



UNIVERSITY OF EMBU

OFFICE OF THE DIRECTOR BOARD OF POSTGRADUATE STUDIES

GUIDELINES FOR PREPARING AND FORMATING OF PHD AND MASTER'S THESES OR PROJECT

1. Examination Copies – Six spiral bound copies.
2. Final copies after Examination – Four copies. PhD and Master's theses/projects in the University of Embu shall be bound in a hard black cover. Include a CD with the thesis/project in it and the name of the Candidate marked using a felt pen on the CD.
3. The thesis/project must be printed on good quality A4 size (210 x 297 mm) paper.
Font type – Times New Roman, font size 12 shall be used.
4. Top cover page – Printed in gold, bold, font 16 and centered. See binding guidelines that will be provided after submission of the certificate of correction.
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. See binding guidelines that will be provided after submission of the certificate of correction.
6. Margins - The Left margin of thesis/project should be 40 mm, wide. Top, right and bottom margins of thesis should be 25 mm wide.
7. Apart from the cover and front page, the thesis/project should be in font Times New Roman, size 12.
8. The declaration to abstract should be numbered in Roman numbers starting from ii, iii...bottom centre.
9. The rest of the document starting from Chapter one should be numbered using Arabic numbers starting from 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 from 50 to 100 pages (at least 20,000 words) and a PhD thesis from 100 to 200 pages (at least 50,000 words) 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:

Title of thesis

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

Then “A thesis/research project 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 at the middle of the page.

The month and year

14. Declaration – Start on new page. In 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 thesis/research project 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 thesis/research project has been submitted for examination with our approval as the University Supervisors”.

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.
26. Order of names: on cover page. First name, middle name and last name.
27. Thesis/project chapters. The respective department shall advise on thesis/project chapters. In the absence of departmental guidelines, the following shall apply.
- 27 a) Master's theses/projects 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
LITERATURE REVIEW**

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

**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 with 1.5 spacing between 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 thesis.

27 b) **Or** Master's theses/projects 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 with 1.5 spacing between 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 thesis.

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

29. General thesis/project 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 for each objective. It should exhaustively cover every objective of the study and sub-headings may sometimes be useful.

CHAPTER THREE

MATERIALS AND METHODS OR RESEARCH METHODOLOGY

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/project.

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 thesis and the signing of the supervisors.

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

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

The student signs his/her name and indicates the department then registration number.

All the supervisors then sign the thesis/project, 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 thesis.

UNIVERSITY OF EMBU

JANE KERUBO OTIENO

DOCTOR OF PHILOSOPHY THESIS

JANUARY, 2025

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

JANE KERUBO OTIENO

**A THESIS 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 thesis 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 thesis 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

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

Below is a sample project.

UNIVERSITY OF EMBU

NATHANIEL KAMAU JUMA

MASTER'S PROJECT

JANUARY, 2025

ORGANIZATIONAL FACTORS INFLUENCING TAX IN KENYA

NATHANIEL KAMAU JUMA

**A RESEARCH PROJECT SUBMITTED IN PARTIAL
FULFILLMENT OF THE REQUIREMENTS FOR THE AWARD
OF THE DEGREE OF MASTER OF BUSINESS
ADMINISTRATION OF THE UNIVERSITY OF EMBU**

JANUARY, 2025

DECLARATION

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

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

Nathaniel Kamau Juma
Department of Business Studies
DH37/2012/2024

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

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

Prof. Williamson Nyakoe
Department of Business Studies
University of Embu

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

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

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

Dr. Judy Njeri Mwananchi
Department of Business
Egerton University

DEDICATION (optional)

ACKNOWLEDGEMENT

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LIST OF ABBREVIATIONS/ACRONYMS

ANT Actor Network Theory

OT Organizational theory

LIST OF NOMENCLATURE

ABSTRACT

CHAPTER ONE
INTRODUCTION