

**LIBRARY GUIDE
TO THESIS
ORGANIZATION
AND SCRUTINY**

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TABLE OF CONTENTS

| | |
|--|----|
| Introduction..... | 1 |
| The Library's Role | 1 |
| Thesis Consultation and Appointments..... | 1 |
| Thesis Scrutiny | 1 |
| Self-Scrutiny | 1 |
| Recommended Style Manuals | 2 |
| Arrangements of Parts of Theses | 4 |
| Title Page for Master's Theses..... | 5 |
| Title Page for Doctoral Theses..... | 6 |
| Declaration Form for the Reproduction of Thesis..... | 7 |
| Format of Abstract for Master's Thesis..... | 9 |
| Format of Abstract for Doctoral Theses..... | 10 |
| Acknowledgement for Theses | 11 |
| Dedication for Theses | 11 |
| Sample Table of Contents | 12 |
| Sample Chapter 1..... | 19 |
| Sample Figure | 20 |
| Sample Table | 21 |
| Notes on References/Bibliography/Works Cited | 22 |
| Notes on Appendices | 23 |
| Thesis Scrutiny Worksheet..... | 24 |
| Thesis Consultation Appointment Request Form..... | 29 |

INTRODUCTION

The Library's Role

The UWI Libraries work with faculty to ensure that students are aware of what is required in producing a scholarly publication. The Libraries stress the importance of standardization which means that all theses must measure up to the requirements of the Thesis Guide and the recommended style manuals for each faculty. For this to be achieved students need to be aware of the requirements of the Thesis Guide as well as the respective style manuals in order to be consistent in the presentation of their work.

The UWI Libraries therefore provide assistance to postgraduates in the physical organization (format, arrangement, abstract, in-text references, bibliography and appendices) of their theses as stated in the Thesis Guide. In order to ensure full compliance, the librarians will consult with students before and after submission of their thesis (*Thesis Guide 6, 16*).

Thesis Consultation and Appointments

The liaison librarian for your department or a substitute will advise you on the layout, in-text citations as well as end of work references/bibliography **before** you submit your thesis to the Office of Graduate Studies and Research (OGSR). You will therefore need to make an appointment to see him/her by filling out a Thesis Consultation Request form. This is available at all reference desks in the Main and Branch libraries, the Mona Information Literacy Unit (MILU) at the Main Library and on the library's website. You may email the form to: milu.library@uwimona.edu.jm. You will be informed about your appointment date and the consulting librarian within **one** working day.) ***A signed copy of this form must be submitted with your thesis to the OGSR.***

Thesis Scrutiny

After you have submitted your thesis a copy comes to MILU for scrutiny to ensure that you have complied with "format etc" *Thesis Guide 30*.) This process takes approximately one month. Your thesis is returned to the OGSR along with a report which details the changes that you will need to make to comply with the standards of the Thesis Guide and the recommended citation style for your faculty. If there are no corrections to be made you will be issued with a Certificate of Acceptance (COA). However you will only be issued with a COA from the Library **after** you have made the corrections. This will require that you return to MILU to demonstrate your compliance (*Thesis Guide 30*).

Self-Scrutiny

To ensure that your thesis scrutiny process is a smooth one we invite you to follow carefully the instructions in this Guide before making an appointment. The colour background in this document is used for presentation of the material and should not be duplicated in your thesis.

RECOMMENDED STYLE MANUALS

Before you begin to write your paper please ensure that you are aware of the recommended style manual for your faculty. When you are submitting your thesis you must indicate which citation style you have used on the Citation Form provided by the OGRS.

Below are the recommended styles for your faculties taken from the *Thesis Guide*. The Library has modified it so as to point you to the latest editions

RECOMMENDED STYLE MANUALS

Faculty of Science and
Agriculture

Pure & Applied Sciences;
Science & Technology

Agriculture

The Chicago Manual of Style. Chicago:
University of Chicago Press. 16th
edition.

Natural Sciences

- (a) The Chicago Manual of Style. Chicago: University of Chicago Press. 16th edition
- (b) The ACS Style Guide: A Manual for Authors and Editors. Janet S Dodd, Editor. Washington: American Chemical Society, 3rd edition
- (c) AIP Style Manual for Physics: American Institute of Physics. Latest edition.

The Faculty of Arts & Education;
Humanities
Humanities & Education

Arts

- (a) MLA Handbook for Writers of Research Papers. New York: Modern Language Association. 7th edition
- (b) A Manual for Writers of Term Papers, Theses and Dissertations, Kate L. Turabian. Chicago: University of Chicago. Latest edition.

Education

- (c) Publication Manual of the American Psychological Association. Washington: APA. 6th edition.

The Faculty of Engineering

The Chicago Manual of Style. Chicago:
University of Chicago Press. 16th edition

The Faculty of Medical Sciences

- (a) International Committee of Medical

| | |
|--------------------------------|--|
| | <p>Journal Editors. Uniform requirements for manuscripts submitted to biomedical journals. (Rev.) British Medical Journal 302 (1991); 338-341</p> <p>(b) Publication Manual of the American Psychological Association. Washington: APA. 6th edition.</p> <p>(c) The Oxford Dictionary for Scientific Writers and Editors. Oxford: Oxford University Press. Latest edition</p> |
| The Faculty of Social Sciences | <p>(a) The Chicago Manual of Style. Chicago: University of Chicago Press. 16th edition</p> |
| The Faculty of Law* | <p>(a) The Chicago Manual of Style. Chicago: University of Chicago Press. 16th edition</p> <p>(b) The Bluebook: A Uniform System of Citation. Mass. Cambridge: Columbia Law Review, The Harvard Law Review; The University of Pennsylvania Law Review and the Yale Law Journal.</p> |

(Thesis Guide 36, 37)

*The Faculty of Law presently uses Oxford Standard for the Citation of Legal Authorities (OSCOLA). This is accepted by the Library.

ARRANGEMENT OF PARTS OF THESES

Use the following to guide you in arranging the various part of your thesis.

Page numbers should be from top right hand corner of page $\frac{3}{4}$ inch down $\frac{3}{4}$ inch in from right margin. All preliminary pages from the Abstract to the Text of thesis should be done in lower case **Roman** numerals.

All pages from the body of the text onwards must be numbered in **Arabic** numerals

The top should be not less than 1 inch (2.5 cm)

The left margin should be 2 inches (5 cm) to allow for binding

Arrangement of Parts of Thesis

- Title Page
- Declaration Form for the Reproduction of Thesis
- Abstract
- Acknowledgements (if any)
- Dedication (if any)
- Table of Contents (includes Appendices)
- Table of Cases (if any)
- Table of Statutes (if any)
- Table of constitutional Instruments (if any)
- Glossary (if any)
- List of Figures, Tables Illustrations, Charts, etc.
- Preface (if any)
- Text of Thesis
- Reference (including endnotes as necessary) and/or Bibliography
- Appendices (if any)

Do not write 'Table of Contents' in your list of contents on the 'TABLE OF CONTENTS' page. This is placed here just to indicate where it falls in the arrangement of your thesis.

(Thesis Guide 10)

The bottom should be not less than 1 inch (2.5 cm)

This line in the left margin is only placed here for emphasis but should not be included in your thesis.

TITLE PAGE FOR MASTERS THESES

Please note the instructions for preparing the title page for **master’s** theses.

APPENDIX I (ii)

**SPECIMEN TITLE PAGE FOR M.A. & M.SC. & LL.M.
THESES/RESEARCH PAPERS/PROJECT REPORTS/CASEBOOKS, ETC.**

Page numbers must not be placed on your title page

At top of page & all capitals (not bolded) and single spaced

PROSPECTS FOR A UNITED CARIBBEAN:
A HISTORICO-POLITICAL
ANALYSIS OF THE FUTURE OF
THE CARIBBEAN INTEGRATION MOVEMENT

2 spaces

A Thesis

Single spaced, British spelling of ‘fulfilment’

Submitted in Partial Fulfilment of the Requirements for the Degree of
Master of Science in Politics

6 to 7 spaces

Lower case ‘of’ and single spaced

of
The University of the West Indies

5 to 6 spaces

Exactly as it is on the file at the Registrar’s Office and single space between your name and the year the degree is granted

Peter Wilsden Wickham
1993

Does NOT have the word ‘by’

2 to 3 spaces

Department of Government, Sociology and Social Work
Faculty of Social Sciences
Cave Hill Campus

Single space between the department, faculty and campus

(Thesis Guide 21)

TITLE PAGE FOR DOCTORAL THESES

Please note the instructions for preparing the title page for **doctoral** theses.

APPENDIX II (ii)

SPECIMEN TITLE PAGE FOR PH.D &M.PHIL. THESIS

Page numbers must not be placed on your title page

At top of page & all capitals (not bolded) and single spaced

THE WORK BEHAVIOUR OF TEACHERS
COMPARED WITH GOVERNMENT
AND PRIVATE SECTOR WORKERS

Single spaced, British spelling of 'fulfilment'

Submitted in Fulfilment of the Requirement for the Degree of
Doctor of Philosophy in Education

5 to 6 spaces

Lower case 'of' and single spaced

of
The University of the West Indies

5 to 6 spaces

Exactly as it is on the file at the Registrar's Office and single space between your name and the year the degree is granted

by
Donald Eugene Collins
1985

Has the word 'by' and in lowercase

2 to 3 spaces

Department of Educational Studies
Faculty of Humanities and Education
Mona Campus

Single space between the department, faculty and campus

(Thesis Guide 23)

DECLARATION FORM FOR THE REPRODUCTION OF THESIS

This form is issued at the Office of Graduate Studies and Research and **NOT** at the Library. This form is placed after the title page. It does not carry a page number. It is to be placed in your thesis only when you are submitting for binding



THE UNIVERSITY OF THE WEST INDIES
School for Graduate Studies and Research

No page number must be placed on your declaration form

DECLARATION FORM FOR THE REPRODUCTION OF THESIS/RESEARCH PAPER/PROJECT

A thesis/research paper/project which is accepted by the University for the award of a Higher Degree is placed in the University Libraries, and an electronic copy may be placed in an open access institutional repository. The copyright of the thesis/research paper/project is retained by the author.

THIS DECLARATION MUST BE COMPLETED AND RETURNED WITH THREE (3) UNBOUND COPIES OF THE REVISED THESIS TO THE CAMPUS OFFICE OF GRADUATE STUDIES

To be completed by the candidate

NAME IN FULL: _____

TITLE OF THESIS: _____

DEGREE FOR WHICH THESIS IS PRESENTED: _____

DATE OF AWARD OF DEGREE: _____

DECLARATION

1. I recognise that my thesis will be made available for public reference and inter-library loan.
2. I authorize the University of the West Indies to make microfilm copies of my thesis for the purposes of public reference, preservation and inter-library loan.
3. I understand that before any person is permitted to read, borrow or copy any part of my thesis that

person will be required to sign the following declaration: I recognise that the copyright in the abovementioned thesis rests with the author. I understand that copying the thesis may constitute an infringement of the author's rights, unless done with the written consent of the author or in accordance with provisions of the Copyright Act which expressly permit copying without the author's consent. I further understand that no information derived from the thesis may be published without acknowledgement.

4. I warrant that this authorisation does not, to the best of my belief, infringe the rights of any third party.

5. I understand that in the event of my thesis being rejected by the examiners, this declaration would become void.

DATE: _____

Signature of Candidate _____

Note: A candidate may apply to the Senate at the time of submitting the thesis for deposit in the Libraries or thereafter: -

1. To retain personally for three years the sole right to grant permission to copy his work for distribution

2. To withhold the thesis and its abstract from access for a period of one year provided that he shows either evidence of having applied for a patent in respect of his work or other good cause. Application may be made for withholding the thesis and its abstract from access for a further period but approval will only very exceptionally be given for a period exceeding three years overall.

SGSR-13 Last Modified: March 2010 Page 1 of 1

FORMAT OF ABSTRACT FOR MASTER'S THESIS

Please follow the instructions for preparing abstracts for **master's** theses.

The page number for the 'abstract must be written in lower case Roman numeral at the top right hand corner of your page $\frac{3}{4}$ inch down $\frac{3}{4}$ inch in from right margin.

i

APPENDIX III (i)
FORMAT OF ABSTRACT FOR MASTER'S THESIS

ABSTRACT

An Elementary Integral Equation Method Applied
to Boundary Value Problems in Geomechanics

Mohammad Osama Al-Hunaidi

Contact stress and soil structure interaction problem are important in two respects, first: evaluating the deflection, flexural movements and shearing forces structural in the unit, and secondly, establishing the stress and displacement fields in the supporting soil medium.

In this thesis, a numerical method of solution is presented for the prediction of contact stresses as well as the displacement of simple rigid structural units embedded in elastic, isotropic and semi-infinite soil medium.

The analysis is based on a displacement integral equation. The integral equation describes the displacement field in the half space (due to traction function at some boundary within the half-space) using Melan's fundamental solution and the principle of superposition.

Keywords: Mohammad Osama Al-Hunaidi; contact stress and soil-structure interaction; Melan's fundamental solution.

Must include the title **ABSTRACT** in capitals, not bolded

4 to 5 spaces

Capitalize major words in title of thesis

6 to 7 spaces

Your name should be exactly as it is on the file at the Registrar's Office

3 spaces

2 spaces

Keywords have a colon following it. There should be a maximum of 3 keywords. Your name must be one of the keywords written exactly as it is on the file at the Registrar's Office; keywords are nouns "which best reflect the subject of the thesis to facilitate retrieval" from a database (*Thesis Guide 11*). Keywords are followed by semi-colons except the final one which ends with a full stop.

(*Thesis Guide 24*)

Total abstract must **not** be more than 300 words, **single spaced**.

FORMAT OF ABSTRACT FOR DOCTORAL THESES

The page number for the 'abstract must be written in lower case Roman numeral at the top right hand corner of your page ¾ inch down ¾ inch in from right margin.

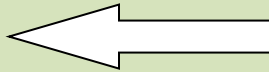
Please follow the instructions for preparing abstracts for **doctoral** theses.

APPENDIX III (ii)

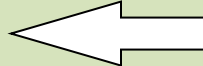
FORMAT OF ABSTRACT FOR DOCTORAL THESIS

i
Must include the title **ABSTRACT** in capitals, not bolded

ABSTRACT



6 to 7spaces



History, Ethics and Emergent Probability: Bernard Lonergan's Emergent Probability and its Import for his Philosophy of History and his Ethical Foundations

Capitalize major words in title of thesis



4 to 5 spaces



Kenneth Richard Melchin

Your name should be exactly as it is on the file at the Registrar's Office



3 spaces



This dissertation examines Bernard Lonergan's structured world view, emergent probability, as the appropriate context for understanding his ethical foundations in *Insight*, chapters six and eighteen, and in *Method in Theology*, Chapter two, and for understanding these foundations within his account of the dynamic structure of history as developed in *Insight*, chapters seven and twenty. The contention throughout is that a precise grasp of the concepts underlying Lonergan's terms, "direct and inverse insights", "systematic and non-systematic relations", "probability", statistical and classical laws". "recurrent schemes", "emergence", "higher viewpoints" and "finality" are all essential to understanding his work in ethics and history and to understanding the role of religion in these fields.

Keywords: Kenneth Richard Melchin; Bernard Lonergan; ethics and history

3 spaces



Keywords have a colon following it; your name must be one of the keywords written exactly as it is on the file at the Registrar's Office; keywords are nouns that explain what your work is about.

(Thesis Guide 25)

Total abstract must **not** be more than 300 words, **single spaced**

ACKNOWLEDGEMENT FOR THESES

ii

ACKNOWLEDGEMENTS

This is optional and the information must be presented on **a single page**. It is “a record of [your] indebtedness and should include acknowledgements of permission to use copyrighted material which appears extensively in the thesis (*Thesis Guide 11*)

Consistently use uppercase letters for headings as per ABSTRACT in the Thesis Guide” as indicated here

DEDICATION FOR THESES

iii

DEDICATION

This is also **a single page** and must conform to the style and font size of the rest of the thesis (*Thesis Guide 11*).

SAMPLE TABLE OF CONTENTS

[This student used MLA citation style hence reference list is 'Works Cited']

| TABLE OF CONTENTS | | iv |
|--|--|-----------|
| Abstract | | i |
| Acknowledgements | | ii |
| 'Livication' [Dedication] | | iii |
| List of Figures | | vii |
| List of Tables | | ix |
| List of Acronyms | | x |
| Chapter 1- Making Change in Coronation Market | | 1 |
| 1.1 Introduction | | 1 |
| 1.2 Formulating the Study | | 1 |
| 1.3 Research Questions and Objectives | | 33 |
| 1.4 Uniqueness and Relevance | | 36 |
| 1.5 Thesis Statement | | 39 |
| Chapter 2 – Theoretical Framework | | 42 |
| 2.1 Introduction | | 42 |
| 2.2 Theorizing Change: from 'Cultural Institution' to Cultural Industry' | | 42 |
| 2.3 Hegelian Philosophy | | 44 |
| 2.4 The <i>Adinkra</i> /Antinomy Dialectic | | 48 |
| 2.6 Thesis/Antithesis, Essentialism and Difference | | 64 |
| 2.7 Conclusion | | 77 |
| Chapter 3 – Literature Review | | 78 |
| 3.1 Introduction | | 78 |
| 3.2 Developing Nations and Nurse's Cultural Industry <i>Problematique</i> | | 79 |

| | |
|---|-----|
| 3.3 The <i>Adinkra</i> /Antinomy Dialectic – Notions of Time | 82 |
| 3.4 The <i>Adinkra</i> /Antinomy Dialectic – Notions of Choice | 90 |
| 3.5 The <i>Adinkra</i> /Antinomy Dialectic – Notions of Space | 100 |
| 3.6 The <i>Adinkra</i> /Antinomy Dialectic – Notions of Composition | 108 |
| 3.7 The <i>Adinkra</i> /Antinomy Dialectic – Notions of Freedom | 117 |
| 3.8 Conclusion | 126 |
| Chapter 4 – Research Methods | 127 |
| 4.1 Introduction | 127 |
| 4.2 Research Approach and Design | 127 |
| 4.3 Research Methods | 132 |
| 4.4 Data Gathering Techniques | 138 |
| 4.5 Research Structure | 139 |
| 4.6 Limitations of the Study and Attempts to Mitigate These | 140 |
| 4.7 Replicability of the Research | 143 |
| 4.8 Conclusion | 143 |
| Chapter 5 – Flashback | 145 |
| 5.1 Introduction | 145 |
| 5.2 Public Service Television Era in Ghana and Jamaica | 146 |
| 5.3 The <i>Adinkra</i> /Antinomy Dialectic of Time | 146 |
| 5.4 The <i>Adinkra</i> /Antinomy Dialectic of Choice | 150 |
| 5.5 The <i>Adinkra</i> /Antinomy Dialectic of Space | 155 |
| 5.6 The <i>Adinkra</i> /Antinomy Dialectic of Composition | 161 |
| 5.7 The <i>Adinkra</i> /Antinomy Dialectic of Freedom | 173 |
| 5.8 Conclusion | 181 |
| Chapter 6- Case Evidence Jamaica | 183 |
| 6.1 Introduction | 183 |
| 6.2 Commerce | 183 |
| 6.3 Creativity and Creative Work | 197 |
| 6.4 Convergence | 210 |
| 6.5 Conduits | 216 |
| 6.6 Content | 221 |

| | |
|---|-----|
| | vi |
| 6.7 Consumption | 234 |
| 6.8 Conclusion | 239 |
| Chapter 7 – Case Evidence Ghana | 240 |
| 7.1 Introduction | 240 |
| 7.2 Commerce | 240 |
| 7.3 Creativity and Creative Work | 253 |
| 7.4 Convergence | 266 |
| 7.5 Conduits | 270 |
| 7.6 Content | 274 |
| 7.7 Consumption | 285 |
| 7.8 Conclusion | 286 |
| Chapter 8 – Data Analysis | 289 |
| 8.1 Introduction | 289 |
| 8.2 From Here to There?: Cultural Institution to Cultural Industry | 290 |
| 8.3 You Are Here | 295 |
| 8.4 The <i>Adinkra</i> /Antinomy Dialectic of Time | 295 |
| 8.5 The <i>Adinkra</i> /Antinomy Dialectic of Choice | 301 |
| 8.6 The <i>Adinkra</i> /Antinomy Dialectic of Space | 305 |
| 8.7 The <i>Adinkra</i> /Antinomy Dialectic of Composition | 313 |
| 8.8 The <i>Adinkra</i> /Antinomy Dialectic of Freedom | 318 |
| 8.9 Cultural Specificity | 331 |
| 8.10 Conclusion | 331 |
| Chapter 9 – Conclusion | 333 |
| 9.1 Introduction | 333 |
| 9.2 Overview | 334 |
| 9.3 Findings | 346 |
| 9.4 Concluding Discussions | 350 |
| 9.5 Musings | 388 |
| Works Cited | 392 |
| Appendices | 436 |

LIST OF FIGURES

| | | |
|-----------|---|-----|
| Figure 1 | TV3 News Set, Ghana | 15 |
| Figure 2 | CVM News Set, Jamaica | 15 |
| Figure 3 | Water Coconut Vendor, Ghana | 17 |
| Figure 4 | Water Coconut Vendor, Jamaica | 18 |
| Figure 5 | A ‘Shot’ From the Balcony of Elmina Castle | 20 |
| Figure 6 | MetroCentre | 26 |
| Figure 7 | Makola Market, Ghana | 27 |
| Figure 8 | Coronation Market, Jamaica | 27 |
| Figure 9 | Outdoor Fabric Market, Ghana | 31 |
| Figure 10 | Outdoor Market, Jamaica | 32 |
| Figure 11 | Fabric in Ghanaian Fabric Market | 72 |
| Figure 12 | Fabric in Ghanaian Fabric Market | 72 |
| Figure 13 | Control Room, TVJ, Jamaica | 210 |
| Figure 14 | CVM Billboard, Jamaica | 213 |
| Figure 15 | Variety of Television Formats Used in 1990s and 2000s | 215 |
| Figure 16 | CVM TV’s News Set, Jamaica | 223 |
| Figure 17 | TV Guides Published in Jamaica in the 2000s | 227 |
| Figure 18 | Outdoor Sign, Videography Services, Accra, Ghana | 245 |
| Figure 19 | TV3 Building With Logos, Ghana | 258 |
| Figure 20 | TV3 and GTV Logos | 259 |

| | | |
|-----------|---|-----|
| Figure 21 | Unfinished NAFTI Building, Ghana | 265 |
| Figure 22 | TV Programme Set With African Iconography, TV Africa, | 267 |
| Figure 23 | TV Africa's Animated Graphics | 268 |
| Figure 24 | TV Programme Set With Branding, Ghana | 269 |
| Figure 25 | Holding Cell That Housed African Women For Sale Into Slavery | 309 |
| Figure 26 | The Courtyard At Elmina Castle, Ghana | 309 |
| Figure 27 | CTV Logo | 334 |
| Figure 28 | NAFTI Logo | 345 |
| Figure 29 | Outdoor Markets, Ghana | 350 |
| Figure 30 | Outdoor Insurance Market, Ghana | 351 |
| Figure 31 | Sidewalk Market, 'Ben-Down' Plaza, Jamaica | 352 |
| Figure 32 | Demolition of Stalls in Jamaican Market | 354 |
| Figure 33 | Postcolonial Mall Ironies | 355 |
| Figure 34 | Postcolonial Market Ironies | 356 |
| Figure 35 | The 'Door Of No Return', Elmina Castle, Ghana | 367 |
| Figure 36 | The African Diasporic Marketplace | 391 |

LIST OF TABLES

ix

| | | |
|---------|---|-----|
| Table 1 | The Adinkra/Antinomy Philosophical Structure | 55 |
| Table 2 | Temporal Relational Grid | 90 |
| Table 3 | Conceptual Temporal Relational Grid | 99 |
| Table 4 | Models of the Cultural Industries: Classification Systems | 116 |

LIST OF ACRONYMS

| | |
|---------|--|
| AV | Audio Visual |
| CARICOM | Caribbean Community |
| CARIMAC | Caribbean Institute of Media and Communication |
| CD | Compact Disk |
| CPTC | Creative Production and Training Centre |
| CVM TV | CVM Television |
| CAST | College of Arts Sciences and Technology |
| CTV | Community Television |
| CSP | Cable Service Providers |
| CU | Close Up |
| DCMS | Department for Culture Media and Sport |
| EAB | Entertainment Advisory Board |
| ECS | Extra Close Up |
| EPA | European Partnership Agreement |
| ELS | Extreme Long Shot |
| EWS | Extreme Wide Shot |
| GPRS | Growth and Poverty Reduction Strategy |
| JBC | Jamaica Broadcasting Corporation |
| JCDC | Jamaica Cultural Development Commission |



CHAPTER 1

MAKING CHANGE IN CORONATION MARKET

“In the noise of the market, be sure to get your correct change”

African Proverb

1

Chapter 1 should be the start of the Arabic numbering.

Consistently use uppercase letters for headings as per **ABSTRACT** in the Thesis Guide

1.1 Introduction

This chapter presents the principal concepts of the study and the means by which the ideas for the research were formulated. It begins with an examination of the researcher’s personal and professional journey in television and other cultural activities in Jamaica. It discusses the assumptions that influenced the study and presents an outline of the discipline within which the study is grounded; concepts and constructs of the main argument and an introduction to the case studies are used to exemplify the change(s) in culture in the Jamaican and Ghanaian cultural/creative industries and cultural economy. The cultural studies technique of setting out a discursive site of study is presented, as are the research questions, and research objectives. An outline of chapters as well as the relevance and uniqueness of the study and, finally, the thesis statement, are presented.

1.2 Formulating the study

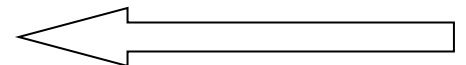
This study facilitated the exploration of questions raised along my professional and academic journey. Early days spent in radio and television studios presenting and producing children’s programmes with my mother, a broadcaster and producer at the Jamaica Broadcasting Corporation (JBC), provided an environment that was tailor-made for a culturally-active childhood and adolescence.

SAMPLE FIGURE



Figure 1. The news set at TV3, the first private television station in Ghana

Source: Hickling, April 2008



Place headings below the figures. Avoid placing full stops after the word 'figure' and at the end of the headings.

Place a colon after the word 'Source' and state where the figure was obtained.

Avoid placing full stops after this statement

SAMPLE TABLE

Place headings above the tables and avoid placing full stops after the word 'table' and at the end of the headings.

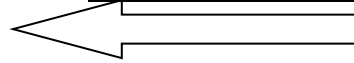


Table 1 The Adinkra/Antinomy Philosophical Structure

| Modules of Cultural Industries Change | Hegel's Antinomies of the Nature of the World | Antinomies of Culture | Adinkra Symbology |
|--|---|------------------------------|---|
| Philosophy | The finitude or infinitude of time | Time |  <p>Sankofa - Return and get it. The philosophy of the importance of learning from the past.</p> |
| Political Ideology | Ideas of natural laws and/or positive laws | Choice |  <p>Wo Nsa Da Mu A - If your hands are in the dish, people do not eat everything and leave you nothing.</p> |
| Economy | Notions of limited and unlimited space | Space |  <p>Funtunfunefu Denkyemfunefu - Shared Space – The Siamese crocodiles share one stomach, yet they fight over food. It is a reminder that infighting and tribalism is harmful to all who engage in it.</p> |
| Policy | The existence of simple parts and/or composite substances | Composition |  <p>Ese Ne Tekrema - The teeth and the tongue play interdependent roles in the mouth. They may come into conflict but they need to work together.</p> |
| Operations | The existence/causality of freedom | Freedom |  <p>Fawohidie - From the expression: <i>Fawodhodie ene obre na enam</i>. The literal translation is 'Independence comes with its responsibilities'.</p> |

The heading for your reference list should be in uppercase

NOTES ON REFERENCES / BIBLIOGRAPHY

REFERENCES / BIBLIOGRAPHY/ WORKS CITED

- The aim of referencing your work in accordance with a citation style is consistency. To achieve this, follow the guidelines set out in your *Thesis Guide* as well as the style manual recommended for your faculty.
- Acquaint yourself with the citation style recommended in the *Thesis Guide* for your faculty. Learn how to do the in-text citations for that style for single and multiple personal authors, institutional authors as well as when the source has no authors.
- Learn how to write end of work references for all the types of material (books; journal articles; websites; conference proceedings etc.) you use in your thesis.
- Ensure that all similar material is cited the same way for example: books, journal articles and websites. If your citation style allows you to abbreviate the journal titles, make sure that a standardized abbreviation list is used.
- You need to know what must be included in a citation for each type of the material used in your reference list.
- You need to know the punctuation marks that accompany each citation in your reference list.
- You need to know if your reference list should be headed: References / Bibliography / Works Cited. This is important because this varies with each style manual.
- For those students who are using the *Chicago Manual of Style*, make sure that you select either *Chicago A: Notes & Bibliography* or *Chicago B: Author & Date* and follow either one, not both.
- For *Chicago A: Notes & Bibliography* the reference list should be headed: **BIBLIOGRAPHY**
- For *Chicago B: Author & Date* the reference list should be headed: **REFERENCES**
- For *Modern Language Association (MLA)* the reference list should be headed: **WORKS CITED**
- Use the printed text at the Library on your citation style or consult online resources such as Online Writing Laboratory (OWL) at Purdue University for assistance

NOTES ON APPENDICES

The heading for your appendices should be in uppercase

APPENDICES

Appendices should follow your list of references and should follow the same Arabic numbering sequence as the body of your thesis. Each appendix must have a title describing what it contains. The Table of Contents should carry a list of appendices.

THESIS SCRUTINY WORKSHEET

The following worksheet is used by librarians to scrutinize your thesis. It was designed using the guidelines from the *Thesis Guide*. You may use this **checklist** to ensure that you have complied with all the requirements.

THESIS SCRUTINY WORKSHEET

LAYOUT

Format: Paper

| | Yes/No | Comments |
|---|---------------|-----------------|
| • Standard letter size or A4 | | |
| • Same grade paper must be used throughout and one side only | | |
| • Double line spacing | | |

Quotation

- Two lines or more - single line spacing indented at least four spaces from left margin

Footnotes/Endnotes

- As per style manual

Margins

- Top – Not less than 1 inch (2.5 cm)
- Bottom - Not less than 1 inch (2.5 cm)
- Right – Not less than 1 inch (2.5 cm)
- Left – 2 inches (5 cm)

Typeface

- Should be 10 or 12 pitch/point and same typeface used throughout the text
- Equations and formulae must be typed. Hand insertions using permanent black ink are acceptable only when the instrument cannot make the symbol. A sample page can be submitted to the Library for approval if desired.

Tables, Figures

- Should appear in the text closely following the point where it is first discussed, usually no further than the page following
- Should be listed by number, title and page number in the thesis and the titles of tables and figures should correspond exactly to the titles which appear in the text
- These lists should be placed after the table of contents

Correction of Errors

- There should be no typographical errors
- Corrections made in ink or with liquid paper are not acceptable

Pagination

- Title page should not be numbered
- Preliminary pages must be numbered in lowercase Roman numerals
- Pages of text must be numbered in a new sequence of Arabic numerals consecutively throughout the thesis
- Page numbers should be from top right hand corner of page $\frac{3}{4}$ inch down $\frac{3}{4}$ inch in from right margin
- The beginning of each chapter should be on a new page
- Appendices should continue the Arabic numeral sequence from the text
- If appendices are pages that are borrowed from other documents this must be properly cited via footnotes on the first page of the relevant appendix giving a full bibliographic description

- Maps plans and diagrams should be included in the numbering sequence (exceptions: Chemistry structural diagrams, loose maps, diagrams tables and plates)
- Loose plates, maps, diagrams and tables should be numbered in a separate sequence of lower case Roman numerals and placed in the end pockets of bound volumes. All loose material should have the candidate's surname, initials, degree and date of submission.
- If the thesis consist of two volumes one continuous numbering system should be used i.e. the second volume should continue from the numbering system of the first volume

Arrangement of Parts of Thesis

- Title Page
- Declaration Form for the Reproduction of Thesis
- Abstract
- Acknowledgements (if any)
- Dedication (if any)
- Table of Contents (including Appendices)
- Table of Cases (if any)
- Table of Statutes (if any)
- Table of constitutional Instruments (if any)
- Glossary (if any)
- List of Figures, Tables Illustrations, Charts, etc
- Preface (if any)
- Text of Thesis
- Reference (including endnotes as necessary) and/or
- Bibliography
- Appendices (if any)

Title Page

- This page should bear; title of work, name of university, degree, full name of candidate and the year the work was submitted

Abstract

- This should be not more than 300 words and numbered using lowercase Roman numerals
- Must include the title 'ABSTRACT', the title of thesis, the author's name, purpose of research, methods, results, significance and appropriate keywords

Table of Contents

- This should include all preliminary pages for example; Acknowledgements, Lists of Figures, List of Tables, etc (including page number as it relates to chapters, significant sections, bibliography and appendices). The item Table of Contents should not be placed in the Table of Contents list

Bibliography/References

- According to citation style

Appendices

- Should be numbered and should form part of the sequence of pages bearing Arabic numerals
- Each appendix must have a title that describes its contents
- A list of appendices must be included in the Table of Contents

Illustrative Material

- These should be printed on single weight, photographic paper or dry – mounted and accurately fixed on thesis paper using a pressure applied adhesive such as mounting squares
- They **should not** be mounted with staples, cellophane tape, rubber cement, glue or photo covers as deterioration of the paper may result

References

- According to style. All formats (books, journals, websites, conference proceedings etc.) should be consistently presented in the in-text citations as well as at the end of work

Final Note

If you follow these guidelines carefully you are likely to satisfy the requirements in the physical organization (format, arrangement, abstract, in-text references, bibliography and appendices) of your theses. This means that you will save yourself a great deal of time in consultation before and after the submission of your thesis.

THESIS CONSULTATION APPOINTMENT REQUEST

Make your request for 1 business day in advance to give the librarian adequate preparation time.*

Today's Date: Day Month Year

Personal Information:

Name: ID Number:

Faculty: Department: Degree:

Phone:
(W): (C): (H):

E-mail: (Write legibly in script)

Preferred means of contact

Email Phone Either

Thesis Information:

Title of thesis

Citation Style

State the extent of completion of your thesis

Due Date: Day Month Year

Describe the nature of assistance required

Office Use Only:

Librarian:
Comments:

*If you are leaving your thesis at the Library allow at least 5 business days for librarian to give feedback.