



Chancellor College

**THESIS FORMATTING GUIDELINES FOR UNIVERSITY OF MALAWI,
CHANCELLOR COLLEGE**

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ZOMBA

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**Thesis Formatting Guidelines for University of Malawi,
Chancellor College**

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Chancellor College
Zomba**

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Preface

The purpose of these Guidelines is to assist candidates for postgraduate programme awards with the formatting and reference work for submission of dissertations or theses to their respective faculties, the Postgraduate Committee at Chancellor College, the University of Malawi (UNIMA) wide Postgraduate Committee and then to Senate for approval before graduation. The Library is mandated to review a thesis for adherence to the specifications on formatting and reference work to ensure that you have an easily readable and professional-looking work.

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ARRANGEMENT OF THESIS

Each thesis shall be arranged in the order discussed in section 1.1 and 1.2. Specific information about each section is discussed under formatting and layout requirements.

1.1 Front matter (basic)

The preliminary pages shall appear in this order: Cover Page, Title Page, Declaration, Certification of Approval, Dedication (optional), Acknowledgements, Abstract(Thus appearing on page iv or vii), Table of Contents, List of Figures, List of Tables, List Charts(Optional), List of Graphs(Optional), List of Appendices(Optional if many) and Abbreviations and Acronyms.

1.1.1 Thesis title

The thesis title shall be presented on the cover page and title page. For details on the case see the samples on pages 31 and 32.

1.2 Main body

The main body shall contain: Introduction, Text Body (Chapter 1 – Chapter 6), References and Appendices in that order.

FORMATTING AND LAYOUT REQUIREMENTS

2.1 Language of report

The thesis shall be written in consistent style of English (UK).

2.2 Typeface and font size

The thesis shall use Times New Roman typeface with a font size of 12-point. A laser or other high quality printer is recommended for producing the final report.

2.3 Paper

The Thesis shall be written using high quality at least 80g A4 size white and 'non-erasable' paper.

2.4 Corrections

Corrections of typographical errors', or changes in the text, figures or tables shall be made as cleanly and visibly as possible. Correction fluid shall not be used. Corrections shall be made on the original before recopying or reprinting the problem page.

2.5 Margins

All copies of a dissertation shall have uniform margins which shall be set up according to the required margins given in 2.5.1 to 2.5.4. You shall set up your work as you begin writing to a paper size of A4 by selecting the whole document, then select page layout, then select paper and using the scroll down menu to select A4 and press ok. Also cross check before printing that the paper size is the one you chose thus, "A4".

2.5.1 Left margins

All left-hand margins shall be at least **one and one half inches** (1½") throughout the dissertation, from the first sheet of paper through the last. This margin ensures sufficient room for binding the work.

2.5.2 Right margins

All right-hand margins shall be at least **one inch** (1") throughout the dissertation.

2.5.3 Bottom margins

The bottom margin shall be at least one inch (1") throughout the dissertation.

2.5.4 Top margins

2.5.4.1 Top margins of one inch

The top margin shall be at least **one inch** (1") throughout, including the following pages that make up the front and back material of the dissertation.

- (a) DECLARATION
- (b) CERTIFICATE OF APPROVAL
- (c) COPYRIGHT
- (d) LISTS OF TABLES, ILLUSTRATIONS, ABBREVIATIONS and ACRONYMS
- (e) APPENDICES; and
- (f) REFERENCES

2.5.4.2 Top margins of two inches

The following pages shall begin with two inches (2") from the top of the page:

- (a) COVER PAGE
- (b) TITLE PAGE;
- (c) ABSTRACT;
- (d) First pages of the DEDICATION, ACKNOWLEDGEMENT(S) and PREFACE (if any)
- (e) First page of the TABLE OF CONTENTS;
- (f) First page of each CHAPTER (including the introduction, if any).

2.6 Chapter headings and page layout

The following shall be followed when handling the chapter headings and page layout:

- a) Each chapter shall begin on a new page. The same shall also apply to front matter (certificate of approval, acknowledgments, etc.), reference list and appendices.
- b) The “CHAPTER HEADINGS” shall be in “UPPERCASE” with a central alignment including the chapters for preliminary pages.
- c) The headings shall not be typed near the bottom of a page to avoid orphans unless there is room for at least three lines of text following the heading. Instead, you shall simply leave a little extra space on that page and begin the heading on the next page.

2.7 Organisation of headings

The thesis/dissertation is usually divided into chapters with subheadings within the chapter to indicate the orderly progression of the topics and their relation to each other. All chapter headings as well as all other level headings shall be typed consistently in terms of font size and style. APA Citation Style describes headings, and sub-subheadings as levels 1,2,3,4 and 5. However, University of Malawi, Chancellor College Postgraduate Committee recommends the following four levels of headings and text:

- a) First-level headings (centred, bold, upper case and font size 12);
- b) Second-level headings should be flush left, boldface, sentence case, font size 12;
- c) Third-level heading indented, boldface, sentence case, italics, font size 12; and
- d) Fourth-level heading should be indented italicised, no boldface, sentence case and font size of 12.

Note: Headings shall not exceed the fourth level and the headings shall start from 1.1 or 2.1 or 3.1.1 rather than 1.0, 2.0 or 3.1.0 respectively.

2.8 Cover page and Title page

The Cover page is the first page of the thesis which shall be used by the bindery when giving a title to your document. The cover page shall not be numbered and shall not be counted when counting the page numbers. The Title page is the second page after the cover page but is counted as the first page in roman numerals “i”. Make sure that you don’t omit this page as it serves a different purpose in matters of publications. Unlike the cover page, the title page varies from the cover page in terms of content. For example it contains among other things: the name of the previous highest qualification and awarding university and a statement of the general purpose of the thesis as in “c” and “d” below. Avoid putting a “full stop” or “period” at the end of the end of all the statements on the title and cover pages such as thesis title, your name, month and year of submission and the rest mentioned below from a to h. For samples see pages 23 and 24. The title page of your dissertation shall appear as follows:

- (a) the title of the dissertation, typed in all capital letters, centred two inches below the top of the page;
- (b) the Expected Degree/Programme e.g. M.A./PhD (Economics)
Thesis/Dissertation;
- (c) the word “By”, centred three quarters of an inch below the previous line;
- (d) author’s Official Name followed on the next line below the name by the previous highest qualification and awarding university;
- (e) the following statement should be one and half spaced two inches below your name:

Submitted to the Department of Curriculum and Teaching Studies, Faculty of
Education, in partial fulfilment of the requirements for the degree of Master of
Education in Curriculum and Teaching Studies (Language Education)

- (f) “UNIVERSITY OF MALAWI”
- (g) “CHANCELLOR COLLEGE”
- (h) month and year of submission centred near the bottom of the page as :

MARCH, 2018

2.9 Declaration

You shall declare that the dissertation is your own work. This page shall therefore contain the signed declaration as shown under sample page 30.

2.10 Certificate of approval page

The approval page of the dissertation shall bear the following information:

- (a) The words “**Certificate of Approval**”, centred one inch below the top of the page. Then followed by the following words: “The undersigned certify that this thesis represents the student’s own work and effort and has been submitted with our approval.
- (b) Thereafter, there shall be signature and date lines and names of the Main Supervisor and other supervisors.
- (c) Each committee member’s highest academic degree followed by academic position e.g. (Senior Lecturer) stated after their typed name.

All signatures on your approval page must be in black ink. Refer to the samples on page 31 for formatting assistance. The Thesis shall be signed by both students and the supervisor before submitting it to Postgraduate Committee.

2.11 Copyright

If you wish to copyright your dissertation, you shall include a copyright page, following the certificate of approval page, with the following information entered on the bottom half of the page:

Copyright ©...Year by Full Legal Name

All Rights Reserved

2.12 Dedication, acknowledgement(s), and/or preface (optional)

A **DEDICATION** is a personal statement from the author acknowledging a person or group. Most dedications are short statements of tribute beginning with “To”. No heading is required on the DEDICATION page

An **ACKNOWLEDGEMENT** is a statement of the author's gratitude to and recognition of the people and institutions that helped the author's research and writing.

A **PREFACE** is a statement of the author's reasons of undertaking the work or other personal comments, which are not directly germane to the materials, presented in the literature review and the research methods chapters of the dissertation. These reasons tend to be of a personal nature. There is no limit to the length of the **ACKNOWLEDGEMENT(S)** and **PREFACE**.

2.13 Abstract

An abstract is a brief comprehensive summary of the contents of the thesis or dissertation. The abstract shall contain the aim or main purpose of the research, the specific objectives may or may not be included, the methodology, major findings and recommendations in brief. A well prepared abstract shall be presented in one paragraph and on one page both for Masters Thesis and Doctoral Dissertation and the top margin shall be 2 inches.

2.14 Table of contents

The table of contents shall be created automatically. Microsoft Programmes for word document have guides on how to create the automatic table of contents and you may visit the internet for guidance. The automatic table of contents shall be done as you start writing your work so that you can easily capture all the headings and the subheadings following the number levels that shall be set according to these guidelines. This ensures consistencies in terms of typeface at each and every number level and it is easier to update at a later stage in case the content shifts to a different page after editing. The automatic table of contents shall be created using "Style Header" and selecting the type of header that you want to use at that level. The headers shall be customised to meet the specifications for a particular level as provided under 2.7 in these guidelines. If the table is generated at the point of formatting make sure that you capture each heading one by one. Avoid capturing parts of the content which are not headings in the Table of Content or omitting some headings in the Table of Contents. Students shall generate the automatic table of

contents before submitting the document for format checking as it requires sufficient time to produce and to avoid getting hectic at the eleventh hour.

Alternatively, the table of contents shall be created manually although this poses a number of challenges in terms of consistencies in presentation. When this has been used pay particular attention to omissions, indentions, consistencies in the number levels, and the page numbers on which they are appearing shall be in one line on the right hand of the document rather than the zigzags that attracts a penalty of a document being rejected by the Postgraduate Committee. In case the page numbers are not on one straight line on the right hand side put them in one straight line before submitting them to the library for format checking. The error shall be easily corrected by using “right tab”. In both cases avoid capturing a List of Tables or List of Figures in the Table of Contents as these have their place in the List of Tables or List of Figures. The page numbers shall be properly captured and typed as sometimes they produce typing errors such as “bookmark” instead of producing a page number.

Creation of Table of Contents manually must follow the following procedure: The heading shall simply say TABLE OF CONTENTS. Type the heading you select in all caps and centre it two inches (2") below the top of the page. The table of contents shall list all parts of your dissertation including the preliminary pages, references and all appendices. If the chapters in your dissertation contain subheadings of one or more levels, include them in the table of contents. The subheading(s) shall be indented three to five spaces to the right of the margin for chapter titles. It is important that the table of contents accurately reflect the outline and organisation of the manuscript. Page numbers in the table of contents shall be located just inside the right hand margin of the paper with leaders (a line of dots) filling out the space between the entry and the page number. If an entry takes up more than one line, break up the entry about three-fourths of the way across the page and place the rest of it on a second line, single spacing between the two lines and one and half- spaced between entries.

2.15 List of Tables

Each table in your dissertation shall be assigned an Arabic numeral. You may number tables consecutively throughout the entire work (Table 1, Table 2, etc) which is easier to check in case you omit a number on the list of tables, or you may assign

each table a two-part Arabic numerical, the first number designating the chapter in which it appears, followed by a period, followed by a second number to indicate the consecutive placement in the chapter. Table 3.2, for example, would be the second table in Chapter Three.

The number of each table (in Arabic) and its title shall be located on the left margin of the paper with two spaces separating the table number and the title. Page numbers (in Arabic) shall be located just inside the right margin of the paper with leaders (a line of dots) filling out the space between the entry and the page number. Single-space a table title if it takes up more than one line; one and half -space between entries within each table. The table number and title in your list of tables shall match exactly the number and title appearing in the dissertation itself. Whatever the format shall be used make sure that all the tables are captured in the list of tables. The list of Tables can be easily updated if it has been created automatically. You shall create an automatic list of tables by highlighting the table title and go to references then select insert caption and modify the table title according to the font size, colour and style of your choice provided the table titles are consistent and under heading select caption.

2.16 List of Figures or List of Illustrations

The heading for the list of figures should appear one inch (1") below the top of the page, centred and in all caps: **LIST OF FIGURES** or **LIST OF ILLUSTRATIONS**. The instructions given above for the list of tables shall also apply to formatting the list of figures/illustrations.

2.17 List of Appendices (where applicable)

The list of appendices shall be used when there are many appendices.

2.18 Abbreviations and acronyms

Abbreviations and acronyms which have been used in your thesis shall be provided under this heading with their corresponding definitions in alphabetical order. Arrange your abbreviations alphabetically at the left margin, single-space within each entry and one and half- space between entries. Before submitting for format checking please ensure that the in-text abbreviations are all appearing in the list of abbreviations.

2.19 Spacing and indentation

The following applies in regard to the spacing and indentation:

- a) The thesis text shall appear in a single column and must be printed on a single side of each page.
- b) The thesis shall be one and half-spaced, except for notes, captions, legends and long headings, which are to be single-spaced with a space between items.
- c) Spacing your text two lines apart is especially important if you use superscript and subscript characters. The spacing of your dissertation shall be uniform throughout. Avoid leaving a space at the top or bottom of the page. If the space is at the bottom of a page is coming because of a table on the next page, that gap can be filled with the paragraph on the next page by shifting it backwards as is done with most journal articles. This implies that tables and figures shall be referred in –text by their numbers.
- d) The spacing between paragraphs shall be done consistently throughout the thesis. The paragraphs shall not be indented rather a line shall be jumped when starting a new paragraph set at 0 point before and after spacing. This can be done by setting your work under “Home” then select “Paragraph” then select “Indents and Spacing” where you select both “left” and “right” indentation as 0 points, the “before” and “after” spacing as 0 point, the line spacing as “1.5 lines”. Special indentation shall be used when dealing with other special paragraphs such as block quotations which require that you indented half an inch on both sides; number list which will automatically come if you automatically select it under home, paragraph and number list and the reference list which requires that you select the whole reference list and in addition to the settings explained at the beginning of the paragraph you select a special hanging indentation of “0.5”.
- e) You shall edit your thesis or dissertation by removing the spacings before and after the paragraphs which are created by your computer by selecting each paragraph and select the paragraph tab under home and select remove paragraphs under line spacing.

2.20 Pagination

Pagination shall follow the following procedure:

- a) Preliminary pages shall be numbered in lower case Roman Numerals.

- b) All page numbers for both Roman Numerals and Arabic Numerals and for all chapters shall be positioned at 15 mm/ one and half inch from the edge of the page at the bottom centre of the page.
- c) The Cover page shall not be numbered. The counting of numbers shall begin on the title page but the actual page numbers shall start appearing on the page of the abstract which is usually page “vi” or page “vii” depending on the length of acknowledgement or inclusion of a copyright or dedication page.
- d) The main text pages shall be numbered in Arabic numerals (1, 2, 3, 4, etc) beginning with chapter one or the introduction and continue throughout the text to illustrations, notes, references and appendices.
- e) The page numbers shall be positioned at the lower right centre of the page, one and half inch (4 lines) from the bottom of the paper.

Inserting different page numbers to different sections in word documents shall be done according to the Microsoft Programme that you are using on your computer. For example Microsoft Word 2007 shall follow the following procedure: Click between the two parts of your document that you want to number differently. On the insert menu click “Break”, then select “Page Layout”, then select “Section Page Breaks” and select “Continuous” then under “Header and Footer” select “Page Number Format”. The numbers will change from that page and below. Section page Break shall also be used when creating cover page and when changing the page orientation of the table which you want to be in a landscape. For further details check on the internet for the latest version of Microsoft Programme on how to format page numbers in different sections of the same word document.

2.21 Tables and Figures

Tables are numerical values or text displayed in rows and columns. **Figures** are other illustrations such as graphs, charts, maps, drawings, photographs, etc The preparation of tables and graphs shall follow the basic recommendations which make it easier to understand the data under analysis:

- a) The data presented in tables shall be presented in orderly rows and within enclosed borders which are clear even after printing. Avoid the borders which

look faint or are very close to the previous or next paragraph as they shall make the table to appear to have no borders after printing.

- b) Each table shall be titled at the top and each figure shall be captioned at the bottom.
- c) The caption of the figure shall also be presented together with the source of the figure in order to credit the source of information.
- d) The tables shall have a font size that is easy to read.
- e) Place items that shall be compared next to each other.
- f) Place labels so that they shall clearly show the elements they are labeling.
- g) Tables shall be presented in a portrait or landscape depending on whatever is appropriate for your presentation.
- h) The tables shall be aligned to the left on the left column and the subsequent columns shall be aligned to the centre unless otherwise stated.
- i) Long tables that continue onto multiple pages shall be split into separate tables with borders which shall have column headers repeated but not the table titles. Thus no two tables shall bear the same title or be given numbers like 1A and 1B. This shall also apply even to tables in the appendices. The titles of the tables and captions for figures shall be presented in a consistent manner as is done with the numbering levels in terms of type face thus font size, font type, alignment and whether bold or italics.
- j) The tables and figures shall have the same style as similar tables or similar figures in the same article.
- k) The elements within the figures shall be properly labelled or explained.
- l) Symbols in the figures shall be easy to differentiate.
- m) The graphics in the figures shall be large enough for its elements to be discernible.
- n) All tables and figures shall be referred to in the main body of the text.
- o) The numbers of all tables and figures shall be in the order they first appear in the text.
- p) The tables and figures shall be referred according to their numbers. For example:

As shown in Table 2 ...

OR

As illustrated in Figure 3...

2.22 Illustration material

When photographs are to be included in the dissertation, they shall be scanned. Pages with colour photographs shall be copied on a colour photocopier. Similarly, if you have made a decision to present the figures and tables in colour they shall be presented as such to make sure that the colours of the tables or figures are clear after printing. Otherwise, it is a right thing to create them in black and white when you start writing your work.

2.23 Oversize pages

When charts, graphs, maps and tables are larger than the standard 8 ½" x 11" page size and cannot be reduced to fit this standard, carefully fold the page(s) into the manuscript to meet the standard size page and margin guidelines. Do not fold the page(s) beyond the 1 ½" "left-hand margin" required for binding your dissertation. If you wish to use pockets for holding large maps, discs, plates, tapes, drawings, etc., you must purchase a type that is acceptable to the bindery.

2.24 Widows and orphans

Most word processing systems have a setting that controls "widows" and "orphans" on a printed page. A widow is a single line or text at the bottom of a page, with the rest of a paragraph continuing on the next page. An orphan is a single line of text at the top of a page, with the rest of the paragraph left behind on the previous page. Because widows and orphans are unacceptable, be sure to activate the widow/orphan setting that controls page breaks before you print out the final copy of your dissertation or just use a page break.

2.25 Footnotes and Endnotes

If you choose to use footnotes for citing published or unpublished materials in your dissertation, allow enough space to place the footnote at the bottom of the page. Footnotes shall be separated from the text by a solid line, one or two inches long, beginning on the left hand margin on the first line below the text. If the footnote is more than one line long, it shall be single-spaced, with the first line indented the same number of spaces as the paragraph indentation used in the text (five to seven spaces). A one and half inch space shall separate each footnote when more than one footnote appears on a page. Consult the most recent edition of the **APA Citation Manual**.

Footnote format must be consistent throughout the dissertation. Dividing a footnote may be necessary if it is long and if all of it cannot be accommodated in the space remaining at the bottom of one page. To maintain the required margins, break the note within a sentence and carry the remainder into the footnote area of the next page, where it shall precede the footnotes for that page, if there are any. Do not indicate the continuation of a footnote by a statement such as “Continued on the next page”. Students may ascertain what this practice is from the department or use a standard manual of style.

2.26 Using Copyrighted materials in the dissertation

As the author of your dissertation, you must certify that any previously copyrighted materials used in your work, beyond brief excerpts, are used with written permission of the copyright owner and that you will save and hold harmless, the University of Malawi from any damages which may arise from copyright violations. Three hundred words are the acceptable publishers’ standard for “fair use”; anything beyond that requires copyright permission. If your dissertation included previously copyrighted material beyond brief excerpts, you must secure written permission or release letters from the copyright holder. Book and journal publishers normally hold the copyright for all materials they publish. Therefore even if you are the sole or one of several authors of material in a published book or journal, you must obtain written permission from the copyright holder if you are including this material in your dissertation. You are responsible for securing these permissions, paying any permission fees and filing copies of dissertation. The Postgraduate Committee regards receiving your approved dissertation equivalent to publishing it.

2.27 Use of previously published material

The Postgraduate Committee permits you to include in your dissertation articles or other materials that you have published previously or that have been accepted for publication or that have been otherwise presented to the public. In all such instances the material, if included in the body of your text, must be rendered in a typeface and citation form consistent in all respects with the body of the text. Simply photocopying material with a different typeface and/or format is unacceptable. The text shall appear in a single column on each page.

If the material is co-authored, the co-author(s) and department must approve its inclusion in your dissertation. If the material is copyrighted and you are the sole author but the publisher holds the copyright, you must fulfil the conditions specified in Section 2.25.

2.28 Quoting and paraphrasing

Reproduce word for word material directly quoted from another author's work or from your own previously published work, material replicated from a test item, and verbatim instructions to participants. When quoting, always provide the author, year, and specific page citation or paragraph number for non-paginated material in the text and include a complete reference in the reference list.

2.28.1 Quotation of less than 40 words

If the quotation comprises fewer than 40 words, incorporate it into text and enclose the quotation with double quotation marks. Include page number in parentheses (pinpoint citation). For example:

In interpreting the results “the placebo effect disappeared when behaviors were studied in this manner” (Black, 2012, p. 276).

2.28.2 Quotation of more than forty words

Display quotation of 40 or more words in block quotation (one and half spaced) without quotation marks and in italics. For direct quotations from interviews of more than 40 words use italics, indentation on both sides of 0.5 inches and no quotation marks. As for the quotations or paraphrases from books, use no italics, indentation of 0.5 inches on both sides and no quotes. For example:

Black (1993) found the following:

The placebo effect had been verified in previous studies. This effect was found to be indicative of a patient's belief that they were suffering from xdiagnosis and were receiving ymedication which was helping them to reduce zpsychosomatic side effects. (p. 276)

2.29 Appendices

Appendices appear at the end of the dissertation. Appendices shall be assigned letter headings with numbers (APPENDIX 1, APPENDIX ONE, or APPENDIX A) and a descriptive title. Appendices shall be clean, clear and legible and within the prescribed margins.

2.30 Citation and Referencing

“REFERENCES” shall be the term to be used for the heading of list of references. The citation style to be used shall be the one advised by the Faculty. For those faculties that use APA citation style examples have been provided in this section for guidance.

Examples on how to use the APA Referencing Style 6th Edition:

2.30.1 Numbering

2.30.1.1 Use figures/numerals to express:

- All numbers 10 and above
- All numbers below 10 that are grouped for comparison with numbers 10 and above (i.e. 2, 6, and 15--not two, six, and 15)
- This is now optional in the 6th Edition.
- Numbers that immediately precede a unit of measurement (i.e. 3 lbs.--not three lbs.)
- Numbers that denote a specific place in a numbered series (Trials 1, 2, and 3--not Trial one)
- Numbers that represent statistical or mathematical functions (more than 5% of the sample--not five percent of the sample)
- Numbers that represent time, dates, ages, etc.

2.30.1.2 Use words to express

- Numbers below 10 (i.e. one participant indicated that... , three (6.2%) respondents were in favour of the approach..., seven, nine).
- Any number that begins a sentence or title (i.e. Three blind mice were all talking...)

- Common fractions (i.e. one-fourth, one-third)
- Universally accepted usage (the Ten Commandments)

2.30.1.3 Use a combination of figures and words to express

- Rounded large numbers (starting with millions)
 - million people (not three million people)
- Back-to-back modifiers
 - Twenty 6-year-olds (not 20 6-year olds)
- Use a zero before decimal point when numbers are less than 1
 - 0.23 cm, 0.48 s,
 - $-r(24) = -0.43, p < 0.05$

2.30.2 Reference citations in-text

2.30.2.1 One author

- Smith (2002) found...
- (Smith, 2002).
- In a study by Smith (2017), children learned.....
- In 2017, Smith's study of primary school children.....

2.30.2.2 Two authors

- Smith and Jones (2003) found...
- (Smith and Jones, 2003).

2.30.2.3 Three, four, or five authors

First time:

- Smith, Jones, and Black (2001) found...

After the first time:

- Smith et al. (2001) found...

After 2nd time, but inside the same paragraph:

- Smith et al. found...
- Six or More Authors:
- Smith et al. (2002) found...

2.30.2.4 *Groups as authors*

1st Citation:

- (American Psychological Association [APA], 2000).

Subsequent Citations:

- (APA, 2000).

2.30.2.5 *Anonymous or no author*

- Use first few words of reference list entry (usually title):
- (—Study Finds, 1995)
- (TEA, 2007)

2.30.2.6 *Authors with same surname*

Include initials

- S. T. Smith (2000) and J. D. Smith (1999)

Two or more works within the same parentheses

In order alphabetically, as they would appear in references, separated by semi-colons

- (Jones, 2003; Thomas, 2010)

If by same author, then by date

- (Jones, 2003, 2007)

2.30.3 Reference list

Remember reference page is titled References and they are:

- a) One and half –spaced;
- b) In alphabetical order;
- c) And formatted with an indentation of 0 point for the Left, 0 point for the right, hanging indentation of 0.5 inches and spacing of 0 point before and 0 point after and a line spacing of one and half spacing;
- d) The entries should be consistent. Use “Sentence case” for the entries and “Capital each word” for “Journal Titles”;
- e) Easiest way is to type references like you normally would, select/highlight them all, and then in Word, under FORMAT-Paragraph-select hanging indentation, spacing of 0 point before and after;

- f) Also, Word 2007 has a “Sort function”, so it can alphabetize your references if you highlight them and select that function;
- g) Entries shall be consistent. Thus all book entries shall appear the same, similarly the journal entries shall appear the same as well as other entries. Please note that APA citation style recommends different formats for particular publications. For instance books shall not be entered like journal articles neither shall journal articles be entered as unpublished publications such as thesis;
- h) All publications used in the thesis shall appear under one continuous list. Thus you shall **never** separate the references into a list of books, a list of electronic information and a list of journal articles unless advised by your faculty;
- i) Under APA citation style “6th Edition” names shall be written using surnames first to be followed by the initials of the first names a thing which most students mix up; and
- j) Reference work can also be done automatically with assistance of Reference Software such as Zotero.

Students shall understand the citation style they shall use before starting to review the literature in order to avoid leaving out important information which shall make their document be rejected when submitted for format checking. Some of the common errors that students make include:

- a) Failing to capture the correct spelling of authors;
- b) The year of publication presented in text varying with the one on the reference list;
- c) The place of publication being captured as country instead of a city;
- d) Some of the bibliographic information being left out as such as: volume number, issue number, name of publisher and place of publication;
- e) Provide unnecessary information such as place of publication and publisher when providing a reference of a journal article which has all the important details;
- f) Making omissions of the in-text citations on the reference list or leaving some references whose in-text citations have been removed after making corrections from the examiners and supervisors;

- g) Mixing up the order of surname and initials. Thus in the same entry or a separate entry they may start with initials whilst for some authors, they start with a surname; and
- h) Using multiple styles of entries. For example “and” and “&”. Vol. 7, Issue 4, pp.33 and /or 3(2), 33, and/or 3, 2, 33 in the same document.

The end result of not writing to according to the prescribed guidelines is that it becomes so hectic for the student to make corrections after the library denies them a “Certificate of Checking” subject to making corrections and worse still some documents are rejected by the Postgraduate Committee.

The following are some examples on how to write the references for particular publications:

2.30.3.1 Journal article accessed in print

Kachoka, N. & Hoskins, R. (2017). Using project management strategy to evaluate the challenges of managing a renovation project at Chancellor College Library, University of Malawi. *African Journal of Archives and Information Science*, 27(2), 95-106.

Note that the italics are appearing on the name of Journal and not the name of the article. Also note that the volume number is in italics whilst the issue number is not italicised, this becomes crucial if you either have a volume number only or issue number only. Other issues which are very critical of are the Capitalisation of Each Word for the Name of the Journal and how the volume number and issue numbers are written. Avoid writing vol. 27, Issue No.2, pp. 17 for references of journals. Also check the position of the year of publication. Remember to capture the volume number, issue number and page numbers when capturing the reference of a journal article.

2.30.3.2 Journal article (accessed electronically) with DOI

DOI is a unique alphanumeric string assigned to identify content and provide a persistent link to its location on the internet.

Herbst-Damm, K.L., & Kulik, J.A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology*, 24, 225-229. Doi: 10.1037/0278-6133.24.2.225

2.30.3.3 Journal article (accessed electronically) without DOI

Give URL: Retrieved from <http://www.xx> (prefer the journal website and not the link directly through the database, for access reasons).

Silick, T.J., & Schutte, N.S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology*, 2(2), 38-48. Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap>

2.30.3.4 Entire book

Beck, C. A. J., Jr., & Sales, B. D. (2001). *Family mediation: Facts, myths, and future prospects* (3rd ed.). Washington, DC: American Psychological Association.

For electronic versions use doi if provided and no publishing location or Retrieved from <http://www.websitename.org> on 31/12/2017.

Please note that if you are using “&” you shall be consistent with its use and you shall not use both “&” and “and”. The title of the book is also in italics which is different from the journal entry.

2.30.3.5 Chapter in an edited book

Johnson, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger & F. I. M. Craik(Eds.), *Varieties of memory & consciousness* (pp. 309-330). Hillsdale, NJ: Erlbaum.

Please note that the italics are appearing on the title of a book.

2.30.3.6 *Journal with more than seven authors*

Gilbert, D. G., McCleron, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G., ... Botros, N. (2004). Effects of quitting smoking on EEG activation and attention that last for more than 31 days and are more severe with stress. *Nicotine and Tobacco Research*, 6, 249-267.

2.30.3.7 *English translation of a book*

Lang, P. S. (1951). *A philosophical essay on probabilities* (F. W. Truscott & F. L. Emory, Trans.). New York, NY: Dover. (Original work published 1814).

2.30.3.8 *Unpublished thesis or dissertations*

U.S. Department of Health and Human Services. (2003). Managing asthma: A guide for schools. Retrieved from http://www.nhibi.nih.gov/health/prof/lung/asthma/asth_sch.pdf

Or

Printed thesis:

Malinda-Kachoka, N.D. (2010). Undergraduate students' perceptions of quality of service at Chancellor College Library, University of Malawi. (Master's thesis). Pietermaritzburg: University of KwaZulu- Natal.

Or

Dissertation, accessed online:

Young, R. F. (2007). *Crossing boundaries in urban ecology: Pathways to sustainable cities* (Doctoral dissertation). Available from ProQuest Dissertations & Theses database. (UMI No. 327681)

2.30.3.9 *Secondary source*

Text citation:

- Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993)

Reference List Entry:

Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. *Psychological Review*, 100, 589-608.

Thus the reference for Seidenberg and McClelland is not included.

2.30.3.10 Book reviews

Dent-Read, C., & Zukow-Goldring, P. (2001). Is modeling knowing? Review of the book, *Models Of cognitive development*, by K. Richardson. *American Journal of Psychology*, 114, 126-133.

2.30.3.11 Electronic media

Worse case scenario: Stand-alone document, no author identified, no date: GVU's 8th WWW user survey. (n.d.). Retrieved from http://www.cc.gatech.edu/gvu/user_surveys/survey-1997-10/ on 13/10/2017.

2.30.3.12 Encyclopedia articles

Brislin, R.W. (1984). Cross-cultural psychology. In R.J. Corsini (Ed.), *Encyclopedia of psychology* (Vol.1, pp. 319-327). New York NY: Wiley.

Developmental genetics. (2005). In *Cambridge encyclopedia of child development*. Retrieved from <http://0-www.ccredoreference.com.library.mumblemborg.edu:80/entry/cupchilddev/developmental.genetics> on 13/10/2017.

2.30.3.13 Website with no author or date of publication

Census data revisited. (n.d.) Retrieved March 9, 2009, from Harvard, Psychology of population website, <http://harvard.edu/data/index.php> on 14/10/2017.

2.30.3.14 Personal interview

- Cite ONLY within the text –
- DO NOT include in reference list.
- This includes: lectures, interviews, emails, letters, and other person-to-person communication.

Examples:

- T.K. Lutes claims.... (personal communication, April 18, 2005).
- (V.G. Brown, personal communication, September 10, 2005).

2.30.3.15 *Conference paper abstract retrieved online*

Liu, S. (2005, May). *Defending against business crises with the help of intelligent agent based early warning solutions*. Paper presented at the Seventh International Conference on Enterprise Information Systems, Miami, FL. Abstract retrieved from http://www.iceis.org/iceis2005/abstracts_2005.htm on 15/08/17.

2.30.3.16 *Symposium contribution*

Muellbauer, J. (2007, September). Housing, credit, and consumer expenditure. In S. C. Ludvigson (Chair), *Housing and consumer behavior*. Symposium conducted at the meeting of the Federal Reserve Bank of Kansas City, Jackson Hole, WY.

2.30.3.17 *Electronic version of print book*

Shotton, M. A (1989). *Computer addiction? A study of computer dependency* [DX Reader version]. Retrieved from <http://www.ebookstore.tandf.co.uk/html/index.asp> on 10/12/2016.

Schiraldi, G. R. (2001). *The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth* [Adobe Digital Editions version]. doi: 10.1036/0071393722

2.30.3.18 *Electronic-only book*

O'Keefe, E. (n.d.). *Egoism & the cnsts in Western values*. Retrieved from <http://www.onlineoriginals.com/showitem.asp?itemID=135> on 28/07/2006.

2.30.3.19 *Electronic version of republished book*

Freud, S. (1953). The method of interpreting dreams: An analysis of a specimen dream. In J. Strachey (Ed. & Trans.), *The standard edition of the complete psychological works of Sigmund Freud* (Vol. 4, pp. 96-121). Retrieved from <http://books.google.com/books> (Original work published 1900) on 16/11/2011.

2.30.3.20 *Book chapter, English translation, reprinted from another source*

Piaget, J. (1988). Extracts from Piaget's theory (G. Gellerier & J. Langer, Trans.). In K. Richardson & S. Sheldon (Eds.), *Cognitive development to adolescence: A reader* (pp. 3-18). Hillsdale, NJ: Erlbaum. (Reprinted from *Manual of child psychology*, pp. 703-732, by P. H. Mussen, Ed., 1970, New York, NY: Wiley)

2.30.3.21 *Reference book*

VandenBos, G. R. (Ed.). (2007). *APA dictionary of psychology*. Washington, DC: American Psychological Association.

2.30.3.22. *Non-English reference book, title translated into English*

Real Academia Española. (2001). *Diccionario de la lengua española* [Dictionary of the Spanish language] (22nd ed.). Madrid, Spain: Author.

- If a non-English reference work is used as the source, give the title in the original language and in brackets, the English translation.

2.30.3.23 *Entry in an online reference work*

Graham, G. (2005). Behaviorism. In E. N. Zalta (Ed.), *The Stanford encyclopedia of philosophy* (Fall 2007 ed.). Retrieved from <http://plato.stanford.edu/entries/behaviorism/> on 31/09/2016.

2.30.3.24 *Entry in an online reference work, no author or editor*

Heuristic. (n.d.). In *Merriam-Webster's online dictionary* (11th ed.). Retrieved from <http://www.m-w.com/dictionary/heuristic> on 01/01/2000.

2.30.3.25 *Corporate author, government report*

U.S. Department of Health and Human Services, National Institutes of Health.
National Heart, Lung, and Blood Institute. (2003). *Managing asthma: A guide for schools* (NIH Publication No. 02-2650). Retrieved from http://www.nhlbi.nih.gov/health/prof/lung/asthma/asth_sch.pdf on 16/09/2009.

2.30.3.26 *Corporate author, task force report filed on line*

American Psychological Association, Task Force on the Sexualization of Girls.
(2007). *Report of the APA Task Force on the Sexualization of Girls*.
Retrieved from <http://www.apa.org/pi/wpo/sexualization.html> on 19/09/2016.

2.30.3.27 *Authored report, from nongovernmental organization*

Kessy, S. S. A.. & Urio, F. M. (2006). *The contribution of microfinance institutions to poverty reduction in Tanzania* (Research Report No. 06.3). Retrieved from Research on Poverty Alleviation website: http://www.repoa.or.tz/documents_storage/Publications/Reports/06.3_Kessy_and_Urio.pdf on 04/06/2009.

2.30.3.28 *Report from institutional archive*

McDaniel, J. E., & Miskel, C. G. (2002). *The effect of groups and individuals on national decisionmaking: Influence and domination in the reading policymaking environment* (CI ERA Report 3-025). Retrieved from University of Michigan, Center for Improvement of Early Reading Achievement website: <http://www.ciera.org/library/reports/inquiry-3/3-025/3-025.pdf> on 10/02/2009.

2.30.3.29 *Issue brief*

Employee Benefit Research Institute. (1992. February). *Sources of health insurance and characteristics of the uninsured* (Issue Brief No. 123). Washington, DC: Author.

2.30.3.30 Magazine article

Chamberlin, J., Novotney, A., Packard, E., & Price, M. (2008, May). Enhancing worker well-being: Occupational health psychologists convene to share their research on work, stress, and health. *Monitor on Psychology*, 39(5), 26-29.

2.30.3.31 Online magazine article

Clay, R. (2008, June). Science vs. ideology: Psychologists fight back about the misuse of research. *Monitor on Psychology*, 39(6). Retrieved from <http://www.apa.org/monitor/> on 17/09/2015.

2.30.3.32 Newsletter article, no author

Six sites meet for comprehensive anti-gang initiative conference. (2006, November/December). *OJJDP News @ a Glance*. Retrieved from http://www.ncjrs.gov/html/ojjdp/news_acglance/216684/topstory.html on 15/10/2017.

2.30.3.32 Newspaper article

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

- Precede page numbers for newspaper articles with p. or pp.
- If an article appears on discontinuous pages, give all page numbers, and separate the numbers with a comma (e.g" pp, B1, B3, BS-B7).

2.30.3.33 Online newspaper article

Brody, J. E. (2007, December 11). Mental reserves keep brain agile. *The New York Times*. Retrieved from <http://www.nytimes.com>

2.30.3.34 *Special issue or section in a journal*

Haney, C, & Wiener, R. L (Eds.). (2004). Capital punishment in the United States [Special issue]. *Psychology, Public Policy, and Law*, 10(4).

Greenfield, P., & Yan, Z. (Eds.). (2006). Children, adolescents, and the Internet [Special section]. *Developmental Psychology*, 42, 391-458.

2.30.3.35 *Monograph as part of journal issue*

Ganster, D. C .. Schaubroeck, J .. Sime. W. E .. & Mayes. B. T. (1991). The nomological validity of the Type A personality among employed adults [Monograph]. *Journal of Applied Psychology*, 76, 143-168. doi:1 0.1 037/0021 -901 0.76.1.143

2.30.3.36 *Online-only supplemental material in a periodical*

Marshall-Pescini. S., & Whiten, A. (2008). Social learning of nut-cracking behavior in East African sanctuary-living chimpanzees (*Pan troglodytes schweinfurthii*) [Supplemental material]. *Journal of Comparative Psychology*, 122, 186-194. doi: 1 0.1 037/0735-7036.122.2.186

2.30.3.37 *Electronic version of republished book*

Freud, S. (1953). The method of interpreting dreams: An analysis of a specimen dream. In J. Strachey (Ed. & Trans.), *The standard edition of the complete psychological works of Sigmund Freud* (Vol. 4, pp. 96-121). Retrieved from <http://books.google.com/books> (Original work published 1900)

2.30.3.38 *Limited-circulation book or monograph, from electronic database*

Thomas. N. (Ed.). (2002). *Perspectives on the community college: A journey of discovery* [Monograph]. Retrieved from <http://eric.ed.gov/>

- Database information may be given for items of limited circulation.

2.30.3.39 *Several volumes in a multivolume work*

Koch, S. (Ed.). (1959-1963). *Psychology: A study of science* (Vols. 1-6). New York, NY: McGraw-Hill.

- In text, use the following parenthetical citation: (Koch, 1959-1963).

2.30.3.40 *Electronic version of book chapter in a volume in a series*

Strong, E. K., Jr., & Uhrbrock, R. S. (1923). Bibliography on job analysis. In L. Outhwaite (Series Ed.). *Personnel Research Series: Vol. 1. Job analysis and the curriculum* (pp. 140-146). doi:10.1037/10762-000

2.30.3.41 *Review of a video*

Axelman, A., & Shapiro, J. L. (2007). Does the solution warrant the problem? [Review of the DVD *Brief therapy with adolescents*, produced by the American Psychological Association, 2007]. *PsycCRIT/QUES*, 52(51). doi:10.1037/a0009036

2.30.3.42 *Review of a video game, no author*

[Review of the video game *BioShock*, produced by 2K Games, 2007]. (n.d.). Retrieved from http://www.whattheyplay.com/products/bioshock_for_xbox-360/?fm=3&ob=1&t=0#166

2.30.3.43 *Peer commentary on an article*

Wolf, K. S. (2005). *The future for Deaf individuals is not that bleak* [Peer commentary on the paper] "Decrease of Deaf potential in a mainstreamed environment" by K. S. Wolf. Retrieved from <http://www.personalityresearch.org/papers/hall.html#wolf>

As for References to legal material -consult APA citation guidelines or guidelines provided by the Faculty.

2.31 The Thesis Review Process

- The Library is mandated to review a thesis after it has been graded with recommendations from the Programme Coordinators or the Postgraduate Studies Office.
- The thesis review fee shall be paid to the Library upfront on submission of the thesis for format checking. This fee shall be reviewed from time to time when necessary.
- The students shall be issued with a certificate of checking and a format checklist indicating what had been attended to after recommendations from the library. The certificate shall only be issued upon the production of a printed copy of a thesis.
- To facilitate a thorough job of checking the format for the thesis/ dissertation students are advised to submit the thesis not later than two weeks before the Postgraduate Meeting which shall be reviewing their thesis.

The onus to make corrections or amendments raised by format checker, where applicable, shall remain with the respective student.

2.32 References

- Concise Rules of APA Style*. (2010). (6th ed.) Washington, DC: American Psychological Association,
- Israel, A. (2016). How to format a dissertation: A guide. (Doctor Dissertation). Evanston, Illinois: North Western University.
- Maluwa-Banda, D. (2009). *Guidelines for the preparation and processing of dissertations or theses at Chancellor College* (1st Ed.). Zomba: Chancellor College.
- Publication Manual of the American Psychological Association*. (2010). (6th ed.). Washington, DC: American Psychological Association.

2.33 Samples

2.33.1 Sample cover page

TITLE OF YOUR DISSERTATION APPEARS HERE IN ALL CAPITALS:

TITLE CONTINUES TO THE NEXT LINE IF NECESSARY

M.A./PhD (Subject Area e.g. Economics) Thesis/Dissertation (IN CAPITALS)

AUTHOR'S FULL LEGAL NAME

UNIVERSITY OF MALAWI

CHANCELLOR COLLEGE

SEPTEMBER, 2019

2.33.2 Sample title page



TITLE OF YOUR DISSERTATION APPEARS HERE IN ALL CAPITALS:

TITLE CONTINUES TO THE NEXT LINE IF NECESSARY

M.A./PhD (Subject Area e.g. Education) Thesis/Dissertation

By

AUTHOR'S FULL LEGAL NAME

B.Com (Arts)-University of Malawi

Submitted to the Department of XXX, Faculty of YYY, in partial (if one component is coursework)/fulfilment of the requirements for the degree of Master of XX/Doctor of Philosophy (Subject Area)

University of Malawi

Chancellor College

September, 2019

2.33.3 Declaration

DECLARATION

I, the undersigned, hereby declare that this work is substantially my own work which has not been submitted to any other institution for similar purposes. Where other people's work has been used, acknowledgments have been made.

Full Legal Name

Signature

Date

2.33.4 Certificate of Approval

CERTIFICATE OF APPROVAL

The undersigned certify that this thesis represents the student's own work and effort and has been submitted with our approval.

Signature: _____ Date: _____

Name

Main supervisor

Signature: _____ Date: _____

Name

Second Supervisor

Signature: _____ Date: _____

Name

Head of Department