**Preliminaries**

The preliminaries shall consist of the following items, and in the order given: (a) **Title Page**

The title page shall carry the following information suitably spaced and  centred:

(i) Full title of dissertation/thesis and sub-title, if any;

(ii) If there is more than one volume, the total number of volumes and  the number of the particular volume;

(iii) By;

(iv) Student’s full name (as recorded on his/her birth certificate);

(v) The statement “A thesis/dissertation submitted to the University of  Zambia in partial fulfilment of the requirements of the degree of

(Degree) in (Subject)” or “A thesis submitted to the University of

Zambia in fulfilment of the requirements for the degree of (Title of

the Degree) in (Subject)”;

(vi) THE UNIVERSITY OF ZAMBIA

LUSAKA; and

(vii) Date (Year only)

(b) **Copyright Declaration**

(c) **Declaration**

A signed declaration by theStudent that the dissertation/thesis represents  his/her own work, and that it has not previously been submitted for a  degree, diploma or other qualification at this or any other University.  Alternatively, if published work or material from theCandidate’s other  work has been incorporated, this must be indicated here.

(d) **Certificate of Approval**

This is the approval page for the signatures of the Board of Examiners  when the thesis is approved. The page shall state:

‘This thesis/dissertation of (Candidate’s full name) has been approved as  fulfilling the requirements or partial fulfilment of the requirements for the  award of (Title of the Degree) in (Subject) by the University of Zambia’;  and

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It shall have spaces for the signatures of the Examiners and forthe date of  approval.

(e) **Abstract**

This shall be a concise summary of the thesis and should not be more than  500 words or one page in length.

(f) **Acknowledgements or Preface of Acknowledgements**

(g) **Table of Contents**

(h) **List of Tables**

(i) **List of Figures, Maps and Illustrations**

(j) **List of Abbreviations and Acronyms**

Abbreviations or acronyms which refer only to the bibliography may be  placed at the head of the bibliography.

26.3 **Text**

The text shall be organised into appropriate chapters, including anIntroduction, a  Literature Review, the Methodology, Results, a Discussion, a Conclusion ora  Discussion/Conclusion as well as Recommendations.

26.4 **End Matter**

This shall contain references, appendices and any attachments.

26.5 **Language**

26.5.1 The dissertation/thesis shall be written in English, except for sources, quotations  and other cases where other languages may be required. At the discretion of the  Board of Graduate Studies, a thesis in a language subject may be written in  another language.

26.6 **Miscellaneous**

26.6.1 Unless required by context, measurements shall be in the metric or SI  (SystemeInternationale) system of units.

26.6.2 For geographical names, reference shall be made to the Times Index-Gazetteer of  the World (London: Times Publishing House, 1965) and in case of Zambia to the  Gazetteer of Geographical Names in the Republic of Zambia (Lusaka:  Government Printer, 1967).

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26.6.3 For personal names, reference shall be made to any standard biographical dictionary.

26.6.4 Non-English words and phrases used in the text shall be underlined, e.g.,Mukoka,  par excellence or typed in italics: *Mukoka, par excellence*.

26.6.5 Enumeration shall be by words or figures, but not both together (e.g. not ‘ten  (10)’). In general, numbers up to ten may be spelled out, and numbers over ten  written as figures.

26.6.6 The word ‘percent’ shall be used to denote such values in the text, but in tables  the symbol ‘%’ should be used.

26.6.7 Exterior quotation marks shall be single, and interior onesdoubled. Thus: He said  ‘I don’t like the word “naive.” ’ The full stop should be placed inside the final  quotation marks except for the purpose of setting off a citation.

26.6.8 Sources of tables and diagrams, or of the data contained therein, shall in all cases  be clearly stated beneath the table or diagram concerned.

26.7 **Production Specifications**

26.7.1 **Paper**

The typescript of the thesis shall be on A4 size white 80g/m2paper. Only one side  of the paper should be used.

26.7.2 **Font Size, Typeface and Spacing**

All copies submitted shall be clearly typed, using a standard 12 point font size  with double or one-and-a-half line spacing in the body of the text. Times New  Roman typeface is preferred. For footnotes and indented quotations single spacing  may be used.

26.7.3 **Margins**

Margins at the binding edge shall be not less than 40 mm, and the other margins  not less than 25 mm.

26.7.4 **Illustrations**

Any tables, charts, graphs, diagrams, maps or supplementary information which  are larger than the overall measurements of the required A4 size shall be  presented ready for binding either by mounting and folding in, or by inserting into  a pocket on the inside back cover of the volume after binding.

Alternatively, if the volume of illustrative material warrants it, a separate volume  of larger size should be submitted.

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26.8 **Pagination**

26.8.1 Each page of the dissertation/thesis shall be numbered. The preliminaries shall be  numbered in lower case Roman numerals while the text and end matter shall be  numbered in Arabic numerals.

26.8.2 Pages shall be numbered consecutively throughout the text, including those pages  incorporating photographs or diagrams which are included as whole pages.

26.8.3 Where the thesis consists of more than one volume, the pagination shall indicate  the Arabic number of the volume as well as the page number referring to the  particular volume.

26.8.4 Appendices shall be named alphabetically, and each appendix paginated  consecutively with the main text and with the others.

26.8.5 Page numbers shall be located centrally at the bottom of the page and  approximately 20 mm above the edge of the page.

26.9 **Abstract of Dissertation/Thesis**

26.9.1 The Abstract,of not more than500 words or one page in length, shall be bound as  an integral part of the dissertation/thesis and should precede themain text. Each  copy of the dissertation/thesis submitted should be accompanied by a separate  copy of the Abstract.

26.9.2 The Abstract shall be printed in single spacing and should indicate the author and  title of the dissertation/thesis in the form of a heading.

26.10 **Length of Dissertation/Thesis**

26.10.1 For a Masters Degree the length of the dissertation/thesis shall not be more than  60,000 words. For a Doctorate Degree, the thesis shall not exceed 100,000 words.

26.10.2 The above figures are maximum values and it is expected that the majority of  dissertations/theses will be considerably shorter than these limits.