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MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY

**MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
CHUO KIKUU CHA USHIRIKA MOSHI**



DIRECTORATE OF RESEARCH AND POSTGRADUATE STUDIES

P. O. Box 474, Moshi, Tanzania, Tel: +255 272754805,
Email: drps@mocu.ac.tz, Website: www.mocu.ac.tz

**GUIDELINES FOR WRITING CONCEPT NOTES, PROPOSALS,
RESEARCH REPORTS, DISSERTATIONS AND THESES**

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Moshi Co-operative University,
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P. O. Box 474,
Moshi, Kilimanjaro, Tanzania.
Tel No: +255272754805
Email: drps@mocu.ac.tz
Website: <http://www.mocu.ac.tz>

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FOREWORD

The Guidelines for Preparation and Submission of Students' Research Proposals, Dissertations and Thesis, have been developed in order to guide students and supervisors on the roles of various parties in the process of preparation of students' research proposals, implementation of the research projects, preparation and submission of dissertations/theses. The Guidelines are intended to ensure that the students' research activities are well streamlined so that good quality results are obtained and high quality dissertations/theses are produced commensurate with the MoCU desire of building a world-class university. The development of this document is yet another clear indication of the commitment that MoCU puts on research in line with its vision and mission. The Guidelines are a valuable tool for supervisors, students, researchers and the University management in enhancing the execution of research activities emphasizing on quality of the process and outcomes.

In developing these guidelines, various documents related to guidelines for administration of students' research and preparation of dissertations/theses in various universities within and outside the country were consulted. Therefore, it is my hope that supervisors, students and users of the guidelines will find this document useful for and in guiding the process from research proposal development through to submission of dissertations/thesis for examination. The Management of this institution expects that strict adherence to the Guidelines and other related administrative instruments, such as the regulations stipulated in the Prospectus, will result in the quality of research outputs, dissertations/theses and publications emanating therefrom meeting the expected quality from the University developing into a world-class Co-operative University.

These guidelines will be reviewed from time to time as need arises to enable the University to keep pace with the fast changing academic and technological developments globally. On behalf of the Management of MoCU, I wish to thank all those who participated in one way or the other in the preparation of this document. The commitment and efforts of the task force that spearheaded the review of this document as well as the staff in the Office of Directorate of Research and Postgraduate Studies are highly acknowledged for making these guidelines a reality.

Prof. Alfred S. Sife,
Vice Chancellor

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LIST OF ABBREVIATION & ACRONYMS

APA	:	American Psychological Association
DOI	:	Digital Object Identifier
DRPS	:	Directorate of Research and Postgraduate Studies
MoCU	:	Moshi Co-operative University
MoH	:	Ministry of Health
MUCCoBS	:	Moshi University College of Co-operative and Business Studies
Ph.D	:	Doctor of Philosophy
SI	:	<i>System International</i>
SMEs	:	Small and Medium Enterprises
UK	:	United Kingdom
UNDP	:	United Nations Development Programme
URL	:	Uniform Resource Locator
URT	:	United Republic of Tanzania

1.0 INTRODUCTION

1.1 Background to the University

The history of the Moshi Co-operative University (MoCU) dates way back to 5th January, 1963 when the then Co-operative College Moshi was established. The College's primary responsibility was training of human resource in the co-operative sector under the then Ministry of Co-operatives and Community Development. The College was subsequently established through the Co-operative College Act No. 32 (Repealed) of 1964 as an autonomous institution with its own Governing Board. In 2004, the Co-operative College Moshi was transformed into Moshi University College of Co-operative and Business Studies (MUCCoBS) as the Constituent University College of Sokoine University of Agriculture through the Government Declaration Order No. 22 of 2004. MoCU came into being as a result of transforming Moshi University College of Co-operative and Business Studies (MUCCoBS) to a full-fledged University in September, 2014. The University is governed by its own Charter, made under the Universities Act No. 7 of 2005 (Cap 346) of Tanzania laws. MoCU is located in Moshi Municipality, on the foot of Mount Kilimanjaro along Sokoine Road.

1.2 University Vision, Mission and Core values

1.2.1 Vision

To become a centre of excellence in co-operative education and practice.

1.2.2 Mission

To provide quality education, training, research and advisory services to enhance co-operative development.

1.2.3 Core values

Cooperation, objectivity, pursuit of excellence in service delivery, integrity and accountability, courtesy to all, and social responsibility.

1.3 Objectives of the Guidelines

These Guidelines will serve to provide a framework upon which students will base the development of their research proposals, conduct of their research, and preparation of dissertations/theses/Project reports and other scientific writings that meet world class standards.

Specifically, the guidelines seek to:

- (a) Guide students on research proposal preparation
- (b) Guide students on the conduct of research
- (c) Strengthen supervision of students' research work
- (d) Guide students on dissertation/thesis/project report preparation

1.4 Scope of the Guidelines

The Guidelines focus on the preparation of students' research proposals, implementation of the students' research projects, preparation of dissertations, theses and project reports for examination, and the roles of students, supervisors and other relevant parties in the University. They are meant to act as the point of reference for the candidates of bachelor degrees, postgraduate diploma, master's degree and doctor of philosophy (PhD). The guidelines are meant to assure academic good practices and consistency, taking into consideration the fact that the reports, research projects, dissertations and thesis are part of the requirements for obtaining the aforementioned degrees.

1.5 Definitions

In these guidelines, unless the context requires otherwise;

- “An abridgement”** means an extract or a short account of a dissertation/thesis.
- “Concept Note”** means an outline of the research proposal of 3 to 5 pages (including references).
- “Dissertation”** means an academic writing that presents the author’s research and findings and is submitted in support of partial fulfilment of candidature for a degree or professional qualification. Dissertations shall be internally and externally examined.
- “Preliminaries”** means matters before the introduction and which are numbered in *Italics*.
- “Proposal”** means a written presentation of an intended research specifying the problem, the purpose, scope/objective, methodology, references and financial plan/budget.
- “Reference”** includes all sources cited in a document while a bibliography includes all sources read (cited or not).
- “Report”** includes research reports and project reports.
- “Research project report”** means an intellectual academic writing that presents the authors research findings and is submitted in support of partial fulfilment of candidature for a postgraduate diploma or postgraduate degree or undergraduate degree. Research projects for undergraduate and postgraduate diploma shall be internally and externally examined. Whereas postgraduate degree research projects shall not be externally examined.
- “Thesis”** means an intellectual academic writing that presents the author’s research findings and is submitted in fulfilment of candidature for a degree or professional qualifications.

1.6 Application of the Guidelines

These Guidelines shall apply to all candidates of MoCU. Similarly, the Guidelines apply to all researches undertaken by staff members in MoCU.

2.0 CONCEPT NOTE, PROPOSAL, REPORT, DISSERTATION OR THESIS DESIGN

2.1 Concept Note

2.1.1 The concept note/synopsis shall contain the following components;

- (i) Intended title/topic of the study;
- (ii) A summary of the background;
- (iii) A brief statement of the problem;
- (iv) The main objective and specific objectives;

- (v) The intended methodology; and
- (vi) References.

2.1.2 The concept note should be between two (2) and five (5) pages including references

2.2 Proposal

The proposals shall include the following components:

2.2.1 Cover page

The cover page of the proposal shall contain the title in capital letters with a maximum of 20 words. Names of the candidate, and a clause “A research proposal submitted in partial fulfilment for the award of degree of Master of Business Management of Moshi Co-operative University”. Indicate the year and month in which the proposal is to be submitted, at the bottom as in Appendix 1(a)].

2.2.2 Title and Title Page

The title of the proposal should accurately reflect the scope and content of the study in not more than 20 words. It should be concise and clear. From it, the reader should be able to predict fairly accurately what the report/dissertation/thesis will be addressing. Title of the proposal should be written in capital letters (well centred), font size 12 and font type, Times New Roman.

Title page of the proposal shall indicate, the research title, the full name (starting with first name, second name and last name) following the words: [PhD or Masters Research Proposal] (well centred) after then the name of the department should be written as shown in Appendix 1(b)].

2.2.3 Background

This section provides evidence and conditions of the existing situation highlighting the gap(s) to make the reader feel the urgency of the problem, the need to study it in order to solve the problem or contribute to its solution.

2.2.4 Statement of the problem

It is a section that introduces the problem of which the research has to be conducted. The section refers to the research problem that has been detected and which needs a better understanding and/or solution in the practical/theoretical world. The problem and its magnitude have to be stated clearly. The statement of the problem should not exceed one page.

2.2.5 Objectives

This section shall be composed of the main and specific objectives of the research. The main objective should tell what the research is intended to accomplish. Specific objectives are specific aims arising directly from the general objective of the study. For each specific objective there must be a method to achieve it.

2.2.6 Hypotheses/Research questions

Hypotheses are specific statements of prediction. They describe in concrete terms what is expected to happen in a study while research questions are issues that the researcher seeks to answer. Research questions should relate to the research objectives and guide the research process by addressing the variables of the study.

2.2.7 Justification of the study

This refers to the relevance of the study in terms of academic contributions and practical use that might be made of the findings. It should address the way the study is crucial to policies and programmes formulation and review. On top of that, it should reflect on knowledge creation, technological or socio-economic value to the community.

2.2.8 Literature review

This section deals with analysis of existing literature on the subject with the objective of bringing up discussion, revealing contributions, weaknesses and gaps in the existing literature. It should reflect the themes of the study, objectives, hypotheses, methods and research questions. Citations should be in accordance with approved format.

Conceptual and theoretical frameworks (not applicable for undergraduate reports), are part of the literature review. A conceptual framework is a scheme of concepts (variables) which a candidature will operationalise in a study in order to achieve the set objective. The framework is normally presented graphically (diagrammatically). Non-graphical conceptual framework is also accepted. Theoretical framework on the other hand implies an examination of existing or self-formulated theories in relation to the study objectives.

2.2.9 Research methodology

This section shall address the methods and tools proposed to be used when conducting the study. In this part the researcher is ought to present criteria and justification for the methods and tools selected. It shall include research designs, geographical coverage, population, sample and sampling strategies, data and data collection methods, assurance of data reliability and validity, operational definition of variables and their measurement levels (if applicable) and data analysis.

2.2.10 References

The list of all works referred to/cited in the proposal shall be provided in this section. The format for citation is as stated in these guidelines. See: *Item 4.0 and Appendices* thereto.

2.2.11 Appendices

The appendices section shall be comprised of, among other things, the budget for the proposed study and the proposed work plan, including the time frame and data collection instrument(s)/tool(s) or any other document(s) found to be necessary. The budget shall state out the sources of funds required for the proposed study from data collection to final binding. The proposed work plan shall portray the chronology of events from data collection to the writing of the report, dissertation or thesis.

2.2.12 Length of the proposal

The length of proposals for the respective degrees shall be as follows:

- (i) Undergraduate Degree: It should not exceed 10 pages excluding appendices and references;
- (ii) Postgraduate Diploma, Masters Degree and PhD: It should be up to 15 pages excluding appendices and references;

2.3 Research Report and its Contents

Report is a detailed account of the study. The sequence of a research report shall be as follows:

2.3.1 Preliminaries

The pages shall be numbered in roman numerals and shall consist of:

- (i) Cover page [See: Appendix 1(a)]
- (ii) Title page [See: Appendix 1(d)]
- (iii) Declaration and Copyright [See: Appendix 1(e)]
- (iv) Certification [See: Appendix 1(h)]
- (v) Dedication (If any)
- (vi) Acknowledgement
- (vii) Table of Contents
- (viii) List of Tables (If any)
- (ix) List of illustrations(figures, plates) (If any)
- (x) Abbreviations and/ or Acronyms
- (xi) Abstract.

2.3.2 Main text of the study

Except for the research reports, dissertations or theses by the candidates pursuing law degrees, the sequencing of the main text shall be as follows:

Chapter One: Introduction

This chapter shall include the background, statement of the problem, objectives, research questions and/or hypothesis, significance of the study, justification of the study and organization of the study.

Chapter Two: Literature Review

This chapter shall consist of theoretical literature, empirical literature and conceptual framework (if applicable). In perfecting this chapter reference should also be made to item 2.2.6 of the proposal.

Chapter Three: Research Methodology

This chapter shall include research designs, geographical coverage, population, sample and sampling strategies, data and data collection methods. It should also include aspects of assurance of data reliability and validity, operational definition of variables and their measurement levels (if applicable) and data analysis.

Chapter Four: Findings and Discussion

This chapter addresses the results from your data analysis and discussion.

Chapter Five: Summary, Conclusion and Recommendations

This chapter addresses the summary, conclusion and recommendations that arise from the findings of your study. Areas for further research may also be included.

References

References should be presented in alphabetical order and formatted with hanging indentation as shown in Appendix 2.

Appendices

Appendices include any information that is related to your study but cannot be placed in the text.

2.3.2.1 Research reports/theses/dissertations for law candidates

For students pursuing law degrees the research reports/theses/dissertations shall contain at least the following chapters:

Chapter One: Introduction

The contents of this chapter shall include:

- Background
- Statement of the problem
- Hypotheses or research questions
- Objectives
- Significance or justification
- Literature review
- Research methodology.

Chapter Two: Analysis of laws

Chapter Three and Four (Findings and discussion of the study)

Chapter Five: Conclusion(s) and Recommendation(s)

2.3.2.2 Length of the research report/dissertation/thesis

- (a) Undergraduate and Postgraduate Diploma: A maximum of 60 pages with a tolerance of 15 pages above this limit. (Appendices and footnotes included)
- (b) Master's dissertation/thesis shall have the minimum of 70 pages and maximum of 100 pages with a tolerance of 10% above this limit, i.e. up to 10 extra pages, including appendices and footnotes.
- (c) PhD dissertation/thesis shall have the minimum of 200 pages and maximum of 300 pages with a tolerance of 10% above this limit, i.e. up to 30 extra pages, including appendices and footnotes, except for PhD by publishable manuscripts. Candidates shall use gender neutral language in writing their dissertations/theses unless the nature of the research requires the use of gender specific language.
- (d) The dissertation/thesis shall be written in the English Language (UK style).
- (e) The number of pages under this section does not apply on dissertation/thesis by papers.
- (f) In the case of dissertation by papers, the format of the Journal concerned shall be adopted.

3.0 MANUSCRIPT LAYOUT

3.1 Typing

Text shall be typed in 1.5 line spacing. The typing should be on both sides of the A-4 paper. The A-4 paper must be of a good quality acid free white (80g/m²) and (210×297mm). With exception to the front and title pages, font size shall be 12 points (Times New Romans).

3.2 Pagination

3.2.1 Pagination of the preliminaries

The pagination of the preliminaries shall be in lower case roman numerals (i.e. i, ii, iii etc.). The pagination should begin with the title page (i.e. the roman number should not appear in the front page).

3.2.2 Pagination of the main text

Page numbers of the body of the proposal, research, dissertation and thesis should be in Arabic numerals (i.e. 1, 2, 3 etc).

3.2.3 Appearance of page numbers

In both the preliminaries and the main text, page numbers should appear on top of the upper margins (located at the centre).

3.3 Margins

The left hand margin should be 4.0 cm from the left edge of the paper. The right hand margin should be 2.0 cm from the right edge of the paper. The top margin should be 3.0 cm from the top edge of the paper. The bottom margin should be 2.0 cm from the bottom of the paper.

3.4 Language

The United Kingdom English shall be used in writing the proposals, research reports, dissertations and theses. For example, the word ‘organisation’ is a U.K. English. The same is written as ‘organization’ in U.S. English. or Co-operative and Cooperative.

3.5 Chapters

The appearance of chapters shall be as shown in Appendix 3

3.5.1 Headings and Sub-headings

The heading and subheadings shall be written under four levels at most. The main heading (Heading 1) followed by three levels of sub-headings: Heading 2, Heading 3, and Heading 4. Subsequent sub-heading shall use alphabets (e.g. a, b, c) or roman numbers (i, ii, iii). Bullets should not be used. See: Appendix 3.

3.6 Title Page

Title of the research/dissertation/thesis should be written in capital letters(well centred), font size 12 and font type, Times New Roman. It shall indicate, the research title, the full name(starting with first name, second name and last name) and the following statement under the name (well centred), symmetrically arranged:

“A research report/thesis/dissertation (whichever is applicable) **submitted in fulfilment/partial fulfilment of the requirement for the award of degree of** (insert name of degree) **of Moshi Co-operative University; Moshi.”** Indicate the year in which the degree is to be awarded by the SENATE at the bottom. [See Appendix 1(d)]

3.7 Tables

A table is a tabular material of at least three horizontal lines presented in the dissertation/thesis. There should not be vertical lines separating the columns. The text in these tables should be single spaced. There may be more than one table on the same page provided they are separated by a text of at least four lines. A table should not be continued to the next page, if it exceeds one page then it should be appended.

Tables should be numbered in ascending order using Arabic numbers (i.e. Table 1 :.....). See example on Appendix 4. Capitalize only the first letter of the first word of the captions and column headings in a table. Each table must be preceded by a heading which is self-explanatory. Tables presented in landscape format (horizontal), the caption should be typed at the left hand margin length-wise on top of the table. Sample size/population used in data analysis should be written as (n = 210) (*where 210 is a total number of units referred in a table*) at the end of the respective heading(s).

Source should be documented below the table before explanation if the material is from a secondary source (not on new data generated from the research itself), e.g. Source: Caesar and Liana (2013). Write references for table in full only in the references list. A table in the text should not exceed the printed area of the page.

3.8 Figures and photographs

Figures should be used in circumstances where tables are not needed. These can be maps, pie charts, hand drawings, bar graphs and so on. They should be numbered and labelled in the

same way as tables, with their sources and all other elaborations placed at the bottom of the respective figures (i.e. Figure 1:,). Photographs should be numbered as Plate 1..... and so on.

Note: Figures and plates should be numbered serially throughout the text.

3.9 Units of Measurements

Use the International System of Units (SI)¹. Spell out units unless they are preceded by numbers. Abbreviations for units are the same in singular and plural i.e. kg and not kgs. Express rates or amount per units in the form 39kg/hr.

3.10 Equations

Equations should be numbered consecutively throughout the text. Numbers should appear flush left in parentheses and running variables for equations (e.g. $1 = 1 \dots n$) flush right in parentheses.

Example 1:

$$TC_i = \beta X_i + \varepsilon_i \quad i = 1, \dots, N \quad (1)$$

Example 2:

$$AI_i = \left| \frac{\sum_j x_{ij}}{X_m} \right| \quad (i = 1, 2, \dots, x; j = 1, 2, \dots, m) \quad (2)$$

3.11 Numbers

Numbers in text should be written as follows:

- (i) Numbers with four digits on either side of the decimal point, run digits together, i.e.
 2000;
 3965;
 0.3476
- (ii) Numbers with more than four digits, leave a space(not a comma) between each group of three digits on either side of the decimal points, e.g. 2 345 678; 9 845 908; 20 000; and 0.043 34
- (iii) In columns of numbers (e.g. in tables) having four or more than four digits, group the digits into three as follows:
 18 456;
 5 957;
 452
- (iv) For the decimal point, use a full stop and not comma, e.g. 0.6 not 0,6.
- (v) For numbers below unity, precede the decimal point with a zero, e.g. 0.78 not .78
- (vi) In a series of three or more numbers, use figures irrespective of magnitude, e.g. “in trials with 5 farmers in Tanzania, 4 in Kenya and 9 in Uganda”
- (vii) Spell out numbers from zero to nine, but use figures for higher numbers e.g. five plots; 12 plots.

- (viii) Spell out numbers that occur at the beginning of sentence.
- (ix) Use figures whenever a number is followed by a unit of measure and for days, years, dates, page numbers, classes etc., e.g. 6kg, 4g, 4days, 1 year, 7th January, page 56, type 9, etc.
- (x) Express fractions as decimals, though percentage and simple fractions can still be used.
- (xi) For simple fractions use the form one- quarter, two-third, not ½, 2/3 etc.
- (xii) Avoid large figures with several zeros. Either spell them out or present them in exponential form; e.g. 18,000,000 write 1.8 million or 1.8×10^6 .

3.12 Percentage

Use % symbol only with figures, e.g. 0.98% but spell out the words percent or percentage when they occur without figures. e.g. Twenty percent and not 20 percent.

3.13 Formula

Candidate must use the internationally accepted format as shown in Appendix 5.

3.14 Time and Date

Use the 24 hour clock, e.g. 08:40 hr, 23:45 hr and write date in the form 23 February, not 23rd February, February 22 or February 22nd.

3.15 Local Terms

If local or unfamiliar terms are used, they should be written in Italics and given description when they are first used e.g. '*Ifogongh'o*' (traditional savings and credit groups)

3.16 Abbreviations/Acronyms

If abbreviations or acronyms are used in the text, then, these should be stated in full the first time they are mentioned. If, they are many, they should be listed in alphabetical order and should be included in the preliminary pages of the document.

Example:

BDS	:	Business Development Services
CDM	:	Co-operative and Development Management
Dept	:	Department
FAO	:	Food and Agriculture Organization
GBV	:	Gender Based Violence
NATO	:	North Atlantic Treaty Organization

3.17 Interviews

This includes: personal interview, emails, letters, and other person-to- person communication. In the text interviews should be written in *Italics*. Name(s) (if applicable), date, month and year of interview should be indicated at the end (right side) of the interview.

Example One: Safari said,

"...the reality is that parents are sometimes trapped in terrible dilemmas on either to provide bread/nurture or love and attention. They spend time earning 'for their children's survival and as a result no time is left to be spent with their children..." (22 September, 2020).

Example Two:

“...In 2011/12, I encountered a big loss because my farm was swept away by floods. I ended up harvesting only 20 kilos of maize...” (Boko, 22 September, 2019).

Note: Personal communication should not be included in the reference list.

3.18 Quotations

Quotation should not exceed 100 words. Direct quotation of fewer than 40 words which includes facts and figures should be displayed in double quotation marks. Include page number in parentheses (pinpoint citation) (see example 1). Direct quotations of fewer than 40 words without facts and figures should be displayed in single quotation marks without page numbers (see example 2). Direct quotation of more than 40 words should be free standing-indented block of text without quotation marks (See example 3).

Example 1:

Mnyasa (2013) stated, “...Climate change has decreased maize yield by 40% per acre...” (p. 16).

Example 2:

Katundu (2019) stated, “...Climate change has adverse effect on maize yield...”.

Example 3:

Kline (2008) stated that:

Factor analysis is a statistical technique widely used in psychology the social sciences. Indeed in some branches of psychology, especially those in which tests or questionnaires have been administered, it is a necessity. With the advent.....understand them. (p. 1)

Note: Citations for quotations must include author, year, and page number

3.19 Footnotes and Endnotes

Footnotes or endnotes should be numbered serially. With exception to candidates pursuing law Degree, references should be presented in the text. Footnotes or endnotes should only be used when necessary.

4.0 REFERENCING

There are various types of reference systems that are used worldwide. MoCU has adopted the American Psychological Association (APA) referencing system. List of all references cited should be written in full at the end of the text on a separate page. They should be arranged in alphabetical order and formatted with a hanging indentation as shown in Appendix 2. All postgraduate students should be required to use reference management software.

4.1 In Text Citations

Cite references by author(s) followed by year of publication separated by a comma. If there are two or more authors they should appear in order of years (begin with the most recent) separated by semi-colons.

In text citations should take the following forms:

(i) **Citing one author/publication**

Example one:

Nolasco (2009) found that.....

Example two:

.....criticisms which included high default rates (Msaki, 2018).

Example three:

According to Elias (2011)

(ii) **Citing two authors/publications**

Example one:

Kazungu and Shighini (2015) found that.....

Example two:

.....criticisms which included high default rates (Mazima and Mwigamba, 2017).

Example three:

According to Mchopa (2013) and Panga (2011)

Example four:

Several studies (Mangasini, 2017; Mlangalanga, 2012) indicate that

Example Five:

.....in Lake Tanganyika (Kumburu, 2019; Ndiege and Sife, 2015).

(iii) **Citing one author with two publications in the same year**

Example one:

Kilima (2017a, b).....

Example two:

Success in Co-operatives has been contributed by both financial and non-financial factors (Mataba, 2015a). According to Mataba (2015b) the rate of

If citing paper published by the same author in the same year

Example three:

.....Manumbu and Lukuliko (2019, 2016) found that.....

If citing paper published by the same author in two different years.

(iv) **Citing more than two publications/authors**

Example one:

.....has been described as a producer at subsistence level (Huka, 2018; Sambuo, 2016; Komba, 2010).

If citing more than two different publications and authors.

Example two: More than two Authors

when citing more than two authors use the main author followed by *et al.*(italicised) as indicated in the following examples:

If citation is at the beginning of a sentence

- Massambu *et al.* (2015) found that ...

If citation is at middle or end of a sentence

- ...(Massambu *et al.*, 2015)...
- ...(Massambu *et al.*, 2015).

(v) **Citing authors with the same surname**

Include initials

I. Kazungu (2012) and K. Kazungu (2013).....

4.2 Style for a List of References

4.2.1 Books

Referencing a book should be in the following sequence:

- (i) Author's or editor's name and initials/name of sponsoring or issuing organization or corporate body in the absence of a named individual author or editor,
- (ii) Year of publication in brackets followed a period/full stop,
- (iii) Title of book to be italicized;
- (iv) Name of publisher and town, in that order;
- (v) Total number of pages, pp.
- (vi) Include Digital Object Identifier (DOI) number for electronically accessed books if available, otherwise give the URL of the book.

Example One: Book-one author

Salvatory, D. (2005). *Theory, application and cases*. McGraw-Hill Publication Company, New York. 390pp.

Example Two: Book-organisation or corporate author

UNDP (2008). *Handbook for poverty assessment in rural Africa*. Mkuki na Nyota Publishers, Dar es Salaam, 362pp.

Example Three: Book-editors

Maneno, J. and Makundi, K. (Eds.) (2008). *Handbook on climate variability status in Kilimanjaro region*. Sage Publications, Pretoria, 240pp.

Example Four: Book with DOI

Majule, D. (2005). *Co-operative theory and application*. Marenno Publication Ltd., Moshi, 210pp. DOI: 10.1006/1-4030-4467-7.

Example Five: Book-online

Maasai, D. (2005). *Co-operative practices in developing countries*. Maseno Publication Ltd., Moshi, [<http://oks.lib.gin.edu.au/index.php/ejap>] visited on 30/06/2020.

Example Six: Chapter in an edited book

Palmer, F. (2017). Treaty principles and Maori sports: Contemporary issues. In C. Collins & S. Jackson (Eds.), *Sport in Aotearoa/New Zealand society* (2nd ed.). Thomson Press, 327-333.

McKinney, C., & Smith, N. (2005). Te Tiriti o Waitangi or The Treaty of Waitangi: What is the difference? In: D. Wepa (Eds.), *Cultural safety in Aotearoa New Zealand*. Pearson Education, 216-223.

4.2.2 Journals

4.2.2.1 Printed journal

Referencing a printed journal should be in the following sequence:

- (i) Author's surname and initials for forenames,
- (ii) Year of publication in brackets followed by a period/full stop,
- (iii) Title of published paper;
- (iv) Name of journal or publication spelt in full and written in Italics,
- (v) Volume and/or issue number,
- (vi) First and last page numbers for journal article.

Example: One author

Msaki, J. (2018). Analysing intellectual behaviour in Secondary School Teachers: A Case of Tambaza Secondary School, Dar es Salaam Tanzania: *Huria Journal*, 3(1), 26-35.

Example: Multiple authors

Navajas, S., Schreiner, M., Meyer, R. L., Gonzalez-Vega, C. & Rodríguez, M. J. (2000). Microcredit and the poorest of the poor: Theory and evidence from Bolivia. *World Development*, 28(2), 333 – 346.

4.2.2.2 Journal Article (accessed electronically) with Digital Object Identifier

Referencing should be in the following sequence:

- (i) Author's surname and initials for forenames,
- (ii) Year of publication in brackets followed by a period/full stop,
- (iii) Title of published paper;
- (iv) Name of journal or publication spelt in full and written in italics,.
- (v) Volume and/or issue number,
- (vi) First and last page numbers for journal article,
- (vii) Digital object identifier (DOI).

Example:

Panga F. P., & Nchimbi, J. A. (2015). Co-operative development and gender in Mwanza region, Tanzania. *Co-operative Development*, 14(1), 22-30. doi: 10.1038/0278-6133.25.2.170.

4.2.2.3 Journal Article (accessed electronically) without Digital Object Identifier

Referencing should be in the following sequence:

- (i) Author's surname and initials for forenames,
- (ii) Year of publication in brackets followed by a period/full stop,
- (iii) Title of published paper,
- (iv) Name of journal or publication spelt in full and written in italics,
- (v) Volume and/or issue number;
- (vi) First and last page numbers for journal article,
- (vii) Give URL: Retrieved from <http://www.XXX> (journal website).

Example:

Ilick, T. J., & Schutte, N. S. (2006). Classroom observations: Enhancing teachers practice and improving performance. *Applied Education*, 17(1), 212-250. [<http://oks.lib.gin.edu.au/index.php/ejap>], visited on 8/7/2019.

4.2.3 Individual chapters in multi-authored books

Referencing individual chapters in multi-authored books should be in the following sequence:

- (i) Author's surname and initials,
- (ii) Year of publication in brackets followed by a period/full stop,
- (iii) Title of chapter or article, followed by the word In,
- (iv) Title of book in italics,
- (v) The words "edited by", followed by the name(s) and initials of the editor(s) of the publication, enclosed in brackets,
- (vi) Name of publisher and town, in that order,
- (vii) First and last page numbers of chapter, article, part or section:

Example:

Widengard, M. (2011). Biofuel governance: a matter of discursive and actor intermesh. In: Matondi, B. and Haynevik, K. (Eds.) *Biofuels, land grabbing and food security in Africa*. Zed Books Ltd, 44 – 59.

4.2.4 Proceedings of conferences/workshops/monographs

Referencing proceedings of conferences/workshops/monographs should be in the following sequence:

- (i) Author(s) surname(s) and initials
- (ii) Year in bracket followed by a period or full stop,
- (iii) Title of article,
- (iv) Title of proceeding or workshop in italics,
- (v) Name of editor(s) in brackets,
- (vi) Date of the conference town, country; Vol. (if any) page numbers ,
- (vii) First and last pages of the article.

Example one: One author

Ruoja, C. (2007). Consumer Attitude towards African Indigenous vegetables: A study of rural households in transition. In: Shackleton, C. (Eds), *Proceeding of the International Conference on African Indigenous Food*. Held in Serena Hotel, Rome, Italy, June 12th -15th, 2007, 29 – 52.

Example two: Multiple authors

Mataba, L. & Haule, T. (2011). An investigation and analysis of factors affecting internal capital formation in SACCOS: A case study of 49 SACCOS in selected regions in Tanzania. In: Bamanyisa, J. (Eds), *Proceeding of the International Cooperative Research Conference for Africa (ECRA)*, Held in Moshi, Tanzania, at MUCCoBS, September 26th -28th, 2011, 41-68.

4.2.5 Book Reviews

Referencing of book review should be in the following sequence:

- (i) Name of reviewer, followed by year in bracket,
- (ii) Title of the book; followed by a full stop,
- (iii) Author(s) of the book,
- (iv) Publisher, town of publication,
- (v) Year of publication, followed by ISBN,
- (vi) Total number of pages of the book pp,
- (vii) Reviewer; followed by year in bracket,
- (viii) Journal name (italicised), volume & issue number, first and last page.

Example:

Katundu, M.A. (2019). Increasing Production From Land, a resource book on Agriculture for Teachers and Students in East Africa, Author: Andrew Coulson; Antony Ellman and Emmanuel Mbiha. Mkuki na Nyota Publishers, Dar es Salaam, 2018. ISBN: 978-9987-08-356.276pp. Book Review, *East African Journal of Social and Applied Sciences*, 1(2), 212-214.

4.2.6 Dissertation and thesis

Referencing of unpublished dissertation and thesis should be in the following sequence:

- (i) Author's surname and initials,
- (ii) Year in bracket; followed by a full stop,
- (iii) Title of the dissertation,
- (iv) Degree awarded,
- (v) Name of the hosting institution,
- (vi) Country

Example one:

Donalt, O. S. (2003). The role of entrepreneurship in economic development in East Africa. Dissertation for Award of M.A Degree at University of Dar es salaam: Tanzania,

Example two:

Okumu, J. L. (2001). Microfinance industry in Uganda: Sustainability, outreach and regulation. Thesis for Award of PhD Degree at Stellenbosch University: South Africa.

4.2.7 Internet sources of articles

Where possible, include similar information, in the same order, as you would for other types of information and the other sources (who, when, what) and then add the electronic retrieval information required for people to locate the material you cited (where).

1. Author/s of the document or information-individual or organisation/corporate author
2. Date of publication. If no date is available use (n.d).
3. Title of the document or webpage in *italics*.
4. Complete & correct web address/URL.

Example: no author, no date

Reference list:

Pet therapy. (n.d.) retrieved from http://www.holisticonline.com/stress/stress_pet-therapy.htm

In text citation:

(Pet therapy, n.d.).

Example: internet organisation/Corporate author

Reference list:

Ministry of health. (2014) Ebola: information for the public. Retrieved from <http://www.health.govt.nz/your-health/conditions-and-treatments/diseases-and-illness/ebolainforation-public>

In text citation:

First time cited: (Ministry of Health [MOH], 2014).

Second and subsequent citations: (MOH, 2014).

Referencing of articles from electronic sources with author(s) and date should be in the following sequence:

- (i) Author of the article (if no author begin with title of the article),
- (ii) Title of the article,
- (iii) Internet address (in square brackets),
- (iv) Date of visit to the website.

Example:

Ofei, K. A. (2007). Terms and access to inputs: Perceptions of SME in Ghana. [<http://cc.msnscache.com/cache.aspx?q>] site visited on 13/12/2007

4.2.8 Government documents

Referencing of government documents should be in the following sequence

- (i) Author's name ,
- (ii) Year in bracket; followed by a full stop,
- (iii) Title of the document,
- (iv) Name of the printing institution,
- (v) Location of the printing institution,
- (vi) Number of pages.

Example one:

U.S. Census Bureau (1998). *Historical statistics of the United States, colonial times to 1890*. Government Printing Office: Washington D.C., 230 pp.

Example two:

URT (2002). *Population and housing census. Age and sex distribution*. Volume II National Bureau of Statistics. Planning Commission: Dar es Salaam, Tanzania, 121 pp.

4.2.9 Reports

Referencing of reports should be in the following sequence:

- (i) Author's name ,
- (ii) Year in bracket; followed by a full stop,
- (iii) Title of the document,
- (iv) Location ,
- (v) Number of pages.

Example 1:

EAC (2007). *Report of the meeting: 2nd meeting of the EAC ministers responsible for labour and employment*, EAC Secretariat: Arusha.

Example 2:

ILO, (2008). *The report on the ILO action against trafficking in human beings*, ILO: Geneva. 56pp.

4.2.10 Periodicals

(Magazines, newspapers, editorial letters, review, published interview)

Referencing of periodicals should be in the following sequence:

- (i) Author's name,
- (ii) Year in bracket; followed by a full stop,
- (iii) Title of the article,
- (iv) Name of the periodical,
- (v) Issue number of the periodical(if available),

(vi) Page number of the article (or first and last page of the article).

Example one:

Muyamba, D. (2000). A holistic view of language. *Research in the Teaching of English*, 15, 101-111.

Example two:

Wanjohi, T. J. (2012, December 30). Kilimanjaro region is leading in H.I.V infection rate. *The Daily News*, Issue No. 2300.

Example three:

Mapunda, N.M. (2013, December 30). The language of law [Letter to the editor]., *The Daily News Times Book Review*, 25.

Example four:

Chiboko, I. (2013), Interview with REPOA Staff, Migombani Street, Dar es salaam, January 15. *The Guardian*, 21st, January 2013.

4.2.11 Referencing more than one item from the same author(s)

In referencing works from the same author(s) list the works in chronological order (oldest first) and add a lowercase letter (a, b, c, etc...) after the year.

Example:

Gregory, L. (2006a). *Librarianship for dummies*. Dar es Salaam University Press: Dar es salaam.

Gregory, L. (2007b). *Imagining Italy*. Trafford Press: Victoria.

5.0 CITATION OF LAW MATERIALS

The APA style shall be applicable in citing law books, articles, newspapers, reports, chapters in books and online resources. Proposals, Reports, Dissertations and Theses shall adhere to the following guidelines on referencing:

5.1 In text citations

All citations inside the texts of a proposal/report/dissertation/thesis shall be by way of footnotes or endnotes. The words *ibid*, *op. cit* and *loc. cit* shall be used with a view to avoiding repetitions in citations.

Example:

- (i) J. D. Bryant, (1971), *The Origins of Mythology* at 742.
- (ii) Blacks Law Dictionary, (9th edition) at 927.
- (iii) Bryant *op. cit*, p. 387.
- (iv) *Ibid*, p. 388.
- (v) Bryant, *loc. cit*. [See Appendix 7]

5.2 Citation of Constitutions and Statutes

5.2.1 Citation of Constitutions

Constitutions shall be cited by indicating its full name and the year in which it was made/adopted. If there are any amendments made to it, then it must include the word “as amended” in brackets.

Examples:

The Constitution of the United Republic of Tanzania, 1977 (as amended)
The Constitution of Zanzibar, 1984 (as amended)

5.2.2 Principal Legislation

The citation of a principal legislation shall include:

- (i) The full name of the statute,
- (ii) The number/ chapter number of the law, and
- (iii) The year when it was enacted or the year of its recent revision.

Examples:

The Companies Act, No. 12 of 2002 or The Companies Act, [Cap. 212 R.E 2002]
The Co-operative Societies Act, No. 20 of 2003 or The Co-operative Societies Act, [Cap. 211 R.E 2003]
The Penal Code [Cap. 16 R.E 2002]

5.2.3 Subsidiary Legislation

The citation of a subsidiary legislation shall include:

- (i) The full name of the Legislation,
- (ii) Government Notice number, and
- (iii) The year it was made.

Example:

The Co-operative Societies Regulations G.N No. 272/2015

5.3 Citation of Cases**5.3.1 Cases decided in Tanzania**

- (a) Citation of reported cases in the **Tanzania Law Reports (TLR)** shall be as follows:
 - (i) The name of parties (in full and as appearing in the particular report series);
 - (i) The year in which the case was reported;
 - (ii) The name of the report (acronym or abbreviation);
 - (iii) Page number; and
 - (iv) The court which decided the case.

Examples:

- (i) S. Sajan v. Co-operative and Rural Development Bank (1991) TLR 44 (CA)
- (ii) Simbaulanga v. Tanzania Olympic Committee (1997) TLR 184 (CA)
- (i) Abdallah Salehe v. Saidi Ramadhani Mnyanga (1996) TLR 74 (HC)
- (ii) Abdu Hassan v. Mohamed Ahmed (1989) TLR 181 (HC)
- (iii) Abdalla Hamid Mohammed v. Jesnena Zaludova (1983) TLR 314 (HCZ)
- (iv) Abdurahman Salim Msangi v. Munira Margaret (1984) TLR 133 (HCZ)

- (b) Citation of reported cases in the **Tanzania Tax Law Reports (TTLR)** shall be as follows:
 - (i) The name of parties (in full and as appearing in the particular report series)
 - (ii) The year in which the case was reported;
 - (iii) The Volume in which the case was reported
 - (iv) The name of the report (acronym or abbreviation); and
 - (v) Page number.

Examples:

- (i) AGS World Wide Mover (T) LTD v. Commissioner General [2002] 1 TTLR 34
- (ii) National Social Security Fund v. Commissioner General [2002] 2 TTLR 185
- (iii) Joel Traders LTD v. Commissioner General [2003] 1 TTLR 178
- (iv) John C. Mwemezi v. Commissioner General [2003] 2 TTLR 3
- (v) Dr. Wilbert B. Kapinga v. Commissioner General [2004] 1 TTLR 98
- (vi) Azania Bancorp (T) Limited v. Commissioner General [2004] 2 TTLR 60

- (c) Citation of reported cases in the **High Court Digest (H.C.D)** shall be as follows:
- (i) The name of parties (in full and as appearing in the particular report series)
 - (ii) The year in which the case was reported;
 - (iii) The name of the report (acronym or abbreviation); and
 - (iv) Page number.

Examples:

- (i) Abbi v. Matle [1971] H.C.D. n.341
- (ii) Bahawari v. Bahawari [1971] H.C.D. n. 102
- (iii) Chande v. R. [1971] H.C.D. n. 214
- (iv) D.P.P. v. Mohamedi S/O Lada [1971] H.C.D. n. 475

- (d) Citation of unreported cases shall follow the following sequence:
- (i) The name of parties,
 - (ii) The number and the year in which the case was filed,
 - (iii) The court which decided the case and where seated,
 - (iv) The word “unreported” at the end, in brackets.

Example:

Mwajuma Saidi v. Ally Hassan (1997) High Court of Tanzania at Dar es Salaam
(Unreported)

5.3.2 Cases decided in East Africa Court of Appeal (E.A.C.A)

Citation of reported cases in the **East Africa Court of Appeal (E.A.C.A)** shall be as follows:

- (i) The name of parties (in full and as appearing in the particular report series)
- (ii) The year in which the case was reported;
- (iii) The name of the report (acronym or abbreviation); and
- (iv) Page number.

Examples:

- (a) Hamisi v. R [1963] EA 211
- (b) Omparkash Gandhi v. R [1961] EA 643

5.3.4 Cases decided in England

Citation of reported cases in the **All England Reports (ALL ER)** shall follow be as follows:

- (i) The name of parties (in full and as appearing in the particular report series);
- (ii) The year in which the case was reported;
- (iii) The volume in which the case was reported
- (iv) The name of the report (acronym or abbreviation); and
- (v) Page number.

Examples:

- (a) *Pilkinton v. Pilkinton* [1939] 1 ALL ER 29
- (b) *Claydon v. Sir Lindsay Parkinson Ltd* [1939] 2 ALL ER 1
- (c) *Re Darby, Russell v. Macgregor* [1939] 3 ALL ER 6
- (d) *Davis v. Foot and Another* [1939] 4 ALL ER 4

5.4 Citation of International Instruments**Treaties/Conventions/Declarations/Covenants/Protocols**

Citation shall include:

- (i) The full name of the instrument, and
- (ii) The year it was officially promulgated/adopted.

Examples:

- (a) The International Covenant on Civil and Political Rights, 1966
- (b) Protocol to the African Charter on Human and Peoples' Rights on the Rights of Women in Africa, 2005.
- (c) The United Nations Charter, 1945
- (d) The Universal Declaration of Human Rights, 1948

6.0 SUBMISSION**6.1 Lose Bound**

Candidates are required to bind their report/dissertation/thesis loosely and submit for external examination. The number of copies of lose-bound is as follows;

- (i) For Master Dissertation/thesis, a candidate shall submit two (2) copies.
- (ii) For the PhD Thesis/dissertation, a candidate is supposed to submit three (3) copies.

6.2 Final Submission

- (i) The Secretariat of the Postgraduate Studies Committee shall check the unbound dissertation/thesis before sending it for hard-binding.
- (ii) After certification by the supervisor that the candidate has satisfactorily incorporated all the recommended corrections, the candidate shall submit three (3) hard bound copies of the dissertation/thesis to the DRPS.
- (iii) Each copy of the dissertation/thesis shall be bound in black with stiff boards.
- (iv) Postgraduate Diploma candidates shall submit two (2) copies of lose bound research reports to the respective head of department for examination.
- (v) Master and PhD candidates shall be required to submit in a separate cover, three hard copies and one electronic copy of thesis/dissertation and one hard and soft copy of an abridgement (extract). The extract shall include a title, an introduction, and a summary of innovative findings, their perceived usefulness in outreach/industrial/commercial applications and an indication of areas where the results may find immediate application opportunities. The extract shall not exceed 1,000 words. Any submission without the abridgement shall be deemed to be incomplete and therefore not ready for error free certificate.
- (vi) Dissertation/thesis submitted by Master and PhD candidates shall be accompanied with an error free letter written by the supervisor to the Director of Research and Postgraduate Studies and a letter of submission written by the candidate to the Director of Research

and Postgraduate Studies upon recommendation by the supervisor and Head of Department in which a student is registered.

- (vii) In addition to the format of articles suggested above, the report shall also indicate the name of the student, the name of the supervisor(s) as well as the department and faculty in which the student is registered.
 - (a) The spine of the thesis/dissertation shall be embossed in gold, bearing:-
 - (b) The surname and initials of the candidate
 - (c) The acronym for the degree for which the dissertation/thesis is being submitted
 - (d) The year of degree award
- (viii) The writing on the spine shall read from the bottom to the top.
- (ix) The title of the work shall be printed in gold letters on the front cover of the bound volume.
- (x) Before hard binding their dissertations/theses, candidates are advised to refer to already bound and approved copies in the Library.
- (xi) It should be mandatory for all postgraduate student to submit their final soft copy of dissertation to the university research repository

MOSHI CO-OPERATIVE UNIVERSITY

**CO-OPERATIVE TRAINING AND PERFORMANCE OF SAVINGS AND CREDIT
CO-OPERATIVE SOCIETIES IN TANZANIA: A CASE OF SELECTED SACCOS IN
MOSHI MUNICIPALITY**

RESEARCH PROPOSAL

BY

XYZ

Reg. No.

Bachelor of Community Economic Development

Supervisor.....

May, 2020

MOSHI CO-OPERATIVE UNIVERSITY

**CO-OPERATIVE TRAINING AND PERFORMANCE OF SAVINGS AND CREDIT
CO-OPERATIVE SOCIETIES IN TANZANIA: A CASE OF SELECTED SACCOS IN
MOSHI MUNICIPALITY**

RESEARCH REPORT

BY

XYZ

**A Research Report Submitted in Partial Fulfilment of the Requirements for the Award
of Bachelor of Community Economic Development of Moshi Co-operative University**

July, 2020

Appendix III: Postgraduate Research Proposal Cover Page

MOSHI CO-OPERATIVE UNIVERSITY

SUNFLOWER PRODUCTION AND LIVELIHOOD OUTCOMES SUSTAINABILITY
AMONG SMALLHOLDER FARMERS' HOUSEHOLDS IN IRAMBA DISTRICT,
TANZANIA

PhD RESEARCH PROPOSAL

BY

ALBAN MCHOPA

Reg. No.....

Supervisor(s) 1.....

2.....

May, 2020

Appendix IV: Postgraduate Dissertation/Thesis Cover Page

MOSHI CO-OPERATIVE UNIVERSITY

**SUNFLOWER PRODUCTION AND LIVELIHOOD OUTCOMES SUSTAINABILITY
AMONG SMALLHOLDER FARMERS'HOUSEHOLDS IN IRAMBA DISTRICT,
TANZANIA**

MOSHI CO-OPERATIVE UNIVERSITY

**SUNFLOWER PRODUCTION AND LIVELIHOOD OUTCOMES SUSTAINABILITY
AMONG SMALLHOLDER FARMERS'HOUSEHOLDS IN IRAMBA DISTRICT,
TANZANIA**

**BY
ALBAN MCHOPA**

**A THESIS /DISERTATION SUBMITTED IN FULFILMENT/PARTIAL FULFILMENT OF
THE REQUIREMENT FOR THE DEGREE OF DOCTOR OF PHILOSOPHY OF MOSHI
CO-OPERATIVE UNIVERSITY, MOSHI TANZANIA**

JULY, 2020

DECLARATION AND COPYRIGHT

I, **XYZ**, declare that this dissertation/thesis is my own original work and that it has not been presented and will not be presented to any other higher learning Institution for a similar or any other academic award.

Signature _____ **Date** _____

This dissertation/thesis is copyright material protected under the Berne Convention, the Copyright and Neighbouring Rights Act of 1999 and other international and national enactments, in that behalf, on intellectual property. It may not be reproduced by any means, in full or in part, except for short extracts in fair dealing, for research or private study, critical scholarly review or discourse with an acknowledgement, without the written permission of the Moshi Co-operative University.

Appendix VI: Research/Project Proposal Declaration

**THE SAMPLE FOR THE RESEARCH/PROJECT PROPOSAL
DECLARATION**

I, **XYZ**, declare that this research/project proposal is my own original work and that it has not been presented and will not be presented to any other higher learning Institution for a similar or any other academic award.

Signature _____ **Date** _____

CERTIFICATION

The undersigned certify that he/she has read and hereby recommend for acceptance by the Moshi Co-operative University a Research Proposal titled “**Urban and Rural Households Chicken Meat Consumption Behaviour in Tanzania**” in partial fulfilment /fulfilment of the requirements for the award of a degree of Bachelor/diploma of Arts in Procurement and Supply Management/Master of Arts in Co-operative/ and Community Development/Doctor of Philosophy of Moshi Co-operative University.

(Supervisor`s Name)

(Supervisor`s Signature)

Date: _____

NB: In case of more than one supervisor, there should be added, below the first supervisors' signature, a space for the second supervisor signature and date shall be indicated in both cases.

Appendix VIII: Example of Writing Chapter and Sub Headings

CHAPTER ONE

1.0 INTRODUCTION

1.1 Background Information on Financial Markets

1.1.1 Consumer theory

1.1.1.1 Transaction cost

Appendix IX: An Example of Presenting Tables

(a) Primary Source

Table 1: Categories and proportion of children by residence

	Educated (n=133) (%)	Not educated (n =171) (%)	Total (n=304) (%)
Children within village	57.9	42.1	7.9
Children out of village	37.2	62.8	26.9
Children at home	46.3	53.7	50.4

(b) Secondary Source

Table 2: Agro-ecological zones of Rukwa region

Zones	Area (sq km)	General Morphology	Altitude range (m)
Katumba Plain	30,000	Gentle plain	800-1200
Mwese Mpanda ranges	3,000	Gentle plain with moderately slopping hills and plateaus	1100-1936
Karema depression	2,800	Gentle plain	772-1200
Rukwa Valley	6,500	Flat plains	810-1200
Lake Tanganyika Shores	4,500	Steep hills with gentle plateaux and plains	772-1631
Ufipa Plateua	11,800	Gentle plain with moderately slopping hills and plateau	1000-2461

Source: BLARUP (1997).

Appendix X: Formulae

1. Formulae should be typewritten, if possible leave ample space around the formulae.
2. Subscripts and superscripts should be clear.
3. Greek letters and other non-Latin symbols should be explained in the footnote where they are first used. Take special care to show clearly the difference between zero (0) and the letter O, and between one (1) and the letter l.
4. Give an interpretation of all symbols immediately after the equation in which they are first used.
5. For simple fractions use the solidus (/) instead of a horizontal line, e.g. $1p/2m$ rather than $\frac{1p}{2m}$
6. Equations should be numbered serially at the right-hand side in parentheses. In general only equations explicitly referred to in the text need be numbered.
7. The use of fractional powers instead of root signs is recommended. Also powers of log e are often more conveniently denoted by exponent.
8. Levels of statistical significance which can be mentioned without further explanation are: * $P < 0.05$, ** $P < 0.001$.
9. Level of significance for comparable means should be written in superscript in a table and be defined as footnote below the table.
10. In chemical formulae, valence of ions should be given as, e.g. Ca^{2+} and CO_3^{2-} . Not as Ca^{++} or CO_3^{--} .
11. Isotope numbers should precede the symbols, e.g., ^{13}O .
12. The repeated writing of chemical formulae in the text is to be avoided where possible; instead, the name of the compound should be given in full. Exceptions may be made in the case of a very long name occurring very frequently or in the case of a compound being described as the end product of a gravimetric determination (e.g. phosphate as P_2O_5).

Appendix XI: Selected Symbols for Units and Prefixes

A	ampere	K	Kelvin
Å	Angstrom	lm	lumen
atm	atmosphere	lx	lux
Bar	Bar	m	metre
c-	centi ($\times 10^2$)	m-	milli- ($\times 10^{-3}$)
°C	degree Celsius	mbar	millibar
cal	calorie	M	mega- ($\times 10^3$)
d	day	μ	micro- $\times 10^{-6}$
d-	Deci- ($\times 10^{-1}$)	min	minute
F	Farad	ml	milliliter
°F	degree Fahrenheit	n-	nano- ($\times 10^{-9}$)
ft	foot (feet)	N	Newton
g	Gram	O	Ohm
h	hour	Pa	Pascal
ha	hectare	S	second (time)
hp	horsepower	t	tonne
Hz	hertz	V	volt
J	joule	W	Watt
k-	Kilo ($\times 10^3$)		

Appendix XII: Example of presenting in-text citations for Law Candidates

According to Cracogna Dante, Co-operative legislation constitutes the first and basic stance by state towards cooperatives. Henry Hagen,¹ points out that Co-operative law is not a sufficient means to establish a Co-operative system. He observes that an effective and efficient Co-operative legislation may be described as a system where the general ideas in economics, political science, democracy, the ethical concept of cooperation, Co-operative values and principles reciprocally generate, stabilize and complement one another.² Thus, Co-operative principles, values and ethics may be translated into Co-operative policy and all may further be translated into legal norms. Indeed, Henry Hagen argues that Co-operative law is a means to make Co-operative policy work.³

At first, Co-operative form of organizations were regulated by the laws called the Friendly Societies Acts of 1834 and 1846 which were not designed for mutual aid groups. From 1852 onwards, however, cooperatives became registered under the Industrial and Provident and Partnership Act, 1852.⁴ Subsequent re-enactments of the 1852 and 1867 Acts effectively provided for a full legal basis for the functioning of cooperatives.⁵ The law was consolidated in further Industrial and Provident Societies Acts of 1876, 1893 and 1965.⁶ Kimberley, Zeuli *et al*⁷ point out that the law on cooperatives provided for important legal protections and it also.....

¹ Henry, Hagan; "Framework for Co-operative Legislation"; Co-op Reform ILO General, 1989, p. 9.

² Ibid

³ Ibid

⁴ Legal News for U.K. Coops and Mutuals; "UK Coop. Law in 2010"; 2010; pp. 1-9.(Note that the words coops. and coop. law are what are used in this text).

⁵ Ibid

⁶ Ibid

⁷ *Loc . Cit.*