

## **APPENDIX 1: Thesis Format Standard Specifications**

Thesis writing should conform to Kenya Methodist University format as stated below:

### **1.1 Paper**

- Type-written or printed on a white paper, size A4 (297mm x 210mm); 80-100 g/m<sup>2</sup>
- Consistency in the typeface using font 12.

### **1.2 Page**

- One side of paper
- Left margin 35mm
- Right, top, bottom margins 30mm

### **1.3 Page Numbering**

- Bottom of page, center or right side.
- Lower case Roman numerals beginning from Title page through Table of contents (commonly referred to as Supplementary Pages). The rest of the sections, beginning with Chapter one, shall be in Arabic numerals.
- Chapter title page numbers shall not be shown.

### **1.4 Supplementary Pages**

#### **(a) Title Page**

- In capital letters with the full names of the candidate below
- The statement “A thesis submitted in partial fulfillment for the degree of (Insert the name of the Degree) of Kenya Methodist University” shall appear in the middle of the page.
- The date of submission shall appear below indicating month and year.

#### **(b) Declaration Page**

The second page shall contain:

- A signed declaration by the candidate with the following statement, “This thesis is my original work and has not been presented for a degree or any other award in any other University.”

- A signed declaration by the University Supervisor(s) with the following statement, “*I/We confirm that the work reported in this thesis was carried out by the candidate under my/our supervision.*”

**(c) Dedication**

- A statement of dedication, beginning on a separate page, and not exceeding twenty five (25) words; shall follow the declaration.

**(d) Acknowledgement**

- Acknowledgement, beginning on a separate page, and not exceeding one hundred fifty (150) words; shall follow dedication.

**(e) Abstract**

- An abstract, beginning on a separate page and not exceeding five hundred (500) words (one page); shall follow acknowledgement.

**(f) Table of contents**

- Table of contents, beginning on a separate page; shall follow abstract.

**(g) List of Tables**

- List of tables, beginning on a separate page; shall follow the table of contents.

**(h) List of figures**

- List of figures, beginning on a separate page; shall follow the list of tables.

### **1.5. Line Spacing**

- Double spacing, except for captions of illustrations, extended quotations, and listings of references; which should be single line space.

### **1.6 Type Print**

- 12 point font
- Black ink
- Times New Roman

### **1.7 Illustrations**

- Each table, figure, graph, etc. must lie on a separate page. The numbering of illustrations must be in series; according to the requirements of the selected style of publication.

### **1.8 References**

- KEMU adopts APA Style Citations (American Psychological Association) in which “sources receive attribution in the text by the use of parenthetical in-text references”. Students are expected to be familiar with APA at the proposal development level. Departments and Schools/Faculties may adopt any other referencing style provided that their area of discipline requires use of different referencing style and provided that that style is approved by the Board of Postgraduate Studies.

### **1.9 Signatures**

- All in Black ink
- On Declaration page

### **1.10 Binding**

- Hard covers The University colors shall be adopted for thesis binding as follows:
- Doctorate – Maroon
- Masters and Postgraduate Diploma - Blue

## Appendix 2: Proposal and Thesis Writing Formats

### 2.1 Research Proposal Writing Format

#### (a) Title Page

This page is centred vertically and horizontally and should be numbered. It is not listed on the Table of Contents. It contains the title of the proposal, full names of the candidate and registration number, statement of fulfilment, name of the institution and the year the proposal is being submitted.

#### (b) Other Preliminary pages

These pages should start from number two (ii). All should be numbered using lower case Roman numerals.

##### (i) Declaration and Recommendation page

- Declaration;

The candidate makes a declaration using the following words;

*“I declare that this research proposal is my original work and has not been presented in any other university”.*

*Signed..... Date.....*

- On the same page a Recommendation is made using the following words;

*“This research proposal has been submitted for examination with our approval as university supervisors”.*

*Signed..... Date.....*

*Name.....*

*Signed..... Date.....*

*Name.....*

(ii) *Abstract:*

This should be approximately three quarters of a page. It should be comprehensive, with no paragraphs. Therefore, it should not contain any sub-headings. It should be between 350-400 words.

(iii) *Table of Contents:*

The Table of Contents is supposed to help the reader to quickly identify the contents of the proposal. It should therefore, only contain the First Level (Chapter Number and Chapter Title) and Second Level (Sub-headings) for each First Level heading. The Table of Contents should contain the following:

- Chapter Numbers and Titles. There are three (3) chapters:

CHAPTER ONE: INTRODUCTION

CHAPTER TWO: LITERATURE REVIEW

CHAPTER THREE: METHODOLOGY/METHODS AND MATERIALS

Other details are as per the APA manual.

(c) **PLAN OF WORK (WORK PLAN)**

This should be on a separate page.

(d) **BUDGET:**

This should be on a separate page. It is essentially a conversion of Work Plan into a financial plan.

(e) **REFERENCES**

- Should start on a new page and contains the list of all the books and journals cited in the proposal.
- Should not have any materials not cited in the proposal nor should the proposal have any materials not cited in the list of references. However, if the researcher referred to any books or journals that are not directly referred to in the proposal, then these should be listed under BIBLIOGRAPHY.
- The listing of the books or journals should be as per the Publication Manual of the American Psychological Association (APA). Any deviation from this must follow a

manual recommended by the Faculty/School and approved by the Board of Postgraduate Studies.

a. **APPENDICES**

Should start on a new page, and contains all the materials that could not be included in the main text, such as instruments used to collect data, and a map that indicates the location of study. If there is more than one appendix, they should be numbered as Appendix I (or A or 1 e.t.c.), followed by the title of the appendix.

(iv) *List of Tables*

Starts on a new page and should contain the number of the tables, the title, and the page number where the table is located in the proposal. The numbering of the tables should be from 1 to the last. The title of each table should be precise and descriptive of the table of contents, and placed on top of the table. Other details are as per APA manual.

(v) *List of Figures*

Starts on a new page, and should contain the number of the figure, the title and the page number where the figure is located in the proposal. The numbering of the figures should be from 1 to the last. The title of each figure should be precise and descriptive of the figure contents and placed at the bottom of the figure. Other details are as per the APA manual.

(vi) *Abbreviations and Acronyms*

Starts on a new page and should contain only the abbreviations and acronyms used in the proposal; all listed in alphabetical order.

## **CHAPTER ONE - INTRODUCTION**

The numbering of the whole proposal starts from here with NO.1 (Arabic) as the first page continuing up to the last page of the proposal. The chapter should have the following sections:

(i) Background of the Study

Gives a background of what is to be studied, and should not be more than three pages. The section sets the stage for the study and puts the topic in perspective and ends with general statements about the need for the study.

(ii) Statement of the Problem

This is the focal point of the study. It precisely indicates the situation (need or gaps) between the actual and the ideal state. Since the stage has already been set in the background of the study, the statement of the problem should be precise, specific and clear enough to be easily identified. A statement of about three sentences should be adequate in order to avoid ambiguity.

(iii) Purpose of the Study

The purpose of this section is to state precisely the ultimate goal or aim of the study. It should be stated in one sentence. The purpose should be stated in a precise, specific and clear manner.

(iv) Objectives (3-5) Pages

Objectives are derived from the statement of the problem. They refer to clear concise statements of what the researcher seeks to do/achieve by the end of the study. Objectives indicate the anticipated products/results that are expected to be met by the researcher so as to accomplish the purpose. Or else, they should indicate what needs to be described. Active verbs, such as: “to develop, to determine, to describe, to assess, to incorporate, to explore, etc.” are appropriate. These should be stated clearly so that they can act as a good guide on what is to be done.

(v) Research Questions/Hypotheses

These should be 3-5 pages depending on number of objectives, and whether the objectives are amenable to research questions or research hypothesis.

- Research questions are central to both qualitative and quantitative research. They indicate clearly what you want to know and they focus the study. They clarify relationships among variables and support competing hypotheses or theoretical views. Research questions can be used to delineate the variables in the research objectives to make them clearer and measurable. They always correspond to the research objectives. Example: “Is there any relationship between employee training and voluntary

turnover of business development officers in XYZ Company?” Or, “What are the factors that influence successful implementation of projects in XYZ Company?”

It should be noted that the research questions are the same as objectives but, the latter are converted into questions.

- Hypotheses are testable statements derived from an intelligent guess about a relationship. It is the researcher’s anticipated explanation or opinion regarding the results of the study. It may be directional or non-directional, and is based on

findings of previous research gained from a thorough literature review. Variables must be clearly operationalized. If you state hypotheses in your study, you must plan to test them and show clearly in the methodology sections how testing will be done.

- Depending on the type of study, you can choose either research questions or hypotheses. Example of a hypothesis: “There is no significant relationship between employee training and voluntary turnover of business development officers in XYZ Company.” Depending on the statement of objectives or research questions, one can have both research questions and hypotheses. This will be the case if some objectives cannot be converted into hypothesis; as such no testing is required.

(vi) Justification of the Study (1 to 2 paragraphs)

This is also known as rationale of the study and it provides a rationale to justify the reason for the study. It answers the questions: “why is the study important?” “To whom is it important? and, “What benefit will occur if the study is done?”

(vii) Limitations of the Study (1 to 2 paragraphs)

In this section one explains those factors that are likely to present challenges to the study and also indicates how one proposes to overcome them.

(viii) Delimitation of the Study (1 to 2 paragraphs)

This is a statement describing those factors that will make the study successful.

(ix) Significance of the Study

Under this subtopic, the researcher should indicate what the research will contribute to the extension of knowledge. This is the purpose of any research.

(x) Assumptions of the Study

In the process of the study, there are some areas that the researcher will assume that they will have no effect on the data interpretation (i.e. internal and external validity). Such assumptions may relate to validity and reliability of measuring instruments, representativeness of the sample taken and honesty in the subjects in making the appropriate responses. The assumptions make it possible for the researcher to continue to undertake the study with a reasonable degree of confidence.

(xi) Operational Definition of Terms

All terms that may assume a unique meaning in the study should be defined under this section. This may include terms that the researcher may think are new to the audience.

## **CHAPTER TWO – LITERATURE REVIEW (10 – 20 PAGES)**

This chapter reviews what previous book writers or researchers have written or have found out, respectively, in the area. The length will depend on how much work has been done previously in the area. Nevertheless, it should not be more than 20 pages. If one is planning to explore a relatively new area, the literature for review may be limited, but there is always related literature. The review will help the researcher to know whether the area being explored is new and if not, how much remains to be done (existing gaps). In case the intended area of study has exhaustively been studied, then one has to look for another area unless there is a need for replication.

- The structure

Introduction: States what is contained in the literature review in one to two paragraphs.

- Body: Literature review is structured into sections, each of which should address a specific theme (e.g. those dealing with secondary information on the topic generally, such as text books, and researched articles in journals dealing with

primary information on the topic in the area of study. The aim is to critique the existing works so as to make a case for your own study.

- Sub-topics can also be based on the aspects covered by the stated objectives.

Conceptual framework: This is a brief explanation of the relationships between the variables identified for study in the statement of the problem, objectives and research questions. It is always depicted diagrammatically showing the relationships between the independent and dependent variables as well as any anticipated intervening variables (if any). If there is reviewed literature that has indicated the theoretical model or framework similar to what is under study, then it should be included as theoretical framework. Theoretical framework should come before the conceptual framework.

### **CHAPTER THREE – RESEARCH METHODOLOGY (8-10 PAGES)**

(i) Introduction (1 paragraph) – should state what is contained in this chapter, namely, research design, target and population, sampling, preparation of data collection instruments/instrumentation, data collection procedures and methods of data analysis.

(ii) Research design (1/2 a page) – should discuss the design used in the study and the reason why that design was selected. The designs may be survey correlational, experimental, *ex-post facto* research design.

(iii) Target Population – (1/2 a page) - Provide a description of the population to be studied. Indicate the population characteristics, including size and why it has been chosen.

(iv) Sampling procedure – (1/2 a page) – This discusses how the sample is to be selected, and sample size. Use a sampling matrix to show the population and selected sample.

(v) Instrumentation

This section describes what instruments are to be used, their development and how many of them depending on the categories of respondents. The section should also include details on how quality of the instruments (validity and reliability) will be ensured.

(vi) Methods of data collection: (1-2 pages) should discuss issues related to data collection and procedures for administering the data instruments in the field. The section should include

how authority to collect data will be sought, methods of ensuring high response rates and any ethical values to be considered.

(vii) Operational definition of variables – Operationalizing or operationally defining a concept to render it measurable, is done by looking at the behavioural dimensions, indicators, facets or properties denoted by the concept. These are then translated into observable and measurable elements so as to develop an index of the concept. Measures can be objective or subjective, for example: income can be measured by where one falls in an income bracket say 10,000 – 50,000, or successful projects would be measured in number of completed projects in use by the community – these would be considered objective measures. A subjective measure is based on opinion, for example: customer satisfaction would be measured by perception of customers towards service received. Note that, it is not possible to construct a meaningful data collection instrument without first operationalizing all the variables.

(viii) Methods of data analysis (at least 1/2 a page) – should discuss issues related to qualitative and quantitative methods of data analysis and relate them to research questions. For each research question, one should show how he/she will analyze the variable and their relationships or differences. Describe the type of statistical methods that will be used and justification as to why the statistics have been prepared.

**OTHER ASPECTS of the proposal have been covered under table of contents.**

The proposal is written in future terms since it is a presentation of what is to be done.

## **RESEARCH THESIS WRITING FORMAT**

The guidelines for the thesis writing are similar to those of proposal writing except for the following:

(a) The whole thesis is written in past tense since the research will have been carried out. It outlines what was actually done.

**(b) Cover Page**

The date and year indicated should be the time the thesis was submitted.

**(c) Other Preliminary pages**

(i) Declaration:

The words “research proposal” should be replaced by “research thesis”.

(ii) Recommendation:

The word “research proposal” should be replaced by “research thesis”.

(iii) Copyright:

This is necessary because a thesis is a permanent recording by the candidate and for the candidate and the university. This page comes after declaration and recommendation page. It should start with the copyright symbol under which the full names of the candidate should be written. The following should be included after the candidate’s name.

*“All rights reserved. No part of this thesis may be reproduced, stored in any retrieval system or transmitted in any form or by any means, electronically, mechanically, by photocopying or otherwise, without prior written permission of the author or Kenya Methodist University, on that behalf”.* (The student will be required to sign an authorization form when submitting final thesis to enable manual and online use of the document)

(vi) Dedication

This page is optional. However, if the candidate wishes to dedicate the thesis to someone special or for any reason, it is normally included.

(vii) Acknowledgement:

This page is normally written to acknowledge the persons who may have contributed significantly to the research and preparation of the thesis.

(viii) Abstract:

This should be a maximum one (1) page.

(ix) Table of Contents

In addition to the first three chapters there is:

CHAPTER FOUR : RESULTS AND DISCUSSION

CHAPTER FIVE : SUMMARY, CONCLUSIONS AND RECOMMENDATIONS

Since the work has already been done, there is no WORK PLAN or BUDGET in the thesis.

**(d) CHAPTER ONE - CHAPTER THREE**

These chapters are per the proposal writing guidelines except for the past tense presentation.

**(e) CHAPTER FOUR - RESULTS AND DISCUSSION**

- This chapter contains the results of the data analysis. The results are presented in form of tables and figures. Where the results can be presented easily in writing then tables or figures are omitted. The purpose of tables and figures is to facilitate clarity in understanding of the results. For example, there is no need to include a figure that only indicates “56% of the respondents were males, while 44% were females” or “60% responded, “YES” while 30% responded “NO”. Ten per cent did not respond.

The results presented should also be discussed. Discussion involves explanation, description and interpretation.

- In the process of discussion one should relate the results obtained to the literature reviewed. Relationships or confirmation of previous findings need to be shown. Where there are contradictions with previous findings this should also be indicated, with any possible explanations. This is where previous experiences and the obtained results can also be integrated and explained.
- The chapter should have suitable sub-headings, starting with 4.1 Introduction; and then well selected sub-headings, preferably drawn from the objectives of the study and data collection instruments organization. The last sub-heading should be a summary of the whole chapter.

As indicated earlier, the Tables and Figures titles should be explanatory of the respective contents.

(f) **CHAPTER FIVE – SUMMARY, CONCLUSIONS AND RECOMMENDATIONS**

This is the last chapter in the thesis. All the contents included here must be based on the previous chapters but no references should be cited in this chapter.

(i) Introduction

This introduces the contents of the chapter.

Summary

This is a summary of all the chapters beginning from chapter one, especially indicating the purpose and objectives of the study.

(ii) Conclusions

The conclusions must of necessity and systematically be based on the set objectives. The contents of this chapter will indicate whether the objectives, consequently, the purpose of the study were achieved. One should avoid making conclusions that are not based on the results obtained.

(iv) Recommendations

The recommendations must be based on the conclusions drawn from the findings/results. These should be in two sets.

- *Recommendations on Research Findings*

These should be based on the results and the subsequent recommendations. They should be specific on what actions to be taken and by who.

- *Recommendations for Further Research*

These are based on the issues that emerged in the process of the research but could not be investigated since they were not of primary concern when the study was set up.

**N.B. FOR OTHER DETAILS, ESPECIALLY FORMATING, THE CANDIDATE IS REQUIRED TO FOLLOW THE PUBLICATION MANUAL OF THE AMERICAN PSYCHOLOGICAL ASSOCIATION (APA MANUAL). ANY DEVIATION FROM APA MANUAL MUST FOLLOW A MANUAL RECOMMENDED BY THE RESPECTIVE FACULTY/SCHOOL AND APPROVED BY THE BOARD OF POST GRADUATE STUDIES.**