

MZUMBE UNIVERSITY
(CHUO KIKUU MZUMBE)

GUIDELINES FOR WRITING THESIS OR DISSERTATION

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SECTION ONE INTRODUCTION

1.1 Preamble:

In many universities, a thesis or a dissertation represents the culmination of a major research project that should make a significant contribution to knowledge in a given field. Generally, a thesis/dissertation reflects a learning experience for a student. To maintain a high standard of a student's work that is acceptable for a graduate degree, the Directorate of Research, Publications, and Postgraduate Studies (DRPS) has developed guidelines to assist students in preparing their theses or dissertations. The guidelines are also useful to undergraduate students in writing their fieldwork reports besides most other academic writing. For matters not covered by these guidelines, each student should consult other sources for additional clarifications. With exception of the Faculty of Law where some of their writing styles and requirements may differ from what is provided in this document, where these other sources differ or conflict with these guidelines, our guidelines shall govern.

1.2 Thesis versus dissertation

More often than not, the two terms, thesis or dissertation, are used interchangeably though 'thesis' is usually used for a research work in programmes that go without a coursework while 'dissertation' is applied to a research work that involves a coursework and hence the dissertation becomes a partial fulfilment for the requirements of that programme.

1.3 Objectives of the thesis or dissertation option

The objectives of the thesis option include:

- (i) To provide an opportunity for the student to integrate classroom knowledge and practice
- (ii) To enable graduate students to do an independent study to reflect a creative endeavour that can make a significant contribution to knowledge in a given field
- (iii) To develop students' ability to read professional literature, reports, and other works critically in their design, treatment of data, and conclusions
- (iv) To strengthen the ability of the students in presenting their research work in a clear, concise, and logical manner and enable other readers to use the results of their investigations.

1.4 Non-thesis/dissertation option

For various reasons, certain universities have established non-thesis/non-dissertation options for their postgraduate students, substituting them with comprehensive written examinations. The Mzumbe University insists that all graduate students write a dissertation in completing their programmes.

SECTION TWO TYPING STYLE

FONTS, MARGINS, SPACING, PARAGRAPHS, PAGINATION, ETC

2.1 Typing and spacing

- (i) The thesis/dissertation must be printed on good quality A4 paper. This is to ensure clear copies of the work
- (ii) Except for tables whose text should be single spaced, spacing for all other text should be 1.5; and on one side of the paper only
- (iii) Except for text in the tables, all other text must always be justified

2.2 Dissertation/thesis title and its chapters

- (i) Write the main title of the thesis/dissertation in capitals of bolded 14 font size. All other text after the title, such as the author's name, should be in capitals and small letters, and should be in font size of 12, bolded and centred; for sample, see Appendix II. Please note that Appendix II is for title page and not for the cover page. The title of the dissertation/thesis must not exceed 20 words
- (ii) Chapters in the dissertation/thesis must be capitalized, centred, and bolded using font size 12; for sample, see Appendix VI
- (iii) Each new chapter should begin on a new page

2.3 Fonts

- (i) All text must be written in Times New Roman
- (ii) All text must be typed in font size 12 except for tables whose fonts should be 10

2.4 Paragraphs

Begin each paragraph and each sub-heading by hitting the enter key once. The paragraphs should not be indented.

2.5 Language

The thesis /dissertation must be written in UK English.

2.6 Treatment of abbreviations

The subject should be stated in full followed by the abbreviation or acronyms placed in brackets the first time it appears. Example: Bank of Tanzania (BoT), in subsequent citations only the abbreviation BoT should be used. A list of abbreviations and acronyms used in the thesis or dissertation should be included in the preliminary pages of the document. It is not correct to use an ampersand (&) or a number e.g. 4th as part of word in the text. Exceptions to this rule include:

- Arabic numbers can be used with the word percent or the percent sign (%), e.g. 10 percent or 10%

- Arabic numbers are also used in the following cases: time followed by a.m., or p.m., page numbers, designation of figure number, and data quoted from a table or figure.

2.7 Quotations

Quotations of fewer than four lines can be incorporated into the text and quotation marks should be used. Quotations of more than four lines are indented and aligned four spaces from the left margin. No quotation marks are required. The quotations should be single spaced, and should be in italics. If you want to omit some words in the middle of a sentence being quoted, it should be indicated by three dots. Also, an omission in a quotation following a complete sentence is shown by three dots.

2.8 Pagination

- Paginate all preliminary pages in lower case Roman numerals, i.e. "i", "ii", "iii", etc., beginning with the title page, but not numbering the cover page
- Number the pages of the body of the thesis in Arabic numerals, i.e. "1", "2", "3", etc., consecutively, and throughout.
- The page numbers should appear at the bottom of the page, and should be centred.

2.9 Margins

- The left-hand margin must be 4.0 cm from the left edge of the paper.
- The right-hand margin must be 2.5 cm from the right edge.
- The top margin must be 4.0 cm from the top of the page.
- The bottom margin must be 2.5 cm from the bottom edge of the paper.

2.10 Capitalisation and bolding of words

Candidates should as much as possible avoid unnecessary bolding and capitalisation of words or sentences. But once they feel there is need to do that, the bolding and capitalisation must be used consistently.

2.11 Tables and their numbering

- Tabular material of five or more horizontal lines is usually presented in the thesis/dissertation as a table. The text in these tables should be single-spaced.
- Candidates may put more than one table on the same page provided they are separated by four lines.
- A table cannot be continued (broken) to the next page unless the titles reappear in each table. The heading and the table itself are inseparable.
- Tables should be referred to by their numbers and not by a phrase such as "the previous or the following table".
- Long tables should be placed in the appendix section.

- (vi) Table numbering must be consecutive within chapters. For example, the first table under Chapter Four could be numbered as Table 4.1 and the second one as Table 4.2.
- (vii) The number and the title of the table must appear on top of each table while the source of the material in that table, should appear at the bottom of that table.
- (viii) Capitalise only the first letter of the first word of the table heading except for proper names of things or abbreviations/acronyms in that table.

2.12 Figures, diagrams, graphs, charts, illustrations, and photographs

- (i) Any diagram, graph, or chart (including a photograph) is usually presented as a figure.
- (ii) All figures should be written in full to describe what they are saying. For consistency purposes, they should be numbered and labelled in the same way as tables, with their sources and all other elaborations placed at the bottom of the respective figures. Unless the figures are big enough to deserve separate pages by themselves, they must be included in the text.

SECTION THREE
THESIS/DISSERTATION OUTLINE

3.1 Sequencing the major parts of a thesis or a dissertation

(i) Candidates must sequence the **preliminary pages** in the following order:

- Cover page – see attached sample - Appendix I
- Title page – see attached sample - Appendix II
- Certification – see attached sample - Appendix IV

- Declaration – see attached sample - Appendix V
- Copyright – see attached sample - Appendix V
- Acknowledgement
- Dedication (if any)
- Abbreviations and acronyms
- Abstract
- Table of contents
- List of tables
- List of figures

(iii) Except for the Faculty of Law, all theses/dissertations will contain **at least** the following chapters:

Chapter I: Introduction or problem setting

Chapter II: Literature review

Chapter III: Research methodology

Chapter IV: Presentation of findings

Chapter V: Discussion of the findings

Chapter VI: Summary, conclusions, and policy implications

References

Appendices

The following are some of the contents that the chapters of the thesis or dissertation may contain. **Please note** that the order and the number of the suggested sub-themes in each chapter are subject the taste of the academic advisor and the student.

Introduction or problem setting

- Background
- Statement of the problem
- Research question(s)
- Objectives
- Scope, significance, rationale, and/or justification of the study
- Organization of the thesis or dissertation

Literature review

- Theoretical part
- Empirical part
- Conceptual framework and research model
- Hypotheses

Research methodology

- Type of the study, study area, study population, units of analysis, variables and their measurements, sample size and sampling techniques, types and sources of data, data collection methods, validity issues, and data analysis methods

Summary, conclusions, policy implications will include limitations of the study and areas for further research

- (iv) For the Faculty of Law, the thesis or dissertation will contain at least the following chapters:

Chapter I: Introduction

Chapter II: Conceptual framework

Chapter III, IV...: Main body of the thesis (discussion of the study)

Chapter (VI): Summary, conclusion, and recommendations

References

Appendices

The following are some of the contents that **Chapter I** of the thesis or dissertation for the Faculty of Law will contain:

- Background
- Statement of the problem
- Hypotheses or research question(s)
- Objectives
- Significance/justification/utility of the research
- Literature review
- Research methodology

3.2 Details of the preliminary items

- (i) Cover page:

The cover page should bear the title of the dissertation in capitals of 14 font size, 4cm from the upper margin, which will be embossed in gold, and which will be centered, see attached sample - Appendix I

- (ii) Title page:

Candidates must arrange the title page as follows:

- The main title of the thesis/dissertation must be in capitals of 14 font size, bolded, and centred (see Appendix II).
- Insert candidate's full name sixteen spaces after the title
- The candidate's name must be in the centre of the title page in bolded 12 font size.

- Insert the following words for a dissertation: “A Dissertation Submitted in Partial Fulfilment of the Requirements for Award of the Degree of (insert name of degree) of Mzumbe University”, five spaces after the name.
- The following words must be inserted for a thesis: “A Thesis in Fulfilment of the Requirements for Award of the Degree of (insert name of the degree) of Mzumbe University”, five spaces after the name
- The month and year of completion of the thesis/dissertation must be stated at the bottom, preceded by the words ‘Mzumbe University’ one space below the above words.

The title page will resemble the contents of the cover page except that while the cover page is in a hard cover, this title page will be only in a normal paper

- (iii) Certification: see attached sample Appendix IV
- (iv) Declaration: see attached sample Appendix V
- (v) Copyright: see attached sample Appendix V
- (vi) Acknowledgement:
In this section, the candidate will acknowledge all those who supported him/her in accomplishing the thesis/dissertation in whatever form.
- (vii) Dedication (if any):
The candidate can write anything relating to whom the work he/she has done is dedicated
- (viii) Abstract:
An abstract is a concise but comprehensive summary of the entire work. It will therefore reflect at least major elements of the following:
 - A statement of the problem and the study objectives
 - A brief description of the methodology including the sample size
 - A condensed summary of the findings
 - Conclusions and policy implications
 The abstract should be on one page only. The recommended length is 300 words for a master’s work and 350 words for a doctoral work.
- (ix) Table of contents:
The table of contents presents the specific pages reflecting main headings and sub-headings of the thesis’ or dissertation’s contents. It is highly advisable for students to create an automatic table of contents as part of the learning process.
- (x) List of tables and list of figures:
This section presents the specific pages of where the tables and figures are located in the document. The list of tables and the list of figures should be placed on different pages. Again, it is highly advisable for students to learn to create the list of tables and figures automatically as part of the learning process.

3.3 Headings

Headings and sub-headings for a thesis or dissertation will be written under four levels at most: the main heading (Heading 1) followed by three levels of sub-headings: Heading 2; Heading 3; and Heading 4, see Appendix VI.

3.4 Length of the thesis/dissertation

- (i) Masters dissertation will range between 60–150 pages, excluding appendices. Masters thesis will range up to 200 pages
- (ii) Ph.D. dissertation will range between 150–300 pages, excluding appendices. Ph.D. thesis will range up to 400 pages

3.5 Final submission

- (i) Before final submission, a Masters candidate will submit four (4) loose-bound copies to his/her faculty/directorate/school for final marking while a Ph.D. candidate will submit six (6)
- (ii) After satisfactorily completing all recommended corrections, a Masters candidate shall submit four (4) hard-bound copies of the thesis/dissertation to his/her faculty or directorate, while a Ph.D. candidate shall submit six (6). Each copy shall be bound black. Only the title of the thesis /dissertation embossed in gold will appear on the cover page.
- (iii) The spine of the thesis/dissertation shall be embossed in gold, bearing:
 - the surname and initials of the candidate
 - the degree for which the dissertation/thesis has been submitted
 - the year of degree award, that is, whether MBA, MSc. Ph.D., etc.
 - and should be in 14 font size
- (iv) The writing on the spine shall read from the top to bottom when placed on a shelf, see Appendix III.

SECTION FOUR DOCUMENTATION

4.1 Documentation styles

Academics use various reference systems, which have minor differences here and there. We adopt the American Psychological Association (APA) system. The system requires only two elements, an in-text reference, and a single, integrated bibliography at the end of the dissertation/thesis.

1 APA style for in-text citations

- Author's names in a signal phrase
- Author's named in parentheses
- Two authors
- Three to five authors
- Six to more authors
- Organisation as author
- Unknown author
- Two or more authors with the same last names
- Two or more sources within the same parentheses
- Specific parts of a source
- E-mail and other personal communication
- World wide website

2. APA style for a list of references

Books

- One author
- Two or more authors
- Organisation as author
- Unknown author
- Editor
- Selection in a book with an editor
- Translation
- Edition other than the first
- One volume of a multivolume work
- Article in a reference work
- Republication
- Government document
- Two or more works by the same author(s)

Periodicals

- Article in a journal paginated by volume
- Article in a journal paginated by issue
- Article in a magazine
- Article in a newspaper
- Editorial or letter to the editor
- Unsigned article

- Review
- Published interview
- Two or more works by the same author in the same year.

Electronic sources

- World wide website

Other sources

- Technical or research reports and working papers
- Paper presented at a meeting or symposium, unpublished
- Dissertation, unpublished

Legal documentation

- Citation of cases
- Citation of statutes

4.2 APA style for in-text citations

APA style requires parenthetical citations in the text to document quotations, paraphrases, summaries, and other material from a source. These in-text citations correspond to full bibliographic entries in a list of references and the end of the text.

1. Author named in a signal phrase

Generally, use the author's name in a signal phrase to introduce the cited material and place the date in parentheses immediately after the author's name. For a quotation, the page number, preceded by *p.*, appears in parentheses after the quotation. For electronic texts or other works without page numbers, paragraph numbers may be used instead.

Key (1983) has argued that the placement of women in print advertisements is subliminally important.

As Briggs (1970) observed, parents play an important role in building their children's self-esteem because "children value themselves to the degree that they have been valued" (p. 14)

Position the page reference in parentheses two spaces after the final punctuation of a long, set-off quotation.

2. Author named in parentheses

When you do not mention the author in a signal phrase in your text, give the name and the date, separated by a comma, in parentheses at the end of the cited material.

One study has found that only 68% of letters received by editors were actually published (Renfro, 1979).

3. Two authors
Use both names in all citations. Use *and* in a signal phrase, but use an ampersand (&) in parentheses.
Murphy and Orkow (1985) reached somewhat different conclusions by designing a study that was less dependent on subjective judgement than were previous studies.

A recent study that was less dependent on subjective judgement resulted in conclusions somewhat different from those of previous studies (Murphy & Orkow, 1985).
4. Three to five authors
List all the authors' names for the first reference.
Belenky, Clinchy, Goldberger, and Tarule (1986) have suggested that many women rely on observing and listening to others as ways of learning about themselves.
In subsequent reference, use just the first author's name plus *et al.*
From this experience, observed Belenky et al. (1986), women learn to listen to themselves.
5. Six or more authors
Use only the first author's name and *et al.* in every citation.
As Mueller et al. (1980) demonstrated, television holds the potential for distorting and manipulating consumers as free-willed decision makers.
6. Organisation as author
If the name of an organisation or a corporation is long, spell it out the first time, followed by an abbreviation or acronyms in brackets. In later citations use the abbreviation or acronym only.

First citation: (Centers for Disease Control [CDC], 1990). Later citations use (CDC, 1990).
7. Unknown author
Use the title or its first few words in a signal phrase or in parentheses (in this example, a book's title in underlined).
The School profiles for the county substantiated this trend (Guide to secondary schools, 1983).
8. Two or more authors with the same last name
If your list of references includes works by different authors with the same last name, to avoid confusion, include the authors' initial in each citation.
G. Jones (1984) conducted the groundbreaking study of retroviruses.
9. Two or more sources within the same parentheses
List sources by different authors in alphabetical order by author's last name, separated by semicolons: (Chodorow, 1978; Gillingan, 1982). List works by the same author in chronological order, separated by commas (Gilligan, 1977, 1982)
10. Email and other personal communication
Cite any personal letters, email, electronic bulletin-board correspondence, telephone conversations, or interviews with the persons initial(s) and last name,

the identification personal communication, and the date. Note, however, that APA recommends not including personal communications in the reference list.

J.L. Morin (personal communication, October 14, 1999) supported with new evidence the claims made in her article

4.3 APA style for references

The alphabetical list of the sources cited in your document is called *references*. The alphabetical list of all sources read (cited or not) in your work is called *bibliography*. Mzumbe University prefers *references* to *bibliography*. Here are some guidelines for preparing such a list.

- Start your list on a separate page after the text of your document but before any appendices or notes.
- Type the heading *References*, neither underlined nor in quotation marks, centred one inch from the top of the page.
- Begin your first line of each entry. Do not indent the first line of each entry, but indent subsequent lines one-half inch or five spaces.
- List sources alphabetically by authors' last names. If the author of a source is unknown, alphabetize the source by each first major word of the title.

An example:

Allen, J. (1982). Octavious Beale reconsidered: infanticide, baby-farming and abortion in NSW in the 1930s in Sydney Labour History Groups (Eds). *What rough Beast? The State and Social Order in Australian History*. Sydney: George Allen and Unwin.

Bowden, D. (1987). Resource Management and Budgeting for Clinicians, Paper presented to joint meeting of the Health Economics Study Group and Institute of Health Services Management. University of York. 7th-9th July, 1987.

Carstairs, V. and Morris, R. (1989). Deprivation: explaining differences in mortality between Scotland and England and Wales. *British Medical Journal*, 299: 886-889.

The APA style specifies the treatment and placement of four basic elements – author, publication date, title, and publication information.

- *Author*: List all authors last name first, and use only initials for first and middle names. Separate the names of multiple authors with commas, and use an ampersand before the last author's
- *Publication date*: Enclose the date in parentheses. Use only the year for books and journals; use the year, a comma, and the month or month and day for magazines; use the year, a comma, and the month and day for newspapers. Do not abbreviate.
- *Title*: Italicize the titles and subtitles of books and periodicals. Do not enclose titles of articles in quotation marks. For books and articles, capitalize only the first word of the title and subtitle and any proper nouns or proper adjectives. Capitalize all first words in a periodical title, e.g. *British Medical Journal*
- *Publication information*: For a book, list the city of publication (and the country or postal abbreviation for the state if the city is unfamiliar),

followed by a colon, and the publisher's name, dropping *Inc.*, *Co.*, or *Publishers*. For a periodical, write the periodical title followed by a comma, the volume number, the issue number (if appropriate) in parentheses followed by a comma, and the inclusive page numbers of the article. For newspapers and for articles or chapters in books, include the abbreviation *p*, "page" or *pp*. "pages" and provide the appropriate page number e.g. pp. 34-67

The following sample entries are in a hanging indent format, in which the first line aligns on the left and the subsequent lines indent one-half inch or five spaces. This is the customary APA format for final copy, including student papers. Note, however, that for manuscripts submitted to journals, APA requires the reverse (first lines indented, subsequent lines flushed left), assuming that the citations will be converted by a typesetting to a hanging indent.

4.3.1 Books

1. **One author**
Lightman, A. (1993). *Einstein's dreams*. New York: Warner Books.
2. **Two or more authors**
Newcombe, F., Ratcliffe, G. (1978). *Defining females: The nature of women in society*. New York: Wiley.
3. **Organisation as author**
Institute of Financial Education. (1983). *Income property lending*. Homewood, IL: Dow Jones – Irwin.

Use the word *Author* as the publisher when the organization is both the author and the publisher.

- American Chemical Society. (1978). *Handbook for authors of papers in American Chemical Society publications*. Washington, DC: Author
4. **Unknown author**
National geographic atlas of the world. (1988). Washington D.C.: Publisher.
5. **Editor**
Hardy, H.H. (Ed.). (1998). *The proper study of mankind*. New York: Farrar, Straus.
6. **Selection in a book with an editor**
West, C. (1992). The post-modern crisis of the black intellectuals. In L. *Cultural studies* (pp. 689 – 705). New York: Routledge.
7. **Translation**
Durkheim, E. (1957). *Suicide* (J.A. Spaulding & G. Simpson, Trans). IL: Free Press of Glencoe.
8. **Edition other than the first**
Kohn, M.L. (1977). *Class and conformity: A study in values* (2nd ed). Chicago: University of Chicago Press.

9. **One volume of a multivolume work**
Baltes, P., & Brim, O.G. (Eds.). (1980). *Life-span development and behaviour (Vol.3)*. New York: Basic Books.
 10. **Article in a reference work**
Ochs, E. (1989). Language acquisition. In *International encyclopaedia of communications (Vol. 2, pp.390-393)*. New York: Oxford University Press.
- If no author is listed, begin with the title.**
11. **Republication**
Piaget, J. (1952). *The language and thought of the child*. London: Routledge & Kegan Paul. (Original work published, 1932).
 12. **Government document**
U.S. Bureau of the Census. (1975). *Historical statistics of the United States, colonial times to 1870*. Washington, D.C.: U.S. Government Printing Office.
 13. **Two or more works by the same authors**
List of two or more works by the same author in chronological order. Repeat the author's name in each entry.
- Goodall, J. (1991). *Through a window*. Boston: Houghton-Mifflin.
- Goodall, J. (1992). *Reason for hope: a spiritual journey*. New York: Warner Books.

NB: Places of publications come before names of publishers separated by a colon. Do not write the name of a country for place of publication but instead use cities or towns

4.3.2 Periodicals

1. **Article in a magazine**
Shy, R. (1981). A Holistic view of language. *Research in the Teaching of English*, 15, 101-111.
2. **Article in a journal paginated by issue**
Maienza, J.G. (1986). The superintendency: Characteristics of access for men and women. *Educational Administration Quarterly*, 22 (4). 59-79.
3. **Article in a newspaper**
Browne, M.W. (1988, April 26). Lasers for the battlefield raise concern for eyesight. *The New York Times*, pp. C1, C8.
4. **Editorial or letter to the editor**
Russell, J.S. (1994, March 27). The language instinct [Letter to the editor]. *The New York Times Book Review*, 27.
5. **Unsigned article**
What sort of person reads Creative Computing? (1985, August). *Creative Computing*, 8, 10.
6. **Published interview**

McCarthy, E. (1968, December 24). [Interview with Boston Globe Washington staff]. *Boston Globe*, p. B27.

7. **Two or more works by the same author in the same year**

List works alphabetically by title, and place lowercase letters (a, b, etc.) after the dates.

Murray, F.B. (1983a). Equilibration as a cognitive conflict. *Development Review*, 3, 54-61.

Murray, F.B. (1983b). Learning and development through social interaction. In L. Liben (Ed.), *Piaget and the foundations of knowledge* (pp. 176-201). Hillsdale, NJ: Erlbaum

4.3.3 **Electronic sources**

The APA's Web Site, <http://www.apa.org/journal/webref.html>, includes current guidelines for citing some electronic courses, updating the information given in the *Publication Manual of the American Psychological Association*, fourth edition. However, with the exception of guidelines for citing email, Web sites, articles and abstracts from electronic databases, and software, the APA does not offer guidelines for citing some common electronic sources. The following formats include these additional electronic sources, adapted from the APA style. The basic entry for most sources you access via the Internet should include the following elements:

- *Author*: Give the author's name, if available.
- *Publication date*. Include the date of Internet publication or of the most recent update, if available.
- *Title*. List the title of the document or subject line neither of the message, neither underlined nor in quotation marks.
- *Publication information*. For document from databases or other scholarly projects, give the city of the publisher or sponsoring organisation, followed by the name. For articles from online journals or newspapers, follow the title with a comma, the volume number (underlined), the issue number (if appropriate) in parentheses and followed by a comma, and the inclusive page numbers of the article.
- *Retrieval information*. Type the word *Retrieved* followed by the date of access and retrieval method (*for example, from the World Wide Web*), followed by a colon. End with the URL or other retrieval information and no period. For example:

World wide website

Mullins, B. (1995), Introduction to Robert Hass.

Readings in Contemporary Poetry at Dia Center for the Arts. Retrieved April 24, 1997 from the World Wide Web: <http://www.diacenter.org/prg/poetry/95-96/intrhas.html>

Shade, L.R. (1993). Gender issues in computer networking. Retrieved January 28, 2000 from the World Wide Web: <http://www.de/women/text3.html> site visited 17/04/2008

4.3.4 Other sources

1. **Technical or research reports and working papers**
Wilson, K.S. (1986). *Palenque: An interactive multimedia optical disc prototype for children* (Working Paper No. 2). New York: Centre for Children and Technology, Bank Street College of Education.
2. **Paper presented at a meeting or symposium, unpublished**
Cite the month of the meeting if it is available.
Engelbart, D.S. (1970, April). Intellectual implications of multi-access computing. Paper presented at the meeting of the Interdisciplinary Conference on Multi-Access Computer Networks. Washington, DC.
3. **Dissertation, unpublished**
Leverenz, C.A. (1994). Collaboration and difference in the composition classroom. Unpublished doctoral dissertation, Ohio State University Columbus.

4.3.5 Legal Documents

4.3.5.1 Citation of Cases

A. Citation of reported cases includes that following elements or parts:

1. Names of parties involved in a case (Case name)
2. Year in which the case was reported
3. Name of the series of the law reports in which the case is reported
4. Page number at which the case commences or in other reports, number of the case
5. Website, for electronic case reports.

Amri v. Maimuna [1983] TLR 32(CA)

Clearbrook Iron Works Ltd. v. Letourneau, 2006 FCA 42, 46 C.P.R. (4th) 241.

Hopp v. Lepp, [1980] 2 S.C.R. 192.

Masson V. Kelly (1991), 85 D.L.R. (4th) 214 (Ont. C.A.) at 225.

R. v. Latimer, [1997] 1 S.C.R. 217 at para. 27.

Butler v. Nenqayni Treatment Centre Society (28 October, 2002) CHRT D.T.
<<http://www.ijcan.ca/ca/cas/chrt/2002/2002chrt10001.html>>.

B. Citation of unreported cases involves the following elements or parts.

1. Name of parties (Case name)
2. Case number of registration
3. Year of registration
4. Registry
5. Words – unreported

Buckman v. M.N.R., Civil Appeal No. 66 of 2008, Court of Appeal of Tanzania at Dar es Salaam (Unreported)

Mirambo Kazima v. Kasanga Mlelwa, (PC) Civil Appeal No. 300 of 1998, Mwanza High Court Registry (Unreported)

Nimrod E. Mkono v. Godes Limited, Civil Application No.9 of 1990, Court of Appeal of Tanzania at Dar es Salaam (unreported)

R.v. Daudi s/o Chacha, Criminal Revision No. 69 of 2009, (HC) MWANZA Registry (Unreported)

4.3.5.2 Citation of Statutes

Examples of statutory citation are as provided hereunder:

The Law of Marriage Act No. 5 of 1971

The Land Act No. 6 of 1999

The Village Land Act No. 7 of 1999

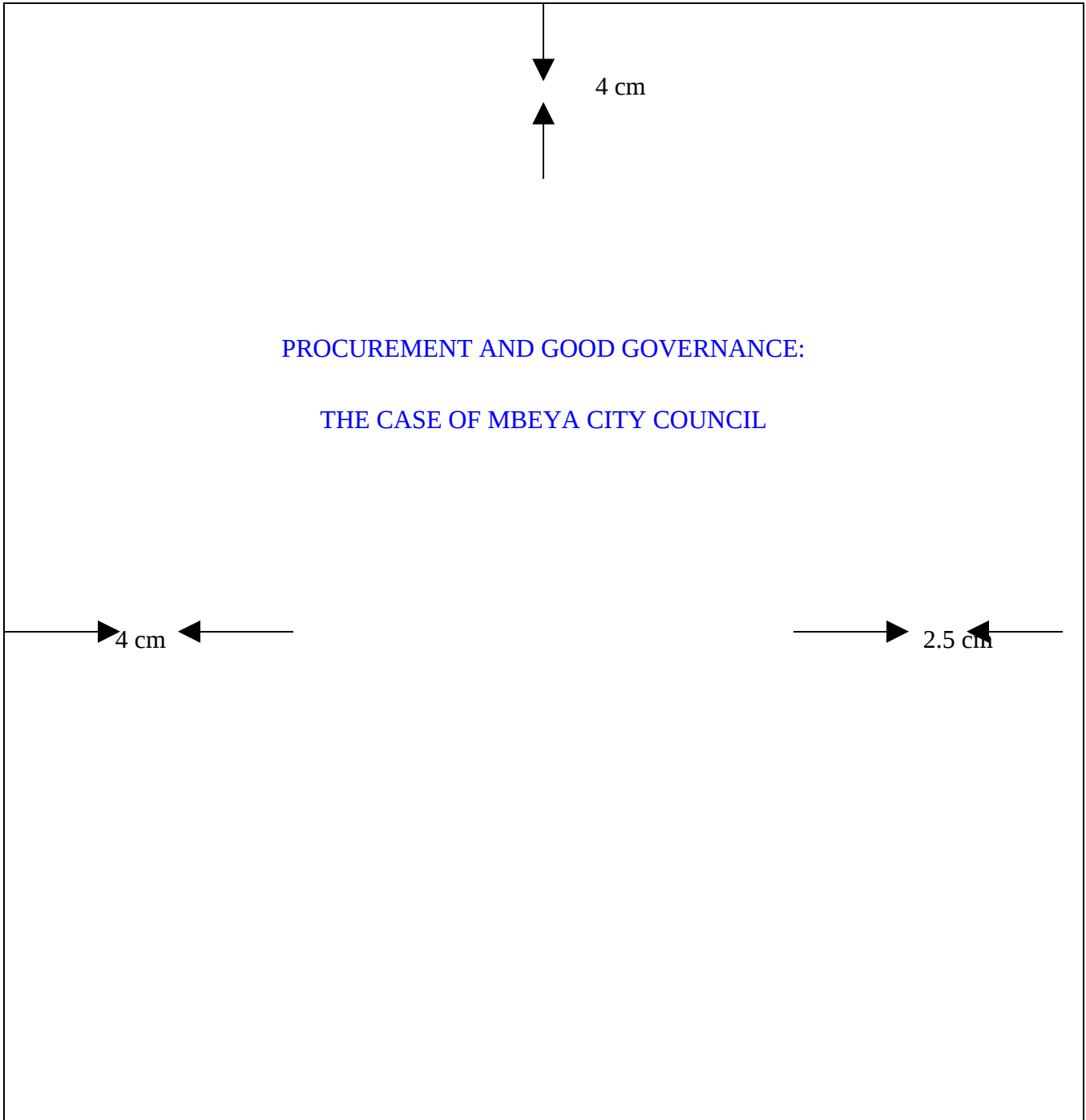
Communications Decency Act No. 47 of 2000, C. § 223

Citations of amended statutes are as provided below:

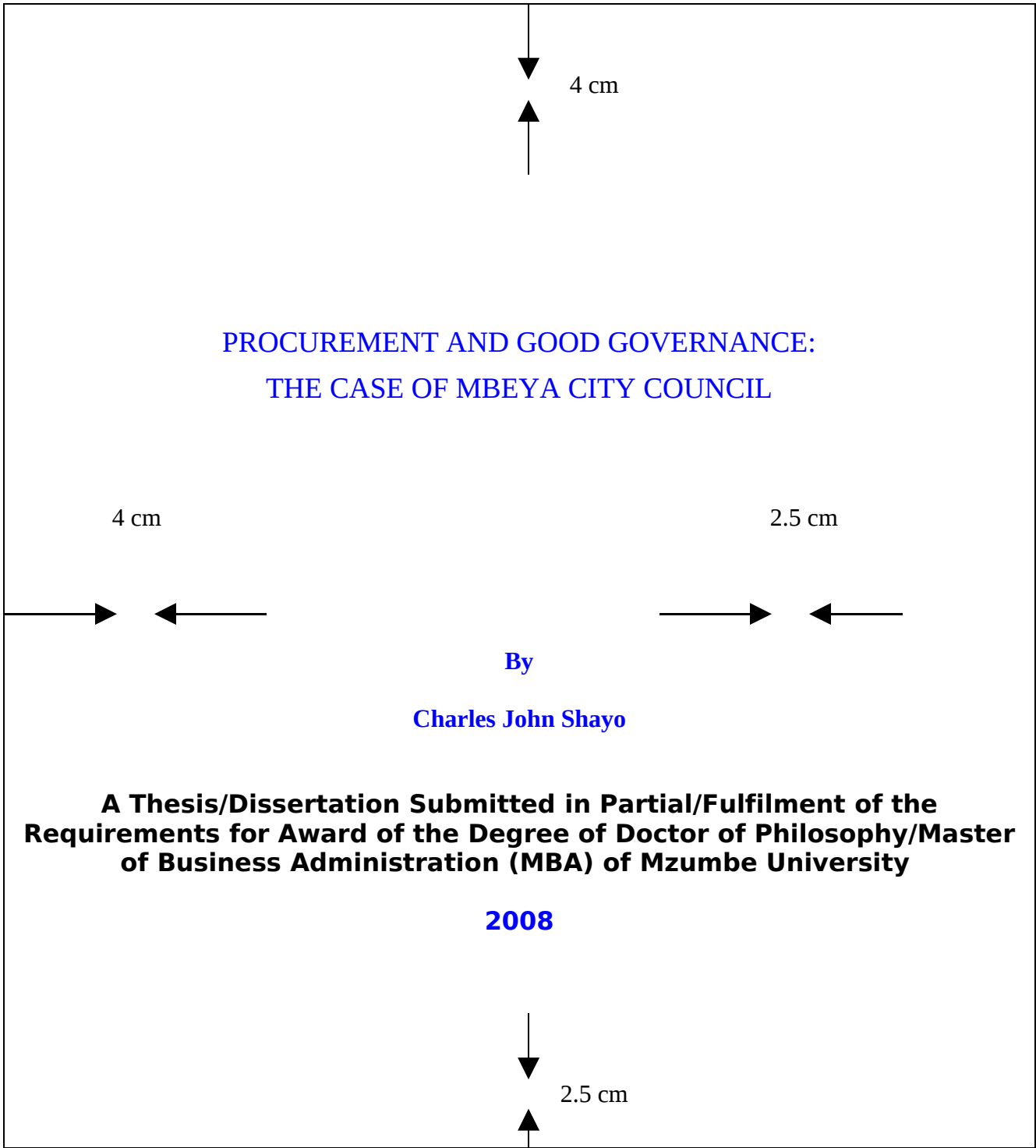
Employment Standards Act No. 7 of 1990, as am. By Small Business Regulatory Act No. 2 of 1991.

Regulatory Flexibility Act No. 9 of 1996, as am. by the Equal Pay Act No. 2 of 2003

Appendix I
A sample of a cover page



Appendix II
A sample of a title page



Appendix III
A sample of the spine

| | |
|------------------|--|
| Shayo J.C. MBA 2 | |
| | |
| | |

Appendix IV

A sample of certification page of a thesis/dissertation

CERTIFICATION

We, the undersigned, certify that we have read and hereby recommend for acceptance by the Mzumbe University, a dissertation/thesis entitled **Procurement and Good Governance: The Case of Mbeya City Council**, in partial/fulfilment of the requirements for award of the degree of Master of Business Administration of Mzumbe University.

Signature

Major Supervisor

Signature

Internal Examiner

Accepted for the Board of

.....

Signature

DEAN/DIRECTOR,
FACULTY/DIRECTORATE/SCHOOL/BOARD

Appendix V
A sample of declaration and copyright form

DECLARATION

AND

COPYRIGHT

I, Charles John Shayo, declare that this thesis is my own original work and that it has not been presented and will not be presented to any other university for a similar or any other degree award.

Signature _____

Date _____

©

This dissertation is a copyright material protected under the Berne Convention, the Copyright Act 1999 and other international and national enactments, in that behalf, on intellectual property. It may not be reproduced by any means in full or in part, except for short extracts in fair dealings, for research or private study, critical scholarly review or discourse with an acknowledgement, without the written permission of Mzumbe University, on behalf of the author.

Appendix VI

A sample of how to write chapters and their heading, and sub-headings

CHAPTER THREE

THE LINKAGE BETWEEN MACRO POLICIES AND POVERTY

(Main Heading i.e. Heading 1)

3.1 Introduction *(Heading 2)*

This chapter seeks to address the issues of macro-micro linkages...

3.2 Conceptual framework *(Heading 2)*

Economic growth is pro-poor when it is broad-based...

3.3 Macroeconomic performance and poverty status in Tanzania *(Heading 2)*

3.3.1 Macroeconomic performance *(Heading 3)*

The country's overall economic growth and macroeconomic performance...

3.3.2 The status of poverty in Tanzania *(Heading 3)*

The recent data on household poverty does not mirror the success...

3.3.2.1 Implication of macroeconomic reform for the agriculture sector *(Heading 4)*

The impact of the economic structural reforms on agriculture has been profound...

3.3.2.2 The performance of the agricultural sector *(Heading 4)*

The agricultural sector has maintained a steady...

NB: DO NOT START A CHAPTER BY:

CHAPTER THREE

**3. THE LINKAGE BETWEEN MACRO POLICIES AND
POVERTY**