

**WORKSHOP ON RESOURCING AND SHAPING UB
RESEARCHERS FOR SMART RESEARCH
ENGAGEMENTS 2019**

Post Graduate Expectations on Thesis and Dissertation Writing

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Introduction

- ▶ Thesis and Dissertation are end products of research and constitute important components of the information resources that can shape and sharpen other researchers', minds, contribute to knowledge, etc.
- ▶ It is therefore very important to Pay attention to the quality of our research output
- ▶ The good news is that there are standards and International standards for that matter that researchers are expected to respect when packaging their research outcomes
- ▶ The guidelines are written and are available for all to consult
- ▶ Even if some of these are customized to suit institutional needs, one expects to see certain standard norms respected when once you pick up a thesis or dissertation

General Guidelines for the Format for Thesis and Dissertation

- ▶ The first thing to note about the format of every research output such as a thesis or dissertation, is that it must respect a specific citation system
- ▶ There are over a hundred citation systems but one is expected to use just one and stay consistent with the guidelines of the chosen system

What is the Role of a Citation System in the Scientific Writing Research Process?

- ▶ It determines how you go about the citation style chosen be it in-text or foot notes citation styles for example
- ▶ The system determines how to go about presenting your titles at different levels for example; capitalizing the main titles, initial capitals for sub titles and initial capitals and italicizing the sub sub titles as is the case with the American Psychological Association citation system(APA).
- ▶ What format of paragraphing to use(Bloc or Indented)
- ▶ What punctuations, etc.

What is the Role of a Citation System in the Scientific Writing Research Process? Contd.

- ▶ Numbering of work, for example with APA you are not allowed to number titles and sub titles, you are not allowed to use bulleting in work where you want to number but to use Arabic numerals or Roman numerals, etc.
- ▶ Highlighting or Bolding of titles be them main, sub or sub sub, etc.
- ▶ Format of tables, for example APA has its format for tables
- ▶ Punctuations must be done appropriately as prescribed by the citation system guidelines
- ▶ Referencing or building your references or bibliography at the end, you must respect the guidelines of the citation system used for your work.
- ▶ Remember that the choice of the citation system is done from the beginning of the scientific writing process

What is the Role of a Citation System in the Scientific Writing Research Process? Contd.

- ▶ It must be noted that even if you use a software to generate your references as you move on in the process of writing, at the end you must ensure that the reference presentation respect a given citation system and of course the one you would started using from the beginning
- ▶ In case where there is confusion or disagreement, there is a standard document from where all citation systems draw their inspiration and this is called the, “**Anglo American Cataloguing Rules (AACR)**”, For example only the surnames are cited and all references are entered beginning with the surname for all citation systems.
- ▶ The question is how can one decipher the surname of the author of an information resource. Lets say **Harrison Williams Peters** is the author’s name of a journal article, how can the surname be determined?
- ▶ The AACR states that where there is no comma after the first name then the last name is considered the surname but if there is a comma after the first name then the first name is the surname. In our example above, Peters will be the surname
- ▶ This is the reason why in referencing there must be a comma after the surname which is an indication that it is a surname

What is the Role of a Citation System in the Scientific Writing Research Process? Contd.

- ▶ It is equally important to note that every institution while respecting stands can equally add its own rules where appropriate. These are usually seen with respect to choosing their citation systems like **Chicago Manual of Style(CMS), APA, MLA, Vancouver, EEEI**, as is the case with some establishments in UB; **font character, font size, line spacing**, etc, for the UB Thesis Guide just to name these examples
- ▶ The University of Buea has a full blown set of guidelines for thesis called, “**UB Thesis Guide**”, and PG students are expected to consult and go to the Post Graduate School for consultation and for mentorship
- ▶ It is important to mention here that when your thesis are brought for deposition the format is looked at and it is expected that the author of the thesis should have respected the above discussed required guidelines as much as possible
- ▶ We all need to really pay attention to do the right thing as much as possible and not insult your colleagues and question what right they have and how qualified are they to touch aspects of thesis when they are just there to dust the theses

General Format of the Final Thesis or Dissertation

Every thesis or dissertation is expected to have the following format generally:

- ▶ If work needs to be deposited in the Library for binding, the left margins should be at least 3.5 cm, all top margins must be uniform, to facilitate the process of professional binding
- ▶ There should be a title page respecting UB Thesis Guidelines
- ▶ Dedication page with no dedication to the Almighty God and should state thus, To my... and do not start with, this thesis is dedicated to my...
- ▶ Certification page respecting UB thesis guide
- ▶ Acknowledgements

General Format of the Final Thesis or Dissertation Contd.

- ▶ Abstract can be just after acknowledgement or just before chapter one and should be in not more than 300 words done in single line spacing and on a single page.
- ▶ If the abstract comes after acknowledgement, then it should be followed by Contents, if not then after acknowledgements, after which are lists of tables, figures, acronyms, etc. All lists come after the contents please
- ▶ The chapters follow and references are part of the work and not a component of the appendix
- ▶ If you work with references, then all works cited in-text must appear on the reference list except your is a bibliography.
- ▶ References or bibliographies must be presented respecting the citation system used for your work and this is mandatory please

Some Samples of Page Formats

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**Thanks For Your
Kind Attention**