



Chancellor College

How to format a thesis: A Guide

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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 Post Graduate 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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TECHNICAL SPECIFICATIONS OF A THESIS

The thesis reports required in postgraduate programmes at the University of Malawi, Chancellor College, shall follow the following general formatting specifications:

1 ARRANGEMENT OF THESIS

Each thesis must be arranged in the following order. Specific information about each section is on the following pages.

1.1 Front matter (basic)

Cover page, Title page, Declaration, Certification of approval, Dedication (optional), Acknowledgements, Abstract, Table of contents, List of tables / figures, Abbreviations / acronyms.

1.1.1 Thesis title

The cover page that contains the thesis title should be in a mixed case see sample on page ...

1.2 Main Body

Introduction, Text Body (Chapter 1 – Chapter 6), References and Appendices

2. FORMATTING AND LAYOUT REQUIREMENTS

2.1 Language of Report

Report must be written in consistent style of English (UK).

2.2 Typeface and Font Size

Times New Roman typeface shall be used throughout the report. Font size of 12-point should be used for the main body of the text. A laser or other high quality printer is recommended for producing the final report.

2.3 Paper

High quality at least 80g A4 size paper shall be used. The paper should be white and 'non-erasable'.

2.4 Corrections

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

2.5 Margins

All copies of a dissertation must have uniform margins as indicated below:

2.5.1 Left Margins

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

2.5.3 Bottom Margins

The bottom margin must 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 must 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) APPROVAL
- (c) COPYRIGHT
- (d) LISTS OF TABLES, ILLUSTRATIONS, ABBREVIATIONS and SYMBOLS
- (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) TITLE PAGE;
- (b) ABSTRACT;
- (c) First pages of the DEDICATION, ACKNOWLEDGEMENT(S) and PREFACE (if any)
- (d) First page of the TABLE OF CONTENTS;
- (e) First page of each CHAPTER (including the introduction, if any); and

2.6 Spacing and Indentation

The thesis text must appear in a single column and must be printed on a single side of each page. The thesis should be one and a half-spaced, except for notes, captions, legends and long headings, which are to be single-spaced with a space between items. Spacing your text two lines apart is especially important if you use superscript and subscript characters. The spacing of your dissertation should be uniform throughout.

Indent the paragraphs five to seven spaces consistently throughout the thesis. Blocked quotations should be indented half an inch on both sides.

2.7 Pagination

Page numbers are to be placed at 15 mm from the edge of the page at the bottom right of the page.

In addition, every page except the title page must be numbered. ~~Title page is not numbered.~~

Preliminary pages are to be numbered in lower case Roman numerals starting at “i”. The easiest way to make sure the title page is not numbered, while ensuring that every other page is numbered, is by changing the header settings. In order to do this, click into the header so that the “Header & Footer Tools” menu appears. Then, make sure the “Different First Page” option is selected. Now you can delete the page number from the title page while still leaving page numbers on the rest of the page.

The main text pages are to be numbered in Arabic numerals (1, 2, 3, 4, etc) beginning with the introduction or chapter one and continue throughout the text, illustrations, notes, references, appendices and resume. Position page Arabic numbers in the lower right corner of the page, one-half inch (4 lines) from the bottom of the paper and one-inch from the right edge.

2.8 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.

2.9 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.

2.10 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 should be separated

from the text by a solid line, one or two inches long, beginning at the left hand margin on the first line below the text. If the footnote is more than one line long, it should 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 space should separate each footnote when more than one footnote appears on a page. Consult the most recent edition of the **APA 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 will 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.

2.11 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 **Post Graduate Committee** regards receiving your approved dissertation equivalent to publishing it.

2.12 Use of Previously Published Material

The **Postgraduate Programme** 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 type face 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 must 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 (i).**

2.12 Illustration Material

When photographs are to be included in the dissertation, they shall be scanned. Pages with colour photographs should be copied on a colour photocopier.

2.13 Captioning

Captioning for figure/charts/ illustrations should be placed below the figure while it is placed above for tables.

2.14 Chapter Head Pages and Page Layout

Each chapter should begin on a new page. The same should also apply to frontal matter (certificate of approval, acknowledgments, etc.), reference list and appendices. Do not type a heading near the bottom of a page to avoid orphans unless there is room for at least two lines of text following the heading. Instead, you should simply leave a little extra space on that page and begin the heading on the next page.

2.15 Title Page

The title page of your dissertation should 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 in fulfilment or partial fulfilment (IF FOLLOWING A COURSEWORK COMPONENT) of the requirements for the degree of

Master of XX/Doctor of Philosophy (Area)

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

Refer to the sample on page 21 for formatting assistance.

2.16 Declaration

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

2.17 Approval/Certification Page/Signature Page

The approval page of the dissertation should 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 should 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 23 for formatting assistance.

2.18 Copyright

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

Copyright ©...Year by Full Legal Name

All Rights Reserved

2.19 Dedication, Acknowledgement(s), and/or Preface (optional)

A DEDICATION, ACKNOWLEDGEMENT(S), and/or PREFACE page(s) may be included in the dissertation immediately followed by the ABSTRACT and before the TABLE OF CONTENTS.

The order for these sections (if included) should be:

Dedication (optional)

Acknowledgement (optional)

Preface (optional)

Abstract (required)

Table of Contents (required)

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. The text of short dedications may be centred between the left and right

margins for a more attractive presentation, at least 2" from the top of the page. The text may be single-spaced. Humorous dedications often lose effect over time and may be inappropriate for a work of serious scholarship.

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 pages should be numbered with small Roman numerals starting with the page number after the ABSTRACT. The headings "ACKNOWLEDGEMENTS" or "PREFACE" must be centred between the left and right margins, 2" from the top of the page. If more than one page is required for the ACKNOWLEDGEMENT(S) or the PREFACE, subsequent pages return to the 1" top margin. The format of the text of the ACKNOWLEDGEMENTS and the PREFACE should be consistent with the main body of the dissertation text, but it may be single-spaced.

2.20 Abstract

Each copy of your dissertation must include an abstract. The abstract should follow the title, declaration, approval, copyright, dedication, acknowledgement pages; it will be the first page listed in the table of contents. The abstract page is one and half-spaced throughout and must adhere to the margin guidelines set forth in this Guide. Wording should appear as follows:

- (a) the word ABSTRACT is centered two inches (2") below the top of the paper;
- (b) the text of the abstract begins, indented at the left hand margin, on the following line.

An abstract for the Masters thesis may be 250 to 350 words and for a doctoral dissertation may be 400 to 500 words; however, the maximum length for abstracts submitted to Dissertation Abstracts International is 350 WORDS.

2.21 Table of Contents

The table of contents must follow the abstract or the preface if you include one. The heading may simply say CONTENTS or 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 should list all parts of your dissertation beginning with the abstract and including the 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) may 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 organization of the manuscript. Page numbers in the table of contents should 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 the two lines. One and half spaced between entries. The table of contents can be created automatically.

2.22 List of Tables

Assign each table in your dissertation an Arabic numeral. You may number tables consecutively throughout the entire work (Table 1, Table 2, etc), 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 heading for the list of tables should appear one inch (1") from the top of the page, centred and in all caps: **LIST OF TABLES**. One and half- space between the heading and the first entry. The number of each table (in Arabic) and its title should be located on the left margin of the paper with two spaces separating the table number and the title. Page numbers (in Arabic) are 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 and its 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 should match exactly the number and title appearing in the dissertation itself.

2.23 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 also apply to formatting the list of figures/illustrations.

2.24 List of Appendices (where applicable)

When using appendices they should not go beyond the margins.

2.25 List of Abbreviations

If you use abbreviations extensively in your thesis, you should provide a list of abbreviations and their corresponding definitions. The heading for the list of abbreviations should appear one inch (1") below the top of the page, centred and in all caps: **LIST OF ABBREVIATIONS**. Arrange

your abbreviations alphabetically at the left margin, single space within each entry and double space between entries.

2.26 List of Symbols

If you use symbols in your dissertation, you may combine them in a list with abbreviations under the title LIST OF ABBREVIATIONS AND SYMBOLS, or you may set up a separate list of symbols and their definitions. The heading for the list of symbols should appear one inch (1") from the top of the page, centred and in all caps: LIST OF SYMBOLS. Single- space within each entry and one and half -space between entries.

2.27 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 should be typed consistently. APA describes headings, subheadings and sub-subheadings as levels 1,2,3,4 and 5. Format the headings and text as follows: First-level headings (centred, bold, upper case and font size 14); Second-level headings should be flush left, boldface, sentence case, font size 12; Third-level heading indented, boldface, sentence case, font size 12; Fourth-level heading should be indented italicised, sentence case and font size of 12. The University of Malawi recommends that headings should not exceed the fourth level.

2.28 Tables

The alignment of the left column shall be towards the left and the following columns shall be aligned to the centre unless otherwise stated.

2.29 Citation and Referencing

Citation and referencing shall follow the used to identify this section of your dissertation should be REFERENCES.

Examples of in-text citations and reference list using APA citation style are provided in 2.32 below.

2.30 Appendices

The appendices, if any, must conform to the margin regulations specified in 2.5 of this Guide. Not all dissertations have appendices. If you include them, however, certain criteria apply.

Appendices appear at the end of the dissertation, never at the end of the chapter to which they pertain. Where there is more than one appendix, assign each appendix a number or a letter heading, (APPENDIX 1, APPENDIX ONE, or APPENDIX A) and a descriptive title. The heading

and title for each appendix should be centred on the page and typed in uppercase. All heading and titles must be in the table of contents. Including photocopied material in the appendices is acceptable. All appendix pages should be numbered with Arabic numerals using the same guidelines described in the pagination section of this Guide. Computer printouts used in the appendices must meet margin requirements as discussed above; the paper must be 100 per cent cotton rag content. Computer printouts used in an appendix do not have to be in the same typeface as the body of the dissertation, although they must be clean, clear and legible. Computer printouts with small and indistinct print or very narrow margins are unacceptable because they will be illegible in microfilm.

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

2.32.1 Numbering

2.32.1.1 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.

2.33.1.2 Use words to express:

- Numbers below 10
- 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)

2.24.1.3 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,
- $-r(24) = -0.43, p < 0.05$

2.33.2 Reference citations IN text

2.33.2.1 One Author

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

2.33.2.2 Two Authors

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

2.33.2.3 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...

2.33.2.4 Groups as Authors

1st Citation:

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

Subsequent Citations:

- (APA, 2000).

2.33.2.5 Anonymous or No Author

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

2.33.2.6 Authors with Same Surname

Include initials

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

Two of 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)

2.33.3 How to do Quotations in text

2.33.3.1 Quotation of less than 40 words

Display quotation of fewer than 40 words in double quotation marks. Include page number in parentheses (pinpoint citation).

- Black (1993) stated, the placebo effect disappeared when behaviors were studied in this manner (p. 276).

2.33.3.2 Quotation of more than forty words

Display quotation of 40 or more words in block quotation (double spaced) without quotation marks.

Formatting rules:

- Indent the block quote half an inch on both sides.
- Do not use quotation marks.
- one and half-space the quote unless your discipline has a rule about single spacing block quotes.
- Do not include any additional lines or spaces before or after the block quote.
- Notice that in block quotes, the period goes before the parentheses, not after.

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)

2.33.4 Reference List

Remember reference page is titled References and they are:

- One and half spaced
- In alphabetical order

- And formatted with an indentation of 0 point for the Left, 0 point for the right, hanging indentation of 0.5" and spacing of 0 point before and 0 point after and a line spacing of one and half spacing.
- The entries should be consistent. Use sentence case for the entries and Capital each word for Journal Titles.
- 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.
- Also, Word 2007 has a sort function, so it can alphabetize your references if you highlight them and select that function.
- Reference work can also be done with assistance of Reference Software such as Zotero.

2.33.4.1 Journal Article accessed in print

Carlson, L. A. (2003). Existential theory: Helping school counselors attend to youth at risk for violence. *Professional School Counseling*, 6(5), 10-15.

2.33.4.2 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

2.33.4.3 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>

2.33.4.4 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>

2.33.4.5 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.

2.33.4.6 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 attendtionlast for more than 31 days and are more severe with stress. *Nicotine and Tobacco Research*, 6, 249-267.

2.33.4.7 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).

2.33.4.8 Unpublished thesis

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

2.33.4.8 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.

2.33.4.9 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.

2.33.4.9 Electronic Media

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

2.33.4.10 Online Newspaper Articles

Becker, E. (2001, August 27). Prairie farmers reap conservation rewards. *The New York Times*. Retrieved from <http://www.nytimes.com>

2.33.4.11 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>

2.33.4.12 Technical Research Reports (Often with corporate authors)

Hershey Foods Corporation. (2001, March 15). 2001 Annual Report. Retrieved from <http://www.hersheysannualreport.com/2000/index.htm>

2.33.4.13 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>

2.33.4.14 Dissertations

References for dissertations should include the following elements: author, date of publication, title, and institution (if you accessed the manuscript copy from the university collections). If there is a UMI number or a database accession number, include it at the end of the citation.

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)

Sabbagh, S. A. (2009). *Investigating oral presentation skills and non-verbal communication techniques in UAE classrooms: A thesis in teaching English to speakers of other languages* (Master's thesis). American University of Sharjah, Sharjah, United Arab Emirates.

2.33.4.15 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).

2.34 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 after the review process is completed.
- This fee shall be reviewed from time to time when necessary.
- The reviewer shall submit to the Postgraduate Studies Office a report detailing all areas noted in the dissertation for corrections and changes by the candidate.
- Certification of the thesis following satisfactory completion of corrections, amendments, etc., raised by the reviewer shall be made to the Postgraduate Dean that will then enable the student to submit bound copies and an e-copy to the Postgraduate Dean's Office pending graduation.
- The library reviewer shall be given two weeks to check candidate's adherence to postgraduate guidelines and standards and therefore shall not be held accountable for late submission to the Postgraduate Studies Office if the candidate fails to observe timelines.

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

2.35 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.

2.36 Samples

2.36.1 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

May, 2017

2.36.2 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

Month and year of submission

2.36.3 Declaration

DECLARATION

This thesis is my own original work and it has not been submitted to any other institution for similar purposes. Acknowledgements have been duly made where other people's work have been used. I bear the responsibility for the contents of this paper.

Signature: _____

Naomi Kachoka

Date: _____

2.36.4 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

Signature: _____ Date: _____

Name

Head of Department