



Cape Peninsula
University of Technology

TITLE OF THESIS/DISSERTATION

by

FULL FIRST NAMES & SURNAME

Thesis/Dissertation (choose the correct one: thesis – 100% research project; dissertation – course-based degree with 50% dissertation) **submitted in fulfilment/partial fulfilment** (choose the correct one) **of the requirements for the degree**

Master .../Doctor ...: (choose one) **Discipline** (e.g. Chemical Engineering, Public Relations Management)

in the Faculty of (name of Faculty)

at the Cape Peninsula University of Technology

Supervisor: Type the name of your supervisor here, e.g. Prof BA Brain

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Date submitted (e.g. September 2007)

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Signed

Date

ABSTRACT

Type your Abstract here in 1½-line spacing. Length: 1–2 pages maximum, preferably 1 page.

ACKNOWLEDGEMENTS

I wish to thank:

- Type name of person here, with brief explanation if necessary.
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DEDICATION

This is optional and may be omitted.

For (whomever)

TABLE OF CONTENTS

If you are an accomplished user of Microsoft Word, you can type your thesis using STYLES, and generate an automatic Table of Contents. If not, use the template below. This gives you an indication of section and sub-section numbering. Do the Table of Contents right at the end, otherwise you will have to update it continuously.

Make sure that your headings are exactly the same as those in the text (use of sentence case and title case also). Sentence case is less confusing, easier to use and looks more modern and professional. Align page numbers on the right. This means typing the Table of Contents within a table so that page numbers can be aligned right. Use single or 1.15 line-spacing.

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Copy and paste the above for the rest of the chapters, changing the chapter, section and page numbers accordingly.

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Add C, D, E, etc.

ABBREVIATIONS AND ACRONYMS

List any acronyms or abbreviations (with the appropriate caption) used here. Use single-line or 1.15-line spacing, with a line between each item. Type in a table with invisible gridlines. Ensure items are listed in alphabetical order.

Abbreviation/Acronym	
ANC	African National Congress
DoE	Department of Education
DOE	Department of Energy
ISO	International Organization for Standardization

GLOSSARY

A glossary is a list of words relating to a specific subject, with explanations. Ensure items are listed in alphabetical order.

Term	
Epistemology	Epistemology is the philosophical study of the nature, origin, and limits of human knowledge.
Etymology	The study of the origin of words and the way in which their meanings have changed throughout history

CHAPTER 1 (12 point bold)

TYPE THE TITLE OF THE CHAPTER HERE

1.1 Introduction (11 point bold)

Ensure that MsWord is set and defaulted to English (UK) or English (SA). Your margins should be 3cm (left) (as this allows for binding) and 2cm (right, top and bottom). Type your dissertation/thesis in 1½-line spacing, 11-point, for all chapters. (Items in the Bibliography/References, as well as information typed inside tables, are typed in single or 1.15-line spacing.) Use one space after all punctuation marks. Use decimal subdivisions as indicated below. Consult the CPUT Harvard style of bibliographic citation. Footnotes should be used sparingly (use Microsoft Word: Insert – Reference – Footnote), mainly to clarify concepts or add information which does not pertain directly to the text.¹ Note the justified right-hand margin in the text. NB. Do not justify right tables or the Bibliography/References, as this will give you unnecessary white space. Press enter twice to move to the next paragraph.

1.2

1.3

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- Bullet
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¹ Candidates writing a thesis or dissertation will find helpful manuals in the CPUT library at DDC number 808.02.

Figures comprise photographs, diagrams, graphs, bar charts, pie charts, etc. They are all termed 'Figures', and captioned below the figure (Microsoft Word: Insert – Reference – Caption). If the caption is longer than one line, it should be typed in single-line spacing or 1.15- line spacing. Figures taken (or adapted) from a source should be acknowledged as in the example below and should appear in the Bibliography/References. Leave at least two spaces (press enter twice) above and below a figure, to separate it from the text. Do not embed captions within the figure/table.

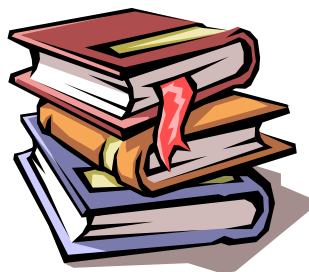


Figure 1.1: Add caption below the figure (10-point bold)
Use single-line spacing and sentence case with no full stop
Centre, or align left

(Bloggs, 1999:34)

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Table 1.1: Add caption above the table (10-point bold), single-line spacing, sentence case, and no full stop

Heading	Heading	Heading	Heading	Rands
Remember to justify left and use single spacing. Check your punctuation at the end and be consistent.	Use a smaller font if you have a great deal of text. This is 9-point Arial.	Eight-point is generally too small to be read comfortably.	Use right justification for figures, as in the next table. Remember to right align the caption, also.	1 234 130 18 987 120 764 123
Text of tables should not "overflow" onto the next page but should be enclosed in a new row and column.	Very wide tables should be "landscaped" – remember to use a wide-enough margin for binding.			

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APPENDIX/APPENDICES

If you have only one appendix, caption it Appendix. There is no need to caption one appendix as Appendix A.

If you have more than one (note the plural *appendices*), caption them Appendices, and list them as Appendix A, Appendix B, etc.

APPENDICES

APPENDIX A: TITLE

APPENDIX B: TITLE