FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA
NIGER STATE - NIGERIA

POSTGRADUATE SCHOOL

GUIDELINE FOR THE PREPARATION OF THESES

& Reference Management Software Manual

SEPTEMBER, 2023

FEDERAL UNIVERSITY OF TECHNOLOGY MINNA
POSTGRADUATE SCHOOL

GUIDELINES FOR THE PREPARATION OF THESES
&
REFERENCE MANAGEMENT SOFTWARE MANUAL

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PREFACE

This revised guidelines for the preparation of theses is prepared to guide postgraduate students of Federal University of Technology, Minna in preparing the final write-up of their theses for their programme. Federal University of Technology, Minna has come up with these guidelines which are in many ways unique to her, to create a standard and ensure uniformity in the mode and format of presentation.

The guidelines is aimed at assisting the students during the various stages of their programme and to assist the supervisors in guiding their mentee such that their write-up do not face challenges at the various levels of Examinations. It will also assist resource persons appointed by the Postgraduate School for quality assurance at proposal seminars and final examination.

Enormous effort has gone into guiding the students through the structure and format of write-up at various stages. Common mistakes that seasoned reviewers at Postgraduate School have encountered over the years were highlighted and various templates were included to considerably ease the work of students.

Theses that fail to conform with thesis guidelines will be turned down at Postgraduate School. Thus, to safe human and financial resources wastages, students and their mentors are advised to strictly abide by these guidelines.

Engr. Prof. O. K. Abubakre
Dean, Postgraduate School

TABLE OF CONTENTS

1.0 ORGANIZATION AND STRUCTURE OF THESES

Each thesis shall contain the following parts:

Cover Page

Title Page

Declaration

Certification

Acknowledgements

Abstract

Table of Contents

List of Tables

List of Figures

List of Plates

Abbreviations, Glossaries and symbols

Chapters Titles

Chapter One: Introduction

Chapter Two: Literature Review

Chapter Three: Materials and Methods/ Research Methodology

Chapter Four: Results and Discussion

Chapter Five: Conclusions and Recommendations

References

Note: A maximum of six-chapter structure is also acceptable provided all the chapters indicated above are inclusive.

2.0   FORMATTING OF THESES
2.1   Language and Style

The thesis must be written using United Kingdom English Language.

Note that there are many words that are spelt differently in the U.S example.

(i)   Program (U.S.), Programme (U.K)
(ii) Center (U.S.), Centre (U.K)
(iii) Color (U.S), Colour (U.K)

2.1.2   Formal language

A standard thesis should not contain any colloquial language.

Examples:

i.   "and so on" or etc., - You are expected to list or state everything
ii. "haven't or isn't - Write in full "have not, is not"
iii. Any word that is formed from another language should be written in italics and explained under definition of terms (except for scientific names which need not be explained).

2.1.3 Write in full

Always write names of organisations and institutions in full with abbreviation in brackets where they first occur before subsequently using abbreviation alone. Examples:

(i)   World Health Organization (WHO)
(ii) Federal Capital Development Authority (FCDA)
(iii) Federal University of Technology (FUT)

2.1.4 Avoid using personal pronouns

The purpose for the theses is to present the research rather than the personality of the author, therefore the tone of the language should be impersonal. First person pronouns are never used. Example:

(i) "I carried out case studies at Lagos. "Rather use passive tense, "Case studies were carried out at Lagos"

(ii) "It is my opinion that," rather "It is the opinion of the author that,"

2.1.5   Use capital letters for proper names of people, places and organisations e.g.

i. Peter and Adamu
ii. Ibadan and Enugu
iii. Central Bank of Nigeria

2.1.6   Spellings and grammar

i. Care should be taken to make the thesis a scholarly contribution to knowledge, including language usage and accuracy of expression. A research thesis must be accurate, and its language must be precise.

ii. Attention should be paid to details as correct spellings, punctuations, sentence structures, capitalization and the proper use of Italics. Candidates are advised to consult a good handbook on language usage, a dictionary and manual styles for further details.

2.2 Typing Instructions

(a) Paper Size: Use A4 paper (21.0 x 29.7cm). not less than 70gsm

(b) Typing: The following points should be noted:

i. Type on one side only using Microsoft Word and Times New Roman.

ii. For the main body of the thesis use font size twelve (12).

iii. Use double line-spacing throughout, except for abstract and tables (single line spacing). The indented quotations and footnotes should be typed in single line spacing as well.

iv. Use Block Paragraphing, i.e, Leave one extra line between paragraphs.

v. Provide adequate margins -3.5 cm on left hand side, 2.5 cm on top, bottom and right-hand sides

vi. Try not to break words at end of lines.

vii. Avoid a single sentence paragraph.

(c) Quotation: Quotation that are fewer than fifty words may be integrated into the text using double quotation marks at the beginning and end of quotation. For a quotation within a quotation use single quotation marks (e.g "double 'single' doubled"). For quotations of over fifty words indent in typescript 1.5 cm from left hand margin. No quotation marks are necessary for indented passages.

2.3 Table, Figures and Plates

(a) Tables

i. Tables should be constructed such that they could be read and understood without references to the text of the theses. A table should therefore be simple, presenting only one general kind of data relationship. A good table should contribute to the processes of analysis and valid generalisation of findings inherent in the original data. Tables should be brief and clear.

ii. Very long tables should normally be inserted in the appendix at the end of the thesis. However, if it becomes important to have the table in the body of the thesis, the table can be broken into 2 while the second carries the title at first table with 'continuation' added.

iii. Each table should have a clear and self-explanatory title. Tables should be numbered consecutively with Arabic numeral that conforms to the chapter throughout the thesis. Example, for chapter four: Table 4.1, Table 4.2, Table 4.3, etc. The title of the table shall be bold, single line spaced, title case, left justified and on top of the table. The table shall be centralized.

iv. The text should include useful references to all tables. For larger tables, use landscape- type length-wise along the page. Orientation should be such that captions are at the free end of the copy and the character of the table content should not be less than 10 font size.

v. Tables with grid-lines should be avoided as this is an old method of table formatting (horizontal and vertical lines within the table should be removed)

vi. A caption should be positioned at the top of the table. If the caption is written in a single line, it should be centered. If the caption is written more than one line, it should be left justified.

vii. Table sources and notes should be placed directly below the table.

(b) *Figures and Plates*

i. Figures and Plates include graphs, charts, drawings, diagrams, maps, pictures and computer print-outs. The term 'Figure' thus refers to any type of graphic illustration other than a table. Figures should be clear, elegant and simple to interpret. Arabic numerals should be used in numbering figures with reference to the chapter, e.g, Figure 4.7 when referencing within texts.

ii. Each figure or plate must have a concise but comprehensive caption. Avoid the use of such superfluous phrases as "Graph showing… "or map illustrating…. Large figures may either be neatly folded or photographically reduced to the required size without compromising the quality. If the system of folding is selected, a large figure should be so folded as to facilitate ease of reference to it. Using photographic reduction may cause distortion of relationships hence all maps should carry linear scale. The titles for figures and plates shall be below them in title case, bold and should be centralized.

Note: Tables, Figures & Plates should be introduced before presentation

(c) Equations

Equations should be mentioned in the text and properly numbered. Equations that are written on a separate line should be centred and done consistently throughout the thesis. Some equations are long and tend to be multi-line equations. If an equation breaks to multiple lines, align them properly and use only one number for the whole equation as far to the right as possible. The equation numbers should carry the chapter number and enclosed by parentheses. For example, first equation in chapter 3 should be written as (3.1) and placed at the right-hand side of the page.

(d) Numbers and Dates

i.   In descriptive text, numbers are usually written in word if under 10, except when they denote a unit of measurement. All other numbers should appear in Arabic numerals. Insert comma in numerals over 1,000 or space out as recommended by the S.I System of Units. Use first, second not 1st, 2nd.

ii.   Dates should take the form 10th March, 1995. Decades should be referred to without the apostrophe, e.g, 1990s and 1970s.

iii. If you choose to use percentage sign (%) do not mix with spelt out figures or vice versa.

iv.   Unit of measurement should be spelt out when appearing alone in the text, but abbreviated according to standard abbreviations when used in tables and figured and when qualified by numbers.

v.   Metric Units should be used as unit of measurement and it should carry appropriate units (SI)

(e) Glossary of Abbreviations

A glossary of all abbreviations used shall form part of the preliminary pages

2.4 Contribution to Knowledge

This should reflect the knowledge gap filled by the thesis including:

  i.   The quantitative measurement of the main findings
  ii. The overall implication of the findings to scholarship

2.5 References

One Author

Wiiliams, J. H. (2008). Employee engagement: Improving participation in safety. *Professional Safety*, 53 (12), 40-45.

Multiple authors

List all authors. Example:

Keller, T. E., Cusick, G. R., & Courtney, M. E. (2007). Approaching the transition to adulthood: Distinctive profiles of adolescents aging out of the child welfare system. *Social Services Review,* 81, 453-484.

Magazine Article

Mathews, J., Barret, D., & Brillman, D. (2005, May 16). Other winning equators. *Newsweek*, 145 (20), 58-59.

Newspaper Article with No Author Discontinuous Pages

 Generic Prozac Debuts. (2001, August 3). The Washington Post, pp. E1, E4.

Books, Chapter in Books, Reports and others

General Form

Author, A. A (Year). *Title of work.* Location/Town of publication: Publisher

One Author

Alexie, S. (1992). *The business of fancy dancing*: Stories and Poems. Brooklyn, NY: Hang loose Press.

*Corporate Author with an edition and Published by the Corporate Autho*r

American Psychiatric Association (1994). *Diagnosis and Statistical Manual of Mental Disorders* (4th ed). Washington, DC: Author.

Chapter in a Book

Both-LaForce, C., & Kerns, K. A. (2009). Child-parent attachment relationships, peer relationships, and peer group functioning. In K. H Rubin, W. M. Bukowski, & B. Laursen (Eds), *Hand book of Peer Interactions, Relationships and Groups* (pp. 490-507). New York, NY: Guilford Press.

Conference proceeding

Tahir, M., Haron, N., Alias, A., Al-Jumaa, A., Muhammad, I., & Harun, A. (2017). *Applications of building information model (BIM) in Malaysian construction industry. In G. B. Teh & S. C. Choy (Eds.),* Proceedings of   University College International Conference 2017 (pp. 11-19). .

Conference paper

David, O. O., & Muhammad, I. B. (2017, October 17-19). *The impact of educational technology tools in architectural education in Nigeria*. [Paper presentation] International Engineering Conference, Federal University of Technology, Minna, Nigeria.

Unpublished Dissertations or Theses

Muhammad, I. B. (2015). *Cultural Landscape Values of Nupe Communities in Central* Nigeria [Unpublished doctoral dissertation]. University of Technology Malaysia, Malaysia.

ERIC Document

Shyyan, V., Thurlow, M., & Liu, K. (2005). Student perceptions of instructional strategies: voices of English language learners with disabilities, Minneapolis, MN: National Center on Educational Outcomes, University of Minnesota. Retrieved from the ERIC Database (ED495903).

Online Journals, Magazines, Newspapers

General Format- Databases

Author, A. A., Author, B. B & Author, C. C (Year). Title of article. *Name of Journal*, xx, xxx-xxx. doi:xxxxxxxx

Article Retrieved from an Online Database

NOTE: Use the article's DOI (Digital Object Identifier), the unique code given by the publisher to a specific article.

Senior, B., & Swailes, S. (2007). Inside Management Teams: Developing a Team Work Survey Instrument. *British Journal of Management*, 18, 138-153, doi: 10.1111/j.1467-8551.2006.00507.x

Note: Use the Journal's home page URL (or web address) if there is no DOI. This may require a web search to locate the journal's home page. There is no period at the end of web address. Break a long URL before the publication.

Koo, D.J., Chitwoode, D. D., & Sanchez, J. (2008). Violent victimization and the routine activities/lifestyle of active drug users. *Journal of Drug Issues*, 38, 1105-11137. Retrieved from http://www2.criminology.Fsu.edu/jdi/

Article from an Online Magazine

Lodewi J. F. (2001, May 23). Individual-group continuity in cooperation and competition under varying communication conditions. *Current Issues in Social Psychology*, 6(12), 166-182. Retrieved from http://www.uiowa.edu/-jdi/

Other Online Resources

General Form

Author, A. A (Year). Title of work. Retrieved from web address, retrieval date

Online report from a Non-governmental Organization

Kenney, G. M., Cook, A., & Pelletier, J. (2009). Prospects for reducing uninsured rates among children: How much can premium assistance programs help? Retrieved from Urban Institute Website: http://www.urban.org/url.cfm?ID=411823, 10th March, 2021

Online report with no Author Identified and No Date

GVU'S 10th WWW user survey. (n.d.). Retrieved from http://www.cc.gatech. edu/ user surveys/survey-1998-10/, 10th March, 1998

Web Sites in Parenthetical Citations: To cite an entire web site (but not a specific document within the site), it is sufficient to give the URL of the site in the text. **No entry in the reference list is needed. Example:**

Kidpsyc is an excellent website for young children (http://www.kidpsych.org).

2.6 Binding

2.6.1   The thesis should be permanently bound only after the oral examination and after making the necessary corrections and alterations. The dimensions of the cover should be A4 size. The thesis should be soft bound before the oral examination.

2.6.2   The spine of the thesis should be lettered boldly in gold **NAME, DEGREE, (PROGRAMME) AND YEAR** (abbreviated if necessary). PhD thesis in black colour,

Masters in maroon (Ox-Blood) Colour and Postgraduate Diploma in Deep Green colour. Avoid use of glossy paper.

2.6.3   The front of the thesis should follow this order and should appear boldly in uppercase letters.

- i. The Title
- ii. Name
- iii. Registration Number
- iv. Department
- v. University
- vi. Month and year of Graduation **(See sample in appendix A)**

2.7 Number of mandatory Copies

Seven copies (for PhD), five copies (for Masters) of the approved thesis should be presented to the Dean, Postgraduate School. They will be distributed as follows:

2.7.1   One copy with the University Library

2.7.2   One copy with Post Graduate School

2.7.3   One copy with the Department

2.7.4   Three copies with the supervisors (PhD only)/ one copy with Supervisor (MTech/MEng).

2.7.5   One copy with the student

2.7.6   Extra copies to be signed will attract administrative charges

2.7.7   A CD Containing the PhD and Masters thesis, clearly labelled should be submitted along with hard copies to Postgraduate School.

2.8. Plagiarism Check

The soft copy of the thesis should be subjected to plagiarism check software (**Turn-it-in** or any other software stipulated by the University). Similarity index above 10% for PhD, 15% for MTech and 25% for PGD is not acceptable.

3.0 COMMON MISTAKES IN THESES WRITING

3.1 Observed Areas of Occurrence of Mistakes

Font size and font character, Language, Punctuation, Organization, Colour of thesis, Cover, Spine & Title page, Spacing, Numbering of Sub headings, Declaration and Certification pages, Abstract, Spellings, Acknowledgements, Contents and Paragraphs. Use of broken lines in Table of Contents, List of Tables, List of Figures, List of Plates. Arrangement of the contents, particularly, presentation of results, pattern of presentation of Tables/Figures/Plates, pattern of citation within the write up and the reference page Appendix (ces) are the observed areas of occurrence of mistakes.

3.2   Title of Thesis

The thesis title must adhere to the following guidelines:

- ❖ The title should be a clear and concise description of the focus and contribution of the research. It should not contain more than 22 words.
- ❖ The title should not contain formulae, symbols or subscripts, Greek letters, or other non-alphabetical symbols. Word substitutes should be used instead.
- ❖ Thesis title should not contain acronyms or even acronyms in brackets. For example, "GIS" should be written as "Geographical Information System"

❖ Thesis title should not contain punctuations such as colon ":", semi-colon ";" etc. except commas "," when necessary.

3.3   Possible Solution to the Common Mistakes

3.3.1   Numbering of subheadings

Numbering of sub heading should not go beyond four figures. Example, 4.1.1.1

Use of bullets within the thesis should be avoided.

3.3.2 Abstract

This must appear before table of contents and should summarize the entire work appropriately. It is a one-paged description of the whole thesis, highlighting the most important aspects of the work namely: a statement of the research problem, concise description of the research method, results, conclusions and major recommendations. It should be single line spaced, unitalicized and blocked.

3.3.3 Table of contents/list of tables/list of figures /list of plates:

❖ Avoid the use of broken line or any line
❖ Pages must tally with those in the main body of the thesis (To ensure this, use of Microsoft word to generate table of content is strongly advised)
❖ Align contents to the left and pages to the right
❖ Do not repeat the word Table/Figure/Plate severally. Write only once on top left-hand column and page on the top right-hand column.
❖ Main heading in the tables of contents should be in uppercase and bold type (Example, **INTRODUCTION, LITERATURE REVIEW, RESEARCH METHODOLOGY**) while others should observe the following rules of use of title case, sentence case or italics depending on the level of subheading. Example:

4.1 Family Structure and Domestic Space (Second level-Title case)
4.1.1 Family spatial transaction (Third Level- Sentence case)
4.1.1.1 C*hildren and domestic space transactions* (Fourth Level-Sentence case but in italics)

3.3.4   Arrangement of contents:

Main body of thesis (chapters 1-5)

❖ All headings should be centralized, upper case, bold and numbered 1.0, 2.0, 3.0, 4.0 and 5.0 respectively for **INTRODUCTION, LITERATURE REVIEW, MATERIALS AND METHOD/RESEARCH METHODOLOGY, RESULTS AND DISCUSSION, CONCLUSIONS AND RECOMMENDATIONS.**

❖ All tables/figures/plates at any point in the main body should be introduced before the appearance. Sources of figures, tables and plates should be indicated at the bottom.

❖ Only horizontal border lines are required in tables, an example is as given in Table 2.4

Table 2.4: The Purposes and Targets of Lightweight Cryptosystems

S/N	Lightweight Cryptographic Algorithm	Lightweight Hashing Function
1.	Smaller block size – reduced block cipher for original plaintext	Smaller output size – generate hash with fewer block size.
2.	Smaller key size – public keys and private keys for encryption and decryption at reduced lengths respectively.	Smaller message size – to create hash from larger hash of 264-bit to 256-bit or lower.
3.	Simple rounds – to enable lesser computational operations on block ciphers	High speed, lesser memory and energy consumption for low-cost 8-bit or 16-bit micro-controllers.

❖ All scientific names/words should be italicised.
❖ The first letter of a scientific name should be capitalised while the first letter of the second word, in the case of multiple words, should be in small letter/lowercase
❖ Single sentence paragraphs should be avoided.

3.3.5. In text citation

❖ Single author should be so specified including date of publication, e.g, Bola (2002) or (Bola, 2002)
❖ Double authors should read: Bola and Dotun (2002) or (Bola and Dotun, 2002) depending on the placement.
❖ Multiple authors will read Bola *et al.* (2002) or (Bola *et al.,* 2002) depending also on placement (including first citation)
❖ All *"et al"* should be italicised
❖ Citation of a work discussed in another (secondary) source: In general, it is expected that you seek out and use the original source of the information. However, if a secondary source is cited, it should appear like this David and Bala's study (as cited in Abubakre and Solomon, 2021). The secondary source must be listed in the reference list.

3.3.6 References

All references cited within the body of the thesis must be listed alphabetically by authors and chronologically in the reference listing section. All listed references should be cited in the body of the work.

References from the net should reflect the names and initials of author(s), date in bracket followed by full stop (.), title of article and then the "statement" Retrieved on 10th October, 2021 from www.gmail.com, as the case may be. Maintain five space hanging indentation where necessary.

❖ Works of the same author(s) in different years should be listed chronologically.
❖ Works of the same author(s) in the same years should be differentiated with superscripts a, b, following the year.
❖ Reference from conferences proceedings should also be clearly listed.
❖ Journal/Proceeding/Text book names should not be abbreviated.

3.3.7 Appendix (ces)

All appendices must be properly and clearly titled for case of identification. Appendices should be numbered in upper case alphabets, e.g., Appendix A, Appendix B.

3.3.8   Pagination

Pagination should be correctly and uniformly done. There should be no biro marks or hyphens e.g. -2- on pages.

Pagination should be done at the bottom of the page and centre justified.

Pagination should be lower case Roman numerals for preliminary pages but Arabic numerals for main body.

3.4 Authentication

All thesis must be signed by the candidate, Major and co-supervisors, HOD and Dean of the school before its forwarded to the PG school.

4.0   REQUIREMENT FOR THE FIVE (5) PAGE PROPOSAL

4. 1 Requirement for the Five (5) Page Proposal in the Constitution of Supervisory Committee

The document should contain the following sections.

1.0   Introduction
1.1   Background to the Study
1.2   Statement of Research Problem
1.3   Aim and Objectives
1.4   Justification of the Study
1.5   Methodology
1.6   References

The title of the proposal should not exceed 22 words and should not be broken by full colon (:)

The **Statement of Research Problem** (1.2) should capture clearly the gap in knowledge and the problem the researcher intends to solve. It is also expected that the content should have citations underpinning the research problem (s)

The **methodology** (1.5) should give a detailed account of how each objective will be achieved. The data/variables to be measured, the source (s) of the data, instruments to be used for data collection and the method of analysis to be carried out. The data, source, instrument and analysis should be specific to each objective.

The five-page document should be double line spacing with 3.5 cm left margin and 2.5cm right, bottom and top margins. The cover page of the proposal should have the title of the research proposal and names of the supervisory team (the cover page does not count as part of the five pages).

The PG guideline on citation and listing of references should be strictly adhered to.

4.2 How to Generate Table of Content Using Microsoft Word

Use of Microsoft word to generate table of content ensure pages tally with those in the main body of the thesis automatically using the following steps:

i. Click on home tab

ii. Click on heading one

iii. Type the heading

iv. Highlight the heading and format according to the guideline stated for different level of heading (see section 3.3.3)

v. After typing of the entire thesis, go to the page where you want your table of content to be   placed, click on References tab

vi. Click on table of content

vii. Click on custom table of content

viii. Customize it to suit the guideline stated in section 3.3.3

APPENDIX A (COVER PAGE)

TITLE OF THE THESIS

BY

NAME OF CANDIDATE
REGISTRATION NUMBER OF THE CANDIDATE

DEPARTMENT OF THE CANDIDATE
FEDERAL UNIVERSITY OF TECHNOLOGY
MINNA

MONTH, YEAR

APPENDIX B (TITLE PAGE)

TITLE OF THE THESIS

BY

NAME OF THE CANDIDATE

REGISTRATION NUMBER OF THE CANDIDATE

A THESIS SUBMITTED TO THE POSTGRADUATE SCHOOL, FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA, NIGERIA IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE AWARD OF THE DEGREE OF DOCTOR OF PHILOSOPHY (PHD)/MASTER OF TECHNOLOGY/ENGINEERING IN ………

MONTH, YEAR

APPENDIX C (DECLARATION)

I hereby declare that this thesis titled: "------------------------------------
---" is a collection
of my original research work and it has not been presented for any
other qualification anywhere. Information from other sources
(published or unpublished) has been duly acknowledged.

----------------------   --------------------
Name   Signature/Date
Registration number
Federal University of Technology
Minna, Niger State

APPENDIX D (CERTIFICATION)

The thesis, titled: " ………………………………………….."
by: Name…………….…………………………………………..
(Registration Number) meets the regulations governing the awards
of the degree of (state whether PhD/MTech/MEng) of the Federal
University of Technology, Minna and it is approved for its
contribution to scientific knowledge and literary presentation.

Name:
Major Supervisor   Signature & Date

Name:
Co- Supervisor   Signature & Date

Name:
Co- Supervisor   Signature & Date

Name:
Head of Department   Signature & Date

Name:
Dean, Name of School   Signature & Date

Name:
Dean of Postgraduate School   Signature & Date

Appendix E (Sample Table of Content)

TABLE OF CONTENTS

Content	Page

REFERENCE MANAGEMENT SOFTWARE MANUAL (Mendeley)

By:

DR. J.A. OJENIYI

1.0 REFERENCE MANAGEMENT SOFTWARE

Reference constitutes a major component of a thesis. Historically, improper reference citations and listings/bibliographies have been one of the major challenges in thesis development. These citations and bibliographic problems are being encountered most often when researchers choose manual referencing approach. In order to mitigate or if possible, eliminate this challenge to quality thesis development, a couple of software have been developed to help researchers manage their reference materials for proper citing and listing. Examples of these reference managers are endnote, Mendeley, zotero, Cite This For Me, Paper pile and so on. In particular, reference managers help researchers to store, organize, share, transport, list and cite references. Some of these reference managers can be customized by the researchers to present citations and bibliographies in their own institutional styles and formats. Furthermore, a couple of these reference managers allow researchers to develop and continuously populate their personal libraries and databases which could be used for life. In order to introduce the researchers to the inherent benefits of reference managers, Mendeley reference manager is chosen due to its wide acceptance by global research community and support system provided for the researchers like research data and other research benefits.

1.1 Mendeley Reference Manager

Mendeley is a reference manager that helps researchers to organize their research articles or papers in a way that gives room for easy citations and bibliographic listing in any chosen format or style. Researchers can build their personal library or database of research articles which can be referenced anytime and anywhere in the world. It also allows researchers to develop their institutional reference style

for use in their database. One important thing to note about Mendeley is that it does not require a paid personal or institution subscription. It is free of charge to be used by the research community and feedbacks are welcome from users for improving the quality of service.

1.2 Account Creation

A Mendeley user must first of all create an account. The major requirements for account creation are a valid email and a chosen password which could be different from one's usual email password. In order to create a Mendeley account, the following procedures could be followed:

 i. Ensure the system is connected to the Internet
 ii. Type https://www.mendeley.com into the URL of the browser.
 iii. Click "Create a Free Account" button or "Create Account" tab
 iv. User with existing account can sign-in or new user can create an account using a valid email ID and a password of choice
 v. Follow the instructions and supply the required information.

1.3 Mendeley Desktop

After the account creation and necessary registration, the user can login to either "Mendeley web" or "Mendeley desktop". Mendeley web is the user's library on the Mendeley database which is accessible on the Mendeley website. But, Mendeley desktop is the Mendeley application integrated as Plugin into your OneDrive office document which helps in reference citations and listings into the Microsoft Word document in the OneDrive cloud. In order to use Mendeley resources in OneDrive document, Mendeley desktop application must be downloaded and installed.

The following procedures can be followed to download and install Mendeley desktop.

i.   Ensure internet connectivity
ii.   Type https://www.Mendeley.com in the URL
iii. Click on "Download" tab to download the software
iv.   Click on "Download now for Windows"
v.   Run the downloaded "Mendeley Reference Manager Setup"
vi.   Create a Mendeley account and log in
vii. Click on "Tools" tab and Install Mendeley Cite for Microsoft Word
viii. At the Microsoft AppSource, click on "Get it now" under Mendeley Cite icon
      Note: You need to create an account to proceed
ix.   Then, follow the instructions to install it on your local Ms Word of 2016 and later versions or OneDrive office on Microsoft 365.
x.   Get the Mendeley Cite by clicking on "Open in Word" icon
xi.   Copy the link to your browser and execute it
xii. Mendeley Cite is automatically added to your OneDrive Microsoft Word
xiii. Click on "References" tab to display "Mendeley Cite" group

1.4 Linking Mendeley Desktop as a Microsoft Word Plugin

Mendeley desktop must be added to the Word processing package (for example Microsoft Word) as an add-in for it to be used to insert citations and bibliographies into your Microsoft Word document on the local system. The procedures to follow are:

i.   Ensure the version of the Ms Word is 2016 or later.
ii.   Ensure you have installed the add-in of Mendeley Cite as explained in the previous section
iii. Open the Microsoft Word application on your local system
iv.   Click "Insert" tab

v. Then, click "My Add-ins" icon or under "Add-ins" group, click "My Apps"

vi. Then, follow the instructions to add the "Mendeley Cite" as an icon under the "References" tab

1.5   Personal Mendeley Library or Database Population

After creating a Mendeley account, your personal library or database is empty without any research articles. You will need to make deliberate efforts to populate the library or database. A researcher can also automate the process of populating the personal database of research articles. The methods of populating the Mendeley library are:

i. Drag & drop of a (PDF) file
ii. Adding file(s) from computer
iii. Manual addition of an article
iv. Import library (BibTex, Endnote XML, RIS)
v. Through Mendeley web importer

Research articles or materials can be added to your personal Mendeley library by "Drag and Drop" method. This is done by opening the Mendeley desktop application, then drag and drop a (PDF) file into the document pane of the Mendeley desktop window. Also, research materials can be populated to your library by adding a file to your database. Articles can also be added into the library by clicking "Add Entry Manually". This will allow researchers to personally add an article and its details manually. This is most beneficial for capturing the details of research resources that are not available in electronic form. The library of other similar application or reference manager can be imported directly into one's personal library. The last option or method for populating Mendeley library is through the use of the "Mendeley Web Importer". This is discussed in details in the next section.

1.6 Web Importer

Mendeley Web Importer is used to import research documents, web pages and web-based resource materials directly into your library/database from the search engines and academic databases. It is available for all major web browsers which can be downloaded and added/installed as an extension.

The following steps can be followed to download and add web importer to the "Chrome" browser:

i.   Type https://www.Mendeley.com in the URL
ii. Click on "Solutions" tab
iii. Click on "Web Importer" sub-tab
iv. Click on "Get Web Importer for Chrome"
v.   Click "Add to Chrome"
vi. Then, click "Add Extension"
vii. Click "Extensions" icon after the URL bar in your browser (i.e. Chrome)
viii. Then, Click "Pin" icon to make "Mendeley Web Importer" icon visible.

With these procedures, Mendeley web importer has been added to the Chrome browser. Then, Mendeley icon appears on the top right corner of the browser. Research materials on the web can be captured directly into the Mendeley personal library by opening the webpage and clicking on the "Mendeley Web Importer" icon. Some of the academic databases like www.sciencedirect.com provides a tab or a link to export a chosen research article. With this, such a research material can be exported and saved directly into the Mendeley personal library with or without the PDF copy.

1.7 Inserting Citations

This is one of the most important sections that give the real benefit of using Mendeley reference management software to develop a

thesis or a technical report with better citations and automated bibliographies. The following are the procedures for inserting a citation into a thesis or a technical report:

i. Login into your Mendeley desktop account

ii. Open your research report or writeup in Ms Word document and point your cursor to the point of reference insertion.

iii. Click on "References" tab

iv. Under the "Cite with Mendeley" group, click on "Mendeley Cite" icon, then "Mendeley Cite" window appears on the right-hand side of the Ms Word window

v. On "References" tab on this "Mendeley Cite" window, intext citations can be done. You can navigate round your Mendeley library to insert the required references.

Note: At the point of insertion of an article, more than one articles from several authors can be added. Also, note that the list of reference listing or bibliography has not been created at the end of the document. To create bibliography, we repeat some of the steps above but you point the cursor to where you want the bibliography list to appear. Also, instead of clicking on "References" tab on the Mendeley Cite window, you click on the "…" gear icon and click on "Insert Bibliography". Then, the bibliography or reference list is created automatically. Any subsequent insertion of citations will append the additional bibliographic reference to the reference list. In order to change, the settings of the citation styles and language, you can click on "Citation Settings" tab on the "Mendeley Window". Other features on the "Mendeley Cite" window can be explored and used as required.

1.8 Creating FUT Minna PG School Reference Style for Reference Managers

Another major benefit of using Mendeley reference manager is the capacity to create FUT Minna PG school style. The general steps for

creating FUT Minna PG Reference Style for My Mendeley Library/Database are:

i. Sign in to your Mendeley Desktop
ii. Sign in to Mendeley Web Account
iii. Click on "Citation Settings" tab on the "Mendeley Cite" window in your Ms Word
iv. Click on "Change citation style"
v. Scroll down and click on "add a custom style"
vi. Enter the URL to your custom citation style file to add the style to your citation styles list in line with the current updated procedures.

1.8.1 Mendeley web search for developing a custom citation style

There are two methods in carrying out Mendeley Web Search:

i. Search by Name
ii. Search by Example

1.8.1.1 Mendeley web search by name

i. Type "CSL Mendeley" into your URL or google search bar
ii. Click on Mendeley CSL (CSL means Citation Style Language) – the web link is csl.Mendeley.com
iii. Then, search the style by typing the "Style name" into the "Find and edit CSL citation styles"
iv. Then, the style (with the variant types) will be displayed
v. You can View the Style, install or Edit (to reflect FUT Minna PG style peculiarities)

1.8.1.2 Mendeley web search by example

i. Repeat steps 1 and 2 under Mendeley Web Search by Name
ii. Click on the "Search by Example" tab on the Web Home Page

iii. Then, copy the sampled FUT Minna PG Style (both In-Text Citation and Bibliography) into the corresponding editors
iv. Click Search
v. Then, it returns the closely related reference style(s)
vi. You can view, install or edit to be in conformity with FUT Minna PG peculiarities

1.8.2 Creating FUT Minna PG school style from the scratch

If after searching, you cannot find closely related styles to the FUT Minna postgraduate school style, then you can use CSL editor to create it from the Scratch. All you need to do is to specify all the necessary components of in-text citations and reference listing as given in the guidelines for writing theses. After creating the CSL editor for FUT Minna PG school style, it is then saved and uploaded as a template to be used.