

CHINHOYI UNIVERSITY OF TECHNOLOGY



Graduate Studies and Research Directorate

APA REFERENCING MANUAL

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INTRODUCTION

This referencing manual depicts the in-house writing and referencing style of Chinhoyi University of Technology.

The main purpose of this manual is for the production of uniform publications in the form of dissertations, theses and manuscripts for the Journal of Technological Sciences. Chinhoyi University of Technology advocates for a coordinated uniform approach on generic aspects of developing research proposals, execution of research and dissertation/thesis write up by all staff and students.

Importance and historical perspective of APA writing and referencing style

APA (American Psychological Association) style is most frequently used by many fields. This APA Citation Guide, revised according to the 6th edition of the APA manual in 2009, provides the general format for scientific writing, in-text citations and the reference page. APA Style was first developed in 1929. In response to the growing complexities of scientific reporting from research activities funded by the National Research Council (NRC), mainly known for the simplicity of its writing and reference citation style, the APA Guide established standards for language use and referencing in-text (within the document) and in the reference list. APA style is therefore widely used, either entirely or with modifications, by many scientific journals (including medical and other public health journals), in many textbooks, and in academic dissertations and theses.

APA style is most commonly used to cite sources across most disciplines. This manual has been compiled and summarized according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the *Publication Manual of the American Psychological Association*, (6th ed., 2nd printing).

This manual is organized into two sections. **Section A** deals with the APA referencing style with the aim of showing how reference citations should be done within the text and in the reference page. **Section B** deals with the writing styles aiming to standardize academic writing for the production of uniform and content focused writes which maybe dissertations, theses and manuscripts for journals. **Note:** APA style requires authors to use the past tense or present perfect tense when using signal phrases to describe earlier research, for example, Mupangwa (2017) **found** or Mupangwa (1998) **has found**...

SECTION A: APA REFERENCING STLE

Importance of referencing

When writing a research proposal, review, dissertation, thesis or manuscript for publication in a journal and you used someone else's work or information, you need to cite to acknowledge other people's efforts and claim. There are a few different bibliography formats that can be used which MLA, APA, and Turabian. The in-house approved format for Chinhoyi University of Technology is the APA and it is typically used to cite everything from books, websites, and magazines.

Citation within text and full listing of all references at the end of the write up is imperative in order to avoid unintentionally plagiarizing someone else's work. Normally a full citation should include the author, the publication date, the title of the work, the journal, and volume or book and the publisher. Recent publications should constitute the majority of the references. Recent normally means in the last five years. Very old references can still be cited if they are ground breaking publications in a particular field. For ground breaking references, it is desirous to include references that point to situational or contextual modifications as presented by other researchers.

CHINHOYI UNIVERSITY OF TECHNOLOGY REFERENCING STYLE

The referencing style preferred by Chinhoyi University of Technology shall be APA.

APA citation basics

When using APA format, follow the author-date method within in-text citation. This means that the author's last name and the year of publication for the source should appear in the text, for example, (Mlotshwa, 2018), and a complete reference should appear in the reference list at the end of the paper.

APA style has a series of important rules on using author names as part of the author-date system. There are additional rules for citing indirect sources, electronic sources, and sources without page numbers.

IN TEXT REFERENCING

In the text (in-text), a reference identified by means of an author's surname shall be followed by the date of the reference in parentheses. When there are more than two authors, all surnames shall be indicated at first mention but subsequently only the first author's surname shall be mentioned, followed by 'et al.,' which means *and others*. In the event that an author cited has had two or more works published during the same year, the reference, both in the text and in the reference list, should be identified by a lower case letter like 'a' and 'b' after the date to distinguish the works.

Examples: (Makuza, 2015); Makuza (2015) if reference is part of the sentence construction for instance; Makuza (2000) observed that; Moyo et al. 2003, (Moyo et al., 2003), (Bester et al., 2009), (Usain and Smithe, 2010), (Chegel, 1998; Chukura, 1999a,b;

Citing an Author or Authors

For work by two Authors you shall name both authors in the signal phrase or in parentheses each time you cite the work. Use the word "and" between the authors' names within the text and use the ampersand (symbol) in parentheses. For example: -

**Research by Moyo and Dhewa (1994) supports... OR
..... is supported by other researchers to be true (Moyo & Dhewa, 1994).**

For work by three to five Authors you shall list all the authors in the signal phrase or in parentheses the first time you cite the source (at first mention). You shall also use the word "and" between the authors' names within the text and use the ampersand in parentheses as illustrated below: -

**Computation by Pieters, Shaun, Nherera, Mubaya, and Mazithulela (2013) shows that..... OR
Elsewhere the correlation was computed to be two time lower (Pieters, Shaun, Nherera, Mubaya, & Mazithulela, 2013).**

In subsequent citations, only use the first author's last name followed by "et al." in the signal phrase or in parentheses e.g.

**It was demonstrated by Pieters *et al.* (2013) OR
A different result was obtained with sheep (Pieters *et al.*, 2013)**

Please take note that *et al.* is Latin hence shall be italicized and that it is an abbreviation standing for "and others" so a full stop shall be put as *et al.*

For six or more Authors you shall use the first author's name followed by *et al.* in the signal phrase or in parentheses, for example:-

**Muzenda *et al.* (2001) argued... OR
In Zimbabwe higher levels of innovation potential was observed (Muzenda *et al.*, 2001).**

For unknown Author you shall cite the source by its title in the signal phrase or use the first word or two in the parentheses. Titles of books and reports are italicized; titles of articles, chapters, and web pages are in quotation marks. For example: -

A similar result was obtained in Canada("Using Doppler Effect," 2001).

NB: In the rare case the "**Anonymous**" is used for the author. In such context you shall treat it as the author's name (**Anonymous, 2001**). Also in the reference list, you shall use the name **Anonymous** as the author.

In cases where an Organization is an Author you shall mention the organization in the signal phrase or in the parenthetical citation the first time you cite the source as: -

According to the American Psychological Association (2009),...

If the organization has a well-known abbreviation, you shall include the abbreviation in brackets the first time the source is cited and then use only the abbreviation in later citations like this: -

For first citation: (**Chinhoyi University of Technology [CUT], 2014**) ... and for
Second citation: (**CUT, 2014**).

If two or more works have to be put in the same parentheses you shall include two or more works, by ordering them the same way they appear in the reference list (i.e., alphabetically), separated by a semi-colon. For instance: -

Birds of the same feather were found to **(Bhebhe, 2017; Tapera, 2013).**

For Authors with the same last name, you shall prevent confusion by using the first initials with the last names as shown below: -

Climate change causes extreme weather events (E. Mpofu, 2010; I. Mpofu, 1999)

For two or more works by the same Author in the same year you shall use lower-case letters (a, b, c) with the year to order the entries in with the year in the in-text citation and also in the reference list. For example: -

Research by *Zvidzai (1999a)* illustrated that...

Sometimes it may be necessary to cite personal communication resulting from interviews, letters, e-mails, and other person-to-person communication. In such cases you shall cite the communicator's name, and deliberately mention the fact that it was personal communication, and the date of the communication. But you shall not include personal communication in the reference list. For example: -

(E. Jonathan, personal communication, January 4, 2011).

I.D.T. Mpofu also claimed that most of his feed formulae produce without failure high growth rates in chickens *(personal communication, November 17, 2017).*

Citing Indirect Sources

When citing a source that was cited in another source, you shall name the original source in your signal phrase. List the secondary source in your reference list and include the secondary source in the parentheses.

NB: a **signal phrase** is a **phrase**, clause, or sentence that introduces a quotation, paraphrase, or summary. It's also called a quotative frame or a dialogue guide. A **signal phrase** includes a verb (such as said or wrote) along with the name of the person who's being quoted. For example: -

Johnson argued that...(as cited in Smith, 2003, p. 102).

Electronic Sources

Where possible, you shall cite an electronic document the same way as any other document by using the author-date style. For example: -

Kenneth (2000) explained...

Unknown Author and Unknown Date:

Where the information is fundamentally or contextually important but there is no author or date given, you shall use the title in your signal phrase or the first word or two of the title in the parentheses and use the abbreviation "n.d." (for "no date"). For example: -

Another study of students and research decisions discovered that students succeeded with tutoring (*"Tutoring and APA," n.d.*).

Sources Without Page Numbers

If an electronic source does not have page numbers, you shall include information that will help readers find the passage being cited. If an electronic document has numbered paragraphs, you shall use the abbreviation "para." followed by the paragraph number. For example: -

(Makembe, 2001, para. 9).

But if the paragraphs are not numbered and the document includes headings, you shall provide the appropriate heading and specify the paragraph under that heading. This is important because with electronic sources like webpages, your readers will be able to use the "find" function in their browser to locate any passages you cite. For example: -

According to *Simbi (2017), ... (Eureka discovery on Bouyance section, para. 8).*

NB: Please avoid using page numbers of webpages you get when you make a print out because different computers print webpages with different pagination.

Footnotes and Endnotes

Where footnotes and endnotes add value to the document two types of footnotes shall be used i.e. content and copyright. This shall be done by inserting a number formatted in superscript following almost any punctuation mark. For example: -

Archeologists examined—over decades¹—the architectural acumen of the Great Zimbabwe ruins near the then colonial city called Fort Victoria.²

If the footnote appears in a sentence in parentheses, you shall also insert the footnote number within the parentheses. For example: -

(The city is now known as Masvingo.³)

NB: The footnote function in Microsoft Word shall be placed at the bottom of the page on which they appear. But it is also acceptable to put footnotes on the final page of your document (after the Reference List page). In this later case you shall center the word "Footnotes" at the top of the page and indent five spaces on the first line of each footnote, followed by normal paragraph spacing rules. You shall double-space the footnote lines throughout. For example: -

Footnotes

¹ *While colonial historians attributed the magical Zimbabwe ruins to Queen Sheba of Ethiopia, no such work of art in construction has ever been found in the whole of East Africa, let alone Ethiopia.*

Content Notes

Content notes serve the purpose of providing additional insight about certain context to your readers. They should however, be brief and well-focused and normally limited to one small paragraph. A content note also directs readers to get more detail elsewhere. For example: -

¹ *See Bhunu (2015), especially chapters 3 and 4, for an insightful analysis of nano molecules.*

Copyright Permission Notes

Normally the rule is if you quote more than 500 words of published material you are likely to in violation of "Fair Use" copyright laws. You shall therefore seek formal permission of the

author(s). You shall use the same formatting rules as with content notes (above) for noting copyright permissions and always annex a copy of the permission letter to the document. Especially reproduction of graphics, charts, or tables, from some other source, requires a special note at the bottom of the item that includes copyright information. For example: -

Note. From "Title of the article," by J. Ngwenya and G. Maphisa, 2017, Journal Title, 14, p. 69. Copyright 2017 by Copyright IDT Feed Services International. Reprinted with permission.

REFERENCE LIST/REFERENCE PAGE

Your full reference list should appear at the end of your paper. It shall provide the information necessary for a reader to locate and retrieve any source you cite in the body of the paper. Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text.

Your references should begin on a new page separate from the text of the main document.

Basic Rules

- All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called hanging indentation.
- Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work for up to and including seven authors. If the work has more than seven authors, list the first six authors and then use ellipses (i.e.) after the sixth author's name. After the ellipses, list the last author's name of the work.
- Reference list entries should be alphabetized by the last name of the first author of each work.
- For multiple articles by the same author, or authors listed in the same order, list the entries in chronological order, from earliest to most recent.
- Present the journal title in full.
- Maintain the punctuation and capitalization that is used by the journal in its title.
 - For example: *ReCALL* not *RECALL* or *Knowledge Management Research & Practice* not *Knowledge Management Research and Practice*.
- Capitalize all major words in journal titles.
- When referring to books, chapters, articles, or webpages, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns.
- Italicize titles of longer works such as books and journals.
- Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.
- For more information, see page 193 of the *Publication Manual of the American Psychological Association*, 6th ed., 2nd printing.

Reference List/Reference Page – Specific details

All references cited in text shall be listed at the end of the proposal, dissertation, thesis or manuscript destined for publication in a journal. Normally the author date system is used in alphabetical order. Articles in preparation or articles submitted for publication, unpublished observations, personal communications, etc. should not be included in the reference list but should only be mentioned in text (e.g., A. Kanengoni University of Zimbabwe, Zimbabwe, personal communication).

Author/Authors

The following rules for handling works by a single author or multiple authors shall apply to all APA-style references in your reference list or reference page. This applies to all manner of communications e.g. dissertations, theses, books, journal articles, electronic resource, etc.).

Single Author

In giving the full citation by one author you shall use the last name first, followed by author initials. The **APA format structure shall be:** -

Author, A.A.. (Publication Year). Article title. *Periodical Title*, Volume (Issue), pp.-pp.

For example: -

Hama, N. (1999). The changing academic teaching and learning styles in higher education. *The Journal of the Andragogy of the Council for Higher Education*, 14(5-6), 124-129.

For example: -

Bernard, B. P. (2012). Thermodynamics and technological development. *Current Good Manufacturing Practices*, 16, 2-7.

Two Authors

In giving the full citation by two authors you shall list by their last names and initials. You shall use the ampersand (&) instead of "and." For example: -

Whande, S. I., & Moyo, E. F. (2001). Value addition of maize in Zimbabwe. *Journal of Food Technology*, 26, 14-18.

Three to Seven Authors

In giving the full citation by three to seven authors you shall their list by last names and initials. You shall use commas to separate author names, and the last author name shall be separated from the penultimate by ampersand. For example: -

Khoko, S. Y., Camara, Z. B., Sungano, M. C., Bethany, C., Hungwe, B., & Bako, T. M. (2018). Science meets business: a case for research commercialization in Africa. *Journal of Entrepreneurship and Business Sciences*, 16, 10-14.

More Than Seven Authors

In giving the full citation by more than seven authors you shall list by last names and initials, with commas separating author names. After the sixth author's name, use ellipses (.....) in place of the author names but then provide the final author name. APA restricts that there shall not be more than seven names in a reference citation. For example: -

Miti, F. L., Chomi, H. Y., Angara, T. T., Harambe, T. D., Stheamos, G. K., Thomana, B. G., . . . Rabelani, D. F. (2018). Big data mining in developing countries. *Information and Technical Communication*, 26, 1353-1359.

Two or More Works by the Same Author

In giving the full citation where two or more works were done by the same author you shall use the author's name for all entries and list the entries by the year (earliest comes first). For example: -

Rwere, T. M. (1981).
Rwere, T. M. (1999).

When an author appears both as a sole author and, in another citation, as the first author of a group

In giving the full citation when an author appears both as a sole author and, in another citation, as the first author of a group, you shall list the one-author entries first. For example: -

Rwere, T. M. (1999). Drug design matrix to control malaria in the tropics. *Pharmacokinetics*, 24, 115-120.
Rwere, T. M., & Kefao, P. (1995). Drug design matrix to control influenza. *Child Health Development*, 26, 13-19.

References with the Same First Author and Different Second and/or Third Authors

In giving the full citation for references with the same first author and different second and/or third authors, you shall arranged them alphabetically by the last name of the second author, or the last name of the third if the first and second authors are the same. For example: -

Wegetu, M. T., Khuku, B. L., Fleming, M. A., & Petty, R. E. (2001). Gene dose corrections of infectious diseases. *Public Health and Medical Ethics*, 4, 29-54.

Wegetu, M. T., Petty, B. E., & Moyo, D. D. (1996). Colony detoxification with vegetable fibres. *European Journal of Clinical Science*, 14, 125-143.

Two or More Works by the Same Author in the Same Year

In giving the full citation for two or more works by the same author in the same year, you shall organize them in the reference list alphabetically by the title of the article or chapter. Then assign letter suffixes to the year. You shall also refer to these references in text as they appear in your reference list. For example: -

"Rwere (1989a) makes similar claims..."

Rwere, T. M. (1989a). Biomimicry and time based technological changes. *Developmental Biochemistry*, 37, 2408-2416.

Rwere, T. M. (1989b). Effects of biomolecules on prosocial interactions. *Development Biochemistry*, 12, 1634-1642.

Organization as Author

The full citation of an organisation as an author shall take the form: -
World Health Organisation. (2003).

Unknown Author

For example: -

English collegiate dictionary (11th ed.). (1995). Kingfisher, BG: Hemma-Webster.

You may also use a shortened version of the source's title instead of an author's name. For example: -

(Merriam-Webster's, 1993).

How to Cite a Book in APA

Author, A.A. (Year of Publication). Title of work. Publisher City, State: Publisher.

APA format example: Billy, K.J. (2016). Time fly over and over. New York, NY: Simon and Schuster.

Capitalize the first letter of the first word of the title and any subtitles, as well as the first letter of any proper nouns. The full title of the book, including any subtitles, should be stated and italicized.

Citing an e-book (electronic book) from an e-reader - APA format structure: Author, A.A. (Year of Publication). Title of work [E-Reader Version]. Retrieved from <http://xxxx> or doi:xxxx.

APA format example: Eggers, D. (2008). The circle [Kindle Version]. Retrieved from <http://www.amazon.com/>

Citing a book found in a database - APA format structure: Author, A.A. (Year of Publication). Title of work. Retrieved from <http://xxxx> or doi:xxxx.

APA format example: Sayre, Rebecca K., Devercelli, A.E., Neuman, M.J., & Wodon, Q. (2015). Investment in early childhood development: Review of the World Bank's recent experience. doi: 10.1596/978-1-4648-0403-8.

NB: DOI stands for "digital object identifier" is an assigned number that helps link content to its location on the Internet.

How to cite a journal article in print

APA format structure: Author, A.A.. (Publication Year). Article title. *Periodical Title*, Volume (Issue), pp.-pp.

APA format example: Nevin, A. (1990). The changing of teacher education special education. *Teacher Education and Special Education: The Journal of the Teacher Education Division of the Council for Exceptional Children*, 13(3-4), 147-148.

Citing a journal article found online - **APA format structure:** Author, A.A.. (Publication Year). Article title. *Periodical Title*, Volume(Issue), pp.-pp. doi:XX.XXXXXX or Retrieved from journal URL.

Example: Retrieved from [http://onlinelibrary.wiley.com/journal/10.1111/\(ISSN\)1467-8535;jsessionid=956132F3DE76EEB120577E99EE74CE9C.f04t01](http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1467-8535;jsessionid=956132F3DE76EEB120577E99EE74CE9C.f04t01)

APA format example: Jameson, J. (2013). E-Leadership in higher education: The fifth "age" of educational technology research. *British Journal of Educational Technology*, 44(6), 889-915. doi: 10.1111/bjet.12103.

SECTION B: WRITING STYLE

Importance of scientific and high level academic writing style

Importance of scientific and high level academic writing style lies in producing uniform and well-structured source of analysed data known as information. This information can be corroborated through re-enactment or research in any different setting. Uniform and well-pitched write ups allow scientists to communicate without any challenges across the globe. Specifications provided apply throughout the world such that research results can be replicated anywhere and goods and services coming out of such well-coordinated approaches are relevant in any setting that benefit humankind and animal-kind.

DEVELOPING AND SUBMITTING A CONCEPT NOTE

The length of the Concept Note for Master's studies shall be at most 4 pages, (including references but excluding the budget and work plan) 1.5 line spacing using Times New Roman 12cpi or Courier 12cpi font. The structure of the concept note (see Table 1 below) shall generally include the following: Topic/title, Introduction section (background) with statement of the problem, justification or impact and main objectives/main research question; key Methodologies; ethics and environmental impact considerations; budget summary; work plan (Gantt chart) linked to the budget;

The length of the Concept Note for Doctoral study for consideration by HDC shall be at most 6 pages including references but excluding the budget and work plan. The structure of the Concept Note shall generally include the following: Topic/title, Introduction section with statement of the problem, justification and main objectives/main research question; Key Methodologies; expected output; ethics and environmental impact considerations; budget summary; work plan (Gantt chart) linked to the budget;

Table 1: Structure of a Concept Note for Graduate Studies

	STRUCTURE OF A CONCEPT NOTE FOR NATURAL, LIFE SCIENCES AND TECHNOLOGY POSTGRADUATE DIPLOMA, MASTERS AND DOCTORAL STUDIES)	STRUCTURE OF A CONCEPT NOTE FOR SOCIAL and BUSINESS SCIENCES (POSTGRADUATE DIPLOMA, MASTERS AND DOCTORAL STUDIES)
1	Proposed title	Proposed topic
2	Introduction	Background to the study
3	Statement of the problem	Statement of the problem
4	Justification	Research objectives/Research Questions
5	Objectives (Main/Specific)/ Null Hypotheses	Research hypotheses/Research propositions
6	Materials and Methods	Justification/Significance of the study
7	Expected Impact	Research methodology
8	Gantt Chart	Work plan
9	Budget	Budget
10	References	References

DEVELOPING AND SUBMITTING A FULL PROPOSAL

The length of the Full Proposal for MPhils shall not exceed 12 pages (1.5 line spacing, Times New Roman 12cpi or Courier 12cpi) unless otherwise stated by the specific program regulations. The first proposal to the Department/Centre Board may exceed these pages as shall be directed by the Main Supervisor.

The length of the Full Proposal for Doctoral shall be at most 15 pages unless otherwise stated by the program regulations. Formatting shall be 1.5 line spacing, Times New Roman 12cpi or Courier 12cpi. The first proposal to the Department/Centre Board may exceed these pages as shall be directed by the Main Supervisor.

The structure of the full research proposal shall be as indicated in Table 2 below.

Table 2: Research Full Research Proposal for Graduate Studies

	STRUCTURE OF A CONCEPT NOTE FOR NATURAL, LIFE SCIENCES N TECHNOLOGY (PGD, MASTERS AND DOCTORAL STUDIES)	STRUCTURE OF A RESEARCH PROPOSAL FOR SOCIAL AND BUSINESS SCIENCES (PGD, MASTERS AND DOCTORAL STUDIES)
1	Proposed Title	Proposed topic
2	Introduction	Background to the study
3	Statement of the Problem	Statement of the problem
4	Justification	Research objectives/Research questions
5	Objectives (Main /Specific) Null hypotheses	Research hypotheses/Research propositions
6	Limitations/delimitation	Conceptual framework/Research model
7	Ethical considerations	Justification/Significance of the study
8	Impact on environment	Scope of the study
9	Literature Review	Literature review
10	Materials and Methods: This section includes research site, population size, target population, sample size, sampling procedure, research design, research instruments, data cleaning and transformation, data analysis, software used, Standard error minimization and calculations. Research conventions e.g. Animal welfare, informed consent.	Research methodology: Research methodology includes research philosophy, research design, target population, sample size, sampling method, research instruments, data collection procedures, data analysis and presentation methods, reliability and validity, and ethical considerations.
11	Organisation of the study	Organisation of the study
12	Gantt Chart	Work plan
13	Budget	Budget
14	References	References

General Indications on the Expectation under Each Section of the of the Full Research Proposal

This section gives general indications and each candidate is expected to follow programme specific guidelines through their Main Supervisor. The aim of the following indications is to show the students the importance of chronology and also the meanings of the various headings. Departmental/Centre Boards through the Main Supervisors are encouraged to provide samples to their students. These samples shall be approved by HDC.

The structure of the full research proposal shall normally capture the following components:

Topic/title: The Title shall be a brief phrase adequately describing the contents of the research proposal.

Introduction: The Introduction shall provide background information, a clear statement of the problem, justification, main and specific objectives and research hypotheses. Research questions should be spelt out clearly in the case of Social Business Sciences.

Literature Review: The relevant literature review shall be on the specific subject of interest, showing what strides have been, and hence research gaps. The review should be current and backed by recent and traceable references (most references shall be within the last five years) and be shall be understandable to colleagues from a broad range of disciplines.

Materials and Method: Materials and methods shall be complete enough to allow possible replication of the research. However, only truly new research methods should be described in detail; previously published methods shall be cited and referenced accordingly. Any important modifications of published methods shall be outlined adequately. Where commercial substrates or patented materials and equipment are used the trade names shall be capitalized and the manufacturer's name and addresses shall be indicated in footnote. Appropriate sub-headings shall be used such as: research site, population size, sample size and sampling procedures, research instruments, data analysis and statistical software. Students will be expected to spell out technology exploitation, development, innovation and/or any opportunities for entrepreneurship. In the social and Business Sciences, this section should spell out the methodological philosophies, indicating how reliability and validity of data will be ensured. Programme specific guidelines should be adhered to under the guidance of the Main Supervisor.

Expected impact: This relates to the expected outputs, outcomes and benefits envisaged (including patents and commercialization).

Ethical considerations in the context of the research area and societal expectations should be spelt out.

Limitations are those socio-economic, technological challenges that may impede on the adequate execution of research and impede data collection and analysis. There is a need to spell out delimitation plans or measures to minimize research ricks or disruptions.

Environmental impact and sustainability issues should be addressed.

Detailed Budget – a detailed research budget shall be formulated showing standalone activities.

Work Plan – a Gantt chart will be given showing the sequence and when research activities will be executed.

Dissertation and Thesis Writing

A dissertation or thesis shall normally be in the standard format but Schools and Institutes may require a write up in the publications format (see Section 20).

Unless otherwise specified in program specific regulations all students shall reference their write up according to the APA referencing style.

The candidate and supervisor should check for plagiarism before submitting the dissertation/thesis attaching the anti-plagiarism software report.

LENGTH OF DISSERTATION/THESIS

The dissertation/thesis shall be printed on A4 1.5 line spacing, Times New Roman or Courier 12cpi or Arial 11cpi, typed on one side of each sheet;

For Postgraduate Diploma: The recommended length of dissertation shall be a minimum of 15,000 words and a maximum of 20,000 words;

For taught Master's dissertation: The recommended length of dissertation shall be a minimum of 25,000 words and a maximum of 40,000 words;

For an MPhil dissertation: The recommended length of a Master's dissertation shall be a minimum of 45,000 words and a maximum of 70,000 words;

For a Doctoral thesis: The recommended length of a Doctoral thesis with taught component shall be a minimum of 70,000 words and a maximum of 75,000 words. The recommended length of a DPhil thesis shall be a minimum of 80,000 words and a maximum of 100 000 words.

Structure of Dissertation/Thesis for Sciences, Engineering and Technology

Programme specific structure shall apply. The dissertation /thesis structure given here is in general terms.

The **Title page**: There shall be a title page where the title shall normally be the same as in the proposal unless changed with the approval of Senate. It shall be brief enough to express the problem being researched on without being speculative. The Title Page should include the authors' full names and affiliations, the name of the supervisory team as shall be presented.

The Title page shall be followed by the Approval page showing the signature of the supervisors as proof that they approved the dissertation/thesis for examination

The Approval page shall be followed by the Declaration page.

The Declaration page shall be followed by the Acknowledgement page.

The Acknowledgment page shall acknowledge all the people and organisation that contributed to the student's research in significant ways like awarding grants, facilities, moral support etc. and shall be brief to the point.

Abstract

The Abstract shall be enlightening and absolutely self-explanatory, addressing questions what were the research objectives, the justification of the study, how the problem was researched, the key results obtained and the significant data and interpretations indicating the major findings and conclusions. The Abstract shall be not more than two (2) pages long with 1.5 line spacing for a dissertation and up to three (3)

pages for a thesis. It shall be written in past tense with complete sentences, active verbs, and in the third person format. Standard nomenclature shall be used but the use of abbreviations shall be avoided. In the abstract literature shall not be cited.

List of Abbreviations

The Abstract shall be followed by the Abbreviation page. A list of non-standard Abbreviations shall be added at the beginning of the dissertation/thesis. In the text (i.e. within the document, non-standard abbreviations shall be used only when the full term is very long and used often. Each abbreviation should be spelt out and introduced in parentheses the first time it is used in the text.

Table of Contents

The Abbreviation page shall be followed by the Table of Contents page. As candidates write up their dissertation/thesis, it is advisable to format headings as Heading 1; Heading 2 etc. so that automatic generation of table of contents will be easy. The titles of the headings in the list of contents shall be exactly the same as on the relevant page in text.

List of Tables

The list of Tables shall show all the tables and their titles in chronological order in which they appear in text. The titles of the tables in the list of tables shall be exactly the same as on the relevant page in text.

List of Figures

The list of figures shall show all the figures and their titles in chronological order in which they appear in text. The titles of the figures in the list of figures shall be exactly the same as on the relevant page in text.

List of Plates

The list of plates or images shall show all the plates or images and their titles in chronological order in which they appear in text. The titles of the plate or images in the list of figures shall be exactly the same as on the relevant page in text.

Chapter 1: Introduction

The Introduction shall provide a background of the study idea and concept in terms of scope and span clearly stating the statement of the problem, justification and end with research objectives and/or research questions. The objectives should be presented first as the main or general objective and expanded into specific objectives that will undergo hypothesis testing. As such each specific objective should have corresponding null hypothesis (alternatively alternate hypothesis). Specific objectives shall be presented in a chronological order in tandem with the research phases. Each hypothesis testing will build up into the solution for the statement of the problem as shall later be presented in the Results, Discussion and Conclusion and Recommendations sections or chapters. The action verbs used in the objective statement should be measurable bearing in mind that an objective is the realistic achievement or milestone or solution the candidate wishes to attain. As such action verbs like *to observe*, *to evaluate*, *to find out*, *and to understand* etc. are not suitable. Rather the candidate shall use action verbs like *to determine*, *to measure*, *to design*, *to formulate*, *to develop*, *to create*, *to calculate* etc. because the resultant output is specific and measurable. Social and Business Sciences shall use research objectives and research questions in place of hypothesis.

Chapter 2: Literature review

The literature review shall constitute a detailed search/ review of relevant literature on the subject, research effort done elsewhere on the subject and quasi knowledge, research approaches and findings/solution already known. The literature review helps to bring out the gaps of knowledge the study the candidate undertook endeavours to cover. It shall be understandable to colleagues from a broad range of disciplines.

The literature review shall be a comprehensive section in the thesis and the candidate shall use it to discuss his/her own results. Normally the literature review as presented in the full proposal shall be the same as in the thesis with additions or subtractions the candidate shall find necessary to effect as the research study progresses.

Chapter 3: Materials and Methods

This section shall be written in the past tense. Materials and methods shall be reproducible meaning this section shall be complete enough to allow possible replication of the research. However, only truly new research methods shall be outlined in detail in continuous prose. Methods in general use need not be described in detail. Previously published and well known methods should be cited using the most recent modification of the methodology, which shall be highlighted. Trade names shall be capitalized and the manufacturer's name included as well. Relevant research designs, sampling procedures, research instruments and data analysis shall be mentioned in specific terms and justified. Subheadings shall be used in this chapter such as Research site description, population, sample and sampling procedure, research design, and research instruments and data analysis. Research instruments shall not mean laboratory instruments or equipment but the scientific tool or methodological framework that will enable the candidate to collect data e.g. questionnaire, renowned, validated or patented research concept or protocol. Chinhoyi University of Technology encourages candidate especially studying for Doctoral programmes to innovate and develop new research instruments which they shall validate.

Chapter 4: Results

The results shall be written in the past tense describing the candidate's findings as per each objective or research question for qualitative research and hence hypothesis statically tested. Results shall be presented with clarity and precision in the form of table, figure or plates. Previously published findings shall be written in the present tense. In this section the results shall be described and explained, but largely without referring to the literature. Discussion, synthesis, speculation and detailed interpretation of data should not be included in the Results section but should be put into the Discussion section. The Results section shall be presented in subheadings which shall flow logically.

Tables in text shall be kept to a minimum and be designed to be as simple as possible with figures showing standard errors and levels of significance. Tables shall be typed double-spaced throughout, including headings and footnotes. Each table shall be on a separate page, numbered consecutively in Arabic numerals and supplied with a heading and a legend. Tables shall be self-explanatory without reference to the text. Very detailed data where necessary shall be presented at the end of the dissertation/thesis as appendices. The same data shall not be presented in both table and graph form or repeated verbatim in the text to guard against monotony. All Tables should be prepared in Microsoft Word.

Figure legends shall be typed in numerical order on a separate sheet. Candidate shall prepare graphics using applications capable of generating high resolution GIF, TIFF, JPEG or PowerPoint before pasting in the Microsoft Word document. Candidates shall use Arabic numerals to designate figures and upper case letters for their parts (e.g. Figure 1). Candidates shall begin each legend with a title and include sufficient description so that the figure is understandable without reading the text of the dissertation/thesis. Information given in legends shall not be repeated in the text.

Chapter 5: Discussion

This section shall be written largely in the present tense in continuous prose not point or bullet form. The Discussion shall interpret the findings in view of the results obtained in the study and comparative analysis or reference made to past studies on the subject matter. The section shall normally end with the candidate stating the conclusions in a few sentences at the end of the paper and recommendations on how the findings can be used to solve the research problem including recommendations for future research. Recommendations for future research should be few and to the point emanating only from the candidate's research work. The Discussion section shall be presented in subheadings which shall flow in a logical manner.

References shall be done according to APA as outlined in full proposal section.

STRUCTURE OF DISSERTATION/THESIS FOR SOCIAL AND BUSINESS SCIENCES (PGD, MASTERS AND DOCTORAL STUDIES)

Cover/topic page

Preliminary pages

Preliminary pages include approval page, declaration, acknowledgements, abstract, table of contents, list of tables, list of figures, and list of abbreviations/acronyms.

Chapter 1: Introduction

This chapter includes background to the study, statement of the problem, research objectives, research questions, research hypotheses/research propositions, conceptual framework/research model, justification/significance of the study, scope of the study, overview of the method of investigation, and structure of the dissertation/thesis.

Chapter 2: Theoretical framework/Literature review

NB. This section can be split into two or more chapters i.e. Theoretical framework, and Literature review.

Chapter 3: Research methodology

This chapter includes research philosophy, research design, target population, sample size, sampling method, research instruments, data collection procedures, data analysis and presentation methods, reliability, validity, and ethical considerations.

Chapter 4: Results and Discussion

NB. This section can be split into two chapters, namely Results, and Discussion.

Chapter 5: Conclusions and Implications

This chapter touches on conclusions based on the research objectives/hypotheses as outlined in Chapter 1. It also touches on implications for theory, implications for policy and practice, and implications for research methodology.

References in text and in the list shall be done using the APA referencing style.

Requirements for Dissertation/Thesis Write up in Publications Format

PREAMBLE

The ‘**Dissertation/Thesis with Publication**’ is a hybrid thesis model which includes both published and unpublished material. It is an option for those doctoral candidates seeking to develop skills in writing quality assured peer reviewed publications during their graduate studies enrolment as well as the timely public dissemination of research findings. It is not an approach that will necessarily suit all candidates, all disciplines, or all supervisors, as it places additional demands on the candidate and supervisors to plan, prepare, and submit material for publication. Presenting a dissertation/Thesis in Publications format requires the support of the supervision team normally from the point of confirmation of enrolment through to the thesis completion. It should be noted that the requirements for the dissertation/thesis with Publication can vary by School/Institute so follow directions from your HDC.

REQUIREMENTS

The dissertation/thesis with Publication requires the candidate to present a write up comprising typically between three and six research papers some of which have been published, while others may be under review or ready for submission. The exact number of publications included in the thesis may vary due to, for example, disciplinary expectations, the significance or major contribution of the published work, or typical length of publications in the field.

Ideally, the candidate should target international and highly ranked journals. The quality of the targeted publication outlets should be demonstrable through their being competitive and peer reviewed the credibility they hold within the field, their impact factor and/or their inclusion in citation indexes.

The research papers submitted as part of the thesis must be interconnected and linked to the specified research project. That is, they cannot originate from a range of unrelated projects. The research papers must be written during the period of the candidate’s graduate enrolment; candidates cannot present material published prior to enrolment as part of the thesis.

The submitted dissertation/thesis must include chapters comprising (1) an introduction which provides the contextual framework of the associated papers; and (2) a concluding discussion chapter highlighting the overall contribution of the published papers. Many disciplines might also consider it important to include separate literature review and methodology chapters, especially if these matters are not dealt with at length in the research publication chapters.

At the end of the introductory chapter the candidate should outline the structure of the thesis indicating the chapters that have been written as papers for peer-reviewed publication and their current status (published, in revision following reviewers’ comments, in review, to be submitted).

Co-authorship of papers with thesis supervisors is acceptable, though the candidate will normally be the lead author and must have contributed the greater proportion of work on all of the papers.

If it has not been clearly stated in any other part of the document, the thesis must include as an appendix, a *Co-Authorship Form* for each research publication included in the dissertation/thesis, which details the contribution of all the named co-authors, the percentage of their contribution, and the parts to which they contributed in terms of research and/or writing. Each *Co-Authorship Form* should be completed at the time each paper is completed and ready for peer review by the candidate.

The inclusion of publications in a thesis does not alter the University’s examination processes. Examiners are required to examine the thesis as a whole. They are at liberty to disagree with the findings in a published paper and to require revision to published work.

DISSERTATION/THESIS PRESENTATION

Published papers can be presented in the dissertation/thesis exactly as published. Some publishers do permit PDF reproduction of the article for use in a dissertation/thesis with publication, though the candidate must gain permission to reproduce the work in the thesis and include a statement that such permission has been granted.

In those cases where a journal or other publication outlet does not allow exact reproduction of the paper in PDF format, it will be necessary to produce the paper in an alternative document format. If a research paper is still under consideration for publication the most recent version of it should be included in the thesis.

Suggested format of the dissertation/thesis (may be adjusted by School/Institute to meet their norms):

Chapter 1: Introduction and overview of the thesis

Chapter 2: Literature Review

Chapter 3: Methodology

Chapter 4, 5, 6 etc. Result and Discussion (each chapter may address a particular stand-alone objective or experiment). These may be actual reprint of publications or chapters comprising material submitted for publication or prepared for submission.

Chapter 7 Synthesis, conclusions and recommendations for application of research findings and for further research.

Chapter 8. References. Only list references not otherwise already included in the research publication chapters. Published papers should retain their reference sections.

Chapter 9. Appendices: To include statement where authorship contribution is confirmed by candidate and co-authors and *Co-Authorship Form*.

ACKNOWLEDGEMENTS:

This CUT in-house manual was compiled from the APA MANUAL 6th Edition: *Publication Manual of the American Psychological Association*, 6th ed., 2nd printing.