

Guidelines for Writing M.Sc. and PhD Theses

1. Organization of thesis :

The organization depends on the nature and material contained.

However, the following general format is recommended.

1.1. The Preliminaries :

- 1.1.1. Title page with NUSU logo.
- 1.1.2. Dedication sheet (optional).
- 1.1.3. Table of contents.
- 1.1.4. List of tables, if any.
- 1.1.5. List of figures, if any.
- 1.1.6. List of appendices, if any.
- 1.1.7. Glossary \ List of abbreviations, if any.
- 1.1.8. Acknowledgements.
- 1.1.9. Abstract.

1.2. The Text of thesis (suggest chapters) :

- 1.2.1. Introduction and objectives.
- 1.2.2. Literature review.
- 1.2.3. Materials and methods.
- 1.2.4. Results.
- 1.2.5. Discussion, conclusions and recommendation.

1.3. The Reference Matter :

- 1.3.1 Bibliography.
- 1.3.2. Appendices, if any.

1.4. Signed Declaration Sheet :

- 1.4.1. Student`s declaration.
- 1.4.2. Supervisor`s approval.

2. Title Page :

The title page is placed after the cover page and it must be as follows:

1. The UMST logo and name clearly printed.
2. Name of program. “E.g. M.Sc. Public and Tropical Health Program” .
3. The title of the thesis clearly written in Capital letters.
4. Full name of the candidate and qualification in brackets. E.g “By: Mohammed Awad Mahmood (MBBC)”.

5. The statement “A thesis submitted in partial fulfillment of degree of M.Sc. in(write the appropriate program)...”then, “Batch” In brackets.
6. Year of graduation (to be written in the lower part of the page).
The whole page should be symmetrically arranged. The cover page and the title page have similar formats.

3. Abstract :

1. The abstract is by necessity the last part of the thesis to be written. This chapter should not exceed more than 300 words.
2. The abstract bridges gap between the title and the main body of the thesis. This chapter should summarize:
 - 2.1. The study purpose (justification).
 - 2.2. The methods of investigation used.
 - 2.3. The finding (results).
 - 2.4. Conclusions.
 - 2.5. Recommendations.
3. The abstract should allow a quick overview of the candidate`s work and should therefore present findings clearly and within the correct degree of emphasis.

4. Introduction :

- This part should give a brief background and clearly state the objectives of the study arguments which will be presented and the way in which the study was pursued. This section should not exceed five pages.

5. Literature review :

1. This presents previous work done on the subject and its purpose is :
 - 1.1. To review what is known about the problem being investigated.
 - 1.2. To review what is known about the methodologies chosen (including strength and limitations).
2. Literature relevant to the subject should be discussed and a very clear citation in text and reference section given. This should reasonably cover all aspects of study.
3. As much as possible the most recent original literature available should be adhered to.
4. There is an opportunity for the reviewer to discuss and give own opinion on the work of other authors.

5. Materials and Methods :

This part should include:

1. A description of the study design and the study setting\area.
2. The description the study population\material of study and also the participation\subjects.
3. The description of the method used for selection of participations\subjects (sampling technique) and the quantity used for the study (sample size). This should also state the criteria for inclusion and exclusion of subjects.
4. The methods and tools used for data collection.
5. The methods use to examine the data analysis presentation\interpretation.
6. Ethical issues considered during the study including:
 - 6.1. Benefit of the study to participants (or others), immediate benefit or remote.
 - 6.2. Risks \harm involve (if any) and procedures adopted to minimize them.
 - 6.3. Respect for privacy of participants and their information.
 - 6.4. Respect to norms and culture of settings.
 - 6.5. Voluntary informed consent by participating individuals (humans).
 - 6.6. Ethical clearance from relevant authorities including the university ethical committee.
 - 6.7. Permission from relevant authorities in the study setting\area.
7. A good chapter on methodology should allow the reader to repeat the study.

6. Results :

1. The chapter should clearly state the research findings according to the objectives research.
2. Start by describing the actual composition of the research subjects – this may not necessarily b e the same as stated in your methodology. The methodology would not have described the exact composition of the study subjects in type , sex, age, etc.
3. Present the data that address the question(s) and hypothesis with which you started.
4. Wherever appropriate, represent results graphically in form of either tables **or** figures (never both for the same result items).
5. Tables and figures should be easy to understand, correctly labeled and should be able to stand by themselves without any further contextual explanation.
6. Explanation of the results should have a logical flow, but personal opinions about the findings are not expressed in this chapter.

7. Discussions:

1. Discussion should not be a mare repetition of the result earlier presented.

2. It discusses the findings in respect to the issues raised in the introduction and literature review.
3. In some cases, new literature may be introduced during the discussion where necessary.
4. This section should interpret what has been presented in the results and not contain any new result.
5. It should highlight the implication of the results to both the theory and practice in the field.
6. Limitation of the study design and research carried out should be discussed as well their influence on final conclusions.

8. conclusions:

1. This part gives the summary of the discussion with clear answers to the objectives that you have developed in the course of the work some precise recommendations may be given in accordance with findings.
2. It should also highlight areas of further research that might have been identified.

9. Reference (Bibliography):

1. This list should contain all the literature that has been used to write the literature review and discussion.
2. The in-text citation should be referred to by numbers in round brackets and the list of bibliography indicated by same numbers in the same order in which they were cited in text (Vancouver style).
3. Candidate`s may wish to refer to Vancouver reference style guide for details at :

Enjournals.net/files/Ref/VANCOUVER%20Reference%20guide.pdf

10.Acknowledgement:

- Credit must be given to individuals who have made significant contributions to research, these may, for example, include supervisors, technician, secretaries and organization.

11.Signed Declaration sheet :

The following statement should appear on the signed declaration sheet. I, the undersigned, declare that the thesis is my original work and has not been presented for a degree in any University.

Name: _____

Signature: _____

Data of Submission: _____

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

Appendices:

Where applicable, materials such as copy of questionnaires, ethical approvals, etc should be appended at final pages of the thesis document.

The Layout :

- The thesis shall be written in DIN A4 format. The original has to be submitted on single page.
- Using WinWord, leave 3.5 cm margin on left side and minimum of 1.5 cm on all others.
- Within the frame, write the text in justified alignment (block\format).
- For final version use 1.5 line spacing (but for any proof-reading copy use two lines spacing).
- Page should be numbered consecutively and the number should appear just below the center of the lower margin, 1.5 cm from the edge of the page.

Character type: Time New Roman.

Character style: 12 points.

Spacing: space between line: Select “Auto” (double spaced).

Space between paragraphs: One line (press”return” twice).

Space after heading of 1. Order: two lines (press return 3 times).

Space after heading of 2 and 3. Order: One line.

Space before 1 and 2. Order: Two lines.

Space before heading of 3 Order: One line.

Headings:

Heading of the first order: 12 Pt. , bold, all caps, expanded: 2 Pt.

Heading of second order: 12 Pt. , bold expanded: 2 Pt.

Heading of third order and the following order: 12 Pt. , bold, Exp: 2 Pt.

1. Introduction 12 PT: BOLD: ALL CAPS: EXP: 2PT:

1.1. Commitments 12 Pt. exp: 2Pt.

1.1.1. Scholarships 12 Pt., exp: 2 Pt.

N.B. the thesis should not exceed a maximum of 60 pages (18,000 words) including reference, appendices etc.

Chapters should be ordered as the following:

Chapter one.....Introduction and literature review

Chapter two.....Rationale and Objectives

Chapter three.....Materials and Methods

Chapter four....Results

Chapter five.....Discussion

Conclusion

Recommendations

References

Appendices