

UNIVERSITY OF IBADAN
THE POSTGRADUATE COLLEGE
<http://pgs.ui.edu.ng>

GUIDELINES FOR WRITING THESES AND DISSERTATIONS
AND
THE UNIVERSITY OF IBADAN MANUAL OF STYLE (UIMS)

REVISED EDITION 2023

TABLE OF CONTENTS

FOREWORD	i
ACKNOWLEDGEMENT	ii
TABLE OF CONTENTS	iii

SECTION 1 PRELIMINARIES AND CONTENT ARRANGEMENT

1.1. Flyleaf.....	1
1.2. Title page.....	1
1.3. Paper quality.....	1
1.4. Quality of illustrations.....	1
1.5. Photographs.....	1
1.6. Certification by supervisor (s).....	1
1.7. Dedication.....	1
1.8. Acknowledgements.....	2
1.9. Abstracts.....	2
1.10. Table of contents.....	2
1.11. List of tables/plates/figures including diagram.....	2
1.12. Abbreviations, glossary and definitions.....	2
1.13. General structure of theses and dissertations.....	2
1.14. List of references.....	3
1.15. Appendices.....	3
1.16. Deadline and procedure for the submission of passed theses/dissertations for graduation purposes.....	4

SECTION 2 POINTS TO NOTE IN PRESENTATION OF THESES AND DISSERTATIONS

2.1. Word processing and typescript.....	5
2.2. Pagination.....	5
2.3. Chapter titles and part numbers.....	5
2.4. Quotations, paragraphing and spacing.....	5
2.5. Fair and responsible quotation of other scholars' works.....	6
2.6. Footnotes and endnotes.....	6
2.7. Illustrations, figures, drawings and photographs.....	7
2.8. Information on illustrations, figures and caption copies.....	7
2.9. Spellings and punctuations.....	7
2.10. Special characters.....	8
2.11. Abbreviations.....	8
2.12. Binding.....	8

Section 3 THE UNIVERSITY OF IBADAN MANUAL OF STYLE (UIMS) FOR THESIS AND DISSERTATION WRITING

3.1. Introduction.....	9
3.2. Features of the University of Ibadan Manual of Style.....	9
3.3. Bibliographical referencing.....	10
3.3.1 Basic information on citation within the text.....	11
3.3.2 Basic information on citation listing.....	12
3.4. Guide for UIMS.....	14

3.4.1.	Special notes.....	14
3.4.2.	Book.....	14
3.4.3.	A work in an anthology.....	14
3.4.4.	Article in a journal.....	14
3.4.5.	Article from a magazine.....	15
3.5.	Citation samples.....	15
3.5.1.	Book.....	15
3.5.2.	Chapter in edited book (a).....	15
3.5.3.	Chapter in edited book (b).....	15
3.5.4.	Conference Proceedings.....	15
3.5.5.	A work in an anthology.....	15
3.5.6.	Article from a journal.....	15
3.5.7.	Article from a magazine.....	16
3.5.8.	Article from a newspaper.....	16
3.5.9.	Encyclopedia article.....	16
3.5.10.	Court cases.....	16
3.5.11.	Patent.....	17
3.5.12.	Unpublished theses and dissertations.....	17
3.5.13.	Other sources.....	17
3.6.	Electronic and internet sources.....	18
3.6.1.	Citation format and samples for UIMS (Electronic).....	19
3.6.2.	One author.....	20
3.6.3.	Two authors.....	20
3.6.4.	More than two authors in scholarly journal.....	20
3.6.5.	E-Journal article from the internet.....	20
3.6.6.	Daily newspaper article.....	21
3.6.7.	Organization/Government/Personal webpage.....	21
3.7.	Other points on UIMS (Electronic).....	21
3.8.	Citation format for film/video and audio.....	21
3.9.	Social media networks.....	21
SECTION 4 USEFUL REFERENCES TO CONSULT.....		22
SECTION 5 APPENDICES.....		23

FOREWORD

The first “Guidelines for writing Theses and Dissertation for Higher Degrees at the University of Ibadan” was published in 1981, followed by an attempt to review it in the 1995/96 session. The report of the review was submitted in the 1998/99 session but was never published. The existing document “*Guidelines for writing theses and dissertation and the University of Ibadan manual of style (UIMS)*” was approved by the Executive Committee and Board of the Postgraduate School in 2005 and was published in 2006 after the University Senate approval. It was an abridged version of a 77-page 2004 publication which emanated from a workshop on “*Guidelines for writing Ph.D. thesis*”.

The constantly evolving practices in different fields of studies, has made the review of the existing document essential. The guide is to ensure that postgraduate students are duly informed of regulations for submissions to the University of Ibadan without ambiguity. The first attempt at a review of the document was in 2015, but the report was unpublished due to unforeseen circumstances. The effort was resuscitated in 2023 to produce the current document.

This document is in three main sections. The first section details the preliminaries and content arrangement of a thesis and dissertation followed by the second section, on the presentation of academic essays. The third section is on the University of Ibadan Manual of Style (UIMS) which simplifies some standard style sheets and is approved for use by all students and scholars within the University of Ibadan System.

We expect that students and teachers and will adhere to the format stipulated herein for their academic writings and that supervisors and all examiners will be guided by it for student assessment.

A.S.O. Ogunjuyigbe

Provost,

The Postgraduate College

University of Ibadan

May 2023

ACKNOWLEDGMENTS

The immense contributions and hard work of the two committees that reviewed the existing 2006 “*Guidelines for Writing Theses and Projects and the University of Ibadan Manual of Style*” and the final production of the current one is gratefully acknowledged. The first committee convened by Professor A. Raji-Oyelade in 2015, with Professors O. M. Obono, O. G. Ademowo, Drs Oyeduntan A. Adediran, A. I. Alarape, K. I. N. Nwalo and Grace Ajuwon, worked extensively to review the 2006 document. They provided a template that had taken care of omissions in the peculiarities of different disciplines, while updating the document with recent developments in information and communication technology. Their work was reviewed by the various Sub-Dean Postgraduate of Faculties. The second committee chaired by Professor E. O. Ewuola had Drs Bukola O. Ochei, Adeola O. Olajide, Olutayo T. Omole and O. O. Ajide as members, with Mrs. Annah E. Omole as the secretary. They concluded the review started by the 2015 committee. Their work received additional submissions from Faculties and Departments in order to holistically capture all peculiarities in the current guidelines. Dr Grace A. Ajuwon and Professor Oyeduntan A. Adediran who served on both committees are appreciated for the continuity provided to both teams.

SECTION 1 PRELIMINARIES AND CONTENT ARRANGEMENTS

1.1. Flyleaf

The flyleaf shall be reserved for the official signature of the Secretary, Postgraduate College, testifying that the thesis/dissertation was accepted in partial fulfillment of the requirements for the degree in a particular faculty or college and on a particular date.

1.2. Title page

The first (unnumbered) page after the flyleaf shall bear the full title of the thesis or dissertation, the full name of the author in forename-surname order, the qualification of the author at the time of submission, the matriculation number, the degree for which the thesis or dissertation is submitted, and the month and year of submission of the work. Where the author is an external candidate, the full address of the institution where the work for the degree was done shall be given. The title of the thesis and the author's name as given on the title page, shall be reproduced in gold lettering on the front cover (see Appendices 1 and 2). All letters of the title and name of the authors should be capitalised.

1.3. Paper quality

The paper used for the five copies of the thesis or dissertation deposited with the Postgraduate College must be of good quality, not less than 80 grammes. Corrosive paper is unacceptable for the final copies and very strongly advised against. The size of paper in typescript should be A4 (approximately 21.0 cm x 29.7 cm), except for drawings and maps, on which no restriction is placed. A margin of 3.7 cm should be on the left hand side and 2.5 cm for other margins except the top of the first page of each new chapter, which should be 5.0 cm above the headings. Only one side of the paper should be used. Photocopies must be permanent. To test this, candidates are advised to run their fingers hard across the photocopy; if the fingers turn black or the copy smudges, the photocopying is not permanent and will not be accepted.

1.4. Quality of illustrations

Everything in a thesis or dissertation must be clear, readable and of laser-print standard. Items from other sources may have to be redrawn or retyped. Some figures or tables may be too large to be reduced satisfactorily and as such, can be broken down into two or more tables and indicated as such, for example 2a, 2b, 2c or 3a, 3b, 3c so that it can appear on several pages.

1.5. Photographs

Any photograph in the copies of the thesis or dissertation must be glossy, not silk finish. In case of direct imaging, the photograph must be of high resolution and in full colour.

1.6. Certification by supervisor (s)

This page shall show a statement signed by the supervisor(s) to the effect that materials recorded in the thesis or dissertation resulted from research carried out by the candidate under the supervisor(s) direction. A certification indicates that the supervisor(s) admits to the originality of the work of the candidate (See Appendix 3).

1.7. Dedication

This page shall show a statement of dedication of the thesis/dissertation to whosoever as prefer by the author

1.8. Acknowledgement

The acknowledgement section is reserved for the recognition of the aid given by others to the author in the course of the research and the writing of the thesis or dissertation acknowledgement should be concise and should not exceed two pages of the thesis or dissertation.

1.9. Abstracts

Each thesis or dissertation shall have a short abstract of not more than 500 words structured into four paragraphs with a minimum of three and a maximum of five *keywords* (or descriptors) which best reflect the content and thrust of the work. As much as possible, keywords should not repeat only words in the title.

1.10. Table of contents

This shall contain the contents of the research work, starting from the title page and indicating the fore pages of preliminary items (as listed above) and chapter outlines.

1.11. List of tables, figures and plates including diagrams

A complete list of all cited tables, figures, plates (including diagrams) in that order, on separate pages, showing titles and indicating the pages where they appear, shall be given in the numerical order.

1.12. Abbreviations, glossaries and definitions

Where appropriate, a list of main abbreviations (with full meanings) and, if necessary, a glossary of foreign words used in the text should appear at the beginning of the research work, before the contents page. Standard abbreviations for the specific disciplines should be adhered to as far as possible.

1.13. General structure of theses or dissertations

The form of presentation may vary with the subject matter and the discipline, with a thesis or dissertation to be presented, being not less than five (5) and not more than seven (7) chapters. However, the basic structure of the research work should be as below:

1. Introduction

This, depending on the discipline, shall contain the background to the subject of research, the statement of the problem, including the objectives of the research, a definition of the scope of the research and justification for the research, the results of which are contained in the thesis or dissertation. The form of presentation may vary with the subject matter and the discipline.

2. Literature review

This section provides a survey of relevant literature or related previous works on the subject matter. This could take the form of a theoretical or critical appraisal.

3. Methodology or materials and methods

This section includes the description of procedures and instruments utilised in conducting the research.

Note: The Literature review section and the methodology/theory section could be combined in a single chapter in the case of qualitative critical discourses.

4. Results, findings or analyses

The research findings are presented in this section which may feature tables, figures, plates and other illustrations.

5. Discussion or interpretations

This refers to the results discussed in the light of relevant or related previous works in the treatment of the subject matter and in respect of the objectives of the research.

Note: Results and discussion could be combined as a single chapter, based on disciplinary preference or if it would enhance the quality of presentation.

6. Conclusion

This is a brief summary of the research encapsulating the rationale and objectives of the work and its execution, including the highlights of the findings or analyses as contained in the thesis or dissertation. The inferences drawn from the analyses or findings would establish the significance and contribution of the research to knowledge.

Note: This part of the thesis/dissertation could also contain “recommendations” depending on the nature and expectations of the research/discipline.

1.14. List of references

All materials cited in the thesis or dissertation have to be included in the list of references. The University of Ibadan Manual of Style is the recommended style and the author must maintain this style consistently in writing the thesis or dissertation.

1.15. Appendices

All materials that should be in the research work but which would break the flow or logic of presentation, such should be included as a footnote or an appendix. Items that are typically included in appendices are:

- important and original computer programs
- other data that cannot be represented directly in the results or analyses chapters
- pictures or diagrams of results which are not important enough to keep in the main text
- research instruments and
- interviews and other narratives that may be digressional.

1.16. Deadline and procedure for the submission of passed theses and dissertations for graduation purposes

The deadline for the final submission of the successful thesis or dissertations to the Postgraduate College, for degrees to be conferred in November, shall be the 30th of September of the same year. Five (or more in the case of co-supervisors) hard copies of the successful thesis or dissertation, suitably bound in hard green cover, in addition to two virus-free electronic copies (in compact disks) shall be submitted to the Postgraduate College. The prescribed shade of green is National Green (Colour code 0-010). Three hard and two soft virus-free electronic copies shall become the property of the University of Ibadan. Of these, one each of the hard and electronic copies shall be deposited in the University Library and the Postgraduate College, and one hard copy shall be sent to the Department. A hard copy shall be sent to each of the supervisors and a copy shall be returned to the candidate. A receipt indicating the following particulars shall be issued to the candidate on submission of the thesis or dissertation:

- (a) Author's name
- (b) Title of thesis or dissertation
- (c) Faculty and Department
- (d) Effective date of award of the degree.

Only candidates who have complied with the above shall feature on the graduation list.

Note: In the event of the need for further clarification about any of the above, kindly refer to the Office of the Deputy Provost Administration.

SECTION 2. POINTS TO NOTE IN PRESENTATION OF THESES AND DISSERTATIONS

2.1. Word processing and typescript

All textual presentations should be done using Times New Roman, Point 12, except in cases where *special characters* and fonts are required and appropriate. All titles - headings or sub-headings – should not be more than Roman, Point 14.

2.2. Pagination

Use consecutive Roman numerals, beginning with (i) for pages preceding the first chapter of the thesis or dissertation, except that the numeral “i” shall not appear on the first page which is the title page. The main body of the thesis or dissertation should be paged consecutively with Arabic numerals, starting with (1). The position of the page numbering shall be at the centre of the bottom of each page.

2.3. Chapter titles and part numbers

The main chapter/section heading shall be capitalised in bold lettering and centralised at the top of the first (numbered) page of the chapter/section. The main chapter/section heading shall not be underlined. Scientific names of plants and animals as well as non-English words that occur in the heading (and other parts of the thesis/dissertation) shall be italicised.

Sub-headings shall not be capitalised but shall be in bold lettering and written as marginal headings. Only the first letter of the first word and proper nouns shall be capitalised. Use Arabic numbers for part numbers (if you have them: Part 1, Part 2, etc.) and for chapter numbers. Type the part titles and chapter titles on separate lines.

2.4. Quotations, paragraphing and spacing

Candidates should write using the block paragraphing style in the thesis or dissertation and remain consistent throughout their presentation.

All in-text quotations should be in single line spacing. The main body of presentation (narrative, analysis, original argumentation) should be in 1.5 line spacing. Every quotation should be marked by a reference, either by the superscript (in the case of footnote/endnote) or by direct page reference.

Quotations should be made word for word. Always check materials for quotation and proofread carefully before copying. When a part or parts of a quotation are left out, this should be indicated with the use of the ellipsis, i.e. three symbolic periods (...) especially in order to shorten a citation to manageable or logical size.

Indent all quotations that are longer than four full lines of a thesis page. The material is set off from the preceding text and formatted single space *without* inverted commas at the beginning and at the end. Leave an extra blank line before and after the indented quote. For an illustration,

In the words of Gilson:

The aspiring academic may draw his pay check locally but the most valued kudos of recognition and reward are often conferred elsewhere as a consequence of the judgment made by members of the larger community of scholars or scientists who are 'referees' and 'gatekeepers' of merit symbol. The most widely publicized estimates of scholarly and scientific worth (such as) special fellowships, distinguished lectureship, major awards, listings in citation indexes, honorary degrees, editorial board and panel memberships are all symbols of visibility and esteem... The more productive the individual academic, the less his or her total status as a professional will depend on local appraisals. (141-142)

Indent quoted paragraphs with tabs, not spaces. In other words, indented quotes should be formalised in specific, regulated and consistent order. The typical indented quote must be placed within equidistant margins to the centre of the page (not more than *2cm left, 2cm right*).

For poetry quotes, present the lines or whole stanza as they appear in the original text (but in single line spacing).

2.5. Fair and responsible quotation of other scholars' works

The repetitive and copious use of quotations from a particular material or from a set of works by the same author should be seriously discouraged. When a researcher depends on only one or two materials in the writing of a section, a chapter or the entirety of his or her presentation, or when the main ideas of other scholars are copiously used, either by direct quote, summary or by paraphrasing, such presentation shall be considered defective, and lacking originality.

In more glaring or brazen cases of extensive appropriation of other scholars' works, such presentation could be accused of inadvertent or deliberate plagiarism.

An acknowledgement or source citation for an article can include a citation to where an oral version was given earlier as well as where the material was previously published.

2.6. Footnotes and endnotes

Always indicate notes by a superscript number in the text. Place all notes at the end of each chapter (endnotes) or at the bottom of the corresponding page within the chapter (footnotes). The typical word-processing program should be able to number notes automatically, so that if you need to add a note later, other notes will be subsequently and automatically re-numbered to fit.

Ensure to number notes consecutively in each chapter of your thesis, and maintain consistency in the choice of reference option. The combined use of footnotes and endnotes in a thesis or dissertation is not acceptable.

2.7. Illustrations, figures, tables, drawings and photographs

All sourced plates, figures (including charts, graphs, drawings, photographs, maps and other graphic illustrations) must be acknowledged appropriately and given explanatory titles. The plate and figure numbers, along with the titles, shall be given below the plate or figure on the same

page. The word 'Figure' may be abbreviated to 'Fig.' In the case of tables, the table number and title shall be at the top of the table. In all instances, the word 'Plate', 'Figure' (Fig.) and 'Table' shall be in bold type with the first letter capitalised and followed by the number after which is a full stop and then the title or caption, e.g. Plate 1, Fig. 2. or Table 3. References to plates, figures and tables in the text shall be made by their numbers and never by captions or titles.

All cited figures, drawings, photographs and maps must be acknowledged by appropriate indication of sources (including date/year) after the main information. Always number your figures and illustrations by chapter (i.e., 1.1, 1.2, 2.1, and 2.2). Also, number tables by chapter (Table 1.1, 1.2, 2.1, 2.2, etc.). Each table, figure, illustration, etc. should have a "call-out" (i.e., it must be referred to) in the text. In the contents section of the thesis/dissertation, the list of illustrations, figures, plates, etc. should be presented in the order in which they appear in the body of the work.

Each table shall have a box head formed by two horizontal parallel lines not less than 15 mm apart, as well as a horizontal line at the bottom marking off extent of the table and the data presented/contained. There shall be no vertical lines forming part of the table. Units of measurements must be clearly indicated in the appropriate column of the table. Explanatory footnotes to tables must be indicated by means of standard footnote reference marks (*, +, ++) placed after items to which the footnotes refer. Footnotes may also be indicated by use of superscripted letters (^a, ^b, ^c, etc.). The footnotes must appear below the table on the same page. Note that footnotes may also feature in respect of figures. When due to a table's size or width, the top of the table has to be the long side of a page, the top should be to the spine, i.e., the left side of the bound thesis or dissertation.

A plate, figure or table should be on a separate page and should not occur within the text. As much as possible, such graphic illustration should appear on the page immediately following its first mention. The text should run through the page without empty space in the page preceding the table

2.8. Information on illustrations, figures and caption copies

Where there are many illustrations in a thesis or dissertation, an additional page, following the contents page, should be created to provide a list of illustrations, figures, plates, etc (plus the full captions that will accompany them). The list should be in the order in which they are to appear. Captions for images that you do not own should include the credit line.

2.9. Spellings and punctuations

British spellings and punctuations are preferred. As much as possible, the overlapping use of Americanisms especially with standard British spellings and punctuations is not allowed.

2.10. Special characters

In the case that a presentation has copious special characters (mathematical symbols and equations); or accents (e.g. diacritics in some African language-texts), these should be marked properly and consistently.

2.11. Abbreviations

A list of main abbreviations (with full meanings) should appear at the beginning of the thesis or

dissertation, before the table of content page.

2.12. Binding

In addition to the full title of the research and researcher's name in gold inscriptions on the front cover of the thesis or dissertation, also to be written boldly on the spine of the thesis or dissertation, from top to bottom in gold lettering (10-12mm), is the author information indicating **degree, year** and **name**. (See Appendix 2)

SECTION 3. THE UNIVERSITY OF IBADAN MANUAL OF STYLE (UIMS) FOR THESIS WRITING

3.1. INTRODUCTION

A manual of style can be described as a collection of *guidelines* for the *graphic representation* of ideas, essays, journals, books and other materials consulted in the course of an academic research. The reference manual is the method of bibliographic documentation for any organised form of scholarly writing. It is otherwise called *Style sheet, Style guide, Manual of style, or Citation format*.

Among other values, the citation of previous, significant, related, controversial or relevant works in a research work:

- acknowledges the importance of those investigations,
- serves as the evidence of the researcher's knowledge of existing materials on the subject of current enquiry, and
- Provides the reader with more details and traceable information on the subject of investigation and analysis.

Responsible use and referencing of all sources is a necessity. It is important to note why this section of academic writing should be treated with painstaking care and with an eye for proper details. All ideas, facts, and any material from others must be acknowledged, because:

- it is *honest* to do so;
- it can give *authority* to our work; and
- It promotes and provokes *further research*.

However, to be of real value, all references should be readily accessible to the reader.

In general, a reference entry should contain four elements which can be accessed by responding to four "Wh" questions:

- a. Who = name of author(s) or editor(s)
- b. When = year or date of publication
- c. What = title of publication, and
- d. Where = place or source of publication.

3.2. FEATURES OF THE UNIVERSITY OF IBADAN MANUAL OF STYLE

This guide is designed to assist postgraduate students, researchers and scholars in the preparation

of articles, theses and dissertations in all the disciplines in the University of Ibadan postgraduate system. In creating a University of Ibadan Manual of Style (*UIMS*), effort has been made to sustain the import of the standard citation and to retain the universal ideals of clarity and detail which any reference format must meet.

The ultimate objective of the guide is to achieve consistency in the presentation style of academic writing. As a composite simplification of some standard style sheets, this unified style of referencing is hereby recommended for all graduate students and scholars involved in seminars, symposia, examinations and allied research for submission within the University of Ibadan postgraduate system.

The *UIMS* will be available for review and any other emendation after every fifth consecutive year of operation.

3.3. BIBLIOGRAPHICAL REFERENCING

Bibliographical referencing is usually inserted at two or three points in a presentation: as *quotation* in the body (chapters or main divisions) of the study; as *auxiliary notation* (footnotes or endnotes marked by the use of superscripts) in the body or at the end of each chapter of the thesis or dissertation (wherever applicable); and as *full citation* where all materials consulted are organised and listed at the end of the research work. Perhaps no other section of a manuscript requires more time and effort for corrective editing than does the reference section. Therefore, for the reason of proper documentation of consulted materials, the researcher is implored to be meticulous in compiling the list of references using this standard style sheet.

3.3.1. BASIC INFORMATION ON CITATION WITHIN THE TEXT

- a. Materials of other scholars could be referenced by the use of *direct quotation*, by *paraphrasing*, or by *summation* of the cogent and relevant points within the text.
- b. The most important items for usual mention in the process of narration, explication, or analysis are the names (i.e. surnames) of authors, the years of publication, and the pages from where quotations are drawn. The title of essay or book may be noted in the course of presentation.
- c. The name of the author should be followed by the year of publication in parenthesis.
- d. When the author's name does not form part of a preceding sentence to a quotation, the reference (including name, *COMMA*, year of publication, *COLON*, with or without title of publication, *AND* page) is made at the end of the quotation, all in *PARENTHESIS*. For (a) As it has been noted, Joshua is presented in *The River Between*, to exhibit "the dangerous consequences of a blind and uncritical acceptance of an alien ideology" (Palmer, 1972: *An introduction to the African novel*, 14); or (b) (Palmer, 1972: 14).
- e. To resolve the likely issue of ambiguity in the identification of popular or common author surnames with the same year of publication, alphabetical identification after the year of publication should be utilized; i.e. Palmer, 2020a; Palmer, 2020b
- f. After initial presentation, subsequent references to the title of a work (e.g. anthology, collection, edited book) may be given in shortened form. For example, *Black feminisms in a multicultural age* can be shortened as *Black feminisms*, or acronymised as *BFMA*.
- g. When two authors of a cited work are named in the text, they are joined with the use of

- “and” followed by the date of publication, e.g. Elugbe and Ajayi (1978); also, when the names appear inside parenthesis the names should be written as (Edet and Killam, 2001).
- h. Latinate terms like “idem”, “op. cit.”, and “loc. cit.” and “ibid” are to be used properly, and sparingly, in textual referencing.
 - i. Where reference is to be made to a material co-authored or co-edited by more than two scholars, the surname of the first author should be followed by “*et al.*” to represent others.
 - j. In most cases, footnotes or endnotes should be used to include other information which may be contextually relevant but digressional to the discourse. Footnotes or endnotes are marked in each chapter of the thesis with the use of superscripts numbered consecutively starting from ¹ or ^a (Times New Roman, font size 10). The superscript is a raised or superior numeral, symbol or alphabet (^{1,2,3, etc.} or ^{a, b, c etc.}).

Please note the example below:

Malika Ndlovu, the Durban-born, South African author is a contemporary example of the total female artist: as a poet, performer and dramatist, she celebrates motherhood and the experience of womanhood, in order to challenge the negative perception of the woman as weak and ineffectual even as she engages with the volatile cultural issues of identity and self-assertion in the context of the rainbow nationalism of post-apartheid South Africa.¹

In the case of Medicine and the Sciences, footnotes or endnotes should be marked at the end of each chapter with the use of superscript in alphabets or Arabic numbers, consecutively and in italics. It should be noted that this should not be used for the bibliography/reference listing (see 3.3.2)

- k. In citing endnotes, only the name of author, year of publication, title of article, book, or journal publication and the specific page reference should be listed. Commentaries, if any, should be made before the citation. The citation should have a full stop only at the end. Example: Adadevoh, K. 1968, *Dynamics*, 415.

3.3.2. BASIC INFORMATION ON CITATION LISTING

- a. All references made to books, journals, and other printed and electronic matters should be listed at the end of the thesis or dissertation under the heading REFERENCES.
- b. All references should be listed alphabetically, according to the surnames of the authors of the works being cited. In the case of Medicine and the Sciences, full references may be made in the form of endnotes, using consecutive Arabic numerals.
- c. In listing references, *avoid mixing the surname-initials order with surname-forename(s) order*. Always be consistent with the *surname-initials* order from the beginning to the end.
- d. Do not use the parenthesis format to separate the year of publication of any reference; instead, use only the full stop to distinguish the year from name of the author or the title of the publication.

¹The official (auto)biography of Malika Ndlovu introduces her as playwright, performer, arts project manager and particularly, as “mother of three”, with a wide range of experience in Arts and Arts Management. In the course of her self-development, Ndlovu has undergone a series of name-change, first from Lueen Conning, to Malika Lueen Ndlovu, and later to Malika Ndlovu.

- e. In the case of magazines and newspapers, where the month and day of the publication appear, the date-specific information (in month-day-year format) comes after the title of the periodical. In making reference to patents, information should be provided on the “year of release” (which comes immediately after the name of the patent owner) and the “year of registration” (which comes immediately after the registration number).
- f. References by the same author should be listed *chronologically*, according to the year of publication. Note that the year of publication should be followed by a full stop in all cases.
- g. Where works are published in a single year by the same author(s), such references should be listed according to the alphabet attached to the year of publication. Refer to 3.3.1. (e).
- h. A work with multiple authorships must be listed with the names of all authors in surname-initials order, using the conjunction “and” before the last name. The names of all the authors and the editors should be cited in the order of appearance in the original publication (in surname-initials order).
- i. In organising the list of references, attention should be paid to the paragraphing style: all lines starting with the name of author(s) should be fully justified.
- j. All references should be written in single line spacing and the line spacing separating references should be 1.5.
- k. All page numbers (Roman and Arabic), no matter the number of digits, should be fully listed.
- l. In preparing references for magazines, newspapers and other related sources, use the standard abbreviations for the months of the year except May, June and July, which should not be abbreviated.
- m. Titles of essays and books for reference should be written in sentence case, however all proper nouns including names of places and persons must be in title case, with first letter capitalised at all times.

Note: *No statistical details, no chemical or mathematical equations, no philosophical musings, no ground breaking discoveries, and no qualitative narratives will save a thesis without proper referencing!*

3.4. GUIDE FOR UIMS

3.4.1. Special notes

- Unless otherwise indicated, each part of a reference is marked with a full stop. Also note that except for the first main words, as well as proper nouns (names of cities, places and persons) and other acronyms, other parts of the titles of essays or books in a reference are to be written in the lower case. *Titles of journals are not affected by this rule.*
- Where and when the title of a book, article, project, movie, or report is contained within the title of a publication, the title of the referred book, article, project, movie, or report should necessarily take the title case format. See example under "Samples of citation listing."

Afolayan, A. Ed. 2014. *Autering Nollywood: critical perspectives on The Figurine*. Ibadan: University Press. xxii + 457pp.

(In this illustration, “The Figurine” - the title of a movie – is included in the title of a book).

3.4.2. Book

Name(s) of Author(s): Surname first, followed by initials of other names.

Year of publication.

(If author is editor, put “Ed.” after name, or put “Trans.” if same author is translator).

Complete title of the book (in italics)

Editor, translator, or compiler, if any (name in initial-surname order).

Series name, if any, and volume number in the series.

Edition, if not the original

Number of volumes

City where published: Name of Publisher.

Chapter or full page numbers (of particular article); if book is edited.

3.4.3. A work in an anthology

Name(s) of Author(s): Surname first, followed by initials of other names.

Year of Publication

Title of article (without quotation)

Title of Anthology

Insert “Ed.” before name(s) of editor(s)

Place of publication: Name of Publisher.

Page numbers of article in full.

3.4.4. Article in a journal

Name(s) of Author(s): Surname first, followed by initials of other names.

Year of Publication

Title of the article (with no quotation marks).

Title of the journal (in italics, and *without* full stop).

Volume (and Number, if there is one), in Arabic numerals; Volume is followed with a *full stop* before Number.

Volume/Number is followed by a *COLON*

Page numbers of the article in full.

3.4.5. Article from magazine

Name(s) of Author(s): Surname first, followed by initials of other names.

Title of Essay (without quotation marks, except as part of the original title).

Title of magazine

Issue or Volume Number

Date of publication (in month-day-year order), with *COLON*

Page numbers of essay in full.

3.5. CITATION SAMPLES

Book

Mitchell, T. R. and Larson, J. R., Jr. 1987. *People in organizations: an introduction to organizational behavior*. 3rd ed. New York: McGraw-Hill.

Chapter in edited book (a)

Bjork, R. A. 1989. Retrieval inhibition as an adaptive mechanism in human memory. *Varieties of memory and consciousness*. Eds. H. L. Roediger III and F. I. M. Craik. Hillsdale, NJ: Erlbaum. 309-330.

Chapter in edited book (b)

Ndebele, N. 1998. Memory, metaphor, and the triumph of narrative. *Negotiating the past: the making of memory in South Africa*. Eds. S. Nuttall and C. Coetzee. Oxford: Oxford UP. Rpt. 2002. Chapter 1: 19-28.

Article in edited conference proceedings

Nathanail, C. P. and Rosenbaum, M. S. 1994. Conditional simulations – a new tool in engineering geological mapping. Proceedings of the 7th International Congress of the International Association of Engineering Geology, Lisbon. Oliveira, R., Rodrigues, L. F., Cohlo, A.G. and Cunha, A. P. Eds. Rotterdam: Balkema. 4591-4599.

A work in an anthology

Rubenstein, A. 1986. Children with AIDS and the public risk. *AIDS: facts and issues*. Ed. New Brunswick: Rutgers UP. 99-103.

Victor Gong and Norman Rudnick

Article from journal

Mellers, B. A. 2000. Choice and the relative pleasure of consequences. *Psychological Bulletin* 126.3: 910-924.

Badejo, S. O. 1988. Effect of flake geometry on properties of cement-bonded particleboard from mixed tropical hardwoods. *Wood Science and Technology* 22:357-370.

Bibles, E. J. and Chen, F. 1968. Sugars and other wood extractives: effect on setting of southern pine mixture. *Forest Products Journal* 18.9: 28-34.

Landro, M. 1999. Repeatability issues of 3-D VSP data. *Geophysics* 64:1673-1679.

Landro, M. 2001. Discrimination between pressure and fluid saturation changes from time-lapse seismic data. *Geophysics* 66: 836-844.

Article from magazine

Kandel, E. R. and Squire, L. R. Neuroscience: breaking down scientific barriers to the study of brain and mind. *Science* 290. Nov. 10, 2000: 1113-1120.

Article from newspaper (where no author is given, begin reference with title) New drug appears to sharply cut risk of death from heart failure. *The Washington Post*. July 15, 1993: A12.

Encyclopedia article

Bergmann, P. G. 1993. Relativity. *The new encyclopaedia britannica*. Chicago: Encyclopaedia Britannica. 501-508.

Court cases

Lessard v. Schmidt, 349 F. Supp. 1078. E.D. Wis. 1972.

Musa v. The State (2009) 15 NWLR (Pt. 1165)467

Rv. Duffy (1967) 1 QB 63.

Patent

Fawole, I., Afolabi, N.O. and B. A. Ogunbodede. 1986. Description of cowpea cultivar: IFH-101. NGVU-00-22, 2000.

Unpublished theses, dissertations, projects and essays

Alaba, O. B. 2003. Balance of payment adjustment mechanisms in Nigeria. Ph.D. thesis. Department of Economics, University of Ibadan. xiv +183.

Adejobi, A. R. 1994. Stratigraphy and hydrocarbon potential of the Opuama channel complex, western Niger Delta. MPhil. Dissertation. Department of Geology, University of Ibadan. x + 66.

Olugbenga, B. O. 2002. Animism in early Israelite religion with particular reference to the Pentateuch. M.A. Project. Department of Religious Studies, University of Ibadan. vi + 101.

Soyinka, M. 1984. The vision of William Faulkner's writing. B.A. Essay. Department of English, University of Ibadan. ix + 56.

Other sources

Please note that all unpublished materials, personal communications, unpublished interviews, and e-mail references should be cited as footnotes/endnotes, and should **NOT** appear in the References or Works Cited section.

6. ELECTRONIC AND INTERNET RESOURCES

Generally speaking, articles in electronic form are cited in much the same way that articles in printed sources are cited, with a few exceptions:

In addition to the standard author, date, article title, source title, source volume number, and page number information, you must also cite the name of the database provider (e.g., Academic Universe, Expanded Academic), and/or the database title (e.g., ABI/Inform, ERIC, World Cat), and the retrieval date (e.g., "Retrieved July 27, 2001, from Academic Universe database" or "Retrieved July 27, 2001, from <http://www.miscellaneous.com>"). Because the contents of some online databases change over time, this date provides additional documentation that a research article was available electronically at a specified point in time.

It is advised that researchers depend on or retrieve information from search engines with academic concerns; university directories, certified or secured databases, and academic/refereed journals are preferred.

Be sure you have the complete document information at the time you download or print a full-text article! Simply printing off a full-text article may NOT provide all of the

documentation that you need to write a complete, accurate citation!!!

Information retrieval should be concentrated on search engines with academic concerns; university directories, certified database, and academic/refereed journals are preferred.

6.1. Citation format and samples for UIMS (Electronic)

Author's Last Name, Initial(s)
Date of Document (if different from date accessed)
Title of document/article
Title of Journal (in italics), or complete work (if applicable)
Volume and issue; version or file number (if applicable)
Edition or revision (if applicable)
Page numbers in the print version (where available)
Retrieval Date
Source [url of website].

One author

Frederickson, B. L. Mar. 7, 2000. Cultivating positive emotions to optimize health and well-being. *Prevention and Treatment* 3. Article 0001a. Retrieved Nov. 20, 2000, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>.

Two authors

Adenekan, T.E. and Lala, A.J. Ethical behaviour and the use of social media by undergraduates, University of Ibadan.2022. *Library Philosophy and Practice (e-journal)*. 7923. Retrieved March 21, 2023, from <https://digitalcommons.unl.edu/libphilprac/7293>

More than two authors in a scholarly journal

Borman, W.C., Hanson, M. A., Oppler, S. H., Pulakos, E. D., and White, L. A. 1993. Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology* 78. 443-449. Retrieved Oct. 23, 2000.

Ejournal article from the internet

VandenBos, G., Knapp, S., and Doe, J. 2001. Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research* 5. 117-123. Retrieved Oct. 13, 2001, from <http://jbr.org/articles.html>.

Daily newspaper article

Hilts, P. J. Feb. 16, 1999. In forecasting their emotions, most people flunk out. *New York Times*. Retrieved Nov. 21, 2000, from <http://www.nytimes.com>.

Organisation/Government/Personal web page

U.S. General Accounting Office. Feb., 1997. *Telemedicine: federal strategy is needed to guide investments*. Publication No. GAO/NSAID/HEHS-97-67. Retrieved Sept. 15,2000, from http://www.access.gpo.gov/su_docs/aces/aces160.shtml?/gao/index.html.

Other points on UIMS (Electronic)

References can also be made of electronic and multi/media sources like radio/television interviews, video/audio documentaries (Video Home Systems, Digital Audio Tapes), microfilms, and email discussion group/chats. Information gathered from email or group discussions, blogs and listservs are to be used, advisedly, as footnotes.

Citation format for film/video and audio

Title of video, film, or audio

Year of production

Name of script writer (Scr.)

Name of director (Dir.)

Version/mode (VHS, DAT, DVD)

Name of production company/organisation

Duration (by mins.)

Social media networks

Quotations and references from social media networks including Facebook, Twitter, Instagram, LinkedIn and links from YouTube are also accepted once verifiable.

Citation format for social media posts

Name of author (as available)

Social media name/identity (ID or handle)

Date of post

Title of post (or first five to ten words of the title, preceded with the hashtag #)

Type of post (video, audio, text)

Retrieval date

Note: No statistical detail, no chemical or mathematical equation, no philosophical musing, no ground-breaking discovery, and no qualitative discourse will save a thesis or dissertation without proper and acceptable referencing.

SECTION 4. Useful texts to consult

Anglo-American Cataloguing Rules. 1978. 2nd ed. London: Library Association.

Anon. 2006. Guideline for writing theses and dissertations and the University of Ibadan manual of style (UIMS). Postgraduate College

Olayinka, A. I., Agbaje, A. A. B., Alonge, T. O., Ekpenyong, G . D., Gbadegesin, A. S., Isiugo-Abanihe, I. M., Oriaku, R. O., Raji-Oyelade, A., and Taiwo, V. O. 2004. *Guidelines to writing a doctoral thesis*. Ibadan: Postgraduate School, University of Ibadan.

Pickford, L. J. and Smith, L. E. W. 1969. *A student handbook*. London: Ginn & Co.

Turabian, K. L. 1967. *A manual for writers of research papers, thesis and dissertations*. 3rd ed. Chicago: University of Chicago Press.

SECTION 5 APPENDICES

Appendix 1 (a) (Full – time Candidate)

Title Page

**SELECTED PHYSICAL PROPERTIES OF THREE VARIETIES OF COWPEA
(*vigna unguiculata* (L) walp) AS INFLUENCED BY ENVIRONMENTAL
FACTORS AND MOISTURE CONTROL**

BY

DANLADI CHUKWUDI, ADEWALE
B.Sc. Agric. Engineering (Ife), M.Sc. Agric. Engineering (Ibadan)
Matric. No.: 234567

**A Thesis in the Department of Agricultural Engineering,
Submitted to the Faculty of Technology
in partial fulfilment of the requirement for the Degree of**

DOCTOR OF PHILOSOPHY

of the

UNIVERSITY OF IBADAN

MAY 2023

Appendix 1 (b) (Part-time Candidate)

Title Page

**THE AFRICAN POLICY OF THE LIBERIAN SETTLERS
1841-1932: A STUDY OF NATIVE POLICY OF
A NON-COLONIAL POWER IN AFRICA**

BY

**MONDAY BENSON AKPAN
B.A. Hons. (London)
Matric. No.: 234567**

A thesis in the Department of History

Submitted to the Faculty of Arts in partial fulfilment of
the requirement for the Degree of

DOCTOR OF PHILOSOPHY

of the
UNIVERSITY OF IBADAN

Department of History
University of Lagos
Lagos

August 2023

Appendix 1 (c)

Title Page

**SELECTED PHYSICAL PROPERTIES OF THREE VARIETIES OF COWPEA
(vigna unguiculata (L) walp) AS INFLUENCED BY ENVIRONMENTAL
FACTORS AND MOISTURE CONTROL**

BY

**DANLADI CHUKWUDI, ADEWALE
B.Sc. Agric. Engineering (Ife)
Matric. No.: 234567**

**A Dissertation in the Department of Agricultural Engineering,
Submitted to the Faculty of Technology
in partial fulfilment of the requirement for the Degree of**

MASTER OF SCIENCE

of the

UNIVERSITY OF IBADAN

MAY 2023

APPENDIX 2

Cover

INFORMATION AND COMMUNICATION PATTERNS IN TRADITIONAL MEDICAL
PRACTICE IN SOUTHWESTERN NIGERIA AND INTERFACE WITH NATIONAL
HEALTH INFORMATION SYSTEM

AMUSA ADESIYAN AKINTUNDE AKINTILO
MATRIC. No.: 234567

APPENDIX 3

Certification Page

I certify that this work was carried out by O. A. Akinade, Matriculation Number 234567, in the Department of Archaeology and Anthropology, University of Ibadan

.....
Supervisor
Dr C. A. Folorunso,
B.A., M.SC. (Ibadan), Ph.D. (Paris/Sorbonne)
Senior Lecturer, Department of Archaeology and Anthropology,
University of Ibadan, Nigeria