

UNIVERSITY OF EDUCATION, WINNEBA
School of Graduate Studies (SGS)



**SGS Thesis/Dissertation/Project Handbook:
A Guide to the Preparation, Submission and
Completion of Degree Requirement**

**ISSUED ON THE AUTHORITY OF
SCHOOL OF GRADUATE STUDIES BOARD (SGSB)
ON BEHALF OF UNIVERSITY OF EDUCATION,
WINNEBAACADEMIC BOARD**

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ABBREVIATIONS

APC	Academic Planning Committee
CPHPA	Cumulative Postgraduate Honour Point Average
DAA	Division of Academic Affairs
DPC	Departmental Postgraduate Committee
DPPC	Departmental Postgraduate Programmes Coordinator
FPC	Faculty Postgraduate Committee
FPPC	Faculty Postgraduate Programmes Coordinator
IRB	Institutional Review Board
NAB	National Accreditation Board
PARO	Postgraduate Academic Records Office
PHP	Postgraduate Honour Points
PHPA	Postgraduate Honour Point Average
SGS	School of Graduate Studies
SGSB	School of Graduate Studies Board
TDPH	SGS Thesis/Dissertation/Project Handbook: A Guide to the Preparation, Submission and Completion of Degree Requirements
UPPS	UEW Policies for Postgraduate Students
UREC	University Research Ethics Committee

INTRODUCTION

What Exactly is a Thesis/Dissertation/Project?

A thesis/dissertation/project is a formal document that demonstrates the author's ability to conduct research that makes an original contribution to theory or practice. Original in this context implies some novel twist, fresh perspective, new hypothesis, or innovative method that makes the thesis/dissertation/project a new distinctive contribution (Roberts 2010). In other words, the thesis/dissertation/project is a document in which a student presents his or her research and findings as public evidence of scholarly accomplishment in fulfillment of the requirements for a degree, being it doctoral or masters. The thesis/dissertation/project is a product of substantial research and scholarship that represents the student's own work. The content and form of the thesis/dissertation/project is guided by the thesis/dissertation/project supervisor(s) and the standards of the student's discipline. The student has the primary responsibility in conducting the research and preparing the findings, and in authoring the thesis/dissertation/project.

An indispensable part of postgraduate education in UEW is for students to become knowledgeable about the responsible conduct of research and scholarship appropriate to their discipline or field of study. Consequently, research method courses are offered in all UEW SGS programmes at the departmental level. In addition, the Institute for Educational Research and Innovation Studies (IERIS) organizes intensive training on responsible conduct of research and scholarship. It is hoped that by the time the student gets started with the research he/she would have acquired the knowledge and skills needed to get himself/herself prepared for the job.

PARTS OF THE THESIS/DISSERTATION/PROJECT

1.0 SECTIONS OF A STANDARD THESIS/DISSERTATION/PROJECT

The writing of thesis/dissertation/project is part of the requirements for the award of higher degrees and diplomas at the University of Education, Winneba. No higher degree will be conferred until the approved conditions or specifications for writing thesis/dissertation/project are met.

All thesis/dissertation/project shall consist of three categories of material, namely:

- A. Preliminaries or Front Matter
- B. The Text or Main Body
- C. Back Matter (Appendices and Supplemental Materials)

1.1 Preliminary Pages or Front Matter

The thesis/dissertation/project write-up shall have the following preliminary pages before the main body.

- a. **Cover Page:** Mandatory; unnumbered
- b. **Fly Leaf:** Mandatory; unnumbered
- c. **Title Page:** Mandatory; unnumbered
- d. **Declaration Page:** Mandatory; numbered (starting from **iii.**)
- e. **Dedication:** Optional; numbered
- f. **Acknowledgement(s):** Optional; numbered
- g. **Table of Contents:** Mandatory; numbered
- h. **List of Tables:** Mandatory ;numbered (when two or more items are listed)
- i. **List of Figures/Plates** (if any): Mandatory; numbered¹ (when two or more items are listed)
- j. **Glossary:** Mandatory; numbered (when two or more items are listed)
- k. **Abstract/Summary:** Mandatory; numbered

¹List of any other functional parts peculiar to thesis, e.g., **List of Musical Examples** for Musical Composition research degree candidates should follow **List of Figures**.

Each of these titles (sub-sections *a – k* above) begins on a fresh (new) page.

1.2.0 Briefs on Preliminaries or Front Matter

1.2.1 Cover of the Thesis/Dissertation/Project

The inscription on the cover of the thesis/dissertation/project shall be as follows:

- (a) Name of University (i.e. UNIVERSITY OF EDUCATION, WINNEBA) 2.54 cm (i.e., 1 inch) from the top in bold format and centered, all UPPERCASE.
- (b) The approved title (or topic) of the thesis/dissertation/project, all UPPERCASE, 2.54 cm (1 inch) from last line of (a) above, in bold format and centered.
- (c) The full name of candidate, as registered with UEW SGS, with surname last, all UPPERCASE, 15 cm (5.9 inches) from the top of the page, in bold format and centered .E.g.,

COSMAS	WORLANYO KOFI	MERERU
<i>First name</i>	<i>Middle Name(s)</i>	<i>Surname</i>

Note that the use of 'BY' and titles such as Mr., Mrs., Rev., are not acceptable on the Cover of the thesis/dissertation/project.

- (d) The full form of the degree in view; E.g.,

Doctor of Philosophy

Doctor of Education

Master of Philosophy

Master of Arts/Science/Business/Education/ etc.

Postgraduate Diploma

accompanied by the term—Thesis/Dissertation/Project—
(choosing the one that applies to your postgraduate programme of study, c.f., *UPPS, Regulation XV*).

All these are typed in UPPERCASE, 2.5 cm (1 inch) from the last line of (c) above in bold format and centered.

(e) COVER FOR **SOFT BOUND COPY** FOR ORAL EXAMINATION

- [i] If a thesis duly completed in a particular year (say 2014) for submission for oral examination (Defense), the date that shall appear on the cover shall be that same year of completion. This will be '**2014**'.

COVER FOR **HARD BOUND COPY** AFTER ORAL EXAMINATION

- [ii] If the thesis is awarded a PASS at the Oral Examination (Defense), the candidate's effective date that shall appear on the cover shall be the *year* the soft bound copy was submitted for oral examination (i.e., 2014);
- [iii] However, if the thesis submitted for oral examination is awarded a REFERRAL or FAIL, the candidate's effective date that shall appear on the cover shall be the *year* of re-submission of the *corrected soft bound copy* (this may be the following year, say, 2015);
- [iv] The cover for the **HARD BOUND COPY** shall bear the logo of the University of Education, Winneba, developed and printed at UEW Printing press, Winneba

In all cases (i.e., i, ii & iii above), it must be 2.5 cm (i.e., 1 inch) from the bottom, in bold format and centered.

See the illustration in Figure 1 on the next page. Note that it is not drawn to scale.

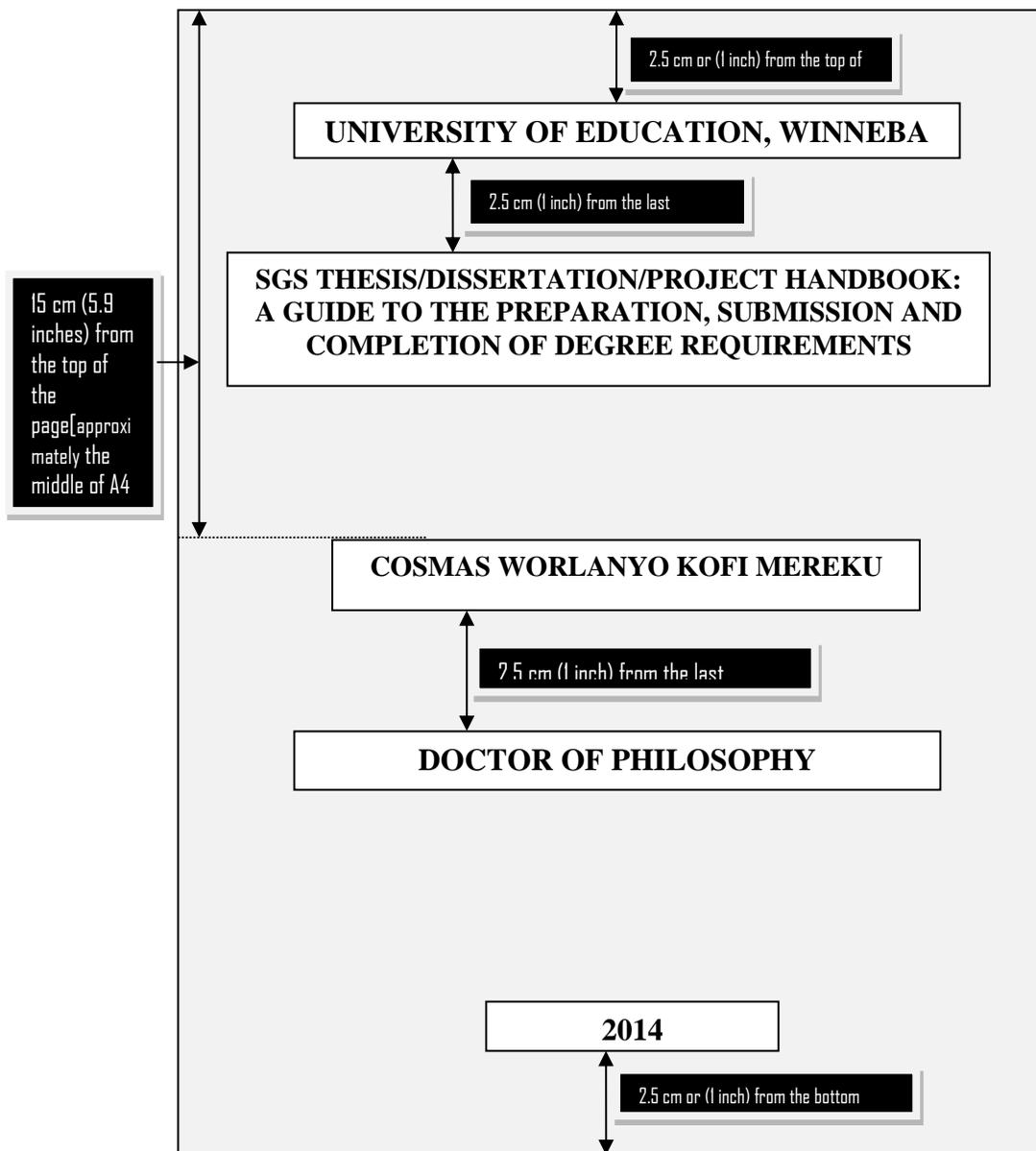


Figure 1: Cover for the Thesis/Dissertation/Project.

1.2.2 *Fly Leaf*

A blank sheet placed immediately after the cover. It is mandatory. Its pagination [i] is left blank.

1.2.3 *Title Page*

The title page is mandatory. It is the page after the *fly leaf*. Its page number is not indicated (even though it is counted [ii]). The title page shall bear the following:

- i. Name of University (i.e., UNIVERSITY OF EDUCATION, WINNEBA) 2.54 cm (1 inch) from the top, UPPERCASE, in bold format and centered.
- ii. The approved title (topic) of the thesis/dissertation/project, all in UPPERCASE, 2.54 cm (1 inch) from the last line of (i) above, in bold format and centred.
- iii. The full name of candidate, as registered with UEW SGS, with surname last, all in UPPERCASE, 15 cm (5.9 inches) from the top of the page [approximately middle of page], in bold format and centred. See *Section 1.2.1 (c)* above on page 3.
- iv. Names of the Department and Faculty where the work for the thesis/dissertation/project was done, 2.5 cm (1 inch) from the last line of (iii) above and shall be in *sentence style* in bold format and centered in the following words:

**A thesis/dissertation/project in the Department of ...,
Faculty of ...,**

to be followed by (v) below:

- v. The degree for which the thesis/dissertation/project is submitted shall be given in the following words to follow directly after (iv) above to complete the phrase in *sentence style*, bold format and centered in the following words:

**...submitted to the School of Graduate Studies in partial
fulfilment of the requirements for the award of the
degree of [Doctor / Master of Philosophy, etc.,] (Course
offered) in the University of Education, Winneba**

In whole, combining (iv) and (v), the statement will stand as:

**A thesis/dissertation/project in the Department of Music
Education, School of Creative Arts, submitted to the School of
Graduate Studies in partial fulfilment
of the requirements for the award of the degree of
Doctor of Philosophy
(Arts and Culture)
in the University of Education, Winneba**

Always break the sentences at this point in order to have these four lines.

- vi. The last line shall bear the *month* and *year*. See *Section 1.2.1 (e [ii & iii])* to check on the right year to indicate. Note that you need to indicate the **month** here in addition to the *year*. It must be 2.5 cm (1 inch) from the bottom of the page and centered, all UPPERCASE.
- vii. The thesis/dissertation/project title and degree submission statement shall be in **single-line spacing**.

See the illustration in **Figure 2** below. Note that it is not drawn to scale.

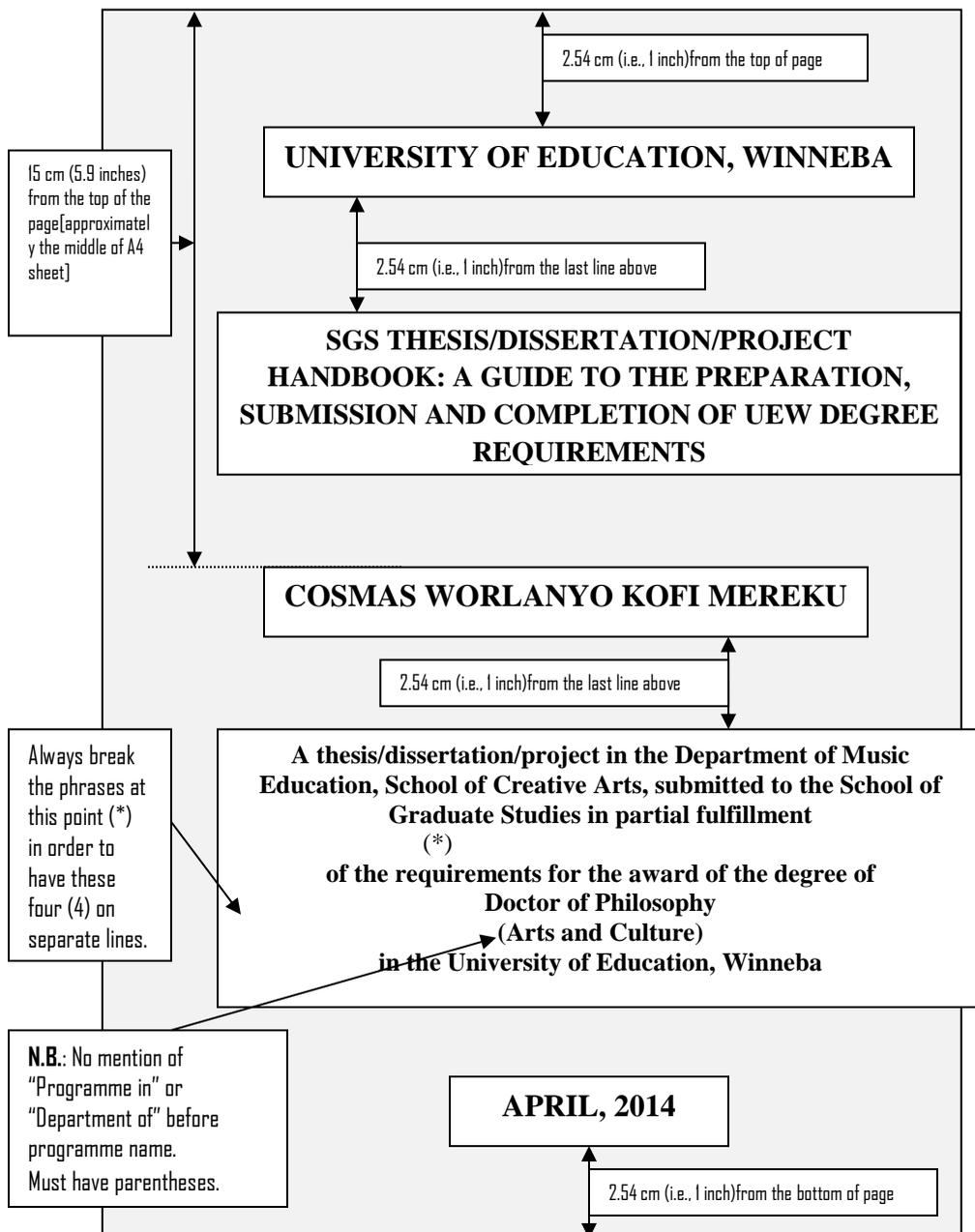


Figure 2: The Title Page

1.2.4 Declaration Information

The declaration information shall be on one sheet. In all cases, the top half of the page shall bear a signed statement by the candidate, and the second half for the supervisor(s), declaring that the research work and preparation of the thesis/dissertation/project were in accordance with the guidelines laid down by the University of Education, Winneba, in the following words:

STUDENT'S DECLARATION

I,(*Candidate's name*), declare that this thesis, with the exception of quotations and references contained in published works which have all been identified and duly acknowledged, is entirely my own original work, and it has not been submitted, either in part or whole, for another degree elsewhere.

SIGNATURE:.....

DATE:.....

The second half of the page shall be the Supervisor(s)' Declaration.

SUPERVISOR'S DECLARATION

I / We hereby declare that the preparation and presentation of this work was supervised in accordance with the guidelines for supervision of thesis/dissertation/project as laid down by the University of Education, Winneba.

..... (Principal Supervisor)

Signature :.....

Date:.....

..... (Co-Supervisor)

Signature :.....

Date:.....

N.B. The declaration statement above shall be single-line spacing and in plain regular format. Font size 12 point, Times New Roman.

Since the *fly leaf* and *title page* are mandatory but their page numbers are not indicated (even though counted [i.e., i & ii]), this makes the next mandatory page—DECLARATION PAGE—page [iii]. This is the first number indicated.

1.2.5 Dedication

The author may dedicate his/her work to any person(s) or corporate body(ies). This is not a requirement, but may be allowed. It must be noted that the dedication page is **not another acknowledgements page**. It must contain at most two lines, consisting of just a few words. For example, **To my family** or **In memory of my father**. It is **highly unconventional** to dedicate documents of this nature to any Deity. It is page *iv*.

1.2.6 Acknowledgement(s)

The author may acknowledge the assistance given by others during his/her research work and preparation of the thesis/dissertation/project. These may be mentors, supervisors, organizations, officials, chiefs, and colleagues, among others. Again, it is **highly unconventional to acknowledge any Deity**, for example, Almighty God, Allah or any other supernatural powers in documents of this nature. It is page *v*.

1.2.7 Table of Contents

Starting with the *Declaration page*, this shall contain a list of all major component parts of the thesis/dissertation/project, i.e., chapter titles, chapter headings or labels, sectional headings and sub-sectional headings. Formatting shall be with 12 point font-size and the line-spacing shall be double. Do not add tap-leaders. Pages are shown on the right and are

right-aligned. Preliminary pages with small Roman numerals and the main body with Arabic numerals starting from *page 1*.

1.2.8 List of Tables

After the *Table of Contents* shall follow the *List of Tables* (if any). This shall contain a complete list of tables in the order in which they appear in the thesis/dissertation/project. The title and page on which a table appears shall be given in that order. The first letter(s) of the key word(s) of a table title shall be capitalized [*Capital headline style*]. (Formatting is bold style with 12 point font-size).

1.2.9 List of Figures/Plates

After the *List of Tables* shall follow the *List of Figures* (if any). Figures include graphs, charts, maps, drawings, and photographs. This shall contain a complete list of figures in the order in which they appear in the thesis/dissertation/project. The serial number of a figure shall be given in that order. The first letter(s) of the key word(s) of a figure title shall be capitalized [*Capital headline style*]. (Formatting is bold style with 12 point font-size).

1.2.10 Glossary/Abbreviations

It shall contain a list and explanations of uncommon foreign and indigenous terms/words/phrases, or technical words used in the text. All acronyms used in the text but not spelt out shall be explained here.

1.2.11 Abstract

The abstract shall contain a brief summary of what the report is about and what the main conclusions are. It should **not** exceed two hundred and fifty (250) words or one page. The summary (abstract) of the thesis/dissertation/project shall be bound immediately after the *Table of Contents* if there are no *Lists* and *Glossary/Abbreviation* subsections. The abstract shall **NOT** be paragraphed and shall contain the following:

- (i) a brief statement of the specific objectives of the research work;
- (ii) a brief description of methodology/materials and methods used;
- (iii) a brief summary of specific findings;
- (iv) a statement on conclusions and implications of findings.

The maximum lengths of words that would be used by the different degree categories are as follows:

Non-research Master's Degrees	M.A., M.Ed., M.Sc., MBA, M.Tech, PGD, PGC	Not more than 200 words
Research Master's Degrees	M.Phil., M.Com	Not more than 250 words
Doctoral Degrees	Ph.D, Ed.D.	Not more than 250 words

Note that by convention an abstract should **NOT** exceed one page.

1.3.0 Typical Thesis/Dissertation/Project Structure

A thesis/dissertation/project's structure varies with the academic discipline and the methodology used. The names of chapters may be different, but in one way or the other, the questions raised in Figure 3 below must be answered.

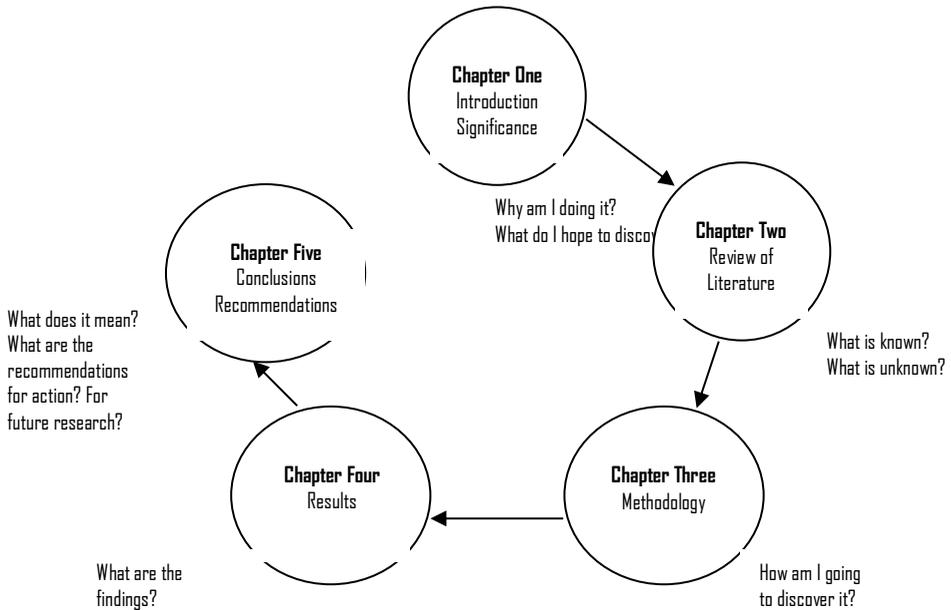


Figure 3 An Overview of a Typical Dissertation's Basic Structure.

Consequently, various sections of theses/dissertations/projects using quantitative or qualitative methodologies may vary in format. Following are sample formats:

1.3.1 Studies Using Quantitative Methodology

Chapter 1	Introduction Background/problem statement Theoretical/Conceptual framework Purpose of the study Research questions/hypotheses
-----------	-------------------------------------------------------------------------------------------------------------------------------------------

	Significance of the study
	Delimitations/assumptions
	Definition of Terms
Chapter 2	Literature Review
Chapter 3	Research Methodology, Materials and Methods
Chapter 4	Limitations
	Results/ Findings
Chapter 5	Summary of Findings
	Conclusions
	Implications, and recommendations
	Suggestions for future research
References	
Appendices (if any)	

1.3.2 Studies Using Qualitative Methodology

Chapter 1	Introduction
	Theoretical/Conceptual framework
	Topic and research problem
	Rationale/purpose of the study
	Guiding questions
	Significance of the study
	Delimitations/assumptions
	Definition of Terms
Chapter 2	Literature Review
Chapter 3	Methodology
	Rationale and assumptions for qualitative design
	Type of design
	Researcher's role
	Site and sample selections
	Data collection techniques
	Managing and recording data
	Methods for verification/trustworthiness
	Data analysis procedures
	Limitations
Chapter 4	Results/Outcome of the study/Findings
	Discussions
Chapter 5	Summary of Findings
	Connections to previous research and theories
	Conclusions
	Implications/Recommendations

Suggestions for future research

References

Appendices (if any)

Some studies use alternative formats. Two alternative formats are outline below.

1.3.3 Model-Building Studies

Chapter 1	Problem and purpose
Chapter 2	Literature review
Chapter 3	Methodology
Chapter 4	Analysis of data
Chapter 5	Conclusion and model
References	
Appendices (if any)	

1.3.4 Case Studies

Chapter 1	Problem and purpose
Chapter 2	Literature review
Chapter 3	Methodology
Chapter 4–6	Case studies
Chapter 7	Analysis of themes
Chapter 8	Conclusions, implications, and recommendations
References	
Appendices (if any)	

1.4.0 Briefs on Main Body Components

1.4.1 *The Dissertation Title*

The title of the dissertation is a succinct summary of the content and generally should ideally not exceed 15 words. Avoid unnecessary words, such as “A Study of ...” The title includes key terms that readily identify the scope and nature of the study.

1.4.2 *Chapter One: Introduction*

The introduction forms the beginning of the main body of the dissertation/thesis and shall be designated as Chapter One. It shall be devoted primarily to justifying the research work. Accordingly, the chapter shall contain:

- i. the background and general concepts; statement of the problem; purpose and objectives; research questions/hypothesis where appropriate; significance of the study; delimitations and the general layout of the report.
- ii. specific objectives of the research work or working hypotheses as justified by the literature review.

Number of specific objectives shall be as follows:

Non-research Master’s Degrees	M.A., M.Ed., M.Sc., MBA, M.Tech, PGD, PDC	Not more than 3 objectives
Research Master’s Degrees	M.Phil., M.Com	Not more than 4 objectives
Doctoral Degrees	Ph.D., Ed.D.	Not more than 6 objectives

1.4.3 Chapter Two: Literature Review

This should include an exhaustive but incisive review of **relevant** literature in the research area. The review exercise shall be geared towards justifying the defined objectives of the research and establishing the premise/theoretical framework for the research work. It shall also identify gaps in the literature in which the study attempts to fulfill.

Your literature review needs to tell an interesting “story” which leads up to why and how one is undertaking the investigation. If the writing is a story which reads like one thing after another, this is likely to be descriptive. However, if the story is comparing, contrasting and evaluating the previous literature, the researcher/author is on the right track.

1.4.4 Chapter Three: Research Methodology / Materials and Methods

This section shall provide information on participants, including sampling techniques, procedures (including evidence of ethical considerations), and equipment used in both data collection, and analysis. It shall also deal with the research design, description and distribution of instruments.

1.4.5 Chapter Four: Results/Findings

The outcome of the research shall be presented and explained in this chapter. The findings shall be made in prose and references made to tables and figures (graphs, charts, maps, drawings, and photographs).

Tables, graphs, musical examples, plates, pictures, maps and other illustrative matter shall be inserted at the appropriate sections of the chapter so as to make reference easier. Listing of illustrative matter is discussed under *Sections 1.2.8 & 1.2.9* above.

Materials that cannot conveniently be bound in the thesis/dissertation should be included in a pocket inside the back cover. Large maps may be folded and glued onto the *Frontispiece page*², just as CDs could be put in jackets of the back cover of the thesis.

² It is another optional blank page that follows the *Fly Leaf* (See Section 1.1 *Preliminary Pages*).

1.4.6 Chapter Five: Discussion

In this chapter, significant and novel findings shall be identified, interpreted and discussed. The discussion shall highlight the major findings of the research and the inferences made from them in view of findings from related previous studies.

1.4.7 Chapter Six: Summary of Findings, Conclusions and Recommendations

The candidate is required to itemize the major research findings, and indicate how his/her research work has contributed to knowledge. This sub-section may also include recommendations and any limitations of the study, including suggestions for future research work.

1.4.8 References

All (only) sources cited in the text shall be collated at the end of the thesis/dissertation/project according to APA guidelines. (*See Section 5 of this Handbook*).

N.B. The University uses the American Psychological Association (APA) house style for its official report writing. However, students in the humanities and liberal arts may use the Modern Language Association (MLA) style provided they stick to one particular style.

1.5.0 Appendices and Supplemental Materials

Sometimes, materials that supplement the main body would be distracting or inappropriate in the body of the thesis/dissertation/project. Material of that nature can often be included in an appendix or in supplemental materials section.

Appendix: An element of the print version of the thesis/dissertation/project.

Supplemental Materials: An online supplemental archive that the publisher of the archival source maintains.

1.5.1 Appendices

In general, an appendix is appropriate for materials that are likely to disturb the continuity of the thought of the reader. That is, if the material is likely to hinder the reader's following of the trend of the argument in the thesis/dissertation/project.

Some examples of material suitable for an appendix, according to *APA Publication Manual* (2010, p.39) are:

- (a) a list of stimulus materials (e.g., those used in psycholinguistic research),
- (b) a detailed description of a complex piece of equipment,
- (c) a list of articles that provided the source data for a meta-analysis but are not directly referred to in any other way in an article, and
- (d) a detailed demographic description of subpopulations in the study and other detailed and/or complex reporting items suggested in the reporting standards section of this chapter.
- (e) Other materials that be located in the appendix include data collection instruments, letters written to and received from respondents and authorities, geographical maps, and photographs.

If thesis/dissertation/project has only one appendix, label it Appendix; if it has more than one appendix, label each one with a capital letter (Appendix A, Appendix B, etc.) in the order in which it is mentioned in the main body. Each appendix must have a title. In the text, refer to appendices by their labels:

produced the same results for both studies (see Appendices A and B for complete proofs [APA, 2010, p.39]).

Like the main body, an appendix may include headings and subheadings as well as tables, figures, and displayed equations. APA (2010) requires each appendix table and figure, and number displayed equations if necessary for later reference; precede the number with the letter of the appendix in which it is included (e.g., Table A1). In a sole appendix,

which is not labeled with a letter, precede all tables, figures, and equation numbers with the letter A to distinguish them from those of the main text. All appendix tables and figures must be cited within the appendix and numbered in order of citation.

Per APA requirements, if one table constitutes an entire appendix, the centered appendix label and title serve in lieu of a table number and title. Generally, APA suggests treating multiple tables as separate appendices. If multiple tables (but no text) are combined into one appendix, number the tables.

Begin each appendix on a separate page. Center the word Appendix and the identifying capital letters (A, B, etc., in the order in which they are mentioned in text) at the top of the page. Center the title of the appendix, and use uppercase and lowercase letters. Begin the text of the appendix flush left, followed by indented paragraphs (APA, 2010, p.39).

1.5.2 Supplemental Materials

The APA (2010 p.39) indicates that web-based, online supplemental archives tend to be more appropriate for material that is more useful when available as a direct download as well as materials that are not easily presented in standard print format. Some examples of materials suitable for inclusion in online supplemental archives suggested by APA (2010, p.39) are:

- (a) lengthy computer code,
- (b) details of mathematical or computational models,
- (c) audio or video clips,
- (d) oversized tables,
- (e) detailed intervention protocols,
- (f) primary or supplementary data sets,
- (g) expanded methodology sections, and
- (h) color figures.

Because this content may be useful to the field, the University Library makes it possible to provide them to a wide audience by posting them on the web, with a link to the thesis/dissertation/project. These files (like an appendix) then become part of the thesis/dissertation/project record and cannot be augmented, altered, or deleted.

Materials for inclusion in supplemental online archives should be submitted in formats that will be widely accessible. The following multimedia formats are generally widely available to most users and are preferred (APA, 2010, pp.39-40):

- Text-ASCII, Word, PDF, HTML
- Tables-Excel, Word, HTML, XHTML, XML
- Audio and Video-AVI, MPG, Quick time, RM, MP3, WAV
- Animation-GIF, JPEG, Flash/Shockwave
- Images-GIF, JPEG, TIFF

Less widely used file formats, including TeX, LaTeX, any client- or server-side scripting (e.g., Java, CGI), executable files, and software applications, are acceptable but may be of less use to the reader who does not have access to specialized programmes. Note that, many users refuse to deal with executable files or operate from systems that refuse to access them.

1.5.3 UEW Link to Online Sources

For UEW Library theses/dissertations/projects, the link to online supplemental archives that appears in the main body of the theses/dissertations/projects must lead readers to a landing page that includes a bibliographic citation, a link to the published article, and a context statement and link for each supplemental material file.

(See an example of a sample landing page at www.apastyle.org).
or check on *appendices & supplemental materials* in the *American Psychological Association (APA) Publication Manual* (2010, pp.38-40).

Supplemental materials should include enough information to make their contents interpretable when accompanied by the thesis/dissertation/project text.

Caution

Include an appendix or supplemental materials only if they help readers to understand, evaluate, or replicate the study or theoretical argument being made. Be sure that all relevant ethical standards have been followed for appendices and supplemental materials, including copyright protection,

accurate representation of data, and protection of human subjects (e.g., content of video clips if human images).

FORMATTING AND BINDING THE THESIS/DISSERTATION/PROJECT

[Do not use any other student's thesis/dissertation/project as an example of how to format your thesis/dissertation/project. Your thesis/dissertation/project must follow these guidelines. The most up-to-date version of the *SGS Thesis/Dissertation/Project Handbook: A Guide to the Preparation, Submission and Completion of Degree Requirements* will always be available on the UEW website.]

2.0 WORD PROCESSING OF THE DOCUMENT

2.1 Paper Quality and Size

A4 size paper shall be used. Paper shall be of good quality (not less than 80 grams) and of sufficient opacity for normal reading.

2.2 Font Type and Size

The thesis/dissertation/project shall be presented in a high quality standard typescript or printout using *Times New Roman* font-type; 12 point font-size and set in *double line spacing* (except block/lengthy quotations or footnotes where *one-and-a-half* and *single-line* spacing shall be used respectively). *Single-linespacing* or *one-and-a-half* spacing may be used in tables or figures. Printing shall be single-sided.

2.3 Page Margins

For the *page set-up* the following margin widths shall be used:

Top	2.54 cm	(1 in.)
Bottom	2.54 cm	(1 in.)
Left	3.50 cm	(1½ in.)
Right	2.54 cm	(1 in.)

2.4 Paragraph Style

Indented paragraphing or block paragraphing will all be accepted. When using indented paragraphing, the *first line* indentation shall be 1.27 cm. or 0.5" (½) inch (i.e., half inch). Similarly, when using block paragraphing, only one *line-space* is added. Remember to be consistent with your choice. Avoid one-sentence paragraphs.

2.5.0 Heading Levels

The main body of the thesis/dissertation/project may have the following levels of headings:

Chapter Titles	Level 1
Chapter Headings or Label(or Description)	Level 2
Sectional Headings and	Level 3
Sub-sectional Headings	Level 4
Sub-sub-sectional Headings, etc.	Level 5, etc.

Candidates using *Microsoft Word* for processing their thesis/dissertation/project can take advantage of the default formatting styles (Level 1, Level 2, Level 3, etc.) which will facilitate the computer generation of their *Table of Contents*, and also (*Insert Captions*) which will generate all the *Lists* required to avoid the rigorous efforts that would be employed to compile these manually.

2.5.1 Chapter Titles

Chapter titles shall be in UPPERCASE in bold format and centered at the top of the first page of each chapter, two-inch top margin, with 14-point font-size in *Times New Roman*. [MS Word TOC Formatting - Level 1]

2.5.2 Chapter Headings or Labels

Chapter headings or labels shall be in UPPERCASE in bold format and centered below the chapter title, a double spacing below the chapter title with 12-point font-size in *Times New Roman*. [MS Word TOC Formatting - Level 2]

2.5.3 Sectional Headings

Sectional headings shall be capital-headline style(i.e., only the first letter(s) of the major word(s) shall be capitalized) and located at the left side of the text with 12-point font-size in *Times New Roman* and in bold format. [MS Word TOC Formatting - Level 3]

E.g.

2.1 Missionary Schools in the Gold Coast
(capital-headline style& bold)

2.5.4 *Sub-sectional Headings*

Sub-sectional headings shall also be in sentence style and located at the left side of the text with 12-point font-size in *Times New Roman* and in bold *italics* format. [MS Word TOC Formatting - Level 4]

E.g.,

2.1.2 *The problems of the early managers of schools*
(sentence headline style& bold)

2.5.5 *Sub-sub-sectional Headings*

Candidates can use their discretion to go further down by creating sub-sub-sectional headings if that will help explain and be clear to readers. Under such circumstances, candidates can be creative, varying the font-size to say 10-point; 11-point or changing the font type from *Times New Roman* to show this distinction.

2.5.6 *Numbering Headings*

Multilevel numbering shall be used for preparing thesis/dissertation/projects. A five chapter thesis would have 1, 2, 3, 4 and 5 designating its chapters. By multilevel numbering, figures are used to show the levels of chapter, sectional headings, sub-sectional headings and sub-sub-sectional headings, etc. Therefore, multilevel numbering **3.2.2** in this section stands for:

Number	Section	Description
3	Chapter Three	Chapter in question
2	Section Two	Serial number of point under discussion
2	Sub-section Two	Serial number of 2 nd example of point under discussion, etc.

2.6.0 Pagination

2.6.1 Preliminary Pages

All pages of the thesis/dissertation/project shall be numbered consecutively. *Small Roman numerals*(e.g., ii, iii, iv, etc.) shall be used to number the preliminary pages. The *Fly Leaf* (page [i], *Title Page* [page [ii], which are counted in the numbering shall **not** be indicated. The *Declaration Page*, therefore, shall start with page iii. The page number shall be typewritten at the centre of the bottom of each page. Check on the margins at *Section 2.3*.

2.6.2 Main Body and Appendices

The main body and the appendices of the thesis/dissertation/project shall also be numbered consecutively using *Arabic numerals*(1, 2, 3....) starting from the first page of *Introduction* (i.e., Chapter One) and ending with the last page of the References; OR in the instance of the thesis/dissertation/project having an *Appendix*, the last page of the *Appendices* shall end the numbering.

BINDING THE THESIS/DISSERTATION/PROJECT

3.0 TEMPORARY AND PARMANENT BINDING

3.1 The Soft Bound Copy of the Thesis

Before oral examination (defense), the thesis should be bound in *soft cover* or *paper back*. The binding of the report (i.e., the thesis/dissertation/project) must be carried out by a professional book binder and must be bound utilizing either a *temporary glued spine* or *stitched binding*. This soft cover copy does not require a spine title inscription. The spine inscription is solely for the final hard copy binding.

3.2 Front Cover Inscriptions

What goes into the inscriptions on the front cover of the thesis/dissertation/project has already been described under *Section 1.2.1 (a–d, e[i] options)* of this Handbook. Printing is in black. Ensure the book binder abides by all the five parameters prescribed under *Section 1.2.1 (a–d, e[i] options)* for the printing of labels, i.e., Institution / Topic / Name / Thesis Submission Statement / Candidate’s Effective Date. Note that only the year is required here.

3.3 Number of Copies Required for Submission

Dissertations and projects of non-researched degrees will be assessed at the Departmental and Faculty level. Four (4) copies of such documents (e.g., MA/MEd/MSc/ etc.), in soft cover copy shall be submitted to the HOD who will forward them to the Dean of Faculty for onward submission to Internal and External Assessors. Candidates are to pick up *Form 17* from PARO—*Submission of Soft Bound Copy of Thesis Form*—to aid their submission.

Theses of researched degrees will be assessed at the Faculty and School of Graduate Studies level. Five (5) copies of such documents (MPhil/PhD/EdD/ etc.) in soft cover copy shall be submitted to the HOD who will forward them to the Dean of Faculty for onward submission to

Dean of SGS. One each of these would be sent to Internal and External Assessors respectively for assessment; one would be kept by the Department, one to PARO, whilst one is retained by the candidate. Candidates are to plan ahead, and budget well for the cost involved. Finally, candidates are to pick up *Form 17* from PARO—*Submission of Soft Bound Copy of Thesis Form*—to aid their submission.

3.4 Submission for PARO’s Format Review

Candidates are also encouraged to send an extra copy of the thesis during the oral defense submission stage to the PARO staff for a format review. It helps because they will do the checks again when you finally submit your *hard cover* copy. They also help candidates to review steps remaining to complete their degrees. Do not miss the opportunity. Visit the PARO staff.

3.5 The Hard Bound Copy of the Thesis

The binding of the final copy of the thesis/dissertation/project shall be a fixed kind in which the leaves are permanently secured. The binding of the report (i.e., the thesis/dissertation/project) must be carried out by a professional book binder and *must be bound in standard form using perfect binding method with straw-board* (or chip board) *not less than 300 grams* and the prescribed *cloth colour* for the cover, and must be sufficiently rigid to support the weight of the work when the thesis/dissertation/project is standing on a shelf. The *hard bound copy* must have a *spine title inscription*.

3.5.1 Colour of Cover for Degree Categories

The various degree categories are distinguished by the colours prescribed by SGS. The following colour-covering syndicated in the table below shall be used by the various degree categories:

Non-research Master’s Degrees	e.g., MA, M.Ed.	Navy-Blue
Research Master’s Degrees	MPhil.	Dark Green
Doctoral Degrees	PhD	Black

3.5.2 *Front Cover Inscriptions*

The colour of the lettering on the cover of the hard copy of the thesis/dissertation/project shall be in *gold* and must be an embossment *incised* or *an imprint*. What goes into the lettering on the cover has already been described under *Sections 1.2.3 (i-vii)* and *1.2.1 (e[ii or iii])* respectively of this Handbook. Ensure the book binder abides by all the five parameters prescribed under *Sections 1.2.3 (i-vii,)* and *1.2.1 (e[ii or iii] options)* for the printing of labels, i.e., Institution / Topic / Name / Thesis Submission Statement / Candidate’s Effective Submission Date. Note that the *month* is not added to the year here.

3.5.3 *The Spine Title Inscription*

On the spine of the thesis/dissertation/project, *the spine title* shall be printed in *gold and embossed* just as was done on the cover. The lettering shall be in 18-point (5mm) font-size using Times New Roman font-type. The following four (4) components must be captured in the spine title:

- i. the INITIALS (of first name and other names) & SURNAME of the candidate,
- ii. the DEPARTMENT(s) (or appropriate academic Centre/Unit)
- iii. the DEGREE in view, and
- iv. the YEAR of submission of thesis/dissertation/project.

The lettering on the spine should read from top to bottom, i.e., so as to be readable when the volume is lying flat with the front cover uppermost.

The illustrations below are the spine titles of **Eva Ebeli’s Ph. D.** thesis and

Adwoah Armah-Asante who read the Postgraduate Diploma in Mentoring (PDM).

[Name of Candidate]	[Dept./Units]	[Name of Degree]	[Year]
E. EBELI	DEPT. OF MUSIC	PH.D	2014
AND			
A. ARMAH-ASANTE	IEDE, CETDAR	PDM	2011

If the work consists of more than one volume, the spine title should also bear the number of each volume.

See Figure 4 below on how the spine title will be displayed if the thesis/dissertation/project is standing on a book shelf.

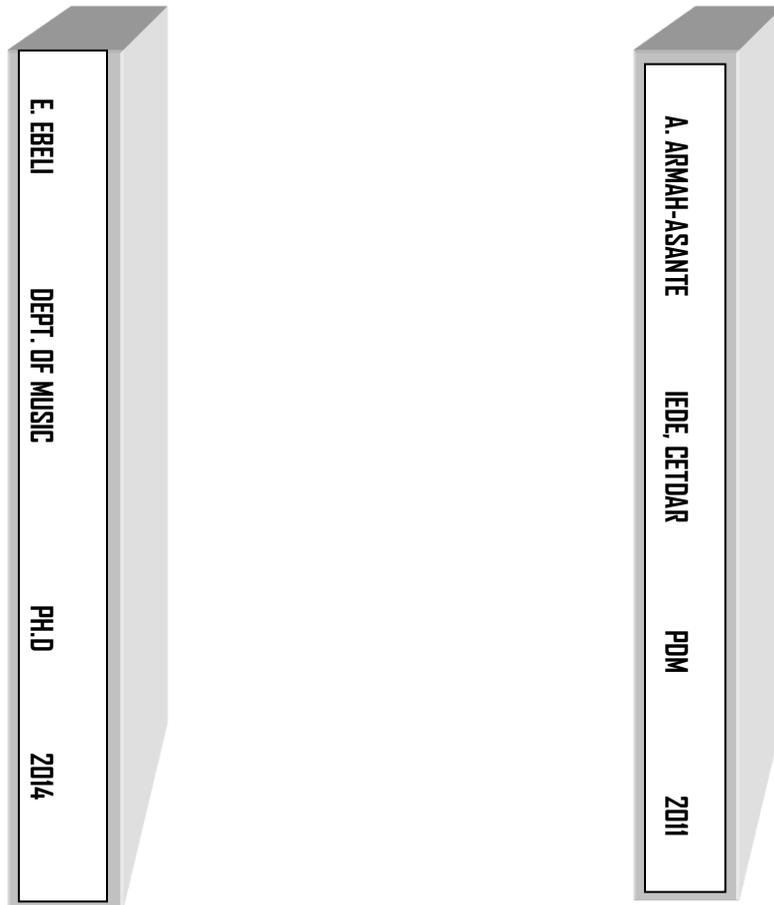


Figure 4: Spine Title Inscription when Standing on a Book Shelf

3.6 Binding Musical Composition

Music Composition candidates may present their thesis/dissertation/project in the following format when the score print out orientation is A3:

1. A3 to be normal size (used in portrait orientation or landscape) for full orchestral scores.
2. Scores to be housed in a box (as is currently used for separate appendices in international libraries). The box must be specially made to take A3 materials. The box to be shelved upright (even when scores are in landscape format) with appropriate lettering on the forward edge (equivalent to a spine on a thesis/dissertation/project) and on the front cover of the box. A list of the contents must be pasted inside the box lid.
3. The Critical Commentary in hard binding should also be contained in the box (although it will normally be of A4 size).
4. The musical works may be submitted *softbound*, but must be housed in the box, as above, for final presentation prior to award.
5. In general it would be expected that individual works contained in the box would be bound individually, although a series of small works might be bound as a single volume. Each volume should have printed on its front cover the title(s) of the composition(s) concerned.

TABLES AND FIGURES

4.0 GENERAL PURPOSE OF TABLES AND FIGURES

This information is credited to Purdue Online Writing Laboratory, a resource revised according to the 6th Edition of the APA Publication Manual (2010).

The purpose of tables and figures in documents is to enhance your readers' understanding of the information in the document. Most word processing software available today will allow you to create your own tables and figures, and even the most basic of word processors permit the embedding of images, thus enabling you to include tables and figures in almost any document.

4.1 Necessity

Visual material such as tables and figures can be used quickly and efficiently to present a large amount of information to an audience, but visuals must be used to assist communication, not to use up space, or disguise marginally significant results behind a screen of complicated statistics. Ask yourself this question first: is the table or figure necessary? For example, it is better to present simple descriptive statistics in the text, not in a table.

4.2 Relation of Tables or Figures and Text

Because tables and figures supplement the text, refer in the text to all tables and figures used and explain what the reader should look for when using the table or figure. Focus only on the important point the reader should draw from them, and leave the details for the reader to examine on her own.

4.3 Documentation

If you are using figures, tables and/or data from other sources, be sure to gather all the information you will need to properly document your sources.

4.4 Integrity and Independence

Each table and figure must be intelligible without reference to the text, so be sure to include an explanation of every abbreviation (except the standard statistical symbols and abbreviations).

4.5 Organization, Consistency and Coherence

Number all tables sequentially as you refer to them in the text (Table 1, Table 2, etc.), likewise for figures (Figure 1, Figure 2, etc.). Abbreviations, terminology, probability level values must be consistent across tables and figures in the same document. Likewise, formats, titles, and headings must be consistent. Do not repeat the same data in different tables.

4.6 Tables Checklist

- Is the table necessary?
- Is the entire table double spaced (including the title, headings, and notes)?
- Are all comparable tables presented consistently?
- Is the title brief but explanatory?
- Does every column have a column heading?
- Are all abbreviations; special use of italics, parentheses, and dashes; and special symbols explained?
- Are all probability level values correctly identified, and are asterisks attached to the appropriate table entries? Is a probability level assigned the same number of asterisks in all the tables in the same document?
- Are the notes organized according to the convention of general, specific, probability?
- Are all vertical rules eliminated?

- If the table or its data are from another source, is the source properly cited?
- Is the table referred to in the text?

4.7 Examples of Table

Data in a table that would require only two or fewer columns and rows should be presented in the text. More complex data is better presented in tabular format. In order for quantitative data to be presented clearly and efficiently, it must be arranged logically, e.g. data to be compared must be presented next to one another (before/after, young/old, male/female, etc.), and statistical information (means, standard deviations, N values) must be presented in separate parts of the table. If possible, use canonical forms (such as ANOVA, regression, or correlation) to communicate your data effectively.

Table 1: A Frequency Table Showing the Girl-Child's Relationship to the Parent

Relationship	Frequency	Percentages (%)
Daughter	5	50
Granddaughter*	–	–
Niece	3	30
Ward*	–	–
Sibling	1	10
Father	1	10
Total	10	100

*N.B.: Although two of the girls and one were living with their grandmothers and a mistress respectively, culturally all the respondents reported they were their daughters.

Note that there are no column and row lines in-between figures except for the *header/sub-headers* at the top and the last row for the *total* down.

Numbers: Number all tables with Arabic numerals sequentially. Do not use suffix letters (e.g. Table 3a, 3b, 3c); instead, combine the related tables. If the document includes an appendix with tables, identify them with capital letters and Arabic numerals (e.g. Table A1, Table B2).

Titles: Each table must have a clear and concise title. When appropriate, you may use the title to explain an abbreviation parenthetically.

Example: *Comparison of Median Income of Adopted Children (AC) v. Foster Children (FC)*

Headings: Keep headings clear and brief. The heading should not be much wider than the widest entry in the column. Use of standard abbreviations can aid in achieving that goal. All columns must have headings, even the stub column (see example structure), which customarily lists the major independent variables.

Body: In reporting the data, consistency is crucial. Numerals should be expressed to a consistent number of decimal places that is determined by the precision of measurement. Never change the unit of measurement or the number of decimal places in the same column.

4.8 Specific Types of Tables

4.1.8.1 Analysis of Variance (ANOVA) Tables

The conventional format for an ANOVA table is to list the source in the stub column, then the degrees of freedom (df) and the F ratios. Give the between-subject variability and error first, then within-subject and any error. Mean square errors must be enclosed in parentheses. Provide a general note to the table to explain what those values mean (see example). Use asterisks to identify statistically significant F ratios, and provide a probability footnote.

Table 2: Sample ANOVA Table

Stub head	df	F	η	p
Row 1	1	0.67	0.55	0.41
Row 2	2	0.02	0.01	0.39
Row 3	3	0.15	0.33	0.34
Row 4	4	1.00	0.76	0.54

Note: This where authors provide extra information important to the data, such as findings that approach statistical significance depending on the p value. Significant at the $p < 0.05$ level.

4.1.8.2 Regression

Conventional reporting of regression analysis follows two formats. If the study is purely applied, list only the raw or unstandardized coefficients (B). If the study is purely theoretical, list only the standardized coefficients (β). If the study was neither purely applied nor theoretical, then list both standardized and unstandardized coefficients. Specify the type of analysis, either hierarchical or simultaneous, and provide the increments of change if you used hierarchical regression.

Table 3: Regression Table

Stub head	B	$SE B$	β
Row 1			
Row 2	-4.56	1.87	-0.34
Row 3	0.43	0.23	-0.86
Row 4			
Row 5	-1.22	1.43	-0.66
Row 6	0.89	0.65	0.38
Row 7	0.77	0.83	-0.1

Notes: $R^2 = 0.34$ ($p < 0.05$)

4.1.8.3 Notes in Tables

There are three types of notes for tables: general, specific, and probability notes. All of them must be placed below the table in that order.

General notes explain, qualify or provide information about the table as a whole. Put explanations of abbreviations, symbols, etc. here.

Example: *Note.* The racial categories used by the US Census (African-American, Asian American, Latinos/-as, Native-American, and Pacific Islander) have been collapsed into the category “non-White.” E = excludes respondents who self-identified as “White” and at least one other “non-White” race.

Specific notes explain, qualify or provide information about a particular column, row, or individual entry. To indicate specific notes, use

superscript lowercase letters (e.g. ^a, ^b, ^c), and order the superscripts from left to right, top to bottom. Each table's first footnote must be the superscript a.

Example: ^a n = 823. ^b One participant in this group was diagnosed with schizophrenia during the survey.

Probability notes provide the reader with the results of the tests for statistical significance. Asterisks indicate the values for which the null hypothesis is rejected, with the probability (*p* value) specified in the probability note. Such notes are required only when relevant to the data in the table. Consistently use the same number of asterisks for a given alpha level throughout your paper. See Figure 5 below.



Figure 5: Sample Table Notes

If you need to distinguish between two-tailed and one-tailed tests in the same table, use asterisks for two-tailed *p* values and an alternate symbol (such as daggers) for one-tailed *p* values. See Figure 6 below.

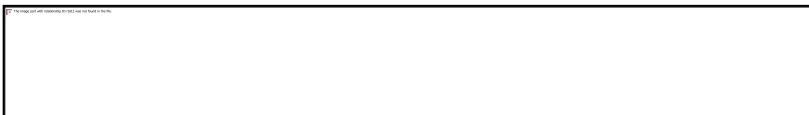


Figure 6: More table notes

4.1.8.4 Tables from Other Sources

If using tables from a source, copy the structure of the original exactly, and cite the source in accordance with APA style.

4.2.0 FIGURES

4.2.1 Figure Checklist

- Is the figure necessary?
- Is the figure simple, clean, and free of extraneous detail?
- Are the data plotted accurately?
- Is the grid scale correctly proportioned?
- Is the lettering large and dark enough to read? Is the lettering compatible in size with the rest of the figure?
- Are parallel figures or equally important figures prepared according to the same scale?
- Are terms spelled correctly?
- Are all abbreviations and symbols explained in a figure legend or figure caption? Are the symbols, abbreviations, and terminology in the figure consistent with those in the figure caption? In other figures? In the text?
- Are the figures numbered consecutively with Arabic numerals?
- Are all figures mentioned in the text?

As tables supplement the text, so should each figure.

4.2.2 Types of Figures

Graphs are good at quickly conveying relationships like comparison and distribution. The most common forms of graphs are scatter plots, line graphs, bar graphs, pictorial graphs, and pie graphs. For more details and specifics on what kind of information, relations, and meaning can be expressed with the different types of graphs, consult your textbook on quantitative analysis. Spreadsheet programs, such as Microsoft Excel, can generate the graphs for you.

Scatter plots are composed of individual dots that represent the value of a specific event on the scale established by the two variables plotted on the x - and y -axes. When the dots cluster together, a correlation is implied. On the other hand, when the dots are scattered randomly, no correlation is seen. See Figure 7 below.

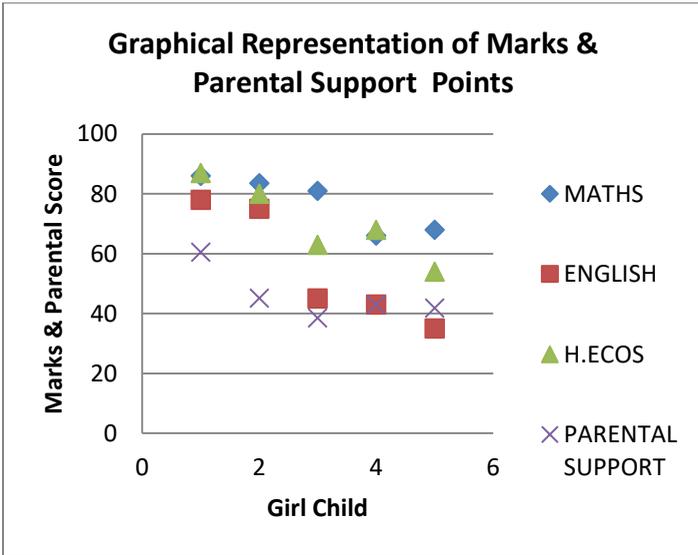


Figure 7: Scatter Plot Graph

Line graphs depict the relationship between quantitative variables. Customarily, the independent variable is plotted along the *x*-axis (horizontally) and the dependent variable is plotted along the *y*-axis (vertically). See example Figure 8 below.

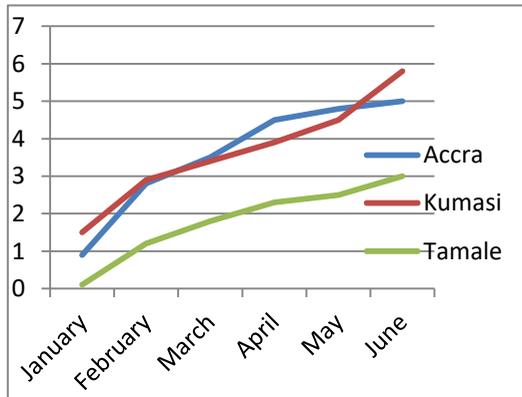


Figure 8: Sample of Line Graph

Bar graphs come in three main types: 1) solid vertical or horizontal bars, 2) multiple bar graphs, and 3) sliding bars. In solid bar graphs, the independent variable is categorical, and each bar represents one kind of datum, e. g. a bar graph of monthly expenditures. A multiple bar graph can show more complex information than a simple bar graph, e. g. monthly expenditures divided into categories (housing, food, transportation, etc.). In sliding bar graphs, the bars are divided by a horizontal line which serves as the baseline, enabling the representation of data above and below a specific reference point, e. g. high and low temperatures v. average temperature. See Figure 9 below.

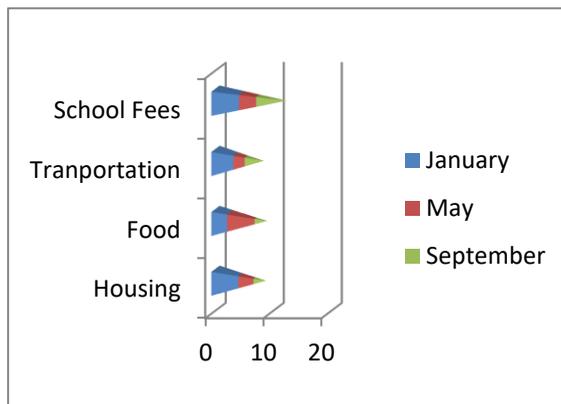


Figure 9: Sample of a Multiple Bar Graph

Circle (pie) graphs are used to represent percentages and proportions. For the sake of readability, no more than five variables should be compared in a single pie graph. The segments should be ordered very strictly: beginning at twelve o'clock, order them from the largest to the smallest, and shade the segments from light to dark (i. e. the smallest segment should be the darkest). Lines and dots can be used for shading in black and white documents. See Figure 10 below.

Pictorial graphs can be used to show quantitative differences between groups. Pictorial graphs can be very deceptive: if the height of an image is doubled, its area is quadrupled. Therefore, great care should be taken that images representing the same values must be the same size.

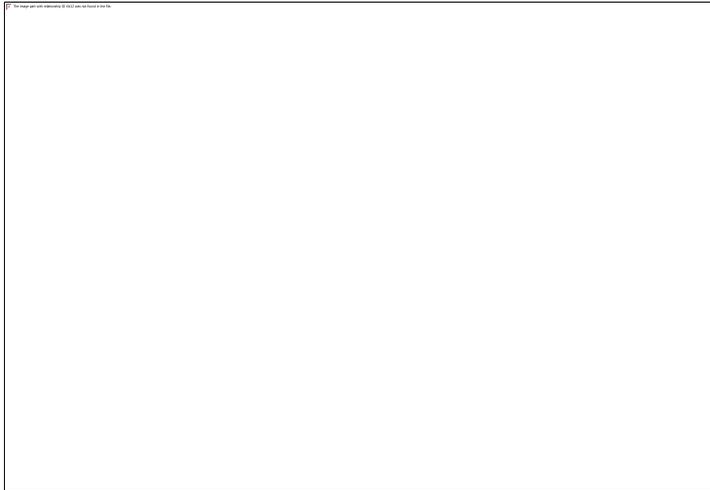


Figure 10: Sample of a Pie Graph.

Charts are used to represent the components of larger objects or groups (e. g. a tribal hierarchy), the steps in a process (as in a flow-chart), or the schematics of an object (the components of a cell phone). See Figure 11 below.



Figure 11: Sample Chart

Drawings and photographs can be used to communicate very specific information about a subject. Thanks to software, both are now highly easy to manipulate. For the sake of readability and simplicity, line drawings should be used, and photographs should have the highest possible contrast between the background and focal point. Cropping, cutting out extraneous detail, can be very beneficial for a photograph. Use software like *Graphic Converter* or *Photoshop* to convert color photographs to black and white before printing on a laser printer. Otherwise most printers will produce an image with poor contrast. See Figure 12 below.³

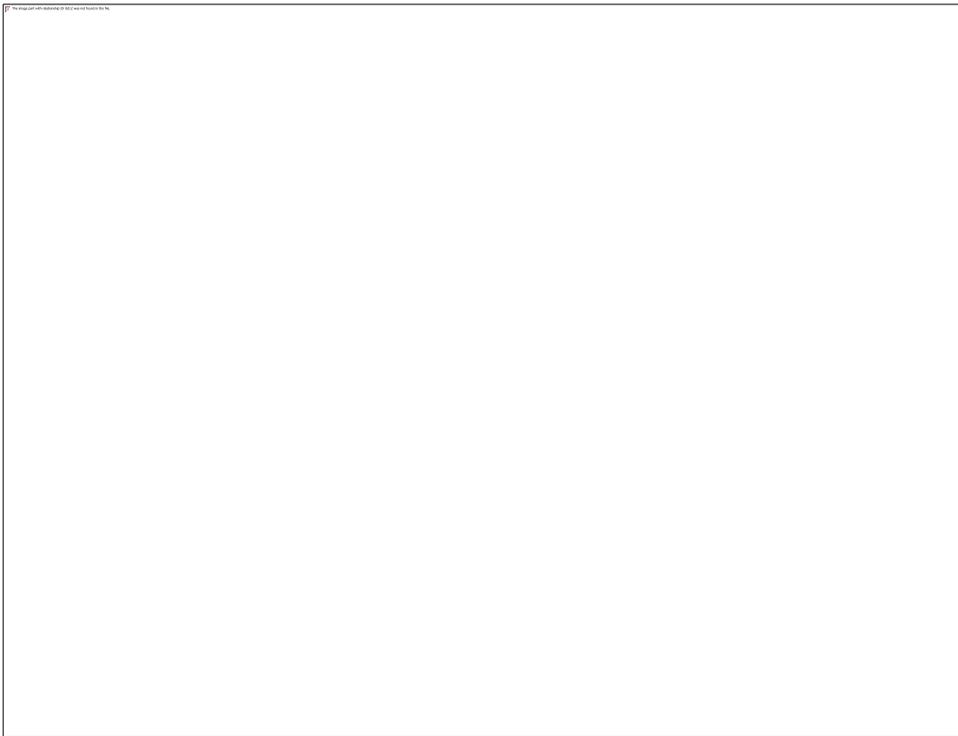
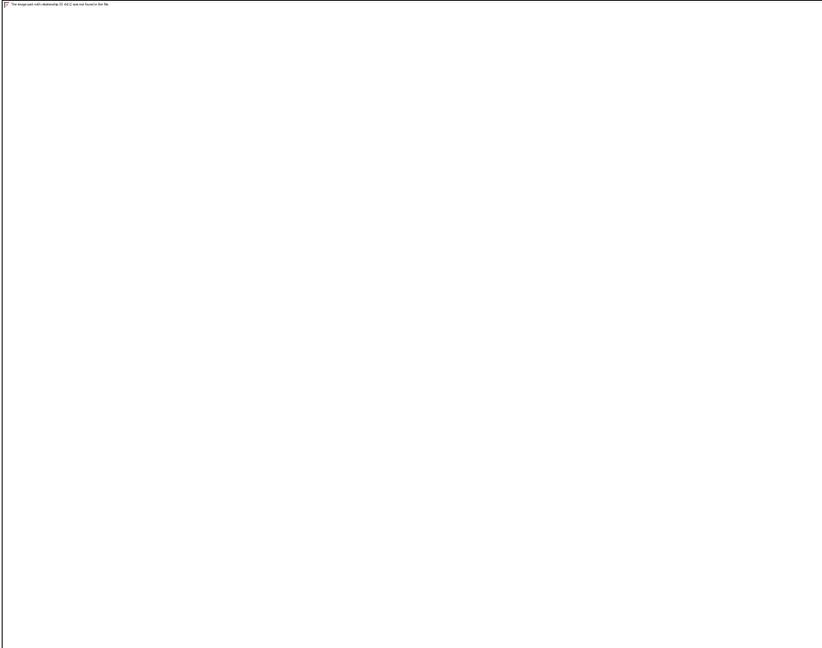


Figure 12: Sample of a Photograph

³Courtesy of **Azaguno**, Paschal and Zelma Younge (2014), Ohio Athens, USA.

4.2.3 Musical Scores and Excerpts

Like photographs, musical excerpts could be introduced into a music thesis to communicate very specific information about a subject. Thanks to software like *Finale* and *Sibelius*. When musical excerpts are used in the text of a thesis it must be labeled **Example**. This will differentiate them from *Figures*. See *Example 1* and *Example 2* below.



Example 1: Sample of Musical Excerpt

The example above is a 21st century score with several instructions to the players. N.B.: Ensure all the five (5) staff lines appear well and readable.



Example 2: Sample of Musical Excerpt

4.2.4 Preparing Figures / Examples

In preparing figures, communication and readability must be the ultimate criteria. Avoid the temptation to use the special effects available in most advanced software packages. While three-dimensional effects, shading, and layered text may look interesting to the author, overuse, inconsistent use, and misuse may distort the data, and distract or even annoy readers. Design properly done is inconspicuous, almost invisible, because it supports communication. Design improperly, or amateurishly, done draws the reader's attention from the data, and makes him or her question the author's credibility.

The APA has determined specifications for the size of figures and the fonts used in them. Figures of one column must be between 2 and 3.25 inches wide (5 to 8.45 cm). Two-column figures must be between 4.25 and 6.875 inches wide (10.6 to 17.5 cm). The height of figures should not exceed the top and bottom margins. The text in a figure should be in a *san serif font* (such as Helvetica, Ariel, or Futura). The font size must be between eight and fourteen point. Use circles and squares to distinguish curves on a line graph (at the same font size as the other labels). (See examples above.)

4.2.5 Captions and Legends

For figures, make sure to include the figure number and a title with a legend and caption. These elements appear **below** the visual display. For the figure number, type *Figure X*. Then type the title of the figure in upper and lowercase letters. Follow the title with a legend that explains the symbols in the figure and a caption that explains the figure:

Figure 1: How to create figures in APA style.

Captions serve as a brief, but complete, explanation and as a title. For example, "*Figure 4: Population*" is insufficient, whereas "*Figure 4: Population of Grand Rapids, MI by race (1980)*" is better. If the figure has a title in the image, crop it.

Graphs should always include a legend that explains the symbols, abbreviations, and terminology used in the figure. These terms must be consistent with those used in the text and in other figures. The lettering in the figure should be of the same type and size as that used in the figure.

REFERENCING STYLE GUIDE

5.0 INTRODUCTION

The information provided under this section is by courtesy of University of Western Sydney Library, *APA Referencing Style Guide 1*.

For further assistance with referencing, please contact the UEW Library on 020 816 0109. Electronic resources can be assessed via <http://www.uew.edu.gh> or at <http://www.uewlib.edu.gh>.

5.1 Overview

The American Psychological Association (APA) style is a widely used author-date system of referencing or bibliographic citation. This guide covers basic explanations and examples for the most common types of citations used by students. This guide is based on the *Publication Manual of the American Psychological Association (6th edition)* which is available at all UEW libraries. If you are unable to find the referencing example you require in this guide, more detailed information and examples can be found in the above publication.

Current information can also be obtained via the Internet from the official APA Style website <http://www.apastyle.org> which includes tutorials, a blog and FAQs. Corrected Sample Papers from the *Publication Manual* can also be found on the APA website.

Foreword

- Referencing
- Intellectual honesty and plagiarism
- About the APA style
- In-text citation: Referencing sources within the text
- Reference list
- Electronic items
- Referencing secondary sources
- Different works of the same author and same year

Books and book chapters

- Single author
- Two authors
- Three to six authors
- More than six authors
- No author (inc dictionaries/encyclopedias)
- Edited book
- Chapter, article or section in a book
- Chapter or article in an edited book
- E-book

Journal articles, newspaper articles and conference papers

- Journal article (print version)
- Journal article (full-text from electronic database)
- Non-English journal article translated into English
- Newspaper article (available in print)
- Newspaper article (from electronic database)
- Article (from the Internet, not available in print version)
- Proceedings of meetings and symposiums, conference papers
- Systematic reviews

Other materials

- Audio recording
- Australian Bureau of Statistics (AusStats)
- Brochure
- Government report (online)
- Image on the Internet Lecture (unpublished)/ personal communication
- Podcast (from the Internet)
- Thesis
- Video recording, television broadcast or episode in a series
- Video (from the Internet)
- Web page / document on the Internet

5.2 Details of a Reference List

A reference list includes details of the sources cited in your paper. It starts on a separate page at the end of your assignment paper and is titled **References**. Each item cited in the reference list *must* have been cited in your paper. All sources appearing in the reference list must be ordered **alphabetically by surname**.

You may sometimes need to include a bibliography in addition to a references list. In contrast to the reference list, a **bibliography** includes details of sources not cited in your paper which were only used to support your research. These items should also be listed in alphabetical order.

The reference list should be **double spaced** (no line spaces between references) with **hanging indents** used for the second and subsequent lines of each entry. A hanging indent is where the left line starts at the left margin and subsequent lines are indented (approx. 1.3 cm or five spaces). You can use your word processor to automatically format the double-spacing and hanging indents.

Italics is the preferred format for titles of books, journals and videos. Article and chapter titles are not italicized or put in quotation marks. Volume numbers are italicized but issue numbers are not.

Capitalization APA style is very specific. For references, the following general rules apply:

Book titles - capitalize the first letter of the first word of the title, and the first letter of the first word after a colon.

e.g. *Ageing and aged care in Australia*

and

Brave new brain: Conquering mental illness in the era of the genome.

Article, chapter or section titles - capitalize the first letter of the first word of the title, and the first letter of the first word after a colon.

e.g. Personal resilience as a strategy for surviving and thriving in the face of workplace adversity: A literature review.

Pronouns, acronyms and abbreviations that are normally capitalised should be capitalised in the reference list and citations. See examples on the following pages for each reference type.

Always abbreviate the first and middle names of authors, editors, etc.

e.g., Shakespeare, W., Chomsky, N., Mereku, D. K.

Generally, the punctuations used in referencing include: a *full stop* (.) after year of publication parenthesis; another *full stop* (.) after the title; a *colon* (:) after place of publication; and final *full stop* (.) after the publisher.

5.3 Typical Example of a Reference List:

Following is a typical example of how a reference list should be organized in your thesis.

REFERENCES

Andreasen, N. C. (2001). *Brave new brain: Conquering mental illness in the era of the genome*. Oxford, England: Oxford University Press.

Atkin, M. (Reporter). (2008, November 13). Bermagui forest disputed turf. *The Hack Half Hour*. Retrieved on June 4, 2016 from <<http://www.abc.net.au/triplej/hack/notes/>>

Copstead, L. & Banasik, J. (2005). *Pathophysiology*. (3rd ed.). Philadelphia, PA: Saunders.

Gilbert, D. G., McCleron, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G., ... Botros, N. (2004). Effects of quitting smoking on EEG activation and attention last for more than 31 days and are more severe with stress, dependence, DRD2 A1 allele, and

depressive traits. *Nicotine and Tobacco Research*, 6, 249-267.

doi:10.1080/14622200410001676305

Hall, B. (Writer), & Bender, J. (Director). (1991). The rules of the game [Television series episode]. In J. Sander (Producer), *I'll fly away*. New York, NY: New York Broadcasting Company.

Jackson, D., Firtko, A., & Edenborough, M. (2007). Personal resilience as a strategy for surviving and thriving in the face of workplace adversity: A literature review. *Journal of Advanced Nursing*, 60(1), 1-9. doi:10.1111/j.1365-2648.2007.04412.x

Potente, S., Anderson, C., & Karim, M. (2011). Environmental sun protection and supportive policies and practices: An audit of outdoor recreational settings in NSW coastal towns. *Health Promotion Journal of Australia*, 22, 97-101.

Wheeler, D.P., & Bragin, M. (2007). Bringing it all back home: Social work and the challenge of returning veterans. *Health and Social Work*, 32, 297-300. Retrieved on June 2, 2015 from <http://www.naswpressonline.org>.

5.4 In-text citation

There are two different ways to cite sources in-text using the APA style (see Section 6.11 and 6.12 of the *Publication Manual*). Author names can be cited in the narrative with year given in parentheses, or the author name and year can be given in parentheses without mention in the narrative. The choice depends on the writer and the flow of the narrative. Examples of the two formats are given throughout this guide.

Please note that when a source has been cited (with author and year) earlier in the paragraph, subsequent narrative mentions of the source in the **same** paragraph do not need to include the year. The rule only applies where the citation could not be confused with another in the paragraph and should only be used in instances when the name is given in the narrative. e.g.

First citation in the paragraph: Smith (2009) explained that...

Subsequent citations within the paragraph: Smith also suggested...

Pay particular attention to the citation format required for references with multiple authors. The use of *et al.* varies depending on the number of authors that need to be cited.

5.5 Referencing sources within the text

Throughout the text of your paper you need to acknowledge the sources used in your writing. Whenever you present a statement of evidence such as a quote, or when you use someone else's ideas, opinions or theories in your own words (paraphrasing), you must acknowledge your sources. Some examples of how to cite sources within your paper are given below.

If you use the name of the author(s) in your writing, place the year of publication of the work in parentheses after the author's name.

Mullane (2006) conducted research into the effect of...

If you refer to a work in the text of your paper, place the author's last name and the year of publication of the work in parentheses at the end of the sentence.

The research conclusively proved a correlation between the results (Mullane, 2006).

Note: When you summarise the general idea of a source in your own words, you must cite the author and year of publication of the work as shown below. APA does not require you to provide the page number unless you use a direct quote, however if you paraphrase or summarise a specific paragraph or section you should consider including the page number.

If you directly quote fewer than 40 words, enclose the quotation by **double** quotation marks within the text. The year of publication of the work along with the page number(s)* of the quote should be provided in parentheses.

Mullane (2006) referred to this correlation as a “statistical anomaly” (p. 118), contributing...
or
It was found that the correlation was a “statistical anomaly” (Mullane, 2006, p. 118).

* When there are no page numbers, but the sources contains headings or numbered paragraphs, use a section name or paragraph number, e.g. Jones (2008, Introduction Section) *or* Roberts (2008, para. 5).

If the paragraphs are not numbered, cite the heading and the number of the paragraph following the heading, e.g. Anderson (2005, Discussion Section, para. 2)

If the quotation comprises 40 or more words it should be displayed in a one-and-a-half spacing, indented block (1.3 cm) without quotation marks.

Mullane (2006) stated that:
If any similar qualitative research is to be undertaken in the future, then stringent controls should be put in place to ensure such statistical anomalies do not occur through lack of methodological rigor, particularly through corruption of data inadequately stored and processed (p. 66).

If you use more than one source to write a statement in your paper, the citation can be presented using semi-colons between works as follows:

Separate sources, different authors:
...and a number of studies have shown identical results (Sanders, 2008; Smith, 2009).

Two or more publications by the same author:
It was found that...(Smith, 2000, 2004)

Sources that you cite in your writing are listed in detail at the end of your document in a reference list.

5.6 Electronic items

When referencing electronic resources it is necessary to provide details about the location of the item. The 6th edition of the *Publication Manual* advises that wherever possible the DOI (digital object identifier) should be provided in the reference. Electronic sources should be referenced in the same format as that for a “fixed-media source”, such as a book, with the DOI included at the end. If a DOI is available no further publication or

location elements are required. If no DOI is available, provide the direct URL if the item is freely accessible, or the home page URL if access is restricted.

Retrieved from	<p><i>Use 'Retrieved from' when you are giving a direct URL for the item e.g.</i></p> <p>Norton, R. (2006, November 4). How to train a cat to operate a light switch [Video file]. Retrieved from http://www.youtube.com/watch?v=Vja83KLQXZs</p> <p><i>The date retrieved is also required when an electronic item is subject to further changes e.g. wikis or web pages.</i></p> <p>Developing an argument (n.d.). Retrieved March 30, 2009 from http://web.princeton.edu/sites/writing/Writing_Center/WCWritingResources.htm</p> <p><i>N.B. Be especially careful about using resources without clear authorship or dates to ensure they are credible academic sources.</i></p>
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5.7 Referencing secondary sources

The *Publication Manual* advises that secondary sources should be used sparingly, such as when an original work is out of print. In these instances you may want to quote or paraphrase a source (A) that is referred to within another source (B). You should *not* cite source A as though you read the original work. You must cite source A through the secondary source (B) which you actually read.

For example, the book you are using is written by Smith who quotes another author called Jones. In your essay you wish to use Jones' idea. In-text you should acknowledge both the primary source (Jones) and secondary source (Smith) as follows:

Jones (as cited in Smith, 2009) agreed that the experiment failed to confirm this hypothesis.

or

The experiment failed to confirm this hypothesis (Jones, as cited in Smith, 2009).

Provide the details of the secondary source in your reference list:

Smith, J. (2009). <i>Hypotheses</i> . Penrith, Australia: University of Western Sydney.

5.8 Different works of the same author name

If you have references for multiple works by the same author, each of the works with the same author is listed alphabetically in the reference list by the initials of the first author, irrespective of the names of the other authors or the years. In the text, citations are differentiated by including the first author's initials *even if the year of publication is different* e.g.

Reference List	Goldberg, J. M., & Neff, W. D. (1961)... Goldberg, M. E., & Wurtz, R. H. (1972)...
In-text citation	J. M. Goldberg and Neff (1961) and M. E. Goldberg and Wurtz (1972) studied...

For different works by exactly the same author(s), published in the same year, you should differentiate the works by including 'a', 'b' or 'c' etc after the year when citing in-text and in the reference list e.g.

Reference List	Jones, C. (2008). <i>Developing hypotheses</i> . Penrith, Australia: University of Western Sydney. Jones, C. (1999a). <i>Assessing hypotheses</i> . Penrith, Australia: University of Western Sydney. Jones, C. (1999b). <i>Forming hypotheses</i> . Penrith, Australia: University of Western Sydney. <i>Note: References of same author and same year are ordered alphabetically by title of the book, article or chapter.</i>
In-text citation	Jones (2008) stated... Jones (1999a) stated... Jones (1999b) stated... Jones (1999a, 1999b) stated...

5.9 Books and book chapters

5.9.1 Single author

Reference List	Andreasen, N. C. (2001). <i>Brave new brain: Conquering mental illness in the era of the genome</i> . Oxford, England: Oxford University Press.
In-text citation	Andreasen (2001) stated that... or It is suggested that... (Andreasen, 2001).

5.9.2 Two authors

Reference List	Copstead, L., & Banasik, J. (2005). <i>Pathophysiology</i> (3rd ed.). Philadelphia, PA: Saunders.
In-text citation	Copstead and Banasik (2005) stated that... or It is suggested that... (Copstead & Banasik, 2005).

5.9.3 Three to five authors

Reference List	Schneider, Z., Whitehead, D., & Elliott, D. (2007). <i>Nursing and midwifery research: Methods and appraisal for evidence-based practice</i> (3rd ed.). Marrickville, Australia: Elsevier Australia. <i>Note: Within each entry, author names should be listed in the order in which they appear on the source or as displayed on the title page.</i>
In-text citation	<i>Note: In the first citation give all authors and in subsequent citations give first author et al.:</i> <i>First citation:</i> Schneider, Whitehead, and Elliot (2007) showed that... or ...is demonstrated (Schneider, Whitehead & Elliott, 2007). <i>Subsequent citations:</i> Schneider et al. (2007) showed that or ...is demonstrated (Schneider et al., 2007).

5.9.4 Six or more authors

Reference List	<p><i>All authors should be given when there are 6 or 7 authors. If a book has 8 or more authors, place three ellipsis points between the sixth and final author names to indicate that some names have been omitted e.g. Jones, P., ... Adams, N (2009).</i></p> <p><i>Example for 8 or more authors:</i></p> <p>Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G., ...Botros, N. (2004). Effects of quitting smoking on EEG activation and attention last for more than 31 days and are more severe with stress, dependence, DRD2 A1 allele, and depressive traits. <i>Nicotine and Tobacco Research</i>, 6, 249-267. doi: 10.1080/146222004 10001676305</p>
In-text citation	<p><i>Note: When citing six or more authors in text give the name of the first author and abbreviate the others to et al. (“and others”) in the first and subsequent citations.</i></p> <p>Gilbert et al. (2003) found... or This has indicated... (Gilbert et al., 2003).</p>

5.9.5 No author

Reference List	<p><i>Merriam-Webster’s Collegiate Dictionary (1993). (10thed.). Springfield, MA: Merriam Webster.</i></p>
In-text citation	<p>The Merriam-Webster’s Collegiate Dictionary (1993, p. 11) defines... or ...can be defined as... (Merriam-Webster’s Collegiate Dictionary, 1993, p.11).</p> <p><i>Note: When giving a title in the text capitalise all major words.</i></p>

5.9.6 Edited book

Reference List	<p>Craven, I. (Ed.). (2001). <i>Australian cinema in the 1990s</i>. London, England: Frank Cass.</p>
In-text citation	<p>Craven (2001) discussed the successful... or The film starred actors... (Craven, 2001).</p>

5.9.7 Chapter, article or section in a book

Reference List	<i>For a section in a book that is entirely by one author(s):</i> Knowles, M. S. (1986). <i>Using learning contracts</i> (pp. 73-90). San Francisco, CA: Jossey-Bass.
In-text citation	Knowles (1986) demonstrated that... or This independent study showed... (Knowles, 1986).

5.9.8 Chapter or article in an edited book

Reference List	Ferres, K. (2001). Idiot box: Television, urban myths and ethical scenarios. In I. Craven (Ed.), <i>Australian cinema in the 1990s</i> (pp. 175-188). London, England: Frank Cass.
In-text citation	Ferres (2001) discussed the television episode... or The television episode...(Ferres, 2001).

5.9.9 E-book

Reference List	Storey, K. B. (2004). <i>Functional metabolism: Regulation and adaptation</i> . Retrieved from http://www.netLibrary.com/urlapi.asp?action=summary&v=1&bookid=129390 <i>Note: When available, add a DOI to the end of the reference instead of URL as per format shown in 'Journal Article (full text from electronic database)' example below.</i>
In-text citation	Storey (2004) stated that... or Functional metabolism is... (Storey, 2004).

5.10 Journal articles, newspaper articles and conference papers

Only display the journal issue number if the first page of the issue begins on page one.

5.10.1 Journal article (print version)

Reference List	Potente, S., Anderson, C., & Karim, M. (2011). Environmental sun protection and supportive policies and practices: An audit of outdoor recreational settings in NSW coastal towns. <i>Health Promotion Journal of Australia</i> , 22, 97-101.
In-text citation	Potente, Anderson and Karim (2011) stated that the ... or The Internet can be used to conduct a literature search (Potente, Anderson & Karim, 2011).

5.10.2 Journal article (full text from electronic database)

Reference List	<p><i>When a DOI (Digital Object Identifier) number is available for the journal article include this in the reference as follows. When no DOI number is available give the exact URL if freely available on the internet or the journal homepage if not. Do a web search to locate the journal home page if necessary. If a journal is only available via an archive database (e.g. a discontinued journal available from JSTOR) give the home page URL of the database.</i></p> <p><i>Journal with DOI:</i> Jackson, D., Firtko, A., & Edenborough, M. (2007). Personal resilience as a strategy for surviving and thriving in the face of workplace adversity: A literature review. <i>Journal of Advanced Nursing</i>, 60(1), 1-9. doi:10.1111 1/j.1365-2648.2007.04412.x</p> <p><i>Journal with no DOI and restricted access:</i> Wheeler, D.P., & Bragin, M. (2007). Bringing it all back home: Social work and the challenge of returning veterans. <i>Health and Social Work</i>, 32, 297-300. Retrieved from http://www.naswpressonline.org</p>
In-text citation	Jackson et al. (2007) found that... or Personal resilience has been found to...(Jackson et al., 2007)

5.10.3 Non-English journal article translated into English

Reference List	Von Der Luhe, I. (1982). I without guarantees: Ingeborg Bachmann's Frankfurt lectures on poetics (M. T. Kraus, Trans.). <i>New German Critique</i> , 8(27), 31-56.
In-text citation	Von Der Luhe (1982) concludes that both states are essential or ...that both states are essential (Von Der Luhe, 1982).

5.11 Newspaper article

5.11.1 Available in print

Reference List	Berkovic, N. (2009, March 31). Handouts may not be sent: Tax office seeks quick resolution of High Court challenge. <i>The Australian</i> , p. 5.
In-text citation	Berkovic (2009) explained that handouts.... or It was suggested that handouts may not be sent (Berkovic, 2009).

5.11.2 Newspaper article (from electronic database)

Reference List	Wentworth, W. C. (1984, January 24). Why we need a permanent base on the moon. <i>The Sydney Morning Herald</i> , p. 11. Retrieved from http://archives.smh.com.au/index.php
In-text citation	Wentworth (1984) stated that... or ...the engineered apple (Wentworth, 1984).

5.12 Article (from the Internet, not available in print version)

Reference List	Cooper, D. (2009, March 31). Native ant may stop toad in its tracks. <i>ABC Science</i> . Retrieved from http://www.abc.net.au/science/articles/2009/03/31/2530686.htm?site=science&topic=latest
In-text citation	Cooper (2009) stated that a ferocious ant... or ...that meat ants may be able to help control toad numbers (Cooper, 2009).

5.13 Proceedings of meetings and symposiums, conference papers

Reference List	<p>Symposium contribution:</p> <p>Muelbauer, J. (2007, September). Housing, credit, and consumer expenditure. In S. C. Ludvigson (Chair), <i>Housing and consumer behaviour</i>. Symposium conducted at the meeting of the Federal Reserve Bank of Kansas City, Jackson Hole, WY.</p> <p><i>See pages 206 and 207 of the APA Publication Manual for further examples.</i></p>
In-text citation	<p>Muelbauer (2007) stated that...</p> <p>or</p> <p>It has been found that...(Muelbauer, 2007).</p>

5.14 Systematic reviews

Reference List	<p>Osborn, D. A., & Sinn, J.K.H. (2006, July 26). Soy formula for prevention of allergy and food intolerance in infants. <i>Cochrane Database of Systematic Reviews</i>, 2006(4). Article No.: CD003741. doi: 10.1002/14651858.CD003741.pub4.</p>
In-text citation	<p>Osborn and Sinn (2006) stated that...</p> <p>or</p> <p>It has been found that...(Osborn & Sinn, 2006)</p>

5.15 Audio recording

Use descriptors such as [CD], [record], [cassette]. For online audio see Podcast example.

Reference List	<p>Handel, A., & Seiler, G. L. (2006). Adoration. On <i>Ghosts and angels</i> [CD]. Sydney, Australia: Feral Media.</p> <p><i>Note: If there is a producer or recorder who is not one of the authors list their name in square parentheses after the song title e.g. ...Adoration [Recorded by Initial. Surname].</i></p> <p><i>A recording date can be placed in parentheses after the reference if different from the copyright date e.g. ...Sydney: Feral Media. (1920)</i></p>
In-text citation	<p>Handel and Seiler's (2006) track entitled "Adoration" combines...</p> <p>or</p> <p>Classical and electronic styles have been combined...(Handel & Seiler, 2006).</p>

5.16 Australian Bureau of Statistics (AusStats)

Reference List	Australian Bureau of Statistics. (2000, November). <i>Use of the Internet by householders, Australia</i> (no. 8147.0). Retrieved from http://www.abs.gov.au/
In-text citation	The Australian Bureau of Statistics (2000) found that... or ...was shown in the census information (Australian Bureau of Statistics, 2000).

5.17 Brochure

Reference List	University of Western Sydney. (2009). <i>Transport access guide: Penrith Campus</i> [Brochure]. Penrith, Australia: Author. <i>Note: Author is used in place of a publisher name where the author is also the publisher.</i>
In-text citation	Buses run on a schedule...(University of Western Sydney, 2009) or The University of Western Sydney transport brochure (2009) shows that...

5.18 Government report (online)

Reference List	Department of Health and Ageing. (2008). <i>Ageing and aged care in Australia</i> . (Publications No. P3-4147) Retrieved from http://www.health.gov.au/internet/main/publishing.nsf/Content/BFE46F21A3241ECBCA2574BE001A6E06/\$File/Ageing_and_Aged_Care.pdf
In-text citation	The Department of Health and Ageing (2008) reported that... or ...was shown in the report (Department of Health and Ageing, 2008).

5.19 Image on the Internet

Reference List	<i>An offering to the ocean in La Punta, Peru</i> [Image] (2009, May 19). Retrieved May 19, 2009, from http://www.smh.com.au/snapshots/
In-text citation	In the above image (<i>An offering to the ocean in La Punta, Peru</i> , 2009) it can be seen...

5.20 Lecture (unpublished) / personal communication

Reference List	Note: <i>When you cite information spoken about in a lecture that has gone unpublished it is treated as a personal communication and you do not need to provide a reference list entry because there is no recoverable data. All details are provided in the text.</i> <i>It is advisable to consider using published primary sources before using class/ lecture notes as references in your paper.</i>
In-text citation	H. Dwyer discussed the (personal communication, January 10, 2009). or ... found that in these cases “neutrons are dangerous” (H. Dwyer, personal communication, January 10, 2009).

5.21 Podcast (from the Internet)

Reference List	Atkin, M. (Reporter). (2008, November 13). Bermagui forest disputed turf [Audio podcast]. <i>The Hack Half Hour</i> . Available from http://www.abc.net.au/triplej/hack/notes/
In-text citation	Atkin (2008) found that... or It was found...(Atkin, 2008).

5.22 Thesis

Reference List	Gale, L. (2000). <i>The relationship between leadership and employee empowerment for successful total quality management</i> . Unpublished PhD thesis, University of Western Sydney. Retrieved June 5, 2016 from http://handle.uws.edu.au:8081/1959.7/28037
In-text citation	Gale (2000) showed that... or ... that this can empower employees (Gale 2000).

5.23 Video Recording, television broadcast or episode in a series

Use descriptors such as [Motion picture], [Television broadcast], [Television series episode].

Reference List	Hall, B. (Writer), & Bender, J. (Director). (1991). The rules of the game [Television series episode]. In J. Sander (Producer), <i>I'll fly away</i> . New York, NY: New York Broadcasting Company.
In-text citation	Hall and Bender (1991) examined the rules... or The rules....(Hall & Bender, 1991).

5.24 Video (from the Internet)

Reference List	Norton, R. (2006, November 4). <i>How to train a cat to operate a light switch</i> [Video file]. Retrieved from http://www.youtube.com/watch?v=Vja83KLQXZs
In-text citation	Norton (2003) showed that a cat can be trained... or Training a cat requires...(Norton, 2006).

5.25 Web page / document on the internet

<p>Reference List</p>	<p><i>Note: Web pages and documents on the web include the following elements:</i></p> <ul style="list-style-type: none"> - Author/editor/compiler - Date of page/date of document - Title of document (incl. version no.)/Title of page - Name of sponsor of the source (if not named as the author) - Date retrieved(needed when the source may change over time e.g. webpages, WIKIs) - URL <p>Document on the Internet: Este, J., Warren, C., Connor, L., Brown, M., Pollard, R., & O'Connor, T. (2008). <i>Life in the clickstream: The future of journalism</i>. Media Entertainment and Arts Alliance. Retrieved from http://www.alliance.org.au/documents/foj_report_final.pdf</p> <p>Document on the Internet, no author, no date: <i>Developing an argument</i>. (n.d.). Retrieved March 30, 2009, from http://web.princeton.edu/sites/writing/Writing_Center/WCWriting_Resources.htm</p> <p><i>Note: (n.d.) = no date. Always include details of authorship or publication date when available. Carefully consider the reliability and authority of websites with no author and/or no date before including it as a reference.</i></p>
<p>In-text citation</p>	<p>Este et al. (2008) suggest that... or ...it is necessary to develop the argument... (<i>Developing an Argument</i>, n.d.).</p> <p><i>Note: Capitalise all major words when giving a title in-text.</i></p>

5.26 Abbreviations in Citations

Citations should be as condensed as possible, so you should know the basic rules of abbreviation endorsed by the APA to provide your readers with reference information.

Use the following abbreviations within citations and references (take note of capitalization):

APA Citation Abbreviations	
Abbreviation	Book Part
ed.	edition
Rev. ed.	revised edition
2 nd ed.	Second Edition
Ed. or Eds.	Editor(s)
Trans.	Translator(s)
n.d.	No date
p. or pp.	Page(s)
Vol. or Vols.	Volume(s)
No.	Number
Pt.	Part
Tech. Rep.	Technical Report
Suppl.	Supplement
et al. (et alii)	And others

APA does not encourage the Latin *ibidem* or *ibid.* rather author(s), year, & page number(s) is what is always required. On the same page, the author could be omitted but the page must be written; if page changes the new page is required. Avoid *ibid.*

SUBMISSION AND DEGREE COMPLETION REQUIREMENTS

6.0 DEADLINES FOR SUBMISSION PROCESSES

Research/Writing period can be no longer than 12 and 24 calendar months for MPhil and Ph.D respectively. A student is allowed two (2) or four(4) full consecutive semesters to do so. This is renewable one year at a time, for two additional years at the discretion of the SGS Board. Candidates need to plan properly to finish on schedule to avoid being asked to renew their studentship that comes with cost.

6.1.0 Final Thesis/Dissertation/Project Submission Deadlines

In UEW, degrees are conferred two times a year during congregation. The first session of congregation is held in November and the second session in April every year. The final thesis/dissertation deadline for degrees to be awarded at a given congregation is a firm date, and extensions are not permitted. Based on these dates, the SGS Board requires all Faculties to submit its list of Graduands to the Dean SGS by *30th September* and *28th/29th February* respectively each year. It must be noted that it is the Registrar's Office that publishes the Congregation Brochure. A candidate who does not meet the final deadlines set by his/her Faculty cannot be listed among the degree recipients for that particular session, nor participate in graduation. Therefore, it is important you adhere to all the deadlines prescribed for completion and submission of your final thesis/dissertation (both soft and hard copies). See Appendix B for the *Gantt Chart of Doctoral Time Line* and Appendix C for the *Gantt Chart of Research Masters Time Line*.

6.1.1 Planning to Meet April Congregation

Master's and doctoral candidates should always plan to graduate during the *second session* which really fits their schedule if they should avoid re-registration with penalty. Remember, masters and doctoral candidates have barely 12 and 24 calendar months respectively for their write-up. Candidates who, therefore, plan for the second session must note that they need to submit their soft copies of thesis/dissertation by *August 31* which

will be towards the end of their registered second semester; then go through the other required formalities—External/Internal Assessment, Oral Defense and Hard Copy Binding—in order to be able to submit their hard copies by *January 31* which will be in a second semester of the year following their write-up year. Congregation for this group will be in April. It must be noted that the Faculty is required to submit its list of Graduands to the Dean SGS by **28th/29th February** each year. A candidate who does not meet the final deadline cannot be listed among the degree recipients for that particular session, nor participate in graduation. Appendix B and C show the Gantt chart that gives the deadlines for the submission processes. Candidates need to plan to accommodate the time for these processes, barely ten (10) calendar months.

6.1.3 Planning to Meet November Congregation

If for some reason master's and doctoral candidates are unable to plan to graduate during the *second session* (April) which is regular for this group, then the only option will be to graduate during the *first session* (i.e., November) and this comes with some cost because a new registration will be required for extension.

Master's and doctoral candidates who could not submit their work on schedule by the August 31 deadline and plan to graduate during the following *first session* must note that they have from January to March to submit their soft bound copies of thesis/dissertation. This means, they need to re-register to renew their studentship at a fee to be determined by the Registrar's office. Appendix B and C show the Gantt chart that gives the deadlines for the submission processes. Candidates need to plan to accommodate the time for these processes, barely ten (10) calendar months

Depending on the time submission was made, SGS would arrange for them to go through the other required formalities—External/Internal Assessment and Oral Defense—in order to be able to submit their hard copies by August 31. Congregation for this group will be in November in the first semester of the *second academic year* after their write-up year. It must be noted that the Faculty is required to submit its list of Graduands to the Dean SGS by **30thSeptember** each year. A candidate who does not

meet the final deadline cannot be listed among the degree recipients for that particular session, nor participate in graduation.

6.1.5 Submitting for External/Internal Examiners' Evaluation

You should submit your thesis/dissertation only when you, your supervisor(s), and the department(s) are satisfied that your work is substantially complete and reflects the standards of high-quality research. Remember, not only your reputation is on the line but also that of your supervisor, who has been the principal guide and evaluator of your work. It is important that you present to supervisor(s) the best possible final draft of your thesis/dissertation—free of grammatical and typographical errors. It is recommended that you send an advanced copy to the PARO for *Format Review* before your final draft is submitted to your supervisor(s) as proposed at *Section 2.7.0* of this handbook. Allow at least two weeks for supervisor(s) to review the final copy of your thesis/dissertation before official submission to the department. After binding the thesis/dissertation, ensure you sign your portion of the declaration and make sure your supervisor(s) also sign before submitting.

To submit to the department, pick up the *Submission of Soft Bound Copy of Thesis Form* from PARO and complete it and make three photocopies. Add the original copy of the completed form to the three (3) soft copies being submitted to the department and send a copy as an advanced copy to PARO. If you need to know the number of extra copies of your thesis/dissertation you must print, refer to *Section 3.3* of this Handbook.

Note that UEW SGS estimates three months for assessment from both external and internal examiners. Oral defense can also fall between three weeks to three months after this assessment.

The HOD and Dean of Faculty will liaise with the Dean of SGS to arrange for the date, time, and place of the defense. The defense date should allow sufficient time (three weeks minimum) for the required procedures and approvals.

6.2.0 The Oral Defense

This event provides you the opportunity to speak publicly about your research study and to defend it. The oral defense is a long-standing tradition in academia. Its major purpose is to demonstrate your ability to advocate for and justify your research problem, methodology, findings, and conclusions. In today's academic environment, it is usually conducted in an informal setting. In most instances, it is an exciting, congenial, and pleasurable. Those present at the defense vary from one institution to another, but generally they include your advisor and other committee members, an outside reader representing the dean, and other interested academic community members and friends.

In UEW you must expect the Dean SGS (or the Representative) as Chairman; and other members including the External Examiner, Internal Examiner, Dean of Faculty, HOD, Supervisor(s) and other interested academic community members (lecturers & postgraduate students at the faculty) and, may be, friends.

Also refer to the **UEW Policies for Postgraduate Students (UPPS) Regulations XX, XXI and XXII** for the approved composition of examination panels.

6.2.1 *Helpful Hints: Prior to the Oral Defense*

Following are some helpful hints for you to consider in the days prior to, during, and after the oral defense.

1. Read your thesis/dissertation carefully so that you can respond readily and authoritatively to the questions asked. Play devil's advocate with yourself and try to identify as many of your study's weaknesses as possible.
2. Bring yourself up to date with recent work published that you may not have had time to read while writing the thesis/dissertation/project. The more familiar you are with the relevant literature in your field, the more you will appear as an expert.
3. Try to anticipate what committee members will ask you. List the things you know you will be asked, and practice your responses.

Also, list questions you would *hate* being asked and practice answering them.

4. Do some deep reflections on the value of your thesis/dissertation to the field. Who are the people and groups that might profit from your findings? What additional recommendations would you make to these people?
5. Probe yourself further about how your findings relate to the literature—both theoretical and practical.
6. Prepare for questions about why you chose one method rather than another or one statistical procedure over another. Be sure you thoroughly understand any statistics used in your study. Even if you consulted a statistician for assistance in crunching the numbers and interpretation, you still are responsible for explaining your rationale and use of the selected statistical procedures.

Here are some typical questions you might think about:

- What were the surprises for you? The disappointments?
 - What brought you to explore this particular topic?
 - What did you learn about your subject area? About yourself?
 - What were your key learnings about research?
 - What does your study say to professionals in your field?
 - What is your assessment of the strengths and weaknesses of your study?
 - Were you to start over, would you do anything differently? If so, what?
 - What was the most significant aspect of the work you've done?
 - Since you wrote your literature review, have you noticed any new work published?
7. Use the few weeks before your oral defense to continue contemplating your study. As you do this, you will have fresh insights and new “ahas” from time to time. Write them down and bring them to your oral defense to share with the committee. Look for errors- you will always find them – either typographical or in the data. Note what they are and bring a list to the defense. Your committee will appreciate your efforts to produce high-quality work.

8. Talk to recent graduates and ask about their experiences and the questions they were asked.
9. Attend other oral defenses, especially those conducted by your advisor. Seeing the oral defense in action relieves the mystery and angst surrounding it.
10. Conduct a mock defense in which a group of your colleagues simulate an oral defense by acting as your committee. You will probably find their questions harder than those posed by the real committee. Be sure to build in time for feedback on your performance.
11. Prepare a 5- to 15-minute overview of your thesis/dissertation and practice presenting it without notes.
12. Practice. Practice. Practice.
13. Get a good night's sleep and visualize your ideal oral defense.

6.2.2 *During the Oral Defense*

- a. Breathe deeply and stay calm! You want to appear relaxed and confident.
- b. Maintain eye contact while you are listening to, and answering, questions. Remember to smile occasionally. It has a positive effect on your committee and improves your mindset.
- c. You can have notes, a PowerPoint presentation, or transparencies – not too many, however. Trust yourself. You are more knowledgeable than anyone about your topic.
- d. Feel free to consult your thesis/dissertation; tabs for important sections may be helpful.
- e. Really listen to the questions. Don't jump to the conclusion that you know where the person is going and cut him or her off. Let the committee member state the entire question.
- f. Be appreciative of any criticisms and suggestions to improve your study. Acknowledge the critic's contribution.
- g. Expect to be asked questions that are not completely clear. When a question is asked that you do not completely understand, ask that the question be rephrased or restated.

- h. If a question is asked not related to your study, you might concede that it is an interesting question and would be an excellent topic for a follow-up study.
- i. Create some “think time” for yourself by
 - Counting to three before responding
 - Paraphrasing the question before answering (In other words, state the question in your own words. You don’t want to answer the wrong question.)
- j. Try to formulate sharp, precise answers. It is better to answer the question first and then elaborate more if needed. Don’t ramble, but don’t be too brief either. After an answer you might say: “Does that answer your question? Or “Would you like me to elaborate?”
- k. Sometimes a question requires a response that goes beyond the data or findings of your study. Feel free to express an opinion; however, be sure to label your response as such.
- l. If you find yourself in trouble, take a time out and go back to the beginning or take time to collect your thoughts. If you don’t know the answer to a question, there is no harm in saying, “I don’t know.” It is better to tell the truth than to fake it. Remember the proverb “When you find yourself in a hole, stop digging”. If you get totally flustered or overly emotional, simply ask for a break and get a drink or go to the restroom. This can help you regain your composure.
- m. The stronger your thesis/dissertation, the deeper the committee members may want to explore your findings they might try to test your convictions about your conclusions and recommendations.
- n. Feel free to show enthusiasm for your study. After all, you spent tremendous amounts of time, energy, and money in conducting the research and preparing your thesis/dissertation.
- o. Consider bringing a tape recorder or having someone take notes for you. The notes should focus on the specific suggestions and changes that each committee member asks for. Comments should be labeled with the name of the person who requested the change or made a comment. Your advisor is the final arbitrator of changes to be made.
- p. Be sure to thank those in the room who helped you along this thesis/dissertation journey. This includes not only your committee members but also any family members and friends who supported you in this incredible endeavour.

Remember These Encouraging Thoughts

1. You know more about your thesis/dissertation/project than anyone else. You are the expert on your topic. Your months of concentrated reading and research contributed to a unique knowledge of your topic that few others possess.
2. Everyone involved wants you to succeed. You completed a rigorous piece of research, and you should be proud to discuss it publicly.
3. Look forward to being welcomed into the community of scholars!

6.2.3 *After the Oral Defense*

1. If the panel committee asks for revisions, get right on them. Don't lose any momentum. Usually, you can incorporate minor revisions in a weekend or a week. Major revisions in a weekend or a week. Major revisions take longer, depending on issue involved. Be very clear about what needs to be altered. With minor revisions, the committee usually signs off and leaves your HOD and supervisor(s) with the responsibility to monitor the changes according to the panel's wishes.
2. Find out the university's protocol for completion of the thesis/dissertation/project process.
3. Celebrate this exhilarating experience with friends, colleagues, and loved ones. By all means, take pictures to record this memorable event.

6.2.4 *A Typical Oral Defense Programme Outline*

Order of Proceeding for PhD Oral Examination

1. Head of Department introduces Chairman/Chairperson.
2. Chairman/Chairperson introduces Candidate, Panel of Examiners, Candidate's Supervisors, and other guests.
3. Remarks by the Dean of SGS or his/her representative and presentation of the regulations and procedures concerning PhD Oral Examinations.
4. Chairman/Chairperson invites candidate to make his/her presentation.
5. Presentation by the Candidate (not more than 40 minutes)
6. Questions/Critiques/Comments by:

- External Examiner(s)
 - Internal Examiner
 - Other members of the examination panel
7. PANEL OF EXAMINER RETIRE FROM VENUE TO DETERMINE RESULT (non-examiner to remain at venue to await announcement of result).
 8. Examiners determine candidate's performance **in the oral exam only. NB: COMMENTS TO BE RECEIVED FROM EACH EXAMINER**
 9. Chairman announces panel's recommendation on the performance of the candidate in the **viva only** to candidate and audience.
 10. Remarks by Candidate (Optional)
 11. Remarks by the Dean, SGS
 12. Chairman/Chairperson Closes Oral Session.

6.3.0 Oral Examination Grade and Report

6.3.1 Oral Defense Grading

The Oral Defense Panel discusses the candidate's performance at the end of the presentation and agrees on a grade. In consultation the External and Internal Assessors, and in comparison with their grading of thesis itself, a final grade (the average) is agreed upon for the entire thesis as a course.

Following is the grading system for UEW SGS:

Mark	Grade	PHP	Description
80–100	A	4.0	Excellent
75–79	B+	3.5	Very Good
70–74	B	3.0	Good
65–69	C+	2.5	Pass
60–64	C	2.0	Conditional Pass (typographical and other errors to be corrected)
55–59	D+	1.5	Referred (with minor portions of the thesis to be re-written)
50–54	D	1.0	Referred (with greater portions of the thesis to be re-written)
0–49	E	0	Fail (with no options to revise)

6.3.2 Final Oral Defense Examination Report and Thesis Revisions

Within 72 hours of completion of the Oral Defense, but no later than two weeks, the following documents should be handed over to the candidate to commence with his/her corrections from the SGS:

- a. External Examiner's Corrections, Comments and Recommendations
- b. Internal Examiner's Corrections, Comments and Recommendations
- c. PARO's Final Oral Defense Examination Panel Report

The student should send a copy of the acknowledgement slip to both the HOD and the Dean of Faculty that the documents (reports) have been

received. Any disagreement over the acceptability of a thesis/dissertation will be resolved by the Dean of the Graduate School, who will act as final arbiter in consultation with the Oral Defense Panel members.

Final completion and submission may range from two weeks to six months. To be able to graduate at the April session, the August 31st deadline should be met. Similarly, to be able to graduate at the November session, the March 31st deadline should also be complied with.

After all the corrections, the candidate should submit his/her thesis/dissertation only when he/she, his/her supervisor(s), and the department are satisfied that your work is substantially complete and reflects the standards of high-quality research.

It is important that you present to your supervisor(s) the best possible final draft of your thesis/dissertation—free of grammatical and typographical errors—before the final hard copy binding is undertaken. Again, it is recommended that you also send an advanced loose copy to the PARO for *Format Review* before your final hard bound copy binding. Also pick up *Submission of Final Hard Bound Copy of Thesis Form* at PARO to facilitate this submission process.

6.3.3 Clearance to Bind the Final Hard Bound Copy

After all corrections, the candidate should request the *Submission of Final Hard Bound Copy of Thesis Form* from PARO for completion and subsequent endorsement by the following:

- a. The Internal Examiner
- b. PARO Staff or SGS Faculty Officer

After binding the thesis/dissertation/project ensure you sign your portion of the declaration and make sure your supervisor(s) also sign before submitting.

6.3.4 Post-Defense Hard Bound Copy Submission

The final submission of the hard bound copy of the thesis/dissertation/project to meet the August and March 31st deadlines goes with the submission of the following documents to the SGS:

- i. Signed *UEW SGS Clearance Form*
- ii. The signed *Submission of Final Hard Bound Copy of Thesis Form*
- iii. The final, correctly formatted edition of the thesis/dissertation/project and abstract; printed and bound in hard bound copy [three (3) copies]
- iv. The final, correctly formatted edition of the thesis/dissertation/project and abstract (in Microsoft Word on CD) which will be the official copy of record and submitted electronically to the University's Repository (Usagyefo Library)
- v. The final, correctly formatted edition of the thesis/dissertation/project and abstract (in PDF version on CD) which will be the official copy of record and submitted electronically to the University's Repository (Usagyefo Library)
- vi. for Doctor of Musical Arts in Music Performance or Music Conducting, a programme from each of the three recitals or performances as well as a final, correctly formatted PDF of the abstract to submit to the University's Repository

A candidate who fails to submit these requirements by the deadline may be awarded the degree in a later semester. A candidate who fails to submit all requirements within one year from the date of the oral defense will be required to defend the thesis/dissertation/project again.

6.3.5 Submitting the Thesis/Dissertation/Project to the University Library

Every thesis/dissertation/project will be submitted electronically to the University Library as the official copy of record. After the post-defense format check, the candidate will upload a PDF of the final corrected and complete thesis/dissertation/project. Once the degree is conferred, the

Graduate School will transfer the thesis/dissertation/project to the Library for electronic access at the UEW Repository.

6.3.6 Thesis/dissertation/project Embargo

Doctoral thesis/dissertation/projects and abstracts are normally made publicly available upon degree conferral when they are deposited electronically at the UEW Repository. In limited circumstances, a doctoral student may wish to postpone public release of the final thesis/dissertation/project of record that is deposited at UEW Repository.

A student who is considering such a postponement, also called a thesis/dissertation/project embargo, should discuss this option with his or her faculty dean and the rest of the thesis/dissertation/project supervisor(s). The student is responsible for requesting an embargo of the thesis/dissertation/project, and the request must be approved by the principal supervisor (and co-principal supervisor, if any) of the thesis/dissertation/project committee. Embargo requests must be submitted before the final thesis/dissertation/project submission deadline with which the student is working. Also see *UEW Policies for Postgraduate Students (UPPS)* for more information.

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APPENDICES

APPENDIX A

PARO Forms and Information Sheet

S/N	FORM TITLE
1.	Acknowledgement of Receipt
2.	Advancement to Candidacy Form
3.	Application for Admission into Postgraduate Programmes Form
4.	Application for Deferment of Admission Form
5.	Drop/Add Deadlines Form
6.	Extension, Suspension or Deferment Application Form
7.	External Examiner's Claim Form
8.	External and Internal Examiners' Assessment Instrument for Thesis
9.	Final Revision of Thesis Form
10.	Gantt Chart of Doctoral Time Line
11.	Gantt Chart of Research Masters Time Line
12.	Human/Animal Subject Research Approval Form
13.	Petition for Modification or Waiver of Regulation
14.	Postgraduate Clearance Form
15.	Postgraduate Examination Results Submission Format
16.	Programmes/Courses Review Format
17.	Reactivation of Studies Form
18.	Submission of Final Hard Bound Copy of Thesis Form
19.	Submission of Soft Bound Copy of Thesis Form
20.	Thesis/Dissertation/Project Progress Report Form
21.	Transcript Request Form
22.	Transfer of Credit Request Form
23.	UEW Postgraduate Clearance Form

Ask for this information at PARO. You may also access them on the UEW website: www.uew.edu.gh.

UNIVERSITY OF EDUCATION, WINNEBA — SCHOOL OF GRADUATE STUDIES
Appendix B: Sample Thesis/Dissertation Gantt chart for Masters and Doctoral Programmes

Task Name	1 st Academic Year												2 nd Academic Year												3 rd Academic Year											
	Taught Course Component												Conducting the Research and the Writing-up ¹												Completion Requirements											
	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A				
1. SCS Corequisite Courses																																				
2. Study Proposal Approved																																				
3. Admission to Candidacy																																				
4. Appointment of Advisor(s)																																				
5. Data Collection																																				
6. Finish Chapters 1, 2, and 3																																				
7. Data Analysis																																				
8. Write Chapter 4																																				
9. Write Chapter 5																																				
10. Submission of Soft copies of Thesis																																				
11. Submission for Assessment (External & Internal) by Dept.																																				
12. Notification for Oral Defense																																				
13. Oral Defense																																				
14. Final Revisions with Supervisor(s)																																				
15. Approval of Final Revisions by Internal Assessor																																				
16. Signing of Final Bound Hard copies by Supervisor(s)																																				
17. Official Clearances with specified UoW Departments																																				
18. Submission of Final Bound Hard copies to HDD																																				
19. Forwarding of Thesis from Dept. to Dean of Faculty																																				
20. Forwarding of Thesis to Dean, School of Graduate Studies																																				
21. Publishing of Graduating List by Division of Academic Affairs																																				
22. Congratulations / Graduation / Degree Conferral																																				
23. HELLO D.:! CONGRATULATIONS!!																																				

¹ Doctoral students may take two (2) years for conducting the research and the write-up. If you are a doctoral student, spread the time line but ensure you adhere to the Completion Requirements. This could take you to four (4) or five (5) years.