

# Thesis Formatting Guidelines

---

**Presented at the Postgraduate Virtual Training  
on 24<sup>th</sup> March 2023**

By

**George M. Wamahiga**

## **General Requirements**

### **(i) Typing of thesis**

- ❖ A thesis must be typed and printed in an A4 size.
- ❖ Printed material must be of good quality.
- ❖ There must be consistency in the typeface using Times New Roman font and font size 12.
- ❖ The thesis shall be typed with double spacing using clear United Kingdom English language.

## **(ii) Margins and pagination**

- There must be a (1.5 inches) margin on the left-hand side to allow for binding, and a (1 inch) margin on the right-hand side, top and bottom of the paper.
- Preliminary pages shall be numbered using small roman numerals.
- Pages of the main report shall be numbered consecutively in Arabic numerals, and the number shall appear at the center of the lower margin of the page.

## **The format**

The thesis research project report/thesis comprises the following sections:

### **Preliminary pages**

The preliminary pages shall include the following:

- i) Title page
- ii) Declaration
- iii) Dedication
- iv) Acknowledgement
- v) Table of contents
- vi) List of tables
- vii) List of figures
- viii) List of plates
- ix) List of Appendices
- x) Abbreviation and Acronyms
- xi) Abstract

## **Preliminary pages cont.**

### **i) Cover page**

The cover page shall bear the title of the thesis in capital letters, centered, followed 'by' the full name of the student, and then the year.

### **Example of Cover Page:**

ENTREPRENEURSHIP EDUCATION PEDAGOGICAL AND SELF-EFFICACY  
OF  
ENTREPRENEURSHIP STUDENTS

BY

ISAAC MUIRURI GACHANJA  
2017

## **ii) Title Page**

The title page shall bear the title of the thesis in capital letters not exceeding twenty (20) words, centered, and followed below by the surname, and other names of the student.

The statement below shall then follow in the middle of the page;

A THESIS SUBMITTED TO THE RESPECTIVE SCHOOL IN PARTIAL  
FULFILLMENT OF THE REQUIREMENTS FOR THE CONFERMENT OF THE  
DEGREE OF (NAME OF THE DEGREE), KARATINA UNIVERSITY.

Finally, the month and the year of submission shall be indicated at the bottom of the page and centered.

## **Example of Title Page**

### **a. Social sciences**

#### **DETERMINANTS OF INVESTMENT OF FINANCIALLY INCLUDED YOUTH IN KENYA**

**KIAI RICHARD MUTHII**

A Thesis Submitted to the School of Business in Partial Fulfillment of the Requirement for the Conferment of the Degree of Doctor of Philosophy (Finance Option) in Business Management of Karatina University.

**NOVEMBER, 2016**

### **b. Sciences**

#### **EFFICACY OF STEVIA( *Stevia Raaudiana L*) AND THYME (*Thymus Vulgaris L*) EXTRACTS IN PRESERVATION OF ROSE (ROSA HYBRID) CUT-FLOWERS**

**KIIGE JOHN KAMATHI**

A Thesis Submitted to the School of Agriculture and Biotechnology in Partial Fulfillment of the Requirement for the Conferment of the Degree of Masters of Science in Horticulture, Karatina University.

**JULY, 2017**

## **Declaration**

It should include both the candidate's and the supervisors' declaration duly signed and dated.

### **Declaration by the candidate**

This thesis is my original work and has not been presented for conferment of a degree in any other University or for any other award.

Name of candidate

Reg. Number

Signature ..... Date.....

### **Declaration by the supervisors**

I/We confirm that the work reported in this thesis was carried out by the candidate under our supervision and has been submitted with our approval as university supervisors.

Name of supervisor, department, school and university

Signature .....Date .....

Name of supervisor, department, school and university

Signature .....Date.....



## **Dedication (optional)**

- A dedication statement not exceeding 25 words may follow the declaration; beginning on a separate.

## **Acknowledgment**

- Acknowledgment not exceeding 200 words and should follow dedication beginning on a separate page.

## **Abstract**

- The abstract should be a maximum of one page or 500 words.
- The abstract is usually a one-block (single paragraph), single-spaced and without citations.

## **Table of Contents**

- A table of contents should follow acknowledgement, beginning on a new page.
- All entries must have a corresponding page number with leader dots or dashes connecting the entry to the page number.

## **List of Tables**

- A list of tables should specify the title and the page where tables can be found in the thesis.
- In the text, titles of tables should be placed above the table.

## **List of Figures**

- This should capture the title and page number of the figure where the figure is found.
- Titles of figures should be placed below the figure

## **Definition of terms**

All symbols, abbreviations, and technical terms in the thesis should be listed on this page

# **MAIN BODY OF THE RESEARCH REPORT/THESIS**

## **The main body**

The main body of the project report/thesis shall normally include the following:

i) Chapter One: Introduction

ii) Chapter Two: Literature Review

iii) Chapter Three: Research Methodology/Materials and Methods

iv) Chapter Four: Data analysis, Presentation and Interpretation

□ Results findings and interpretations/discussions as per objective.

v) Chapter Five: Summary (Where applicable), Conclusions and Recommendations as per objective.

## References

- ❑ It is recommended that the American Psychological Association (APA) is used for in-text citations and compiling references.
- ❑ The guidelines are available on the university library's website [www.library.karu.ac.ke](http://www.library.karu.ac.ke)
- ❑ It is mandatory that the references/citations cited in the text must appear in the reference list; conversely, each entry in the references list must be cited in the text.

## Appendices

This should include:

- a) Research Instruments (where applicable)
- b) Research Permits/authorization letter
- c) List of Publications from the thesis
- c) Data Analysis table (where applicable)
- d) Any other relevant support documents

## **FINAL SUBMISSION OF THESIS**

1. Once a student has incorporated into the project/thesis all the recommendations of the Board of Examiners, and issued with a Certificate of corrections  
Therefore, the student submits a copy of the certificate of corrections to:
  - a) The Registrar ARSA
  - b) Director BPS
  - c) University Librarian
  - d) Respective School and Head of Department
2. The student submits a soft copy to the [library@karu.ac.ke](mailto:library@karu.ac.ke) for checking if the thesis adheres to the Karatina University Thesis formatting guidelines and APA referencing style
3. Upon satisfaction of the above, permission to print and bind six (6) hard copies is issued through [library@karu.ac.ke](mailto:library@karu.ac.ke)

## **Thesis Binding guidelines**

- a) The spine shall be embossed in gold with the candidate's surname and initials of other names.
  - b) The abbreviation of the degree for which it has been submitted and the year.
  - c) The writing shall be from the bottom of the spine to the top.
  - d) The cover of the thesis shall be black and green for Masters and PhD degrees respectively.
  - e) The face of the hardcover shall be buckram
- 
- ❖ The six hard-bound copies signed by supervisors are submitted to the University Library (Main Campus) and 3 CD (soft) copies in PDF format
  - ❖ The six (6) hard copies are distributed as follows: Library department (2), Director BPS (1), and Respective school (3).
  - ❖ The three (3) soft copies are distributed as follows: (Library department (1), Respective school (1), and Director BPS (1)

**Finally**, upon satisfaction that all the above requirements have been met, the University Librarian issues the student a certificate of binding

In addition, the student issues copies of the certificate of binding to the following: Registrar ARSA (original copy), University Library, Director BPS, and respective School.

Thank you

Questions and Answers  
Forum