



UNIVERSITY OF BOSASO

جامعة بوساسو

“ Building Better Community ”

U O B

2025

UNIVERSITY OF BOSASO

RESEARCH PROPOSAL/THESIS FORMAT

This below research guide is intended for all those who are in any way involved in preparing research proposals, research theses or dissertations, it contains all the crucial components of UoB research format

UOB RESEARCH PROPOSAL/THESIS FORMAT

INTRODUCTION

Proposal/thesis writing is very important in your pursuit of a graduate degree or a research project. This below research guide is intended for all those who are in any way involved in preparing research proposals, research theses or dissertations, it contains all the crucial components of UoB research format i.e. UoB Font type is Times New Roman, Font size 12; 1.5line spacing.Undertaking research is an adventure, usually involving unforeseen challenges. This research guide is designed to help you overcome these challenges.

PRELIMINARY PAGES (ITALIC NUMBERS)

The Preliminary Pages Except Title Page Are Paginated Using Roman Numerals (**i, i,ii,iii etc.**)

- Title or Cover page (no page number)

1) The Title

This is the most important part, and should be center aligned, about halfway down the page. This is the full title of the research Proposal, thesis or dissertation.

The title should be a concise statement of the main topic and should identify the actual variables or issues under investigation, and the relationship between them. The recommended length is 10 to 18 words, but not more than 20 words.

2) Personal Details

At the bottom of the page, center aligned, should be your name, your institution and the date of submission.

This is the most variable part of the title page, and you may need to include your name, Registration number and the level of your research paper –Proposal, thesis, dissertation. your Institution, faculty and departmental recommendations.

3) The date of submission

The date of submission should be organized as MM, YY (Month then Comma Year)

Declaration

Declaration (For Degree)- This is a announcement by the candidate that "This study is original and has not been submitted for any other degreeaward to any other University before". The researcher must append their signature just below this statement.

Approval

Approval by Supervisor (s). The approved supervisor has to sign the declaration page following the statement that: "This thesis/dissertation has been submitted for examination with the approval as the supervisor"

Dedication

This mentions name(s) of persons to which the research is dedicated.

Acknowledgment

This entails recognition of mentors, colleagues, individuals, Sponsors and institutions which supported the research.

Table of contents

This is the list of headings, subheadings starting with declaration paginated at (i) and their corresponding page numbers. However, the title page is not numbered.

List of tables

Lists tables in the Proposal/thesis/dissertation with the corresponding pages. Tables are useful in summarizing results.

List of figures

Lists caption the above used in the research and their corresponding pages These forms present methods and results of identification in pictorial/graphic form.

Acronyms

Refers to abbreviations used in the report other than those commonly used.

Abstract

Abstract/ executive summary- entails a brief summary of the report, preferably not exceeding 300 words. The abstract/summary highlights the type of study, the purpose/aim, objectives, methodology, major findings, conclusion and key recommendations.

Chapters (Arabic Numbers)

Chapter One: Introduction

- 1.0 Introduction
- 1.1 Background
- 1.2 Problem of the statement
- 1.3 Purpose of the study
- 1.4 Research objectives
- 1.5 Research questions
- 1.6 Hypothesis
- 1.7 Scope of the study
 - 1.7.1 Geographical scope
 - 1.7.2 Content scope
 - 1.7.3 Theoretical scope
 - 1.7.4 Time scope
- 1.8 Significant of the study
- 1.9 Operational definitions of the key terms

Chapter Two: Literature Review

- 1.0 Introduction
- 2.1 Theoretical Framework/Review
- 2.2 Conceptual Framework/Review
- 2.3 Related Studies
- 2.4 Research Gap

Chapter Three: Research Methodology

- 3.0 Introduction
- 3.1 Research design
- 3.2 Research population
- 3.3 Sample size
- 3.4 Sampling procedure
- 3.5 Research instrument
- 3.6 Validity and reliability of the instrument
- 3.7 Data collection procedures
- 3.8 Data analysis
- 3.9 Ethical considerations
- 3.10 Limitations of the study

Chapter Four: Presentation, Analysis and Interpretation of Data

- 4.0 Introduction
- 4.1 Demographic information of the respondents
- 4.2 Data presentation, analysis and interpretation of results.

Chapter Five: Findings, Conclusions and Recommendations

- 5.0 Introduction
- 5.1 Findings
- 5.2 Conclusion
- 5.3 Recommendations

References (Arabic numbers)

The reference list at the end of each manuscript provides the information necessary to identify and retrieve each source. Unlike a bibliography, a reference list cites only the works which were cited in the text. Elements of references differ according to the type of publication.

The preferred mode of citations/references is the American Psychological Association (APA) Sixth Edition.

Appendices (Arabic numbers)

These comprise of instruments, maps, introductory letters and some essential raw Data, personnel met and research approval letters as well as areas visited, key appendices required our format are:

- A: Transmittal letter
- B: Timeframe
- C: Budget
- D: Questionnaire
- E: Interview guide (Optional)

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University of Bosaso research committee

