UNIVERSITI TUNKU ABDUL RAHMAN

Institute of Postgraduate Studies and Research

Thesis/Dissertation Guidelines

2013

Please refer to your respective Faculty/Institute or Appendix R for the approved citation/reference style of the thesis/dissertation
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1. GENERAL REQUIREMENT OF THESIS/DISSERTATION

INTRODUCTION

1. The aim of this guide is to help postgraduate candidates of Universiti Tunku Abdul Rahman in the preparation of their thesis/dissertation. Candidates are advised to acquaint themselves with the recommendations of this guide in the early stages of preparation, even though some of the recommendations apply only to the final stages. The Guide also provides information for supervisors and co-supervisors whose responsibilities include ensuring that the candidates follow its recommendations.

2. In accordance with UTAR Rule VII - MASTER’S DEGREE PROGRAMME and Rule XVII - DEGREE OF DOCTOR OF PHILOSOPHY, the write up of the research results for a PhD/Doctoral candidate, which contains original work or critical exposition worthy of publication, shall be termed a thesis; while the write up of the research results for a Master’s candidate shall be termed a dissertation.

WARNING ON ACT OF PLAGIARISM

UTAR strictly prohibits its students from committing act of plagiarism. All candidates are reminded to read thoroughly and be well-versed with UTAR Rule XXV - PROHIBITION OF PLAGIARISM. Any candidate found to commit act of plagiarism, whether knowingly or unknowingly, shall be dealt with under the provisions contained in Rule XXV.

Extracted below are Section 3 and Section 5 from Rule XXV on what constitutes plagiarism and penalties against candidate committing plagiarism:

3. Definition & Instances of Plagiarism

(1) Plagiarism is an act whereby one knowingly or intentionally presents another’s work as his own. It is the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. Plagiarism by students or researchers is considered academic dishonesty or fraud and a breach of academic ethics.

(2) Plagiarism may also constitute an infringement of copyright under the Copyright Act 1987 [Act 332].
(3) Instances of plagiarism include [but not restricted to] the following :-

- Incorporating whether through copying, cutting and pasting sentences and paragraphs [or close paraphrasing of the same] from one or more sources which are the work or data belonging to other persons [including books, articles, theses, unpublished works, working papers, seminar or conference papers, reports, lecture notes, tapes or creative works] without due acknowledgement to the author or maker;
- Passing off another’s work as the student’s own, e.g. borrowing other student’s final year project report/thesis and copying all or a substantive portion of that work by putting one’s name on the work;
- Using another person’s ideas, work or research data without due acknowledgement;
- Copying or submitting computer files, whether in whole or in part, without notation of the source;
- Submitting work which has been produced by another on the student’s behalf as if the same was done by the student;
- Where collaborative work is concerned, falsely representing the respective individual contributions of the collaborators where individual contributions are to be identified;

(4) In order to avoid the commission of plagiarism, citation of the source of information or due acknowledgement of authorship whenever information is taken is essential.

5. Penalties

(1) The University views as very serious acts of plagiarism which amounts to academic fraud and blatant or outright dishonesty. Plagiarism shall be deemed as an act of cheating within the ambit of the Examination Regulations.

(2) If the student is found guilty of plagiarism and depending upon the severity thereof, the Committee can impose, in addition to or substitution of the penalties stipulated in Section 55 of the Student Code of Conduct Rule, any one of the following penalties :-

(a) order the student to re-do or amend parts that were plagiarized;
(b) deduct marks on the chapter or portion which the student plagiarizes; or
(c) award a Grade “F” for the unit concerned.
A thesis/dissertation which does not follow the approved format will not be accepted and the degree will not be conferred until an acceptable standard has been met.

THESIS/DISSERTATION PREPARATION

1. The thesis/dissertation must be written in English, except thesis/dissertation for the Master’s/Doctorate’s degree where other language has been approved by Senate. The thesis/dissertation must form a distinct contribution to the knowledge of the subject and afford evidence of originality. It must be of a satisfactory literary standard and must be suitable for publication as a thesis/dissertation of Universiti Tunku Abdul Rahman.

2. A typical thesis/dissertation length shall be:
   i. Master’s by Research Dissertation: within the range of 20,000 – 60,000 words,
   ii. Master’s by Mixed Mode Dissertation: within the range of 10,000 – 12,000 words,
   iii. Ph.D. Thesis: within the range of 40,000 – 100,000 words.

   However, for Master’s (Chinese Studies) and PhD (Chinese Studies) programmes, a typical thesis/dissertation written in Chinese will have length within the range of:
   iv. 60,000 – 80,000 words for Master’s by Research Dissertation,
   v. 30,000 – 50,000 words for Master’s by Mixed Mode Dissertation,
   vi. 120,000 – 150,000 words for Ph.D.Thesis

3. The thesis/dissertation must consist of the candidate's account of his/her own research. A candidate will not be permitted to submit a thesis/dissertation consisting wholly of work for which a degree has been conferred on him/her in this or any other University.

4. A thesis/dissertation must be submitted in a form that can be reproduced in a clear and usable format.

5. Close attention should be paid by the candidate to the following criteria:
   i. The text and all illustrative materials should be clear and error free;
   ii. A good quality paper should be used;
   iii. Format and technical specification as written in this Guide.
PROCEDURE

1. Work Completion Seminar
   The Work Completion Seminar must be presented successfully before any intention to submit the thesis/dissertation.

2. Intention to Submit
   A student shall notify the Director of the Institute of Postgraduate Studies and Research (IPSR), using the ‘Notification of Intent to Submit Thesis/Dissertation for Examination’ form (Appendix A) approximately three (3) months before he/she expects to submit the thesis/dissertation. An abstract/summary not exceeding 300 words of the thesis/dissertation shall be submitted together with the form. If for any reason, the candidate is unable to submit his/her thesis/dissertation within four (4) months, he/she is required to re-submit the ‘Notification of Intent to Submit Thesis/Dissertation for Examination’, which will allow him/her an extension of three (3) months to submit his/her thesis/dissertation.

3. Submission and Examination of the Thesis/Dissertation
   a. On completion of the approved programme of study and research, and after obtaining the letter of approval for the thesis/dissertation title, a candidate shall submit a thesis/dissertation embodying the results of that study and research, and may submit also, in support of the thesis/dissertation, other relevant material.
   
   b. The format of the thesis/dissertation shall be in accordance with the specification as laid out in this guide before it can be allowed to be sent for examination.
   
   c. No thesis/dissertation, material or publications presented for any other degree within UTAR or any other institutions shall be submitted. Five (5) soft-bound copies must be submitted to the Director of IPSR. The original copy must be laser printed and other copies can be photocopied but must be good and clean photocopies. The following particulars should be provided on the dissertation/thesis cover:
      i. Title of thesis (upper case)
      ii. Name of candidate (upper case)
      iii. Degree (upper case)
      iv. Name of University (upper case)
      v. Year of submission
d. Submission of the thesis/dissertation must be accompanied by
   i. the ‘Submission of Thesis/Dissertation for Examination’ form (Appendix B)
   ii. the Originality Report generated by Turnitin and “Supervisor’s Comments on
       Originality Report Generated by Turnitin” form

4. Deposit of thesis/dissertation in the Library

A softcopy of the thesis/dissertation and any other material on which the degree is
awarded, written in the format in accordance with the specification as laid out in this
guide and saved in a single file in pdf format, shall be deposited in UTAR Library. The
CD containing this pdf file must be submitted to IPSR together with a completed “Final
Deposition of Thesis/Dissertation” form (Appendix C). Optional hard bound copies of
the thesis/dissertation, which are to be given to the supervisor(s), must follow similar
specification as laid out in this guide.

TECHNICAL SPECIFICATION

1. Collation

   It is the candidate’s responsibility to prepare and assemble all materials for the
   thesis/dissertation, and to have the pages of the thesis/dissertation in correct order.

2. Paper

   The thesis/dissertation must be written on one side only of good quality white bond paper
   (usually of 80g weight) of A4 size (210mm x 297mm). The same grade of paper must be
   used throughout the thesis/dissertation.

3. Pagination

   a. All pages should be numbered centrally 0.5” or 1.25 cm from the edge of the page at
      the bottom margin. Page numbers should appear by themselves and should not be
      placed in brackets, hyphenated or accompanied by other decorative devices. Print
text or figures on only one side of each sheet. Only original word-processed copy or
      good and clean photocopies are acceptable.

   b. Pages should be numbered consecutively throughout the thesis/dissertation,
      including pages for tables, figures and appendices. Each appendix should be
      identified separately using an upper case letter beginning with A. The pages of the
      appendices should also be numbered accordingly.

   c. The Preliminary pages preceding Chapter 1 must be numbered in lowercase Roman
      numerals (i, ii, iii,...). The Title Page should not be numbered though it is counted as
Subsequent pages of preliminary pages are numbered ii, iii, iv, ...........
Page 1 begins with the first page of the Introduction (or Chapter 1) but not numbered.
Subsequent pages should be numbered in Arabic numerals, beginning with 2, then 3, 4, 5, ............ Each chapter should begin on a new page, but the pagination continues from the end page of the preceding chapter.

4. Production of Manuscript

Theses/Dissertations must be produced on a word processor with printing done on a high quality printer.

5. Spacing

a. Double line spacing must be used in between lines. However, four line spacing must be used between paragraphs and sections. Single spacing is permitted within:
   i. Explanatory footnotes
   ii. Quotations longer than three lines set in a block
   iii. References or bibliography (except between entries)
   iv. Multi-line captions (tables, figures)
   v. Appendices
   vi. Headings or subheadings

b. A new paragraph should be at least two lines at the bottom of the page. Otherwise, the new paragraph should start in a new page.

6. Margins

The top, bottom and right margins should be 1" or 2.5 cm in width, and the left-hand margin should be 2" or 5 cm in width to allow for loss in binding. Right margin of the text should be justified.

7. Typeface and Font Size

a. The font size should be 12 point, and the same typeface must be used throughout the text, including heading and page numbers. Font should not be scripted or italicized except for scientific names and terms in a different language. Bold print and upper case should be used for headings. Footnotes and text in tables should not be less than 8 point. Equations and formulae must be typed.

b. Appropriate typeface for the dissertation/thesis is Times New Roman.
8. **Correction of Errors**
   
a. The dissertation/thesis must be free of typographical errors. Corrections made in ink or with opaque fluid are not acceptable. If a neat erasure cannot be made the page must be re-typed. Deletions must not be made by crossing out or striking out letters or words. The typed line must be continuous. If the word or words cannot be erased clearly and neatly with proper spacing, the whole line, the paragraph, or the whole page must be re-typed.

b. Additions of words or phrases must **not** be typed between lines or inserted by hand. The whole page must be re-typed to incorporate the additions.

c. Pages which are obviously insert pages are not acceptable. The surrounding pages should be re-typed to incorporate the material.

9. **Binding**
   
a. The colour of the final hard bound cover of the thesis/dissertation shall be Maroon (Code: Acrolin 2624) for Master’s degree and Black (Code: Acrolin 2633) for Ph.D. degree. The binding should be as for a book in which pages are permanently secured.

b. The following should be lettered in Gold with Arial Narrow typeface and font size of 18 point from the head to the foot of the thesis/dissertation spine (**Appendix D**)
   
i. Name of candidate (upper case)
   
ii. Abbreviated title
   
iii. Year of submission

c. The following particulars should be provided on the thesis/dissertation cover using Gold lettering with Arial Narrow typeface and font size of 18 point. Refer to **Appendix D**:
   
i. Title of thesis (upper case)
   
ii. Name of candidate (upper case)
   
iii. Degree (upper case)
   
iv. Name of University (upper case)
   
v. Year of submission
2. FORMAT OF THESIS/DISSERTATION

PARTS OF A THESIS/DISSERTATION

Generally, a thesis/dissertation consists of three major parts: (1) Preliminary Pages; (2) Text or Main Body; and (3) Ending Page.

1. Preliminary Pages
   Includes title page, dedication, abstracts, acknowledgements, table of contents, list of tables, figures, and abbreviations.

2. Text or Main Body
   Divided into chapters and sections

3. Ending Pages
   Consist of bibliography or references, appendices.

The arrangement of various pages in a thesis/dissertation is as follows:

<table>
<thead>
<tr>
<th>Items</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blank Page</td>
<td></td>
</tr>
<tr>
<td>Title Page</td>
<td>Not to be paginated but counted as i.</td>
</tr>
<tr>
<td></td>
<td>Subsequent pages are paginated and are numbered consecutively, i.e. ii, iii, iv, v, …..</td>
</tr>
<tr>
<td>Dedication (if any)</td>
<td></td>
</tr>
<tr>
<td>Abstract</td>
<td></td>
</tr>
<tr>
<td>Acknowledgement</td>
<td></td>
</tr>
<tr>
<td>Approval Sheet</td>
<td>Appendix E</td>
</tr>
<tr>
<td>Submission Sheet</td>
<td>Appendix F</td>
</tr>
<tr>
<td>Declaration</td>
<td>Appendix G</td>
</tr>
<tr>
<td>Table of Contents</td>
<td></td>
</tr>
<tr>
<td>List of Table(s)</td>
<td></td>
</tr>
<tr>
<td>List of Figure(s)</td>
<td></td>
</tr>
<tr>
<td>List of Plate(s)</td>
<td></td>
</tr>
<tr>
<td>List of Abbreviations</td>
<td></td>
</tr>
<tr>
<td>Main Body (Chapters)</td>
<td>1st page is not paginated but counted as 1.</td>
</tr>
<tr>
<td></td>
<td>Subsequent pages are paginated and are numbered consecutively, i.e. 2, 3, 4, 5, …..</td>
</tr>
</tbody>
</table>
ELABORATION OF THE VARIOUS PAGES IN A THESIS/DISSERTATION

1. Title Page
Title should describe the content of the thesis/dissertation accurately and concisely.
The title page should include:
   i. The title page should look exactly like the sample on Appendix II.
   ii. Full title of thesis/dissertation (upper case)
   iii. Full name of author (upper case)
   iv. Name of institution to which the thesis/dissertation is submitted
   v. Name of faculty
   vi. Degree of which the thesis/dissertation is submitted
   vii. Month and year of submission
   viii. This page is counted but not numbered (it counts as page i but should not have a page number).

2. Abstract
Every thesis/dissertation must contain an abstract. An abstract is a concise summary of the thesis, intended to inform prospective readers about its content. It usually includes a brief description of the research, the procedures or methods, and the results and conclusions. An abstract should not include internal headings, parenthetical citations of items listed in the reference section, diagrams, or other illustrations. The abstract should not be more than 300 words. In short, an abstract actually points out what have been done, what have been found and what can be concluded.

Remember: an effective abstract gives information about the quality of the research as well as the investigator. An example of abstract is show in Appendix I

3. Acknowledgement
Acknowledgement is used to express the author’s appreciation for guidance and assistance from individual and institutions.
4. **Table of Content**

   Contain the list of all the chapter titles, normally in **upper case**, preceded by their **numbers in Roman or Arabic numerals**. Subheadings should be in **lower case** except as required for initial letters.

   It is recommended that not more than three levels of subheadings be included in the Table of Contents (chapter names are level 1 headings, subheadings of a chapter are level 2 headings, subheadings of subheadings are level 3, etc). Subsections of chapters may be numbered with Arabic numbers separated by period(s) or a combination of numerals and letters.

   The Table of Contents should follow closely the examples in **Appendix J**.

   i. The heading **Table of Contents** must appear at the top of the first page. The heading must be bold, centered, and without punctuation.

   ii. List the chapter titles and at least the first or second order subdivisions. Make sure that chapter and section titles are worded exactly as they appear in the body of the thesis/dissertation.

   iii. Single space each entry within each chapter, but double space between entries of chapters.

   iv. Separate titles from page numbers with right-justified tabs and dot leaders. **Do not use periods to separate titles and page numbers.**

   v. These pages are counted and numbered in lowercase Roman numerals.

5. **List of Tables**

   The list will show the exact title of captions of all tables in the text and appendices, together with the beginning page number of each table. An example is shown in **Appendix K**.

   i. The table number and accompanying title is placed **above** the body of the table and left justified (example in Appendix L).

   ii. Table titles should be focused, descriptive, and short.

   iii. Use a solid line above and below the body of the table, thus delimiting the table.

   iv. Use horizontal lines within the heading sections to encompass several common elements.

   v. Excessively large and complex tables that require multiple pages are discouraged, but if necessary, secondary pages should state “Table X continued” and repeat the headings.

   vi. Table footers are used to explain symbols, give notes on a statistical analysis, define abbreviations, amplify certain aspects of the table, or recognized sources.
vii. Theses including tables should provide a List of Tables (Table number, Title, and Page) section following the Table of Contents.

6. **List of Figures**

The list of figures includes graphs, photographs, charts and printed images. Figures should be numbered consecutively within the chapter of the thesis/dissertation, including in the appendices. An example is show in Appendix M.

The following guidelines apply:

i. Figure captions should be placed immediately **below** the figure. This includes the figure number (e.g., Figure 1.1) followed by a concise, descriptive statement. The figure caption should only be placed on the prior page if space prohibits placement directly below the figure (Appendix N).

ii. Number figures sequentially through the chapter (e.g. Figure 1.1, Figure 2.2, etc.).

iii. Colour can be used in graphs, maps, photos, etc. If colour is used, please provide originals for all copies.

iv. Glossy prints, photomicrographs, or other figures not produced on the regular thesis paper should be mounted (specific method optional) in such a matter as to ensure permanency.

v. Thesis/Dissertation including figures should have a list of Figures (Figure number, Caption, and Page) following the Table of Contents.

Figures, tables, and illustrations must be self explanatory. Generally a figure, table, or illustration will occupy a separate page of the thesis/dissertation. However, if it is integrated within a page of text, there must be sufficient space before and after to clearly set it apart from the text. The text should cite a figure or table when those data are noted. For example: “Graduate enrollment at Missouri State University has increased each of the last five years (Figure 1).”

7. **List of Abbreviations**

When many abbreviations and/or symbols are used List of Abbreviations with appropriate definitions should be included for the sake of clarity. Such lists should be included following the List of Tables and List of Figures. When abbreviations or other symbols are used, they should be uniform and consistent throughout the thesis/dissertation. This list serves as ready reference to readers not familiar with the abbreviation. The list should be sorted in alphabetical order. Universally recognized scientific symbols (cm, mm, kg, etc.) need not be listed. Appendix O shows the example.
8. **Text of Thesis/Dissertation**

Normally, the body of a thesis/dissertation contains subjects such as introduction, literature review, description of experimental procedures, research methods, discussion, summary, conclusions, recommendations, and other pertinent topics that are necessary for a complete understanding on the part of a sophisticated or professional reader. **These subjects can either be organized as separate chapters or be included as subheadings in a chapter or various chapters (refer to Appendix J for examples).**

i. The chapter and section titles should be the same as the headings listed in the Table of Contents. The pages are counted and numbered in Arabic numerals. The text begins four lines below this heading.

ii. The text must be double spaced. (Note that the heading lines are single spaced.)

iii. The pages are counted and numbered in Arabic numerals.

9. **Headings in Text**

Chapter headings must be bold, upper cased, single spaced and centred with font size 12 point. The chapter number and title must be separated into two lines; double spacing as shown in the following example:

**CHAPTER 1**

**INTRODUCTION**

10. **Introduction**

Introduction is the introductory chapter that indicates the problem under study, its importance, validity and the research strategy. It sets forth the context, the hypotheses to be tested, the research objectives to be attained and the contribution to knowledge. Finally, the organization of the thesis/dissertation is described briefly.

11. **Literature Review**

The problem statements and research strategies are derived and developed through critical review of literatures related to the topic of the thesis/dissertation. A literature review surveys scholarly articles, books and other sources (e.g. dissertations, conference proceedings) relevant to a particular issue, area of research, or theory, providing a
description, summary, and critical evaluation of each work. It is meant to act as a base for the experimental or analytical section of the thesis/dissertation and is to offer an overview of significant literature published on the topic. Literature selected must be up to date, analyzed and synthesized logically. However, a literature review is not a summary of works of different authors.

12. Material and Methods

It describes the methods and techniques used. In social science, a theoretical or conceptual framework is generally included. This can generally be organized as separate subheadings in a chapter which usually include descriptions of the participants or subjects, the apparatus (or materials), and the procedure.

In engineering and sciences, this may include, but not limited to, chapter or chapters which describe the theoretical development, hypothesis description, methodology, experimental design and standard procedure description. This section may be written in one or two chapters.

13. Results

It presents a systematic and complete description/account of results and analyses of the study in the form of figures, tables or text so that the key information is highlighted. Results may consist of more than one chapter depending on the number of experimental work and/or parametric studies conducted.

Each chapter on Results may contain discussion which discusses the results of the study in relation to the hypotheses and highlights the main findings, their significance and implications.

14. Tables and Figures

A table or a figure should appear in the text closely following the point where it is first discussed, usually no further than the page following.

Tables and figures should be listed by number, title and page number in the thesis/dissertation, and the titles of tables and figures should correspond exactly to the titles which appear in the text (Appendix K and Appendix L respectively). These lists should be placed after the Table of Contents. Arabic numbers should be used in two separate sequences for the identification of the Tables and Figures.

Tables and Figures should be numbered according to the chapter. For example, Table 1.1, Table 1.2…..etc for table attached in Chapter 1; Figure 1.1, Figure 1.2…etc. for figure attached in Chapter 1.
15. **Discussion and Conclusion**

The Discussion section discusses the results of the study in relation to the hypotheses. It highlights the main findings, their significance and implications. To distinguish from the abstract, the Conclusion section (if required) generally sums up the findings, discussion and recommendations of the study.

16. **Chapter Layout**

The text in a chapter can be divided into major sections and sub-sections. The major sections and sub-sections are numbered according to one of two possible schemes, i.e.

a) Arabic numbers separated by period(s). The major sections are numbered as First level (e.g. 1.0, 2.0, 3.0,…), the subsections are numbered as Second level (e.g. 1.1, 1.2,…), Third level (e.g. 1.1.2, 2.1.3,…), Fourth level (e.g. 1.1.1.1, 2.1.2.3,…) etc., or

b) A combination of numerals and letters. The major sections are numbered as First level (e.g. I, II, III…), the subsections are numbered as Second level (e.g. A., B.,…), Third level (e.g. 1., 2.,…), Fourth level (e.g. a., b.,…) etc.

Candidates should ensure that it is consistent throughout the dissertation/thesis and is limited to 4 levels if possible.

17. **References**

The thesis or dissertation should contain appropriate documentation – that is, references to original literature relevant to the research presented in the thesis or dissertation.

The most common formats used for literature citations are:

The Bibliography (or List of References) should follow closely the sample in Appendices P and Q.

i. The heading Bibliography (or List of References) must appear at the top of the first page. The heading must be bold, centered, and without punctuation.

ii. Begin the list of sources four spaces below the heading.

iii. Single space within each entry and double space between entries.

iv. Do not split entries over two pages. If an entire entry does not fit on one page, place the entire entry on the next page.

v. Arrangement of entries shall be alphabetical by author’s surname or numerical by citation sequence as practiced in your respective discipline.

vi. These pages are counted and numbered in Arabic numerals.
Every reference cited in the text should be listed in the Literature Cited (Reference) section that follows the main body of the thesis/dissertation. Likewise, citation which is not mentioned in the text should not be listed in reference section. This one-to-one correspondence between citations and listing of references is essential.

* Please refer to your respective Faculty for the preferred citation/reference style of the thesis/dissertation

Citations: The most important consideration in citation of references is consistency.

Author-date system
The author-date system is used to provide information for readers to locate the source of information listed in the alphabetical selected bibliography or references at the end of thesis/dissertation. Examples are as below:

**Harvard Style**

(a) For journals with one author
   i. “Walker (2000) compared reaction times …”; and
   ii. “In a study of reaction times (Walker, 2000) …”

(b) For journals with maximum two authors:
   i. “A recent survey of perceptions of graduate students indicated the primary barrier to obtain an advanced degree is writing the thesis (Smith and Jones, 2002)”; and
   ii. “Smith and Jones (2002) concluded from a survey of graduate student perceptions that writing the thesis is the primary barrier to obtaining a degree.”

(c) Citation more than two authors:
   i. The variations in enzyme production might be due to the fact ……… (Ahmad et al., 1999)
   ii. Ahmad et al. (1999) reported that the variations in enzyme production might be due to the fact …
   • et al. can only be used in the text to replace authors’ name, full listing of the authors’ name should appear in the References section.

(d) Multiple references in a statement:
The variations in enzyme production might be due to the fact … (Jones et al., 1992; Brown et al., 1993; Black et al., 1994; White et al., 2011)
* List the references chronologically by publication date (i.e., the earliest first).

APA Style

(a) For journals with one author
   i. “Walker (2000) compared reaction times …”; and
   ii. “In a study of reaction times (Walker, 2000) …”

(b) For journals with maximum two authors:
   i. “A recent survey of perceptions of graduate students indicated the primary barrier to obtain an advanced degree is writing the thesis (Smith & Jones, 2002)”; and
   ii. “Smith and Jones (2002) concluded from a survey of graduate student perceptions that writing the thesis is the primary barrier to obtaining a degree.”

(c) Citation more than two authors for first citation:
   i. The variations in enzyme production might be due to the fact … (Ahmad, Kelly, & Chang, 1999)
   ii. Ahmad, Kelly, and Chang (1999) reported that the variations in enzyme production might be due to the fact …

(d) Citation with four to five authors:
   i. For 1st citation in-text:
      • Skinner, Cornell, Su, and Harlow (1993) have sequenced the rice genome …
      • The genome of rice have been … (Skinner, Cornell, Sun, & Harlow, 1993).
   ii. Subsequent 1st citation per paragraph thereafter:
      • Skinner et al. (1993) reported that ....
      • ... (Skinner et al., 1993)
   iii. Omit year from subsequent citations after 1st citation within the same paragraph:
      • Skinner et al. reported that ...

(e) For 6 or more authors, cite only the name of the first author followed by et al. and the year. Full listing of the authors’ name should appear in the References section.
(f) Multiple references in a statement:
   i. The variations in enzyme production might be due to the fact ... (Black et al., 1994; Brown et al., 1993; Jones et al., 1992; White et al., 2011)
   ii. Recent studies (Bradford, 1992; Curtis, 1983; Graham, 1997) agreed that ... 

* Authors are arranged alphabetically according to the name of the 1st author in each source. Separate entries by using semicolons. 

**Listing of References:** Each reference cited in the text must be listed in the Literature Cited (Reference) section.

1. **Harvard style**
   The style and sequence or order of arranging elements within a reference for the Harvard reference citation style indicated below (Appendix P for more examples):

   Author’s surname, author’s first name or initial and Author’s surname, author’s first name, year of publication. Title of article. Full Title of the Journal, Volume number (issue or part number), pages (use pp).

   Example:
   i. **For 1 to 2 authors**

   ii. **For 3 to 5 authors**
      Hughes, J.C., Brestan, E.V. and Valle, L.A., 2004. ... …

   iii. **For more than 5 authors**
      Hughes, J. et al., 2004. ………

   The order of listing references is according to alphabetical by author’s surname. The sequence or order of arranging the reference in the reference list for same author will follow the chronological by same name and alphabetical by title. As with citing the references in the thesis/dissertation text, the format used to list the references must be consistent; each reference listed must be in the same format.

   Example:
   i. Same author, same year, different title:
      Dave, R.L., 2004a. Managing information …
      Dave, R.L., 2004b. Multimedia management …
ii. Same author different year:
   Jones, L.S., 2004. Critical thinking about …
   Jones, L.S., 2006. Doing qualitative research …

(2) APA style
The style and sequence or order of arranging elements within a reference for the
APA reference citation style indicated below (Appendix Q for more examples):
   Author’s surname, author’s first name or initial, & Author’s surname,
   author’s first name or initial. (year of publication). Title of article. Full Title
   of the Journal, Volume number (issue number), pages.

Example:
i. For 1 to 2 authors
   phosphodiesterases. Advance In Cyclic Nucleotide Research, 1 (5), 153-162.

ii. For 3 to 5 authors
   nucleotide phosphodiesterases. Advance In Cyclic Nucleotide Research, 1 (5),
   153-162.

iii. For 6 to 7 authors
   Phelps, B.R., Lima, M., Gomez, J., MacArthur, R.T., Gansu, L., & Nehru, M.
   (2004). Regulation of cyclic nucleotide phosphodiesterases. Advance In Cyclic
   Nucleotide Research, 1 (5), 153-162.

iv. For ≥ 8 authors
   Carter, A., Dougherty, S., Addington, M., Stanley, R., Stanley, C., Schuffler,
   Advance In Cyclic Nucleotide Research, 1 (5), 153-162.

* provide the family names and initials of the first six authors followed by three
  ellipsis points and the last author’s name and initial.

The order of listing references is according to alphabetical by author’s surname.
The sequence or order of arranging the reference in the reference list for same author
will follow the chronological by same name and alphabetical by title. As with citing
the references in the thesis/dissertation text, the format used to list the references
must be consistent; each reference listed must be in the same format.

Example:

i. Same author, same year, different title:

ii. Same author different year:
    Jones, L.S. (2006). Doing qualitative research …

18. Quotations

i. Short quotations (less than 40 words) are incorporated into the text and enclosed by double quotation marks (“ ”).

Examples:
According to Peter (2009), “Students often had difficulty using MLA style, especially when it was their first time” (p. 165)

According to [34], “Students often had difficulty using MLA style, especially when it was their first time”.

ii. Long quotations of 40 or more words are displayed in a single-spaced block of typewritten lines with no quotation marks. Indent five spaces from the left margin and type the entire quotation on the indented margin without the usual opening paragraph indentation. If the quotation is more than one paragraph, indent the first line of the second and additional paragraphs five spaces from the already indented margin, approximately an inch from the left margin.

Example:
We agree with Obrue (2002), who concluded:
   Neurofeedback is perhaps best viewed not as an alternative to conventional psychopharmacological agents but rather … (p. 8).

We agree with [54], who concluded:
   Neurofeedback is perhaps best viewed not as an alternative to conventional psychopharmacological agents but rather … .

iii. If there is a quotation within a block quotation, enclose it in double (“”) quotation marks. If there is a quotation within a short quote (one incorporated within the text), enclose it within single quotation marks (’).
iv. Ellipsis points are used to indicate omitted material. Type three periods with a space before and after each period to indicate omission within a sentence (…). To indicate an omission between sentences type a punctuation mark for the sentence followed by three spaced periods ( . …) (? …) (! …).

v. When a period or comma occurs with closing quotation marks, place the period or comma within the closing quotation mark. Put any other punctuation mark outside the quotation marks unless that mark is part of the quoted material.

19. Appendices

If supplementary original data, illustrative material, a detailed derivation of equations, an extensive proof of a theorem, or a quotation too extensive for the body of the thesis are included, they may be presented in appendices. Similar material should be gathered in a single appendix.

i. Number the appendices consecutively either alphabetically or numerically (Appendix A, Appendix B...).

ii. The heading Appendix A (or B, C) and the title of the material must be bold, centered, and without punctuation.

iii. The appendix material should begin four spaces below the heading.

iv. List each appendix and its title separately in the Table of Contents.

v. The pages are counted and numbered in Arabic numerals.

20. Glossary

The pages should be numbered continuously with the rest of the text. The font size is 10 point with one and a half spacing.

21. Notes

The footnotes may be numbered consecutively throughout the dissertation/thesis, or throughout each chapter. The font size should not be less than 8 point with single spacing with double spacing between entries.
3. WRITING CONVENTION

1. Units of measure
   Arabic numeral should be used before measurement units and should not be spelt out, e.g. 5 kg, not five kg. Exemption is given to the first word of the sentence.

2. Numbers
   All numbers should be spelt out unless they are followed by units of measure. Arabic numeral should be used for number 10 or more than 10. If sentence begins with a number, the number should be spelt out. e.g., “Three replications had been made for the following experiment.”
To: The Director, Institute of Postgraduate Studies and Research

NOTIFICATION OF INTENT TO SUBMIT THESIS/DISSERTATION FOR EXAMINATION

<table>
<thead>
<tr>
<th>Name of Candidate</th>
<th>Faculty</th>
</tr>
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</table>

* Delete where appropriate

Note to Candidate:

The Notification of Intent to Submit Thesis/Dissertation* for Examination must be submitted to IPSR at least three (3) months before submission of your thesis/dissertation.

Declaration by Candidate

I hereby give notice that I intend to submit my thesis/dissertation* for examination on ____________ (mm/yyyy)

I enclose an abstract/summary of my thesis/dissertation titled: ______________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

________________________________________________________________________________________

(Signature of Candidate) (Date)

Endorsement by Supervisor(s)

________________________________________________________________________________________

(Signature of Main Supervisor) (Date)

________________________________________________________________________________________

(Signature of Co-Supervisor) (Date)

Confirmation by IPSR

Date Received : ________________

Summary of Dissertation/Thesis

Received by: ______________________ (Name) ______________________ (Signature)
To: The Director, Institute of Postgraduate Studies and Research

SUBMISSION OF THESIS/DISSERTATION FOR EXAMINATION

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<td>Co-Supervisor</td>
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</table>

Declaration by Candidate

I hereby submit

(i) **five (5) soft bound copies** of my final thesis/dissertation* titled: ________________________

(ii) the Originality Report generated by Turnitin and the completed “Supervisor’s Comments on Originality Report Generated by Turnitin” form

_____________________________  ________________________
(Signature of Candidate)  (Date)

Endorsement by Supervisor(s)

_____________________________  ________________________
(Signature of Main Supervisor)  (Date)

_____________________________  ________________________
(Signature of Co-Supervisor)  (Date)

Confirmation of Receipt by IPSR

Date Received :___________________

- 5 soft bound copies of dissertation/thesis*
- Originality Report and completed “Supervisor’s Comments on Originality Report” form

Received by: ________________________  ________________________
(Name)  (Signature)

* Delete where appropriate
Appendix C

Universiti Tunku Abdul Rahman

Form Title: Final Deposition of Thesis/Dissertation

Form Number: FM-IPSR-PSU-020  Rev No.: 2  Effective Date: 06/08/2013  Page No.: 1 of 1

To: The Director, Institute of Postgraduate Studies and Research

FINAL DEPOSITION OF THESIS / DISSERTATION

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<td>Email Address</td>
<td>Telephone/Mobile No.</td>
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<td>Main Supervisor</td>
<td>Co-Supervisor</td>
</tr>
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*Delete where appropriate

Declaration by Candidate

I hereby submit ____ hard-bound copies of my thesis/dissertation* and a CD containing softcopy of my thesis/dissertation* which is in a single file in pdf format as final deposition of my thesis/dissertation*. I declare that I had completed the required Exit Survey.

__________________________________________________________________________
(Signature of Candidate)  (Date)

Endorsement by Main Supervisor

__________________________________________________________________________
(Signature of Main Supervisor)  (Date)

Name:

Confirmation of Receipt by IPSR

☐ ____ hard-bound copies of Thesis /Dissertation*  ☐ CD of the Thesis /Dissertation*

Date Received: ____________________

Received by: ____________________ (Name) ____________________ (Signature)
Appendix D

Example of Spine and Cover of the Thesis/Dissertation

YVONNE CAROLINE

AN EXPLORATION OF THE EFFECTS OF MOODS IN ATTITUDE JUDGEMENTS

MASTER OF ______________ /
DOCTOR OF PHILOSOPHY IN ______________

FACULTY OF ARTS AND SOCIAL SCIENCES
UNIVERSITI TUNKU ABDUL RAHMAN
AUGUST 2009
Appendix E

Example of Approval Sheet

APPROVAL SHEET

This thesis/dissertation entitled “CADMIUM BIOSORPTION USING FREE AND IMMOBILISED BIOMASS OF ASPERGILLUS AWAMORI” was prepared by YVONNE CAROLINE and submitted as partial fulfillment of the requirements for the degree of Master of ______________ / Doctor of Philosophy in ______________ at Universiti Tunku Abdul Rahman.

Approved by:

___________________________
(Prof. Dr. ABCDEF GHIJKLM) Date:…………………..
Professor/Supervisor
Department of ______________
Faculty of ______________
Universiti Tunku Abdul Rahman

___________________________
(Prof. Dr. ABCDEF GHIJKLM) Date:…………………..
Professor/Co-supervisor
Department of ______________
Faculty of Science
Universiti Tunku Abdul Rahman
Appendix F

Example of Submission Sheet

FACULTY OF ______________________

UNIVERSITI TUNKU ABDUL RAHMAN

Date: __________________

SUBMISSION OF THESIS / DISSERTATION *

It is hereby certified that ______________________ (Student Name) (ID No: ______ (Student ID) ) has completed this thesis/dissertation* entitled “__________________________” under the supervision of ______________________ (Supervisor) from the Department of ______________________, Faculty of ______, and ______________________ (Co-Supervisor) from the Department of ______________________. Faculty of______________________________.

I understand that the University will upload softcopy of my thesis/dissertation* in pdf format into UTAR Institutional Repository, which may be made accessible to UTAR community and public.

Yours truly,

____________________
(Student Name)

*Delete whichever not applicable
Appendix G

Declaration

DECLARATION

I ____________________________ hereby declare that the thesis/dissertation is based on my original work except for quotations and citations which have been duly acknowledged. I also declare that it has not been previously or concurrently submitted for any other degree at UTAR or other institutions.

____________________
(YVONNE CAROLINE)

Date ______________________
Appendix H

Example of Title page

CADMIUM BIOSORPTION USING FREE AND IMMOBILISED
BIOMASS OF ASPERGILLUS AWAMORI

By

YVONNE CAROLINE

A ________(thesis/dissertation) submitted to the Department of ____________.

Faculty of ____________.

Universiti Tunku Abdul Rahman,
in partial fulfillment of the requirements for the degree of
Master of ________________ / Doctor of Philosophy in ________________
August 2009
Appendix I

Example of Format of Abstract

ABSTRACT

CADMIUM BIOSORPTION USING FREE AND IMMOBILISED BIOMASS OF ASPERGILLUS AWAMORI

Yvonne Caroline

The ability of free and immobilized cells of Aspergillus awamori to act as an effective cadmium biosorbent was investigated using........From the study, ................. However, .................
Appendix J

Table of Contents

Example 1

<table>
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<td>LIST OF FIGURES</td>
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<td>LIST OF PLATES</td>
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<td>LIST OF ABBREVIATIONS/NOTATION/GLOSSARY OF TERMS</td>
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CHAPTER

1.0 INTRODUCTION

2.0 LITERATURE REVIEW

2.1 Cadmium: Occurrences in Nature

2.2 Major Uses and Production of Cadmium

2.3 Conventional (Non-Biological) Treatment Methods

2.4 Biological Treatment

2.4.1 History

2.4.2 Biosorption Phenomenon and Mechanism

2.4.3 Fungal Biomass as an Effective Biosorbent

2.5 Type of Heavy Metal Removal System

2.5.1 Free Cell System

2.5.2 Immobilized Cell System

2.6 Concluding Remarks
3.0 MATERIALS AND METHODS

3.1 Materials
3.1.1 Chemicals and Solutions
3.1.2 Microorganisms and Maintenance
3.1.3 Inoculum Preparation and Medium Composition

3.2 General Plan of The Experimental Work

3.3 Analytical Procedures
3.3.2 Dry Cell Weight Determination
3.3.3 Viable Cell Counts
3.3.4 Statistical Analysis

4.0 RESULTS

4.1 Effect of Different Initial Cadmium Concentrations
4.1.1 Langmuir Linear Adsorption Model
4.1.2 Comparison with other Microbial Sorbents

4.2 Effect of Different Biomass Concentration on Biosorption of Cadmium

4.3 Cadmium Removal in Stirred Tank Reactor
4.3.1 Batch Phase
4.3.2 Continuous Phase

5.0 DISCUSSION

5.1 Effect of Different Initial Cadmium Concentrations
5.1.1 Langmuir Linear Adsorption Model
5.1.2 Comparison with other Microbial Sorbents

5.2 Effect of Different Biomass Concentration on Biosorption of Cadmium

5.3 Cadmium Removal in Stirred Tank Reactor
5.3.1 Batch Phase
5.3.2 Continuous Phase

6.0 CONCLUSIONS

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**Example 2**

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**CHAPTERS**

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   2. The Influence of Moods                  48
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      2. The Effects of Negative Moods 97
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Example of List of Tables

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<td>A Haworth projection representation of the structure of glucose (α-D-glucopyranose) (1 space)</td>
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<tr>
<td>2.2</td>
<td>Section of the amylose molecule showing the repeating anhydroglucose unit</td>
<td>12</td>
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<tr>
<td>3.1</td>
<td>The effect of substrate concentration on maximum D-glucose concentration</td>
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<td>4.2</td>
<td>The effect of enzyme dosage on reaction time</td>
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<td>Production of CGTase enzyme during the batch culture of (A) <em>Thermococcus hydrothermalis</em> and (B) <em>Klebsiella</em> sp.</td>
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APPENDIX L

Example of Table layout

Table 1.1: Graduate school Enrolment at Universiti Tunku Abdul Rahman

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<td>1996</td>
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<td>2002</td>
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1 includes full-time and part-time students.
Appendix M

Example of List of Figures

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<td>A Haworth projection representation of the structure of glucose (α-D-glucopyranose)</td>
<td>8</td>
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<tr>
<td></td>
<td>(1 space)</td>
<td></td>
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<tr>
<td>2.2</td>
<td>Section of the amylose molecule showing the repeating anhydroglucose unit</td>
<td>10</td>
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<td>The effect of substrate concentration on maximum D-glucose concentration</td>
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<td>4.2</td>
<td>The effect of enzyme dosage on reaction time</td>
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<td>4.10</td>
<td>Production of CGTase enzyme during the batch culture of</td>
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<td>(A) <em>Thermococcus hydrothermalis</em> and (B) <em>Klebsiella sp.</em></td>
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APPENDIX N

Example of Figure Layout

Figure 1.1: Graduate School Enrolment at Universiti Tunku Abdul Rahman
Appendix O

Example of List of Abbreviations

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<td>g</td>
<td>Acceleration of gravity (~9.8 m/s/s)</td>
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<tr>
<td>α-D-glucopyranose</td>
<td>Alpha-D-glucopyranose</td>
</tr>
<tr>
<td>BSA</td>
<td>Bovine serum albumin</td>
</tr>
<tr>
<td>Ca&lt;sup&gt;2+&lt;/sup&gt;</td>
<td>Calcium ion</td>
</tr>
<tr>
<td>C</td>
<td>Carbon</td>
</tr>
<tr>
<td>C/N ratio</td>
<td>Carbon-to-nitrogen ratio</td>
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<tr>
<td>Co&lt;sup&gt;2+&lt;/sup&gt;</td>
<td>Cobalt ion</td>
</tr>
<tr>
<td>CFU</td>
<td>Colony forming units</td>
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<tr>
<td>CD</td>
<td>Cyclodextrin</td>
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<tr>
<td>DP</td>
<td>Degree of Polymerization</td>
</tr>
<tr>
<td>DEAE-cellulose</td>
<td>Diethylaminoethyl-cellulose</td>
</tr>
<tr>
<td>DOT</td>
<td>Dissolved oxygen tension</td>
</tr>
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<td>EC</td>
<td>Enzyme commission number</td>
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Appendix P

Examples of Reference Format (Harvard style)

Journal:


* more than 5 authors

Conference paper (published):

Book:

Book Chapter:


Webpages:


Thesis:

Appendix Q

Examples of Reference Format (APA style)

Journal:


* more than 8 authors

Conference paper (published):


Book:


Book Chapter:


**Webpages:**


**Thesis:**


Appendix R

Referencing Style in Thesis Writing
for Postgraduate Programmes in Each Faculty/Institute

UTAR Senate in its 188th meeting on 03.07.2012 considered and approved as follows (SENATE MIN 12/129.4.1.1):

1. For Arts/Social Science/Management/Finance to use the APA referencing styles in Thesis Writing.
2. For Engineering/Technology/Natural Sciences/Life Sciences to use the Harvard referencing styles in Thesis Writing.
3. The Referencing styles for Thesis Writing to be implemented as follows:
   (i) For postgraduate programmes, thesis submitted from 1 September 2012 onwards would use the new referencing styles.

Consequently, the referencing styles for thesis writing for all the postgraduate programmes in Faculties/Institute are as follow:

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<td>Institute of Chinese Studies</td>
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