

# Accord University

# Knowledge & Vision

# TITLE

This dissertation is submitted as partial fulfillment of the requirements for the award of the master of **XXXXXX** from Accord University - Somalia.

Department of XXXXX

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XXXXX

# Submitted by:

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# Preface

It has been 1 year since the the graduation of the first class basing on that the Vice-Chancellor of Accord University Prof. Abdulkadir Bashir Mohamed, has issued a directive nominating a technical committee for harmonizing the graduation process and setting the standards and guidelines for writing thesis books.

The research office has begun writing these comprehensive guidelines which will contribute to improve the quality of thesis books for Postgraduate students

# GENERAL REQUIREMENTS

## Font and Page layout

Use a standard font consistently throughout the manuscript. Font size should be 10 to 12 point for all text, including titles and headings. It is permissible to change point size in tables, figures, captions, footnotes, and appendix material. Retain the same font, where possible. When charts, graphs, or spreadsheets are “imported,” it is permissible to use alternate fonts. Italics are appropriate for book and journal titles, foreign terms, and scientific terminology. Boldface may be used within the text for emphasis and/or for headings and subheadings. Use both in moderation. The text should be presented in the portrait layout. The lands cape layout may be used for figures and tables and must be typed and printed on an A4 size. Any deviation from this standard paper size wills not be accepted.

## Margins

Measure the top margin from the edge of the page to the top of the first line of text. Measure the bottom page margin from the bottom of the last line of text to the bottom edge of the page. Page margins should be a minimum of one-half inch from top, bottom, left and right. Right margins may be justified or ragged, depending upon departmental requirements or student preference.

## Printing and Pagination

The title page is considered to be page one, but the page number should not be printed on this page. All other pages should have a page number centered at the bottom of the page. Number the preliminary pages in lowercase Roman numerals. Arabic numerals begin on the first page of text. Pages are numbered consecutively throughout the remainder of the manuscript. The Introduction may be placed before the first page of Chapter 1, if it is not considered a chapter. The use of Arabic numbers may begin on the first page of the Introduction

## Language and Paragraphs

Paragraphing should be consistent. Either leave space or indent between paragraphs.

Spacing and indenting should not be used together.

The language for writing the thesis should be the English language for instruction during study period

## Spacing

The entire text should be single-spaced, one and one-half spaced, or double-spaced. Block quotations, footnotes, endnotes, table and figure captions, titles longer than one line, and individual reference entries may be single-spaced. Double spacing should follow chapter numbers, chapter titles and major section titles (Dedication, Acknowledgements, Table of Contents, List of Tables, List of Figures, List of Abbreviations, Appendices, and References). Double spacing should also occur before each first level and second-level heading, and before and after tables and figures embedded in the text. There should only be one blank space after headings.

# Proposal Format

According to the standard format of research proposal it contains the following three sections:

 Preliminary pages

 Main Text

 Appendices

## Preliminary pages

### Title Page

The title should be a clear and should be contain less than 15 words and excludes grammatical words such as articles, conjunction and prepositions.

The following Statement of Award for the Thesis or proposal should be placed just about twelve centimeters from the bottom of the page “A research proposal/thesis submitted in partial fulfillment of the requirement for the award of …. Degree in … Accord University.”

Thesis title should not contain acronyms or even acronyms in brackets except for commonly used in the field of the study

At the bottom of the cover page should appear the month and year when the document submitted

### Declaration page (compulsory)

The declaration page should immediately follow the title page and be numbered in Roman Numbers.

The researchers should declare the originality of their work and dully sign at the end of page.

This is a compulsory page. (This must be in one page)

### Approval page (compulsory)

Here the supervisor/s declares that this work was done under his/her supervision in accordance with the university guideline, the supervisor/s should sign at the end of the page with his/her names written while their credentials (qualifications) appear immediately under their names. (This must be in one page)

### Dedication (optional)

The dedication page is used when the researchers intend to dedicate their original work to their esteemed fellow persons i.e. parents, teachers, leaders etc. (This must be in one page)

### Acknowledgement (optional)

This page is devoted to convey appreciation or a “thank you” message to those who have been helpful in the process of the research. (This must be in one page)

### Table of Contents (compulsory)

The Table of Contents lists the chapters, topics and sub-topics together with their page numbers. Sub-topics and topics should be labelled

In Word, use the “Format Tabs” feature to prepare the table of contents. Type the number

6.5 in the Tab stop position box, select Alignment right and select Leader Option 2. These commands allow the computer to right align the page numbers and accurately place the "dots". Use the space bar for indentation.

### List of Figures

This list contains the titles of figures, together with their page numbers, which are listed in the text. It may be photographs, images, maps, charts, graphs, and drawings

### List of Tables

This list contains the titles of tables, together with their page numbers, which are listed in the text.

### List of Acronyms or Abbreviations

The acronyms and abbreviations are required to be in accordance to internationally accepted abbreviation and acronyms, this should be presented in tubular form.

# MAIN TEXT

This part of the proposal contains three chapters and it can be summarized as the following:

# INTRODUCTION (CHAPTER ONE)

## Background

This section provides evidence and conditions of the existing situations highlighting the gap(s) to make the reader feel the urgency of the problem and equip the readers the necessary information for further understanding of the topic. According to our standard the background will define as historical background

## Problem Statement

It refers to what has been found in the real and theoretical world and requires a solution. The existence issue and its known or predicated degree/ extent should be clearly specified. It should be containing idea, actual and gap.

## General Objective / Aim / Purpose

Refers to the general intention of the research. Should spell out what the research is supposed to accomplish. It should be one in number and be in line with the title.

## Specific objectives

Have to be in line with the study variables, be related to the general objective. For each specific objective the researcher must have a method to attempt to achieve it.

At least it’s must to contain four objectives if the design of research is questionnaire

## Research Questions

They should be in line with the specific objectives and Have to be numbered (1, 2, 3…..) and should be questions and not statements.

## Hypotheses (where applicable)

These are investigative assumptions, which guide the study. In case of hypotheses, they should be testable. (Hypothesis is usually null or alternate, whichever poses the investigative question).

## Significance/Importance/justification

This refers to the relevance of study in terms of academic contributions and practical use that might be made of the findings and it should reflect on knowledge creation, technological or socio-economic value to the community.

## Scope of the study

The scope provides for the boundary of the research in terms of:

* + - Content i.e. the design and the tools used.
    - Geographical i.e. the study area should be clearly described in terms of its geographical boundaries.
    - Time frame i.e. when the study will be started and when it’s going to be finished

## Definition of Key Terms

Main terms related to the study that require to be specified or clarified in order to provide a correct understanding of the study on the part of the reader.

Mostly it’s important to define the IV and DV of your research topic then to explain the main terms of specific objectives

## Conceptual Framework

This is a scheme of variables which a researcher will operationalize in the study in order to achieve the set objectives.

The framework is normally presented graphically (diagrammatically) You have three options as shown bellow

IV DV

IV DV

IV DV

# 2.0. LITERATURE REVIEW (CHAPTER TWO)

The literature, especially from research should be as current as possible.

* Use of internet to sources on-line current references is highly encouraged. Ancient literature may be used to stress historical significance especially where important theorists are being cited.
* The citation style should be in line with the latest APA referencing approach.
* Cross check and ensure that all citation as are not only included in the references but that the years correspond with authors appropriately.
* Summary and gap identification must be included at the end of this chapter

# METHODOLOGY (CHAPTER THREE)

The following are the subtopics which may be contained in chapter one, the researcher can choose the necessary ones which suits the nature of his/her study

## Research design

It describes the nature and pattern the research intends to follow e.g. whether it is cross sectional, descriptive survey, experimental or quasi experimental and Research approaches – Qualitative/quantitative should be stated.

## Population of the study

Describe the population from where your research sample will be selected Justify the choice of the target population

## Study area

Description of the geographical area and where population of the study exists

## Sample size determination

It should be stated the design to get enough sample size for the study and the method used should be justified

## Sampling procedure

After indicating the number of the respondents which is to be used, the researcher must mention the procedure to use for choosing the stipulated number of the respondents form the wider population i.e. systematic sampling

## Data Collection Instrument

Describe each instrument that will be used in the study.

## Data collection procedure

This section is intended to give a complete picture of how the researcher will handle the process of data collection give the reader a mental picture of you in the field using your tool to collect the data

## Data analysis procedure

Here the researcher must write the strategy for data analysis it includes data presentation, analysis and interpretation plans

## Inclusion and exclusion criteria

Mention on which criteria have the researcher chosen his/her respondents or study subjects

## Quality control

It refers to reliability and validity of instruments. The Pilot test is important if it’s suitable

## Ethical consideration

Demonstrate the understanding of research ethics and show how you will observe ethical issues related to researching human subjects.

It should give enough information regarding the informed consent, privacy, confidentiality and anonymity of the study

# REFERENCES

This is a list of all works cited in the proposal and should be written according to the approved format. The approved format is APA

# APPENDICES

Comprises of the budget, work plan/time framework, explanatory notes and instruments. Budget (for proposals only) this is the financial plan for implementation of the research. It should be clear, realistic and reasonable (affordable)

It should be itemized according to the following and be presented in tubular form:

Equipment, Materials, Travel, Research Assistance, Services (Secretarial, Photocopying, Printing, Binding)