

KENYATTA UNIVERSITY

SCHOOL OF HOSPITALITY, TOURISM AND LEISURE STUDIES (HTLS)

**GUIDELINES FOR WRITING ACADEMIC RESEARCH PROPOSALS AND THESES
IN THE SCHOOL OF HOSPITALITY, TOURISM AND LEISURE STUDIES**

PREPARED BY THE SCHOOL BOARD OF POSTGRADUATE STUDIES

OCTOBER 2019

PREAMBLE

This document is a general guide for students in the development of research concept, proposal and thesis. The document will also help academic staff in guiding, advising and supervising postgraduate students in matters relating to research preparation and thesis production. In addition, the document explains ways of maintaining quality supervision among postgraduate students and their supervisors. It also highlights how students register for Postgraduate programmes in this School and how to complete their course within the stipulated time. This is only possible if the students and supervisors work in an enabling environment. How this environment can be created has been described and explained in the document.

This revised edition of School of Hospitality, Tourism and Leisure Studies post graduate academic Writing Guidelines was prompted by the need to respond appropriately to our research students who require to be updated periodically with the necessary but up-to-date capabilities in academic writing. In this context, the School of Hospitality, Tourism and Leisure Studies sought to achieve the following objectives through the revised version of the guidelines.

1. To enhance knowledge and skills in quality academic writing and presentation, via benchmarking with the best practices globally.
2. Address persistent challenges experienced by students, with regard to:
 - Poorly focused research titles resulting in internal inconsistencies
 - Unclear statement of the problem
 - Poor articulation of theoretical framework
 - Lack of precision in presenting the interacting variables through a conceptual framework
 - Incoherent literature review not consistent with study objectives
 - Unclear study design, methodology and choice of methods –especially methods of data analysis.
 - Unsystematic referencing style
 - This revised edition of academic writing guidelines has addressed these shortfalls making the guidelines relatively easy for the students to follow as they write their proposals and eventually their theses.

GENERAL INFORMATION AND UNIVERSITY GUIDELINES FOR WRITING ACADEMIC RESEARCH PROPOSALS AND THESES IN THE SCHOOL OF HOSPITALITY, TOURISM AND LEISURE STUDIES

Supervision

Every Department shall identify and allocate supervisors for its postgraduate students. In principle, every student will have 2 supervisors. Depending on need and subject to approval by the Graduate School Board, upon application and justification by the student's Department, the department can apply for a third supervisor.

The first (1st) supervisor shall come from the Department where the student is registered. The second supervisor may be from the department, school, within university or outside university, as allocated by the Departmental Board of Postgraduate Studies (BPS). The appointee should be competent in the candidate's area of study. On-line/E-supervision may also be used.

Supervisor Responsibilities

The supervisor shall:

- Be available for consultation at least once per month.
- Give feedback to their students within a maximum of 3 weeks.
- Guide students to relevant literature and their sources.
- Link students to researchers working in related fields.
- Discuss and critically evaluate the candidate's findings and ideas.
- Advise candidates on the form and structure of thesis/proposal.
- Guide candidates in the conventions of scholarly presentations.
- Advise students on rules governing their specific degrees.
- Enhance the quality of a student's work. At least one supervisor should be present during a student's oral presentation.
- Ensure that a student presents at seminars at appropriate levels as required by the University regulations.

In the absence of a supervisor for supervision for a maximum of two months, arrangements must be made by the Chairman of Department to ensure continuity. By placing his/her signature on the declaration page of the thesis, a supervisor will certify that the thesis represents the work of the candidate that was carried out under his/her supervision and is ready for examination.

Student Responsibilities:

The student shall:

- Avail themselves for consultation with supervisors at least once per month

- Timely drafting of all documents pertaining to the thesis completion and submission for examination
- Ensure that they obtain the School Guidelines and any other information pertaining to their academics from either Graduate School or the Registrar (Academic)
- Ensure that they adhere to the guidelines
- Ensure regular completion of supervision tracking form
- Ensure that their Proposal or Thesis has originality report (turnitin or any other) summary before submission

PRESENTATION FORMAT

Typing

- All proposals in the School should be typed in font 12 (Times New Roman) on A4 size paper, (*in Ms word- go to page layout, select margins-custom layout, select paper A4*).
- It should be printed on one side of the paper.
- The document should be double- spaced; except cover page, Table of contents, Abstract and References.

Page Margins

- Page margins will be as follows: left 40 mm (1.5 inches) and all other Sides (top, bottom and right sides) 25 mm (1 inch);

Page Numbering

- All page numbers shall appear in the centre of the lower margin of the page.
- Preliminary pages (except Title page) should be numbered consecutively in Roman numbers lower cases (e.g. ... i, ii, iii etc.).
- The main content pages (from chapter One to Appendixes) shall be numbered consecutively using Arabic numbers (e.g. 1, 2, 3...)

Page Numbers

- The proposal should not exceed 20 pages for a Masters and 30 pages for a PhD excluding references and appendices and; preliminary pages.

Table Numbering

- Tables will be done sequentially according to Chapters e.g. Table1.1 in chapter One, Table 2.1 first table in Chapter Two etc.
- Table titles should be at the top.
- Headings and sub-titles should be bold and in sentence case.
- The table format should be APA latest edition

Figure Numbering

- Numbering of figures will be done sequentially according to Chapters e.g. figure 1.1 in Chapter one, figure 2.1 for the first figure in Chapter Two.
- The titles and sources (where applicable) should be at the bottom of the figure.
- Headings on preliminary pages (Declaration, Abstract, acknowledgement, acronyms etc. should be centred, bold and in uppercase.

Oral Presentation

- The recommended mode of oral presentation is a slideshow e.g. POWER POINT, using an LCD projector or any other method agreed by the Board.
- The Dean's office will be requested to facilitate such presentation in the School's Boardroom/ seminar room.

Tense

- Future tense should be used in writing proposals, but this must be changed to past tense when writing thesis.

In-Text Citation

- Use APA 6th Edition or the latest Edition.

SUBMISSION OF PROPOSAL TO THE SCHOOL OF HOSPITALITY, TOURISM AND LEISURE STUDIES – BOARD OF POSTGRADUATE STUDIES

Requirements for Submission

1. Four (4) spiral bound copies, duly signed by the student and all supervisors (1 department copy, 1 school copy and 2 Graduate School copies)
2. Departmental minutes certifying that appropriate seminars were held and that the student presented their proposal and has addressed the issues raised during the seminar
3. Current nil fee balance statement
4. Result-slips
5. Summary page of originality report.

Points to Note

- The plagiarism report should have a similarity index maximum of 25%.
- The respective Departmental representative will present the proposal to the SBPS.

TRACKING RECORD AND NOTICES OF THESIS SUBMISSION

1. All supervisors are expected to sign and endorse the tracking record form after each meeting and Notice of Submission Forms.
2. All students will be expected to submit their tracking record form at the end of each semester to Graduate School, The Dean, SHTLS and the respective Department.

3. All students are required to submit their “Notice of Thesis Submission” within 3 months of thesis submission. Failure to submit their thesis by the proposed date, the student will have to re-submit the Notice.
4. The student will attach evidence of intent to submit an article for publication in a referred journal.

Language Use

- Use formal gender sensitive language (avoid jargon, sweeping/political statements, colloquial language etc.)

GENERAL PRESENTATION FORMAT FOR THESIS WRITING BY HTLS STUDENTS

This section is dedicated to helping the research student write the thesis after data collection and analysis.

Typing and Pagination

- Adopt general guidelines

The number of pages

- Should be within the following ranges, excluding references and appendices:
- MSc thesis minimum (80pages)
- Ph.D. thesis minimum (120pages)
- The title should not be more than 20 words
- Clarity and logical arguments that are not verbose (must be economically worded),
- Focused enough to pin-point the main independent and dependent variables;
- Keep thesis within the stipulated scope. Emergent findings need to be scaled down so as not to lose sight of the study issue.

PREPARATION TO CONDUCT POSTGRADUATE RESEARCH IN THE SCHOOL OF HOSPITALITY, TOURISM AND LEISURE STUDIES

THE CONCEPT PAPER

A concept paper is meant to give the student an idea of the area of research interest in order to avail the necessary assistance to develop a research proposal. Be as specific as possible in providing information.

Before writing a proposal, it is very important to begin by writing a concept paper.

The contents of the concept paper should demonstrate concisely:

- (i) “What” (broad definition of research problem)
- (ii) “Where” (location of the study)

(iii) “Why” (overview justification of proposed study) and

(iv) “How” (general explanation of research methodology)

- The concept paper should not exceed three pages - double spaced and preferably shared with a minimum two potential supervisors or lecturers specialised in the area proposed for research.
- The student must share the literature they read in the area of interest. Only after the concept paper has been approved by the relevant Department and allocated supervisors, should the student begin drafting the research proposal.
- The concept presentation at the department should be done by:
- A power point projection (Masters - 5 minutes; PhD - 7 minutes)
- Power point slides should not be crowded / busy – 6x6-rule to be observed.

The concept should include the following sub-headings:

1. **Title of Proposed Study:** (clearly demonstrating the variables- independent and dependent variables (deductive studies))
2. **Background to the Study:** (What have you read that has had an impact on your thinking about the topic?)
3. **Statement of the Problem** (What is the gap in knowledge? Why does this research need to be conducted?)
4. **Objectives of the Study** (What does the study hope to achieve?)
5. **Questions and/or Hypotheses** (State the unknown in terms of questions or in terms of hypotheses).
6. **Literature Review:** What literature do you intend to review and why?
7. **Theoretical Framework/ and conceptual framework** (What theory(s) will you use in analysing your material? Why those/that theory?)
8. **Proposed Research Design, Methods/Procedures** (This answer the question, “How will you conduct the study?”)
9. **References**

FORMAT OF PRELIMINARY PAGES OF A PROPOSAL

Cover Page

- This page should not be paginated.
- All wording should be single- spaced and in uppercase, centred on the page.
- The items on the cover page should be bold and font-size 12 Times New Roman arranged in the following sequence:
 1. **Title**

It should be focused, informative and not more than 20 words. It should be clearly phrased leaving out words, phrases or clauses, which do not enhance the clarity of the title. E.g. *A study of*, articles such as “*the...*”, “*A...*”

NB: The title can also have investigations from case studies.

Bring out scope and key objective of the research (include site/locale of study, variables, target population, thus providing guidance on internal consistency of the study).

2. **Full names** of student followed by highest qualification in standard abbreviation in brackets
3. **Registration number** of student below the name
4. **Department** of the student

Then the writing follows:

FOR MASTERS

A Research Proposal submitted in partial fulfillment of the Requirements for the Award of the Degree of (specify, e.g. Master of Science) in the School of Hospitality, Tourism and Leisure Studies of Kenyatta University

Month and year of submission comes immediately after (Centered).

FOR PhD

A Research Proposal submitted in partial fulfillment of the Requirements for the Award of the Degree of (specify, e.g. PhD) School of Hospitality, Tourism and Leisure Studies of Kenyatta University.

Month and year of submission comes immediately after (Centered).

Student Declaration Page

To have the following writings in font 12, Times New Roman:

This proposal is my original work and has not been presented for a degree in any other university.

(Then the student signs above his/her name and registration number, followed by the date.)

Signature _____ Date _____

Name

Registration number e.g. - H60/10704/2008

Supervisors:

This proposal has been submitted for review with our approval as University supervisors:

Then the supervisors, sign and date above their names written in full.

Example:

Signature _____ Date _____

Prof. Edith Andati
X Department
Kenya University (State Institution of the Supervisor)

Signature _____ Date _____

Prof. Caroline Nyakoa A.
Y Department
Moi University (as the case may apply)

For PhD Supervisors:

Caroline Nyakoa A (PhD)
Y Department
University

(N/B... Avoid either numbering of names of supervisors or referring to 1st and 2nd supervisor. The school considers supervisors as collaborators who make equal contribution.

Table of contents

The table of contents should capture the main titles and subtitles (Up to three levels) in the text (proposal/thesis), and should be 1.5 spaced.

The table of Contents, List of Tables, and List of Figures need to be computer generated and listed sequentially.

List of Abbreviations and Acronyms

Abbreviations and acronyms need to be given because they may be found in the proposal. They should be arranged alphabetically.

The abbreviations/acronyms should be **Capitalized** and separated from the text by 2 indentations of 5-point each.

The corresponding explanatory text should be in **Title Case** and aligned to the left e.g.

- HTLS** - School of Hospitality, Tourism and Leisure Studies
- PFD** - Personal Floatation Devices
- WHO** - World Health Organization

Operational Definition of terms

Only provide definitions of key terms used in the study that are not used in conventional manner. Terminologies should be clearly defined and arranged alphabetically.

Abstract

All proposals must have an abstract.

The abstract must be guided by the following requirements:

- i. Summary of the entire proposal including the contextualized statement/justification of the problem, purpose of the study, research design and methodology, method of data analysis and significance of the study.
- ii. Should **not exceed 500 words**.
- iii. Should **not have in-text referencing**
- iv. Should be single spaced, one block paragraph and be contained on one page

FORMAT OF MAIN BODY OF PROPOSAL

1.0 Background to the Study

This section must contextualize the research issue and culminate into the research problem statement.

It must also:

- i. Create reader interest in the topic by providing a basis for your research issue and problem.
- ii. Lay the broad foundation for the problem beginning from global perspective narrowing down to regional context then to the country and actual location of the study e.g. in a precise place in Kenya
- iii. Frame the study within the larger context of the scholarly literature, underscoring key issues linked to your study issue while reaching for your specific audience.
- iv. Highlight the specific knowledge gaps, justify your study problem, which must lead logically to the statement of the problem in an ensuing sub-section.

1.1 Statement of the problem

A problem statement points out the precise gap that exist in the literature, theory, or practice which the particular research will address (other gaps would be pointed out in the literature review chapter).

The statement of the problem must entail a logical argument generated from preceding facts as articulated in the background section.

Always avoid in-text referencing characterized by **cut-and-paste** from background section

It should be concise.

It is important in a proposal that the problem stands out immediately after the background so that the reader can easily recognize it without having to meander around unnecessary reading in the sub-section.

Avoid the trap of obscure and poorly formulated problems that are masked in extended unfocussed discussions crowded with references and citations.

1.2 Purpose of the Study

The purpose statement should provide a specific and accurate synopsis of the overall goal of the study.

1.3 Objectives of the Study

- i. Should be directly linked to the study variables as indicated in the title
- ii. They should be SMARTER - Specific/Specific, Measurable, Attainable/Achievable, Realistic, Time bound, Evaluable, Reportable.
- iii. Should be outcome based verbs such “Identify, find out, define, relate, describe, review, justify, indicate etc.” and unless for clearly stated purpose based on specific types of qualitative studies, it is important to avoid process-based outcomes such as “understand”, “explore”, “investigate”, “examine”.
- iv. Exploratory studies may use process based verbs because they are mainly qualitative in nature.

1.4 Research Questions and /or Research Hypotheses

Questions

- i. They should stem from objectives (creatively and not necessarily in a cut-and-paste fashion).
- ii. They should not be stated in a leading form that elicits yes / no response (e.g. ...questions that start with “*is there normally...*” would often elicit a yes/no response).

Hypotheses (dictated by nature of the study as explained below)

Hypotheses are usually presented as directional declarations of relationships between variables, while a **Research Question** poses a relationship between two or more variables but phrases the relationship as a question; a **hypothesis** represents a declarative statement of the relations between two or more variables e.g. compare “*How does labelling of athletes influence sports performance?*” with e.g. H_{01} “There is no significant relationship between positive reinforcement and sports performance”.

Deciding whether to use questions or hypotheses depends on factors such as the purpose of the study, the nature of the design and methodology, and the audience of the research.

1.5 Significance of the Study (Rationale)

Mention the beneficiaries and how they may benefit from the findings of the study.

1.6 Delimitations / Scope

The scope of the study, gives the extent to which the study will be carried out.

1.7 Limitations

The Anticipated shortcomings, this requires identification of potential weaknesses of the study that may be beyond the capability of the researcher to intervene e.g., the nature of self-report, your instruments, and the sample size.

The researcher needs to think about threats to internal validity that may have been impossible to avoid or minimize. Hence, it is imperative to explain how you as the researcher intend to overcome such limitations as much as possible.

1.8 Assumptions

Here you state the things you are taking for granted about the nature of the behaviour you are investigating, about the conditions under which the behaviour occurs and about your methods and measurements, etc. Stating that you assume participants will cooperate is not adequate.

Assumptions are not testable but are statements about observations, hunches and experiences related to the study that is taken for granted or are assumed to be true.

They are statements that help to remove/reduce doubts on the validity of the study and are accepted in faith, or taken to be true without proof.

They are the norm foreground the question as to what are you taking for granted in the conduct of your study.

1.9 Conceptual and / Theoretical Framework

Theoretical framework

This is a structure derived from existing relevant theorization of key aspects of your study. Often existing theory/theories provide foundation for the theoretical framework within which to position your research. Hence, it is important to do the following:

- i. Mention the proponents of the theory or theories to be used
- ii. Cite the main points emphasized in the theory/theories
- iii. Support your exposition of the theory/theories by ideas from other experts and your own interpretation
- iv. Demonstrate the link of theoretical proposition and the proposed study.

Conceptual framework

This is the researcher's own perception of the problem and how variables operate in influencing each other. The researcher is expected to provide a graphic presentation that is self-explanatory showing how various variables interact and the direction of the outcomes from such interactions.

It ought to be characterized by:

- i. Original visualization by the researcher or adaptation of an existing model used in a previous study
- ii. Direction of interactions of variables of study
- iii. A diagrammatic format (graphic presentation)
- iv. Brief explanation of the conceptual framework for clarification of the flow.

CHAPTER TWO

2.0 REVIEW OF RELATED LITERATURE

Items in this section must be serialized from 2.1 onwards.

2.1 Introduction

(provide structure of this chapter in line with objectives in Chapter One)

- i. Use relevant headings developed from the research objectives to guide the structure of this chapter – (**creatively -not direct copy-and-paste**).
- ii. Highlight the knowledge you find already existing in relation to the study problem.
- iii. Bring out what is still not known about this study problem, i.e. the knowledge gaps.
- iv. Demonstrate evidence of your understanding of current research on the subject under investigation through relevant and logical discussion
- v. Be systematic and synthetic in style using logical links in the flow of arguments
- vi. Show clearly which gaps in knowledge with regard to and not excluding methodology, theory, scope and how these link to your proposed study
- vii. Provide the chapter summary in approximately a page to capture the following:
 - key knowledge issues,
 - controversies in literature,
 - main research gaps and
 - the actual gap(s) that your research will address
- viii. Unless for archival studies, 80% of the references used should be less than five years old.
- ix. Endeavour to use current refereed journals and periodicals as much as possible.

CHAPTER THREE

3.0 RESEARCH DESIGN AND METHODOLOGY

This is a chapter in which the researcher justifies every choice/action made in implementing the proposed study. It must highlight methodological details appropriate to the study in an explicitly convincing manner, making scholarly references of research authorities as much as possible.

3.1 Research design

- i. State the designs adopted and provide reasons for your choice.
- ii. Link the design to the study topic

3.2 Variables

- i. Explain the Independent and Dependent variables.
- ii. Indicate the scope (coverage) of the study

3.3 Location of the study

- i. State the location of the study and actual sites where research will be conducted,
- ii. Justify the choice of that location, and
- iii. Discuss the characteristics unique to the site that are relevant to the study problem.

3.4 Target population

- i. Describe the population from where your research sample will be selected
- ii. Justify the choice of the target population and give figures in numbers and source.

Where applicable include;

3.4.1 Exclusion criteria

3.4.2 Inclusion criteria

3.5 Sampling techniques and sample size

3.5.1 Sampling techniques

- Explain the method of deriving a sample category from the population you identified e.g. random sampling, purposive, convenient, and snowballing.

3.5.2 Sample Size

- Give the proportion of the sample in relation to the accessible population .e.g. how many students (girls and boys) from each selected class; how many teachers (heads of departments, class teachers etc.)

Present the sample size in a table format

3.6 Research Instruments

- i. Describe each instrument that will be used in the study.
- ii. Ensure that instruments linked to objectives and questions to ensure that data is generated for each objective to be achieved and to guide your findings chapter.

3.7 Pre-testing/Piloting Study

- i. Describe how the research instruments will be tested for their worth using pilot sites deliberately selected for the purpose and in view of addressing the following aspects of the study:

3.7.1 Validity

- Explain how validity of the instruments will be established.

3.7.2 Reliability

- Explain how reliability of the instruments will be established.

NB: If using standardized test, quote test and existing reliability levels and demonstrate how these will be attained practically in the research process.

3.8 Data Collection Techniques

- i. Explain how field data collection will be done using the specific method/tools/instruments that have been chosen for this activity

3.9 Data Analysis

- i. Explain the methods that will be applied in analyzing the data based on each objective stated (e.g. Atlas ti, NUDI*ST; *Chi Square, t-tests, other correlational tests etc.*).
- ii. Clarify the methods of analysis of each research question/ hypothesis e.g. *State your null hypothesis and indicate statistics used to analyze the hypothesis.*
- iii. For non-numerical data indicate the method of thematizing, coding, and indicate questions and software used.
- iv. Explain how data will be presented after analysis is complete (e.g., in text, tabular, graphic etc.)

3.10 Logistical and Ethical Considerations

Logistical considerations

- i. Explain how you will manage logistical requirements of the research (e.g. various levels of authorizations that include the various procedures of ensuring successfully access into the field).

Ethical considerations

- i. Demonstrate your understanding of research ethics and show how you will observe ethical issues related to researching human subjects (e.g. confidentiality, anonymity, soliciting informed consents among others that capture the considerations you will use to protect human rights of the research subjects/participants and ensuring they suffer no harm from the research process and outputs / outcomes).

THESIS FORMAT

The standard format shall be used.

Cover Page (*same as in proposal*)

Full name of student should appear as it is in the registration form, while the registration number should be written below the name, together with the name of the Department, then follows the writing: “A Research Thesis Submitted in Partial Fulfillment for the Degree of ... (Specify e.g. Master of Science...) in the School of Hospitality, Tourism and Leisure Studies, of Kenyatta University”, then followed by the date e.g. July, 2021.

Declaration Page

(It should be similar to that in the proposal except that the word “Proposal” is replaced with “thesis,” followed by the declaration words.” This is my original work (Continuing as it is in the proposal).

Dedication page

The Candidate is free to devote the work to person(s) of their choice in not more than 50 words.

Acknowledgement

Candidate is at liberty to give credit to individuals, groups, organizations, institutions etc in a presentation that does not exceed one typed page.

Table of Contents page

This should be organized to match the **headings** and **subheadings** and **page numbers** up to a maximum three (3) levels.

List of Tables

This follows the table of contents, beginning on a separate page. Numbering of tables should be: Table 1.1, table 2.1, and table 3.1 throughout the text.

The name / title of the table should be written above it.

List of figures

This immediately follows the list of tables and on a separate page.

Numbering should be figure 1.1, 2.1, 3.1 etc.

The name / title of the figure and source(s) should be written below it.

Abbreviations and Acronyms

(As it is in proposal)

Operational Definition of Terms

Abstract

(As it is in proposal except it captures results and the recommendations **and should not exceed one page.**

USE OF TABLES, FIGURES AND PLATES

Tables, Figures and Plates may be included within the text or appear on separate pages. If on separate pages, however, they should be placed near the text, which refers to them. Each table or figure shall have a full caption. Tables, figures and plates should be numbered in sequence and be cited by a number in the text (numbering sequence is as shown in the previous section on proposals).

A table that is oversized may be divided so that a portion appears on two pages, which face each other. If this method is used, the entire title and footnotes, if any, appear on the left hand side of a table. Photographs should be scanned and printed on A4 paper and on appropriate pages.

Guidelines on tables and figures

- i. Place a table or figure immediately after the first mention of it in the text on the same page if there is room, or on the following page.
- ii. Tables or figures of peripheral importance to the text may be placed in an appendix.
- iii. All tables and figures must be referred to in the text by number (not by a phrase such as “the following table, the table above, the table below”).
- iv. Avoid using colour to distinguish different lines or areas in a figure because the distinction will be lost when your work is photocopied or microfilmed.
- v. Words included in the figure should be typed unless there are technical reasons why this is not possible.
- vi. List and caption photographs as figures unless you wish to have a separate list of photographs or plates.
- vii. *Landscape*, if a table/figure is set up in landscape orientation then it should always be on a page by itself. Landscaped materials must be placed reading outward (i.e., with the top of the table/figure at the binding [left] side of the page). This page must have a page number. The page number, however, should be in portrait orientation like all other page numbers.
- viii. Each figure must have a caption that begins with the word “Figure” (“F” capitalized) and the figure number, followed by a brief description of the figure. This must be placed below the figure, with one blank line separating the bottom of the figure and the top of the caption.
- ix. Each table must have a caption that begins with the word “Table” (T capitalized) and the table number, followed by a brief description of the table. This must be placed above the table, with one blank line separating the bottom of the caption and the top of the table.
- x. When a figure or table is continued to the following page, a continuation note (e.g., “Figure 5, continued” or “Table 5, continued”) must appear in place of the caption on the continuations. The original caption must be repeated in either case.

REFERENCES

APA is the recommended conventional referencing technique for both in-text-citation and references. Reference should be alphabetically listed. The references spacing should be 1.5.

APPENDICES

Will include such items as Questionnaires, Maps, budget and work plan. These must be arranged alphabetically e.g. Appendix A.

THESIS CHAPTERS

CHAPTERS ONE TO THREE have content and form as those described in the section for proposal. The future tense must change to past tense where applicable.

CHAPTER FOUR: FINDINGS

This chapter should deal with the presentation of the findings of the study with regard to the stated hypotheses and research questions.

Guidelines of Chapter Four

- i. Break up your results into logical segments by using sub-headings.
- ii. Key results should be stated in clear sentences at the beginning of paragraphs. It is far better to say “X had significant positive relationship with Y (Linear regression $p < 0.01$, $r^2 = 0.79$)” than to start with a less informative like “There is a significant relationship between X and Y”.
- iii. Describe the nature of the findings; do not just tell the reader whether or not they are significant.

CHAPTER FIVE: DISCUSSION OF FINDINGS

An overview of the findings need be mentioned.

- i. Discussion of findings is to be based on the objectives. The results are actual presentation of observations.
- ii. Move from the descriptive (uni-variate) to the inferential statistics (multivariate) Mention negative results as well as positive. Have a critique of other studies.
- iii. Lay out the case as for a jury. Present sufficient details so that others can draw their own inferences and construct their own explanations.

iv. The discussion section should be a brief essay in itself, answering the following questions and caveats:

1. What are the major patterns in the observations?
2. What are the relationships, trends and generalizations among the results?
3. What are the exceptions to these patterns or generalizations?
4. What are the likely causes (mechanisms) underlying these patterns resulting predictions?
5. Is there agreement or disagreement with previous work?
6. Interpret results in terms of background laid out in the introduction – what is the relationship of the present results to the original question?
7. What is the implication of the present results for other unanswered questions?
8. Multiple hypotheses: There are usually several possible explanations for results. Be careful to consider all of these rather than simply pushing your favorite one. If you can eliminate all but one, that is great, but often that is not possible with the data in hand. In that case you should give even treatment to the remaining possibilities, and try to indicate ways in which future work may lead to their discrimination.
9. Avoid bandwagons: A special case of the above. Avoid jumping a currently fashionable point of view unless your results really do strongly support them.
10. What are the things we now know or understand that we didn't know or understand before the present work?
11. Include the evidence or line of reasoning supporting each interpretation.
12. What is the significance of the present results: why should we care?

CHAPTER SIX: SUMMARY, CONCLUSION AND RECOMMENDATIONS

This Chapter should have a summary of findings. Besides conclusion and recommendations, the implication of findings should be explained here. It is in this chapter that additional research areas should be suggested as well as future projection based on the study.

The specific areas include:

i. **Summary**

It is the summary of the major findings among others.

ii. **Conclusions**

It is the summary of the implications of the main findings. Emphatic, strong conclusions based on the study findings should be stated here.

iii. **Recommendations for Policy/Practice**

Summary of the main recommendations based on the study findings and logical statements in the conclusion should be stated here.

iv. **Recommendations for Further Research**

What is considered to be gaps left out by the study, which would need further investigation through research should be given.

REFERENCES

The recommended referencing style for the school is the **latest** APA format,

SPECIFIC GUIDE FOR PROPOSAL REVIEWING

The following is the specific guide for reviewing proposals, which will be closely followed. (*Note that the information given is only a summary*).

Title

- i. Appropriateness
- ii. Focus

Background to the problem

- i. The problem and its originality should be clearly shown and stated.
- ii. Objectives, research questions well stated.
- iii. Hypothesis well stated.
- iv. Conceptual and theoretical framework well framed.
- v. Rationale/purpose of the study and other matters such as assumptions, scope, etc spelt out closely.

Literature review

- i. Flow of the literature
- ii. Relevance of the content synthesized suits the study
- iii. Identifies the gaps
- iv. Current status of the research problem
- v. Must avoid plagiarism

Methodology

- i. Research design and location
- ii. Target population and sample
- iii. Sampling techniques
- iv. Methods of data collection, reliability and validity of the instruments
- v. Variables; dependent and independent
- vi. Methods of data analysis

vii. Appropriateness of the methodology

NB: All the above sections must be presented in a way that gives internal consistency and coherence.

References

- i. Link references to the text.
- ii. References especially in the text must be accurate.
- iii. Be used exhaustively.
- iv. Variety of references should be used.
- v. Currently published material used as much as possible.
- vi. Latest APA used for bibliography and in-text citation.

Time- Schedule

- i. Should show practicability
- ii. Show distribution of activities
- iii. Should show logic
- iv. Should indicate expected Graduation date

Budget

- i. Budget itemization
- ii. Appropriateness of the budget lines
- iii. Budget carefully thought out
- iv. Ethical Review fee
- v. Research Permit fee

Format

This is the overall presentation, including content of the proposal.

The above information is only a summary guide. The reviewer can consider other useful aspects that can help the candidate(s) to improve on his/her proposal.

SPECIFIC GUIDE FOR THESIS REVIEWING

Start: Information in chapter I-III of the proposal remains the same except the future tense is changed to past tense.

Emphasis to be on the following:

Results

- i. Accuracy
- ii. Relevance to the objectives, research questions and hypothesis
- iii. Consistent organization format

Data analysis

- i. Accuracy
- ii. Originality
- iii. Use of appropriate statistical tools
- iv. Relevance to objectives and research questions
- v. Data should be seen to answer research questions, accept or not accept hypotheses.

Discussion

- i. Academic argumentation shall prevail
- ii. Show ability to view results in the light of the previous findings contained in literature review.
- iii. Show insight into the research findings and subsequent arguments.

Summary, Conclusions and Recommendations

Emphasis should be on the following areas:

Summary

- i. Conciseness and relevance
- ii. Summarize the entire study.

Conclusion

- i. Show logical statements
- ii. Derived from the findings leading to appropriate clue for recommendations.

Recommendations

- i. Derived from the study findings
- ii. Reasonable

Further research

- i. Derived from the gaps created by the study
- ii. Based on the study findings

Referencing

- i. Main referencing techniques followed i.e. American Psychology Association (APA).
- ii. Ensure that the recommended one i.e. APA technique is followed.

CONCLUSION

It is hoped that this guide will be of value to both the students and supervisors. The guide is however subject to review from time to time depending on operation policies that may emerge at the Graduate School or at the School of Hospitality, Tourism and Leisure Studies.