



BOARD OF POSTGRADUATE STUDIES
DISSERTATION WRITING STYLE FOR POSTGRADUATE STUDENTS

1.0 PURPOSE AND STRUCTURE OF THE FINAL DISSERTATION

At the end of their postgraduate program, Masters' students are required to have written a dissertation report. The purpose of the dissertation is to train students with practical skills of conducting research and scholarship. The dissertation is written under the guidance and supervision of a senior faculty. The dissertation report is submitted to the Board of Postgraduate Studies after approval by the student's supervisor. The Board of Postgraduate Studies after receipt of the dissertation has the onus to certify that the dissertation complies with the regulations of this guide. Before submission, the student is advised to carefully review and proofread their work to ensure that it is free of grammatical errors, typos and meets the requirements stipulated herein.

1.1 Responsibility of the student

The student has the responsibility to ensure that the dissertation meets all requirements set by their domiciled faculty and the Board of Postgraduate Studies. S/he must meet all the deadlines for review and submission as well as ensure that all required approvals are obtained.

Submission of dissertation

After successful defence and doing all required corrections, students will be required to submit two hard bound copies and an electronic copy in a CD of their final dissertation to the Board of Postgraduate Studies. The cover should be black (a sample will be provided) with text embossed in gold colour. The copies should **NOT** be punched or stapled. The declaration page must be signed by the supervisor(s) to certify approval of the dissertation.

2.0 FORMATING SPECIFICATIONS

2.1 Paper size

The paper size for the dissertation report is A4 (8.27 inches by 11.69 inches i.e. 210 mm by 297 mm) portrait.

2.2 Margins:

- ☐ 1 inch for top and right margin
- ☐ 1 inch for right and left margins
- ☐ All text tables, graphs must fit within these margins.

2.3 Font:

- Font : 12 point font, Times New Roman
- Alignment: Flush left (creating uneven right margin)

2.4 Spacing:

- Abstract should be single-spaced
- Body of text is double spaced, including between text and headings
- All pages of report should be printed on one side of the paper
- Direct quotations exceeding 40 words should be single spaced and indented on both the left and right margin by 0.5 inches
- Tabulated material should be single spaced
- The first line of each paragraph should be indented 0.5 inches
- Footnotes should be single-spaced, 10-point, Times New Roman font, with a double space between footnotes on the same page.
- The reference section should be single spaced with a hanging indent of 0.5” and a double space between reference entries (see example below).

2.5 Pagination:

- Main title, and declaration/approval should not be numbered
- Page numbering begin with abstract page (page iii)
- All page numbers should be center justified in bottom of the page
- The pages from the abstract page to the terms and definitions page should be numbered using lowercase Roman numerals (i, ii, iii, etc), font size 12, Times New Roman
- All pages in the body of document starting from the introduction page should be consecutively numbered using usual numbering (1, 2, 3 ...) with font size 12, New Times Roman.

2.6 Order:

- Title page
- Declaration/approval page
- Abstract
- Acknowledgement
- Table of contents
- Dedication (optional but if used, single spaced)
- List of figures and tables
- Acronyms and Abbreviations
- Terms and Definitions
- Body
 - Chapter 1: Introduction
 - Chapter 2: Literature Review
 - Chapter 3: Research Methodology
 - Chapter 4: Findings and Discussion
 - Chapter 5 Conclusion and Recommendations

NB: Chapter titles should in UPPERCASE, bold, and center justified

- ☐ References
- ☐ Appendices

2.7 Length of Dissertation

The length of the dissertation(For Masters program) can vary but should not be less than 20,000 words but should not exceed 50,000 words (References, tables, figures and appendices included).

3.0 FRONT MATTER

This refers to pages front pages of the dissertation that include; ☐

The cover (required for permanent binding only)

- ☐ Title page
- ☐ Declaration and approval page
- ☐ Abstract
- ☐ Table of contents
- ☐ Dedication
- ☐ List of figures and tables
- ☐ Acronyms and abbreviations
- ☐ Terms and definitions

3.1 Cover Page

- ☐ This is only to the final dissertation report that is submitted to the graduate school after all corrections and revisions have been done.
- ☐ Should use black hardcover with the title and all text on this page printed in gold color. ☐ Title should be all caps
- ☐ The word: “By” followed by Author’s name (**First, Middle Initial, Last**)
- ☐ Then the name of the program e.g. Master of Business Administration
- ☐ This should be followed by the words KCA UNIVERSITY, then the year

[DISSERTATION TITLE]

By

[Name of Student]

First Name, Middle Initial, Last Name

[NAME OF PROGRAM]

(e.g. Master of Business Administration (Corporate Management))

KCA UNIVERSITY

2012

3.2 Title Page

Should on a new page and flows as follows

- ☐ Title should be all caps
- ☐ The word: “By” followed by Author’s name (**First, Middle Initial, Last**)
- ☐ This followed by the words “A DISSERTATION SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE AWARD OF [NAME OF DEGREE] IN THE [NAME OF SCHOOL/FACULTY] AT KCA UNIVERSITY”
- ☐ Then the date of submission (month, year) to the Graduate School

[DISSERTATION TITLE]

By

[NAME OF STUDENT]

First Name, Middle Initial, Last Name

**A DISSERTATION SUBMITTED IN PARTIAL FULFILLMENT OF THE
REQUIREMENTS FOR THE AWARD OF [NAME OF DEGREE] IN THE [NAME
OF SCHOOL/FACULTY] AT KCA UNIVERSITY**

[Submission date]

Month, Year

3.3 Declaration Page

This is page that student declares that the work contained in the dissertation report is their original work. It should be have the statement “I declare that the work in this dissertation has not been previously published or submitted elsewhere for award of a degree. I also declare that this my own original work and contains no material written of published by other people except where due reference is made and author duly acknowledged.”

DECLARATION

I declare that this dissertation is my original work and has not been previously published or submitted elsewhere for award of a degree. I also declare that this contains no material written or published by other people except where due reference is made and author duly acknowledged.

Student Name: _____ Reg.No. _____

Sign: _____ Date: _____

I do hereby confirm that I have examined the master’s dissertation of

[Name of Student]

And have certified that all revisions that the dissertation panel and examiners recommended have been adequately addressed.

Sign: _____ Date: _____

[Name of Supervisor]

Dissertation Supervisor

3.4 Abstract (sample included):

- ☐ Begins on a new page (iii)
- ☐ Single space
- ☐ Title of the dissertation (all caps and center justified) should be indicated at the top.
- ☐ Followed by double space and the centered word: “ABSTRACT” (all caps)
- ☐ Length of the abstract should be 300 – 500 words
- ☐ Thereafter insert the keywords

[TITLE]

ABSTRACT

Abstract text here (left justified and single spaced) – max 500 words

Key words:

3.6 Body:

- ☐ Body starts after the terms and definitions
- ☐ Headings and sub-headings should be used to organize the document and reflect the relative importance of sections.
- ☐ Each chapter should start on new page.
- ☐ The text should be alignment should be “full justified” so that the left and right margins of the sentences are aligned

3.7 Footnotes

Footnotes should **not** be used for citing references; all citations should be included in the body of text. Footnotes must be single spaced with a double space between notes. Footnotes should be located at the bottom of the page in which they occur.

4.0 WRITING STYLE

4.1 Table of Contents

The title “**TABLE OF CONTENTS**” should be left justified in caps and bold. The table of contents should be single-spaced and ordered as illustrated below.

TABLE OF CONTENTS	
ABSTRACT	iii
ACKNOWLEDGEMENT.....	iv
DEDICATION	v
LIST OF FIGURES AND TABLES.....	vi
ACRONYMS AND ABBREVIATIONS.....	vii
<i>{ use of Roman numerals ends and Arabic numerals begin }</i>	
CHAPTER ONE: INTRODUCTION.....	1
1.1 Section One Heading	
1.2 Section Two Heading	
and so on	
CHAPTER TWO: LITERATURE REVIEW	
2.1 Section One Heading	
2.2 Section Two Heading	
CHAPTER THREE: RESEARCH METHODOLOGY	
3.1 Section One Heading	
3.2 Section Two Heading	
CHAPTER FOUR: FINDINGS AND DISCUSSION	
4.1 Section One Heading	
4.2 Section Two Heading	
CHAPTER FIVE: CONCLUSION AND RECOMMENDATIONS.....	
5.1 Section One Heading	
5.2 Section Two Heading	
REFERENCES.....	
APPENDICES	

4.2 Heading Levels

- ☐ Main Heading or First Level Heading should be used for chapter titles
- ☐ Main Heading should be centered and typed in caps
- ☐ Sub-headings should be numbered in a cascading manner (see example below) and flushed left.
- ☐ Second level headings should be used identify major sections and significant words capitalized (words like the, and, an, of etc. should not be capitalized)
- ☐ Third level headings should be italicized, flushed left with first sentence word in caps
- ☐ Fourth level headings if used should **not be numbered** and should be italicized, flush left with a full and with the body of text.

CHAPTER ONE [caps & centered]

INTRODUCTION [caps & centered] – {level 1}

1.1 Current Realities of Kenyan Stock Market [each significant word in caps and flushed left] – {level 2}

1.1.1 Nairobi securities exchange [first word in caps and use italics] – {level 2}

Task performance. How hard organization members work on assigned tasks is traditionally understood ... {level 4}

4.3 Hypotheses

Each hypothesis should be stated separately and assigned distinct numbers (using Arabic numeral) e.g. *H1*, or a number and a letter e.g. *H1a*. The hypotheses should be italicized and indented at 0.5” from left margin and 0.5” from the right margin, in italic type. For example:

H1: Corporate governance training has positive influence on board effectiveness positive relationship to publication.

H2a: Collective mindfulness positively influence followers trust of leaders.

4.4 Figures and Tables

Figures should be inserted in the text of the dissertation. Useful tables and figures do not duplicate the text; they supplement and clarify it. The figures and tables should be sized to fit within the margins of the body. Figures and tables should be labeled using Arabic numerals. The titles of figures and tables should be in caps, bold and center justified (See examples below) and captions should be in lowercase with each significant word starting with an uppercase.

Examples:

FIGURE 1 Relationship Between Expected Return and Risk Factor

TABLE 1 Financial Impact of Profit Sharing

Tables and figures should be numbered consecutively from the beginning to the end of the dissertation report.

5.0 REFERENCES

An alphabetically ordered list of references, **all of which must be cited in the text**, should be included at the end of the paper. References should begin on a separate page headed **REFERENCES**. The reference section should be single spaced, with a double space between

entries (see example below). References flowing to more than one line should be set to hanging indent at 0.5”.

5.1 Citations

All citations to references should be designated throughout the text by enclosing the authors' names and the year of the reference in parentheses.

Example:

“Several studies (Adams, 1974; Brown & Hales, 1975, 1980; Collins, 1976a, b) support this conclusion.” *{Note the use of alphabetical order and an ampersand in citations.}*

Whenever direct quotes are used, page numbers ought to be included in the citation to provide the exact source of the quotation.

Example:

Adams (1974) has said that writing a book is a "long and arduous task" (p.3).

If a work has two authors, cite both names every time the work is cited in the text. If the work has more than two authors but less than six, cite all authors the first time the reference occurs; in subsequent citations of the same work, include only the surname of the first author followed by "et al." and the year.

Examples:

Few field studies use random assignment (Franz, Johnson, & Schmidt, 1976).
{first citation}

. . . even when random assignment is not possible" (Franz et al., 1976).
{second citation}

Portes and Sensenbrenner (1993) caution about negative consequences of social capital such as free-riding, facilitated in part...

OR

Some researchers have pointed out that social capital can also have negative consequences (Portes and Sensenbrenner, 1993). *{Two authors - both must be cited every time the work is referred}*

However, for works with six or more authors, use only the surname of the first author followed by et al. whenever the work is cited.

NB: The use of ‘ibid’ should be avoided in citations.

5.2 Referencing

Entries in the list of references should be alphabetized by the last name of the author (first author if more than one) or editor or by the corporate author (U.S. Census Bureau) or periodical name (Wall Street Journal) if there is no indication of individual authors or editors. Several references by an identical author (or group of authors) are ordered by year of publication, with the earliest listed first. Multiple references to works by one author or group of authors with the same year of publication should be differentiated with the addition of small letters (a, b, etc.) after the year. Authors' names are repeated for each entry

5.2.1 Book entries

To reference books use the format: Authors' Last Names, Initials. Year. *Title of book*. Name of Publisher. City Where Published, State or Country.

Examples:

Boulding, K. E. 1956. *The image*. Ann Arbor: University of Michigan Press.

Kahn, R. L., & Boulding, E. (Eds.). 1964. *Power and conflict in organizations*. Glencoe, IL: Free Press.

Katz, D., & Kahn, R. L. 1978. *The social psychology of organizations* (2nd ed.). Wiley. New York: .

U.S. Department of Labor Statistics, 1976-1983. *Employment and earnings*. U.S. Government Printing Office. Washington, DC:

5.2.2 Journal and periodical entries

Follow this form: Authors' Last Names, Initials. Year. Title of article or paper. *Name of Periodical*, volume number (issue number): page numbers.

Examples:

Fry, L. W., & Slocum, J. W., Jr. 1984. Technology, structure, and workgroup effectiveness: A test of a contingency model. *Academy of Management Journal*, 27: 221-246.

Goggin, W. C. 1974. How the multidimensional structure works at Dow Corning. *Harvard Business Review*, 55(1): 54-65.

Murray, T. J. 1987. Bitter survivors. *Business Month*, May: 28-31.

If a periodical article has no author, the name of the periodical should be treated like a corporate author, both in the citation and in the references. For example:

Citation:

There is fear that Social Security rates may rise (Wall Street Journal, 1984).

Reference:

Wall Street Journal. 1984. Inflation rate may cause Social Security increase. September 24: 14.

Chapters in books

Follow this form: Authors' Last Names, Initials. Year. Title of chapter (in lower-case letters except for the first word and first word after a colon). In Editors' Initials and Last Names (Eds.), *Title of book*: page numbers. City Where Published, Name of Publisher. State or Country

Examples:

Berg, N. A. 1973. Corporate role in diversified companies. In B. Taylor & I. MacMillan (Eds.), *Business policy: Teaching and research*: 298-347. Wiley. New York:

Roberts, F. S. 1976. Strategy for the energy crisis: The case of commuter transportation policy. In R. Axelrod (Ed.), *Structure of decision*: 142-179. University Press. Princeton, NJ: Princeton

Sitkin, S. B. In press. Secrecy norms in organizational settings. In L. D. Browning (Ed.), *Conceptual frontiers in organizational communication*. State University of New York Press. Albany:

5.2.3 Unpublished papers, dissertations, and presented papers

Should be listed in the references using the following formats:

Bambrough, R. 2006. *High-tech regional entrepreneurial activity: A closer look at Colorado; Ohio; Austin, Texas; and Utah*. Unpublished PhD Dissertation, Case Western Reserve University, Cleveland, OH.

Duncan, R. G. 1971. *Multiple decision-making structures in adapting to environmental uncertainty*. Working paper No. 54-71, Northwestern University Graduate School of Management, Evanston, IL.

Smith, M. H. 1980. *A multidimensional approach to individual differences in empathy*. Unpublished doctoral dissertation, University of Texas, Austin.

Wall, J. P. 1983. *Work and nonwork correlates of the career plateau*. Paper presented at the annual meeting of the Academy of Management, Dallas, TX.

Bartlett, C. A. 1986b. *Kentucky Fried Chicken (Japan) Limited*. (Case No. 9-387-043). Boston, MA: Harvard Business School Case Services.

Proceedings, published reports and works from a university, special editions, and monographs should be listed in the references in the following formats:

Deutsch, M. 1962. Cooperation and trust: Some theoretical notes. *Nebraska Symposium on Motivation*: 275-320. Lincoln: Nebraska University Press.

Hannan, M. T. 1986. *Competitive and institutional processes in organizational ecology*. Tech. Rep. No. 86-13. Ithaca, NY: Cornell University, Department of Sociology.

Deming, W. E. 1986. *Out of crisis*. Cambridge, MA: Massachusetts Institute of Technology, Center for Advanced Engineering Study.

Lebeck, M., & Voorhees, B. 1984. *Laws of thought*. Monograph No. 84-101. Lexington, MA: Lexington Institute.

APPENDICES

If there is a need to present lengthy but essential methodological details or extensive data, derivation of formula, large tables or figure that do not fit well in the body, such can be presented in one or more appendices at the end of the report. This material should be presented in as condensed a form as possible; full sentences are not necessary. A single appendix should be titled **APPENDIX**. If more than one appendix is needed, they should be titled **APPENDIX I**, **APPENDIX II**, and so on with respective title, such as “Items in Scales,” following. Label tables and figures within appendixes “**Table A1**,” “**B1**,” “**Figure A1**,” “**B1**,” and so forth.