**UNIVERSITY OF NAIROBI**

**SCHOOL OF BUSINESS**

**GRADUATE BUSINESS STUDIES**

**PHD PROGRAMME**

**GUIDELINES FOR WRITING AND/OR GRADING**

**INDEPENDENT STUDY PAPER (ISP)**

***(CURRENT – Reviewed on 4/9/2019)***

1. **PREAMBLE**

The objectives of the ISP are:

1. To enable the student gain a greater and in-depth understanding of the theoretical, conceptual and empirical body of knowledge in his/her discipline.
2. To enhance student academic writing skills
3. To enhance student skills in critical thinking, conceptualization and theory building

The ISP involves extensive but focused review of the pertinent literature. The review is expected to be critical and curious. It should establish gaps in knowledge, research methodologies and address contemporary issues. **The paper should be of publishable quality (in a refereed journal).**

1. **PROCESS**
   1. **Prerequisites**

To register for ISP the student is expected to have taken Theory and Seminar course units in the relevant area of specialization.

**2.2 Registration**

Students will be required to register for the ISP online. In addition they will be required to fill the Supervisor Allocation Form and submit to relevant Chair of Department based on the area of specialization. This registration has to be done at the beginning of the relevant semester i.e. when the student begins work on the ISP.

**2.3 Supervision**

Every student undertaking ISP will work under the supervision of an academic member of staff appointed by the Chair of the Department for that purpose.

**2.4 Duration**

The ISP is a one semester course unit, therefore, it should be completed within the semester in which it is registered.

1. **TECHNICAL GUIDELINES**
   1. **General Format**

* **Length:** Maximum 20,000 words (excluding references)
* **Margins:** Left margin: 1½ inches

Right margin: 1 inch

Top margin: 1 inch

Bottom margin: 1 inch

* **Referencing:** American Psychological Association (APA) Style
* **Pagination:** Bottom centre
* **Justification:** Left and right
* **Font size:** 12 Times New Roman (Text)

14 Times New Roman (Headings)

* **Line Spacing**: 1.5

**3.2 General Structure**

The paper will typically have the following sections:

* Title page
* Declaration
* Table of Contents
* List of Tables
* List of Figures
* List of Abbreviations & Acronyms
* Abstract
* Body
  + Introduction
  + Review of Theories
  + Conceptual and Empirical Review
  + Synthesis
  + Conclusion
* References

**The ISP format/structure should be topical like a journal article, not chapters as in a proposal.**

1. **EVALUATION**

The evaluation will be done as follows:

* Assessment of the progress during meetings - 20%
* Oral defence of the paper - 30%
* Grading of the final paper - 50%

The evaluation of both oral defence and the final paper will be done by at least two members of academic staff, one of whom must have supervised the candidate.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Associate Dean, GBS**