



University of Management and Economics  
Banteay Meanchey Campus

Nº.....

## THESIS WRITING GUIDE

### I. Overview

The thesis is a scholarly treatise that substantiates a specific point of view as a result of original research that is conducted by students during their study at university. At University of Management and Economics, Banteay Meanchey (UME-BMC), the thesis is a requirement for receipt from bachelor to doctoral degree. For the English Department, the thesis written in English is a requirement for the Bachelor of English.

The English Department sets the minimum format for your thesis, while the content is decided by you and your advisor. Grammar, punctuation, spelling and other mechanical issues are your sole responsibility. However, you should ask for help from your advisor to monitor the thesis for mechanics, content, or style.

Finally, since the thesis becomes permanent records of your original research, it is recommended that this work needs your strong effort-making capacity and commitment to achieve the best result for your thesis writing.

### II. Formatting Requirements

#### 1. Language

The thesis must be written in English.

#### 2. Paper Size and Page Setup

The paper size is A4 paper (21 cm x 29.7 cm).

The page setup is set as below.

- Top 3 cm = 1.18"
- Bottom 3 cm = 1.18"
- Left 3.5 cm = 1.38"
- Right 1.5 cm = 0.59"

#### 3. Font Setup

- Chapter Time News Roman 14 Bold Capital letters
- Title Time News Roman 13 Bold
- Subtitle Time News Roman 12 Bold

- Text Time News Roman 12
- Footnotes Time News Roman 8

**Note:** Black text is recommended; although, color may be appropriate in some limited parts of the document.

#### 4. Line Spacing

Line spacing is set as below:

- Line spacing 1.5 lines
- Before 0 pt
- After 0 pt

**Note:** The line spacing can be varied in quotations as paragraphs, captions, lists, graphs, charts, footnotes, bibliographic entries, items within tables, and lists in appendices.

#### 5. Tables and Figures

Tables and figures should be consecutively numbered.

### III. Required Sections and Page Number Guidelines

Section	Suggested Numbering
<b>Title Page</b> <ul style="list-style-type: none"> <li>• Hard blue paper with golden letters (no frame)</li> </ul>	None
<b>Second Title Page</b> <ul style="list-style-type: none"> <li>• Simple yellow paper with black letters</li> </ul>	None
<b>Request Letter from University</b> <ul style="list-style-type: none"> <li>• Khmer written letter offered by the Director</li> </ul>	None
<b>Letter responding to Request Letter (if available)</b> <ul style="list-style-type: none"> <li>• Replied letter from the institution</li> </ul>	None
<b>Confirmation Letter</b> <ul style="list-style-type: none"> <li>• A confirmation letter done by the institution</li> </ul>	None
<b>Preface</b>	i
<b>Acknowledgements</b>	ii
<b>Confirmation</b>	iii
<b>Abstract</b> <ul style="list-style-type: none"> <li>• It should be from 150 to 250 words.</li> <li>• The text must be in italic.</li> </ul>	iv
<b>Table of Contents</b>	v
<b>List of Tables</b>	vi

<b>List of Figures</b>	<b>vii</b>
<b>List of Acronyms and Abbreviation</b>	<b>viii</b>
<b>List of Appendices</b>	<b>ix</b>
<b>Body of Thesis</b>	<b>Page 1 to ...</b>
<b>References</b>	<b>Numbering from body</b>
<b>Appendices</b>	<b>None</b>

**\*Note: The number of page in the thesis must be from 40 to 80 pages.**

## **IV. Main Parts in the Body**

### **CHAPTER I: INTRODUCTION**

- 1.1 Background of the Study
- 1.2 Statement of the Problem
- 1.3 Objectives of the Study
- 1.4 Significance of the Study
- 1.5 Scope and Limitation of the Study
- 1.6 Definition of Terms

### **CHAPTER II: REVIEW OF RELATED LITERATURE AND STUDIES**

- 2.1 Review on the topic (Dependent variable)
- 2.2 Review on the points related to the topic (Independent variables)
- 2.3 Review on some other relations
- ....

### **CHAPTER III: GENERAL SITUATION OF THE INSTITUTION**

- 3.1 Background of the Institution
- 3.2 Vision and Mission
- 3.3 Logo and Meaning
- 3.4 Structure of the Institution
- 3.5 Duties and Responsibilities
- 3.6 SWOT Analysis (if available)

### **CHAPTER IV: RESEARCH DESIGN AND METHODOLOGY**

- 4.1 Research Design
- 4.2 Sampling Design
- 4.3 Research Instrument
- 4.4 Data Collection Procedure
- 4.5 Statistical Treatment and Analysis

## **CHAPTER V: PRESENTATION, ANALYSIS, AND INTERPRETATION OF DATA**

- 5.1 Presentation of independent variables
- 5.2 Analysis of independent variables
- 5.3 Interpretation of independent variables

## **CHAPTER VI: CONCLUSIONS AND RECOMMENDATIONS**

- 6.1 Conclusions
- 6.2 Recommendations

## **V. THESIS EVALUATION CRITERIA**

- 1. Thesis Content      50%**
- 2. Thesis Defense      50 %**

**\*Note: The passing grade is 60 %.**

Banteay Meanchey, ...../...../.....  
**Director**