

Important Matters to Address for the Thesis Final Submission

1. The left margin of your document must be 1.5 inch and all the other sides should be 1 inch.
2. Number your pages
3. You all need a table of contents
4. Maps are always a very good way of presenting information. Please use some in your final paper, but do not simply throw them in. Provide some annotation and refer to them very well.
5. List of tables and maps must be separate, not part of the table of contents. Please consult APA style guidelines.
6. References must follow APA. You need to pay close attention to the punctuation and be consistent with dates, places of publication.
7. In-text citation (when you use one) must be appropriately done.
8. It is preferable to use endnotes, but if you stick to footnotes, make sure that the punctuation is correct (use of commas instead of periods, adding the dates, spacing etc.)
9. Align abbreviations in a table or use tabs.
10. Avoid abbreviations in table of contents.
- 11. It is absolutely important to pay closer attention to punctuation and capitalization of words. You must be very rigorous about grammar, conciseness and the mechanics.**
12. Instead of using the future tense as in “this paper will look at,” use the present tense “this paper looks at.”
13. Timeline must be discriminate. Only the important and crucial events should be listed. It might be important to add a little narrative that explains your choice of important events. The same applies to conflict actor mapping.
14. Your statements should be properly backed up.
15. Avoid using all caps, even for titles, simply make size bigger. Take a look again at what APA recommends.
16. “Running Head” should not appear in the running head

17. You need a cover page that includes the following information. Spacing can vary but the most important elements should have more space around them, be bigger and bold:

Addis Ababa University
School of Graduate Studies
Institute for Peace and Security Studies
Africa Peace and Security Programme
Thesis Title (In title case)
Your Full Name (In title case).
Your University Identity Number

*A long essay submitted to the School of Graduate Studies of Addis Ababa University
In partial fulfilment of the requirements for the
Degree of Executive Master of Arts in Managing Peace and Security in Africa*

Addis Ababa
Month and year of submission

18. Make sure your title reflects the contents of your work and does not contain errors.
19. Add a legend to your conflict actors mapping, if you use one.