



WOLAITA SODO UNIVERSITY
GRADUATE STUDIES DIRECTORATE

**GUIDELINE FOR GRADUATE RESEARCH PROPOSAL AND
THESES/DISSERTATION WRITING**

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WOLAITA SODO
ETHIOPIA

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Contents

PART I. GRADUATE RESEARCH PROPOSAL WRITING	1
1. Introduction	2
2. Description of the Basic Components of Graduate Research Proposal	3
2.1. The cover page (title page)	3
2.2. Approval sheet	3
2.3. Table of contents	3
2.4. List of tables (if any)	3
2.5. List of figures (if any)	3
2.6. List of appendices (if any)	4
2.7. Abbreviations (acronyms and abbreviations)	4
2.8. Summary (Optional)	4
2.9. Introduction	4
2.10. Literature review	5
2.11. Materials and methods/Research methodology	5
2.12. Ethical considerations (if applicable)	6
2.13. Work plan	7
2.14. Logistics	7
2.15. References	7
2.16. Appendix	8
Part II. Thesis/Dissertation Writing	9
2.1 Introduction	10
2.2 The Preliminaries	10
2.2.1 The title page	10
2.2.2 The cover page	11
2.2.3 Approval sheet	11
2.2.4 Dedication (optional)	11
2.2.5 Declaration	11
2.2.6 Autobiography (optional)	11
2.2.7 Acknowledgments	12
2.2.8 Abbreviations (acronyms and abbreviations) (if any)	12
2.2.9 Table of contents	12
2.2.10. List of tables (if any)	13
2.2.11 List of figures or list of illustrations (if any)	13
2.3.12 List of tables in the appendix (if any)	14
2.3.14. Abstract	15
Main Parts of Thesis and Dissertation	16
1. Introduction	16
2. Literature Review	16
3. Materials and Methods/Research Methodology	17
4. Results and Discussion	17
5. Conclusions and Recommendations	19
5.1. Conclusions	19

5.2. Recommendations	19
6. Reference	19
7. Appendix/Appendices	20
Part III. Rules/Standards/ to Write Parts of the Thesis/Dissertation	21
Part IV. In text Citation and Reference Writing Style	22
A. In text citation	23
I. The subject centered	23
II. The author centered	23
B. Reference Writing Style	25
PART V. Sample Formats	31

PART I. GRADUATE RESEARCH PROPOSAL WRITING

1. Introduction

Scientific writing requires consistency in style and format in research proposal writing. Preparation and submission of a graduate research proposal is mandatory for all graduate students of any discipline at WSU. The ultimate success of any thesis/dissertation depends upon the preparation of a sound research proposal. Graduate students should follow a uniform pattern in the preparation of their respective research proposal. Like all other means of communications, the structure and coverage of a research proposal must be tailored to the subject to be treated. However, a formal research proposal to be submitted by a graduate student of WSU is expected to have the following basic components though there can be some limited variations as per the program and nature of the study. Each of these sections should start on a new page and all section titles should be capitalized.

Preliminaries

1. The cover page (title page)
2. Approval sheet
3. Table of contents
4. List of tables (if any)
5. List of figures(if any)
6. List of appendices (if any)
7. Abbreviations (acronyms and abbreviations)
8. Summary (Optional)

Main body of the thesis/dissertation

1. Introduction
2. Review of literature
3. Research Methodology/Study Design/
4. Ethical considerations (if applicable)
5. Work plan
6. Logistics
7. References
8. Appendix (if any)

Note: the main body of the thesis proposal (i.e. Introduction to Reference) should not exceed 30 pages.

2. Description of the Basic Components of Graduate Research Proposal

2.1. The cover page (title page)

The **cover page** should be informative, free from any ambiguity and incompleteness. It contains university logo, names of the university and the Graduate Studies Directorate (GSD), the title of the research proposal (shall not bear more than 20 words), and the academic degree sought, the name of the graduate student, college/school, the department, the program of study, and the advisor. The place, month and year are put as the last items on the cover page. The cover page in proposal and thesis/dissertation is presented in **14 point font size** and bold face. *A sample cover page is given in Appendix I.*

2.2. Approval sheet

This is the second item of a thesis/dissertation research proposal. *A sample page for approval sheet is given in Appendix III.*

2.3. Table of contents

All the headings or entries in the table of content page should correspond exactly in wordings, fonts and cases with headings as they appear in the text. The table of contents needs to have dotted lines connecting headings and respective pages. Notation for subdivisions of subheadings should not exceed four decimals. A sample of 'table of contents' page is shown in *Appendix II* that illustrates the capitalization, indentation, line space between the headings, and numbering of contents.

2.4. List of tables (if any)

The **list of tables** comes next to the table of contents. Please refer to the sample list of tables in *Appendix XI* for both the proposal and the Thesis/dissertation.

2.5. List of figures (if any)

The **list of figures** comes next to the List of Tables. However, if there isn't any List of Tables, it comes immediately after the 'table of contents' page. *Please refer Appendix XII* for sample list of figures.

2.6. List of appendices (if any)

As a normal practice a research proposal prepared by the graduate students might not include a **list of appendices**. Nevertheless, there were occasions on which lists of appendices were demanded. The supportive and supplementary technical matters such as formulae, derivations, original data in the form of tables, ANOVA, legal decision which validate the data of thesis/dissertation are given in **appendix/Appendices**. It can be sub-divided into sections such as appendix tables, appendix figures under appendices.

2.7. Abbreviations (acronyms and abbreviations)

The use of author coined and not common abbreviations are to be avoided or minimized. Use first letter of keywords in upper case for author coined abbreviations. List them in alphabetical order of the terms written in full form. No abbreviations must be used in title or at the beginning of a sentence. Each abbreviation should be defined in full when it is first used in the manuscript followed by its abbreviation in brackets. Standard units of measurements and internationally well-known abbreviations need not be listed. Some abbreviations and symbols such as: i.e., e.g., etc should be italicized. A sample list of **abbreviations** (acronyms and abbreviations) is shown in **Appendix IX**.

2.8. Summary (Optional)

Summary is the last component of the preliminaries of a thesis/dissertation proposal that provides information on the problem statement, objectives, methodology and expected outputs of the research project within a page. It may be required in health science and related fields. It appears on a new page just preceding the 'Introduction'. On the top of the page, the title of the proposal shall be written in full capitals. In addition, it should contain the name of the student and the advisor(s).

2.9. Introduction

The introduction part should give pertinent background information on research project and should be as brief as possible and to the point. In natural science fields, accounting, economics, educational and behavioral sciences, etc., the introduction part is preferred to be written without dividing it into sub-headings. In such cases, it should include clear statement of the problem, nature, symptoms, and extent of problem and variables influencing the

problem, thus leading to a clean set of research objectives. It also should include objectives that specify the goals of research, research information to be generated, research questions to be answered and/or research hypotheses to be tested. In social sciences, however, the introduction part may include subheading such as:

1. Background statement
2. Statement of the problem
3. Objectives of the study
4. Hypothesis/Research questions
5. Significance of the study/ Application of the study/
6. Scope and delimitations of the study
7. Limitations of the study (if any)
8. Organization of the thesis proposal (Optional); dissertation proposal (mandatory)

Note: *it shall not exceed five pages in length (Masters) and seven pages (PhD), otherwise, exceptionally justified.*

2.10. Literature review

Literature review (theoretical and empirical) helps to find out what has been done so far in the area of research problem, and what information is available. It should be a critical analysis of relevant existing knowledge on proposed proposal. It includes reviewing the objectives, methodologies and key findings (includes strength of previous studies, limitations and the gaps) of the past empirical studies. It should be relevant with recent citations on the topic and citations within the past five years are ideal and generally considered current. Citations ten years and older should be used sparingly and only when necessary. Unpublished documents and lay sources like encyclopedias are discouraged. Serious attention must be given to avoid any possible consideration of plagiarism. This is done by student tracking and referencing each and every document used. Moreover, the review of literature delineates how present study will refine, revise or add to the already documented facts. It clarifies, strengthens and directs each stage of research and indicates what is new in a proposed study. Literature review is a continuous process.

2.11. Materials and methods/Research methodology

The materials and methods (research methodology) section includes the description precisely of where will the research be located, how and how much sample to select, what will be done and how it will be done, what data will be needed, who are the unit of analysis, what tools

(instruments) to be used in data collection and data analysis. It should be appropriate to the problem area, i.e., the statement of the problem, the objectives and the hypotheses. It should be stated carefully and precisely for each objective to be achieved or hypothesis to be tested.

The description of the methods of data collection should include the information/data requirements of the study, the method(s) of measurement and the unit(s) of measurement. The selection of variables is an important task as it detects the database for the study. The student should recognize the nature of the data (quantitative and/or qualitative), the kinds of data (secondary and/or primary data), the sources of the data (secondary and/or primary sources) and how to collect the data (survey, observation and measurement, experiment, discussion or a combination of these methods). Once a method or a combination of methods is chosen, reasonable amount of description of the method(s) should be given as to how it would be used. The student may include in here information on issues such as (1) the experiments site (the study area) (2) various materials to be used in the experiments (3) the treatments and experimental design and (4) the population from which the student is to collect samples. The choice of method(s) of data collection largely depends on the efficiency and accuracy with which the information will be collected and the method(s) practicability (the need for personnel, skills, time, equipment and other facilities, in relation to what is affordable). In making the choice, account must be taken of the importance of the information, in the light of the purposes and objectives of the study.

During the proposal writing stage, the student should also decide, at least in a broad outline, how the information would be analyzed. Even though optional, description variables (both dependent and independent variables) should be done. Description of the analytical method(s), technique(s), tool(s) and statistical tests that will be used in analyzing the data to discover truth should be given.

2.12. Ethical considerations (if applicable)

Ethical considerations are critical to the completion of any social sciences, health, medical and veterinary medicine research. It is required that ethics be discussed when researching **people or animals**. Ethical principles when studying human and animal subjects include respect for the subjects, kindness, justice whether the objectives of the study are ethically achievable and the ethical soundness of the methods. In recognizing the critical nature of ethics, the formal approval of the planned research study by a university or national ethics review committee must be made and must be stated in the research proposal. Thus ethics

involves all forms of academic misconduct such as plagiarism, data fabrication, falsification of results and dishonesty. *Advisors play an important role in preventing possible academic misconduct through close supervision and verification of raw data.*

2.13. Work plan

The work plan refers to budgeting of time for the implementation of the research project. This is to assign dates for the completion of various activities of the proposal. In estimating the time required for the research, the graduate students should take into account the time required for the necessary organization and arrangements, data collection, data analysis and report writing.

2.14. Logistics

The logistics portion of a research proposal sets out the financial resources required for the implementation of the project. This ensures that the necessary personnel, travel, per diem, equipment, materials and associated services and expendable supplies (paper, stencil, ribbon, literature, etc.) will be available for the project. The student should summarize towards the end all the expenditure under various headings that may include unforeseen expenditure (contingency allowance of 2 to 5%) as well. The budget estimate must, therefore, be prepared with utmost care and thoroughness.

2.15. References

The references must include all works cited or referred to for information while writing the research proposal. The section contains all published and unpublished scholarly materials like books, periodicals, documentary materials, pamphlets, year books, statistical abstracts, annual reports, etc. which were consulted for relevant information following strictly the rules of scientific references.

There are various styles and forms to be followed in presenting references. Graduate students at WSU shall present references in alphabetical order using either of the following styles; otherwise, the style should exceptionally be justified at college/school level.

- APA (American Psychological Association) style (author-year- article title, name of the journal/book) or
- Vancouver style (Citations in the text are indicated by the use of a number)
- For law school LL.M thesis, footnote style shall be applied. It is referring to a number in superscript format placed at the end of the sentence to be cited.

In thesis/dissertation that to be submitted to the GSD at WSU, references should be preferably presented **in the APA style (author-year- article title)**. *Note: students in the college of health and medicine, and law school shall use Vancouver style and footnote styles, respectively.*

The Vancouver Style: it is commonly used in medical and scientific journals. The health sciences and Medical students may use such style of citation and reference. The Vancouver System assigns Arabic numerals (1,2,3...) to each reference as it is cited. Either square [] or curved brackets () can be used as long as it is consistent. References are listed in numerical order, and in the same order in which they are cited in text. The reference list appears at the end of the paper.

Example: Agriculture, a soil-based industry, is supporting the livelihood for over 80% of the Ethiopian population that is estimated 114 million in 2020 [1].

Footnote Style: For school law LL.M thesis, a footnote approach shall be followed. In a footnote approach, the reference normally appears in footnote and in a bibliography at the end. The reference should appear in full in the footnote where it appears for the first time and all subsequent references in the footnote are shortened and cross referred to the first reference. There are varieties of citation style commonly used at law schools such as APA, Chicago, Harvard, MLA, the Oxford University Standard for Citation of Legal Authorities (OSCOLA) and others. The writer (student) is free to apply one of these styles unless the WSU School of Law dictates using a particular citation style for the purpose of consistency.

Note: Different styles in one document are not allowed.

2.16. Appendix

A thesis/dissertation research proposal should be complete in transmitting all the necessary materials without being too bulky. Any detailed technical matters of interest to a few readers should be put at the back end of the proposal. Therefore, a preliminary draft of the questionnaire, mathematical formulae or derivations, detailed description of the sample selection procedure(s), etc., if they are deemed necessary, should be confined to the appendices. They can either be bound with the actual proposal or attached separately. In many circumstances appendix is not necessary.

Part II. Thesis/Dissertation Writing

2.1 Introduction

We are confident that the knowledge gained from thesis/dissertation proposal writing chapter will lend a hand in your thesis/dissertation writing. In the context of WSU, the general format of graduate thesis/dissertation writing includes preliminaries and the text (includes reference materials and appendices).

The preliminaries

1. Title page
2. Cover page
3. Approval sheet
4. Dedication page
5. Declaration
6. Autobiography
7. Acknowledgements
8. Abbreviations (acronyms and abbreviations) (if any)
9. Table of contents
10. Lists of tables (if any)
11. List of figures or list of illustrations (if any)
12. List of tables in the appendix (if any)
13. List of figures or list of illustrations in the appendix (if any)
14. Abstract

The main body of the thesis/dissertation

1. Introduction
2. Literature Review
3. Materials and Methods/Research Methodology
4. Ethical Considerations (if applicable)
5. Results and Discussion
6. Conclusion and Recommendations
7. References
8. Appendices

Note: For PhD dissertation, journal style can also be accepted. For Law School, Materials and Methods/Research Methodology is optional

2.2 The Preliminaries

2.2.1 The title page

The title page is the first page of a thesis/dissertation that is usually printed out on a hard cover or material other than a white sheet of paper. It should be noted that the length of the

title of thesis/dissertation should not be more than 20 words. Please refer attached sample title page in **Appendix IV**.

2.2.2 The cover page

The cover page is the second page of a thesis/dissertation. Roman number ‘i’ is assigned to it although the page does not have the number typed on it. **The sample cover page is shown in Appendix V.**

2.2.3 Approval sheet

The final approval sheet should be incorporated into the student's thesis/dissertation after duly signed by the BoE and members of the advisory committee or advisors, which is after the open defense examination. Roman number ‘ii’ is assigned to the approval sheet although the page does not have to the number typed on it. Please refer **Appendix VI** for a sample of it.

2.2.4 Dedication

The dedication should be short and concise and ideally no more than one sentence long. If there is dedication page, the roman number ‘iii’ is typed on it, indicating that it is the third page starting from the cover page of the thesis/ dissertation.

2.2.5 Declaration

This is the place where the candidate solemnly declares that the thesis/dissertation represents his/her own work and is not submitted to any other institution elsewhere for the award of any degree, diploma or certificate. The candidate also acknowledges here the various sources of information, ideas, views and opinions and the like that he or she borrowed and used in the thesis/dissertation. A sample declaration is shown in **Appendix VIII**.

2.2.6 Autobiography

Autobiography is a person’s life history written by him/her self. The candidate is expected to write condensed, very precise and concise biographical sketch, which should not be more than half a page. The biographic sketch would suffice the need if he/she includes information on the following:

- Date and place of birth

- Educational qualifications
- Work experience
- Marital status.

2.2.7 Acknowledgments

Acknowledgements recognize the persons and/or institutions the author is indebted to for guidance, assistance received, and those to whom he/she remains thankful for a special aid or support. Good taste calls for acknowledgements to be expressed simply and tactfully.

2.2.8 Abbreviations (acronyms and abbreviations) (if any)

Acronyms and abbreviations are listed in alphabetic order of the terms when written in full form. Well known abbreviations such as FAO, WHO and HIV and S.I units do not need to be listed. Each abbreviations and acronym should be defined in full when it is first used and followed by its abbreviation or acronym in parenthesis. A sample abbreviation is given in **Appendix IX**.

2.2.9 Table of contents

The following guidelines will make it more rational and persuasive:

- All headings or entries in the Table of Contents should correspond exactly in wording (including fonts and cases) with the headings as they appear in the text.
- The relationships between main headings and subheadings and between divisions and subdivisions must be shown by appropriate use of indentation and capitalization.
- The main headings of the Table of Contents are the components of the preliminaries and the titles (chapter) of the text of the thesis/dissertation, reference and appendix(ces) must be written in full capitals as they appear in the text.
- Except that of the preliminaries, the main headings in the thesis/dissertation must be consecutively numbered with Arabic numerals and the subheadings and divisions be numbered with fractions of the number in the upper headings or divisions.
- The second and/or third line of a heading requiring more than one line must be indented to the position of the initial letter of the first line.
- Line between main headings and between a main heading and its subdivisions must be double-spaced, whereas between subheadings and between subdivisions are single-spaced
- The subheading of the main heading and subdivision of the subheading are indented with appropriate spaces into show that they are subheadings and subdivisions.

- The initial letters of the first word and of all nouns, pronouns, adjectives, adverbs, and verbs of the subheadings are capitalized, whereas in the subdivisions only the first letters of the first and of proper nouns are capitalized both in the text and in the table of contents.
- The fifth order divisions and above may be ignored from entering into the Table of Contents and the latter may not exceed two pages.
- No terminal punctuation is used for headings and their subdivisions.
- The page number on which each of these begins is placed in the bottom of the page, aligning the page numbers at the center bottom. Please refer **Appendix X** for a sample 'table of contents'.

2.2.10. List of tables (if any)

It comes soon after the 'table of contents'. The list of tables is constituted of the captions of the tables included in the thesis/dissertation. The major points to be observed in preparing the List of Tables include:

- In the text, all Tables are numbered consecutively (with Arabic numerals) starting with 'Table 1' for the table which appeared first in the thesis/dissertation, and the captions apart from being short and descriptive, must appear on the top of the each table.
- In the list of tables, the number of the table, the caption (or title) with all entries corresponding exactly in wording (including fonts and cases) with that in the text and the page number of the manuscript on which each table occurs are entered.
- Only the initial letters of the first word and of proper nouns are capitalized both in the text and in the List of Tables.
- No terminal punctuation is used for the headings or after any title listed therein.
- The words table and page with their initial letters in capitals head their respective columns, flush with the margin. A Sample List of Tables is shown in **Appendix XI**.

2.2.11 List of figures or list of illustrations (if any)

The list of figures or illustrations is the section that appears on a new page following the List of Tables. This section is constituted of the captions of the Figures and/or Illustrations included in the thesis/dissertation. The major points to be observed in preparing the List of Figures/Illustrations include:

- In the text, all Figures and Illustrations are numbered consecutively (with Arabic numerals) starting with 'Fig. 1' for the Figure or Illustration, which appeared first in the

thesis/dissertation, and the captions apart from being short and descriptive, must appear on the bottom of each Figure.

- In the list of figures or illustrations, the number of the figure, the caption (or title) with all the entries corresponding exactly in wording (including fonts and cases) with that in the text and the page number of the manuscript on which each figure occurs are entered.
- Only the initial letters of the first word and of proper noun are capitalized both in the text and in the list of figures.
- No terminal punctuation is used for the headings or after any title listed therein.
- The words 'Figure' and 'page' with their initial letters in capitals head their respective columns, flush from the margin. A sample list of figure or illustrations is given in **Appendix XII**.

2.3.12 List of tables in the appendix (if any)

In a thesis/dissertation containing tables in an appendix, the list of tables in the appendix is typed on a new page, following the List of Figures. The section presents the captions of the tables included in the appendix along with their respective page numbers and table numbers in the thesis/dissertation. The major points to be observed in the preparation of the List of Tables in the Appendix include:

- In the appendix section of the test, each Appendix Table is numbered consecutively (with Arabic numerals) starting with 'appendix table 1' for the table, which appeared first in the appendix section of the thesis/dissertation, and has a caption which is short and descriptive and that appears on the top of each Appendix Table.
- In the list of appendix tables, the number of the table, the caption (or title) with all entries corresponding exactly in wording (including fonts and cases) with that in the appendix section of the thesis/dissertation and the page number of the manuscript on which each appendix table occurs are entered.
- Only the initial letters of the first word and of proper nouns are capitalized both in the appendix part and in the list of appendix tables.
- No terminal punctuation is used for the headings or after any title listed therein.
- The words 'appendix table' and 'page' with their initial letters in capitals head their respective columns, flush with the margin. A sample in this regard is shown in Appendix XIII.

2.3.13 List of figures or list of illustrations in the appendix

The list of figures or list of illustrations in the appendix is the section that appears on a new page following the List of Appendix Tables. This section is constituted of the captions of the Figures included in the Appendix. The major points to be observed in preparing the List of Appendix Figures include:

- In the appendix section, each figure and/or illustration is numbered consecutively (with Arabic numerals) starting with 'appendix Fig. 1. For the figure or illustration which appeared first in the appendix section of the thesis/dissertation, and has a caption that is short and descriptive and that must appear on the bottom of the figure.
- In the list of appendix figures or illustrations, the number of the figure, the caption (or title) with all entries corresponding exactly in wording (including fonts and cases) with that in the appendix section and the page number of the manuscript on which each appendix figure occurs are entered.
- Only the initial letters of the first word and of proper nouns are capitalized both in the text and in the list of appendix figures.
- No terminal punctuation is used for the headings or after any title listed therein.
- The words 'appendix figure' and 'page' with their initial letters in capitals head their respective columns, flush with the margin in the list of appendix figures. A sample list of figures or list of illustrations in the appendix is shown in **Appendix XIV**.

2.3.14. Abstract

Abstract is the last component of the preliminaries of a thesis/dissertation. Accordingly, the abstract appears on a new page just preceding the 'Introduction', of the thesis/dissertation. On the top of the page where the abstract starts, the title of the thesis/dissertation is written. The name of the author and the advisor(s) and details of their educational qualifications need not be written on the abstract page of the thesis/dissertation. Nevertheless, they must be written on the abstract sheets prepared for distribution at the time of defense.

- The abstract should be written italicized in a single paragraph;
- It is not allowed to subdivide the abstract into subsections.
- The maximum words of abstract for Master's thesis should not be more than 300 words and that of PhD dissertation should not be more than 350 words.
- Five to six **keywords** are allowed to be written at the end of abstract.

Main Parts of Thesis and Dissertation

1. Introduction

This chapter is usually brief giving only the most relevant and pertinent background information about the graduate research project under consideration. The introduction must not be divided into sub-headings. Rather, all the contents of the section must be presented in a logical order and well organized as to maintain a good flow and sequence of presentation of ideas under the heading itself. In some fields like social/health sciences, however, the introduction part may include subheading such as:

1. Background statement
2. Statement of the problem
3. Objectives of the study
4. Hypothesis/Research questions
5. Significance of the study/ Application of the study/
6. Scope/ delimitations of the study
7. Limitations of the study (if any)
8. Organization of the thesis (Optional) or dissertation (mandatory)

Note: it should not exceed five pages in length (Masters) and seven pages (PhD), otherwise, exceptionally justified.

2. Literature Review

The **literature review** provides a resume of the history and the present status of the problem by means of a critical review of the findings of previous and most recent investigations of the research problem in question as well as of problems very closely related to it. Each one of the literature review items presented in this regard should be made clear together with the fact that the investigation now in progress arises from the fallacies or inadequacies of earlier studies. The literature review may be divided into as many sub-heading depending on the nature of the study.

3. Materials and Methods/Research Methodology

The **materials and methods** provide a statement of the sources of data and the methods and procedures of data collection and analysis. A concise description of the conditions under which the investigation was carried out and the materials, procedures, techniques, treatments, experimental design/techniques and the treatments and inputs used should be given under this heading. The materials and methods could be divided into as many subchapters/sub-headings and divisions and sub-divisions depending on the nature of the study.

4. Ethical Considerations (if applicable)

Ethical considerations are critical to the completion of any social sciences, health, medical and veterinary medicine research. It is required that ethics be discussed when researching people or animals.

5. Results and Discussion

The results and discussion presents the results and analyses and discusses of the findings of the investigation. All other portions of the manuscript are subordinate to what actually has been discovered and it is only here that the findings of the present study are being disclosed. The student should, therefore, take great pains to present clearly his major findings, assess the significance of the results, and discuss the possible practical implications with reference to the problems indicated and the objectives stated. Citations that the author feels that they would strengthen the results as well as those contradicting the present findings are also quoted in this section. However, attempts have to be made to give appropriate explanation for obtaining contradictory findings with the findings of previous studies.

In presenting and discussing the results, simple, short, direct, rational and declarative sentences should be used. Chain effect of sentences within the paragraph and continuity of logical order between the paragraphs is important. Using past tense when referring to the thesis/dissertation research and reverting to present tense for discussing existing knowledge or prevailing concepts for conclusion is a better way of writing. All the facts stated and quoted from the other sources must be referred and acknowledged. Plagiarism is illegal and unethical. A Table or Figure must normally be placed on the same (or just the next) page where it is cited in the text for the first time. The contents of Tables and Figures presenting the results should be very clear to be independently comprehensible without reference to text.

Lengthy Tables should be avoided by dividing information into two or more separate Tables. One should not break a Table into two pages. If a table (e.g. Table 1) runs to two or more pages write: Table 1. "Continued" at the top-left of the next page. In case of Table, column headings are brief and self-explanatory. Align digits to proper position and centered to column heading. No vertical lines in the Table and no horizontal lines other than the one at the top, one at the bottom and one separating the column heading from contents of the Table. The footnote for the level of significance, abbreviations or any other footnote can be given at the bottom of the Table.

The results and discussion could be divided into as many sub-chapters/sub-headings and divisions and sub-divisions depending on the nature of the study. Repetitions of numerical values, as for example presenting the same data both in tables and in figures should be avoided. Numerical values must be always followed by unit of measurement. One should not begin a sentence with numeral, instead provide another word or spell out the number and the unit of measurement that follows. When a word intervenes between the numeral and its unit, the unit has to be spelled out, e.g. 10 consecutive days. Following words start with capital letter followed by Arabic numerals like Table 6, Figure 7, Experiment 3, Group 6, Lot 9, and Treatment 2. There is no space between numerals and %. However, one space is to be given between numerals and unit of measurements.

The thesis/dissertation writing using the above format is a traditional and more common format known as "**Monograph**" format. It includes all the points discussed in thesis/dissertation writing within this guideline. In addition to monograph format, PhD students of WSU can use "**Manuscript**" format of dissertation writing. The manuscript format is different from monograph format both in appearance and format. The manuscript format first presents a summary of a dissertation of commonly of twenty to thirty pages in length. In preparing the dissertation summary, the student should be cautious to minimize redundancy in making references to the respective manuscripts which follow in the dissertation, mainly while presenting the methods, and the results and discussion. The dissertation summary will then be followed by a collection of both published and unpublished articles from the dissertation work that he/she and members of the advisory committee have written together. These articles will be either reprints of publications with prior permission from the journal editor or drafts in the manuscript format.

These two options of dissertation writing can be used by the doctoral students to provide some variety in the preparation of their dissertations. The two options also provide an opportunity for students who have published extensively to highlight their writing and publishing activities while working on their dissertations. Decisions about the choice of the format to be followed should be made in consultation with the student's advisory committee. Thus both formats will be accepted by the GSD for bestowing the PhD degree at WSU.

Note: the presentation approach of result and discussion could be together or in separate sub section.

6. Conclusions and Recommendations

6.1. Conclusions

Conclusions wrap up what you have been discussing in your research. Your conclusion should begin pulling back into more general information that restates the main points of your argument. More precisely, conclusions should provide a very brief narration of important objectives, material and methods, and the major findings of the study. It is therefore meant to restate the developments of previous chapters and presents succinctly the more important findings of the investigation and draw conclusions. Moreover, except under a few exceptional cases, citations of previous study results and references to tables of figures in the text or appendix of the manuscripts shall be avoided. However, the use of numerical values and reference to probability levels where significant differences were attained are allowed.

6.2. Recommendations

Recommendations should be concert and specific. They should be support with a clear rationale and connect to the conclusions. In some cases, recommendations may also call for action or overview future possible research.

7. References

The references must include all works cited or referred to for information while writing the thesis/dissertation. The section contains all published and unpublished scholarly materials like books, periodicals, documentary materials, pamphlets, year books, statistical abstracts, annual reports, etc. which were consulted for relevant information following strictly the rules of scientific references.

There are various styles and forms to be followed in presenting references. Graduate students at WSU shall present references in alphabetical order using either of the following styles; otherwise, the style should exceptionally be justified at college/school level.

- APA (American Psychological Association) style (author-year- article title, name of the journal/book) or
- Vancouver style (Citations in the text are indicated by the use of a number)
- For law school, footnote style shall be applied.

Note: Different styles in one document are not allowed. Part IV of the guideline discuss about reference listing styles of APA.

8. Appendix/Appendices

Appendix (ces) is preceded by a division sheet containing the single bold and capitalized word. It is paged (including the division sheet) continuously with the text in Arabic numerals. Original data tables (a typical example being Analysis of Variance Table) or figures that present data of minor importance (as distinguished from those presenting major data which are included in the text), supportive legal decisions or laws, and pertinent documents that are not readily available to the reader are placed in the Appendix. Supplementary illustrative materials, such as forms, questionnaires, descriptions, and other documents may also be presented in the Appendix. One of the purposes of placing tables and other matter in the Appendix is to prevent the body of the thesis/dissertation from becoming unduly bulky. Each Appendix could be numbers either by capital and bold alphabets such as **A B C D** and so on or in capital and bold Roman Numerals such as **I, II, III, IV** and so on.

Frequently, an appendix offers a check upon the validity of the data of the thesis/ dissertation, and may also include materials that cannot readily be reproduced in the text. The appendix may be subdivided according to the classification of the materials included, especially if they are heterogeneous (e.g. set of tables, set of figures, set of maps or sketches etc.). In such a situation, letter and title, both in the table of contents and the appendix section under the main heading of

Appendix should list each section as:

- Appendix A. Analysis of variance and other tables
- Appendix B. Soil profile descriptions
- Appendix C. Forms and questionnaire used

Part III. Rules/Standards/ to Write Parts of the Thesis/Dissertation

Rules/Standards

Thesis/ Dissertation Report Format

- Language English

Paper Specification

- Color White
- Size A4
- Weight >80 gm

Typing

- Left Margin ≥ 3.5 cm
- Right Margin ≥ 2.0 cm
- Top Margin ≥ 3.0 cm
- Bottom Margin ≥ 2.5 cm
- Spacing Double
- Side Front Single
- Font Size 12
- Font Type Time New Roman
- Font Style Regular
- Font Color Black
- Breaking a word on 2 lines Not Allowed
- Correction with fluid Not Allowed
- Overwriting Not Allowed
- Crossing out words Not Allowed
- Typing Machine Computer
- Printing Quality Better quality
- Copies High quality photocopy

Part IV. In text Citation and Reference Writing Style

A. In text citation

Below the possible ways of in text citations are listed.

I. The subject centered

In the subject centered citation, the author's last name is followed by a comma; a space and the year of publication are written in parenthesis usually at the end of the sentence.

1.Single author

- Subject centered citation: (Fanuel, 2020)

2.Two authors

- Subject centered citation: (Smith and Brown, 2019)

3.Three authors and more

- Subject centered citation: (Wondimeneh *et al.*, 2018)
- **Note:** "et.al." is used for more than two authors and should be written in italics.

4.Citation of two or more works and Chronological order

- Chronologically list towards the latest within the parenthesis separated by semicolons (Fanuel, 2020; Smith and Brown, 2019; Wondimeneh *et al.*, 2018).
- It is advisable to quote only 3 to 4 recent references for a statement. This is the most commonly used method of citation.

II. The author centered

In the author centered citation, only the year of publication is placed in parenthesis and a comma is not required after the author's name.

Single author

- Author centered citation: Fanuel (2020)

Two authors

- Author centered citation: Smith and Brown (2019)

Three authors and more

- Author centered citation: Wondimeneh *et al.* (2018)

Citation of Ethiopian names

Recognizing country tradition, Ethiopian author's names should be presented as they appear in the publication.

- Subject centered citation: (Ermias and Fanuel, 2020)
- Author centered citation: Ermias and Fanuel (2020)

The same author and same year of publication

- When citing two or more works by the same author published in the same year, use lower case letters (a, b, c) to distinguish the different works. The author centered citation is Solomon (2019a, 2019b, 2019c) whereas the subject centered citation is (Solomon, 2019a, 2019b, 2019c).

Several publications by the same author in different years

- If there are several publications by the same author(s), the subject centered citation will be done chronologically as shown (Eyasu, 2017, 2019, 2020) whereas author centered citation is Eyasu (2017, 2019, 2020).

Start a sentence with author

- Whenever you start a sentence with author, chronological order outside bracket as shown need to be followed: Abebe and Zewde (2018), Wondimeneh *et al.* (2019), Enguday (2020).

Personal communication

- When citing interviews, phone conversations, letters or email messages include the communicator's name (who ideally should be an authority in the field) and the fact that it was personal communication. Do not, however, include personal communications in the references chapter of the research proposal, thesis/dissertation (Morris, J. Personal communication).

Organizational author

- When citing the work of an organization as author, use the acronym of the organization.
- Subject centered citation as (FAO, 2020) whereas author centered citation FAO (2020).

Unknown authors

- When the work has no named author but has year of publication, cite it as 'Anonymous' as (Anonymous, 2020) in subject centered citation and Anonymous (2020) as in author centered citation.

Undated works

- When the work has no named author and not dated, cite the year of publications as 'n.d.' as (Anonymous, n.d.) in subject centered and Anonymous (n.d.) in author centered citation.
- If the work has name of author but not year of publication, cite as (Befikadu, n.d) and Befikadu (n.d) in subject centered citation.

Universal resource location

- If you are citing from a Universal Resource Locator (URL) on the internet, give the name of the organization (full or abbreviated form) or author(s) followed by the year.

B. Reference Writing Style

The **reference** is as much an integral part of the format of the thesis/dissertation as is any other section, it is paged continuously with the text in Arabic numerals. The reference section presents a complete list of the journal articles, books, reports, and other reference materials cited in the text of the thesis/dissertation. References should be selected based on relevance, and as much as possible, recent references should be cited and the majority of these are articles published in journals. Much dependence on text and books, newsletters, annual and progress reports and other unpublished materials, as references are not acceptable.

There are various styles and forms to be followed in presenting references. However, it is the responsibility of the author to check the accuracy and completeness of presenting the references. For APA style, students are required to strictly observe and follow the following points and examples thereof:

- Reference are listed alphabetically by the author's last names.
- In the case of Ethiopian names, the first name of the author (his/her real name) is written first and it is followed by the first letter (in capital letter) of his/her father's name; e.g. Enguday Meskele

- In cases where articles of the same author are cited, references are listed chronologically. E.g. Geletu Bejiga, 2016, then follows Geletu Bejiga, 2017 and Geletu Bejiga, 2019 both in the text and the reference section.
- In cases where more than one articles of the same author published in the same year are cited, small letters, a, b, c etc. are assigned to each article and identified using these letters e.g. Berhanu Kuma, 2016a, Berhanu Kuma, 2016b and Berhanu Kuma, 2016c.
- In referring journal articles, the list includes the name(s) of author(s), the title of the journal article referred as it appears in the journal, the name of the journal (could be used abbreviations whenever applicable), the volume and, when applicable, the number of the journal in brackets and the pages where the article occurs in this order. E.g. Amenu Aysha and Berhanu Kuma. 2014. On the method of determining gypsum requirement of soils. *Soil Sci. Soc. Amr. J.* 120(3): 530-535.
- In the reference section, however, the use of 'et al.' is not allowed. Rather, the last names and initials of all co-authors of an article are carefully and correctly entered E.g. Wondimeneh Taye, Amare Ayalew, Mashilla Dejene and Alemayehu Chala. 2018. Fungal invasion and mycotoxins contamination of stored sorghum grain as influenced by threshing methods. *International Journal of Pest Management*, 64 (1): 66-76.
- As much as possible, citation of unpublished and other sources of materials not readily available in the library must be avoided or at least kept to a minimum.
- In listing the references in the reference section, the spacing between lines within a reference being listed is single, whereas that between two references is a double space. This avoids the use of indentation of the first line of each listed reference.
- There are differences in listing references cited from varying sources of materials.

In general, the following are examples of acceptable formats for listing references of different sources in the reference of the research proposal and thesis/dissertation:

Journal article

Fanuel Laekemariam. 2020. Carbon stock, sequestration and soil properties among fields in smallholder farms in southern Ethiopia. *Environ Syst Res.* 9 (16):1-11

Fanuel Laekemariam, Kibebew Kibret, Tekalign Mamo and Hailu Shiferaw. 2018. Accounting spatial variability of soil properties and mapping fertilizer types using

geostatistics in Southern Ethiopia. *Communications in Soil Science and Plant Analysis*. 49 (1): 124-137

Wondimeneh Taye, Amare Ayalew, Mashilla Dejene and Alemayehu Challa. 2018. Association of farmers' sorghum grain postharvest handling practices with Aflatoxin B1 and total Fumonisin contamination in east Hararghe, Ethiopia. *Afr. J. Food Agric. Nutr. Dev.* 18(1): 13186-13201

Geletu Bejiga, Abebe Tullu and Seifu Tsegaye. 2016. Effect of sowing date and seeding rate on yield and other characteristics of chickpea (*Cicer arietinum* L.). *Ethiop. J. Agric. Sci.* 14(2): 7-14.

Rajan, D. 2019. Farmers' perceptions of stem-borers and farm management practices in sorghum in eastern Ethiopia. *International Journal of Pest management* 50:35-40.

Yamane, T. 2020. Grain and straw yield of food barley as influenced by under sowing time of annual forage legumes and fertilization. *Tropical Science*, 44:85-88.

Books

Buol, S.W., F.D. Hole and R.J. McCracken. 1973. Soil genesis and classification. The Iowa State University Press, Ames, 360p.

Sposito, G. 1989. The chemistry of soils. Oxford University Press, New York. 277 p.

A chapter in book

Loegering, W.Q. 2014. Genetics of the pathogen-host association. Pp. 165-192. In: W.R. Bushnell and A.P. Roelfs (eds). The Cereal; Rusts, vol.1. Academic Press, Orlando, Florida.

A paper in proceedings

Mesfin Abebe 2017. An investigation into the cause of wilt in cotton. Pp. 129-139. In: Abrham Tadesse (ed.), Proceedings of Symposium on Cotton Production under Irrigation in Ethiopia. Melka Werer, Ethiopia, 21-22 October 2017, Institute of Agricultural Research.

Thesis/dissertation papers

Mesele Abera. 2019. Responses of wheat to phosphorus and potassium fertilizer at Gununo, Wolaita Zone, Southern Ethiopia. MSc Thesis Presented to the Graduate Studies of Wolaita Sodo University. 50p.

Technical reports

HAPCO (HIV/AIDS Prevention and Control Office). 2007. Accelerated Access to HIV/AIDS Prevention, Care and Treatment in Ethiopia: A Road Map for 2007-2008. Addis Ababa, Ethiopia: Ministry of Health.

UADA (United States Department of Agriculture). 2011. Technical Report on Food Insecurity in US Households with Children: Prevalence, Severity and Household Characteristics. Washington, DC: USDA.

Citations of internet publications

The internet is a powerful tool in conducting literature reviews and identifying and selecting the most current citations and references. Students should give attention to ensure that internet citations are both complete and correct. They should make every effort to provide the required information to allow the reader to visit the website cited should be he/she wish to read the primary source of the information. URL addresses are always in parenthesis. The date that the student accessed the publication should be stated. The major types are

Journal articles with DOI (with or without volume number)

Erkossa T., Geleti, D., Williams T. O., Laekemariam F. and Haileslassie A. 2020. Restoration of grazing land to increase biomass production and improve soil properties in the Blue Nile basin: effects of infiltration trenches and Chloris Gayana reseeding. Renewable Agriculture and Food Systems 1–9. doi.org/10.1017/S1742170519000425

Long, L. 2011. Treatment outcomes and cost effectiveness of shifting management of stable ART patients to nurses in South Africa: an observational cohort. HIV/AIDS Research in Africa 21:15-29. doi:10.1371/journal.pmed.1001055.

DeRose, L.F. 2008. Does discussion of family planning improve the partner's attitude towards contraceptives? International Family Planning Perspectives 18: 159-175. (<http://www.agiusa.org/pubs/journal/3008704.html>). Accessed on February 28, 2011.

No periodic web document

WHO (World Health Organization). 2018. Adolescent friendly health services: an agenda for change. (<http://www.who.int/child-adolescent-health>). Accessed on June 1, 2019.

Web document with no author's name or date of publication

Anonymous (n.d.) Census data revisited, Harvard Psychology of population website, (<http://harvard.edu/dat/inde.php>). Accessed on January 21, 2021.

Electronic books

Biersteker, P.J., Spiro, P.J, Spira, M. and Rafoo, V. 2007. International Law and International Relations. ([http://www. International law and _internat.htm](http://www.International law and _internat.htm)). Accessed on January 21, 2021.

PART V. Sample Formats

Appendix I
Thesis Proposal Cover Page



WOLAITA SODO UNIVERSITY
GRADUATE STUDIES DIRECTORATE

Title of the research

MSc/MA Research Proposal

Student Full Name

College/ School _____

Department _____

Program _____

Advisor: _____

Month, Year

Wolaita Sodo, Ethiopia

Appendix II Table of Contents Page for Proposals

TABLE OF CONTENTS

1. INTRODUCTION	1
2. LITERATURE REVIEW	5
2.1. XXXXXXXXXXXXX	5
2.1.1. XXXXXXXXXXX	6
2.1.1.1. XXXXXXXX	6
2.1.1.2. XXXXXXXX	7
2.1.1.3. XXXXXXXX	7
2.1.2. XXXXXXXXXXXXXXXX	8
2.1.2.1. XXXXXXXX	8
2.1.2.2. XXXXXXXXXXXXXXXX	8
2.1.3. XXXXXXXXXXXXXXXX	9
2.1.4. XXXXXXXXXXXXXXXX	11
2.1.5. XXXXXXXXXXXXXXXX	12
2.2. XXXXXXXXXXXXXXXX	15
2.3. XXXXXXXXXXXXXXXX	16
2.3.1. XXXXXXXXXXXXXXXX	17
2.3.2. XXXXXXXXXXXXXXXX	18
2.4. XXXXXXXXXXXXXXXX	22
3. MATERIALS AND METHODS/RESEARCH METHODOLOGY	23
3.1. Description of Experimental Site	23
3.2. Treatments and Experimental Design	23
3.3. XXXXXXXXXXXXXXXX	24
3.3.1. XXXXXXXXXXXXXXXX	24
3.3.2. XXXXXXXXXXXXXXXX	24
3.3.3. XXXXXXXXXXXXXXXX	24
3.4. XXXXXXXXXXXXXXXX	28
3.4.1. XXXXXXXXXXXXXXXX	28
3.4.2. XXXXXXXXXXXXXXXX	28
3.4.2.1. XXXXXXXXXXXXXXXX	28
3.4.2.2. XXXXXXXXXXXXXXXX	28

TABLE OF CONTENTS (*Continued*)

4. PLAN OF ACTIVITIES	30
5. BUDGET	31
6. REFERENCES	34
7. APPENDIX (If any)	

Appendix III Approval Sheet Page

APPROVAL SHEET

Title of the research proposal

Submitted by:

Name of Student

Signature

Date

Approved by:

1.

Name of Major Advisor

Signature

Date

2.

Name of Co-Advisor

Signature

Date

3.

Name of
Evaluator/Examiner

Signature

Date

4.

Name of Chairman, DGC

Signature

Date

5.

Name of PG Coordinator

Signature

Date

6.

Name of Director, GSD

Signature

Date

Appendix IV
Thesis Title Page



WOLAITA SODO UNIVERSITY
GRADUATE STUDIES DIRECTORATE

Title of the Thesis

A Thesis Submitted to the College/School of _____,
Graduate Studies Directorate, Wolaita Sodo University

In Partial Fulfillment of the Requirements for the Degree of
Master of _____

Student Full Name

Advisor: _____

Month, Year
Wolaita Sodo, Ethiopia



WOLAITA SODO UNIVERSITY
GRADUATE STUDIES DIRECTORATE

TITLE OF THE DISSERTATION

Ph.D. DISSERTATION

STUDENT FULL NAME

MONTH, Year
WOLAITA SODO, ETHIOPIA

Appendix V
Dissertation Proposal Cover Page



WOLAITA SODO UNIVERSITY
GRADUATE STUDIES DIRECTORATE

Title of the proposal

Ph.D. Dissertation Research Proposal

Student Full Name

College: _____

Department: _____

Program: _____

Advisory Committee:

Month, Year
Wolaita Sodo, Ethiopia



WOLAITA SODO UNIVERSITY
GRADUATE STUDIES DIRECTORATE

TITLE OF THE THESIS

MSC/MA THESIS

STUDENT FULL NAME

MONTH, YEAR
WOLAITA SODO, ETHIOPIA

Appendix VI Approval

GRADUATE STUDIES DIRECTORATE
WOLAITA SODO UNIVERSITY
THESIS/ DISSERTATION APPROVAL SHEET

As this research advisor, we here by certify that we have read and evaluated this thesis prepared under our guidance by entitled "....." we recommend that it be submitted as fulfilling the thesis requirement.

Major Advisor

Signature

Date

Co-advisor

Signature

Date

As members of the Board of Examiners of the thesis open defense examination, we certify that we have read and evaluated the thesis prepared by and examined the candidate. We recommend that the thesis be accepted as fulfilling the thesis requirements for the degree of Masters of Science in

Chairperson

Signature

Date

Internal Examiner

Signature

Date

External Examiner

Signature

Date

Appendix VII Dedication
--

DEDICATION

This Thesis / Dissertation is dedicated to my beloved Mother Dr. Alemash Ayalew, for her unconditional love and support

Appendix VIII Dedication

DECLARATION

By my signature below, I declare and affirm that this thesis is my own work. I have followed all ethical principles of scholarship in the preparation, data collection, data analysis and completion of this thesis. All scholarly matter that is included in the thesis has been given recognition through citation. I affirm that I have cited and referenced all sources used in this document. Every serious effort has been made to avoid any plagiarism in the preparation of this thesis.

This thesis is submitted in partial fulfillment of the requirement for a degree from the Graduate Studies Directorate of Wolaita Sodo University. The thesis is deposited in the University Library and is made available to borrowers under the rules of the library. I solemnly declare that this thesis has not been submitted to any other institution anywhere for the award of any academic degree, diploma or certificate.

Brief quotations from this thesis may be used without special permission provided that accurate and complete acknowledgement of the source is made. Requests for permission for extended quotations from, or reproduction of, this thesis in whole or in part may be granted by the Dean of the School or Head of Department or the Director of the Graduate Studies when in his or her judgment the proposed use of the material is in the interest of scholarship. In all other instances, however, permission must be obtained from the author of the thesis.

Name: _____

Date: _____

Signature: _____

School/Department: _____

Appendix IX Abbreviation and Acronyms
--

ABBREVIATIONS AND ACRONYMS

EPHA	Ethiopian Public Health Association
EPI	Expanded Program on Immunization
EBF	Exclusive Breast Feeding
FGM	Female Genital Mutilation
PPE	Personal Protective Equipment
RH	Reproductive Health
UNAIDS	United Nations Joint Program for International Development
VCT	Voluntary Counseling and Testing
VLBW	Very Low Birth Weight

LIST OF TABLES

Table 1. Guideline for selecting assessment tools	10
Table 2. Summary of perception of biology teachers on CA (N=100)	33
Table 3. Responses of biology teachers on the extent of using CA techniques	38
Table 4. Association of class size with frequency of CA practice	40
Table 5. Association of workload with frequency of CA practice	41
Table 6. Association of teaching experience with frequency of CA practice	42
Table 7. Association of additional training with frequency of CA practice	43

Appendix XII List of Figures

LIST OF FIGURES

Figure 1. Location of the study area	35
Figure 2. Mapping units developed by Proximity analysis	41
Figure 3. Research model	49

Appendix XII List of Tables in the appendix
--

LIST OF TABLES IN THE APPENDIX

Appendix Table	Page
1. Classification of salt affected soils based on their chemical properties	63
2. Classification of irrigation waters based on their boron concentration	64

LIST OF FIGURES IN THE APPENDIX

Appendix Figure	Page
1. Effects of Temperature on	79
2. Access of elementary schools	82

