

TABLE OF CONTENTS

Contents

1	CHAPTER 1 : GENERAL REQUIREMENT OF A REPORT	2
1.1	Introduction	2
1.2	Language	2
1.3	Submission of The Reports	2
1.4	Technical Specifications for Report	2
1.4.1	Font Type and Size	2
1.4.2	Page Layout	3
1.4.3	Margins	3
1.4.4	Spacing	3
1.4.5	Pagination	4
2	CHAPTER 2 : FORMAT OF A REPORT	5
2.1	Title Page.....	5
2.2	Abstract	5
2.3	Acknowledgements	5
2.4	Table of Contents	5
2.5	List of Tables.....	5
2.6	List of Figures	5
2.7	List of Abbreviations/Notation/Glossary of Terms	6
2.8	Tables	6
2.9	Figures	6
2.10	Numbering the Chapters and Sub-sections	6
2.11	References	7
2.12	Appendices	7
2.13	Biodata of the Author	7
2.14	Header and Footer	7

CHAPTER 1 : GENERAL REQUIREMENT OF A REPORT

1.1 Introduction

Report in this manual refers to a documented report of the process followed and the results of original research conducted by a student in fulfillment of the requirements for a graduate degree. The report should be presented in a manner that will reflect credit on the student, the School/Institute/Centre, and the University.

1.2 Language

The report must be written in standard British English or standard Bahasa Melayu or otherwise approved by UMT Senate. There must be consistency in the use of the language throughout the report. The Roman alphabet must be used unless otherwise required by the relevant School/Institute/Centre.

1.3 Submission of The Reports

Submission of softcopy of the reports via Google Form provided by 2u2i Coordinator in One Stop Center.

1.4 Technical Specifications for Report

The report should be typed using word or text processors for fast and easy editing. Lettering and drawing must be clear and should be reproducible satisfactorily without loss of any information.

1.4.1 Font Type and Size

Font type and size that are commonly used for printed academic materials should be used throughout the report. If Microsoft Word is chosen, font type Times New Roman with font size 12-point and one and a half line spacing should be used. The character size for capital letters should not be less than 0.2 cm and for small letters 0.15 cm.

A new chapter must start on a new page. Chapters and their sub-sections must be given titles. The title of a chapter should be in capital letters, bold print and centred but not underlined (see Appendix A and Appendix B).

1.4.2 Page Layout

The text should be presented in the portrait layout. The landscape layout may be used for figures and tables.

1.4.3 Margins

All pages should be set with the same margin.

Top : 2.50 cm (File Page Setup Margin)
Bottom : 2.50 cm
Left : 4.00 cm
Right : 2.50cm

1.4.4 Spacing

The following guidelines should be observed:

The spacing of the chapter number from the top margin should be 2.5 cm;

- i. The number and the title of sub-section should be aligned to the left margin;
- ii. The first line of a paragraph should be indented from the left margin by 1.27cm (0.5 inch);
- iii. A new paragraph should not begin on the last line of a page;
- iv. Use two (2) line spacing: between the title of a sub-section and the first line of a text, between paragraphs, between the last line of a text and a table, or a figure or an illustration; Use four (4) line spacing: between the chapter number and the title, between the title and the first line of a text, between the last line of a text and the title of a sub-section;
- v. Text must be typed using 1.5 line spacing.
- vi. Use one (1) character spacing after a comma (,);
- vii. Use two (2) character spacing after a full stop (see Appendices A and B).

1.4.5 Pagination

All pages of a report must be counted and numbered consecutively. Page numbers should be printed on the top right-hand corner, 1.25 cm from the top edge and 2.5 cm from the right edge. Numbering should be as follows:

- i. Preliminary pages of a report preceding Chapter 1 should be numbered in lowercase Roman numerals (i, ii, iii, etc.); the texts should be numbered using Arabic numerals (1, 2, 3, etc.).
- ii. The first page should be the title page. It should not be numbered although it is counted as page i.
- iii. Page 1 is the first page of the text but is not numbered. Similarly, the first page of all chapters should be counted but not numbered.

CHAPTER 2 : FORMAT OF A REPORT

2.1 Title Page

Title page should include the following information

- i. Title of the report (uppercase);
- ii. Full name of the student (uppercase);
- iii. Degree for which the report is submitted;
- iv. Name of the institution (Universiti Malaysia Terengganu);
- v. School/Institute/Centre where the student registered; and
- vi. Year of submission

2.2 Abstract

An abstract is a concise summary of the report. It describes the problem, the procedures or methods used, and the results and conclusions of the project. The abstract should be brief, written in one paragraph and does not exceed 350 words. It must be written using one and a half (1.5) spacing/

2.3 Acknowledgements

Acknowledgements usually contain written expressions of appreciation for the guidance and assistance received from individuals and institutions in producing the reports

2.4 Table of Contents

The Table of Contents page must start on a new page. It should list all sections, chapters and sub-headings with their corresponding page numbers. The titles must be written using the same words as those written in the text.

2.5 List of Tables

This page should list the exact titles of all the tables in the report with the respective page numbers. The table numbers must be arranged in sequence and according to the chapters

2.6 List of Figures

Figures include diagrams, photographs, drawings, graphs, charts, maps and other form of graphic illustrations. The exact titles of all figures with their corresponding page numbers must be listed in sequence.

2.7 List of Abbreviations/Notation/Glossary of Terms

Whenever abbreviations and acronyms (e.g. FAO, DOA, MARDI, PORIM) are used in the report, it is best to list them in a list of Abbreviations/Notation/Glossary of Terms together with their meanings, even though the full names are already given at the first mention in the text. This list serves as a ready reference to readers who are not familiar with the abbreviations used in the report. Universally recognised scientific symbols (OC, cm, mm, kg, ha) need not be listed (See Appendix K).

2.8 Tables

All tables must be numbered using Arabic numerals. The caption should be centered. If the caption is more than one line, it should be aligned to the left. Tables must be numbered by the chapters they are in. For example, Table 4.3 is the third table that appears in chapter 4. A table should be positioned after it is referred to for the first time in the text. All tables must be listed in the List of Tables page (see Appendix M).

2.9 Figures

Figures are maps, charts, graphs, drawings, diagrams, photographs and all other graphic illustrations. All figures must be clear, of high quality and must be numbered using Arabic numerals. The caption should be located at the bottom of the figure. If the caption is a single line, it should be centred. If the caption is more than one line, it should be aligned to the left. Figures are numbered by the chapters they are in.

A figure should be positioned after it is referred to for the first time in the text. All figures in the chapter can also be grouped together and positioned at an appropriate location. All figures must be listed in the List of Figures page.

Illustrations in the form of compact discs, slides and others should be placed in specially made pockets glued to the inner side of the back cover of the report. Oversized illustrations in the form of plans, maps, charts, graphs and others should be reduced to fit a single page unless the oversized materials are absolutely necessary for clarity and understanding.

2.10 Numbering the Chapters and Sub-sections

All chapters and their sub-sections must be labelled and numbered. The chapters are numbered using Arabic numerals, i.e. Chapter 1, Chapter 2, Chapter 3, and so on. The

sub-sections should not be indented but arranged in a structured manner not more than four levels as follows:

- 2 First level (Title of the chapter)
- 2.1 Second level (Title of the sub-section)
- 2.1.1 Third level (Title of the sub-sub-section)
- 2.1.1.1 Fourth level (Title of the sub-sub-sub-section)

If the length of a title of a chapter or any level exceeds one line, same line spacing as in the text should be used. Sub-sections beyond level four should be labelled using characters

2.11 References

References are full information of the sources from which works were cited in the reports. All references must be listed at the end of the text.

2.12 Appendices

Appendices are not a necessity in a report but are supplementary materials which are too detailed or lengthy to be in the text. These include tables, charts, computer program listings, data used for analysis, example of questionnaires, maps, photographs and other materials. All appendices should come after the reference section. Each appendix should be labelled as Appendix A, Appendix B and so on and be given specific title.

2.13 Biodata of the Author

This section is compulsory. It contains information about the author such as name, educational background, degree that is being pursued, professional work experience (if any), and other information that may interest the readers. It is suggested that the vitae be written in an essay form not exceeding 200 words, rather than a mere resume.

2.14 Header and Footer

The use of Header and Footer is not allowed.