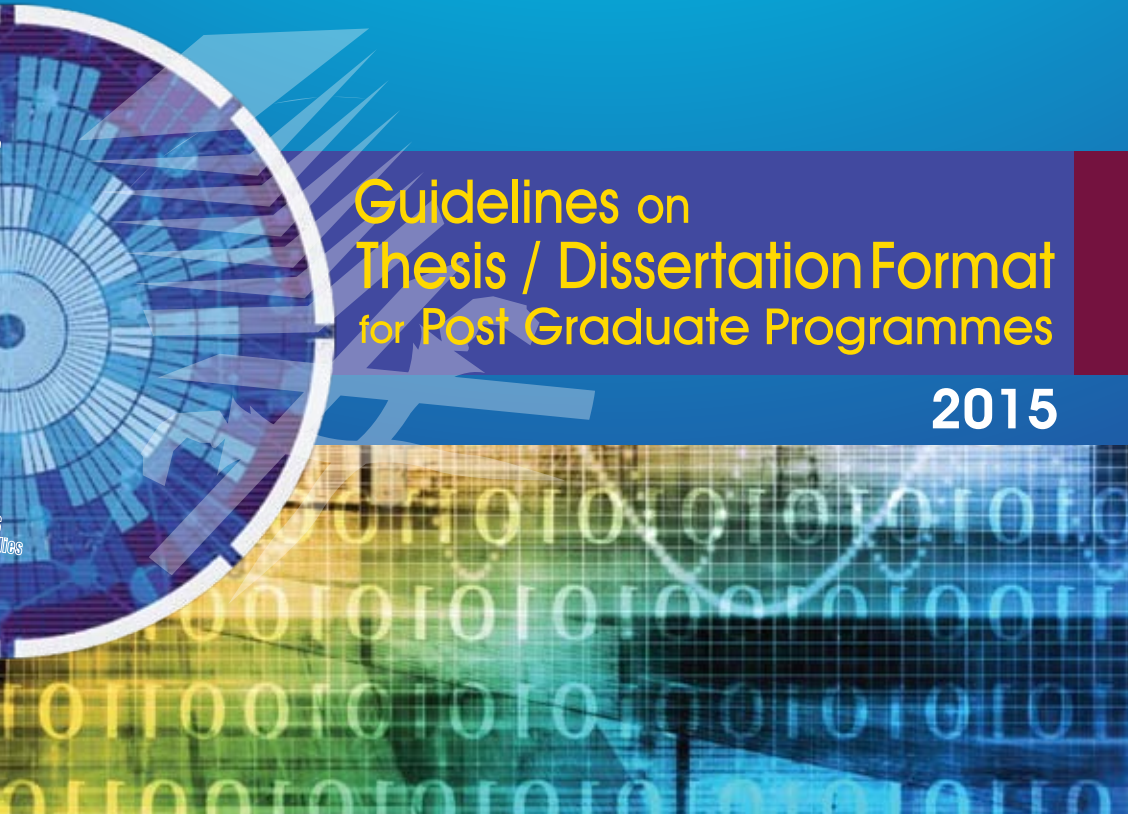




# INSTITUTE of GRADUATE STUDIES

## Guidelines on Thesis / Dissertation Format for Post Graduate Programmes

**2015**



**INSTITUTE OF GRADUATE STUDIES  
UNIVERSITI TEKNOLOGI MARA**

**GUIDELINES ON THESIS/DISSERTATION  
FORMAT**

**2015**

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## PREAMBLE

This handbook on the Guidelines for Thesis/Dissertation Format of Graduate Programmes has been prepared by the Institute of Graduate Studies (IGS) of Universiti Teknologi MARA (UiTM) to help students in preparing their theses/dissertations for submission to the university.

A thesis/dissertation has to be written in accordance to IGS guidelines with reference to the American Psychological Association (APA) manuscript preparation guidelines, 6th Edition, 2009/ the Institute of Electrical and Electronics Engineers (IEEE)/ the Harvard Style. The selected style should be adhered to consistently throughout the thesis. The following are the thesis/dissertation formatting/submission processes guidelines which are the basic requirements of writing that must be taken into consideration:

- Technical specification
- Layout and arrangement of contents
- Body of thesis/dissertation
- Reference materials
- Writing conventions
- Quality and integrity of the thesis/dissertation
- Appendices

## 1. TECHNICAL SPECIFICATION

### 1.1 Length of Thesis/Dissertation

As a general guideline, the length of a:

As a general guideline, the length of a:

1. PhD thesis should be between 80,000 to 100,000 words. \*
2. Master's thesis should be between 30,000 to 50,000 words. \*
3. Doctoral dissertation should be between 40,000 to 75,000 words. \*
4. Master's dissertation should be between 10,000 to 30,000 words. \*
5. Independent Study should be between 7,000 to 9,000 words. \*
6. For faculties with special requirements, students are to refer to additional guidelines provided by the faculties.

\* (excluding appendices, references, tables, figures and quotations).

### 1.2 Organizational Structure and Format:

Students are to adhere to the following organizational structure and format:

#### i. Font

Times New Roman typeface should be used. Title should be set in upper case, bold, 14-font size. Block quotations and footnotes should be set in 10-font size. The abstract, acknowledgement, and the main body of the thesis/dissertation should be set in 12-font size.

#### ii. Heading and Subheadings

##### 1.1 Main Heading

Flushed left, bold, upper case, font 12.

Example:

### 1.1 BACKGROUND OF STUDY

##### 1.1.1 Sub Heading

Flushed left, bold, upper and lower case, font 12.

Example:

#### 1.1.1 Role of an Effective Leader



1.1.1.1 Sub Sub-Heading

Flushed left, bold, upper lower case, font 12.

Example:

**1.1.1.1 Leader as a facilitator**

Note: Limit to 4 levels of heading if possible in the text.

**iii. Margins( Body of the thesis)**

A margin is the amount of blank space from the edge of the page to any print, be it a heading, page number, figure, or text. The finished manuscript must have the margins indicated below. Margin requirements extend to tables, figures, and material in the appendix. You may want to use a ruler to measure the actual margins since interfaces between computers and printers can vary the measurement of the margins. Note that all margins must be “at least” the measurement specified below.

Left margin	least 3.8 cm (1.5 inches)
Right margin	least 2.5 cm(1.0 inch)
Top margin	least 2.5 cm(1.0 inch)
Bottom margin	least 2.5 cm(1.0 inch)

**iv. Paragraphs and Line Spacing**

The first line of all paragraphs should be indented one tab key from the left-hand margin. The main body text should be justified. In the main body, use 1.5-line spacing. Leave 2 lines space before a heading. Do not leave a line between paragraphs.

**v. Pagination**

Page numbers should be placed at the bottom of the page and centered. Each page in the thesis/dissertation, from the body onward, should be numbered in consecutive order. This includes the text, references, and appendices. Preliminary pages carry lowercase Roman numerals (i, ii, iii, etc).

**vi. Tables/Figures and/or Plates**

- a. Figure (refer to appendix F2, page ).  
Figures include maps, charts, diagrams, drawings, etc. Each of these categories is numbered according to chapters throughout the thesis.
- b. Table (refer to appendix F3, page ).  
Tables are numbered by chapters using Arabic numerals.
- c. Plate (refer to appendix F4, page ).  
Plates are printed images, photos and are numbered by chapters using Arabic numerals.

**vii. Equations and Formulae**

Every equation should be centered and numbered continuously, according to the chapters and in parentheses aligned to the right. Refer to Writing Conventions (5.1 to 5.5).

**viii. Layout and Arrangement of Contents**

For the following, refer to the appendices on pages 25 to 39

- a) Title Page (Appendix B)
- b) Confirmation by Panel of Examiners (Appendix C)
- c) Author's Declaration (Appendix D)
- d) Abstract (Appendix E1)
- e) Acknowledgement (Appendix E2)
- f) Table of Contents (Appendix E3)
- g) List of Tables (Appendix E4)
- h) List of Figures (Appendix E5)
- i) List of Plates (Appendix E6)
- j) List of Symbols, (Appendix E7)
- k) Abbreviations or Nomenclature (Appendix E8)

**ix. Suggested Body of Thesis/Dissertation**

The body of the thesis/dissertation is made up of a number of chapters. The major chapters of the thesis/dissertation should include but not limited to the following:

<b>Science and Technology</b>	<b>Social Science and Business Management</b>
Introduction Literature Review Research Methodology Results Discussion Conclusions and Recommendations	Introduction Literature Review Research Methodology Findings & Analysis Discussion Conclusions and Recommendations

**x. Reference Materials**

- a) References (Refer to 4.1)
- b) Appendices (Refer to 4.2)

**1.3 Quality and Integrity of the Thesis/Dissertation (refer to quality and integrity of the thesis/dissertation, (refer to section 6)**

Plagiarising is strictly prohibited. Action will be taken in accordance to UiTM plagiarism policy.

**1.4 Citation and Referencing Styles**

It is recommended that citation and referencing for theses/dissertation follow the APA, IEEE or Harvard style. The selected citation style should be used consistently.

## **1.5 Process of Thesis/Dissertation Submission**

### **Binding for Submission (Viva Voce)**

#### **i. Research Programmes**

Five (5) hard copies for Masters and Doctoral thesis submission should be spiral-bound. The full title, the name of the author, the name of the degree, and the year of submission should be typed on the title page. (Refer to Appendix A and B)

#### **ii. Coursework Programmes**

Three (3) hard copies for Masters and Doctoral dissertation/project submission should be spiral-bound. The full title, the name of the author, the name of the degree, and the year of submission should be typed on the title page. (Refer to Appendix A and B)

## **1.6 Binding the Final Copy**

For research programmes, once corrections have been endorsed by examiner(s) and approval letter for binding is issued, four (4) hardbound copies of thesis/dissertation together with two (2) soft copies in CD (PDF) format must be submitted to IGS.

For coursework programmes, two (2) hardbound copies should be submitted to the Faculty together with two (2) soft copies in CD (PDF) format after corrections of dissertation/project have been endorsed by the examiner(s).

A Master's thesis/dissertation should be hardbound in dark blue colour, while a Doctoral thesis/dissertation should be hardbound in maroon colour. The final cover of the submitted copies must be lettered in gold.

### **1.7 Paper Quality**

Quality plain white simile paper (80gm) of A4 size (210 x 297 mm) should be used for all copies of the thesis/dissertation. Text or illustrations should be printed on only one side of each sheet or as stipulated by the Faculty. Only original quality printed copies will be accepted.

### **1.8 Cover Spine (Refer to Appendix A)**

The following particulars should be lettered in gold (direction of text from head to foot), using 16-point font. (Refer to Appendix A)

- full name of student as in NRIC/passport
- Title of Thesis/Dissertation
- Month of approval for binding and year of submission (after viva) (e.g. October 2012)

## **2. LAYOUT AND ARRANGEMENT OF CONTENTS**

### **2.1 Title Page (Refer to Appendix B)**

This page should contain the following information:

- The name of the University is written in full, bold, uppercase and centered using 18-point font:

**UNIVERSITI TEKNOLOGI MARA  
THE TITLE OF THE THESIS/DISSERTATION**

- The final title used must be the one approved by the panel of examiners. It should be centered, uppercase, bold and single-spaced using 18-point size.
- Name of the author must be uppercase and bold using 14-point size.

- The degree for which the thesis/dissertation is submitted is typed in title case using 14-point font. (e.g. Master of Science, Master of Education, Doctor of Philosophy in Education, etc.) as stated in the offer letter issued by UiTM. It should be indicated that the thesis/dissertation is being submitted for either partial fulfillment or in fulfillment of the requirements for that particular degree as shown below:

Thesis submitted in fulfillment of the requirements for the degree of

**Master of Education (Educational Management and Leadership)**

**Faculty of Education**

June 2011

**OR**

Dissertation submitted in partial fulfillment  
of the requirements for the degree of

**Master of Education (Educational Management and Leadership)**

**Faculty of Education**

October 2012

- The faculty in which the student is registered is written in title case and bold using 14-point size.
- The month and year in which the thesis/dissertation is submitted for examination is to be stated 2 cm below the faculty's name, 14-point size.

## **2.2 Confirmation by Panel of Examiners (refer to Appendix C)**

The student is provided with a copy of the Confirmation by Panel of Examiners which should be included in the preliminary page (ii). The page is signed by the Dean of IGS with the name stated.

## **2.3 Author's Declaration (Refer to Appendix D)**

The student should place this page before the abstract page, a signed author's declaration stating the material presented for examination is her/his own work or how far the work contained in the thesis/dissertation was the student's own work, and stating that the thesis/dissertation is not being submitted for any other academic award.

## **2.4 Abstract (refer to Appendix E1)**

The abstract should give a brief statement of the research problems, aims of the research, methodologies used, key findings in the context of the whole study, and implications of the study. It should be typed in single spacing and should be between 200 to 250 words (Master's thesis/dissertation) and between 250 to 500 words (Doctoral thesis/dissertation). The abstract is placed immediately before the Acknowledgement.

## **2.5 Acknowledgement (refer to Appendix E2)**

A brief statement of appreciation in recognition of any special assistance rendered to the student during the period of research should be included. It should be typed in single spacing and should not exceed one page in length.

## **2.6 Table of Contents (refer to Appendix E3)**

Titles of chapters, headings, and subheadings must be listed in the Table of Contents and must be worded exactly as they appear in the body of the thesis/dissertation.

All headings and sub-headings are numbered and to be justified to the left.

## **2.7 List of Tables, Figures and Plates**

- i. Tables (refer to **Appendix E4**)
- ii. Figures (refer to **Appendix E5**)
- iii. Plates (refer to **Appendix E6**)

The numbers and the captions must be listed in the order they appear in the text.

## **2.8 List of Symbols, Abbreviations or Nomenclature**

- i. List of Symbols (refer to **Appendix E7**)
- ii. List of Abbreviations or Nomenclature (refer to **Appendix E8**)

These must appear after the lists of figures, tables and plates.

## **3. BODY OF THESIS/DISSERTATION (refer to Appendix F)**

The text is made up of a number of chapters. The major chapters of the thesis/dissertation should include but not limited to the following:

### **3.1 Introduction**

This section sets forth the rationale, significance, and objectives of the study. It includes background of the study, problem statement, research objectives, research questions, hypotheses to be tested (subject to discipline of study), significance of study, limitations, the scope of study and definitions of terms (subject to discipline of study).



### **3.2 Literature Review**

This section includes a fully-referenced review and discussions of previous studies which are relevant to the research.

### **3.3 Research Methodology**

This section gives a detailed description of the research methods and instruments/materials used. Research methods should include experimental design, the number of subjects, apparatus, etc.

### **3.4 Results/Data Analysis**

This section provides the results and analysis of data. The results obtained can be presented as a series of figures, tables, etc., with descriptive texts and discussions.

### **3.5 Discussion**

This section focuses on the results of the study in relation to the hypotheses or the research questions. It highlights the main findings, their significance and implications. The results should be interpreted in the light of what is already known and emphasis should be placed on what the results add to the subject area. Strengths and weaknesses of the results should be discussed.

### **3.6 Conclusions and Recommendations**

This section highlights the contribution of the findings to new knowledge and applications. It should also discuss the limitations faced in carrying out the research and the recommendations for future research.

Students may make changes to the above structure of the thesis/dissertation according to discipline of study.

## 4. REFERENCE MATERIALS

### 4.1 Reference List (refer to Appendix F)

The heading REFERENCES should be left aligned, bold, uppercase, 14-point size. This list must include all the references that students have cited in the text of the thesis/dissertation.

Students must use the APA, IEEE or Harvard style in writing their references. A thesis/dissertation should only use one citation style that is generally accepted according to discipline of study. The selected citation style should be used consistently.

Please refer to websites below for guidance on referencing style

APA	<a href="http://www.apastyle.org/learn.aspx">http://www.apastyle.org/learn.aspx</a>
IEEE	<a href="http://drucmwebproxy.ieee.org/documents/stylemanual.pdf">http://drucmwebproxy.ieee.org/documents/stylemanual.pdf</a>
Harvard	<a href="http://libweb.anglia.ac.uk/referencing/harvard.htm">http://libweb.anglia.ac.uk/referencing/harvard.htm</a>

#### The following provides the guides based on APA

##### 1. Entire book (one author)

Brown, J. D. (1998). *Understanding research in second language learning*. Cambridge: Cambridge University Press.

##### 2. Book, group author (government agency) as publisher

Australian Bureau of Statistics. (1991). *Estimated resident population by age and sex, in statistical local areas*, New South Wales, June 1990 (No. 3209.1). Canberra, Australian Capital Territory: Author.

##### 3. Edited book

Gibbs, J. T., & Huang, L. N. (Eds.). (1991). *Children of color: Psychological interventions with minority youth*. San Francisco: Jossey-Bass.

4. Article or chapter in an edited book, two editors

Bjork, R.A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H.L. Roediger III & F.I.M. Craik (Eds.), *Varieties of memory & consciousness* (pp.309-330). Hillsdale, NJ: Erlbaum.

5. Encyclopedia or dictionary

Sadie, S. (Ed.). (1980). *The new Grove dictionary of music and musicians* (6th ed., Vols. 1-20). London: Macmillan.

6. Journal article, one author

Mellers, B. A. (2000). Choice and the relative pleasure of consequences. *Psychological Bulletin*, *126*, 910-924.18

7. Journal article, more than six authors

Wolchik, S. A., West, S. G., Sandler, I.N., Tein, J., Coatsworth, D., Lengua, L., et al. (2000). An experimental evaluation of theory-based mother and mother-child programs for children of divorce. *Journal of Consulting and Clinical Psychology*, *68*, 843-856.

8. Entire issue or special section of a journal

Barlow, D. H. (Ed.). (1991). Diagnoses, dimensions, and DSM-IV: The science of classification [Special issue]. *Journal of Abnormal Psychology*, *100* (3).

9. Journal article in press

Zuckerman, M., & Kieffer, S. C. (in press). Race differences in face-ism: Does facial prominence imply dominance? *Journal of Personality and Social Psychology*.

10. Magazine article

Kandel, E.R., & Squire, L. R. (2000, November 10). Neuroscience: Breaking down scientific barriers to the study of brain and mind. *Science*, 290, 1113-1120.

11. Newsletter article

Brown, L. S. (1993, Spring). Antidomination training as a central component of diversity in clinical psychology education. *The Clinical Psychologist*, 46, 83-87.

12. Daily newspaper article, no author

New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12.19

13. Technical and Research Reports

Mazzeo, J., Druesne, B., Raffeld, P.C., Checkettes, K. T., & Muhlstein, A. (1991). Comparability of computer and paper-and-pencil scores for two CLEP general examinations (College Board Rep. No. 91-5). Princeton, NJ: Educational Testing Service.

14. Unpublished doctoral dissertation

Wilfley, D.E. (1990). Interpersonal analyses of bulimia: Normal weight and obese. Unpublished doctoral dissertation, University of Missouri, Columbia.

15. Motion picture

Mass, J.B.(Producer), & Gluck, D. H. (Director).(1979). Deeper into hypnosis [Motion picture]. Englewood Cliffs, NJ: Prentice Hall.

16. Television program

Pratt, C. (Executive Producer). (2001, December 2). Face the nation [Television broadcast]. Washington, DC: CBS News.

**Elements of references to on-line information**  
**General Form for Electronic References**

17. Online periodical

Author, A. A., Author, B. B., & Author, C. C. (2000). *Title of article. Title of Periodical*, xx, xxxxxx. Retrieved month day, year, from source.21

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research*, 5, 17-123. Retrieved October 13, 2001, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

## 4.2 Appendices

### 4.2.1 General

This section may contain supplementary illustrative materials such as original data, questionnaires, formulas and quotations too long for inclusion in the text or not immediately essential to the understanding of the subject. A description of lengthy experimental methods or the list of names of participants may be included.

If the paper has only one appendix, it is labelled as APPENDIX (Uppercase, bold, centred, 12-point size). If it has more than one appendix, each is labelled with a capital letter such as APPENDIX A, APPENDIX B etc.

Point size for the title and the text should be 12. Text should be

justified. If, for example, there is more than one appendix for APPENDIX A, then it will be titled APPENDIX A1, APPENDIX A2, etc.

#### 4.2.2 Author's Profile

Students are required to include a page on their profiles detailing the following:

- The curriculum vitae
- Professional career
- Academic resume
- List of conferences and publications(if any)

## 5. WRITING CONVENTIONS

### 5.1 Math

- Variables are set in italic; vectors and matrices are usually boldface italic.
- Remove commas around variables in text.
- Always add a zero before decimals, but do not add after (e.g., 0.25).
- Spell out units in text without quantities (e.g., where the noise is given in decibels).
- Numbers and units used as compound adjectives should be hyphenated only if needed for clarity (e.g., 10-kV voltage; 5-in-thick glass).
- Use thin spaces (instead of a comma) between numbers in tens or hundreds of thousands (e.g., 60 000, 100 000, but 4000).
- Use zeroth, first,  $n$ th,  $(k+1)$ th, not  $0^{\text{th}}$ ,  $1^{\text{st}}$ ,  $2^{\text{nd}}$ ,  $99^{\text{th}}$ ,  $n^{\text{th}}$ ,  $(k + 1)\text{st}$ .
- Use the word “equation” at the start of a sentence only, but in text just use the number [e.g., in (1)], unless describing an equation, e.g., see “Darlington equation (1).”

- i. The slash is used in place of the word “per” when it leads to the clarity of the sentence (e.g., the ratio of 16 samples/s to 35 samples/s as compared to...).
- j. Use “indices” instead of “indexes” when referring to subscripts.
- k. Plural variables have an “s”.

## 5.2 Ellipses

Ellipses may be used to show continuation in an expression (e.g.,  $x_2, \dots, x_{16}$ ). The type of mathematical expression will determine whether the ellipses are on the baseline or centered.

## 5.3 Conditions

In displayed equations, there should be a comma or parentheses and a two-em space between the main expression and the condition following it. For example,

- a.  $X=yn^{-2}$ , for all  $n=3$
- b.  $X=yn^{-2}$ ,  $Vn=3$
- c.  $X=yn^{-2}$ , if  $n=3-y^{-4}$
- d.  $X=yn^{-2}$ ,  $y3, \dots, m$

## 5.4 Use of Period and Commas

Equations that conclude a sentence should end with a period. The only time punctuation is used to lead into an equation when the lead-in text is a complete sentence. Example:

where we had the following:

$$x=Y+Z.$$

or, where, i.e.,

$$x=Y+Z.$$

Commas appearing at the ends of equations are deleted unless they are critical to the punctuation of the sentence containing the equation.

## 5.5 Displayed Equations

Certain types of material in displayed equations are automatically italic. Some simple general rules apply. All variables are italic. (e.g.,  $x$ ,  $y$ ,  $n$ ). Function names and abbreviations are Roman (sin, cos, sinc, sinh), as are units or unit abbreviations (e.g., deg, Hz,) complete words (e.g., in, out), and abbreviations of words (e.g., max, min), or acronyms (e.g., SNR). Single letter superscripts and subscripts may be italic even if they are abbreviations, unless this leads to inconsistency between italic and roman characters for similar types of subscripts.

## 5.6 Direct Quotations

The quotation needs to be true to the original, quoted in the text to support argument.

Example:

Crompton (2004), confirmed that “*the real estate market consistently demonstrates that many people are willing to pay a larger amount for a property located close to parks and open space areas than for a home that does not offer this amenity,*”

## 5.7 Citing references (refer to APA6th edition)

The selected style of citing references (APA, IEEE or Harvard style) should be applied consistently throughout the thesis/dissertation. The following provides the APA style of citing references.



**i. One work by one author**

Example:

- Sharifah Aminah (2000) compared reaction times...
- In a recent study of reaction times (Sharifah Aminah, 2000)...
- In 2000 Sharifah Aminah compares ...
- In a recent study of reaction times, Sharifah Aminah (2000) described the method as...

**ii. One Work by Multiple Authors**

When a work has two authors, always cite both names every time the reference occurs in the text.

When a work has three, four, or five authors, cite all authors the first time the reference occurs: in subsequent citations include only the surname of the first author followed by “et al.” and the year if it is the first citation of the reference within a paragraph.

Example:

First citation in text:

Hezri, Kartini, Kalsom, Kalavathy, and Siti (1994) found...

Subsequent first citation per paragraph thereafter:

Maria et al. (1994) found...

Omit year from subsequent citations after first citation within a paragraph

Maria et al. found...

When a work has six or more authors, cite only the surname of the first author followed by “et al.”, and the year for the first and subsequent citations.

If there are two references with six or more authors shorten to the same form, cite the surnames of the first author and of as many of the subsequent authors as are necessary to distinguish the two references, followed by a comma and “et al”.

However, provide initials and surnames of the first six authors, and shorten any remaining authors to et al. in the reference list. (Anonymous, 1998)

Example:

For these references:

- Raja Munira, Nawawi, Fatimah, Azmi, Aishah, and Zuhaina (1996) .
- Norlidah, Hamdan, Khairul, Azrul, Marsolek, and Roslan (1996)
- Cite the above references as:
- Raja Munira, Nawawi, Fatimah et al. (1996) ...
- Norlidah, Hamdan, Khairul, et al. (1996) ...

### **iii. Groups as Authors**

The names of groups that serve as authors (e.g. corporations, associations, and study groups), are usually spelled out each time they appear in a text citation. The names of some group authors, especially those that may be long and cumbersome, may be abbreviated in the second and subsequent citations.

Example:

First text citation:

(National Institute of Mental Health [NIMH], 1999)

Subsequent text citation:

(NIMH, 1999)

Citing a group author in full

Example:

All text citations:

(University of Pittsburgh, 1993)

**iv. Work With No Author or With an Anonymous Author**

Cite in text the first few words of the reference list entry (usually the title) and the year. Use double quotation marks around the title of an article or chapter, and italicize the title of a periodical, book, brochure, or report.

Example:

- ...on free care “Study Finds”, 1982 ...
- ...the book *College Bound Seniors* (1979) ...

Anonymous Author

Cite in text the word Anonymous followed by a comma and the date.

**v. Authors With the Same Surname**

If the reference list includes publications by two or more primary

authors with the same surname, include the first author's initials in all text citations, even if the year of publication differs.

Example:

- R. D. Luce (1959) and P. A. Luce (1986) also found...
- J. M. Goldberg and Neff (1961) and M. E. Goldberg and Wurtz (1972) studied...

#### **vi. Two or More Works Within the Same Parentheses**

Order the citations of two or more works within the same parentheses in the same order in which they appear in the reference list.

Arrange two or more works by the same author(s) in the same order in which they appear in the reference list by the year of publication. Place in-press citations last.

Example:

- Past research (Edeline & Weinberger, 1991, 1993)...
- Past research (Gogel, 1984, 1990, in press)

Identify works by the same author (or by the same two or more authors in the same order) with the same publication date by the suffixes a, b, c, and so forth after the year; repeat the year.

Example:

Several studies (Johnson, 1991a, 1991b, 1991c; Singh, 1983, in press-a, in press-b)

List two or more works by different authors who are cited within the same parentheses in alphabetical order by the first author's surname. Separate the citations by semicolons.

Example:

Several studies (Balda, 1980; Kamil, 1988; Pepperberg & Funk, 1990)...

### **vii. Classical Works**

When a work has no date of publication, cite in text the author's name, followed by a comma and n.d. for "no date".

Example:

(Aristotle, n.d.)

When a date of publication is inapplicable, such as for some very old works, cite the year of the translation you used, preceded by the abbreviation: trans.

Example:

(Aristotle, trans. 1931)

### **viii. Personal Communication**

Personal Communication may be letters, memos, some electronic communications (e.g., e-mail or messages from non-archived discussion groups, messages from electronic bulletin boards), telephone conversations, and the like. Because they do not provide recoverable data, personal communications are not included in the reference list.

Cite personal communications in text only. Give the initials as well as the surname of the communicator, and provide as exact a date as possible.

Example:

- T. K. Lutes (personal communication, April 18, 2001) states...
- (V. G. Nguyen, personal communication, September 28, 1998)
- (K. Abbas, field notes 7, May 16, 2003)
- “I taught two sessions to demonstrate the different learning styles” (J. Khan, interview, August 21, 2003).
- “I taught two sessions to demonstrate the different learning styles” (J. Khan, e-mail, December 31, 2003).

#### **ix. Specific Parts of a Source**

To cite a specific part of a source, indicate the page, chapter, figure, table, or equation at the appropriate point in text. Always give page numbers for quotations. Note that the words page and chapter are abbreviated in such text citations.

Field notes could refer to notes taken during/ after discussions, observations, running notes in the field, etc.

Example:

- (Cheek & Buss, 1981, p. 332)
- (Shimamura, 1989, chap. 3)

For electronic sources that do not provide page numbers, use the paragraph number, if available, preceded by the paragraph symbol or the abbreviation “para”. If neither paragraph nor page numbers are visible, cite the heading and the number of the paragraph following it to direct the reader to the location of the material.

Example:

- As Myers (2000) has aptly written...
- (Beutler, 2000, Conclusion section, para. 1)

## **x. Citations in Parenthetical Material**

In citations that appear in parenthetical texts, use commas (not parentheses) to set off the date:

Example:

(see Table 2 of Hashtroudi, Chrosniak, & Schwartz, 1991, for complete data)

## **5.8 Spelling**

Students should use British spelling consistently throughout the thesis/dissertation.

## **6. QUALITY AND INTEGRITY OF THE THESIS/DISSERTATION**

Students are reminded that consistency and accuracy of the submitted thesis/dissertation are important. Careful editing is required in order to ensure that the thesis/dissertation is free of errors before submission for thesis/dissertation examination.

### **6.1 Plagiarism**

Plagiarism is passing off the idea or words of someone else as though they were their own. It applies equally to the work of other students or researchers as well as to other published and unpublished sources. Students are responsible for writing their theses/dissertations in their own words. Quotations from published or unpublished sources and the sources of any other materials should be clearly cited and acknowledged. A systematic style of citation and references according to the chosen style of referencing (either APA or IEEE style) must be adhered to. Sources of visual presentations such as photographs or maps must also be clearly indicated.

Students are reminded that UiTM takes a serious view of plagiarism.

Before submission of the thesis/dissertation, supervisors are required to check their work for plagiarism using software recognized by IPSis. A copy of the Originality Report produced by the software must be submitted together with the final thesis/dissertation. If the percentage (similarity index) is higher than the acceptable level of Originality Report, students have to revise their work or face action for plagiarism, which may lead to suspension or expulsion from the programme. Reference regarding this should be made to the Academic Rules and Regulations, IGS and plagiarism policy and guidelines, UiTM for regulations pertaining to plagiarism.

Upon submission of the thesis/dissertation, students must also insert a signed 'Declaration' declaring that the work is original and free from plagiarism.

The incorporation of any material which has been submitted earlier to a degree awarding body is also unacceptable.

## **6.2 How to avoid Plagiarism**

### **6.2.1 Copying**

Nothing should be copied without explicit acknowledgement as described below under 'quoting'. This includes copying the work of other students/researchers.

### **6.2.2 Quoting**

Direct quotations (from a book or paper) are entirely acceptable provided that they are referenced properly:

Open and close quotation marks should be used and the sentence(s) is to be italicised. Sources should be provided in the text, using an acceptable citation style such as APA (e.g. Smith, 1986, p. 21). Details of the source should be written in the reference list.



### **6.2.3 Paraphrasing**

A writer paraphrases when he/she puts someone else's idea into his/her own words. Paraphrasing is entirely acceptable provided that it is acknowledged. A general rule for acceptable paraphrasing is that an acknowledgement be made in every paragraph. There are many ways in which such an acknowledgement can be made (e.g. Smith (1996) goes on to argue that ..... or Smith (1996) provides further proof that.....).

### **6.2.4 General Indebtedness**

This can be a difficult area. If there is any doubt, students should cite the source. If the whole manner in which a student thinks about an issue is drawn primarily from one source, then the source should be cited. If the ordering of evidence and argument or the organisation of material reflects one particular source, then this should be cited.

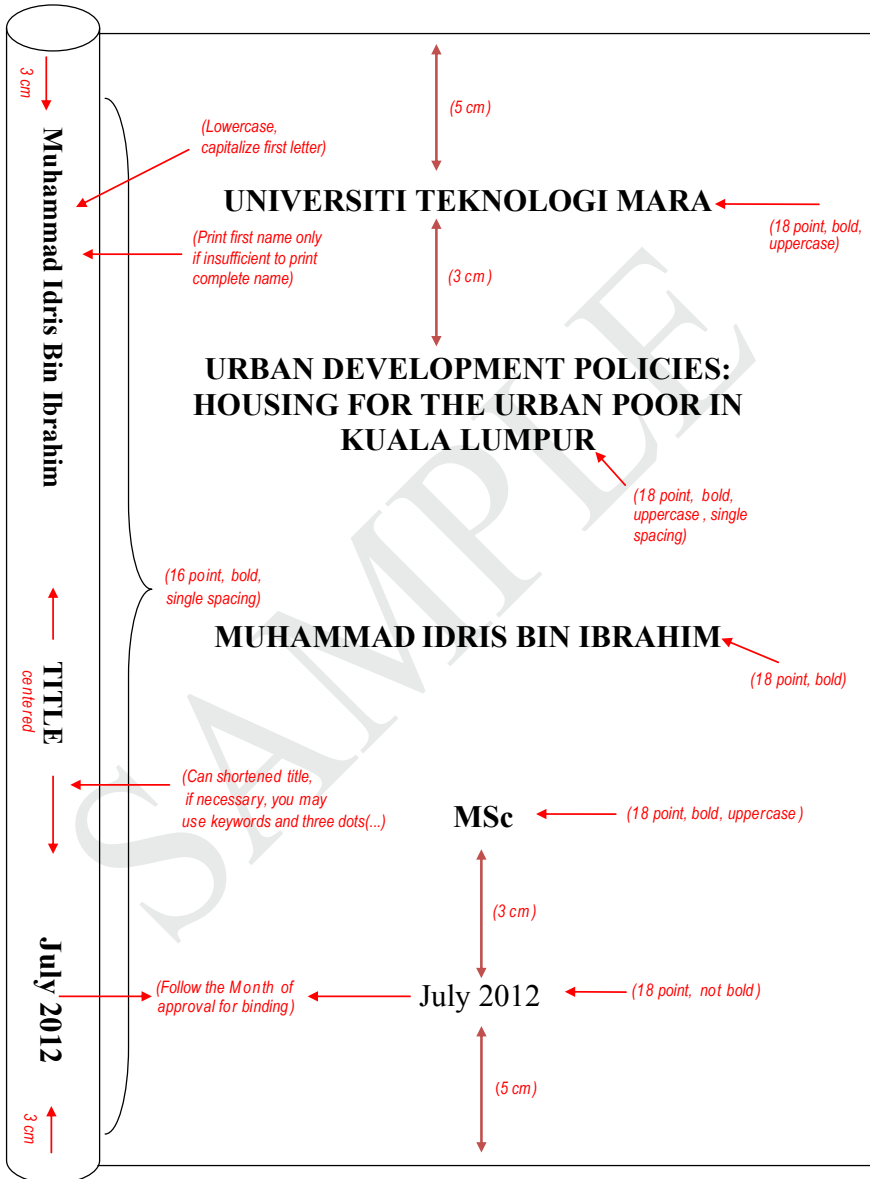
## **6.3 Final Editing**

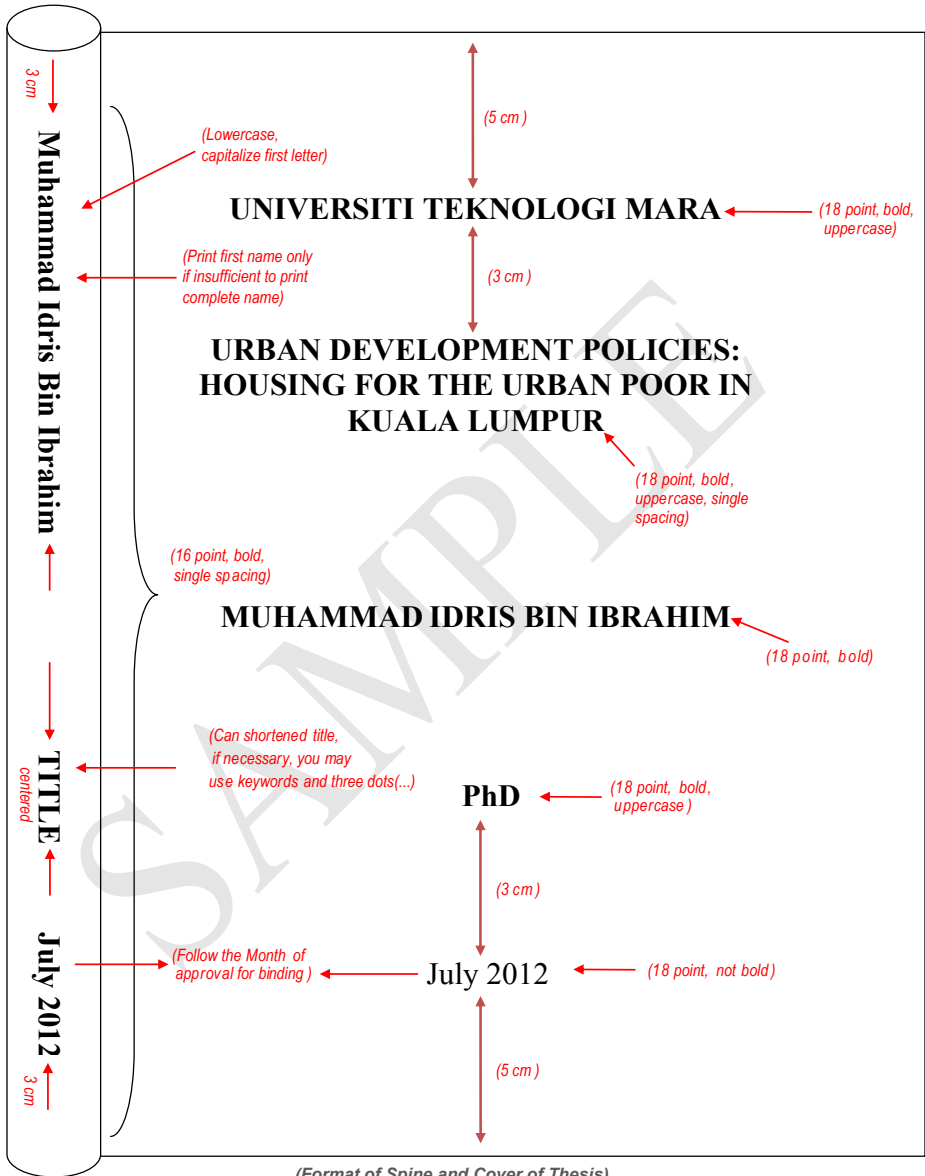
The student is responsible for writing, preparing and submitting the thesis/dissertation within the stipulated time period.

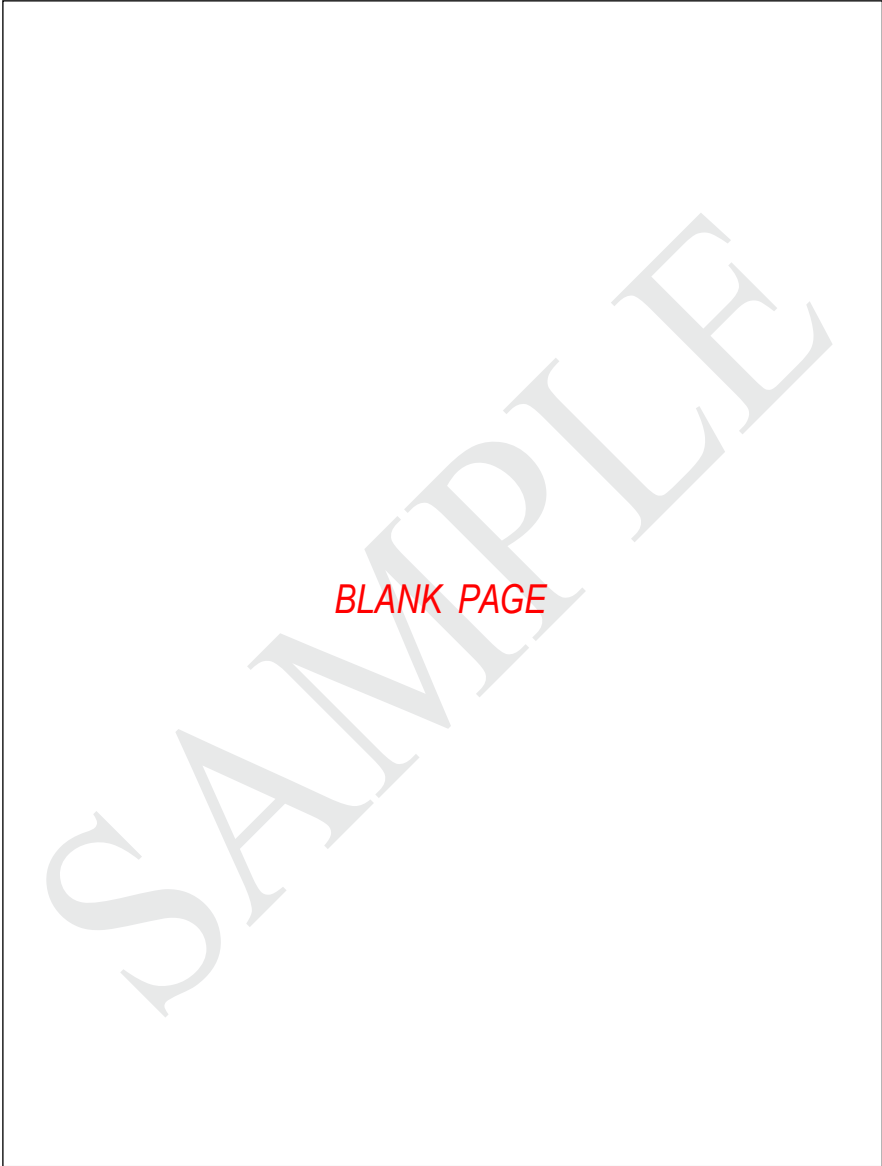
A student should scrutinize his/her thesis/dissertation for consistency throughout the document and be critical of the content, presentation and format. The varying needs of the different disciplines may demand different lengths of thesis/dissertation but students are advised to adhere to the format stipulated by IGS, UiTM.

# APPENDICES

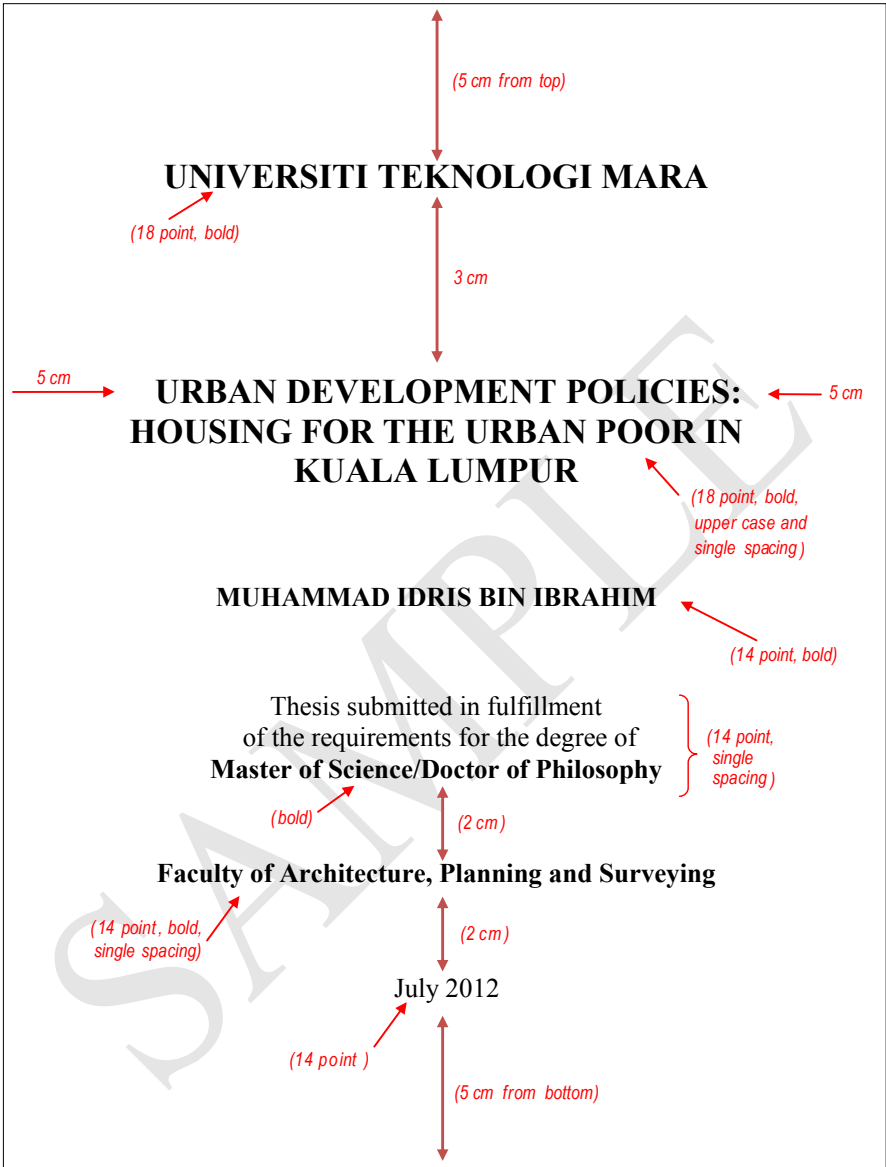
**APPENDIX A: FORMAT OF SPINE AND COVER OF THESIS/DISSERTATION**



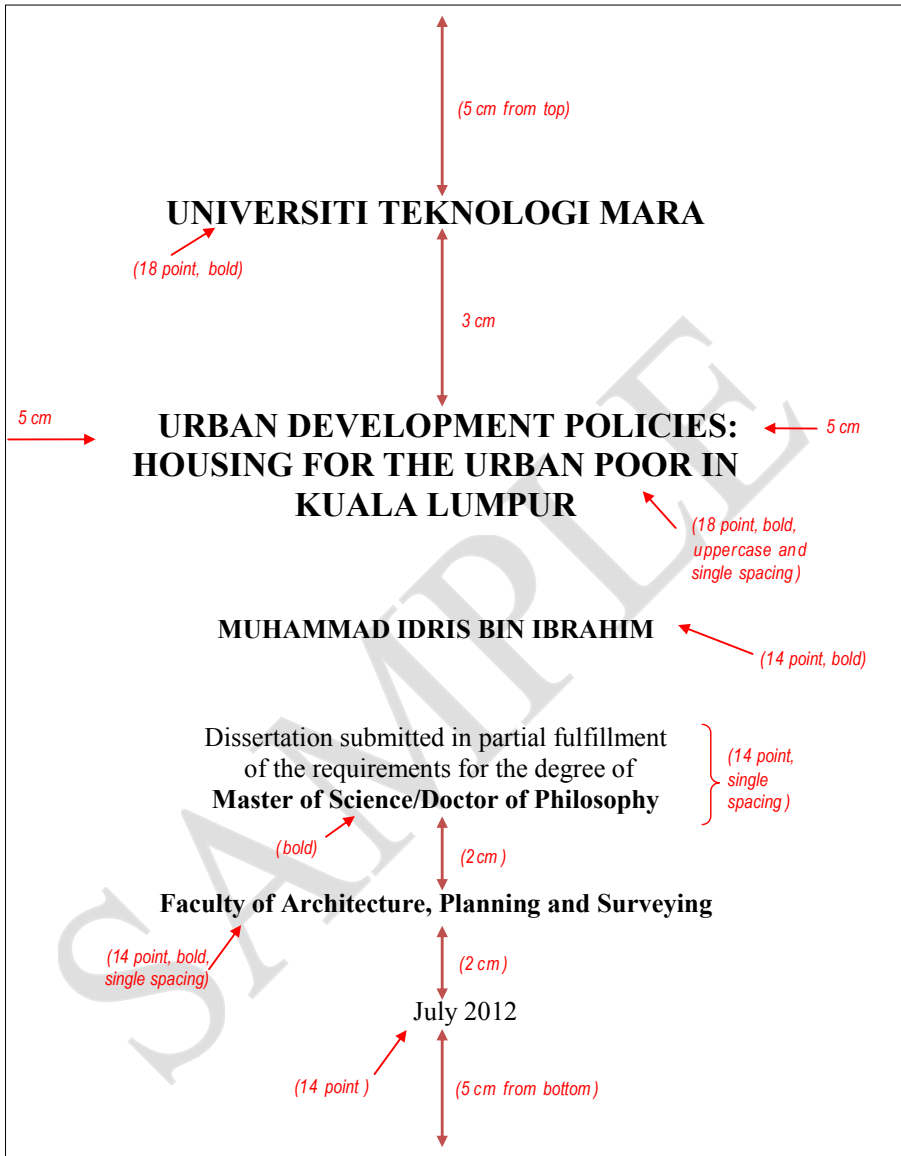




**APPENDIX B: FORMAT OF A TITLE PAGE FOR A THESIS/DISSERTATION  
B1: RESEARCH PROGRAM**



**B2: COURSEWORK/MIX MODE PROGRAM**



**APPENDIX C: CONFIRMATION BY PANEL OF EXAMINERS**  
**C.1: MASTERS PROGRAM**

**CONFIRMATION BY PANEL OF EXAMINERS**

I certify that a Panel of Examiners has met on 15<sup>th</sup> June 2012 to conduct the final examination of Muhammad Idris Bin Ibrahim on his Master of Science thesis entitled “Urban development Policies : housing for The urban poor In Kuala Lumpur” in accordance with Universiti Teknologi MARA Act 1976 (Akta 173). The Panel of Examiners recommends that the student be awarded the relevant degree. The panel of Examiners was as follows:

Ahmad Hamdan Abdullah, PhD (capitalize each word)  
Professor  
Faculty of Architecture, Planning and Surveying  
Universiti Teknologi MARA  
(Chairman)

Siti Norulaini Safuan (capitalize each word)  
Associate Professor  
Faculty of Architecture, Planning and Surveying  
Universiti Teknologi MARA  
(Internal Examiner)

Mohd Adri Izzat Hamdan (capitalize each word)  
Associate Professor  
Faculty of Architecture, Planning and Surveying  
Universiti (External Examiner)

SITI HALIJAH SHARIFF, PhD (Bold)  
Associate Professor  
Dean  
Institute of Graduates Studies  
Universiti Teknologi MARA  
Date : 19th October, 2012

( Binding letter issued date )



**APPENDIX C: CONFIRMATION BY PANEL OF EXAMINERS**  
**C.2: DOCTORAL PROGRAM**

**CONFIRMATION BY PANEL OF EXAMINERS**

(2.5 cm)

(2 x 1.5 spacing)

I certify that a panel of examiners has met on 15th June 2012 to conduct the final examination of Muhammad Idris Bin Ibrahim on his Doctor of Philosophy thesis entitled “Urban development Policies : housing for The urban poor In Kuala Lumpur” in accordance with Universiti Teknologi MARA Act 1976 (Akta 173). The Panel of Examiners recommends that the student be awarded the relevant degree. The panel of Examiners was as follows:

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Faculty of Architecture, Planning and Surveying  
Universiti Teknologi MARA  
(Chairman)

Siti Norulaini Safuan, PhD (capitalize each word)  
Associate Professor  
Faculty of Architecture, Planning and Surveying  
Universiti Teknologi MARA  
(Internal Examiner)

Sharifah Fatimadini Agil, PhD (capitalize each word)  
Associate Professor  
Faculty of Architecture, Planning and Surveying  
Universiti Malaya  
(External Examiner)

Christopher Columbus, PhD (capitalize each word)  
Professor  
Faculty of Architecture, Planning and Surveying  
University of ABC  
(External Examiner)

1.0 spacing

(Dean of IGS)

**SITI HALIJJAH SHARIFF, PhD (Bold)**

Associate Professor  
Dean  
Institute of Graduates Studies  
Universiti Teknologi MARA  
Date: 19th October, 2012

(Binding letter issued date)

**APPENDIX D: AUTHOR'S DECLARATION**

**AUTHOR'S DECLARATION** (14 point, bold, uppercase)

(2.5 cm)

(Either thesis/dissertation) (2 x 1.5 spacing)

I declare that the work in this thesis/dissertation was carried out in accordance with the regulations of Universiti Teknologi MARA. It is original and is the results of my own work, unless otherwise indicated or acknowledged as referenced work. This thesis has not been submitted to any other academic institution or non-academic institution for any degree or qualification. (1x 1.5 spacing)

I, hereby, acknowledge that I have been supplied with the Academic Rules and Regulations for Post Graduate, Universiti Teknologi MARA, regulating the conduct of my study and research. (2x 1.5 spacing)

Name of Student	:	Muhammad Idris Bin Ibrahim
Student I.D. No.	:	2008123456
Programme	:	Master of Science (Integrated Construction Project Management) - AP780
Faculty	:	Architecture, Planning & Surveying
Thesis/Dissertation Title	:	Urban Development Policies: Housing for the Urban Poor
Signature of Student	:	.....
Date	:	July 2012 <span style="float: right;">(Month of final submission for binding)</span>

(Either thesis/dissertation)

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(spacing 1.5, Font 12 Times New Roman)

APPENDIX E 1: SAMPLE FOR ABSTRACT

**ABSTRACT**

(2.5 cm)

(14 point, bold, uppercase)

(2 x 1.5 spacing)

The lack of management data and not knowing what level of park quality local authorities are trying to deliver is becoming a growing concern. The problem of urban landscape cannot be solved simply by providing more parks and spending more money on development and management. There is an urgent need for innovation, for better understanding of the current and potential role of the park to meet the needs in modern urban life. Thus, the adoption of a strategic approach is needed to planning and managing that urban landscape to carry out its function and roles. This research aim is to study the factors of park attributes that influence the development, planning and management of successful urban park in Kuala Muda. It specifically studies on Taman Tasik Cini as the sole representative of urban park in the context of Kuala Muda Structure Plan 2020. This research is based on data obtained from a survey questionnaire that polled public attitudes regarding the factors of park attributes based on visitor's perception and Haris's(2008), park success factors. The data was analyzed to evaluate and determine the park attributes and its level of preferences that influence the strategic approach to the planning and management of successful urban park. The research suggested that successful urban park as are linked to the physical and functional qualities of the park; security and comfort; visitors' preferences and needs of the place. The results of the study also suggested that a holistic strategic approach is needed for the local authority to successfully managing the urban park. It is hope that the study can contribute to the improvement of urban park planning and management in Kuala Muda.

(spacing Single, Font 12 Times New Roman)

2.5 cm

3.8cm

**Note:**

- **Master - 200 to 250 words**
- **PhD – 250 to 500 words**
- **1 page only**
- **No Paragraph**
- **Font: Times New Roman - 12**

**APPENDIX E 2: SAMPLE FOR ACKNOWLEDGEMENT**

**ACKNOWLEDGEMENT** → (14 point, bold, uppercase)

↑ (2.5 cm)  
↓ (2 x 1.5 spacing)

38cm → Firstly, I wish to thank God for giving me the opportunity to embark on my PhD and for completing this long and challenging journey successfully. My gratitude and thanks go to my supervisor Assoc. Prof. Dr. Zaini Hamzah, and co-supervisor, Assoc. Prof. Dr. Ahmad Saat. Thank you for the support, patience and ideas in assisting me with this project. I also would like to express my gratitude to the staff of the Malaysian Nuclear Agency, especially Dr. Zaharudin Ahmad, Dr. Abdul Kadir Ishak and Mr. Zulkifli Daud for providing the facilities, knowledge and assistance.

My appreciation goes to the Captain and crew members of the KL PAUS who provided the facilities and assistance during sampling. Special thanks to my colleagues and friends for helping me with this project.

Finally, this thesis is dedicated to the loving memory of my very dear late father and mother for the vision and determination to educate me. This piece of victory is dedicated to both of you. Alhamdulillah.

← 2.5 cm

(single spacing, Font 12 Times New Roman, must include all supervisors names, 1 page only)

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**APPENDIX E 3: SAMPLE FOR TABLE OF CONTENTS**

<b>TABLE OF CONTENTS</b>		<b>Page</b>
<b>CONFIRMATION BY PANEL OF EXAMINERS</b>		ii
<b>AUTHOR'S DECLARATION</b>		iii
<b>ABSTRACT</b>		iv
<b>ACKNOWLEDGEMENT</b>		v
<b>TABLE OF CONTENTS</b>		vi
<b>LIST OF TABLES</b>		vii
<b>LIST OF FIGURES</b>		viii
<b>LIST OF PLATES</b>		ix
<b>LIST OF SYMBOLS</b>		x
<b>LIST OF ABBREVIATION/NOMENCLATURE</b>		xi
} (2 x 1.5 spacing)		
<b>CHAPTER ONE: INTRODUCTION</b>		1
1.1 Preamble		1
1.2 East Coast Peninsula Malaysia Exclusive Economic Zone (EEZ)		2
1.3 Problem Statement		3
1.4 Objectives		4
1.5 Significance of study		5
} (1x 1.5 spacing)		
<b>CHAPTER TWO: LITERATURE REVIEW</b>		6
2.1 Preamble		6
2.2 Previous Study on Radionuclides Dating Technique		7
2.3 Radionuclides Studies in Malaysia		8
} (2x space)		
<b>CHAPTER THREE: RESEARCH METHODOLOGY</b>		9
3.1 Study Area		9
3.2 Sampling		10

<b>CHAPTER FOUR: RESULTS AND DISCUSSIONS</b>	13
4.1 Background of Study → (Capitalize Each Word)	13
4.1.1 Comparison Of Pb-210 Activity Concentration In Surface Sediments With Other Studies	14
4.1.1.1 Station SF13 40 → (Max of Third Level Subheading)	15
} (1x 1.5 spacing)	
<b>CHAPTER FIVE: CONCLUSION AND RECOMMENDATIONS</b>	16
<b>REFERENCES</b>	17
<b>APPENDICES</b> → (12 Point, Bold, Uppercase)	18

*Note:*

- Chapter contents and headings may differ according to faculty's requirement
- 1.5 spacing
- Maximum of third level subheading

**APPENDIX E 4: SAMPLE FOR LIST OF TABLES**

**LIST OF TABLES** (14 point, bold, uppercase)

(2.5 cm) (2 x 1.5 spacing)

<b>Tables</b>	<b>Title</b>	<b>Page</b>
Table 3.1	Geometrical Parameters of Reference Fuel Cell	29
Table 3.2	Continuum Zones Assignment	32
Table 3.3	Boundary Zones Assignment	32
Table 3.4	MEA Parameters of Reference Fuel Cell	33
Table 3.5	Operating Condition Setup for Parameter Validation Analysis	35
Table 3.6	Cathode Flow Channel Design Selection	36
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Table 3.9	Operating Condition Setup for Transparent Fuel Cell CFD Analysis	41
Table 5.1	Current Collector Flow Channel and Machining Parameters	51

Notes:

- Line Spacing 1.5
- Left Justify

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Figure 2.1	A Parallel-Plate Capacitor (A) When a Vacuum is Present and (B) When a Dielectric Material is Present	9
Figure 2.2	Electronic Polarization. (A) Unpolarized Atom and (B) Atom Polarized As A Result of The Electric Field	10
Figure 2.3	Ionic Polarization. (A) Unpolarized Ion (B) ion Polarized as the Electric Field is Applied	11
Figure 2.4	Dipolar/ Orientanional Polarization. (A) Unpolarized Dipoles (B) Dipoles Polarized as the Electric Field is Applied.	12
Figure 2.5	Interfacial/Space Charge Polarization. (A) Unpolarized Charges (B) Charges Polarized When Electric Field is Applied	12
Figure 2.6	Different Polarization Mechanisms to the Frequency Dependence of the Relative Permittivity	13
Figure 2.7	Several Types of Capacitor	15
Figure 2.8	The Cubic Perovskite Structure	16
Figure 2.9	A Schematic Unit Cell of Body-Centered Cubic of CCTO	17
Figure 2.10	Dielectric Constant and Dielectric Loss of CCTO with Temperature	18

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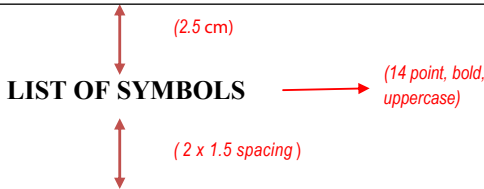
**APPENDIX E 6: SAMPLE FOR LIST OF PLATES**

**LIST OF PLATES**

<b>Plates</b>	<b>Title</b>	<b>Page</b>
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Plate 4.3	Light Pipe Models of Different Dimensions	35
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Plate 4.13	The Prototype as Viewed from the Outside of the Test Room	58
Plate 7.1	(a) Turbine Ventilator and the Light Pipe	121
	(b) The Close-up View of the Lighting Component	122
	(c) The Prototype of Daylite-Natvent System	122

x

**APPENDIX E 7: SAMPLE FOR LIST OF SYMBOLS**



**LIST OF SYMBOLS**

(2.5 cm)

(14 point, bold, uppercase)

(2 x 1.5 spacing)

**Symbols**

$c$	Speed of light
$f$	Frequency
$k$	Wave vector
$kc$	Cutoff wavenumbers
$\log$	Logarithm
$n$	Refractive index
$n(\omega)$	Refractive index of step-index fiber
$NA$	Numerical aperture
$\beta$	Longitudinal wavevector
$T$	Temperature
$v$	Velocity
$\gamma$	Attenuation coefficient
$\kappa$	Transverse wavevector
$\lambda$	Wavelength
$\omega$	Frequency
$\omega_c$	Cutoff frequency

*Notes:*

- *Sort symbols according to alphabetical order*

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**APPENDIX E 8: SAMPLE FOR LIST OF ABBREVIATIONS / NOMENCLATURE**

**LIST OF ABBREVIATIONS / NOMENCLATURE**

(2.5 cm)

(2 x 1.5 spacing)

(14 point, bold, uppercase)

**Abbreviations**

PPP	Public Private Partnership
PSC	Public Sector Comparator
VFM	Value for Money
EPU	Economic Planning Unit
LCC	Life cycle cost
UKAS	Unit Kerjasama Awam swasta
CIDB	Construction Industry Development Board
MOHE	Ministry of Higher Education
MOF	Ministry of Finance
UiTM	Universiti Teknologi MARA
CSF	Critical Success factors
EPF	Employee Provident Fund
PFI	Private Finance Initiative
UK	United Kingdom
BOT	Build Operate Transfer
SPSS	Statistical Package for Social Sciences

*Notes:*

- *Sort abbreviations according to alphabetical order*

**APPENDIX F : BODY OF THESIS/DISSERTATION**

**CHAPTER ONE**  
**INTRODUCTION**

(Chapter Heading  
Centre, bold, upper case, font 14, 1.5 spacing)

(2.5 cm)

(Numbering start at 1.1 and not 1.0)

(2 x 1.5 spacing)

**1.1 RESEARCH BACKGROUND**

(Main Heading:  
Flushed left, bold, upper case, font 12)

(1 x 1.5 spacing)

(Indent first line for each paragraph -0.5")

The emergence of industrial separation processes based on membrane gas separation, pervaporation and vapor permeation has widened the scope of membrane applications considerably. Membrane separation techniques are now beginning to play an increasingly important role in many aspects of bioprocessing. Membrane systems offer high performance such as high surface area per unit volume, permselectivity and potential for controlling the level of contact and mixing between separate phases (Charcosset, 2001). Because of these properties, membrane systems are exploited for both upstream and downstream processing in biotechnology.

2.5 cm

3.8 cm

The bioreactors which fit this description best are membrane bioreactors (Robinson, 2007). Membrane bioreactors are devices in which enzymes, organelles, microbial, animal and plant cells are retained by means of membranes for the production of valuable materials, for processes such as wastewater treatment and for analysis as biosensors. Membrane bioreactors using biocatalyst can be used in production, processing and treatment operations. The distinguishes of this membrane bioreactor from other types is the in-situ separation of products from biocatalyst. Additional benefits they offer are to increase cell concentration, able to function at moderate temperature and pressure and reduce the formation of by-products.

*Notes:*

- The first line of all paragraphs should be indented one tab key from the left-hand margin.
- The main body text should be left aligned or justified.
- In the main body, use 1.5-line spacing.
- Leave one line space before a heading.
- Do not leave a line between paragraphs
- Times New Roman typeface should be used.

**2.1.2 Lagrange Multiplier (LM) Test**

The Lagrange Multiplier test (LM) is also called the Autocorrelation Test. In time series analysis, one assumption is that the white noise must be uncorrelated. The LM test is commonly used to assess autocorrelation properties of data series.

**3.2.1.1 Blood Agar**

Bacto base agar powder (Oxoid) was suspended in 1L of deionized water. The agar suspension was dissolved in a microwave oven for 6 minutes until a clear suspension was obtained. Then it was sterilized by autoclaving at 121°C for 15 minutes. After sterilization, the agar suspension was cooled until 45°C to 50°C in water bath. Then, 5% sterile defibrinated blood was added into agar and mixed. The agar suspension was poured into sterile Petri dishes. To ensure contamination-free agar plates were obtained, the Petri dishes were left for three days before used.

**4.3 COMPRESSIVE STRENGTH OF RICE HUSK ASH**

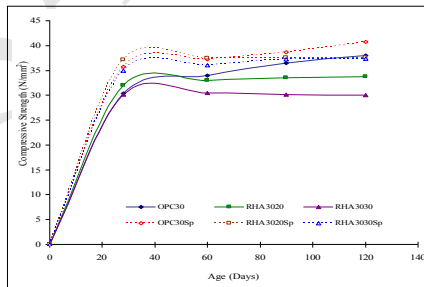


Figure 4.1: Compressive Strength of Rice Husk Ash (RHA) concrete of Grade 30

1 x (1.5 spacing)  
 (Figure must be in closed box)  
 (Font size 11, single spacing, no spacing between box and caption)

(Font size 11, single spacing, no spacing between box and caption)

(2.5 cm)

Table 4.1:  
*Surface Area and Porosity of Bleaching Soil*

Chemical C Composition	Surface Area ( $\text{m}^2 \text{g}^{-1}$ )	Porosity ( $\text{cm}^3 \text{g}^{-1}$ )
Neutral clay	0.68	0.68
Bleaching clay (0.5 M $\text{H}_2\text{SO}_4$ )	0.80	0.80
Bleaching clay (1.0 M $\text{H}_2\text{SO}_4$ )	0.80	0.80

All table hide left and right line  
(font size: minimum 9)

Note: Influence of the physical chemistry properties of an acid activated bentonite in the bleaching of olive oil. (Pradas et al., 1993, p. 23)

(Note: left justified, minimum 9)



put border

Plate 5.1: The view of the Tuanku Syed Sirajuddin Building, UiTM from the Dataran Tengku Fauziah

(Font size 11 and single spacing)

**APPENDIX G 1: SAMPLE OF REFERENCES (APA 5<sup>TH</sup> EDITION FORMAT)**

(Hanging Indent  
Use a hanging indent for the entries longer than one line.  
Indent 1/2" from the set margins, after the first line of each entry.)

(2.5 cm)

**REFERENCES** (Left align, bold, upper case, font 14)

(1x 1.5 spacing)

Al Haddawi, M. H., Jasni, S., Son, R., Mutalib, A. R., Bahaman, A. R., Zamri-Saad, M., et al. (1999). Molecular characterization of *P. multocida* isolates from rabbits. *Journal of General and Applied Microbiology*, 45, pp. 269–275.

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## APPENDIX G 2 : SAMPLE OF REFERENCES (IEEE FORMAT)

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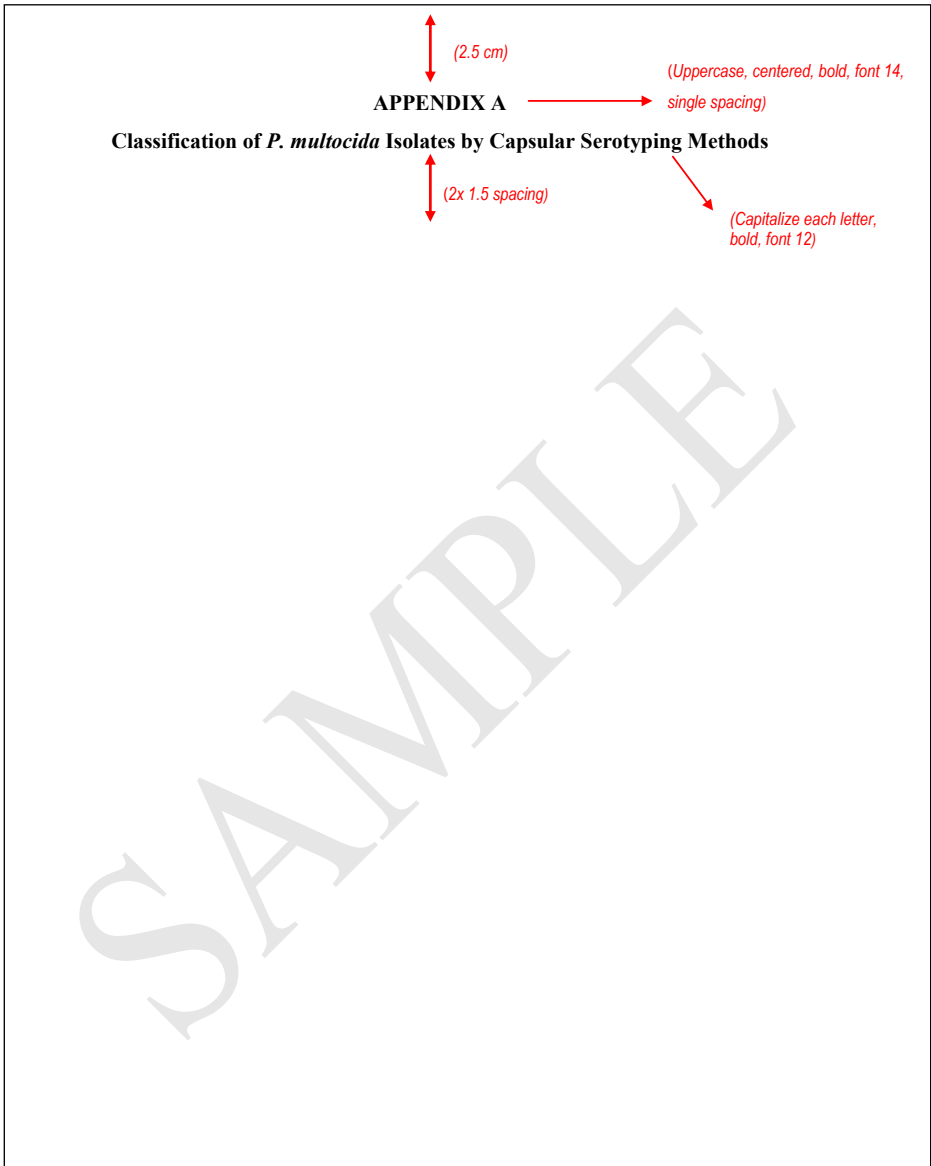
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**APPENDICES**

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SAMPLE



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**AUTHOR'S PROFILE**

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Muhammad Idris bin Ibrahim completed his PhD in Computational Linguistics at the Faculty of Architecture, Planning and Surveying, Universiti Teknologi MARA. He received his MSc. in Quantity Surveying at the Faculty of Architecture, Planning and Surveying, Universiti Teknologi MARA. He was a research assistant for NSF funded project from 2003-2005. ....

**LIST OF PUBLICATIONS**

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- *spacing 1.5*

SAMPLE

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POST GRADUATE**

## **APPRECIATION**

The Institute of graduate studies would like to express our appreciation to the following individuals for the tireless efforts in preparation and publication of this guideline.

1. Puan Norlidah Marzuki
2. Puan Siti Aishah Mat Jaya
3. Pn Fatimah Ayub
4. Encik Mohd Azrul Zakaria
5. Cik Siti Nurdini Binti Mohd Najid

**Institute of Graduate Studies**  
*Institut Pengajian Siswazah (IPSiS)*  
Block 8, INTEKMA Convention Centre  
Persiaran Raja Muda, Seksyen 7  
40000 Shah Alam, Selangor  
Malaysia

**<http://www.ipsis.uitm.edu.my>**

General line : 603 5522 5331 Fax : 603 5522 5335

