 <b>ZETECH UNIVERSITY</b>	<b>ZETECH UNIVERSITY</b>		
<b>Title:</b>	<b>GUIDELINES FOR WRITING MBA THESIS</b>	<b>Reference</b>	<b>ZU/WI/13/3</b>
		<b>Issue/Rev.</b>	<b>1/0</b>

**APPROVAL AND ISSUE DATE**

Approved by ..... Signature: .....Date: 5/17/2023

Deputy Vice Chancellor Academics Research and Students affairs

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**Basic Requirements**

S/n		
1.	The Proposal	Comprises of Chapters 1 to 3 plus the Appendix ie the Budget and the Work Plan. It is written in the future tense.
2.	The Thesis	Covers all the chapters and the Appendix; but excludes the Budget and Work Plan.
3.	Wordings	A Masters Thesis – Minimum 20,000 words
4.	No of Citations	Cited references should not be less than 40 sources from relevant and current refereed journal articles in addition to other sources.
5.	Font type	Times New Roman
6.	Font size	12
7.	Body text	Justify
8.	Spacing	The researcher shall use a 1.5-spacing

9.	Paragraphing	Consistently skip a space in between a preceding & succeeding paragraph. Avoid too long or short paragraphs
10.	Referencing, in text citations & tables	APA format
11.	Pagination	Roman for preliminary pages & Arabic for the rest.
12.	Naming & numbering tables/figures	Tables – Named and numbered at the top. Figures – Named and numbered at the bottom. (Name and numbering are separated by a full colon in both cases)
13.	Proposal document	Written in the future tense
14.	Project document	Written in the past tense

NOTE:

1. –
2. -

**(A) PRELIMINARY PAGES: (Each preliminary content MUST be on a new page)**

#### COVER PAGE

*(Pagination should not appear and therefore the next page i.e. DECLARATION PAGE shall be numbered 'ii')*

Should have:

- a) Research topic.
  - To be written in BOLD, UPPER CASE & CENTERED.
  - A researchable topic that conveys the dependent and independent variables.
  - Should NOT have abbreviations nor a full stop.
  - The topic should reflect the content of the research document.
  - The topic should not exceed 20 words (*inclusive of wording for any case*).
- b) Name of researcher
  - To be written in BOLD, UPPER CASE & CENTERED.
  - Immediately after the topic skip some space then have the name. The student registration number shall then come immediately after the name without skipping any space.
  - Avoid using words like; 'By'; 'From' etc. when introducing the name.

- Avoid use of initials for any name.
- Avoid titles like; Dr., Mr., Mrs., etc. The name should stand alone.

c) Affiliation caption

- To be written in BOLD, TITLE CASE & CENTERED
- Immediately after the name skip some space then have the affiliation.

d) Month and year

- To be written in BOLD, TITLE CASE & CENTERED
- Immediately after the affiliation caption skip some space then have the month & year at the bottom of the cover page.

Demonstration of a cover page

<p style="text-align: center;">TITLE OF YOUR RESEARCH STUDY <i>(IN CAPS, BOLD AND CENTERED – font size normal i.e. 12, not more than 20 Words)</i></p> <p style="text-align: center;"><b>NAME (s) (3)</b> <b>REGISTRATION NUMBER</b> <i>(IN CAPS, BOLD AND CENTERED)</i></p> <p style="text-align: center;"><b>A Research Proposal/Thesis Submitted to the School of Business Studies and Economics in Partial Fulfilment of the Degree of Master of Business Administration (Xxxx Option [in case the degree has options]) of Zetech University</b> <i>(In title case)</i></p> <p style="text-align: center;">July, 2024 <i>(No page number)</i></p>
--

DECLARATION PAGE

- Page title to read DECLARATION in BOLD, UPPER CASE & CENTERED.
- The declaration shall have a caption for both the candidate and University supervisor with slots for the date of submission and signing.

Demonstration of a declaration page

<b>DECLARATION</b>	
This research proposal ( <i>or project</i> ) report is my original work and has not been presented to any university for the award of a degree.	
Signature: _____	Date: _____
Student Name (Reg. Number)	
<i>[skip some space]</i>	
This research has been submitted for examination with my approval as the university supervisor	
Signature: _____	Date: _____
Lecturer's Name Zetech University	
<i>ii</i>	

## COPYRIGHTS PAGE

- The page title should read **COPYRIGHTS** in BOLD, UPPER CASE & CENTERED.
- This page is mandatory.
- The copyright notice should be written as follows:  
© [Year of Completion], [Your Full Name]. All rights reserved.
- Below the copyright notice, the researcher may include a brief statement that restricts the copying, distribution, or unauthorized use of your work without explicit permission. For example:

*No part of this work may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission of the author.*

- Ensure that the text is centered on the page.

## DEDICATION PAGE

- Page title to read **DEDICATION** in BOLD, UPPER CASE & CENTERED.
- This page is optional.
- Dedicate your work to people the researcher are closely affiliated to like some family members. Note: In case of thanking someone for one reason or another, such should be captured under 'Acknowledgement'.

## ACKNOWLEDGEMENT PAGE

- Page title to read **ACKNOWLEDGEMENT** in BOLD, UPPER CASE & CENTERED.
- Acknowledge anyone who has been of help in your research either financially and/or academically.

## ABSTRACT PAGE

- Page title to read **ABSTRACT** in BOLD, UPPER CASE & CENTERED.
- The abstract shall briefly capture; the research problem (*shall be borrowed from the statement of the problem*); objectives; research design; target population; sampling procedures; data collection; data analysis; main findings and recommendations (*in case of a project*).

- This page presents its content differently in that:
  - i) Content should to be; single spaced; in prose; be in one long paragraph and fit in a maximum of one page – comprising 200 to 350 words.
  - ii) No in text citations.
  - iii) Provide key words - 3 to 6

TABLE OF CONTENTS PAGE

- Page title to read TABLE OF CONTENTS in BOLD, UPPER CASE & CENTERED.
- Stick to the document font type and size (*i.e. Times New Roman & font size 12*).
- Preliminary pages shall be numbered in *Roman* and main pages from chapter 1 shall be in *Arabic*.
- Preliminary page titles and chapter titles shall appear in BOLD & UPPER CASE while all sub-titles shall be in TITLE CASE just as presented on the actual pages.
- The content in the table should be neat, well organized, aligned properly and clearly indicating the respective page numbers.
- The contents should NOT be underlined.
- The contents should be SINGLE SPACED.
- **NOTE:**

<p>A <u>PROPOSAL</u> takes the following basic form:</p> <ul style="list-style-type: none"> <li>• Preliminary pages</li> <li>• CHAPTER ONE</li> <li>• CHAPTER TWO</li> <li>• CHAPTER THREE</li> <li>• REFERENCES</li> <li>• Appendix I: Introduction Letter</li> <li>• Appendix II: Questionnaire</li> <li>• Appendix III: Time Schedule/Gantt chart</li> <li>• Appendix IV: Budget (<i>see last page- budget table to be in APA format</i>)</li> </ul>	<p>A <u>THESIS</u> takes the following basic form:</p> <ul style="list-style-type: none"> <li>• Preliminary pages</li> <li>• CHAPTER ONE</li> <li>• CHAPTER TWO</li> <li>• CHAPTER THREE</li> <li>• CHAPTER FOUR</li> <li>• CHAPTER FIVE</li> <li>• REFERENCES</li> <li>• Appendix I: <b>Introduction</b> Page</li> <li>• Appendix II: Questionnaire</li> </ul>
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## LIST OF TABLES PAGE

- Page title to read LIST OF TABLES in BOLD, UPPER CASE & CENTERED.
- Stick to the format in the table of contents but only disclose all tables in terms of *Table Number: Table Description* and *page number* where located.

*E.g.*

Table 3.1: Target Population.....41

## LIST OF FIGURES PAGE

- Page title to read LIST OF FIGURES in BOLD, UPPER CASE & CENTERED.
- Stick to the format in the table of contents but only disclose all figures in terms of *Figure Number: Figure Description* and *page number* where located.

*E.g.*

Figure 2.1: Conceptual Framework.....32

## ABBREVIATIONS PAGE (ACRONYMS PAGE)

- Page title to read ABBREVIATIONS in BOLD, UPPER CASE & CENTERED.
- Use the title ACRONYMS or ABBREVIATIONS but not the two together.
- List all initials used within the document in BOLD and UPPER CASE. Use 'tabs' to separate the initials & the wording neatly in a uniform alignment.

*E.g.*

ROCE - Return On Capital Employed

## DEFINITION OF TERMS

- Subtitle to be in TITLE CASE, BOLD & ALIGNED TO THE LEFT.
- Define any term used in the study if:
  - It's a vocabulary with a meaning not commonly known.

- A common word but used in a different context or meaning.
- Have a citation (*in APA format*) for every term defined.

## (B) O CHAPTERS Proposal/Thesis organization

### CHAPTER ONE

- The chapter heading must appear at the top of the page in BOLD, UPPER CASE & CENTERED as shown below;

CHAPTER ONE  
INTRODUCTION

- Chapter one presents the introduction.
- Immediately after the title, the following order shall apply:
  - 1.0 Overview
    - Subtitle to be in TITLE CASE, BOLD & ALIGNED TO THE LEFT.
    - The content of the introduction is to ONLY describe what the chapter entails in brief.

#### 1.1 Background of the Study

- Subtitle to be in TITLE CASE, BOLD & ALIGNED TO THE LEFT.
- Write on the nature of your study and the originality of the existing problem.
- It should take a global, regional and local perspective. *Should have the Global, regional and local perspectives of the study whose references and arrangements should be in a chronological manner (Newest-to oldest).*
- Cite borrowed ideas and information.
- Should take 4 – 6 pages approximately.

#### 1.2 Statement of the Problem

- Subtitle to be in TITLE CASE, BOLD & ALIGNED TO THE LEFT.
- State the problem clearly explaining why the researcher think it's a problem.
- The problem should be linked to the background of the study.
- The statement should not be so long. A maximum of one (1) page is adequate.
- The statement shall be organized in three (3) key paragraphs that is;

- Paragraph 1: *Introduce the problem at hand probably in a general overview.*
- Paragraph 2: *Relate your problem/ study to other similar or closely related studies done in the past (empirical studies), cite such studies and briefly highlight the key findings from those studies. Briefly comment on the methodology and analysis done as well. The quoted studies should be at least 3 – 4. This paragraph shall also be supported by other evidence(s) or statistics.*
- Paragraph 3: *This should be more of a concluding clause providing a justification for the researcher’s study despite the related studies done in the past. Provide the motivation of your study in a nutshell.*

### 1.3 Objectives of the Study

- Subtitle to be in TITLE CASE, BOLD & ALIGNED TO THE LEFT.

#### 1.3.1 General Objective

- ✓ Subtitle to be in TITLE CASE, BOLD & ALIGNED TO THE LEFT.
- ✓ This should be in line with the research topic in a general form.

#### 1.3.2 Specific Objectives

- ✓ Subtitle to be in TITLE CASE, BOLD & ALIGNED TO THE LEFT.
- ✓ They should be in line with the research key variables in a specific form. If the study revolves on a case study, the specific objectives must relate to the case.
- ✓ The objectives must be numbered e.g. 1. 2. 3. 4.

### 1.4 Research Questions

- Subtitle to be in TITLE CASE, BOLD & ALIGNED TO THE LEFT.
- The questions should be a replica of the specific objectives BUT in the form of questions (*end with a question mark*).
- The number of research questions should be similar to the specific objectives.
- The questions must be numbered e.g. 1. 2. 3. 4.
- *Research Hypothesis* shall be used instead of *Research Questions*.

OR

## 1.4 Research Hypothesis

- The subtitle should be in TITLE CASE, BOLD & ALIGNED TO THE LEFT.
- The hypotheses should correspond directly to the specific objectives of your research and should be stated in the form of hypotheses.
- The number of research hypotheses should match the number of specific objectives.
- Research Hypotheses are used instead of Research Questions when your study aims to test relationships or effects between variables. Hypotheses are particularly appropriate in quantitative research, where predictions are tested statistically.
- Typically, both the Null Hypothesis ( $H_0$ ) and Alternative Hypothesis ( $H_1$ ) should be stated:
  - Null Hypothesis ( $H_0$ ): This hypothesis states that there is no effect or no relationship between the variables being studied. It serves as the default or starting assumption.
  - Alternative Hypothesis ( $H_1$ ): This hypothesis proposes that there is an effect or a relationship between the variables. It is what the researcher aim to support through your research findings.

Each hypothesis must be numbered sequentially (e.g., 1. 2. 3. 4.).

Hypotheses should be phrased clearly and concisely, predicting relationships between variables that shall be tested empirically.

## 1.5 Justification

- Subtitle to be in TITLE CASE, BOLD & ALIGNED TO THE LEFT.
- Have an opening sentence/remark/statement then proceed to identifying the expected key beneficiaries of your study in the following form;

### 1.5.1 Beneficiary 1 (Beneficiary 1 shall be e.g. Management)

- ✓ Subtitle to be in TITLE CASE, BOLD & ALIGNED TO THE LEFT.
- ✓ Describe in prose how beneficiary 1 will benefit from your study.

### 1.5.2 Beneficiary 2 (Beneficiary 2 shall be e.g. Researchers)

- ✓ Subtitle to be in TITLE CASE, BOLD & ALIGNED TO THE LEFT.
- ✓ Describe in prose how beneficiary 2 will benefit from your study.

*NB: This shall go up to beneficiary 5 i.e. 1.5.5 but adopt the same approach and neatness.*

## 1.6 Scope

- Subtitle to be in TITLE CASE, BOLD & ALIGNED TO THE LEFT.
- Specify both the academic and geographical scope. For academic scope relate it to the line of research and variables. For geographic scope describe the target location/ area the study is to cover and justify why that area and not any other. This should also include the target firms and/or respondents.

## 1.7 Limitation

- Subtitle to be in TITLE CASE, BOLD & ALIGNED TO THE LEFT.
- Describe any projected challenges that may limit your study. Propose a mitigation for each limitation (*for a proposal*). In case of a project describe the limitations encountered and describe how the researcher addressed them.
- The write-up should be in prose form.

## CHAPTER TWO

- The chapter heading must appear in BOLD, UPPER CASE & CENTERED as shown below;

### CHAPTER TWO

#### LITERATURE REVIEW

- Immediately after the title, the following order shall apply:

## 2.0 Introduction

- Subtitle to be in TITLE CASE, BOLD & ALIGNED TO THE LEFT.
- ONLY describe what chapter two entails in brief.

## 2.1 Theoretical Review

- Subtitle to be in TITLE CASE, BOLD & ALIGNED TO THE LEFT.

- This entails a review of tested theories that embody the findings of numerous investigations on how phenomena occur. It provides a general representation of relationships between things in a given phenomenon.
- Have an opening statement introducing the theories in the following form;

### 2.1.1 Theory 1

*(Discuss the connection of the theory to your study)*

### 2.1.2 Theory 2

*(Discuss the connection of the theory to your study)*

### 2.1.3 Theory 3

*(Discuss the connection of the theory to your study) Etc.*

## 2.2 Empirical Review

- Subtitle to be in TITLE CASE, BOLD & ALIGNED TO THE LEFT.
- This entails a review of past studies relating to yours. Discuss such studies in terms of relationship of research variables, research methodologies adopted, analysis, major findings and describe the connection to your study. *(This should also include studies captured in the statement of the problem now expounded to detail).*
- Empirical review is based on observed and measured phenomena from previous relevant research and derives knowledge from actual experience rather than theory or belief.

## 2.3 Conceptual Framework

- Subtitle to be in TITLE CASE, BOLD & ALIGNED TO THE LEFT.
- Have an opening statement defining what a conceptual framework is and what it entails. Cite the source/ author.
- Display your conceptual framework.

### Demonstration

Independent Variables

Dependent Variable

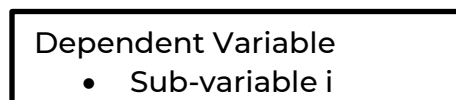
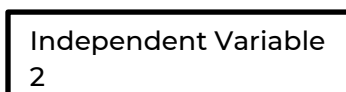
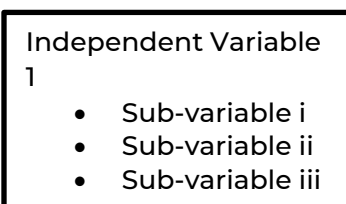


Figure 2.1: Conceptual Framework

- Operationalize the independent and dependent variables. The operational variables are derived from the main independent and dependent variables hence are sub-variables which help measure or test the independent and dependent variables. Such should be captured in the figure.

### 2.3.2 Use of Moderating and Intervening Variables

Introduction - Moderating and intervening variables are critical for exploring complex relationships in your research. They help in understanding not only if an independent variable (IV) affects a dependent variable (DV), but also under what conditions (moderating) and through what mechanisms (intervening) these effects occur.

#### Moderating Variables

- Definition: A moderating variable influences the strength or direction of the relationship between the IV and DV. It helps to answer, "Under what conditions does the IV affect the DV?"
- When to Use: Include a moderating variable if your study examines how different conditions or contexts alter the relationship between your IV and DV.
- Research Questions: Your research questions should reflect the conditional nature of the relationship. Example: *"Does the impact of*

*training on employee performance vary depending on the level of employee motivation?"*

- Hypotheses: Hypotheses should predict the conditional effect. Example: *"Training will improve employee performance more significantly in employees with high motivation levels compared to those with low motivation levels."*

#### Intervening (Mediating) Variables

- Definition: An intervening variable explains the process or mechanism through which the IV affects the DV. It answers the question, "How or why does the IV affect the DV?"
- When to Use: Include an intervening variable if your study seeks to explore the underlying process that links the IV and DV.
- Research Questions: Your research questions should reflect the process or mechanism. Example: *"Does job satisfaction lead to higher productivity through its impact on employee engagement?"*
- Hypotheses: Hypotheses should specify the causal pathway. Example: *"Job satisfaction leads to higher productivity because it increases employee engagement."*

#### Practical Implications

- Clarifying Relationships: Both moderating and intervening variables help clarify complex relationships, leading to more precise and meaningful findings.
- Theoretical Contributions: The inclusion of these variables enhances the theoretical framework of your research by revealing conditions or processes critical to understanding the phenomena under study.
- Research Design: Incorporating these variables into your research design makes your study more applicable to real-world scenarios and adds depth to your analysis.

#### Application in Your Thesis

- Research Questions: Clearly state how moderating or intervening variables are addressed in your research questions. Example: *"How does employee engagement mediate the relationship between job satisfaction and productivity?"*
- Hypotheses: Develop hypotheses that explicitly test these relationships. Example: *"Employee engagement mediates the relationship between job satisfaction and productivity, such that higher job satisfaction leads to greater productivity through increased engagement."*

## 2.4 Research Variables

- Subtitle to be in TITLE CASE, BOLD & ALIGNED TO THE LEFT.
- Discuss the research variables and describe the expected relationship for each, mostly in connection to the dependent variable.

### 2.4.1 Independent Variable 1

### 2.4.2 Independent Variable 2

### 2.4.3 Independent Variable 3

### 2.4.4 Dependent Variable

## 2.5 Summary and Research Gap

- Subtitle to be in TITLE CASE, BOLD & ALIGNED TO THE LEFT.
- Chapter summary providing a critique of the existing empirical literature in a nutshell explaining the gap (*Another source of motivation for the study*).

## CHAPTER THREE

- The chapter heading must appear in BOLD, UPPER CASE & CENTERED as shown below;

## CHAPTER THREE

### RESEARCH METHODOLOGY

- Immediately after the title, the following order shall apply:

## 3.0 Introduction

- Subtitle to be in TITLE CASE, BOLD & ALIGNED TO THE LEFT.
- ONLY describe what chapter three entails in brief.

### 3.1 Research Philosophy (Optional for MBA)

- Outlines the research philosophy that guide the study and the research approach e.g. positivism, interpretivism and pragmatism.

### 3.1 Research Design - Plan to answer your research question/objective

- Subtitle to be in TITLE CASE, BOLD & ALIGNED TO THE LEFT.
- Describe a clear research design and research approach to be applied and justify why.

### 3.2 Population

- Subtitle to be in TITLE CASE, BOLD & ALIGNED TO THE LEFT.
- Describe the target population and how it was arrived at.
- Describe the sampling frame and provide the source.
- The target population should match what was stated under 1.6 Scope.
- Target population shall also be demonstrated in an APA table (*at this point the table should only show the categories of the target population in their respective numbers WITHOUT sample proportions*). However, this table is optional.

#### Demonstration

Table 3.1: Target Population

Category	Number of Xxxx
Category A	43
Category B	31
Category C	54
Category D	22
Total	150

Source: HR Department 2024

(NOTE: THE TABLES IN THE ENTIRE DOCUMENT SHOULD TAKE THE FORMAT ABOVE)

### 3.3 Sample Size and Sampling Technique(s)

- Subtitle to be in TITLE CASE, BOLD & ALIGNED TO THE LEFT.
- Justify the choice of the sample chosen as well as the sampling technique used.

- Describe how the sample size was derived from the target population.
- Sample size shall also be demonstrated in an APA table now having the portions composing a sample.

### 3.4 Data and Data Collection

- Subtitle to be in TITLE CASE, BOLD & ALIGNED TO THE LEFT.
- Describe the type(s) of data used for the study.
- Provide the relevant details of the data collection instruments and procedure.

### 3.5 Pilot Test

- Subtitle to be in TITLE CASE, BOLD & ALIGNED TO THE LEFT.
- This will help test for reliability and validity of the data collection instruments.

### 3.6 Data Analysis and Presentation

- Subtitle to be in TITLE CASE, BOLD & ALIGNED TO THE LEFT.
- Describe the analysis to be used or used as well as the presentation.
- Provide references for statistical tools or formula that will be used.

### 3.7 Ethical Considerations

- How will you mitigate ethical consequences of your research? How will you obtain the consent of your participants?

## CHAPTER FOUR

- The chapter heading must appear in BOLD, UPPER CASE & CENTERED as shown below;

### CHAPTER FOUR

#### DATA ANALYSIS, FINDINGS AND DISCUSSION

- Immediately after the title, the following order shall apply:

### 4.0 Introduction

- Subtitle to be in TITLE CASE, BOLD & ALIGNED TO THE LEFT.

- ONLY describe what chapter four entails in brief.

#### 4.1 Response Rate

- Subtitle to be in TITLE CASE, BOLD & ALIGNED TO THE LEFT.
- Justify whether the response rate is adequate for the study (*for researchers using primary data*).

#### 4.2 Demographic Information of the Respondents

- Subtitle to be in TITLE CASE, BOLD & ALIGNED TO THE LEFT.
- Analyze the demographics e.g. gender, age, highest level of education, income levels etc. Use demographics that are only relevant to your study.
- Provide an implication for every analysis.

#### 4.3 ..... onwards

- Subtitles to be in TITLE CASE, BOLD & ALIGNED TO THE LEFT.
- Titles should be as per the research objectives with corresponding subtitles derived from sub-variables or as per the questions in the questionnaire.
- E.g.     4.3 Objective 1  
              4.3.1 Sub v.
- Per every discussion of results provide;
  - Analysis e.g. the %
  - Implication from the analysis.
  - Quote an empirical past study and comment whether it concurs or differs with your findings.
- Descriptive results shall be presented using graphs, tables or pie charts. A combination shall also be used interchangeably.
- Avoid stating 'the table/figure above or below' within the text. Refer to tables/figures using the table number or figure number. E.g. Table 4.1, figure 4.6 etc.
- All tables MUST be in APA table format.
- Tables and figures should NOT overflow to a next page.

## CHAPTER FIVE

- The chapter heading must appear in **BOLD, UPPER CASE & CENTERED** as shown below;

### CHAPTER FIVE

#### SUMMARY, CONCLUSIONS AND RECOMMENDATIONS

- Immediately after the title, the following order shall apply:

#### 5.0 Introduction

- Subtitle to be in **TITLE CASE, BOLD & ALIGNED TO THE LEFT.**
- **ONLY** describe what chapter five entails in brief.

## 5.1 Summary

- Subtitle to be in TITLE CASE, BOLD & ALIGNED TO THE LEFT.
- Subtitle Formatting: The subtitle should be in TITLE CASE, BOLD & ALIGNED TO THE LEFT. This ensures consistency and clarity in your document's structure.
- Summarize the Analysis:
  - Link to Objectives: Begin by summarizing the key findings from your analysis for each research objective. Each conclusion should directly address how the findings support or refute the objectives of your study.
  - Highlight Key Insights: Focus on the most significant insights derived from your analysis. These should be the points that have the most impact on the understanding of your research problem.
  - Present Implications: Discuss the broader implications of your findings. How do they contribute to the existing body of knowledge? What practical applications or theoretical advancements do they suggest?
  - Evidence-Based: Ensure that every conclusion is backed by the data presented in your findings. Avoid introducing new information in this section.
  - Concise and Clear: Each conclusion should be stated clearly and concisely, avoiding overly complex language. The aim is to communicate your key takeaways in a way that is easily understood.

Example:

(5.1.1 Objective) ; If your objective was to assess the relationship between training and employee performance, your conclusion might state: "The analysis revealed a positive correlation between training programs and employee performance, particularly when training is tailored to specific departmental needs. This finding underscores the importance of customized training interventions in boosting productivity."

- Summarize the analysis.

## 5.2 Conclusions

- The subtitle should be in TITLE CASE, BOLD & ALIGNED TO THE LEFT.
- Conclusions should be drawn directly from the key findings of your study.

- Each conclusion should correspond to a specific research objective, summarizing the main insights or outcomes related to that objective.
- Ensure that the conclusions are clear, concise, and directly tied to the evidence presented in the findings.

Example:

(5.2.1 Objective 1): If your first objective was to evaluate the impact of training on employee performance, the conclusion should summarize the key findings related to this objective. For instance: *"Training programs were found to significantly enhance employee performance, particularly in departments with high levels of employee motivation."*

- 
- Make conclusions from key findings.

### 5.3 Recommendations

- Subtitle to be in TITLE CASE, BOLD & ALIGNED TO THE LEFT.
- Make recommendations based on the concluding information *FOR BOTH IMPROVEMENT OF PRACTICE AND POLICY*

### 5.4 Suggestions for Further Research

- Subtitle to be in TITLE CASE, BOLD & ALIGNED TO THE LEFT.

## REFERENCES

- The subtitle should be in TITLE CASE, BOLD & ALIGNED TO THE LEFT.
- All references should be formatted according to the APA 7th edition guidelines.
- Entries should be listed in alphabetical order by the last name of the first author.
- Hanging indent should be used for each reference entry (the first line is flush left, and all subsequent lines are indented).
- Ensure that all in-text citations in your work have corresponding full references in this section.

Examples:

Journal Article Reference:

Smith, J. A., & Doe, R. L. (2020). Understanding financial markets: A new perspective. *Journal of Financial Analysis*, 35(2), 120-135. <https://doi.org/10.1234/jfa.2020.035>

Book Reference:

Brown, L. M. (2018). *\*Corporate finance essentials\**. Pearson Education.

APPENDICIES

END

- A. Introduction letter
  - B. Data Collection Instruments
  - C. Any list of tables or figures used in sampling or other important sources
  - D. Letters of authorization for the study (NACOSTI, County and other organizations if required, etc.)
  - E. Anti-Plagiarism report (threshold 15%)
  - F. Budget \*\*
  - G. Work plan\*\*
- \*\* Required only for the Research Proposal Not required in the thesis submitted after completion of the research since the study is already completed*

Samples of time schedule and budget table  
Appendix III

TIME SCHEDULE [ ONLY FOR PROPOSAL ]

ACTIVITY	TIME IN WEEKS					
	Novemb er	Decemb er	January	Februar y	March	April

Appendix IV

ESTIMATED BUDGET FOR THE STUDY (ONLY FOR PROPOSAL)

S/n.	Item Description	Amount (Ksh.)
1.	Stationery	xxx
2.	Item 2	xxx
3.	Item 3	xxx
4.	Item 4 Etc.	xxx
	Total	xxxx

APPENDIX V -  
NACOSTI PERMIT