



## GUIDELINES FOR THESIS AND POSTGRADUATE SPECIAL PROJECT REPORT WRITING

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<b>Short description</b>	Guidelines for Thesis and Postgraduate Special Project Report Writing
<b>Relevant to</b>	Academic Staff, Postgraduate Students
<b>Approved by</b>	University Council
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<b>Related legislation</b>	Universities Act, 2012, Commission for University Education Standards and Guidelines June, 2014
<b>Key words</b>	Postgraduate, Thesis, Special Project

**NOVEMBER, 2014**

## **APPROVAL**

The University of Eldoret having been awarded its charter on 11<sup>th</sup> February 2013 has set on a growth path guided by its vision of “being a premier University that is globally visible in knowledge generation and technological innovation. As part of laying its foundation, the university developed its statutes in November 2013 followed by its first strategic plan which was rolled out in June 2014.

The process of recruiting its top managers was completed in March 2014. The University has now embarked on the process of developing its policies which will guide decisions of the different organs of the University in order to achieve rational outcomes geared towards the growth of the University. These Guidelines for Thesis and Post Graduate Special Project Report Writing is just one of the many policies that the University is rolling out.

My special thanks go to all those who put in their time, effort and skills to develop this policy.

By virtue of the authority vested in me as the Chairman of the University of Eldoret Council and in reference to the approval granted by the Council in its meeting of 26<sup>th</sup> November, 2014, I hereby sign these Guidelines for Thesis and Post Graduate Special Project Report Writing this 26<sup>th</sup> day of November, 2014.



**Prof. Sarone Ole Sena.** B.Ed(Nairobi);M.Phil. (Cambridge, UK);M.Sc (McMaster, Canada); Ph.D (McGill-Canada)  
**CHAIRMAN OF COUNCIL**

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## **1.0 PRELIMINARY**

These guidelines are established by University of Eldoret to standardize thesis and postgraduate special project format and content, and may be cited as Guidelines for Thesis and Postgraduate Special Project Writing.

In these Guidelines, unless otherwise expressly stated:

**“Lecturer”** means Lecturer as defined in the University of Eldoret Charter 2013

**“Plagiarism”** means copying, or close imitation of other people’s literary work without appropriate attribution and acknowledgement; passing off other persons’, or any other pre-existing, including own written work as new;

**“Project”** means a specific assignment involving literature search, field survey or experiments with the objective of establishing specified facts, and culminating in a written academic report;

**“Senate”** means University of Eldoret Senate as established by University of Eldoret Charter 2013;

**“Statutes”** means University of Eldoret Statutes, 2013

**“Thesis”** means a dissertation advancing an original point of view as a result of research that has been submitted in partial fulfillment of a requirement for an academic masters or doctoral degree;

**“Thesis Board of Examiners”** means a Senate approved examination committee comprising one external and 9 qualified faculty

**“University”** means University of Eldoret as established under the University of Eldoret Charter, 2013.

## 2.0. ESTABLISHMENT AND GENERAL RULES OF THE GUIDELINES

These are the University of Eldoret Guidelines For Thesis And Postgraduate Diploma Special Report Writing:

- i) A thesis is a document submitted by a candidate for examination and in partial fulfillment of the requirements for the conferment of a postgraduate academic degree, whereas the special project reports shall serve similar purpose for the award of postgraduate diplomas; both are reports of the findings of original research carried out by the candidate using a valid and structured designs and analyses.
- ii) Information from previously existing reports, journal papers, books or documents of any sort that a candidate uses to support, contrast or as foundation for their own statements in the thesis or special report shall be properly acknowledged by citation.
- iii) Extensive copying or citation of any pre-existing documents shall constitute **plagiarism** and could lead to deregistration of the candidate in addition to other penalties; this shall apply even if the documents so copied were the candidate's own prior reports for whatever purpose.
- iv) All **theses** shall be written in Standard English (UK), except where prior permission shall have been granted to use some other language.
- v) Requests for permission to write a thesis in some other language pertinent to the research may be granted upon justification to the Board of Graduate Studies and approval of the University Senate, provided that such application shall be made at the research proposal stage and shall indicate the availability of Faculty competent in the language and field of study and who will be willing to serve as thesis research supervisors.
- vi) A thesis written in a language other than the Standard English shall carry the English version of an extended abstract: up to five pages, structured, extended abstract containing the major procedures, results with illustrations and key interpretations and references.
- vii) There shall be initial and final versions of any thesis: the initial version shall be submitted for examination and the final version shall be submitted after examination.

- viii) The format, language, and style of the two versions shall be similar, except that the final version shall incorporate amendments as shall be recommended by the Thesis Board of Examiners.
- ix) Only the final version of a thesis shall be deposited at the University Library, whereas all the examined copies of the initial version shall be kept at the School for at least five years or such duration as shall be approved for all examination scripts.
- x) The initial version of theses shall be spiral bound, but the final versions shall be bound in boards, covered in **navyblue** buckram.
- xi) The final version of thesis shall be lettered in **gold** on the spine with the following information; “**Surname of author, degree and year**” in that order; and on the outside front cover of the bound theses shall appear the following information: “**Title of thesis, full name of the candidate, and year of submission**” in that order.

### **3.0 FORMAT OF THESIS AND SPECIAL PROJECT REPORTS**

The guideline on thesis format shall be read together with University of Eldoret Thesis Template hereto attached as Appendix 1.

#### **3.1 The Fonts, Page Orientation, and Margins**

- i) Final theses and postgraduate special project reports shall be printed on high quality, 80 gsm acid free, white, size A4 paper,
- ii) The page set up for the main body of the thesis shall be in portrait, but the pages containing tables or illustrations may be set up in landscape where necessary,
- iii) Each page shall have margins measuring 25 mm at top, 37.5 mm on the left, 25 mm at the bottom, and 25 mm on the right,
- iv) All printed text, tables and figures shall conform to these margins,
- v) The font shall be Times New Roman size 12, **except** for the table or figure titles and other captions,

- vi) The titles and captions to Tables and illustration shall be printed in **Times New Roman, size 11 in bold, and be separated from the respective illustration by 1.5 spacing,**
- vii) The lines shall be doubled spaced for the initial, but 1.5 spaced in the final version,
- viii) The paragraphs shall be full justified, blocked and separated by 12 point spacing,
- ix) Text shall be printed on both sides of the paper,
- x) Tables or illustrations and their captions shall be separated from the main text by double spacing so that they clearly stand out,
- xi) All information, including statements of fact, tables, and figures, among others that are borrowed from other sources shall be properly referenced,
- xii) Scientific names of species or genera and words in a language other than English shall be printed out in **italic,**
- xiii) The thesis shall be sequentially paginated starting with title page,
- xiv) All pages in a thesis, except the title page, shall bear the page number at the top right hand corner
- xv) The **fore pages** shall bear page numbers printed in **small Roman numerals,** whereas the **rest of the thesis shall bear Arabic numerals.**

### **3.2 Sections of Thesis or Project Report**

The thesis shall be subdivided into fore pages, main body and Appendices, thus:

#### **3.2.1 The fore pages:**

The fore pages of a thesis shall comprise the following sections

- i) Title page
- ii) Declaration
- iii) Dedication (optional)
- iv) Acknowledgement
- v) Abstract

- vi) Table of Contents
- vii) List of Tables
- viii) List of Figures
- ix) Abbreviations, Acronyms, and Symbols
- x) Operational definition of terms (optional)

### **3.2.2 Contents of the Sections of the fore pages**

#### **3.2.2.1 The Title Page**

The text in the title page shall be centred. There shall be the title of the thesis at the top in all capitals letters, and comprising not more than **15 words**. The candidates name shall be printed below the title **without the previous achievements** being stated. There shall be a statement to indicate the degree for, and the School in which the candidate was registered, thus:

Sample appearance of top page  
CHOICES HAVE CONSEQUENCES

By  
Great Philosopher

A thesis submitted in partial fulfillment of the requirements for the degree of  
Master of Escaothology in the School of Arts  
University of Eldoret

ELDORET

NOVEMBER 2013

#### **3.2.2.2 The Declaration page**

- (i) The declaration page shall bear the word declaration in all capitals at the top, and shall comprise two sections that shall not be numbered.
- (ii) The first section shall bear the phrase “declaration by the candidate,” and shall contain the following statement; **“This thesis is my original work and has not been submitted for any academic award in any**



**institution; and shall not be reproduced in part or full, or in any format without prior written permission from the author and/or University of Eldoret.”**

- (iii) The candidate shall insert his/her full name starting with the surname, his/her signature, and the date below the declaration.
- (iv) The second section shall bear the phrase, “declaration by supervisors” followed by the statement “This thesis has been submitted with our approval as University supervisors.” The supervisors shall then state their full names, insert their individual signatures and dates.

#### DECLARATION (sample)

This thesis is my original work and has not been submitted for any academic award in any institution; and shall not be reproduced in part or full, or in any format without prior written permission from the author and/or University of Eldoret

Mwanamkuu, MlumeMwanafunzi  
ID/MCA/01/2013

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This thesis has been submitted with our approval as University supervisors.

MkufunziKamili \_\_\_\_\_  
University of Eldoret

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mzaidizi Wake \_\_\_\_\_  
University of Eldoret

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Date: \_\_\_\_\_

### 3.2.2.3 The Acknowledgement page

- (i) The acknowledgement page shall bear the word “acknowledgement” in all capital letters, after which the candidate shall state recognition of individuals or institutions that may have contributed to the study leading to the thesis, in this order: funding agency, Institutions, persons.
- (ii) There shall be no need to acknowledge the supervisors because they are always acknowledged in the Declaration.

#### **3.2.2.4 Dedication page (optional)**

The dedication page shall bear the word “dedication” in all capital letters at the top, below which the candidate may dedicate the thesis to persons, institutions, or any other entity of their choice.

#### **3.2.2.5 Abstract page**

- (i) The abstract page shall bear the word “abstract” in all capital letters at the top left hand corner, below which shall be inserted the thesis abstract of not more than **400 words**.
- (ii) The standard abstract shall be an **informative synopsis of the research stating the significant results**, but without any tables or illustrations of any sort or key words.
- (iii) However, the extended abstract, when required, shall be structured, with figures and some key references
- (iv) The font face and size shall be as for the rest of the thesis.

The abstract shall be blocked, unstructured, and **double** spaced in the initial, but **single** spaced in the final thesis.

### 3.2.2.6. Table of contents

The table of contents is a list that shall indicate the pages in which the various chapters, sections and sub-sections are found in the thesis, and may comprise more than one page, where the first page shall bear the phrase ‘table of contents’ in all

	PAGE
Declaration.....	#
Dedication.....	#
Acknowledgments .....	#
Abstract .....	#
Table of contents .....	#
List of Tables.....	#
List of Figures.....	#
List of abbreviations, acronyms and symbols.....	#
Operational definition of terms .....	#
Introduction.....	#
Insert subsections as necessary.....	#
Materials and Methods .....	#
Site of experiment	
Sampling and other procedures .....	#
Insert and describe, in detail, procedures as necessary, thus:	
Procedure 2 .....	#
Procedure 3 .....	#
Procedure 4 .....	#
Procedure 5, etc. ....	#
Statistical analysis .....	#
Results .....	#
Insert subsections as necessary.....	#
Discussion .....	#
Insert subsections as necessary.....	#
Conclusions and recommendations .....	#
References.....	#
Appendix (Optional): List Appendices as Necessary .....	#

capital letters and located at the top centre of the page, provided that the subsequent pages shall not bear such phrase. It shall be formatted to clearly separate the text from the page number, with the latter aligned at the extreme right of the page, thus:

### 3.2.2.7. List of Tables Pages

- (i) The list of tables shall bear the title of all the tables and indicate the pages in which they are found in the thesis. May extend for more than one page, where the first page shall bear the phrase ‘list of tables’ in all capital letters and located at the top centre of the page, provided that the subsequent pages shall not bear such phrase.

- (ii) The Table of Contents shall be formatted to clearly separate the text from the page number, with the latter aligned at the extreme right of the page.

LIST OF TABLES (sample)

TABLE	PAGE
1. Table 1 title .....	#
2. Table 2 title .....	#
3. Table 3 title .....	#
4. Add to the List as necessary .....	#

The titles of tables in the list shall be the same as those in the body of the thesis.

**3.2.2..8 List of Figures**

- (i) The list of figure shall bear the title of all the figures and indicate the pages in which they are found in the thesis and may extend for more than one page, provided that the first page shall bear the phrase ‘list of figures” in all capital letters and located at the top centre of the page, provided that the subsequent pages shall not bear such phrase.
- (ii) The list shall be formatted to clearly separate the text from the page number, with the latter aligned at the extreme right of the page. The titles of figures in the list shall be the same as those in the body of the thesis

Sample  
LIST OF FIGURES

FIGURE	PAGE
1. Figure 1 title .....	#
2. Figure 2 title .....	#
3. Figure 3 title .....	#
4. Insert other Figures and titles as necessary.....	#

**3.2.2.9 List of abbreviations, acronyms, and symbols**

The list of list of abbreviations, acronyms, and symbols may extend for more than one page, where the first page shall bear the phrase ‘list of abbreviations, acronyms, and symbols” in all capital letters and located at the top centre of the page, provided

that the subsequent pages shall not bear such phrase. The list shall bear the abbreviations, acronyms and symbols, in that order, along the left margin, with the meaning of each stated on the right. The lists shall be in descending alphabetical order.

### **3.2.2.10 Operational definition of terms**

The operational definition of terms shall contain any words, or phrases that, in the context of the thesis, may have a meaning other than the standard meaning.

### **3.2.3 The Main Body of Thesis or Report**

The main body of the thesis shall comprise the following sections in order

- i) Introduction
- ii) Literature Review
- iii) Materials and Methods/ Methodology
- iv) Results/Data Presentation, Analysis and Interpretation
- v) Discussion
- vi) Conclusions and recommendations
- vii) References
- viii) Appendices

#### **3.2.3.1 Contents of the Main Body of the Thesis**

- (i) The main body of the thesis shall be sub-divided into chapters, to be known as “chapter one,” chapter two”, and so on, and shall be written out in all capital letters and placed at the top **centre** of the page, provided that the reference section shall not be a chapter in the thesis.
- (ii) Each chapter shall start on a new page, and shall bear the words for the chapter number and title. **The chapter title shall not carry any numeral, but the sub-sections shall be numbered to third level only, for example “1.1 and 1.1.1”.**
- (iii) Both the Chapter number and title shall be in all caps in bold type face and but the section and sub-section titles, and the rest of the text shall be full justified, and graded from title style to sentence style in that order.

- (iv) Whereas the section title shall be bold faced, that of the sub-section shall be underscored
- (v) The Statement of the Problem, Objectives and “Justification” (optional) and “Research hypotheses” (optional) shall be part of this Chapter.
- (vi) Statement of the Problem shall be a precise statement of the gap the research was designed to fill, and not a literature review or introduction with references. The research hypothesis shall not be framed in the manner of statistical hypothesis, but shall be a positive statement on what the study “hoped” to find. Justification shall be a statement of why the research had to be done in the manner reported in the thesis.
- (vii)

### Sample appearance of Chapters of theses

#### CHAPTER ONE

#### INTRODUCTION

##### I.I. Overview/or whatever sub-title

##### **3.2.3.1.1 Introduction**

The Introduction section shall form chapter one of the thesis and is where the fundamentals and theoretical background to the study shall be laid out, the purpose of the study clearly stated, and its significance explained. Candidates shall develop the background to the study using appropriate authoritative and recent references, clearly state what gaps in information, knowledge or skills the study shall attempt to fill, and clearly indicate the significance of filling those gaps and outline the set of activities to attain the focus of the study.

##### **3.2.3.1.2 Literature Review**

The Literature Review section shall form chapter two of the thesis and shall contain an expansion of the theoretical basis for the study, in describing and analyzing, and synthesizing previous research on the topic. It shall also lay foundation for the methods and procedures for experiment design, and data collection and analysis.

### **3.2.3.1.3      *Materials and Methods/Methodology***

The Methodology section shall form chapter three of the thesis and shall contain the description and justification for the type and manner of data collection, equipment, and other facilities used, and analysis procedures for the data collected. The data collection procedures shall be detailed and logical. Appropriate references shall be cited for specific methods and procedures, and if equipment were used then the model numbers shall be cited.

### **3.2.3.1.4      *Results/Data Presentation, analysis and Interpretation.***

- (i) The results section shall be chapter four of the thesis.
- (ii) It shall contain only the results from the study, and shall not carry any interpretation.
- (iii) It shall contain the descriptive, exploratory or confirmatory results of the hypotheses tested, and present any *ex post facto* analysis.
- (iv) Tables and/or figures shall be used to illustrate and summarize all numeric information, provided that information presented in one illustration shall not be repeated in another illustration. Pictures, plates, graphs, charts, plots, or maps, and all such illustrations shall all be listed as figures.
- (v) Tables that are too large to fit into a maximum of two pages shall be placed in the appendix.
- (vi) The Chapter shall be organized by the themes or categories as was followed in the Material and Methods/Methodology chapter.
- (vii) The Table and Figures shall be serially numbered, and shall bear precise, self-explanatory titles and captions where necessary.
- (viii) The table titles shall be inserted at the top whereas the figure titles shall be inserted at the bottom of the illustration, and explanatory notes and captions shall be placed at the bottom of any illustration, where necessary.**
- (ix) All illustrations, including tables and figures, among others shall also conform to the margin requirements even when headings are taken into account; **text and related illustrations shall be kept together on the**

**same page, or as close together as possible**, and not more than 1 (one) page apart.

- (x) Large Tables may be continued on the second page in the main body of the thesis, and a partial description shall be inserted at the top of the second page; for example: “Table X: List of items sold at Kiwilo market (Continued)”; very large tables, maps and other illustration that may not fit into two pages shall be placed in the Appendices section.

#### **3.2.3.1.5 Discussion**

- (i) The Discussion shall be chapter five of the thesis.
- (ii) The chapter shall contain the synthesis and logical inferences of the meaning of the results and findings of the study in relation to both the theoretical fundamentals of the professions and the specific area that was studied, and already existing reports in the same or related areas.
- (iii) Outstanding findings should be specifically emphasized and the possible application suggested.

#### **3.2.3.1.6 Conclusions and recommendations**

- (i) The conclusions and recommendations shall form chapter six of the thesis or special report and shall contain the major inferences from the study, and thus in a way highlighting the key discussion points.
- (ii) There should be no discussion or references to other works in this section.
- (iii) The recommendations shall be based solely on the results of the research: thus, suggestions for future research shall not be a recommendation; it shall be part of the “way forward”.

#### **3.2.3.1.7 Exceptions for chapters 4 and 5**

- i) In instances where the thesis writing format is guided by professional bodies or such other internationally recognized organizations guidelines, exceptions will be made for combining chapter 4 (results) and chapter 5 (discussion). Hence such write-ups shall comprise of five instead of six chapters.
- ii) The same (i above) will also apply to thesis writing in special cases where it is difficult to report the results and discussions separately due to continuity of the outputs as in mathematics and physics or any other such exceptional cases



- iii) The department with such unique thesis writing requirements shall provide a sample of the chapter format for information to the senate and for records purpose

#### **3.2.3.1.8      *References***

- (i) The reference section shall not be termed a chapter. It shall contain all the references and authorities cited in the thesis: the candidate shall be expected to have read all the authorities cited as references.
- (ii) All theses and reports shall use The Publication Manual of the **American Psychological Association (APA)** referencing style both in body of the thesis and in the reference list. The summary of the APA referencing style is hereto attached as Appendix I.

### **4.0    EFFECTIVE DATE**

This policy shall take effect on the 26<sup>th</sup> Day of November, 2014.

### **5.0    REVIEW**

This policy shall be reviewed from time to time as need arises.

## APPENDIX I: REFERENCING STYLE (APHA)

### General format of the reference list

1. Start the reference list on a new page, with the word references printed in all capital letters, centered at the top of the page
2. Second and subsequent lines of each reference should be indented (hanging indent format)
3. The reference list should **be listed alphabetically** by author and then by year of publication.
4. Book titles and journal titles should be in *italics* (preferably) or underlined
5. The **date** is the year of publication, not printing
6. For a book, the edition is only mentioned if it is other than the first
7. The place of publication is the town or city, not the country
8. **Journal titles should be given in full, not abbreviated**
9. Do not put a full stop after a website URL
10. Be consistent in format, layout, type-face and punctuation

### Abbreviations in Reference List

<b>Chapter</b>	<b>Chap</b>
<b>Edition</b>	<b>ed.</b>
<b>Editor or editors</b>	<b>Ed. or Eds.</b>
<b>No date</b>	<b>n.d</b>
<b>Number</b>	<b>No.</b>
<b>Page</b>	<b>P</b>
<b>Pages</b>	<b>pp.</b>
<b>Part</b>	<b>Pt.</b>
<b>Revised edition</b>	<b>Rev. ed.</b>
<b>Second edition</b>	<b>2<sup>nd</sup> ed.</b>
<b>Supplement</b>	<b>Suppl.</b>
<b>Translated by</b>	<b>Trans.</b>
<b>Volume</b>	<b>Vol (e.g. Vol.4)</b>
<b>Volumes</b>	<b>Vols (e.g. in 2 vols)</b>

### Citation in the Text

Brief citations are inserted within the text wherever you incorporate another's words, facts, or ideas. Each citation contains only enough information, usually just the

**author's** surname and the **year of the source**, to enable the reader to find the corresponding source in the reference list.

1. This same point is made by others (Musyoka&Karisa, 2010).
2. Musyoka and Karisa(2010) made this same point.
3. In 2009, Jon and Lisa made this same point.

Note that “and” is replaced by the **ampersand sign (“&”)** when the authors are given in brackets.

To cite a specific part of a source, indicate the page, chapter, figure or table at the appropriate point in the text. Always give **page numbers** for quotations.

1. (Kadenge, 2010, chap. 6)
2. (Kisa, 2007, p. 130)

## **Capitalization**

### **In the text**

Capitalize every first letter of major words, in headings, titles, and

Sub-titles outside reference lists, for example, "A Study of No-Win Strategies."

### **In the reference list**

1. For titles of books, chapters, and articles, **capitalize** only the first letter of the word of the title, the first letter of the subtitle, and any proper names.
2. For periodical titles, capitalize the first letter of all principal words.
3. For conference proceedings, capitalize the **name of the conference**, symposium etc.
4. Works cited should be arranged alphabetically with hanging indentation (1.75 cm) and per formatting requirements be single-spaced, with one double-space between citations.

## Quotations in the Text

Short quotations of less than **40 words** should be incorporated into the text, and the quotation enclosed in double quotation marks. For example :

1. “This is a quote of less than forty words” (Smith, 2008, p. 43)
2. Smith (2008) said that “This is a quote of less than forty words” (p. 43)

Quotations of more than 40 words should be displayed in an indented block of text, without quotation marks.

1. Wanjala (2008) found that:

In the case of quotations of more than forty words you must display the quotation in an indented block of text without quotation marks and quote the author, year and page number in the text, and include a full reference without page number in the reference list (p. 43).

2. Wekesa (2008) found that:

In the case of quotations of more than forty words you must display the quotation in an indented block of text without quotation marks and quote the author, year and page number in the text and include a full reference without page number in the reference list.

If the quotation consists of more than one paragraph you should indent the first line of each paragraph.

## COMPILING A REFERENCE LIST

### Books, Single Author

Format	Author’s Surname, Initials. (Date of publication). <i>Title</i> (Edition, if not the first). Place of publication: Publisher.
Examples	Brown, J. S. (2009). <i>Complex Variables</i> . New York: Oxford University Press. Boddy, D. (2005). <i>Management: An introduction</i> (3rd ed.). Harlow: Financial Times Prentice Hall

## Books and Multiple Authors

<b>Format</b>	<p><b>2-6 authors:</b> 1st Author's Surname, Initials, &amp; 2nd Author's Surname, Initials. (Date of Publication). <i>Title</i> (Edition, if not the first). Place of publication: Publisher. 1st Author's Surname, Initials, 2nd Author's Surname, Initials, 3<sup>rd</sup> Author's Surname, Initials, 4th Author's Surname, Initials, 5<sup>th</sup> Author's Surname, Initials, &amp; 6th Author's Surname, Initials. (Date of publication). <i>Title</i> (Edition, if not the first). Place of publication: Publisher.</p> <p><b>More than 6 authors:</b> As above, but after the sixth author's name and initial use "et al." to indicate the remaining authors</p>
<b>Examples</b>	<p>Clarke, S., &amp; Cooper, C. L. (2004). <i>Managing the risk of workplace stress: Health and safety hazards</i>. London: Routledge.</p> <p>Ponton, G., Gill, P., Mercer, P. A., &amp; Smith, G. (1993). <i>Introduction to marketing</i> (3rd ed.). Oxford: Blackwell.</p>
<b>In the text</b>	<p>2-6 authors Name all the authors in the first citation. Beginning with the second reference, name only the first author, then add "et al." First citation (Ponton, Gill, Mercer &amp; Smith, 1993) Subsequent citations (Ponton et al., 1993)</p> <p>More than 6 authors Use the first author et al. for all citations including the first. (Stewer et al., 2003)</p>

## Books, Corporate Authors

Where there is no named individual as author, this is often because there has been shared or corporate responsibility for the production of the material. In this case, the corporate name becomes the author. Corporate authors include government bodies, companies, professional bodies, societies, international organizations

<b>Format</b>	Name of the corporate author. (Date). <i>Title</i> (Edition, if not the first). Place of publication: Publisher. Use the word "Author" for the publisher, if author and publisher are identical.
<b>Examples</b>	Institute of Engineering in England & Wales. (2009). <i>Sustainability: The role of engineers</i> . London: Author.
<b>In the text</b>	(Institute of Engineering in England & Wales, 2004)

### Books, No Author

Some works such as dictionaries and reference books have no author.

<b>Format</b>	<i>Title</i> (Edition, if not the first). (Date). Place of publication: Publisher
<b>Example</b>	<i>Cambridge Advanced Learner's Dictionary</i> (2 <sup>nd</sup> ed.). (2005). New York Cambridge University press,
<b>In the text</b>	(Cambridge Advanced Learner's Dictionary, 2003)

### Books, Edited

Apply the above rules for single author, 2-6 authors, and more than 6 authors, to editors

<b>Format</b>	1st Editor's Surname, initials, & 2nd Editor's Surname, initials. (Eds.). (Year of publication). <i>Title</i> (Edition if not the first). Place of publication: Publisher
<b>Examples</b>	Brown, M., French, G., & Stahl, G. (Eds.). (2008). <i>Data Processing</i> (6th ed.). London: Routledge. Lee, M. (Ed.). (2008). <i>Government public relations: A reader</i> . Boca Raton, FL: CRC Press

### Books, Chapters in Edited Works

<b>Format</b>	Contributing author's surname, initials. (Date of publication). Title of chapter. In Initials Surname of editor(s) (Ed.) or (Eds.), <i>Title of book</i> (Page numbers). Place of publication: Publisher
<b>Examples</b>	Bantz, C. R. (1995). Social dimensions of software development. In J.A. Anderson (Ed.), <i>Annual review of software management and Development</i> (pp. 502-510). Newbury Park, CA: Sage. Offee, C., & Ronge, V. (1982). Theses on the theory of the state. In A. Giddens & D. Held (Eds.), <i>Classes, power and conflict</i> (pp. 74-98). London: Macmillan.

### Books, Electronic

<b>Format</b>	Author's Surname, Initials. (Date of publication). <i>Title</i> . (Edition, if not the first). Place of publication: Publisher. Retrieved day month, year, from website URL
<b>Example</b>	Brown, F., Medlik, R, P., & Hungerford, A. (2003). <i>Tourism reassessed</i> (4th ed.). Oxford: Butterworth. Retrieved 28 August, 2009, from <a href="http://www.mylibrary.com?id=177101">Http: //www.mylibrary.com?id=177101</a>

## Journal, Printed Copies

The rules on how to cite multiple authors, shown under referencing style for books, also apply for journal articles and other forms of publication.

<b>Format</b>	Author's Surname, initials. (Year of journal). Full title of article. <i>Full Title of Journal, Volume Number (Issue Number*)</i> , pagenumbers of article. * The issue number is not necessary if the journal pages are numbered continuously throughout the year, only if each issue begins with page 1.
<b>Example</b>	Trappey, C. (1996). A meta-analysis of consumer choice and Subliminal advertising. <i>Psychology and Marketing</i> , 13, 517-530. Stiles, P., & Taylor, B. (1993). Benchmarking corporate governance: An update. <i>Long Range Planning</i> , 26(6), 138-139.

## Journal Articles, Electronic

Journals articles are available through subscription databases, but some are freely available on Internet websites

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Journals articles are available through subscription databases, but some are freely available on Internet websites

<b>Format</b>	<b>Database:</b> Author's Surname, initials. (Year of journal issue in which article appeared). Full title of article. <i>Full Title of Journal, Volume Number (Issue Number*)</i> , page numbers of article. Retrieved day month, year, from ... database. <b>Website:</b> Author's Surname, initials. (Year of journal issue in which article appeared). Full title of article. <i>Full Title of Journal, Volume Number (Issue Number*)</i> , page numbers of article. Retrieved day month, year, from website URL * <i>The issue number is not necessary if the journal pages are numbered continuously throughout the year, only if each issue begins with page 1.</i>
<b>Examples</b>	<b>Database:</b> Bryd-Bredbenner, C., Wong, A., & Cottee, P. (2000). Consumer understanding of US and EU nutrition labels. <i>British Food Journal</i> , 103, 615-629. Retrieved 22 October, 2008, from Emerald database. <b>Website:</b> De Blasio, G. G. (2008). Understanding McDonald's among the "World's Most Ethical Companies". <i>Electronic Journal of Business Ethics and Organization Studies</i> , 13(1), 5-12,

	Retrieved 28 October, 2008, from <a href="http://ejbo.jyu.fi/pdf/ejbo_vol13_no1_pages_5-12.pdf">http://ejbo.jyu.fi/pdf/ejbo_vol13_no1_pages_5-12.pdf</a>
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### Newspaper Articles, Printed

<b>Format</b>	Author's Surname, initials. (Year, month day). Full title of article. <i>Title of Newspaper</i> , page numbers of article. <b>If no author:</b> Full title of article. (Year, month day). <i>Title of Newspaper</i> , page numbers of article.
<b>Examples</b>	Balma, J. (2006, September 12). Nile Town counts cost of massacre. <i>The Times</i> , p. 39. Attacks on tourists in Egypt. (2005, June 4). <i>The Star</i> , pp.25-27.

### Newspaper Articles, Electronic

Newspaper articles are available from the databases, or from newspapers' own websites.

<b>Examples</b>	Bowers, S. (2008, November 15). Lehman administrators' task will dwarf Enron, creditors told. <i>Guardian</i> , p. 39. Retrieved 18 November, 2008, from LexisNexis Database. Emmett, S. (2008, May 9). Buy-to-let: Professional investors cash in on the credit crunch. <i>The Times</i> . Retrieved 27 October, 2008, from <a href="http://www.timesonline.co.uk">http://www.timesonline.co.uk</a>
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### Conference Papers and Proceedings

1. Treat regularly published proceeding as journals
2. Capitalize the name of the conference or symposium.

<b>Format</b>	Author's Surname, Initials. (Year of publication). Title of conference paper. In Initials. Surname of editor of proceedings (Ed.), <i>Title of conference proceedings</i> (page numbers of contribution). Place of publication: Publisher. <b>Regularly published:</b> Author, Initials. (Date of publication). Title of conference paper. <i>Title of Proceedings, volume number, page numbers.</i>
<b>Example</b>	Proctor, P. (1998). The tutorial: Combining asynchronous and synchronous learning. In S. Banks (Ed.), <i>Networked Lifelong Learning: Proceedings of the 1998 International Conference</i> (pp.3.1 - 3.7). Sheffield: University of Sheffield.



## Dissertations and Thesis

<b>Format</b>	Author's Surname, Initials. (Year). <i>Full Title</i> . Unpublished doctoral dissertation, awarding institution. Author's Surname, Initials. (Year). <i>Full Title</i> . Unpublished master's thesis, awarding institution
<b>Example</b>	Borg, J. (2008). Tourism in <i>European heritage cities</i> . Unpublished doctoral dissertation, University of California.

## Web Pages and Websites

1. Direct readers as closely as possible to the information being cited – wherever possible, reference specific documents rather than home or menu pages.
2. As a minimum, a reference to an Internet source should provide a document title or description, a date (either date of publication or date of retrieval), and a web address. Wherever possible identify the authors of the document as well.
3. If the author of the document cannot be identified, begin the reference with the title of the document.
4. If there isn't a date available for the document, you can use (n.d.) for no date.
5. When an Internet document is more than one Web page, provide a URL that links to the home page or entry page for the document.

<b>Format</b>	<b>Web page with author:</b> Author's Surname, initials. (Date). <i>Title of page or internet document</i> . Retrieved day month, year, from web address <b>If no author:</b> <i>Full title of page</i> . (Date). Retrieved day month, year, from web address
<b>Example</b>	Eber (2008). <i>Beyond the green horizon 2008</i> . Retrieved November 3, 2008, from <a href="http://www.tescoreports.com/crreview08/index.html">http://www.tescoreports.com/crreview08/index.html</a> Acas (2008). <i>Employee appraisal</i> . Retrieved July 14, 2008, from <a href="http://www.acas.org.uk/CHttpHandler.ashx?id=254&amp;p=0">http://www.acas.org.uk/CHttpHandler.ashx?id=254&amp;p=0</a>

## Referencing Two or More Sources by The Same Author

1. Using the author's name for all entries, list the entries by year (earliest first).

2. When an author appears both as a sole author and, in another citation, as the first author of several, list the sole author entries first.
3. Use the format below when the author(s) and the date of publication are exactly the same for more than one source. List the titles alphabetically and add a,b,c,d, etc to the publication date.

<b>Format</b>	<p><b>First source, e.g. a book:</b> Author's Surname, Initials. (Date of publication + a). <i>Title</i> (Edition, if not the first). Place of publication: Publisher.</p> <p><b>Second source, e.g. a journal:</b> Author's Surname, initials. (Year of journal + b). Full title of article. <i>Full Title of Journal, Volume Number</i> (Issue Number), page numbers of article.</p> <p><b>Third source:</b> Author's Surname, Initials. (Date of publication + c). [etc]</p>
<b>Examples</b>	<p>Brown, S. (1993a). Postmodern marketing? <i>European Journal of Marketing</i>, 27(4), 19-34.</p> <p>Brown, S. (1993b). Postmodern marketing: Principles, practice and panaceas. <i>Irish Marketing Review</i>, 6, 91-99.</p>
<b>In the text</b>	<p>(Brown, 1993a) (Brown, 1993b)</p>

### Secondary Referencing

Give the secondary source in the reference list. In the text, name the primary work, and give a citation for the secondary source.

For example, if Finney and Bryden's work is cited in Evans, and you have not read Finney and Bryden's original work –

<b>Reference list</b>	Evans, W.A. (1994). Approaches to intelligent information retrieval. <i>Information Processing and Management</i> , 7, 147-168.
<b>In the text</b>	Finney and Bryden's study (as cited in Evans, 1994)

<b>Journal article: Retrieved online with digital object identifier (DOI)</b>	<p>Rutherford, B. J. (2006). Reading disability and hemispheric interaction on a lexical decision task. <i>Brain and Cognition</i>, 60, 55-63. doi:10.1016/j.bandc.2005.09.013</p> <p>Direct quotation in text: (Rutherford, 2006, p. 56)</p> <p>If each issue of a journal begins on page 1, give the issue number in parentheses immediately after the volume number (p. 198).</p>
<b>Journal article: Retrieved online with DOI: Three to five authors</b>	<p>Rush, K. L., Waldrop, S., Mitchell, C., &amp; Dyches, C. (2005). The RN-BSN distance education experience: From educational limbo to more than an elusive degree. <i>Journal of Professional</i></p>

	<p><i>Nursing</i>, 21, 283-292. doi:10.1016/j.profnurs.2005.07.007</p> <p>Direct quotation in text (from a passage that spans two pages): <b>First citation:</b> (Rush, Waldrop, Mitchell, &amp; Dyches, 2005, pp. 283-284)</p> <p><b>Subsequent citation to a different passage from the same source:</b> (Rush et al., 2005, p. 291)</p>
<p><b>Journal article: Retrieved online with no DOI: Give URL of the journal home page (even if retrieved from a database)</b></p>	<p>Mathieson, C. M., Bailey, N., &amp; Gurevich, M. (2002). Health care services for lesbian and bisexual women: Some Canadian data. <i>Health Care for Women International</i>, 23, 185-196.</p> <p>Retrieved from <a href="http://www.tandf.co.uk/journals/titles/07399332.asp">http://www.tandf.co.uk/journals/titles/07399332.asp</a></p> <p>Citation in text: (Mathieson, Bailey, &amp; Gurevich, 2002)</p> <p>Hint: Google journal title to locate URL.</p>

<p><b>Personal communication</b></p>	<p>Includes letters, phone calls, email messages, and interviews. Because they include “unrecoverable data,” they are NOT included in the reference list.</p> <p>Citation in text: M. Burton (personal communication, August 1, 2006)...</p>
<p><b>Class notes</b></p>	<p>Cite information from your own personal notes from a lecture as a personal communication and refer to it only in the body of your essay.</p> <p>Citation in text: In a lecture on November 16, 2008, to a PSYO 235 class, Professor Davies said...</p>
<p><b>Class handout: Has title</b></p>	<p>Woodworth, M. (2006). <i>Psychopaths</i> [Class handout]. Department of Psychology, University of British Columbia Okanagan, Kelowna, Canada.</p> <p>Citation in text: (Woodworth, 2006)</p>
<p><b>Essay: Self-citation</b></p>	<p>Janke, R. (1997). <i>Librarians are novel lovers: An exploration of our risqué professional stereotypes</i> (Unpublished graduate essay). University of British Columbia, Vancouver, Canada.</p> <p>Citation in text: (Janke, 1997)</p>