



THESIS/DISSERTATION PREPARATION MANUAL

ZANZIBAR UNIVERSITY

SEPTEMBER, 2016

**THESIS/DISSERTATION PREPARATION
MANUAL**

**INSTITUTE OF POSTGRADUATE STUDIES AND
RESEARCH**

ZANZIBAR UNIVERSITY

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PREFACE

The Institute of Postgraduate Studies and Research is pleased to present to postgraduate students of the Zanzibar University Thesis/Dissertation Preparation Manual. This manual will help students to write their academic papers up to the acceptable standard of the University.

The Institute of Postgraduate Studies and Research started its heroic efforts in preparing the manual since 2012. Several meetings then have been held inviting views and comments by many experts from the Zanzibar University staff comprising both academic and non-academic members. We appreciate the good efforts and contributions given by the Faculties and everyone involved.

Now that we have the manual and we would like to emphasize that it is mandatory for all postgraduate students to adhere to the Zanzibar University style. Students should be proud to use our very own Thesis/Dissertation Preparation Manual. Hopefully, this manual may also be used by Zanzibar University academic staff and undergraduate students in writing their academic papers.

DR. MWINYI TALIB HAJI

Director,

Institute of Postgraduate Studies and Research

September, 2016

ACKNOWLEDGMENT

This is the first Zanzibar University Thesis/Dissertation Preparation Manual since its establishment. The idea of preparation and publication of the Thesis/Dissertation Preparation Manual was firstly brought up by Dr. Jamil Serwanga when he was the Director of Institute of Postgraduate Studies and Research (IPGSR). This idea was well received by the management of the Zanzibar University and later got blessings of the University Senate as the highest academic organ of the University. However, for a number of administrative and technical reasons, the idea took time to become visible.

The idea of preparation and publication of the Thesis/Dissertation Manual got a fresh impetus at the time of the IPGSR Director, Dr. Mwinyi Talib Haji. He started to give a serious thought to the idea. He initiated and chaired a technical committee which included Dr. Masoud Rashid Mohammed, Dr. Wario Wako and Mr. Mahmoud Abdulwahab Alawi. In writing this Thesis/Dissertation Preparation Manual, the technical committee had benefited from the intellectual contributions, experiences and observations of its members who had devoted much of their precious time to develop this Manual which is useful academic document not only to the postgraduate students but also to undergraduate students of the Zanzibar University and other academic institutions.

The IPGSR also wants to thank advisory committee composed of Dr. Jamil Serwanga, Dean of the Faculty of Arts and Social Sciences, Dr. Moh'd Makame Haji, Dean of the Faculty of Law and Shariah, Assoc. Professor Omar Fakhri Hamad, Dean of Faculty of Engineering and Mr. Saleh Said Mwinyi, Dean of the Faculty of Business Administration for the contributions and ideas in shaping this Manual.

Finally, the IPGSR wants to thank the entire management of the Zanzibar University, the University Senate and the University Vice Chancellor Professor Mustafa Roshash for their encouragements that have made it possible to publish this Thesis/Dissertation Preparation Manual of the Zanzibar University. In the event of any technical mistakes, the IPGSR would like to make an apology and promise to address them in updating this Manual in the future.

INTRODUCTION

This manual is compiled with the main purpose of guiding postgraduate students of the Zanzibar University (ZU) in their thesis/dissertation writing. It also sets a standard by which the quality of thesis/dissertation output in Zanzibar University can be maintained. Therefore, students and supervisors are recommended to become thoroughly familiar with the contents of this manual before embarking on the thesis/dissertation. As it contains guidelines that have been approved by all the Faculties, at various stages of its preparation, it should supercede all other guidelines.

The manual contains five chapters. Chapter one provides a description of the general requirements of a thesis/dissertation produced in the Zanzibar University, which should be useful to the postgraduate students. Chapter two is on formatting of the thesis/dissertation which the student will find necessary at the end of the thesis/dissertation writing prior to submission. Chapter three and four provide guidelines on writing conventions and citations system respectively. The final chapter provides details of referencing and bibliographical guidelines to be followed by our research students when they write their research projects. Appendices are presented as much as possible, in each step of the thesis/dissertation preparation, to provide examples which the students may follow.

Whilst originality is very much appreciated in a thesis/dissertation, the thesis/dissertation is still bound by certain academic conventions and rules, which must be observed. It is, therefore, important that students have knowledge of these conventions and rules, as required by academia at large, and also as stipulated by the university. This manual is a reference and guide to these conventions and rules, intended to help students in ensuring that they conform to formats which fulfill the requirements of the university. The Manual contains both general and specific guidelines in preparing for the final submission of the thesis, including clear instructions on matters relating to format, length, footnotes, tables and appendices, bibliography/references, citation and referencing styles, plagiarism, copyright and publication prior to submission, the languages required for abstracts, and permissible languages.

It must be noted that the manual is not a thesis/dissertation and hence does not always follow the convention of thesis/dissertation writing as proposed in these pages. Students are, therefore, advised to read the contents of the manual carefully instead of following the format in which the manual presents itself. However, no manual can possibly encompass all questions or issues pertaining to a thesis/dissertation preparation. Thus, students are advised to consult with their respective supervisors or the Head of Departments for clarifications on issues that are not addressed in this manual. The manual has also not included a section on grammar; therefore, the student is advised to consult grammar books for further information. Alternatively, they can hire a good editor to proofread the final draft of their thesis/dissertation.

Students, in consultation with their respective supervisors, will be held responsible for understanding and meeting the standards of a thesis/dissertation stated in this manual. A thesis/dissertation is the written product and culmination of a student's entire

graduate education. It is a reflection of communicative and intellectual skills at their very best as a result of the shared goals of students, supervisors and administrators; the Manual merely presents the guidelines to assure the quality of thesis/dissertation in both content and style.

The production of the manual entails the production of a book, and this is not an easy task. Hence, there may be shortcomings which we had overlooked but we pray that these should not hinder the process of producing a quality thesis/dissertation. Nevertheless, we welcome all suggestions and criticisms, which could be later, included in future editions.

Finally, this manual serves as the 'in-house style' for all Zanzibar University theses/dissertations.

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CHAPTER ONE

GENERAL REQUIREMENTS

INTRODUCTION

This part of the guide deals with the basic technical requirements of a thesis/dissertation which include language, the type of paper to be used, font style, paragraphing, pagination, layout for tables and figures, and the number of bound copies that a student should make and submit to the Faculty, Institute of Postgraduate Studies and Research and Zanzibar University Library.

LANGUAGE

A thesis/dissertation written should follow the standard British English. When using foreign terms (in language other than English), follow this rule of thumb: italicise the foreign expression and provide an English translation in round brackets following it; foreign words need not be transliterated, italicised, and provided translations if they are listed in the major English dictionaries (such as the Oxford English Dictionary).

PAPER

Paper used should conform to the following specifications:

Size	A4 (21.0 cm x 29.7 cm)
Quality	Acid-free paper of at least 80 mg weight
Colour	White

SOFTWARE AND PRINTING MACHINE

Students may use any word processor (such as MS Word) they are familiar with to write their thesis/dissertation. A good quality laser printer is to be used to print the final version of the thesis/dissertation.

FONT SIZE

For the basic text, the 12-point font size is to be used. However, the 10-point font size may be used for items like captions, figures, and tables.

FONT STYLE

Use only “Times New Roman” font style throughout the document. In the case of transliteration, “AHT Times New Roman” font style is acceptable.

PARAGRAPHING AND LINE SPACING

The line spacing of the basic text should be set at 2.0 (double spacing). This includes line-to-line, paragraph-to-paragraph, text-to-numbered/bulleted list (such as in the

immediate list below), sentences within numbered lists, and subheading to text. However, between the last paragraph of a section and a Level Two subsequent subheading, there should be three spaces (3.0). See APPENDICES 1 and 2, (pages 41-43). The first paragraph of a section need not be indented. However, the first sentence of all proceeding paragraphs should be indented 1.2cms. Use the tab key for consistency. A heading that appears as a last line on a page will not be accepted.

There should be a minimum of two lines of a paragraph at the bottom of the page under the heading. In such cases, the bottom margin will be wider than the required specification. Single spacing should be used for the following cases:

- a. Acknowledgements
- b. Table of Contents (double space between entries of consecutive chapters and other major sections such as the Bibliography and Appendices)
- c. List of Tables, Figures, Cases, etc.
- d. Abstract
- e. Quotations of more than three lines (set off from the text and indented 1.2cm from the left and right margins)
- f. Captions for Figures and Tables
- g. Bibliography (note: double-spacing between entries)
- h. Glossary (note: double-spacing between entries)
- i. Index
- j. Appendix

TEXT SPACING

Press the space bar twice for periods at the end of the sentence. For periods elsewhere and other punctuation marks (comma, colon, etc.), press the space bar once only. For hyphens, dashes and minus signs use the following guideline:

- a. hyphen:
 - i. no space before or after (e.g., hit-and-run accident)
 - ii. With space before negative value but not after (e.g., -0.05)
- b. EM Dash & EN Dash: two hyphens with no space before or after (e.g., students—graduate and undergraduate—are...)
- c. minus: a hyphen with space on both sides (e.g., 2 – 1 = 1)

For periods and commas, when a period or comma occurs with quotation marks, place the period or comma inside the quotation marks. Other punctuation marks are placed outside the quotation marks unless they are part of the quoted material.

She said, "I'm coming."
She asked, "Are you coming?"

However, for a quotation that has a question, the question mark is placed outside the quotation marks.

Did she say “I’m coming”?
Did she ask, “Are you coming”?

If there are brackets after the quotation mark, the comma or period is after the brackets, such as in the following example:

Universal grammar is a “property inherent in man” (Chomsky, 1981, 32).

HEADINGS

Headings are of four types, ranging from the Level 1 (the main heading) to Level 4 (the third subheading). Chapter headings (level one) are to be centred and written in bold capital letters. The font size for chapter headings is 14 point. Subheadings are up to three levels: levels two to four. These levels should follow the requirements stated below.

Level 1: 14-point, **bold**, centred, UPPER CASE (Chapter Heading)

Level 2: 12-point, **bold**, left aligned, UPPER CASE (Text Heading)

Level 3: 12-point, **bold**, left aligned, **Title Case** (Text Sub-heading)

Level 4: 12-point, **bold**, *italics*, left aligned, **Title Case** (Text Sub-sub-heading)

Level 5: 12-point, *italics*, left aligned, **Title Cases**, underlined (Text Sub-sub-sub-heading).

See APPENDICES 1(a), (b), 2, pages 41-43.

The choice of using numbers together with the level headings is left to the student and the supervisor.

Note: Long headings may occupy multiple lines. However, the space between lines of such headings should be single. Such long headings may be shortened in the table of contents to fit the requirements of the margins.

BULLETED OR NUMBERED TEXTS

For bulleted materials, students should place the bullets/numbers indented 12 mm from the left margin. The space between the bullet/number should also be adjusted to 8 mm. This standard should be kept throughout the thesis/dissertation and in sub-bullets/sub-numbers and the preceding texts. A double space is still maintained between lines and text-to numbered/bulleted list. For consistency adjust ***Bullets and Numbering*** under ***Format*** pull out in Microsoft Word. See APPENDIX 3, page 44.

MARGINS

The following margins should be observed:

LEFT	3.8 cm (wider for binding requirements)
TOP	2.5 cm

RIGHT	2.5 cm
BOTTOM	3.0 cm

Aside from page numbers, all other material must fit within these margin requirements (including tables, figures, graphs etc.). When oversized pages are used, the same margin must be maintained.

PAGE NUMBERING

Every sheet of paper in the thesis/dissertation must be numbered except for the Quote Page. Small Roman numerals (i, ii, iii ...) are used for the preliminary pages (all pages before the introductory chapter). The Title Page is counted but not numbered. Therefore, the numeral 'ii' is the first number that will be printed and will appear on the Abstract Page. Arabic numerals (1, 2, 3 ...) are used for all pages following the last preliminary page. If any printing appears on paper, that piece of paper is a page and must be counted and numbered. The page number must be centred to the text, not the page, and must be placed at the bottom of the page. Since the bottom margin is 3.0 cm, the page number should appear 1.3 cm from the bottom of the page.

JUSTIFICATION

The body of the text must be fully justified (i.e., have even left and right margins) throughout the thesis/dissertation except for the first line of paragraphs, but not the first paragraph of a section (refer to the explanation under the heading of **Paragraphing and Line spacing** on page 1). Students are responsible to adjust extra spacing between words that may result from the justification of text.

TABLES

Tables must be accurate and easy to read, and care is required in spacing, ruling, arrangement of headings, and placement with respect to the text. They are used to supplement the text, and therefore should be within the text or continue on the following page. See APPENDIX 4, page 45.

Numbering

Tables should be numbered with an Arabic Numeral and given captions, even though there may be very few tables in the thesis/dissertation. The chapter and order in which the tables are mentioned in the text determine the numbering. For instance, if Chapter 5 has four tables, the tables should be labeled as Table 5.1, Table 5.2, Table 5.3 and Table 5.4. All references to a table in the text should be by number. See APPENDIX 5, page 46.

Position

Ideally, each table should come immediately after the first reference to it. However, it is best to finish the paragraph of the text in which the reference occurs before inserting the table. If a table cannot be accommodated in the space remaining on a given page, continue the text to make a full page and place the table at the top of the next page if it is still within the same sub-topic.

If a table appears in the middle of a text page, three line spacing (3.0) should be left above table number and below table/notes (i.e., the table number is typed on the fourth line following the text, and the text is continued on the fourth line below the bottom rule or the table's notes).

Size and Shape

In most tables, the columns run the long way on the page. A table may occupy the full width of the page or less than the full width. In either case, each table must be centred horizontally on the page, and within the four margins.

Width

If a table is too wide for the page, it should be turned length-wise (i.e., use the landscape format), and placed horizontally in centre of page, however, within the prescribed margins. No text should be placed on a page containing a broadside table. The page number appears in its usual place, at the bottom of the page, not the table.

Font Size

Ideally the 12-point font size is to be used. However, the 10-point font size may be used for content inside the tables if necessary. For any texts outside the table like table number, caption, title and notes, the 12-point font size should be used.

Continued Tables

Long tables may be continued from page to page. The table number and title are to be placed at the beginning of the table; only the table number is given in the succeeding pages, for example, "Table 2 - *Continued*." Ordinarily, the column headings are repeated on every page including in a broadside table.

Title

Each table must have a title. Place the table number above the table, and centre both; place the title below the table number, centred and single-spaced, spanning the width of the table. Leave one single line space between the title and the table, and between table and notes. See APPENDIX 4, page 45.

Notes

There are three kinds of notes that are placed below the table:

- i. A general note which qualifies, explains or provides information relating to the table as a whole and ends with an explanation of abbreviations, symbols and the like, designated by the word *Note.*, italicized and followed by a period, for example:

Note. All significant three-way interactions were omitted. M = match process; N= non-match process.

- ii. A specific note which refers to a particular column, row or individual entry: specific notes are indicated by superscript lowercase letters (a, b, c) and should begin with superscript a; the superscripts should be ordered from left to right across the table by rows, starting at the top left; different tables require their own specific notes (whenever needed).

- iii. A probability note which indicates the results of tests of significance. Asterisks are usually used to identify probability values such as:

*p < .05

**p < .05 two-tailed

Notes to a table should use the 12-point font size and should be ordered in the following sequence: general notes, specific notes and probability notes. Each type of note should begin from the same margin with the table on a new line and possibly justified.

FIGURES

Figures are illustrative materials, which include drawings, paintings, photographs, charts, graphs and maps. The numbering, position, size, shape and width of figures are similar to those specified for tables. However, the number of the figure should be placed below the figure, at the left margin, followed by a period and a legend.

A legend follows the number of the figure and may be a title or a caption. The legend should be single-spaced and span the width of the figure. Short legends are centred and long descriptions, legends or other explanatory matter that cannot be conveniently placed on the same page as the figure can be placed on a separate page immediately preceding the figure. A key or scale (if included) should be placed beside or within the figure.

OVERSIZED MATERIALS

Reducing Oversized Material to Standard Required Margins

A copy that has been reduced on a photocopying machine to fit within the required margins of the 21.0 cm x 29.7 cm (A4) page must be legible. It must be scanned into the text.

Oversized Material to be Folded

Some oversized material cannot be reduced to standard-page margin requirements, and may be submitted on a larger-than-standard page. Paper measuring 29.7 cm x 42.0 cm (A3) may be included in the manuscript by converting the page to manuscript size with pleat-like folds. With these pages, the left edge (29.7 cm) will have a 3.8 cm margin, the right edge (29.7 cm) will have a 2.5 cm margin, and the bottom edge will have a 3.0 cm margin. The page number is placed 2.3 cm from the bottom edge of the page, and about 6.8 cm from the right edge. The folds of the 42.0 cm wide paper must be at least 3.0 cm from the edges of the page to ensure that the illustration is not cut when the edge of the page is trimmed in the binding process. When the oversized page is properly folded, the page number will appear in the position where it appears on the standard-size page. When submitted, the oversized page must be one continuous sheet, with nothing glued or taped.

Large Oversized Material

Oversize material larger than 29.7 cm x 42.0 cm is either bound at the end of the manuscript or folded by the bindery for insertion into a special pocket that will be supplied when the manuscript is bound. Alternatively, very large oversize material may be bound (and folded) into a separate volume. The student's name should be typed or neatly block-lettered within the text area (not outside the margins) in the lower right hand portion of the oversize page. All such material is to be referred to in the text and noted in the Table of Contents, List of Figures or Tables (e.g., "Plates 1 and 2 in pocket").

PICTURES

Photographs / Newspaper Cuttings

Photographs, newspaper cuttings and the like must be scanned or digitally embedded in the text.

USE OF COLOURS

Colours may be used only for graphs, charts, pictures and photographs. For all other purposes, colour may be used only with the written approval of the Faculty. If colour is used in the thesis/dissertation, all copies of thesis/dissertation for submission must be identical.

SLIDES, CDs, DVDs, BLUE RAYS, VIDEO OR AUDIO-CASSETTES

Students must submit a softcopy of their thesis/dissertation (DVDs/CDs) along with the hardcopy to the IPGSR. However, students may also submit with the thesis/dissertation, any of the other above items, if necessary. Slides, videos, and CDs must be clear and sharp, and audiocassettes must be audible. The contents must be organised, and free of errors, and diskettes should be virus free. All items must be appropriately labelled and bear the:

- i. name of the author
- ii. title of the thesis/dissertation
- iii. registration number
- iv. name of the degree
- v. year of study
- vi. content of the item
- vii. name and version of the software used

The inclusion of any of the above items must be indicated in the thesis/dissertation, in the section where lists of all tables, figures etc., are given.

PRINTING

Printing should be single sided (right hand side of an open manuscript). Illustrations used in the thesis/dissertation may be drawn or computer generated. The use of microfilming and photocopying methods must be done with great care. This is

because these methods reproduce colour as black, white and shades of grey; illustrations and photographs should not depend on colour alone for interpretation. Labels or symbols rather than only colours should also identify lines on a graph. Shaded areas such as countries on a map should be represented by cross-hatching or in colour. However, tables should not be in colour.

PHOTOCOPYING

All photocopied materials should be clear and sharp. Photocopied materials on any pages should be numbered as part of the thesis/dissertation, and should be within the margins stipulated in the manual.

CORRECTIONS AFTER EXAMINATION

Students should make all the necessary corrections, amendments and revisions before submitting the final version to the IPGSR. The appearance of the finished work should be neat. Use of correction pen or tape is not allowed.

BINDING

Three hardcover copies of the thesis/dissertation (all signed with blue inked pen only) are to be submitted to Institute of Postgraduate Studies and Research, together with a soft copy. Students must ensure that the format of the thesis/dissertation adheres to the format and style as in this manual. The colour of the cover must be as follows:

PhD	Dark Blue
Masters	Black

CHAPTER TWO

THESIS AND DISSERTATION FORMAT

INTRODUCTION

A thesis/dissertation generally consists of two major parts: preliminary pages; text or main body, usually divided into chapters and sections (number of chapters depends of discipline and length of thesis/dissertation); and supporting pages containing references/bibliography and appendices. The preliminary part includes the title page, dedication, abstract, acknowledgements, approval sheets, declaration form, table of contents, and list of tables, table and abbreviation.

TITLE PAGE

Information printed on the title page should be between 18 and 24-point font size, and should be in the following order:

- i) Full title of thesis;
- ii) Full name of student/author;
- iii) The submission formulae, as follows:
 - a. For programme with coursework and research, the phrase **“dissertation submitted in partial fulfillment.....”**
 - b. For programme with research only, the phrase **“thesis submitted in fulfillment...”**
- iv) Degree for which the thesis is submitted;
- v) Institute of Post-graduate Studies and Research;
- vi) Name of the University; and
- vii) Month and Year of Submission.

Refer to APPENDICES 6 (a) and (b), pages 47-48 for sample layout of title page.

The title page is counted but not numbered. The contents of this page are centred, and the top and bottom margins of 6.0 cm are maintained.

The sample should describe the content of the thesis accurately and concisely, normally omitting words such as “An Investigation.....”, “An Analysis....”, or “A study...” which are redundant. All these are investigation, analyses, or studies of one kind or another. For a more detailed guideline in determining a suitable title for a thesis, the candidate may refer to APPENDIX 7, page 49.

ORGANISATION

The thesis/dissertation should be organised in the following order:

- a. COVER and SPINE

- b. TITLE PAGE
- c. APPROVAL PAGE
- d. DECLARATION PAGE
- e. COPYRIGHT PAGE
- f. ACKNOWLEDGEMENTS
- g. DEDICATION PAGE (optional)
- h. LIST OF ABBREVIATIONS/ SYMBOLS (if any)
- i. ABSTRACT
- j. TABLE OF CONTENTS
- k. LIST OF TABLES/ FIGURES/ CASES/STATUTES etc. (if any)
- l. BODY OF THE TEXT
- m. REFERENCE NOTES, i.e., endnotes (if any)
- n. BIBLIOGRAPHY
- o. APPENDICES (if any)
- p. GLOSSARY (optional)
- q. INDEX (optional)

Approval Sheets

Two approval sheets are required. One sheet will bear the signature of Dean of respective faculty of the candidate and Research certifying approval of the thesis by thesis Examination Committee. The student's name on the Approval Sheet, as mentioned earlier, should be the same as that on the Title Page, Copyright Page and Declaration Page. The signatures must be original: a photocopy of the Approval Page is not acceptable. The name of each committee member should be typed under the appropriate signature. No titles, degrees or designations (e.g., Dr., Prof., PhD, *and Hon.* etc.) should be used on the approval page. See APPENDICES 8 (a), (b), (c) and (d), pages 50-53 for the formats of Master's and PhD theses/dissertations with one and two supervisors. The other will bear the signature of Director of IPGSR after the University Senate has awarded the degree.

Please refer to APPENDIX 9, page 54 for sample Approval Sheets.

Please note that if two supervisors are listed, the first one naturally refers to the main supervisor. If external examiners are from abroad, students need not to obtain their signature or approval. A letter of assessment/evaluation may be appended, instead, if available. Note also that this Approval Page in the thesis/dissertation must be numbered. Small Roman numerals (i, ii, iii ...) are used for the preliminary pages (all pages before the introductory chapter).

Declaration Form

Use the prescribed text in the appendix for declaration page and take note that this page should be numbered, text is justified and type in double space. The heading DECLARATION is centred and in capital letters in 14-font size. See APPENDIX 10, page 55.

Copyright Page

Students must include a complete copyright page. This page is counted and must be numbered. Follow the prescribed text and specification as in APPENDIX 11, page 56.

Acknowledgements

Acknowledgements usually contain written expressions of appreciation for guidance assistance received from individuals and institutions. Acknowledgements should be typed, single-spaced, under the heading ACKNOWLEDGEMENTS, in centred capital letters in 14-font size. This section may include appreciation of all those who have assisted the author in the preparation of his or her thesis/dissertation and must be proofread. This page is counted and must be numbered as usual.

Dedication (Optional)

The dedication page, if it is included, should be typed in double-spaced in the middle of the page and without a heading. This page is counted and numbered and must be proofread. The length of the dedication should be within 20 words.

List of Abbreviations/Notations/Glossary of Terms

If abbreviations and acronyms (e.g. ZU, BOT, UNDP, UNCTAD) are used in the thesis/dissertation, they should be explained in a List of Abbreviations, even though the full names are given when terms are first mentioned in the text. This list should be the last item in the preliminary section. It serves as a ready reference to readers not familiar with abbreviations used in the thesis/dissertation. Universally recognized scientific symbols (such as CO₂, cm, mm, kg) need not be listed.

Each list should be placed under a separate heading and if necessary on a separate page. A photocopy of a list from another book is not acceptable unless the copy is clear, clean, of sufficient size, consistent with the rest of the thesis/dissertation and printed according to the margins given in these guidelines. These pages are also placed under the heading of LIST OF ...

See APPENDICES 17 (a) and (b), pages 62-63 and APPENDIX 18, page 64.

Abstract

The abstract is a digest of the entire thesis and should be given the same careful attention as the main text. It should not include any reference. Abbreviations of acronyms must be preceded by the full terms at the first use. The heading ABSTRACT is centred and in capital letters in 14-font size.

An abstract should be within one page. It includes:

- i) A brief statement of the problem, and/or,
- ii) Objectives of the study,
- iii) A concise description of the research method and design,
- iv) Summary of the major findings and their significance/implications,
- v) Major conclusions and/or policy recommendation.

Table of Contents

The table of contents presents the specific pages reflecting main headings and sub-headings of the thesis' or dissertation's contents. It is highly advisable for students to create an automatic table of contents as part of the learning process (See APPENDIX 12, page 57 for sample). The table of contents must include a listing of all items in the

thesis/dissertation and their respective pagination except for the Quote Page, Title Page and page where the Table of Contents appears. Headings and sub-headings must be consistent with those in the body of the text and should be typed in 12-point font size in Sentence Case except the Chapter heading which is typed in UPPER CASE bold letters, not in Sentence Case. Headings may be shortened in the table of contents to fit the requirements of the margins, and the wordings must be consistent enough so that the reader may conveniently and accurately locate any headings. Lines must be single spaced within headings and double spaced between chapters. Each page is counted and numbered as usual. The heading TABLE OF CONTENTS, should be in centred capital letters in 14-font size. Headings and subheadings are intended from the margin according to the following measurements:

LEVEL 1 CHAPTER HEADINGS: On the left margin, bold UPPER LETTERS, 12points

Level 2 Headings : 12 mm, Title Case, 12 points font size
Level 3 Subheading : 20 mm, Title Case, 12 points font size
Level 4 Subheading : 28 mm, Title Case, 12 points font size
Level 5 Subheading : 36 mm, Title Case, 12 points font size

List of Tables and List of Figures

This section presents the specific pages of where the tables and figures are located in the document.

The list of tables and the list of figures should be placed on different pages. Again, it is highly advisable for students to learn to create the list of tables and figures automatically as part of the learning process. If the whole thesis or dissertation contains only one or two tables or figures, then, a List of Tables/Figures may not be necessary. Lists should be under the heading of LIST OF ... and should follow the prescribed format shown in APPENDICES 13 – 16, pages 58-61.

Body of the Thesis

The body of the thesis normally consists of sections which are organized as chapters. A chapter may be divided into major sections and subsections. Main or primary headings within chapters are to be centered which subheadings (secondary headings) are left justified. Tertiary headings are indented five (5) spaces and are not listed in the Table of Contents.

The main sections and subsections of a chapter may be identified by numbers where the former are regarded as being the first level. For example, Section 2.1 and 2.2 would denote two consecutive main sections in Chapter 2, and Section 3.1 and 3.2 would similarly denote consecutive main sections in Chapter 3. A subsection would be found in a major section of a chapter and is regarded as the second level. It should be numbered 2.2.2., 2.1.2 etc. The numbering style should be consistent throughout the thesis/dissertation and should be limited to 4 levels. Examples of how main sections and subsections could be organized are shown in APPENDICES 19 (a) and (b), pages 65-66.

In the preparation of the body of the text, rules pertaining to margins, type face, type size, line spacing, justification, pagination etc., must be observed at all times without exception.

Placements for tables and figures as described above. The student is advised to discuss the matter with his/her supervisor when first using either figure or table, since different disciplines have different preferences.

Chapter Layout

There is no specific number of chapters required for a thesis or dissertation. The number of chapters in a thesis or dissertation depends on length of thesis/dissertation and field of study. However, the following chapter outline is common to many disciplines.

Chapter One: Introduction

Chapter Two: Literature Review

Chapter Three: Materials and Methods/Methodology (in some disciplines such as Law, this can be combined with methodology)

Chapter Four: Results or Findings

Chapter Five: Discussion (this can be combined with results/findings chapter)

Chapter Six: Summary, Conclusion and Recommendations

More chapters may be added if necessary.

Introduction

The introductory chapter introduces the subject matter and research problem(s). It indicates the importance of the study and its validity. It sets out the hypotheses to be tested and research objectives to be attained. In some theses, usually those in mathematics, this chapter may be combined with the literature review. Similarly, in Law, the chapter can contain the methodological aspects of the study.

It is important to note that the research objectives stated in this chapter should match the findings of the study. Failing to do that may result in verdict of Re-submission of entire Thesis by the Thesis Examination Committee, a recommendation to conduct additional studies so that the stated objectives are met.

Literature Review

This section encompasses a critical and comprehensive review of the literature related to the topic of thesis. It is meant to act as a base for the experimental and analytical sections of the thesis. Literature selected must be up to date, and be analysed and synthesised logically. It is not simply a summary of works of different authors. The review should give the gist of each book or pertinent findings of a journal article, explain how it relates to the topic and show why it is not sufficient to answer the research questions. For example, the study being reviewed uses a Kenyan sample, while the research is examining the situation in Zanzibar. Textbook materials on basic principles or theories should be kept to a minimum.

Material and Methods/Methodology

This section varies from thesis to thesis depending on the discipline of study, and may be absent in theoretical theses. It contains a description and justification of the materials, theoretical approaches, experimental designs and methods (including statistical analysis) used to achieve the stated objectives of the study undertaken. In the social sciences, a conceptual framework will need to be included. In engineering

and in the pure and applied sciences, this may include, but is not limited to, a description of the methodology, theoretical development, fundamental philosophical foundation, experimental design and standard procedure description. The materials and methods used in the study should be described in detail and concisely such that a reader would be able to replicate the experiment solely with the information contained in this section. References must be cited for published protocols or methods.

Results of Findings

This section of the thesis may also be combined with the Discussion section because the content tends to be related. This section may be broken down into subsections. The section presents a complete account of the results obtained in the study in the form of text, figures or tables so that the key information is highlighted. The same set of results or data should not be presented in more than one format (e.g. either as a table or figure, but not both). When results are placed in one chapter, sub-headings may be used to demarcate the different aspects of the study.

Discussion

This section bridges the data presented or described in the preceding section, and contains the analyses or interpretations of the results obtained, and the conclusions drawn. Students should discuss these results in relation to the hypotheses or objectives set out in the Introduction, and how they fit into the existing or current body of knowledge. The significance and implications of the main findings should be made clear.

Summary, Conclusion and Recommendations

This chapter is important since it illustrates the significance of the study and stresses the findings upon which a conclusion or conclusions are drawn in line with the objectives set, acknowledges the limitations, and suggests further research which may be carried out on the topic.

Tables

Ensure that all tables shown in the report, including those in the Appendices, are referred to in the text. Tables should be numbered with Arabic numerals throughout the report (including both text and appendices). There are two possible numbering schemes: either (a) number the tables consecutively throughout the thesis; e.g. 1, 2, 3, and so on, or (b) number them by chapter, e.g. Table 1.1, Table 1.2 and Table 1.3 to indicate they belong to Chapter 1, Table 2.1, Table 2.2 and Table 2.3 to Chapter 2, and so on.

A table should be on the page following the first reference to it or, if this is not practical as soon as possible in the following pages. When a large table is placed in landscape orientation, the top of the table should be at the binding edge. The table number, title and caption should be single-spaced and placed above the table. The style used must be consistent throughout the thesis report.

Table sources and notes should be placed directly below the table. If a table has been adapted from a source, indicate using “Adapted from...” instead of “Source: ...”. Avoid the use of vertical lines to separate columns within a table unless absolutely necessary.

Figures

As with tables, ensure that each figure is referred to in the text. Figures include maps, charts, graphs, diagrams, photographs (or plates), engineering drawings and printed images. They are numbered consecutively or according to the chapter throughout the thesis report, including those in the Appendices. The figure number, title and caption should be single-spaced and placed below the figure using Arabic numerals and lowercase, except for proper nouns and the first letters of principal words. Figures should be inserted as soon as possible after their first mention in the text. The style used must be consistent throughout the thesis/dissertation.

If a figure occupies an entire page, the caption may be typed on the left-hand page (reverse side blank) facing the figure. It is counted but not paginated. The top of a figure drawn in landscape format should be aligned to the binding edge. The figure number, title and caption should be typed parallel to the orientation of the figure. Figures should conform to standard margin requirements. Engineering drawings should follow appropriate standards, with any large size drawings placed as appendices.

Citations

Students are responsible for choosing a style of citation appropriate to the field and using that style correctly and consistently. Students should consult their respective faculty or department for guidelines. The use of software such as RefWorks or EndNote for publishing and managing bibliographies, citations and references is encouraged. At the end of the thesis/dissertation, the student must supply a list of references in alphabetical order by author's sur name, with consistent punctuation.

Footnotes

Footnotes should be used sparingly in any thesis/dissertation report except if required by the discipline. They should be used only to clarify a certain term, or to state conversion factors or exchange rates—not to cite authority for specific statements or research findings. Citations of authority are described below. If footnotes are necessary, footnote indicators (reference numbers in the text) are usually typed in superscript (e.g.^{1,2}). The numbering of footnotes should begin with 1 and must be continuous within each chapter or appendix, and not throughout the whole text.

Equations

All equations, whether mathematical and chemical, are considered as text and numbered according to chapter. If detailed derivation is needed, it is to be placed in an appendix.

References

The References section should contain the list of works cited in the thesis only. Works that are not cited in the thesis report should not be listed in Reference section. Also, students should not cite as references articles published from the studies that they themselves conducted during their candidature.

The IPGSR does not specify which reference style is to be used. However, students are advised to follow a style which is commonly used in the field of study. Upon selecting a referencing style, a student must follow the same style consistently. Also,

students should check for the latest versions of a particular referencing style. See APPENDIX 20, page 67 for samples of commonly used reference styles.

The heading of this section is “REFERENCES”, typed in CAPITAL in 14-point bold letters.

Appendices

Information or data that is too detailed for the main body of the thesis may be included as appendices. These are placed after the reference list. Appendices include original data, summary, sideline or preliminary tests, tabulations, tables that contain data of lesser importance, very lengthy quotations, supporting decisions, forms and documents, computer printouts, detailed engineering drawings and other pertinent documents. Appendix materials should be grouped by type, e.g., Appendix A: Questionnaire, Appendix B: Original data, Appendix C: Tables of results.

Appendices must be paginated consecutively with the main text. If there are three or less appendices, their details (such as number and titles) should be listed as items in the Table of Contents. If there are more than three appendices, the Table of Contents should include a List of Appendices with corresponding page numbers. The list itself should come immediately after the List of Figures.

Glossary (optional)

If a student uses many foreign words, technical terms or phrases likely to be unfamiliar to the reader, it is advisable to include a list of these words, followed by their translations or definitions on a separate page under the heading “GLOSSARY”. If a definition extends to more than one line, the succeeding lines should be indented 12mm from the left margin. There should be double spacing between items and single spacing within items. If the list runs more than one page, it should continue on the following page(s). See APPENDIX 21, page 68.

COVER AND SPINE

Cover

The information printed on the cover must be in gold-coloured capital letters of between 18 and 24 point font size, and must be in the following order: title, name of student, name of the university and year of submission. Make use of one standard font size for all these.

- a. The TITLE of the thesis/dissertation appears at the top in full.
- b. Volume number (if any), written in Arabic numerals.
- c. The NAME of the student comes under the title. The name must be that under which the student is registered at ZU and that appears on the Approval Page and Declaration Page.
- d. The name of the university i.e., ZANZIBAR UNIVERSITY in single space. The YEAR of final submission of the thesis/dissertation at the bottom of the page.

See APPENDICES 22 (a) and (b), pages 69-70.

The top and bottom margins for the cover page must be 6.0 cm. All information printed on the cover must be centred.

Spine

Information printed on the spine must be in gold-coloured capital letters of between 18 and 24 point font size, and must be in the following order:

See APPENDIX 23, page 71.

- a. Name of author.
- b. Volume number (if any), written in Arabic numerals.
- c. Acronym of the name of the degree (see APPENDIX 26, page 85).
- d. Year of final submission of thesis/dissertation to IPGSR.
- e. Acronym of the name of the University i.e., ZU.

The right and left margins for the spine should be 2.5 cm. Long names may be abbreviated according to the initials, e.g., M.A. Ibrahim, if and only if it cannot fit the length of the spine. Students may ignore this section completely if the spine of their thesis/dissertation is not broad enough to allow any printing.

See APPENDIX 23, page 71.

CHAPTER THREE

WRITING CONVENTIONS

UNITS OF MEASURE

Use internationally recognized units of measure, preferably SI,¹ such as:

- 1 liter (1l)
- 20 milliliters (20ml)
- 5 kilogram (5kg)
- 20 kilometer (20km)
- 2.5 hectare (2.5ha)
- 3.7 metric tons (3.7t)
- 45 parts per million (45ppm)
- 12 gram (12g)
- 500 US Dollars (USD500)
- 3.4 metric tons/hectare (3.4t/ha)

The numbers before the measurement units should not be spelt out, (e.g., write 5kg, not five kg) even if they are below 100 unless they are the first word of sentences or the number one (1). Note the space between the figure and the unit of measure.

NUMBERS

All integers less than ten should be spelt out unless they are attached to units of measure (e.g. 5 kg, 10ml). Use figures for the number 10 or more than 10. If a sentence begins with a number, write the number in words, e.g. “Three hundred and eighty-five farmers from the study area were interviewed”, instead of “350 farmers from the study area were interviewed.” or change the order of the sentence. Use numerals for a series of figures. For example:

- i) There were 4 chairs, 12 boxes, 13 books, 10 files, 9 umbrella and 8 pairs of shoes in the room.
- ii) The number of taxi permits issued during the past six years was 8, 53, 27, 38, 52, and 90.

NAMES OF ORGANISMS

The name of an organism should be written in full the first time it appears in both the abstract and in the text. The name may then be abbreviated according to accepted conventions, e.g. *Escherichia coli* should be shortened to *E. coli*.

ELLIPTICAL MARKS

Writers use the ellipsis mark to show an omission from quoted material. The ellipsis consists of three-spaced full stops (...). When an ellipsis comes at the end of a

¹ SI stands for *Système International d'Unités*, or *International System of Units*.

sentence, it appears as four full stops (...). One full stop marks the end of the sentence and the other three full stops signal the omission.

USE OF SQUARE BRACKETS []

Within direct quotations, brackets are used to enclose any explanatory note inserted by the thesis writer, e.g.

[In 2005] alone, we had 200 applicants wanting to enroll for our new diploma programme (Saleh, 2005).

Use [sic] (within square brackets) to indicate a certain doubt as to meaning or factual error. It simply means “thus” or “As written in the original.” It is used in quotations to show that the original is being faithfully reproduced, even though it is incorrect or seems to be so. Errors which are obviously typographical such as spelling errors should be corrected as a matter of professional courtesy.

Square brackets should also be used to show that capitalization has been altered within a sentence. If the quotation used does not start with a capital letter in the original, but needs one in the new context because it is in the form of a full sentence, a capital letter accompanied by square brackets should be used. If, for example, six words from the following sentence are to be used,

It has been shown that some diabetics can control their disease without medication.

The student should write:

“[Some] diabetics can control their disease“ (Sulmiah, 2005, p.17).

These square brackets alert the reader to the fact that the original author had some words in the same sentence before those quoted, and did not intend the statement to stand alone. However, the quoted words can stand alone as a full sentence, and as such, must begin with a capital letter.

USE OF A SYMBOL TO SHOW PERCENTAGE

The symbol % may be used in place of the word percent, e.g. 27.3% and typed without a space before it. If the student prefers to write 27.3 percent in full, then consistency must be maintained throughout the report. In tables, the abbreviation Pct may be used at the head of a column to mean percent.

FONT, POINT SIZE, POSITIONING, NUMBERING AND REFERENCING OF EQUATIONS

All equations must be numbered

- It is important to distinguish clearly between the following terms:
 - (a) Capital and lowercase letters when used as symbols.
 - (b) Zero and the letter “O”
 - (c) The lowercase letter “l,” the numeral one, and the prime sign.

(d) The letter “k” and kappa, “u” and mu, “v” and nu, “n” and eta.

Referencing: In text, citation of equations should be enclosed in parentheses (1)

Example:

$$X^{jmo} = \sum_n^{n-1} e^x \dots\dots\dots (1)$$

- Avoid ambiguities in equations and fractions in text through careful use of parentheses, brackets, solidi (slants), etc. The convention order of brackets is {[()]}.
- Separate numbers of more than four digits into groups of three on either side of the decimal point, separated by a space. If the magnitude of a number is less than one, the decimal sign should be preceded by a zero.

CHAPTER FOUR

CITATION SYSTEM

INTRODUCTION

It is important to acknowledge the original sources of reference throughout the thesis/dissertation. There are two ways of doing so: the author-date system (citation and in-text reference), which is more widely used, and the documentary-note system (footnote citation and reference). In any case, when a particular system is used, the conventions of the system should be adhered to consistently throughout the thesis/dissertation.

AUTHOR-DATE SYSTEM

This system provides brief information on the author, year of publication and page number(s) in round brackets. Further information on the source is contained in the references. Due to the in-text citation of references, the use of footnotes is minimal. Footnotes are used only when there is a need to include pertinent information related to the text, for e.g., information on the author. This must be further limited to only a few lines. The two formats are further explained in the following sections.

Author Citation

The most basic form of reference using the author-date system must include the author's surname and date of the publication of the material, for example:

Kelvin (1999) asserted that ...

The use of the PBL method in the classroom (Mukky, 2014)...

...found in Tanzanian snakes (Moringe, 2010).

When material is quoted verbatim, the page number must be included. The specific page(s) noted in the text must be written after the date, with a colon preceding it, for example:

Abdullah (1990: 122) mentioned that "acquisition is best in an immersion programme."

One assumption is that "...grammatical shifts do not occur in literary texts arbitrarily" (Johns, 2002: 23) and should "not be treated lightly" (Kareem, 2006: 13).

If the quoted material spans more than one page, use the following format:

(Abdullah, 1990: 122-126)
Abdullah (1990: 122-126)...

Note: The name to be cited in the text should be the same as the first element in the bibliography entry (refer to Chapter Five).

Single Author

The name of the author and the date of publication should be written at the appropriate place within the text. If the name of the author is part of the sentence, then the date of publication should be given in round brackets immediately after the name.

Kelvin (1999) proves that ...

...as seen in the research of Simai (2009)

If the name of the author is not part of the sentence, then the name and year of publication are written in round brackets, at the end of the sentence before the period.

...for the teaching and learning of mathematics (Abdulhamid, 2010).

In cases where both the name of the author and year of publication are part of the sentence, no brackets are needed. However, the work must be included in the bibliography.

In 2010, Abdulhamid conducted a research on...

The year of publication should not be repeated in subsequent references within a paragraph.

The findings of Abdulhamid (2010) do not support this view. Abdulhamid states that...

Co-authors

In the case of material authored by two persons, the names of both authors must be included whenever their work is referred to in the text.

Machano and Othman (1997) have given a detailed explanation on the crowding-out effect in their paper entitled...

In the case of material authored by more than two persons, cite all authors the first time the reference occurs. In subsequent citations, include only the name of the first author followed by “et al.,” (not italicised and with a period after “al.”) and the year.

First text citation:

Ame, Juma, and Elke (2006) found...

Subsequent citations:

Ame et al., (1994) in their study...

However, if the work is cited again in the same paragraph, the year should be omitted.

Organizations as Authors

The names of organizations that serve as authors (e.g., corporations, associations, government agencies and study groups) are usually spelled out each time they appear in a text citation. The names of well-known organizations must be spelled out in the first citation and may be abbreviated thereafter.

First text citation:

(World Health Organisation [WHO], 1993)

Subsequent text citations:

(WHO, 1993)

Anonymous Articles

Anonymous articles refer to articles with author(s) not stated. They may be cited in the thesis/dissertation by referring to the title of the article and should be listed in the bibliography. For well-known anonymous articles, these may also be cited, but need not be listed in the bibliography.

Authors with the same Name or Surname

If two authors of the same name are cited, then add initials or other names to avoid confusion.

Khalid Mohamad (1990) and Khalid Yusuf (1995)...
R.D. Luce (1959) and P.A. Luce (1986) also found...
...is justified (Luce, R.D., 1989; Luce, P.A.1986)

Multi-reference

When two or more sources are referred to at the same time, they should be listed in the text in round brackets and separated by semicolons.

...(Ahmad, 1989; Fadzelah, 1990; Shahab, 1997).
...(Holmes, 2001; Jackson, 2003; Disney, 2004).

In the case of authors with more than one publication, the years of publication should be punctuated by a comma, and written as follows:

...(Zakaria et al., 1991, 1992).
Zakaria et al., (1991, 1992)...
...(John, 2001, 2002).
John (2001, 2002)...

If two works of an author are published in the same year, then use the lower case *a* and *b* with the year.

...(Kennedy, 2004a, 2005b).
Kennedy (2004a, 2005b)...

Sources with no Dates of Publication

When a work has no date of publication, the author's name is followed by a comma and "n.d." for "no date." There should be an entry for the source in the bibliography.

...(Lusinde, n.d.).
Lusinde (n.d.)...
... (Leyla, n.d.).
Leyla (n.d.)...

When a date of publication is inapplicable, such as for some very old works, cite the year of the translation you were using, preceded by "trans."

...(Aristotle, trans. 1931).
Aristotle (trans. 1931)...

When the work cited is an edited version of an earlier one of unknown date, cite the year of the edited version, preceded by "ed."

...(Ibn Khaldun, ed. 1931).
Ibn Khaldun (ed. 1931)...

In cases where the year of the original version is known, but a later edition is used, include both dates of publication separated by a slash.

...(James, 1890/1983).
James (1890/1983)...

Personal Communication

These may be letters, memos, emails, conversations and the like. Personal communication is not included in the bibliography list. In text, provide only the initials and the last name of the communicator, and add the date of the communication.

S. Samy (personal communication, January 20, 2004)...
...(S. Samy, personal communication, January 20, 2004).

Religious Sources

Citation of religious sources depends on whether they are Islamic sources or non-Islamic sources. The Islamic sources are *Qur'ān* and *hadīth*. To cite a specific part of the *Qur'ān*, write down the source, i.e., *Qur'ān*, the *sūrah* name and verse number in text. However, the source should be omitted if it is already mentioned in the writer's sentence.

Usury is forbidden in Islam (*Qur'ān, Al-Baqarah: 275*).
Not: Usury is forbidden in Islam (*Al-Baqarah: 275*).

The *Qur'ān (Al-Baqarah: 275)* states clearly that usury is forbidden.
Note: The *Qur'ān (Qur'ān, Al-Baqarah: 275)* states clearly that usury is forbidden.

To cite or quote a *hadīth* for the first time, provide the source information in full. To cite, give the compiler's name according to how he or she is normally identified in the *hadīth* circles, e.g., Muslim for Muslim ibn al-Hajjāj and al-Bukhārī for Muhammad ibn Ismā'īl. The name is followed by the title of the compilation and the edition used.

(Muslim, *Sahīh Muslim*, ed. 1988)
(Al-Bukhārī, *al-Jāmi' Al-sahīh*, ed. 1967)

To quote, use the following examples as a guideline.

(Al-Nawawī, *Riyād Al-sālihīn*, ed. 1988: 124)
Note. This applies to compilations published in one volume.

(Al-Bukhārī, *Al-Jāmi' Al-sahīh*, vol. 4, ed. 1967: 34)

Note: This applies to multi-volume compilations with a single pagination for each volume.

(Ibn Mājah, *Sunan Ibn Mājah*, vol. 1, part 2, ed. 1987: 33)

Note. This applies to compilations published in more than one volume but a single volume is divided into parts and each part has its own pagination.

In subsequent references, only the name of the compiler should be cited. However, when a different *hadīth* is cited or quoted from the same compiler, the compiler's name should be followed by the page number; the volume and page numbers; or the volume, part and page numbers (whichever is applicable).

first citation of a particular hadīth in the text:
(Ibn Mājah, *Sunan Ibn Mājah*, vol. 1, part 2, ed. 1987: 33)

Subsequent citations of the same hadīth:
(Ibn Mājah)

To cite sources of other religions, identify, in text, the source and the locus of the item in point. But if the source is mentioned in the writer's sentence, then provide only the locus. For example, to cite the Bible, mention the particular book, chapter (in Roman numerals) and verse.

... (St. John, ix: 15).
St. John (ix: 15) alludes to...

Text Citation

Text citation is necessary in a thesis/dissertation as it gives evidence that the student is keeping up with the literature. There are three ways to use material from other sources:

- a. paraphrase the idea to fit it into student's thesis/dissertation;
- b. quote up to three lines (25 – 30 words) verbatim and running them through as part of the student's own sentence;

- c. give several sentences from the source in an indented form producing a justified block paragraph. No additional quotation marks are allowed for (c).

In all three methods, proper citations of original authors are required in the text as well as the bibliography list. Without proper citations, using text from other sources is plagiarism.

DOCUMENTARY-NOTE STYLE

Documentary-note style refers to the use of footnote citations. The practice of either citing in text or footnote differs with different Faculties (even with departments and supervisors). Therefore, it is best that the student consult with his/her supervisor first before embarking on the thesis/dissertation writing, where necessary. If the student is using the documentary-note style, the following rules should be adhered to in preparing the footnotes.

FORMAT

- When citing or quoting a source, put a superscript number at an appropriate place in the text. Normally, this number comes immediately after the period or comma, before a dash, and before a closing bracket, if the footnote refers to material within the parentheses. For example:

According to Othman Ali,² grammatical shifts (which have been argued by many³) do not occur arbitrarily in the *Qur'ān*.⁴

- After the superscript, put two spaces before the start of a new sentence.
- The footnotes must be placed at the bottom of each page, separated from the text with a typed line of about 2 inches long. The text of the footnote should be single spaced. Spacing between footnotes is also single.
- The number of each footnote must correspond to the number used in the body of the text. Number is typed in the left margin, i.e., 3.8, after each number, put two spaces before start of the note. Note to justify the right and left margins of the whole note. The number itself is usually raised as a superscript. Otherwise, use a period after it.
- Each footnote must be numbered in a correct sequence from 1 to the last number that the student uses in each chapter; so the first footnote in each chapter of the thesis/dissertation should be given number 1. A reference cited again in subsequent chapters must be done in full (i.e., *op cit.* may not be used).

- The numbers used in the text must appear in the footnote section of the same page.
- For a thesis/dissertation written in English, the font size of the notes in the footnote section should be 10-point.

CONTENTS OF FOOTNOTES

Notes in the footnote section are primarily meant for information pertaining to the works cited. Comments, clarifications and extra information by the thesis/dissertation writer should be provided in the text, except when they are too distracting. If they are so, the brevity of the notes must be ensured. Under normal circumstances, the length of the notes should not exceed ten lines, although this may vary according to disciplines. Students should note that footnote material is not counted for the purposes of thesis/dissertation word count.

Take note that the information in the footnotes should be supplied in a different order than that of the bibliography. The author's name in the notes must follow the normal sequence from the first name to the last name. If the same author is referred to again in a later footnote, then use only the last name.

CITING FOR THE FIRST TIME

When referring to a source for the first time, provide all the necessary details specified below:

Citing a book

Follow this order: author's name, title of the book, place of publication, publisher, year of publication, page number.

¹Haji, M. Makame, *Zanzibar Local Government and Sheha: A Historical Retrospect* (Zanzibar: University College Printing Press, 2014), 47.

Citing an Article That Forms a Chapter of a Book

Follow this order: author's name, title of the article in quotation marks, italicised title of the book (preceded by "in"), editor of the book, and place of publication followed by colon, publisher, and year of publication, all in round brackets, page number. Close with a period.

²Haji, M. Talib, "The State of Constitutionalism in Zanzibar" in *Annual State of Constituionalism in East Africa*, edited by Thierry B. Murangira. (Kampala: Fountain Publishers, 2014), 197.

Citing a Thesis or Dissertation

Follow this order: author's name, title of the thesis/dissertation in quotation marks, description of the thesis/dissertation in terms of the degree awarded, the university, and year of award, all in round brackets, page number. Close with a period.

³Haji, M. Talib, "The Study on the Administration of Ancillary Matters After Divorce under Kadhis' Courts in Zanzibar," (Ph.D. thesis, International Islamic University Malaysia, 2013), 57.

Citing an Article From a Scholarly Journal

Follow this order: author's name, title of the article in quotation marks, italicised title of the journal, volume number, issue number, date of publication (within round brackets), colon, page number. Close with a period.

⁴Mzee S. Said and Mohamed, M. Rashid "Cost and Profit Efficiency and Management Behaviour of Commercial Banks (Evidence from Tanzania)", *Asian Economic and Financial Review*, vol. 4, no. 10, (2014): 1448.

Note: For the date of publication, the year must be supplied. If a month or a season is specified in the issue cited, add it to the year, e.g., (April 2003) and (Spring 2003).

Citing an Article from an Electronic Journal Accessed Through a Database

Follow this order: author's name, title of the article in quotation marks, italicised title of the journal, volume number, issue number, date of publication (within round brackets), page number (preceded by colon), title of database (preceded by a period), title of the website (preceded by "via"), URL (within angle brackets). Close with a period.

⁵Sandra John, "Color Bind," *American Demographics*, vol. 25, no. 7 (2003): 23. Academic Search Premier, via Galileo, <<http://www.galileo.usg.edu>>.

Citing an Article from a Magazine

Follow this order: author's name, title of the article in quotation marks, italicised title of the magazine, volume number, issue number, date of publication (month and year), and page number. Close with a period.

⁶Syed Arabi Idid, "Press Freedom and Responsibility in a Developing Society," *Media Asia*, 23 (3), 146-149/154-156.

Citing an Article from a Newspaper

Follow this order: author's name, title of the article in quotation marks, italicised title of the newspaper, date of publication (day, month and year), and page number.

⁷Ahamed Kameel Mydin Meera, "True Depiction of the Prophet", *The Edge Malaysia*, 27 March, 2006, 12.

Citing an Anonymous Article from Periodicals

Follow this order: title of the periodical, title of the article, date of publication (day, month and year), and page number.

⁸*Chicago Tribune*, "Gun Injuries Take Financial Toll on Hospitals," 24 February, 1994, 2

Citing a Newspaper Article from an Electronic Database

Follow this order: author's name, title of the article in quotation marks, italicised title of the newspaper, date of publication (day, month and year), description of the edition accessed, title of database (if any), title of the website (preceded by "via"), URL (within angle brackets).

⁹Salley Satel, "Healing War Wounds," *USA Today*, 27 October, 2003, final edition, Lexis-Nexis, via Galileo, <<http://www.galileo.usg.edu>>

Citing an Encyclopedia Article

Follow this order: title of the encyclopedia in italics, the edition used encyclopedia entry (within quotation marks).

¹⁰*The New Encyclopaedia Britannica*, 15th edition, "Dress and Adornment."

Citing website material

Follow this order: author's name, title of the material cited, title of the website, URL (within angle brackets), date of access (preceded by "accessed") in round brackets.

¹¹Jack Lynch, "Points of pride," University of Georgia, <http://www.uga.edu/profile/pride.html> (accessed 30 October, 2003).

Citing an interview conducted by the thesis/dissertation writer

Follow this order: interviewee's name, the phrase "interview by thesis/dissertation writer," place (district first), date of interview.

¹²Ameir Walid, Interview by Author, Vuga, Zanzibar, 1st December 2013.

SUBSEQUENT CITING

When a source is used a second time, its reference is given in a shorter form, i.e., by indicating the shortened form of the author's name. For example:

First Citation ¹⁵Hamad, O. Fakh, *Analogy, Digital and Multimedia Telecommunications: Basic and Classic Principles*, (United Kingdom: Xlibris Corporation, 2011), 108

Subsequent Citation ²⁰Hamad, 123

If the use of that name alone leads to confusion, add any other name that will ensure distinction. For example:

First Citation ¹⁴Wilkins, E. Style. *The Delphic Maxims in Literature* (Chicago: University of Chicago Press, 1967), 12.

²²Wilkins, R. *The Stylistics Reader* (Oxford: Blackwell, 1980), 34.

³⁵Raymond Wilkins, 15.

Subsequent Citation Not: Wilkins, 15.

Citing More Than One Work of an Author

If more than one work are cited of an author, all the necessary details must be provided in the first citation of each of the works. In subsequent citations, provide the author's shortened name, an abbreviated title of the work cited and the page number. For example:

First Citation ¹⁵Mayanja, S. Juma, *Al-Miraath, the Islamic Law of Succession: A Practical Guide*, (Zanzibar: University College Printing Press, 2012), 33.

²⁰Mayanja, S. Juma, *The Islamic Legal Maxims: A Critical Analysis*, (Zanzibar: University College Printing Press, 2014), 13.

Subsequent Citation

⁴²Mayanja, *Al-Miraath...*, 40.

Citing Immediate Sources Which Are the Same

When referring to the same work as in the citation immediately preceding, use the abbreviation "Ibid." (Shortened from *ibidem*) for the second reference. If the page cited is the same, the page number need not be written. For example:

First Citation ¹⁶Serwanga, J., *Islam and Development: A Socio-Economic Perspective*, (Zanzibar: University College Printing Press, 2015), 47.

Next Citation Ibid.

Note: The word "Ibid" should not be italicized.

"Ibid." is followed by a page number if the page number for the later reference is different from that in the preceding reference. For example:

First Citation ¹⁸Serwanga, J., *Islam and Development: A Socio-Economic Perspective*, (Zanzibar: University College Printing Press, 2015), 47.

Second Citation ¹⁹Ibid., 49.

Punctuation / Capitalization

Punctuation used in the citation samples shown above must be strictly followed by the thesis/dissertation writer. Capitalise the first letter of all words in the titles of articles except particles (e.g., *and, or, but, a, the*, etc.) which are less than five letters long. For titles of books, journals, newspapers, capitalise the first letter of all words of those which are proper names such as *The Daily News*, and *Oxford English Dictionary*.

Edited or Translated Sources

When a work cited is edited or translated, indicate the editor or the translator after the title of the work. For editor, write the phrase "edited by" before the editor's name and for translator, write the phrase "translated by" before the translator's name. Abbreviations "ed." for the former and "trans." for the latter are both acceptable. For example:

¹Ibn Khaldūn, *Muqaddimat Ibn Khaldūn*, ed. 'Alī 'Abd al-Wāhid Wāfi (Cairo: Dār al-Ma'ārif, 1957), 85.

²Christian Cherfils, *Napolean and Islam: From French and Arab documents*, translated from French by James Gibb-Stuart (Turkey: Utusan Publications, 2000), 69.

Publisher not Listed

If a publisher is not known, write "n.p." after the place of publication. If the place is also unknown, write only "n.p."

¹Mwaka Shamba, *Early Islamic Period* (Cairo: n.p., 1956), 17.

No Publication Date

If the date of publication is not known, write “n.d.” in place of the year of publication.

¹Shakat Ulwan, *Caliphate in Islam* (Cairo: Dār al-Ma’rif, n.d), 24.

FOOTNOTES FOR LEGAL CITATIONS

Author-date system

This system provides brief information on the author and year of publication in round brackets. Further information on the source is contained in the footnote. In the legal research, this practice mostly seen in writing literature review. For example:

Brown (1998)⁵ asserted that...

The author’s name in the notes must follow the normal sequence from the first name to the last name. If the same author is referred to again in a later footnote, then use only the last name.

The format for footnoting in a legal thesis/dissertation must be in accordance with the format set out above. Other requirements must also be followed when they are **not** in conflict with the requirements explained below:

When a citation involves identification of a particular page, use the word ‘at’ before the page number.

Example:

⁶Roshash, M. A. A., *Islamic Company Law: A Comparative Juristic Analysis*, 1st Edition, India: Pharos Media & Publishing Pvt Ltd, 2005, at 27.

If the reference is to several pages use the hyphen to separate the page numbers.

Example:

⁷ Roshash, M. A. A., *Islamic Company Law: A Comparative Juristic Analysis*, 1st Edition, India: Pharos Media & Publishing Pvt Ltd, 2005, at 27-57.

⁵ Brown, M. David, *Comparative Law of Property*, United Kingdom: Oxford University Press, 2011, at 38.

Contents of footnotes in a legal thesis/dissertation vary according to the following categories:

Multi-reference

When two or more sources are referred to at the same time, they should be mentioned in the text where the year of publication will be in round brackets and separated by comma. For example:

Simai A. Chande (1993),⁸ E. N. Taylor (1937)⁹ and Mark E. Cammack (2007)¹⁰ consider that...

Quoting and Paraphrasing

There are three ways to use material from other sources:

- a. Paraphrase the idea to fit it into student's thesis/dissertation;
- b. Quote up to three lines (25 – 30 words) verbatim and running them through as part of the student's own sentence;
- c. Give several sentences from the source in an indented form producing a justified block paragraph.

Direct quotation

Direct quotation is a useful technique of inserting words, phrases or sentences from original sources, done for emphatic purposes. Students must be careful in incorporating these verbatim sources into their own sentences i.e., the quoted material cannot be a sentence on its own, unless it is indented as in (c). Full citation of the quoted material must appear in the footnote and bibliography.

Quoting Longer Material

When quoting material (more than three lines, 25 – 30 words) that is several sentences long, it is better to place it in another block paragraph that is indented 6 spaces (12 mm approximately) left and right that would clearly show that it is not part of student's work. Since it appears indented and in a separate paragraph and typed in single space, quotation marks/italics/reducing font size are not necessary to set it off as a quotation. This should be typed in single space no quotation marks no italics no reducing font size. This quotation should be referred to both in footnote and in the bibliography at the end of the thesis/dissertation. The student must also indicate page number in the footnote. For example:

⁸ Asha Chande Simai, *Family Law in Modern Perspective*, Nairobi: Nairobi University Press, 2009, at 4.

while most language classes pay attention only to comprehensible input its impact on grammatical development has been overstated in previous research, and the role that interactional exchanges play in second language acquisition may have as much to do with the learner's production of comprehensible output as it has to do with the learner's access to comprehensible input. The role of output is vital in generating not only comprehensible input, but it also provides an opportunity for learners to use their linguistic resources meaningfully (202).

Anonymous Articles

Anonymous articles refer to articles with author(s) not stated. They may be cited in the thesis/dissertation by referring to the title of the article and should be listed in the bibliography.

Cases

If the case name and the citation are mentioned fully in the text, then there is no need to cite the full case name again in the footnote.

Example:

As established by *Polygram Records v The Search* [1994] 3 TLR 127, where undue influence is being alleged, the party seeking to set aside the transaction must establish some manifest disadvantage to the contracting party.

When a legal principle derived from a case is explained in the text, the full citation must appear immediately following the explanation.

Example:

Where undue influence is being alleged, the party seeking to set aside the transaction must establish some manifest disadvantage to the contracting party.¹¹

It is also possible for the explanation to appear with part of the name of the case. In this situation, the full name of the case must appear in the footnote immediately following the name of the case.

Example:

As established by *Polygram Records*,¹² where undue influence is being alleged, the party seeking to set aside the transaction must establish some manifest disadvantage to the contracting party.

⁴See *Polygram Records v The Search* [1994] 3 TLR 127

¹¹ See *Polygram Records v The Search* [1994] 3 TLR 127.

Legislation

Name of the Statute/ Enactment

Year (one space)

Act Number (in brackets)

Example:

⁵National Land Code, 1965 (Act No. 65 of 1965).

Books

Name of Author/s

Title (italicized, followed by a comma)

Edition, if any

Publisher

Year of Publication

Volume

Page

Example:

¹Juma Ali Shehe, *Family Law*, 2nd Edition, Dar es Salaam: University Press, 1987, at 54.

Citing an Article From a Scholarly Journal

Journal articles should be cited as follows (wherever possible use official abbreviations, not the full name for journal titles):

Name of Author/s

Title (inverted commas)

Year (in brackets)

Volume Number

Official Abbreviation of Name of Journal

Page Number

Example:

⁵Mahmud Saedon Awang Osman, "Islamic Law and its Codification" vol. 1 No.1 (1989) IIU Law Journal, 56.

OR

Follow this order: author's name, title of the article in quotation marks, italicised title of the journal, volume number, issue number, date of publication (within round brackets), colon, page number. Close with a period.

⁶Mohamad Abbas and et al, "Inculcation of Values Across the School Curriculum: Development and Validation of Teachers' Orientation Scale", *Intellectual Discourse*, vol. 7, no.2 (1999): 163.

Citing an Article that Forms a Chapter of a Book

Follow this order: author's name, title of the article in quotation marks, italicised title of the book (preceded by "in"), editor of the book, and place of publication followed by colon, publisher, and year of publication, all in round brackets, page number.

²Moh'd. Juma Aman, "Investment in Stock Market: Some Issues from the Islamic Perspective" in *Islamic Finance*, edited by Abdurrahman Mwambata and Juma Machano Haji (Zanzibar: University College Printing Press, 2009), 15.

Edited or Translated Sources

When a work cited is edited or translated, indicate the editor or the translator after the title of the work. For editor, write the phrase "edited by" before the editor's name and for translator, write the phrase "translated by" before the translator's name. Abbreviations "ed." for the former and "trans." for the latter are both acceptable. For example:

¹Christian Cherfils, *Napolean and Islam: From French and Arab documents*, translated from French by James Gibb-Stuart (Kuala Lumpur: Utusan Publications, 2000), 69.

Citing an Article from an Electronic Journal Accessed Through a Database

Follow this order: author's name, title of the article in quotation marks, italicised title of the journal, volume number, issue number, date of publication (within round brackets), page number (preceded by colon), title of database (preceded by a period), title of the website (preceded by "via"), URL (within angle brackets).

⁵Sandra Yin, "Color Bind," *American Demographics*, vol. 25, no. 7 (2003): 23. Academic Search Premier, via Galileo, <<http://www.galileo.usg.edu>>.

Citing an Article from a Magazine

Follow this order: author's name, title of the article in quotation marks, italicised title of the magazine, volume number, issue number, date of publication (month and year), and page number. Close with a period.

⁶Syed Arabi Idid, "Press Freedom and Responsibility in a Developing Society," *Media Asia*, 23 (3), 146-149/154-156.

Citing an Article from a Newspaper

Follow this order: author's name, title of the article in quotation marks, italicised title of the newspaper, date of publication (day, month and year), and page number.

⁷Ahamed Kameel Mydin Meera, "True Depiction of the Prophet", *The Edge Tanzania*, 27 March, 2006, 12.

Citing an Anonymous Article from Periodicals

Follow this order: title of the periodical, title of the article, date of publication (day, month and year), and page number.

⁸*Chicago Tribune*, “Gun Injuries Take Financial Toll on Hospitals,” 24 February, 1994, 2.

Citing an Encyclopedia Article

Follow this order: title of the encyclopedia in italics, the edition used encyclopedia entry (within quotation marks).

⁹*The New Encyclopedia Britannica*, 15th Edition, “Dress and Adornment.”

Citing a Thesis or Dissertation

Follow this order: author’s name, title of the thesis/dissertation in quotation marks, description of the thesis/dissertation in terms of the degree awarded, the university, and year of award, all in round brackets, page number.

³Robert Simon Ulanga, “The Sensitivity of Distress Prediction Model to Non-normality of Bounded and Unbounded Financial Ratios: An Application in Tanzania,” (Ph.D. Thesis, Dar-es-Salaam University, 1994), 52

Internet Citations

Cite with URL underlined in angle brackets, and the date the document was viewed.

Example:

⁶Ricketson S, *The law of intellectual property: Copyright, designs and confidential information* (Lawbook Co. subscription service), <<http://subscriber.lawbookco.com.au>> viewed on 11 May 2014.

Citing an interview conducted by the thesis/dissertation writer

Follow this order: interviewee’s name, the phrase “interview by thesis/dissertation writer,” place (district first), date of interview.

¹⁰Mmanga Mjengo, Interview by Author, High Court, Vuga, 1 December 2012.

When referring to any of the sources mentioned above for a second time, the following conventions must be adhered to:

Cite the author, followed by the footnote number where the source was first mentioned (preceded by n. – note), and then cite the new page number(s) referred to.

Example:

¹ Sihombing, J, —National Land Code: A Commentary, I Vol.1, *Malayan Law Journal*, 2000 at 77.

² Wong, David, *Tenure and Land Dealings in the Malay States*, Singapore University Press, 1974 at 40.

³ Sihombing, n. 1 at 82.

⁴ Wong, n. 2 at 55.

Latin Terms

Two of the most commonly used Latin terms are “*ibid*” and “*id*” and when used, the following guidelines should be observed:

When referring to the same work as in the citation immediately preceding, use the abbreviation “Ibid.” (Shortened from *ibidem*) for the second reference. If the page cited is the same, the page number need not be written.

“Id” is used where there is some variation, generally page number, between the immediately previous and present footnote. The terms are not italicized, and are never used in reference to legislation. If there is more than one authority cited in the previous footnote, neither is used. They are never used when there is an intervening citation, for example:

⁷Teo and Khaw, *Land Law in Malaysia: Cases and Commentary*, Butterworths Asia, Malaysia, 1995 at 315.

⁸Ibid.

⁹Ibid, 329-330. 49

Latin terms considered obsolete in legal writing include:

- op.cit. (to be substituted with ‘above’)
- supra. (to be substituted with ‘above’)
- infra. (to be substituted with ‘below’)

CHAPTER FIVE

REFERENCES

INTRODUCTION

The elements to include in a reference and the form they take depend on whether the reference is a periodical (journal articles), non-periodical (books, monographs, etc.) or part of a non-periodical (chapter in book). There are four main elements of a bibliography entry. They are:

- a. author's surname.
- b. year/date of publication.
- c. title.
- d. publication information (name of publisher and place of publication).

Next, give in round brackets the year / date of the material as follows:

- Book/Journal article: Bennetts, J. (1998).
- Monthly magazines, newsletters, newspapers: (1998, June).
- Dailies and weeklies: (1998, June 19).
- Work accepted for publication but not yet printed: (in press).
- Republished work: (1923/1961).

This is followed by the title of the book. Capitalize just the first letter of the title and subtitle (if any), and all proper nouns. Italicise the title. Close with a period.

Titles of articles or chapters in books should neither be italicised nor enclosed within quotation marks.

Include the city, state or country where the book was published. Type a colon after the location. This is followed by the publisher's name in full as stated in the book. If two or more locations are listed, give the location which is listed first. End with a period.

Note the following conventions when writing a reference list.

See APPENDIX 20, page 67.

- a. Alphabetical order: The list of sources must be arranged in an alphabetical order, according to the first letter of the reference entry.
- b. Indentation: The second, third and consecutive lines of each source must be indented five spaces.
- c. Categories: In a thesis/dissertation written in English, bibliography entries, regardless of type, must not be listed under different categories.
- d. Indicators: Numbers and symbols are not to be used with any entries.
- e. Spacing: Double space between two entries.

Explanations and examples of bibliography entries are given below under the different types of references.

One Author in a Reference

Chambilion K. Mkwasa. (1993). *The Tanzania Legal System*. Nairobi: Nairobi University Press.

Multiple Authors in a Reference

Cite all authors in a bibliography entry. The final name should be preceded by an Ampersand (&), not the word *and*.

Abdullah, Ismail, & Abdul Manas, Shayuthi. (2006). *Introduction to the Sciences of Hadith*. Kuala Lumpur: The Research Centre, IIUM.

Roeder, K., Tan, A., Shaster, N., Van Nuys, A., Eric, L., & Williams, M. (1967). *Nerve Cells and Insect Behavior*. Massachusetts: Harvard University Press.

Corporate and Government Authorship in a Bibliography

When a corporation or an institution appears as the author, state the full name of the corporation or institution.

Institution of Financial Education. (1982). *Managing personal funds*. Chicago: Midwestern Publishing.

In cases where the author and publisher are the same, the word *Author* should be placed as publisher.

American Psychological Association. (2004). *Publication manual of the American Psychological Association*. Washington: Author.

Specific Edition of a Book

Immediately after the book's title, note the edition information in round brackets (for example, "2nd edn." or "5th edn.") unless it is part of the title and spells differently, e.g., Second Edition. Do not add a period between the title and the edition.

Brockett, O. (1967). *History of the Theatre* (2nd edn.). Boston: Allyn and Bacon.

Second Work by Same Author

When listing two or more works by the same author in the bibliography, the work published earlier should come first. Note that one-author entries precede multiple author entries beginning with the same surname.

Brown, R. (1958). *Words and things*. New York: Free Press, Macmillan.

Brown, R. (1965). *Social psychology*. New York: Free Press, Macmillan.

Brown, R., & Jenks, B. (1960). *Social dilemma*. New York: Free Press, Macmillan.

When an author publishes two works in the same year, the entries should appear alphabetically by title of work. However, lowercase letters should be written after the year.

Moustapha, Sano Koutoub. (2006a). *No Compulsion over Ijtihadic issues: a Methodological viewpoint*. Lebanon: Dār Ibn Hazmi.

Moustapha, Sano Koutoub. (2006b). *Public Interest and its Contemporary Applications*. Lebanon: Dār Ibn Hazmi.

See APPENDIX 20, page 67.

In the text, if the source is referred as:

Moustapha (2006b)...

It would refer to *Public interest and its contemporary applications* which are listed second in the bibliography.

Proceedings of Meetings, Symposium and Conferences

Ali Said Omar. (2006, May). Islamic treasury products: An update. Paper presented at Seminar on Islamic Banking & Capital Market: Products & Instruments organized by CERT, Dar-es-Salaam.

Unpublished Theses/dissertations

If an unpublished thesis/dissertation is obtained from a university rather than a microfilm, use the following format:

John, A.S. (1988). Manic-depressive behavior in early childhood. Unpublished doctoral dissertation, Mzumbe University, Tanzania.

Journal and Newspaper Articles

The following sections show the types of journal and newspaper articles and their respective examples:

Articles in Journals with Continuous Pagination

Hassan, M. Haji. (June 2004). The Muslim World in the 21st Century: Africa and Asia. *Journal of Islam in Asia*, Issue 1, 333-349.

These thesis/dissertation guidelines consider journals with continuous pagination as a norm, so no modification of the standard listing is needed.

Include the issue number in parentheses after the volume number. Note that there is a comma between the issue number and the page numbers, but no comma between the italicised volume number and the issue number.

CHAPTER TWO — Level 1. 14 points. UPPER CASE. bold

double spaces

Level 1. 14 points. UPPER CASE. bold

FIRST LEVEL HEADING (CHAPTER HEADING)

4 single spaces

SECOND LEVEL SUBHEADING level 2, 12 points, UPPER CASE, bold

double spaces

Text should begin at the left margin, i.e., the first line of the first paragraph in a section is not indented. The body of the text must be fully justified. The line spacing of the basic text should be set at 2.0 (double spacing). This includes line-to-line, paragraph -to- paragraph, text-to-numbered list, sentences within numbered lists, and subheading to text.

12mm The first paragraph of a section need not be indented. However, the first sentence of all proceeding paragraphs should be indented 12millimetres. Use the tab key for consistency. However, between the last paragraph of a section and a next level subsequent subheading, there should be three spaces (3.0).

3 single line spaces

Tips: For three (3) single line spaces, press the ENTER bar twice and start typing on the Second

Third Level Subheading — level 3, 12 points, Title Case, bold

double space

The first line of the first paragraph in a section is not indented. There should be a minimum of two lines of a paragraph at the bottom of the page under the heading. In cases where headings falls in the next page, the bottom margin will be wider than the required specification.

However, text of the subsequent paragraphs should be indented 12millimetres from the left margin and continue to the end of the left margin. The line spacing of paragraph-to-paragraph should be set at 2.0 (double spacing), same like the basic text. For the basic text, the 12-point font size is to be used. Use only “Times New Roman” font style. In the case of transliteration, “AHT Times New Roman” font style is.

3 cm

41

1.3 cm

APPENDIX 1(b): Chapter and Sub-headings in the Chapter 2.5 cm

The choice of using numbers along with the level headings is left to the student and supervisor.

3 single line spaces

Tips: For three (3) single line spaces, press the ENTER bar twice and start typing on the Second

Fourth Level Subheading — level 4, 12 points, Title Case, bold and italics

3.8 cm

The first paragraph of a section need not be indented. However, the first sentence of subsequent paragraphs should be indented 12 millimetres from the left margin. 2.5 cm

Headings are of five types, ranging from the Level 1 (the chapter heading) to Level 5 (the fourth level subheading). Chapter headings (level one) are to be centred and written in bold capital letters. The font size for chapter headings is 14 point.

Subheadings are up to four levels: levels two to five.

3 single line spaces

Tips: For three (3) single line spaces, press the ENTER bar twice and start typing on the Second

Fifth Level Subheading — level 5, 12 points, Title Case, italics and underlined

Subheadings are up to four levels: levels two to five. The font size for chapter headings is 14 point and it is considered as level 1. The font size for level 2 headings is 12 point, but in upper case bold letters. For level 3 headings: Bold, Title Case of 12 points are used. For level 4, heading is typed in bold italics Title Case of 12 points. In rare cases, when students need to use another subheading level, level 5, the format is 12 point italics Title Case.

3 cm

42

1.3 cm

APPENDIX 2: Sample of a Page Continuation, Spacing between Paragraphs and Line Spacing

2.5 cm

THINKING SKILLS — level 2, 12 points, UPPER CASE, bold

Students must be taught to think about when, why, why not, and how else. Students must be able to make use of these abilities outside their classroom, in their daily lives.

Thus, the task of a teacher in this century is to help students make sense of their world, and to open up new worlds of knowledge and experience. In doing this the teacher needs to bridge the larger world of ideas and public knowledge with the students' private world. Information and experience offered to the students remain meaningless if they do not connect and become a part of the students' world. To do this the teacher must do more than impart information, and more than leaving students to find out for themselves. Teachers need to be concerned with the reasons behind the facts rather than just the facts themselves.

3.8 cm

2.5 cm

According to Fisher (1995), philosophy, in the Socratic tradition of discussion, questioning and experimenting with ideas to see which one makes sense, has much to offer. Socrates, founder of the philosophical tradition brought the notion that nothing ought to be taken for granted and has to be questioned. For him an unexamined life is not worth living for. Therefore through philosophy, students can be encouraged to think for themselves and be given the means to be critical and creative thinkers. By so doing, teaching thinking enhances the chances of individual and eventually, societal survival in this rapidly changing world.

It is also hoped that good thinking taught to students will help them to develop the capacity to be reasonable within the context of moral development. Perhaps if this is achieved juvenile delinquency and social problems might decrease if not cease to exist. Understand how students must be taught to think about when, why, why not, and how else.

3 cm

43

1.3 cm

APPENDIX 3: Numbered Texts

For bulleted materials, students should place the numbers indented 12 millimetres from the left margin. The space between the number and the text should also adjusted to 8mms. This standard should be kept throughout the thesis and in numbers and the proceeding texts. A double space is still maintained between lines. For consistency adjust **Numbering** under **Format** pull-out menu in Microsoft Word., for example:

3.8 cm

1.2cm i. The title of the thesis/dissertation at the top in full.

2.0cm ii. The name of the students as registered in the Zanzibar University.

2.5 cm

iii. The submission formula, as follows:

2.0cm a. For programmes with coursework and research, the phrase “dissertation submitted in partial fulfilment ...”

b. For programmes with research only, the phrase “thesis submitted in

2.8cm partial fulfilment ...”

c. The name of the Faculty in full.

iv. The name of the University in single spacing.

3 cm

44

1.3 cm

APPENDIX 4: Example of Table Specifications

2.5 cm

i. A general note which qualifies, explains or provides information relating to the table as a whole and ends with an explanation of abbreviations, symbols and the like, designated by the word *Note.*, italicized and followed by a period, for

2.5 cm

example:

Note. All significant three-way interactions were omitted. M=match process; N= non-match process.

ii. A specific note which refers to a particular column, row or individual entry: specific notes are indicated by superscript lowercase letters (a, b, c) and should notes (whenever needed). For example:

an = 25

3.8 cm

This participant did not complete trials.

iii. A probability note which indicates the results of tests of significance. Asterisks are usually used to identify probability values such as:

* p < .05
** p < .05 two-tailed

↕
3 single line spaces

12 point,
single space,
Centred

Table 1.1
The caption should come before the table
Single line spaces

Parameter	Value
Simulation Area	9000 * 1500 (m ²)
Channel	Channel/WirelessChannel
	Propagation/TwoRayGround
Network Interface	Phy/WirelessPhyExt
MAC interface	Mac/802 11Ext
Routing protocol	AODV
Interface queue	Antenna/.OmniAntenna
UMTS-RSS Threshold	-94 dBM
Base station Wireless transmission range	8km
Application	FTP
Packet size	1000B
Initial TTL value	10

3 single line spaces

Only five factors were retained for interpretation, which accounts for about 50% of the variance. These five factors fulfill the criteria of comprising of at least four items,

45
3 cm
1.3 cm

APPENDIX 5: Numbering and Reference to a Table

2.5 cm

All text references to a table of the text should be by number, for examples:

- i. The percentages in Table 5.4 illustrate this margin or error.
- ii. A majority of voters were absent during election (see Table 4.5)
- iii. In Table 3.4, the rates increase markedly.

2.5 cm

3.8 cm

3 cm

46

1.3 cm

APPENDIX 6 (a): Title Page (by coursework and Dissertation)

6cm

TITLE OF THE DISSERTATION

font size 18,
Upper Cases, Normal,
centered

3.8cm

2.5cm

NAME OF THE AUTHOR

font size 18,
Upper Cases, Normal,
centered

A dissertation submitted in partial fulfilment of
the requirements for the degree of (name of the
programme)

Master of...

ZANZIBAR UNIVERSITY

Note: The Title Page is counted but not numbered. Use same font size throughout the page

MONTH YEAR

6 cm

APPENDIX 6 (b): Title Page (by Thesis)

6 cm

TITLE OF THE THESIS — font size 18,
Upper Cases, Normal,
centered

3.8cm

2.5cm

NAME OF THE AUTHOR — font size 18,
Upper Cases, Normal,
centered

**A thesis submitted in fulfilment of the requirement
for the degree of (name of the programme)** — font size 18, Title
Case, normal,
centered, single space

ZANZIBAR UNIVERSITY

Note: The Title Page is counted but not numbered. Use same font size throughout the page

MONTH YEAR — font size 18, upper
cases, normal,
centered between lines

6 cm

APPENDIX 7: Guidelines for Determining a Suitable Title for a Thesis

Before submitting a thesis, students and members of their respective supervisory committees are required to ensure that the title of the thesis is grammatically correct and reflects the study undertaken. The following guidelines should also be taken into consideration when deciding on the most appropriate title for the thesis.

1. Ensure that important keywords are found in both the title and abstract of the thesis.
2. Avoid the use of abbreviations and/or acronyms. Instead, use the full terminology, unless the term is commonly used in the field of study (e.g. ESL, DNA, PCR, GIS).
3. Avoid the use of a colon (:) or dash (-) e.g. '*Bacillus subtilis* amylase: Purification and Characterisation' or '*Bacillus subtilis* amylase Purification and Characterisation'. The title may be replaced with 'Purification and Characterisation of *Bacillus subtilis* amylase'.
4. Ensure that when both the common and scientific names of an organism (where applicable) are mentioned, the common name is stated first followed by the scientific name (including variety if known) in parentheses.
5. Where possible, ensure that the title does not begin with "The..." e.g., "Effects of..." instead of "The Effects of..."
6. The title should not exceed 20 words.

APPENDIX 8 (a): Approval Page for Master’s degree (by coursework and Dissertation)

CERTIFICATION PAGE

14 points, bold, uppercase, centred

4 single spaces

I certify that I have supervised and read this study and that in my opinion, it conforms to acceptable standards of scholarly presentation and is fully adequate, in scope and quality, as a dissertation for the degree of Master of

2.5cm

3.8cm

.....
Sowed Juma Mayanja
Supervisor

I certify that I have read this study and that in my opinion it conforms to acceptable standards of scholarly presentation and is fully adequate, in scope and quality, as a dissertation for the degree of Master of

12 points, normal, justified

.....
Mwinyi Talib Haji
Examiner

This dissertation was submitted to the Department of and is accepted as a partial fulfilment of the requirements for the degree of Master of

.....
Ali Ahmed Uki
Head, Department of

This dissertation was submitted to the Faculty of and is accepted as a partial fulfilment of the requirements for the degree of Master of

.....
Moh’d Makame Haji
Dean, Faculty of

Note: For the Faculty that require external examination, cut and paste the examiner portion immediately under the Examiner, and add the name of the examiner and “External Examiner.”

APPENDIX 8 (b): Certification Page for Master's Degree (by Thesis)

CERTIFICATION PAGE

14 points, bold,
uppercase, centred

4 single spaces

I certify that I have supervised and read this study and that in my opinion, it conforms to acceptable standards of scholarly presentation and is fully adequate, in scope and quality, as a dissertation for the degree of Master of

2.5cm

3.8cm

12 points, normal, justified

.....
Sowed Juma Mayanja
Supervisor

I certify that I have read this study and that in my opinion it conforms to acceptable standards of scholarly presentation and is fully adequate, in scope and quality, as a dissertation for the degree of Master of

.....
Mwinyi Talib Haji
Internal Examiner

.....
Abdulkadir Hashim
External Examiner

This dissertation was submitted to the Department of and is accepted as a fulfilment of the requirements for the degree of Master of

.....
Ali Ahmed Uki
Head, Department of

This dissertation was submitted to the Faculty of and is accepted as fulfilment of the requirements for the degree of Master of

.....
Moh'd Makame Haji
Dean, Faculty of

Note: For the Faculty that require external examination, cut and paste the examiner portion immediately under the Examiner, and add the name of the examiner and "External Examiner."

**APPENDIX 8 (c): Certification for Master’s Degree with two Supervisors
(by Coursework and Dissertation)**

CERTIFICATION PAGE

14 points, bold,
uppercase, centred

4 single spaces

I certify that I have supervised and read this study and that in my opinion, it conforms to acceptable standards of scholarly presentation and is fully adequate, in scope and quality, as a dissertation for the degree of Master of

3.8cm

2.5cm

12 points, normal,
justified

.....
Masoodi Gullam Saqlain
Supervisor

.....
Sowed Juma Mayanja
Co-Supervisor

I certify that I have read this study and that in my opinion it conforms to acceptable standards of scholarly presentation and is fully adequate, in scope and quality, as a dissertation for the degree of Master of

.....
Mwinyi Talib Haji
Internal Examiner

.....
Abdulkadir Hashim
External Examiner

This dissertation was submitted to the Department of and is accepted as a partial fulfilment of the requirements for the degree of Master of

.....
Ali Ahmed Uki
Head, Department of

This dissertation was submitted to the Faculty of and is accepted as partial fulfilment of the requirements for the degree of Master of

.....
Moh’d Makame Haji
Dean, Faculty of

APPENDIX 8(d): Certification for PhD with two Supervisors (by Coursework and Dissertation)

CERTIFICATION PAGE

14 points, bold, uppercase, centred

4 single spaces

3.8cm

I certify that I have supervised and read this study and that in my opinion, it conforms to acceptable standards of scholarly presentation and is fully adequate, in scope and quality, as a dissertation for the degree of Master of

12 points, normal, justified

2.5cm

.....
Masoodi Gullam Saqlain
Supervisor

.....
Sowed Juma Mayanja
Co-Supervisor

I certify that I have read this study and that in my opinion it conforms to acceptable standards of scholarly presentation and is fully adequate, in scope and quality, as a dissertation for the degree of Master of

.....
Mwinyi Talib Haji
Internal Examiner

.....
Abdulkadir Hashim
External Examiner

This dissertation was submitted to the Department of and is accepted as a fulfilment of the requirements for the degree of Master of

.....
Ali Ahmed Uki
Head, Department of

This dissertation was submitted to the Faculty of and is accepted as a fulfilment of the requirements for the degree of Master of

.....
Moh'd Makame Haji
Dean, Faculty of

APPENDIX 9: Approval Sheet 2

This thesis was submitted to the Senate of Zanzibar University and has been accepted as fulfilment of the requirement for the degree of (type of degree). The members of the Supervisory Committee were as follows:

Name of Chairperson, PhD (omit `PhD` if not applicable)

Title (e.g., Professor/Associate Professor/; if applicable)
Name of Faculty
Zanzibar University
(Chairman)

Name of Member 1, PhD (omit `PhD` if not applicable)

Title (e.g., Professor/Associate Professor/; if applicable)
Name of Faculty
Zanzibar University
(Member)

Name of Member 2, PhD (omit `PhD` if not applicable)

Title (e.g., Professor/Associate Professor/; if applicable)
Name of Department and/or Faculty
Name of Organisation (University / Institute)
(Member)
(Add or delete if necessary)

(Insert name of current Director)
(E.g., PhD)

Director,
Institute of Postgraduate Studies and Research
Zanzibar University
Date:.....

2.5cm

APPENDIX 10: Declaration Page (with/without Coursework)

DECLARATION

4 single spaces

3.8cm

I hereby declare that this dissertation is the result of my own investigations. Where other people’s work has been used (either from a printed source, Internet or any other electronic source), this has been properly acknowledged and referenced in accordance with faculty requirements. I also declare that it has not been previously or concurrently submitted as a whole for any other degrees at Zanzibar University or other institutions.

2.5cm

Jabir Ahmed Ali

Signature

Date

2.5cm

APPENDIX 11: Copyright Page

ZANZIBAR UNIVERSITY

2 single line spaces

DECLARATION OF COPYRIGHT AND AFFIRMATION OF FAIR USE OF UNPUBLISHED RESEARCH

2 single line spaces

Copyright © 2015. All rights reserved.

2 single line spaces

CREATIVITY IN PRIMARY SCHOOL STUDENTS IN NATIONAL AND ISLAMIC RELIGIOUS SCHOOLS

One single line space

No part of this unpublished research may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording or otherwise without prior written permission of the copyright holder except as provided below.

One single line space

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2. ZANZIBAR UNIVERSITY or its library will have the right to make and transmit copies (print or electronic) for institutional and academic purposes.
3. The Zanzibar University library will have the right to make, store in a retrieval system and supply copies of this unpublished research if requested by other universities and research libraries.

3.8cm

2.5cm

12 points, Sentence
case,
single spacing

APPENDIX 12: Table of Contents Sample

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2.5cm

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Level 1, 14 points, uppercases, bold

4 single spaces

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	double space between entries	Body text level, 12 points, lower and upper cases
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3.8cm

2.5cm

2.5cm

APPENDIX 14: List of Figures

LIST OF FIGURES

Level 1, 14 points, uppercases, bold

4 single spaces

Figure 5.1	Summary of Data Collection	163
	double space between entries	Body text level, 12 points, lower and upper cases
Figure 5.2	Response from Cases and Lawyers regarding enacted laws governing on Division of matrimonial property after Divorce under Common Law Courts in Zanzibar	163
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3.8cm

2.5cm

2.5cm

APPENDIX 15: List of Cases

LIST OF CASES

Level 1, 14 points, uppercases, bold

4 single spaces

Rehema Ali Mati v Matao Juma Matao, Civil Case No. 162 of 2003
Abdulmalik v Mariam, Civil Case No. 44 of 1999
Mkasi Ali Sheha v Haji Mcha Haji, Civil Case No. 89 of 1999
Hamdu v Rukia, Civil Case No. 38 of 1999
Nafsiah v. Abdul Majid [1969] MLJ 174
Aishah v. Jamaluddin [1978] 3 JH 104
Yang Chik v. Jamal [1986] 6 JH 146
Salma Khamis Haji v Mohd Haji Kisube, Civil Case No. 5 of 2010
Muhammad Khan v. Abdul Khalik Khan PLD 1981 Supreme Court 155
Adegbenro v. Akintola [1963] AAC 614
Stanislaus v. State of Madya Pardesh AIR 1977 SC 908
Sudan Government v. Ibrahim Adam Uthman and Ors. 1984 SLJ 118

Body text level,
12 points, lower
and upper cases

3.8cm

2.5cm

2.5cm

APPENDIX 16: List of Statutes

LIST OF STATUTES

Level 1, 14 points, uppercases, bold

4 single spaces

Appellate Jurisdiction Act Cap. 141 R.E 2002 of the Laws of Tanzania
Articles of the Zanzibar Order in Council of 1924
Bombay Civil Courts Act of 1869
Bombay Regulation of 1827
Civil Procedure Decree Cap. 8
Court of Appeal Rules of 2009
Contract Decree Cap. 149
Court Decree No. 22 of 1923
Criminal Procedure Decree Cap. 14
Evidence Decree Cap. 5
Existing Decree No. 1 of 1964
Imperial Enactments (Application) Decree of 1939
Interpretation of Laws and General Provisions Act No. 7 of 1984

Body text level,
12 points, lower
and upper cases

3.8cm

2.5cm

APPENDIX 17(a): Common Abbreviations

app.	appendix	n.p	no place: no publisher
art/arts	article/articles	No/no.s	number/numbers
b.	born	n.s	new series
bk./bks	book/books	o.s	Old series
C.P.C	Criminal Procedure Code	P.B.U.H	Peace be upon him
c.	copy right	P L.D	All Pakistan Legal Decision
ca.	(<i>circa</i>):about, approximation	P.P.C	Pakistan Penal Code
cf.	compare	p./pars	Paragraph/paragraphs
ch.	chapter	passim	Here and there
chap./chaps	chapter./Chapters	pt./pts	Part/parts
col/cols	column/columns	q.v	Quode vide
comp./comps	compiler/compilers	Q.sh	Qanun E
dept./depts	department/departments	S.L.J	Sudan Law Journal
d	died	S.W.A	Subhanahu Wa ta'ala (Praise be to Allah and the Most High)
div./divs	division/divisions	sc	scene
e.g	for example		
ed./eds	edition/editions;editor, edited by	sec./secs	section./sections
et al.	(<i>et alia</i>) and others	sic	so thus
et seq	(<i>et sequers</i>): and the following	s.l	(<i>Sinoloco</i>): no place for publication
etc	(<i>et cetera</i>): and so forth pages that follow	s.n	(sin nomine):no place for publisher
fig.figs	figure/figures	s.v	(<i>Sub-verb,sub-voce</i>) under the word heading
ibid	(<i>ibidem</i>):in the same place	trans	translator/translated by
id	(<i>idem</i>):the same below	v./vv.	verse/verses
L.E	Law of Evidence	viz	(<i>Videlicet</i>):namely
ms./mss	Manuscript/manuscripts		

APPENDIX 17(b): Notes on Abbreviations

Some Notes on Abbreviations / Acronyms (adapted from the Publication Manual of the American Psychological Association. (1995). Fourth Edition. Washington D.C.)

Student must decide whether to (1) spell out a given expression every time it is used in an article or (2) spell it out initially and abbreviate it thereafter (do not switch between the abbreviated and written-out forms of a term).

Use an abbreviation only if it is conventional and if the reader is more familiar with the abbreviation than with the complete form. Authors must explain acronyms and abbreviations not familiar to the readers. Do not over-abbreviate as in the following example, even if the abbreviations have been explained previously:

The ESP class for ESL students is more suitable for L1 speakers than L2. Some abbreviations are acceptable and are already listed out in the dictionary, such as: IQ, AIDS, ESP.

Latin abbreviations: Use the following standard Latin abbreviations only in parenthetical material; in non-parenthetical material, use the English translation of the Latin terms:

cf.	compare	i.e.,	that is
e.g.,	for example	viz.,	namely
etc.	and so forth	vs.	versus, against

But:

Use the abbreviation v. (for versus) in references and text citations to court cases, whether parenthetical or not.

et al., which means others, should be used in non-parenthetical as well as parenthetical material.

Scientific abbreviations

Use abbreviations and symbols for metric and nonmetric units of measurement that are accompanied by numeric values. No dots necessary following the abbreviations (except for in. for inche, a.m. and p.m.).

4 cm 30 s 12 min 18 hr 5 lb 6 kg

Do not abbreviate the following words: day week month year

Do not abbreviate for metric and nonmetric units that are not accompanied by numeric values: (i) several pounds, (2) measured in kilometres.

Do not abbreviate chemical compounds to their formula; use either the common name of the chemical name: Aspirin or salicylic acid (not C₉H₈O₄).

2.5cm

APPENDIX 18: List of Symbols

LIST OF STATUTES

Level 1, 14 points, uppercases,
bold

4 single spaces

a	Length of a Square Plate (m, in.)
E_1	Young's Modulus in 1-direction (GPa,psi)
E_2	Young's Modulus in 2-direction (GPa, psi)
F_i	Strength Tensors of the Second Rank
F_{ij}	Strength Tensors of the Fourth Rank
F_{12}	Shear Modulus in 12-plane (GPa, psi)
G_{13}	Shear Modulus in 13-plane (GPa, psi)
G_{23}	Shear Modulus in 23-plane (GPa, psi)
Q_{ij}	Reduced Stiffness (N/m ² , psi)
R	Shear Strength in 23-plane (Mpa, psi)
S	Shear Strength in 13-plane (Mpa, psi)
S_{ij}	Compliance Matrix Components
T	Shear Strength in 12-plane (Mpa, psi)
t_i	Thickness of Each Lamina
u_0	Displacement of the Mid-plane in x -direction(m, in.)
v_0	Displacement of the Mid-plane y -direction (m, in.)
w_0	Displacement of the Mid-plane z -direction (m, in.)

Body text level,
12 points, lower
and upper cases

2.5cm

3.8cm

APPENDIX 19(a): Layout of a Chapter (where main headings and subheadings are not numbered)

CHAPTER NUMBER

TITLE OF CHAPTER

There may be a preamble at the beginning of a chapter. The purpose may be to introduce the themes of the main headings.

Main heading no. 1
(Primary level, bold and centred)

Subheading no. 1 (Secondary level)

There should be at least two subheadings to justify having subheadings.

Subheading no. 2 (Secondary level)

All first letters of principal words are capitalised and the subheading is typed flush with the left margin.

Tertiary heading no. 1
(Under Subheading no. 2)

Tertiary level headings are indented five spaces. There should be at least two tertiary level headings to justify having tertiary level headings.

Tertiary heading no. 2
(Under Subheading no. 2)

Tertiary headings and subsequent headings should not be listed in the Table of Contents.

APPENDIX 19(b): Layout of a Chapter (where main headings and subheadings are not numbered)

CHAPTER 2

TITLE OF CHAPTER

There may be a preamble at the beginning of a chapter. The purpose may be to introduce the themes of the main headings.

2.1 Main heading no. 1 (Primary Level Numbering)

2.1.1 Subheading no. 1 (Secondary level numbering)

There should be at least two subheadings to justify having subheadings.

2.1.2 Subheading no. 2 (Secondary level numbering)

All first letters of principal words are capitalised and the subheading is left justified.

2.1.2.1 Tertiary heading no. 1 (Under Subheading no. 2)

There should be at least two tertiary headings to justify having tertiary headings.

2.1.2.2 Tertiary heading no. 2 (Under Subheading no. 2)

Tertiary and subsequent headings should not be listed in the Table of Contents.

APPENDIX 20: Examples of Common Referencing Styles

REFERENCES

level 1, 14 points,
uppercases, bold

4 single line spaces

MLA

Liew, Chung-Yee, Masoud Rashid Mohamed, and Said Seif Mzee. "The Impact of Foreign Aid on Economic Growth of East African Countries." *Journal of Economics and Sustainable Development* 3.12 (2012): 129-138.

Kumar, Sameer, and Promma Phrommathed. *Research methodology*. Springer US, 2005.

APA

Arifin, M., Ibrahim, N., & Talib, M. (2012). The role of Sulh towards the process of reducing the rate of divorce in the Kadhis' courts in Zanzibar: Following the Malaysian model. *Australian Journal of Basic and Applied Sciences*, 6(11), 166-178.

Hamad, O. F. (2011). *Analog, Digital and Multimedia Telecommunications: Basic and Classic Principles*. Xlibris Corporation.

CHICAGO

Omar, Abbas Mohamed, Haji Ali Haji, and Khamis Hamad Mwitumbe. "Information literacy in Zanzibar universities: Current situation and the way forward." *IFLA journal* 40, no. 4 (2014): 280-288.

Neuman, William Lawrence. *Social research methods: Quantitative and qualitative approaches*. Vol. 13. Boston: Allyn and Bacon, 2005.

2.5cm

HARVARD

Walliman, N. (2004). *Your undergraduate dissertation*. London: SAGE.

3.8cm

VANCOUVER

Alawi M, Saeed R, Hassan A, Alsaqour R. Simplified gateway selection scheme for multihop relay in vehicular ad hoc network. *International Journal of Communication System*. 2013;27(12):3855-3873.

GLOSSARYlevel 1, 14 points,
uppercases, bold

4 single line spaces

Artifact. Anything made by man. The term is used here to mean any pieces of stone that has been modified by man.

Axis of detachment. The path of the force that removed the piece from the core. It runs from the point of impact on the platform of the artifact toward the distal end.

Backing. Very steep retouch along a lateral edge, forming a near ninety-degree angle with the dorsal face of the artifact. The retouch is usually obverse, but it may be inverse or a mixture of the two. It has the effect of thickening, blunting, and shaping of a table knife. Backing may be straighten, curve, or shoulder the outline shape of an artifact. Long, narrow perforators are often “double backed” (meaning both lateral edges) to that shape, producing a strengthened point.

Blade. An elongated piece of stone that was detached from a core and is, by oversimplified definition, at least twice as long as it is wide. When detached from the blade core, the removals, one after another, usually produce on the core a series of flake scar ridges, approximately parallel; they in turn become dorsal surface features trending lengthwise of the blades that are subsequently detached. However, the pattern of flake scars on a blade is not limited.

3. 8cm

Burin facet. The scar formed by the detachment of a burin spall.

Burin spall. The piece struck off to produce a burin. An occasional burin spall may show subsequent modification, by retouch, into a perforator.

2. 5cm

APPENDIX 22(a): Cover Page

6cm

TITLE OF THE THESIS

font size 18-24,
Upper Cases, Normal,
centered

3.8cm

2.5cm

NAME OF THE AUTHOR

font size 18-24,
Upper Cases, Normal,
centered

ZANZIBAR UNIVERSITY

MONTH YEAR

Note: Use same font size throughout the page

6 cm

APPENDIX 22(b): Example of Cover Page

**THE STUDY BASED ON THE DIVISION
OF MATRIMONIAL PROPERTY AFTER
DIVORCE UNDER COMMON LAW
COURTS IN ZANZIBAR**

KARIMA ABDULWAHAB ALAWIY

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APPENDIX 23: Spine

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APPENDIX 24: Abbreviations for Postgraduate Programmes

PhD	All Doctoral Programmes
MCL	Master of Comparative Laws
MBA	Master of Business Administration
MPA	Master of Public Administration
MSc.	Master of Science