

Thesis and Dissertation Preparation Guidelines

for

Postgraduate Candidates

2018

PART 1

INTRODUCTION

1.1 DEFINITIONS

At UCSI University, a major assessment requirement leading to the award of a postgraduate qualification is the submission of a thesis or dissertation which are classified as follows:

- | | | | |
|---|-------------------------------------|---|--------------|
| x | Doctoral programme (PhD, DBA, etc.) | : | Thesis |
| x | (Structures A & B) | : | Dissertation |

The following guidelines apply to all the above.

PART 2

GENERAL REQUIREMENTS

2.1 INTRODUCTION

The following section will outline the general requirements of a thesis/dissertation including language, the type of paper to be used, font style, paragraphing, pagination, layout for tables and figures, and the number of bound copies that a candidate should make for submission.

2.2 LANGUAGE

The thesis/dissertation should be written in standard UK English. As a rule of thumb, terms in languages other than English should be italicised and accompanied by an English translation in brackets. Generally accepted foreign terms i.e., those which are already listed in major English dictionaries (such as the Oxford English Dictionary and Merriam-

Aside from page numbers, all other material must fit within these margin requirements

2.11 TABLES

Tables must be accurate and easy to read, and care is required in spacing, ruling, arrangement of headings, and placement with respect to the text. They are used to supplement the text, and therefore should be within the text or continue on the following page.

2.11.1 Numbering

Tables should be numbered with an Arabic numeral and given titles, even though there may be very few tables in the thesis/dissertation/project paper. The chapter and order in which the tables are mentioned in the text determine the numbering. For instance, if Chapter 5 has four tables, the tables should be labeled as Table 5.1, Table 5.2 and so on. All references to a table in the text should be by number.

2.11.2 Position

Ideally, each table should come immediately after the first reference to it. However, it is best to finish the paragraph of the text in which the reference occurs before inserting the table. If a table cannot be accommodated in the space remaining on a given page, continue the text to make a full page and place the table at the top of the next page if it is still within the same subtopic. If a table appears in the middle of a text page, two spaces (1.5 spacing x 2) should be left above the table number and below the table/notes.

2.11.3 Size and Shape

A table may occupy the full width of the page or less than the full width. In either case, each table must be centred horizontally on the page, and within the four margins stipulated in Section 2.9.

2.11.4 Width

If a table is too wide for the page, it should be turned length-wise (i.e. use the landscape format), and placed horizontally in the centre of the page within the prescribed margins in

Section 2.9. No text should be placed on a page containing such a table, also known as a broadside table. The page number appears in its usual place, at the bottom of the page, not the table.

2.11.5 Font Size

Ideally the 12-point font size is to be used. However, the 10-point font size may be used for the contents within the tables, if necessary. For any text outside the table, like table numbers, labels, titles and notes, the 12-point font size should be used.

2.11.6 Continued Tables

Long tables may be continued from page to page. The table number and title are to be placed at the beginning of the table; only the table number is given in the succeeding pages, for example, "Table 2 - *Continued*." Ordinarily, the column headings are repeated on every page including in a broadside table.

2.11.7 Title

Each table must have a title. Place the table number above the table,

2.17 PHOTOCOPYING/DUPLICATION

All photocopied sets of the final thesis/dissertation should be clear and sharp. Carbon copies will not be accepted.

2.18 BINDING

2.18.1 Before Viva: First Submission for Examiners

Three (3) copies of ring bound thesis/dissertation should be submitted to the Faculty for the following parties:

- x Internal and/or external examiners; and
- x The supervisor(s)

2.18.2 After Viva: Final Copies for Submission

After final acceptance of the thesis/dissertation for submission by the examiners, candidates are required to submit four (4) printed copies of the said thesis/dissertation and a CD containing the softcopy (in .pdf or .doc or .docx format) to

There are plagiarism-checking software programmes (e.g. Turnitin) available for any institution to check on the percentage of similarity between the work submitted by the students and the source. Plagiarism is considered a form of academic theft and it is totally not acceptable in the pursuit of academic scholarship. If plagiarism is detected in a thesis examination, the thesis is automatically failed, _____ may be terminated.

(Note: Generally, a similarity index of 20% is acceptable; however, students are advised to check with respective faculty (as it could be discipline-specific for the acceptable similarity index) before submitting the thesis for examination.)

PART 3

FORMAT

3.1 INTRODUCTION

This part of the guidelines describes the layout and arrangement of the different parts of the thesis/dissertation.

3.2 LAYOUT AND ARRANGEMENT OF CONTENT

The thesis/dissertation/project paper should be organised in the following order:

TITLE PAGE (Same as front cover page)

ACKNOWLEDGEMENTS

APPROVAL BY SUPERVISOR & EXAMINERS

DECLARATION OF ORIGINALITY & EXCLUSIVENESS

ABSTRACT

TABLE OF CONTENTS

LIST OF TABLES

LIST OF FIGURES

LIST OF EQUATIONS (Optional)

LIST OF ABBREVIATIONS & SYMBOLS

3.2.6 Table of Contents

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3.2.11 Text/Content

The content of the text includes all relevant information about the research and can be

findings of a journal article, explain how it relates to the topic and show why it is not sufficient to answer the research questions. Textbook materials on basic principles or theories should be kept to a minimum.

Chapter 3: Methodology

This section varies from thesis to thesis depending on the discipline of study and may be absent in theoretical theses. It contains a description and justification of the materials, theoretical approaches, experimental designs and methods (including statistical analysis) used to achieve the stated objectives of the study undertaken. In the social sciences, a conceptual framework will need to be included. In engineering and in the pure and applied sciences, this may include, but is not limited to, a description of the methodology, theoretical development, fundamental philosophical foundation, experimental design and standard procedure description. The materials and methods used in the study should be described in detail and concisely such that a reader would be able to replicate the experiment solely with the information contained in this section. References must be cited for published protocols or methods. Relevant ethical approval needs to be obtained and the details must be included in this chapter.

Chapter 4: Results & Discussion

This may be a combined chapter or separated into 2 chapters. This section may be broken into sub-sections.

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4.2 AUTHOR-DATE SYSTEM

In this system, references within the text must include only the **author** and **date of publication**

- i.
 - ii. As has been proven (Abdul Rahman and Asma 2001)
- b. Where reference is made to a work authored by three or more people, the name of the first author is given in full, followed by *et al* and the year of publication. The word *et al* must be written in *Italic*:
- i. Brown *et al.*
 - ii. *et al.* 2006)

4.2.3 Corporate Author

Reference to works not by an individual author but by an organisation is written thus:

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5.1.2 Titles of Publications

Use CAPITAL LETTERS for the initial letter of the title, and initial letter of each

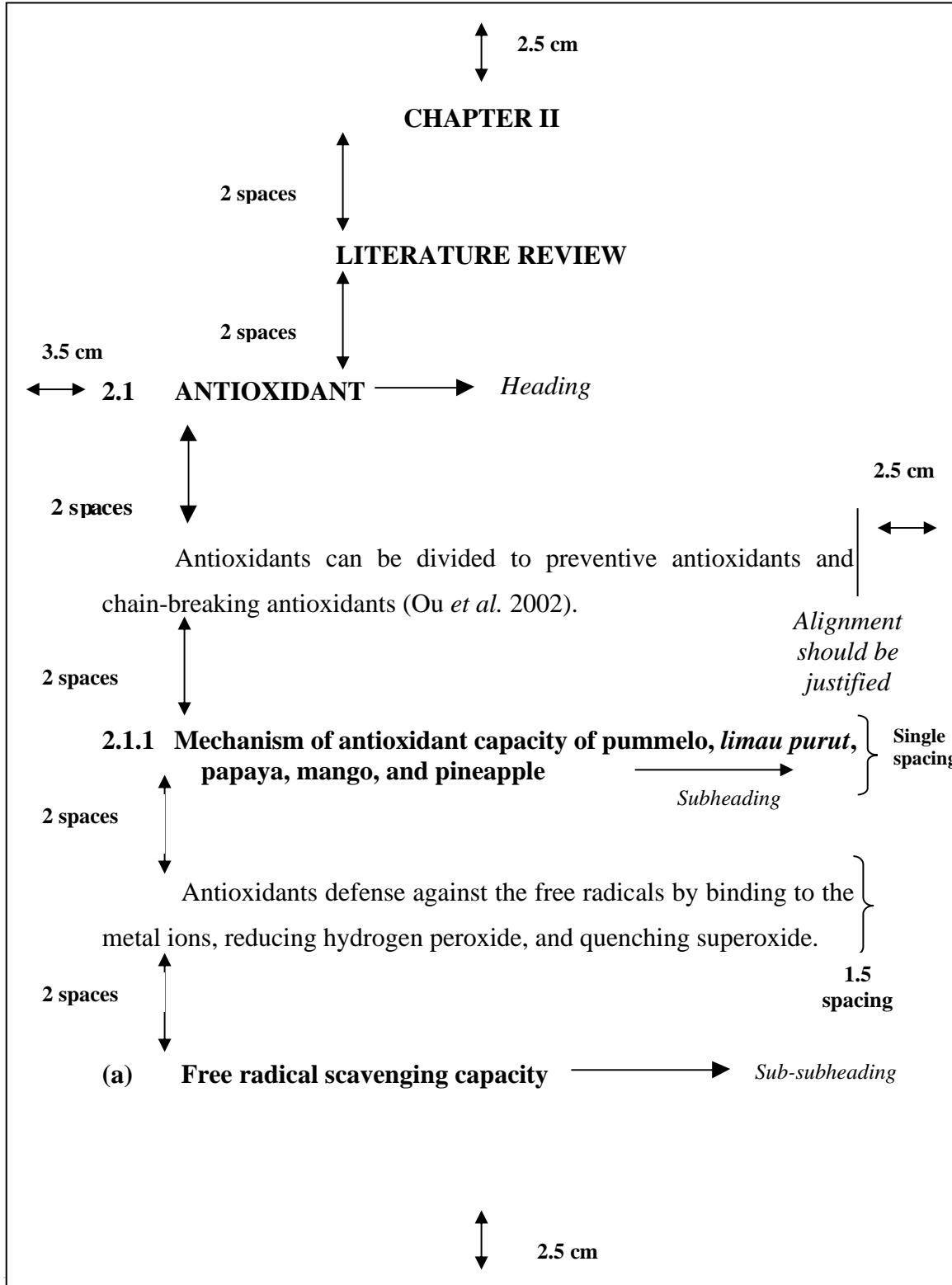
For sections (f) to (h): Sources from website are restricted to less than 20% of the total number of references.

(f) For online reference material (with author & date):

Manner, H.I., Buker, R.S., Smith, V.E., Ward, D., and Elevitch, C.R., 2006. Citrus and Fortunella (kumquat) P p7Ptrus and

APPENDIX 1(b)

EXAMPLE OF FIRST PAGE OF CHAPTER II



APPENDIX 2

EXAMPLE OF ACKNOWLEDGEMENTS

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APPENDIX 3

EXAMPLE OF DECLARATION OF ORIGINALITY AND EXCLUSIVENESS

APPENDIX 4
EXAMPLE OF ABSTRACT

APPENDIX 5

EXAMPLE OF TABLE OF CONTENTS

APPENDIX 6

EXAMPLE OF LIST OF TABLES

LIST OF TABLES		
Table No.		} 2 spaces Page
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3.3	Proximate composition of raw sausage containing different types and amounts of palm fats	41

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APPENDIX 8

EXAMPLE OF LIST OF EQUATIONS

APPENDIX 9

EXAMPLE OF LIST OF ABBREVIATIONS AND SYMBOLS

LIST OF ABBREVIATIONS AND SYMBOLS	
A	
	Antioxidant radical
ANOVA	Analysis of variance
	Alpha
B	
B1	Vitamin B1 (Thiamine)
BHA	Butylated hydroxyanisole
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.	
.	
.	
.	
.	
.	
.	
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V	
v/v	volume per volume
Vitamin C	Ascorbic acid
W	
W	watts
w/v	weight per volume

APPENDIX 10

EXAMPLE OF TABLES

TABLE 1.1 Development of the tourist industry from 1986 to 1994

Years Number of Rooms	Tourist Arrivals	Income (RM billion)	Number of Hotels
1986	-	-	
1987	-		
1988	-		
1989	-		
1990	7.4		
1991	5.8		
1992	6.0		
1993	6.5		
1994	7.2		



APPENDIX 13

EXAMPLE OF REFERENCES

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