RESEARCH AND PUBLICATIONS

Thesis and Dissertation Formatting Guidelines

A guide for postgraduate students of Imo State University

Imo State University, Owerri | College of Postgraduate Studies

A thesis or dissertation submitted to the College of Postgraduate Studies must follow the university format. These guidelines summarise the requirements for preparation, presentation and submission. Students should also consult their department for discipline-specific conventions.

1. Preliminary pages

- **Title page, declaration, certification, dedication and acknowledgements.**
- **Abstract of not more than 300 words, followed by a table of contents and lists of tables, figures and abbreviations.**
- **Preliminary pages are numbered in lower-case Roman numerals; the main text uses Arabic numerals.**

2. Main text

- **A4 paper, 1.5 line spacing, 12-point Times New Roman, with margins of 1.5 inches on the left and 1 inch elsewhere.**
- **Chapters begin on a new page and follow the approved order: introduction, literature review, methodology, results and discussion, conclusion and recommendations.**
- **Tables and figures are numbered by chapter, titled, and referenced in the text.**

3. Referencing

- **Use the referencing style approved by your department consistently throughout the work.**
- **Every in-text citation must appear in the reference list, and every listed reference must be cited.**
- **Electronic sources should include the access date and a stable web address.**

4. Submission

- **Submit three bound copies and an electronic copy in PDF format to the College of Postgraduate Studies.**
- **Include the certification page signed by the supervisor, head of department and dean.**
- **A similarity report and a completed submission checklist must accompany the final copies.**

5. Final checks

- **Confirm that all corrections requested at the oral examination have been effected.**
- **Check pagination, headings, references and the consistency of the title across all pages.**
- **Obtain clearance from the college before the final submission deadline for the session.**