FACULTY OF MEDICINE & HEALTH SCIENCES

THESIS WRITING FORMAT

2022

1.0 PREAMBLE

This working document is a general guide for students to write research proposals, projects and theses. The document will also help supervisors in guiding students in matters related to research preparation, thesis production and project work.

2.0 SUPERVISION

Simad University shall identify and allocate a supervisor for its senior students to conduct their graduation thesis. In principle, every student will have a minimum of one supervisor, depending on the need. The supervisors and students are supposed to strictly follow this guideline.

3.0 CONCEPT PAPER DEFENSE

After extensive literature searching, students are supposed to defend their concept paper in front of the research board. The paper should clearly state the research topic, the objectives, problem statement & the design.

4.0 RESPONSIBILITIES OF SUPERVISORS

As principal resource persons to the students, supervisors shall:

- Be available for consultation at least once per week.
- Give feedback to their students within a week.
- Guide students to relevant literature and their sources.
- Link students to researchers working in related fields.
- Discuss and critically evaluate the candidate's work, findings and ideas.
- Advise candidates on the form and structure of thesis/proposal.
- Train candidates in the conventions of scholarly presentations.
- Advise students on rules governing their specific degrees.
- Enhance the quality of a student's work.

- Ensure that written report on the progress of a student's studies are submitted as required by University regulations.

In the absence of feedback from a supervisor substantially, arrangements must be made by the Chairman of the research committee to ensure continuity in supervision by identifying a suitable replacement.

By placing his/her signature on the declaration page of the proposal/ thesis, a supervisor will certify that the proposal/thesis represents the work of the candidate that was carried out under his/her supervision and is ready for official examination

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5.0 GENERAL FORMAT & STYLE

5.1 Typography

Typeface

Only **one single typeface** (font), with its *italic* and **bold** variants, may be used through the **entire** thesis, including the title page, approval page, acknowledgements, references and appendices. (Exceptions to this can be made for footnotes, subscripts and superscripts, and for tables, figures or illustrations imported from other sources.)

Type Size

The font of the texts must be Times New Roman only. The font size for heading 1, heading 2, heading 3, and body text should be 18 (bold-centered), 16 (bold), 14 (bold-italicized) and 12, respectively.

Justification

A thesis must be fully justified (i.e., have even left- and right-hand margins).

Margins

The researcher must use ***moderate margin*** with right and left margins of 0.75 inches each side.

Similarly, the up & bottom margins must be one inches each.

Spacing/Printing

Using a laser printer, the spacing should be set at one-and-half (1.5) spacing.

Spacing Within Sections of the Thesis

Single spacing may be used in an extensive Table of Contents, List of Tables, or List of Figures, as long as there is double or one-and-one-half spacing between chapters. The spacing must be consistent. Single spacing may be used in extensive quotations within the body of the text. One-and-one-half spacing is required in the Abstract, Acknowledgements, etc.

The Space between two Consecutive paragraphs of the texts must be 6 points before and after.

Page Numbers

All pages must be taken into account in the numbering: this includes all pages of figures, tables, legends, etc.

Every single page in the thesis must be numbered, except the title page. The lead (prefatory) pages, up to the beginning of the text, are to be numbered with Roman numerals (e.g., I, II, III, IV, etc.) centered at the bottom of the page, one inch from the bottom. Appendices must also be numbered following the rest of the thesis.

Numbering of tables and figures must be consecutive, without repetition of numbers throughout the text. Numbering can be 1, 2, 3, etc., or by chapter, i.e., 1.1, 1.2, 1.3. The numbers must be consistent.

5.2 FRONT MATTER

All the preliminary pages should be paginated with Roman numbers except the cover page which is un-paginated.

(a) Cover Page

- This page should not be paginated
- All wording should be single- spaced and in uppercase
- The title at the cover page to be bold and font-size is 14.

  Items will be arranged in the following sequence:

  - Title should be focused, informative and not more than 15 words

- Full names of student(s) followed by highest qualification in standard abbreviation in brackets
- Registration number of student(s) below the name

SAMPLE (COVER PAGE)

UNIVERSITY LOGO

INSERT THESIS TITLE IN CAPS, CENTRED AND DOUBLE SPACED

A TITLE SHOULD NOT EXCEED ----15----- WORDS
(The title should concisely state the subject of the thesis)

BY

XXXXXXXXXXXXXXXXXX
(Insert candidate name (s), surname last)

A THESIS SUBMITTED TO SIMAD UNIVERSITY, DEPARTMENT OF XXXXXXXXXXXX IN PARTIAL FULLFILLMENT OF THE REQUIREMENTS OF THE DEGREE OF BACHELOR OF SCIENCE IN XXXXXXXXXXXXX

XXXXX, XXXX
[Insert month and year]

(b) Student Declaration Page

- The Declaration page shall have the affirmation on the originality of the thesis/project by the candidate and his/her supervisor (s).
- The page also shall contain the thesis/project intellectual property pronouncement

SAMPLE

I, XXXXXXXXXXXX, do hereby declare that this thesis is my own original work and has not been published and/or submitted for any other degree award to any other university before.

(C) Approval

Proposal/Thesis approval is a formal statement that authorizes that the proposal/thesis is officially accepted.

SAMPLE

This thesis has been submitted for Examination with the approval of the following supervisor(s).

Name: _____*Signature:*_____

Affiliation: _____*Date:*_____

(d) Dedication

Should not exceed 50 words, beginning on a separate page.

(e) Acknowledgement

This, beginning on a separate page, should follow dedication and not exceeding 200 words.

(f) Table of Contents

- Is like a map and guides the reader to locate the desired section quickly.
- It contains chapter headings, main headings, sub headings and corresponding page of each of the document.
- The table of content may vary with disciplines

(g) List of Tables

- Automatically generate the list of study tables

(h) List of figures

- Automatically generate the list of figures

(i) Abbreviations and Acronyms

- Give appropriate abbreviation & acronyms used in the study

ABSTRACT

- It is a summary of the entire research thesis and should be no more than 300 words
- The abstract should give a synopsis of the study introduction, main objective, methods, the most important results obtained, conclusions and recommendations.
- Do not use acronyms and complex abbreviations, references, figures and tables, and key words.
- The abstract shall be written out in single-spaced lines, but in the same font as the rest of the thesis; Times New Roman 12

- The word “ABSTRACT”, written in CAPS and in bold type face shall be located at the centre of the abstract page.

MAIN BODY OF THE THESIS

The text or the body of a research proposal is divided into five chapters. Each chapter has several sub-sections within it.

The chapters and their sub-sections are described here in the order in which they should appear in the proposal/thesis.

CHAPTER I

INTRODUCTION

1.0 Introduction

The introduction chapter should start with an introduction which specifies the subtitles of content covered.

1.1 Background

Introduces subject area under study and current situation. The main aim of this section is to get the reader "turned on" about the subject matter. Introduction only comprise of the preliminary content about the research question, or research topic and readers will be learning in your paper. But the background of your study is more in-depth and explains why your research topic or thesis is worth the time of your readers.

1.2 Problem Statement

The “Statement of the Problem” is an imperative part of the proposal, for in order for research to be conducted, one must notice a problem in the existing literature that has not been previously addressed. Statement of the problem should clearly show the ideal, actual, gap, consequences & promises.

1.3 Objectives of study

1.3.1 General Objective: This should be stated clearly.

1.3.2 Specific Objectives: The specific should 3 to 5 in number. They should be SMART (Specific, Measurable, Achievable, Realistic and Time bound).

1.4 Research Questions (or Hypotheses)

Research questions and hypothesis are usually used alternately. If questions are posed, hypothesis should not be stated at the same time. A researcher uses questions when he/she is not sure of the possible solutions to the research problem so he/she possess question such that if answered, the responses will help achieve the objectives.

1.5 Significance /Rationale of the study

Significance of a study refers to the relevance of the study in terms of academic contributions and practical use that might be made of the findings. it's always stated as suggestions or intended expectation from the study.

1.6 Scope of the study

The scope is also referred to as the delimitations of the study. It is a description of the boundary of the study in terms of content, methodology, geographical and theoretical coverage and time in a single line or paragraph. State at least it as three headings: content scope, geographical scope & time scope.

1.7 Operational definitions

Define the key terms & variables in your study.

1.8 Conceptual framework

The conceptual framework to reflect the research title and the objectives.

CHAPTER II
LITERATURE REVIEW

- The Literature Review should start with an introduction which specifies the subtitles of content covered.
- A literature review demonstrates your ability to research; it also showcases your expertise on your chosen topic.

- In this section of Literature Review, student should demonstrate evidence of understanding of current research on the subject under investigation and show clear gaps in knowledge that will be discussed.
- Appropriate themes for this chapter can be developed using the specific objectives of the study. Thus, relevant themes to the study and those derived from related literature including the theoretical framework guiding the study should be discussed here.
- The literature review should be consistent with the requirements of the title (internal consistency) and aspects of the introduction e.g. background to the study.
- The literature review should be properly cited, paraphrased and critiqued.
- The Literature review should have a summary of identified gaps in the reviewed literature.
- Unless for archival studies, 80% of the references used should be less than five years old.
- Endeavour to use current refereed journals and periodicals as much as possible.
- The chapter should follow this format:
    - 2.0 Introduction
    - 2.1 Specific Objective 1 re-stated as a subtitle
    - 2.2 Specific Objective 2 re-stated as a subtitle
    - 2.3 Specific Objective 3 re-stated as a subtitle
    - 2.4 Specific Objective 4 re-stated as a subtitle
- Summarize major contributions of significant studies and articles to the body of knowledge under review.
- Point out any gaps in the published literature and discuss areas or issues pertinent to future study.

NB: Student should adopt APA style of citation & reference.

CHAPTER III
METHODOLOGY

3.0 Introduction

The Methodology section should start with an introduction which specifies the subtitles of content covered. This Chapter highlights methodological details appropriate to the study. They include:

3.1 Research Design

- Research design refers to the structure of an enquiry.
- Research design deals with a logical problem.
- You need to state and justify the chosen design.
- It gives direction, order to the research and makes research efficient and minimizes the chance of drawing incorrect causal inferences from data

3.2 Study Area

State where the study will be done (location) and why it is chosen

3.3 Target Population

Describe the target population and give figures and a source.

3.4 Inclusion and Exclusion Criteria

Inclusion and exclusion criteria define the characteristics that prospective subjects must have if they are to be included in a study.

3.4.1 **Inclusion criteria** concern properties of the target population, defining the population to which the study's results should be generalizable. Inclusion criteria may include factors such as type and stage of disease, the subject's previous treatment history, age, sex, race, ethnicity.

3.4.2 Exclusion criteria concern properties of the study sample, defining reasons for which respondents/patients from the target population are to be excluded from the current study sample.

3.5 Sampling Techniques

- Explain the Sampling techniques used for the study

3.6 Sample Size Determination

- Explain the sample size- (unit of analysis) and explain how it will be determined. Calculation of exact sample size is an important part of research design.
- It is very important to understand that different study design need different method of sample size calculation and one formula cannot be used in all designs.
- Make sure to use formula that best suits your research design.

3.7 Research Instruments

- Justify the choice of instruments that will be used in the study and how they will be constructed and what they are meant to achieve

3.8 Data Collection Techniques

- This section concern on how data is collected
- The researcher should explain how field data collection was done.

3.9 Quality Assurance Procedures/Validity and Reliability

- Explain how the validity and reliability of the instruments will be established. Pretesting (piloting) should be used.
- **N.B**. If using a standardized test, quote test and existing validity and reliability levels.

3.11 Specimen Collection, Preparation & Laboratory Analysis

This is specific for experimental/laboratory studies

3.12 Data Analysis

The researcher should explain and justify the analytical framework and also the anticipated findings

3.13 Ethical Considerations

- Ethical issues should be considered.
- Students should get a clearance from the research committee of the university.

CHAPTER IV

RESULTS

- This chapter states the findings of the study, they shall be stated under each theme driven from the objectives of the study
- Present results of the data analysis, empirical data researcher uses statistics to summarize the results
- Gives evidence relevant to the research objectives and questions.
- Hypothesis tested stating whether supported or not.
- Present only most important results-related to your objectives.

- ***This chapter should follow this format:***

4.0 Introduction

4.1 Results of specific objective 1

4.2 Results of specific objective 2

4.3 Results of specific objective 3

4.4 Results of specific objective 4

CHAPTER V

DISCUSSION, CONCLUSION AND RECOMMENDATIONS

5.0 Introduction

This chapter deals with the discussion, conclusion & recommendations.

5.1 Discussion

- Conveys the meaning of findings.
- Provide linkage to other sections or components of the report such as objectives, hypotheses, research questions.
- Discuss your results in relations to other findings (compare & contrast with other findings).
- ***The discussion should be in line with the study objectives:***
    - 5.1.1 Discussion on specific objective 1 results
    - 5.1.2 Discussion on specific objective 2 results
    - 5.1.3 Discussion on specific objective 3 results
    - 5.1.4 Discussion on specific objective 4 results

5.2 Conclusion

- Conclusions shall be stated under each theme derived from the objectives of the study.
- Conclusion answers the question that sparked collection and analysis of data.
- Conclusion pulls all the strands of evidence together in a broader perspective.
- Discuss practical application and implications of your findings in the real world.
- Indicates possible actions.
- ***The conclusion should answer the research question in concise manner:***
    - 5.2.1 Conclusion from specific objective 1 results
    - 5.2.2 Conclusion from specific objective 2 results
    - 5.2.3 Conclusion from specific objective 3 results

- 5.2.4 Conclusion from specific objective 4 results

5.4 Research Limitations

The limitations of typical dissertation may relate to the formulation of study aims, implementation of data collection method, sample size, Lack of previous studies in the research area or the scope of the discussions.

5.5 Recommendations

- Conclusion leads logically to recommendations
- Must be consistent with purpose of study, objectives, evidence presented by data and interpretations given
- Recommendations should be practical and achievable
- Common recommendations would be like;
  - ✓ Further research- in unanswered questions
  - ✓ Methods that could be refined to improve future research in the area of study
  - ✓ Actions to be taken to address the problem based on the research findings.

REFERENCE LIST

- Adopt the APA style of in-text citation & reference.
- You should arrange your reference list in alphabetical order.

APPENDICES

The appendices section should include the reference, data collection tools, research setting (area) map, the letter of ethical clearance & etc.