

# MOI UNIVERSITY

## GUIDELINES FOR WRITING THESIS

### PREAMBLE

A thesis is a presentation of original research carried out by the author. The results and findings of thesis research may be of significance and in demand for many years after the thesis is written. It is important that the thesis be well presented and in a durable form.

Thesis presentation for examination should be in their final form, only awaiting binding. They are normally written in English. Requests for permission to write in some other language pertinent to the research can be granted upon justification to Senate, through Departmental or School Graduate Committees. It should indicate the availability of faculty members competent in the language and field, and who are willing to serve as supervisors and on the Examination Board. In these cases, the abstract, detailed summary and conclusion must be submitted with the thesis in English.

### INTRODUCTION

Every scholarly field has its preferred citation style. This guide recommends the system devised by the Modern Language Association of America (MLA). Detailed exposition of the system is available in (Gibaldi, Joseph. *MLA Handbook for Writers of Research*, 4<sup>th</sup> ed. New York: Modern Language Association of America, 1995).

The MLA documentation style covers two aspects of referencing: 1) the compilation of an alphabetical list of “works cited,” appearing at the end of the text and, 2) the acknowledgement of sources through brief alphabetical citations in the text keyed to work-cited list.

### REFERENCES AND BIBLIOGRAPHIES

#### a) Numbered Citation

All sources referred to in the text have to be acknowledged and cited in a series of reference notes, numbered consecutively and placed at the end of the chapter.

#### b) Parenthetical Citation

“Christianity is essentially a historical religion” (Scott 45)

The parenthetical reference “(Scott 45)” indicates that the quotations come from page 45 of a work by Scott, of which full publishing details are given in the alphabetically arranged list of works cited and given at the end of the chapter or thesis.

Numbered citation is preferred.

## **CONTENTS OF THESIS**

Preceding the main contents of the thesis should be in the following sequential order:

1. Preliminaries
  - i. Cover page
  - ii. Title page
  - iii. Signatory/Declaration page
  - iv. Dedication
  - v. Abstract
  - vi. Table of Contents
  - vii. List of tables
  - viii. List of figures
  - ix. Acknowledgements
2. Main body of the Thesis
3. Bibliography/References
4. Appendices

## **FORMAT**

All theses shall be typed in double spacing between lines on good quality paper (minimum 80 grams) of A4 size, and preferably in Microsoft Word New Times Roman font size 12.

Margins shall be of at least 35mm on the left-hand side, 25mm on the right hand side and on the top and bottom of each page. Tables and figures must also conform to these margin requirements even when headings are taken into account. Text and graphics are to be kept together on the same page.

Each figure and its captions should appear on the same page. This also applies to tables, though they may be continued on subsequent pages.

Long tables and maps that do not fit two pages shall normally be confined to the appendices.

Page numbers should appear on the top right hand corner.

Theses shall be submitted in the first instance for the examination loosely bound (e.g. spiral binding). Subsequent to the examination and final acceptance, theses shall be bound in boards, covered in green buckram. The bound copies shall be lettered in gold on the spine with the following information; "Surname of author, degree and year" in that order. On the outside front cover of the bound theses shall appear the following information: "Title of thesis, full name of author, and year" in that order.

EXAMPLE

**1. Cover Title**

LANGUAGE ATTITUDES, USE AND PROFICIENCY: A SOCIAL LINGUISTIC STUDY OF  
ENGLISH IN KENYA

BY

KEMBO-SURE, EDWARD

1996

**On the Spine of Thesis:**

KEMBO-SURE, E.

DPhil

1996

**2. Title Page**

STUDIES OF MAIZE, KESSES DIVISION, UASIN GISHU DISTRICT, KENYA

MWANGI WA KAMAU  
B.Sc., MPhil

A Thesis Submitted in Partial Fulfillment of the Requirements for the Degree of Doctor of Philosophy of  
the Department of Zoology, Moi University

1991

**3. Declaration Page**

*Declaration by the Candidate*

This thesis is my original work and has not been presented for a degree in any other University. No part of this thesis may be reproduced without the prior written permission of the author and/or Moi University.

Mwangi wa Kamau ..... Date: .....

**Declaration by Supervisors**

This thesis has been submitted for examination with our approval as University Supervisors.

Name of Supervisor ..... Date: .....  
(Name of University, Place, Country)

Name of Supervisor ..... Date: .....  
Moi University, Eldoret, Kenya

### **Dedication**

The author of the thesis may wish to dedicate the thesis to person(s) of his/her choice that may have inspired directly or indirectly to the accomplishment of the thesis.

### **Abstract**

The abstract should give a synopsis of the work carried out, the significant results obtained and the major conclusions of the thesis. The maximum length of the abstract should be 500 words in single space and normally unstructured.

### **Table of Contents**

This indicates the pages in which the various chapters of the thesis as well as major subsections can be found.

### **List of tables**

This indicates the pages in which the various tables are to be found. The titles appearing here should be exactly the same as those in the text. The table number and its captions should be placed two spaces above the top line of the table.

### **List of Figures**

This indicates the pages in which various figures are to be found in the main body of the thesis. The title appearing here should be exactly the same as the figure captions. The figure number and its caption should be placed two spaces below the last line or the bottom edge of the figure. All broadside material should be placed so that the top of the table is nearest to the binding. The placement of the table or figure either vertically or horizontally does not change the position of the page number.

### **Acknowledgements**

Individuals and institutions that may have contributed to the execution of the work should be properly acknowledged.

### **Body of the Thesis**

The detailed arrangement of this will vary from one field of research to another, although it would be expected that the thesis would contain:

- Introduction
- Methodology

- Results
- Discussion (or interpretation of the results)
- Summary (or conclusions)

## REFERENCING

Cite all references that have been mentioned in the text. These should be listed either (i) alphabetically according to the first letter of the last name (of the first authors in the case of multiple authors or (ii) arranged numerically according to the order in which they are cited. *The alphabetical listing of references is preferred.*

For example, in the first system, the later name of the authors and the year of publication will have been mentioned in the text as Ghosh (1987). Then in the list of references at the end is the following: Ghosh, S. “Improved Sludge Gasification by Two-Phase Anaerobic Digestion.” Journal of Environmental Engineering 113:1265-1283.

## CITING PRINT SOURCES

### JOURNALS

#### *An Article in a Journal with Continuous Pagination:*

Ghosh, S. “Improved Sludge Gasification by Two-Phase Anaerobic Digestion.” Journal of Environmental Engineering 113 : 1265-1283.

Vickery, Brian C. “Knowledge Discovery from Databases: An Introductory Review” Journal of Documentation 53 (1997) : 107-122.

#### *An Article with a Separate Pagination in Each Issue:*

Cross, Nereida and Helen Jarvis. “The Challenge of Building an International Union Catalog: The Vietnamese Experience.” Asian Libraries 3.2 (1993) : 36-43.

Beckman, Joshua. “My Primary Concern with Time.” American Poetry Review 27.2 (1998) : 11-14.

#### *An Article from a Journal Published in More Than One Series:*

Gosh, Amitav. “The March of the Novel through History : The Testimony of My Grandfather’s Bookcase.” Kenyon Review ns 10 (1998) : 13-24.

#### *A Magazine Article:*

“Step Towards the Digital Rep.” Bookseller 28<sup>th</sup> Feb. 1997: 16.

Michaud, Ellen. "It's the Little Things That Drive You Crazy." Prevention July 1998: 112-19.

***A Newspaper Article:***

Rashid, Ragaa. "River Bank Dwellers: The Pokomo Speak Bantu Dialects Related to Mijikenda and Kiswahili." Herald 8-14 Aug. 1999: 29.

James, Robert F. "New Trends in Health." New York Times 22 July 1997, late ed., sec. 2: 3+.

***BOOKS***

**A Book by a Single Author:**

Adams, Roy. Communication and Delivery Systems for Librarians. Aldershot: Gower, 1990.

Henderson, P. Inorganic Geochemistry. Oxford: Pergamon, 1982.

Richardson, William C. Emily Dickinson: Her Life and Poetry. 3<sup>rd</sup> ed. New York: Random, 1994.

**Two or More Books by the Same Author:**

Smith, Charles R. Robert Frost's Poetry. 2<sup>nd</sup> ed. New York: Random, 1994.

---. Symbolism in Robert Frost's Poetry. New York: Harper, 1995.

---, trans. A Young Reader's Guide to the Poetry of Robert Frost. By John T. Collins. Edgewood Cliffs, NJ: Prentice, 1997.

**A Book by Two Authors:**

Harrison, Samuel W. and Benjamin R. Wright. Movies in the Twentieth Century. Cambridge, MA: Harvard UP, 1994.

**A Book by Three Authors:**

Peabody, Charles T., Robert N. James, Jr., and Sylvia W. Samuels. Ernest Hemingway: The early Years. Rev ed. New York: St. Martin's, 1993.

**A Book with Four or More Authors**

If they are more than three authors, you name only the first and add et al. (and others), or you may give all names in full in the order in which they appear on the title page.

Edens, Walter, et al., eds. Teaching Shakespeare. Princeton: Princeton UP, 1977.

Hodges, John C., et al. Hodges' Harbrace Handbook. 14<sup>th</sup> ed. Fort Worth: Harcourt, 2001.

**An Essay in a Book Collection:**

Ginman, Mirrian. "Information Culture and Business Performance." The Marketing of Library and Information Services. 2<sup>nd</sup> ed. Blaise Cronin, London: Aslib, 1992. 103-116.

Martin, Samuel A. "Willy Loman: A Modern Tragic Hero." Arthur Miller: A Collection of Essays. Ed. Glenn T. Richardson. Boston: Houghton, 1992. 72-84.

**A Book Published in a Second or Subsequent Edition:**

Robson, Wendy. Strategic Management and Information Systems: An Integrated Approach. 2<sup>nd</sup> ed. London: Pitman Publishing, 1997.

Sydney, Beatrice E. A Study of James Joyce. 2<sup>nd</sup> ed. Boston: Little, 1992.

**A Book in a Series:**

Vickers, Peter, and John Martyn, eds. The Impact of Electronic Publishing on Library Services and Resources in the UK: Report of the British Library Working Party on Electronic Publishing. Library and Information Research Report, 102. London: British Library Board, 1994.

Wilson, C. Philip, Charles C. Hogan, and Ira L. Mintz, eds. Fear of Being Fat: The Treatment of Anorexia Nervosa and Bulimia. Classical Psychoanalysis and Its Applications. New York: Aronson, 1983.

**A Book by Corporate Author:**

World Bank, International Bank for Reconstruction and Development. Education in Sub-Saharan Africa: Policies for Adjustment, Revitalization and Expansion. Washington, D.C: World Bank, 1988.

**A Government Publication:**

Kenya, Office of the Vice President and Ministry of Planning and National Development. Kitui District Development Plan 1997-2000. Nairobi: Government Printers, 1997.

### **Chapter in a Book:**

Baker, B.H. "The Alkaline Complex of Jombo." Geology of the Mombasa – Kwale Area. Report No.24. Ed. P.V. Caswell. Nairobi: Geological Survey of Kenya, 1953. 32-48.

Crews, Frederick. "Psychological Romance." The Sins of the Fathers: Hawthorne's Psychological Themes. New York: Oxford UP, 1966. 3-26.

### **Conference Proceedings:**

Raitt, David, I. and Ben Jeapes, eds. Online Information 94: 18<sup>th</sup> International Online Information Meeting Proceedings. London: 608 December 1994, Oxford: Learned Information, 1994.

### **Unpublished Thesis:**

Onyari, J.M. "The Concentration of Mn, Fe, Cu, Zn, Cd and Pb in Sediments and Fish from the Winam Gulf of Lake Victoria and Fish Bought in Mombasa Town Markets." MSc. Thesis. University of Nairobi, 1985.

Walaba, Aggrey Ayub, "The Teaching of Christian Religious Education in Kenyan Teachers' Training Colleges and Secondary Schools from 1920 to 1989: A Historical Perspective." D.Phil. Thesis. Moi University, 1998.

## **CITING ELECTRONIC SOURCES**

Generally accepted forms for referring to electronic sources have yet to emerge. However, the MLA system has been extended to cover such sources. For exhaustive exposition of the system, see Xia Li and Nancy B. Crane, *Electronic Styles: A Handbook for Citing Electronic Information.* 2<sup>nd</sup> Ed. Medford, N.J.: Information Today, 1996.

## **INTERNET SOURCES**

### **WWW Home Pages:**

Basic form: *Homepage Title.* Hp. Date (last update or copyright date, if available) Medium. Information Supplier (if mentioned). Available URL. Access date.

*The British Library.* Hp. 1997. Online British Library Board Available: <http://portico.bl.uk> 6<sup>th</sup> Sept. 1997.

### **Website:**

McAllister, Jim. "Nathaniel Hawthorne's Neighbourhood." Salem, Massachusetts: Salem Tales. Jan. 2000. 11 Feb. 2000. <<http://www.salemweb.com/tales/hawthorne1.htm>>.

### **An Online Scholarly Database or Project:**

Women of the Romantic Period. Ed. Daniel Anderson and Morri Safran. 3 Nov. 1996. U Texas at Austin. 21Feb. 2000 <<http://www.cwrl.utexas.edu/-worp/ack.html>>.

### **A Book in Print and Online:**

Sandburg, Carl. Chicago Poems. New York: Holt, 1916. 21 Feb. 2000 <<http://www.bartleby.com/165/index.html>>.

### **An Article from an Online Scholarly Journal:**

DeShong, Scott. "Sylvia Plath, Emmanuel Levinas, and the Aesthetics of Pathos." Postmodern Culture 8.3 (1998) : 23 pars. 25 June 1998 <<http://www.iath.virginia.edu/pmc/current.issue/8.3deshong.html>>.

### **An Online Monthly or Bimonthly Magazine Article:**

Kurzweil, Raymond. "Live Forever: Uploading the Human Brain." Psychology Today Online Jan.2000: n.pag. 30 Jan.2000 <<http://www.psychologytoday.com/features3.html>>.

### **A Newspaper Article Available Online:**

Greenhouse, Steven. "Companies React Quickly to Court's Sexual Harassment Rulings." New Times of the Web 28 June 1998. 28 June 1998 <<http://www.nytimes.com/yr/mo/day/news/washpol/scotus-harass.html>>.

### **An E-mail Message:**

Stoker, David. "Funding Proposal." E-mail to Tim Cullen. 20 Jan. 1997.

Smith, Daniel K. "Re: Class Reunion." E-mail to Sandra P. Schneider. 28 Feb. 1998.

### **A Videocassette or Digital Videodisc (DVD):**

Runaway Bride. Perf. Julia Roberts and Richard Gere. Dir. Garry Marshall. 1999. DVD. Paramount/Touchstone, 1999.

### **An Online Photograph:**

McAllister, Jim. "House of the Seven Gables." Photograph. Salem, Massachusetts: Salem Tales. Jan. 2000. 11Feb. 2000 <<http://www.salemweb.com/tales/hawthorne1.htm>>.

### **An Online Map:**

“Salem in 1692: Town and Village.” Map. Images from the Salem Witch Trials. 11Feb. 2000 <[http://www.law.umkc.edu/faculty/projects/ftrials/salem/SAL\\_MAP.HTM](http://www.law.umkc.edu/faculty/projects/ftrials/salem/SAL_MAP.HTM)>.

### **Downloaded Computer Software:**

Adobe Acrobat. Vers. 3.01. 25 June 1998  
<<http://cgil.adobe.com/acrobat/download6.cgi>>.

## **CITING CD-ROM DATABASES**

### **An Entry from an Encyclopedia on CD-ROM:**

“Frost, Robert Lee.” Encarta '95. CD-ROM. Redmond, WA: Microsoft, 1995.

### **A Scholarly Journal Article from Educational Resources Information Centre (ERIC) on CD-ROM:**

Kim, Anna Charr. “How College Faculty Evaluate Second Language Writing.” Research and Teaching in Developmental Education 14.1 (1997) : 35-48. Abstract. ERIC. CD-ROM. SilverPlatter. 1992-March 1998. EJ557280.

## **CITING SUBSCRIPTION ONLINE DATABASES**

### **A Scholarly Journal Article:**

Hall, Christine C., and Matthew J. Crum. “Women and Bodyisms’ in Television Beer Commercials.” Sex Roles: A journal of Research 31.5-6 (1994) : 329-37. Full-text. InfoTrac: Expanded Academic ASAP. Online. Gale Group. Kimbel Library, Conway, SC. 11 Feb. 2000 <<http://web6.infotrac.galegroup.com>>.

Johnson, David. “You’ve Never Seen Anything Like it.” Theatre Crafts Internationala (TCI): The Business of Entertainment Technology and Design 32.10 (1998) : 5 pp. Full-text.

## **CITING ONLINE ENCYCLOPEDIAS AND DICTIONARIES**

### **An Entry from an Online Encyclopedia:**

“Dictinson, Emily Elizabeth.” Encyclopedia Britannica Online. 1998. Encyclopedia Britannica. 21 Feb.2000. <<http://members.eb.com/bol/topic?eu=3083&sctn=1&pm=1>>

### **A Definition from an Online Dictionary:**

“Deism.” Merriam-Webster Online. 1999. Encyclopedia Britannica. 21 Feb. 2000  
<<http://members.eb.com/cgi-bin/dictionary?va=Deism>>.

## **APPENDICES**

All lengthy tables of results, research instruments, large maps, etc should be placed in the appendices rather than in the main text.

## **REFERENCES**

Gibaldi, Joseph and Walter S. Achtert. MLA Handbook for Writers of Research Papers. 3<sup>rd</sup> ed. New Delhi: Wiley Eastern, 1989.

Schwartz, Linda Smoak. The Harcourt Guide to MLA Documentation. Fort Worth: Harcourt College Publishers, 2001.