



**MOSHI UNIVERSITY COLLEGE OF  
CO-OPERATIVE AND BUSINESS STUDIES  
(MUCCoBS)**



**The Constituent College of Sokoine University of Agriculture**

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**GUIDELINES FOR WRITING PROPOSALS, RESEARCH REPORTS,  
DISSERTATIONS AND THESES**

**(AS ADAPTED FROM SOKOINE UNIVERSITY OF AGRICULTURE)**

**As Approved by the 28<sup>th</sup> Governing Board Meeting held on 3<sup>rd</sup> February, 2014**

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## TABLE OF CONTENTS

1.0	INTRODUCTION.....	1
1.1	Preliminary Note .....	1
1.2	Definitions.....	1
1.3	Application of the Guidelines .....	2
<b>2.0</b>	<b>PROPOSAL, REPORT, DISSERTATION OR THESIS DESIGN.....</b>	<b>2</b>
2.1	The Concept Note and the Proposal .....	2
2.1.1	A Concept Note/Synopsis and its Contents .....	2
2.1.2	The Proposal and its Contents.....	3
2.2	Title.....	3
2.2.1	Background .....	3
2.2.2	Statement of the problem.....	3
2.2.3	Objectives .....	3
2.2.4	Hypotheses/Research questions .....	3
2.2.5	Significance.....	4
2.2.6	Literature review .....	4
2.2.7	Research methodology .....	4
2.2.8	References.....	4
2.2.9	Appendices.....	4
2.2.10	Length of the proposal .....	5
2.3	Research Report and its Contents.....	5
2.3.1	Preliminaries .....	5
2.3.2	Main text of the study.....	5
<b>3.0</b>	<b>MANUSCRIPT LAYOUT .....</b>	<b>7</b>
3.1	Typing.....	7
3.2	Pagination .....	8
3.2.1	Pagination of the preliminaries .....	8
3.2.2	Pagination of the main text .....	8
3.2.3	Appearance of page numbers.....	8
3.4	Margins .....	8
3.5	Language.....	8

3.6	Chapters .....	8
3.6.1	Headings and Sub-headings .....	8
3.7	Title Page .....	9
3.8	Tables.....	9
3.9	Figures and photographs.....	10
3.10	Units of Measurements .....	10
3.11	Equations .....	10
3.12	Numbers.....	10
3.13	Percentage .....	11
3.14	Formula.....	12
3.15	Time and Date.....	12
3.16	Local Terms .....	12
3.17	Abbreviations/Acronyms .....	12
3.18	Interviews.....	12
3.19	Quotations .....	13
3.20	Footnotes and Endnotes.....	13
<b>4.0</b>	<b>REFERENCING</b> .....	<b>14</b>
4.1	In Text Citations.....	14
4.2	Style for a List of References.....	16
4.2.1	Books.....	16
4.2.2	Journals.....	17
4.2.3	Individual chapters in multi-authored books .....	18
4.2.4	Proceedings of conferences/workshops/monographs .....	18
4.2.5	Dissertation and thesis .....	19
4.2.6	Electronic sources of articles .....	20
4.2.7	Government documents .....	20
4.2.8	Reports.....	20
4.2.9	Periodicals (magazines, newspapers, editorial letters, review, published interview) .....	21
4.2.10	Referencing more than one item from the same author(s).....	22

<b>5.0</b>	<b>CITATION OF LAW MATERIALS</b> .....	22
5.1	In text citations .....	22
5.2	Citation of Constitutions and Statutes .....	22
5.2.1	Citation of Constitutions .....	22
5.2.2	Principal Legislation.....	23
5.2.3	Subsidiary Legislation .....	23
5.3	Citation of Cases .....	23
5.3.1	Cases decided in Tanzania .....	23
5.3.2	Cases decided in East Africa Court of Appeal (E.A.C.A).....	25
5.4	Citation of International Instruments.....	26
<b>6.0</b>	<b>SUBMISSION</b> .....	26
6.1	Loose Bind .....	26
6.2	Final Submission .....	26

## LIST OF APPENDICES

<b>Appendix 1 (a):</b>	Cover Page.....	29
<b>Appendix 1(b):</b>	Title Page.....	30
<b>Appendix 1(c):</b>	Declaration and Copyright.....	31
<b>Appendix 1(d):</b>	A Sample of Certification page of a Research Report/Dissertation/Theses submitted for Examination...	32
<b>Appendix 2:</b>	Example of Presenting References.....	33
<b>Appendix 3:</b>	Example of Writing Chapter and Sub-headings.....	35
<b>Appendix 4:</b>	An Example of Presenting Tables.....	36
<b>Appendix 5:</b>	Formulae.....	37
<b>Appendix 6:</b>	Selected Symbols for Units and Prefixes.....	38
<b>Appendix 7:</b>	Example of Presenting In-Text Citations for Law Candidates .....	39

## 1.0 INTRODUCTION

### 1.1 Preliminary Note

These are guidelines for writing proposals, reports, dissertations and theses at the Moshi University College of Co-operative and Business Studies (MUCCoBS). The guidelines are meant to act as the point of reference for the candidates of Bachelor Degrees, Postgraduate Diploma, Master's Degrees and Doctor of Philosophy (PhD). The adaption of the guidelines was inevitable for purposes of achieving uniformity with Sokoine University of Agriculture (SUA). The guidelines, thus, are meant to assure academic good practices and consistency, taking into consideration the fact that the reports, research projects, dissertations and thesis are part of the requirements for obtaining the aforementioned degrees.

### 1.2 Definitions

In these guidelines, terms should be construed as herein-under;

**Concept Note** is an outline of the research proposal of 3 to 5 pages (including references).

**Dissertation** shall be construed to include any academic writing that presents the author's research and findings and is submitted in support of partial fulfilment of candidature for a degree or professional qualification. Dissertations shall be internally and externally examined.

**Preliminaries** shall be construed to mean matters before the introduction and which are numbered in *Italics*.

**Proposal** shall be construed to mean a written presentation of an intended research specifying the problem, the purpose, scope/objective, methodology, references and financial plan/budget.

**Report** shall be construed to include research reports and research projects.



**Research** shall mean a deliberate effort to pursue a problem.

**Research project** means an intellectual academic writing that presents the authors research findings and is submitted in support of partial fulfilment of candidature for a postgraduate diploma or postgraduate degree or undergraduate degree. Research projects for undergraduate and postgraduate diploma shall be internally and externally examined. Whereas postgraduate degree research projects shall not be externally examined.

**Study** shall have the same meaning as research and it includes the phrases intended study and proposed research.

**Thesis** means an intellectual academic writing that presents the author's research findings and is submitted in support of full fulfilment of candidature for a degree or professional qualifications. Thesis shall be internally and externally examined.

### **1.3 Application of the Guidelines**

These guidelines shall be applied by all candidates of MUCCoBS. Similarly, the guidelines apply to all researches undertaken by staff members in MUCCoBS.

## **2.0 PROPOSAL, REPORT, DISSERTATION OR THESIS DESIGN**

### **2.1 The Concept Note and the Proposal**

#### **2.1.1 A Concept Note/Synopsis and its Contents**

The concept note/synopsis shall contain the following components;

- (i) intended title/topic for study;
- (ii) a summary of the background;
- (iii) a brief statement of the problem;
- (iv) the general statement of objectives;
- (v) the intended methodology; and
- (vi) references .

NB: The concept note should be between 2 and 5 pages including references.

### **2.1.2 The Proposal and its Contents**

The proposals shall include the following components;

## **2.2 Title**

The title/topic of the proposal should accurately reflect the scope and content of the study in not more than 20 words. It should be concise and clear. From it, the reader should be able to predict fairly accurately what the report/dissertation/thesis will be addressing.

### **2.2.1 Background**

This section provides evidence and conditions of the existing situation highlighting the gap(s) to make the reader feel the urgency of the problem, the need to study it in order to solve the problem or contribute to its solution.

### **2.2.2 Statement of the problem**

It is a section that introduces the problem of which the research has to be conducted. The section refers to the research problem that has been detected and which needs a better understanding and/or solution in the practical/theoretical world. The problem and its magnitude have to be stated clearly.

### **2.2.3 Objectives**

This section shall be composed of the statements of general and specific purposes of the research. The general objective should tell what the research is intended to accomplish. Specific objectives are specific aims arising directly from the general objective/purpose/ aim of the study. For each specific objective there must be a method to achieve it.

### **2.2.4 Hypotheses/Research questions**

Hypotheses are specific statements of prediction. They describe in concrete terms what is expected to happen in a study while research questions are issues that the researcher seeks to answer. Research questions should relate to the research objectives and guide the research process by addressing the variables of the study.

### **2.2.5 Significance**

This refers to the relevance of the study in terms of academic contributions and practical use that might be made of the findings. It should address the way the study is crucial to policy formulation and review. On top of that, it should reflect on knowledge creation, technological or socio-economic value to the community.

### **2.2.6 Literature review**

This section deals with analysis of existing literature on the subject with the objective of revealing contributions, weaknesses and gaps. It should reflect the themes of the study, objectives, hypotheses, methods and research questions. However, citations should be in accordance with approved format.

Conceptual and theoretical frameworks (not applicable for undergraduate reports), are part of the literature review. A conceptual framework is a scheme of concepts (variables) which a candidature will operationalise in a study in order to achieve the set objective. The framework is normally presented graphically (diagrammatically). Theoretical framework on the other hand implies an examination of existing or self-formulated theories in relation to the study objectives.

### **2.2.7 Research methodology**

This section shall address the methods proposed to be used when conducting research. It shall include research designs, geographical coverage, population, sample and sampling strategies, data and data collection methods, assurance of data reliability and validity, operational definition of variables and their measurement levels (if applicable) and data analysis.

### **2.2.8 References**

The list of all works referred to/cited in the proposal shall be provided in this section. The format for citation is as stated in these guidelines. See: *Item 4.0 and Appendices* thereto.

### **2.2.9 Appendices**

The appendices section shall be comprised of, among other things, the budget for the proposed study and the proposed work plan, including the time frame and data collection instrument(s)/tool(s). The budget shall state out the

sources of funds required for the proposed study from data collection to final binding. The proposed work plan shall portray the chronology of events from data collection to the writing of the report, dissertation or thesis.

### **2.2.10 Length of the proposal**

The length of proposals for the respective degrees shall be as follows:

- (i) For Undergraduate Degree, it should not exceed 10 pages excluding appendices;
- (ii) For Postgraduate Diploma and Masters Degree, it should be up to 15 pages excluding appendices; and
- (iii) For PhD, it should not exceed 15 pages excluding appendices.

## **2.3 Research Report and its Contents**

Report is a detailed account of the study. The sequence of a research report shall be as follows:

### **2.3.1 Preliminaries**

The pages shall be numbered in roman numerals and shall consist of:

- (i) Cover page [See: Appendix 1(a)]
- (ii) Title page [See: Appendix 1(b)]
- (iii) Declaration and Copyright [See: Appendix 1(c)]
- (iv) Certification [See: Appendix 1(d)]
- (v) Dedication (If any)
- (vi) Acknowledgement
- (vii) Table of Contents
- (viii) List of Tables (If any)
- (ix) List of illustrations(figures, plates) (If any)
- (x) Abbreviations and/ or Acronyms
- (xi) Abstract.

### **2.3.2 Main text of the study**

Except for the research reports, dissertations or theses by the candidates pursuing law degrees, the sequencing of the main text shall be as follows:

### **Chapter One: Introduction**

This chapter shall include the background, statement of the problem, objectives, research questions and/or hypothesis, significance of the study, justification of the study and organization of the study.

### **Chapter Two: Literature Review**

This chapter shall consist of theoretical literature, empirical literature and conceptual framework. In perfecting this chapter reference should also be made to item 2.1.5 of the proposal.

### **Chapter Three: Research Methodology**

This chapter shall include research designs, geographical coverage, population, sample and sampling strategies, data and data collection methods. It should also include aspects of assurance of data reliability and validity, operational definition of variables and their measurement levels (if applicable) and data analysis.

### **Chapter Four: Findings and Discussion**

This chapter addresses the results from your data analysis and discussion.

### **Chapter Five: Summary, Conclusion and Recommendations**

This chapter addresses the summary, conclusion and recommendations that arise from the findings of your study. Areas for further research may also be included.

### **References**

References should be presented in alphabetical order and formatted with hanging indentation as shown in Appendix 2

### **Appendices**

Appendices include any information that is related to your study but cannot be placed in the text.

#### **2.3.2.1 Research reports/theses/dissertations for law candidates**

For students pursuing law degrees the research reports/theses/dissertations shall contain at least the following chapters:

## **Chapter One: Introduction**

The contents of this chapter shall include:

- Background
- Statement of the problem
- Hypotheses or research questions
- Objectives
- Significance or justification
- Literature review
- Research methodology.

## **Chapter Two: Analysis of laws**

## **Chapter Three and Four (Findings and discussion of the study)**

## **Chapter Five: Conclusion(s) and Recommendation(s)**

### **2.3.2.2 Length of the research report/dissertation/thesis**

- a) Masters dissertations: A minimum of 100 pages, with a maximum of 200 pages with a tolerance rate of 10 above this limit, i.e. up to 10 extra pages. (Appendices and footnotes included.)
- b) Undergraduate and Postgraduate Diploma: A maximum of 100 pages with a tolerance of 15 pages above this limit. (Appendices and footnotes included)

**NB:** The minimum number of pages under this section does not apply on dissertation by papers. In the case of dissertation by papers, the format of the Journal concerned shall be adopted

## **3.0 MANUSCRIPT LAYOUT**

### **3.1 Typing**

Text shall be typed in double spacing. The typing should be on one side of the A-4 paper. The A-4 paper must be of a good quality acid free white (80g/m<sup>2</sup>) and (210×297mm). With exception to the front and title pages, font size shall be 12 points (Times New Romans).

## **3.2 Pagination**

### **3.2.1 Pagination of the preliminaries**

The pagination of the preliminaries shall be in lower case roman numerals (i.e. i, ii, iii etc.). The pagination should begin with the title page (i.e. the roman number should not appear in the front page).

### **3.2.2 Pagination of the main text**

Page numbers of the body of the proposal, research, dissertation and thesis should be in Arabic numerals (i.e. 1, 2, 3 etc). With exception to the proposal, the Arabic numerals start with the introduction chapter.

### **3.2.3 Appearance of page numbers**

In both the preliminaries and the main text, page numbers should appear on top of the upper margins (located at the centre). See: Appendix 3

## **3.4 Margins**

The left hand margin should be 4.0 cm from the left edge of the paper. The right hand margin should be 2.5 cm from the right edge of the paper. The top margin should be 4.0 cm from the top edge of the paper. The bottom margin should be 2.5 cm from the bottom of the paper.

## **3.5 Language**

The United Kingdom English shall be used in writing the proposals, research reports, dissertations and theses. For example, the word ‘organisation’ is a U.K. English. The same is written as ‘organization’ in U.S. English. OR Co-operative and Cooperative.

## **3.6 Chapters**

The appearance of chapters shall be as shown in Appendix 3

### **3.6.1 Headings and Sub-headings**

The heading and sub headings shall be written under four levels at most. The main heading (Heading 1) followed by three levels of sub-headings: Heading 2, Heading 3, and Heading 4. Subsequent sub-heading shall use alphabets (e.g. a, b, c) or roman numbers (i, ii, iii). Bullets should not be used. See: Appendix 3

### 3.7 Title Page

Title of the research/dissertation/thesis should be written in capital letters (well centred), fonts size 12 and font type, Times New Roman. It shall indicate, the research title, the full name (starting with first name, second name and last name) and the following statement under the name (well centred), symmetrically arranged:

**“A RESEARCH REPORT/THESIS/DISSERTATION** (whichever is applicable) **SUBMITTED IN FULFILMENT/PARTIAL FULFILMENT OF THE REQUIREMENT FOR THE DEGREE OF** (insert name of degree) **OF SOKOINE UNIVERSITY OF AGRICULTURE; MOROGORO, TANZANIA.**” Indicate the year in which the degree is to be awarded by the SENATE at the bottom. [See Appendix 1(b)]

### 3.8 Tables

A table is a tabular material of at least three horizontal lines presented in the dissertation/thesis. There should not be vertical lines separating the columns. The text in these tables should be single spaced. There may be more than one table on the same page provided they are separated by a text of at least four lines. A table should not be continued to the next page, if it exceeds one page then it should be appended.

Tables should be numbered in ascending order using Arabic numbers (i.e. Table 1 :.....). See example on Appendix 4. Capitalize only the first letter of the first word of the captions and column headings in a table. Each table must be preceded by a heading which is self-explanatory. Tables presented in landscape format (horizontal), the caption should be typed at the left hand margin, length-wise. Sample size/population used in data analysis should be written as (n = 210) (*where 210 is a total number of units referred in a table*) at the end of the respective heading(s).

Source should be documented below the table before explanation if the material is from a secondary source (not on new data generated from the research itself), e.g. Source: Caesar and Liana (2013). Write references for table in full only in the references list. A table in the text should not exceed the printed area of the page.



### 3.9 Figures and photographs

Figures should be used in circumstances where tables are not needed. These can be maps, pie charts, hand drawings, bar graphs and so on. They should be numbered and labelled in the same way as tables, with their sources and all other elaborations placed at the bottom of the respective figures (i.e. Figure 1: .....,). Photographs should be numbered as Plate 1..... and so on.

**Note:** Figures and plates should be numbered serially throughout the text.

### 3.10 Units of Measurements

Use the International System of Units (SI)<sup>i</sup>. Spell out units unless they are preceded by numbers. Abbreviations for units are the same in singular and plural i.e. kg and not kgs. Express rates or amount per units in the form 39 kg/hr.

### 3.11 Equations

Equations should be numbered consecutively throughout the text. Numbers should appear flush left in parentheses and running variables for equations (e.g.  $1 = 1 \dots n$ ) flush right in parentheses.

#### Example 1:

$$TC_i = \beta X_i + \varepsilon_i \quad i = 1, \dots, N. \quad (1)$$

#### Example 2:

$$AI_i = \left\{ \frac{\sum_j x_{ij}}{X_m} \right\} \quad (i = 1, 2, \dots, x; j = 1, 2, \dots, m) \quad (2)$$

### 3.12 Numbers

Numbers in text should be written as follows:

- (i) Numbers with four digits on either side of the decimal point, run digits together, i.e. 2000; 3965; 0.3476
- (ii) Numbers with more than four digits, leave a space (not a comma) between each group of three digits on either side of the decimal points, e.g. 2 345 678; 9 845 908; 20 000; and 0.043 34

- (iii) In columns of numbers (e.g. in tables) having four or more than four digits, group the digits into three as follows:

18 456

5 957

452

- (iv) For the decimal point, use a full stop and not comma, e.g. 0.6 not 0,6.
- (v) For numbers below unity, precede the decimal point with a zero, e.g. 0.78 not .78
- (vi) In a series of three or more numbers, use figures irrespective of magnitude, e.g. “in trials with 5 farmers in Tanzania, 4 in Kenya and 9 in Uganda”
- (vii) Spell out numbers from zero to nine, but use figures for higher numbers e.g. five plots; 12 plots.
- (viii) Spell out numbers that occur at the beginning of sentence.
- (ix) Use figures whenever a number is followed by a unit of measure and for days, years, dates, page numbers, classes etc., e.g. 6 kg, 4 g, 4 days, 1 year, 7<sup>th</sup> January, page 56, type 9, etc.
- (x) Express fractions as decimals, though percentage and simple fractions can still be used.
- (xi) For simple fractions use the form one- quarter, two-third, not  $\frac{1}{2}$ ,  $\frac{2}{3}$  etc.
- (xii) Avoid large figures with several zeros. Either spell them out or present them in exponential form; e.g. 18,000,000 write 1.8 million or  $1.8 \times 10^6$ .

### **3.13 Percentage**

Use % symbol only with figures, e.g. 0.98% but spell out the words percent or percentage when they occur without figures. e.g. Twenty percent.

### 3.14 Formula

Candidate must use the internationally accepted format as shown in Appendix 5

### 3.15 Time and Date

Use the 24 hour clock, e.g. 08:40 hr, 23:45 hr and write date in the form 23 February, not 23<sup>rd</sup> February, January 22 or January 22<sup>nd</sup>.

### 3.16 Local Terms

If local or unfamiliar terms are used, they should be written in Italics and given description when they are first used e.g. '*Ifogongh'o*' (traditional savings and credit groups)

### 3.17 Abbreviations/Acronyms

If abbreviations or acronyms are used in the text, then, these should be stated in full the first time they are mentioned. If, they are many, they should be listed in alphabetical order and should be included in the preliminary pages of the document.

**Example:** CDM: Co-operative and Development Management  
GBV: Gender Based Violence  
FAO: Food and Agriculture Organization  
NATO: North Atlantic Treaty Organization  
Dept: Department

### 3.18 Interviews

This includes: personal interview, emails, letters, and other person-to-person communication. In the text interviews should be written in *Italics*. Name(s) (if applicable), date, month and year of interview should be indicated at the end (right side) of the interview.

**Example one:** Boko said,  
*the reality is that parents are sometimes trapped in terrible dilemmas on either to provide bread/nurture or love and attention. They spend time earning 'for their children's survival and as a result no time is left to be spent with their children*

**Example two:**

*In 2011/12, I encountered a big loss because my farm was swept away by floods. I ended up harvesting only 20 kilos of maize. Boko, 22 September, 1982*

**Note:** Personal communication should not be included in the reference list

**3.19 Quotations**

Direct quotation of fewer than 40 words should be displayed in double quotation marks. Include page number in parentheses (pinpoint citation).

**Example:**

Masanja (2013) stated, “The impact of climate change has led to a decrease in .....Lake Victoria.” (p. 16)

Direct quotation of more than 40 words should be free standing- indented block of text without quotation marks.

**Example:**

Kline (2008) stated that:

Factor analysis is a statistical technique widely used in psychology the social sciences. Indeed in some branches of psychology, especially those in which tests or questionnaires have been administered, it a necessity. With the advent.....understand them. (p. 1)

**Note:** Citations for quotations must include author, year, and page number

**3.20 Footnotes and Endnotes**

Footnotes or endnotes should be numbered serially. With exception to candidates pursuing law Degree, references should be presented in the text. Footnotes or endnotes should only be used when necessary.

## 4.0 REFERENCING

Reference refers to all sources cited in a document while a bibliography includes all sources read (cited or not). In our case reference should be used instead of bibliography. There are various types of reference systems that are used worldwide. We have adopted the American Psychological Association (APA, 2006) system. List of all references cited should be written in full at the end of the text on a separate page. They should be arranged in alphabetical order and formatted with a hanging indention as shown in Appendix 2

### 4.1 In Text Citations

Cite references by author(s) followed by year of publication separated by a comma. If there are two or more authors they should appear in order of years (begin with the most recent) separated by semi-colons.

In text citations should take the following forms:

(i) **Citing one author/publication**

**Example one:**

Gandy (2009) found that.....

**Example two:**

.....criticisms which included high default rates (Robinson, 2001).

**Example three:**

According to Makala (2011) .....

(ii) **Citing two authors/publications**

**Example one:**

Gandy and Maige (2010) found that.....

**Example two:**

.....criticisms which included high default rates (Robinson and Maina, 2001).

**Example three:**

According to Makala (2013) and Wanjoy (2011) .....

**Example four:**

Several studies (Ngowi, 2010; Chuma and Mwajombe, 2009) indicate that .....

**Example Five:**

.....in Lake Tanganyika (Ngowi, 2010; Chuma and Mwajombe, 2009).

(iii) **Citing one author with two publications in the same year/different years**

**Example one:**

Maisha (2009a, b).....

*If citing paper published by the same author in the same years*

**Example two:**

.....Mduma and Mduma (2000, 1999) found that.....

*If citing paper published by the same author in two different years.*

(iv) **Citing more than two publications/authors**

**Example one:**

..... has been described as a producer at subsistence level (Chayanov, 2011; Ellis, 1996; Isike, 1966).

*If citing more than two different authors.*

**Example two:**

Bhuiyan *et al.* (2012) observe that credit entails the lender.....

*If citing more than two authors of the same publication.*

**Example three:**

.....have been reported by Mkenda *et al.*, (2012).

**Example four:**

.....that was introduced in 1984 by John Hatch of FINCA (Perez *et al.*, 2011).

(v) **Citing authors with the same surname**

J. M. Ndunguru (2012) and Y. N. Ndunguru( 2013).....

## **4.2 Style for a List of References**

### **4.2.1 Books**

Referencing a book should be in the following sequence:

- (i) Author's or editor's name and initials, name of sponsoring or issuing organization or corporate body in the absence of a named individual author or editor,
- (ii) Year of publication in brackets followed a period/full stop,
- (iii) Title of book to be italicized;
- (iv) Name of publisher and town, in that order;
- (v) Total number of pages in the form: 278pp,
- (vi) Include Digital Object Identifier (DOI) number for electronically accessed books if available, otherwise give the URL of the book.

**Example one:**

Salvatory, D. (2005). *Theory, application and cases*. McGraw-Hill Publication Company: New York. 333pp.

**Example two:**

UNDP (2008). *Handbook for poverty assessment in rural Africa*. Mkuki na Nyota Publishers: Dar es Salaam. 201pp.

**Example three:**

Maneno, J. and Makundi, K. (Eds.) (2008). *Handbook on climate variability status in Kilimanjaro region*. Sage Publications: South Africa. 334pp.

**Example four:**

Majule, D. (2005). *Co-operative theory and application*. Marenno Publication Ltd: Moshi. 221pp. doi: 10.1006/1-4030-4467-7

**Example five:**

Maasai, D. (2005). *Co-operative practices in developing countries*. Maseno Publication Ltd: Moshi. 340pp. Retrieved from <http://oks.lib.gin.edu.au/index.php/ejap>

**Example six:**

Maganga, J. & Masanja, P. (Eds.). (2013). *Co-operatives in Africa*. Moshi Publishers: Moshi. 40pp

**4.2.2 Journals****4.2.2.1 Printed journal**

Referencing a printed journal should be in the following sequence:

- (i) Author's surname and initials for forenames,
- (ii) Year of publication in brackets followed by a period/full stop,
- (iii) Title of published paper;
- (iv) Name of journal or publication spelt in full and written in Italics,
- (v) Volume and/or issue number,
- (vi) First and last page numbers for journal article.

**Example:**

Navajas, S., Schreiner, M., Meyer, R. L., Gonzalez-Vega, C. and Rodríguez, M. J. (2000). Microcredit and the poorest of the poor: Theory and evidence from Bolivia. *World Development*. 28(2): 333 – 346.

**4.2.2.2 Journal Article (accessed electronically) with Digital Object Identifier**

Referencing should be in the following sequence:

- (i) Author's surname and initials for forenames,
- (ii) Year of publication in brackets followed by a period/full stop,
- (iii) Title of published paper;
- (iv) Name of journal or publication spelt in full and written in italics,.
- (v) Volume and/or issue number,
- (vi) First and last page numbers for journal article,
- (vii) Digital object identifier (DOI).

**Example:**

Panga K.L., & Nchimbi, J.A. (2005). Co-operative development and gender in Mwanza region, Tanzania. *Co-operative Development*. 14(1): 22-30. doi: 10.1038/0278- 6133.25.2.170



#### **4.2.2.3 Journal Article (accessed electronically) without Digital Object Identifier**

Referencing should be in the following sequence:

- (i) Author's surname and initials for forenames,
- (ii) Year of publication in brackets followed by a period/full stop,
- (iii) Title of published paper,
- (iv) Name of journal or publication spelt in full and written in italics,
- (v) Volume and/or issue number;
- (vi) First and last page numbers for journal article,
- (vii) Give URL: Retrieved from <http://www.XXX> (journal website).

#### **Example:**

Ilick, T.J., & Schutte, N.S. (2006). Classroom observations: Enhancing teachers practice and improving performance. *Applied Education*, 17(1): 212-250. Retrieved from <http://oks.lib.gin.edu.au/index.php/ejap>

#### **4.2.3 Individual chapters in multi-authored books**

Referencing individual chapters in multi-authored books should be in the following sequence:

- (i) Author's surname and initials,
- (ii) Year of publication in brackets followed by a period/full stop,
- (iii) Title of chapter or article, followed by the word In,
- (iv) Title of book in italics,
- (v) The words "edited by", followed by the name(s) and initials of the editor(s) of the publication, enclosed in brackets,
- (vi) Name of publisher and town, in that order,
- (vii) First and last page numbers of chapter, article, part or section:

#### **Example:**

Widengard, M. (2011). Biofuel governance: a matter of discursive and actor intermesh. In Matondi, B. and Haynevik, K. (Eds.) *Biofuels, land grabbing and food security in Africa*. Zed Books Ltd: London. pp. 44 – 59

#### **4.2.4 Proceedings of conferences/workshops/monographs**

Referencing proceedings of conferences/workshops/monographs should be in the following sequence:

- i) Author(s) surname(s) and initials
- ii) Year in bracket followed by a period or full stop,
- iii) Title of article,
- iv) Title of proceeding or workshop in italics,
- v) Name of editor(s) in brackets,
- vi) Date of the conference town, country; Vol. (if any) page numbers ,
- vii) First and last pages of the article.

**Example one;**

Konga, A.K (Ed.)(2000). Appreciate scientific research in horticulture. *Proceedings of Ushirika Workshop*, 12 December, 2012. Dar es Salaam, Tanzania. 56pp.

**Example two:**

Ngonyani, C. H. (2007). Attitude and borrowing behavior of rural households in a transition: *International Conference on Rural Finance Research Report*. FAO: Rome. 22 – 50pp

**4.2.5 Dissertation and thesis**

Referencing of unpublished dissertation and thesis should be in the following sequence:

- i) Author's surname and initials,
- ii) Year in bracket; followed by a full stop,
- iii) Title of the dissertation,
- iv) Name of the hosting institution,
- v) Number of pages.

**Example one:**

Donalt, O. S. (2003). The role of entrepreneurship in economic development in East Africa. Dissertation for Award of M.A Degree at University of Dar es salaam: Tanzania, 150pp.

**Example two:**

Okumu, J. L. (2001). Microfinance industry in Uganda: Sustainability, outreach and regulation. Thesis for Award of PhD Degree at Stellenbosch University: South Africa, 270pp.

#### **4.2.6 Electronic sources of articles**

Referencing of articles from electronic sources should be in the following sequence:

- i) Author of the article (if no author begin with title of the article),
- ii) Title of the article,
- iii) Internet address (in square brackets),
- iv) Date of visit to the website.

#### **Example;**

Ofei, K. A. (2007). Terms and access to inputs: Perceptions of SME in Ghana. [[http://cc .msnscache.com/cache.aspx?q](http://cc.msnscache.com/cache.aspx?q)] site visited on 13/12/2007

#### **4.2.7 Government documents**

Referencing of government documents should be in the following sequence

- i) Author's name ,
- ii) Year in bracket; followed by a full stop,
- iii) Title of the document,
- iv) Name of the printing institution,
- v) Location of the printing institution,
- vi) Number of pages.

#### **Example one:**

U.S. Bureau of the Censa (1998). *Historical statistics of the United States, colonial times to 1890*. Government Printing Office: Washington D.C. 20pp

#### **Example two:**

URT (2002). *Population and housing census. Age and sex distribution*. Volume II National Bureau of Statistics. Planning Commission: Dar es Salaam, Tanzania. 352pp.

#### **4.2.8 Reports**

Referencing of reports should be in the following sequence:

- i) Author's name ,
- ii) Year in bracket; followed by a full stop,
- iii) Title of the document,

- iv) Location ,
- v) Number of pages.

**Example 1:**

EAC, (2007), *Report of the meeting: 2<sup>nd</sup> meeting of the EAC ministers responsible for labour and employment*, EAC Secretariat: Arusha. 120pp.

**Example 2:**

ILO, (2008). *The report on the ILO action against trafficking in human beings*, ILO: Geneva. 56pp.

**4.2.9 Periodicals (magazines, newspapers, editorial letters, review, published interview)**

Referencing of periodicals should be in the following sequence:

- i) Author's name,
- ii) Year in bracket; followed by a full stop,
- iii) Title of the article,
- iv) Name of the periodical,
- v) Issue number of the periodical(if available),
- vi) Page number of the article (or first and last page of the article).

**Example one:**

Muyamba, D. (2000). A holistic view of language. *Research in the Teaching of English*, 15. 101-111

**Example two:**

Wanjohi, T.J (2012, December 30). Kilimanjaro region is leading in H.I.V infection rate. *The Daily News*, Issue No. 2300, pp. 6.

**Example three:**

Mapunda, N.M. (2013, December 30). The language of law [Letter to the editor].] *The Daily News Times Book Review*, 25.

**Example four:**

Chiboko, R. (2013, January 15). [Interview with Think Tank staff] *REPOA*, p. 13

#### **4.2.10 Referencing more than one item from the same author(s)**

In referencing works from the same author(s) list the works in chronological order (oldest first) and add a lower case letter (a, b, c, etc...) after the year.

#### **Example:**

Gregory, L. (2006a). *Librarianship for dummies*. Dar es salaam University Press: Dar es salaam. 100pp

Gregory, L.. (2007b). *Imagining Italy*. Trafford Press: Victoria. 50pp

### **5.0 CITATION OF LAW MATERIALS**

The APA style shall be applicable in citing law books, articles, newspapers, reports, chapters in books and online resources. Proposals, Reports, Dissertations and Theses shall adhere to following guidelines on referencing:

#### **5.1 In text citations**

All citations inside the texts of a proposal/report/dissertation/thesis shall be by way of footnotes or endnotes. The words *ibid*, *op. cit* and *loc. cit* shall be used with a view to avoiding repetitions in citations.

#### **Example:**

- i) J. D. Bryant, (1971), *The Origins of Mythology*, Carfax Press: London., p 234.
- ii) *History Today*, Vol. XXXIV, No. 18, p. 123.
- iii) Bryant *op. cit*, p. 387.
- iv) *Ibid*, p. 388.
- v) Bryant, *loc. cit*. [See Appendix 7]

#### **5.2 Citation of Constitutions and Statutes**

##### **5.2.1 Citation of Constitutions**

Constitutions shall be cited by indicating its full name and the year in which it was made/adopted. If there are any amendments made to it, then it must include the word “as amended” in brackets.

#### **Examples:**

The Constitution of the United Republic of Tanzania, 1977 (as amended)

The Constitution of Zanzibar, 1984 (as amended)

### **5.2.2 Principal Legislation**

The citation of a principal legislation shall include:

- i) The full name of the statute,
- ii) The number, and
- iii) The year when it was enacted or the year of its recent revision.
- iv) The chapter number of the law.

#### **Examples:**

The Companies Act No. 12 of 2002 or The Companies Act [Cap. 212 R.E 2002]

The Co-operative Societies Act No. 20 of 2003 or The Co-operative Societies Act [Cap. 211 R.E 2003]

The Penal Code [Cap. 16 R.E 2002]

### **5.2.3 Subsidiary Legislation**

The citation of a subsidiary legislation shall include:

- i) The full name of the Legislation, and
- ii) The year it was made.

#### **Example:**

The Co-operative Societies Rules, 2004

## **5.3 Citation of Cases**

### **5.3.1 Cases decided in Tanzania**

(a) Citation of reported cases in the **Tanzania Law Reports (TLR)** shall be as follows:

- i) The name of parties (in full and as appearing in the particular report series);
- ii) The year in which the case was reported;
- iii) The name of the report (acronym or abbreviation);
- iv) Page number; and
- v) The court which decided the case.

#### **Examples:**

- i) A. S. Sajan v. Co-operative and Rural Development Bank (1991)  
TLR 44 (CA)

- ii) A. Simbaulanga v. Tanzania Olympic Committee. (1997) TLR 184 (CA)
  - iii) Abdallah Salehe v. Saidi Ramadhani Mnyanga (1996) TLR 74 (HC)
  - iv) Abdu Hassan v. Mohamed Ahmed (1989) TLR 181 (HC)
  - v) Abdalla Hamid Mohammed v. Jesnena Zaludova (1983) TLR 314 (HCZ)
  - vi) Abdurahman Salim Msangi v. Munira Margaret (1984) TLR 133 (HCZ)
- (b) Citation of reported cases in the **Tanzania Tax Law Reports (TTLR)** shall be as follows:
- i) The name of parties (in full and as appearing in the particular report series)
  - ii) The year in which the case was reported;
  - iii) The Volume in which the case was reported
  - iv) The name of the report (acronym or abbreviation); and
  - v) Page number.

**Examples:**

- i) AGS World Wide Mover (T) LTD v. Commissioner General [2002] 1 TTLR 34
  - ii) National Social Security Fund v. Commissioner General [2002] 2 TTLR 185
  - iii) Joel Traders LTD v. Commissioner General [2003] 1 TTLR 178
  - iv) John C. Mwemezi v. Commissioner General [2003] 2 TTLR 3
  - v) Dr. Wilbert B. Kapinga v. Commissioner General [2004] 1 TTLR 98
  - vi) Azania Bancorp (T) Limited v. Commissioner General [2004] 2 TTLR 60
- (c) Citation of reported cases in the **High Court Digest (H.C.D)** shall be as follows:
- i) The name of parties (in full and as appearing in the particular report series)
  - ii) The year in which the case was reported;
  - iii) The name of the report (acronym or abbreviation); and

- iv) Page number.

**Examples:**

- i) Abbi v. Matle [1971] H.C.D. n. 341
  - ii) Bahawari v. Bahawari [1971] H.C.D. n. 102
  - iii) Chande v. R. [1971] H.C.D. n. 214
  - iv) D.P.P. v. Mohamedi S/O Lada [1971] H.C.D. n. 475
- (d) Citation of unreported cases shall follow the following sequence:
- i) The name of parties,
  - ii) The number and the year in which the case was filed,
  - iii) The court which decided the case and where seated,
  - iv) The word “unreported” at the end, in brackets.

**Example:**

Mwajuma Saidi v. Ally Hassan (1997) High Court of Tanzania at Dar es Salaam (Unreported)

### **5.3.2 Cases decided in East Africa Court of Appeal (E.A.C.A)**

Citation of reported cases in the **East Africa Court of Appeal (E.A.C.A)** shall be as follows:

- i) The name of parties (in full and as appearing in the particular report series)
- ii) The year in which the case was reported;
- iii) The name of the report (acronym or abbreviation); and
- iv) Page number.

**Examples:**

- a. Hamisi v. R [1963] EA 211
- b. Omparkash Gandhi v. R [1961] EA 643

### **5.3.3 Cases decided in England**

Citation of reported cases in the **All England Reports (ALL ER)** shall follow be as follows:

- i) The name of parties (in full and as appearing in the particular report series);
- ii) The year in which the case was reported;



- iii) The volume in which the case was reported
- iv) The name of the report (acronym or abbreviation); and
- v) Page number.

**Examples:**

- a. Pilkinton v. Pilkinton [1939] 1 ALL ER 29
- b. Claydon v. Sir Lindsay Parkinson Ltd [1939] 2 ALL ER 1
- c. Re Darby, Russell v. Macgregor [1939] 3 ALL ER 6
- d. Davis v. Foot and Another [1939] 4 ALL ER 4

## **5.4 Citation of International Instruments**

### **Treaties/Conventions/Declarations/Covenants/Protocols**

Citation shall include:

- i) The full name of the instrument, and
- ii) The year it was officially promulgated/adopted.

**Examples:**

- a. The International Covenant on Civil and Political Rights, 1966
- b. Protocol to the African Charter on Human and Peoples' Rights on the Rights of Women in Africa, 2005.
- c. The United Nations Charter, 1945
- d. The Universal Declaration of Human Rights, 1948

## **6.0 SUBMISSION**

### **6.1 Loose Bind**

Candidates are required to bind their report/dissertation/thesis loosely and submit for examination. The number of copies of loose-binds is as follows;

- (i) For undergraduate Report, the students are supposed to submit two copies.
- (ii) For Master Dissertation/thesis, a student shall submit four (4) copies.
- (iii) For the PhD Thesis/dissertation, a candidate is supposed to submit six (6) copies.

### **6.2 Final Submission**

- i) The Secretariat of the Postgraduate Studies Committee shall check the unbound dissertation/thesis before sending it for hard-binding.

- ii) After certification by the supervisor that the candidate has satisfactorily incorporated all the recommended corrections, the candidate shall submit four hard bound copies of the dissertation/thesis to the Secretariat, Postgraduate Studies Committee.
- iii) Each copy of the dissertation/thesis shall be bound in black with stiff boards.
- iv) Undergraduate and Postgraduate Diploma candidates shall submit two copies of loose bound research reports to the respective coordinators for examination.
- v) Masters and PhD candidates shall be required to submit in a separate cover, one hard copy and one electronic copy(saved in a CD ROM) of an abridgement (extract) , giving a short account of the dissertation/thesis made ready for mass production into outreach material in form of leaflets and/or for production prototypes. The extract shall include a title, an introduction, and a summary of innovative findings, their perceived usefulness in outreach/industrial/commercial applications and an indication of areas where the results may find immediate application opportunities. The extract shall not exceed 1,000 words. Any submission without the abridgement shall be deemed to be incomplete and therefore not ready for error free certificate.
- vi) Dissertation/thesis submitted by Masters and PhD candidates shall be accompanied with an error free letter written by the supervisor to the Director of Research and Postgraduate Studies and a letter of submission written by the candidate to the Director of Research and Postgraduate Studies upon recommendation by the supervisor and Head of Department/ Dean of Faculty/Director.
- vii) In addition to the format of articles suggested above, the report shall also indicate the name of the student, the name of the supervisor(s) as

well as the department and faculty/institute in which the student is registered.

- a) The spine of the thesis/dissertation shall be embossed in gold, bearing:-
  - b) The surname and initials of the candidate
  - c) The acronym for the degree for which the dissertation/thesis is being submitted
  - d) The year of degree award
- viii) The writing on the spine shall read from the bottom to the top.
- (iv) The title of the work shall be printed in gold letters on the front cover of the bound volume.
- (v) Before hard binding their dissertations/theses, candidates are advised to refer to already bound and approved copies in the Library.

Cover Page



4cm



URBAN AND RURAL HOUSEHOLDS CHICKEN MEAT  
CONSUMPTION BEHAVIOUR IN TANZANIA



Master of Arts in Co-operative and Community Development

June 2010



2.5cm



**TITLE PAGE**

**URBAN AND RURAL HOUSEHOLDS CHICKEN MEAT  
CONSUMPTION BEHAVIOUR IN TANZANIA**

By  
XYZ

A Dissertation Submitted in Partial Fulfilment of the Requirements for the Awards  
of Masters of Arts in Co-operative and Community Development of Sokoine  
University of Agriculture

Moshi  
June, 2010

**DECLARATION  
AND  
COPYRIGHT**

I, **XYZ**, declare that dissertation/thesis is my own original work and that it has not been presented and will not be presented to any other higher learning Institution for a similar or any other academic award.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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**A SAMPLE OF CERTIFICATION PAGE OF A RESEARCH REPORT/  
DISSERTATION/THESIS SUBMITTED FOR EXAMINATION**

**CERTIFICATION**

The undersigned certify that they have read and hereby recommend for acceptance by the Moshi University College of Co-operative and Business Studies a Dissertation /Thesis/Research project entitled “Urban and Rural Households Chicken Meat Consumption Behaviour in Tanzania” in partial fulfilment/fulfilment of the requirements for the award of a degree of Bachelor of Arts in Procurement and Supply Management/Masters of Arts in Co-operative/ and Community Development/Doctor of Philosophy of Sokoine University of Agriculture.

\_\_\_\_\_  
(Supervisor`s Name)

\_\_\_\_\_  
(Supervisor`s Signature)

Date: \_\_\_\_\_

**NB:** In case of more than one supervisor, there should be added, below the first supervisors’ signature, a space for the second supervisor signature and date shall be indicated in both cases.

**EXAMPLE OF PRESENTING REFERENCES**

Akuffo, K. (2009). The conception of land ownership in African customary law and its implication for development. *African Journal for International and Comparative Law* 17: 57 – 78.

Armendariz, B. and Jonathan, M. (2007). *The economics of microfinance*. MIT Press, Cambridge. 458pp.

Avila, M. and Gasperin, L. (2005). The MDGs and Sustainable Rural Development in Sub-Saharan Africa: Challenges and Implications for Education for Rural People. [<http://www.fao.org/newsroom/common/ecg/107444/fr/paper.pdf>] site visited on 7/10/2012.

Bardan, P. (1991). *The economic theory of agrarian institutions*. Claredon Press, UK. 422pp.

BoT (2012). Financial markets.

[<http://www.bot-tz.org/FinancialMarkets/FinancialMarkets.asp>] site visited on 25/6/2012.

Buchenrieder, G. S. and Theesfeld, I. (2000). Improving bank ability of small farmers in Northern Vietnam. *Savings and Development* 4(24): 385 – 403.



Chambers, R. and Conway, G. (1992). Sustainable rural livelihoods: Practical concepts for the 21st century. [<http://www.opendocs.ids.ac.uk/opendocs/bitstream/handle/123456789/.../Dp296.pdf>] site visited on 20/9/2012.

URT (1975). *Villages and Ujamaa Villages: Registration, Administration and Designation Report*. Government Printers, Dar es Salaam, Tanzania. 34pp.

**EXAMPLE OF WRITING CHAPTER AND SUB HEADINGS**

**CHAPTER ONE**

**1.0 INTRODUCTION**

**1.1 Background Information on Financial Markets**

**1.1.1 Consumer theory**

**1.1.1.1 Transaction cost**

## AN EXAMPLE OF PRESENTING TABLES

**(a) Primary Source****Table : Categories and proportion of children by residence**

	Educated (n=133) (%)	Not educated (n =171) (%)	Total (n=304) (%)
Children within village	57.9	42.1	7.9
Children out of village	37.2	62.8	26.9
Children at home	46.3	53.7	50.4

**(b) Secondary Source****Table 2: Agro-ecological zones of Rukwa region**

Zones	Area (sq km)	General Morphology	Altitude range (m)
Katumba Plain	30,000	Gentle plain	800-1200
Mwese Mpanda ranges	3,000	Gentle plain with moderately slopping hills and plateaus	1100-1936
Karema depression	2,800	Gentle plain	772-1200
Rukwa Valley	6,500	Flat plains	810-1200
Lake Tanganyika Shores	4,500	Steep hills with gentle plateaux and plains	772-1631
Ufipa Plateua	11,800	Gentle plain with moderately slopping hills and plateau	1000-2461

Source: BLARUP (1997).

## FORMULAE

1. Formulae should be typewritten, if possible leave ample space around the formulae.
2. Subscripts and superscripts should be clear.
3. Greek letters and other non-Latin symbols should be explained in the footnote where they are first used. Take special care to show clearly the difference between zero (0) and the letter O, and between one (1) and the letter l.
4. Give an interpretation of all symbols immediately after the equation in which they are first used.
5. For simple fractions use the solidus (/) instead of a horizontal line, e.g.  $1p/2m$  rather than  $\frac{1p}{2m}$
6. Equations should be numbered serially at the right-hand side in parentheses. In general only equations explicitly referred to in the text need be numbered.
7. The use of fractional powers instead of root signs is recommended. Also powers of log e are often more conveniently denoted by exponent.
8. Levels of statistical significance which can be mentioned without further explanation are: \*P<0.05, \*\*P<0.001.
9. Level of significance for comparable means should be written in superscript in a table and be defined as footnote below the table.
10. In chemical formulae, valence of ions should be given as, e.g.  $C_a^{2+}$  and  $CO_3^{2-}$ . Not as  $Ca^{++}$  or  $CO_3^{--}$ .
11. Isotope numbers should precede the symbols, e.g.,  $^{13}O$ .
12. The repeated writing of chemical formulae in the text is to be avoided where possible; instead, the name of the compound should be given in full. Exceptions may be made in the case of a very long name occurring very frequently or in the case of a compound being described as the end product of a gravimetric determination (e.g. phosphate as  $P_2O_5$ ).

## APPENDIX 6

### SELECTED SYMBOLS FOR UNITS AND PREFIXES

A	ampere	K	Kelvin
Å	Angstrom	lm	lumen
atm	atmosphere	lx	lux
Bar	Bar	m	metre
c-	centi ( $\times 10^2$ )	m-	milli- ( $\times 10^{-3}$ )
°C	degree Celsius	mbar	millibar
cal	calorie	M	mega- ( $\times 10^3$ )
d	day	$\mu$	micro- $\times 10^{-6}$
d-	Deci- ( $\times 10^{-1}$ )	min	minute
F	Farad	ml	milliliter
°F	degree Fahrenheit	n-	nano- ( $\times 10^{-9}$ )
ft	foot (feet)	N	Newton
g	Gram	O	Ohm
h	hour	Pa	Pascal
ha	hectare	S	second (time)
hp	horsepower	t	tonne
Hz	hertz	V	volt
J	joule	W	Watt
k-	Kilo ( $\times 10^3$ )		

### EXAMPLE OF PRESENTING IN-TEXT CITATIONS FOR LAW CANDIDATES

According to Cracogna Dante,<sup>1</sup> cooperative legislation constitutes the first and basic stance by state towards cooperatives.. Henry Hagen,<sup>2</sup> points out that cooperative law is not a sufficient means to establish a cooperative system. He observes that an effective and efficient cooperative legislation may be described as a system where the general ideas in economics, political science, democracy, the ethical concept of cooperation, cooperative values and principles reciprocally generate, stabilize and complement one another.<sup>3</sup> Thus, cooperative principles, values and ethics may be translated into cooperative policy and all may further be translated into legal norms. Indeed, Henry Hagen argues that cooperative law is a means to make cooperative policy work.<sup>4</sup>

At first, cooperative form of organizations were regulated by the laws called the Friendly Societies Acts of 1834 and 1846 which were not designed for mutual aid groups. From 1852 onwards, however, cooperatives became registered under the Industrial and Provident and Partnership Act, 1852.<sup>5</sup> Subsequent re-enactments of the 1852 and 1867 Acts effectively provided for a full legal basis for the functioning of cooperatives.<sup>6</sup> The law was consolidated in further Industrial and Provident Societies Acts of 1876, 1893 and 1965.<sup>7</sup> Kimberley, Zeuli *et al*<sup>8</sup> point out that the law on cooperatives provided for important legal protections and it also.....

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<sup>1</sup> Loc.cit; p. 3.

<sup>2</sup> Henry, Hagan; "Framework for Co-operative Legislation"; Co-op Reform ILO General, 1989, p. 9.

<sup>3</sup> Ibid

<sup>4</sup> Ibid

<sup>5</sup> Legal News for U.K. Coops and Mutuals; "UK Coop. Law in 2010"; 2010; pp. 1-9.(Note that the words coops. and coop. law are what are used in this text).

<sup>6</sup> Ibid

<sup>7</sup> Ibid

<sup>8</sup> Op. Cit.

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