**SCHOOL OF POSTGRADUATE STUDIES**

**UNIVERSITY OF ABUJA**

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**GUIDELINES FOR PREPARATION AND SUBMISSION OF THESIS, DISSERTATION AND PROJECT REPORTS FOR HIGHER DEGREES AND DIPLOMAS**

**Introduction**

The School of Postgraduate Studies, University of Abuja is a comprehensive academic and research Centre, which offers graduate programmes, at the Postgraduate Diploma, Masters and Doctoral levels, spanning over 60 disciplines. Additional graduate programmes will be introduced from time to time, to meet the demands of Faculty researchers, students, and industry in alignment with the strategic priorities of the School and University of Abuja in a quest to be a 21st Century postgraduate studies provider. The University Library is the repository for graduate-level theses and projects and is partnered with the ProQuest to publish and distribute research works of the University beyond the campus community.

To ensure that research outputs are presented in a scholarly format across disciplines, the School of Postgraduate Studies has developed the following guidelines for preparation and submission of projects, dissertations and theses before and after oral defence. These guidelines take into consideration the peculiarities of the various Departments and disciplines (however, where a peculiarity is approved for a discipline or department within the context of these guidelines, students must comply in addition to these guidelines).

Students should have their projects, dissertations and theses bound with the Bindery at the University Library so as to conform to these format guidelines and binding quality. Students are responsible for costs associated with thesis printing and binding for their personal use and the other required copies by the School of Postgraduate Studies.

These guidelines provide postgraduate students of the University of Abuja with essential information about how to prepare and submit theses and dissertations in a format acceptable to the School of Postgraduate Studies. One main feature is the branding of projects/dissertations and theses with the University Logo, which gives it the unique University of Abuja look. We, therefore, expect our students to abide by these regulations religiously and to be oversighted by their supervisors. All projects, dissertations and theses must abide by the regulations and, if they do not, the School of Postgraduate Studies reserves the right of rejection.

***Professor Ukertor Gabriel Moti***

***Dean, School of Postgraduate Studies***

***December, 2022***

**Table of Contents**

**1 COMPONENTS OF THESIS**

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

**1.1 PRELIMINARY PAGES**

The preliminary pages shall consist of the following:

1. Fly leaf
2. Title Page
3. Declaration (by Student)
4. Certification (by Supervisors)
5. Approval page (by the Examiners)
6. Acknowledgements
7. Dedication
8. Abstract.

**1.1.2 MAIN BODY**

(a) Introduction

(b) Literature Review and Theoretical Framework

(c) Materials and Methods/ Methods

(d) Results

(e)Discussion

(f) Conclusion

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

The arrangement of the main body of the thesis/ dissertation may however vary from discipline to discipline but should comply with the following format:

Chapter One: Introduction

Chapter Two: Literature Review and Theoretical Framework

Chapter Three: Materials and Methods/Methods

Chapter Four: Results/ Data Presentation and Analysis

Chapter Five: Summary, Conclusion and Recommendations

**1.1.3 TERMINAL PART**

(a) References

(b) Glossary (if any)

(c) Appendix (if any)

**1.2 PAPER QUALITY AND SIZE**

A4 size paper (210 x 297 mm) should be used. Plain white paper must be used, of good quality (80gms) and of sufficient opacity for normal reading. Both sides of the paper may be used. However, for drawings and maps, there is no restriction on size.

**1.3 TYPING FORMAT**

The project/dissertation/thesis shall be typed double spaced, (except for indented quotations where single spacing should be used), leaving adequate margins on the four sides of the paper specifically, 38mm or 1.5 inches on the left-hand side of the paper (bindery allowance) and 25mm or 1.0 inch on the right, top and bottom of the paper. The font size shall be 12 Times New Roman. The headings of the various parts of the thesis shall be typed as follows:

**(i)** The headings of the major parts of the thesis listed in Regulation 4.1.2 above shall be all capitalized and located centrally at the top of the first page of each part. The 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 shall appear on the second line and directly below the first. e.g.

**CHAPTER THREE**

**MATERIALS AND METHODS/METHODS**

**(ii)** 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 of a 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.

**(iii)** A sub-section heading shall also be located at the left-hand side of the text. However, unlike section headings, only the first letters of the major works of the sub-section heading shall be capitalized. The sub-section heading shall be underlined. Sub-sections in each section may be numbered serially using Arabic numerical, e.g. 3.2.3 preparation of Ethanol.

**(iv)**  A sub-subsection heading shall be located on the left-hand side of the text and shall be underlined. Only the first letter of the first work of the heading shall be capitalized. Sub-subsections shall not be numbered.

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

**1.4 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 one) and ending with the last page of Appendix. The page number shall be typewritten at the center of the bottom of each page (except, of course, at the title page).

**2 CONTENTS OF VARIOUS PARTS OF THE THESIS /DISSERTATION**

**2.1 Preliminary Pages**

**2.1.1COVER PAPGE** (see appendix i).

**(i)** This page shall bear the: Approved title of the thesis all capitalized, at the top of the page.

**(ii)** Full name of the author, surname last, all capitalized followed by the qualification of the author at the time of submission of the thesis, at the centre of the page. There shall be the student's registration number.

**(iii)** Department from which the thesis is submitted, given (starting on a fresh line) in the following words:

Department of (Name of the department), University of Abuja

**(iv)** Month and year of submission at the bottom centre of the page.

**(v) Official LOGO** of University of Abuja at top centre. (All letters 16 points).

a. FLYLEAF

This shall be blank

b. **TITLE PAGE** (see appendix ii)

**(i)** This page shall bear the: Approved title of the thesis all capitalized, at the top of the page.

**(ii)** Full name of the author, surname last, all capitalized followed by the qualification of the author at the time of submission of the thesis, at the centre of the page. There shall be the student's registration number.

**(iii)** Degree for which the thesis is submitted, given (starting on a fresh line) in the following words:

"A Thesis Submitted to the department of (Name of the department), University of Abuja in partial fulfillment of the requirements for the award of the degree of (in words, all capitalized).

**(iv)** Month and year of submission at the bottom right-hand corner of the page. (All letters 16 points).

**2.1.2 DECLARATION PAGE** (see appendix iii)

This page shall contain the following statement of declaration by the candidate: "I hereby declare that this work is the product of my own research efforts; undertaken under the supervision of (Title and name of supervisor) and has not been presented and will not be presented elsewhere for the award of a degree or certificate. All sources have been duly acknowledged." Immediately below the declaration and to the center of the page, the candidate shall append his/her signature, and the date. The candidate's full name and registration number, as it appears on the cover of the thesis, shall be typed under the signature.

**2.1.3** **CERTIFICATION PAGE** (see appendix iv)

This page shall bear a signed statement by the candidate's supervisor(s) certifying that the research work and preparation of thesis were carried out under his/her/their supervision. The format shall be: "This is to certify that the research work for this thesis and the subsequent preparation of this thesis by (name of candidate with registration number in parentheses) were carried out under my/our supervision. The initials and surname(s), of the supervisor (s) shall appear above their respective signatures and date below.

**2.1.4** **APPROVAL PAGE** (see appendix v)

This page shall bear a statement certifying that the thesis has been examined and approved for the award (name of Diploma/degree) in (specify the area of the degree of specialization): “This project/dissertation/thesis has been examined and approved for the award of (state diploma/degree) by the Thesis Examination Committee”. The statement shall be signed (with their names and dates clearly given) by the following, namely: Internal Examiners (Supervisor(s)), Head of Department, and the Dean of the Faculty, External Examiner and Dean, School Postgraduate Studies. Where the programme is domiciled in an Academic Centre, there will be no Head of Department and Dean of Faculty, but only the Director. However, where the programme is run under the supervision of a Department, the earlier arrangement will apply.

**2.1.5** **ACKNOWLEDGEMENTS**

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

**2.1.6** **DEDICATION** (optional)

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

**2.1.7** **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 subsection headings, only the first letter of the first word shall be capitalized.

**2.1.8** **ABSTRACT**

This abstract shall not be more than five hundred (500) words and shall contain the following:

1. A brief statement of the specific objectives and envisaged contributions of the research work.
2. A brief statement of research methodology used (principles only) including methods of data analysis.
3. A brief straight-to-the-point summary of specific findings.
4. A statement of implications of the findings. (All in block, with no paragraphs and italicized).

**3.1 MAIN BODY**

**3.1.1 CHAPTER ONE (Introduction)**

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

1. A general overview of the background, concept, general objectives and scope of the research. This may not necessarily entail citing of references, but may include statement of the problem, significance/purpose of study.
2. Specific objectives of the research work or working hypothesis, as the case may be.
3. Specific proposals (statements only) or how to achieve the specific research objectives or test the working hypothesis stated in (ii) above.
4. Scope and limitation of the research.

**3.1.2 CHAPTER TWO** (**Literature Review and Theoretical Framework)**

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. This shall include, conceptual review, empirical review the theoretical framework (issues) of the study and their justification.

**3.1.3 CHARPTER THREE (Materials and Methods/Methods)**

(i) For science-based disciplines, 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 arid 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) For Arts-based disciplines and Social Sciences and Humanities disciplines, the chapter shall be titled Methods or Methodology (or other appropriate terminology acceptable to the discipline and adopted by the Department). It shall contain a description of methods and procedures employed in the design and validation of instrument, testing hypotheses, and statistical analysis of raw data.

**3.1.4** **CHAPTER FOUR (Data Analysis/Results/Findings and Discussion)**

This chapter shall consist of at least the following, among other things as described below.

(i) (RESULTS/FINDINGS) The outcome of the 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 plate 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 to be followed. The findings may be presented in the descriptive and analytical modes appropriate to the discipline.

(ii) (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.

**3.1.5 CHAPTER FIVE (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 recommendation including suggestion on implementation and areas of further works where necessary.

**5.1 TERMINAL PART**

**5.1.1 REFERENCES**

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

**5.1.2 GLOSSARY**

The glossary if any, shall contain a list and explanations of foreign, indigenous, obsolete or technical words used in the text. For science-based disciplines 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. For arts-based disciplines all abbreviations must be spelt out in the text at the point of first mention.

**5.1.3. APPENDIX**

The appendix for projects, dissertations and theses may contain the following:

1. Matters related to data collection e.g. sample of questionnaires and other test instruments.
2. Raw data for project/dissertation/thesis based on questionnaires.
3. Copies of author's publication(s) from the research work.
4. Computer programme, especially if it was written or modified by the candidate, and the output.
5. Ethical approvals

**6.1 PREPARATION OF TABLES, FIGURES AND PLATES**

**6.1.1TABLE**

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. Table I. Variation of Prices. A table heading shall not be underlined. The layout of a table should be simple.

**6.1.2. 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 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. Normal Curve for Students’ Scores.

**6.1.3 PLATES**

Plates, as a rule are photoprints, but shall herein also include scanned images. They may be direct photographs of living organisms of 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 typed below it. Plates in each chapter shall be numbered consecutively in roman numerals in the order in which they are cited in the text.

**7.1 CITATION OF REFERENCES IN THE TEXT**

Various systems for the citation of references and listing of bibliography exist and the system adopted generally varies from discipline to discipline. However, candidates are expected to use the systems described hereunder. Disciplines using the APA format should as much as possible adhere to the 6th Edition.

Reference shall be cited in the thesis by means of the author's surname, followed by the year of publication. If the author's name forms part of a sentence in the text, the year of publication shall be given in parentheses. If the author's name does not form part of a sentence in the text, both the author's name and 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 (Tunji, 2021) it was discovered that " “. Tunji (2020) noted the differences in price....". "In 2004, Tunji did another study on population....".

To distinguished between two or more works by the same author, published in the same year, the suffixes a, b, c shall be used after the year of publication e.g "Alli, (1986a) observed a similar trend".

**7.1.1 MULTIPLE AUTHORS**

Work by two or more (not 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 author 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 assessment for promotion exercise (Ake and Bala, 2020) it was found that...." "In an earlier study, Ake and Bal (2019) had insisted that...."

**7.1.2 WORK BY FIVE AUTHORS** Here, cite all the five authors in the first occurrences; subsequently, include only the surname of the first author, followed by "et al" (in italics) and then the year of publication.

**7.1.3 WORK BY MORE THAN FIVE AUTHORS**

In the case of a work by more than five authors, name only the first author, followed by "et al" (in italics), and then the year of publication, in the first and subsequent citations. Note however, in the reference list, the names of all authors will appear in full.

**7.1.4 ANONYMOUS AND PSEUDONYMOUS AUTHORS**

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

1. 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, 1920)."
2. 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 dicoumarol is more severe in vitamin A deficient rats than in normal rats (Anonymous 1920)." The citation rules for single authors shall apply.
3. Holy books (e.g. the Holy Bible the Glorious Qur'an). The appropriate chapter's number shall be cited followed by the verse(s) number or range.

**7.1.5 CORPORATE AUTHORS**

Official publications of international organisations, government, government agencies, institutions, professional societies, commercial firms, and other corporate bodies. Candidates shall cite the name of the corporate 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., 1920)."

Spell it out in full, the name of such corporate authors each time they appear as 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, ECOWAS, OPEC, OAU, may be cited by official abbreviations of their English names.

Candidates from science-based disciplines may also cite the abbreviated English names of apex professional organizations recognized by UNESCO and other UN agencies e.g. ICSU, IUPAC, IUB, AOAC, IUPS, etc. but the full names shall be spelt out when listing the references. Anonymous work 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 cocoa beans by Nigerian seaports has tripled in the last three years (NPA, 1990). All other corporate bodies that do not fall into these categories mentioned above shall be cited by their full names. Examples:

First citation in the text: "(Nigerian Library Association (NLA), 2020) "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.

**7.1.6 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. Madaki (2019) and R. 0. Madaki (2020) agreed with the result of ..."

* + 1. **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 school 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, intergovernmental agencies, the country or agency shall be identified.

* + 1. **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 appears in the work shall be given.

(a) 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 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) defined 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 departments... and support policies made."

**8.1 LISTING OF REFERENCES**

**8.1.1 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. For thesis in all disciplines, only references actually cited in the text shall be listed under the heading “Reference”. References shall be arranged alphabetically by the author's names, using the reference format approved by the Department (e.g. MLA, APA, Chicago/Turabian). Whichever style a department adopts must be adhered to by all students.

**8.1.2 TYPING**

Each entry shall be typed such that it constitutes a paragraph. The paragraph must start with the author's name and should be indented in the 'hanging' form. Examples: Babaji, G. and Galadanchi, G.S.M. (2004). Study of capacitors in undergraduate laboratory. *African Journal of Materials and Natural Science,* 40(1): 40-49.

Bolding, K.E. (1986). General system theory.

**8.1.3 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.

1. Paging of the article: the first and the last pages. The punctuation and capitalization shall be as in the example below:

Ezeomah, C. (1984). Using educational planning strategy for functional curriculum development. *Nigeria Journal of Curriculum Studies,* 37(2): 45-70.

For multiple authorship articles, the names of the last two authors shall be connected with "and" e.g. Brown M., George G.C. and Powell, E. (1970).

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

(i) The Author's surname followed by initials

(ii) Title of the article.

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

1. Place of publication in the parenthesis if not implied in the name of Newspaper/ Newsmagazine.
2. Day, month and year of issue, in that order.
3. Pagination

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, 1998:17.

(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.

1. Place of publication -it would be useful to specify town not country.
2. Name of publisher
3. Volume number, if more than one.
4. Number of pages in the whole book (depending on the referencing style).

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

Lyons, J. (1977). Behaviorist semantics. In: Semantics. Cambridge: Cambridge University Press.

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.

(e) Laws, statutes and legal instruments. The flowing 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.

(f) The punctuation and capitalization shall be as given in the example below. Decree No 21984: State Security (Detention of person) Decree. The Federal Military Government of Nigeria Official Gazette No. 8 Vol. 71, pp. A27-A28

Unpublished speeches, Seminar Papers etc. The following order shall apply.

Author's surname followed by initials. Title of speech or lecture name of function at which the speech/lecture was delivered, italicized Date, month and year of delivery.

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

(g) Gomwalk, 0. C. A goodwill Message, Sixth International Night or 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 Nigeria, 15 October, 1990.

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

Author's name. Title of article. Title of the whole work. Place of publication-it would be useful to specify town not country. Name of publisher. Year of Publication. Part of the work cited. Pagination.

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

Omotosho. A. Sango Workshop. In: Encyclopedia Yurubana, Onitsha, Ose Publishers, 1906 part l pp.220-221.

Anonymous. Benin Bronze. In: Encyclopedia Nigeriana, Lagos, World information inc.1990 part 2 p. 180.

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

Verne. J. (1965). Journey to the Centre of the Earth. Translated by Robert Banditti Harmsworth.

**9.1 THE BINDING AND THE COVER PAGE**

4.9.1 Binding of Project/Dissertation/Thesis

(a) Before the oral defense the project/dissertation/thesis shall be bound in soft cover (spiral bind).

(b) After a successful oral defense, the project/dissertation/thesis shall after revision to the satisfaction of the examiner be bound in hard cover.

**9.1.2 The cover page**

(a) Before the oral defense, on the front cover shall be printed

i. The approved title of the project/dissertation/thesis all capitalized about 25mm (1inch) from the top

ii. The full names of the candidates as registered with the School of Postgraduate Studies with surname last all capitalized about the middle of the cover. The word ‘by’ should not precede the candidate’s name

iii. The degree in view accompanied by the word Project/dissertation/thesis and year of submission (e.g. Ph.D. thesis or M.Sc. dissertation e.g. 2020 at the bottom centre.

iv. The accepted format for the abbreviation of diploma/degree title e.g. PGDPA, M.Engr.; M.Agrs.; M.A, M.Sc., and Ph.D. shall apply/be used as approved by the Department and in line with international standard.

(b) After a successful oral defense.

i. the final title of the project/dissertation/thesis and full names of the author shall be written on the cover as specified in appendix (i) and the colour of the print shall be gold.

ii. on the spine of the project/dissertation/thesis shall be printed also in gold and all capitalized the author initial (s) Surname, title of degree and year of submission in the order starting from the lower end of the project/dissertation/thesis with title held vertically.

**10.1 SUBMISSION**

On submitting a thesis either before or after the defence a candidate should obtain immediately an acknowledgement duly signed and dated by the Supervisor(s), Programme Coordinator, and the Head of Department.

(i) Before Oral Defence. The candidate shall submit the required number of soft copies to the Head of Department or Programme Coordinator through the Supervisor.

(ii) After Oral Defence. The candidate shall submit to the required examiner(s) a copy of the corrected thesis. After certification by the authorized examiner(s), the candidate shall submit the required number of hard copies to the Head of Department through the Supervisor which shall be transmitted to the School of Postgraduate Studies. Projects/dissertations/theses that do not follow these guidelines will be rejected by the School of Postgraduate Studies and returned for compliance.

(iii) Submission of the electronic form of Dissertation/Thesis.

A soft copy of the Dissertation/Thesis in word format should be submitted to the Secretary, School of Postgraduate Studies. An addition, the student should submit copies to the following:

1. Department
2. Supervisors
3. Faculty (1 copy)
4. School of Postgraduate Studies (1 copy)
5. Library (1 copy)

**11.1 COLOUR OF THE THESES/DISSERTATIONS/PROJECTS.**  The following are the approved colours for binding theses, dissertations and projects:

(i) Ph.D. - Blue (ii) Academic Masters - Red (iii) Professional Masters and Doctorate degrees - Green (iv) Postgraduate Diplomas – Black, to be covered in cloth (e.g. water resistant material).

**12.1 PLAGIARISM TEST**

Candidates must obtain a plagiarism certificate before oral defence.

**13. 1 PROQUEST PUBLISHING**

Candidates who wish to publish their dissertation/thesis can approach the Library and pay the relevant fee for ProQuest publishing.

**APPENDIX I**

**COVER PAGE**



**AN ASSESSMENT OF THE TREASURY SINGLE ACCOUNT (TSA) AS AN INSTRUMENT FOR ACCOUNTABILITY AND TRANSPARENCY**

**BY**

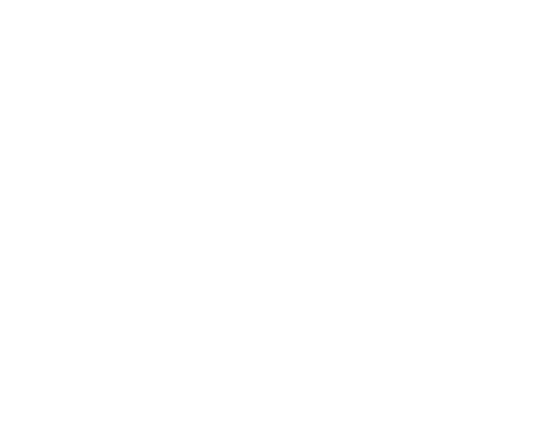
**ABDULLAHI YEMI OKAFOR**

**19/301/UHS/001**

**(B.Sc.; M.Sc.)**

**DEPARTMENT OF BUSINESS ADMINISTRATION**

**UNIVERSITY OF ABUJA**

**OCTOBER, 2021**

**APPENDIX II**

**TITLE PAGE**

**AN ASSESSMENT OF THE TREASURY SINGLE ACCOUNT (TSA) AS AN INSTRUMENT FOR ACCOUNTABILITY AND TRANSPARENCY**

**BY**

**ABDULLAHI YEMI OKAFOR**

**19/301/UHS/001**

**A THESIS SUBMITTED TO THE SCHOOL OF POSTGRADUATE STUDIES, UNIVERSITY OF ABUJA, IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE AWARD OF THE DEGREE OF DOCTOR OF PHILOSOPHY, (Ph.D.) BUSINESS ADMINISTRATION**

**OCTOBER, 2021**

**APPENDIX III**

**DECLARATION PAGE**

“I hereby declare that this work is the product of my research efforts; undertaken under the supervision of Professor Dada Doma Ade, and has not been presented and will not be presented elsewhere for the award of a degree or certificate. All sources have been duly acknowledged”.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature & Date**

**ABDULLAHI YEMI OKAFOR**

**19/301/UHS/001**

**APPENDIX IV**

**CERTIFICATION PAGE**

“This is to certify that the research work for this thesis and the subsequent preparation of the thesis by **(Abdullahi Yemi Okafor, 19/301/UHS/001)** were carried out under my supervision”.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature & Date**

**PROF. D. D. ADE**

**APPENDIX V**

**APPROVAL PAGE**

“This thesis has been examined and approved for the award of Doctor of Philosophy (Ph.D.) (Business Administration), by the Thesis Examination Committee”

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**Internal Examiner I Date**

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**Internal Examiner II Date**

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**Internal Examiner III Date**

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**Head of Department Date**

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**Dean of Faculty Date**

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**External Examiner Date**

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**Dean, School of Postgraduate Studies Date**

**APPENDIX VI**

**APPROVAL PAGE (Masters)**

“This Dissertation has been examined and approved for the award of Master of Science (M.Sc.) (Business Administration), by the Dissertation Examination Committee”

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**Head of Department Date**

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**Dean, School of Postgraduate Studies Date**

**APPENDIX VII**

**APPROVAL PAGE**

“This thesis has been examined and approved for the award of the Doctorate Degree in Public Administration (DPA), by the Thesis Examination Committee”

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**Head of Department Date**

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**Dean of Faculty Date**

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**External Examiner Date**

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**Dean, School of Postgraduate Studies Date**

**APPENDIX VIII**

**APPROVAL PAGE (Postgraduate Diploma)**

“This Project has been examined and approved for the award of Postgraduate Diploma in Business Administration (PGDBA), by the Project Examination Committee”

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**Supervisor Date**

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**Head of Department Date**

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**Dean of Faculty Date**

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**External Examiner Date**

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**Dean, School of Postgraduate Studies Date**