



# UNIVERSITY OF EMBU

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## OFFICE OF THE DIRECTOR BOARD OF POSTGRADUATE STUDIES

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### GUIDELINES FOR PREPARING AND FORMATING OF MASTER'S AND PH.D. THESES

1. Examination Copies – Six (6) Spiral bound copies.
2. Final copies – Four (4) copies All (both Master's and PhD) theses in the University of Embu shall be black. Plus CD with name of Candidate marked in felt pen.
3. The thesis must be type-written or printed on good quality of A4 size (210 x 297 mm).  
Font – Times New Roman shall be used.
4. Top cover page – Printed in gold, bold, font 16 and centered.-See provided sample page.
5. The Spine – Surname followed by initials, the degree for which the thesis is being submitted, and the year printed in gold, bold, font 16. The writing should read from the bottom to the top of the spine.
6. Margins - The Left margin of thesis should be 40 mm, wide. Top, Right and bottom margins of thesis should be 25 mm. wide.
7. Apart from the cover and the front page to abstract, the thesis should be in Times New Roman font size twelve (12).
8. From the Declaration to Abstract be numbered in Roman numbers starting i, ii, iii...bottom centre.
9. The rest of the document starting Chapter one should be number using Arabic numbers starting 1, 2, 3... bottom centre.
10. The whole document should be 1.5 spaced apart from prescribed sections.
11. The respective department shall advise on referencing style. In the absence of departmental guidelines, APA format for referencing shall be used.

12. Length of thesis. The respective department shall advise on expected length of thesis. In the absence of departmental guidelines, a master's thesis is expected to range 50 to 100 pages and a PhD thesis 100 to 200 pages excluding references and appendices.
13. Front page – Capital letters shall be used, in bold, font 14 and (the whole title page should be symmetrically arranged).
- The front (title) page must be arranged as follows:
- Full name of the Candidate
- Then “A thesis submitted in partial fulfilment for the Degree of (insert name of degree) in the University of Embu. This statement should appear at the middle of the page.
- The month and year
14. Declaration – Start on new page- In font 12 duly signed by candidate and supervisors.
- The declaration page must contain the order indicated below:
- a) a signed declaration by the candidate with the following statement: “This thesis is my original work and has not been presented for a degree in any other University”.
  - b) a signed declaration by each of the University supervisors with the following statement: “This thesis has been submitted for examination with my (our) approval as University Supervisor(s)”.
15. Dedication - Start on new page- Optional
16. Copyright - optional. If included, align with University IP policy.
17. Acknowledgement - Start on new page -To universities, supervisors, parents, etc.- Optional
18. Table of Contents - Start on new page- List of all chapters/topics in the thesis.
19. List of Tables - Start on new page. Where applicable.
20. List of Figures - Start on new page. Where applicable.
21. List of Plates - Start on new page. Where applicable.
22. List of Appendices - Start on new page - Where applicable.
23. List of Abbreviations /Acronyms - Start on new page. Where applicable.
24. List of Nomenclatures - Start on new page. Where applicable.
25. Abstract – Single spaced and one page maximum. Though appears first should be written last.
26. Order of names: on cover page. First Name, Middle Name and Last Name.
27. Thesis Chapters. The respective department shall advise on thesis chapters. In the absence of departmental guidelines, the following shall apply.

27 a) Master's and PhD Theses shall have five chapters. Each chapter should start on a new page, written in capital letters and laid out as follows

**CHAPTER ONE  
INTRODUCTION**

**CHAPTER TWO  
REVIEW OF LITERATURE**

**CHAPTER THREE  
MATERIALS AND METHODS**

**CHAPTER FOUR  
RESULTS**

**CHAPTER FIVE  
DISCUSSION, CONCLUSION AND RECOMMENDATIONS.**

**REFERENCES** -Shall come after last chapter but shall not be given a chapter number.

-References shall be single spaced.

-Literature must be cited by author and date or by number in the text, and a list of references must appear at the end of thesis.

27 b) **Or** Master's and PhD Theses, may upon the recommendation of the School follow a thematic format. Where the thematic format is used the chapters shall be:

**CHAPTER ONE - GENERAL INTRODUCTION**

**THEMATIC CHAPTERS** (which shall be numbered)

**SYNTHESIS** (this chapter shall be numbered).

**REFERENCES** -Shall come after last chapter but shall not be given a chapter number.

-References shall be single spaced.

- Literature must be cited by author and date or by number in the text, and a list of references must appear at the end of thesis.

28. Candidates should consult the respective department if they require any advice on any matter concerning the form of a thesis not covered by these guidelines.

## 29. General Thesis Outline

### **CHAPTER ONE INTRODUCTION.**

To include:

Background of the study

Problem statement

Justification

Research questions (where applicable)

Hypothesis

Objectives

General Objective-Should be related to the title

Specific objectives –Should be closely linked to the research questions and hypothesis.

Conceptual framework (where applicable)

Scope (where applicable)

The Limitations (where applicable)

### **CHAPTER TWO LITERATURE REVIEW**

To include all relevant literature to each objective should be exhaustively cover ever objective of the study subheadings may sometimes be useful.

### **CHAPTER THREE MATERIALS AND METHODS**

To include:

Description of the study area (if a field observation study was done).

The target population.

Sampling designs, techniques and illustrations.

The research designs.

Data collection procedures.

Data analysis.

Regulatory requirements such as ethical clearance, research permits, biosafety clearance or KWS permission among others.

### **CHAPTER FOUR RESULTS**

The actual data from the study should be presented.

The narrative should be accompanied by illustrations such as plates, figures or tables.

Each table or figure given should be accompanied by a summary or interpretation.

### **CHAPTER FIVE DISCUSSION, CONCLUSION AND RECOMMENDATIONS.**

Should include:

The discussion of results (without repeating the results) which is guided by the objectives.

Conclusions drawn to respond to the objectives.

Based on the conclusions make recommendations.

## REFERENCES

- To use the style determined by the department. In the absence of departmental guidelines APA style shall be used. Consistency is important in citation.

The candidate should confirm the format with BPS office before binding the final Thesis.

## THE PRELIMINARY PAGES

The preliminary pages of the thesis should mirror the usual scholarly books.

i) **Title pages:** This indicates the title of the study, the author's name, the degree requirement being fulfilled, the name of the University awarding the degree, the date of submission of the thesis and the signing of the supervisors.

ii) **Declaration page:** This should be written as:

“This thesis is my original work and has not been presented for a degree in any other university.”

The student signs his/her name and registration number

All the supervisors then sign the thesis, starting with the main supervisor. At least two full names for each supervisor should be written. Their positions at work e.g. Senior Lecturer, Chairman of Department etc should however not be included:

How a sample thesis in the University of Embu is expected to look like is provided.

**UNIVERSITY OF EMBU**

**JANE KERUBO OTIENO**

**DOCTOR OF PHILOSOPHY THESIS**

**JANUARY, 2019**

**MIGRATION OF THE KENYAN BLACK RHINOCEROS IN THE  
TSAVO NATIONAL PARK  
(*DICEROS BICORNIS MICHAELI* ZUKOWSKY 1965)**

**JANE KERUBO OTIENO (MSc)**

**A THESIS SUBMITTED IN PARTIAL FULFILLMENT FOR THE  
DEGREE OF DOCTOR OF PHILOSOPHY IN ECOLOGY IN THE  
UNIVERSITY OF EMBU**

**JANUARY, 2019**

## DECLARATION

This thesis is my original work and has not been presented for a degree in any other University

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

Nathaniel Kimunya Mwandawiro  
Department of Biological Sciences  
EB37/2012/2014

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

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

Prof. Williamson Nyakoe  
Department of Biological science  
Embu University College

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

Dr. John Jassen Smith  
School of Bioinformatics  
Cardiff University, United Kingdom

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

Dr. Judy Njeri Mwananchi  
Department of Botany  
Egerton University



**DEDICATION (optional)**

## ACKNOWLEDGEMENT

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**LIST OF ABBREVIATIONS/ACRONYMS**

AA Atomic absorption

BP Blood Pressure

MK Mount Kenya

ZF Zinc Finger



**LIST OF NOMENCLATURE**

**ABSTRACT**

**CHAPTER ONE**  
**INTRODUCTION**