



## UNIVERSITY OF EMBU

### SCHOOL OF PURE AND APPLIED SCIENCES

#### Department of Mathematics, Computing and Information Technology

### 1.0 THESIS FORMAT

#### 1.1 General

The thesis must be typed, bound and submitted (THREE copies). All supervisors will screen and approve the thesis before submission and ensure that the student has submitted for publication at least 1 and 2 papers for masters and PhD thesis respectively. The supervisors must all sign to indicate their approval that the thesis is adequate in form and content and ready for examination. The department will then forward with a covering letter 4 copies of the thesis to the Dean/Director, Graduate School through the dean, SPAS. Ph.D. thesis may be written in the publication papers format provided that care is taken to avoid repetitions, inconsistencies and ambiguities.

#### 1.2 Thesis Typing

The thesis shall be spaced adequately, font 12 Times Roman, on a standard A4 size paper. Page margins will be 40 mm (1.5 inches) to the left and 25 mm (1 inch) all other sides. Referencing shall follow an acceptable and consistent style of presentation. However, whichever method is chosen, consistency in the whole document must be maintained. Note the style for heading and sub-headings and use of capital and lower cases, underlining (italics etc.). The major headings shall include:

#### 1.3 The Preliminary Pages

The preliminary pages of the thesis should mirror the usual scholarly books

- Title page
- Declaration
- Dedication
- Acknowledgement
- Table of contents
- List of figures (where applicable)
- List of tables (where applicable)
- Abstract

i) **Title pages:**

This indicates the title of the study, the author's name, the degree requirement being fulfilled, the name of the University awarding the degree, the date of submission of the thesis and the signing of the supervisors. (See sample above)

**Title page Sample**

The page should not be paginated. All wording should be single-spaced, in font 12 times new romans and not bolded. The exception to this shall be the title and the month and year stipulated below. Items will be arranged in the following sequence.

- The title shall not be more than 20 words. The title should however be sufficiently descriptive to reflect the nature of the research work. The title shall be in font 14, times new romans and in bold.
- The student's name shall be written in full followed by the highest qualification in standard abbreviation in parenthesis.
- Registration number of the student shall be written below his/her name.
- The caption for the research work shall follow;

A Thesis submitted in partial fulfillment of the requirements for the award of the degree of (specify, e.g. Master of Science) in the School of Pure and Applied Sciences of the University of Embu.

- The month and year of submission of thesis shall be indicated immediately after the above citation. It shall be adequately spaced from the citation and centered.

ii) **Declaration page:**

This should be written as:

“This thesis is my original work and has not been presented for a degree in any other university or for other award” The student signs his/her name shown below:

Sign.....Date.....  
Nathaniel Kimunya

All the supervisors then sign the thesis, starting with the main supervisor. Their positions at work e.g. Senior Lecturer, should however not be included. The citation shall be indicated before the supervisors. names. The citation shall be

‘We confirm that the work reported in this thesis was carried out by the candidate under our supervision’

The supervisors' names and signatures shall follow the following illustration; There shall be o numbering of the supervisors.

**Example:**

Dr. Name of Supervisor  
Department of Mathematics, Computing and Information Technology  
University of Embu  
P. O. Box 6 – 60100  
Embu

Sign.....Date.....

- iii) **Dedication statement:** This should not exceed 25 words for master's thesis and 30 words for Ph. D. thesis. It should follow the declaration page beginning on a separate page.
- iv) **Acknowledgement:** The acknowledgement page gives the writer the opportunity to express appreciation to those who contributed to the completion of the research work. It should not exceed 200 words.
- v) **Abbreviations / acronyms**  
This shall include informal and formal abbreviations and acronyms used. It shall not include internationally recognized symbols
- vi) **Table of contents:** The table of contents outlines the major sections and subsections of thesis, indicating on which page the reader will find those sections of interest. This should be consistently done
- vii) **List of tables and figures.** This follows the table of contents beginning on a separate page for each. The lists identify the numbers, title and page of the tables and figures as they appear in the text.
- viii) **Abstract:** This summarizes the background, aim, methods, results and conclusions of the research. Refer to salient findings giving quantified values and pertinent information that others can refer to and even cite the abstract for specific finding/Information. This shall be single spaced, one statement and not paragraphed. It shall not exceed 800 words

## **1.4 Main Body**

The general content may follow the following guidelines but the department shall define its general content format

- Chapter 1. Introduction
- Chapter II. Review of the Literature
- Chapter III. Materials and methods
- Chapter IV. Results
- Chapter V. Discussion

➤ Chapter VI. Conclusion and recommendations.

This should be presented in chapter format as follows. The department may change the format but the format shall be recommended for approval by the school. The BPS shall approve the format for adoption.

### **CHAPTER I. INTRODUCTION (new page)**

- 1.1. **Background of the study:** This gives the specific gaps that were considered to be the root of the problem investigated.
- 1.2. **Problem statement:** This gives a more accurate approach to the issue being investigated. It should be very short and precise and should identify the main variables, defined conceptually on the stages. It shall be a statement, only one paragraph of not more than 600 words
- 1.3. **Research questions (Optional):** Should relate to the hypothesis and objectives.
- 1.4. **Hypothesis:** Should be stated in an acceptable form, either null or alternative hypothesis.
- 1.5. **Objectives**
  - 1.5.1 General Objective-Should be related to the title
  - 1.5.2 Specific objectives –Should be closely linked to the research questions or/ and hypothesis.

They should be adequate enough to cover content desirable for M.Sc. or Ph.D. work.

1.6. **Justification of Study:** This should give adequate justification of the study.

1.7. The department may wish to add more sub-topics to reflect desirable value addition of the work

### **CHAPTER II: LITERATURE REVIEW**

A comprehensive literature review should be given. All relevant literature to each objective should be exhaustively cover every objective of the study subheadings may sometimes be useful.

### **CHAPTER III: MATERIALS AND METHODS (new page)**

This should cover the procedures you employed in your study. The method shall be adequately described but if the methods or apparatus have been adequately described previously in accessible books or journals, then references to these should be provided and only enough description given to identify the method. The chapter may include a full description of the study area (if a field observation study was done), the sampling designs, and ethical implications where applicable.

### **CHAPTER IV: RESULTS AND DISCUSSION (new page)**

In this chapter, research findings are presented and discussed appropriately and adequately. The objectives and hypothesis are addressed to in as much as possible. The format of presentation shall be easy to follow and understand. In some cases, a department may wish to present results and discussion separately. This is acceptable as long as the thesis is adequate in content and form.

### **CHAPTER V: CONCLUSION AND RECOMMENDATIONS (new page)**

This section should address conclusions aligned to objectives. Recommendations and further work shall be included in this section. A department may wish to present conclusion and recommendations as two distinct chapters. This is acceptable as long as thesis shall be adequate in content and form.

## **REFERENCES (new page)**

This section shall contain all references cited in the text. It shall follow an acceptable format that is consistent and defined by the department.

### **1.5 Supplementary pages**

- References
- Appendix (where applicable).