

GUIDELINES ON ACADEMIC WRITING AT THE UNIVERSITY OF RWANDA



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1.0 Introduction

The University of Rwanda Library Services seeks to establish guidelines for all scholarly writing at the University of Rwanda. The purpose of the guidelines is to establish a framework for consistency in formatting, referencing and submission of all scholarly works, including assignments, papers, dissertations and theses generated at UR.

2.0 Formatting guidelines

Table 1 summarizes specifications for formatting of scholarly works, including line spacing, font size, heading levels and numbering, as well as word count.

Table 1: Guidelines on key formatting requirements at UR

Item	Specifications
Font type and size	Times New Roman, 12 points
Line Spacing	15 line spacing
Heading and levels	Headings shall be used to indicate the hierarchical structure of the text three (3) levels - including chapter headings as first level shall be used.
Heading Numbering	The numbering format below shall be adopted: 1 Heading1 11 Heading2 111 Heading3
Margins	All writers shall adopt the following formatting standards for the margins: Top 18cm Bottom 18cm Left 15cm Right 15cm Gutter 25cm
Word Count (limit)	A PhD thesis shall not exceed 100,000 words of text (including appendices and additional material).
(#)	A Masters dissertation shall not exceed 40,000 words (including appendices and additional material).
	A Candidate shall obtain permission from the Director of the UR Centre for Postgraduate Studies if they want to submit a thesis greater than these word limits.
Captions for Tables and Figures	The caption on tables shall be on top of the table while that of figures shall be at the bottom of the figure.



Pagination	Every page in the document, including those with tables and figures, shall be counted.
	Lower case roman numerals shall be used for the preliminary pages (eg abstract, i) while Arabic numbers shall be used for the text. The text (or body) of the thesis/dissertation shall begin on page 1. The title page shall not show a page number, although shall actually be page one (1).
	Each chapter shall begin on a new page. The same applies to each element in the preliminary pages (eg abstract, list of tables, acknowledgments, the references section and the appendix).

2.1 Preliminary pages requirements

Preliminary pages (all the pages in front of the main text of the thesis /dissertation) shall be numbered with lower case roman numerals. The elements to be included in preliminary pages are:

- Title page
- Declaration page
- Dedication
- Acknowledgments
- Abstract
- Table of contents
- Lists of figures, abbreviations, maps, tables or multimedia items (each a separate list)

Detailed guidelines on the elements of the preliminary pages are given below:

2.1.1 Title Page

All students shall type the title of the thesis / dissertation using capital letters throughout. Masters candidates shall use "Dissertation" and doctoral candidates shall use "Thesis," on the title page. Candidates shall use their name as it appears on their student record in the Registrar's Office.

An example of a typical title page is given below:

An example of the Title page

- i. Title: XXXXXXXXXXX
- ii. (total number of volumes, if more than 1 and the number of the particular volume)
- iii. Full name of Author XXXXXX XXXXXX
- iv. Qualifications Submitted in fulfillment of the requirements of the Degree of XXX School of XXX, College of XXX University of Rwanda
- v. Date: Month XXXXX and year of degree conferral XXXXX

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2.1.2 Declaration Page

Candidates shall make statement confirming that the work presented is a result of their own work as follows:

I declare that this thesis/dissertation is the result of my own work and has not been submitted for any other degree at the University of Rwanda or any other institution.

Declaration on the use of the anti-plagiarism checker[Use Senate Approved version:]

Printed Name:		
Signature:		

Declaration from the Main Supervisor that She/he are approving submission of the thesis/dissertation for examination

2.1.3 Abstract

The abstract shall be a synopsis that informs prospective readers about the content of the thesis / dissertation, including a brief description of nature and scope of work undertaken, the procedures or methods employed, the results as well as conclusions and recommendations. The abstract shall not exceed two2) pages.

2.1.4 The Table of Contents

Candidates shall provide a detailed table of contents that will serve as a useful guide for the reader.

This is particularly important since there no index in a thesis/dissertation.

Candidates shall ensure that the headings listed in the table of contents match word-for-word with the headings in the text. The page numbers indicated in the table of contents shall also correspond with those in the text.

2.1.5 List of Figures and List of Tables

Candidates shall include a list of figures (illustrations) and a list of tables, and use a separate page for each list. The list shall include the caption and page number of every figure and table in the thesis/dissertation.

2.16. Acknowledgments

Where applicable, candidates shall include an acknowledgments page to express their professional and personal indebtedness, including permission to use copyrighted material as well as grants and other forms of support received during the course of writing the piece of work.

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2.1.7 Dedication

Where applicable candidates shall dedicate their work to a particular individual or entity. Please refer to appendix 5 for more details on the cover page and preliminary pages

3.0 Referencing guidelines

Referencing, particularly in-text citation is used to acknowledge other people's work, including an, exact, words, art work, a diagram, an image or a table that is used to create your own work. Referencing exhibits respect for other people's intellectual rights and avoids plagiarism. It also enables the reader to follow up work of other authors and creators referred to in the piece of work.

3.1 When to not reference

Referencing may not be required when one is:

- i. Writing about his/her own observations or experiment results (for example, a report on a field trip);
- ii. Writing about his/her own experiences (for example, a reflective journal);
- iii. Writing his or her own thoughts, comments or conclusions in an assignment;
- iv. Evaluating or offering his or her own analysis;
- v. Using common knowledge (facts that can be found in numerous places and are likely to be known by a lot of people) or folklore. Common knowledge refers to information that the average, educated reader would accept as reliable without having to look it up. This includes information that most people know, such as Barack Obama was the first American of mixed race to be elected president or information shared by a cultural or national group, such as the names of famous heroes or events in the nation's history that are remembered and celebrated; and
- vi. Using generally accepted facts or information.

3.2 Referencing styles adopted by the University of Rwanda

The commonest referencing styles include the footnote style, the numbered style and the author-date style. The adopted referencing style at the University of Rwanda shall be the numbered style and author-date style. The author date style used at UR is the American Psychological Association(APA), while the numbered styles adopted are the Institute of Electrical and Electronics Engineers (IEEE) and Vancouver. Table 2 below highlights the referencing styles to be adopted by various disciplines as represented by Colleges at UR.

Table 2: Referencing styles and to be adopted at UR

Name and abbreviation	Abbreviation	Discipline that mostly	Application of the
of the Referencing style		uses the Referencing	Referencing style
		style	at UR

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American Psychological Association	APA	Mostly used in behavioral and Social Sciences	CBE, CASS, CE
Institute of Electrical and Electronics Engineers	IEEE	Mostly used in the field of Engineering and Technology	CST
Vancouver	-	Mostly used in the field of Medicine	CMHS

The University of Rwanda Library Services offers training on using Mendeley to automatically work with any desired referencing style.

Details about APA, IEEE and Vancouver referencing styles are discussed below:

3.2.1 Guide to American Psychological Association (APA) referencing style

The APA style is an author date style widely used when writing natural or social sciences research, including Physiology, Linguistics, Sociology, Economics, Criminology and Business. The guide to APA provided here mainly focuses on in-text citation and the reference list. Selected examples are also provided. More details on the style are available in Appendix 1 and the reference sources provided.

3.2.1.1 In-text Citation with APA

The APA style in-text citations consist of three elements: the author's last name, the work's date of publication and the page number in case of a citation to a direct quotation.

Guidelines on APA style in-text citation are presented below:

One author

Give the author's name and the year of publication. If the author's name is stated in the sentence, always place the year in parentheses immediately after the name

Clark's (1998) study shows that

Two authors

Give both names separated by the word *and* when including the names in the text of a sentence. For example:

Flannigan and McBride (2001) state the results.

For citations in parentheses use an ampersand (&). For example: (Flannigan & McBride, 2001).

Three-five authors

Give all the authors names for the first in-text citation, then use et al for subsequent citations.

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FIRST citation: Sawyer, Jimmerson, Bradley, Connors, and Ramirez (2010).

SUBSEQUENT citations: Sawyer et al (2010)

OR

FIRST citation: (Sawyer, Jimmerson, Bradley, Connors, & Ramirez, 2010)

SUBSEQUENT citations: (Sawyer et al, 2010).

Six or more authors

Give only the first author's name followed by et al (not in italics) and the year for all intext citations

Martinez et al (1990) describe

(Martinez et al, 1990)

If the first author's name and the years of publications are the same for several references, include enough additional co-author names to eliminate ambiguity. Include a comma after the last name.

(Martinez, Fuentes, et al, 1990)

(Martinez, Aguilar, et al, 1990)

Multiple works by the same author

For works published in the same year by the same author, add alphabetic designators to the year in both the in-text reference and reference list as follows:

(Anderson, 1997a, 1997b)

For works published in different years by the same author, place years in chronological sequence separated by commas as follows:

(McBride, 2003, 2007)

Authors with the same surname

When authors of two (2) works published in the same year have the same surname, include the initials of the author in the in-text citation and separate the names by a semicolon and space. When using initials in the text of a sentence **do not invert** the first name. For example:

J Dawson (1986) and T Dawson (1986) accept the

(Dawson, J, 1986; Dawson, T, 1986)



Organizations as authors

If an organizational author is referenced only once or twice in a document, the full organizational name is acceptable. Shortened form can be used in the in-text reference if the organization has a familiar abbreviation. When using an abbreviated name for an organization, spell out the full name the first time referenced and give the abbreviation.

FIRST citation: National Library of Medicine (NLM, 2005)

NLM (2005) stated that

OR

FIRST citation: (National Library of Medicine [NLM], 2005)

(NLM, 2005)

Works without authors

Begin the in-text citation with the first word or first few words of the title, followed by a comma (a lengthy title may be shortened). Titles of an article, chapter or web page should be placed in double quotation marks. Titles of a periodical, book, report, or brochure should be italicized.

ARTICLE title ("A New Deal," 2003)

BOOK title (The Open Box, 1823)

LONG book title (Handbook of Geriatric, 2000)

Reference: Handbook of geriatric drug therapy (2000) Springhouse, PA: Springhouse

Works with Anonymous listed as author

When a title lists the author of a work as Anonymous give the word Anonymous as the author's name in-text and in the reference list. Do not use the term Anonymous for works without authors listed.

Anonymous (1983) said

(Anonymous, 1983)

Table 3: Examples of APA In-text citation

Type of Citation	n First Citation in Text	Citations in	Format, First Citation in Text	
1 work by author	1 Harris (2003)	Harris (2003)	(Harris, 2003)	(Harris, 2003)
1 work by authors	2 Harris and Ramirez (2011)	A CONTRACTOR OF THE CONTRACTOR		(Harris & Ramirez, 2011)
1 work by authors	3 Peet, Young, and Collins (1988)		(Peet, Young, & Collins, 1988)	(Peet et al, 1988)



1 work by authors	4 Peet, Young, Collins, and Darcy (2008)		(Peet, Collins, Young, & Darcy, 2008)	the second of th
1 work by authors	Peet, Collins, Young, Darcy, and McHugh (2002)		(Peet, Collins, Young, Darcy, & McHugh 2002)	
1 work by 6 of more authors	or Hughes et al (2009)	Hughes et al (2009)	(Hughes et al, 2009)	(Hughes et al, 2009)
Groups (readilidentified through abbreviations) a	National Oceanic and Atmospheric Administration s(NOAA, 1997)	The state of the s	(National Oceanic and Atmospheric Administration [NOAA], 1997)	Section of the sectio
	o Stanford s University (2010)	Stanford University (2010)	(Stanford University, 2010)	(Stanford University, 2010)

Source: American Psychological Association (2009) Crediting sources: Citing references in text *Publication manual of the American psychological association* (6th ed, p 177)

Works without dates

Place the abbreviation nd (for no date) in place of the year for in-text citations and the reference list as follows:

Brigmeyer (nd) associates

(Brigmeyer, nd)

Works without Pagination (when using a direct quote)

Use the abbreviation para to indicate a numbered paragraph rather than a page number:

Horowitz (2011) says, "those who" (para 3)

He says, "those who" (Horowitz, 2011, para 3)

OR

When no page numbers or paragraph numbers are present, use a heading title and the number of the paragraph after the heading:

Kona (2010) says of George Carlin's humor that, "comedy is a disguise for unmasking other faces" ("The Carlinesque in George Carlin," para 2)

The author likens George Carlin's humor to "a disguise for unmasking other faces" (Kona, 2010, "The Carlinesque of George Carlin," para 2)



Personal communications

Personal communications (interviews, e-mail correspondence, lectures, etc) should be used sparingly. When citing personal communications only cite this material in text, do not include personal communication citations in the reference list. They are excluded from the reference list because this is unrecoverable data. Give the name of the speaker and the exact date as follows:

A M Raulson (personal communication, January 28, 2007) says

(T J Mavin, personal communication, April 15, 2009)

Citation of a work discussed in a secondary source

A primary source can be an article or book that you have read and used to cite in your work. In some cases you might wish to use a citation from that work. This is called a secondary source. You should always try to consult the original source. However, if you cannot, you should cite the source in the text, and refer to the sources you actually read. In the reference section, include only the source that you actually consulted.

Suppose you read a paper by Borst (1997) and in that paper he refers to a paper by Weisenmiller (1996).

If you DID NOT actually read Weisenmiller (1996) yourself, then in the text, should appear as follows:

Weisenmiller (as cited in Borst, 1997) recommends working in the computer industry. In the reference section, you would include a reference for Borst (1997), but NOT for Weisenmiller (1996).

Handling Quoted Material

Direct quotes should be used sparingly in any research paper. Use direct quotes to emphasize a particularly original turn of phrase or when technical lingo does not allow for proper rephrasing. When directly quoting, enclose the entire quote in quotation marks, copy the original wording exactly, and provide a page/line/paragraph number (when available)

Moffett (2010) goes into great detail about the predatory and army-like nature of a colony of ants ensnaring its meal, "the more the worm or grasshopper struggles, the more the masses converge on it all the little ant jaws hold their prey taut" (p39).

Long or block quotations are direct quotations that contain 40 words or more. When quoting more than 40 words, do not use quotation marks; instead, set off the direct quote starting it on a new line and indenting a half inch or ten spaces from the left margin.

The authors categorize chronic neck pain,



when symptoms are present for 3 or more months, with either recurrent (multiple episodes separated by periods of recovery) or persistent (no periods of recovery) pain Strong evidence suggests that .biomechanical factors, including repetitive movements, prolonged computer use, and poor workstation design, are associated with the development of neck pain (Bruflat, Balter, McGuire, Fethk, & Maluf,2012, p 1349)

Reference page

The Reference page (s) begins on a new page. The references should be listed in alphabetical order. For two or more references with the same author, list first whichever one has the earliest publication year, and single author citations precede multiple author citations. If there is NO Author, the title moves to the author position, and the entry is alphabetized by the first significant word of the title. Selected examples of the reference list of selected resource materials are provided below. Refer to Apendix1 and the reference sources provided for more details on formatting and referencing using the APA style.

One Author from a Database or Electronic Resource

Author, initial, or eds (Date of publication) Title city of publication: publisher Retrieved, from database name or website URL or DOI (digital object identifier) [702, p202]

For example: Rozakis, L (1999) Schuam's quick guide to writing great research papers

New York: Hungry Minds Retrieved from netLibrary

Magazine Journal from a Database or Electronic Resource:

Author, initial or eds (Date of publication) Title of article Title of Journal, volume (issue) Pages DOI: xxxxxxx (if no DOI then use URL[701, p 198-199]

For example: Laanan, FS (2003) Degree aspirations of two year college students

Community College Journal of Research Practices, 27(6), 495-519 DOI

101025/15984256

Newspaper from a Database or Electronic Resource:

Author, if given, (Date of publication) Title of article Title of Newspaper, pages Retrieved from website URL or DOI [701, p200]

For example Kalilta SM (2004, April 18) Schools use software to identify plagiarism

Washington Post, p A4 Retrieved from http://wwwwashingtonpostcom

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Article or Chapter in an Edited Book / Reprinted Material, Database or Electronic Resource:

Article or chapter author, (date of publication) article or chapter title In editors (Eds), Book, (book, article, or chapter page numbers) City of publication: Publisher Retrieved form website URL or DOI [702, pp 202-205]

For example: McGowan, I (1991) Persuasion: Overview In DL Kirkpatrick (Eds),

Reference Guide to English Literature, 2nd Ed (pp 54-56) New York: St James Press

Retrieved from http://wwwGalenetorg

Websites:

Authors using and citing Internet sources should observe the following guidelines:

Direct readers as closely as possible to the information being cited, wherever possible direct to a specific page rather than home or menu pages. Provide addresses that work. Include where available, author, or host site document title or description, a date (of publication, update). Include date when the website was last visited. Retrieved from URL or DOI [701-702, pp198-205]

Purdue University Writing Lab (2004) Avoiding Plagiarism Adapted from JE Aaron (Ed) Little Brown Essential Handbook for Writers New York: Harper Collins Retrieved from http://owlenglishpurdueedu/handouts/research/r_plagiarhtml

3.2.2 Guide to IEEE Referencing Style

The IEEE style is a numbered referencing style, where citations are numbered [1] in the order of appearance. The citation leads the reader to a full reference to the source in the list of references at the end of your work. Each citation number should be enclosed in square brackets on the same line as the text, before any punctuation, with a space before the bracket [2] Once a source has been cited, the same number is re-used for all subsequent citations to the same source.

3.2.2.1 IEEE style in-text citation

Please see the examples below for in-text citation in IEEE: as shown by Smith [4],

Several recent studies [3, 4, 15, 16] have suggested that The example above may also be formatted as: Several recent studies [3], [4], [15], [16] have suggested that

Where material is directly quoted or you refer to a specific part of the source, such as a detail difficult to find, give page numbers within the square brackets, for example [1, p 3].

3.2.2.2 Reference page

The sources cited in a text are presented in a section headed References, in numeric order. The reference list should allow anyone reading the work to identify and find the material that has been referred to. In IEEE style the reference list should be formatted in the following way:

- i. Align references left
- ii. Single space each entry
- iii. Double space between every new entry
- iv. Place number of entry at left margin, enclose in square brackets
- v. Indent text of entries

3.2.2.3 A typical reference page in IEEE:

- [1] G O Young, "Synthetic structure of industrial plastics," in Plastics, vol 3, Polymers of Hexadromicon, JPeters, Ed, 2nd ed New York, NY, USA: McGraw-Hill, 1964, pp 15-64 [Online] Available:http://wwwbookrefcom
- [2] The Founders' Constitution, Philip B Kurland and Ralph Lerner, eds, Chicago, IL, USA: Univ ChicagoPress, 1987 [Online] Available: http://press-pubsuchicagoedu/founders/
- [3] The Terahertz Wave eBook ZOmega Terahertz Corp, 2014 [Online] Available: http://dlzthzcom/eBook/zomega_ebook_pdf_1206_srpdf,Accessed on: May 19, 2014

Table 4 in appendix 2 provides a summary of the guidelines for using IEEE for various categories of information resources. Please refer to the IEEE Manual at http://ieeeauthorcenterieeeorg/create-your-ieee-article/create-the-text-of-your-article/ieee-editorial-style-manual-2017/ for specific rules

Please note that reference management software such as Refworks, Mendeley, Endnote is available to help you format your references automatically and correctly.

3.2.3 Vancouver Referencing Style

Vancouver is a widely used numbered referencing style in medical writing. The Vancouver citation style is a numbered referencing style, whereby the authorship is acknowledged using a number to represent the reference, which the reader can find under the corresponding number in the reference list. This number is static, meaning that the same number is used every time you wish to cite a particular reference at any point in your document.



3.2.3.1 Vancouver Referencing Style In-text citations

Numbering should be consecutive (1, 2,3, 4) throughout the chapter or paper. Either square [] or curved brackets () can be used as long as it is consistent or super scripts can be used instead of brackets For example:

The history of educational innovations is far from encouraging [3] The history of educational innovations is far from encouraging ³

Within a sentence, citations should be placed before commas, semi-colons or colons For example:

The history of educational innovations is far from encouraging[3];nevertheless, some advances have been made.

If the author's surname is included in the text it should be followed immediately by the reference number in the brackets For example: Henman[1]states that

If the citation contains more than one work, then the reference numbers should appear within one set of brackets, separated by commas: ... our social history[2,5].

If the citation is a **direct quote**, the page number or range of numbers must be given, (note no punctuation):

Swales[2p42] points out that 'the propensity for *early* categorization can lead to failure'. Wilson[5pp30-33]states that 'university employees should be valued for their contribution to society'.

3.2.3.2 Vancouver Referencing list of references

Details such as numbering, punctuation, abbreviations (particularly with journal titles) and use of capitals are provided in the following basic examples:

Basic format for a book (1 to 6 authors)

Author AA Title of book Number of edition [if not first] Place of Publication: Publisher; Year of publication and Pagination.

Carlson BM Human embryology and developmental biology 4th ed St Louis: Mosby; 2009 541 p

Basic format for a journal article

Author AA, Author BB, Author CC, Author DD, Author EE, Author FF Title of article Abbreviated title of journal Date of publication YYYY Mon DD; volume number (issue number):page numbers

Petitti DB, Crooks VC, Buckwalter JG, Chiu V Blood pressure levels before dementia Arch Neurol 2005 Jan;62(1):112-6



More than 6 authors:

Hallal AH, Amortegui JD, Jeroukhimov IM, Casillas J, Schulman CI, Manning RJ, et al Magnetic resonance cholangiopancreatography accurately detects common bile duct stones in resolving gallstone pancreatitis J Am Coll Surg 2005 Jun;2000(6):869-75

Basic format for an electronic journal article

Author AA, Author BB, Author CC, Author DD, Author EE, Author FF Title of article Abbreviated title of Journal [Internet] Year of publication [cited YYYY Mon DD];volume number(issue number):page numbers Available from: URL DOI

Kanneganti P, Harris JD, Brophy RH, Carey JL, Lattermann C, Flanigan DC The effect of smoking on ligament and cartilage surgery in the knee: a systematic review Am J Sports Med [Internet] 2012 Dec [cited 2013 Feb 19];40(12):2872-8 Available from:http://ajssagepubcom/content/40/12/2872doi: 101177/0363546512458223E

E-Book from a Library-subscribed database

Author Title of book [Internet] Place of publication: Publisher; Year of publication [cited Year Month Day] Available from:

Wagner, HN Brain imaging: the chemistry of mental activity [Internet] London: Springer London; 2009 [cited 2012 Aug 24] Available from: Springer eBooks.

Online resource (if author's name is not available)

Author/organization's name Title of the page [Internet] Place of publication: Publisher's name; Date or year of publication [updated YYYY Mon DD; cited YYYY Mon DD]. Available from: URL

Diabetes Australia Diabetes globally [Internet] Canberra ACT: Diabetes Australia; 2012 [updated 2012 June 15; cited 2012 Nov 5] Available from: http://www.diabetes.australiacomau/en/Understanding-Diabetes/Diabetes-Globally

3233 Example reference list

- 1 Henman PM welfare form Aust J Soc Issues 2002;(1):71-4
- 2 Palmer GR, Short SD Health care and public policy :an Australian analysis SouthYarra, Vic: Macmillan; 2000

3234 Key points to noted about the Vancouver style:

- i. Each superscript citation numeral refers to a single source, and thus several superscript numerals may appear together at one point in the text;
- ii. Citation numerals are linked to sources listed in numerical order in a Reference List at the end of the work;
- iii. The Reference List includes only bibliographic sources, not explanatory notes;
- iv. Titles of books and articles are given minimal capitalization;
- v. Book and journal titles are not italicized;
- vi. Journal titles are abbreviated;
- vii. Titles of journal articles are not placed in quotation marks;

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- viii. Authors' initials follow the surname and are set without full stops or spaces Eg Smith AB; and
 - ix. All authors should be listed if there are six or fewer When there are seven or more authors, only the first six are listed and the expression 'et al' is added Eg Lodish HF, Berk A, Kaiser CA, Krieger M, Bretscher A, Ploegh H, et al

For citations that end with a URL: End with a full stop only if the URL ends with a slash, otherwise end with no punctuation

Further information referencing styles is available at UR library website: http://wwwlibraryuracrw/node/221

4.0 Submission guidelines

Electronic submission of final dissertations and theses to the University of Rwanda Digital repository shall commence July 2019 for Master's and Doctoral students.

All theses and dissertations shall be submitted in electronic format (PDF file only). All theses and dissertations shall be checked for plagiarism by use of Turnitin

5.0 Implementation

The University of Rwanda Library Services, the Centre for Language Enhancement and the Centre of Postgraduate Studies shall be responsible for certifying that scholarly works have been prepared in accordance with the regulations in this guide

6.0Bibliography

APA Style (2018) Frequently asked questions about APA style® Retrieved from http://wwwapastyleorg/learn/faqs/indexaspx(This site has quick answers that help to clarify frequent areas of confusion in APA style)

APA Style (2017, December 14) A Complete Resource for Writing and Publishing in the Social and Behavioral

Sciences Retrieved from http://www.apastyleorg (This site has quick answers on referencing and formatting in APA style)

American Psychological Association (2010) *Publication manual* (6th ed) Washington, DC: American Psychological Association

IEEE Author Center (2018) IEEE editorial style manual 2017 Retrieved from http://ieeeauthorcenterieeeorg/create-your-ieee-article/create-the-text-of-your-article/ieee-editorial-style-manual-2017/

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Monash University (2017 December) Demystifying citing and referencing Retrieved from http://monasheduau/library/skills/resources/tutorials/citing/

Monash University Library (June 2015) Quick reference guide Vancouver Citing & Referencing style Retrieval from: http://guideslibmonashedu/ldphp?content-id=14570618

University of Sydney (2013 June 24)Why is referencing important? Retrieved from https://studentunsweduau/why-referencing-important

Vancouver Reference Style Guide (8, August, 2009) Retrieval from: http://openjournalsnet/files/Ref/VANCOUVER%20Reference%20guidepdf



7.0 Appendices

The appendices 1-4 consist detailed guides of APA, IEEE and Vancouver referencing styles as well as Senate approved cover pages for Master's and Doctoral levels

7.1 Appendix 1: A Guide to American Psychological Association (APA) Referencing

Appendix 1 is a brief guide to the 368 -page Manual of the American Psychological Association published by the American Psychological Association

Table 4: Guide to	APAstyle (in-text ar	nd reference list examples)
Books (APA Man	ual, 6th edition, pp 20	02-205)
Resource	In-text citation	Reference list
Book, one Author	(Berg, 2007)	Berg, BL (2007) Qualitative research methods for the social sciences (6th ed)New York, NY: Pearson
Book, two authors	(Gamberg & Thompson, 1984)	Gamberg, H, & Thomson, A (1984) The illusion of prison reform: Corrections in Canada New York, NY: Peter Lang
Three to five authors	For the first mention of the work, use (Botvin, Brown, Green, & Black, 1984) and (Botvin et al, 1984) thereafter	Botvin, G J, Brown, E, Green, E M, & Black, A D (1984) Alcohol Misuse Oxford, England: OUP
Six or more authors	Only give the first name, et al: (First surname et al,date)	List all authors in the entry on the references page, following the same surname, initials pattern above
An entire edited book	(Burley & Harris, 2002)	Burley, J, & Harris, J (Eds) (2002) A companion to genetics Malden, MA: Blackwell
Chapter in edited collection	v v	Lawrence, J A, & Dodds, A E (2003) Goal-directed activities and life-span development In J Valsiner & K Connolly (Eds), <i>Handbook of developmental psychology</i> (pp 517-533) London, England: Sage Publications



eBook	(Ochs, 2004)	Ochs, S (2004) A history of nerve functions: From animal spirits to molecular mechanisms [ebrary Reader version] Retrieved from http://www.ebrary.com/corp/
Encyclopedia article	(Lindgren, 2001)	Lindgren, H C (2001) Stereotyping In Encyclopedia of psychology(Vol 4, pp 1617-1618) New York, NY: Wiley
Entry in online reference work	("Globalization", 2005)	Globalization (2005) In J Scott & G Marshall (Eds), A dictionary of sociology Retrieved from http://www.oxfordreferencecom
Journal, Magazir	ie, and Newspaper	Articles (APA Manual, pp 198-202)
Online journal article, continuous pagination, with DOI	(Rutherford, 2006, p 56)	Rutherford, B J (2006) Reading disability and hemispheric interaction on a lexical decision task Brain and Cognition, 60, 55-63 DOI:101016/jbandc200509013
Online journal article with No DOI: use URL of the journal home page	(Jayne & Yamano, 2003)	Jayne, T S, & Yamano, T, Weber,MT and al (2003) Smallholder income and land distribution in Africa: implications for poverty reduction strategies <i>Elsevier</i> , Volume 28, Issue 3, June 2003, pp 253-275 Retrieved from https://doiorg/101016/S0306-9192(03)00046-0
Magazine article, print	Adeyemi, K (2014, May)	Adeyemi, K (2014, May) You cannot take a fish out of water <i>The African report</i> , p 30
Magazine article, print	Adeyemi, K (2014, May)	Adeyemi, K (2014, May) You cannot take a fish out of water <i>The African report</i> , p 30
Magazine article, retrieved online	(Kuttner, 2003)	Kuttner, R (2003, September 8) The great American pension-fund robbery <i>Business Week, 24-26</i> Retrieved from http://wwwbusinessweekcom/
Printed newspaper article, discontinuous pages	(Wallace, 2007)	Wallace, K (2007, December 4) Passport applicant finds massive privacy breach <i>The Globe and Mail</i> , pp A1, A8
Newspaper article, retrieved online	(Cernetig, 2009)	Cernetig, M (2009, August 11) Opinion: Crafty Campbell knew the dangers of HST <i>The Vancouver Sun</i> Retrieved from http://www.vancouversun.com





Websites and We	b Documents (APA	Manual, pp 211-215)
Authored government online report or research	(Umugi wa Kigali, 2006)	Repubulika y'U Rwanda, Umujyi wa Kigali, Akarere ka Nyarugenge (2006) <i>Imihigo Report of Kigali city April – September 2006 retrieved from</i> : file:///C:/Users/LIBRARY/Downloads/IMIHIGO%20 Report%20Nyarugenge%20District%20Sep%202006 pdf
Government report online, no author	(Office of the Auditor General of Rwanda, 2015) and (OAGR, 2015)	Office of the Auditor General of Rwanda (2015) Annual report Report of the auditor general of state finances for the year ended 30 June 2015 Retrieved from: http://wwwoaggovrw/fileadmin/user_upload/Procure ment/Annual_Report_2015pdf
Map from an atlas	(Magocsi, 2003)	Magocsi, P R (2003) Population movements, 1944-1948 [map] 1:8 890 000 In P R Magocsi, <i>Historical atlas of central Europe</i> (Rev & ex ed) Seattle: University of Washington Press (p 53)
Map, online	(US Fish and Wildlife Services, 2009)	US Fish and Wildlife Service [cartographer] (2009) Cahaba River Natural Refuge [map] 1:24,000 Retrieved from http://permanentaccessgpo gov/lps109506/
Map, Google	(Google Maps, 2014)	Google Maps (2014) [Vancouver Island University] [Street map] Retrieved from https://mapsgoogleca/maps?q=Vancouver+Island+ University,+Fifth+Street,+Nanaimo,+BC&hl=en&sll=49178002,-123937012&sspn=0318245,0539017&oq
Website with no author or date	(Assembly of First Nations, nd)	Assembly of First Nations (nd) Retrieved from http://wwwafnca/indexphp/en
Page from website	(Shiva, 2006)	Shiva, V (2006, February) Bioethics: A third world issue Nativeweb Retrieved from http://www.nativeweborg/pages/lega l/shivahtml
Audiovisual including TV broadcasts, movies,	(Van Nuys, 2007)	Van Nuys, D (2007, December 17) Shrink rap radio [Audio podcast] Retrieved from http://www.shrinkrapradiocom/



podcasts, etc			
Conference	(Iyengar	&	Iyengar, S S, & DeVoe, S E (2003) Rethinking the
Proceedings (text)	DeVoe, 2003)		value of choice: Considering cultural mediators of intrinsic motivation In R Dienstbier (Ed), Nebraska Symposium on Motivation: Vol 49 Cross-cultural differences in perspectives on the self (pp 129-174) Lincoln: University of Nebraska Press





7.2 Appendix 2: Summary of IEEE Referencing Style

Table 5: EXAMPLES OF IEEE REFERENCING STYLES

Type of source	How to cite in text	How to list in the References or Bibliography		
Assignments		N N		
Assignment from Another Unit	[1]	[1] S F Reid, "The Importance of scientific method, "Unpublished manuscript, BSC100: Building Blocks for Science Students, Murdoch Univ, Murdoch, WA, Australia, 2016		
A-V Materials		=		
DVD	[2]	[2] I Holm, Narrator, and J Fullerton-Smith, Producer, How to Build a Human [DVD] London: BBC; 2002		
Radio Programme	[3]	[3] R Aedy, Interviewer, D Hector, Interviewee, and S Clark, Producer, "The future of engineering," The Buzz, 25 Sept, 2004 [Radio broadcast] Sydney: ABC Radio		
Sound Recording	[4]	[4] D Fisher, Writer, and T Baker, Presenter, Doctor Who and the Creature From the Pit [Sound recording] Bath, UK: BBC Audio books, 2009		
Television programme	[5]	[5] T Jones and P Williams, Reporters, BP releases report into Gulf of Mexico oil spill Late line, 8 Sept, 2010 [Television broadcast] Sydney: ABC1 Television		
Video Recording	[6]	[6] C Rogers, Writer and Director, <i>Grrls in IT</i> [Video recording] Bendigo, Vic : Video Education Australasia, 1999		
YouTube/Vimeo Video	[7]	[7] NRK "Medieval helpdesk with English subtitles," <i>YouTube</i> , Feb 26, 2007 [Video file] Available: http://www.youtubecom/watch?v=pQHX-SjgQvQ [Accessed: Jan 28, 2014]		
Book Chapters				

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19		
Chapter or Article in Edited Book	[8]	[8] A Rezi and M Allam, "Techniques in array processing by means of transformations, " in <i>Control and Dynamic Systems</i> , Vol 69, Multidemsional Systems, C T Leondes, Ed San Diego: Academic Press, 1995, pp 133-180
Article in an Encyclopaedia	[9]	[9] O B R Strimpel, "Computer graphics," in McGraw-Hill Encyclopedia of Science and Technology, 8th ed, Vol 4 New York: McGraw-Hill, 1997, pp 279-283
Books		
Book: Single Author	[10]	[10] W-K Chen, <i>Linear Networks and Systems</i> Belmont, CA: Wadsworth, 1993, pp 123-135
Book: Two or More Authors	[11]	[11]UJGelinas, Jr, SGSutton, and JFedorowicz, Business Processes and Information Technology Cincinnati: South-Western/Thomson Learning, 2004
Book: Organisation as Author	[12]	[12] World Bank, Information and Communication Technologies: A World Bank group strategy Washington, DC: World Bank, 2002
Book: Government Agency as Author	[13]	[13] Australia Attorney-General's Department, <i>Digital Agenda Review</i> , 4 Vols Canberra: Attorney-General's Department, 2003
Book: No Author	[14]	[14] The Oxford Dictionary of Computing, 5th ed Oxford: Oxford University Press, 2003
Book: Editor	[15]	[15] D Sarunyagate, Ed, <i>Lasers</i> New York: McGraw-Hill, 1996
Book: Different Editions	[16]	[16] K Schwalbe, Information Technology Project Management, 3rd ed Boston: Course Technology, 2004
Scientific/Techni cal Report	[17]	[17] K E Elliott and CM Greene, "A local adaptive protocol," Argonne National Laboratory, Argonne, France, Tech Rep 916-1010-BB, 1997
Conference Papers	3	
Conference	[18]	[18] L Liu and H Miao, "A specification based approach to



Paper in Print		testing polymorphic attributes," in Formal Met. Software Engineering: Proc of the 6th Int Conf. Engineering Methods, ICFEM 2004, Seattle, November 8-12, 2004, J Davies, W Schulte, M Berlin: Springer, 2004 pp 306-19	on Formal WA, USA,
Conference Paper from the Internet	[19]	[19] J Lach, "SBFS: Steganography based file system of the 2008 1st Int Conf on Information Technology 19-21 May 2008, Gdansk, Poland [Online] Availate Xplore, http://www.ieeeorg [Accessed: 10 Sept 2010]	, IT 2008,
Unpublished Conference Paper	[20]	[20] H A Nimr, "Defuzzification of the outputs controllers," presented at 5th Int Conf on Fuzzy Syst Cairo, Egypt 1996	
Conference Proceedings	[21]	[21] T J van Weert and R K Munro, Eds, Information Digital Society: Social, ethical and cognitive is. TC3/WG31&32 Open Confe on Social, Ethical and Issues of Informatics and ICT, July 22-26, 2002, Germany Boston: Kluwer Academic, 2003	sues: IFIP Cognitive
E-books	,		. 1
E-books	[22]	[22] L Bass, P Clements, and R Kazman, Software A in Practice, 2nd ed Reading, MA: Addison Wes [Online] Available: Safari e-book	
Chapter from an E-book	[23]	[23] D Kawecki, "Fuel preparation," in Combustion E Issues for Solid Fuel Systems, BG Miller and DA Ti Boston, MA: Academic Press, 2008, 199-24 Available: Referex	_
Article from an Electronic Encyclopedia	[24]	[24] G S Thompson and M P Harmer, "Nanosca composites," in <i>Encyclopedia of Materials: Sci Technology</i> , K H J Buschow, R W Cahn, M C Fl Ilschner, EJ Kramer, S Mahajan, and P Veys Amsterdam: Elsevier, 2001, pp 5927-5930 Available: ScienceDirect	ience and lemings, B

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E-journals		
Journal Article from a Full Text	[25]	[25] H Ayasso and A Mohammad-Djafari, "Joint NDT Image Restoration and Segmentation Using Gauss—Markov—Potts Prior Models and Variational Bayesian Computation," <i>IEEE Transactions on Image Processing</i> , vol 19, no 9, pp 2265-77, 2010 [Online] Available: IEEE Xplore, http://wwwieeeorg [Accessed Sept 10, 2010]
Internet Document	ts	
Electronic Document	[27]	[27] European Telecommunications Standards Institute, "Digital Video Broadcasting (DVB): Implementation guidelines for DVB terrestrial services; transmission aspects," European Telecommunications Standards Institute, ETSI TR-101-190, 1997 [Online] Available: http://www.etsiorg [Accessed: Aug 17, 1998]
Government Publication	[28]	[28] Rwanda The republic of Rwanda, Government annual report 2013-2014 Kigali: Office of the prime minister; 2008 [Online] Available: file:///C:/Users/LIBRARY/Downloads/Gove rnment%20Annual%20Report%20Financial%20Year%202013-2014pdf [Accessed: January 25, 2018]
Whole Internet Site	[29]	[29] J Geralds, "Sega Ends Production of Dreamcast," vn. 31, 2001 [Online] Available: http://nllvnunetcom/news/Sept 12, 2004]
Journal Articles	184. 184	
Journal Article in Print: Abbreviated titles	[30]	[30] G Liu, K Y Lee, and H F Jordan, "TDM and TWDM de Bruijn networks and shufflenets for optical communications," <i>IEEE Trans Comp</i> , vol 46, pp 695-701, June 1997
Journal Article in Print: Full titles	[31]	[31] J R Beveridge and E M Riseman, "How easy is mate using local search?" <i>IEEE Transactions on Intelligence</i> , vol 19, pp 564-579, June 1997
Newspaper Article	S	

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Newspaper Article in Print	[32]	[32] K Powell, "What can general mills do for Africa?," Africa,
Article in Finit		pp 17-18, Jan, 2012
Newspaper Article from the	[33]	[33] S Mega, "How a Nation Reconciles After Genocide Killed Nearly a Million People" The New York Times, April 25, 2017
Internet		[Online]Available: https://wwwnytimescom/2017/04/25/world/africa/rwandans- carry-on-side-by-side-two-decades-after- genocidehtml?rref=collection%2Ftimestopic%2FRwandan%20 Genocide&action=click&contentCollection=world®ion=stre am&module=stream_unit&version=latest&contentPlacement=5 &pgtype=collection[Accessed January 31, 2018]
Newspaper Article from a Full Text Database	[34]	[34]R J Barro, "Economic Growth in Cross section of Australian, the quarterly journal of economics, May 1st, Available: Google https://academicoupcom/qje/article/106/2/407/1905452 [Acc
Podcasts	L	
Podcast	[35]	[35] R Robertson, Speaker, Leadership at the Bottom of the EarthWhere No One Hears You Scream, 2010 Sir Walter Murdoch Lecture Murdoch (WA): Murdoch University; 2010 [Podcast] Available: https://lecturesmurdocheduau/lectopia/lectopialasso?ut=1369&i d=71101 [Accessed Aug 5, 2010]
Podcast Lecture from Lectopia	[36]	[36] D Hill, Speaker, Australian Media Representation of Asia In Australia in Asia (FDN110) Murdoch (WA): Murdoch University; Apr 4, 2012 [Podcast lecture] Available: https://lecturesmurdocheduau/lectopia/casterframelasso?fid=375 705&cnt=true&usr=S940025F&name=not-indicated [Accessed Jun 5, 2012]
Podcast Radio Programme	[37]	[37] S Gary, Presenter, "Black Hole Death Ray," StarStuff, Dec 23, 2007 Sydney: ABC News Radio [Podcast radio programme] Available: http://abcnetau/newsradio/podcast/STARSTUFFxml [Accessed Feb 4, 2008]
Podcast Television Programme	[38]	[38] W Brown and K Brodie, Presenters, and P George, Producer, "From Lake Baikal to the Halfway Mark, Yekaterinburg," <i>Peking to Paris: Episode 3</i> , Jun 4, 2007 Sydney: ABC Television [Podcast television programme] Available:





	N.	http://wwwabcnetau/tv/pekingtoparis/podcast/pekingtoparisxml [Accessed Feb 4, 2008]
Theses		
Unpublished Thesis	[40]	[40] F Niragire "Spatialmodeling of the relationship between HIV prevalence and determinants of child mortality in Rwanda," PhD dissertation, University of Rwanda, Kigali, 2017
Published Thesis	[41]	[41] M Lehmann, Data Access in Workflow Management Systems Berlin: Aka, 2006
Thesis from a Full Text Database	[42]	[42] EK Ahumuza, Rural electrification and nonfarm jobs creation in Rwanda Case study: Bugesera district Master's [Thesis] Kigali: University of Rwanda 2015 [Online] Available: http://druracrw/bitstream/handle/123456789/117/Ahumuza%20 Emmanuel%20Keitapdf?sequence=1&isAllowed=y



7.3 Appendix 3: Examples of Vancouver Referencing Style

Table 6: VANCOUVER REFERENCING STYLE

Reference type	In-text citation	Reference list
Website	The rehabilitation drugs are readily available [14]	14 International Narcotics Control Board (2002), viewed October 16 2004, http://www.incborg
Online journal	The study has shown that paediatric cardiac surgical mortality[22]	22 Aylin P, Bottle A, Jarman B, Elliott, P Paediatric cardiac surgical mortality in England after Bristol: descriptive analysis of hospital episode statistics 1991-2002 BMJ [serial on the Internet] 2004 Oct 9;[cited 2004 October 15]; 329:[about 10 screens] Available from: http://bmjbmjjournalscom/cgi/content/full/329/7470/825
Electronic database	The legal issues raised in allowing on-line editing are discussed in this article by Bloggs [3]	



7.4 Appendix 5: A guide to Masters and PhD Cover and preliminary pages

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The hard cover, Gray-cream colour, black letters



Dissertation Title



Student's Name		8	
College of			
School of			
Master of			
Year			
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TITLE PAGE

The	Title,	Name	and	Date	must	appear	on	the spir	ıe



Dissertation Title

Ву

Student's Name

Student Registration Number

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A dissertation submitted in partial fulfilm	ent of the requirements	for the degree	of
MASTER OF			
In the College of			,
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Supervisor. Italie			
	*		
Co-Supervisor: Name if applicable		•,	
Month and Year of submission			, I

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FIRST PAGE	
i	
The numbering of the pages immediately following the title page should be in smal as shown directly above with a line below	l roman numerals
Declaration	
I declare that this Dissertation contains my own work except where specifically acknowled has been passed through the anti-plagiarism system and found to be complian approved final version of the Thesis:	nowledged, and it t and this is the
Student Name and Number	
Signed	
Date	
Main Supervisors Name	
Signed	
Date	
SECOND PAGE	
ii	2
ACKNOWI EDGEMENTS	



THIRD PAGE	
iii	
ABSTRACT	
FOURTH PAGE	
iv	
KEY WORDS	
FIFTH PAGE	
v	
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TABLE OF CONTENTS NB: The Ethical Clearance letter must be included in the dissertation as the final app	pendix
NEW PAGE AFTER PAGES CONTAINING CONTENTS	
vii	
LIST OF TABLES	
NEW PAGE AFTER PAGES CONTAINING LIST OF TABLES	



viii

LIST OF FIGURES

COVER PAGE

(double spacing and centered)

TITLE OF THE THESIS

BY

AUTHOR'S NAME

UR-LOGO

Department of ...

School of ...

University of Rwanda

A thesis submitted in full/partial fulfillment to the University of Rwanda in accordance with the requirements for the Degree

of Doctor of ...

in the College of ...

by [full official author's name]

University of Rwanda

MONTH (in words) and year eg OCTOBER 2015



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Name and Signature of the student

The Thesis Committee for (official Name of author)

Name and Signature of Supervisor

Name and Signature of Co-Supervisor

Name and Signature of Co-supervisor



TITLE PAGE

Title of Thesis (Centered and Double-Spaced)

by

Full Official Name, Previous Academic Degrees (eg BSc, MSc);

Doctoral or PhD Thesis

Presented to the School of ... of the University of Rwanda in Full or Partial Fulfillment of the Degree of

Name of Degree

The University of Rwanda Month (eg July) Year (eg 2015)



ABSTRACT PAGE

Title of Thesis (Centered and Double-Spaced)

by

Full Official Name, (Official Abbreviation of Degree Sought)

The University of Rwanda, 2014

Indent and begin abstract here. The text must be either double-spaced or 15spaced Abstracts should be limited to 350 words There should be Keywords.



Deputy Vice Chancellor for Academic Affairs and Research