



SCHOOL OF POSTGRADUATE STUDIES

NNAMDI AZIKIWE UNIVERSITY, AWKA

UNIZIK MANUAL OF STYLE 2019

UNIZIK MANUAL OF STYLE 2019

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PREFACE

This UNIZIK Manual of Style 2019 has been developed in pursuant to the efforts of the School in developing the SPGS Publication series and its commitment to scholarship. This manual represents the approved standard of writing, designing and presenting research reports in Nnamdi Azikiwe University. It is expected that the manual will improve communication and ensure consistency in academic writing for projects, theses and dissertations across multiple disciplines in the University. The UNIZIK Manual of Style 2019 will help to position our University in the forefront of research.

The School appreciates the efforts of the Chairman and members Board for approving this publication. In addition, the immediate past Dean of School, the associate Deans and various members of the two committees who worked tirelessly to ensure the emergence of this publication are highly appreciated.

It is hoped that postgraduate teachers and students alike will enjoy using this manual to the enhancement of scholarship and research.

Prof. Philomena K. Igbokwe
Dean, SPGS
2019

SECTION A

1. PRELIMINARY INFORMATION

The preliminary pages of Projects, Theses and Dissertations which **MUST** be written in the English language (British) to be submitted to the School of Postgraduate Studies, Nnamdi Azikiwe University, Awka, shall be arranged in the following order:

Title page

Certification

Approval page

Dedication (if any)

Acknowledgements

Abstract

Table of Contents

List of Tables (if any)

List of Figures (if any)

List of Plates (if any)

List of Abbreviations

List of Symbols (if any)

Table of Cases (for the faculty of law)

List of Statutes (for the faculty of law)

List of International Instruments (for the faculty of law)

Operational definition of terms

N.B. All headings in the preliminaries shall be written in upper case and appear on separate pages in the text.

1.1 TITLE PAGE (1.5 line spacing)

The title page shall contain the title of the work, author's name with registration number, Project/Thesis/Dissertation statement, and month and year of completion of research. For the faculty of Law the arrangement shall be as follows: the title of the work, author's name with registration number, Project/Thesis/Dissertation statement, name(s) of supervisor(s), and month and year of completion of research.

1.1.1 Title:

The title should indicate the contents and scope of the write-up in as few words as possible. Phrases like 'a report on investigations into....' and 'observations on some aspects of....' add nothing significant to the title and should be avoided. While the title should be as brief as possible (maximum of 21 words), it should be accurate, descriptive and comprehensive, clearly indicating the subject of the investigation. It is most important that titles are fully relevant to the contents of the work to avoid misunderstandings at the time of examination. The title shall be typed in bold capitals.

1.1.2 Author's Name: /Reg. No.

The full forenames followed by surname shall be written below the title. They shall be typed with the first letter of each name in capital and the remainder in lower case. The candidate's registration number shall be typed below the name.

1.1.3 Thesis Statement:

The statement shall read as follows: A Thesis submitted to the Department of ..., Faculty of ..., Nnamdi Azikiwe University, Awka, in partial fulfillment of the requirements for the degree of [name of the degree] in (Area of specialization).

1.1.4 Month and Year of Research Completion:

This lowest line should be no more than 25mm from the foot of the page, and should include the month and year of completion of the Project/Thesis/Dissertation, e.g. June, 2015.

A typical title page is shown Appendix A1

1.2 CERTIFICATION (1.5 line spacing): This shall be a formal statement in which the student accepts that he/she is responsible for the submitted Project, Thesis or Dissertation. A typical example is in Appendix A2

1.3 APPROVAL (1.5 line spacing): This shall contain the names, signatures and dates of final acceptance of the Project, Thesis and Dissertation by the candidate's supervisor(s), head of department, external examiner, dean of faculty and dean, school of postgraduate studies. A typical example is in Appendix A3.

1.4 DEDICATION (1.5 line spacing)

This is a brief statement paying tribute to God, writer's spouse, family, or other associated persons.

1.5 ACKNOWLEDGEMENTS (1.5 line spacing)

Assistance received in carrying out the work should be acknowledged. Gratitude should be given to God first, then, supervisor(s), Head of Department, other staff in the department, Dean of Faculty, family and friends who contributed to the work. It is usual to acknowledge financial assistance, permission to publish, as well as special facilities provided by a company, university or research institution. Acknowledgements shall be written in 3rd person singular and shall not be endorsed by the candidate.

1.6 ABSTRACT (1.5 line spacing)

The abstract is a brief informative summary of not more than 250 words for a postgraduate diploma, 300 words for a Master's Thesis and 500 words for a Doctoral Dissertation. The abstract should be structured to outline the **purpose** of the write-up, the **research methods and procedure** employed, as well as the major **results** and **conclusions**. The abstract should always start with a topic sentence that is a central statement of the major theme of the write-up. The abstract is extremely important. It should give as concisely as possible the significant facts, especially anything new, the main conclusions and any recommendations. The abstract should be written in one block paragraph.

1.7 TABLE OF CONTENTS (Double/2.0 line spacing)

The contents page shall be given on a separate sheet and follow the plan of the structure of the write-up and the headings in the write-up itself. The contents shall only contain the first four levels of headings in the write-up. It must also include the relevant page numbers. A typical contents page is in Appendix A4.

SECTION B

2. CHAPTER DIVISIONS

2.1 CHAPTER ONE (Double/2.0 line spacing)

2.1.1 INTRODUCTION

This is the first section in the main body of the Project, Thesis or Dissertation and shall have the following segments

2.1.1.1 Background to the Study: This is general information about the topic. Basic facts and knowledge that can be used as a foundation for one's research will be contained herein. Sufficient background information helps to determine if the researcher has a basic understanding of the research problem being investigated and promotes confidence in the overall quality of the research analysis and findings. This information provides the essential context needed to understand the research problem and its significance.

2.1.1.2 Statement of the Problem: This is a clear concise description of the issue(s) that need(s) to be addressed by the research. It is used to center and focus the research at the beginning, keeps the research on track, and is used to validate that the research delivered an outcome that solves the problem statement.

2.1.1.3 Aim/Purpose of the Study: This shall be a broad statement of desired outcomes or the general intentions of the research. The aim of the work or the overall purpose of the study shall be clearly and concisely stated.

2.1.1.4 Research Objectives: A clear statement of a quantifiable parameter(s) or the specific purpose(s) of the study,

which identifies the key study variables and their possible interrelationships and the nature/size of the population of interest. These shall be itemized.

2.1.1.5 Rationale for/ Relevance of the Study (where applicable): Rationale is more about one's reasoning and logic. That is the reason for carrying out the research. It is the process by which one arrives at a conclusion. Rationale for the study needs to be specific and ideally, it can relate to the following points: Firstly, the research needs to contribute to the elimination of a gap in the literature. For example, while thousands of studies have been previously conducted to study various aspects of leadership, this topic is far from being exhausted as a research area. Secondly, the research can be conducted to solve a specific problem. Thirdly, the study has to contribute to the level of professional development of the researcher.

2.1.1.6 Justification for the Study (where applicable): This has the nuance of implying that your reasoning needs to be defended (someone may disagree with you). Justification involves using rationalization to make one's actions defensible. You have to explain in what ways this research contributes to the achievement of the aim of the research.

2.1.1.7 Significance of the Study: The significance of a study typically includes an explanation of the work's significance, its potential benefits and its overall expected impact. Essentially, the section on significance of the study provides information to the reader on how and what the study will contribute and who will benefit from it.

2.1.1.8 Scope of the Study: This is the section of the research paper that explains what information or subject is being covered. This section shall be concerned with content scope of the study.

2.1.1.9 Research Questions (where applicable): What constitute a good research question include the following:

- i) The question scientifically well-posed, i.e. It should be stated in a hypothetical form that leads to a research design and analysis with scientific credibility.
- ii) The research question requires data that is accessible or attainable at a reasonable cost or effort
- iii) The research question posed in a way that can explain variability, different outcomes under different conditions.
- iv) The units of analysis (observation) clearly identified.
- v) The question should be posed in a way that more than one result is possible, i.e. the working hypotheses can be refuted.
- vi) The research question should extend the understanding of the phenomena being investigated; it should elaborate, extend, or fill in gaps in present knowledge.

2.1.1.10 Research Hypotheses (where applicable): A prediction of the possible outcome of the study.

Assuming this is a research question: Is rapport with clients of counsellors using client-centered therapy different from that of counsellors using behaviour modification therapy?

The appropriate research hypothesis: Counsellors who use client-centered therapy approach will have a greater rapport with their clients than counsellors who use a behaviour modification approach.

NB: For Faculties of Arts and Education Purpose of the Study and Objectives can be captured under one heading **Purpose of the Study**

2.2 CHAPTER TWO (Double/2.0 line spacing)

2.2.1 LITERATURE REVIEW OR REVIEW OF RELATED LITERATURE

This is the second section in the main body of the Project, Thesis or Dissertation and shall have the following segments

2.2.1.1 Conceptual Framework (where applicable): This shows how variables and major issues in the study connect with one another. This should be shown in a sketch.

2.2.1.2 Theoretical Framework (where applicable): This section list and discusses the theories that are relevant to the study and on which the study hinges. In addition it explains how the theory /theories relate to the study.

2.2.1.3 Theoretical Studies (where applicable): This section discusses all expository works related to the study – position papers, opinion articles and other relevant literature by renowned scholars in the area of the study. They are discussed under different sub-headings.

2.2.1.4 Empirical Studies: This section shall have sub-headings guided by major issues in the study. In this section the researcher is expected to organize and synthesize results of empirical research relevant to the present study so as to clarify issues, support or challenge positions relating to the issue of concern in the present study. Presentation of the abstract of each work in a paragraph shall not be allowed.

2.2.1.5 Summary of Literature Review: Summary of literature review should show summarized and condensed issues raised in the literature, pointing out what has been done and what is left out, that is, **research gaps**.

2.3 CHAPTER THREE (Double/2.0 line spacing)

2.3.1 MATERIALS AND METHODS OR METHODS OR METHODOLOGY (As applicable)

This is the third section in the main body of the Project, Thesis or Dissertation. For science-based disciplines, the title of this chapter shall be Materials and Methods while for humanities-based disciplines, it shall be Methods or Methodology. Full Research Methodology or Experimental Procedure or Design should be described therein.

i) **For Science-based disciplines:** This section shall contain a list of materials and a self explanatory detailed description of standard methods/methodology employed in the research work. Any modification to existing standard methods/methodology must be fully stated with justification(s).Scientific sampling and data analysis techniques shall be described.

ii) **For Humanities-based disciplines:** This section shall contain a description of standard methods and procedures employed in data collection, design and validation of test instrument, testing hypotheses, and statistical analysis of raw data.

On a general note the chapter shall be expected to contain detailed information on the following segments:

2.3.1.1 Science-based disciplines

i) **Study Area/Study Site**

The Project, Thesis or Dissertation shall provide a full description of the study area (a study area is geographical entity for which data is analyzed in a report and/or map).

ii) **Materials Used**

Chemicals, reagents, living organisms and/or any other materials, apparatuses/gadgets, and equipment used in the laboratory for the purpose of the research shall be listed in this section. Current international conventions/protocols on nomenclature, designations and identification of scientific materials in individual disciplines or sub-disciplines must be adhered to. Common names of chemicals (that have been accepted by either the International Organization for Standardization or British Standard Institution), purity grade, and manufacturers shall be provided. Where living organisms are involved Latin names shall be given.

iii) **Experimental Design (where applicable):** This section of the Project, Thesis or Dissertation refers to the conceptual framework within which the experiment is conducted. Herein shall be presented a clear blueprint of the procedure that enables the researcher to test his hypothesis by reaching valid conclusions about relationships between independent and dependent variables.

iv) **Laboratory Procedure:** The candidate shall present a step –by-step sequence of how the laboratory practicals or field work were carried out to obtain reported results. The experimental procedure shall be so detailed and complete that it lets someone else replicate the experiment in the absence of the candidate.

v) **Sampling Technique(s) (where applicable)** The Project, Thesis or Dissertation shall provide a full description of the sampling technique employed, whether it is systematic, random or a combination of both.

vi) **Statistical Analysis** Full description of methods including equations for collection, organization, presentation and interpretation of expected data shall be presented.

2.3.1.2For Humanities-based disciplines

i) **Research Design:** This shall be a description of the type of research being conducted.

ii) **Area of the Study:** The Project, Thesis or Dissertation shall provide a full description of the study area (a study area is geographical entity for which data is analyzed in a report and/or map).

iii) **Population of the Study:** This shall show the totality of the people/things within the study area.

iv) **Sample and Sampling Technique(s):** The Project, Thesis or Dissertation shall provide a full description of the samples of the population selected for the study as well as sampling technique employed.

v) **Instrument for Data Collection:** The candidate shall present a brief description of the instrument showing the content, structure and sections.

vi) **Validity/Validation of the Instrument:** The candidate shall state the procedure for validating the instrument. Validity index shall be presented where applicable.

vii) Reliability of the Instrument: The candidate shall describe the procedure for ascertaining the reliability of the instrument as well as the index of the reliability.

viii) Method of Data Collection: The candidate is expected to give a detailed description of the method he/she adopted for eliciting the data /information for the Project, Thesis or Dissertation.

ix) Method of Data Analysis: The candidate is expected to give a detailed description of the technique he/she adopted for analyzing the obtained data ,whether it is qualitative, quantitative or both.

2.4CHAPTER FOUR (Double/2.0 line spacing)

2.4.1 RESULTS AND DISCUSSION

2.4.1.1Quantitative data (Where applicable)

The findings or results of the research shall be presented in this Chapter. Results could be presented in tables, figures (graphs or any other form of plotting) or plates. The presentation text shall be in 3rd person narrative. Reference(s) to a result table, figure or plate in the text may be as much as needed. The discussion must interpret and describe the significance of findings in the light of existing literature on the research problem being investigated, and to explain any new understanding or discovery taking into consideration the set out objectives. The Candidate is to choose the best way to present a given set of numerical data (data already presented in a table shall not be duplicated in a graph and vice versa). Data from which tables or graphs have been derived shall be domiciled in the Appendix. Tables, figures and plates shall comply with the guidelines for submission of

Projects, Thesis and Dissertation to the school of postgraduate studies Nnamdi Azikiwe University, Awka.

2.4.1.2 Qualitative Data (Where applicable)

Where the subject of the Project, Thesis or Dissertation and the findings are primarily of a qualitative nature, the above guidelines need not be followed. The findings may be presented in the descriptive and analytical modes appropriate to the discipline.

2.5 CHAPTER FIVE (Double/2.0 line spacing)

2.5.1 SUMMARY, CONCLUSION AND RECOMMENDATION

2.5.1.1 Summary of Findings

In this section, the student shall itemize the findings which the research has contributed to knowledge in the area of study. Herein shall be presented the gaps in scholarship which the research has filled. The findings shall be itemized in one page.

2.5.1.2 Conclusion

The Project, Thesis or Dissertation shall be concluded with a logical judgment based on the circumstantial evidence and prior conclusions tailored to the major findings of the research work. The conclusion must be based on the problem the researcher set out to address.

2.5.1.3 Implications of Findings

In this section, the candidate shall state what the findings curtail for practice.

2.5.1.4 Recommendation(s)

Recommendations shall be made based on findings.

2.5.1.5 Suggestions for Further Studies

In this section shall be stated aspect(s) of the study that require further investigation(s).

SECTION C

3. CITATION AND REFERENCING

All faculties and departments (with the exception of faculty of law) shall adhere strictly to the citation and referencing format presented below.

3.1 In-Text Citation

3.1.1 Single Author

Reference shall be cited in the Project, Thesis and Dissertation, and by means of the author's surname, then a comma and followed by the year of publication. If the author's name is at the beginning or forms part of a sentence in the text, the year of publication only shall be given in parentheses. If the author's name does not form part of a sentence in the text, both the author's name and year of publication shall be given in parentheses at the end of the sentence (separated by a comma) or after an appropriate part thereof. Examples: In a recent study Okeke (2014) it was discovered that ... Okeke (2015) noted the differences in price ... Onome (2016) did another study on pollution ...; The compressive strength of the samples...for most civil engineering works (Eze, 1997). To distinguish between two or more works by the same author, published in the same year, the suffixes a, b, c shall be used after the year of publication e.g. Udengwu (2016 a, b, c) observed a similar trend ...

3.1.2 Multiple Authors

(i) **Work by two authors:** For works by two authors, the names of the two authors shall be cited followed by a comma and the year of publication. The names of the first and second authors shall be connected by 'and' (not ampersand, i.e. &). In a work by two authors, both names shall be mentioned each time the

reference occurs in the text. For example — in an earlier study, Ifeanyi and Ossai (2008) had insisted that...

(ii) **Work by three to five authors:** Here, all the three to five authors shall be cited in the first occurrence in the text followed by the year of publication in parenthesis; subsequently, only the surname of the first author shall be mentioned followed by —*et al* (in italics —*et al*) and the year of publication in parenthesis. For example, first time cited: —Ikenga, Amaechi, Agu, Nwafor and Udo (2014) maintained that... Further citation of the same article shall be: Ikenga *et al.* (2014) also agreed that...

(iii) **Work by more than five authors:** In the case of a work by more than five authors, only the first author shall be named followed by *et al.*, a comma and then the year of publication, in all the citations. Note however, in the final reference/bibliography list, the names of all authors will appear in full. The names of multiple authors' citation shall be joined by 'and'. The other citation rules given above for single authors shall apply.

(iv) **Multiple sources:** When two or more works are cited concurrently, they should be arranged in an alphabetical order. E.g. Nkamigbo (2018); Nwankwo (1998); Okoye (2005)... Or ... (Nkamigbo, 2018; Nwankwo, 1998; Okoye, 2005) When a work is cited through a secondary source, only the secondary source shall be dated and listed in the references. E.g. Uchenna cited in Nkamigbo (2019)... Or ... (Uchenna, cited in Nkamigbo, 2019)

3.1.3 Anonymous and Pseudonymous Authors:

These are works that do not carry the author's name. Such work shall be cited in the text as follows:

- i) Editorial opinion of a serial/periodical: The title of the periodical shall be cited followed by the year of publication e.g. Drug abuse cases are on the increase (Journal of Substance Abuse, 1980).
- ii) Articles in a serial/periodical other than editorial opinion: The article shall be cited as Anonymous followed by the year of publication e.g. The effect of dicoumarol is more severe in vitamin A deficient rats than in normal rats (Anonymous, 1972). The citation rules for single authors shall apply.
- iii) Holy books (e.g. The Holy Bible, The Holy Koran) and books not written by corporate bodies: The title of the book shall be cited followed by year of publication (e.g. The Holy Bible KJV, 1980).

3.1.4Corporate authors

This relates to official publications of international organizations, governments, government agencies, institutions, professional societies, commercial firms, and other corporate bodies. Candidate shall cite the name of the corporate body in its official language (i.e. what it calls itself) followed by the year of publication, e.g. Damp feeds support mould growth (Livestock Feeds Limited, 1970). The name may be spelt out in the first citation only followed by the abbreviation in parentheses e.g. World Health Organization (WHO), and then abbreviated subsequently. Candidate must however ensure that abbreviated citation carries enough information in the text so that readers can locate the source in the final reference list. Where, as in the case of international organizations, the corporate body has its name in more than one language the English name shall be cited. United Nations agencies, such as WHO, FAO, UNCTAD, ECOSOC, GATT, and regional inter-

governmental organisations, like EEC, ECOWAS, OPEC, AU, may be cited by official abbreviations of their English names. Candidates from science-based disciplines may also cite the abbreviated English names of apex professional organizations recognised by UNESCO and other UN agencies e.g. ICSU, IUPAC, IUB, AOAC, IUPS, etc. but the full names shall be spelt out when listing the references as at first mention. Citation rules for single authors shall apply.

3.1.5 Authors with the same surname

Where two authors bear the same surname, include their initials in all text citations even if the dates differ. This way, confusion will be avoided. Examples: N. Nwaiwu (2015) and R.O. Nwaiwu (2016) agreed with the results of...

3.1.6 Laws and statutory instruments

These shall be cited by their approved titles followed by the year of enactment, e.g. Every public officer in Nigeria is now required to declare his assets and liabilities (Code of Conduct Bureau and Tribunal Act, 1989). For state laws and local government byelaws, the state or local government that enacted the law shall be identified e.g. All pre-civil war missionary secondary schools in Anambra State have been returned to the Missions (Anambra State Returning of Mission Schools Law, 2012). Similarly, in citing laws of other lands or statutes of intergovernmental agencies, the country or agency shall be identified.

3.1.7 Personal communication: Personal communications such as interviews, private letters, memos, and some electronic communications such as e-mail or text messages are cited in the text but not listed under References. In in-text citation of such a material, the initials and surname of the communicator are written as well as the date of the communication. If you want to

cite information from your personal notes from a lecture as personal communication and refer to it only in the body of your essay, you can follow the style guide for personal communication.

Example:

According to D.C. Omeje (personal communication, January 14, 2017)...

Or ... (D.C. Omeje, personal communication, January 14, 2017)...

3.1.8 Electronic media

i) Radio/TV news

Examples:

NTA 9 O'clock news (2018)...

Or ... (NTA 9 O'clock news, 2018)

ABS 6:30 news (2018)...

Or ... (ABS 6:30 news, 2018)

ii) Radio/TV announcement

NTA Announcement (2018)...

Or ... (NTA 9 Announcement, 2018)

iii) Radio/TV programme

Title of programme, Producer, Media Station, Date

E.g.:

Matters Arising Produced by Ijeoma Okeke, ABS Radio, Awka (June 7, 2019)...

Or ... (Matters Arising, Produced by Ijeoma Okeke, ABS Radio, Awka, June 7, 2019)...

iv) Movie/Film (Including You tube, Video, Drama)

Title of film (Director, Date)...

Or... (*Title of film*, Director, Date)

Example:

El Perro Negro (directed by Peter Forgac, 2004)...

... (*El Perro Negro*, directed by Peter Forgac, 2004)

v) Photograph/Art work

Okechukwu Nwafor *Moon* (2019), Archival digital photograph on satin paper; 60cm x 100cm. Photo: Courtesy of the artist and Lagos Gallery.

3.2 Quotations

A quotation from another work shall correspond exactly with the original in wording, spelling and punctuation. The sources of the quotation and the page on which it appears in the original work shall be given.

i) If the quotation is less than two lines of a thesis page, it shall be identified by double quotation marks at the beginning and end of the quotation e.g. According to Borden (1980:23): "All these are a bunch of one-night stands". However, if the quotation is more than forty words, it shall be set off from the text by an indentation, and typed single spaced, for example: Gbuji (2003:66-67) argues over traditional communication as:

In the first place, we have our local traditional means of communication, songs, proverbs, music, drama, mime, stories, art and prayerful symbols found in nature and in the village community. The Church in Nigeria, family of God is once again called to hold steadfast to its original sources as it embraces new forms of modern communication.

Accordingly, Hicks insists that managers must learn to carry along their subordinates.

ii) Where a part of a quotation is omitted, the portion omitted shall be indicated by ellipses i.e. three dots (...) only, regardless of how long the omitted part is. For example: Hicks (1972:218) defines communication as: — “that which stimulates employees to participate in operations in their department ... and support policies made”.

3.3 Listing of references

3.3.1 Arrangement

- i. References shall be collated at the end of the project, thesis or dissertation and listed alphabetically according to author’s surname following the guidelines on indentation, punctuation, capitalization and italicization given below for each type of publication
- ii. Each reference shall be written using single line spacing but there shall be double line spacing in-between any two references
- iii. For projects, thesis and dissertations in science-based disciplines, Education, Management Sciences and Social Sciences, only references actually cited in the text shall be listed under the heading-References
- iv. For some arts-based disciplines, both works cited in the text and those that have not been cited, but which the author made use of, can be listed under the heading-bibliography.
- v. In both References and Bibliography, papers by the same author shall be listed in chronological order according to year of publication and, where there are several papers published in one year by the same author(s), suffixes a, b, c etc shall be used to differentiate them. For multiple authorship, the name of the first author shall be used to determine the alphabetical orders in the references listed.

3.3.2 Bibliography

References shall be arranged alphabetically by authors' surnames and classified by form of publication. Unpublished works could be listed in the Bibliography.

3.3.3 Listing a Book

In listing a book, the following shall be kept in mind

- The first letter of the first word of the title and any subtitles, as well as the first letter of any proper nouns shall be capitalized.
- The full title of the book, including any subtitles shall be stated and italicized.

i) Listing a printed and published book

Author, A.A. (Year of Publication). *Title of work*. City of Publication: Publisher

Example

Arinze-Umobi, C. (2008). *Domestic violence against women in Nigeria: A legal anatomy*. Onitsha: Folmech Printing & Pub. Co. Ltd

Amucheazu, O.D. and Onwuasoanya, C. (2008). *The judiciary, politics and constitutional democracy in Nigeria*. Enugu: Samp Press Ltd

ii) Listing an e-book from an e-reader

E-book is the short form of electronic book. It is a digital version of a book that can be read on a computer, e-reader (kindle, Nook etc), or other electronic devices.

Author, A.A. (Year of Publication). *Title of work* [E-Reader Version].

Retrieved from <http://xxxx> or doi: xxx, on (Date accessed).

Example

Ikenga, D.O. (2014). *The circle* [Kindle Version]. Retrieved from <http://www.amazon.com/>, on (Date accessed).

iii) **Listing a book found in a database**

When listing an online book or e-book, keep the following in mind.

A DOI (digital object identifier) is an assigned number that helps link content to its location on the internet. It is therefore important, if one is provided, to use it when listing a material. All doi numbers begin with a 10 and are separated by a dash.

Author, A.A. (Year of Publication). *Title of work*. Retrieved from <http://xxxx> or doi: xxxx, on (date accessed).

Example

Sayre, R.K., Devercelli, A.E., Neuman, M.J. and Wodon, Q. (2015). *Investment in early childhood development: Review of the World Bank's recent experience*. Retrieved from doi: 10.1596/978-1-4648-0403-8, on (Date accessed).

iv) **Listing of chapters in books or monographs**

The following order is applicable where only a single chapter or passage of a book or a monograph is referred to

- (a) Author's surname followed by initials
- (b) Year of publication in parenthesis
- (c) Title of the chapter
- (d) *In*, (This word, "In" shall be italicized)

- (e) Initials followed by surname(s) of editors/compiler(s) and abbreviation for editor(s) / compiler(s) in parenthesis (i.e. Ed(s))
- (f) Cover title of the book shall be *italicized*
- (g) Place of publication – It would be useful to specify town, not country.
- (h) Name(s) of publisher(s)
- (i) Volume number, if more than one
- (j) Pagination (First and last pages) of chapter being referred to

Example

Miler, J.A. (1972). Approaches to the mechanism and control of chemical carcinogenesis. *In* R.C. Clark (Ed), *Environment and cancer*. Baltimore: Williams and Wilkins Company, PP.5-39

If the cover author wrote all the chapters then the following shall apply if reference is made to any of the chapters.

Example

Lyon, J. (1977). Behaviorist Semantics. *In: Semantics*. Cambridge: Cambridge University Press

3.3.4 Listing Pamphlets and Reports

The essential information shall be given in the following order if the reference is to the whole pamphlet/report/book

- (a) Author's/Editor's/Compiler's surname followed by initials
- (b) Year of publication in parenthesis
- (c) Full title of the book/pamphlet/report, including the sub-title exactly in the original wording, punctuation and language shall be *italicized*
- (d) Edition other than the first

- (e) Place of publication
- (f) Name of publisher
- (g) Volume number, if more than one
- (h) Number of pages in the whole book
- (i) Title and number of series, where applicable, in parenthesis.

Example

Krushchev, N.N. (1970). *Krushchev remembers*. Boston: Little, Brown and Company, 639p

Bright, C.T. (1991). *Equinox and sea tide*. 8th edn, Lagos: Unity Books and Press Ltd, vii, 60p (Understanding Geography series No.5)

3.3.5 Listing Laws, Statutes and Legal Instruments

The following order shall be used

- (a) Code of the law followed by year of enactment
- (b) Title of the law, *italicized*
- (c) Name of the government enacting the law
- (d) Gazette number, if known

Example

Decree No. 2 1984: *State Security (Detraction and Person) Decree*. The Federal Military Government of Nigeria
Official Gazette No. 8 Vol. 71, PP.A27 – A28

3.3.6 Listing Unpublished Speeches, Seminar or Conference Papers etc

The following order shall apply

- (a) Author's surname followed by initials
- (b) Title of speech or lecture
- (c) Name of function at which speech/lecture was delivered, *italicized*, including venue

(d) Date, month and year of delivery

Example

Onazi, O.C. (1998). A goodwill message, *Presented at the sixth international night of University of Jos Women's Association* on 2 July, 1998.

Temple, V.J. (1990). The necessity of detoxifying soya beans before consumption. *A paper presented at the National Workshop on the Strengthening of Nutrition Component of Primary Healthcare in Plateau State*, held at the University of Jos on 15 October, 1990.

Bassey, O.E., Otu, B.D and Achigbe, J.O. (2017). Test anxiety and students' academic performance in secondary schools in Ikom Education Zone of Cross River State. *A paper presented at the National Conference on Psychological Adjustment and Education in Nigeria*, organized by the Nigerian Society for Educational Psychologists at Nasarawa State University Keffi, 23 – 27 October 2017.

3.3.7 Listing of Chapters in Edited Conference Proceedings

Oraegbunam, I.K.E. (2015). Evaluating and re-engineering law postgraduate education in Nigerian universities. In E.S. Olarinde (Ed) *Proceedings of the 48th Conference of Nigerian Association of Law Teachers*, 4 – 9th June 2015, Ado-Ekiti: Afe Babalola University Press, 565 – 588

3.3.8 Listing of Journal Articles

i. A journal article in print

Author, A.A. (Publication Year). Title of article. *Title of Journal, Volume_(Issue)*, PP – PP

Examples

Nkamigbo, L.C. (2011). Experimental analysis of voicing contrast in Igbo. *UNIZIK Journal of Arts and Humanities*, 12 (2), 189-203.

Okoye, R.O and Agu, N.N. (2011). Abolishing of the Post – UTME screening test: Implications for manpower development in Nigeria. *Nigerian Journal of Educational Research and Evaluation*, 10(1), 68 – 78

ii. A journal article found online

Author, A.A. (Publication Year). Title of article. *Title of Journal, Volume_(Issue)*, PP – PP. doi: xxxxxxxx or Retrieved from journal URL, on (Date accessed).

Example

Jameson, J.O. (2013). E-leadership in higher education: The fifth “age” of educational technology research. *British Journal of Educational Technology*, 44 (6), 889 – 915. Doi: 10.1111/bjet.12013. 24 August 2018

Note

When listing your online journal article, keep in mind that you can use the URL of the journal home page, if there is no DOI assigned; indicating the day it was retrieved online.

Example

Retrieved from [http://onlinelibrary.wiley.com/journal/10.1111/\(ISSN\)1467-8535:jsessionId=956132F3DE76EEB120577E99EE74CE9C.f04t01](http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1467-8535:jsessionId=956132F3DE76EEB120577E99EE74CE9C.f04t01), on 19 June, 2015.

3.3.9 Unpublished Essays, Projects, Theses and Dissertations

i) PhD dissertation

Ikenga, O.K. (2010). *A critical analysis of human rights perception in Nigeria's Islamic Sharia Praxis: Implications for the nation's constitutional democracy (1999 – 2010)*. Unpublished PhD Dissertation, Department of Religion and Cultural Studies, University of Nigeria, Nsukka, xvi +403

ii) Master's Thesis

Nwankwo, C.A. (1992). *Antisocial behaviors commonly exhibited by adolescents in secondary schools in Anambra State*. Unpublished masters' thesis, Department of Educational Foundations, Nnamdi Azikiwe University, Awka. x +76.

iii) Project

Onwuamaegbu, O.S. (1999). *The vision of Chinua Achebe's writing*. Unpublished BA Project, Department of English Language and Literature, Nnamdi Azikiwe University, Awka. xi + 56.

3.3.10 Listing of Encyclopedia Article

Oguejiofor, J.O. (2011). African philosophy. *The new encyclopedia of African philosophy*. Ibadan: Hope Publications, 401 – 404.

3.3.11 Listing Article from Magazine

(i) Article from magazine in print

Author, A.A. (Year, Month of Publication). Title of Article.
Magazine Title, Volume (Issue), PP xx – xx.

Example

Ake, K.C. (2006, April). Should they stay or should they go?
Time magazine, 167(15), PP. 3 – 40

Okoye, E.C, and Onah, G.K. (2016, August). Breaking down barriers. *Champion Magazine*, 48(7), 30 – 31

Notes: When listing a magazine, the following should borne in mind

- The volume number, with the other publication information of the magazine should be found
- Typically the page numbers should be located at the bottom corners of the magazine
- If an issue number cannot be located the listing shall not be included
- Page numbers shall be preceded by “P” (for a single page) or “PP” (for multiple pages).

ii) Article from a magazine found online

Author, A.A. (Year, Month of Publication). Title of article.
Magazine Title, Volume (Issue), Retrieved from
<http://xxx>, on (date accessed)

Example

Ake, K.C. (2006, April). Should they stay or should they go?
Time magazine, 167(15).
Retrieved from <http://content.time.com/time/magazine/article/0,9171,1179361,00.html>, on 10 July, 2019

3.3.12 Listing Newspaper Article

(i) Newspaper article in print

Author, A.A. (Year, Month, Date of Publication). Title of article.
Title of Newspaper, PP xx – xx

Example:

Haruna, S.B. (2017, April 26). Associated risk factors of stroke.
Daily Times, p.15

Notes: When listing a newspaper article, keep the following in mind.

- Page numbers for newspaper articles shall be preceded by “P” (for a single page) or PP (for multiple pages)
- If an article appears on discontinuous pages, all page numbers where the article is, shall be given, and separated with a comma(s) (e.g. PP.1, 3, 5-7).

(ii) Newspaper article found online

Author, A.A. (Year, Month, Date of Publication). Title of article.
Newspaper Title, Retrieved from, Newspaper homepage URL, on (date accessed).

Example

Rosenberg, G.E. (1997, March 31). Electronic discovery proves an effective legal weapon. *New York Times*, Retrieved from <http://www.nytimes.com>, on December 8, 2019.

Note: When listing a newspaper, keep the following in mind

- If the URL runs into second line, only break URL before a punctuation (Except for http ://)

3.3.13 Listing Translators

The following order, punctuation and capitalization shall apply.
Verne, J.(1965). *Journey to the centre of the earth.*_Translated by Robert Baldick. Harmondsworth: Penguin.

3.3.14 Listing a General Website Article

i). Article with an author

Author A.A. (Year, Month, Date of Publication). *Title of Article.*
Retrieved from URL, on (Date accessed)

Example:

Emeagwali, B. (2015, January 9). *The tale of two flaccos.*
Retrieved from <http://grantland.com/the-triangle/the-tale-of-two-flaccos/>., on May 18, 2019.

ii). Article without an author

Article title (Year, Month, Date of Publication). Retrieved from
URL, on (Date accessed)

Example

Teen posed as doctor at West Palm Beach Hospital: Police
(2015, January 16). Retrieved from
<http://www.nbcmiami.com/news/local/Teen-posed-as-Doctor-at-West-Palm-Beach-Hospital-Police-288810831>, on June 12, 2018.

3.3.15 Listing an Interview

A personal interview shall be included in a reference list as follows:

Author, A.A. (Year, Month, Date). Interview type

Example

Okoye, B.O. (2014, October 18). Personal Interview

3.3.16 Listing Online Lecture Notes or Presentation Slides

Author, A.A. (Publication year). *Name or title of lecture*.

Retrieved from URL, on (Date accessed)

Example:

Nwankwo, C.C. (2012). *Technology and me: A personal timeline of educational technology* [PowerPoint slides].

Retrieved from <http://www.slideshare.net/Bclari25/educational-technology-ppt>, on (Date accessed).

3.3.17 Listing of Electronic Media

(i) Episode from TV or radio show

Listing shall be in the following order

- (a) Surname of Writer, A.A. (Writer) and Surname of Director, A.A. (Director).
- (b) Year of airing
- (c) Episode title [Television series episode]
- (d) “In” Surname of Executive Producer, A.A. (Executive Producer)
- (e) *TV series name*. City, state of original channel: Channel.

Example:

Kang, K.C. (Writer) and Fryman, P.O. (Director) (2006). Slap bet [Television series episode]. In Bays C.B. (Executive Producer), *How I met your mother*. Los Angeles, CA: Columbia Broadcasting System

ii) A Film/Movie

Listing shall be in the following order

- a) Surname of Producer, A.A. (Producer) and Surname of Director, A.A. (Director)
- b) Release year
- c) *Title of motion picture* [motion picture]
- d) Country of origin

e) Studio

Example:

Asigbo, A. (Producer) and Akas, Q. (Director). *Pulp fiction* [Motion picture]. United States. Miramax.

iii) **A Film from You Tube**

Listing shall be in the following order

- a) Author, A.A. (Screenname)
- b) Year, Month, day of publication
- c) *Title of video* [Video file]
- d) Retrieved from <http://xxx>
- e) Date of retrieval

Example:

Okeke, R.O. (2013, September 20). *Favre to Moss* [Video file]. Retrieved from https://www.youtube.com/watch?v=gop_L6hBjn8, on January 28, 2019

Notes: When listing a video from You Tube, keep in mind the following:

Screen names are more prominent than actual names on You Tube. If you come across a user whose real name is not available, only their screen name shall be used without brackets

Screen name. (Year, Month, Date of publication). *Title of video* [Video file]. Retrieved from <http://xxx>, on (Date accessed)

Example

Holleratgeorge. (2007, May 27). *The flop of all flops*. [Video file]. Retrieved from <https://www.youtube.com/watch?v=8ukde193ivM>, on March 11, 2018.

iv) **Listing a photograph**

The listing shall be in the following order

- a) Surname of photographer, A.A. (Photographer)
- b) Year, month, date of publication
- c) *Title of photograph* (photograph)
- d) City, state of publication:
- e) Publisher/Museum

Example:

Ugwuoke, W.J. (Photographer). (1938). *St Patrick's Cathedral, fifth avenue from 50th street to 51st street* [photograph]. New York, NY: New-York Historical Society

v) **A photograph retrieved on line**

The following order shall be followed in the listing:

- a) Surname of photographer, A.A. (Photographer)
- b) Year, Month, Day of Publication
- c) *Title of Photograph* [digital image]
- d) Retrieved from <http://xxxx>, on (Date accessed)

Example

Briggs, A.M. (Photographer). (2014, April 28). *Liberty enlightening the world* [digital image]. Retrieved from <https://www.flickr.com/photos/afer92/14278571753/in/set-72157644617030616>, on (Date accessed)

3.3.18 Listing Patents

Anyanwu, J., Obodo, K. and Nwankwo, M.(2013). Description cowpea Cultvar IFB -101.NGVU-00-222020.

SECTION D

4 GENERAL INFORMATION ON FORMATTING

4.1 Font size, paper size, margin and page number

- (i) The research Project/ Thesis/ Dissertation shall be typed with double line spacing using Times New Romans with font size 12.
- (ii) The paper to be used should be of good quality of not less than 80g/m² weight.
- (iii) The size of paper used in typing the Project/ Thesis/ Dissertation shall be A4 size, approximately 21.0 cm x 29.7 cm(8.27inch x 11.67 inch), except for drawings and maps, on which no restriction shall be placed.
- (iv) A margin of 2.5 cm shall be provided on the left hand side and 2.0 cm for right hand margin.
- (v) The headings of the first page of each new chapter shall be 5.0 cm below the top edge of the paper while the last sentence to bottom paper edge shall be 2.0 cm. For other pages, the top paper edge to first sentence and last sentence to bottom paper edge shall be 2.0 cm.
- (vi) Only one side of the paper shall be used.
- (vii) All pages shall be numbered on the bottom right side for both preliminary pages and the main body of the work. The preliminary pages shall bear Roman numerals (i, ii, etc.) while the body text shall bear Arabic numerals (1, 2, etc.).
- (viii) Indented paragraphing shall be used. Indentation shall start from the sixth space.

4.2 Headings

A maximum of four -tier system should be adopted for the headings in the text. The headings for the Project, Thesis and Dissertation using all four levels of heading (for example 4.1, 4.1.1, 4.1.1.1) shall be formatted as follows:

Chapter number: CENTERED BOLD UPPERCASE
HEADING

Level one: Chapter title: CENTERED BOLD UPPERCASE
HEADING (this shall be directly below the chapter number)

Level two: Bold, Flush Left, Uppercase first letter of each word
(except conjunctions).

Level three: Bold, Flush Left, Uppercase first letter of first word
only.

Level four: Bold, Flush Left, *Italicized, Uppercase first letter of
first word only.*
For example:

CHAPTER FOUR

RESULTS AND DISCUSSION

4.1 Environmental Analysis of Soil Material for Landfill Liner

4.1.1 Soil water characteristics curves

4.1.1.1 Effect of moulding water content on soil water characteristics curves

Arabic numerals shall be used appropriately to number the headings which should also be made bold. Roman numerals may also be used for itemization where necessary but not in numbering the above stated headings.

4.3 Tables, Figures and Plates

4.3.1 Tables, Table Titles and Rules

(i) Tables shall be numbered consecutively according to the chapters in which they appear and in the order they are first mentioned in the text .Each table is identified by the word *Table* and its chaptered Arabic numeral. Each table shall be double-spaced regardless of length.

ii) The word Table and its Arabic numeral shall be flush left typed at the top of each table. The table title shall be flush left typed and double-spaced and capitalizing the initial letters of the principal words. Each table shall have a clear, concise and self-explanatory title.

iii) Column headings and subheadings over the appropriate columns within the table shall be centralized, capitalizing only the initial or the first letter of each heading

iv) The table title shall be separated from the headings, the headings from the body, using horizontal rules. The horizontal rules shall be placed in the body of the table only if necessary to clarify divisions. Vertical rules shall not be used except where necessary.

v) Tables shall be constructed such that they could be read and understood without reference to the text. A table should therefore be simple, presenting only one general kind of data or relationship. A good table should contribute to the progress of analysis and valid generalization of findings inherent in the original data.

vi) Tables should be inserted immediately after the page in which they have been mentioned for the first time. Tables based on data other than those collected directly from the investigation and/or very long tables should be inserted as Appendices at the end of the text. Larger tables typed on landscape along the page, shall have their captions at the free end of the page. All tables inserted in the text must be discussed within the text.

4.3.2 Figures and Plates

Figures include graphs, charts, drawings, diagrams, maps and some kind of computer print-outs. The term “Figure” thus refers to any type of graphic illustration other than a table. Figures should be clear, concise and simple to interpret. Arabic numerals shall be used in numbering figures. Mounted illustrations such as photographs shall be referred to as Plates. Roman numerals shall be used to identify plates: e.g. Plate III, Plate V, etc. The captions of the figures or plates shall be written below each and

flushed left. The word Figure shall be typed followed by the appropriate number and a period. The use of such phrases as “Graph showing....” Or “Map illustration....” and the like must be avoided. Large figures may either be neatly folded or photographically reduced to the required size. If the system of folding is selected, a large figure should be so folded as to facilitate ease of reference to it. In using photographic reduction technique, it should be noted that such reductions may cause distortion.

4.4 Data Presentation

The data used in drawing graphs and charts shall be given as appendices and not appear in the text as tables.

4.5 Numerals and Units

- a. In the text, numerals shall be spelt out if under 10, except when they denote a unit of measurement. All other numbers should appear in Arabic numerals. Comma shall be inserted in numerals over 1,000 or spaced out as recommended by the International System of Units. Positions shall be written in words, for example, the word ‘Fifth’ shall be used and not 5th.
- b. Dates shall take the form of 15 December, 2005 and not 15th December, 2005 i.e. omit “th”. Decades shall be referred to without the apostrophe e.g. 1830s, 1920s, or 1990s and not 1830’s or 1990’s.
- c. If the percentage sign % is preferred, it shall not be mixed with spelt figures or vice-versa (for example ninety % shall not be used, use 90% or ninety percent).
- d. Units of measurements shall be spelt out when appearing alone in the text, but abbreviated according to standard

abbreviations when used in Tables and Figures and when qualified by numbers.

- e. Systeme Internationale (SI) units shall be used.

4.6 Definitions/Nomenclature

4.6.1 Definitions

Definition shall be made for terms that:

- (i) Are specific to the field in which the study is being conducted
- (ii) Have every-day language counterparts with which the term might be confused; and
- (iii) Are related substantively or methodologically to the research.

Such terms shall be listed and defined carefully in the preliminary pages in order to provide readers with the common frame of reference with the author.

4.7 Nomenclature

i) Organisms (Scientific names should be italicized if type-set)

Common names should be defined by the full Latin names at the first mention: e.g. rice (*Oriza sativa*). Latin names shall be written in italics or underlined.

ii) Pesticides and Drugs

Common names of pesticides and drugs that have been accepted by either the International Organization for Standardization or British Standard Institution shall be used wherever possible. If necessary, proprietary names may be given in brackets. Where there is no accepted common name, the proprietary name (spelt with initial capital letter) or code number may be used, with the

name of the manufacturer given in brackets. Chemical names of all pesticides and drugs mentioned in the text should be given in the appendix

4.8 Abbreviations

i) Acronyms All acronyms and abbreviations shall be explained. A term to be abbreviated must, on its first appearance, be spelt out completely and followed immediately by its abbreviation in parenthesis. Thereafter, the abbreviation may be used in the text without further explanation.

Example:

Auger Electron Spectroscopy (AES) has become a versatile method for studying atoms, molecules, solids and surfaces. Due to its high surface sensitivity, AES is used as routine method in surface science and analysis research. Abbreviations in An abbreviation that is used in several Figures or Tables must be explained in each Figure or Table in which the abbreviation is used.

ii) Latin Abbreviation

Standard Latin abbreviations shall not be used in the text but with the exception of *vs.* (for versus) for the Faculty of Law and *et al* which is for general usage. Both shall appear in italics.

4.9 Cover page (1.5 line spacing)

The rightly coloured cover page shall indicate (in upper case Times New Roman 14 only) the:

- i Title of Project/Thesis/Dissertation
- ii Name of Student (surname last)
- iii Department/Faculty/University
- iv Month/Year corrections certified

SPECIMENS FOR PRELIMINARY PAGES

APPENDIX A1

**PREVALENCE, DETERMINANTS AND
MANAGEMENT OF RAPE AMONG FEMALE ADULTS
IN ANAMBRA STATE**

**JOHN MADUABUCHI OKAFOR
(REGISTRATION NUMBER)**

A THESIS SUBMITTED TO THE DEPARTMENT OF
PHILOSOPHY, FACULTY OF ARTS, NNAMDI AZIKIWE
UNIVERSITY, AWKA IN PARTIAL FULFILMENT OF
THE REQUIREMENTS FOR THE DEGREE OF MASTER
OF ARTS.

APRIL, 2012

APPENDIX A2

CERTIFICATION (1.5 line spacing)

I (Name of candidate in block letters, Surname comes last) with registration number ... hereby certify that I am responsible for the work submitted in this Project/Thesis/Dissertation and that this is an original work which has not been submitted to this University or any other institution for the award of a degree or a diploma.

Signature of Candidate

Date

APPENDIX A3

APPROVAL (1.5 line spacing)

This Project/Thesis/Dissertation written by (Candidate's name) has been examined and approved for the award of postgraduate diploma/master degree/degree of Doctor of Philosophy of Nnamdi Azikiwe University, Awka.

(The approval page shall contain the names, signatures and approval dates of the following.)

----- Supervisor I	----- Date
----- Supervisor II	----- Date
----- Head of Department	----- Date
----- External Examiner	----- Date
----- Dean of Faculty	----- Date
----- Dean, SPGS	----- Date

APPENDIX A4

TABLE OF CONTENTS

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OPERATIONAL DEFINITION OF TERMS	

CHAPTER ONE: INTRODUCTION

- 1.1 Background to the Study
- 1.2 Statement of the Problem
- 1.3 Aim/Purpose of the Study
- 1.4 Research Objectives
- 1.5 Rationale for/ Relevance of the Study (where applicable)
- 1.6 Justification for the Study (where applicable)
- 2.1.1.7 Significance of the Study
- 1.8 Scope of the Study
- 1.9 Research Questions (where applicable)

1.10 Research Hypotheses (where applicable)

CHAPTER TWO: LITERATURE REVIEW OR REVIEW OF RELATED LITERATURE

2.1 Conceptual Framework (where applicable)

2.2 Theoretical Framework (where applicable)

2.3 Theoretical Studies (where applicable)

2.4 Empirical Studies

2.5 Summary of Literature Review

CHAPTER THREE: MATERIALS AND METHODS OR METHODS OR METHODOLOGY (As applicable)

3.1 Research Design (where applicable)

3.2 Study Area/Study Site/Area of the Study (as applicable)

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3.4 Sample and Sampling Technique(s)/ Sampling Technique (as applicable)

3.5 Instrument for Data Collection (where applicable)

3.6 Validity/Validation of the Instrument (where applicable)

3.7 Reliability of the Instrument (where applicable)

3.8 Method of Data Collection (where applicable)

3.9 Materials Used (where applicable)

3.10 Experimental Design (where applicable)

3.11 Laboratory Procedure (where applicable)

3.12 Method of Data Analysis

CHAPTER FOUR: RESULT AND DISCUSSION

CHAPTER FIVE: SUMMARY, CONCLUSION AND RECOMMENDATIONS

5.1 Summary of Findings

5.2 Conclusion

5.3 Implications of the Findings (where applicable)

5.4 Recommendations

5.5 Suggestions for Further Studies

REFERENCES

APPENDICES

**FAB EDUCATION BOOK
AWKA - NIGERIA**