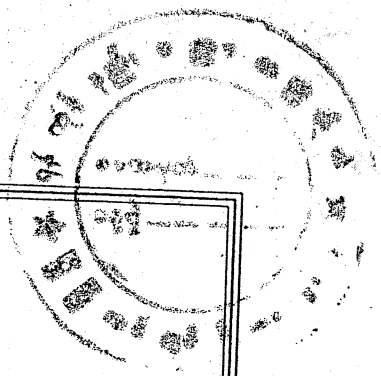
Final
C.K.T



MINISTRY OF SCIENCE AND TECHNOLOGY
YANGON TECHNOLOGICAL UNIVERSITY

A FORMAT GUIDE

FOR

MASTER THESES

DECEMBER 2004

A FORMAT GUIDE FOR MASTER THESES
YANGON TECHNOLOGICAL UNIVERSITY

PARTS OF A THESIS

A. Cover Page

(a) Use blue coloured hard cover.

(b) Use capital letters for all letters on cover page.

(c) All letters must be printed in gold colour.

(d) Use A-4 size cover.

(e) Must be bound firmly and neatly. (See Appendix 1: Sample Cover Page)

(f) Follow the instructions mentioned in the Appendix.

B. The Front Matter or Preliminaries

1. Title Page

(a) Use capital letters for all letters on title page.

(b) Only the title appears in bold type. (See Appendix 2: Sample Title Page)

(c) Follow the instructions mentioned in the Appendix.

2. Approval Sheet

(a) Name of the Institution and Department must be identified in bold faced capital letters.

(b) Use all capital letters for the title of the thesis.

(c) Only the title appears in bold type and is enclosed in quotation marks (" ").

(d) Candidate's name, enrolled roll number and date must be in bold type.

(e) All necessary particulars for each member of the Board of Examiners must be pre-printed.

(f) Personal seal is not allowed to stamp under the signature of each member of the Board of Examiners.

(g) See Appendix 3 for Sample Approval Sheet and follow the instructions.

3. Acknowledgement(s)

(a) The Acknowledgement(s) Sheet must be provided.

(b) The generic heading ACKNOWLEDGEMENT(S), which appears in uppercase, is centered over the text, in bold face.

(c) The acknowledgement(s) page is numbered in lowercase Roman numerals 'i' centered over the text.

(d) Either the first person 'I' or the third person 'the author' can be used when writing the acknowledgement(s). See Appendix 4 for The Sample Acknowledgement(s) Sheet.

(e) Follow the instructions mentioned in the Appendix.

4. Abstract

In the abstract, the writer explains the motivation for making the study, the background for the project, the scope of the research, and the purpose of the thesis. The abstract appears in the same format as in acknowledgement(s) section. The abstract should be 500 words maximum. Number this page with a lowercase Roman numerals 'ii', 'iii' etc. See Appendix 5 for Sample Abstract Sheet and follow the instructions.

5. Table of Contents

The table of contents lists all the parts of the thesis except the title page, approval sheet, and blank page. No page numbers appear on any of these pages. The headings for Table of Contents, Chapter and Title must be capitalized and appear in bold type. Page appears in bold type.

For chapter titles, use all capital letters but not in bold.

For section headings use Headline-Style Capitalization (Title Capitalization).

Words used as articles, prepositions, the word 'to' used as part of an infinitive, and coordinate conjunctions 'and', 'but', 'or', 'nor', 'for', 'at', and 'the' are not capitalized unless they are the first word in the title.

Number Chapter titles in Arabic numerals (1, 2, 3,....etc.).

Number the Table of Contents page(s) with lowercase Roman numbers (i, ii, iii ,...etc.).

Place all page numbers at the upper center of the page.

The word 'Chapter' may precede or be placed over the chapter number.

(See Appendix 6: Sample Table of Contents Page).

Lists of figures, tables, illustrations, symbols and abbreviations should match the Table of Contents in style and layout. Depending on the nature and requirement of the thesis, all or some of these lists need to be mentioned in the table of contents if necessary (upon consultation with the supervisor(s)).

Number these pages with lowercase Roman numerals at the upper center of each page. (See Appendices 6 , 7 and 8).

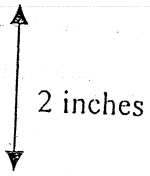
Follow the instructions mentioned in the appendices.

6. The Text

The main body of the thesis is usually separated into well-defined chapters. Each chapter begins on a new page. Each chapter has a generic heading and a title, both centered in uppercase above the text in boldface.

The generic heading of a chapter consists of the word **CHAPTER** followed by an Arabic numeral (e.g. **CHAPTER 2**).

The title, which describes the content of the chapter, is centered in uppercase below the generic heading. For example:



CHAPTER 1

INTRODUCTION

Traditional thesis chapter titles include:

Introduction

Literature Review

Methodology

Results and Discussions

Conclusion and Recommendations

The text usually begins with an introduction, which may be called chapter 1 and thus the first page of the introduction is page 1 of the thesis.

'Methodology' may be replaced with 'Model Formulation' or a more appropriate title depending on the type of research conducted.

'Results' and 'Discussions' may be treated as two separate sections.

'Conclusion' and 'Recommendations' may be treated as two separate sections.

Chapters may be divided into sections, which may in turn be divided into subsections, and these into subsubsections, and so on. Such divisions are customarily given titles, called subheadings, which are differentiated and designated respectively first-second-, and third-level subheadings.

The following styles of subheadings should be used:

First-level, side heading in boldface, capitalized headline style, beginning at the left margin as shown below:

3.1. Rationale for the Research Method

Second-level, side heading not in boldface, capitalized headline style, beginning at the left margin as shown below:

3.4.1. Local Approximations

Third-level, side heading not in boldface, capitalized sentence style beginning at the left margin as shown below:

3.4.1.1. Approximation methods

C. The Reference Matter or Back Matter

1. References/ Bibliography

The references section is a list of all works the writer has cited or referred to in the text. The bibliography is a list of works the writer read or consulted but did not cite directly in the text.

Reference Citation

Parenthetical References in the Author-Date System

In the parenthetical reference system, authors' last names (family name) and dates of publication are given in parentheses within the running text or at the end of block quotations, and keyed to a list of works cited, which is placed at the end of the thesis.

Do not capitalize or boldface the author's name.

If there is only single author:

(Clarke 1985)

* No comma appears between author and date.

For works having two or three authors, use the names of each author:

(Haines and Rupp 1987)

(Wynken, Blynkin, and Nodd 1988)

Do not use '&' as an abbreviation for 'and'.

For works having more than three authors, use the name of the first followed by "et al.".

Thus, for the work by Zipursky, Hull, White, and Israels, the parenthetical reference would read as follows:

(Zipursky et al. 1979)

Notice there is no period after 'et'.

In a text reference to a work by two family members with the same last name, the family name is repeated:

(Weinberg and Weinberg 1980)

When a book or pamphlet carries no individual author's name, or group of authors' name, on the title page and is published or sponsored by a corporation, government agency, association, or other named group, the name of that group may serve as author's name in text references and in the reference list.

(International Rice Research Institute 1977)

When the reference is to both volume and page of the author's work, a colon will distinguish between the two. A reference to a volume only, without page number, often requires 'vol.' for clarity:

(Garcia 1982, vol. 2)

(Garcia 1982, 2:26)

When citing multiple references, separate the authors' names with semicolons.

(Smith et al. 1983; Hull et al. 1979)

Samples for Citing References

Single Author

Example1.

> It has been found, for example, that sodium selenite administered at appropriate doses increases the life span of experimental animals given toxic doses of both cadmium and mercury. (Nordberg 1978)

Example2.

> Nordberg (1978) found, for exmple, that sodium selenite administered at appropriate doses increases the life span of experimental animals given toxic doses of both cadmium and mercury.

Two to Three Authors.

Example 3.

> Before discussing the methods of analysis, it is necessary to describe the system of scaling quantitative scores (Haines and Rupp 1987).

Example 4.

> Various types of irrigation models have been developed for specific uses (Wynken, Blynkin, and Nodd 1988).

Multiple References

Example 5.

Bacteria are microscopic organisms (Smith 1980; Mackie and Macartney 1960; Bryan and Bryan 1953; Tanner et al. 1948).

Example 6.

The antibacterial activity of the extracts were determined by the agar disc diffusion technique (Finegold and Martin 1982; Finegold et al. 1978; Cruickshank et al. 1975; Jawetz 1972; Skinner 1955).

Author's Name not Known

Example 7.

Smaller fleets can use average values to compute the expected output per time unit, however the figures do not reveal the whole picture of the operation since the production can be limited by either the loading function or hauling function (Anon.1984).

List of References

There are many acceptable variations in referencing style.

The following information should be included.

Books:

name of author(s), editor(s) or the organization responsible for the book or document,

date of publication,

full title, including subtitle if any,

title of series, if any, and volume number in the series,

volume number or total number of volumes in a multi-volume work,

edition, if not the original,

city of publication (use the first city if there is a list) and country,

publisher's name, if given.

Journal Articles:

name of author(s),

date of publication,

title of article,

name of journal or periodical,

volume number,

issue number,

first and last page numbers.

Internet Sources:

In general, the reference is similar in structure to references for print materials such as books, journals, proceedings, etc. with the addition of an access date and the name of the website. The following information should be included in acknowledging the internet source:

name of author(s),

date of publication,

title of article,

title of publication,

accessed date and the name of the website.

The most commonly used referencing styles are:

1. To arrange in alphabetic order by last name of the author with the date of publication immediately following the author's name.
2. To arrange by numbers in the text rather than cite the author's name. If the number style is used, the references are listed in numerical order, not in alphabetic order.

1. Reference List Arranged Alphabetically.

Examples

(a) Books

Benedict, M., and Pisford, T.H. 1981. Nuclear Chemical Engineering. U.S.A.: McGraw Hill Co.

Britten, R.J., and Davidson, E.H. 1969. Gene Regulation for Higher Cells: A Theory. 2nd . ed. New York: Academic Press.

Cuthbert, F.L. 1958. Thorium Production Technology. Massachusetts, U.S.A.: Addison-Wesley Publishing Co. Inc.

Goldstein, M., and Goldstein, I. 1984. The Experience of Science: An Interdisciplinary Approach. New York: Plenum Press.

Kernighan, B.W., and Ritchie, D.M. 1978. The C Programming Language. 5th ed. Englewood Cliffs, N.J.: Prentice-Hall

Note:

1. In reference-list entries, the "Year of Publication" follows the name of the author.
2. The full titles and subtitles of books are capitalized headline style and underlined or italicized or in bold face.
3. No serial numbers are required.
4. Indent run-over lines of 4-5 spaces must be provided.
5. No need to give page numbers of the book.

(b) Articles in Journals/ Periodicals

El-Hossanin, A.S., Labib, T.M., and Gaber, I.E. 1993. "Effect of Vegetation Cover and Land Slope on Runoff and Soil Losses from the Watersheds of Burundi". Agriculture, Ecosystems and Environment 43 (May): 301-308.

Fisher, D.P. 1993. "Microwave Exposure Levels Encountered by Police Traffic Radar Operators". IEEE Transactions on Electro Magnetic Compatibility 31, no.1 (July): 36-42.

Jackson, R. 1979. "Running Down the Up-Escalator: Regional Inequality in Papua New Guinea". Australian Geographer 14 (May): 175-184.

Note:

1. The full titles and subtitles of articles are capitalized headline style, and enclosed in quotation marks (" ").
2. Names of the journals/ periodicals are capitalized headline style and underlined or italicized or in bold face.
3. If the volume number is given, the volume number in Arabic numerals is placed immediately after the title of the publication.
4. There is no mark of punctuation between the title of the publication and the volume number.
5. If the issue is identified by month (season), that is given in parentheses after the volume number.
6. If the issues are numbered, the issue number is given after the volume number, following a comma, and is preceded by the abbreviation "no.".
7. A colon follows the month (season) in parentheses, and the page reference follows the colon.

8. Indent run-over lines of 4-5 spaces must be provided.

(c) Published Proceedings

Author and Editor Named

Akazawa, S.1983. "The Scope of the Japanese Information Industry in the 1980s".In The Challenge of Information Technology: Proceedings of the forty-first FID (Federation Internationale de Documentation) Congress Held in Hong Kong 13-16 September 1982, edited by K.R.Brown, 19-22. Amsterdam, New York, and Oxford: North-Holland Publishing Company.

Author's name given, published by an Institution, Association, etc.

Oelberg, P.M. 1979. "Norway and Latin American Development". In Latin American-European Business Coorperation: Proceedings of the Symposium in Montreaux, Switzerland, November 20-22, 1979, by the Inter-American Development Bank. Switzerland: Inter-American Development Bank, 80-83.

Note:

1. Use the Headline Style Capitalization for the title of the article, and enclosed in quotation marks (" ").
2. The title of the publication is capitalized headline style and underlined or italicized or in bold face and is preceded by the word "In".
3. Note there is no underline beneath the word "In".
4. Indent run-over lines of 4-5 spaces must be provided.

(d) Published Reports.

Douglas, J.,1964. Prediction of Loader-Truck Production: A Reconciliation of Computer and Conventional Estimates. Technical Report No. 37, Department of Civil Engineering, Stanford University.

Tin Maung Nyunt, U.1997. Geology Report on Ponnya Taung Railway Tunnel, Kyaw-Gangaw Section. Department of Applied Geology, Department of Higher Education, Yangon University, Yangon.

Note:

1. The title of the report is capitalized headline style and underlined or italicized or in bold face
2. Indent run-over lines of 4-5 spaces must be provided.

(e) Yearbooks Published by Government Department and Articles in a Yearbook

Ministry of Mines. 1998. Statistics on Ministry of Mine 1997-98. The Union of Myanmar, December.

Wilson, G.M. 1917. "A Survey of the Social Business Use of Arithmetic". In Sixteenth Yearbook of the National Society for the Study of Education, 20-22. Bloomington, I 11. : Public School Publishing Co.

Note:

1. The title of the Yearbook is capitalized headline style and underlined or italicized or in bold face
2. The title of the article is capitalized headline style and enclosed in quotation marks (" ").
3. Indent run-over lines of 4-5 spaces must be provided.

(f) Thesis or Dissertation

Artioli. G. 1985." Structural Studies of the Water Molecules and Hydrogen Bonding in Zeolites". Ph.D. Dissertation, University of Chicago.

Douglas, J. 1988. " System Analysis for Shovel-Truck Productivity". M.Sc. Thesis, Imperial College of Science and Technology, London.

Note:

1. The title of the thesis is capitalized headline style and enclosed in quotation marks (" ").
2. Indent run-over lines of 4-5 spaces must be provided.

(g) Books and Journals with unknown Author

Anonymous. 1983. How to be a Better Manager. New York: Nichols Publishing Co.

Anonymous. 1988."Mine Project Survey". Engineering and Mining Journal 25 , no. 5 (January): 15-19.

Note:

1. The title of the book or journal is capitalized headline style and underlined or italicized or in bold face
2. The title of the article is capitalized headline style and enclosed in quotation marks (" ").
3. Indent run-over lines of 4-5 spaces must be provided.

(h) Material cited within another text, where you have not quoted the original source.

Example: 1

O` Connor, J. and Mc Dermott, I. 1996. Principles of NLP. London: Thorsons. Cited in Cottrell, S.M. 2003. The Study Skills Handbook. Basingstoke: Palgrave.

Example: 2

Brown, R.E. 1986. " A Multi-Layer Finite Element Model for Predicting Mine Subsidence". Ph.D. Thesis, Carnegie- Mellon University, Pittsburgh. Cited in Chen, C.Y. 1990. "Subsidence Control Measures". Mining Engineering 35, no. 11 (November):1547- 1551.

Note : Follow the instructions as in books, articles in journals/ periodicals and thesis or dissertation.

(i) Internet Sources

Published date known

Example:

Acquah, P.C. 1995. " Natural Resources Management and Sustainable Development the Case of the Gold Sector in Ghana". United Nations Conference on Trade and Development, UNCTAD / COM / 41. August 2000 < http: // www. natural – resources. org / minerals / CD / docs / unctad / claverac quah .pdf >

Published date not known

Example:

Ministry of Mines. No Date. Location Map of Myanmar Ivanhoe Copper Co. Ltd. February 2004 < http:// www. myanmar. Com / ministry / mines / No.(1) Mining Enterprise >

Page 12 - ?

edited by H.G.Huges, 30-33. Amsterdam, New York, and Oxford: North-Holland Publishing Company.

[4] Fox, L. 1948. "Computation of Traffic Stresses in a Simple Road Structure" Highway Research Board Bulletin 177: 250-256.

[5] Burmister, D.M. 1958. "Evaluation of Pavement Systems of the WASHO Road Testing Layered Systems Methods." Highway Research Board Bulletin 206: 180-186.

[6] Jones, A. 1962. "Tables of Stresses in Three-layer Elastic Systems." Highway Research Board Bulletin 342: 176-214.

Note : Follow the instructions as in books, articles in journals/ periodicals and thesis or dissertation.

II. Quotations.

Short quotations should be included in the text and enclosed in double quotation marks (").

If omitting parts of the author's original sentence, use ellipsis marks (...) to show what part is missing. If the omitted words are from the end of the author's original sentence, use four dots (....). The forth dot is the period.

Example

Author's original sentence

Thus, it is essential to introduce suitable machines for mechanizing the Potato cultivation in the State.

Quoted sentence

Gupta (1994) considers it important, "... to introduce suitable machines for mechanizing ...cultivation ....".

Avoid long quotations; they are rarely needed. If the exact wording of a long quotation is essential, however, indent it and leave space above and below and no quotations marks are used as shown below:

Writer's Text

Angry at Hollywood versions of Latin American history, Jesus Colon wrote:

Quoted Text

> After pictures like Zapata and Santiago we can only hope that these Hollywood vulgarisers and distorters, without the least bit of respect for the history and culture of our Latin American nations, won't lay their bovine eyes upon epic themes like the Aztec struggle against Cortes' conquest of Mexico, or Sandino's fight against American imperialism...(1982, 84).

Writer's Text

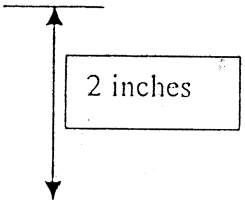
Here we can see that Colon is very critical of versions of Latin American history produced in the USA.

III. Appendices

Appendices may contain tables too detailed for text presentation, a large group of illustrations, technical notes on method, schedules and forms used in collecting materials, case studies too long to be put into the text, and sometimes figures or other illustrative materials.

Materials of different categories should be placed in separate appendices. Where there is more than one appendix, each should be given a number or a letter (e.g. APPENDIX 1, APPENDIX 2. etc.; APPENDIX ONE, APPENDIX TWO, etc.; or APPENDIX A, APPENDIX B, etc.). All appendices go at the end of a thesis, never at the end of the chapters to which they may pertain. The Generic heading and the title of an appendix are both centered, in uppercase and in bold face.

Example:



APPENDIX 1

PLOTS OF THE DATA

D. Style

1. Spelling

Use the British English for spelling throughout the whole text:

2. Units and Measures.

Units and Measures may be either British or American or Metric or International System of Units (SI). Whichever system the writer chooses should be used consistently throughout the text. It is not necessary to place an Imperial conversion in parentheses after other systems of units as in:

' The depth of the bore hole was 3.4m (11ft. 2 in.) '

3. Numbers.

(a) Do not begin a sentence with a number. A number must be written in words if it begins a sentence. If this is not practical or awkward, rephrase the sentence so it does not begin with a number.

Example:

Incorrect	Correct
4 trials were run	Four trials were run
42 trials were run	Forty-two trials were run

(b) It is commonly accepted style to write numbers less than ten in words.

Examples:

Incorrect	Correct
A total of 4 trials were run over a 6 day period.	A total of four trials were run over a six day period.

Incorrect	Correct
In a test given 6 months later, 14 children made no error; 64 made 1 to 2 errors; 97 made 3 to 4 errors.	In a test given six months later, 14 children made no errors; 64 made one to two errors; 97 made three to four errors;

4. Tables, Figures and Equations.

Tables, figures and equations should be placed into the text as close as possible to their first mention in the text.

Tables, figures and equations should be given the Arabic numbers to indicate the chapter and sequence in the text.

Each table or figure is given a title.

Example:

Table 5.6. Smokers and Nonsmokers, by Age

Figure 3.4. Block Diagram of Fern Lake

Place the table number at the upper left margin of the table; add a period, leave one space and continue with the title, giving the first and all succeeding full lines the full width of the table and centering the last, shorter line. The title may be capitalized either headline style or sentence style.

Example:

Table 5.6. Smokers and Nonsmokers by Age

Age	Smoke (%)	Don't Smoke (%)	Total (%)
18.32	30.6	69.4	100
33.47	37.1	62.9	100
48.62	35.2	64.6	100
63^{+}	30.5	69.5	100

Figures are titled at the bottom of the illustrations. The title may run the width of the illustration. Short titles are centered.

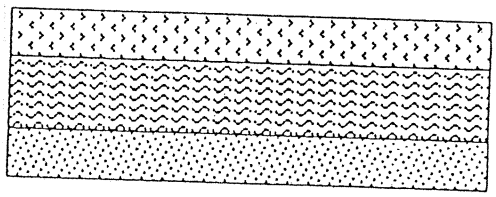


Figure 3.4. Layers of Rock

Large tables or figures would appear on the following page in the form of either portrait or landscape positions as shown in appendices 11,12,13 and 14. In such cases, page numbers are not printed on these pages, but are included in the counting of the pagination. When referring to a numbered table, figure or equation, use a capital letter.

Abbreviations may be used for 'Figure' and 'Equation' if they are followed by numbers only and are used consistently throughout the text. 'Table' is not normally abbreviated.

Examples:

Among the three elements tested, Cd was the most toxic (Table 4.1).

The concentrations of the three metals are shown in Fig 3.4.

If tables, figures and equations are taken from other sources, the source must be cited and listed in the References section.

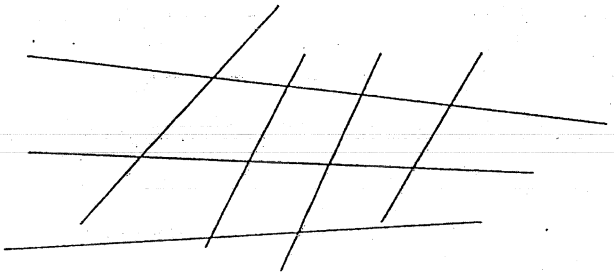


Fig. 3.5. Joint and Joint Set Number

Source: Clark (1995)

Numbered equations should be displayed either by centering on the line below the text or with a standard indentation from the left margin. The equation number is usually placed so it is flush with the right margin. It is not necessary to bracket equation numbers as in 'Equation (3.2)'.

Example

If A_i and B_i can be written as in Equations 3.2 and 3.3, model response can be expressed as

$$Y_i(t) = F_o / K_i [A_i \text{ Sin } (bt) + B_i \text{ Cos } (bt)] \qquad \text{Equation 3.4}$$

5. Abbreviations

The international standard of abbreviations should be used throughout the text.

The writer who must form new abbreviations for the purposes of a paper should place them in a list of abbreviations.

When abbreviating the names of organizations or specific terms, write the full name or term the first time it is used, followed by the abbreviation in parentheses.
Example:

All but one household had electricity and most households used liquefied petroleum gas (LPG) in all the sample urban areas. There were a relatively smaller number of households in Chiengmai using LPG.

The use of periods may be omitted especially in uppercase abbreviations. In the example above, there are no periods in the abbreviation LPG.
However it is still common practice to use after lowercase abbreviations (e.g., fig., etc., eqn., vs., no., Co., Corp., Ltd.).
Scholarly degrees and professional and honorary designations can be abbreviated by the use of internal periods (e.g., B.A., B.S., M.B.A., M.A., M.S., Ph.D.)
The names of government agencies, associations, organizations and other groups are often abbreviated, even in text, preferably after one spelled-out use. Such abbreviations are set in uppercase with no periods:

MRTV NATO OPEC UN UNESCO YMCA ASEAN

. Within the text, spell out the names of countries, states, provinces, territories, bodies of water, mountains and the like. In lists, tabular matter, notes, bibliographies, and indexes, the abbreviations may be used.
Spell out and do not capitalize (unless in a heading or at the beginning of a sentence) the words 'book', 'chapter', 'part', 'volume', 'section', 'column', 'page', 'figure' and so on, except in cases when such a term is following abbreviations should be used: 'bk(s).', 'chap(s).', 'pt(s).', 'vol(s).', 'sec(s).', 'col(s).', 'p.(pp.)', 'fig(s).'.

In the text, do not abbreviate ordinary words such as 'approximately' and 'versus'. Do not use the ampersand '&' in place of 'and'. Do not use a slash '/' in place of 'and' or 'or'. An abbreviation should begin with a capital when it is the first word of a note and wherever the usual rules for capitalization apply.

E. Production and Printing

1. Text, Font and Point Size

The whole thesis must be printed by computer word processing. Use a point size of 12 with Times New Roman font, with the line spacing of 20.

2. Margins

Left margin: 1.5 inches.

Right margin: 1.0 inch.

Top margin: 1.0 inch.

Bottom margin: 1.0 inch.

3. Folding Oversized Pages

Oversized pages are sometimes required (e.g. blueprints, complex diagrams, maps, etc). Such pages that would require folding in directions should be placed in a pocket in the inside back cover of the thesis. In the text citation, the writer might indicate this by writing, " Appendix ... (inside back pocket) shows ....." or , " A schematic of the circuitry is shown in Appendix ... (inside back pocket)".

4. Page Numbers.

Pages before the Introduction (Acknowledgement, Abstract, Table of Contents, List of Tables, Figures and List of Abbreviations, etc.) are numbered with lower case Roman numerals (e.g. i, ii, iii, iv). Starting with the first page of the introduction, number pages with Arabic numerals consecutively through to the last page of the thesis, including any appendices. Place page numbers at the upper center of each page.

5. Arrangement of a Thesis

A thesis should be arranged in the following order:

(a) Cover page (Blue Hard-cover).

(b) Blank page. No page number appears on this page.

(c) Title sheet. No page number appears on this page.

(d) Approval sheet. No page number appears on this page.

(e) Acknowledgements sheet with lower case Roman numerals page number.

(f) Abstract sheet with lowercase Roman numerals page number.

(g) Table of contents sheet with lowercase Roman numerals page number.

(h) List of Table, list of Figures, etc.

(i) Thesis Chapters, followed by an extra white sheet of blank paper at the end of each chapter. These extra white sheet of blank papers are not included in the counting of the pagination.

(j) Reference Lists or Bibliography.

(k) Appendix sheet.

(l) Extra blank sheet of unnumbered paper before back hardcover.

(m) Back hardcover.

F. General.

It is not allowed to identify other extra presentations, notes, remarks, or documents such as, dedications, curriculum vitae, budgeting thesis expenses, etc. in the theses other than the particulars mentioned in this format guide.

BIBLIOGRAPHY

Clayton, T. 1996. A Style Guide for AIT Master Theses, Bangkok: Center for Language and Educational Technology, Asian Institute of Technology.

Cottrell, S. 2003. The Study Skill Handbook. 2nd . ed. Basingstoke:Palgrave.

Turabian, K.L. 1987. A Manual for Writer of Term Papers, Theses, and Disertations. 5th . ed. Chicago: The University of Chicago Press, Ltd.

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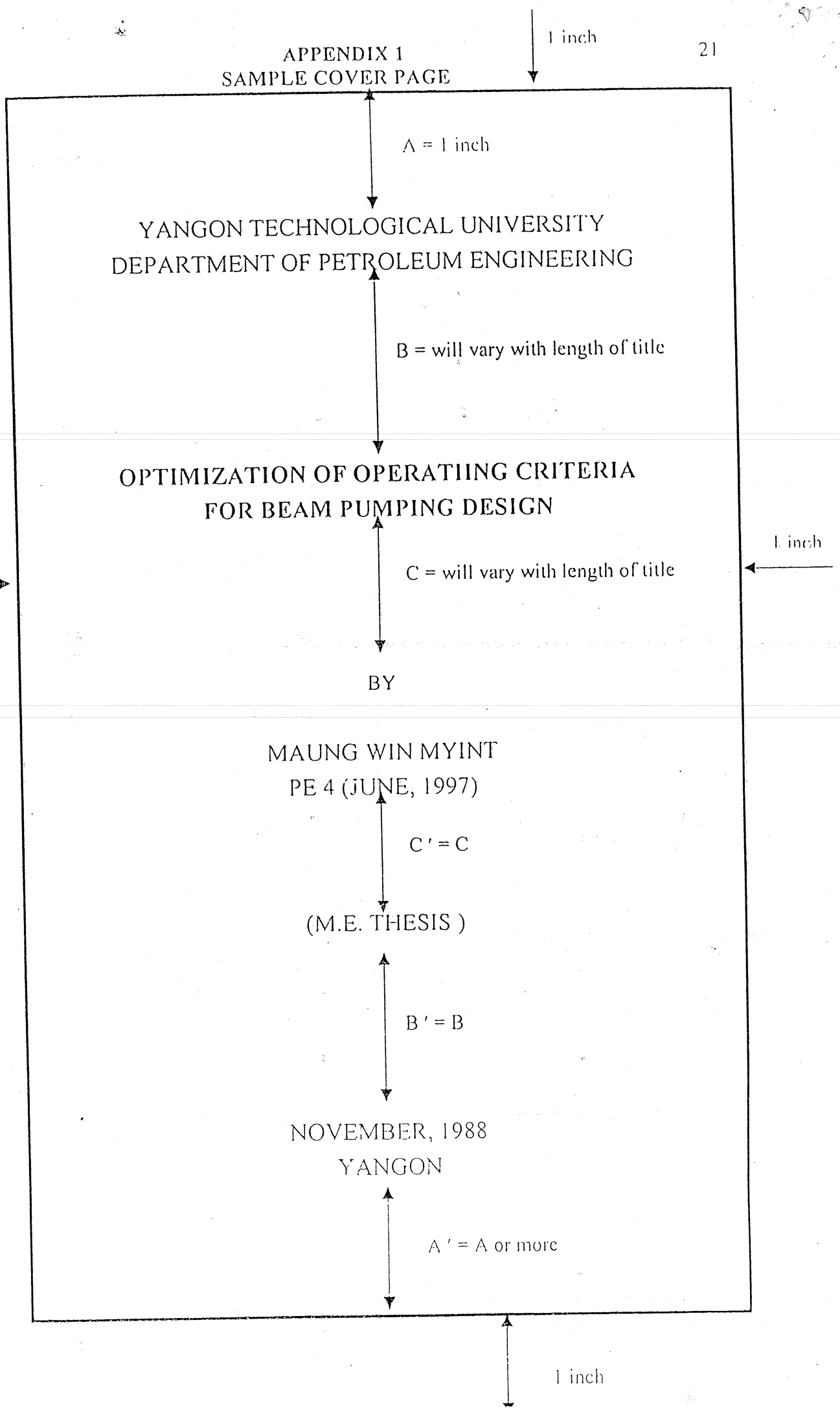
APPENDIX 1
SAMPLE COVER PAGE



APPENDIX 2
SAMPLE TITLE PAGE

A = 1.5 inch

YANGON TECHNOLOGICAL UNIVERSITY
DEPARTMENT OF PETROLEUM ENGINEERING

B = will vary with length of title

OPTIMIZATION OF OPERATING CRITERIA FOR BEAM PUMPING DESIGN

C = will vary with length of title

MAUNG WIN MYINT
PE 4 (JUNE, 1997)

D = C

1.5 inches

A THESIS

1 inch

SUBMITTED TO THE DEPARTMENT OF PETROLEUM ENGINEERING
IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR
THE DEGREE OF
MASTER OF ENGINEERING
(PETROLEUM)

E = B

NOVERMBER, 1998
YANGON

F = 1 inch or more

APPENDIX 3
SAMPLE APPROVAL SHEET

2 inches

YANGON TECHNOLOGICAL UNIVERSITY
DEPARTMENT OF MINING ENGINEERING

We certify that we have examined, and recommend to the University Steering Committee for Post Graduate Studies for acceptance the thesis entitled "ANALYSIS OF VENTILATION SYSTEMS FOR UNDERGROUND MINING AND TUNNELING IN MYANMAR" submitted by Maung Maung Win, Roll No. Mn.1 (June 1998) in partial fulfilment of the requirements for the degree of Master of Engineering.

Board of Examiners:

1. Dr. Aung Shein
   Professor and Head ..... (Chairman)
   Department of Mining Engineering, Y.T.U.

2. U Soe Linn
   Associate Professor ..... (Supervisor)
   Department of Mining Engineering, Y.T.U.

3. U San Nyunt
   Associate Professor ..... (Member)
   Department of Mining Engineering, Y.T.U.

4. U Chit Tun
   Honorary Lecturer ..... (External Examiner)
   Department of Mining Engineering, Y.T.U.

i

APPENDIX 4
SAMPLE ACKNOWLEDGEMENTS SHEET

2 inches

ACKNOWLEDGEMENTS

The author would like to express grateful thanks to his supervisor U Soe Linn, Associate Professor, Department of Mining Engineering, Yangon Technological University, for his encouragement, helpful suggestions, true-line guidance, supervision and editing this paper.

The author also wishes to extend special thanks to Dr. Aung Shein, Professor and Head, U San Nyunt, Associate Professor, and U Chit Tun, Honorary Lecturer, Department of Mining Engineering, Yangon Technological University, for their support, guidance and kind help.

Finally, special thanks are due to the following persons for their kind help and support during the investigation works at the No.1 Mining Enterprise (Bawsaing), Myanma Railways and Myanmar Ivanhoe Copper Co., Ltd (MICCL):

1. U Kyaw Soe, (Manager, Bawsaing)
2. U Myint Thein (Geologist-officer, Bawsaing)
3. U Ze Lum, (MICCL, 1999-2000), (Bawdwin Mine, 1986) and
4. U Maung Maung Thwin (Myanma Railways, Ponnya Tunnel Project).

Note:

1. The generic heading ' ACKNOWLEDGEMENTS ' can be written without the word ' S ' as ' ACKNOWLEDGEMENT '. However, it is advisable to use with the word ' S ' as ' ACKNOWLEDGEMENTS ' for the sake of uniformity of the Masters Theses of YTU.

2. The first person ' I ' could also be used instead of the third person ' the author '. Both are correct. However, it is advisable that the third person ' the author ' should be used for the sake of uniformity of the Masters Theses of YTU.

APPENDIX 5
SAMPLE ABSTRACT SHEET

2 inches

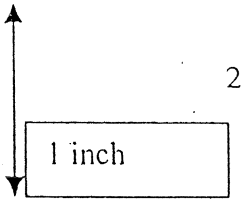
25

ABSTRACT

This paper presents ventilation-systems engineering approaches to the comprehensive environmental control in underground mining and tunneling atmosphere. The ventilation systems provide health and safety aspects of the environmental conditions in underground working faces. Ventilation systems are complex activities. Without ventilation, in many underground working, it would be very dangerous to enter the working sites. Therefore, effective and economic ventilation systems are necessary to remove foul air, harmful gases and dusts in tunneling. Most of the heat, dangerous gases and dusts are the result of drilling, blasting and combusting-engine in underground workings.

Underground ventilation systems are basically accomplished artificial and / or natural ventilation. This paper, "Analysis of Ventilation Systems for Underground Mining and Tunneling in Myanmar" present to cover the section: Natural Ventilation Systems, and Vehicular (Rail and Truck) Tunnel Ventilation System. It has been attempted to analyze the above-mentioned system considering ventilation engineering logic and technical concepts such as: engineering psychrometry, computer programming with psychrometry, ventilation planning, ventilation economics, foul air and dust control systems, fan and duct combination systems, and analysis for overall underground ventilation function.

APPENDIX 6
SAMPLE TABLE OF CONTENTS



26

TABLE OF CONTENTS

APPENDIX 6
SAMPLE TABLE OF CONTENTS (Contd.)

Note:

1. Provide indent run-over lines (4-5 spaces)
2. The chapter heading numbers are aligned by their first digit number.
3. The section heading numbers are aligned by their first digit number.
4. The page numbers are listed flush right under the heading 'Page' and are aligned by the last digit of the page numbers.

APPENDIX 7
SAMPLE LIST OF FIGURES

28

2 inches

LIST OF FIGURES

Note.

1. The title "LIST OF FIGURES' appears in all capital letters and is centered.
2. In a list of figures, the figure numbers are aligned by their periods under the word "Figure".
3. The page numbers are listed flush right under the heading "Page".
4. The figure numbers are given in Arabic numerals followed by a period.
5. The titles are capitalized headline style.
6. Provide indent run-over lines (4-5 spaces.).

APPENDIX 8
SAMPLE LIST OF TABLES

29

2 inches

LIST OF TABLES

Note.

1. The title "LIST OF TABLES' appears in all capital letters and is centered.
2. The table numbers and aligned by their periods under the word "Table".
3. The page numbers are listed flush right under the heading "Page".
4. The table numbers are given in Arabic numerals followed by a period.
5. The titles are capitalized headline style.

APPENDIX 9
SAMPLE REFERENCE LIST

2 inches

REFERENCE LIST

Anon. 1998. "Maintaining the Integrity." International Construction 20, no. 11 (October): 36-45.

Armstrong, A.T. 1983. Handbook on Small Mines. Department of Mines and Energy. South Australia: Government Printer.

Blowers, M. No Date. Handbook of Small – Scale Gold Mining for Papau New Guinea. Christchurch, NewZealand : Pacific Resources Publications.

Chadwick, J. 1990. " Trackles JCI-Part 2." International Mining 25 (September): 22-27

Douglass, J. 1964. Prediction of Loader- Truck Production: A Reconciliation of Computer and Conventional Estimates. Technical Report No.37, Department of Civil Engineering, Stanford University.

Fullar, P.G. 1981. " Pre-Reinforcement of Cut and Fill Stopes." In Application of Rock Mechanics to Cut and Fill Mining : Proceedings of the Conference on the Application of Rock Mechanics to Cut and Fill Mining held at the University of Lulea, Sweden, June 1-3, 1980, edited by O. Stephansson and M.J. Jones, 55-63. London: The Institution of Mining and Metallurgy.

APPENDIX 10
SAMPLE REFERENCE LIST
(Citing Many Works by One Author)

REFERENCE LIST

Stout, K.S.

1980. "Mining Method and Equipments." Mining Information Services. New York : MC. Graw Hill Inc.

1983. "The Profitable Small Mines, Prospecting to Operation." Mining Information Services. New York : MC. Graw Hill Inc.

1984a "Mechanization Small Mines." Mining Information Services. New York : MC. Graw Hill Inc.

1984b "Small-Scale Mining." Mining Information Services. New York : MC. Graw Hill Inc.

Thompson, J.V.

1992a "Mining Gold from Aggregate Deposits." Rock Products 95, no. 12 (December) : 50-54.

1992b "Small-Scale Precious Metal Placer Operation." Pit and Quarry 55, no. 26 (August) : 20-23.

APPENDIX 11
SAMPLE TABLE FOR PORTRAIT

Table 5.1. Methodology Summary Chart

Methodology	Degree to which indicated requirement is fulfilled									
	1	2	3	4	5	6	7	8	9	10
Eckenrode	S	S	S	N	N	N	N	N	N	N
Lamanna	S	S	S	N	N	N	N	N	N	N
McKenny	L	L	L	S	S	N	N	L	L	S
McHarg	L	L	N	L	L	L	L	N	N	S
Lacate	S	S	N	N	S	N	S	N	N	S
Baker and Gruendler	L	L	N	L	L	L	L	N	N	S
Turner and	L	L	N	L	L	L	L	N	N	S
Hausmanis	S	S	S	N	N	S	N	S	N	N
Leopold	N	L	S	N	N	S	S	S	S	S
Manheim	S	L	L	S	N	N	N	N	N	S
Sorenson	S	S	N	N	N	N	N	N	N	N
Little	S	S	S	N	N	S	N	S	L	N
Adkins and Burke	S	S	S	N	N	S	S	S	L	S
Washington State	S	L	N	N	N	S	S	N	S	N
Hill	S	S	S	L	S	L	L	L	S	N
Klein	S	S	N	N	N	S	S	N	N	N
Oglesby	S	S	N	N	N	S	N	N	N	N
SE Wisconsin	L	S	L	S	S	S	S	S	L	N
Stover	S	S	S	L	S	L	L	L	S	N
Dearinger	L	S	L	L	L	L	L	L	L	L
Dee (1972)	L	S	L	S	S	L	S	L	L	N
Georgia	S	S	N	L	S	L	L	N	N	N
Orlob	N	N	S	L	S	N	N	S	N	N
Walton and Lewis										

N = little or no fulfillment; S = requirement fulfilled to some extent; L = requirement fulfilled to a large extent.

1. Be comprehensive; 2. Be flexible; 3. Detect true impact; 4. Be objective; 5. Ensure input of expertise; 6. Utilize the state of the earth; 7. Employ explicitly defined criteria; 8. Assess actual magnitude of impacts; 9. Provide for overall assessment of total impact; 10. Pinpoint critical impacts.

Source: Canter (1977)

APPENDIX 12
SAMPLE TABLE FOR LANDSCAPE

Table 4.4. Summary of Mine Accidents(1997-98)

Sr. No.	Date of Accident	Project/ Enterprise	Mining Method	No. of Persons Killed	No. of Persons Injured	Type of Accident	Brief Description
1	15.4.97	Bawdwin No. 1 ME	Under ground	1		Fall of rock	Rocks fell on the left side of the head while removing the wall-plate-timber
2	1.12.97	Lonekhinn MGE	Other	6		Fall of ground	Land slide from the top bench while working in the work-site
3	17.11.97	Namtu No. 1 ME	Other	1		Mechanical	Hair was caught by the rolling shaft while adjusting of pulp level at No. 1 flotation cell.
4	24.11.97	Copper project No. 1 ME	Other		1	Others	Small roller compactor over run and broke the leg of the operator while stepping down from it and slipping on the ground.
5	13.2.98	Shwekyin No. 2 ME	Gravel pump	3		Fall of ground	Sliding Land covered the bodies while finishing the ground sluces.
6	25.2.98	Lonekhinn MGE	Other	1		Fall of ground	Sliding Land covered the body while working in the work-site.
7	9.3998	Bawdwin No. 1 ME	Under ground	1		Fall of ground	Rocks and loosing under ground timbers fall on the body while replacing the under ground timber sets.
8	13.8.98	Khanti MGE	Other	3	6	Explosive	Explosion accidentally occurred while exploding at the jade J-V work-site.

Source: Ministry of Mines (1998)

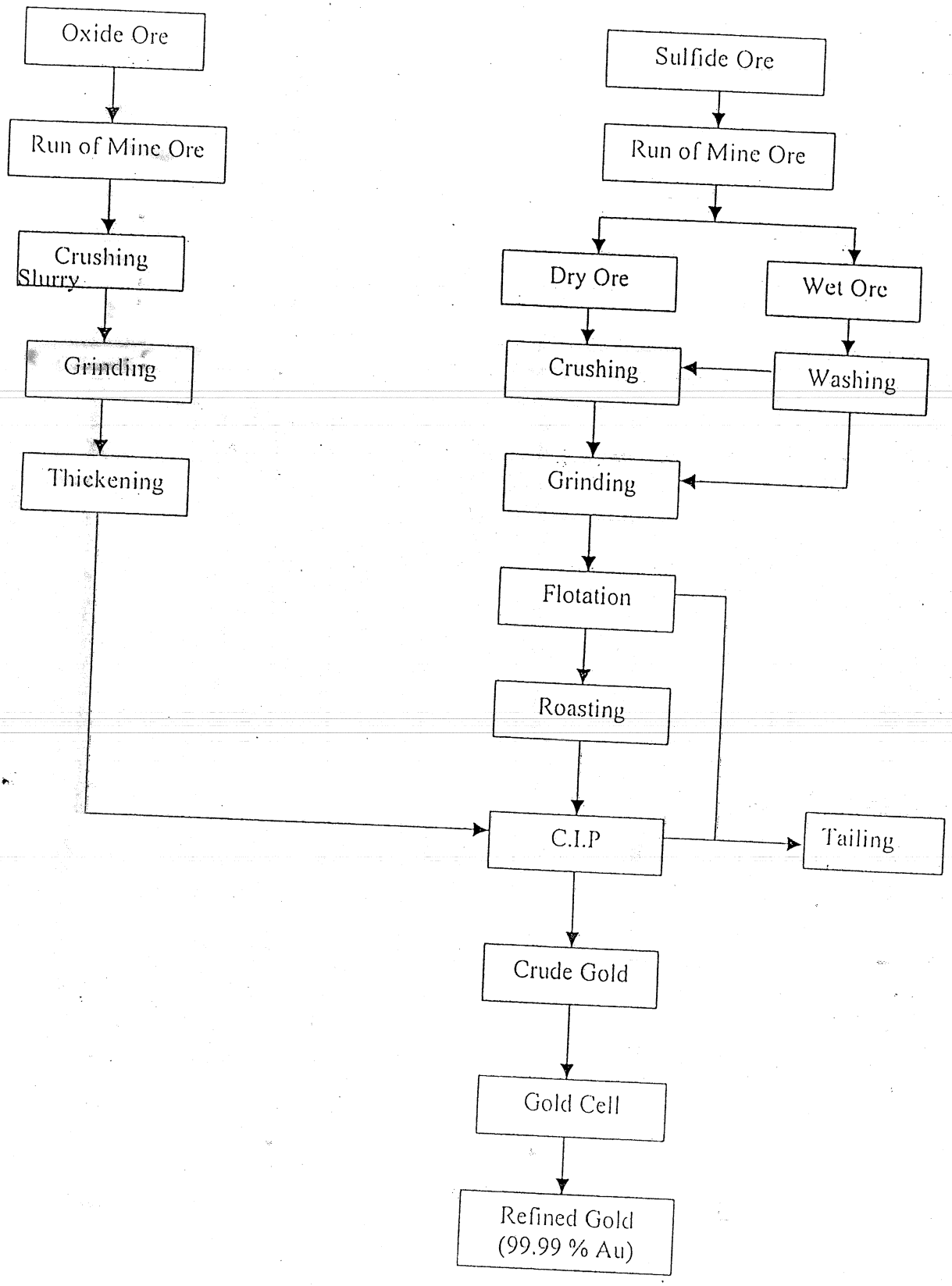
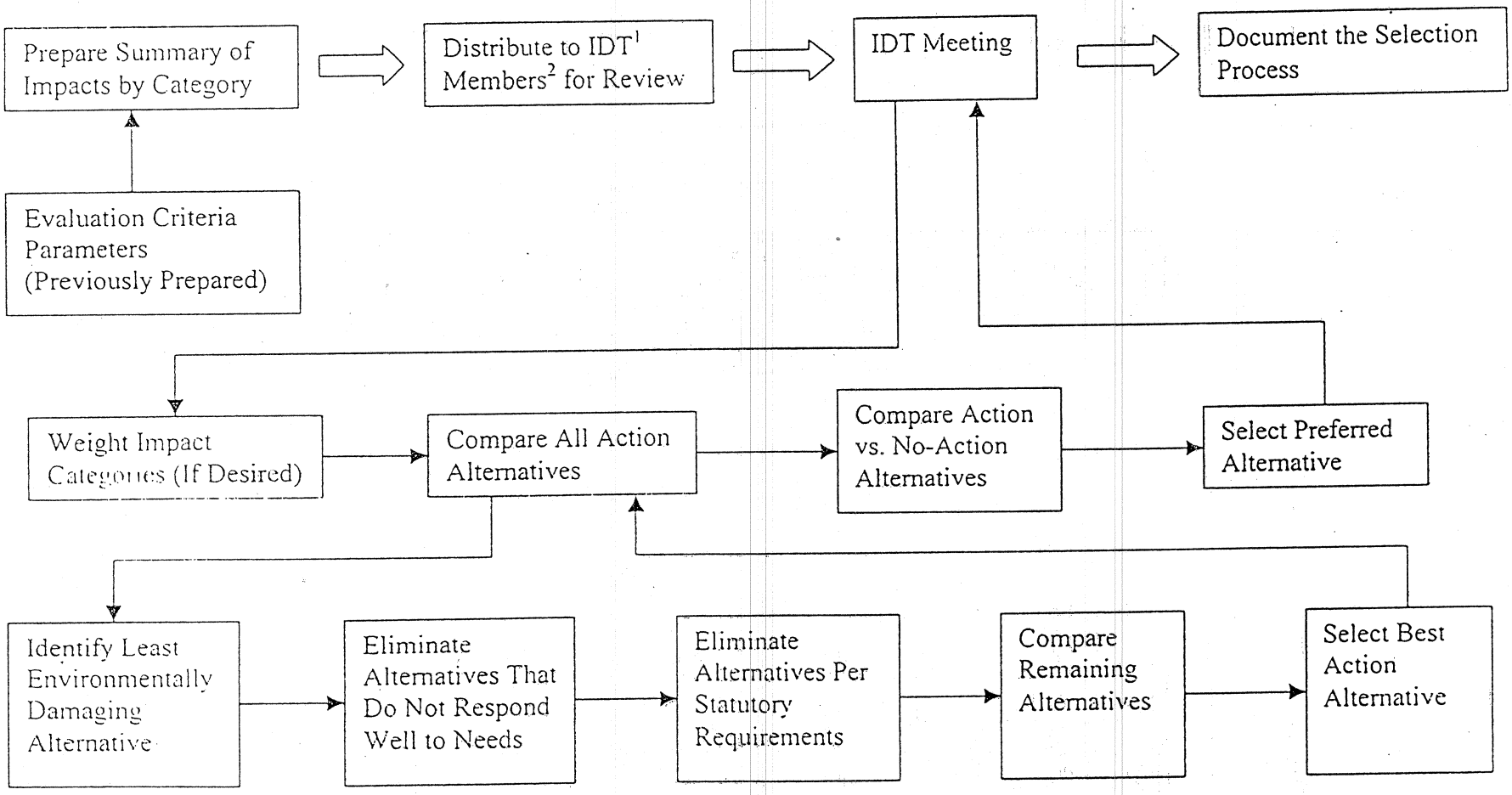


Figure 3.2. Major Steps of Gold Extraction at Kyaukpahtoe
Source: Kyaukpahtoe Gold Mine (2002)

APPENDIX 14
SAMPLE FIGURE FOR LANDSCAPE



1. Interdisciplinary team.
2. Include any established project steering committees or advisory groups in the process.

Figure 6.2. Recommended Evaluation Process
Source: Marriott (1997)

Note:

1. Referencing style of the internet sources is similar to that of print materials such as text books, articles in journals and periodicals, proceedings, reports, etc., but with the addition of an access date and the name of the web site. For example, if the internet information is found as a textbook, follow the textbook style referencing presented in this guidebook. If the internet information is found as article in a journal or periodical, follow the referencing style of the articles in journals / periodicals and etc.
2. Whatever style is chosen, the most important consideration is to add the access date and the name of the website.
3. Indent run-over lines of 4-5 spaces must be provided.

2. Reference List Arranged by Numbers.

Example

In the text:

Anecdotes intended to associate individual radar operators' actual health problems with their use of radar equipment have appeared in the literature [1]. Theses concerns have led some law enforcement agencies to suspend the use of radar [2].

Burmister [3] worked on such problems involving two and three layer flexible systems. This was later developed by Fox [4], Burmister [5], and Jones [6].

In the List of References:

[1]. Fisher, D.P. 1993. "Microwave Exposure Levels Encountered by Police Traffic Radar Operators." IEEE Transactions on Electromagnetic Compatibility 35, no.1 : 36-42.

[2] Rehisif, P.D. 1992. "Microwave Exposure Levels Encountered by Police Traffic Radar Operators." IEEE Transactions on Electromagnetic Compatibility 31, no.4 : 43-56.

[3] Burmister, D.M. 1943. "The Theory of Stresses and Displacements in Layer Systems and Application to Design of Airport Runways." In Present Trends and Future Possibilities for the Design of Airport Runways: Proceedings of Highway Research Board Congress Held in Hong Kong 20-23 June 1943.

(g) Table of contents sheet with lowercase Roman numerals page number.

(h) List of Table, list of Figures, etc.

(i) Thesis Chapters, followed by an extra coloured sheet of blank paper at the end of each chapter. These extra coloured sheets of blank papers are not included in the counting of the pagination.

(j) Reference Lists or Bibliography.

(k) Appendix sheet.

(l) Extra blank sheet of unnumbered paper before back hardcover.

(m) Back hardcover.

F. General.

It is not allowed to identify other extra presentations, notes, remarks, or documents such as, dedications, curriculum vitae, budgeting thesis expenses, etc. in the theses other than the particulars mentioned in this format guide.

BIBLIOGRAPHY

Clayton, T. 1996. A Style Guide for AIT Master Theses, Bangkok: Center for Language and Educational Technology, Asian Institute of Technology.

Cottrell, S. 2003. The Study Skill Handbook. 2nd . ed. Basingstoke:Palgrave.

Turabian, K.L. 1987. A Manual for Writer of Term Papers, Theses, and Disertations. 5th . ed. Chicago: The University of Chicago Press, Ltd.

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APPENDIX 1
SAMPLE COVER PAGE

1 inch

A = 1 inch

YANGON TECHNOLOGICAL UNIVERSITY
DEPARTMENT OF PETROLEUM ENGINEERING

B = will vary with length of title

OPTIMIZATION OF OPERATIING CRITERIA FOR BEAM PUMPING DESIGN

1.5 inches

1 inch

C = will vary with length of title

BY

MAUNG WIN MYINT
H.PE. 4 (JUNE 1997)

C ′ = C

(M.E. THESIS)

B ′ = B

NOVEMBER 1988
YANGON

A ′ = A or more

1 inch

APPENDIX 2
SAMPLE TITLE PAGE

A = 1.5 inch

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DEPARTMENT OF PETROLEUM ENGINEERING

B = will vary with length of title

OPTIMIZATION OF OPERATING CRITERIA FOR BEAM PUMPING DESIGN

C = will vary with length of title

MAUNG WIN MYINT
H.PE. 4 (JUNE 1997)

D = C

1.5 inches

1 inch

A THESIS
SUBMITTED TO THE DEPARTMENT OF
PETROLEUM ENGINEERING
IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR
THE DEGREE OF MASTER OF ENGINEERING
(PETROLEUM)

E = B

NOVERMBER 1998
YANGON

F = 1 inch or more

APPENDIX 3
SAMPLE APPROVAL SHEET

2 inches

YANGON TECHNOLOGICAL UNIVERSITY
DEPARTMENT OF MINING ENGINEERING

We certify that we have examined, and recommend to the University Steering Committee for Post Graduate Studies for acceptance the thesis entitled **"ANALYSIS OF VENTILATION SYSTEMS FOR UNDERGROUND MINING AND TUNNELING IN MYANMAR"** submitted by **Maung Maung Kyaw Win Tun, Roll No. H. Mn. 1 (June 1998)** in partial fulfilment of the requirements for the degree of Master of Engineering.

Board of Examiners:

1. Dr. Aung Shein
   Professor and Head
   Department of Mining Engineering, Y.T.U. ..... (Chairman)

2. U Soe Linn
   Associate Professor
   Department of Mining Engineering, Y.T.U. ..... (Supervisor)

3. U San Nyunt
   Associate Professor
   Department of Mining Engineering, Y.T.U. ..... (Member)

4. U Chit Tun
   Honorary Lecturer
   Department of Mining Engineering, Y.T.U. ..... (External Examiner)

APPENDIX 6
SAMPLE TABLE OF CONTENTS

26

1 inch

TABLE OF CONTENTS

APPENDIX 6
SAMPLE TABLE OF CONTENTS (Contd.)

Note:

1. Provide indent run-over lines (4-5 spaces)
2. The chapter heading numbers are aligned by their first digit number.
3. The section heading numbers are aligned by their first digit number.
4. The page numbers are listed flush right under the heading 'Page' and are aligned by the last digit of the page numbers.

SAMPLE CITATION OF TABLE FOR NUMBER REFERENCING SYSTEM

Table 5.1. Methodology Summary Chart

Methodology	Degree to which indicated requirement is fulfilled									
	1	2	3	4	5	6	7	8	9	10
Eckenrode	S	S	S	N	N	N	N	N	N	N
Lamanna	S	S	S	N	N	N	N	N	N	N
McKenny	L	L	L	S	S	N	N	L	L	S
McHarg	L	L	N	L	L	L	L	N	N	S
Lacate	S	S	N	N	S	N	S	N	N	S
Baker and Gruendler	L	L	N	L	L	L	L	N	N	S
Turner and	L	L	N	L	L	L	L	N	N	S
Hausmanis	S	S	S	N	N	S	N	S	N	N
Leopold	N	L	S	N	N	S	S	S	S	S
Manheim	S	L	L	S	N	N	N	N	N	S
Sorenson	S	S	N	N	N	N	N	N	N	N
Little	S	S	S	N	N	S	N	S	L	N
Adkins and Burke	S	S	S	N	N	S	S	S	L	S
Washington State	S	L	N	N	N	S	S	N	S	N
Hill	S	S	S	L	S	L	L	L	S	N
Klein	S	S	N	N	N	S	S	N	N	N
Oglesby	S	S	N	N	N	S	N	N	N	N
SE Wisconsin	L	S	L	S	S	S	S	S	L	N
Stover	S	S	S	L	S	L	L	L	S	N
Dearinger	L	S	L	L	L	L	L	L	L	L
Dee (1972)	L	S	L	S	S	L	S	L	L	N
Georgia	S	S	N	L	S	L	L	N	N	N
Orlob	N	N	S	L	S	N	N	S	N	N
Walton and Lewis										

N = little or no fulfillment; S = requirement fulfilled to some extent; L = requirement fulfilled to a large extent.

1. Be comprehensive; 2. Be flexible; 3. Detect true impact; 4. Be objective; 5. Ensure input of expertise; 6. Utilize the state of the earth; 7. Employ explicitly defined criteria; 8. Assess actual magnitude of impacts; 9. Provide for overall assessment of total impact; 10. Pinpoint critical impacts.

Source: [9]

SAMPLE CITATION OF FIGURE FOR NUMBER REFERENCING SYSTEM

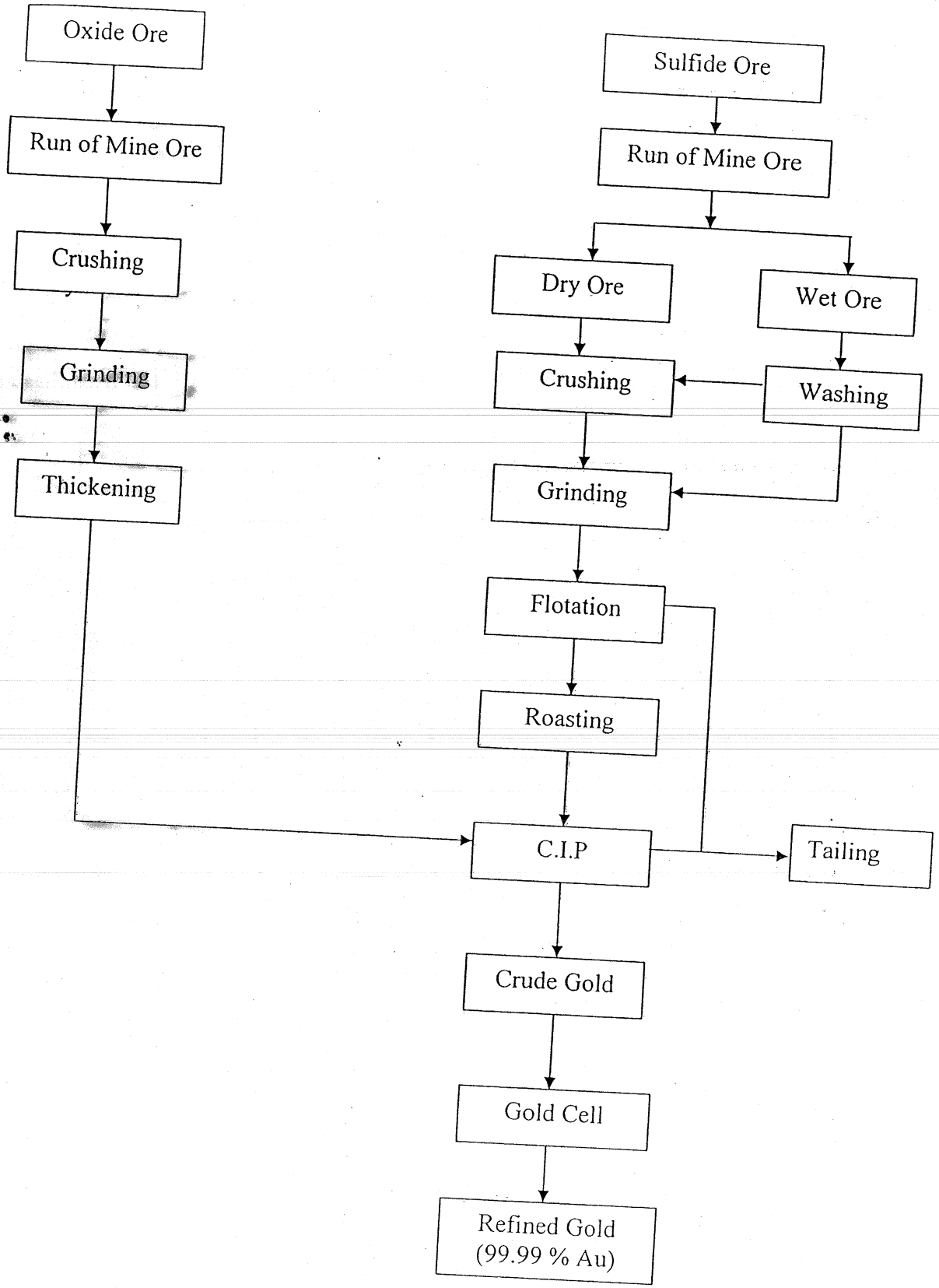

Figure 3.2. Major Steps of Gold Extraction at Kyaukpahtoe
Source: [10]

SAMPLE CITATION OF FIGURE FOR NUMBER REFERENCING SYSTEM

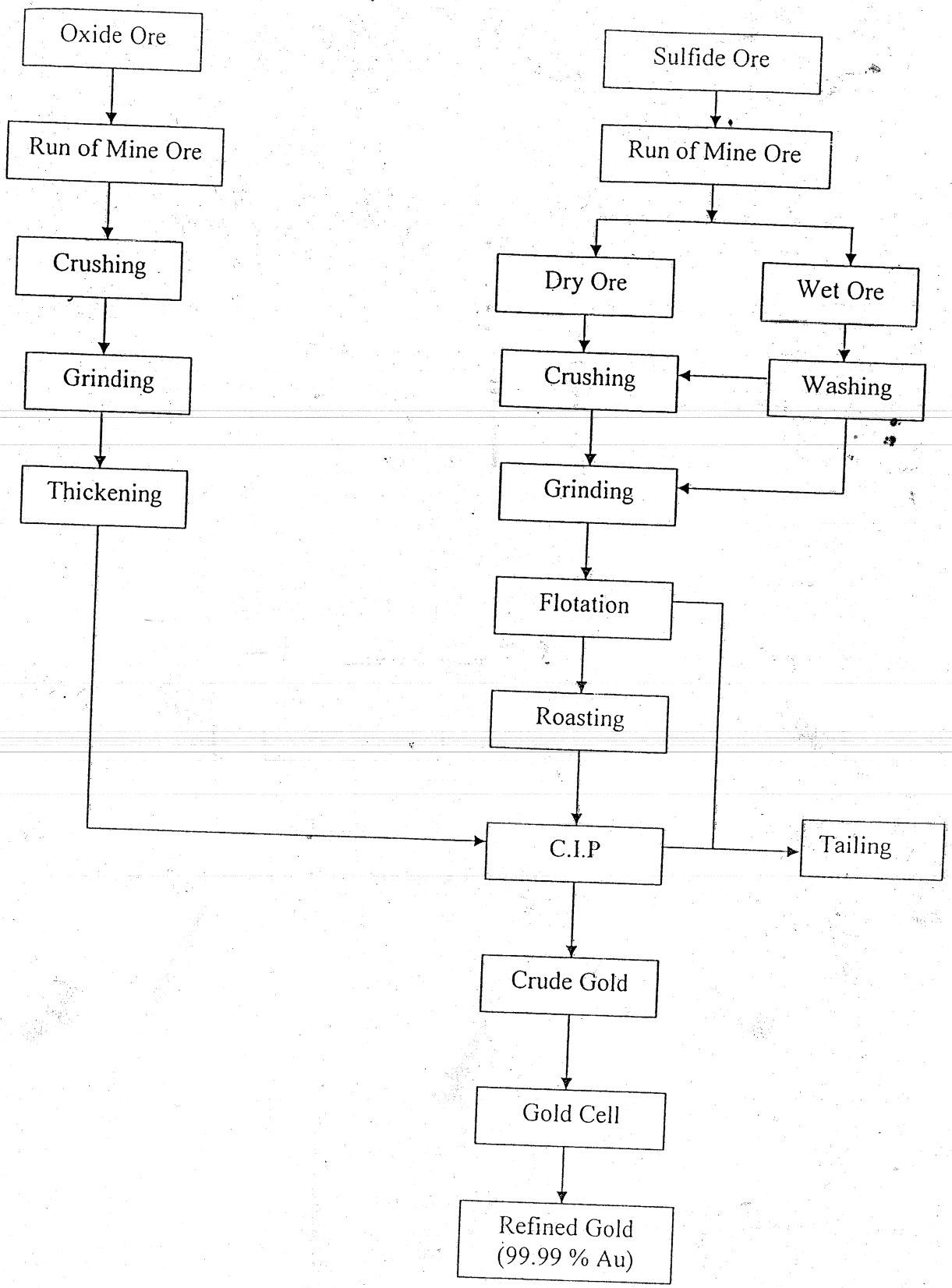

Figure 3.2. Major Steps of Gold Extraction at Kyaukpahtoe
Source: [10]