



SEKU/ARI/BPS/F-04

SOUTH EASTERN KENYA UNIVERSITY

OFFICE OF THE DIRECTOR

BOARD OF POSTGRADUATE STUDIES

GUIDELINES ON FORMAT OF PROPOSAL AND THESIS/PROJECT REPORT

GENERAL GUIDELINES

The sub-committee agreed that the following is the format and guidelines on how to prepare a Research Project Proposal at South Eastern Kenya University for Submission and Examination.

- i. A proposal must be printed on High quality A4 (210 x 297mm) size paper; Spacing 1.5, Times Roman, Font Size 12 and printed on one side only.
- ii. Margins; left margin 1.5inches, right margin 1 inch, top margin 1 inch, Bottom margin 1.5 inches.
- iii. Pagination- pages shall be numbered consecutively and bottom centre. Numbering of preliminary pages shall be in lower case roman numerals while all others shall in Arabic numerals. No Numbering on the title page.
- iv. All chapters should begin on a new page and centered.
- v. Chapter headings should be Times New Roman; Font size 12; Headings should be bold, upper case and centered.
- vi. Sub-sections should be bold. No hanging sub-titles.
- vii. There should be line space for new paragraph. That is line space between paragraphs.
- viii. Legend titles; for tables should be at the while for figures it should be at the bottom.
- ix. Tables, figures and plates should be numbered in separate sequence and should be cited in the text (e.g. Table 1, Figure 1 etc). Each table, Figure and plate should have a caption. There should be 60mm margin around all figures, diagrams and plates. Figures, tables and plates should be labeled according to the chapter they appear.
- x. Proposal should have a maximum of 40 pages excluding preliminary pages.

- xi. Abstract shall be single space in one block paragraph. The abstract should have a maximum of 500 words for masters and 1000 words for PhD.
- xii. References shall be as per APA latest system.
- xiii. The entire document should be justified while the cover page should be centered.
- xiv. Numbering of chapters should be in words

FORMAT OF THE PROPOSAL/THESIS/PROJECT

Preliminary Pages

The preliminary pages shall be presented in the following order and numbering:

- 1. Title Page -----Not numbered
- 2. Declaration -----(ii)
- 3. Acknowledgement----- (iii)
- 4. Dedication (Optional)----- (iv)
- 5. Table of contents----- (v)
- 6. List of tables----- (vi)
- 7. List of figures----- (vii)
- 8. List of plates----- (viii)
- 9. List of Appendices (if any)----- (xiv)
- 10. Abbreviations and Acronyms (Optional)----- (xv)
- 11. Definition of Terms----- (xvi)
- 12. Abstract ----- (xvii)

CHAPTER ONE

1.0 Introduction (left aligned and numbered 1.0)

- 1.1 Background to the study
- 1.2 Statement of the problem
- 1.3 Objectives of the Study
 - 1.3.1 General Objective
 - 1.3.2 Specific objectives
- 1.4 Research Questions/ hypothesis (May vary depending on the discipline)
- 1.5 Significance or Justification of the study

1.6 Limitations(optional)

1.7 Delimitations or Scope of the study

1.8 Assumptions (optional)

1.9 Organization of the study (optional and depends on discipline)

CHAPTER TWO

2.0 Literature Review (Left aligned and numbered a number 2.0)

Each School will give guidelines on the structure of literature review to their students.

CHAPTER THREE

3.0 METHODOLOGY (Left aligned and numbered a number 3.0)

Methodology will be guided by schools according to disciplines.

CHAPTER FOUR

4.0 RESULTS (Left aligned and numbered 4.0)

Individual schools to give guidelines to their students as per their disciplines

CHAPTER FIVE

5.0 DISCUSSION (Left aligned and numbered 5.0)

Individual schools to give guidelines to their students as per their disciplines

CHAPTER SIX

6.0 CONSLUSIONS AND RECOMMENDATIONS (Left aligned and numbered 6.0)

Individual schools to give guidelines as per their disciplines.

REFERENCES (APA FORMAT)

TIMEFRAME

BUDGET

APPENDICES

Sample title page and declaration pages

Title Title

(A maximum of 20 words)

Name of Candidate

**A research Proposal submitted in Partial Fulfillment of the Requirements for the Degree of
Master of/PhD in (Relevant discipline) of South Eastern Kenya University**

October, 2016 (the month should be excluded in the thesis or project report)

DECLARATION

I understand that plagiarism is an offence and I therefore declare that this proposal/thesis/project report is my original work and has not been presented to any other institution for any other award.

Signature _____

Date _____

Name of student

Admission Number

This research proposal/thesis/project report has been submitted for examination with our approval as a University Supervisors

Signature _____

Date _____

Name and Affiliation of 1st Supervisor

Signature _____

Date _____

Name and Affiliation of 2nd Supervisor

APPROVED FOR USE

DEPUTY VICE-CHANCELLOR (ARI)	<u>Prof. Harrison Maitiga</u>
SIGNATURE	<u>Harrison Maitiga</u>
DATE	<u>10/07/2026</u>

