



KENYATTA UNIVERSITY

SCHOOL OF AGRICULTURE AND ENVIRONMENTAL SCIENCES

POSTGRADUATE

THESIS AND PROJECT REPORT WRITING GUIDELINES

2022-2025

Appendix 2: Regulations for Preparation and Submission of Project Report, Dissertation, and Thesis

The regulations should cover but not limited to:

- a) Form;
- b) Content;
- c) Length;
- d) Binding requirements; and
- e) Submission requirements.

FORM AND CONTENT

1	Page size and margins	Paper size is A4 Top margin: 25 mm or 1 inch Left margin: 40 mm or 1.5 inches (for binding) Right margin: 25 mm or 1 inch Bottom margin: 25 mm or 1 inch
2	Type face (font) and Size	Times New Roman Size 12 for ALL TEXT
3	Font Color	Black for all Text
4	PRINTING HARD COPIES	Soft copies of Draft reports are to be used for supervision Only hard copies are printed for submission if required. Hard copies should be made as follows: <ul style="list-style-type: none">(i) Text line spacing of 1.5 as indicated in 1 above(ii) Print on both sides of paper.(iii) In the first submission, spiral bound soft cover with blue transparent cellophane top cover.(iv) Blue soft cover at the back. NB: candidates and supervisors are expected to adopt the policy on soft copy and online/electronic modes of thesis production and supervision.

		<i>2.1.1: Physical Parameters of Water</i> <i>4.2.1.: Household Size</i>
8	Level 4 Titles (if Necessary)	<i>Plain Title case but italicized e.g.,</i> <i>2.1.1.1: The Nairobi Case</i> <i>3.3.2.1.: Mulyungituiya Respondent Perception</i>
9	ABSTRACT	(a) Single spaced; (b) Only <u>one paragraph</u> (c) On <u>one page</u> . (d) between 300 and 500 words The wording is in the PAST TENSE .
10	Main/Body Text and Line spacing	a) Start all Text from the margins b) Maintain 1.5 line spacing in the Main Text . c) Maintain (justified/block) body of text/paragraphs. d) Print on both sides of paper (to save on trees)
11	Insertion of page number (Pagination) on top page.	Page numbers are automatically inserted and located inside the bottom margin and are centered . The top page is page number ‘i’ but this is made invisible (unnumbered) by checking the “Top page Different” in the Microsoft word menu. (Note: Many students find this action challenging...but later discover how easy it is!).
12	Insertion of page numbers in PRELIMINARY Pages.	Page numbers (in Roman Numerals) starting from second page otherwise page (ii), are inserted automatically up to a section break inserted before CHAPTER ONE: INTRODUCTION The pages (with Roman Numerals (ii ff.) between Top Page and CHAPTER ONE: INTRODUCTION and the PRELIMINARY pages which contain: <ul style="list-style-type: none"> • DECLARATION • DEDICATION • AKNOWLEDGEMENT • ABSTRACT • TABLE OF CONTENTS, • LIST OF FIGURES, • LIST OF TABLES, • LIST OF ACRONYMS AND ABBREVIATIONS • DEFINITION OF TERMS At the end of the preliminary pages, a SECTION BREAK is inserted to practically break the

		document (thesis or project report) into two main sections for purposes of pagination.
13	MAIN TEXT	Main text refers to the section from CHAPTER ONE: INTRODUCTION to APPENDICES . This section is paginated using ARABIC NUMERALS 1, 2, 3, 4 etc.
14	LENGTH OF MASTERS AND PHD THESIS/PROJECT REPORT (see CUE recommendations Appendix 2) <div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> <p>Appendix 2: Regulations for Preparation and Submission of Project Report, Dissertation, and Thesis</p> <p>The regulations should cover but not limited to:</p> <ul style="list-style-type: none"> a) Form; b) Content; c) Length; d) Binding requirements; and e) Submission requirements. </div>	<p>For purposes of guidance as to the depth of content, a report content spaced at 1.5 between the lines (and about 300-400 words per page) is expected to be between 80 to 110 pages (26,000-36,000 words) and for masters project (4 units); 100 to 120-pages (35,000 to 46,000 words) for masters thesis (8 units) and 120 to 200 pages (60,000 to 80,000 words) for PhD thesis (30 units) exclusive of preliminaries, list of references and appendices.</p> <p>For further guidance: Chapter One is about 15-20 pages; Chapter Two is about 25-35 pages; Chapter Three is 20-30 pages; Chapter Four is 30-50 pages and Chapter Five is about 4-10 pages.</p> <p>References depends on number of entries and fair research at this level should have a minimum of 150 citations</p> <p>Appendices: depends of number of items appended as required including Instruments and Permits</p> <p><i>NB: Work Plan and Budget are NOT PART OF Appendices at this stage. They are already dispensed.</i></p>
	LISTING OF FIGURES, TABLES AND PLATES/PHOTOGRAPHS	<p>Figures are numbered serially according to the Chapter where they appear. Example: Figure 1.1: This refers first Figure in chapter One, whereas Figure 1.2: refers to the second figure in Chapter One. Further, Figure 3.2: refers to figure number 2 in Chapter Three.</p> <p>Photographs (often referred to by an old term “Plates”) are presently numbered as part of Figures.</p> <p>Tables are serially numbered within the chapter where they are found. Example: The first table in Chapter One is numbered Table 1.1: whereas the third Table in Chapter one is numbered Table 1.3: Similarly, the first table in Chapter Four is numbered Table 4.3: and so on.</p>

		The figures and tables listed in the LIST OF FIGURES or LIST OF TABLES must correspond to the Figures or Tables in the text. They can be automatically be inserted by using Microsoft Word function in menu bar.
	Placement of FIGURE and TABLE titles	<p>A figure is labeled at the bottom of the figure. A figure is first introduced and then presented then discussed in the context of supporting the part of the thesis or project.</p> <p>A table is labelled at the top of that table.</p> <p>If a figure or table is borrowed with or without amendments from its original form, full acknowledgment must be made in form of citation. The citation must appear in the list of References.</p> <p>If the figure or table is original (created by the writer/candidate), no citation/acknowledgement is required. Occasionally, some candidates acknowledge themselves using words like “author”, “writer”, “myself” etc. This is NOT NECESSARY.</p> <p>But if the candidate has published the figure, or table or photograph in a known paper in a refereed publication or unpublished thesis or any other form of copyrighted works, then acknowledgement in form of citation is expected.</p> <p>For figures that are photographic in nature (for field studies), the full date and location (GPS) of the photograph and person who took the photograph must be indicated. The technical specifications of the photograph, unless required, are not necessary.</p> <p>For a good presentation of figures, tables etc., an introductory text should be included and reference to the figure (Figure X.Y. below) followed by placement of the figure. Thereafter, a brief write-up of about the figure or table etc. follows.</p> <p>It is NOT A GOOD practice to present figure after figure without interlacing text between them.</p>
15	MAIN TEXT AND SECTION HEADINGS	Main text refers to text in sections CHAPTER ONE: INTRODUCTION to CHAPTER

		<p>FIVE: SUMMARY, CONCLUSIONS AND RECOMMENDATIONS.</p> <p>REFERENCES and APPENDICES may have separate formatting of paragraphs and line spacing. The main text has the following CHAPTERS and SECTIONS:</p> <ul style="list-style-type: none"> • CHAPTER ONE: INTRODUCTION • CHAPTER TWO: LITERATURE REVIEW • CHAPTER THREE: METHODOLOGY • CHAPTER FOUR: RESULTS AND DISCUSSION • CHAPTER FIVE: SUMMARY, CONCLUSIONS AND RECOMMENDATIONS • REFERENCES • APPENDICES <p>NB. For automatic insertion of TABLE OF CONTENTS, the Chapter number and title must appear in one line.</p>
16	CHAPTER ONE: INTRODUCTION	<p>1.1: Background Information 1.2: Statement of the Problem 1.3: Research Questions 1.4: Research Objectives 1.5: Research Hypotheses 1.6: Justification 1.7: Conceptual Framework</p> <p><i>(As this a skill training exercise, supervisors are advised to allow candidates to include all sections listed here)</i></p>
17	CHAPTER TWO: LITERATURE REVIEW	<p>This is left open for the writer to decide what topics to include in the Chapter. However, the literature reviewed must lead to identification of research gap(s) as the last subtopic in this section. Literature may be expanded beyond what was presented in the proposal. Citations (in APA format-historical to recent) must be used extensively in this chapter to justify its title. For purposes of content depth, the chapter should have between</p>
18	CHAPTER THREE: METHODOLOGY	<p>This Chapter is essentially what appeared in the proposal EXCEPT that the presentation is in the past tense. Such words as “will” in the proposal revert to “was” in the report.</p>

		<p>The essential subheadings (EXCEPT FOR LAB RESEARCH) are:</p> <p>3.1: Study Area</p> <p>3.2: Study Design</p> <p>3.3: Population</p> <p>3.4: Sampling Procedures</p> <p>3.5: Sample Size</p> <p>3.6: Instruments</p> <p>3.7: Data Collection Procedure</p> <p>3.8: Data Analysis</p> <p><i>NB: These headings may differ for Field and Laboratory Experiments WILL HAVE A DIFFERENT FORMAT FOR methodology.</i></p>
19	CHAPTER FOUR: RESULTS AND DISCUSSION	<p>The headings are left for the writer to decide. This is often the longest chapter in a report. It will contain a brief description of how specific data was obtained, analyzed and displayed. Each analysis result is followed by a discussion. Simple presentation in the chapter may draw from the questions or objectives. The results may be displayed in Tables, graphs and Charts. Other displays include drawings and pictures by the writer. There is no need to acknowledge the source of the data as it is understood unless it is secondary data.</p>
20	CHAPTER FIVE: SUMMARY, CONCLUSIONS AND RECOMMENDATIONS	<p>5.1: Summary</p> <p>5.2: Conclusions</p> <p>5.3: Recommendations</p> <p>This Chapter may not be more than 4 pages long. The conclusions are numbered 1, 2, 3 etc. and according to the questions and objectives in Chapter One. Similarly, recommendations can be numbered 1, 2, 3 etc. The recommendations are primarily to the population from which the sample was drawn and for further studies and academic purposes.</p>
21	REFERENCES	<p>A list of references containing all material cited is given here under the heading. Specific format of entries is APA.</p> <p>APA is integrated in the Microsoft word and the writer can take advantage of this as the manual process is tedious and prone to errors.</p>
22	APPENDICES	<p>The section includes such material as questionnaires, letters, and other material that could not be easily integrated with the chapter text.</p> <p>The subtitles may be labeled as:</p> <p>Appendix I: Questionnaire to Household Head</p>

		Appendix II: Research Permit. Appendix IV: Special Laboratory Reagents Used NB: Budget and Workplan are <u>not included</u> as they have been dispensed.
23	Length of a Project/Thesis Report	Main text for a project report (4 units) may not be necessarily limited. Concise Project reports may extend up to 80 pages from CHAPTER ONE: INTRODUCTION to last entry in REFERENCES . A STANDARD THESIS FOR MASTERS (8 units) may extend upto 120 pages. DOCTORAL THESIS may have upto 200 pages. These are only indicative. Some experimental reports may be shorter than this and field surveys may be longer.
24	Plagiarism	Plagiarism is checked using Turnitin® Software or any other appropriate software. All academic staff have access to it and are free to use it in advising writers. The maximum allowable is a Similarity Index of $\leq 16\%$. If this is exceeded during the writing exercise, the writer is expected to <i>edit the manuscript to conform with the requirement</i> . It is against the copyright law, intellectual property law, etc. to copy part or whole, directly or indirectly, works of other persons or institutions. Submission of proposals and project reports for examination must attach plagiarism test certificate indicating of less than $\leq 16\%$. The plagiarism form/report must be appended to the project report.
	SEMINARS, SUBMISSION and ORAL DEFENSE/EXAMINATION	A candidate should publish from the thesis/report before oral defense A candidate must present results in a Departmental Seminar before submission of thesis/Report

EXAMPLES OF THESIS/PROJECT REPORT FORMAT

**CLIMATE VARIABILITY EFFECTS ON HOUSEHOLD HERD
CHARACTERISTICS IN BARINGO COUNTY, KENYA**

By

NGOITAN KASANGA
Reg. No.: N50/19052/2024

A Research Thesis Report Submitted in Partial Fulfillment of the Requirements for
the Degree of Master of Science (Environmental Education) in the School of
Agriculture and Environmental Sciences of Kenyatta University

MARCH 2020

DECLARATION

Declaration by Candidate:

I declare that this is my original work and has not been presented for a degree or award in any other University.

Ngoitan Kasanga

Reg. No.: N50/2122/2024

Signature:

Date:

Declaration by Supervisor(s)

I/We confirm that this thesis has been submitted for examination with my (our) approval as the University Supervisors.

1. Dr. Khamza Mumat

Signature:

Date:

Department of Environmental Sciences and Education

2. Prof. Orati Kitondo

Signature:

Date:

Department of Agricultural Economics

DEDICATION

ACKNOWLEDGEMENT

ABSTRACT

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LIST OF ACRONYMS AND ABBREVIATIONS

AEZ	Agro-Ecological Zone
CH ₄	Methane
CO ₂	Carbon dioxide
FA	Forest Association
GHG	Green House Gas
KU	Kenyatta University
NPK	Nitrogen, Phosphorus, Potassium
UN	United Nations
UNFCC	United Nations Framework Convention on Climate Change

(NB: The abbreviation or acronym listed (alphabetically) must be used at least twice in the text)

DEFINITION OF TERMS

Environmental perception: In this thesis, it refers to the sum of scores of a respondent from the awareness scale incorporated in the questionnaire.

Sample size: Refers to the number of respondents statistically determined for this study selected for this study in the manner described in Chapter Three of this thesis.

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Appendix II: Ecological Condition Checklist

Appendix III:.....

Appendix IV: Copy of Research Permit