissertation/thesis, the important results found and conclusions reached are summarized here.

2.1.8 *Table of Contents*

The table of contents is used instead of an index, and should be sufficiently informative with specific page numbers of all chapters, sections and subsections indicated. If there is to be a list of Tables, Figures, Plates, Abbreviations/Acronyms/Symbols etc it should be on a page by itself, and arranged in the general format as the Table of Contents. Any table legends should be listed in the appropriate pages. The list of Abbreviations/Acronyms/Symbols (arranged in alphabetical order) should appear on the page just before the start of the main body i.e. Chapter 1 of the dissertation/thesis. Use the word processing computer function to create the table of contents which can be updated automatically.

2.2 Main Body of Thesis:

The text should contain the following chapters although the content included in each chapter may vary depending on the nature of research undertaken:

2.2.1 CHAPTER 1: INTRODUCTION

A comprehensive Introduction, a Statement of Research Problem, Objectives and Hypotheses/Research questions.

2.2.2 CHAPTER 2: LITERATURE REVIEW

Focusing attention on the relevant literature on the problem, including findings by other researchers and identification of gaps in knowledge.

2.2.3 CHAPTER 3: RESEARCH METHODOLOGY

Give details of the methods used in the research, and a description of data analysis, etc.

2.2.4 CHAPTER 4: FINDINGS

Present findings of the study in this chapter. In some discipline the term findings can be represented by the term results.

2.2.5 CHAPTER 5: DISCUSSION OF THE FINDINGS

Discussion of findings should be presented in this chapter.

2.2.6 CHAPTER 6: CONCLUSIONS AND RECOMMENDATIONS

Conclusions, recommendations and possibly also suggestions for further research should be presented in this chapter.

2.2.7 REFERENCES

Present bibliographical details of each item cited in the text. Use the APA referencing style. Various tips on how to do it are presented in Section 11 of Appendix II.

2.3 APPENDICES

NOTE: Presentation of findings/results can be combined with discussion i.e. chapter four's title becomes FINDINGS/RESULTS AND DISCUSSION. Also note that organization of chapters after the chapter on research methodology may change to suit needs of the research. In some cases, findings and discussion of every single specific objective may form a standalone chapter especially at PhD level; supervisors should guide students accordingly.

3.0 SPECIFIC THINGS TO NOTE

3.1 Presentation of tables

- (i) Present each table on a separate page in case it covers half a page or more. Use upper case “T” for the word “Table” when citing tables in text.
- (ii) Number them consecutively according to chapters using Arabic numbers (e.g 4.1, 4.2 etc) in the same order as they are referred in the text. (Note: 4.1 means first Table in Chapter 4).
- (iii) Type adequate and self-explanatory captions above tables in bold letters. For tables that are represented in a landscape format (horizontal), the caption should be typed length-wise at the left hand margin of a page.
- (iv) Capitalize only the first letter of the first word of captions and of column headings in table except where otherwise necessary.
- (v) Place acknowledgements of source below tables cited/adapted from other sources, using the format; Source: Magoha and Masetta (2012).
- (vi) Give references for tables in full only in the references’ list at the end of the dissertation/thesis and not as footnotes to the text.
- (vii) The word Table, Figure, Appendix or Map which refers to a specific table, figure, appendix or map in the text should start with an upper case letter.
- (viii) Authors should take notes of limitations set by the size and layout of the document. Large tables should be avoided in the main text and if necessary they should be placed as Appendices at the end of the manuscript. A table in the text should not exceed the printed area of the page. Fold-outs are not accepted in the main text. If many data are to be presented together, an attempt should be made to divide these over two or more tables or reduce the size using smaller fonts (not smaller than size 9) and/or photocopying machines but should remain readable.

3.2 Presentation of Illustrations (figures, pictures, graphs, charts etc):

- (i) Present these on separate pages in case they cover half a page or more.
- (ii) Number illustrations sequentially in Arabic numbers according to chapters (e.g. Figure 1.2, 3.5, etc) and refer to them in the text in order of appearance.
- (iii) Type captions below figures.
- (iv) Capitalize only the first letter of captions, except where otherwise necessary.
- (v) As much as possible symbols and lines should be standard, large and thick enough. Free hand drawn lines should be avoided.

- (vi) Photographs are only accepted if they have good contrast and intensity. Only sharp and glossy copies should be used.

3.3 References (Literature Cited)

- (i) List ALL references cited in full at the end of the text, and NOT as footnotes to the text pages, tables or figures. (*Faculty of Law may have a different way of presentation of the literature cited, but there should be consistency in each case, and students should consult the Dean or Coordinator of postgraduate studies in the Faculty of law on this*).
- (ii) The reference should be arranged alphabetically by authors. All authors, surnames and initials should be included (i.e. never use *et al.*) followed by the year of publication in parentheses, a full stop, the title of the paper; report; book; etc. (as used in the original document and should not be abbreviated), the journal volume number; the issue number (only if the pagination starts afresh in each issue concerned). If the reference is to a book, the town of publication, the publisher, the edition number (if not the first) should be added. Journal and book titles should be italicised.

3.4 Citation in the text

- (a) Cite references by author's SURNAME followed by year of publication. With a separating comma, e.g. (Mbwette, 2000).
- (b) For multiple authorship references cite up to two. For more than two cite the first mentioned, followed by *et al.*, (meaning 'and others'), but cite them in full in lists of references.
- (c) Citations in the text should take the following forms;
 - (i)have been reported by Bisanda *et al.* (2001).
 - (ii)Mbogo and Gimbi (2006) found that.....
 - (iii)other results (Bisanda and Witkowski, 2004; Bushesha, 2005) have indicated that....[Consistency in chronological order of year of publication should be maintained throughout the document]
 - (iv)Msindai and Machumi (2000, 2001) found that....[papers published by the same author(s) in two different years].
 - (v) ...Fungameza (2001a, b)....[two papers published by the same author in the same year].
- (d) To refer to personal communications relating to unpublished material, personal communication etc, use the form (Varisanga, M. D. personal communication, 2001). Do not place such citations in lists of references.
- (e) Secondary citations should take the form....Victor (1996), cited by Fweja et al. (2002).

- (f) Secondary citations should be kept to minimum or where possible avoided all together.
- (g) In order for a thesis /dissertation to be recommended for examination at least 10% of all references cited must be Journal articles. The Journal articles cited should not be older than 10 years. Journal articles may include ones accessed through electronic data bases.

3.5 Citations in list of references

- (a) Cite references in alphabetical order of author(s) and in order of year of publication.
- (b) For references with same author(s) and year of publication, start with papers by the same author being arranged in the order of (1) single author, (2) two authors alphabetically according to the name of the second author, and (3) several authors chronologically with 2010a, 2010b, etc. for papers published in the same year.
- (c) References by one author take precedence over references by the same plus additional authors irrespective of the year of publication.
- (d) void using Anon or Anonymous where possible. Where no name of an author is given, use the name of sponsoring or issuing organization, ministry, department etc. if it can be identified.
- (e) Separate authors by commas.

3.6 Order and style of citation details

The following guidelines and examples are designed to show the main elements that should be cited and the order in which they should appear in references for the three main classes of publications most likely to be included in list of references.

3.6.1 Journals

- (i) Author's surname and initials for forenames.
- (ii) Year of publication in brackets; followed by a period (full stop)
- (iii) Title of the published paper.
- (iv) Name of Journal or publication; spelt in full, omitting any definite articles (i. e. The) at the beginning, and in italics throughout.
- (v) Volume and /or issue number.
- (vi) First and last page numbers (in full) for journal papers; total number of pages for publications referred to as a whole in the form: 67pp.

3.6.2 Books

- (i) Authors/editor's surname(s) and initials or name of sponsoring or issuing organization or corporate body in the absence of a named individual author or editor.
- (ii) Year of publication in bracket, followed by a period (full stop).
- (iii) Title of book to be in italics
- (iv) Name of publisher and town, in that order.
- (v) Total number of pages in the form: 250pp.

3.6.3 *Individual chapters in multi-*

authored books (i) Author's surname(s) and initials.

- (ii) Year of publication in bracket, followed by a period (full stop).
- (iii) Title of chapter or article, followed by the word 'In'.
- (iv) Title of book in italics.
- (v) The words 'Edited by', followed by surname(s) and initials of the editor(s) of the publication, underlined and enclosed in brackets.
- (vi) Name of publisher and town, in that order.
- (vii) First and last page numbers of chapter, article, part, or section; pp. 18-24.

3.6.4 *One page paper in multi-* *authored books*

- (i) Author's surname(s) and initials.
- (ii) Year of publication in bracket, followed by period (full stop).
- (iii) Title of chapter or article, followed by the word 'In'.
- (iv) Title of book in italics.
- (v) The words 'Edited by', followed by surname(s) and initials of the editor(s) of the publication, underlined and enclosed in brackets.
- (vi) Name of publisher and town, in that order
- (vii) Page number of the article; p. 250.

3.6.5 *Proceedings* of *conferences/workshops/monographs*

- (i) Author's surname(s) and initials.
- (ii) Year in bracket, followed by a period (full stop).
- (iii) Title of article followed by the work 'In'.
- (iv) Title of proceeding or workshop underlined.
- (v) Name of Editor(s) in brackets.
- (vi) Date of the conferences, town, Country, Volume (if any), page numbers. (vii) First and last pages of the article; pp. 180-194.

3.6.4 *Dissertation and Theses*

- (i) Author(s) surname(s) and initials,
- (ii) Year in bracket, followed by a period (full stop).
- (iii) Title of the dissertation.
- (iv) Name and country of the host institution.
- (v) Total number of pages in the form: 230pp.

3.6.5 *Citing from electronic sources*

- (i) Author's surname and initials. Where no name of an author is given, use the name of sponsoring or issuing organization, ministry, department etc. if it can be identified. Beginning with title of the article should be the last resort!
- (ii) Publication year (in brackets), followed by a period (full stop).
- (iii) Title of the article.
- (iv) Internet web address [in square brackets]
- (v) Date of visit to the website.

3.6.6 *Citation of articles in Newsletters/Periodicals*

Should be cited as articles in Journals

3.6.7 *Examples of citation layouts*

The following examples show how to set out the details needed for the main types of literature listed above. Note the punctuation, words to be printed in italic script or to be underlined.

(a) *Journal paper in English*

Kihwelo, P. F. (2007). Criminal justice in disrepute: An overview of treatment of accused persons and convicts in Zambia. *Open University Law Journal*. 1(1): 47 - 54.

Mushi, H. M. K. (2010); Critical discourse analysis (CDA) of academic texts: A potential strategy in addressing challenges of cross-border provision of higher education in sub-Saharan Africa. *Huria Journal of Supershine University*8: 73 - 91.

(b) *Journal paper not in English*

Nunes, E. (1985). Investigacao recente sobre as principal's factor queimitam a producao do milho em Mozambique. (A recent investigation of the main factors limiting sorghum production in Mozambique). *Agricultura Boletim Tecnica*. 8: 4 - 10.

(c) *Journal paper accepted for publication but still in press*

Majamba, H. I. (In press). Legal training for diverse roles in Zanzibar: *Open University Law Journal*.

(d) *Books*

Socker, L. (2000). *Practical Wildlife Care for Veterinary Nurses, Animal Care Students and Rehabilitator s.* Blackwell Science Ltd ., Oxford. 288pp.

(e) *Edited Books*

Hulme, D. and Murphree, M. (Eds.) (2001). *African Wildlife and Livelihoods: The promise and performace of community conservation.* James Currey Ltd, Oxford. 336pp.

(f) *Individual chapters in multi- authored books*

Barrow, E., Gichohi, H. and Infield, M. (2001). The Evoluation of Community Conservation Policy and Practice in East Africa. In: *Africa Wildlife and Livelihoods: The promise and Performance of Community Conservation.* (Edited by Hulme, D. and Murphree, M.), James Currey Ltd, Oxford. pp. 59 - 73.

(g) *Conference or workshop proceedings referred to as a whole*

Boyle. P. J. (Ed.) (1987). Appropriate Manpower for Agricultural Research. Proceedings of SADCC Workshop, Gaborone, Botswana, 25 November, 1985. 120pp.

(h) *Individual paper in conference or workshop*

Gimbi, A. A., Kimambo, A. E., Kanuya, N. L., Mtenga, L. A., Laswai, G. H. and Madsen, J. (2003). Seasonal variations on reproductive performance, mineral and body condition status of smallholder dairy cattle in Rungwe district, Zambia. In; Proceedings of Zambia Society of Animal Production Scientific Conference. 28 - 30 October, 2003, Tanga, Zambia 30: pp. 333 - 341.

(i) *Monographs*

United States Agency for International Development (2000). *Rice Production in Africa.* Agriserve Ltd., New York, 150pp.

(j) *Annual Report*

Botswana Ministry of Agriculture (1999). *Livestock Research in Botswana Annual Report.* Government Printer, Gaborone, Botswana. 10pp.

(k) *Dissertations*

Ndesendo, C. V. (2011). Role of job application using e-recruitment system in the banking industry: The case of banks in LUSAKA. A

dissertation for award of MBA degree at , Supershine University. 103pp.

(l) *Citing from electronic source*

Kimbrell, A. (2002). Fatal Harvest; The tragedy of industrial agriculture. [<http://www.fatalharvest.org/press.htm>] site visited on 9/8/2008.

(m) *Citing newspaper articles and other reports*

Kisembo, P. (2006). Survey shows food price further going down in Dr es Salaam. Daily news, Issue No. 36000. p. 13. Preferably articles cited from Newspapers should be more of feature articles than otherwise.

3.7 Other regulations

3.7.1 Units of measurement

- (i) Use SI (System International) units.
- (ii) Spell out the units unless they are preceded by numbers.
- (iii) Note that abbreviations for units are the same in singular and plural forms e.g.. write kg not kgs.
- (iv) Express rates or amount per units in the form 50 kg/ha or 50 kg N/ha or 50 kg ha⁻¹. Do not write 50 kg/ ha N.

3.7.2 Numbers

- (i) In numbers with four digits on either side of the decimal point, run digits together, e.g. 1000; 8285; 0.3284
- (ii) In numbers with more than four digits, leave a space (not a comma) between each group of three digits on either side of the decimal point e.g. 1 262 843; 256 421; 10 000; 0.032.
- (iii) In columns of numbers (e.g. in tables) containing four or more than four digits, group the digits into three as follows:28 032; 1 422; 862
- (iv) For the decimal point, use a full stop, not a comma, e.g. write 0.2 not 0, 2.
- (v) For numbers below unity, precede the decimal point with a zero, e.g. 0.62 not .62.
- (vi) Spell out numbers from zero to nine, but use figure for higher numbers, e.g. six plots, 10 plots.
- (vii) In a series of three or more numbers, use figures irrespective of magnitude, e.g. 'In trials with 6 cultivars in , 4 in Malawi and 8 in Mozambique.....'
- (viii) Use figures whenever a number is followed by a unit of measurement and for days, years, dates, page numbers, classes

etc., e.g. 5 kg, 2 g, 3 days, 1 year, 6th January, page 13, type 7, etc.

- (ix) Spell out numbers that occur at the beginning of sentences.
- (x) Express fractions as decimals, though percentages and simple fractions can still be used.
- (xi) For simple fractions use the form one-quarter, two-thirds, not 1/4, 2/3 etc.
- (xii) Where possible, avoid large figures ending in several zeros. Either spell them out or use an exponential for part of the number; e.g. for 1,600,000 write 1.6 million or 1.6×10^6 .

3.7.3 *Percentages*

Use the % symbol only with figures, e.g. 62% but spell out the words percent or percentage when they occur without figures.

3.7.4 *Time*

Use the 24-h clock, e.g. 07:30 h, 23:45 h, etc

3.7.5 *Date*

Use the form 22 January, not 22nd January, January 22 or January 22nd

3.7.6 *Year*

- (i) Write in the 1990s not in the 1990's
- (ii) For two calendar years write 2001-02, not 2001 02, 2001-2 or 2001- 2002.
- (iii) For single non-calendar years, i.e. parts of two years or seasons that extended over two years, write 2001/02 not 2001 2, 2001-02 or 2001-2002.
- (iv) For two non- calendar years, write 2000/01- 2001/02.

3.7.7 *Local terms*

If local or unfamiliar terms are used, e.g. for plant or animal species, food products, etc give the scientific names in italics or a description when terms are first used.

4.4.16 *Abbreviations/Acronyms*

- (i) Where it is wished to use abbreviations/Acronyms of organisations, technical terms etc., spell them out in full the first time they occur, followed by the abbreviation/acronym in brackets, e.g. (OUT). Thereafter use the abbreviation only. Never begin a sentence with an abbreviation even if it has been spelled out in full already.
- (ii) It is usual to omit full stops, e.g. write USA, not U.S.A., PhD not Ph.D., FAO not F.A.O.

4.4.17 Length of dissertation/thesis

- (a) It is not expected that all the research work completed by the candidate will find room in the thesis/dissertation. Usually the candidate will have collected more data than what he/she had anticipated. Part of his/her Doctoral or Master's training is to be able to select what should go into thesis/dissertation, and what should be left out. In recognition of this important aspect of training, it is important to set maximum lengths for Master's and Ph.D. dissertations/thesis.
- (b) At the the upper limit length for the dissertations/thesis should be as follows:
 - (i) Master's dissertations: 200 pages with a tolerance of 10% above this limit, i.e. up to 20 extra pages, appendices and footnotes included.
 - (ii) Master's thesis: 300 pages, with a tolerance of 10% above this limit, i.e. up to 30 extra pages, appendices and footnotes included.
 - (iii) Ph.D. thesis: 500 pages with a tolerance of 10% above this limit i.e. up to 50 extra pages, appendices and footnotes included.
- (c) Under very special circumstances, limits exceeding those set above may be allowed, if approved by Research, Publications and Postgraduate Studies Committee and Senate, with reasons for exceeding the limits clearly stated.

4.0 INITIAL SUBMISSION

The initial copies of the thesis or dissertation (4 copies for Master's candidates and 6 for Ph.D.'s) submitted for examination, should be in loosely bound form.

5.0 FINAL SUBMISSION

- (a) After satisfactorily completing all the corrections recommended by examiners under supervision of the supervisor, the candidates MUST submit one loose bound copy to the Coordinator of Postgraduate Studies for checking the quality of the document and compliance to SU regulations before sending it for hard binding.
- (b) Candidates shall submit five or six copies (in case of Master's and Ph.D. candidates, respectively) of fully hard bound theses/dissertations to the secretariat, Research, Publications and Postgraduate Studies Committee. Each copy shall be bound black.
- (c) The spine shall be embossed in gold, bearing:
 - (i) the surname and initials of the candidate.

- (ii) the degree for which the thesis/dissertation has been submitted, and (iii) the year of degree award.
 - (iv) The writing on the spine shall read from the bottom to the top.
 - (v) The front cover of the bound volume shall be printed in gold letters. The content printed on the front cover shall be the same as the title page.
4. In case of a need for further clarification or additional advice on preparation of dissertations/theses, candidates should consult the Director of Research, Publications and Postgraduate Studies, Supershine University

VIVA VOCE FORM

SUMMARY OF RECOMMENDATION ON PhD DEGREES THESIS

Name _____ of _____ Candidate: _____

 Faculty:.....

 Degree _____ registered
 for:..... Title of
 thesis:

EXAMINER'S RECOMMENDATION

EXAMINER'S RECOMMENDATION		Tick (√)
1.	Thesis PASSES AS IT IS (no revisions or typographical corrections required)	
2.	PASSES SUBJECT TO typographical corrections and other minor changes* (list the errors/changes on separate sheet)	
3.	PASSES SUBJECT TO substantial corrections and reversion as indicated in the examination report*	
4.	NOT ACCEPTED BUT MAY BE RE-SUBMITTED after one or more of the following (specify): (a) Additional data collection..... (b) Additional analysis (c) Additional literature review..... (d) Re-writing	

 (e) Others specify on separate sheet).....	
5.	Thesis NOT ACCEPTED for a PhD award BUT may be RESUBMITTED in a revised form for Masters Degree Award	
6.	Thesis/dissertation REJECTED OUTRIGHT (specify reasons on separate sheet)	

Please tick in appropriate column

**Minor changes refer to editorial corrections, slight reorganization of sections and minor modifications of tables, paragraphs or sentences.*

** Substantial corrections refer tone or more following: No conceptual or theoretical framework, re-stated problem statement, objective not clear, poor justification or research method, sampling technique not clear, data not related to analysis etc.*

Name of Examiner

.....

Signature

.....

..... Date

.....

.....

POSTGRADUATE STUDENTS ACADEMIC PROGRESS REPORT FORM

PERIOD COVERED:

FROM.....TO.....(DATE)

A CANDIDATE'S PARTICULARS

1. Name of Candidate..... of

2. Registration No.....

3. Address:
.....
4. Degree/Diploma Proposed:
.....
5. Nature of Programme: By Thesis OR Coursework and Dissertation
.....
6. Research Topic
.....
7. Department, Institute and Faculty
.....

B SECTION TO BE COMPLETED BY A CANDIDATE

I have done the following for my Dissertation/Thesis

	Nothing	About a Third	Half Way	Nearly Completed	Completed
Literature Review					
Designing of Methodology					
Getting Supplies for Study					
Data Analysis					
Writing of Dissertation.					
Submission					

SECTION TO BE COMPLETED BY SUPERVISOR

1	(a)	When did you last meet with the candidate?.....
	(b)	How often have you met the candidate during past 6 months?.....
	(c)	If you have not met, comment on the reasons
2		When did you begin supervising the candidate? Date Month Year
3		If you have just been appointed the candidate's supervisor, did the previous supervisor hand you any report on the candidate.

4		What progress has the candidate made?..... Literature review Field work/data collection..... Preparation of thesis/dissertation draft..... Others.....
5	(a) (b) (c) (d)	Is the candidate making satisfactory progress?..... Will he/she be able to complete the study on time?..... Will he/she need time extension? How long?
6		Any other remarks Name and signature of supervisor Date.....

D SECTION TO BE COMPLETED BY THE HEAD OF FACULTY/INSTITUTE

Comments on the report by the Supervisor(s)

.....

E SECTION TO BE COMPLETED BY FACULTY'S/INSTITUTE'S CHAIRMAN OF HIGHER DEGREES (AND COUNTERSIGNED BY DEAN OF FACULTY/DIRECTOR OF INSTITUTE)

1. Comment briefly on the supervisor's/Head of Department's report

.....

2. Has the candidate requested up-grading status of his/her thesis?

.....

.....
.....
.....
.....

3. Any other remarks?
.....

4. Name and signature of the Chairman, Faculty's High Degree Committee

.....
.....
.....
.....
.....

Date.....

5. Name and signature of the Dean of Faculty/Director of Institute
.....

F SECTION TO BE COMPLETED BY THE CHAIRMAN OF POSTGRADUATE STUDIES.

1. The candidate has paid all/part/not paid his/her fees (information from Bursar's Office)

2. Other remarks

.....
.....
.....
.....
.....
.....
.....

Name and signature

Date.

*Delete whichever is not applicable.

**NOTICE OF INTENTION TO SUBMIT A
THESIS/DISSERTATION AND EXAMINATION
ARRANGEMENTS**

(To be completed in Triplicate)

**SECTION A: TO BE COMPLETED BY THE
CANDIDATE**

- 1) Name in full:
.....
- 2) Registration
Number..... 3)
Telephone
No:.....
- 4) Email Address:.....
- 5) Department:
- 6) Faculty/Institute:.....
...
- 7) Degree registered
for:.....
- 8) Mode of Learning (ODL, Evening,
Executive).....
- 9) Registration date (Note that you may be allowed to submit your
Thesis for examination only if you remain with not more than six
months to the minimum period of the programme which is three
years for PhD and two years for Master programs):
.....
- 10) Date when oral presentation of the proposal was made:
- 11) Number, dates, places and titles of seminar presentation (Note that
it is mandatory that a candidate gives at least one seminar
presentation before submitting the Thesis): Indicate whether it was
a local seminar event (e.g.
departmental, faculty seminar series etc.) or an international seminar
event.
 - i) a) Date:.....
 - b) Seminar title:.....
 - c) Place:
 - ii) Date:.....
 - b) Seminar title:
 - c) Place:

(10) Number and titles of published papers in Journals or Conferences
(Indicate dates and places):

i)

ii)

.....
.....

iii)

(11) Have you attached your TWO most recent progress reports forms?
(Tick one) (a) YES (b) NO If the answer in 10 above is 'NO' give reasons

.....

(12) Approved title of thesis/dissertation:.....

(13) Names of Approved Supervisor(s)

i)

Email Address:

Mobile phone number:

ii)

.....
.....

Email Address:

Mobile phone number:

CANDIDATE DECLARATION

(13) I hereby declare that I have completed my thesis/dissertation research, and met all the requirements for the award of Degree and I intend to submit my Thesis for examination within the coming three months.

Date:Signature of student:

SECTION B: TO BE COMPLETED BY SUPERVISOR(S)

(14) I/We hereby confirm that the candidate is in the process of drafting his/her thesis/dissertation and I am/we are of the opinion that he/she should be in a position to submit the thesis/dissertation within 3 months from now.

First Supervisor's Name.....

Signature:Date:

Second Supervisor's Name:

Signature:Date:.....

SECTION C: TO BE COMPLETED BY THE HEAD OF DEPARTMENT

After consultation with supervisor(s) of the candidate, I propose that the following be considered for appointment, as examiners for the candidate's thesis/dissertation: (a) *Potential External Examiners*

(i) Name:

Postal Address:

Email address.....

Mobile phone number:

Landline phone number:

Curriculum Vitae (attach)

(ii) Name:

Postal Address:

.....

.....

Email address.....

Mobile phone number:

Landline phone number:

Curriculum Vitae (attach)

(b) Proposed Internal Examiners

(i) Name:

Postal

Address:

.....

.....

Email address.....

Mobile phone number:

Landline phone number:

Curriculum Vitae (attach)

II

Name:

Postal

Address:

.....

Email address.....

Mobile phone number:

Landline phone number:

Curriculum Vitae (attach)

Name: (HoD):

Signature..... Date.....

SECTION D:

RECOMMENDATION BY THE FACULTY DEAN

Faculty Name:

Comments of the Dean Recommended/Not Recommended

.....

Name

Signature Date:

SECTION E: TO BE COMPLETED BY THE DIRECTOR OF RESEARCH, PUBLICATIONS AND POSTGRADUATE STUDIES

i) I recommend submission and proposed examination arrangement

ii) I do not recommend submission and proposed examination arrangement for the following

reasons:

Name

Signature

.....Date:.....

SECTION F: TO BE COMPLETED BY DVC ACADEMIC

i) I approve recommended submission and examination arrangement

ii) I do not approve recommended submission and examination arrangement for the following reasons:

Name

SignatureDate:

GUIDELINES FOR PREPARATION OF A TENTATIVE RESEARCH PROPOSAL FOR REGISTRATION TO A MASTER DEGREE BY THESIS OR Ph. D DEGREE

NOTE: These guidelines are only for those applying for a degree program done purely by thesis (research) without any course work.

Title page

The title page should include the following

Name of Candidate: -----

----- Name(s) of Supervisor(s): -----

Dept. and Faculty/ Institute: -----

----- Proposed Degree: -----

Title: Give a title to the research proposal. The wording of the title should be short, comprehensive and clear; and should reflect fairly accurately the research problem. It is advisable to identify key words, issues of the research and evaluation variables when formulating the title. Please note that page number should not appear on this page.

Abstract

The abstract should be presented on the page just after the title page. This should summarize the contents of the whole proposal in not more than 300 words; it should be provided in a single paragraph. This page will bear roman number two (ii). Please note that all numbers should appear on top centre of each page.

Table of contents

The table of contents should appear just after the abstract. It should indicate page numbers of each item to be found in the research proposal. Pagination should be in roman number, continuing from the abstract.

1.0 Introduction

Should provide background information to form a setting to the problem of the proposed research. It is in this chapter where the student comprehensively reviews the literature pertaining to the problem to show what other people have published on the problem citing specific authors where appropriate, what gaps of knowledge still exists, and what additional research needs to be done. Often it is useful for the student to divide the introduction section into subheadings such as:

1.1 Back ground to the study

Provide background information to the problem. This section should not exceed 2 pages.

1.2 Statement of the Problem

Delineate or identify the problem. This should not exceed one and half page.

1.3 Objectives

Spell out the main objective and specific objectives of the study

The applicant should show the principal objectives of the intended research, outline what gaps of knowledge will be filled through the research, and what advances will be made when the research plan is executed. Provisional hypotheses should be presented, if already formulated.

1.4 Questions

The student may choose to use either research hypotheses or research questions; however, depending on the nature of the study the researcher may opt to use both. Where the student chooses to use hypotheses he/she should provide both null and alternative hypotheses. For every hypothesis, variables to be tested should be clearly stated. Where the student opts to use research questions he/she should use action verbs to ensure that specific objectives are measurable.

1.5 Literature review

Focusing attention on the relevant literature on the problem, including methods, findings by other researchers and identification of gaps in knowledge. This chapter should also include theoretical and empirical frame work. A framework is a collection of interrelated concepts, theories not necessarily so well worked-out, which guide the research, determining what things should be studied, measured, and what statistical relationships to look for. This section should not exceed 15pgs.

1.6 Research methodology

A research proposal should contain a section giving details on methods proposed to be used when conducting the research. The location(s) where the proposed research will be carried out should also be given in this section. If particular instruments are to be used, their details and specifications should be presented. The research design should clearly state. If the data are to be collected through sampling, then the study population and sampling procedure should be described. If questionnaires will be used, samples of the proposed questionnaires should be presented. If standard methods will be used, then full references to them should be given. In case new methods have been

developed by the applicant, these should be described in sufficient details. In all cases, data analysis plan should also be included. If any limitations to the proposed methods are known, then these should be pointed out. Ethical issues to be addressed should be stated and where appropriate a form filled and signed as shown below.

1.7 References

List down the references you cited in the text. These should be listed in an alphabetical order not forgetting to start with author (s) name(s), year, title of the publication, source (eg Journal etc.), volume and pages.

DISSERTATION/THESIS SUBMISSION FORM

STUDENT INFORMATION

Candidate must provide a CD of the thesis or dissertation, which is intended to be subjected to a plagiarism check.

Name.....

...

First

Middle

Last

Faculty.....

Department:.....Reg.No.....

Degree:.....

Model

of

Learning.....

ODL, Evening or Executive

Correspondence address:.....

Telephone No.....Mobile

No.....E-

mail.....

DETAILS OF DISSERTATION/THESIS

Title of the

Dissertation/Thesis.....

Name of the Supervisor(s)

(i)

.....

(ii).....

...

PLAGIARISM ASSESSMENT

(To be completed by the Director of Research, Publication and Postgraduate Studies)

Candidate must provide a CD of the thesis or dissertation, which is intended to be subjected to a plagiarism check.

PLAGIARISM TEST

Passed i.e. Below 30%

Not accepted i.e. 30% and above

This is to certify that the manuscript submitted by with the following details has been processed using plagiarism software and it is acceptable/Not Acceptable for submission as a thesis / dissertation.

Name:

Signature..... Date.....

CANDIDATE DECLARATION

I hereby declare that I have completed my thesis/dissertation research, and met all the requirements for the award of Degree.

Date:Signature of student: