

1.16 Text

A thesis must be divided into chapters. A title must be given and it should reflect its content. A new chapter must begin on a new page. A chapter must be divided into sections. These sections must be given appropriate titles and numbered.

Texts must be written in paragraphs. Long paragraphs should be avoided. Each paragraph must describe an issue or subject. There must be continuity between paragraphs.

The text should contain:

- (i) an introduction and background on the study or research;
- (ii) a detailed description of the study or research which include theories, models, and materials and methods used;
- (iii) the data collection and analysis techniques.
- (iv) the main results and discussions; and
- (iv) the conclusions and significance of the findings.

1.16.1 Citation in the Text

Citation is a means of formally recognizing within the text, the resources from which the information or idea were obtained. The purpose is to acknowledge the work of others, to demonstrate the body of knowledge in which the work is based on and to lead others for further information. Citation in the texts must be written according to any one of the styles described in Chapter 3.

1.16.2 Quotations in the Text

A quotation must be written in a separate paragraph. If the quotation is in a different language, it must be written in *italic*. Example of writing a quotation is shown in Appendix P.

1.16.3 Tables in the Text

All tables must be numbered using Arabic numeric. A caption should be