

GUIDELINES ON

THE

PREPARATION OF

UNGERGRADUATE

THESIS

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1. GENERAL REQUIREMENTS

1.1 Introduction

This guide is meant for undergraduate 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. Language 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 in the range of 10,000 to 15,000 words for a Bachelor thesis (excluding tables, figures and appendices). For theses written in Chinese, the corresponding numbers of characters are 10,000 to 20,000. Permission to keep outside this range may be granted by the Department.

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 Time New Roman (for English and Bahasa Malaysia), font size 12-point, or 宋体 (for Chinese), size 10.5-point. The font size of 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, and 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 placed at the centre of the bottom margin.

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

1.4.4 Margins

There should be a one-inch minimum margin on all sides for the purpose of binding.

1.4.5 Binding

The bachelor's thesis should be bound with a Blue 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 Department after notification of acceptance of thesis:

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

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	Acknowledgements	See Section 2.4
6	Approval Sheets	See Section 2.5
7	Table of Contents	See Section 2.6
8	List of Tables	See Section 2.7
9	List of Figures	See Section 2.8
10	List of Abbreviations/ Notations/Glossary of Terms	See Section 2.9 Numbered consecutively from 1
11	Body of Thesis	Onwards. See Section 2.10 Continue with the consecutive
12	References/Bibliography	Numbering. See Section 2.11
13	Appendices	See Section 2.12
14	Biodata of the Student	See Section 2.13
15	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. Faculty and Department;
- vii. month and year of submission.

2.2 Copyright Page

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

Approval sheets are required, one of which will bear the signature of the Head of Department certifying the approval of the thesis by the lecturer.

2.6 Table of Contents

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

2.7 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.

2.8 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 **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 entire thesis contains only one or two figures, then a list of figures is not necessary.

2.9 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.

2.10 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.

2.11 References/Bibliography

Citations are to be based on the APA convention. Exemptions may be obtained subject to the approval of Department.

2.12 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 list of references. Appendix materials should be grouped by type, e.g., Appendix A: Questionnaire, Appendix B: Original data, Appendix C: Tables of results.

2.13 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.