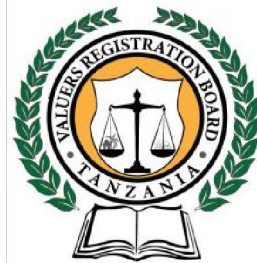


# **VALUERS REGISTRATION BOARD**



## **SPECIAL PROGRAMME FOR FULL REGISTRATION**

### **THESIS WRITING GUIDELINES**

*OFFICE OF REGISTRAR  
DAR ES SALAAM*

*SEPTEMBER, 2021*

# **1. INTRODUCTION**

## **1.1 Purpose**

This document, herein after referred to as the Thesis Writing Guidelines, outline the general and specific requirements governing thesis preparation including guidelines for structuring the contents. The thesis is submitted in partial fulfilment for the professional training requirements for Provisional Registered Valuers who have passed Professional Examinations at Level I and Level II. All qualifying candidates shall submit a thesis to the Registrar within the time specified by the Board.

## **2.0 THESIS FORMAT**

### **2.1 Word Processing**

- 2.1.1 The thesis must be prepared using standard text processing software.
- 2.1.2 The general text of the manuscript must be 1.5 spacing on one side of the paper. Long tables, quotations, footnotes, multi-line captions and bibliographic entries (references) should be in single spacing (6 lines per inch).
- 2.1.3 Except on the title page fonts should be 12 points (Times, New Times Roman or CG Times).

### **2.2 Margins**

- 2.2.1 The thesis must be printed on good quality A4 paper.
- 2.2.2 The top, bottom and right side margins should be 25 mm, whereas the left side margin should be 35 mm for both textual and non-textual (e.g., figures, tables) pages.
- 2.2.3 Content should not extend beyond the bottom margin except for completing a footnote, last line of chapter/subdivision, or figure/table caption.
- 2.2.4 A sub-heading at the bottom of the page should have at least two full lines of content below it. If the sub-heading is too short to allow this, it should begin on the next page.

### **2.3 Pagination**

- 2.3.1 Page numbers prior to Chapter 1 should be in lower case Roman numerals (The title page is considered to be Page i but the number is not printed).
- 2.3.2 Pages of the body of the thesis beginning with the first page of Chapter 1 should be numbered consecutively and consistently in Arabic numerals ("1", "2", "3", etc.) through to the appendices.
- 2.3.3 All page numbers should be placed without punctuation at the centre bottom of the page.

### **2.4 Tables and Figures**

- 2.4.1 All tables (tabulated data) and figures (charts, graphs, maps, images, diagrams, etc.) should be prepared, wherever possible, on the same

page used to type the text and conform to the specifications outlined earlier. They should be inserted as close to the textual reference as possible.

- 2.4.2 All tables and figures should conform to the same requirements as text. Color may be used for figures. If tables and figures are large, they may be reduced to the standard 4 size (provided the reduced area is not less than 50% of the original) and /or folded just once to flush with the thesis margin (if the page size does not exceed 250x360 mm).
- 2.4.3 All tables and figures should be numbered in separate sequences either throughout the thesis or chapter-wise using Arabic numerals. Each table and illustration should have a full caption. Text illustrations should in general be reproduced by photographic or similar means. All lettering in figures must be in stencil equivalent.
- 2.4.4 Each table and figure should be cited by number in the text. They should be referred to in the body of the text capitalizing the first letter of the word and number, as for instance, Table 17, Figure 24, Equation (33), or Table 5.3, Figure 3.11, Equation (4.16), etc.

### **3.0 STRUCTURING THE CONTENTS**

#### **3.1 Sequence of Contents**

The thesis should be organized as follows:

- |      |                    |  |
|------|--------------------|--|
| i.   | Preliminaries      | Title Page<br>Certificate<br>Declaration<br>Abstract<br>Acknowledgement<br>Table of Contents<br>List of Tables and Figures |
| ii.  | Text of the Thesis | Introduction<br>Body of the thesis<br>Conclusion   |
| iii. | Reference Material | List of References   |
| iv.  | Appendices         |  |

#### **3.2 Preliminaries**

##### **3.2.1 Cover Page**

- i. The Title of the thesis on cover page should be written in Capital letters (well indented and centered in bold font size 14. A subtitle should be in capital and small letters.
- ii. The candidate's name should be in capital and small letters, font size 12 bold.
- iii. The following wording as declaration should be included on this page:

**“A Thesis Submitted in Fulfilment of the Requirements for Professional Registration of Valuers by the Valuers Registration Board; give the date (Month and Year) of completion of the thesis/dissertation (the year when the final corrections to the thesis/dissertation were made).”**

A sample of the Cover Page is found in the appendices.

### **3.2.2 Title Page**

The Title page should contain the title of the proposed study, the candidates name and registration number, purpose of submission and date of submission.

### **3.2.3 Certification**

Every thesis submitted for professional registration must be accompanied by a declaration by the candidate to the satisfaction of the Board, stating that the thesis has not been submitted in any other entity. The thesis must be submitted in two hard copies, plus one soft copy in PDF Format. The thesis shall also contain a declaration by the candidate's supervisor (Full Registered Valuer), confirming that he/she has read the thesis and found it to be in a form acceptable for examination.

### **3.2.4 Copyright Declaration**

The thesis shall contain a statement of copyright by the author, reading as follows:

*“This Thesis is copyright material protected under the Berne Convention, the Copyright Act of 1999 and other international and national enactments, in that behalf on intellectual property. It may not be reproduced by any means, in full or in part, except for short extracts in fair dealing; for research or private study, critical scholarly review or discourse with an acknowledgement, without the written permission of the Registrar, on behalf of both the author and Valuers Registration Board.”*

### **3.2.5 Abstract**

The thesis should contain an abstract not exceeding 300 words (one page) in double spacing. It should be concise but comprehensive. The essential points of the thesis, important results achieved and the conclusions reached are presented in summary form here.

### **3.2.6 Acknowledgement**

In this section, the candidate should acknowledge the people or institutions that rendered support or other assistance, which made the execution of the thesis work possible.

### **3.2.7 Table of Contents**

The table of contents lists all materials that follow. It is used instead of an index, and should, therefore, be analytical and refer to specific pages. Chapter titles, sections, first and second order sub-divisions, etc must be listed in it.

### **3.2.8 List of Tables and Figures**

All Tables, figures, abbreviations if used in the thesis should be listed on a separate page, arranged in the same format as the Table of Contents. Any table legends should be listed on the appropriate pages.

## **3.3 Text of the Thesis**

### **3.3.1 Introduction**

Introduction may be the first chapter of the thesis. In either case, it should contain a brief statement of the problem investigated, objectives and hypothesis/research questions, general character of the research and the reasons for the candidate's interest in the problem.

### **3.3.2 Body of the thesis**

The body of the thesis which could be in three or four chapters should contain details of the Methods used in the research, results of the research, description and statistical analyses of the research data; discussion of the Results, and possibly also suggestions of further research.

### **3.3.3 Summary and Conclusion**

A broad overview of the key findings, why are the findings relevant, practical applications of the research findings, implications of the findings to the practice, key take away and recommendations for further research.

### **3.3.4 Length of the Thesis**

At the Valuers Registration Board the maximum length for the thesis shall be between 35 -50 pages with a tolerance of 10% above this limit i.e. up to 10 extra pages with appendices and footnotes included.

## **3.4 Reference Material**

Referencing which entails in-text citation and preparation of referencing list should be in Harvard Referencing Style. All literature cited in the text must appear in a consolidated list with references arranged in alphabetical order at the end of the thesis. If pertinent works have been consulted but not specifically cited, they should be listed as Bibliography or General References. Spacing and font size should be consistent inside a single reference, and there should be double spacing between two different references.

### **3.5 Appendices**

Any additional illustrative materials, original data which are too lengthy for inclusion in the text can be presented in Appendix. These should be independently numbered (as Appendix 1, Appendix 2 etc.). Each appendix should be titled and listed separately in the table of contents.

## **4.0 SUBMISSION**

Thesis will be submitted at two levels.

### **4.1 Initial Submission**

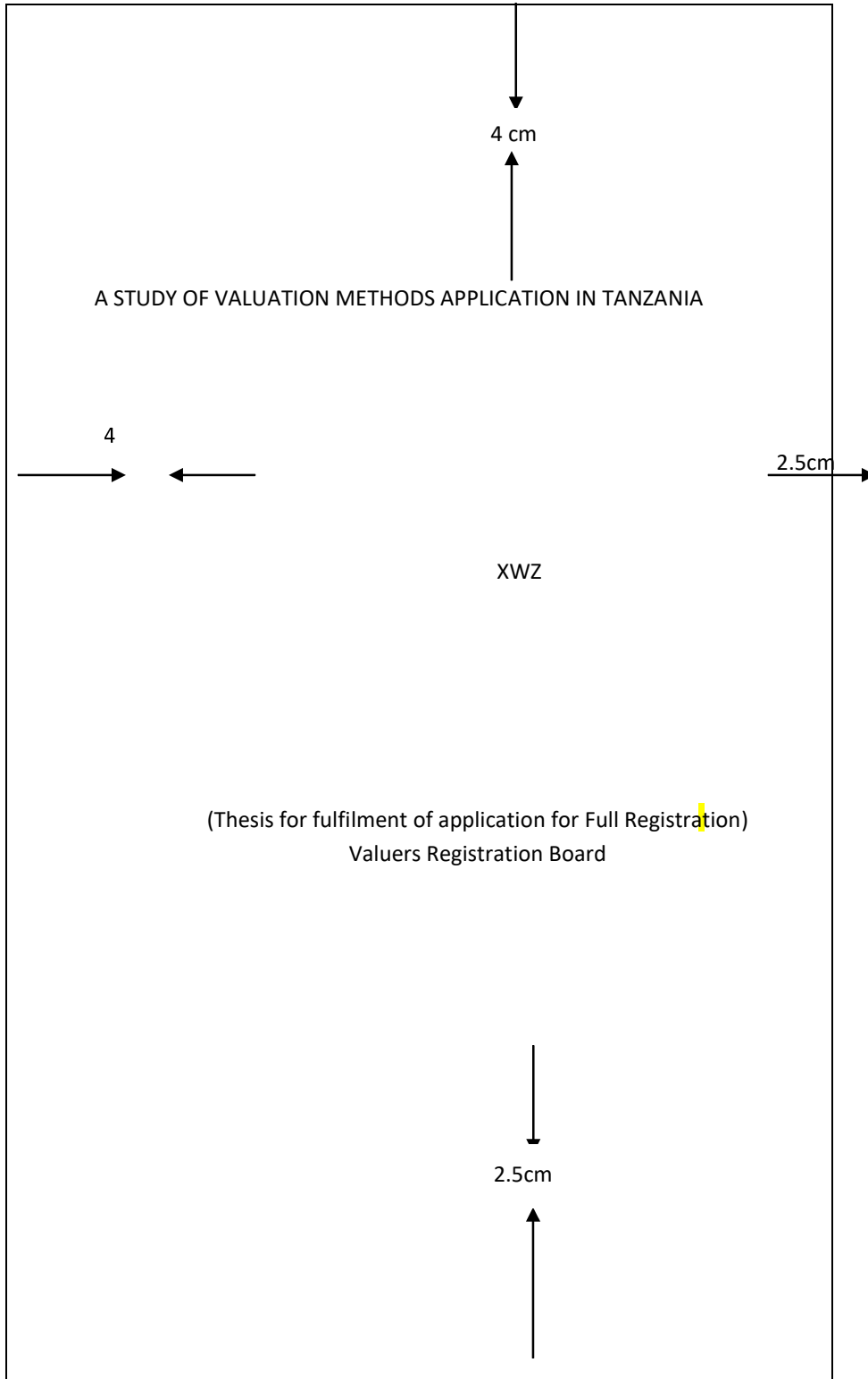
- 4.1.1 The thesis should be submitted to the Registrar, Valuers Registration Board within the specified time and place. Candidates and their supervisors should ensure that these guidelines for thesis preparation have been adhered to.
- 4.1.2 All candidates shall be required to give a presentation of their work before initial submission of thesis.
- 4.1.3 The initial submission is meant for marking; as such the thesis should be submitted in duplicate in loosely bound form.

### **4.2 Final Submission**

Upon satisfactorily completion of all corrections recommended by the examiners the candidate will be required to submit two error free copies in hard copy and a softcopy of the thesis in PDF format.

Appendix

*Sample of Preliminary pages 1(b) Cover page*



*Title page*

**VALUERS REGISTRATION BOARD**



**A STUDY OF VALUATION METHODS  
APPLICATION IN TANZANIA**

B

y

x

w

z

A Thesis Submitted in Partial Fulfillment of the Requirements for Full Professional Registration with Valuers Registration Board.

**September, 2021**



*A Sample of Certification Page of a Thesis  
Submitted for Examination*

**CERTIFICATION**

The undersigned certify that they have read and hereby recommend for examination a thesis entitled a ***Study of Valuation Methods Application*** in fulfillment of the requirements for registration with Valuers Registration Board.

---

ABCC  
(Supervisor)

Date:.....

**DECLARATION AND COPYRIGHT**

I, XYZ, hereby declare that this thesis is my own original work and that it has not been presented and will not be presented to any other Institution for a similar requirement or any other award.

Signature.....

This thesis is copyright material protected under the Berne Convention, the Copyright Act 1999 and other international and national enactments, in that behalf, on intellectual property. It may not be reproduced by any means, in full or in part, except for short extracts in fair dealings, for research or private study, critical scholarly review or discourse with an acknowledgement, without the written permission of the Registrar on behalf of both the author and Valuers Registration Board.