



**KAMPALA  
INTERNATIONAL  
UNIVERSITY  
IN TANZANIA**

# **Research Guidelines for Postgraduate Students**

## **2021**



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## 1.0 INTRODUCTION

### 1.1. Preliminary Note

These are guidelines for writing proposals, research reports, dissertations and theses at Kampala International University in Tanzania (KIUT). The guidelines are meant to act as the point of reference for the candidates of Postgraduate Diploma, Masters Degrees and Doctor of Philosophy (PhD). The guidelines are meant to assure academic good best practices and consistency, taking into consideration the fact that the research reports, dissertations and theses are part of the requirements for fulfilment of the afore mentioned degrees.

### 1.2. Definitions

In these guidelines, terms should be construed as herein-under;

**Concept Note** is an outline of the research proposal of 3 to 5 pages (including references).

**Dissertation** shall be construed to include any academic writing that presents the author's research and findings and is submitted in support of partial fulfilment of candidature for a degree or professional qualification. Dissertations shall be internally and externally examined.

**Preliminaries** shall be construed to mean matters before the introduction of the writing and which are numbered in italics.

**Research proposal** shall be construed to mean a written presentation of an intended research specifying the problem, the purpose, scope/objective, methodology, references and financial plan/budget.

Research proposal is a plan that guides the research project by indicating the strategy one has to follow in doing the research project. It is a detailed plan showing the title, describing the background of the research, stating the research problem, the hypothesis/research questions, the objectives, the significance/justification of the research.

In addition to that, research proposal is a serious statement of intent to reach researcher's goal. In short, the research proposal is the road map of any researcher, showing how to conduct the research.

**Research project report** is a research document containing basic aspects of the research project. It is a medium to communicate research work with relevant people.

**Research** shall mean a deliberate effort to pursue a problem. Research is a means of getting answers to a specific question, it entails following a framework of a set of principles, which base on procedures, methods and techniques tested for validity and reliability. Research may be classified either as qualitative or quantitative.

**Research project** means an intellectual academic writing that presents the author's research findings and is submitted in support of partial fulfilment of candidature for a postgraduate diploma or postgraduate degree. The research projects conducted by postgraduate diploma students shall be internally and externally examined and defended by the student and awarded marks.

**Study** shall have the same meaning as research and it includes the phrases, intended study, and proposed research.

**Thesis** means an intellectual academic writing that presents the author's research findings and is submitted in support of full fulfilment of candidature for a degree or professional qualifications. Thesis shall be internally and externally examined.

### **1.3. Application of the Guidelines**

These guidelines shall be applied to KIUT. Similarly, the guidelines apply to all researches undertaken by staff members in KIUT.

## **2.0 CONCEPT NOTE, RESEARCH REPORT, PROPOSAL, DISSERTATION AND THESIS**

### **2.1. The Concept Note/Synopsis and its Contents**

The concept note/synopsis shall contain the following components:

- (i) Intended title/topic for study;
- (ii) A summary of the background;
- (iii) A brief statement of the problem;
- (iv) General statement of objectives;
- (v) Intended methodology; and
- (vi) References

NB: The concept note should be between two (2) and five (5) pages including references.

## **2.2. The Proposal and Its Contents**

### **2.2.1. The proposal components**

(i) Title/ Research title/Topic

(ii) Preliminary section/pages

This section comprises the following:

- a) Declaration
- b) Approval
- c) Table of contents
- d) List of tables
- e) List of figures
- f) List of acronyms

(iii) Background of Study

(iv) Statement of the Problem

(v) Objectives

(vi) Hypotheses/Research questions

(vii) Scope of the Study

(viii) Justification/Rationale/Significance

(ix) Operational definitions of key concepts

(x) Conceptual/theoretical framework and literature review

(xi) Research Methods

(xii) Data Analysis

(xiii) References

(xiv) Appendices

## **2.3. Title**

The title/topic of the proposal should accurately reflect the scope and content of the study in not more than 20 words. It should be concise and clear. From it, the reader should be able to predict fairly accurately what the report/dissertation/thesis will be addressing.

## **2.4. Background of the Study**

This section provides evidence and conditions of the existing situation highlighting the gap(s) to make the reader feel the urgency of the problem, the need to study it in order to solve the problem or contribute to its solution. The section should provide a broad perspective and later narrow perspective on the existing problem so as to justify what would be contained within the statement of the problem.

In addition to that, background of the study is an extensive explanation of the background to the problem, which includes sufficient information about the problem. The background to the problem also establishes the social significance of researcher's study;

demonstrates how the problem is worthy expenditure in effort, time and other/financial?? resources. It shows precisely what the problem is, what the social concerns are, and how widespread it is. It includes current information surrounding the issue, and relevant history on the issue.

## **2.5. Statement of the Problem**

It is a section that introduces the problem of which the research has to be conducted. The section refers to the research problem that has been detected and which needs a better understanding and/or solution in the practical/theoretical world. The problem and its magnitude have to be stated clearly. It should include relevant data to justify the existing problematic situations to be researched.

## **2.6. Research Objectives**

This section shall be composed of the statements of general and specific purposes of the research. The general objective should tell what the research is intended to accomplish. Specific objectives are specific aims arising directly from the general objective/purpose/ aim of the study. For each specific objective there must be a method to achieve it. The objectives should be Specific, Measurable, Achievable, Realizable and Time bound (SMART) and should reflect the issues to be resolved from the problem which has been stipulated. The specific objectives **should conform** to research methodology.

## **2.7. Hypotheses/Research Questions**

### **2.7.1. Hypotheses**

Hypotheses are specific statements of prediction. They describe in concrete terms what is expected to happen in a study. They should be testable. Hypothesis is usually stated positively or negatively. They should tally with the research objectives. They should also state the expected relationship between variables and should be tested within a reasonable time.

### **2.7.2. Research Questions**

The research questions are research objectives stated in question form. By putting the objectives in the form of questions one is more able to attract the intended type of data. They must be stated in a way that they will carry the same meaning as the research objectives. Research questions should relate to the research objectives and guide the research process by addressing the variables of the study. The researcher is at liberty to use within the study either research questions or hypotheses.

## **2.8. Scope of the Study**

The scope specifies the boundary (ies) of the research in terms of time spent collecting data, geographical location and theoretical coverage. It defines the factors and variables to be considered.

## **2.9. Significance of the Study**

This refers to the relevance of the study in terms of academic contributions and practical use that might be made of the findings. It should address the way the study is crucial to policy formulation and review. On top of that, it should reflect on knowledge creation, technological or socio-economic value to the community. It should focus on its contribution following a priority order. For example, from the level of the ministry, public or private institution, which was involved in the study including the community, researchers and adding knowledge to the researcher and finally fulfilment of the requirement of his/her levels of academic attainment.

## **2.10. Definition of Key Terms**

Give definitions of major terms that are to be used in the research.

## **2.11. Literature Review**

This section deals with analysis of existing literature on the subject with the objective of revealing contributions, weaknesses and gaps. It should reflect the themes of the study, objectives, hypotheses, methods and research questions. Citations should be in accordance with the approved format.

It also deals with the analysis of the literature related to the subject of the study with the objective of seeing what other scholars have studied and discovered and what knowledge gaps remain to be filled. The review must be focused on the study variables by reviewing literature under the sub-themes which synchronize with the research objectives or hypotheses.

### **2.11.1. Conceptual Framework**

A conceptual framework is a scheme of concepts (variables) which a candidature will operationalize in a study in order to achieve the set objectives. The conceptual framework illustrates what the researcher expects to find through the research. It defines the relevant variables for researcher's study and maps out how they might relate to each other. The researcher should construct a conceptual framework before the researcher begins collecting data. It is often represented in a visual format.

Conceptual framework is related to /assumes a theory, it may be necessary to have separate sections of conceptual and theoretical framework.



## **2.11.2. Theoretical Framework**

Theoretical framework implies an examination of existing or self-formulated theories in relation to the study objectives. In carrying out a basic research, there is a need for the researcher to use a theory or some theories of relevance to a study problem. Theories are statements about how concepts and variables are connected and their purpose is to explain why things happen as they do. A theoretical framework helps the researcher to identify the assumptions that underpin the study.

## **2.12. Research Methodology**

This section shall address the methods proposed to be used when conducting research. It shall include area of the study, research design and approach, population, sample and sampling techniques, data collection methods and analysis, reliability and validity of the data.

### **2.12.1. Area of the study**

It is the part of the field of study to be involved, or the geographical location to be involved. Selecting research area is the very first step in writing researcher's dissertation/thesis. It is important for the researcher to choose research area that is interesting to the researcher professionally. Also, the researcher has to provide justification for the chosen area.

### **2.12.2. Research design**

Research design is the arrangement of the conditions for collection and analysis of data in a manner that aims to combine relevance to the research purpose with economy in procedure. In fact, the research design is the conceptual structure within which research is conducted; it constitutes blueprint for the collection, measurement and analysis of data.

### **2.12.3. Research approach**

Research approach is a plan and procedure that consists of steps of broad assumption to detailed methods of data collection, analysis, and interpretation. Research approach is essentially divided into two categories; qualitative approach and quantitative approach. Quantitative research is based on the measurement of quantities or amounts that may be amenable to statistical analysis. Qualitative research is concerned with non-measurable phenomena such as values, beliefs, and attitudes.

#### **2.12.4. Population**

Population (where applicable) refers to the whole group of people, animals or things that is to be studied or on which the research is based. However, due to the large sizes of populations, researchers often cannot test every individual in the population because it is too expensive and time-consuming.

#### **2.12.5. Sample**

A sample is a group of people, objects, or items that are taken from a large population for measurement. The sample should be representative of the population from which it was drawn and it must have good size to warrant statistical analysis.

The main function of the sample is to allow the researchers to conduct the study to individuals from the population so that the results of their studies can be used to derive conclusions that will apply to the entire population.

#### **2.12.6. Sampling techniques**

This explains the ways in which the researcher's sample was obtained. Ways of sampling ensure the selection of a subset of individuals from within a statistical population to estimate characteristics of the whole population.

#### **2.13. Methods of Data Collection**

This section explains the kind of data to be collected, whether primary or secondary. Shows which methods of data collection are to be used. The common methods of collecting data include questionnaire, interview, observation, and tests.

#### **2.14. Data analysis and interpretation**

Data analysis is a process that involves examining, and molding collected data for interpretation to discover relevant information, draw or propose conclusions and support decision-making to solve a research problem. This involves interpreting data to answer research questions and making research findings be ready for dissemination. Data analysis and interpretation are the most crucial part of any research.

#### **2.15. Validity and reliability**

Validity refers to how accurately a method measures what it is intended to measure. Reliability is the degree to which research produces stable and consistent results. This section says how the research will attain these measures of validity and reliability.

## **2.16. References**

The list of all works referred to/cited in the proposal shall be provided in this section. The format of citation is as stated in these guidelines.

## **2.17. Appendices**

The appendices section shall be comprised of, among other things, the budget for the proposed study and the proposed work plan, including the time frame and data collection instrument(s)/tool(s). The budget shall state out the sources of funds required for the proposed study from data collection to final binding. The proposed work plan shall portray the chronology of events from data collection to the writing of the report, dissertation or thesis.

## **2.18. Length of the Proposal**

The length of proposals for the respective degrees shall be as follows:

- (i) For Undergraduate Degree, it should not exceed 20 pages excluding appendices;
- (ii) For Postgraduate Diploma and Master's Degree, it should be up to 30 pages excluding appendices; and
- (iii) For PhD, it should not exceed 50 pages excluding appendices.

## **3.0 RESEARCH PROJECT REPORT WRITING**

### **3.1. Introduction**

Research project report writing is an essential skill for professionals in almost every field: accountants, teachers, graphic designers, information scientists (the list goes on). That's one of the reasons why researcher's lecturers will almost certainly require the researcher to write research project reports during researcher's period of study at the University.

A report aims to inform, as clearly and succinctly as possible. It should be easy to read and professional in its presentation.

Exactly what the researcher includes in researcher's report and how the researcher presents it will vary according to researcher's discipline and the specific purpose of the report. Here we give some general guidelines, but the researcher should check with researcher's lecturer for more detail on what is expected.

A report should generally include the following sections:

- (i) Title page
- (ii) Table of contents
- (iii) List of abbreviations and/or glossary

- (iv) Executive summary
- (v) Introduction
- (vi) Body
- (vii) Conclusion
- (viii) Recommendations
- (ix) References
- (x) Appendices

### **3.2. Title**

The title is the most-read part of a report. It should reflect what the researcher has done and should bring out any eye-catching factor for researcher's work, for good impact. This must contain:

- (i) The report title which clearly states the purpose of the report;
- (ii) Full details of the person(s) for whom the report was prepared;
- (iii) Full details of the person(s) who prepared the report and;
- (iv) The date of the presentation of the report.

### **3.3. Table of Contents**

This is a list of the headings and appendices of the report. Depending on the complexity and length of the report, the researcher could list tables, figures and appendices separately. Make sure the correct page numbers are shown opposite the contents. Up-to-date word processing packages can generate a table of contents for the researcher.

### **3.4. Abbreviations and/or Glossary**

If necessary, the researcher should provide an alphabetical list of the abbreviations the researcher has used in the report, especially if they may not be familiar to all readers of the report. If the researcher has used a lot of technical terms, the researcher should also provide a glossary (an alphabetical list of the terms, with brief explanations of their meanings).

### **3.5. Acknowledgements**

This is a short paragraph thanking any person or organization which gave the researcher some help in collecting data or preparing the report.

### **3.6. Abstract (Summary or Executive Summary)**

An abstract is quite different from an introduction. It is a summary of the report, in which the researcher includes one sentence (or so) for every main section of the report. The abstract should be short, generally within 2 paragraphs (250 words). It must be written in single line spacing. It should contain the essence of the report, based on which the reader decides whether to go ahead with reading the report or not. It contains the following in

varying amounts of details as is appropriate. For example, the researcher can include:

- The context of the research;
- The purpose of the report;
- The major findings (the researcher may need several sentences here);
- The conclusions and;
- The main recommendations.

Write the abstract after the research report has been written.

### **3.7. Introduction**

Most research reports start with an introduction. This section should answer the following questions:

- What is the setting of the problem?
- What is the problem the researcher is trying to solve?
- Why is the problem important to solve?
- Is the problem still unsolved?
- Why is the problem difficult to solve?
- What are the main results?
- What is the summary of the researcher's contributions?

### **3.8. Background of the Study**

The background of the study will provide context to the information discussed throughout the research paper. In addition, the background of the study will discuss the problem statement, rationale, and research questions. This is expanded upon into a separate section, if there is sufficient background which the general reader must understand before reading the details of researcher's findings.

### **3.9. Past/related Works**

It is common to have this as a separate section, explaining that what the researcher has done is something novel. Here the researcher must try to think of dimensions of comparison of the researcher's work with other works:

- Give enough background information to provide a context for the report.
- State the purpose of the research report.
- Clarify key terms and indicate the scope of the report (i.e., what the research report will cover).

### **3.10. Body**

The content of the body depends on the purpose of the research report, and whether it is a report of primary or secondary research.

A report of *primary research* (based on researcher's own observations and experiments) would include:

- Literature review (what other people have written about this topic). The literature review should lead towards the researcher's research question.
- Method (summarises what the researcher did and why). Use the past tense.
- Findings or results (describes what the researcher discovered, observed, etc., in researcher's observations and experiments). Use the past tense.
- Discussion (discusses and explains researcher's findings and relates them to previous research). Use the present tense to make generalisations.

A report of *secondary research* (based on reading only) would include:

- Information organised under appropriate topics with sub-headings. It is unlikely that the researcher's report will discuss each source separately. The researcher needs to synthesize material from different sources under topic headings.
- Analysis/discussion of the sources the researcher is reporting.

### **3.11. Conclusion**

Sum up the main points of the research report. The conclusion should clearly relate to the objectives of researcher's research report (that is, don't include new information here.)

### **3.12. Recommendations**

Recommendations are based on the results of the research and indicate the specific measures or direction that can be taken. For example, a clinical study might have implications for cancer research and might recommend against use of a particular hazardous substance. Recommendations must be logically derived from the body of researcher's report.

### **3.13. References**

Reference must be written using the 6<sup>th</sup> edition American Psychological Association (APA) style.

#### **3.13.1. Referencing styles**

##### **(a) Books (First Edition)**

Bell, J. (1999). *Tips for doing research*. Buckingham: OUP.

##### ***Other than first edition***

Morris, G. (2003). *Quantitative approaches to business studies*, (6<sup>th</sup> edition). London: Financial Times, Pitman Publishing.

### **(b) Chapter in a Book**

McGregor, R. (1992). Imagining realities: Values and literature. In Thomson, J. (Ed.), *Reconstructing literature teaching: New essays on the teaching of literature*. Norwood SA: Australian Association for the Teaching of English, pp. 137-48.

### **(c) Books with more than one author**

Kinder, K., Harland, J., Wilkin, A., & Wakefield, A. (1995). *Three to remember: Strategies for dissatisfied pupils*. Slough: NFER, UK.

### **(d) Journal Article**

Omari, I. M. (2001). Conceptualizing quality in primary education in Tanzania. *Papers in Education and Development*, No. 16, pp. 25-48.

### **(e) Magazine Article**

Quality world (2007). Immigration abuse. *Quality world*, Vol. 33, No. 12, pp. 6-8.

### **(f) Unpublished Works**

- (i) Unpublished conference paper: Saunders, M. N. K., Thornhill, A. & Evans, C. (2002). Conceptualizing trust and the role of boundaries: An organisationally based exploration. Unpublished paper presented at 'EIASM, 4<sup>th</sup> workshop on trust within and between organisations. Amsterdam, 25-26 October, 2007.
- (ii) Internet report and guides  
Kaur, S. (2005). Wounded innocence. *The Sunday Tribune (Spectrum)* published on 9th, October 2005, p.1. (Accessed on 11<sup>th</sup> March 2018 from [www.tribuneindia.com/2005/20051009/spectrum/mail1.htm](http://www.tribuneindia.com/2005/20051009/spectrum/mail1.htm)).

## **3.14. Appendix**

An appendix contains supplementary material which is too detailed, technical, or complex to include in the body of the report (for example, specifications, a questionnaire, or a long complex table of figures), but which is referred to in the report. Appendix is put at the very end of the report, after everything else. Each appendix should contain different material. Number each appendix clearly.

## **4.0 PRESENTATION OF RESEARCH PROJECT REPORT**

The content and structure of the research project report is important; so, are the presentation and style. First impressions count, so consider these simple tips to ensure the report is reader-friendly:

- ensure the separate parts of the report stand out clearly;
- use subheadings;
- allow generous spacing between the elements of researcher's report;
- use dot points/ numbers/ letters to articulate these elements;

- use tables and figures (graphs, illustrations, maps etc.) for clarification. Label them clearly and cite the source. These graphics should relate to the text of researcher's report; for example, *Figure 1 shows that the population of Bandung has increased dramatically since 1890*, or *the population of Bandung has increased dramatically since 1890 (see Figure 1)*;
- number each page (a neat header and/or footer makes researcher's work look more professional);
- use consistent and appropriate formatting (the researcher may like to follow the report format supplied with researcher's word processing package) and;
- use formal language. It would be worth having a look at the language which is used in other, similar reports to check out useful expressions and terms.

## 5.0 COMMON PROBLEMS

Some common problems with research report writing that the researcher should take care to avoid are:

- the careless inclusion of inaccurate or conflicting data;
- the inclusion of outdated or irrelevant data;
- facts and opinions that are not separated;
- unsupported conclusions and recommendations;
- careless presentation and proof-reading and;
- too much emphasis on appearance and not enough attention to solid content.

## 6.0 RESEARCH PROJECT REPORT AND ITS CONTENTS

A research report is a publication that reports on the findings of a research project or alternatively scientific observations on or about a subject. The sequence of a research report shall be as follows:

### 6.1. Preliminaries

The pages shall be numbered in roman numerals and shall consist of:

- (i) Cover page [See: Appendix 1(a)]
- (ii) Title page [See: Appendix 1(b)]
- (iii) Declaration and Copyright [See: Appendix 1(c)]
- (iv) Certification [See: Appendix 1(d)]
- (v) Dedication (If any)
- (vi) Acknowledgement
- (vii) Table of contents
- (viii) List of tables (If any)
- (ix) List of illustrations (figures, plates) (If any)
- (x) Abbreviations and/ or Acronyms
- (xi) Abstract



## **6.2. Chapter One: Introduction**

This chapter shall include the background, statement of the problem, objectives, research questions and/or hypothesis, significance of the study, justification of the study and organization of the study.

## **6.3. Chapter Two: Literature Review**

This consists of theoretical literature, empirical literature and conceptual framework (if applicable). In perfecting this chapter reference should also be made to item 2.2.6 of the proposal.

## **6.4. Chapter Three: Research Methodology**

This chapter shall include area of study, research designs, geographical coverage, population, sample and sampling strategies, data and data collection methods. It should also include aspects of assurance of data reliability and validity, operational definition of variables and their measurement levels (if applicable) and data analysis.

## **6.5. Chapter Four: Data Analysis and Discussion**

This chapter describes the analysis of data followed by a discussion of the research findings. The findings relate to the research questions that guided the study.

## **6.6. Chapter Five: Summary, Conclusions and Recommendations**

This chapter addresses the summary, conclusion and recommendations that arise from the findings of researcher's study. Areas for further research may also be included.

## **6.7. References**

References should be presented in alphabetical order and formatted with hanging indentation as shown in Appendix 2.

A reference page is the last page of an essay or research paper that has been written in APA style, version 6. It lists all the sources the researcher has used in the research project so readers can easily find what the researcher has cited.

## **6.8. Appendices**

Appendices include any information that is related to researcher's study but cannot be placed in the text. It contains supplementary materials that is not an essential part of the text itself but which may be helpful in providing a more comprehensive understanding of the research problem or it is information that is too cumbersome to be included in the body of the paper.

## **7.0 DISSERTATION/THESIS**

### **7.1. Dissertation**

Is a long piece of academic writing based on original research, submitted as part of a master degree.

### **7.2. Thesis**

A thesis is a long piece of writing based on researcher's own ideas and research that the researcher has done as part of a university degree, especially a higher degree such as a PhD.

### **7.3. Chapters of Dissertation / Thesis**

#### **7.3.1. Chapter One: Introduction**

The contents of this chapter shall include:

- Background
- Statement of the problem
- Hypotheses or research questions
- Objectives
- Significance or justification
- Literature review
- Research methodology.

#### **7.3.2. Chapter Two: Literature Review**

A literature review discusses published information in a particular subject area, and sometimes information in a particular subject area within a certain time period. It can be a summary of the sources, but it usually has an organisational pattern and combines both summary and synthesis. It includes both theoretical and empirical works.

### 7.3.3. Chapter Three: Methodology

This chapter addresses the path through which researchers need to conduct their research. It shows the path through which these researchers formulate their problem and objective and present their result from the data obtained during the study period (see 2.12 and 6.4).

### 7.3.4. Chapter Four: Findings and Discussions

This chapter addresses the results from researcher's data analysis and discussion. In the discussion section, the researcher interprets the results and shows how they are similar or different from other researches.

The purpose of the discussion is to interpret and describe the significance of researcher's findings in light of what was already known about research problem being investigated, and to explain any new understanding or fresh insights about the problem.

This chapter is often considered the most important part of research because it most effectively demonstrates researcher's ability to think critically about issues, to develop creative solutions to problems based on the findings, and formulate a deeper, more profound understanding of the research problem.

### 7.3.5. Chapter Five: Summary, Conclusion(s) and Recommendation(s)

This chapter addresses the summary, conclusion, and recommendations that arise from the findings of researcher's study. Areas for further research may also be included.

**Summary** is a professional piece of writing that describes research to some prospective audience. Main priority of research summary is to provide the reader with a brief overview of the whole study.

**Conclusion** is an important part in research; it provides closure for the reader while reminding the reader of the contents and importance of the research. It is usually one paragraph that simply and succinctly restates the main ideas and arguments. A conclusion does not introduce new ideas; instead, it should clarify the intent and importance of the research.

**Recommendation** is the added suggestion that a researcher wants people to follow when performing future studies. This is based on of what the researcher has found. The whole idea of recommendation is to provide a beneficial guide that will not only resolve certain issues, but result in a beneficial outcome.

## **7.4. Length of the Research Report/Dissertation/Thesis**

### **7.4.1. Postgraduate Diploma**

A maximum of 60 pages with a tolerance of 15 pages above this limit. (Appendices and footnotes included).

### **7.4.2. Masters Dissertation / PhD Thesis by Course work**

#### *Dissertation*

A minimum of 70 pages, with a maximum of 100 pages with a tolerance rate of 10pages above this limit.

#### *Thesis*

A minimum of 150 pages, with a maximum of 200 pages with a tolerance rate of 10 pages above this limit

### **7.4.3. Masters Dissertation / PhD by Thesis**

#### *Dissertation*

A maximum of 300 pages, with tolerance of 5 pages. (Appendices and footnotes included).

#### *Thesis*

A maximum of 400 pages, with tolerance of 5 pages. (Appendices and footnotes included).

## **8.0 MANUSCRIPT LAYOUT**

### **8.1. Typing**

Text shall be typed in double spacing. The typing should be on one side of the A-4 paper. The A-4 paper must be of a good quality acid free white (80g/m<sup>2</sup>) and (210×297mm) with exception to the front and title pages, font size shall be 12 points (Times New Roman).

### **8.2. Pagination**

#### **8.2.1. Pagination of the preliminaries**

The pagination of the preliminaries shall be in lower case roman numerals (i.e. i, ii, iii etc.). The pagination should begin with the title page, the abstract, acknowledgments, table of contents, list of tables or the preface.

## **8.2.2. Pagination of the main text**

Pages of the text itself and of all items following the text (i.e. the notes and bibliography) should be numbered consecutively throughout in Arabic numbers, beginning with number 1 on the first page of the first chapter or introduction (but not preface). Please number every page to be bound, including pages on which only illustrations, drawings, tables, or captions appear.

## **8.3. Appearance of Page Numbers**

In both the preliminaries and the main text, page numbers should appear on top of the upper margins (located at the centre). See: Appendix 3.

## **8.4. Margins**

The left-hand margin should be 4.0 cm from the left edge of the paper. The right-hand margin should be 2.5 cm from the right edge of the paper. The top margin should be 4.0 cm from the top edge of the paper. The bottom margin should be 2.5 cm from the bottom of the paper.

## **8.5. Language**

The United Kingdom English shall be used in writing the proposals, research reports, dissertations and theses. For example, the word 'organisation' is a U.K. English. The same is written as 'organization' in U.S. English; the same applies for Co-operative and Cooperative.

## **8.6. Appearance of Chapters**

The appearance of chapters shall be as shown in Appendix 3.

## **8.7. Headings and Sub-Headings**

The headings and sub-headings shall be written under four levels at most (Titling protocol shall be observed). The main heading (Heading 1) followed by three levels of sub-headings: Heading 2, Heading 3, and Heading 4. Subsequent sub-heading shall use alphabets (e.g., a, b, c) or roman numbers (i, ii, iii). Bullets should not be used. See: Appendix 3.

## **8.8. Title Page**

Title page of the project/dissertation/thesis should be written in capital letters (well centred), font size 12 and font type, Times New Roman. It shall indicate, the research title, the full name (starting with first name, second

name and last name) and the following statement under the name (well centred), symmetrically arranged:

**"A RESEARCH REPORT/THESIS/DISSERTATION** (whichever is applicable) **SUBMITTED IN FULFILMENT/PARTIAL FULFILMENT OF THE REQUIREMENT FOR THE DEGREE OF** (insert name of degree) **OF KAMPALA INTERNATIONAL UNIVERISTYIN TANZANIA."** Indicate the year in which the degree is to be awarded by the Senate at the bottom. [See Appendix 1(b)].

## 8.9. Tables

A table presents material of at least three rows and three columns. There should not be vertical lines separating the columns. The text in these tables should be single spaced. There may be more than one table on the same page provided they are separated by a text of at least four lines. A table should not be continued to the next page, if it exceeds one page then it should be appended.

Tables should be numbered in ascending order using Arabic numbers (i.e. Table 1:). The Title of the table should be at the top of the table. See example on Appendix 4. Capitalize only the first letter of the first word of the captions and column headings in a table. Each table must be preceded by a heading which is self-explanatory. Font size should be 12. All tables should be bolded. Tables presented in landscape format (horizontal), the caption should be typed at the left-hand margin, length-wise. Sample size/population used in data analysis should be written as (n = 210) (*where 210 is a total number of units referred to in a table*) at the end of the respective heading(s).

Sources should be documented below the table before explanation if the material is from a secondary source (not new data generated from the research itself), e.g., Source: Caesar and Liana (2013). Write references for tables in full only in the references list. A table in the text should not exceed the printed area of the page.

## 8.10. Figures and Photographs

Figures should be used in circumstances where tables are not needed. These can be maps, pie charts, hand drawings, bar graphs and so on. Font size should be 12 and bolded. They should be numbered and labelled in the same way as tables, with their sources and all other elaborations placed at the bottom of the respective figures (i.e., Figure 1: ....). Photographs should be numbered as Plate 1..... and so on.

**Note:** Figures and plates should be numbered serially throughout the text. The title of the figure should be at the bottom of the figure.

## 8.11. Units of Measurements

Use the International System of Units (SI)<sup>i</sup>. Spell out units unless they are preceded by numbers. Abbreviations for units are the same in singular and plural i.e., kg and not kgs. Express rates or amount per unit in the form 39 kg/hr.

## 8.12. Equations

Equations should be numbered consecutively throughout the text. Numbers should appear flush left in parentheses and running variables for equations (e.g.,  $1 = 1 \dots n$ ) flush right in parentheses.

### Example 1:

$$TC = \beta X_i + \epsilon_j \quad (i = 1, \dots, N; j = 1, \dots, M) \quad (1)$$

### Example 2:

$$AI_i = \left( \frac{\sum_j x_{ij}}{X_m} \right) \quad (i = 1, 2, \dots, x; j = 1, 2, \dots, m) \quad (2)$$

## 8.13. Numbers

Numbers in text should be written as follows:

- (i) Numbers with four digits on either side of the decimal point, run digits together, i.e., 2000; 3965; 0.3476
- (ii) Numbers with more than four digits, leave a space (not a comma) between each group of three digits on either side of the decimal points, e.g., 2 345 678; 9 845 908; 20 000; and 0.043 34
- (iii) In columns of numbers (e.g., in tables) having four or more than four digits, group the digits into three as follows:  
18 456  
5 957  
452
- (iv) For the decimal point, use a full stop and not comma, e.g., 0.6 not 0,6.
- (v) For numbers below unity, precede the decimal point with a zero, e.g., 0.78 not .78
- (vi) In a series of three or more numbers, use figures irrespective of magnitude, e.g., "in trials with 5 farmers in Tanzania, 4 in Kenya and 9 in Uganda"
- (vii) Spell out numbers from zero to nine, but use figures for higher numbers e.g., five plots; 12 plots.
- (viii) Spell out numbers that occur at the beginning of a sentence.

- (ix) Use figures whenever a number is followed by a unit of measure and for days, years, dates, page numbers, classes etc., e.g., 6 kg, 4 g, 4 days, 1 year, 7<sup>th</sup> January, page 56, type 9, etc.
- (x) Express fractions as decimals, though percentage and simple fractions can still be used.
- (xi) For simple fractions use the form one- quarter, two-third, not  $\frac{1}{2}$ ,  $\frac{2}{3}$  etc.
- (xii) Avoid large figures with several zeros. Either spell them out or present them in exponential form; e.g., 18,000,000 write 1.8 million or  $1.8 \times 10^6$ .

## 8.14. Percentage

Use % symbol only with figures, e.g., 0.98% but spell out the words percent or percentage when they occur without figures. e.g., Twenty percent.

## 8.15. Formula

Candidates must use the internationally accepted format as shown in Appendix 5.

## 8.16. Time and Date

Use the 24-hour clock, e.g., 08:40 hr, 23:45 hr and write date in the form 23 February, not 23<sup>rd</sup> February, January 22 or January 22<sup>nd</sup>.

## 8.17. Local Terms

If local or unfamiliar terms are used, they should be written in Italics and given description when they are first used e.g., '*Ifogongh'o*' (traditional savings and credit groups)

## 8.18. Abbreviations/Acronyms

If abbreviations or acronyms are used in the text, then, these should be stated in full the first time they are mentioned. If, they are many, they should be listed in alphabetical order and should be included in the preliminary pages of the document.

<b>Example:</b>	BACC:	Bachelor of Accountancy
	GBV:	Gender Based Violence
	FAO:	Food and Agriculture Organization
	NATO:	North Atlantic Treaty Organization
	Dept:	Department



## 8.19. Interviews

This includes: personal interview, emails, letters, and other person-to-person communication. In the text interviews should be written in *Italics*. Name(s) (if applicable), date, month and year of interview should be indicated at the end (right side) of the interview.

**Example one:** Boko said,

*the reality is that parents are sometimes trapped in terrible dilemmas on either to provide bread/nurture or love and attention. They spend time earning 'for their children's survival and as a result no time is left to be spent with their children.*

**Example two:**

*In 2011/12, I encountered a big loss because my farm was swept away by floods. I ended up harvesting only 20 kilos of maize.* Boko, 22 September, 1982

**Note:** Personal communication should not be included in the reference list.

## 8.20. Quotations

Direct quotation of fewer than 40 words should be displayed in double quotation marks. Include page number in parentheses (pinpoint citation).

**Example:**

Masanja (2013) stated, "The impact of climate change has led to a decrease in ..... Lake Victoria." (p. 16).

Direct quotation of more than 40 words should be free standing- indented block of text without quotation marks. Indentation should be 0.5 from left.

**Example:**

Kline (2008) stated that:

Factor analysis is a statistical technique widely used in psychology the social sciences. Indeed, in some branches of psychology, especially those in which tests or questionnaires have been administered, is a necessity. With the advent..... understand them (p. 1).

**Note:** Citations for quotations must include author, year, and page number.

## 8.21. Footnotes and Endnotes

Footnotes or endnotes should be numbered serially. With exception to candidates pursuing law Degree, references should be presented in the text. Footnotes or endnotes should only be used when necessary.

## **8.22. Referencing**

Reference refers to all sources cited in a document while a bibliography includes all sources read (cited or not). In our case reference should be used instead of bibliography. There are various types of reference systems that are used worldwide. We have adopted the American Psychological Association (APA, 2006) system except Legal Studies that will use Turabian or Chicago style. List of all references cited should be written in full at the end of the text on a separate page. They should be arranged in alphabetical order and formatted with a hanging indention as shown in Appendix 2.

## **8.23. Plagiarism**

Plagiarism is presenting someone else's work or ideas as the researcher's own, with or without their consent, by incorporating it into the researcher's work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Plagiarism is considered a violation of academic integrity and a breach of journalistic ethics.

### **8.23.1. Types of Plagiarism**

#### **8.23.1.1. Direct Plagiarism**

It involves adopting parts from the writing of another writer without proper mention of the source. Often the person copying from the text does not change even a single word. The plagiarism can also change parts of the sentences or replace some of the words with his/her own.

#### **8.23.1.2. Self-Plagiarism**

Self-plagiarism is one of the common types of plagiarism, where students copy and paste part of their previously submitted academic paper. If the student submits the same paper for two different class projects without asking the concerned teacher, then that is considered as self-plagiarism.

#### **8.23.1.3. Accidental Plagiarism**

When the plagiarist misquote the phrases or parts of the text he/she has taken from the source material or does not cite the source, or cites a wrong source. That is considered as plagiarism.

#### **8.23.1.4. Mosaic Plagiarism**

In this case, the plagiarist may have mentioned the source of the content he has referred to. But if he/she does not acknowledge the quoted part or put them under the quotation marks correctly, then the writer commits the crime of plagiarism.

This type of plagiarism occurs when the writer borrows phrases or even parts from a particular source material without using quotations marks or

substitutes some of the words from the content without changing the original structure of the source.

Whether intended or unintended, plagiarism is a serious crime as it ensures writing to be the property of a writer. Therefore, it is essential to refer to certain source materials to enrich writing.

## 8.24. Citation

A citation is a reference to the source of information used in researcher's research. Any time the research should directly quote, paraphrase or summarize the essential elements of someone else's idea in researcher's work, an in-text citation should follow.

### 8.24.1. Purpose of citation

- (a) To give credit to the authors of the source material the researcher used when writing research;
- (b) To enable the reader to follow up the source material and;
- (c) To demonstrate that researcher's research is well-researched.

### 8.24.2. Citation in the text

All ideas taken from other sources need to be referred in the text. Link the information the researcher used in researcher's text to its source (book, article etc). Put authors name and the year of publication at the appropriate point in researcher's text. For example:

- (i) There is some evidence that these figures are incorrect (Jones, 1992).
- (ii) Jones (1992) had provided evidence that these figures are incorrect.
- (iii) According to Jones (1992: p.4) evidence showed that figures were incorrect.
- (iv) It is claimed that figures were incorrect (Jones, 1992).

Each citation may be from work presented in:

- Journals
- Newspaper articles
- Books
- Specific chapters of books
- Research dissertations/theses
- Material from the internet.

Cite references by author(s) followed by year of publication separated by a comma. If there are two or more authors, they should appear in order of years (begin with the most recent) separated by semi-colons.

In text citations should take the following forms:

- (i) **Citing one author/publication**

*Example one:*

Gandye (2009) found that.....

**Example two:**

.....criticisms which included high default rates (Robinson, 2001).

**Example three:**

According to Makala (2011) .....

**(ii) Citing two authors/publications**

**Example one:**

Gandye and Maige (2010) found that.....

**Example two:**

..... criticisms which included high default rates (Robinson &Maina, 2001).

**Example three:**

According to Makala (2013) and Wanjoy (2011) .....

**Example four:**

Several studies (Ngowi, 2010; Chuma & Mwajombe, 2009) indicate that .....

**Example Five:**

.....in Lake Tanganyika (Ngowi, 2010; Chuma & Mwajombe, 2009).

**(iii) Citing one author with two publications in the same year/different year**

**Example one:**

Maisha (2009a, b) .....

*If citing paper published by the same author in the same year*

**Example two:**

.....Mduma and Mduma (2000, 1999) found that.....

*If citing paper published by the same author in two different years.*

**(iv) Citing more than two publications/authors**

**Example one:**

..... has been described as a producer at subsistence level (Chayanov, 2011; Ellis, 1996; Isike, 1966).

*If citing more than two different authors.*

**Example two:**

Bhuyan *et al.* (2012) observe that credit entails the lender.....

*If citing more than two authors of the same publication.*

If three to five authors, in the first citation give all authors and in subsequent citations give first author et al. (“and others”).

**Example three: First Citation:**

Mapunda, Chimwemwe, and Mushi (2007) showed that...

**Subsequent Citations**

Mapunda et al., (2007) showed that ....

**Example four:**

If citing six or more authors in text give the name of the first author and abbreviate the others to et al. (“and others”) in the first and subsequent citations.

Mkenda, Apolinary, Komba, Minja, Mazengo, Shija (2012)  
 .....have been reported by Mkenda *et al.* (2012).

**Example five:**

..... that was introduced in 1984 by John Hatch of FINCA (Perez *et al.*, 2011).

**Example six:**

J. M. Ndunguru (2012) and Y. N. Ndunguru (2013).....

**Summary of in Text Citations**

Type of citation	First citation in text	Subsequent citations in text	Parenthetical format, first citation, in text	Parenthetical format, subsequent citations, in text
One work by one author	Masebo (2007)	Masebo(2007)	(Masebo, 2007)	(Masebo, 2007)
One work by two authors	Masebo and Killian (2004)	Masebo and Killian (2004)	(Masebo& Killian 2004)	(Masebo& Killian 2004)
One work by three authors	Shija, Masanja, Ruta and Swai (1999)	Shija et al., (1999)	(Shija, Masanja& Swai,1999)	(Shija et al., 1999)
One work by four authors	Masanja, Ruta, Swai and Wafai (2006)	Masanja et al., (2006)	(Masanja, Ruta, Swai&Wafai, 2006)	(Masanja et al., 2006)
One work by five authors	Msuya, Allen, Simbachawene, Ndunguru and Sweetbert (2008)	Msuya et al. (2008)	(Msuya, Allen, Simbachawene, Ndunguru, &Sweetbert, 2008)	(Msuya et al., 2008)
One work by six or more authors	Mapunda et al. (2008)	Mapunda et al. (2008)	(Mapunda et al., 2008)	(Mapunda et al., 2008)

Groups (readily identified through abbreviation) as authors	National Bureau of Statistics (NBS, 2010)	NBS (2010)	(National Bureau of Statistics, (NBS, 2010)	(NBS, 2010)
Groups (no abbreviation) as authors	Kampala International University (2020)	Kampala International University (2020)	(Kampala International University, 2020)	(Kampala International University, 2020)

## 8.25. Style for a List of References

### 8.25.1. Books

Referencing a book should be in the following sequence:

- (i) Author's or editor's name and initials, name of sponsoring or issuing organization or corporate body in the absence of a named individual author or editor;
- (ii) Year of publication in brackets followed by a period/full stop;
- (iii) Title of book italicized: Name of town and publisher in that order; and
- (iv) Include Digital Object Identifier (DOI) number for electronically accessed books if available, otherwise give the URL of the book.

***Example one:***

Salvatory, D. (2005). *Theory, application and cases in Human Resources Management*. New York: McGraw-Hill Publication Company.

***Example two:***

UNDP (2008). *Handbook for poverty assessment in rural Africa*. Dar es Salaam: MkukinaNyota Publishers.

***Example three:***

Maneno, J. & Makundi, K. (Eds.) (2008). *Handbook on climate variability status in Kilimanjaro region*. South Africa: Sage Publications.

***Example four:***

Majule, D. (2005). *Co-operative theory and application*. Dar es Salaam: Mareno Publication Ltd. doi: [10.1006/1-4030-4467-7](https://doi.org/10.1006/1-4030-4467-7)

***Example five:***

Maasai, D. (2005). *Co-operative practices in developing countries*. Dar es Salaam: Mareno Publication Ltd. Retrieved from <http://oks.lib.gin.edu.au/index.php/ejap>

***Example six:***

Maganga, J. & Masanja, P. (Eds.) (2013). *Co-operatives in Africa*. Dar es Salaam: Dar es Salaam Publishers, pp.40.

## **8.25.2. Journals**

### ***8.25.2.1. Printed journal***

Referencing a printed journal should be in the following sequence:

- (i) Author's surname and initials for forenames;
- (ii) Year of publication in brackets followed by a period/full stop;
- (iii) Title of published article/paper;
- (iv) Name of journal or publication spelt in full and written in Italics;
- (v) Volume and issue number (italics) in parentheses; and
- (vi) Page numbers containing the journal article.

#### ***Example:***

Navajas, S., Schreiner, M., Meyer, R. L., Gonzalez-Vega, C. & Rodríguez, M. J. (2000). Microcredit and the poorest of the poor: Theory and evidence from Bolivia. *World Development*. 28(2): 333 – 346.

### ***8.25.2.2. Journal article (accessed electronically) with digital object identifier***

Referencing should be in the following sequence:

- (i) Author's surname and initials for forenames;
- (ii) Year of publication in brackets followed by a period/full stop;
- (iii) Title of published paper.
- (iv) Name of journal or publication spelt in full and written in italics;
- (v) Volume and issue number;
- (vi) Page numbers containing the journal article; and
- (vii) Digital object identifier (DOI).

#### ***Example:***

Panga, K.L., & Nchimbi, J.A. (2005). Co-operative development and gender in Mwanza Region, Tanzania. *Co-operative Development*.14(1): 22-30. doi: 10.1038/0278- 6133.25.2.170

### ***8.25.2.3. Journal article (accessed electronically) without digital object identifier***

Referencing should be in the following sequence:

- (i) Author's surname and initials for forenames;
- (ii) Year of publication in brackets followed by a period/full stop;
- (iii) Title of published paper;
- (iv) Name of journal or publication spelt in full and written in italics;
- (v) Volume and/or issue number;

- (vi) Page numbers containing the journal article; and
- (vii) Give URL: Retrieved from <http://www.XXX> (journal website).

**Example:**

Ilick, T.J., & Schutte, N.S. (2006). Classroom observations: Enhancing teachers practice and improving performance. *Applied Education*, 17(1): 212-250. Retrieved from <http://oks.lib.gin.edu.au/index.php/ejap>

#### **8.25.2.4. Individual chapters in multi-authored books**

Referencing individual chapters in multi-authored books should be in the following sequence:

- (i) Author's surname and initials;
- (ii) Year of publication in brackets 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 the name(s) and initials of the editor(s) of the publication, enclosed in brackets;
- (vi) Name of publisher and town, in that order; and
- (vii) First and last page numbers of chapter, article, part or section:

**Example:**

Widengard, M. (2011). Biofuel governance: A matter of discursive and actor intermesh. In Matondi, B. and Haynevik, K. (Eds.) *Biofuels, land grabbing and food security in Africa*. Zed Books Ltd: London. pp. 44 – 59

#### **8.25.2.5. Proceedings of conferences/workshops/monographs**

Referencing proceedings of conferences/workshops/monographs should be in the following sequence:

- i) Author(s) surname(s) and initials;
- ii) Year in bracket followed by a period or full stop;
- iii) Title of article;
- iv) Title of proceeding or workshop in italics;
- v) Name of editor(s) in brackets;
- vi) Date of the conference, town, country; Vol. (if any) page numbers; and
- vii) First and last pages of the article.

**Example one:**

Konga, A.K (Ed.) (2000). Appreciate scientific research in horticulture. *Proceedings of Ushirika Workshop*, 12 December, 2012. Dar es Salaam, Tanzania, pp.56.

**Example two:**



Ngonyani, C. H. (2007). Attitude and borrowing behavior of rural households in a transition: *International Conference on Rural Finance Research Report*. FAO: Rome, pp. 22-50.

#### **8.25.2.6. Dissertation and thesis**

Referencing of unpublished dissertation and thesis should be in the following sequence:

- i) Author's surname and initials;
- ii) Year in bracket; followed by a full stop;
- iii) Title of the dissertation and; and
- iv) Name of the hosting institution.

##### ***Example one:***

Donalt, O. S. (2003). The role of entrepreneurship in economic development in East Africa. Dissertation for Award of M.A Degree at University of Dar es Salaam: Tanzania.

##### ***Example two:***

Okumu, J. L. (2001). Microfinance industry in Uganda: Sustainability, outreach and regulation. Thesis for Award of PhD Degree at Stellenbosch University: South Africa.

#### **8.25.2.7. Electronic sources of articles**

Referencing of articles from electronic sources should be in the following sequence:

- i) Author of the article (if no author begins with title of the article);
- ii) Title of the article;
- iii) Internet address (in square brackets); and
- iv) Date of visit to the website.

##### ***Example;***

Ofei, K. A. (2007). Terms and access to inputs: Perceptions of SME in Ghana. Retrieved from [[http://cc .msnscache.com/cache.aspx? q](http://cc.msnscache.com/cache.aspx?q)] site visited on 13/12/2007.

#### **8.25.2.8. Government documents**

Referencing of government documents should be in the following sequence

- i) Author's name;
- ii) Year in bracket; followed by a full stop;
- iii) Title of the document;
- iv) Name of the printing institution; and
- v) Location of the printing institution.

##### ***Example one:***

U.S. Bureau of the Censa (1998). *Historical statistics of the United States, colonial times to 1890*. Government Printing Office: Washington D.C. p. 20.

**Example two:**

URT (2002). *Population and housing census. Age and sex distribution*. Volume II National Bureau of Statistics. Planning Commission: Dar es Salaam, Tanzania, p. 352.

### **8.25.2.9. Reports**

Referencing of reports should be in the following sequence:

- i) Author's name;
- ii) Year in bracket; followed by a full stop;
- iii) Title of the document; and
- iv) Location.

**Example one:**

EAC, (2007). *Report of the meeting: 2<sup>nd</sup> meeting of the EAC ministers responsible for labour and employment*, EAC Secretariat: Arusha. 120pp.

**Example two:**

ILO, (2008). *The report on the ILO action against trafficking in human beings*, ILO: Geneva. p. 56.

### **8.25.2.10. Periodicals (magazines, newspapers, editorial letters, review, published interview)**

Referencing of periodicals should be in the following sequence:

- i) Author's name;
- ii) Year in bracket; followed by a full stop;
- iii) Title of the article;
- iv) Name of the periodical;
- v) Issue number of the periodical (if available); and
- vi) Page number of the article (or first and last page of the article).

**Example one:**

Muyamba, D. (2000). A holistic view of language. *Research in the Teaching of English*, (15)101-111.

**Example two:**

Wanjohi, T.J. (2012, December 30). Kilimanjaro region is leading in H.I.V infection rate. *The Daily News*, Issue No. 2300, p. 6.

**Example three:**

Mapunda, N.M. (2013, December 30). The language of law [Letter to the editor].] *The Daily News Times Book Review*, 25.

**Example four:**

Chiboko, R. (2013, January 15). [Interview with Think Tank staff] *REPOA*, p. 13.

***8.25.2.11. 36.2.10 Referencing more than one item from the same author(s)***

In referencing works from the same author(s) list the works in chronological order (oldest first) and add a lower-case letter (a, b, c, etc...) after the year.

***Example:***

Gregory, L. (2006a). *Librarianship for dummies*. Dar es Salaam: Dar es Salaam University Press.

Gregory, L. (2007b). *Imagining Italy*. Victoria: Trafford Press.

**9.0 LAYOUT OF THE REPORT**

- (a) Ensure that the report has good layout.
- (b) Meet the specifications of university or institution.
- (c) A good layout helps researcher's report to:
  - Make a good initial impression
  - Encourage the reader
  - Gives an idea of the organization of the information
- (d) In order to have a good layout, take into consideration the following:
  - An attractive layout for the title page and table of contents;
  - Consistency in margins and spacing;
  - Consistency in headings and sub-headings e. g use of bold, italics, underline, lower case, and upper case;
  - Consistency in numbering for figures and tables;
  - Accuracy and consistency in quotations and references and;
  - High quality of photocopying.

**10.0 SUBMISSION****10.1. Loose Bound**

Candidates are required to bind their research report/dissertation/thesis loosely and submit for examination. The number of copies of loose-binds is as follows:

- (i) Postgraduate Diploma students shall submit (5) copies.
- (ii) For Master Dissertation/thesis, the student shall submit five (5) copies; and
- (iii) For the PhD Thesis/dissertation, the candidate shall submit six (6) copies.

## 10.2. Final Submission

- i) The Director Postgraduate Studies and Research shall check the unbound dissertation/thesis from the supervisor after signing and before it is bound.
- ii) After certification by the supervisor that the candidate has satisfactorily incorporated all the recommended corrections, the candidate shall submit five hard bound copies of the dissertation/thesis to the Director Postgraduate Studies and Research.
- iii) Each copy of the dissertation/thesis shall be bound in blue with stiff boards.
- iv) Undergraduate and Postgraduate Diploma candidates shall submit four copies of loose bound research reports to the respective coordinators for examination.
- v) Masters and PhD candidates shall be required to submit in a separate cover, one hard copy and one electronic copy (saved in a CD ROM) of an abridgement (extract), giving a short account of the dissertation/thesis made ready for mass production into outreach material in form of leaflets and/or for production prototypes. The extract shall include a title, an introduction, and a summary of innovative findings, their perceived usefulness in outreach/industrial/commercial applications and an indication of areas where the results may find immediate application opportunities. The extract shall not exceed 1,000 words. Any submission without the abridgement shall be deemed to be incomplete and therefore not ready for error free certificate.
- vi) Dissertation/thesis submitted by Masters and PhD candidates shall be accompanied with an error free letter written by the supervisor to the Director Postgraduate Studies and Research and a letter of submission written by the candidate to the Director Postgraduate Studies and Research and upon recommendation by the supervisor and Head of Department.
- vii) In addition to the format of articles suggested above, the report shall also indicate the name of the student, the name of the supervisor(s) as well as the department in which the student is registered.
  - a) The spine of the thesis/dissertation shall be embossed in gold, bearing.
  - b) The surname and initials of the candidate.
  - c) The acronym for the degree for which the dissertation/thesis is being submitted.
  - d) The year of degree award.
- viii) The writing on the spine shall read from the bottom to the top.
- (iv) The title of the work shall be printed in gold letters on the front cover of the bound volume.

- (v) Before hard binding their dissertations/theses, candidates are advised to refer to already bound and approved copies in the Library.

## **11.0. PUBLICATIONS**

### **11.1. Masters Dissertation/Thesis by Coursework**

For candidate to qualify for an award of Master Degree by course work dissertation /thesis he/she shall produce at least one draft paper manuscript based on his/her research results intended for submission the Journal being acceptable or recognisable by the University.

### **11.2. PhD Thesis by Coursework /Thesis**

For candidate to qualify for the PhD award he/she shall have at least one paper published and at least two accepted manuscripts (articles/papers) in a Journal based on his/her research and the Journal shall be accepted or recognised by the University.

**APPENDIX 1(a)**

**Cover Page**



4cm



**URBAN AND RURAL HOUSEHOLDS CHICKEN MEAT  
CONSUMPTION BEHAVIOUR IN TANZANIA**



**Master of Supply Chain Management  
June,2016**



2.5cm



**TITLE PAGE**

**URBAN AND RURAL HOUSEHOLDS CHICKEN MEAT  
CONSUMPTION BEHAVIOUR IN TANZANIA**

**By  
XYZ**

A Dissertation Submitted in Partial Fulfilment of the Requirements for the  
Award of Master of Supply Chain Management of the Kampala International  
University in Tanzania

Dar es Salaam  
2020

**DECLARATION  
AND  
COPYRIGHT**

I, **XYZ**, declare that this dissertation/thesis is my own original work and that it has not been presented and will not be presented to any other higher learning Institution for a similar or any other academic award.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

This dissertation/thesis is copyright material protected under the Berne Convention, the Copyright and Neighbouring Rights Act of 1999 and other international and national enactments, in that behalf, on intellectual property. It may not be reproduced by any means, in full or in part, except for short extracts in fair dealing, for research or private study, critical scholarly review or discourse with an acknowledgement, without the written permission of the Kampala International University in Tanzania.



## APPENDIX 1(d)

### A SAMPLE OF CERTIFICATION PAGE OF A RESEARCH REPORT/ DISSERTATION/THESIS SUBMITTED FOR EXAMINATION

#### CERTIFICATION

The undersigned certifies that he/she has read and hereby recommends for acceptance by the Kampala International University in Tanzania a Dissertation /Thesis/Research project titled "Urban and Rural Households Chicken Meat Consumption Behaviour in Tanzania" in partial fulfilment/fulfilment of the requirements for the award of a degree of Bachelor in Procurement and Supply Management/Master in International Business Management/Doctor of Philosophy of the College of Business Education.

\_\_\_\_\_  
(Supervisor`s Name)

\_\_\_\_\_  
(Supervisor`s Signature)

Date: \_\_\_\_\_

**NB:** In case of more than one supervisor, there should be added, below the first supervisors' signature, a space for the second supervisor signature and date shall be indicated in both cases.

## APPENDIX 2

### EXAMPLE OF PRESENTING REFERENCES

Akuffo, K. (2009). The conception of land ownership in African customary law and its implication for development. *African Journal for International and Comparative Law*, 17, 57 – 78.

Armendariz, B. & Jonathan, M. (2007). The economics of microfinance. Cambridge: MIT Press.

Avila, M. & Gasperin, L. (2005). The MDGs and Sustainable Rural Development in Sub-Saharan Africa: Challenges and Implications for Education for Rural People. Retrieved from <http://www.fao.org/newsroom/common/ecg/107444/fr/paper.pdf>

Bardan, P. (1991). The economic theory of agrarian institutions. UK: Clarendon Press.

BoT, (2012). Financial markets. Retrieved from [http://www.bottz.org/FinancialMarkets/Financial Mar kets.asp](http://www.bottz.org/FinancialMarkets/Financial%20markets.asp)

Buchenrieder, G. S. &Theesfeld, I. (2000). Improving bank ability of small farmers in Northern Vietnam. *Savings and Development*, 4 (24), 385 – 403.

Chambers, R. &Conway, G. (1992). Sustainable rural livelihoods: Practical concepts for the 21st century. Retrieved from [http:// www.opendocs.ids.ac.uk/ opendo cs/bitstream/handle/123456789/.../Dp296.pdf](http://www.opendocs.ids.ac.uk/opendo cs/bitstream/handle/123456789/.../Dp296.pdf)

URT, (1975). Villages and Ujamaa Villages: Registration, Administration and Designation Report. Dar es Salaam, Tanzania: Government Printers.

**EXAMPLE OF WRITING CHAPTER AND SUB HEADINGS**

**CHAPTER ONE**

**1.0 INTRODUCTION**

1.1 Background Information on Financial Markets

1.1.1 Consumer Theory

1.1.2 Transaction Cost

## APPENDIX 4

### AN EXAMPLE OF PRESENTING TABLES

#### (a) Primary Source

**Table 1: Categories and proportion of children by residence**

	Educated (n=133) (%)	Not educated (n =171) (%)	Total (n=304) (%)
Children within village	57.9	42.1	7.9
Children out of village	37.2	62.8	26.9
Children at home	46.3	53.7	50.4

#### (b) Secondary Source

**Table 2: Agro-ecological zones of Rukwa region**

Zones	Area (sq km)	General Morphology	Altitude range (m)
Katumba Plain	30,000	Gentle plain	800-1200
Mwese Mpanda ranges	3,000	Gentle plain with moderately sloping hills and plateaus	1100-1936
Karema depression	2,800	Gentle plain	772-1200
Rukwa Valley	6,500	Flat plains	810-1200
Lake Tanganyika Shores	4,500	Steep hills with gentle plateau and plains	772-1631
Ufipa Plateau	11,800	Gentle plain with moderately sloping hills and plateau	1000-2461

Source: BLARUP (1997).

## APPENDIX 5

### FORMULAE

1. Formulae should be typewritten, if possible, leave ample space around the formulae.
2. Subscripts and superscripts should be clear.
3. Greek letters and other non-Latin symbols should be explained in the footnote where they are first used. Take special care to show clearly the difference between zero (0) and the letter O, and between one (1) and the letter l.
4. Give an interpretation of all symbols immediately after the equation in which they are first used.
5. For simple fractions use the solidus (/) instead of a horizontal line, e.g.  $1p/2m$  rather than  $\frac{1p}{2m}$
6. Equations should be numbered serially at the right-hand side in parentheses. In general, only equations explicitly referred to in the text need be numbered.
7. The use of fractional powers instead of root signs is recommended. Also, powers of log e are often more conveniently denoted by exponent.
8. Levels of statistical significance which can be mentioned without further explanation are: \*P<0.05, \*\*P<0.001.
9. Level of significance for comparable means should be written in superscript in a table and be defined as footnote below the table.

## APPENDIX 6

### SELECTED SYMBOLS FOR UNITS AND PREFIXES

A	ampere	K	Kelvin
Å	Angstrom	lm	lumen
atm	atmosphere	lx	lux
Bar	Bar	m	metre
c-	centi ( $\times 10^2$ )	m-	milli- ( $\times 10^{-3}$ )
°C	degree Celsius	mbar	millibar
cal	calorie	M	mega- ( $\times 10^3$ )
d	day	μ	micro- $\times 10^{-6}$
d-	Deci- ( $\times 10^{-1}$ )	min	minute
F	Farad	ml	milliliter
°F	degree Fahrenheit	n-	nano- ( $\times 10^{-9}$ )
ft	foot (feet)	N	Newton
g	Gram	O	Ohm
h	hour	Pa	Pascal
ha	hectare	S	second (time)
hp	horsepower	t	tonne
Hz	hertz	V	volt
J	joule	W	Watt
k	Kilo ( $\times 10^3$ )		

## APPENDIX 7

### EXAMPLE OF PRESENTING IN-TEXT CITATIONS FOR LAW CANDIDATES

According to Cracogna Dante,<sup>1</sup> cooperative legislation constitutes the first and basic stance by state towards cooperatives. Henry Hagen,<sup>2</sup> points out that cooperative law is not a sufficient means to establish a cooperative system. He observes that an effective and efficient cooperative legislation may be described as a system where the general ideas in economics, political science, democracy, the ethical concept of cooperation, cooperative values and principles reciprocally generate, stabilize and complement one another.<sup>3</sup> Thus, cooperative principles, values and ethics may be translated into cooperative policy and all may further be translated into legal norms. Indeed, Henry Hagen argues that cooperative law is a means to make cooperative policy work.<sup>4</sup>

At first, cooperative form of organizations was regulated by the laws called the Friendly Societies Acts of 1834 and 1846 which were not designed for mutual aid groups. From 1852 onwards, however, cooperatives became registered under the Industrial and Provident and Partnership Act, 1852.<sup>5</sup> Subsequent re-enactments of the 1852 and 1867 Acts effectively provided for a full legal basis for the functioning of cooperatives.<sup>6</sup> The law was consolidated in further Industrial and Provident Societies Acts of 1876, 1893 and 1965.<sup>7</sup> Kimberley, Zeuliet *al*<sup>8</sup> point out that the law on cooperatives provided for important legal protections and it also.....

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<sup>1</sup> Loc.cit; p. 3.

<sup>2</sup> Henry, Hagan; "Framework for Co-operative Legislation"; Co-op Reform ILO General, 1989, p. 9.

<sup>3</sup> Ibid

<sup>4</sup> Ibid

<sup>5</sup> Legal News for U.K. Coops and Mutuals; "UK Coop. Law in 2010"; 2010; pp. 1-9.(Note that the words coops. and coop. law are what are used in this text).

<sup>6</sup> Ibid

<sup>7</sup> Ibid

<sup>8</sup> Op. Cit.

**RESEARCH REPORT, PROPOSAL, DISSERTATION AND THESIS DESIGN**

**Guidelines for Law Students**

1. Agreeing on the topic/title of the study – between supervisor and student
2. Preparation of proposal. A proposal may have the following contents
  - 1.1 Background to the problem
  - 1.2 Statement of the problem
  - 1.3 Objective and significance of the study
    - 1.3.1 Objective
    - 1.3.2 Significance of the study
  - 1.4 Literature review
  - 1.5 Hypothesis
  - 1.6 Research methodology
  - 1.7 Select bibliography

After approval of the proposal by the supervisor the student may proceed to the next stage which may involve field research and then writing of the work

3. Writing of the dissertation/thesis. Contents of the dissertation/thesis
  - 3.1 Preliminary pages
    - Cover page
    - Title page
    - Certification
    - Declaration and copyright



- 
- Dedication
  - Acknowledgement
  - Table of Cases
  - Table of legal and policy instruments
  - List of Acronyms and Abbreviations
  - Abstract
  - Table of contents

3.2 Chapter One: General Introduction – The chapter would normally capture what is in the proposal

3.3 Chapter Two: Conceptual and theoretical framework of the study

3.4 Chapter Three:

3.5 Chapter Four:

3.6 Chapter Five: Summary of major findings, conclusion and recommendations

3.7 Bibliography

After approval of the dissertation/thesis by the supervisor the student may be allowed to submit it for examination in the format approved by the University.

4. Referencing style- commonly used style is the Turabian or Chicago style

5. Manuscript layout

- Pagination of preliminary pages – in Roman numbers
- Pagination of text – in Arabic numbers
- Appearance of page numbers – top middle
- Margins - standard all sides
- Headings and subheadings – as per University guidelines

## **RESEARCH REPORT, PROPOSAL, DISSERTATION AND THESIS**

### **Guidelines for Computing & Information Technology Students**

The concept note/synopsis shall contain the following components:

- i. Intended title/topic for study;
- ii. A summary of the background;
- iii. A brief statement of the problem;
- iv. General statement of objectives;
- v. Intended methodology:
  - a. Research methodology
  - b. Project development methodology
- vi. Significance of study
- vii. Project schedule
- viii. References

NB: The concept note should be between two (2) and five (5) pages including references.

### **Dissertation and its contents**

#### **i. Title of Research Project**

The title/topic of the proposal should accurately reflect the scope and content of the study and project in not more than 20 words. It should be concise and clear. From it, the reader should be able to predict fairly accurately what the project report/dissertation/thesis will be addressing.

#### **ii. Preliminary section/pages**

This section comprises the following:

- a. Declaration

- 
- b. Approval
  - c. Table of content
  - d. List of tables
  - e. List of figures
  - f. List of acronyms

### **iii. Chapters**

#### **1. Chapter One: Introduction**

The contents of this chapter shall include:

- Background
- Statement of the problem
- Research questions
- Objectives
- Significance or justification

#### **2. Chapter Two: Literature Review Conceptual/theoretical framework &Project Methods / system development life cycle Methodology**

This chapter provides summary and analysis of the relevant publications on a topic. It will include theoretical, empirical works, and previous projects done in the area of IT solutions. Furthermore, it will specify the methodology that will be employed to carry out the system development.

The different phases of the system development life cycle which include:

- Planning
- Analysis
- Design
- Implementation, testing, and maintenance

This includes choosing the option between traditional and modern system development life cycle, and highlighting the benefits of choosing that methodology.

#### **Evaluation of existing system and procedures**

This section requires the student to evaluate existing systems and procedures in the domain in which they wish to conduct the research product so as to

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identify what is being done out there on a practical level, as well as any gaps or opportunities.

### **3. Chapter Three: Planning and Analysis**

This chapter addresses the path through which researchers need to conduct their research. It shows the path through which these researchers formulate their problem and objective and present their result from the data obtained during the study period.

Furthermore, this chapter looks at data analysis, reporting findings and discussion

### **4. Chapter Four: Design**

This chapter addresses the results from your data analysis and discussion, then translates these findings into system design starting from data flow diagram, process flow, entity relationship diagram database schemas, UML diagram and web design

### **5. Chapter Five: Implementation and Testing**

This phase involves the development of system and testing system at various development stages

### **6. Chapter Six: Summary, Conclusion(s) and Recommendation(s)**

This chapter addresses the summary, conclusion and recommendations that arise from the findings of your study. Areas for further research may also be included. Critical Evaluation, – challenged faced during project implementation, degree of success, performance, limitation of system, feature enhancement, learning experience

#### **iv. References**

The list of all works referred to/cited in the proposal shall be provided in this section. The format or citation is as stated in research guidelines.

#### **v. Appendices**

The appendices section shall be comprised of, among other things, the budget for the proposed study and the proposed work plan, including the time frame and data collection instrument(s)/tool(s). The budget shall state out the sources of funds required for the proposed study from data collection to final binding. The proposed work plan shall portray the chronology of events from data collection to the writing of the report, dissertation or thesis.

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