

MAKERERE



UNIVERSITY

DIRECTORATE OF RESEARCH AND GRADUATE TRAINING

**GUIDELINES FOR THE FORMAT OF RESEARCH PROPOSALS,
RESEARCH REPORTS, THESIS AND DISSERTATIONS**

MARCH 2011

TABLE OF CONTENTS

ACKNOWLEDGEMENT	iii
FOREWORD	1
I. The Makerere Research Proposal Format	2
1.0 Definition of Proposal	2
2.0 Components of a Research Proposal	2
3.0 Length of Proposals and submission	6
II Research Report, Thesis/Dissertation Format	6
4.0 Definition of Report	6
5.0 Outline of the Research Report	7
6.0 Guidelines for Manuscript Preparation	13
7.0 Organising and structuring documents with Headings:	16
References	22

March 1, 2011

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March 1, 2011

FOREWORD

I am happy to introduce the second edition of the Makerere University guidelines for research proposal, research report and thesis/ dissertation Writing. The first edition was produced in 2001 and since then, a lot of transformations have taken place. The guide will be reviewed periodically.

This is a step-by-step guide intended for all those who are in any way involved in preparing research proposals, research reports, theses or dissertations, which are crucial components of master's, doctoral and post doctoral programs, and which contribute substantially to the research accomplishments of Makerere University. Undertaking research is an adventure, usually involving unforeseen challenges. This guide is designed to help you overcome these challenges.

The intention is to briefly state the desirable qualities of a good research proposal, research report and thesis/ dissertation and to encourage clarity in conveying thoughts into written form. The guide includes an outline that looks like a "fill-in the blanks guide" and, while in the abstract all proposals, research reports, theses and dissertations are similar, each will have its own particular variation on the basic theme. Each research project is different and each needs a specifically tailored proposal to bring it into focus. Different advisors, institutions and agencies have different expectations and you should find out what these are as early as possible; ask your supervisor for advice on this.

Proposal writing is important in your pursuit of a graduate degree or a research project. The proposal is, in effect, an intellectual scholastic contract which specifies what you will do, how you will do it, and how you will interpret the results. In specifying what will be done it also gives criteria for determining whether it is done. A research proposal should show a reasonably informed reader why a particular issue needs to be addressed. To that end, a proposal needs to show how your work fits into what is already known about the topic and what new contribution your work will make. The proposal should situate the work in the literature, it should show why this is an (if not the most) important question to answer in the field, and convince your committee that your approach will in fact result in an answer to the question.

A good dissertation/ thesis/ report hinges on a good proposal. This requires along preparatory period of reading, observation, discussion, and incubation. Read everything that you can in your area of interest. Figure out what are the important and missing parts of your understanding. Continuously consult you mentors and share you ideas widely. Focus your study, use simple terminologies and be precise in you writing.

This guide details the fundamentals of writing acceptable for Makerere University, take time to read it and internalise its contents with the help of your supervisor / mentor.

I am grateful to all who provided assistance in producing this booklet.

Prof. Eli Katunguka Rwakishaya,
Director,
Directorate of Research and Graduate Training

March 1, 2011

I. The Makerere Research Proposal Format

1.0 Definition of Proposal

This is a written presentation of an intended research specifying the problem, the purpose, scope/objectives, methodology, references and the financial plan/budget. A synopsis is an outline of the research proposal of 3-5 pages length (including references) which is currently required for provisional admission to Ph.D and other doctoral degree studies at Makerere University.

2.0 Components of a Research Proposal

2.1 Title / Topic

The title should accurately reflect the scope and content of the study. In addition, it should be concise, simple and catchy in not more than 20 words. The title should be informative/descriptive yet discrete and contain the key words of the proposal. Do not use terms like "Research into...", "A Study of..." etc

2.2 Background / Introduction

This section provides evidence and conditions of the existing situations 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. (About 600 words, Font type: Times New Roman, Font size 12; 1.5 line spacing)

2.3 Research Problem / Statement of the Problem

- i. Presents the reason behind the proposal i.e. what will change when this research is done or what would happen if the research is not done
- ii. Problem is an existing negative state not absence of a solution
- iii. Refers to what has been detected and needs a solution in the practical or theoretical world.
- iv. Should clearly state the nature of the problem and its known or estimated magnitude / extent.
- v. Link the problem to the national development priorities/framework (NDP), the regional (e.g. AU) and the Global Development Agenda (MDGs)
- vi. Should be concise and brief (not more than 1 page)

2.4 General Objective / Aim / Purpose

Refers to the general intention of the research. Should spell put what the research is supposed to accomplish.

March 1, 2011

2.5 Specific Objectives

These are specific aims / objectives arising directly from the general objective / purpose / aim of the study. For each specific objective you must have a method to attempt to achieve it.

2.6 Significance/Importance/Contribution

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

2.7 Justification/Rationale (Answers the question – Why?)

Would the world collapse if this work is not done?

2.8 Theoretical / Conceptual Framework

a. Theoretical Framework

This is an examination of existing or self-formulated theories in relation to the researchers' objectives.

Or

b. Conceptual Framework

This is a scheme of concepts (variables) which a researcher will operationalise in the study in order to achieve the set objectives. The framework is normally presented graphically (diagrammatically)

N.B. These are normally requirements for Masters and Ph.D Proposals where applicable.

2.9 Scope (*where applicable*)

The scope provides for the boundary of the research in terms of depth of investigation, content, and sample size, geographical, Time frame and theoretical coverage.

2.10 Literature Review

- i) This section deals with the analysis of existing literature on the subject with the objective of revealing contributions, weaknesses and gaps.
- ii. The Literature Review should be according to the themes of the study and should reflect the objectives, Hypotheses, methods and research questions.
- iii. Citation should be in accordance with approved format. (*See Guidelines for writing manuscripts - Appendix I*)

2.11 Hypotheses / Postulates / Research Questions (*where applicable*)

March 1, 2011

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).

N.B. Hypotheses can come immediately after Literature Review or Specific Objectives.

2.12 Methodology

This is a detailed description of selected methodology and should be presented in unambiguous terms.

The section comprises:

- (i) Research design - which describes the nature and pattern the research intends to follow e.g. whether it is historical, descriptive survey, experimental or quasi experimental and location (optional), etc.
- (ii) Research approaches – Qualitative/quantitative
- (iii) Description of the geographical area and where population of the study exists
- (iv) Description of the population from which samples will be selected.
- (v) Sampling strategies, by which the researcher will select representative elements / subjects from the population.
- (vi) Data collection methods; including instruments and procedures to be used in the research described.
- (vii) Data quality control, which refers to reliability and validity of instruments.
- (viii) Measurements, which refer to the formulae or scales in the study.
- (ix) Data analysis, which involves organisation and interpretation of the data generated.

Note: Both raw data and the analysed form be kept both electronically and hardcopy for further reference later.

Follow the following steps in preparing data for analysis:

- (i) Receive the raw data sources
- (ii) Create electronic data base from the raw data sources
- (iii) Clean/Edit the database
- (iv) Correct and clarify the raw data sources
- (v) Finalise database
- (vi) Create data files from the data bases

2.13 Ethical Consideration

Ethics of the research here refers to the morals of the investigation or intervention as regards the minimal abuse, disregard, safety, social and psychological well being of the person, community and /or animals i.e. how the principles of consent, beneficence and justice are handled in the study. Include a statement of where ethical clearance has been or will be obtained.

March 1, 2011

2.14 Environmental Considerations

Where applicable, include a statement on environmental concerns

2.15 Gender Consideration

The section presents the gender issues addressed by the study and how they will be handled in the analysis.

2.16 Limitations / Anticipated Problems (Optional)

This refers to anticipated constraints imposed by methods/location/situation of research. Potential sources of bias in the proposed study are presented here. Show how the limitations/bias will be addressed. However, these must not be seen to prevent the study from being carried out, otherwise it will not start. The limitations are major considerations before embarking on a study to ascertain the feasibility of accomplishment.

2.17 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 Sixth Edition (*Appendix I*).

2.18 Appendices

Comprises of the budget, work plan/time framework, explanatory notes and instruments.

(i) Budget

This is the financial plan for implementation of the research. It should be clear, realistic and reasonable (affordable)

It should be itemised according to the following:

- Equipment
- Stationery
- Materials e.g. nails, wood, chemicals etc.
- Travel
- Subsistence
- Research Assistance
- Services (*Secretarial, Photocopying, Printing, Binding*)
- Dissemination (*Publishing, Conferences etc*)
- Others (*Specify*)

e.g. 10% Research honorarium (not for those doing higher degrees)

-15% Institutional Administrative fee/Overhead costs (5% to the SGS, 3% to the Department (now the **School**), 3% to the Faculty (now the **College**) and 4% retained at the center as provided for on the University Research & Innovations Policy, 2008 – available on the University Intranet at:

http://policies.mak.ac.ug/downloads/MAKERERE_UNIVERSITY_RESEARCH_POLICY.pdf.

(ii) Time Framework/Work Plan

This is the schedule / time-table of activities covering the period over which the research is to be implemented with due regard to budgetary consideration

March 1, 2011

as well. It could be presented in tabular form or in a Gantt chart. It is a valuable guide for evaluation of a research progress.

(iii) Explanatory Notes

These include research approval letters, maps, and lists of areas to be visited.

(iv) Instruments/Tools

These are details of tools used in the research e.g. Equipment, questionnaire, interview schedule, scales and tests etc.

3.0 Length of Proposals and submission

A proposal for Masters Degree research should be up to 15 pages excluding appendices. While the Ph.D and postdoc proposal should not exceed 25 pages excluding appendices.

Brief submission procedure (see Graduate Student Handbook for details):

The proposal is submitted to your Department/School Higher Degrees and Research Committee for evaluation and approved before it is forwarded to the Directorate of Research and Graduate Training for final approval and recording.

A Ph.D degree research proposal must be vetted by the candidates' doctoral committee and their views along with College/School/Institute Higher Degrees and Research Committee minutes must be forwarded to the Directorate of Research and Graduate Training. A letter from the designated/approved supervisor certifying that:

'..All recommended amendments in the proposal have been addressed'

Must accompany the College/School/Institute Higher Degrees and Research Committee approved minutes

II Research Report, Thesis/Dissertation Format

4.0 Definition of Report

Is a detailed account of the study

March 1, 2011

5.0 Outline of the Research Report

The research report comprises of:

a) The Preliminaries (pages numbered in Roman numerals) **to consist of:-**

- (i) Title page (Not numbered)
- (ii) Declaration (compulsory for certificate & Degree research)
- (iii) Copyright statement
- (iv) Dedication (optional)
- (v) Acknowledgement
- (vi) Table of Contents
- (vii) List of Tables (where applicable)
- (viii) List of illustrations (Figures) (where applicable)
- (ix) Abbreviations (Acronyms) (where applicable)
- (x) Abstract

b) The Body/Text (Page numbers in Arabic numerals)

i) For thesis / dissertation as a publication

The text consists of:

- 1. Introduction
- 2. Literature Review and/or Theoretical Analysis
- 3. Methodology/Materials and Methods
- 4. Presentation of results/findings
- 5. Discussion of results/findings
- 6. Conclusions and Recommendations.

ii) Thesis/Dissertation published as papers and /or as manuscripts

The text consists of:

- 1. General Introduction
- 2. Literature Review and/or Theoretical Analysis
- 3. General Methodology/Materials and Methods

Each of the objectives forms a standalone chapter of a published paper or a manuscript with:

- i) Introduction
- ii) Materials and Methods
- iii) Results
- iv) Discussion
- v) Conclusion

Then follows the sections (numbered consecutively):

- 5. General Discussion
- 6. Conclusion
- 7. Recommendations

March 1, 2011

c) **The Bibliography**

d) **The Appendices**

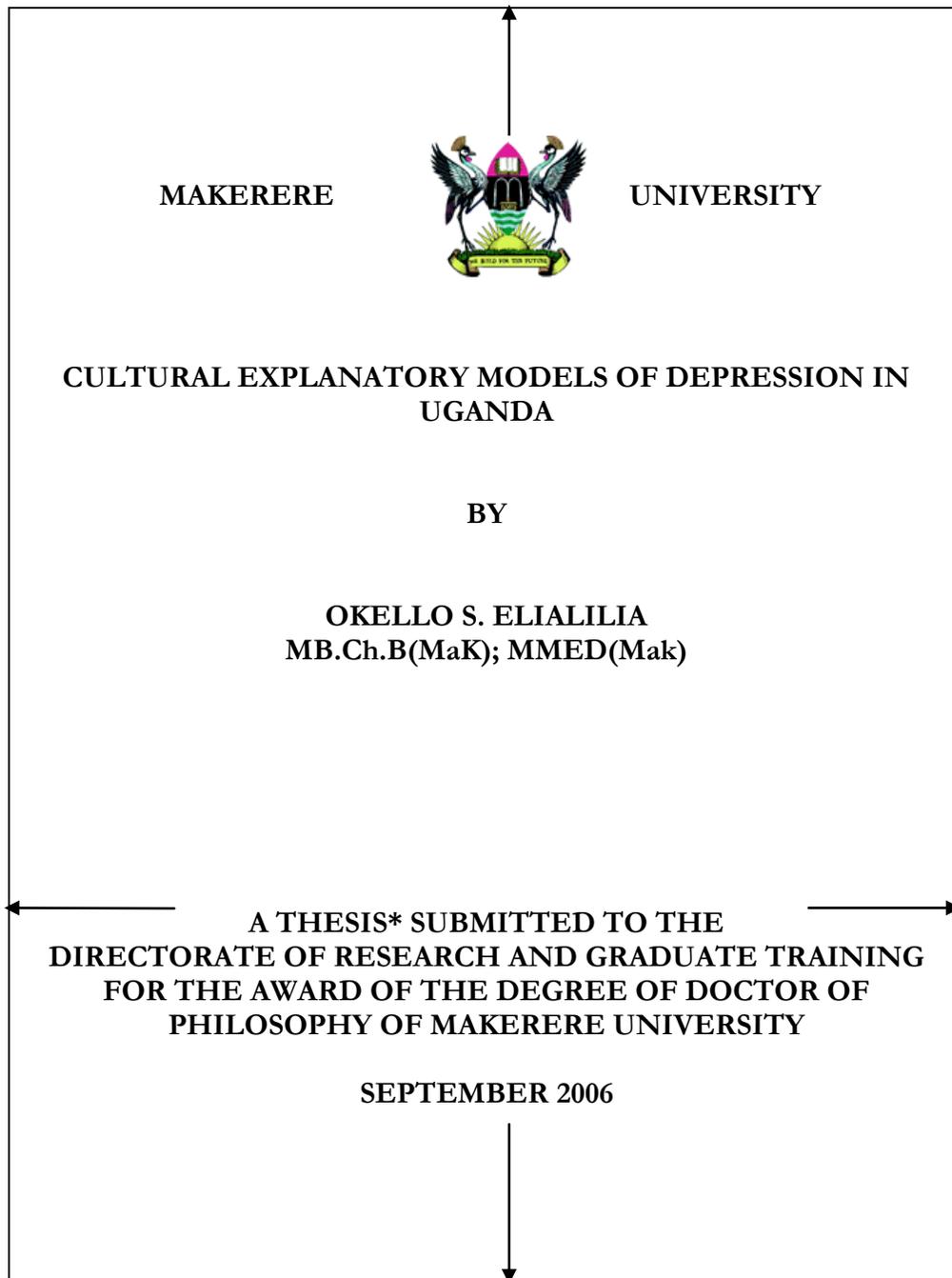
5.1 Preliminary Pages Except Title Page Are Paginated Using Roman Numerals (I)...(X) Etc:

i). **Title**

The title page should have the Logo and the name of Makerere University, the title of the study/thesis/dissertation in CAPITALS; full names of the researcher/candidate, qualifications already attained and their awarding Universities. Where the report is submitted for an award of Makerere University, the candidate must state whether the THESIS is submitted for the award or 'the DISSERTATION is submitted to the Directorate of Research and Graduate Training in partial fulfilment of the award of the degree of Master or Ph.D or MD or LLD of Makerere University'. This text should appear in the middle of the page. All information on the title page must be centred.

March 1, 2011

Example of Title Pages - both are hypothetical (Thesis/Dissertation)

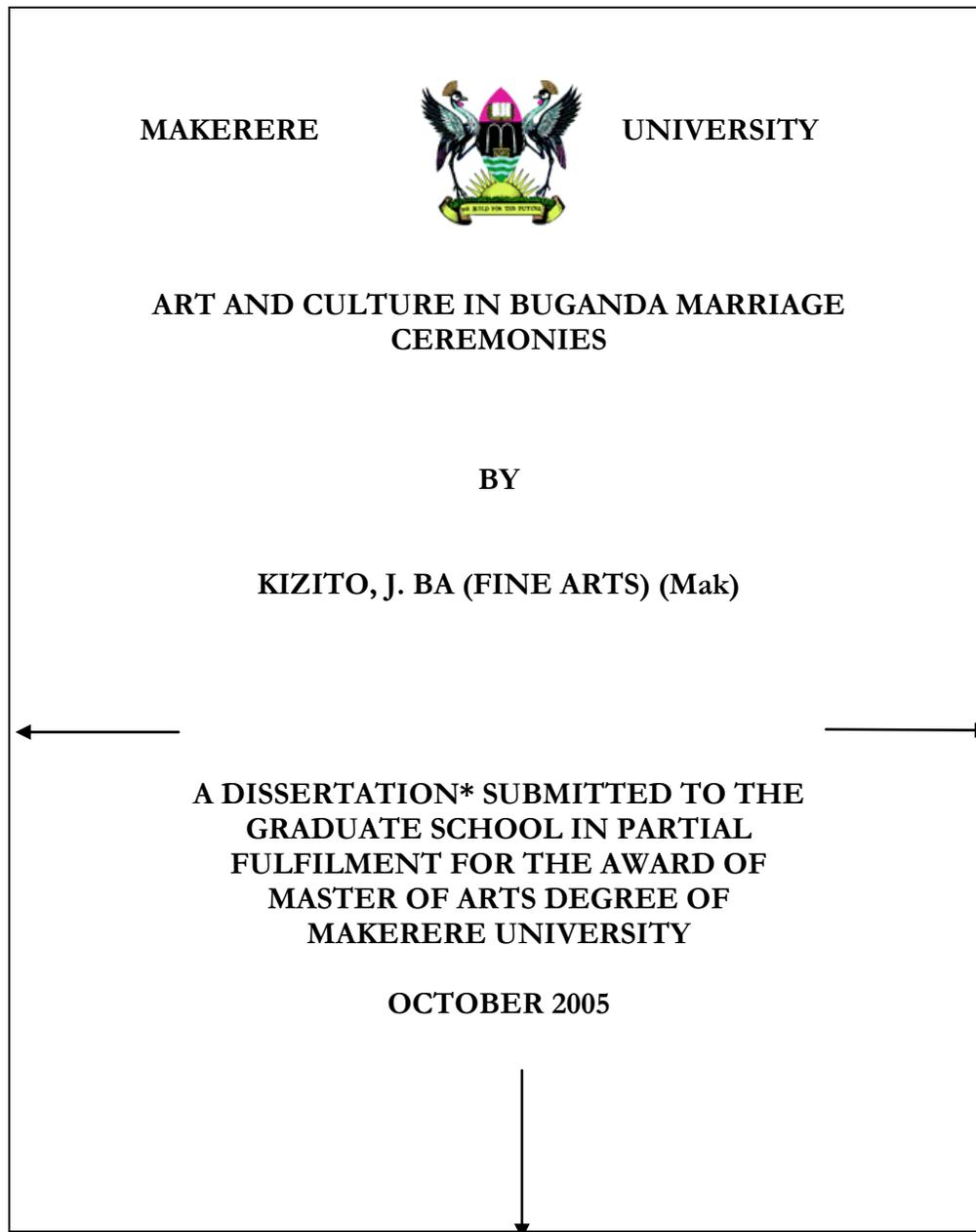


* A Thesis is an original contribution by a Scholar towards an Academic Award by research alone as approved by an awarding Institution/University.

→ One inch margin be incorporated on A4 paper



March 1, 2011



* A Dissertation is an original contribution by a Scholar in partial fulfilment of an Academic Award by course work and research (for both Masters and PhD Degree)

*This also applies for the award of the Degree of Philosophy and other Doctorates of Makerere University that incorporates course work

→ One inch margin be incorporated

March 1, 2011

(ii) Declaration (For Diploma/Degrees)

(i) This is a pronouncement by the candidate that *'This study is original and has not been submitted for any other degree award to any other University before'*. The researcher must append their signature just below this statement

(ii) Approval by Supervisors. The approved supervisors have to sign the declaration page following the statement that:
'This thesis/dissertation has been submitted for examination with the approval of the following supervisors': e.g.

Prof. L. Tibatemwa-Ekirikubinza,
LLB, LLM, PhD
Date.....

(iii) Copyright Reserved by the author,
Represented by ©

(iii) Dedication (Optional)

This mentions name(s) of persons to which the research is dedicated.

(iv) Acknowledgement

This entails recognition of mentors, colleagues, individuals, Sponsors and institutions which supported the research

(v) Table of Contents

This is the list of headings, subheadings starting with declaration paginated at (i) and their corresponding page numbers. However, the title page is not numbered.

(vi) List of Tables

Lists tables in the report/thesis/dissertation with the corresponding pages. Tables are useful in summarising results but must not distort them

(vii) List of Illustrations/Figures/Plates/Pictures

Lists caption the above used in the report and their corresponding pages These forms present methods and results of identification in pictorial form and again should not be distorted.

(viii) List of Appendices

Lists of appendices in the document and their corresponding pages.

(ix) List of Abbreviations

Refers to abbreviations used in the report other than those commonly used.

March 1, 2011

(x) Abstract/Executive Summary

This entails a brief summary of the report, preferably not exceeding 300 words. The abstract/summary highlights the type of study, the purpose/aim, objectives, methodology, major findings, conclusion and key recommendations.

Note: The approved electronic copy of the abstract and the whole dissertation/Thesis as separate documents should also be submitted on a virus free Compact Disc (CD) to the Directorate of Research and Graduate Training for abstract publications as you submit the hard copy of your thesis/dissertation as well. The document should be in MSWord, text rich format or PDF.

5.2. THE BODY OF THE MANUSCRIPT:

a) Introduction:

This is Chapter 1 and provides and presents the background to the study, statement of the problem, purpose/aim, objectives, significance/importance and justification/rationale.

b) Literature Review:

This appears as Chapter 2. Same as in Research Proposal but in greater details. (*Any relevant Literature may be cited in any of the chapters. In some cases there may not be a need for a separate Chapter on Literature Review and/or Theoretical Analysis*)

c) General Methodology/Materials and Methods (as for Chapter 3 of the proposal)

d) The successive chapters depend on the type of Thesis/dissertation;

For a Monograph

Results can be presented together with discussion as Chapter 4* or two separate chapters i.e.

- (i) Presentation and Interpretation of Results as Chapter 4.
- (ii) Discussion of results as Chapter 5.

For Stand alone Chapters as papers

Each chapter (usually addressing each objective) has an Introduction, Materials and Methods, Results, Discussion and Conclusion

e) Conclusion: Summary, research based outcomes, recommendations, and the way forward, should come as the last chapter depending on how one has presented the preceding chapters.

NB: *However, a study may be split into more than the above chapters if the researcher so wishes. Where there is more than one major result, this may be presented in separate chapters*

March 1, 2011

5.3 Citation type

The preferred mode of citation is the American Psychological Association (APA) Sixth Edition. (If respective disciplines prefer a different citation mode, they should inform the Directorate of Research & Graduate Training for Board approval and incorporation). See Appendix I.

5.4 References

The reference list at the end of each manuscript provides the information necessary to identify and retrieve each source. Unlike a bibliography, a reference list cites only the works which were cited in the text. Elements of references differ according to the type of publication. See the page on annotated examples of references.

5.5 Appendices

These comprise of instruments, maps, introductory letters and some essential raw Data, personnel met and research approval letters as well as areas visited.

NOTE:

- The thesis/dissertation is presented in a monograph form as one text. However when it becomes necessary and applicable it may be presented as a compilation of several published or publishable papers with the first chapter handling all the general introductory issues in monograph form.
- Use of Information and Communication Technology (ICT) for report preparation, editing and spell checking should enhance the quality of the. Appropriate computer data analysis packages should be used.
- The dissertation/thesis is spiral bound for examination but hard cover bound in black colour with golden letters bearing what is contained in a title page in the front cover. The ridge of the report will contain the degree award, name of awardee and year of the award e.g. M.A Dissertation Kizito, B. 2001 (in golden letters).
- Each approved dissertation/thesis will be cross-checked for correctness by the supervisor, the examiners, Viva Voce/Doctoral Committee and finally at the Graduate School on submission.

6.0 Guidelines for Manuscript Preparation

[Adopted from the 6th Edition of the Publication Manual of the American Psychological Association (APA), 2010]

6.1 Abbreviations

March 1, 2011

Abbreviations can be avoided, but necessary abbreviations must be written out completely on first appearance and followed immediately by the abbreviation in parentheses. Thereafter, the abbreviation is used in text without further explanation or alternation between the abbreviated and full forms of the term.

'The National Development Plan (NDP) is the government framework for socio-economic transformation to prosperity in Uganda' (UNDP, 2010).

Abbreviations that appear in the dictionary as words (and are not labelled abbreviation) may be used without being written in full such as *AIDS, ESP, HIV, IQ, REM*.

Standard Latin abbreviations may appear in parenthetical material but English translations should be used in non-parenthetical material. Examples are: *compare for cf., example for e.g., and so forth for etc., and that is for i.e.*

6.2 Bias

Avoid bias of language regarding gender, racial or ethnic identity, disabilities or age.

6.3 Citations

APA uses the author - date method of citation. For example:

- The last name of the author and the date of publication are inserted in the text in the appropriate place.
- When referencing or summarizing a source, provide the author and year.
- When quoting or summarizing a particular passage, include the specific page or paragraph number, as well.
- When quoting in your paper, if a direct quote is **less** than 40 words, incorporate it into your text and use quotation marks. If a direct quote is **more** than 40 words, make the quotation a free-standing indented block of text and **DO NOT** use quotation marks.

6.3.1 Citation of one work by one author:

In one developmental study (Smith, 1990), children learned... OR

In the study by Smith (1990), primary school children... OR

In 1990, Smith's study of primary school children...

6.3.2 Citation of works by multiple authors:

March 1, 2011

- When a piece of work has 2 authors cite both names every time you reference the work in the text.

(Owens & Munene, 1994). The ampersand (&) is used in place of ‘and’ when the full citation is within parenthesis

- When a work has three to five authors cite all the author names the first time the reference occurs and then subsequently include only the first author followed by et al. For example:

First citation: Olwari, Kaaya, Busikwa and Okello (2010) state that....

Subsequent citations: Olwari et al. (2010) state that...

- For 6 or more authors, cite only the name of the first author followed by et al. and the year.

e.g. A recent study by Nsobya et al. (2010) showed that cultured malaria parasites exhibited a wide range of sensitivities to chloroquine (CQ).

6.3.3 Citation of works by no identified author:

When a resource has no named author, cite the first few words of the reference entry (usually the title). Use double quotation marks around the title of an article, chapter, or Web page. Italicize the title of a periodical, book, brochure, or report. For example:

The site seemed to indicate support for homeopathic drugs (“Medical Miracles,” 2009).

The brochure argues for homeschooling (*Education Reform*, 2007).

Treat reference to legal materials such as court cases, statutes, and legislation like works with no author.

6.3.4 Citation of two or more works in the same parenthetical citation:

Citations of two or more works in the same parentheses should be listed in the order they appear in the reference list (i.e., alphabetically, then chronologically), for example:

Several studies (Jones & Powell, 1993; Peterson, 1995, 1998; Smith, 1990) suggest that...

6.3.5 Citation of specific parts of a source

March 1, 2011

Always give the page number for quotations or to indicate information from a specific table, chart, chapter, graph, or page. The word page is abbreviated but not chapter. For example:

The painting was assumed to be by Matisse (Powell, 1989, Chapter 6), but later analysis showed it to be a forgery (Murphy, 1999, p. 85).

If, as in the instance of online material, the source has neither visible paragraph nor page numbers, cite the heading and the number of the paragraph following it. This allows the reader to locate the text in the source. For example:

The patient wrote that she was unimpressed by the doctor's bedside manner (Smith, 2006, Hospital Experiences section, Para. 2).

6.4 Copyright

Written permission to use previously published text, tables, figures, or tests should be available on request and acknowledged in reference to the text, table, figure, plate or tests using asterisk.

6.5 Footnotes

Because they are distracting to readers, footnotes should be included only when necessary. In most cases, important information is best presented in the text, not in a footnote.

7.0 Organising and structuring documents with Headings:

Documents are organised and structured by dividing them into different levels. Levels are divided into sections. The sections are given headings. Divisions or sections of the same importance are given same headings. For example, research proposals are usually divided into Background to the study, Literature Review, and Methodology. These three sections belong to the same level and are equally important.

All documents should have a hierarchical (top-down) arrangement. Each section or divisions of the document should begin with the highest level possible, then lower and the lowest levels should be given. The headings (titles) given should also begin with the highest level possible, then lower and the lowest headings should be given.

APA (2010, p.91) proposed five levels into which documents can be divided or sectioned. These levels are illustrated and described below:

- Centred Uppercase Heading _____ Level 5
- Centred Uppercase and Lowercase Heading _____ Level 1
- Centred, Underlined, Uppercase and Lowercase Heading.....Level 2

March 1, 2011

Flush Left, Underlined, Uppercase and Lowercase Side

Heading.....Level 3

Indented, Underlined, Lowercase paragraph _____ Level 4

Heading ending with a period

The highest level is the fifth level. All the letters are in uppercase (capital letters). It is typed on the central axis of the page. If the title does not fit on one line of the page, it is then typed as an inverted pyramid on the lines below.

UNDERSTANDING THE PROSE AND POISE OF MODERN LITERATURE IN CONTEMPORARY UGANDA

The next level is called the first level. The initial letters of words are in uppercase with the exceptions of the conjunctions, Articles and Prepositions (CAPS). It is also typed on the central axis of the page.

Understanding the Prose and Poise of Modern Literature in Contemporary Uganda

The second level is typed exactly in the same way as the first level except that it is underlined or italicised.

Understanding the Prose and Poise of Modern Literature in Contemporary Uganda

Or

Understanding the Prose and Poise of Modern Literature in Contemporary Uganda

The third level is typed in the same way as the second level. Initial letters are in uppercase except the CAPs and underlined or italicised. This is not typed on the central axis of the page but flushed on the left i.e. typed starting from the left side of the page.

Understanding the Prose and Poise of Modern Literature in Contemporary Uganda

Or

Understanding the Prose and Poise of Modern Literature in Contemporary Uganda

The fourth level is the lowest level. The text is indented, underlined and only the letter of the first word is in uppercase. It is part of the paragraph and ends with a period (full stop).

All the levels are rarely used in a single document. The levels of headings adopted depend on the size and complexity of the documents. For example, most research proposals usually adopt three levels, namely; First, third, and fourth levels.

March 1, 2011

The headings (titles/of the sections) are given first level. Typing is on the central axis, initial letters are in uppercase with the exceptions of the CAPS (i.e. to and the).

The next may be level three. The headings are flushed on the left (side-bred), initial letters are in uppercase with exceptions of CAPS and are underlined.

The next lower level is the fourth level where the headings are indented, they are part of the paragraph, underlined and end with a period (full stop).

The arrangement appears as shown below:

a) Introduction (level 1)

b) The following are all Level 3

- Background to the Problem
- Statement of the Problem
- Objectives (All are Level 3)
- Scope
- Significance of the Study
- Definition of concepts
- Strategies Planned series of actions for achieving the aim.
- **HIV**. This is a virus, which causes AIDS. In Africa it is mainly transmitted sexually.

c) Literature Review (Level 1)

‘
‘
‘
‘

d) Methodology (Level 1)

Larger documents may be divided into more levels. For example, dissertations and books can be divided into Level Five, Level three and level 4. Then they are produced as shown here.

INTRODUCTION (LEVEL 5)

Background to the Study

Statement of the Problem

Objectives Level 3

Scope

Significance of the Study

Definition of key concepts

Strategies: Planned series of actions etc. Level 4

HIV. This is a virus, which causes AIDS etc.

LITERATURE REVIEW: (LEVEL 5)

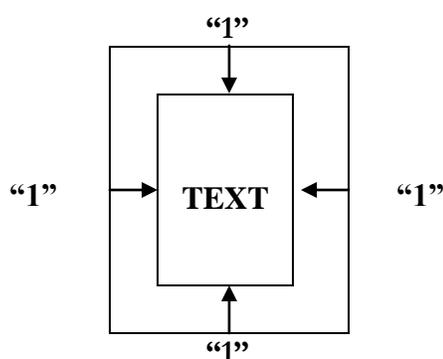
March 1, 2011

APA (2010, P.91) reports that if a writer finds it difficult to adopt the APA headings, different styles of headings could be used provided they are recognised. Headings should not be labelled with numerical labels.

If only one level of heading is needed, use level 2. If two levels of headings are necessary, use levels 2 and 4. If three levels are needed, use 2, 4 and 5. For four levels, use levels 2-5. Numbering of headings is unwanted.

MARGINS

Leave uniform margin at the top, bottom, and both sides of every page. One inch (1”) is the default setting on most computers, and is sufficient for the marginal instructions and queries which may need to be written by an editor.



NUMBERS

Use words to express numbers one through nine, and numerals to express numbers 10 or higher, e.g. *‘One gram and 10 mls of water were mixed’*. There are exceptions, as in the use of tables or the beginning of sentences. (Table 1 or *‘Ten mls of water was added to one gram of salt...’*).

PAGE NUMBERS

Preliminary pages must be numbered with Roman numerals (i, ii, iii etc). The title page should not be numbered. Arabic numerals begin with the main text of the report i.e. from the Introduction/Background section and then numbered consecutively. All pages are numbered in the lower center position.

PARAGRAPHS

Paragraphs should be block format (i.e. not indented), not justified and with a space between paragraphs. A paragraph should be longer than a single sentence but not beyond a manuscript page.

QUOTATIONS

Short quotations of fewer than 40 words may be incorporated in the text and enclosed with double quotations mark “(Nsibambi, 1995, p.1)”. Quotations of 40 words or more may be typed and indented five spaces from the left without quotation marks. Every quotation must include the author, year and page number in the citation and a complete reference in the reference list.

March 1, 2011

REFERENCES

The reference list at the end of each manuscript provides the information necessary to identify and retrieve each source. Unlike a bibliography, a reference list cites only the works which were cited in the text. Elements of references differ according to the type of publication.

SECONDARY SOURCES

Whenever possible, original sources should be used. If a work is cited which was discussed in a secondary source, then the secondary source will be included in the reference list cited in the text. (*According to Byaruhanga and Kwebiba (as cited in Ojok, Wafula, & Eyoku, 1995), this is true*).

SPACING

Line spacing for manuscripts should be 1.5 throughout, which includes all quotations and references.

FONT TYPE AND SIZE

For uniformity, use Times New Roman font size 12 throughout the text

TABLES AND FIGURES

Tables and figures are effective when a large amount of data is to be presented in a small space. Tables also have limitations and should be reserved for crucial data that is directly relevant and for text that would be dense with numbers. The APA Publication Manual has useful information on preparing tables. They should not repeat what is clearly shown on figures or already described in the text. The Table caption should be placed at the top while the figure caption is placed at the bottom of the respective figure. The captions should be in bold and indented (5 spaces). Explanatory notes (footnotes or legends) of the table or figure should be in Times New Romans size 11.

TITLES

Manuscript titles should be a concise statement of the main topic and should identify the actual variables or issues under investigation, and the relationship between them. The recommended length is 10 to 12 words, but not more than 20 words.

EXAMPLES OF REFERENCES

1. American Psychological Association, (2010). Publication Manual (6th ed.). Washington, D.C: Author.

March 1, 2011

2. [Alphabetise Corporate Authors by first significant word of the name. When the author and publisher are identical, use the word author as name of publisher. Note the way editions are written(ed)]
3. Beyeza-Kashesya J., Ekstrom A.M., Kaharuza F., Mirembe F., Neema S., Kulane A. (2010): My partner wants a child: A cross-sectional study of the determinants of the desire for children among mutually disclosed sero-discordant couples receiving care in Uganda. *Biomed Central Public Health* (10): 247. doi: 10.1186/1471-2458-10247
4. Barker, B.L., Jones, W. Oscar, B. B. & Harris, D. P. (1983). Effect of intertribal delays on retardation of learning. *Journal of Experimental Psychology: Animal Behaviour Processes*, 9, 581-593.
5. [Journal article with three to five authors cite all authors in the first textual citations, then subsequent citations may use the surname of the first author followed by *et al.* (Baker, *et al.*, 1983)].
6. Winston, B.L. Reinhatt, M.L. Sacker, J.R Gottlieb, W. Oscar, B.B. & Harris, D.P. (1983). Effect of intertribal delays on retardation of learning. *Journal of Experimental Psychology: Animal Behaviour Processes*, 27, 581 – 593.
7. Carver, H.C. Jr. & White, C. (1981, December). Do babies sing a universal song? *Psychology Today*, pp.70 – 76. [Magazine articles include month of issue.]
8. Fujita, J.& Misumi, M. (1982). Effects of organisational development in market organisation. *Japanese Journal of Experimental Social Psychology*. 21: 93 – 111. (From *Psychological Abstracts*, 1982, 68, Abstract No. 11474)
9. [If only the abstract is used as the source, cite all the collection of abstracts in parentheses at the end.]
10. Grant, S. Jr. & Cannon, C.R (Eds.), (1960). *Bilingual education: A Whole language approach*. New York; Praeger. [Edited book, both city of publication (New York) and publisher Praeger listed.]
11. Heath, J.G. & Fraser, F.C (Eds.). (1977 - 1978). *Handbook of teratology* (Vols. 1 New York: Plenum Press. [Several volumes of an edited book. In text, use the parenthetical citation: (Heath & Fraser, 1977 – 1978.)]
12. Merman, A. S. & Kniskern, D.P. (1981). Family therapy outcome. Merman, A.S. & Kniskern, D.P. (Eds.) *Handbook of family therapy* (pp. 742 -775). New York: Avon. [A Chapter in an edited book].
13. Musisi, J.F.G. (1997). *Academic achievement as a function of career guidance*. Unpublished master's thesis, Makerere University, Kampala, Uganda.

March 1, 2011

[If a dissertation does not appear in Dissertation abstracts international, use this format.]

14. PLE results are out. (1996, March 19). New Vision, p.1
(Newspaper articles with no author are alphabetised by the first significant word in the title and cited in text with a short title: (PLE Results, 1996).)
15. Anon (2002). General Information Brochure. Graduate Studies Handbook, Makerere University, Kampala Uganda. (Anon is used to refer to an anonymous author(s) of a public/Government document.)

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- American Psychological Association, (2010). Publication Manual (6th Ed.) Washington DC.
- Anon (2010). Graduate Studies Handbook. School of Graduate Studies, Makerere University.