



**KIBABII UNIVERSITY**  
**SCHOOL OF GRADUATE STUDIES**

**MANUAL FOR RESEARCH**  
**PROPOSAL AND THESIS WRITING**

**February, 2019**

## **FORE WORD**

Kibabii University came in to existence through the award of the University Charter on 13<sup>th</sup> November 2015 as provided for by the Universities ACT, 2012.

The vision of the University is to be a global and dynamic University of excellence in Science, Technology and Innovation. The University holds the view that graduate studies are critical to the development of highly specialized manpower for the Country and beyond. To achieve this quality research for both the post graduate students and the faculty is envitable. It's against this backyard that the University has reviewed and aligned its Manual for Research Proposal and Thesis writing to conform to the National and International Standards and in response to other emerging dynamics in Postgraduate studies.

This manual is therefore a crucial guide to students and supervisors to give the University identity in the design and presentation of Postgraduate research proposal and thesis.

**Prof. Isaac Ipara Odeo**  
**Vice Chancellor**

## **Philosophy**

Kibabii University embodies the view that Science, Technology and Innovation are critical for sustainable utilization of material and human resources for the posterity of the universe.

## **Vision**

To be a global and dynamic University of excellence in Science, Technology and Innovation.

## **Mission**

To achieve excellence in generation, transmission and enhancement of new knowledge in Science, Technology and Innovation through quality Teaching, Research, Training, Scholarship, Consultancy and Outreach Programmes.

## **Motto**

Knowledge for Development

## **Core Values**

- i. Integrity
- ii. Respect
- iii. Fairness
- iv. Teamwork
- v. Honesty
- vi. Responsibility

Table of contents	
1.0 Preliminary .....	1
2.0 Table of Contents .....	3
3.0 Part 1 : Contents of concept paper .....	4
4.0 Part II Research Proposal Writing .....	5
4.1 Title page .....	6
4.2 Declaration and certification .....	7
4.3 Presentation of chapters .....	8
4.4 Formulating of the Research .....	13
5.0 Part III Thesis Writing .....	15
5.1 Title Page .....	15
5.2 Declaration and certification .....	17
5.3 Copyright .....	18
5.4 Dedication .....	18
5.5 Acknowledgement .....	18
5.6 Abstract .....	18
5.7 Table of Content .....	18
5.8 List of Appendices .....	18
5.9 List of Tables .....	18
5.10 List of figure .....	18
5.11 List of plates .....	18
5.12 Operational definition of Terms .....	18
5.13 Format for main body .....	18

## **PART I: THE CONCEPT PAPER**

Before writing Research proposal, it is very important to begin by writing and presenting a concept paper at departmental level for inputs and approval.

### **Contents of concept paper**

The concept paper should demonstrate concisely the;

- (i) “What” (broad definition of research problem)
- (ii) “Where”(location of research problem)
- (iii) “Why” (overview justification of proposed study)
- (iv) “How” (general explanation of research methods)

(The student shall use the template attached in the appendices as a guideline)

- (i) The concept paper should not exceed two pages, one and half spacing.
- (ii) The student shall begin drafting the research proposal only after the concept paper has been approved by the relevant Department.

## **PART II: RESEARCH PROPOSAL WRITING**

### **Preamble**

Conducting academic research requires passion to solve problems that affect processes and outcomes. Hence, writing a research proposal requires, not only the passion but also specific knowledge and skills that would help guide the research process to its logical conclusion. The manual is critical in enhancing knowledge and skills for quality proposal writing and presentation, through benchmarking with the best practices.

## PRELIMINARY PAGES

### I. Title Page

The title shall;

- (i) be centered, upper case and font size 14 Time New Romans (where applicable)
- (ii) normally not exceed 20 words
- (iii) be clearly phrased leaving out words, phrases or clauses, which do not enhance the clarity of the title
- (iv) not have unconventional and unnecessary abbreviations
- (v) bring out scope and key variables of the research (where applicable)

#### **The Students Name**

The student shall use the official name starting with the surname.

**Caption** of degree for which proposal is made i.e. A Research Proposal Submitted to the Graduate School in Partial Fulfillment for the Requirements of the Degree of (e.g *Master of Education in Educational Planning and Management* or *Doctor of Philosophy in Information Technology*) of Kibabii University.

**Date** e.g. April, 2019 (to come at the bottom centered of the title page)

## II Declaration and Certification page

Declaration page should be on a new page

The student must declare in writing the originality, and compliance to anti-plagiarism for the work as follows:

### Student Declaration

*I declare that this research proposal is my original work and has not been presented in any other University/Institution for consideration of any certification. This research proposal has been complemented by referenced sources duly acknowledged.*

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

Name  
Registration number  
Department

### Supervisors' Certification

This research proposal / Project has been submitted with our/my approval as University Supervisor(s).

Then the supervisor(s), sign as shown below using at least two (2) of their names written in full, alongside their titles as well as their respective departments.

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

Name  
Department  
University/Institution

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

Name  
Department  
University/Institution



### **III Table of Contents page**

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

### **IV Abstract page**

The abstract must be guided by the following requirements:

- (i) Summary of the entire research proposal should include the contextualized background, problem, purpose, method, justification of the study (these are minimal requirements but not in that order)
- (ii) Should not exceed 500 words
- (iii) Should not have in-text referencing (where applicable)
- (iv) Should be single spaced, one block paragraph and be contained on one page

### **V Abbreviations and Acronyms page (where applicable)**

The abbreviation and acronyms should be capitalized and arranged alphabetically.

### **VI Operational Definition of Terms (where applicable)**

Define terms as used in the study .

### **VII The Order of Preliminary Pages**

1. Title page
2. Declaration and Certification page
3. Abstract
4. Table of Contents
5. List of Appendices
6. List of Tables (where applicable)
7. List of Figures (where applicable)
8. List of Plates (where applicable)
9. Abbreviations and Acronyms (where applicable)
10. Operational Definition of Terms (where applicable)

## **PRESENTATION OF CHAPTERS**

The presentation of the research proposals will vary as per disciplines.

All chapter numbers and Titles should stand alone and use font size 14

### **CHAPTER ONE**

The title should be centered in the page and placed immediately below the chapter number.

#### **1.1 Background of the Study**

This section shall contextualise the research issue and culminate into the research problem statement.

It shall lay the broad foundation for the study from a global perspective narrowing down to the actual area of the study.

#### **1.2 Statement of the problem**

The statement of the problem shall entail a logical argument generated from preceding facts as articulated in the background section pointing out the problem to be addressed.

#### **1.3 Purpose / General objective**

##### **1.3.1 Main Objective**

The main objective should provide a specific and accurate synopsis of the overall goal of the study.

##### **1.3.2 Specific Objectives**

- (i) Should be directly linked to the study variables as indicated in the title
- (ii) They should be SMART

#### **1.4. Research Questions and or Hypotheses (where applicable)**

**Questions:** They should be in line with specific objectives

**Hypotheses:** They should be presented as a declaration of relationships between variables.

### **1.5 Justification of the study**

Should capture the need for the study

### **1.6 Significance** (where applicable)

Should capture the contribution of the study to the body of knowledge and stakeholders.(where applicable).

### **1.7 Scope** (where applicable)

- (i) This will vary from discipline to discipline as per their respective manuals.
- (ii) The boundaries of the study

### **1.8 Limitations** (where applicable)

This will vary from discipline to discipline as per their respective manuals.  
The constraints of the study and how they are overcome

### **1.9 Assumptions** (where applicable)

- (i) They are statements that help to address doubts on the validity of the study and are accepted in faith, or taken to be true without proof.
- (ii) They address the question as to what is taken for granted in the conduct of the study and why.

### **1.10 Theoretical and / or Conceptual framework** (*where applicable*)

#### **i). Theoretical framework**

It should provide a theory/theories upon which the study is anchored and demonstrate the link between the theoretical proposition and the proposed study.

#### **ii). Conceptual framework**

It should provide the original visualization by the researcher or adaptation of an existing model used in a previous study and give direction of interactions of variables of study.

**CHAPTER TWO** (where applicable)

Should stand alone and be centered

It shall be titled **LITERATURE REVIEW**

It should;

- (i) Highlight the knowledge already existing in relation to the study
- (ii) Bring out what is unknown about the study, i.e. the knowledge gaps
  
- (iii) Demonstrate evidence of the understanding of current research on the subject under investigation through relevant and logical discussion

**NB:** *Specific structure shall be found in the respective disciplines Manuals.*

**CHAPTER THREE** (where applicable)  
Centered and stand-alone

**It shall be titled “RESEARCH METHODOLOGY”**

- (i) In this chapter, the researcher justifies every action made in implementing the proposed study
- (ii) It must highlight methodological details appropriate to the study in an explicitly convincing manner, making scholarly references to research authorities as much as possible
- (iii) Should also include the Ethical Consideration

**NB:** *Specific structure shall be found in the respective discipline Manuals.*

**REFERENCES**

References shall be as per the respective disciplines as spelled out in the manuals.

**APPENDICES** (where applicable)

The appendices may include any of the following:

- (i) Letter of introduction (where applicable)
- (ii) Tools of data collection
- (iii) Work plan
- (iv) Budget
- (v) And any other relevant document

## **FORMATTING OF THE RESEARCH PROPOSAL**

### **(a) Margin, line spacing and paragraphing**

- (i) A one inch margin all round.
- (ii) One and Half (1.5) line spacing

### **b) Pagination**

- (i) Title page should not be numbered
- (ii) Preliminary pages should be numbered consecutively in Roman numbers lower cases (e.g. ii, iii etc.).
- (iii) The main content pages (from chapter One to Appendices) should be numbered consecutively using Arabic numbers (e.g. 1,2,3 )
- (iv) Page number shall appear in the centre of the lower margin of the page.

### **c) Typing guidelines**

Typing should be in font size 12 Times New Roman (where applicable) on a 80 g/m<sup>2</sup> of a white A4 size paper, and on one side of the paper

### **d) Heading**

- (i) Chapter headings should be centered in bold face
- (ii) Sub-Section headings should not exceed 3<sup>rd</sup> level

### **e) Visuals; tables, figures, charts and Plates**

- (i) Labelled according to chapters
- (ii) Show source at the bottom (where applicable)
- (iii) The title of tables to appear at the top and for figures, charts and plates at the bottom

### **f) Language use**

Use formal gender sensitive language in future tense (where applicable)

**g) Length of proposal**

- (i) The PGD project proposal should not exceed 15 pages, excluding Preliminaries and Appendices
- ii) The Masters proposal should not exceed 25 pages, excluding Preliminaries and Appendices
- iii) The PhD proposal should not exceed 30 pages, excluding Preliminaries and Appendices

## **PART III: THESIS WRITING**

This section is to help the candidate in writing the thesis.

### **THE FORMAT FOR THESIS WRITING**

#### **I. TITLE PAGE:** As reflected in the Proposal

The title shall:

- a. be centered, upper case and font size 14
  - b. normally not exceed 20 words
  - c. be clearly phrased leaving out words, phrases or clauses, which do not enhance the clarity of the title
  - d. not have unconventional and unnecessary abbreviations.
  - e. bring out scope and key variables of the research (where applicable)
- a) **The Students Name**  
The student shall use the official name starting with the surname
- b) **Caption** of degree for which proposal is made... i.e. A Thesis Submitted to the Graduate School in Partial Fulfillment for the Requirements of the Degree of (e.g *Master of Education in Educational Planning and Management* or *Doctor of Philosophy in Information Technology*) of Kibabii University
- c) **Date** e.g. April, 2017 (to come at the bottom of the title page)
- d) **Typing**
- (i) Font 12 Times New Roman (where applicable) on A4 Size paper, double spacing, one sided paper of 80 g/m<sup>2</sup> white in colour;
  - (ii) 1.5 inch margin to be left on the left side of the paper and a 1 inch on the right side of the margin paper and 1 inch from the top of the page and should not go beyond 1 inch from the bottom



**e) Pagination**

- (i) Title page should not be numbered
- (ii) Preliminary pages should be numbered consecutively in Roman numbers lower cases (e.g. ii, iii etc.).
- (iii) The main content pages (from chapter One to Appendices) should be numbered consecutively using Arabic numbers (e.g. 1,2,3 )
- (iv) Page number shall appear in the centre of the lower margin of the page.

**f) Length of Thesis /Project**

The number of words should be within the following ranges, excluding references and appendices:

- (i). Project PGD approximately 10,000 words (where applicable)
- (ii). Master's thesis approximately 20,000 words (where applicable)
- (iii). Ph.D. thesis approximately 50,000 words (where applicable)

## II DECLARATION AND CERTIFICATION

### Student's Declaration

I confirm that this research project/thesis is my original work and has not been presented in any other University/Institution for examination. The project / thesis has been complemented by referenced works duly acknowledged.

Signature..... Date.....  
Name  
Registration number  
Department

### Supervisors' Certification

We/ I confirm that the work in this thesis / project was carried out by the candidate under our/my supervision as University/Institutions supervisors

Signature..... Date.....  
Name  
Department  
University

Signature..... Date.....  
Name  
Department  
University

### **III COPY RIGHT**

### **IV DEDICATION**

- (i) Begin on a separate page
- (ii) Should be dedicated to one entity

### **V ACKNOWLEDGEMENT**

Begin on a separate page after [Dedication](#) and should not exceed one page

***NB: University / Institution(s) and supervisors must be acknowledged***

### **VI ABSTRACT**

Single spaced, and font **size** 12 Times New Roman (where applicable), full justification and one page.

The abstract should be written in past tense and shall entail on the minimum the following:

- (i) Background
- (ii) Problem
- (iii) Purpose
- (iv) Methodology (where applicable)
- (v) Key Findings

### **VII TABLE OF CONTENTS**

**VIII** List of Appendices (where applicable)

**IX** List of Tables (where applicable)

**X** List of Figures (where applicable)

**XI** List of plates (where applicable)

**XII** Abbreviations and acronyms

To start on a fresh page and be arranged alphabetically

**XIII OPERATIONAL DEFINITION OF TERMS** (where applicable)

**XIV Format for main body**

The thesis structure shall vary from discipline to discipline and whether it is by monograph or by thesis publication. See manuals for various disciplines

