

GUIDELINES FOR PREPARATION AND SUBMISSION OF THESES, DISSERTATIONS AND PROJECT REPORTS FOR HIGHER DEGREES

COMPONENTS OF THESIS

The thesis shall consist of the following parts arranged in the following order. However, there could be variations according to disciplines.

PRELIMINARY PAGES

The preliminary pages shall consist of the following:

- (a) Fly leaf
- (b) Title page
- (c) Dedication
- (d) Certification
- (e) Acknowledgements
- (f) Table of contents
- (g) List of Tables
- (h) List of figures
- (i) Abstract

Main Body

- (a) Introduction
- (b) Review of Related Literature
- (c) Materials and Methods/Methodology
- (d) Results
- (e) Discussion
- (f) Summary, Conclusion and Recommendation

N.B. The main body of the thesis (i.e. Introduction, Literature Review, Materials and Methods/Methodology, Results, Discussion and Conclusion) shall be broken into Chapters.

TERMINAL PART

- (a) References
- (b) Glossary (if any)
- (c) Appendix (if any)

PAPER QUALITY AND SIZE

The paper shall be white and of good quality and shall be of size A4. However, for drawings and maps, there is no restriction on size

TYPING FORMAT

The thesis shall be typed double spaced, leaving adequate margins on the four sides of the paper specifically, 38 mm or 1.5 inches on the left hand side of the paper and 25 mm or 1.0 inch on the right, top and bottom of the paper. The headings of the various parts of the thesis shall be typed as follows:

The headings of the major parts of the thesis listed above shall be allcapitalized,bolded and centrally at the top of the first page of each part. The first page of each heading shall not be underlined. However, the headings of first line shall appear the word as 'CHAPTER' followed by the chapter number in words (e.g. CHAPTER THREE). The chapter title shallappear on the second line and directly below the first. e.g.CHAPTER THREE, MATERIALS AND METHODS.

A section heading shall be all capitalized and located at the left hand side of the text. The section heading shall not be underlined. A section may not necessarily begin at the top page. Accordingly, a section heading shall be located where the section falls due. The sections in each chapter may be numbered serially in Arabic numerals using chapter number as prefix e.g 3.2. PREPARATION OF SOLVENTS

A sub-section heading shall also be located at the left hand side of the text. However, unlike section headings, only the first letters ofthe major words of the sub-section heading shall be capitalized. The sub-section heading shall be und Sub-sections in each section may be numbered serially using Arabic numerical, e.g. 3.2.3 Preparation of Ethanol.

A sub-subsection heading shall be located on the left hand side of the text and shall be bolded. Only the first letter of the heading shall be capital Sub-subsections shall not be numbered.

A new paragraph shall be depicted by a 12.5mm (half-inch) deep in of the first line.

PAGINATION

All pages of the thesis shall be numbered. However, the title page, which is the first page, is counted in the numbering but shall not bear any page number. Roman numerals shall be used to number the preliminary pages while Arabic numerical shall be used to number the remaining parts of the thesis starting from the first page of introduction (chapter oneand ending with the last page ofAppendix. The page number shall be typewritten at the centre of the bottom of each page (except, of course, at the title page).

CONTENTS OF VARIOUS PARTS OF THE THESIS

Preliminary Pages

a.FLYLEAF: This shall be blank.

b.TITLE PAGE: This page shall bear the:

- (i) Kebbi State University of Science and Technology, Aliero (Postgraduate School) all capitalized and centered
- (i) Approved title of the thesis all capitalized and centered.
- (ii) Degree for which the thesis is submitted, given (starting on a fresh line) in the following words:

"A Thesis Submitted to the Postgraduate School, Kebbi State University of Science and Technology, Aliero, Nigeria in partial fulfillment of the requirements for the award of the degree of (in words, all capitalized and centered)

- (iii) Full name of the author, surname last, Admission number below the name in bracket, all capitalized at the centre of the page.
- (iv) Name of the Department capitalized at the centre of the page
- (iv) Month and year of submission capitalized at the centre of the page.

DEDICATION (This is optional)

The author may, if he/she deems it fit, dedicate his/her work to any person(s) or corporate bodies.

CERTIFICATION PAGE

This page shall bear a signed statement by the candidate's supervisor(s). See the wordings in the regulations governing higher degrees and diploma of the University.

ACKNOWLEDGEMENTS

The author shall acknowledge in his/her own words the assistance given by others during the research work and the preparation of thesis.

TABLE OF CONTENTS

This shall contain a list of all the major component parts of the thesis listed in Section A and the respective pages on which they begin, starting with report. The headings of the major, component parts of the thesis shall have all letters capitalized as in the thesis. Only the first letter of all words in the major section headings shall be capitalized. For subjection headings, only the first letter of the first word shall be capitalized.

ABSTRACT

The abstract shall not be more than 200-300 words depending on the type of degree and shall contain the following:

- (i) A brief statement of the specific objectives and envisaged contributions of the research work.
- (ii) A brief statement of research methodology used (principles only) including methods of data analysis.
- (iii) A brief straight-to-the-point summary of specific findings.
- (iv) A statement of implications of the findings.

MAIN BODY

(a) CHAPTER ONE (Introduction)

This chapter shall be devoted primarily to justifying the research work. Accordingly, the chapter shall contain:

- (i) A general overview of the background, concept, general objectives and scope of the research. This may include statement of the problem, significance/purpose of study.
- (ii) Specific objectives of the research work or working hypothesis, as the case may be.
- (iii) Specific proposals (statements only) on how to achieve the specific research objective test the working hypothesis iii (ii) above
- (iv) Scope and limitation of the research.

(b) CHAPTER TWO (Literature Review)

This entails an exhaustive but incisive, coherent and up-to-date review of relevant literature in the research area. The candidate is expected to show a high proficiency in information retrieval and interpretation. The literature review shall be geared towards justifying the defined objectives of the research. Consequently, the style of presentation of retrieved information and their interpretation shall be purposeful, directed solely at establishing the premises for the research work.

(c) CHAPTER THREE (Materials and Method/ Methodology)

(i) This chapter shall be titled Materials and Methods and shall contain a list of rare/highly specialized materials and a detailed description of the methods employed in the research work. In the Materials section shall be listed chemicals, reagents, living organisms and other biological materials, apparatuses/gadgets, and equipment that are not used routinely in the laboratory. General or routine laboratory materials used in the work shall be given within the context of description of the methods. Candidates shall comply with current international conventions on nomenclature and identification of scientific materials in their sub- disciplines.

In the Methods section shall be described all the experimental methods used in the work. Only new methods developed by the candidate shall be described in full. Where an established published method was used unmodified, candidate shall merely cite the relevant reference. However, where an established method has been modified or adapted by the candidate, candidate shall describe the extent to which the method was modified or adapted. In describing the methods, candidate shall state all the special precautions taken in the course of applying the methods as well as the statistical methods used in analyzing the data.

(ii) Irrespective of the disciplines where the method used was primarily library search or purely theoretical, there need not be a separate chapter on Method/Methodology. The description of the method can be incorporated into the introduction or literature review chapter as a section.

(d) CHAPTER FOUR (Data Analysis/Results)

The outcome of research shall be presented and explained in this section. Significant and novel findings shall be identified. The findings shall be stated in prose and references made to tables, figures or plates in texts. Details of numerical results shall be given either in the text, in a tabular form or as graphs or any combination of these. However, if the subject of the thesis and the findings are primarily of a qualitative nature, the above guidelines need not be followed. The findings may be presented in the descriptive and analytical models appropriate to the discipline.

(e) CHAPTER FIVE (Discussion)

This section shall be devoted to giving a comprehensive account of the findings of the research and relating them to published works. Special attention should be given to significant or novel findings.

(f) CHAPTER SIX (Summary, Conclusion and Recommendations)

This chapter shall high-light the major findings of the research work and the inferences made from them. It shall incorporate a section on recommendations, including suggestions on areas of further work.

TERMINAL PART

(a) REFERENCES

All references cited in the text shall be collated at the end of the thesis.

(b) GLOSSARY

The glossary if any, shall contain a list and explanations of foreign, indigenous, obsolete or technical words used in the text. Internationally accepted standard abbreviations of scientific names not spelt out in the text may be explained here. All other abbreviations of scientific names must be spelt out in the text at the point of first mention.

(c) APPENDIX

The appendix is optional and if provided may contain the following.

- (i) Matters related to data collection e.g. sample of questionnaires and other test instruments.
- (ii) Raw data for thesis based on questionnaires.
- (iii) Copies of author's publication(s) from the research work.
- (iv) Computer program, especially if it was written or modified by the candidate, and the output.

PREPARATION OF TABLES, FIGURES AND PLATES

(i) TABLES

Tables shall be numbered consecutively in Arabic numerals in the order in which they are mentioned in the text. A table shall have a descriptive heading typed above it, starting from the left hand side. Only the first letters of the major words of the heading shall be capitalized. e.g. Gross Composition of the Experimental Diets. The layout of a table should be simple.

(ii) FIGURES

Graphs, charts, maps histograms and other line diagrams shall be drawn neatly. Charts and maps shall be clearly labeled. Keys and scales should be included in the figures where appropriate. The axes of graphs, charts and histograms must be clearly calibrated and labeled with the units of measurements given.

Figures in each chapter shall be numbered consecutively in Arabic numerals in the order in which they are cited in the text. Each figure shall have a descriptive title, which shall be typed immediately below the figure. Only the first letters of the major words shall be capitalized, e.g. Figure 1: Calibration Curve for Protein Determination.

(iii) PLATES

Plates, as a rule are photoprints, but shall herein also include scanned images. They may be direct photographs of living organisms or inanimate objects or photographs of

tissue or objects as seen by use of special equipment, e.g. electron microscope. Plates shall be used only where they best describe or illustrate a novel observation. Each plate shall have a title which shall be below the plates as in figure.

CITATION OF REFERENCES IN THE TEXT

Various systems for the citation of references and listing of bibliography exist and the system generally varies from discipline to discipline. However candidates are expected to use the system described hereunder.

References shall be cited in the thesis by means of the author's surname, followed by the year of publication. If the author's name does not form part of a sentence in the text, the year of publication shall be given in parentheses at the end of the sentence or after an appropriate part thereof. Examples: "in a recent study (Maigandi, 2012) it was reported that..." Maigandi (2001) noted the differences in feeding pattern..." in 2002, Maigandi did another study on blood chemistry..."

To distinguish between two or more works by the same authors, published in the same year, the suffixes a, b, c shall be used after the year of publication e.g. "Maigandi" (2002b) observed a similar trend"

Multiple Authors

a. Work by two or more (but less than five) authors: For works by two authors, the name of the two authors shall be cited followed by the year of publication. The names of the first and second authors shall be connected by 'and'. In a work by two authors, mention both names each time the reference occurs in the text. Example: "in a related study of growth performance of sheep (Maigandi and Malami, 1998) it was found that..." "In an earlier study, Maigandi and Malami (1999) had confirmed that..."

b. Work by more than two authors: Here, cite only the surname of the first author, followed by "et al." and then the year of publication.

c. Anonymous and Pseudonymous Authors: Many works do not carry the author's name. Such work shall be cited in the text as follows:

Editorial opinion of a serial/periodical; the title of the periodical shall be cited followed by the year of publication e.g. "Drug abuse cases are on the increase (Journal of Substance Abuse, 1980)."

Articles in a serial/periodical other than editorial opinion: The article shall be cited as "Anonymous" followed by the year of publication e.g. "The effect of the plant extract is more severe in vitamin A deficient rabbits than in normal rabbits (Anonymous, 2002)." The citation rules for single authors shall apply.

d. Corporate Authors: Official publications of international organizations, government, government agencies, institutions, professional societies, commercial firms, and other cooperative bodies, candidates shall cite the name of the cooperative body in its official language (i.e. what it calls itself) followed by the year of publication, e.g. "Damp feeds support mould growth (livestock feeds Ltd., 1986)."

Spell it out full, the name of such corporate authors each time they appear as a reference source in the text. Alternatively, the name may be spelt out in the first citation only, and then abbreviated subsequently. Candidate must however ensure that abbreviated citation carries enough information in the text so that readers can locate the source in the reference list.

Where, as in the case of international organizations, the corporate body has its name in more than one language the English name shall be cited United Nation Agencies, such as WHO, FAO, UNCTAD, ECOSOC, GATT, and regional inter-governmental organizations, like EEC, ECO WAS, OPEC, OAU, may be cited by official abbreviations of their English names.

Candidates may also cite the abbreviated English names of apex professional organizations recognized by UNESCO and other UN agencies e.g. ICSU, HJPAC, IJJB, AOAC, IJPS, etc. but the full names shall be spelt out when listing the references. Anonymous works by federal government agencies may be cited by means of abbreviations prescribed by law provided the full names are given or paraphrased in the text e.g. "The volume of export of hide and skins by Nigerian seaports has double in the last three years (NPA, 1998)." All other corporate bodies that do not fall into these three categories mentioned above shall be cited by their full names. Examples:

First citation in the text: "{Nigerian Library Association (NLA),2004}" Subsequent citation: "(NLA,1996)" In a case where the name is short or its abbreviation would not be understood easily, give the name in full each time the reference occurs.

e. Authors with the same surname: Where two authors bear the same surname, include their initials in all text citation even if dates differ. This way, confusion will be avoided. Examples: "A. B. Muhammad(1998) and I. R.Muhammad(1997) agreed with the resultof..."

LAWS AND STATUTORY INSTRUMENTS

These shall be cited by their approved titles followed by the year of enactment, e.g. "every public officer in Nigeria is now required to declare his assets and liabilities (Code of Conduct Bureau and Tribunal Decree 1, 1989). "For state law and local government byelaws, the state or local government that enacted the law shall be identified e.g. "All pre-civil war missionary secondary schools in Imo and Anambra states are now run by the state government (East Central State Public Education Edict, 1970) "Similarly, in citing laws of other lands or statutes of intergovernmental agencies, the country or agency shall be identified.

QUOTATIONS

(a)Quotation from another work shall correspond exactly with the original in wording, spelling and punctuation. The source of the quotation and the page of which it appear m the work shall be given. If the quotation is less than two lines of thesis page, it shall be identified by double quotation marks at the beginning and the end of the quotation.e.g. According to Julie Borden (1980:23):"All these are a bunch of one-night stands" However, if the quotation is more than two lines long it shall be set off from the text by an indentation, and type single spaced, for example: Hicks (1972-218) define upward communication as:That which stimulates employees to participate in the

operation of their departments and therefore encourages them to defend the decision and support policies made. Accordingly, Hicks insists that managers must learn, to carry along their subordinates.

(b) Where a part of a quotation is omitted, the portion omitted shall be indicated by three dots (...) only, regardless of how long the omitted part is. For example: Hicks (1972-218) defines communication as: "that which stimulates employees to participate in the operation of their department... and support policies made."

LISTING OF REFERENCES

a. ARRANGEMENT

References shall be collated at the end of the thesis and listed alphabetically according to the author's name following the guide lines on indentation, punctuation, and capitalization given below for each type of publication. Only references actually cited in the text shall be listed under the heading 'References'. References shall be arranged alphabetically by the author's names, and classified by forms of publications. Refer not cited in the text must be clearly distinguished from references cited by asterisks on first author's name, or by arranging them separately. Unpublished work could also be in the bibliography.

In both cases, papers by the same author shall be listed in chronological order according to year of publication and, where there are several papers published in one year, according to the suffixes; a, b, c, etc.

For multiple authorship; the multiple of the first author shall be used to determine the alphabetical and chronological order in the references listed.

b. TYPING

Each entry shall be typed such it constitutes a paragraph. The paragraph must start with the author's name and should be indented in the 'hanging' form. Examples:

Maigandi, S. A. and Abdullahi, R. (2003). Morning glory (*Ipomea asarifolia*) as a source of forage for rabbits in a semi-arid zone, Nigeria. *Nigerian Journal of Basic and Applied Sciences*, 12: 1-8.

c. ORDERING THE CONTENT OF REFERENCES

The essential information about a cited work shall be given in the order shown below for the different types of publications.

(a) Articles in Journals and Related periodicals. The essential elements of a journal article shall be given in the following order.

(i) Author's surname followed by initials.

(ii) Year of publication in the parentheses.

(iii) Title of article.

(iv) Name of periodical in full and italicized

(v) Volume number of periodical in Arabic numeral, followed by issue number, where necessary, in parenthesis.

(vi) Pagination of the article: the first and the last pages. The punctuation and capitalization shall be as in the example below:

Maigandi, S. A. (2008). Performance and carcass characteristics of broiler birds maintained on diets containing different levels of calabash seed cake; *Journal of Biological and Environmental Sciences* (BEST), 5 (4): 244 -247.

For multiple authorship articles, the names of the last two authors shall be connected with "and" e.g

Maigandi, S. A. and Garba, Y. (2008). Performance and carcass characteristics of broiler birds maintained on diets containing different levels of calabash seed cake; *Journal of Biological and Environmental Sciences* (BEST), 5 (4): 244 -247.

(b) Article in newspapers and newsmagazines. This shall be given in the following order:

(i) Author's surname followed by initials.

(ii) Title of the article.

(iii) Name of the newspaper/magazine in full and underlined (or italicized),

(iv) Place of publication in the parenthesis if not implied in the name of newspaper/newsmagazine.

(v) Day, month and year of issue, in that order.

(vi) Page(s) on which the article appeared.

The punctuation and capitalization shall be as in the example below:

Muhammad, R. How to Avoid Religious Disturbances and Conflicts in Northern Nigeria. New Nigeria (Kaduna), 17 December, 1998 p. 7.

(c) Books, pamphlets and reports. The essential information shall be given in the following order if the reference is to the whole book/pamphlet/report.

(i) Authors/editor's/compiler's surname followed by initials.

(ii) Year of publication in parenthesis.

(iii) Full title of the book/pamphlet/report including sub title exactly in the original wording punctuation and language.

(iv) Edition other than the first.

(v) Place of publication-it would be useful to specify town not country.

(vi) Name of publisher.

(vii) Volume number, if more than one.

(viii) Number of pages in the whole book.

(ix) Title and number of series, where applicable, in parentheses. The punctuation and capitalization shall be as given in the example below:

Steel, R. G. D. and Torrie, J. H. (1980). *Principles and Procedures of Statistics* (8th edn). McGraw Hill Book Co. Inc. N. Y., p. 450

The citation format given in (i) for multiple authors shall apply. Editors and compilers of books/reports shall be treated in the same way as authors, except that their names shall be followed by the appropriate abbreviation for editor(s) or compiler(s) in the parenthesis e.g.

Maigandi, S. A. (ed., 2011); Muhammad, A. and Malami, B. S. (eds., 2013); Kaoje, U. H. (comp., 2014); Usman, K. and Maigandi, S. A. (comp., 2015).

(d) Chapters in books or monographs. The following order is applicable where only a single chapter or passage of a book or monograph is referred to:

- (i) Author's surname followed by initials.
- (ii) Year of publication in parentheses.
- (iii) Title of article.
- (iv) (i.e. written as: in).
- (v) Initials followed by surname of editor/compiler and abbreviation for editor(s) compiler (s) in parentheses.
- (vi) Cover title of the book
- (vii) Place of publication-it would be useful to specify town, not country.
- (viii) Name of publisher(s). -
- (ix) Volume number, if more than one.
- (x) Pagination (first and the last pages) of chapter

The punctuation and capitalization format is as given in the examples below:

Lyons, J. (1977). Behaviorist semantics. In: Semantics. Cambridge: Cambridge University Press, pp.120-137.

Miller, E.C. and Miller, J.A. (1972). Approaches to the mechanism and control of chemical carcinogenesis. In R.C. Clark (ed.), Environment and Cancer. Baltimore, U.S.A.: Williams and Wilkins Company, pp.5-39.

In the second example, the cover author wrote all the chapters.

(e) Laws, statutes and legal instruments. The following order shall be used.

- (i) Code of the law followed by year of enactment.
- (ii) Title of the law, italicized
- (iii) Name of the Government enacting the law.
- (iv) Gazette number, if known.
- (v) Pagination.

The punctuation and capitalisation shall be as given in the example below.

Decree No.2 of 1984: State Security (Detention of person) Decree. The Federal Military Government of Nigeria Official Gazette No.8 Vol.71, pp. A27-A28

(f) Unpublished speeches, Seminar papers, etc. The following order shall apply.

- (i) Author's surname followed by initials.
- (ii) Title of speech or lecture
- (iii) Name of function at which the speech/lecture was delivered, italicized
- (iv) Date, month and year of delivery.

The punctuation and capitalisation shall be as in the examples given below:

Gomwalk, O.C. A Goodwill Message, Sixth International Night of University of Ibadan Alumni Association 2nd July, 1988.

Temple, V.J. The Necessity of Detoxifying Soya Beans Before Consumption. National Workshop on 'the Strengthening of Nutrition Component of Primary Health Care in Nigeria, 15 October, 1990.

(g) Article in Encyclopedia and similar works. The following order shall apply.

- (i) Author's name.
- (ii) Title of article.
- (iii) Title of the whole work.
- (iv) Place of publication-it would be useful to specify town not country.

- (v) Name of publisher.
- (vi) Year of publication.
- (vii) Part of the work cited.
- (viii) Pagination.

The punctuation and capitalisation shall be as given in the example below:

Omosho. A. Sango Workshop. In: Encyclopedia Yorubana, Onitsha, Ose Publishers, 1906 part 1 pp. 220-221.

Anonymous. Benin Bronze; In: Encyclopaedia Nigerian, Lagos, World Information Inc. 1990 part 2 p. 180.

(h) Translator. The following order, punctuation and capitalisation shall apply.

Verne, J. (1965). Journey to the Centre of the Earth Translated by Robert Baldick
Harmmsdsworth Pengjun.