

**OBAFEMI AWOLOWO UNIVERSITY
ILE-IFE, NIGERIA.**

The Postgraduate College

**GUIDELINES FOR WRITING THESES FOR
HIGHER DEGREES**

August 2019

PREAMBLE

A. PRELIMINARIES AND ARRANGEMENT OF CONTENTS

All pages of the bound thesis shall be numbered except the title page which is Page One.

- (i) The page number of the preliminary pages shall be written in Roman numerals at the centre of the bottom of each page. The pages with Arabic numbering will be as from the first page of the main body of the actual thesis at the center top.
- (ii) The thesis shall contain all or some of the following items arranged in the following order:
 - (a) Title Page
 - (b) Authorisation to Copy (*duly signed by Candidate*)
 - (c) Certification Page (*duly signed by Supervisor, Co-Supervisor (where applicable) Head of Department and Provost*)
 - (d) Acknowledgments (*maximum of 2 pages*)
 - (e) Table of Contents
 - (f) List of Tables
 - (g) List of Figures/ Maps
 - (h) List of Plates (*where applicable*)
 - (i) Table of Cases/Statutes should be included in the items contained in the thesis, (*applicable to candidates from some Faculties such as the Faculty of Law*)
 - (j) List of Appendices (*where applicable*)
 - (k) List of Abbreviations (*where applicable*)
 - (l) Abstract
 - (m) Main body of the thesis which must contain introduction, literature review, methodology, results/findings, discussion, conclusion and recommendations
 - (n) References/Bibliography
 - (o) Appendices

(a) Title Page

The first unnumbered page after the fly leaf shall bear the full title of the thesis, the full name of the author, the registration number, the qualifications of the author at the time of submission, the degree for which the thesis is submitted, the Department (*where applicable*), the Faculty in which the thesis is written, the Postgraduate College to which the thesis is submitted, and the year of submission of the thesis. Where the author is an external candidate, the full address of the institution where the work for the degree was done shall be provided on the title page and shall be reproduced in gold on the front cover. An example of the title page is attached as Appendix.

(b) Authorisation to Copy (*duly signed by candidate*)

“All letters of the title and name of the author shall be capitalised (*surname last, first name, other names*).”

(c) Certification Page (*duly signed*). A sample of the certification page is as follows:

This is to certify that the research was carried out by _____ as part of the requirements for the award of the degree ofin.....of the Obafemi Awolowo University, Ile-Ife, Nigeria.

Supervisor (*Name, Signature & Date*)

Co-Supervisor (*Name, Signature & Date*)
(*where applicable*)

Head of Department (*Name, Signature & Date*)

Provost (*Name, Signature & Date*)

(d) Acknowledgments

These shall be the expressions of gratitude to persons, groups and/or institutions for aid or support provided in the course of thesis writing. It shall be addressed to a third person only and shall follow the certification page. It shall not exceed **two pages**.

(e) Table of Contents

This shall contain the contents of the thesis starting from the title page. The first page of each of items in A (ii) shall be stated in the front of the subheadings as listed in the content page.

(f) List of Tables

A complete list of tables to which references have been made in the text of the thesis shall be given.

(g) List of Figures/Maps

A complete list of the figures indicating titles and pages where they appear should be given serially.

(h) List of Plates

A complete list of the plates to which references have been made shall be given.

(i) Table of Cases /Statutes (*where applicable*)

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

(k) List of Abbreviations /Acronyms (*where applicable*)

(l) Abstract

Each thesis shall have an abstract of not more than **500 words**. Three extra copies of the same abstract besides those in the bound copies written in accordance with the

regulations shall be submitted by the candidate to the Postgraduate College. The abstract shall be written in four paragraphs conforming to the following format:

- (i) **Introduction:**
This shall be a brief statement of what the work is about, comprising specific objectives and the overall purpose of the work.
- (ii) **Methodology:**
This shall comprise information on:
Design (where applicable);
Population, Sample and Sampling Technique;
Field Work (*collection of primary and secondary data*);
Laboratory Work (*where applicable*);
Methods of Data Analysis/Analytical Techniques; and
Statistical Techniques (*where applicable*).
- (iii) **Findings/Results:**
These shall comprise the specific findings/results with reference to the specific objectives listed in the first paragraph.
- (iv) **Conclusion/ Implications:**
The concluding part shall present implications of the findings.

(m) Main Body of the Thesis

The form of presentation may vary with the subject matter and the discipline. However, this shall comprise those listed in A (ii) (m)

(n) References/Bibliography

Authors' names should be consistently written in alphabetical order in the 'References' or 'Bibliography' Section. The specifics on this section shall be prepared in accordance with Section B.

(o) Appendices (*where applicable*)

B. CITATION OF REFERENCES AND BIBLIOGRAPHIC STYLE

1. *Citation in the text*

The style used shall vary from one discipline to another. It is however important that the author should maintain a consistent style throughout the thesis, which should conform to one of the following referencing styles or any other one applicable to individual faculties:

- (a) American Psychological Association (APA) Referencing style
- (b) Modern Language Association (MLA) Referencing Style
- (c) Chicago Referencing Style
- (d) Vancouver Referencing Style
- (e) Harvard Referencing Style

2. All issues relating to the following shall be consistent with the Referencing Style adopted in B(1) or in the faculty:

a. ***Listing of citations:***

- (i) Quotations
- (ii) Ellipsis

b. **Method of Citation**

- (i) Books, Pamphlets and Reports
- (ii) Periodicals and Newspapers
- (iii) Journal Articles
- (iv) Bibliographies/References

C. LEGENDS FOR PLATES, FIGURES AND TABLES

It is also expected that issues relating to legends, plates, figures and tables are consistent with the referencing style adopted in B(1). However, the following could also be used as a guide:

(i) **Plates:**

All plates shall be given numbers and suitable titles which shall be self-explanatory without reference to the text. The plate numbers and legends for letter labels, superimposed on photomicrographs etc. shall be given below the plate title. Where necessary the magnification of the plate shall be given

(ii) **Figures:**

Every figure (*graph, chart, histogram, map etc*) included in the main body of the thesis shall be numbered with suitable self-explanatory title of the Figure given below the Figure, in bold, on the same page. Labeling must be clear and accurate, scales and keys to maps must be clearly indicated by any of their accepted methods. Graphs, histograms and charts must be clearly divided up and suitably labeled. Units of measurement shall be indicated. The word Figure may be abbreviated to (Fig.) followed by the number of the Figure.

(iii) **Tables**

Each table shall be numbered and shall have a suitable heading which must be self-explanatory and must be in bold. The word "Table", capitalised and followed by an Arabic number, shall appear at the centre on top of the table. The legend, or descriptive title of the table, shall be centred above the body of the table; only the first word and proper names shall begin with capital letters.

Each table shall not be ruled but have top and bottom borders. Units of measurement must be clearly indicated in the appropriate column of the table. Explanatory footnotes to the table must be indicated by means of standard footnote reference marks (*, x, +) and placed after words or the numbers to which foot-notes refer. Footnotes may also be indicated by use of superscript letter (a, b, c, etc), placed

after words or before numbers in the table. The footnotes must appear below the table on the same page.

(iv) **References in texts to figures, tables and plates**

Reference to figures, tables and plates in the text shall be made by numbers and never by headings or titles. Where reference is made to a table or figure by stating the fact shown by the figures or tables, the reference shall be in parentheses as close as possible to the first point of mention.

(v) **Placement of figures, tables and plates**

All figures, tables and plates prepared in landscape format should have their headings at the top of the figure, table or plate and should go to the spine.

D. HEADING AND FORMAT

1. Heading in text

(a) ***Chapter Heading***

The main chapter heading shall be capitalised, highlighted and written centrally at the top of the first page of the chapter. The main chapter heading shall not be underlined. Scientific names of plants and animals, if they appear in the headings, shall be italicised.

(b) **Sub-heading**

These shall be written in title case, highlighted but shall appear towards the left margin; however, sub-subheadings shall be written in sentence case and may be underlined and flushed with the left margin.

The subheading should be numbered using Arabic numerals. Both subheadings and sub-subheadings can be numbered using Arabic numerals.

2. Paper, typing and spacing

The paper shall be of good quality. The size of the paper for theses and dissertations word-processed shall be A4, except for drawings and maps, on which no restriction is placed. The margin on each sheet shall not be less than 38 mm on the left hand side, 25 mm on the right, 25 mm at the top, and 25 mm at the bottom.

The thesis shall be typed double spacing in **Times New Roman 12** on one side of the paper only. However, chapter heading shall be capitalised, highlighted and typed in Times New Roman 14.

3. Binding

Three copies of the thesis shall be submitted to the College after Board approval. The cover of the thesis shall be black with the surname last, the first and other names in full; all names shall be in capital letters. Candidate's name with initials preceding surname, title of degree and year of award in that order shall be on the spine of the thesis, from top to bottom.

The title page shall bear the officially approved title of the thesis or dissertation and the candidate's name as registered.

Photographic and other illustrations shall be securely fixed, preferably by dry-mounting. Photograph album pockets or slits in the page are not acceptable. In no circumstance shall cello tape or similar materials be used for any purpose in a copy of a thesis or dissertation.

Subsidiary papers and other loose materials shall be bound in whenever possible. If this is not possible, an adequately scored pocket for such materials shall be provided at the end of the thesis or dissertation. Such loose material (*and corrigenda sheets, if not bound in (shall bear the candidate's name, initials and degree)*).

E. ETHICAL CONSIDERATIONS IN THESIS WRITING

The candidate should be guided by the following ethical considerations among others:

- (i) Informed Consent
- (ii) Respect for Privacy
- (iii) Confidentiality and Anonymity of Data
- (iv) What is Permissible to Ask
- (v) No Harm to Researchers or Subjects
- (vi) No Deceit or Telling Lies in the Course of Research
- (vii) Consequences of Publication
- (viii) Warning against Plagiarism and the Use of Turn-it-in
- (ix) Conflict of Interest in Declaration

APPENDIX

TITLE (*All in Capital Letters*)

BY

Name (Surname Last, all in capital letters)

Registration Number

B.A., M.A. (ENGLISH) LAGOS

**A THESIS WRITTEN IN THE DEPARTMENT OF ENGLISH, FACULTY OF ARTS
AND SUBMITTED TO THE POSTGRADUATE COLLEGE, OBAFEMI AWOLowo
UNIVERSITY, ILE-IFE, NIGERIA, IN PARTIAL FULFILMENT OF THE
REQUIREMENTS FOR THE AWARD OF THE DEGREE OF DOCTOR OF
PHILOSOPHY IN ENGLISH**

Year