

GRADUATE SCHOOL	Graduate Degree by Research Preparation of Theses and Dissertations			
	CODE: PO-GS-IR-PTD-003	VERSION: 02	DATE: 16052018	PAGE NO: 06

PREPARATION

OF THESES

AND

DISSERTATIONS

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1. GENERAL REQUIREMENTS

1.1 Introduction

This guide is meant for graduate students of New Era University College (henceforth NEUC) in the preparation of their theses with respect to formatting and writing conventions.

1.2 Language

The thesis should be written in English, Bahasa Malaysia or Chinese. Use should be consistent throughout the thesis, especially in terms of spelling (American or British). The Roman alphabet should be used unless otherwise required by the discipline.

1.3 Length

The length of the thesis should be between 30,000-60,000 words for a Master's thesis, and between 50,000-80,000 words for a PhD thesis (excluding tables, figures and appendices). For theses written in Chinese, the corresponding number of words are 50,000 – 80,000 and 80,000 – 120,000. Respectively, exemption may be obtained subject to approval by the GSC.

1.4 Page Format

1.4.1 Typeface and Font Size

The text of the thesis, including headings and page numbers, should be produced with font size 12-point for English and Bahasa, and 10.5-point for Chinese. Footnotes and text in tables should not be less than 8-points.

1.4.2 Spacing

The thesis should be double-spaced for English and Bahasa Malaysia texts, single-spaced for Chinese texts. The following, however should be single-spaced:

- a) Footnotes
- b) Quotations of three lines or more indented and set in a block;
- c) References or bibliography (except between entries);
- d) Multi-line captions (tables, figures);
- e) Appendices, such as questionnaires, letters; and
- f) Headings or subheadings.

1.4.3 Pagination

All pages should be numbered consecutively throughout the thesis, including pages containing tables, figures and appendices. Page numbers should be centred either centrally or right flushed at either the top or bottom margins.

Preliminary pages preceding Chapter 1 must be numbered in lowercase Roman numerals (i, ii, iii etc). The title page should not be numbered although it is counted as page i. Page 1 is the first page of the Introduction (Chapter 1) but is not numbered.

1.4.4 Margins

There should be a 1 inch minimum margin on all sides purposes for binding.

1.4.5 Binding

The master's thesis should be bound with a **black** hard cover and the Ph.D thesis should be bound with a **red** hard cover and the binding should be of a fixed kind in which pages are permanently secured.

A. Thesis Spine

The spine must be entirely lettered in gold, using a 20-point font and must contain the following:

- i. Name of student;
- ii. Degree for which the study is submitted.

B. Front Cover

The front cover must be entirely lettered in gold using 18-point gold block font and contain the following:

- i. NEUC Logo;
- ii. Title of thesis;
- iii. Name of student;
- iv. Degree;
- v. Name of the university; and
- vi. Year of submission.

1.5 Submission

Students should submit the following to the Graduate School after notification of acceptance of thesis:

- a) **Two (2)** copies of the thesis in black hard cover
- b) **Three (3)** softcopies of the thesis

Students are also required to submit a bound copy of the thesis to every member of their respective supervisory committees.

2. THESIS FORMAT

The typical layout of a thesis is shown in Table 1.

Table 1. A Typical Layout of a Thesis

No.	Items	Remarks
1	Blank Page	- Not to be paginated but counted
2	Title Page	as i. See Section 2.1
3	Copyright page	See Section 2.2
3	Dedications (if any)	-
4	Abstract	See Section 2.3
5	Abstrak	See Section 2.3
6	Acknowledgements	See Section 2.4
7	Approval Sheets	See Section 2.5
8	Declaration Form	See Section 2.6
9	Table of Contents	See Section 2.7
10	List of Tables	See Section 2.8
11	List of Figures	See Section 2.9
12	List of Abbreviations/ Notations/Glossary of Terms	See Section 2.10 Numbered consecutively from 1
13	Body of Thesis	onwards. See Section 2.10 Continue with the consecutive
14	References/Bibliography	numbering. See Section 2.11
15	Appendices	See Section 2.12
16	Biodata of the Student	See Section 2.13
17	List of Publications	See Section 2.14
18	Blank Page	-

2.1 Title Page

The title page should include the following:

- i. NEUC logo
- ii. full title of thesis;
- iii. full name of student;
- iv. degree for which the thesis is submitted;
- v. name of the university;
- vi. School of Graduate Studies; and
- vii. month and year of submission.

2.2 Copyright Page

Please note that a copyright page must be included on the verso page immediately following the title page of the thesis, and before the dedication. This copyright must state that the thesis is the intellectual property of New Era University College.

2.3 Abstract

An abstract should be between 300 and 500 words. It includes a brief statement of the problem and objectives of the study, a concise description of the research method and design, a summary of the major findings including their significance, and conclusions. The abstract should be written in English and Bahasa Malaysia or Chinese. The version to appear first should be of the same language of the thesis. The format of abstract heading is shown in Appendices C1-2.

2.4 Acknowledgements

Acknowledgements are written expressions of appreciation for guidance and assistance received from individuals and institutions.

2.5 Approval Sheets

Two approval sheets are required. One sheet will bear the signature of the Deputy Dean of the Graduate School certifying the approval of the thesis by the Thesis Advisory Committee. The other will bear the signature of the Dean of the Graduate School after the University College Senate has awarded the degree.

2.6 Declaration Form

The declaration form can be downloaded from the NEUC website.

2.7 Table of Contents

The Table of Contents lists in sequence all relevant subdivisions of the thesis with their corresponding page numbers (see Appendices F1-F4).

2.8 List of Tables

The list shows the exact titles or captions of all tables in the text and appendices, together with the starting page number of each table, and must be listed in sequence. If the whole thesis contains only one or two tables, then a List of Tables is not necessary.

2.9 List of Figures

Figures include graphs, maps, charts, engineering drawings, photographs (plates), sketches, printed images, and any other form of illustration that is not a table. The **exact titles or captions** and their corresponding page numbers must be listed in sequence. Figures, including any in the appendices, should be numbered consecutively throughout the thesis. If the whole thesis contains only one or two figures, then a list of figures is not necessary.

2.10 List of Abbreviations/Notations/Glossary of Terms

If abbreviations and acronyms are used in the thesis, they should be explained in a List of Abbreviations, even though the full names are given at first use. This list should be the last item in the preliminary section.

2.11 Body

The body of a thesis normally consists of sections which are organised as chapters. A chapter may be divided into major sections and subsections. Main or primary headings within chapters are to be centred while sub-headings are left justified. Tertiary headings are indented **five (5)** spaces and are not listed in the Table of Contents.

2.12 References/Bibliography

Citations are to be based on the APA convention. Exemption may be obtained subject to the approval of GSC.

2.13 Appendices

Information or data that is too detailed for the main body of the thesis may be included as appendices. These are placed after the reference list. Appendix materials should be grouped by type, e.g., Appendix A: Questionnaire, Appendix B: Original data, Appendix C: Tables of results.

2.14 Biodata of the Student

This section is compulsory. It contains the student's biographical information, such as name, educational background, the degree that is being sought, professional work experience (if any), and any other similar matters that may interest the reader.

2.15 List of Publications

All publications (in journals and proceedings) that result from the study undertaken by the student while under supervision and during their candidature, and for which the student is the first or principal author, should be listed clearly and accurately. These publications should not be used as references in the thesis.