

GUIDELINES TO THE PREPARATION OF THESIS

By

INSTITUTE OF POSTGRADUATE STUDIES

**Universiti Kuala Lumpur
Malaysia**

FORWARD

This guide is meant to facilitate postgraduate students of Universiti Kuala Lumpur in the preparation of their theses. Since the preparation of the last guide, typing and printing technologies have acquired new dimensions, all to the benefit of the graduate student. The guide covers the technical specifications, type of paper, format and method of bibliographic citation.

The format of this guide has also acquired a new look in order to resemble as closely as possible the format of a thesis, in terms of content layout, except for line spacing. To conserve space, the guide uses single spacing, whereas a thesis is typed in 1.5 spacing.

As indicated by the title, this document is meant to be a guide and it is up to the students to adapt it to the demands of their respective disciplines. It is hoped that with the availability of this guide, a certain measure of uniformity, can be achieved in all Universiti Kuala Lumpur theses.

We acknowledge that the preparation of a thesis or dissertation is a complex and tedious process. It involves numerous steps beginning with the submission of a research proposal and ending with the binding of the thesis. With proper planning and the aid of modern typing and printing technologies, the preparation of a thesis can be a very satisfying and rewarding exercise.

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CHAPTER 1

GENERAL REQUIREMENTS OF THESIS

Introduction

This guide is to help postgraduate students of Universiti Kuala Lumpur in the preparation of their theses. It deals only with the format of the thesis and some writing conventions

1. Submission of Thesis

As prescribed in UniKL 's Policy of Viva Voce, candidates to submit their thesis should comply with the following procedure:

- (a) A candidate shall give at least three (3) months' notice in prescribed Form 'Submission draft copies of Thesis' obtainable from the UniKL Student Portal.
- (b) On completing the approved programme of study and research, a postgraduate candidate **MUST** submit to the IPS his/her thesis.
- (c) A candidate shall, within 30 days after submission of correction form, submit to the IPS one (1) hardbound copy of the approved thesis together with 1 CD consist of PDF and Word file of the thesis. The softbound also must be submitted according to the form submission.
- (d) It is advisable to submit to the IPS a draft copy of the thesis before submitting the hardbound to ensure that the proper format is followed.

2. Technical Specifications

The thesis must be typed and printed on a letter quality or laser printer. Only original copies of thesis or similar quality of photocopies will be accepted.

a) Minimum word count shows in the table below:

No.	Programme	Mode	Campus	Word Limit (Minimum)
1.	Doctor of Philosophy (Pharmacy)	Research	UniKL RCMP FSPH	i. Master by research – 30,000 ii. Master by Coursework/Mixed Mode – 20,000 iii. PhD by research – 40,000 iv. PhD by coursework/mixed mode – 30,000
2.	Master of Science (Pharmacy)	Research	UniKL RCMP FSPH	
3.	Master of Quality Engineering and Management	Mixed Mode	UniKL MITEC	
4.	Doctor of Philosophy (Industrial Automation)	Research	UniKL MFI	
5.	Doctor of Philosophy (Mechanical)	Research		

6.	Master of Engineering Technology in Industrial Automation)	Research		
7.	Master of Engineering Technology (Mechanical)	Research		
8.	Master of Engineering in Structural Integrity	Coursework		
9.	Master of Science (Water and Hydropower Engineering)	Coursework		
10.	Master of Engineering in Mechanical	Coursework		
11.	Doctor of Philosophy in Accounting	Research	UniKL Business School	<div><div>i. Master by research – 35,000</div><div>ii. Master by coursework – 15,000</div><div>iii. Master by Mixed Mode – 20,000</div><div>iv. PhD by coursework – 50,000</div><div>v. PhD by Mixed Mode – 60,000</div><div>vi. PhD by research – 70,000</div></div>
12.	Doctor of Philosophy (Management)	Research	UniKL Business School	
13.	Master of Management	Research		
14.	Master of Business Administration	Coursework		
15.	Master of Business Administration (Entrepreneurship)	Coursework		
16.	Master in Manufacturing Management	Coursework	UniKL MIDI	
17.	Master of Maritime Operations and Management	Coursework	UniKL MIMET	
18.	Master of Science in Supply Chain Management	Coursework	UniKL MITEC	
19.	Master Business Technology	Coursework	UniKL MSI	
20.	Doctor of Philosophy (Information Technology)	Research	UniKL MIIT	<div><div>i. Master by research – 30,000</div><div>ii. Master by Coursework/Mixed Mode – 20,000</div><div>iii. PhD by research – 40,000</div><div>iv. PhD by coursework/mixed mode – 30,000</div></div>
21.	Master of Information Technology	Research		
22.	Master in Computer Science	Mixed Mode		
23.	Master in Data Science	Coursework		

24.	Master in Creative Digital Media	Research	UniKL MIIT	<div><div>i. Dissertation / Exegesis with creative output</div><div><div>a. A dissertation of 20,000 to 50,000 words.</div><div>b. The exegesis and creative output constitute a studio-based research of 15,000 to 30,000 words, a documented record of visual or creative work.</div></div></div>
25.	Doctor of Philosophy (Aerospace)	Research	UniKL MIAT	<div><div>i. Master by research – 30,000</div><div>ii. Master by Coursework/Mixed Mode – 20,000</div><div>iii. PhD by research – 40,000</div><div>iv. PhD by coursework/mixed mode – 30,000</div></div>
26.	Master of Engineering Technology (Aerospace)	Research		
27.	Doctor of Philosophy (Manufacturing)	Research	UniKL MIDI	
28.	Master of Engineering Technology (Manufacturing)	Research		
29.	Doctor of Philosophy (Electrical and Electronic Engineering)	Research	UniKL BMI	
30.	Master of Engineering Technology (Electrical and Electronics)	Research		
31.	Master of Engineering Technology in Biomedical Engineering	Coursework		
32.	Doctor of Philosophy (Chemical Engineering)	Research	UniKL MICET	
33.	Master of Engineering Technology (Chemical Engineering)	Research		
34.	Doctor of Philosophy (Maritime)	Research	UniKL MIMET	
35.	Master of Engineering Technology (Maritime)	Research		
36.	Doctor of Philosophy (Medical Sciences)	Research	UniKL RCMP FOM	<div><div>i. Master by Research – 40,000 – 50,000</div><div>ii. Master by coursework – 20,000 – 30,000</div><div>iii. PhD by research – 60,000 – 80,000</div></div>
37.	Master of Medical Science	Research		
38.	Master of Science in Public Health	Coursework		
39.	Master of Public Health	Coursework		

40.	Master of Applied Bioscience	Research	UniKL MESTECH	iv. PhD by coursework – 40,000 – 50,000 v. PhD Mixed Mode – 50,000 – 60,000
41.	Doctor of Philosophy (Islamic Finance)	Research	UniKL Business School	i. PhD by Research -100,000

b) The maximum number of pages allowed for submission excluding appendices:

Master : 200 pages (200,000 words)
PhD : 350 pages (350,000 words)

3. Typeface and Font Size

The entire text of the thesis, including headings and page numbers, must be produced with the same font of typeface. Only the fonts listed below are accepted:

Calibri (12 points)
ARIAL (11 points)
Times New Roman (12 points)
Tahoma (11 points)

The font should not be italicized except for scientific names and terms in a different language. Bold print and different size may be used for headings. Limited use of footnotes is allowed in the field of humanities and social sciences. Font size used for footnotes should be 2 points smaller than the text.

4. Margins

The following margin should be applied on all pages.

Left : 3.5 cm
Right : 3.0 cm
Top : 3.0 cm
Bottom : 3.0 cm
Page number at the right bottom: 2.0 cm

5. Spacing

The thesis should be typed in 1.5 spacing. The following, however, should be single-spaced:

- (i) footnotes (if necessary);
- (ii) quotes longer than three lines set in a block;
- (iii) multi-line captions (tables, figures, plates);
- (iv) appendices, such as questionnaires, letters; and
- (v) headings or subheadings.
- (vi) abstract

6. Pagination

Pages should be numbered consecutively throughout the thesis, including reference and appendices. Page numbers should appear by themselves and should not be bracketed, hyphenated or accompanied by other decorative devices.

Preliminary pages preceding Chapter 1 must carry page numbers in small Roman numerals (i, ii, iii). The title page should not be numbered though it is counted as page i.

Page 1 begins with the first page of the Chapter 1 (Introduction)

Printed text or illustrations are on only one side of each sheet.

7. Paper

White simili paper (80 gsm) or paper of equivalent quality should be used. Paper should be of A4 size (210 mm x 297 mm).

8. Binding

When the thesis has been completed and all necessary signatures obtained, the candidate should seek the service of a reliable binder. The checklist can be download from UniKL PG Portal to help you determine whether you have met the University requirements.

The thesis should be bound with hard covers. The binding should be of a fixed kind in which pages are permanently secured. The covers should have sufficient rigidity to support the weight of the work when standing on a shelf. All thesis is to be fully bound in **BLACK** hardcover.

- 1) The following should be lettered in gold from the head to the foot of the thesis spine, using a 18-point font:

Name of candidate;
Abbreviated Postgraduate Degree Programme; and
Year of submission.

- 2) The following particulars should be provided on the thesis cover, using 18-point gold block font:

Title of thesis;
Name of candidates;
Postgraduate Degree Programme;
Name of university; and
Month, Year of submission.

9. Submission Final Hardbound

Student should submit the final hardbound within 30 days after the correction and before the last Senate to endorse the conferment of the student.

The student also needs to submit to IPS with completed signature:

- i. 1 copy thesis in black hard cover
- ii. 1 softcopy of the thesis on CD
- iii. 1 softbound with complete form

CHAPTER 2

FORMAT OF THESIS

These are generally composed in three main divisions: the preliminary pages or front matter; the text or main body, usually divided into parts, chapters and sections; and the ending pages or back matter.

The preliminary pages, or front matter includes the title page, dedications, preface, acknowledgements, table of contents, list of tables, figures, graphs, maps, diagrams, plates, abbreviations and abstract.

The ending pages or back matter consist of bibliography or references, appendices, and vita.

The following is an example of how various pages in a thesis, from preliminary or front matter to ending pages or back matter, are arranged. We recommend that this sequencing be used as a guide, although not every thesis includes all the items listed below:

Item	Remarks
1. Blank leaf	
2. Title page	Not to be paginated but counted as i
3. Copyright page	Not to be paginated but counted as ii
3. Dedication (optional)	Not to be paginated or listed in Table of contents but counted as iii
4. Preface/Acknowledgements	To be paginated as page ii or iii if there is a dedication and listed in Table of Contents.
5. Table of Contents	Paginated, but not listed in Table of Contents
6. List of Tables	Paginated and listed in Table of Contents
7. List of Figures	Paginated and listen Table of Contents

Item	Remarks
8. List of Plates	Paginated and listed in Table of Contents
9. List of Abbreviations or Glossary	Paginated and listed in Table of Contents
10. Abstracts	Paginated and listed in Table of Contents (Two versions are required: Bahasa Malaysia and English)
11. Main body (chapters)	Paginated beginning with page 1
12. Bibliography or references	Paginated
13. Appendices	Insert a leaf with only the word APPENDICES in the centre of the page; This sheet is counted but not paginated. The actual appendices are paginated.
14. Approval sheets	Not paginated or listed in Table of Contents
15. Blank leaf	

Title Page

This page (see Appendix B), includes the following information:

- (i) full title of thesis;
- (ii) full name of author;
- (iii) degree for which the thesis is submitted;
- (iv) name of the institution to which thesis is submitted;
- (v) Campus in which research was conducted;
- (vi) month and year of submission.

The title should be a clear and concise description of the focus and contribution of the research. It should not contain more than 20 words.

The title should describe the content of the thesis accurately and concisely, normally omitting words such as “An Investigation . . .”, “ An Analysis . . .”, or “A Study . . .” which are redundant as all theses are investigations, analyses, studies of a kind or another. It should be typed single-spaced.

Table of Contents

The Table of Contents immediately follows the Acknowledgements. It lists in sequence, with corresponding page numbers, all relevant subdivisions of the thesis, including the titles of chapters, sections and subsections; the bibliography or reference list; the list of abbreviations and other functional parts of the whole thesis, the appendices (if any); and the index (if provided). A table of contents should not be listed in The Table of Contents itself!.

If a thesis comprises of more than one volume, the contents of the whole thesis are shown in the first volume and the contents of the subsequent volumes in separate contents list in the appropriate volume. The words VOLUME ONE (1 or 1) must be placed centered beneath TABLE OF CONTENTS.

Major heading within chapters (primary headings) are centered. All subheadings (secondary and tertiary) are typed flushed with the left margin. Tertiary headings are not listed in the Table of Contents.

Approval Sheet

This sheet contains list of Viva Voce Panels with a signature from the Dean of IPS.

Declaration

Declaration must be made by students in order to affirm the originality of their work following the Approval Sheet.

Copyright Page

Please note that a copyright page must be included in the thesis before dedication. Please refer to the appendix for the sample of copyright.

Preface/Acknowledgements

Preface or Acknowledgements may contain all or some of the following information:

- (i) Explanatory notes or reasons for doing the study (usually in Preface);
- (ii) Acknowledgement of guidance and assistance from individuals and institutions (usually in Acknowledgements).
- (iii) Limited to ONE (1) page
- (iv) For theses, PREFACE is optional while ACKNOWLEDGEMENTS is generally preferred. The acknowledgements can be written in the first person (e.g. I should like to thank . . .), or the third person (e.g. The author wishes to acknowledge . . .).

List of Tables

This list shows the exact titles or captions of all tables in the text and appendices, together with the beginning page number of each table.

List of Figures

This includes graphs, maps, or illustrations of other kinds. The exact title or caption and its corresponding page number is listed. Figures should be numbered consecutively throughout the thesis, including those in the appendices.

List of Plates

Full-page illustrations, especially photographs, are usually called plates. The list, if any, follows the List of Figures, and is numbered consecutively throughout the thesis.

List of Abbreviations

If an assortment of abbreviations and acronyms (e.g. FAO, DOA, MARDI, PORIM) is used in the thesis, it is best to list them in a List of Abbreviations with their meanings, even though the full name are given at the first mention in the text. This list serves as ready reference to readers not familiar with the abbreviations. Universally recognized symbols (°C, cm, mm, kg, ha) need not be listed.

Abstract

The abstract is a digest of the entire thesis and should be given the same careful attention as the main text. Reference to literature is not normally made in the abstract. Abbreviations or acronyms must be preceded by the full term at the first use.

An abstract should be in one (1) page and typed 1.5-spaced. It includes a brief statement of the problem, a concise description of the research method and design, summary of major findings including the significance or the lack of it, and conclusions.

The abstract should be given in English and Bahasa Malaysia. The version to appear first is of the same language used in writing the thesis. The format of abstract heading is shown in Appendix.

Even though a thesis may have been written in English, the abstract in Bahasa Malaysia must also reach an acceptable scholarly standard. Common pitfalls such as spelling errors, incorrect usage of prepositions and prefixes (e.g. di, ke) should be avoided. Scientific terms must be used consistently.

Text of Thesis

Chapter Layout

A thesis must be divided into chapters. A title must be given, and it should reflect its content. A new chapter must begin on a new page. A chapter must be divided into sections. These sections must be given appropriate titles and numbered.

Texts must be written in paragraphs. Long paragraphs should be avoided. Each paragraph must describe an issue or subject. There must be continuity between paragraphs. The text should contain:

- i. An introduction and background on the study or research;
- ii. A detailed description of the study or research which include theories, model and materials and methods used;
- iii. The data collection and analysis techniques.
- iv. The main results and discussions; and
- v. The conclusions and significance of the findings.

All chapters and their sub-sections must be labelled and numbered. The chapters are numbered using Arabic numeric, i.e. Chapter 1, Chapter 2, Chapter 3, and so on. The subsections 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 is more than one-line, same line spacing as in the text should be used. Sub-sections beyond level four should be labelled using characters. (eg. a, i, etc)

Body of Thesis

The body of a thesis **may consist** of the following headings or chapters:

1. Chapter 1 - Introduction
2. Chapter 2 - Literature Review
3. Chapter 3 - Materials and Methods / Research Methodology
4. Chapter 4 - Result / Findings
5. Chapter 5 - Discussion
6. Chapter 6 - Conclusion and Recommendation

Introduction

The introductory chapter generally introduces the problem and indicates its importance and validity. This chapter sets forth the rationale, significance, and objectives of the study. It includes background of the study, problem statement, research objectives, research questions,

hypotheses to be tested (subject to discipline of study), significance of study, limitations, the scope of study and definitions of terms (subject to discipline of study).

Literature Review

It is a critical review of literature related to the topic. It is meant to act as a base for the experimental/analytical section of the thesis. Literature selected must be up to date, analysed and synthesized logically. It is not a mere summary of works of different authors.

Materials and Methods

It describes the methods and techniques used. It may also contain validation of methods used. Research methods should include experimental design, the number of subjects, apparatus, etc. In social science, a theoretical framework is generally included.

Results

It presents a complete account of results and analyses of the study in the form of figures, tables or text so that the key information is highlighted.

Discussion

It discusses the result of the study in relation to the hypotheses. It highlights the main findings, their significance and implications. A separate chapter for this is common in technological disciplines. In social science, such a discussion often appears under Results and Discussion. The results should be interpreted in the light of what is already known, and emphasis should be placed on what the results add to the subject area. Strengths and weaknesses of the results should be discussed. Conclusions and recommendations may be presented here or under a separate chapter.

Conclusion and Recommendation

To distinguish from the abstract, this section generally sums up the findings, discussion, conclusions and recommendations of the study.

This section highlights the contribution of the findings to new knowledge and applications. It should also discuss the limitations faced in carrying out the research and the recommendations for future research.

Students may make changes to the above structure of the thesis/dissertation according to discipline of study.

Tables

Tables are numbered consecutively (with Arabic numerals) throughout the thesis (including text and appendices). There are two possible numbering schemes: either (a) number them consecutively throughout the thesis, or (b) number them by chapter, e.g. Table 1.1, 1.2, 1.3, 2.1, 2.2 and so on. No thesis may have two different tables called "Table 1". All tables are to be listed under LIST OF TABLES in the preliminary pages (including tables appearing in the appendices). Tables should be placed after being mentioned in the text. Short tables should not stand alone on a page.

Tables are captioned single-spaced above the tables (see Appendix F). Capitalise only the first letter of the principal words in the caption (excluding words like “of”, “the”, “to”). If preferred, use “down style” in which all letters are of lowercase except for proper nouns and first letter in the caption.

Table sources and notes should be placed directly below the table (not at the bottom of the page). Use superscript symbols (e.g. *, **, ***) or lowercase letters, (e.g. a, b, c) but never numerals for tables footnotes.

Illustrations

Illustrations include maps, charts, graphs, diagrams, and photographs. Photographs normally called PLATES, while the rest are called FIGURES. Each of these categories are numbered consecutively throughout the thesis, including those in the appendices. Illustrations should be of good quality. The trend now is to use computers.

The figure/plate number and caption should be typed below the illustration using Arabic numerals and lowercase, except for proper nouns and first letters of principal words (see Appendix G). If preferred, “down-style” can also be used in which all letters are of lowercase except proper nouns and first letter in caption. Illustration should be inserted near their mention in the text.

If an illustration occupies an entire page, the caption may be typed on the left-hand facing page (reverse side blank), which is counted but paginated. A right-hand page in landscape format should have the top of the illustration at the binding edge. The illustrations number should be typed parallel to the way the figure/plate reads. The page number is typed in standard text position. Illustrations should conform to standard margin requirements.

Footnotes

Footnotes should be used sparingly in a thesis regardless of the field of study. They should be used only to clarify a certain term, to state conversions factors or exchange rates and not to cite authority for specific statements or research findings. Citations of authority is done in the text as described in the following section. Extensive footnoting tends to distract the reader from the main argument of the text. If footnotes are necessary, the indicators (the reference numbers in the text) are usually superscript (e.g. ^{1, 2, 3}). The numbering of footnotes should begin with 1 and must be continuous within each chapter or appendix, and not throughout the whole text.

Citations in the Text

Citation is a means of formally recognizing within the text, the resources from which the information or idea were obtained. The purpose is to acknowledge the work of others, to demonstrate the body of knowledge in which the work is based on and to lead others for further information.

Citation in the texts must be written according to any one of the styles described. The use of software such as RefWorks, JabRef, Mendeley or EndNote for publishing and managing

citation and references is encouraged. At the end of the thesis, students must supply list of references in alphabetical order by author, with consistent punctuation.

Equations

The following tips on formatting equations can help you in writing equations:

- All equations are considered as text and numbered according to chapter (see Appendix x). If detailed derivation is needed, it is to be placed in an appendix.
- Mathematical parameters should be written in italics but not units, numbers and mathematical functions like logarithms.
- The equations that are written on a separate line should be centered and done consistently throughout the thesis. Some equations are long and tend to be multi-line equations. If an equation breaks to multiple lines, align them properly and use only one number for the whole equation as far to the right as possible.
- The equation numbers should be enclosed by parentheses and placed at the right-hand side of the page.

References

References is a term commonly taken to mean a list of works cited as well as works consulted but not cited, whereas the reference list refers only to a list of works cited. You may use either one but make sure it is correct.

The University does not specify which bibliography style to use. It is, however, to your advantage to follow a style used by an authoritative journal in your field. Samples of commonly used bibliographic styles are given in Appendix H.

Appendices

An appendix or appendices, if any, are placed after the reference list or bibliography. Details of the appendices are listed by type in the Table of Contents. Appendices include original data, summary, side-line or preliminary tests, tabulations, tables that contain data of lesser importance, very lengthy quotations, supporting decisions, forms and documents, computer printouts and other pertinent documents. Appendix materials should be grouped by type, e.g. Appendix A: Questionnaire, Appendix B: Original Data, Appendix C: Results Tables.

CHAPTER 3

WRITING CONVENTIONS

Units of Measure

Use internationally recognized abbreviations for units of measure, such as:

20 milliliters (20 ml)
5 kilogram (5 kg)
20 kilometer (20 km)
2.5 hectare (2.5 ha)
3.7 metric tone (3.7 mt)
45 parts per million (45 ppm)
12 gram (12 g)
500 U.S. Dollars (USD 500)
3.4 metric tonne/hectare (3.4 mt/ha)

The numbers before the measurement units should not be spelled out, e.g. 5 kg, not five kg even if they are below 100 (see below), unless they are the first words of sentences.

Numbers

Write out all numbers less than ten unless they are attached to units of measure (e.g. 5 kg, 10 ml). Use figures for 10 or more than 10. If a sentence begins with a number, write the number in words, e.g. “Three hundred and eighty-five farmers were sampled from the study area.”

If you are using a series of figures, use numerals:

- (a) In the room there were 4 chairs, 12 boxes, 13 books, 10 files, 9 umbrella and 8 pairs of shoes.
- (b) The number of taxi permits issued during the past five years was 8, 53, 27, 38, 52, and 90.

Elliptical Mark

Writers use ellipsis to show an omission from quoted material. The ellipsis consists of three-spaced full stops (. . .). When an ellipsis follows a sentence, it appears as four full stops (. . .) - - one full stop marks the end of the sentence and the other three signal the omission. For example:

Coombs (1985: 4) wrote about the conference:

The conference at Williamsburg . . . agreed that the world educational crisis sketched in the document was real. . .

Use of Brackets ()

Within direct quotations, brackets are used to enclose any explanatory note inserted by the thesis writer, e.g.

This year (1996) alone, we had two hundred applicants wanting to join our holiday camp (Mustafa, 1996).

Candidates should use “sic” within brackets (sic) to indicate a certain doubt as to the meaning or factual error. It is used in quotations to show that the original is being faithfully reproduced even though it is incorrect or seems to be so. Errors, which are obviously typographical, should be corrected as a matter of professional courtesy.

Use of Symbol for Percentage

The symbol % may be used in place of percent, e.g. 27.3% and typed without a space. If the candidate prefers to write 27.3 percent in full, then consistency should be maintained throughout.

Policy on Direct Quotations

Direct quotations must be minimized at all costs, except in some fields such as literature (e.g. quotations from Shakespeare). Extensive use of direct quotations can be quite irritating, especially if the quotations appear in a language other than that used in the thesis. For example, a thesis written in Bahasa Malaysia should not quote materials directly in another language (e.g. English, Tagalog). The candidate must learn to synthesize materials in other languages and paraphrase them in his own words and style, an ability which is required in graduate education.

Proofreading and Editorial Services

Proofreading and editorial services can be employed to improve thesis presentation and ensure consistency and accuracy. It is not compulsory but highly recommended. Supervisors should not be responsible to proofread the thesis.

The IPS stresses on consistency and accuracy. A consistently misspell word is also unacceptable for instance.