

APPENDIX V: GENERAL REGULATIONS AND GUIDELINES FOR THESES/DISSERTATIONS

The following are general regulations and guidelines for preparation and presentation of higher degree theses/dissertations.

1. MANUSCRIPT PREPARATION

(a) *Typescripts and layout*

The Theses/Dissertations shall be made up of two parts i.e. preliminary pages and main body. Sequence of chapters/sections should be in the following order:

i. Preliminary pages:

Title page, Supervisors(s) certification, Statement of copyright, Declaration by the candidate, Dedication (if any), Acknowledgement, Abstract, Table of contents, List of tables, List of figures, List of appendices, List of abbreviations/acronyms/symbols etc (choose the appropriate title)

ii. Main body:

Introduction, Literature review, Materials and Methods, Results and Discussion (Results may be presented separately from discussion), Conclusion and Recommendations, References, and Appendices.

(b) *Typing*

The thesis/dissertation must be typewritten or word-processed and printed on good quality A4 paper. Typing must be double spaced and on one side of the paper only. Typing should be done using Times New Roman font size 12.

Dissertations/theses must be written in English language. Spelling should follow that of the United Kingdom (U. K.) English Dictionary. Use "Spell checker" facility in word processing soft wares to assist in checking spellings.

(c) *Pagination*

Paginate the preliminaries (portions preceding the introduction) in lower case Roman numerals ("i", "ii", "iii", etc. beginning with the title page. Don't show the page number "i" on the title page. Number pages of the body of the thesis in Arabic numerals ("1", "2", "3", etc.) consecutively throughout. All page numbers should appear just below the centre of the upper margin.

(d) *Margins*

The left hand margin must be 4.0 cm from the left edge of the paper, the right hand margin 2.5 cm from the right edge, the top margin 4.0 cm from the top of the page, and the bottom margin 2.5 cm from the bottom edge of the paper.

(e) *Description/details of selected sections of dissertations/theses*

Preliminary pages:

i. *Title page*

The front (title) page must be written in CAPITALS, symmetrically centred and arranged in the following order:

1. Write the *title* of the thesis/dissertation. The title of the dissertation/thesis must not exceed 20 words.

b. Write your full name

c. Write the following:

"A THESIS/DISSERTATION (whichever is applicable) SUBMITTED IN FULFILLMENT/ PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF (insert name of degree), Indicate the host department, THE OPEN UNIVERSITY OF TANZANIA"

i. Indicate the year of completion of the thesis/dissertation (the year when the final corrections to the thesis/dissertation is made).

Front Page

4cm

Title Page

**EFFECTS OF REWARDS ON EMPLOYEES PERFORMANCE IN
COMMERCIAL BANKS OF TANZANIA: AN EMPIRICAL STUDY**

- **12**
Points
- **Bold**
- *Centered*

2.5cm

4cm

(Name of the Student e.g.)

THERESA JUNE BAGENDA

- **12**
Points
- **Bold**
- *Centered*

**A DISSERTATION SUBMITTED IN PARTIAL FULFILMENT
OF THE REQUIREMENTS FOR THE DEGREE OF MASTER OF
HUMAN RESOURCES MANAGEMENT (MHRM)**

DEPARTMENT OF LEADERSHIP AND GOVERNANCE

OF THE OPEN UNIVERISTY OF TANZANIA

2020

(End of the 1st Page)

2.5cm

ii. *Certification*

The undersigned certifies that he has read and here by recommends for acceptance by The Open University of Tanzania a dissertation entitled, **Effects of Rewards on Employees' Performance in Commercial Banks of Tanzania: An Empirical Study**. In partial fulfillment of the requirements for the award of Degree of Masters in Human Resources Management (MHRM).

.....
Name of Supervisor

.....
Date

iii. *Copyright*

No part of this Dissertation may be reproduced, stored in any retrieval system, or transmitted in any form by any means, electronic, mechanical, photocopying, recording or otherwise without prior written permission of the author or The Open University of Tanzania in that behalf.

a) *Declaration*

I... (**Student name**) declare that, the work presented in this dissertation is original. It has never been presented to any other University or Institution. Where other people's works have been used, references have been provided. It is in this regard that I declare this work as originally mine. It is hereby presented in partial fulfillment of the requirement for the Degree of (**name of the degree award**).

Signature

Date

b) *Dedication (if any)*

c) *Acknowledgement*

In this section, the candidate should acknowledge the people or institutions that rendered support or other help which made the execution of the thesis/dissertation work possible.

iv. *Abstract*

The thesis/dissertation must contain a one-page abstract, which shall concisely indicate the research objectives, problem investigated, data collection methods, data analysis employed, sample size, the main findings of the study as well as the implication of a study finding. Also students are requested to indicate at least 4 keywords at the end of the abstract.

v. *Table of Contents*

The table of contents is used instead of an index, and should be sufficiently informative with specific page numbers of all chapters, sections and subsections indicated. If there is to be a list of Tables, Figures, Plates, Abbreviations/Acronyms/Symbols etc it should be on a page by itself, and arranged in the general format as the Table of Contents. Any table legends should be listed in the appropriate pages. The list of Abbreviations/Acronyms/Symbols (arranged in alphabetical order) should appear on the page just before the start

of the main body i.e. Chapter 1 of the dissertation/thesis. Use the word processing computer function to create the table of contents which can be updated automatically.

Main Body of Thesis:

- i. The text should contain the following chapters although the content included in each chapter may vary depending on the nature of research undertaken:

CHAPTER 1: INTRODUCTION

This section must cover a comprehensive introduction to the problem, a Statement of the Problem, Research Objectives, Hypotheses/Research questions, significance of the study as well as the chapter summary.

CHAPTER 2: LITERATURE REVIEW

This section must cover attention on the definition of key study concepts, relevant theory(s) guiding the study, relevant empirical literature on the problem and identification of gaps in knowledge. This section sometimes may include conceptual framework (in case of a quantitative study) and it should contain recent references from the last three years.

CHAPTER 3: RESEARCH METHODOLOGY

Give details of the research philosophy, research design, sampling designs, study area, data collection methods, data analysis methods used in the research, the critical choices made (with justifications).

CHAPTER 4: FINDINGS

Present findings of the study in this chapter. In some discipline the term findings can be represented by the term results.

CHAPTER 5: DISCUSSION OF THE FINDINGS

Discussion of findings should be presented in this chapter.

CHAPTER 6: CONCLUSIONS AND RECOMMENDATIONS

Conclusions (theoretical and managerial), recommendations and possibly also suggestions for further research should be presented in this chapter.

REFERENCES

APPENDICES

NOTE: Presentation of findings/results can be combined with discussion i.e. chapter four's title becomes FINDINGS/RESULTS AND DISCUSSION. Also note that organization of chapters after the chapter on research methodology may change to suit needs of the research. In some cases findings and discussion of every single specific objective may form a standalone chapter especially at PhD level; supervisors should guide students accordingly.

- ii. *Specific items to note:*

Presentation of tables:

- (a) Present each table on a separate page in case it covers more than one page. Use upper case "T" for the word "Table" when citing tables in text.
 - (b) Number them consecutively according to chapters using Arabic numbers (e.g. 4.1, 4.2 etc) in the same order as they are referred in the text. (Note: 4.1 means first Table in Chapter 4).
 - (c) Type adequate and self-explanatory captions above tables in bold letters. For tables that are represented in a landscape format (horizontal), the caption should be typed length-wise at the left hand margin of a page.
 - (d) Capitalize only the first letter of the first word of captions and of column headings in table except where otherwise necessary.
 - (e) Place acknowledgements of source below tables cited/adapted from other sources, using the format; Source: Rwegoshora and Kara (2020).
 - (f) Give references for tables in full only in the references' list at the end of the dissertation/thesis and not as footnotes to the text.
 - (g) The word Table, Figure, Appendix or Map which refers to a specific table, figure, appendix or map in the text should start with an upper case letter.
- iii. Authors should take notes of limitations set by the size and layout of the document. Large tables should be avoided in the main text and if necessary they should be placed as Appendices at the end of the manuscript. A table in the text should not exceed the printed area of the page. Fold-outs are not accepted in the main text. If many data are to be presented together, an attempt should be made to divide these over two or more tables or

reduce the size using smaller fonts (not smaller than size 9) and/or photocopying machines but should remain readable.

Presentation of Illustrations (figures, pictures, graphs, charts etc):

- Present these on separate pages in case they cover more than one page.
- Number illustrations sequentially in Arabic numbers according to chapters (e.g. Figure 1.2, 3.5, etc) and refer to them in the text in order of appearance.
- Type captions below figures.
- Capitalize only the first letter of captions, except where otherwise necessary.
- As much as possible symbols and lines should be standard, large and thick enough. Free hand drawn lines should be avoided.
- Photographs are only accepted if they have good contrast and intensity. Only sharp and glossy copies should be used.

iv. *References (Literature Cited) must follow an APA referencing style version 6. Example on how to do citations using an APA referencing style is presenting in Table 1.*

Table 1: Reference style using an APA Reference Style version 6

| CATEGORY | | IN-TEXT REFERENCE | REFERENCE LIST |
|----------------------------------|---|--|---|
| BOOKS & BOOK CHAPTERS | <p>One author – in-text reference placement <i>Note:</i> There are two main ways to use in-text references. Firstly, to focus on the information from your source – ‘information prominent’. Secondly, to focus on the author – ‘author prominent’.</p> | <p>Information prominent’ (the author’s name is within parentheses): The conclusion reached in a recent study (Cochrane, 2007) was that... OR ‘Author prominent’ (the author’s name is outside the parentheses): Cochrane (2007) concluded that...</p> | <p>Cochrane, A. (2007). <i>Understanding urban policy: A critical approach</i>. Malden, MA: Blackwell Publishing.</p> |
| BOOKS & BOOK CHAPTERS | <p>One author – when fewer than 40 words are quoted Include the material in the paragraph and include specific page number/s. Use quotation marks to show the exact words.</p> | <p>An interesting view was expressed that “the connection of high profile developments to their surrounding environment has increasingly been questioned” (Cochrane, 2007, p. 117). OR An interesting view was expressed by Cochrane (2007) that “the Connection of high profile developments to their surrounding environment has increasingly been questioned” (p. 117).</p> | <p>Cochrane, A. (2007). <i>Understanding urban policy: A critical approach</i>. Malden, MA: Blackwell Publishing.</p> |
| BOOKS & BOOK CHAPTERS | <p>One author – when 40 or more words are quoted Begin quoting the material on a new line, indent it 5 spaces (use the indent tool to keep all lines of the quote evenly indented), and include specific page number/s. Omit the quotation marks. Use double spacing for both</p> | <p>Much has been written about acute care. Finkelman (2006), for example, points out that: There are many changes in acute care services occurring almost daily, and due to the increasing use of outpatient surgery, surgical services have experienced major changes. Hospitals are increasing the size of their outpatient or ambulatory surgery departments and adjusting to the need of moving patients into and out of the surgical service in 1 day or even a few hours. (p. 184). Recently, this trend has been seen</p> | <p>Finkelman, A. W. (2006). <i>Leadership and management in nursing</i>. Upper Saddle River, NJ: Pearson Prentice Hall.</p> |

| CATEGORY | | IN-TEXT REFERENCE | REFERENCE LIST |
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| | your text and the indented quote. Make sure the quote is exactly as it was published. | in some Australian hospitals and research here... | |
| BOOKS & BOOK CHAPTERS | Two authors | When considering the Howard Government's Indigenous health expenditure, Palmer and Short (2010) maintain that... | Palmer, G. R., & Short, S. D. (2010). <i>Health care and public policy: An Australian analysis</i> (4th ed.). Melbourne, Australia: Palgrave Macmillan. |
| BOOKS & BOOK CHAPTERS | Three to five authors For the first in-text reference, list all the authors' family names, then use the first author's family name followed by 'et al.' for subsequent entries. | A recent study (Seeley, VanPutte, Regan, & Russo, 2011) concluded that... Subsequent in-text reference/s: (Seeley et al., 2011). | Seeley, R., VanPutte, C., Regan, J., & Russo, A. (2011). <i>Seeley's anatomy & physiology</i> . New York, NY: McGraw-Hill. |
| BOOKS & BOOK CHAPTERS | Six to seven authors For all in-text references, list only the first author's family name followed by 'et al.' All authors are included in the Reference List. | The Russian Revolution may never have succeeded if there hadn't already been widespread discontent among the Russian populace (Bulliet et al., 2005). | Bulliet, R. W., Crossley, P. K., Headrick, D. R., Hirsch, S. W., Johnson, L. L., & Northrup, D. (2011). <i>The earth and its peoples: A global history</i> (5th ed.). Boston, MA: Wadsworth. |
| Works by different authors with the same family name | For in-text references, include the initials of the authors in question to enable readers to differentiate between them. List references alphabetically by the authors' initials in the Reference List. | These techniques have been shown to improve test scores among primary school aged children (R. Smith, 2010). If funding were enhanced, it is arguable these problems could be ameliorated (C. J. Smith & Laslett, 1993). | Smith, C., & Laslett, R. (1993). <i>Effective classroom management: A teacher's guide</i> (2nd ed.). London, United Kingdom : Routledge. Smith, R. (2010). <i>Rethinking teacher education: Teacher education in the knowledge age</i> . Sydney, Australia: AACLM Press. |
| Several works by the same author in different years | When citing references separately, no special rule needs to be observed. When citing references collectively, separate years with a comma and insert years earliest to latest. List references chronologically (earliest to latest) in the Reference List. | These techniques have changed markedly in the last decade (Greenspan, 2000, 2011). | Greenspan, A. (2000). <i>Orthopedic radiology: A practical approach</i> (3rd ed.). Philadelphia, PA: Lippincott Williams & Wilkins. Greenspan, A. (2011). <i>Orthopedic imaging: A practical approach</i> (5th ed.). Philadelphia, PA: Lippincott Williams & Wilkins. |
| Several works by the same author in the same year | Arrange alphabetically by title in the Reference List. Place lowercase letters ("a", "b", "c", etc.) immediately after the year. | Leadership and change in schools have been major topics of discussion for several years (Fullan, 1996a, 1996b) and this conference... "Educational change" has taken on a new meaning in recent years (Fullan, 1996b) ... | Fullan, M. (1996a). Leadership for change. In <i>International handbook for educational leadership and administration</i> . New York, NY: Kluwer Academic . Fullan, M. (1996b). <i>The new meaning of educational change</i> . London, United Kingdom: Cassell. |
| Several authors, different years, referred to collectively in your work | List sources alphabetically by family name in the in-text reference in the order in which they appear in the Reference List. Separate each reference with a semicolon. | The cyclical process (Carr & Kemmis, 1986; Dick, 2000; Kemmis & McTaggart, 1988; MacIsaac, 1995) suggests... | Carr, W., & Kemmis, S. (1986). <i>Becoming critical: Education knowledge and action research</i> . London, United Kingdom: Falmer Press. Dick, B. (2000). <i>A beginner's guide to action research</i> . Retrieved from http://www.scu.edu.au/schools/gcm/ar/arp/guide.html Kemmis, S., & McTaggart, R. (Eds.). (1988). <i>The action research planner</i> (3rd ed.). Melbourne, Australia: Deakin University Press. |
| eBook – online book | If the URL leads to information about how | We found helpful information about deaf children (Niemann, | Niemann, S., Greenstein, D., & David, D. (2004). <i>Helping children</i> |

| CATEGORY | | IN-TEXT REFERENCE | REFERENCE LIST |
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| | to obtain the book, use “Available from” instead of “Retrieved from”. <i>If the eBook has a DOI, add this in.</i> | Greenstein, & David, (2004) that meant we could... OR Schiraldi (2001) offers solutions to PTSD. | <i>who are deaf: Family and community support for children who do not hear well.</i> Retrieved from http://www.hesperian.org/publications_download_deaf.php Schiraldi, G. R. (2001). <i>The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth</i> [Adobe Digital Editions version]. doi:10.1036/0071393722 |
| An article/ chapter in eBook | <i>If the article/ chapter has a DOI, add this in.</i> | Screening is helpful to identify major depression in adults (Williams & Nieuwsma, 2016) ... | Williams, J., & Nieuwsma, J. (2016). Screening for depression in adults. In J. A. Melin (Ed.), <i>UpToDate</i> . Retrieved from https://www.uptodate.com/contents/screening-for-depression-in-adults |
| | Chapter in edited book | A discussion about Australia’s place in today’s world (Richards, 1997) included reference to... OR Richards (1997) proposed that... | Richards, K. C. (1997). Views on globalization. In H. L. Vivaldi (Ed.), <i>Australia in a global world</i> (pp. 29-43). Sydney, Australia: Century. |
| | Brochure – author is also publisher | The security of personal information is addressed in the Trans ACT brochure (Trans ACT, n.d.) | Trans ACT . (n.d.). <i>Guide to equipment and service</i> [Brochure]. Canberra, Australia: Author. |
| | Editor | In discussing best practice, Zairi (1999) identified... OR Best practice indicators in management have been identified (Zairi, 1999) and... | Zairi, M. (Ed.). (1999). <i>Best practice: Process innovation management</i> . Oxford, United Kingdom: Butterworth-Heinemann. |
| | Compiler, or Reviser, or Translator Use the following abbreviations after the person’s name in the Reference List: Comp. Rev. Trans. | This novel by Gaarder (1991/1994) provides an appealing approach to... OR Socrates has been described as “enigmatic” (Gaarder, 1991/1994, p. 50) which provides us with... | Gaarder, J. (1994). <i>Sophie’s world: A novel about the history of philosophy</i> (P. Møller, Trans.). London, United Kingdom: Phoenix House. (Original work published 1991). |
| Corporate author – when the author is also the publisher | Spell out the full name of the body each time it is cited in-text, unless it is long and has a familiar/easily understood abbreviation. In the latter case, give the full name with the abbreviation for the first in-text reference. Use the abbreviation only for subsequent references. | A recent study (Australian Institute of Health and Welfare [AIHW], 2009) highlighted ... Subsequent in-text reference/s: The AIHW (2009) found that... | Australian Institute of Health and Welfare. (2009). <i>Indigenous housing needs 2009: A multi-measure needs model</i> (AIHW cat. no. HOU 214). Canberra, Australia: Author. |
| | Corporate author – commissioned reports | The report prepared by the South Australian Centre for Economic Studies (2009) was discussed. | South Australian Centre for Economic Studies. (2009). <i>Local government’s current and potential role in water management and conservation: Final report</i> . Commissioned by the Local Government Association of South Australia. Adelaide, Australia: Author. |
| | No date of publication | Some aspects of forensic science are more challenging than others (Browne, n.d.) and for this reason... | Browne, J. D. (n.d.). <i>Forensic science as a career</i> . London, England: Tower. |

| CATEGORY | | IN-TEXT REFERENCE | REFERENCE LIST |
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| | Second or later edition | Peters (2001, p. 6) argued that “...” | Peters, T. (2001). <i>The elements of counselling</i> (2nd ed.). Brisbane, Australia: Macmillan. |
| | Multi-volume work | Inge, Duke and Bryer (1978, p. 27) claim that there is much to learn about these writers which results in... OR There is so much to learn about our country (Clark, 1978, p. 42) that we kept returning to... | Inge, M. T., Duke, M., & Bryer, J. R. (Eds.). (1978). <i>Black American writers: Bibliographical essays</i> (Vols. 1-2). New York, NY: St. Martins. Clark, C. M. H. (1978). <i>A history of Australia: Vol. 4. The earth abideth for ever, 1851-1888</i> . Australia: Melbourne University Press. |
| DICTIONARY / ENCYCLOPAEDIA A | Dictionary / Encyclopaedia – print Include information about editions, volume numbers and page numbers in parenthesis following the title in the Reference List. | According to one definition of “bivalence” (VandenBos, 2007, p. 123)... | VandenBos, G. R. (Ed.). (2007). <i>APA dictionary of psychology</i> . Washington, DC: American Psychological Association. |
| Dictionary / Encyclopaedia – online | Include information about editions, specific volume numbers or page numbers in parenthesis following the title in the Reference List. | A psychological overview of ADHD (Arcus, 2001)... | Arcus, D. (2001). Attention deficit / hyperactivity disorder (ADHD). In B. Strickland (Ed.), <i>The Gale encyclopedia of psychology</i> . Retrieved from http://www.gale.cengage.com/ Note: If retrieved from a database, do a Web search for the home page of the publisher of the encyclopaedia and use the URL in the reference. |
| JOURNAL, NEWSPAPER & NEWSLETTER ARTICLES | Journal article with one author – separated paging (paginated by issue) If each issue of a journal begins on page 1, include the issue number in parenthesis immediately after the volume number in the Reference List. If the journal article has a DOI, add this in. | In an earlier article, it was proposed (Jackson, 2007)... | Jackson, A. (2007). New approaches to drug therapy. <i>Psychology Today and Tomorrow</i> , 27(1), 54-59. Dempsey, I. (2012). The use of individual education programs for children in Australian Schools. <i>Australasian Journal of Special Education</i> , 36(1), 21-31. doi:10.1017/jse.2012.5 |
| Journal article with two authors – continuous paging throughout a volume. | If the journal volume page numbers run continuously throughout the year, regardless of issue number, do not include the issue number in your Reference List entry. If the journal article has a DOI, add this in. | Kramer and Bloggs (2002) stipulated in their latest article... OR This article on art (Kramer & Bloggs, 2002) stipulated that... | Kramer, E., & Bloggs, T. (2002). On quality in art and art therapy. <i>American Journal of Art Therapy</i> , 40, 218-231. |
| Journal article with three to five authors | For the first in-text reference, list all the authors’ family names, then use the first author’s family name followed by ‘et al.’ for subsequent entries. If the journal article has a DOI, add this in. | A recent study to investigate the effects of an organisational stress management program on employees (Elo, Ervasti, Kuosma, & Mattila, 2008) concluded that... Subsequent in-text reference/s: (Elo et al., 2008) | Elo, A., Ervasti, J., Kuosma, E., & Mattila, P. (2008). Evaluation of an organizational stress management program in a municipal public works organization. <i>Journal of Occupational Health Psychology</i> , 13(1), 10-23. doi: 10.1037/1076-8998.13.1.10 |
| Journal article with six to seven authors | For all in-text references, list only the first author’s family name followed by ‘et al.’ All authors are included in the Reference List. If the journal article has a DOI, add this in. | A simple ALMA is described in a recent study (Restouin et al., 2009). | Restouin, A., Aresta, S., Prébet, T., Borg, J., Badache, A., & Collette, Y. (2009). A simplified, 96-well–adapted, ATP luminescence–based motility assay. <i>BioTechniques</i> , 47, 871–875. doi: 10.2144/000113250 |

| CATEGORY | | IN-TEXT REFERENCE | REFERENCE LIST |
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| Journal article with eight or more authors | For all in-text references, list only the first author's family name followed by 'et al.' In the Reference List, include the first six authors' names, then insert three ellipsis points (...), and add the last author's name. <i>If the journal article has a DOI, add this in.</i> | Traumatic injury is the leading cause of death and disability worldwide (Steel et al., 2010). | Steel, J., Youssef, M., Pfeifer, R., Ramirez, J. M., Probst, C., Sellei, R., ... Pape, H. C. (2010). Health-related quality of life in patients with multiple injuries and traumatic brain injury 10+ years postinjury. <i>Journal of Trauma: Injury, Infection, and Critical Care</i> , 69(3), 523-531. doi: 10.1097/TA.0b013e3181e90c24 |
| Journal or magazine article with no volume or issue number | <i>If the journal article has a DOI, add this in.</i> | Wychick and Thompson (2005) foreshadow that scam will still be enticing... OR An interesting approach to scam (Wychick & Thompson, 2005) suggested that... | Wychick, J., & Thompson, L. (2005, November 24). Fallen for a scam lately? <i>AustraliaToday</i> , 54-60. |
| Journal article retrieved from a database – with a DOI (Digital Object Identifier) | A DOI is a unique, permanent identifier assigned to articles in many databases. Always include the DOI if one is provided (usually in the article's full-text, abstract or database record). If there is a DOI, no other retrieval information is necessary. | A study examining priming (Johns & Mewhort, 2009) discovered ... | Johns, E., & Mewhort, D. (2009). Test sequence priming in recognition memory. <i>Journal of Experimental Psychology: Learning, Memory and Cognition</i> , 35, 1162-1174. doi: 10.1037/a0016372 |
| | Journal article – in press | Influence of music in running performance (Lee & Kimmerly, in press) ... | Lee, S., & Kimmerly, D. (in press). Influence of music on maximal self-paced running performance and passive post-exercise recovery rate. <i>The Journal of Sports Medicine and Physical Fitness</i> . |
| Journal article – Cochrane Review with DOI | Journal article – Cochrane Review with DOI | Overweight and obesity are increasing throughout the industrialised world (Shaw, O'Rourke, Del Mar, & Kenardy, 2005) ... | Shaw, K., O'Rourke, P., Del Mar, C., & Kenardy, J. (2005). Psychological interventions for overweight or obesity. <i>The Cochrane database of systematic reviews</i> (2). doi:10.1002/14651858.CD003818.pub2 |
| Journal article retrieved from a database – without a DOI | If there is no DOI, do a Web search to locate the URL of the journal's home page & include it in the Reference List. The journal URL can sometimes be found in the database record or in the full text view of the article. - If the online article is ONLY available from a database (e.g. for discontinued journals where the journal home page doesn't exist), include the entry page URL of the database where it was found. Give the database name if not in the URL. | The effects of climate change on agriculture are studied by Ramalho, Da Silva and Dias (2009)... Primary care is one area marked for improvement (Purtilo, 1995). | Example using URL of journal home page: Ramalho, M., Da Silva, G., & Dias, L. (2009). Genetic plant improvement and climate changes. <i>Crop Breeding and Applied Biotechnology</i> , 9(2), 189-195. Retrieved from http://www.sbmp.org.br/cbab Example using URL of database (where there is no journal home page): Purtilo, R. (1995). Managed care: Ethical issues for the rehabilitation professions. <i>Trends in Health Care, Law and Ethics</i> , 10, 105-118. Retrieved from http://www.proquest.com |
| | Book review in a journal | In his review of Thomas Samaras' latest book, Marson (2009) identifies... | Marson, S. M. (2009). How big should we be? A Herculean task accomplished [Review of the book <i>Human body size and the laws of</i> |

| CATEGORY | | IN-TEXT REFERENCE | REFERENCE LIST |
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| | | | <i>scaling: Physiological, performance, growth, longevity and ecological ramification</i> , by T. Samaras]. <i>Public Health Nutrition</i> , 12, 1299–1300. doi:10.1017/S1368980009990656 |
| | Newspaper article – with an author | The notion of a Bill of Rights may be inappropriate in the Australian context (Waterford, 2007). | Waterford, J. (2007, May 30). Bill of Rights gets it wrong. <i>The Canberra Times</i> , p. 11. |
| | Newspaper article – without an author | The redesign of the Internet (“Internet pioneer”, 2007) is said to... | Internet pioneer to oversee network redesign. (2007, May 28). <i>The Canberra Times</i> , p. 15. |
| | Newspaper article retrieved from a database Do a Web search to locate the URL of the newspaper’s home page & include it in the Reference List. | In an attempt to save the tiger, Darby (2002) provided... | Darby, A. (2002, August 20). Rarest tiger skin a rugged survivor. <i>Sydney Morning Herald</i> . Retrieved from http://www.smh.com.au |
| | Article in an online newsletter | Australia’s casualty rate was almost 65 per cent - the highest in the British Empire (“Australians and the Western Front”, 2009) | Australians and the Western Front. (2009, November). <i>Ozculture newsletter</i> . Retrieved from http://www.cultureandrecreation.gov.au/newsletter/ |
| CONFERENCE / SEMINAR PAPERS | Conference or seminar papers in published proceedings – print If the paper is from a book, use the Book chapter citation format. If it is from regularly published proceedings (e.g. annual), use the Journal article citation format. | In a paper about conservation of photographs (Edge, 1996), the proposition that... | Edge, M. (1996). Lifetime prediction: Fact or fancy? In M. S. Koch, T. Padfield, J. S. Johnsen, & U. B. Kejser (Eds.), <i>Proceedings of the Conference on Research Techniques in Photographic Conservation</i> (pp. 97-100). Copenhagen, Denmark: Royal Danish Academy of Fine Arts. |
| | Conference or seminar papers in published proceedings – online | Tester (2008) points to the value of using geothermal sources for power and energy. | Tester, J. W. (2008). The future of geothermal energy as a major global energy supplier. In H. Gurgenci & A. R. Budd (Eds.), <i>Proceedings of the Sir Mark Oliphant International Frontiers of Science and Technology Australian Geothermal Energy Conference</i> , Canberra, Australia: Geoscience Australia. Retrieved from http://www.ga.gov.au/image_cache/GA11825.pdf |
| GOVERNMENT PUBLICATIONS | Government department as author Spell out the full name of the body each time it is cited in-text, unless it is long and has a familiar/easily understood abbreviation. In the latter case, give the full name with the abbreviation for the first in-text reference. Use the abbreviation for subsequent references. | The need for guidelines to manage and use multiple channels to deliver e-government services (Department of Finance and Administration [DOFA], 2006) presents Australian Government agencies with... Subsequent in-text reference/s: DOFA (2006) identified ... | Department of Finance and Administration. (2006). <i>Delivering Australian Government services: Managing multiple channels</i> . Canberra, Australia: Author. |
| | Government publication – with identifying number Includes report numbers, catalogue numbers, etc. | Recently released statistics from the Australian Bureau of Statistics (ABS) (2007) reveal interesting changes in Australian society. Subsequent in-text reference/s: The ABS (2007) reported that ... | Australian Bureau of Statistics. (2007). <i>Australian social trends</i> (Cat. no. 4102.0). Canberra, Australia: ABS. |
| | Government report – | First in-text reference: | Department of the Prime Minister |

| CATEGORY | | IN-TEXT REFERENCE | REFERENCE LIST |
|--|---|---|---|
| | online | A recent government report (Department of the Prime Minister and Cabinet [PM&C], 2008) examines a selection of key topics ... Subsequent in-text reference/s: Families in Australia were highlighted (PM&C, 2008)... | and Cabinet. (2008). <i>Families in Australia: 2008</i> . Retrieved from http://www.dpmc.gov.au/publications/families/index.cfm#contact |
| | Government approved standards | ...and “including data in computer systems, created or received and maintained by an organisation” (Standards Australia, 1996, p. 7) as well as... | Standards Australia. (1996). <i>Australian Standard AS 4390: Records Management</i> . Sydney, Australia: Author. |
| LEGISLATION <i>Note:</i> For more comprehensive information please consult the following publication: <i>The bluebook: A uniform system of citation</i> (19th ed.). (2010). Cambridge, MA: Harvard Law Review Association. | Act – print | According to s. 8.1 of the <i>Anti-Discrimination Act 1977</i> (NSW), it is unlawful for an employer to discriminate against a person on the ground of race. | <i>Anti-Discrimination Act 1977</i> (NSW) s. 8.1 (Austl.). Follow this convention: <i>Short Title of the Act</i> (in italics) <i>Year</i> (in italics) (Jurisdiction abbreviation) Section number Subdivision, if relevant (Country abbreviation). |
| | Bill – print | The Mental Health Bill 2013 (WA) prohibits... | Mental Health Bill 2013 (WA) (Austl.). Follow this convention: Bill Name (no italics) Year (Jurisdiction abbreviation) (Country abbreviation). |
| | Act & Bill – online | According to <i>Ellis v. Wallsend District Hospital</i> (1989).....in a land right case (<i>Mabo v. Queensland</i> , 1988)... | <i>Ellis v. Wallsend District Hospital</i> 1989 17 NSWLR 553 (Austl.). <i>Mabo v. Queensland</i> 1988 166 CLR 186 (Austl.). Follow this convention: <i>Case Name</i> (in italics) Year Volume number Reporter abbreviation First page number (Country abbreviation). |
| IMAGES, MUSIC & AUDIOVISUAL MEDIA | CD recording | Lyrics from Paul Kelly’s song “From Little Things Big Things Grow” (Kelly, 1997, track 10) were used in recent television advertisements. | Kelly, P. (1997). From little things big things grow. On <i>Songs from the south: Paul Kelly’s greatest hits</i> [CD]. Melbourne, Australia: Mushroom Records. |
| | DVD / Video recording | Jane Austen’s world came alive in <i>Sense and sensibility</i> (Lee, 1995) | Lee, A. (Director). (1995). <i>Sense and sensibility</i> [DVD]. Australia: Columbia TriStar Home Video. |
| Figure, Table, Graph, Map or Chart | Cite each of these as you would for a book. Include, in square brackets, the type of entry immediately after the title: [Figure]. [Table]. [Map]. [Graph]. [Chart]. | Graph The internal processes were well described (Kaplan & Norton, 2004) which led to... Map To locate a property just outside the Australian Capital Territory, use the 1:100 000 map produced by Geoscience Australia (2004) which covers... | Graph Kaplan, R. S., & Norton, D. P. (2004). Internal processes deliver value over different time horizons [Graph]. In <i>Strategy maps: Converting intangible assets into tangible outcomes</i> (p. 48). Boston, MA: Harvard Business School. Map Geoscience Australia [NATMAP] (Cartographer). (2004). <i>ACT region, New South Wales and Australian Capital Territory</i> [Map]. Canberra, Australia: Author. |
| | Image – online | The effective use of light in | Monet, C. (1890). <i>Haystacks</i> , |

| CATEGORY | | IN-TEXT REFERENCE | REFERENCE LIST |
|----------------------------|---|---|---|
| | | Monet's 'Haystacks' (Monet, 1890)... | <i>midday</i> [Painting]. National Gallery of Australia, Canberra. Retrieved from http://artsearch.nga.gov.au/Detail-LRG.cfm?IRN=29073&View=LRG |
| | Liner notes | The American jazz trombonist, bandleader and composer Jack Teagarden (Weiner, 1995)... | Weiner, D. J. (1995). [Liner notes]. J. Teagarden (Composer), <i>Big 'T' jump</i> [CD]. USA: Jass Records. |
| | Interview – on radio | In a recent interview with the Prime Minister (Mitchell, 2009)... | Mitchell, N. (Presenter). (2009, October 16). Interview with the Prime Minister, Kevin Rudd. In <i>Mornings with Neil Mitchell</i> [Radio broadcast]. Melbourne, Australia: Radio 3AW. |
| | Interview – on television | He demonstrated his professionalism and sensitivity in an interview with Raelene Boyle (Denton, 2006) and... | Denton A. (Producer and Interviewer). (2006, September 25). Interview with Raelene Boyle. In <i>Enough Rope with Andrew Denton</i> . [Television broadcast]. Sydney, Australia: Australian Broadcasting Corporation. |
| | Motion picture (movie) | Jackson and Pyke (2003) provide evidence that belief in a world... | Jackson, P. (Director), & Pyke, S. (Producer). (2003). <i>The lord of the rings: The return of the king</i> [Motion picture]. New Zealand: Imagine Films. Note: Give the country where the movie was made – not the city. |
| | Radio program – broadcast | When discussing how people write about music, Koval (2009)... | Koval, R. (Presenter). (2009, November 19). <i>The Book Show</i> [Radio broadcast]. Melbourne, Australia: ABC Radio National. |
| | Radio program – transcript | The views of the internationally renowned author and public speaker, De Bono, prompted me to follow up one of the interviews (Mascall, 2005) which... | Mascall, S. (Reporter). (2005, February 14). Are we hardwired for creativity? In <i>Innovations</i> [Radio program] [Transcript]. Melbourne, Australia: ABC Radio Australia. Retrieved from http://www.abc.net.au/ra/innovations/stories/s1302318.htm |
| | Speech – online | In her ANZAC Day speech (Clark, 2007), the Prime Minister of New Zealand referred to... | Clark, H. (2007, April 25). <i>Prime Minister's 2007 ANZAC Day message</i> [Transcript]. Retrieved from http://www.anzac.govt.nz |
| | Television advertisement | The problems of teenage anxiety were graphically captured (Beyondblue, 2009)... | Beyondblue (Producer). (2009, November 29). <i>Beyondblue: Anxiety</i> [Television advertisement]. Canberra, Australia: WIN TV. |
| THESIS/DISSERTATION | Thesis or Dissertation – print | Nurses working in an acute care environment tend to experience a high degree of workplace conflict (Duddle, 2009). | Duddle, M. (2009). <i>Intraprofessional relations in nursing: A case study</i> (Unpublished doctoral thesis), University of Sydney, Australia. |
| | Thesis or Dissertation – retrieved from a database | The field of engineering has largely developed around the positivist philosophical position (Hector, 2008). | Hector, D. C. A. (2008). <i>Towards a new philosophy of engineering: Structuring the complex problems from the sustainability discourse</i> (Doctoral thesis). Available from Australasian Digital Theses database. (Record No. 185877) Note: End the reference with the unique number or identifier assigned to the thesis/dissertation. |
| | Thesis or Dissertation – | Lacey (2011) differentiates | Lacey, D. (2011). <i>The role of</i> |

| CATEGORY | | IN-TEXT REFERENCE | REFERENCE LIST |
|--|--|---|--|
| | retrieved from the web | between instrumental violence and violence inflicting injury for its own sake. | <i>humiliation in collective political violence</i> (Masters thesis, University of Sydney, Australia). Retrieved from http://hdl.handle.net/2123/7128 |
| UNIVERSITY PROVIDED STUDY MATERIALS | Lecture / tutorial notes, etc. – online | Septicaemia is one of many infections commonly acquired in hospitals (Maw, 2010) ... | Maw, M. (2010). <i>NURS5082 Developing nursing practice, lecture 2, week 1: Healthcare-associated infections and their prevention</i> [Lecture PowerPoint slides]. Retrieved from http://learn-online.ce.usyd.edu.au/ |
| SOCIAL MEDIA | Facebook update List the author's name as it is written (including nicknames). | \$52 million will be provided to deploy Australian civilian troops (Rudd, 2009) | Rudd, K. (2009, October 24). Australian civilian corps to help in crises [Facebook update]. Retrieved from http://www.facebook.com/note.php?note_id=200124043571&ref=mf |
| Blog post | List the author's name as it is used in the posting (including nicknames). - For a blog comment, use 'Blog comment' instead of 'Blog post' and include the exact title (including 'Re:' if used) | The plight of the flapper skate was recently highlighted (Keim, 2009)... | Keim, B. (2009, November 18). ID error leaves fish at edge of extinction [Blog post]. Retrieved from http://www.wired.com/wiredscience/2009/11/extinction-error/ |
| | Video blog post (eg YouTube) | The Prime Minister, speaking about Australia's role in the G20 forum (Rudd, 2009)... | Rudd, K. (2009, September 29). Update on new G20 arrangements [Video file]. Retrieved from http://www.youtube.com/watch?v=i8IdJ-OS5rs |
| Twitter tweet | If the author uses their name as their Twitter 'handle', do not alter its format to follow the convention of 'Family name, Initial(s).' | President Obama announced the launch of the American Graduation Initiative (Barack Obama, 2009). | BarackObama. (2009, July 15). Launched American Graduation Initiative to help additional 5 mill. Americans graduate college by 2020: http://bit.ly/gcTX7 [Twitter post]. Retrieved from http://twitter.com/BarackObama/status/2651151366 Note: This reference would be filed under 'B', not 'O' |
| PERSONAL COMMUNICATION AND EMAIL | Personal communication Includes private letters, memos, email, telephone conversations, personal interviews, etc. These are cited in-text only, not in the Reference List. | J. Francis (personal communication, August 6, 2007) was able to confirm that the floods had not reached their area. | Not included in Reference List. Cite in-text only. |
| WEB RESOURCES | Web document – author or sponsor given, dated Note: A web document is a file (e.g. a Word or PDF file) found on the Web. Often there are links to Web documents from Web pages. A Web document is not the same as a web page. | An RBA paper (Simon, Smith, & West, 2009) found that participation in a loyalty program and access to an interest-free period... | Simon, J., Smith, K., & West, T. (2009). <i>Price incentives and consumer payment behaviour</i> . Retrieved from the Reserve Bank of Australia website: http://www.rba.gov.au/PublicationsAndResearch/RDP/RDP2009-04.html |
| | Web document – author or sponsor given but not dated | The Commonwealth Scientific and Industrial Research Organisation (CSIRO) is designing several energy-efficient electric machines to reduce greenhouse gas | Commonwealth Scientific and Industrial Research Organisation. (n.d.). <i>Reducing Australia's greenhouse emissions factsheet</i> . Retrieved from http://www.csiro.au/resources/ps282.html |

| CATEGORY | | IN-TEXT REFERENCE | REFERENCE LIST |
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| | | emissions (CSIRO, n.d.). | |
| | <p>Web page with no page numbers <i>Include in in-text references:</i> -If directly quoting, a paragraph number with the abbreviation 'para' (count paragraphs if numbers are not visible)OR-A section heading and paragraph number (e.g. Introduction, para. 3). A long section heading may be shortened and enclosed in double quotation marks. Note: Because Web pages can be updated, you must include the date on which you accessed the source.</p> | <p>Usually the author or creator of a work is the copyright owner (University of Sydney, 2010). When directly quoting a section of a webpage, you will need to include more information: (University of Sydney, 2010, "Who owns copyright?", para. 1).Note: The heading of the section was "Who owns copyright?"</p> | <p>University of Sydney. (2010). <i>Guide to copyright</i>. Retrieved March 21, 2011, from http://sydney.edu.au/copyright/students/coursework.shtml#who</p> |
| Web source – no author or sponsor given | <p>When there is no author for a source you find on the Web (whether it be a Web document or a Web page), the title moves to the first position of the reference entry. If the title is long, use an abbreviated version of it for in-text citations. Insert double quotation marks around the title Note: If you were citing the title of a book, periodical, brochure or report, you would use italics rather than double quotation marks.</p> | <p>This vaccine is 6 times more efficient than vaccines previously used to immunise against the condition ("New child vaccine", 2001).</p> | <p>New child vaccine gets funding boost. (2001). Retrieved April 16, 2012, from http://news.ninemsn.com.au/health/story_13178.asp</p> |

(f) **Other regulations**

i. *Units of measurement*

- a) Use SI (System International) units.
- b) Spell out the units unless they are preceded by numbers.
- c) Note that abbreviations for units are the same in singular and plural forms e.g.. Write kg not kgs.
- d) Express rates or amount per units in the form 50 kg/ha or 50 kg N/ha or 50 kg ha⁻¹. Do not write 50 kg/ ha N.

ii. *Numbers*

- a) In numbers with four digits on either side of the decimal point, run digits together, e.g. 1000; 8285; 0.3284
- b) In numbers with more than four digits, leave a space (not a comma) between each group of three digits on either side of the decimal point e.g. 1 262 843; 256 421; 10 000; 0.032.
- c) In columns of numbers (e.g. in tables) containing four or more than four digits, group the digits into three as follows:
- d) 28 032
 - i. 1 422
 - ii. 862
 - iii. For the decimal point, use a full stop, not a comma, e.g. write 0.2 not 0, 2.
 - iv. For numbers below unity, precede the decimal point with a zero, e.g. 0.62 not .62.

- v. Spell out numbers from zero to nine, but use figure for higher numbers, e.g. six plots, 10 plots.
- vi. In a series of three or more numbers, use figures irrespective of magnitude, e.g. 'In trials with 6 cultivars in Zambia, 4 in Malawi and 8 in Mozambique.....'
- vii. Use figures whenever a number is followed by a unit of measurement and for days, years, dates, page numbers, classes etc., e.g. 5 kg, 2 g, 3 days, 1 year, 6th January, page 13, type 7, etc.
- viii. Spell out numbers that occur at the beginning of sentences.
- ix. Express fractions as decimals, though percentages and simple fractions can still be used.
- x. For simple fractions use the form one-quarter, two-thirds, not 1/4, 2/3 etc.
- xi. Where possible, avoid large figures ending in several zeros. Either spell them out or use an exponential for part of the number; e.g. for 1,600,000 write 1.6 million or 1.6×10^6 .

iii. *Percentages*

Use the % symbol only with figures, e.g. 62% but spell out the words percent or percentage when they occur without figures.

iv. *Time*

Use the 24-h clock, e.g. 07:30 h, 23:45 h, etc

v. *Date*

Use the form 22 January, not 22nd January, January 22 or January 22nd

vi. *Year*

- Write in the 1990s not in the 1990's
For two calendar years write 2001-02, not 2001 02, 2001-2 or 2001- 2002.
- a) For single non calendar years, i.e. parts of two years or seasons that extended over two years, write 2001/02 not 2001 2, 2001-02 or 2001-2002.
- b) For two non- calendar years, write 2000/01- 2001/02.

vii. *Local terms*

If local or unfamiliar terms are used, e.g. for plant or animal species, food products, etc give the scientific names in italics or a description when terms are first used.

viii. *Abbreviations/Acronyms*

- a. Where it is wished to use abbreviations/Acronyms of organizations, technical terms etc., spell them out in full the first time they occur, followed by the abbreviation/acronym in brackets, e.g. Open University of Tanzania (OUT). Thereafter use the abbreviation only. Never begin a sentence with an abbreviation even if it has been spelled out in full already.
- b. It is usual to omit full stops, e.g. write USA, not U.S.A., PhD not Ph.D., FAO not F.A.O.
- c. It is not expected that all the research work completed by the candidate will find room in the thesis/dissertation. Usually the candidate will have collected more data than what he/she had anticipated. Part of his/her Doctoral or Master's training is to be able to select what should go into thesis/dissertation, and what should be left out. In recognition of this important aspect of training, it is important to set maximum lengths for Master's and Ph.D. dissertations/thesis.

At The Open University of Tanzania the upper limit length for the dissertations/thesis should be as follows:

- a. Master's dissertations: 200 pages with a tolerance of 10% above this limit, i.e. up to 20 extra pages, appendices and footnotes included.
- b. Master's thesis: 300 pages, with a tolerance of 10% above this limit, i.e. up to 30 extra pages, appendices and footnotes included.
- c. Ph.D. thesis: 500 pages with a tolerance of 10% above this limit i.e. up to 50 extra pages, appendices and footnotes included.
 - Under very special circumstances, limits exceeding those set above may be allowed, if approved by Postgraduate Studies Committee and Senate, with reasons for exceeding the limits clearly stated.

2. INITIAL SUBMISSION

The initial copies of the thesis or dissertation (4 copies for Master's candidates and 6 for Ph.D.'s) submitted for examination, should be in loosely bound form. Students are required to append plagiarism report generated from the Turn it in software together with the research clearance letter at the end of the dissertation/Thesis. For PhD and Masters by Thesis are also required to append the published papers at the end of their thesis.

3. FINAL SUBMISSION

- a. After satisfactorily completing all the corrections recommended by examiners under the guidance of the supervisor, the candidates **MUST** submit one loose bound copy to the Coordinator of Postgraduate Studies for checking the quality of the document and compliance to OUT regulations before sending it for hard binding.

Candidates shall submit four and four copies (in case of Masters by coursework and Masters by Thesis and PhD candidates, respectively) of fully hard bound dissertations/Theses to the secretariat, Postgraduate Studies Committee. Each copy shall be bound black.

- b. The spine shall be embossed in gold, bearing:
- i. The surname and initials of the candidate.
 - ii. the degree for which the thesis/dissertation has been submitted, and
 - iii. The year of degree award.
- c. The writing on the spine shall read from the bottom to the top.
- d. The front cover of the bound volume shall be printed in gold letters. The content printed on the front cover shall be the same as the title page.
- e. All submissions (dissertation & Thesis) should be accompanied by an error free letter signed by the supervisor, 1 CD ROM contains a soft copy of dissertation/thesis (PDF format). The CD has to be printed candidates full name, Registration number, program, and year.

4. In case of a need for further clarification or additional advice on preparation of dissertations/theses, candidates should consult the Director of Postgraduate Studies, The Open University of Tanzania