



# 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. PROPOSALS**

School guidelines on proposal format shall be adhered to. In the absence of School guidelines, the following University guidelines should be adhered to.

1. Margins - The Left margin of proposal should be 40 mm, wide. Top, right and bottom margins of proposal should be 25 mm wide. Ensure that the margins are not altered during printing.
2. Apart from the front page, the proposal should be in font Times New Roman, size 12.
3. The declaration to abstract should be numbered in Roman numbers starting from ii, iii...bottom centre.
4. The rest of the document starting from Chapter one should be numbered using Arabic numbers starting from 1, 2, 3... bottom centre.
5. The respective department shall advise on referencing style. In the absence of departmental guidelines, APA format for referencing shall be used.
6. The candidate shall submit the proposal for approval through the Department, School to BPS.
7. A research proposal shall not exceed twenty (20) (1.5 spacing) pages excluding references and appendices.
8. Front page – Capital letters shall be used, in bold, font type Times New Roman, size 14 and the whole title page should be symmetrically arranged.

The front (title) page must be arranged as follows:

Title

Full name of the candidate in the order first, second and surname.

Then “A research proposal submitted in partial fulfilment of the requirements for the award of the Degree of (insert name of degree) of the University of Embu.”

This statement should appear in the middle of the page.

The month and year at the bottom.

9. Declaration – Start on new page. Use font Times New Roman, size 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 research proposal is my original work and has not been presented elsewhere for a degree or any other award”.
- b) a signed declaration by each of the University supervisors with the following statement: “This research proposal has been submitted for examination with our approval as the University Supervisors”.

10. Table of Contents - Start on new page- List of all chapters/topics in the proposal.
11. List of Tables - Start on new page. Where applicable.
12. List of Figures - Start on new page. Where applicable.
13. List of Plates - Start on new page. Where applicable.
14. List of Appendices - Start on new page - Where applicable.
15. List of Abbreviations /Acronyms - Start on new page. Where applicable.
16. List of Nomenclatures - Start on new page. Where applicable.
17. Abstract – Single spaced and one page maximum.
18. Order of names on cover page. First name, middle name and last name.
19. Proposal Chapters. The respective department shall advise on proposal chapters. In the absence of departmental guidelines, the following shall apply.
20. Master’s and PhD proposal shall have three chapters. Each chapter should start on a new page, written in capital letters and laid out as follows:

**CHAPTER ONE  
INTRODUCTION**

**CHAPTER TWO  
LITERATURE REVIEW**

**CHAPTER THREE  
MATERIALS AND METHODS OR RESEARCH METHODOLOGY**

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

-References shall be single spaced with 1.5 spacing after each reference.

-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 proposal.

## 21. General proposal 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)

### **CHAPTER TWO**

#### **LITERATURE REVIEW**

To include all relevant literature for each objective and should exhaustively cover every 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.

The research designs.

Data collection procedures.

Data analysis.

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

### **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.

### **APPENDICES**

Appendix I: Workplan

Appendix II: Budget

## THE PRELIMINARY PAGES

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 proposal and the signing of the supervisors.

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

“This research proposal is my original work and has not been presented elsewhere for a degree or any other award”.

All the supervisors then sign the proposal, 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.

Below is a sample proposal.

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

**JANE KERUBO OTIENO**

**A RESEARCH PROPOSAL SUBMITTED IN PARTIAL  
FULFILLMENT OF THE REQUIREMENTS FOR THE AWARD  
OF THE DEGREE OF DOCTOR OF PHILOSOPHY IN  
ECOLOGY OF THE UNIVERSITY OF EMBU**

**JANUARY, 2025**

### DECLARATION

This research proposal is my original work and has not been presented elsewhere for a degree or any other award.

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

Jane Kerubo Otieno  
Department of Biological Sciences  
EB37/2012/2022

This research proposal has been submitted for examination with our approval as the University Supervisors.

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

Prof. Williamson Nyakoe  
Department of Biological science  
University of Embu

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

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

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

Dr. Judy Njeri Mwananchi  
Department of Botany  
Egerton University

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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**





# UNIVERSITY OF EMBU

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### WORK PLAN

A work plan serves as a guide that you use to achieve your objectives.

It is an action plan that aligns tasks and budgetary requirements.

The timelines for a work plan should be within the timeframe of the postgraduate course.

A work plan should be:

- Aligned to the objectives.
- Activity based – avoid one day activities such as proposal submission which is part of proposal development. Indicate all the key activities of the research. The timelines should be reasonable.
- Achievable with clear deliverables such as publications.

This list is a guide and students are encouraged to consult their supervisors when developing the work plan.

## AN EXAMPLE OF A WORK PLAN

Month	Year 1 (2020)						Year 2 (2020)						Year 3 (2021)					
	1,2	3,4	5,6	7,8	9,10	11,12	1,2	3,4	5,6	7,8	9,10	11,12	1,2	3,4	5,6	7,8	9,10	11,12
Proposal Development and submission	■	■																
Sample collection		■	■															
Morphological analysis			■	■														
Publication of morphology and ethnobotanical knowledge					■	■												
DNA Extraction from leaves			■	■														
Sequencing				■	■													
Sequence Analysis and development of markers				■	■													
Validation of markers and diversity analysis					■	■	■	■										
Sequencing									■	■								
Sequence analysis and phylogenetic studies									■	■								
Diversity Manuscript development and submission									■	■	■							
Transcriptome analysis-RNA Extraction											■	■	■					
Sequencing											■	■	■					
Sequence analysis													■	■				
Transcriptome manuscript preparation and submission													■	■	■			
Thesis Writing and submission							■	■	■	■	■	■	■	■	■	■	■	■