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Graduate School
of Government

Universiti Utara Malaysia

GUIDELINES

FOR MASTER AND PHD
THESIS PREPARATION

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“Serving The Global Community”

THESIS FORMAT GUIDE

This guide has been prepared to help graduate students prepare their dissertation and thesis for submission to the Ghazali Shafie Graduate School of Government, (GSGSG) COLGIS Universiti Utara Malaysia. The regulations contained within have been updated for the benefit of students, faculty advisors, departments and the Graduate School. Queries about the contents of this guide should be directed to the Dean, GSGSG COLGIS Universiti Utara Malaysia, 06010 UUM, Sintok.

The Dean is concerned solely with the format of the manuscripts. It is the student's and supervisor's responsibility to make certain that any dissertation or thesis submitted in fulfilment or partial fulfilment of a graduate degree at GSGSG conforms to the regulations outlined in this guide. Responsibility for the content of any manuscript remains with the student and the faculty.

- (GSGSG would like to thank AHSGS for the use of the original template of this thesis format guide.)

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INTRODUCTION

Graduate theses are requirements of candidates for advanced degrees as evidence of competence in research. The thesis is, in fact, the major component of the thesis-based Master's and all PhD degree programmes. The foremost aim of a thesis is to be a significant contribution to knowledge. This requirement implies accurate research, effective writing and presentation of the research, and correct use of scientific and scholarly language. While the theses are done under supervision, with research frequently carried out in collaborative circumstances, it must demonstrate that they are the product of work done independently. This is particularly the case for doctoral theses, in which the contribution to knowledge must be original, substantial and verifiable. Since these are contributions to knowledge and are placed in the public domain, sound academic standards must be adhered to in their preparation and presentation.

Scholarly activity and research should be encouraged from the outset of the enrolment and continue making progress at an advanced stage. The objectives of the early research involvement are to:

- a) develop the ability to analyse, interpret and synthesise information;
- b) provide sound knowledge in the general and the specific fields of research and the skills to seek that knowledge independently;
- c) develop appropriate research methodologies and procedures;
- d) teach the techniques for the presentation of research results in a correct, clear, sequential and logical manner;
- e) enhance the ability to discuss fully and coherently the knowledge acquired, the methodologies used and the meaning of the results obtained;
- f) develop awareness of appropriate ways to deal with questions of research ethics and ownership of intellectual property; and
- g) provide suggestions for timely, interesting and manageable research topics, which fit the candidate's interests and abilities.

Candidates and supervisors must be aware of their responsibilities and of their rights in order to ensure that:

- a) the quality of the candidates' experience in the graduate programme is good and problems which could lead to dropping out are addressed and minimized, and programmes are completed expeditiously;

- b) the quality of the research produced by the candidates meets the standards of the University, the discipline and the academic community; and
- c) procedures and regulations of the College are observed, deadlines are respected and all required forms are completed in a timely way.

1.0 THE THESIS AS PART OF THE GRADUATE PROGRAMME

1.1 Permission to Write the Thesis

Once the proposal has been defended and the supervisor(s) is (are) satisfied that the candidate's work fulfils the requirements for the PhD or Master's degrees, the candidate can commence the writing of the thesis. Candidates should seek guidance from their supervisors regarding the use of a style manual appropriate to the academic discipline in which they are working, as well as other pointers needed to write correctly and effectively.

1.2 Preparation for Submission of Thesis

The supervisor(s) is (are) responsible for advising and assisting the candidate to prepare for the submission of the thesis. The supervisor(s) is (are) responsible for ensuring, within reasonable limits, that the thesis presented to the internal and external examiners is of an acceptable standard and quality for the degree sought. It is the shared responsibility of the candidate and the supervisor(s) to ensure that the thesis is written in correct scholarly/scientific Bahasa Malaysia or English; that it is free of errors in punctuation and typing; and that it respects academic standards and conventions, which are specific to the discipline. It is the candidate's responsibility to prepare, assemble and distribute all materials in all copies of the thesis. The supervisor(s) shall evaluate the thesis in order to determine whether it is ready to proceed to the oral defence stage. The supervisor(s) shall advise the Dean of Graduate School (after this referred to as Dean) in writing immediately after a positive decision is reached so that the oral defence examination can be scheduled. The supervisor's notification will indicate the definitive title of the thesis and will also propose the names of three external examiners with appropriate biographical information.

For the Master's oral examinations, four weeks (minimum period) must be allowed between the time that the defence date is set and the actual defence. This period is necessary to give examiners the opportunity to examine the thesis carefully. Six weeks (minimum period) must be allowed in the case of PhD oral examinations. Additional time may be considered, particularly when it is necessary to facilitate the participation of the External Examiner.

It is the candidate's responsibility to deliver copies of the thesis to the Office of Graduate School within the stipulated time. The candidate must provide four/five copies of the thesis to the Dean. They will be given to the

supervisor(s), internal and external examiners, and the defence panel chairperson.

1.3 Preparation for the Oral Defence

It is the responsibility of the supervisor(s) to inform the candidate in a timely way of all requirements pertaining to the oral defence and to provide advice and support to the candidate in preparing for the oral defence.

For the thesis defence all arrangements are made by the Dean's Office after receiving the Intent to Submit Draft Thesis form from the candidate and the copies of the draft thesis.

1.4 Submission of Thesis

It is the responsibility of the candidate to make all revisions and corrections to the thesis as required by the Examining Panel. The research supervisor(s) is (are) expected to advise the candidate in making these changes and to verify that they have been made. If members of the Examining Panel have withheld their signatures on the certification page at the time of the oral defence, it is the responsibility of the research supervisor(s) to ensure that they see the changes and indicate, on behalf of the Examining Panel, that they deem the changes to be complete and appropriate.

The Examiners who are responsible for checking the corrections must provide an official letter stating their satisfaction on the corrections made.

Candidates for Master's and PhD degrees who have successfully completed their thesis oral examinations (viva) and received approval for all the changes required by the Examining Panel must follow the regulations and procedures indicated elsewhere in this Guide.

1.5 Convocation

A list of the candidates who have completed all of the requirements for a particular degree is presented to the University Senate in preparation for the Convocation. Deadlines are set in order to complete the requirements for the Convocation. All candidates wishing to receive their degrees after fulfilling all the requirements must fill out all the appropriate forms (available in GSGSG Office). It is the responsibility of the candidates to ensure that all outstanding fees and other obligations to the University have been settled. The University will not allow a candidate to attend the Convocation if there are outstanding fees. GSGSG Office, on its part, will ensure that all relevant forms are completed and regulations are followed in a timely way.

Candidates should also consult the Academic Affairs Office on regulations governing the type of academic gown to be worn.

2.0 REGULATIONS FOR PREPARATION OF A THESIS

Candidates should read carefully the following discussion of the Regulations of the Dean's Office and should familiarize themselves with the particular thesis requirement of their respective disciplines. If any point is still unclear, candidates are advised to consult their supervisor(s) and/ or assistant registrar of the Dean's Office before proceeding with the preparation of the thesis. If a thesis does not follow the accepted format, is not on the required quality of paper, is not free of mechanical errors, or is not of letter quality, it will not be accepted and the degree will not be conferred until an acceptable standard has been met.

2.1 General Form and Style

The main point to keep in mind is consistency of style throughout the thesis. The style selected must be maintained throughout the thesis. Accepted rules of grammar must be followed, and forms of spelling and punctuation must be used with consistency. It is the responsibility of the candidate and the supervisor(s) to ensure that before the thesis is presented for oral defence (viva) that typographical errors have been eliminated, and that the language of the thesis reflects the finest standards of correct, scholarly expression.

Thesis is an academic composition or a documentation of the original research prepared and submitted by the students for the award of the degree for the programme by research.

2.2 Thesis Length and Cover Colour

- Thesis for Doctoral programme by research:
 - a) must not exceed 100,000 words; and
 - b) the colour of the thesis cover is **Maroon**.

- Thesis for Doctoral programme (D. Mgmt.) by research:
 - c) must not exceed 100,000 words; and
 - d) the colour of the thesis cover is **Red**.

- Thesis for Master programme by research:
 - a) must not exceed 60,000 words; and
 - b) the colour of the thesis cover is **Green**.

Dissertation

- Dissertation is an academic composition or a documentation of the original research prepared and submitted by the students for the award of the degree for the programme by mixed mode.
- Dissertation for Doctoral programme by mixed mode:
 - a) Must not exceed 60,000 words; and
 - b) The colour of the thesis cover is **Dark Brown**.
- Dissertation for Master programme by mixed mode:
 - a) Must not exceed 45,000 words; and
 - b) The colour of the thesis cover is **Black**.
- Dissertation must be completed by the students within the minimum period of two (2) semesters or until the maximum period of study.
- **Long Theses**

Theses particularly if their length is an indication of repetitive presentation or an overly ambitious research project (are to be avoided). If however, the thesis is presented in more than one volume, volume one should have a table of contents for the entire thesis. Each subsequent volume must contain a duplicate of the title page of the first volume, a table of contents, a list of figures, and a list of tables to cover the portion of work found in that particular volume, and its own prefatory pages. The page numbering (in Arabic numerals) of the body of the thesis and the prefatory parts (in small Roman numerals) should flow consecutively from one volume to the next. The bibliography and the appendices for all the volumes are to be at the end of the last volume and referred to in the table of contents of each volume.
- When the appendix is bound in a separate volume, this volume should have a title page duplicating that of the main volume but with the addition of the word “appendix or appendices” just before the title of the thesis. The word “appendix” as well as the short title must then appear on the spine. Numbering the pages of the appendix (Arabic numerals) must flow in sequence from the first volume.

The relative size of each one of these components will be determined by the nature of the problem under investigation and by the discipline involved. The candidate, in consultation with his or her supervisor(s), should decide the components of the thesis. Candidates are reminded that the purpose of a thesis is to give a candidate the opportunity to demonstrate his/her ability to carry out a research project and to produce significant results. Its purpose is not to produce definitive or exhaustive research on a subject. Supervisors should

counsel graduate candidates early in their programme on the judicious selection of a manageable and suitable thesis topic. Research topics should be chosen so that the time for completion is controlled: full-time Master's degrees to be completed in no more than 2 years; PhD degrees in no more than 5 years.

Research Paper

- Research Paper is a documentation of the research component prepared and submitted by the students for the award of the programme by coursework, in which the number of credit is **12 credit hours or more**.
- The Research Paper must be completed by the students within the minimum period of one (1) semester or until the maximum period of study.
- The Students will be evaluated based on the viva voce session.
- The Research Paper must not exceed 30,000 words and the colour of the cover is black.

Project Paper

- Project Paper is a documentation of research component prepared and submitted by the students for the award of the programme by coursework, in which the number of credit is **between six (6) to nine (9) credit hours**.
- The Project Paper must be completed by the students within the minimum period of one (1) semester or the maximum period of three (3) semesters.
- The students will be evaluated based on the Project Paper submitted to the supervisor and reviewer.
- The Project Paper must not exceed 30,000 words and the colour of the cover is **BLACK**.

2.3 Paper Type and Quality

With the exception of photographs, one type and brand name of paper must be used throughout the thesis for reason of appearance and preservation. The standard paper size is 210 by 297 mm, of A4 size and must be of good quality (80 gm) with a hard, bright and even surface.

2.4 Typing or Computer Printing

All typing and printing must be on one side of the paper only. Right justification is permitted. The body of the thesis may be one-and-a-half or double-spaced, with the exception of (foot) notes and long quotations, which must be single-spaced. Quotations, which are single-spaced, should be indented and not enclosed in quotation marks.

The bibliography, figure legends, and other items such as appendices should be single-spaced.

Fonts chosen must provide black, evenly spaced, neat and dense characters, the size of which must be 10 to 12 characters per inch. The same font and size must be used throughout the thesis, although boldface type for headings and italics for emphasis is permitted. Characters not available on standard typewriters or word processors (e.g. mathematical symbols, Greek letters, etc.) are acceptable if neatly executed by hand with black Indian ink.

Laser printing is recommended. However, all letter-quality printers may be considered. Due to variations in form and style of printing, candidates are advised to submit samples of printed pages to the Chairperson for approval before making multiple copies of their theses. Copies of a thesis which are disfigured by corrections will not be accepted by the College. All pages of all copies must be clean, clear and error-free showing letter-quality printing.

2.5 Margins

For binding purposes, a minimum left margin of 4 cm is required on each page. Other margins must be at least 2.5 cm, except for the first page of each chapter. Margin regulations must be met on all pages of the thesis including pages with figures, tables, or illustrations.

The top margin of the first page in each chapter should be 5 cm.

2.6 Numbering of Pages

Each page in a thesis, including those in the appendices, must be numbered consecutively. Illustrative material is to be numbered as well as the text. If photographic paper is used, numbers must be placed neatly in black ink on the reverse side.

Page numbers are to appear in the bottom centre 1.5 cm from each edge.

Roman numerals are used for the prefatory pages and the numerals are placed in the bottom centre of the page. All items in the prefatory section should be on separate pages. All pages of the main body of the thesis, beginning with the introduction (Chapter One), must be numbered consecutively with Arabic numerals. This includes pages containing illustrations, tables, bibliography and appendices.

After all materials have been assembled, the thesis should be verified carefully for completeness, for the order of the pages and sections, and for the correctness of pagination.

2.7 Illustrative Materials

2.7.1 *Diagrams and Tables*

The presentation of illustrative material should be consistent throughout the thesis. All tables and figures must be numbered consecutively with Arabic numerals. Tables and figures should be dispersed throughout the body of the

text. The Table of Figures should appear on the page immediately following the first text reference to it. If possible, titles of figures and tables should be on the same page as the figure or table. In cases where this is impossible, the title and explanation of the figure or table may be placed on the reverse side of an immediately preceding blank page so that it faces the figure or table. However, the number of such a page must appear on the blank side in conformity with the position of other page numbers in the rest of the thesis. More than one figure may be placed on a page which offers adequate space. Tables and figures may be placed in either portrait or landscape mode. In either case the title and any accompanying information must be placed in the same mode.

2.7.2 Photographs and Plates

Wherever possible, photocopies should be used instead of photographs. When using photographs, each should have the full range of contrast from true black to pure white. Dry mounting-tissue provides the neatest and most permanent method of affixing photographs. Do not use rubber cement or glue. The presence of photographs may make page-trimming difficult.

Photocopying is also suggested instead of colour photographs, since it is now possible to make photocopies that are of high quality as photographs. If the thesis includes colour photographs, the unbound copy submitted for microfilming must include black and white photographs of the same subject (either originals or photographer's reproductions). Photographs with glossy finish and photographs with dark backgrounds should be avoided.

2.7.3 Oversized Pages

Wherever possible, charts, graphs, maps, and tables which are larger than the standard page-size must be photo-reduced in such a way that the material remains clearly legible. Where this is not possible, they must be carefully folded for binding into the manuscript. The fold should be made at least 1.5 cm from the edge of the page in case the edges are trimmed by the binder, thus destroying the foldout. Make as few folds as possible. Folding is to be avoided in the case of PhD theses, since oversized page may be impossible to microfilm. Excessively long tables, particularly those from computer printouts, should be placed in an appendix.

2.7.4 Other Material

The Dean's Office is aware that the research environment and research paradigms are changing rapidly. Candidates must be encouraged to take full advantage of the rapidly expanding technical and information resources. This may result in the thesis containing material other than paper copy. When this occurs, candidates should consult, at an early stage, with their supervisor(s), the research officer of the Dean's Office and the company which will ultimately bind the thesis. It is likely that a pocket, to be bound into the thesis, can be designed to contain such material.

2.8 Arrangement of Contents

Following is the order of all the elements of the thesis:

Title Page
Certification of Thesis/Dissertation
Permission to Use
Abstract (First if the thesis is written in Malay)
Abstract (First if the thesis is written in English)
Acknowledgement
Declaration Associated With the Thesis (Optional)
Table of contents
List of Tables
List of Figures
Glossary of Term (Optional)
List of Abbreviations (Optional)
Body of the Thesis
References
Appendices (if any)

2.8.1 Title Page

The title page should contain the following information: the title of the thesis, the name of the College, the degree for which the thesis is submitted, the name of the institution, the full name of the author, the month and year of submission (e.g. October 2013) and the copyright notation.

The supervisor's name should not appear on the title page.

2.8.2 Certification of Thesis/Dissertation

A photocopy of the certification form must be included, after it has been signed by the supervisor(s) and the Examining Panel members.

2.8.3 Permission to Use

Candidates are expected to include, in the front of their thesis, a statement in paragraph form granting permission to use the thesis under specifically stated conditions and indicating the address of the person to whom request for such permission should be sent.

2.8.4 Abstract

An abstract in both Bahasa Malaysia and English must be included, with the former version appearing before the latter.

The abstract should identify clearly the purpose of the research, the methods used, the results obtained and the significance of the results or findings. The abstract must not exceed 350 words.

Abstract submitted must follow the guidelines suggested by APA as follows:

“An abstract of a **report of an empirical study** should describe

- the problem under investigation, in one sentence if possible;
- the participants, specifying pertinent characteristics such as age, sex, and ethnic and/or racial group; in animal research, specifying genus and species;
- the essential features of study method - you have a limited number of words so restrict your description to essential and interesting features of the study methodology - particularly those likely to be used in electronic searches;
- the basic findings, including effect sizes and confidence intervals and/or statistical significance levels; and
- the conclusions and the implications or applications.

An abstract for a **literature review** or **meta-analysis** should describe

- the problem or relation(s) under investigation;
- study eligibility criteria;
- type(s) of participants included in primary studies;
- main results (including the most important effect sizes) and any important moderators of these effect sizes;
- conclusions (including limitations); and
- implications for theory, policy, and/or practice.

An abstract for a **theory-oriented** paper should describe

- how the theory or model works and/or the principles on which it is based and
- what phenomena the theory or model accounts for and linkages to empirical results.

An abstract for a **methodological** paper should describe

- the general class of methods being discussed;
- the essential features of the proposed method;
- the range of application of the proposed method; and
- in the case of statistical procedures, some of its essential features such as robustness or power efficiency.

An abstract for a **case study** should describe

- the subject and relevant characteristics of the individual, group, community, or organization presented;
- the nature of or solution to a problem illustrated by the case example; and
- the questions raised for additional research or theory.” (APA Publication Manual Sixth Edition, 2010, pp. 26-27)

2.8.5 *Permission to Reproduce*

When a candidate wishes to reproduce a substantial part of a work in the thesis, it is necessary to obtain permission from the rights-holder. Candidates must be

aware that obtaining this permission may take some time and may require a fee. Allowance must be made for this.

2.8.6 Acknowledgements

The content of this single page is left to the discretion of the candidate. It is suggested however, that the page makes reference to the guidance received by the candidate from his or her supervisor(s) and other relevant parties. Reference should also be made to any financial assistance received to carry out the project. Any extraordinary assistance received by the candidate, for example, in word processing, data collection, data analysis, and so on, should be properly acknowledged. The acknowledgements should not exceed 250 words.

2.8.7 Dedication

Inclusion of a dedication is permissible.

2.8.8 Table of Contents

The table of contents must list and provide page references for all elements of the thesis. For the text of the thesis it will indicate chapters, sections and important subdivisions of each section. The numbering and format of material in the table of contents must be identical to the way this material appears in the text of the thesis. The title of each chapter or section should be written in full capital with no terminal punctuation. The title of a subdivision of a chapter or section should be in small letters, with the exception of the first letter of significant words. Dots between titles and page numbers are optional.

2.8.9 List of Tables

The list of tables follows the table of contents. This list includes the number of each table, the title and the page number.

2.8.10 List of Figures

The list of figures follows the list of tables. The list includes the number of each figure, the title and the page number.

2.8.11 List of Abbreviations

This list includes all non-standard abbreviations used in the text of the thesis. It follows the list of figures.

2.8.12 Body of the Thesis

The method chosen to organise the body of the thesis should be discussed with the research supervisor(s). The number and the title of each chapter or section must be given in the same form as it appears in the table of contents.

It is in the body of the thesis that the candidate presents and develops, in an orderly fashion, all relevant aspects of the research project for which the degree is to be granted. Appropriately credited references to other works can form an integral part of this presentation and are likely to take several forms.

A direct quotation of less than three lines can be incorporated into the text using quotation marks. If the quotation is more than three lines it should be arranged in the following format: indented 1.5 cm from the left margin and typed in single-space format without quotation marks. Any borrowed thoughts or expressions, or use of non-original material must be acknowledged and documented.

2.8.13 List of References

This list must contain every reference cited, mentioned or used in the text of the thesis. The references in this list should be arranged alphabetically. They may be divided into two or more sections.

Most programmes in UUM COLGIS require the candidates to use the APA 11th Latest style. However, candidates in the Applied Sciences Division doing research in Information Technology may use the IEEE, ACM or the APA style whilst candidates in the Legal Division are required to use the Turabian Notes-Bibliography Style (A Manual for Writers of Research Papers, Theses and Dissertations by Kate L Turabian, 7th Edition, University of Chicago Press, 2007) or (www.press.uchicago.edu/books/turabian/turabian_citation)

2.8.14 Appendices

The purpose of an appendix is to contain those research materials which are pertinent to the thesis, but which are not essential to an understanding of the work which the candidate has completed. The types of material which may be contained in an appendix are:

- proof of equations;
- raw data for analyses, figures, or tables. Details of methods used on a specialized topic which are not of crucial importance to the discussion;
- a lengthy debate on a topic of secondary importance to the issues discussed;
- questionnaires used;
- computer programmes; and
- illustrative material.

Appendices should be numbered consecutively using capital letters of the alphabet. Pages of the appendices are also numbered consecutively respecting the overall pagination of the thesis.

2.8.15 Vita

A brief bio-bibliography of the candidate is permitted.

3.0 SPECIFIC ITEMS

3.1 Title of the Thesis

A thesis will be a valuable source for other scholars only if it can be located easily. To locate a thesis, modern retrieval systems use the words in the title and sometimes a few other descriptive words. It is essential that the title be meaningful and descriptive of the content of the work. If possible, candidates should use word substitutes for formulas, symbols, superscripts, subscripts, Greek letters, etc. The title as it appears on the thesis certification page, the title page, and the thesis cover must be identical. On the front cover of the thesis, each line in the title must not exceed twenty-six characters including spaces. When planning the title of the thesis, candidates should bear in mind that most bookbinders charge extra for overly long titles.

When a thesis title is lengthy, a short title not exceeding forty characters including spaces is needed for the spine of the bound thesis. This should follow the wording of the original title as closely as possible. The object of the short title is to facilitate easier recognition of the thesis leg on the library shelf. The author's name, initials, and year of convocation should also appear on the spine.

3.2 Copyright and Subsequent Use of the Thesis

The author of a thesis claims copyright on the title page by using the appropriate notation. As a condition for the award of the degree the author should note that the University Library may make the thesis available for inspection and permit copying of the thesis in any manner, in whole or in part, for scholarly purposes only. It is understood that any copying or publication of the thesis in any manner, in whole or in part, for financial gain requires the permission of the author.

To remind readers that the thesis is protected by copyright, candidates must insert the paragraph statement of "Permission to Use" immediately after the title page (see 3.7 c).

Candidates hold copyright to their theses even when agreements have been reached with other parties regarding ownership of some parts of the research material. Careful attention must be paid to any previous agreements signed regarding ownership of research findings. Consult the Dean's Office if there are any questions regarding materials that can be patented or commercialised.

Candidates are reminded that they are required to respect the standards of academic honesty and intellectual property in the case of all materials used in the thesis. In order to do this, it is usually sufficient to use notes and bibliographical references. When a substantial part of a work is used, it is necessary to obtain prior permission from the author. Definition of a "substantial part of a work" depends on several factors, principally the quantity and quality of the portion taken and the economic impact of the ability of the

copyright owner to profit from the exploitation of the work. In some instances, copying even a short excerpt may be sufficient to constitute an infringement.

Remember at all times that plagiarism is a serious offence and could jeopardize an entire academic career. Plagiarism is the representation as one's own of any idea or ideas, expressions of an idea, or the work of another author.

3.3 Equations

Each equation in a chapter is to be numbered consecutively using a decimal system appearing flush with the right-hand margin. For example:

$$Y = mx + b \qquad (5.1)$$

The numbers in parentheses are the chapter number and the equation number respectively. Every new symbol used in the thesis text for the first time must be explained. When a large number of special symbols are used, it is permissible to collect them in a table or in a special appendix.

3.4 Notes

Following the advice of their supervisor(s), candidates may use any appropriate combination of footnotes at the bottom of the pages in the text, endnotes at the end of each chapter and direct reference to the bibliography.

Any change in the level of the argument, such as a change in the rigour, a change in terms of empirical content, or definitions of key words or concepts should be put in the form of a note. Any cross referencing of the material contained either in the main body or in the appendices should also be indicated with the help of a note.

The first line should be indented and the text of the footnote should be one half space below and one space to the right, using a single-spaced format.

Endnotes should appear at the end of each chapter. They should be single spaced with double space left between each note. Endnote numbering must be done consecutively and separately for each chapter.

3.5 Referencing

The fundamental rule of good scholarship is that the basic research be complete, reliable and correct, with all sources duly acknowledged. The format used for references must be consistent throughout the thesis. Candidates are required to use the APA 11th edition style in their choice of format for notes and references with exceptions to Law students in which they are required to use the Turabian Notes-Bibliography Style (A Manual for Writers of Research Papers, Theses and Dissertations by Kate L Turabian, 7th Edition, University of Chicago Press, 2007).

3.6 Layout of a Chapter

UUM COLGIS allows for two layout formats: (1) Numbered Format and (2) Unnumbered Format. Students should consult their School to determine the required format.

3.6.1 Numbered Format

Each subsection in a chapter must be numbered and arranged in such a manner to maximize clarity for the reader. The following format is to be used:

- 2. Distance Education
 - 2.1 Introduction to Distance Education
 - 2.2 Types of Distance Education
 - 2.2.1 Branch Campus
 - 2.2.2 Correspondence
 - 2.2.3 Teleconferencing

The numbering system used for different sections denotes the following: the first number refers to the chapter number; the second refers to the secondary section number. Thus, the number 2.2.1 denotes chapter 2, primary section 2, and secondary section 1. All chapters should begin on a new page and should have a top margin of 5cm.

3.6.2 Unnumbered Format

Each subsection in a chapter is identified by levels of headings using different font sizes and styles. The following format is to be used:

- Level 1 14 point, **bold**, centred, UPPER CASE (Chapter Heading)
- Level 2 12 point, **bold**, left aligned, Title Case (Text Heading)
- Level 3 12 point, **bold**, *italics*, left aligned, Title Case (Text Subheading)
- Level 4 12 point, *italics*, left aligned, Title Case (Text Sub-subheading)
- Level 5 12 point, left aligned, Title Case, underlined (Text Sub-sub-subheading)

3.7 Layout of a Table

Each table has a table number and a title. The first number refers to the chapter number and the second refers to the table number in that chapter. The table must conform to the margin requirements of the thesis format.

Contents of the table must be preceded and followed by a single solid line. Similarly, solid lines must appear at other appropriate places horizontally inside the table. The table should not be folded. It is strongly recommended that oversized tables be reduced by photocopying in such a way that they remain clearly legible. The title of the table should be as short as possible but should indicate the major focus of the table. Ordinary rules of referencing and footnoting apply. The numbering of footnotes in the table is independent of that followed in the text 2.7.

3.8 Layout of a Figure

Each figure must contain a figure number and a title. The same numbering system for tables is used for figures. The number and title of the figure appear at the bottom of the figure in the figure legend. Both axes of the figure must be properly labelled. If a figure shows more than one relationship, each relationship should be properly labelled with the appropriate axis (see section 2.7 “Illustrative Material” for advice on the presentation of figures).

3.9 Binding the Thesis

Candidates for Master’s and Doctoral degrees who have successfully completed their thesis oral examinations (viva) and made all the revisions and corrections required by the Examining Panel must submit **THREE** bound copies, **ONE** (1) loose copy and **ONE** (1) soft copy in a CD to the Office of GSGSG COLGIS, University Utara Malaysia by the date indicated in the Graduate Calendar preceding the Convocation in which they plan to receive their degrees.

The University requires that all PhD theses be bound in **MAROON** cover with PhD (D. Mgmt) theses be bound in **RED** cover with gold lettering and Master’s theses be bound in **GREEN** cover with gold lettering. For Research Paper and Project Paper, the cover is **BLACK**.

There are strict regulations regarding which information appears on the cover and the spine and the form used for presenting this information. Lettering on the spine should be legible when the volume is laid face down on a shelf on its front cover. Other decorations must not be used under any circumstances. The title which appears on the cover will be in upper case only. The author’s name will also be in upper case on the cover, in smaller font.

Candidates should enquire at the bindery whether special characters (e.g. superscript, subscript, Greek letters, etc.) or alternate-sized lettering are available. A list of binderies familiar with the University regulations can be obtained from the Dean’s office.

Candidates are required to bring one copy of the fully-assembled thesis to the Dean’s office for approval before having the final version photocopied and bound.

