Unity University, Keranyo Campus

Guidelines for Writing a Senior Essay

Introduction

The current Guidelines have been prepared so as to maintain uniformity among the works of the potential advisors. The Guidelines are also believed to ease the works of the advisors and advisees by way of serving as a road map. We, therefore, would like to advise both the advisors and the advisees to strictly follow the Guidelines.

NB:

We would like both parties to give due attention to the following key points, among other things:

- The Senior Essay has to be up to 40-50 pages long excluding the preliminaries and the reference / bibliography sections
- Texts should be double spaced
- Write in the present tense when describing events
- Keep yourself out of the analysis and use the third person

- Do not use abbreviations
- Do not use a slang
- Do not use contractions
- Do not use figures of speech
- Do not over use the same words or phrases
- Cite sources and references
- Use the American Psychological Association (APA) style when referencing
- Make sure that all chapters are balanced
- Advisees have to associate their research with their areas of studies

Contents of a Senior Essay

1. **Preliminaries**
   - **i.** Cover page
   - **ii.** Title page
   - **iii.** Executive summary
   - **iv.** Table of contents
   - **v.** List of table (if any)
   - **vi.** List of figures (if any)
   - **vii.** Abbreviations / acronyms
   - **viii.** Acknowledgement (optional)

2. **CHAPTER ONE (Not more than 10 pages)**

   INRODUCTION

   2.1. Background of the study

   2.2. Problem statement (not more than 5 statements)

   2.3. Research objective

   2.3.1. General objective (1 statement)

   2.3.2. Specific objectives (preferably 3 or 4)

2.4. Research questions (preferably 3)

2.5. Scope /Delimitation of the Research

2.6. Significance / Importance of the Study

2.7. Operational definitions of key terms or phrases

3. CHAPTER TWO

Review of Related Literature (10 - 15 pages long)

3.1. Review of local research works in the area

3.2. Review of research works elsewhere outside Ethiopia

3.3. conventional citation or referencing is mandatory

4. CHAPTER THREE

Research Methodology (10-15 pages long**)**

4.1. Research design

4.2. Data sources

4.3. Data types

4.4. Data collection instruments

4.5. Data management

4.6. Data analysis

4.7. Study site

4.8. Study participants

4.9. Sampling

5. CHAPTER FOUR

Data presentation and Discussion (10-15 pages long**)**

5.1. With reference to research objectives

5.2. With reference to research questions

6. CHAPTER FIVE

Conclusion and Recommendation (1-2 pages long**)**

6.1. Conclusion

6.2. Recommendation (s)

7. REFERENCES / BIBLIOGRAPHY (2-3 pages long**)**

8. **Appendix (Appendices**)