**OROMIA STATE UNIVERSITY**



**RESEARCH POLICY AND GUIDELINES**

**September 2017**

**RESEARCH GUIDELINES/PROCEDURES**

* 1. **Background**

The very source of the guidelines for research activities at OSU is the research policy document which has been set to handle research and dissemination. The guidelines are meant to guide effective implementation and conduct of research including reporting and dissemination of results and are expected to aid decision making process at OSU in relation to research. This document includes various sub-categories such as guidelines for: style and formatting, proposal writing procedures, research report writing and citation and referencing.

## Style and Formatting

Scientific writing requires consistency in style and format in research proposals, theses and dissertations. Certain rules are followed consistently throughout these documents. These rules are presented below.

1. **Font**
   1. Times New Roman font is required throughout the documents. There should be no variation in the type of font used throughout the research proposal, thesis or dissertation.
   2. The cover page of the thesis or dissertation proposal is presented in 14-point font size.
   3. Heading shall be typed in the Font style ‘Times New Roman’, Font size 14, bold and aligned center
   4. Subheading should be typed in the Font style ‘Times New Roman’, Font size 12, bold and aligned left
   5. Sub-subheading should be typed in the Font style ‘Times New Roman’, Font size 12, italic bold and aligned left after one inch from edge
   6. The general text must be justified and typed in the Font style ‘Times New Roman’ and Font size 12.
2. **Margins**
   1. A margin of 1.25 on the left, right, top and bottom of the page is required.
   2. A margins of ***1inch*** at the top, bottom and right side, and ***1.25*** at the left sides.
3. **Line Spacing and Paragraph Format**
   1. The line spacing for all of the narrative is 1.5 although single line spacing is to be applied to captions of tables and figures.
   2. An extra line (1.5 spacing) is kept between paragraphs above and below all headings, sub-headings and captions.
   3. All paragraphs should be in block paragraph format.
4. **Page Numbering and Set Up**
   1. Each component of the preliminary section, each chapter of the narrative, the References chapter and the Appendix must start on a new page.
   2. As a rule, each component of the preliminary section should be short and not exceed one page. Exceptions to the latter may be for the Table of Contents, Acronyms and Abbreviations and the List of Tables and List of Figures.
   3. Except for the cover page, every page of the thesis or dissertation is assigned a page number.
   4. The use of two different types of page numbering is recommended. Small Roman numerals such as ii, iii, etc*.* are used for the preliminary section from the title page to the page preceding the Introduction.
   5. A page number should not appear on the title page and the subsequent page will be numbered with ii.
   6. Arabic numerals such as 1, 2, 3, etc. are used from the first page of the Introduction to the last page of the Appendix.
   7. Page numbers are centered at the bottom of the page. Page numbers will not include periods or dashes.
5. **Tables and Figures**
   1. Students should decide the most appropriate way to present their data. They should not use tables and figures for the same data discussed in the narrative.
   2. Tables and figures should be single line spaced. Borders are required above and below the column headings and below the last row of the table.
   3. Tables and figures should be logically placed in the narrative of the thesis or dissertation and should be as close as possible to the results narrative where those tables and figures are first cited.
   4. The headings within the Tables and Figures can be bolded. Tables and figures should be consistent in format throughout the document.
   5. Tables and Figures which are more than one page in length are strongly discouraged. Also, the author is responsible for checking computational correctness in the tables and figures.
   6. All tables and figures should have a clear and concise caption. Table notes may be used to describe the contents of the caption or column headings cross-referenced using super-scripted numbers.
   7. For ease in readability, landscaping of tables and figures is encouraged as necessary.
   8. Empty space between the tables and figures and the narrative should not exceed two double spaces. Tables and figures should be clearly presented and self-explanatory. The reader should be able to understand them without reading the narrative of the results.
6. **Other Style and Formatting Issues**
   1. Where required, scientific names in any part of the research proposal, thesis or dissertation should be written in italic fontwith the genus name starting with a capital letter. The species epithet will appear in a small letter. Similarly, no English language terminology such as words, nouns, or pronouns shall be italicized.
   2. All measurements should be given in metric units.
   3. Only the Ethiopian Birr (ETB) shall be used for budget currency discussions.
   4. Complicated, long or awkward sentences should be avoided.
   5. Correct grammatical rules should be followed.
   6. Contractions such as shouldn’t, can’t, and won’t should not be used.
   7. The use of personal pronouns such as I, you and we should be avoided.
   8. Colloquial language (slang) should be avoided.
   9. Technical jargon should be minimized.
   10. There should be no misspelled words in a proposal, thesis and dissertation. Nor should there be any grammatical errors. Researchers/Students are strongly encouraged to use the “Spelling and Grammar” check in the Microsoft Word to avoid any such language problems.

## RESEARCH PROPOSAL WRITING

* + 1. **Introduction**

Writing a proposal is the first step in conducting any research and developmental activities. The intention of the proposal is to ensure that the investigators have done sufficient preliminary reading in the area of their choice and they are able to provide more than a broad description of the topic which they plan to investigate. The proposal is, in effect, an intellectual scholastic contract which specifies what you will do, how you will do it, and how you will interpret the results. A proposal should show a reasonably informed reader why a particular issue needs to be addressed. To that end, a proposal needs to show how your work fits into what is already known about the topic and what new contribution your work will make. The proposal should situate the work in the literature, it should show why this is an important question to answer in the field, and convince your committee that your approach will in fact result in an answer to the question.

* + 1. **Contents of a research proposal**

Any formal research proposal to be submitted by researchers/a graduating class student is expected to have the following basic components though there can be slight variations as per the program and nature of the study.

1. **Preliminary section**
2. The Cover Page (Title Page)
3. Table of Contents
4. List of Tables (if any)
5. List of Figures (if any)
6. Abbreviations (Acronyms and Abbreviations)
7. **Main body section** 
   1. Introduction
      1. Background
      2. Statement of the problem
      3. Objectives
      4. Significance of the study
      5. Scope
      6. Hypotheses / Research Questions (where applicable)
   2. Review of Literature
   3. Methodology (Materials and Method)
      1. Research design
      2. Methods of Data collection
      3. Sampling
      4. Method of data analysis
   4. Plan of activities
   5. Budget
   6. References
   7. Appendix
8. **The cover page (title page)**

The cover page should be informative, free from any ambiguity and incompleteness. It contains names of the university, the title of the research proposal, the name of the researcher/student, the department (the program of study) and the name of the advisor. The place, month and year are put as (at) the last items on the cover page. The title should accurately reflect the scope and content of the study. The title of the research proposal should convey the main purpose of the research. The title therefore should convey maximum information in fewer words (between 12- 15 words) than any other part of the proposal. The title should be descriptive yet discrete and contain the key words of the proposal. Do not use terms like "Research into...", "A Study of...” an investigation on as indicated earlier, the page on which the project title appears is the cover page. A model cover page is given in **Appendix I.**

1. **Table of Contents**

All the headings or entries in content page should correspond exactly in wordings, fonts and cases with headings as they appear in the text.

1. **List of Tables**

The list of tables comes next to the Table of Contents. This is a list of the proposal’s major sections and corresponding page numbers.

1. **List of Figures**

The **list of figures** comes next to the List of Tables. However, if there isn’t any List of Tables, it comes immediately after the ‘Table of Contents’ page. This should contain information on the various figures on the text of the proposal.

1. **Acronyms**

The investigator/s should write lists of abbreviations used in the main body of proposal in alphabetical order and aligned left.

1. **Introduction**

The introduction of the research proposal provides pertinent background information on the research project and should be as brief as possible. Ideally, it should not exceed four pages in length. Using the future tense as appropriate, the introduction includes:

1. Clear statement of the problem, nature, symptoms, and extent of the problem and variables influencing the problem, thus leading to a clear set of research objectives.
2. Objectives that specify the goals of the research, research information to be gathered, research questions to be answered or research hypotheses developed and to be tested. Writing the introduction without dividing it into sub-headings is preferred. However, Ph.D. students in all fields and master’s students may include subheadings in the following sequence.
   1. Background
   2. Statement of the Problem
   3. Objectives of the Study (General Objective and Specific Objectives)
   4. Significance of the Study
3. **Literature Review**

The literature review is chapter two. It should be a critical analysis of the relevant existing knowledge on the proposed research topic. It includes the strengths, the limitations and gaps of previous studies. The literature review should be relevant with recent citations on the topic. Citations within the past five years are ideal and generally considered current. Citations ten years and older should be used sparingly and only when necessary. Unpublished documents and lay sources like encyclopedias are discouraged. Serious care must be given to avoid any possible consideration of plagiarism. This is done by the student carefully tracking and referencing each and every document used in the research.

1. **Materials and Methods (RESEARCH METHODOLOGY)**

Chapter three may also be called “Methods.” It describes precisely what will be done and how it will be done, what data will be recorded, the proposed tools or instruments to be used in data collection and the methods of analyzing the data. In this section, the researcher/student should give clear, specific, appropriate and credible procedures that will be followed to attain the proposed objectives of the study. The research design planned for use should be clearly stated. The research methods should be appropriate to the problem area, i.e., the statement of the problem, the objectives and the hypotheses. In selecting appropriate research methods and techniques, the student should be able to answer the question: "Precisely how will I conduct the proposed research.” The logistics of implementation should be viewed parallel to the choice of the research design. The researcher/student should consider affordability, time issues, feasibility of the study and availability of equipment and supplies. The researcher/student should also address the methods of data collection, data quality control and methods of data analysis.

Materials and Methods also called Methods should also include:

* + - Definition of Terms (optional)
    - Definition of Variables (optional)
    - Description of the Study Area
    - Study Period when Data Will Be Collected
    - Study Design
    - Description of Population.
    - Sampling Methods.
    - Data Collection tools
    - Data Analysis.
    - Data Quality Control.

1. **Plan of Activities**

This chapter five focuses on the budgeting of time for the implementation of the research project. The student assigns time frames for the completion of various activities of the proposed research. The plan of activities can be presented in the form of a table. Only major activities for accomplishing the research activities and corresponding time frames should be included in the table.

**Table1. Example of activities plan**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Details** | **2005E.C.** | | | | | | | |
| Sep. | Oct. | Nov. | Dec. | Jan | Feb. | Mar | Apr. | |
| Review of literature and preparation of questionnaire | X | X | X |  |  |  |  |  | |
| Recruitment and training of enumerators |  |  |  | X |  |  |  |  | |
| Primary data collection |  |  |  | X | X |  |  |  | |
| Data compilation |  |  |  |  |  | X |  |  | |
| Data analysis |  |  |  |  |  | X |  |  | |
| Thesis writing |  |  |  |  |  |  | X |  | |
| Thesis submission |  |  |  |  |  |  |  | X | |

1. **Budget**

The **budget** portion of a research proposal sets out the financial resources required for the implementation of the project. This ensures that the necessary personnel, travel, per diem, equipment, materials and associated services and expendable supplies (paper, stencil, ribbon, literature, etc.) will be available for the project. The student should summarize towards the end all the expenditure under various headings that may include unforeseen expenditure (contingency allowance of 5 to 10%) as well. The budget estimate must, therefore, be prepared with utmost care and thoroughness. It must be realistic, as both overestimation and underestimation should be scrupulously avoided.

1. **References**

The references must include all works cited or referred to for information while writing the research proposal. The section contains all published and unpublished scholarly materials like books, periodicals, documentary materials, pamphlets, yearbooks, statistical abstracts, annual reports, etc. which were consulted for relevant information following strictly the rules of scientific references. In addition, students are required to strictly observe and follow the following points or use the Harvard System to list of all works cited in the proposal. **See the detail in the reference citation part.**

1. **Appendix**

Any detailed technical matters of interest to a few readers should be put at the back end of the proposal. Therefore, a preliminary draft of the questionnaire, mathematical formulae or derivations, detailed description of the sample selection procedure(s), etc., if they are deemed necessary, should be confined to the appendix (ices). They can either be bound with the actual proposal or attached separately. In many circumstances appendix is not necessary.

* 1. **RESEARCH REPORT WRITING (THESIS/ DISSERTATION FORMAT)**

The research work that you do and the eventual thesis/dissertation writing are carried out under the guidance of senior school/institute/department member(s) specialized in the student's major field of study.

* + 1. **General Structure of research report**

The general format of research report writing (thesis/dissertation) is shown below. Most of the parts have been discussed in the proposal section. However, the report can be categorized as preliminaries, the text, and the reference materials and appendices.

1. The Preliminaries Part
2. Cover Page
3. Title Page
4. Acknowledgments
5. Abbreviations (Acronyms and Abbreviations)
6. Table of Contents
7. List of Tables
8. List of Figures
9. Abstract
10. **The Text of the report (main body**)
11. Introduction
12. Literature Review
13. Materials and Methods
14. Results and Discussion
15. Conclusion and recommendation (in some cases summary and conclusion, recommendation)
16. **The Reference Materials and Appendices**
17. References
18. Appendices
    * 1. **Brief description of research report writing**

In this section only those parts that are not described in proposal part will be discussed in brief. Therefore, in the preliminary parts only *acknowledgement and abstract*; and in body part only *result and discussion, summary/conclusion and recommendation* will be discussed here under.

* + - * 1. **Preliminary section of report writing**
      1. **Cover page**

The cover page is the first page of a thesis or dissertation. It is preferably printed on hard paper. It includes the title of the thesis or dissertation, the degree for which the work is conducted, the full name of the student and the month and year in which the thesis or dissertation is formally submitted. This is the only page of a thesis or dissertation for which a page number is not assigned. Please refer to the sample pages for the thesis and dissertation.

* + - 1. **Title Page**

The title page is the second page of a thesis or dissertation and the first page for which a page number is assigned although it does not have a number typed on it. It includes the title of the thesis or dissertation, the name of the institute, college or school, Oromia State University, the degree for which the thesis or dissertation is presented, the name of the researcher(s), candidate and the month, year and place of submission. Samples are provided. The names of the advisor and co-advisor of the thesis are provided in this title page. The following are a few samples of precise and concise titles.

* FACTORS DETERMINING TIMELY COMPLETION OF GOVERNMENT FUNDED CONSTRUCTION PROJECTS IN OROMIA
* CONTIBUTION OF MICRO AND MACRO ENTERPRISE FOR ECONOMIC DEVELOPMENT IN EAST SHOWA ZONE OF OROMIA
  + - 1. **Approval Sheet**

The approval sheet is available from respective colleges, departments, the School of Graduate Studies or from research and community work director. The final approval page will be incorporated into the researcher’s paper, thesis or dissertation after being signed by the board of examiners and members of the advisory committee or advisors. The signing of the document will occur after a successful presentation of the research in the open defense as well as staff members of the university and all required revisions to the document arising from the presentation.

* + - 1. **Statement of the Author**

This is the page where the author declares that the research work, thesis or dissertation is his or her own work entirely. The researcher states that the information that he or she has included in the thesis or dissertation have been cited properly. The researcher also declares that the research work, thesis or dissertation is not submitted to any other institution for the award of a degree, diploma or certificate

* + - 1. **Acknowledgements**

The Acknowledgements page recognizes the persons and/or institutions the researcher, student is indebted to for guidance and assistance received, and those to whom he or she is thankful for special aid or support. Acknowledgments should be expressed simply and concisely. Any reference to religious deities in a research proposal, thesis or dissertation should be avoided.

* + - 1. **Acronyms and Abbreviations**

Acronyms and abbreviations are listed in alphabetical order of the terms when written in full form. Abbreviations can be used in the thesis or dissertation title. Well known abbreviations such as FAO, WHO and HIV do not need to be listed. While not listed in the Acronyms and Abbreviations, Standard International (S.I.) units of measurement should be used in the thesis or dissertation. Other than S.I., units, each abbreviation and acronym should be defined in full when it is first used and followed by its abbreviation or acronym in parenthesis. Standard units such as g, kg, m, and km should not be listed. Internationally known abbreviations such as i.e. and etc. are not italicized.

* + - 1. **Table of Contents**

All of the headings and entries in the Table of Contents should correspond exactly in wording, fonts, and cases with the headings or entries as they appear in the narrative of the research, thesis or dissertation.

* Also, there should be no dotted lines connecting headings and respective page numbers.
* The headings and sub-headings in the Table of Contents should not exceed four levels.
* It is advisable to use the built-in style of Microsoft Word or other word processing program to create the Table of Contents so long as it is in keeping with the sample shown.
* If the Table of Contents is more than one page, the title followed in parenthesis with the word “Continued” must appear.
* The second and/or third line of a heading requiring more than one line must be indented to the position of the initial letter of the first line
* Line between main headings and its subdivisions must be double-spaced, whereas between subheadings and between subdivisions are single-spaced.
  + - 1. **List of Tables**

The list of tables comes next to the Table of Contents. The list of tables is constituted of the captions of the tables included in the research, thesis/dissertation. The major points to be observed in preparing the List of Tables include:

* In the text, all Tables are numbered consecutively (with Arabic numerals) starting with “Table 1” for the table which appeared first in the research, thesis/dissertation , and the captions apart from being short and descriptive, must appear on the top of the each table.
* In the List of Tables, the number of the Table, the caption (or title) with all entries corresponding exactly in wording (including fonts and cases) with that in the text and the page number of the manuscript on which each table occurs are entered.
* Only the initial letters of the first word and of proper nouns are capitalized both in the text and in the List of Tables.
* No terminal punctuation is used for the headings or after any title listed therein
* The words Table and Page with their initial letters in capitals head their respective columns, flush with the margin.
  + - 1. **List of Figures and Illustration**

The list of figures comes next to the List of Tables. However, if there isn’t any List of Tables, it comes immediately after the ‘Table of Contents’ page.The major points to be observed in preparing the List of Figures/Illustrations include:

* In the text, all Figures and Illustrations are numbered consecutively (with Arabic numerals) starting with “Fig. 1” for the Figure or Illustration, which appeared first in the thesis/dissertation, and the captions apart from being short and descriptive, must appear on the bottom of each Figure
* In the List of Figures or Illustrations, the number of the Figure, the caption (or title) with all entries corresponding exactly in wording (including fonts and cases) with that in the text and the page number of the manuscript on which each Figure occurs are entered
* Only the initial letters of the first word and of proper nouns are capitalized both in the text and in the List of Figures
* No terminal punctuation is used for the headings or after any title listed therein
* The words “Figure” and “Page” with their initial letters in capitals head their respective columns, flush from the margin
  + - 1. **Abstract**

The word “abstract” is written in capital letters and is centered. The name of the author and the advisor is written below the title and is also centered. The abstract should be one single block paragraph. It should be no longer than a single page in length. The abstract should not be divided into sections or paragraphs. The appropriate 1.5-line spacing should be used. The abstract should summarize the background of the study, the methods used, data analysis methods, results obtained, conclusions drawn and recommendations. Nevertheless, they must be written on the abstract sheets prepared for distribution at the time of defense.

* + - * 1. **The Narrative Section of the Thesis/Dissertation**

This partincludes the Introduction, Literature Review, Materials and Methods, Results and Discussion, Summary, Conclusions and Recommendations, References and Appendix. The results and discussion may be placed in two separate chapters. Each chapter may further be divided into subchapters, divisions, and subdivisions.

**Chapter One: Introduction**

This chapter includes the background information on the subject, a statement of the problem, significance of the study, the need for the study and objectives of the study. The introduction should not be divided into subchapters or divisions. Rather, all the contents of the chapter must be presented in a logical order and well organized to maintain a flow of ideas. The chapter should be brief. Ideally, the chapter is no more than four pages for a master’s thesis and five pages for a Ph.D. dissertation using 1.5-line spacing. The first page of the Introduction will begin with page 1.

**Chapter Two: Literature Review**

The Literature Review chapter should be a critical analysis of the existing knowledge on the research topic. It includes the strengths, the limitations and gaps of previous studies justifying the need for the current research. The Literature Review should be relevant with recent citations on the topic. Citations within the past five years are ideal and generally considered current. Citations ten years and older should be used sparingly and only when absolutely necessary. Part 4 of this manual provides the information required to present the citations correctly in the thesis and dissertation.

**Chapter Three: Materials and Methods (Methodology)**

This chapter provides a statement of the sources of data, methods and procedures of data collection and analysis. Using past tense, a brief and concise description of the conditions under which the investigation was carried out and the materials, procedures, techniques, treatments, experimental design/techniques and the treatments and inputs used should be given under this heading.

This chapter should also include the study area and time period, the populations (source and study), sampling methods used, data collection methods, study variables, quality control methods, data processing and analysis procedures, ethical considerations and limitations of the study. A more detailed description of this chapter is found in Research Proposal of this manual.

**Chapter Four: Results and Discussion**

This part of the narrative presents the results and analyses and interprets them. Researchers, Students may also choose to present the results and discussion in separate chapters.

This chapter presents the results and analyses and discusses the findings of the investigation. It is impossible to give specific directions for organizing the findings of all studies, because of the wide variety of topics investigated, techniques employed and kind and volume of data and information collected. However, attempts have to be made to give appropriate explanation for obtaining contradictory findings with the findings of previous studies.

In presenting and discussing the results, simple, short, direct, rational and declarative sentences should be used. Using past tense when referring to the thesis research and reverting to present tense for discussing existing knowledge or prevailing concepts for conclusion is a better way of writing. All the facts stated and quoted from the other sources must be referred and acknowledged. With the results, researchers present their findings without interpretation in narrative and also in the form of tables and figures. Presenting the same data both in tables and in figures should be avoided. However, when data are presented in the form of a figure, the raw data may be shown in the appendix.The narrative for each table and figure should focus on observations that are most relevant. Researcher/s should write the results narrative in a way that is not highly redundant with the information in the tables and figures.

In the discussion, the researchers interpret their results. The discussion is used to highlight the importance of the study and describe the limitations of the study and implications for future research. If researchers choose to write the results and discussion as one chapter, they should follow the description of major findings with appropriate interpretation and discussion.

**Chapter 5. Summary, Recommendation and Conclusions**

This chapter provides a brief account of the objectives, materials and methods, and the major findings of the study. It presents the more important findings of the research. It draws conclusions and then gives recommendations on such issues as organizational development, procedural issues, educational matters, clinical issues, policy implications and other relevant concerns based on the results obtained from the research. Ideally, the chapter does not exceed four pages. Also in this chapter, citations of previous studies and references to tables or figures in the narrative or the appendix should be avoided. Where required, references to numerical values and probability levels can be made.

The Summary, Conclusions and Recommendations should be presented in narrative format. This chapter can be divided into three sections. Bulleting and numbering should not be used in presenting the conclusions and recommendations. A narrative in sentence format is appropriate.

Recommendations resulting from the research findings are an important facet of this chapter of the research, thesis or dissertation. Recommendations should be developed and written thoughtfully, comprehensively and again in a narrative format. Recommendations should be relevant to the research and only derive from the research findings.

**References**

The references chapter includes all works cited in the thesis or dissertation. All references appearing in the references chapter of the research, thesis or dissertation must have been cited in the narrative. This chapter should include a complete list of on-line searches, journal articles, books, book chapters, governmental reports, non-governmental reports and any other reference materials cited in the narrative. As mentioned previously, references should be relevant and recent. The majority of the citations should be articles published from peer-reviewed journals or recognized official reports from national and international agencies. Ideally, these publications have been published within the last five years and no more than ten years old. Also, any dependence on unpublished materials as references is strongly discouraged. All in-text citations and the reference list in the references chapter should follow in detail in the reference citation style part of this manual.

**Appendix**

The Appendix is the last separate chapter of the thesis or dissertation. It will include, for example, the questionnaires used in the research, focus group discussion guidelines, maps, observation check-lists, mathematical formulae, supplementary illustrative material and any other relevant materials related to conducting and completing the research. The Appendix chapter begins with a new page containing the single capitalized word “APPENDIX” in the center of the page. It has a page number. Each appendix should be labeled by a capital letter such as Appendix A, Appendix B, Appendix C, etc. Each Appendix should start on a new page and have a clear, precise and appropriate title all in capital letters.

# REFERENCE CITATION STYLE

* + 1. **Reference Citation System**

There are a number of systems for the citation of references. Oromia State University expects students and staff members to use the alphabetical/name-date system, in a particular style, known as the **Harvard style**. As many University regulations may differ in the use of bibliographies and reference lists, students and staff researchers are advised to check Oromia State University manuals.

* + 1. **Citing reference In-text**

Any intext reference should include the authorship and the year of the work. There are two possible ways of in-text citation, namely, **the subject-centered and author-centered citation**.

* + 1. **In the subject-centred citation**

The author’s last name followed by a comma, a space, and the year of publication are written in parenthesis usually at the end of the sentence. Where you are mentioning a particular part of the work, and making directreference to this, a page reference should be included:

Cormack (1994, pp.32-33) states that 'when writing for a professional readership, writers invariably make reference to already published works'.

* + 1. **In the author-centred citation**

Only the year of publication is placed in parenthesis. Recognizing country tradition and culture, Ethiopian authors’ names should be presented as they appear in the publication.

When making reference to an author’s work in your text, their name is followedby the year of publication of their work:

In general, when writing for a professional publication, it is good practice to make reference to other relevant published work. This view has been supported in the work of Cormack (1994).

**Further examples for both citation systems**

**Single Author**

Subject-centered citation: (Kerry, 2009)

Author-centered citation: Kerry (2009)

**Two Authors**

Subject- centered citation: Smith and Brown, 2010

Author- centered citation: Smith and Brown (2010)

For example,where reference is made to more than one author in a sentence, and they arereferred to directly, they are both cited:

Jerry (2015) and Smith (2016) have both shown…….

**For Ethiopian Names:**

Subject-centered citation: (Ayalu A. Reda and NeggaBaracki, 2010)

Author-centered citation: Ayalu A. Reda and NeggaBaracki, (2010)

**Three or more Authors**

Subject-centered citation: (Rashid *et al.,* 2008)

Author-centered citation: Rashid *et al.* (2008)

**Citation of Two or More Works:**

When citing two or more works, order them chronologically by the year of publication and separate them by a semi-colon.

Subject-centered citation: (Sophia, 2008; Towson, 2010; Williams, 2011)

Authors-centered citation: Sophia (2008), Towson (2010), and Williams (2011)

**Same Last Name Authors**

When citing authors with the same last name, use the first initials with the last names again separated by a semi-colon.

Subject-centered citation: (B. Becker, 2010; T. Becker, 2011)

Author-centered citation: B. Becker (2010) and T Becker (2011)

**Same Author and Same Year Published Works**

When citing two or more works by the same author published in the same year, use lower case letters (a, b, c) to distinguish the different works.

Subject-centered citation: (Smith, 2011a), (Yabsira Wolde, 2010a)

Author-centered citation: Smith (2011a), Yabsira Wolde (2010a)

**Personal Communications**

When citing interviews, phone conversations, letters or email messages include the communicator’s name, the fact that it was personal communication and the date of the communication. Do not, however, include personal communications in the References chapter of the research proposal, thesis or dissertation. Personal communications should be used sparingly if at all.

(K. Yared, personal communication, January 9, 2011)

K. Yared (January 9, 2011)

**Organizational Author**

When citing the work of an organization as author, use the full name of the organization the first time when citing the source. When citing the work in subsequent citations, use the acronym.

Subject-centered citation: (World Health Organization, 2010) followed by (WHO, 2010)

Author-centered citation: World Health Organization (2010) followed byWHO (2010)

**Unknown Authors**

When the work has no named author, cite it as “Anonymous” as below.

Subject-centered citation: (Anonymous, 2011)

Author-centered citation: Anonymous (2011)

**Undated Works**

When the works are not dated, cite the year of publication as “n.d.”

Subject-centered citation: (Anonymous, n.d.)

* + 1. **References List in References Chapter**

The reference list should start on a new page following the single numbered REFERENCE page. Each listing should use the hanging indent method where all lines after the first one are indented twelve spaces or one tab. The list should be in alphabetical order by the last name of the author with first and middle names using initials. There are differences in listing references cited from varying sources of materials. In general, the following are examples of acceptable formats for listing references of different sources in the reference section of the thesis/dissertation:

**Journal Article (one and more than two author)**

* Abrol, I.P., 1978. On the method of determining gypsum requirement of soils. *J. Indian Soc. Soil Sci.* 27: 54-59.
* GeletuBejiga, AbebeTullu and SeifuTsegaye, 1994. Effect of sowing date and seeding rate on yield and other characteristics of chickpea (*Cicer arietinum* L.). *Ethiop. J. Agric. Sci*. 14(2): 7-14.
* KetemaBelete, 1994. Comparison of self-pollinated and cross-pollinated populations in grain sorghum. *Ethiop. J. Agric. Sci*. 14(2): 1-6.
* Tadele, T. 2004. Farmers’ perceptions of stem-borers and farm management practices in sorghum in eastern Ethiopia. *International Journal of Pest Management* 50, 35-40.
* Tessema Zewdu. 2004. Grain and straw yield of food barley as influenced by undersowing time of annual forage legumes and fertilization. *Tropical Science*, 44: 85-88.
* Mehta, G.S. 2011. Characteristics and implications of migration. *Journal of Rural Development,* 0(6): 731-744.
* AnimutAsrat and TadesseGebre-Michael, 2008. Assessment of distribution, knowledge and utilization of insecticide-treated nets in selected malaria prone areas of Ethiopia. *Ethiopian Journal of Health Development.* 22(3): 268-274.

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* Buol, S.W., F.D. Hole and R.J. McCracken, 1973. Soil genesis and classification. The Iowa State University Press, Ames. 360p.
* Sposito, G., 1989. The Chemistry of Soils. Oxford University Press, New York. 277p.
* Dyckman, T.R. and Pfeiffer, G.M. 2010. *Financial Accounting 3rd Edition.* Boston, MA, USA: Cambridge Business Press.

**Paper in Proceedings**

* MesfinAbebe, 1982. An investigation into the cause of wilt in cotton. pp. 129-139. Proceedings of Symposium on Cotton Production under Irrigation in Ethiopia. MelkaWerer, Ethiopia, 21-22 October 1982, Institute of Agricultural Research.
* Kenyon, T. 2011. Keynote Address. Proceedings of *the 21st Annual conference of* Ethiopian Public Health Association. October 26-28, 2010 (pp.3-4) Addis Ababa, Ethiopia: Ethiopian Public Health Association.

**Thesis and Dissertation Papers**

* Dereje Hailu, 2003. Effect of Yellow rust (*Pucciniastriformis*) on yield components and quality of bread wheat (T*riticumaestivium*L.) varieties. An MSc Thesis Presented to the School of Graduate Studies of Alemaya University. 135p.
* Tamire Zewde, 2007. Garlic White Rot (*Sclerotiumcepivorum Berk*.) in Shewa: significance, variability and management options (Published doctoral dissertation) Doctoral thesis no. 2007:03. Oromia State University, Batu, Ethiopia.

**Electronic Book:**

* + Biersteker, P.J., Spiro, P.J., Sprira M, and Raffo, V. 2007. *International law and international relations*.

(<http://www.4shared.com/gate/OKYHLz/Interational_law_and_internat.html>) Accessed on June 15, 2011.

**Technical Reports**

* Costar W, Deeney T, Haltiwanger J, and Haley, S. 2008. School Function Assessment Technical Report. Pearson Education, Inc., Boston, MA, USA.
* HIV/AIDS Prevention and Control Office (HAPCO). 2007. Accelerated access to HIV/AIDS prevention, care and treatment in Ethiopia: a road map for 2007-2008. Addis Ababa, Ethiopia: Ministry of Health.
* United States Department of Agriculture (USDA). 2011. Technical Report on Food Insecurity in US Households with Children: Prevalence, Severity and Household Characteristics. Washington, DC: USDA.