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BOARD OF GRADUATE SCHOOL

GENERAL GUIDELINES FOR PREPARING RESEARCH PROPOSALS

A   PREAMBLE

Research proposals contain many features which sometimes varying according to different academic disciplines. The differences give them discipline peculiarities and specialities. Despite this, there are salient features common to all disciplines. These features are divided into distinct sections; namely,

1. The Preliminaries
2. The Body or Main Text
3. The Work plan
4. The Budget
5. The References/Bibliography
6. The Appendices

Each of the distinct sections has its components as will be explained.

NOTE: There may be slight variations according to different academic disciplines.

SECTION ONE: THE PRELIMINARIES

The preliminaries should be in Roman numbers and consist of the following:

1. Title Page
2. Declaration and Recommendation Page
3. The Abstract, Table of Contents, List of Tables, List of Figures, Acronyms and Abbreviations, Operational Definition of Terms.

SECTION TWO: THE BODY OR MAIN TEXT

The body/main text is divided into three sections which include chapter one, chapter two and chapter three. These are explained and what falls under each is included.

Chapter One: Introduction

- Background to the study/Context of the study (pick only one depending on your disciple)
- Statement of the problem
- Aims and objectives
- Hypotheses/Research Premises/Research assumptions/Research questions (pick only one depending on your disciple and type of research)
- Justification/rationale/significance of the study (pick only one)

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Page **1** of **12**

- Scope and limitations (which is further sub-sectionalised into Scope and Limitation)

Chapter Two: Literature Review
- Introduction
- Literature reviewed
- Theoretical framework
- Conceptual framework (if applicable)

Chapter Three: Research Methodology
- Introduction
- Research design
- The study area (location of study)
- The target population
- Sample and sampling procedures
- Methods of data collection/research instruments
- Methods of data analysis
- Ethical considerations

SECTION THREE: WORK PLAN

SECTION FOUR: BUDGET

SECTION FIVE: REFERENCES/BIBLIOGRAPHY

SECTION SIX: APPENDICES

B   DETAILED EXPLANATIONS AND DESCRIPTION OF SECTIONS OF THE PROPOSAL

The following is the suggested content outline that should be adopted or modified to suit individual academic disciplines and their varying idiosyncrasies.

TITLE PAGE
1. The title should be at the top, centred and in upper case.
2. It should be short, precise, concise and clear, and usually ranging between seven (7) and twenty (20) words.
3. It should relate to the subject matter of the proposal and be well contextualised to reflect the contents of the proposal.
4. It should not contain redundancies such as 'a study of…..or 'an investigation of……
5. Abbreviations should not appear in the title.
6. Scientific names should be in italics.
7. The title should be 'captivating' or capturing the reader's attention at a glance.
8. The title should be followed by the name of the researcher. Full names should be used, and initials avoided.
9. The student's registration number should not be included in the title page.
10. The rubrics are written after the student's name as follows: 'A Research proposal submitted to the Department/ School/the Graduate School (This depends on the stage at which the proposal is being presented) in Partial Fulfilment of the Requirements for the Conferment of the Degree ---- (Name of Degree and Name of Discipline) of Laikipia University. The rubrics should be written in Title case.
11. Finally, the month and the year of presentation/submission must be indicated.

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Page **2** of **12**

DECLARATION AND RECOMMENDATION
1. This should be on its own page at the top, centred and in upper case.
2. This page has two sections: Declaration and Recommendation, which will usually be written in title case.
3. In the Declaration section, the researcher/student/candidate confirms that the work is original and has not been presented before. (This proposal/thesis is my original work and has not been presented for a degree in any other University or any other award).
4. This is followed by the Recommendation section where the supervisor(s) declare that the work has been presented with their approval.

ABSTRACT
1. The abstract should be on its own page and have the title 'abstract' at the top and should be in upper case and centred.
2. An abstract is a synopsis or concise summary of the proposal.
3. It is a well-developed single paragraph and should not exceed 500 words in length.
4. It must be fully self-contained and make sense by itself, without further reference to outside sources or to the proposal.
5. The abstract should not be on more than one page.
6. The spacing should be single.
7. There should be no quotations or references in it.
8. If the work is not in English, the student should provide an English translation of the abstract.
9. The function of the abstract is to outline briefly *all* parts of the proposal. It highlights key content areas, the research purpose, the relevance or importance of the work, objectives of the study, target population, sampling technique and sample size, instruments, data type, data source, data collection, data processing and analysis, key findings and recommendations and the expected main outcomes.

TABLE OF CONTENTS
1. It should be on its own page and have the title 'Table of Contents' at the top, in upper case and centred.
2. This page serves as a synopsis of the structure pattern of the proposal.
3. All major sections (chapter level headings) including bibliography/references, and appendices must be included.
4. The headings as listed in the Table of Contents must be worded exactly as they appear in the body of proposal.
5. The wording and presentation (i.e. capitalization, special fonts and chapters, etc.) used for all entries in the table of contents must match exactly that which is used in the text.
6. The chapter titles should be in caps and bold.
NOTE: Using a computer generated Table of Contents will help sort out most of the issues mentioned in numbers 3, 4, and 5.

LIST OF TABLES
1. It should be on its own page and have the title 'List of Tables' at the top, in upper case and centred.
2. The tables should be numbered (for instance, Table 4.1 which indicates that it is table I in chapter 4) as they appear in the body of the proposal.
3. The tables should have exact titles and the page numbers where they are found in the body of the proposal.

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Page **3** of 12

LIST OF FIGURES

1. It should be on its own page and have the title 'List of Figures' at the top, in upper case and centred.
2. The figures should be numbered (for instance, figure 4.1 which indicates that it is figure I in chapter 4) as they appear in the body of the proposal.
3. The figures should have exact titles and the page numbers where they are found in the body of the proposal.
4. The figures may include graphs, photographic illustrations, maps, and drawings.

ACRONYMS AND ABBREVIATIONS

1. It should be on its own page and have the title 'Acronyms and abbreviations' at the top and should be in upper case and centred.
2. All acronyms and abbreviation for scientific terms used in the report are listed on this page and their full interpretations given and the units where appropriate.

OPERATIONAL DEFINITION OF TERMS

1. It should be on its own page and have the title at the top, in upper case and centred.
2. Terms which are used in the text and are not obvious should be defined. Even though these terms may be used differently in various literatures, the researcher needs to say how they are operationalized in their study.
3. The terms should be arranged in alphabetical order.

CHAPTER ONE: INTRODUCTION

1.1: Background to the Study/Context of the Study

1. You will pick either Background to the Study or Context of the Study depending on your discipline.
2. This should be brief and clear to give the reader an overview/insight of the work. It is a general background information about the topic in perspective and provides a clear description of the background information/situation to the problem. The background gives a global perspective of the problem, followed by the local scenario. It also explains the target group in the study.
3. The background provides critical definitions to orient the reader.
4. This background is intended to arouse the reader's interest in the study. This is either a scenario that culminates in provoking or creating the reader's curiosity or urge to study the current subject or the historical development of whatever nature; whether scientific, sociological, economical issues, policy issues, etc., which have necessitated the study.
5. The background to the study should indicate the researcher' points of entry into the proposed research aligned to the objectives.
6. A well laid down context or background to the problem brings about a sound understanding of the problem since it includes information on the problem area and major research gaps in terms of policy and development issues related to the research.
7. It must be ensured that the background to the study or context of the study is relevant to what the study is about.
8. The background should be approximately two pages for a Master's degree proposal and about 4-6 pages for a PhD proposal.

1.2: Statement of the Problem

1. The statement of the problem is the core of any research project.
2. The problem must be clearly stated to stand out conspicuously, unequivocally and in a focused manner.

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Page **4** of **12**

3. Present the problem explicitly and elaborately. You need to clarify and delineate it. Specify the nature of the problem and if necessary, limit the scope of the investigation
4. The problem should be derived from background information to illustrate connectivity.
5. Indicate why and how it is a problem.
6. The statement of the problem should clearly show the knowledge gap that the research intends to address and close.
7. It deals with observed situations and behaviour to which answers are not readily available and the present study seeks to find answers.
8. It is stated in one paragraph and should be clear and to the point.
9. Since the statement of the problem is stated from the point of view of the researcher, his/her voice should be clear and there should therefore be no quotations and citations in it.
10. Relevant questions to be answered here include:
   a) What exactly is the problem to which you are trying to contribute a solution? .
   b) How and why is this problem? What are the current adverse consequences of the problem? What are the impacts of the problem? What are likely to be the consequences of this problem if a solution for it is not sort for now? In other words, why is it important to address the problem?

1.3: Aim and Objectives

Many people use aim (also referred to as the general or main objective) and objectives as a cliché, and they never distinguish between aims and objectives. They are different.
1. The AIM (general or main objective) is the intention or purpose of the study: what one wishes *to do*. A good practice is to let the aim resonate with the topic/title as well as with the statement of the problem. It is also a statement of the main associations and relationships that you seek to discover or establish.The AIM is thus a general statement of what the researcher sets out *to do* in order to solve a problem.
2. The SPECIFIC OBJECTIVES are what one wishes to *achieve*. The objectives are *specific statements* of what the researcher wants to achieve after the investigation.
3. They are specific questions the researcher addresses him/herself to.
   a) The objectives are the specific aspects of the topic that you want to investigate within the main framework of your study.
   b) They should be related to the general aim or general objective.
   c) They are the concrete issues in the research that are directly addressed by the methodology and which are followed in order to achieve the general objective.
   d) Ensure that each objective contains only one aspect of the study and is in line with the variables that are linked to the phenomenon being investigated.
   e) Ensure that the objectives ave a logical flow from one to the other.
   f) Use action-oriented words or verbs when writing your objectives.
   g) The objectives must BE SMART.

NOTE: The way the main aim (objective) and specific objectives are worded determines how your research is classified (e.g. descriptive, correlational, experimental, etc). Thus the wording of your objectives determines the type of research design you need to adopt to achieve them. Irrespective of the type of research, the objectives should be expressed in such a way that the wording clearly, completely and specifically communicates to your readers your intention.

1.4: Hypotheses/Research Questions/Research Premises/Research Assumptions

You will be guided by your study focus, your type of research and possibly your discipline on whether to use Hypotheses/Research Premises/Research Assumptions OR Research Questions

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Page **5** of **12**

A   Hypotheses /Premise/Assumptions
1. A hypothesis is basically a guiding principal to an argument that leads to a final proved/proven or established conclusion. The hypothesis should be testable.
2. In the natural sciences and basically quantitative studies, the hypothesis should be measurable in the final stages.
3. In the social sciences and generally qualitative research where mostly the hypothesis is difficult to measure, the principle is an assumption, assertion or an issue taken for granted; hence the use of the names 'assumption', 'premise' and 'hypothesis'. In most of social science research, however, researchers have a huge preference for the use of Research Questions (see B in the next section for further explanation).
4. A proposal could have one or more premises/hypotheses/assumptions.
5. One common quality of the premises, especially in the social sciences, is that the principles can be confirmed true or disapproved.
6. The Hypotheses /Premise/Assumptions should be related to the objective of the study and be in line with the specific objectives and equal in number with them.

B   Research Questions
It is not necessary to have both research questions and hypotheses together in your proposal since both are related to the objectives. Thus the researcher needs to choose either hypotheses or research questions (depending on the discipline and type of research).
1. Like objectives, research questions are very useful in eliciting the required data if properly structured and implemented.
2. The research questions should, therefore, be structured to bring clarity of what the question requires as well as the focus on relevance. Long and complicated questions do not achieve much.
3. The research questions should be related to the objective of the study and be in line with the specific objectives and equal in number with them.
4. The research questions should not attract yes/no answers.

1.5: Justification/Rationale/Significance of the Study (pick only one)
1. This is a brief explanation of why your research topic is relevant and worthy of study and how it may make a significant contribution to the body of already existing research.
2. Statements are given here about the contributions of the research to the field for which it belongs, for instance, pedagogical, theoretical and the like. In short, the researcher explains how useful the study will be. How the findings will contribute to new knowledge? Who will benefit from the study and in what ways.

1.6: Scope/Limitations of the Study
Scope and limitation are different and a distinction must be made. This section is therefore further sub-sectionalised into Scope (1.6.1) and Limitation (1.6.2).
A   Scope
1. In scope, the researcher gives statements about the area/focus of the research and the extent to which this area will be covered by the study in terms of geographical area or target group/population. How far does the study go in a particular field? Which aspects will one look at? Which areas will be covered? What is the depth? Highlight reasons for the choices you make.
2. The aspects that the research will not cover are also stated. Reasons why or why not can also be given.

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Page **6** of **12**

3. Scope also covers the population to use and the type of sample. At each point, there must be justification for the choice (why?).

B   Limitation

1. Every researcher must be aware of what else could have been done, but cannot be done in the current study.
2. The researcher should be able to identify the obstacles that may hamper the achievement of good results; for instance, in the nature of the design (an example may be in case of intelligence, how do you measure it? The limitations may be the instruments to use to tap the information. Instruments may even be limited in the kind of population; for instance, you cannot interview children, etc.).
3. Limitations can also be in terms of duration of research; you might want a longitudinal research and yet you have a very short time.
4. It is useful to state how you will mitigate the challenges and limitations to still make your study valid.
5. The limitations actually come out better after the research; for instance, not all the questionnaires are completed or returned, respondents may be antagonistic, etc.
6. Note that although in the proposal, you will give theoretical limitations, in the actual study; you will give both theoretical and practical limitations.

CHAPTER TWO:LITERATURE REVIEW

This section consists of two sections: The literature review and the theoretical framework section. In some disciplines, there is sometimes a third section, if applicable, called the Conceptual Framework. You need to have an Introduction in the chapter usually labelled as 2.1 that talks about what the chapter contains.

A   Literature Review

Literature review is a formal survey of professional literature that is pertinent to your particular enquiry and the problem of the study. In this way, you will find out exactly what others have learned in relation to your enquiry/question. This process will also help frame and focus your question and move you closer to the hypotheses or research questions while at the same time, helping to contextualize or frame your research.

1. Literature review can be viewed as a selective and critical survey of written works of the subject area. These include (e-)journal articles, (e-)book chapters, unpublished papers (though should be limited) unpublished theses, personal communication, literature from newspapers and magazines (also to be limited).
2. Literature review should include current research works related to the current study and should not be more than five (5) years old except in the case of books that are considered as classicals or archival studies in that discipline area since they are timeless.
3. Endeavour to use current refereed journals and periodicals as much as possible.
4. The literature review should be an exhaustive and informative critical analysis of the selected works to reveal both what has been done and what has not yet been done, thereby revealing the gaps in knowledge that require addressing.The voice of the researcher must come out very clearly in the literature review.
5. The literature review provides aspects of background information which will jump-start the research process and reveal the work to readers.
6. The review should buttresses the researcher's statement of the problem by revealing that the subject of the proposal has not yet been done as proposed.

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Laikipia University is Certified to ISO 9001:2015 and ISO/IEC 27001:2013

Page **7** of **12**

7. The sub-themes in the literature review should derive from the objectives (in other words, the alignment to the objectives observed in the background to the study should be maintained in the literature review).
8. The literature review should have a summary of identified gaps in the reviewed literature.
9. References cited in the literature review must contain the surname of the author and the year of publication for the work cited. Follow the latest APA referencing style.
10. The review is useful in providing the theoretical framework which will be eventually used to bring about the pursued results.

B   Theoretical Framework (and Conceptual Frame Work if applicable)

The conceptual framework is almost always confused with the theoretical framework of the study but they are different as we will see shortly.

Theoretical Framework

1. This section is important because it relates and coordinates the literature review, the problem, the significance of the study and the objectives to the next major topics and the methodology.
2. The theoretical framework dwells on time tested theories that embody the findings of numerous investigations on how phenomena occur.
3. It provides a general representation of relationships between things in a given phenomenon.
4. It is in the theoretical framework where the researcher discusses the major theories that will be used for this study after an extensive review of literature that comprised all existing theories in the area.
5. The theory(-ies) provide(s) the guiding principles of the study and is therefore the foundation of the study and the lens through which the study is seen.
6. The pillars/tenets/principles of the theory(-ies) as well as their strengths and weakness should be given. Justification of their suitability in this research should also be explained.
7. If more than one theory is used, there should be a justification for the use of each and how they will complement each other.

Conceptual Frame Work (If Applicable)

1. The conceptual framework embodies the specific direction by which the research will have to be undertaken.
2. It describes the relationship between specific variables identified in the study. The variables make clear the kind of statistical treatment that will have to be used to analyse the relationship.
3. It also outlines the input, process and output of the whole investigation.

CHAPTER THREE: RESEARCH METHODOLOGY

It is in this section of the proposal where you explain to your reader how you are going to carry out the research. This section needs to be very explicit. This section must clearly and logically flow from the literature and hypotheses. A good rule of thumb is to provide enough details to enable other readers or researchers summarise all the important points of your research. Failure to provide adequate details may raise doubts in your readers' minds about your procedures and findings. The following should form part of this section:

1. Introduction that tells readers what the chapter contains.
2. The Research Design that indicates the type of research and also justification on the choice of type of research by citing authority.

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Laikipia University is Certified to ISO 9001:2015 and ISO/IEC 27001:2013

Page **8** of **12**

3. The Study Area (location of study) and justification of the choice.
4. The Target Population, which clearly identifies this population and justification of the choice.
5. Methods of Sampling that include the sample and sampling procedures, a description of the subjects and justifications for the same.
6. Data Collection Procedures that entail what you need in order to begin fieldwork. These include Introductory letters from Graduate School that should enable you apply for the Institutional Ethics Review Committee (IERC) certificate as well as the National Commission on Science, Technology and Innovation (NACOSTI) permit to go to the field, and any other related letters that will enable you access research sites and respondents.
7. Methods of Data Collection that explain the research instruments to be used to collect data and how they will be used. Justify the choice of instruments that will be used in the study and how they will be constructed and what they are meant to achieve. These instruments include interview schedules, questionnaires, observation schedules, focus group discussions, among others.
8. Pilot Study entails looking at issues of reliability, validity, practicability. It explains how the validity and reliability of the instruments will be established. If using standardized tests, quote test and existing validity and reliability levels. The pilot study may thus test the instruments being used or even confirm if the samples to be used are of the right kind for the research at hand.
9. Methods of Data Analysis involve how the data will be presented and analysed. You need to explain how data will be analysed to achieve each specific objectives. Specify which computer software you will use if any, specify which statistical methods will you use if any. Specify how you will you code your work and what thematic approach to use if any, as well as estimations, interpretations, hypothesis testing depending on your discipline among others. Specify how data will be interpreted.
10. Ethical Considerations for the study is a section that must be included in the study to explain how the study will take care of the ethical issues that may emerge in the course of data collection and even data analysis.
11. Have anticipated or expected findings. It is important that you have some preliminary ideas about the outcomes of the study and this involves making clear the implications for theory and practice.

WORK PLAN (Time)
1. The work plan must begin on a new page, the title in upper case and centred and should all be on one page.
2. The work plan is simple and is useful in guiding the research to keep at pace with the plan of the research. It should show practicability and logic distribution of activities.
3. In the work plan, one states when the research will take place and how long it will take.
4. The different intervals in which one will be carrying out the research are also stated. The work plan is thus presented in timed sub-topics connoting activities of the research.
5. It is more useful to indicate your activities clearly by calendar months and years.
6. The work plan should come after Research Methodology section.

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Laikipia University is Certified to ISO 9001:2015 and ISO/IEC 27001:2013
Page **9** of **12**

BUDGET (Money)

1. The budget must begin on a new page, the title in upper case and centred.
2. The budget is an essential component of the proposal since it explains how much the research will cost in terms of personnel, equipment, travel and accommodation, stationary, postage, typing, printing, photocopying, binding, and the like.
3. It should be detailed and relevant and should account for the value and cost of the total project.
4. It should be as realistic as possible given global and local economic realities.
5. Everything in the budget should be itemized for ease of comprehensibility.
6. An addition of the total cost, usually 10 percent is made to cater for fluctuations and contingencies.
7. A budget should come after the work plan but just before references.

REFERENCES/BIBLIOGRAPHY

1. This contains the list of references cited in the text. This should also include also works (articles and books) that have been cited in the text.
2. Ensure that every citation in-text is included in the Bibliography/References and that every reference entry is cited in-text. Do not reference what you have not cited in the text.
3. The list should be in alphabetical order in terms of the author(s) and years.
4. The list is done in APA Manual (latest edition) referencing style.
5. Your reference books must be current and not more than five (5) years old except in the case of books that are considered as classicals or archival studies in that discipline area since they are timeless.

APPENDICES

1. All materials which do not fit easily or break the flow of the mainstream of the body or text but are relevant to the work as a whole should be retained as appendices and placed in this section.
2. Items like pictures, questionnaires and interview guides, letters of introduction, sample transcripts, just to mention a few, should appear in the appendix.
3. The appendices are placed after the references/bibliography and are the last items in the proposal.

C   GENERAL COMMENTS ON PROPOSAL LAYOUT

1. Only major Divisions/Sections or Chapters should begin on a new page, centred and in upper case.
2. Within a chapter, the presentation of sub-sections must be continuous.
3. Wherever the heading of a section or subsection appears near the bottom of a page, it must be followed by least one complete line of text, or the heading should be forced to the top of next page. At the same time, avoiding a lone sentence appearing at the top of a page (this guideline ensures that one avoids widows and orphans).
4. Paragraphing should be consistent throughout the proposal. Either leave space between paragraphs or indent between paragraphs. Spacing and indenting should not be used together.
5. One sentence paragraphs are unacceptable. A paragraph should have a minimum of five (5) sentences in case of simple sentences.
6. Detailed organization of the text varies among academic disciplines. However, the formatting of the text must be consistent throughout.
7. Margins are 1½″ right (to cater for binding), 1.00″ left, and 1.00″ top and 1.00″ bottom

8. The proposal should be between thirty (30) and fifty 50) pages due to different disciplines having different specifications in terms of issues like formulas and modelling among others. This excludes the appendices.
9. Pages for preliminaries should be numbered in Roman numerals, while the rest should be in Arabic numerals.
10. All page numberings should be bottom centred in the same font as text.
11. The Font Style and Font Size for the whole proposal shall be Times New Roman and Font size 12, respectively.
12. The spacing for the whole proposal shall be one and a half (1.5), apart from the abstract which shall be in single spacing as earlier indicated.

D   GUIDELINES ON TABLES AND FIGURES
1. Before the table or figure is presented, an introductory statement should be made.
2. Discussion should also follow the tables or figures.
3. Place a table or figure immediately after the first mention of it in the text – on the same page if there is room, or immediately on the following page to provide easy connection and referencing. However tables or figures of peripheral importance to the text may be placed in an appendix.
4. All tables and figures must be referred to in the text by number (for instance, '… as discussed in Table 3.1' or' Figure 1.4' and not by a phrase such as 'as discussed in the the *following table…'). This will ensure that referencing is user-friendly and takes care of possible ambiguities leading to possible misinterpretations
5. Words included within the figure should be typed unless there are technical reasons why this is not possible.
6. List and caption photographs as Figures unless you wish to have a separate list of photographs or plates.
7. If a table/figure is set up in landscape orientation then it should always be on a page by itself. Landscaped materials must be placed reading outward (i.e., with the top of the table/figure at the binding [left] side of the page). This page must have a page number. The page number, however, should be in portrait orientation like all other page numbers.
8. Each figure must have a caption that begins with the word 'Figure' ('F' capitalized) and the figure number, followed by a brief description of the figure. This must be placed below the figure, with one blank line separating the bottom of the figure and the top of the caption as follows - Figure, Chapter number, Figure number, Description **(e.g. Fig. 4.3: Trends in inflation in Kenya)**. Numbering should be: Table 1.1, 1.2, 1.3 etc for tables on Chapter 1. Similarly Table 2.1, 2.2, 2.3 ……on Chapter 2; Table 3.1, 3.2, 3.3 ….. on chapter three; Table 4.1, 4.2, 4.3 …..on chapter 4; Table 5.1, 5.2, 5.3 on chapter 5, etc. Note that numbering is done according to the chapter.
9. Each table must have a caption that begins with the word 'Table' ('T' capitalized) and the table number, followed by a brief description of the table. This must be placed above the table, with one blank line separating the bottom of the caption and the top of the table as follows - Table, Chapter number, Figure number, Description **(e.g. Table 3.2: Performance measures obtained using the proposed procedure)**. Numbering should be: Table 1.1, 1.2, 1.3 etc., for tables on Chapter 1. Similarly Table 2.1, 2.2, 2.3 ……on Chapter 2; Table 3.1, 3.2, 3.3 ….. on chapter three; Table 4.1, 4.2, 4.3 …..on chapter 4; Table 5.1, 5.2, 5.3 on chapter 5, etc. Note that numbering is done according to the chapter.

E   MODE OF PROPOSAL ORAL PRESENTATION
1. The oral presentations of proposals shall be in PowerPoint at all levels (whether Master or PhD).
2. Slides should not exceed 15 (Remember you have been given only 15 minutes or 20 minutes to make an oral presentation of your work depending on whether it is at Master's or PhD level.
3. Quality slides which should be legible from a distance of 20 feet, giving a summary of the whole proposal should be presented.
4. Do not overcrowd your slides with words since this tends to interfere with legibility.
5. Masters proposal presentations shall be limited to 15 minutes if they are presented in English. Kiswahili proposals will be added five minutes to enable them make a quick presentation of the work in English before they revert to Kiswahili.
6. PhD proposal presentations shall be limited to 20 minutes. In this case also, Kiswahili proposals will be given an addition of five minutes to enable them make a quick summary of the work in English before reverting to Kiswahili.

NOTE: Students may submit their research proposals once they are ready but within three months after their coursework unless under special circumstances.

F   PLAGIARISM AND ACADEMIC MISCONDUCT
Plagiarism is the use of material taken from another writer's work without proper acknowledgement, and presenting it as if it were your own. While it is perfectly proper in academic study to make use of another person's ideas, to do so under the pretence that they are your own is deceitful. You MUST acknowledge work that is not your own.

Plagiarism, whether in coursework, examinations, proposal or thesis writing is always taken extremely seriously within the University as it is a form of cheating. Work found to be plagiarised will not be accepted, and in serious cases may lead to disciplinary action being initiated.

Aside from plagiarism, all other forms of academic misconduct must be avoided. These include:
1. **Collusion**, the unauthorised and unattributed collaboration of students in a piece of assessed work;
2. **Falsification**, the attempt to present fictitious or distorted data, evidence, references, citations, or experimental results, and/or to knowingly make use of such material;
3. **Cheating**, the attempt to obtain or to give assistance in an examination or an assessment without due acknowledgement. This includes submitting work which is not one's own;
4. **Deceit**, the use of dishonesty to gain an advantage; and
5. **Impersonation**, the assumption of the identity of another person with intent to deceive or gain unfair advantage.

Vision: *A University for Valued Transformation of Society*
Mission: *To serve students and society through research, education, scholarship, training, innovation, outreach and consultancy*

Laikipia University is Certified to ISO 9001:2015 and ISO/IEC 27001:2013

Page **12** of **12**