




**UNIVERSITY
OF MALAYA**

A decorative pattern of overlapping pink squares of various sizes and shades (light pink, medium pink, and magenta) scattered across the page, with a higher concentration along the left and bottom edges.

GUIDELINES

**FOR THE PREPARATION
OF RESEARCH REPORTS
DISSERTATIONS AND THESES**

2015

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PREFACE

In the process of completing a postgraduate programme in the University of Malaya and being awarded the degree, a candidate may be required to submit either a research report, a dissertation or a thesis, depending on the requirements of the specific programme.

In view of this requirement, the Institute of Graduate Studies (IGS), University of Malaya has taken the initiative to provide general guidelines for the submission of research reports, dissertations and theses. These guidelines will assist candidates to meet the minimal format requirements set by the University to complete the final form of a research report, dissertation or thesis. However, the format may differ in each individual faculty, academy, institute or centre with its own additional requirements.

1. FORMAT OF WRITING

A research report, dissertation or thesis can be written in ONE of the following formats:

- Conventional format
- Article style format
- Thesis in the format of published papers (This option is only available for Doctor of Philosophy candidates)

These formats serve as a generic guideline for the postgraduate students in writing a research report/dissertation/thesis. Minor variation of the format as recommended by the supervisors is allowed.

1.1 CONVENTIONAL FORMAT

The conventional format follows the traditional monograph structure. The structure of research report, dissertation or thesis that follows the conventional format should include the following:

<i>Preface</i>
<ul style="list-style-type: none">▪ Title Page▪ Original Literary Work Declaration Form▪ Abstract▪ <i>Abstrak</i>▪ Acknowledgements / Dedication▪ Table of Contents▪ List of Figures▪ List of Tables▪ List of Symbols and Abbreviations▪ List of Appendices
<i>Main Body</i>
<ul style="list-style-type: none">▪ Chapter 1: Introduction▪ Chapter 2: Literature Review▪ Chapter 3: Materials and Methods / Methodology▪ Chapter 4: Results▪ Chapter 5: Discussion▪ Chapter 6: Conclusion▪ References (A consolidated list of references for all chapters)
<i>Supplementary</i>
<ul style="list-style-type: none">▪ List of Publications and Papers Presented▪ Appendix

1.2 ARTICLE STYLE FORMAT

Apart from the conventional style of writing, a research report, dissertation or thesis can also be presented in the chapters that are in the format of journal article. The number of chapters to be included is at the discretion of the author, depending on the suitability of the chapters in answering the research questions.

The article style format should not be confused with the format for thesis by published papers. Similar to the conventional format, a research report/dissertation/thesis in the article style format should be written extensively to elucidate the different aspects of the research work in great detail.

The main body of a research report/dissertation/thesis in the article style format should contain the following chapters:

- **General Introduction**

The General Introduction gives an overview of the research by outlining the objectives, novelty as well as the research questions addressed. This chapter should also explain the correlation among the articles/chapters.

- **Literature Review**

The Literature Review provides extensive background information on past studies and current knowledge pertaining to the research topic.

- **Article 1, Article 2, Article 3 or more**

Each article should address a specific research objective or a related topic of the study. Each article forms a separate chapter and must be written in a cohesive manner with a logical and coordinated progression from one article/chapter to the other. The article/chapter should consist of its own sections on Introduction, brief Literature Review, Methodology, Results, Discussion and Conclusion.

- **Conclusion and Recommendation**

The Conclusion chapter summarizes the findings in all articles and suggests the future direction for research.

The format specifications of the research report/dissertation/thesis must conform to the general research report/dissertation/thesis requirements as outlined in the following chapters.

The general structure that follows the article style format should include the following:

<i>Preface</i>
<ul style="list-style-type: none"> ▪ Title Page ▪ Original Literary Work Declaration Form ▪ Abstract ▪ <i>Abstrak</i> ▪ Acknowledgements / Dedication ▪ Table of Contents ▪ List of Figures ▪ List of Tables ▪ List of Symbols and Abbreviations ▪ List of Appendices
<i>Main Body</i>
<ul style="list-style-type: none"> ▪ Chapter 1: General Introduction ▪ Chapter 2: Literature Review ▪ Chapter 3: Article 1* <ul style="list-style-type: none"> 3.1 Introduction 3.2 Literature Review 3.3 Materials and Methods / Methodology 3.4 Results 3.5 Discussion 3.6 Conclusion ▪ Chapter 4: Article 2* <ul style="list-style-type: none"> 4.1 Introduction 4.2 Literature Review 4.3 Materials and Methods / Methodology 4.4 Results 4.5 Discussion 4.6 Conclusion ▪ Chapter 5: Article 3* <ul style="list-style-type: none"> 5.1 Introduction 5.2 Literature Review 5.3 Materials and Methods / Methodology 5.4 Results 5.5 Discussion 5.6 Conclusion ▪ Chapter 6: Conclusion

<ul style="list-style-type: none"> ▪ References (A consolidated list of references for all chapters) <p>Note: <i>*Article is written with a specific title which normally refers to the research done</i></p>
Supplementary
<ul style="list-style-type: none"> ▪ List of Publications and Papers Presented ▪ Appendix

1.3 **THESIS IN THE FORMAT OF PUBLISHED PAPERS**

UM also permits the presentation of thesis for the degree of Doctor of Philosophy in the format of published and/or submitted papers, where such papers have been published or accepted by high impact journals (e.g.: ISI journals) during the period of candidature.

Papers submitted as a PhD thesis must be based on a particular theme or focus and form a cohesive research write up.

The quality of a thesis by published papers should be in accordance with PhD-level research.

The guidelines for the format by published papers are as follows:

- The theses may comprise published papers and/or manuscripts accepted for publication by high impact journals (e.g. ISI journals). The papers should be published or accepted for publication during the period of candidature.
- The minimum number of papers and/or manuscript is normally three (3). However, in some disciplines a larger number of papers is required to meet the expectations of scope and quality in accordance with PhD-level research. For Doctor of Philosophy by Prior Publication mode, the minimum number of published works is at least five (5) and these works must be those published within a period not exceeding 10 years prior to the date of submission of thesis.
- Where the papers have more than one writer, the candidate must be the main writer of at least two (2) out of three (3) papers. For Doctor of Philosophy by Prior Publication mode, the candidate should be the primary author of four (4) of the published works submitted.

- Normally, the theses shall include the following in addition to the components required of a standard thesis:
 - a) list of publications and/or manuscripts;
 - b) acknowledgments of joint writers and evidence of permissions; and
 - c) published papers and accepted manuscripts.
- Each published paper or accepted manuscript must begin with a clear statement of the contribution made by each writer of any jointly written paper.
- The thesis shall be prefaced by a synopsis which summarises the most important findings presented in each published paper or accepted manuscript. It should indicate how the included works are thematically linked or tied to a particular research framework and how, when considered together, they contribute significantly to knowledge in the discipline.
- The **Introduction** chapter should contain:
 - a) description of research problem investigated;
 - b) objectives of the study; and
 - c) account of research progress linking the research papers.

The account of research progress must link together the various papers submitted as part of the thesis so that the reader can understand the logic behind the progression of the research programme.

- The **Literature Review** chapter must contain, in accordance with discipline norms, a critical review of relevant literature, identify the knowledge gaps and the relationship of the literature to the programme of research.
- The **Conclusion** chapter establishes the cumulative effect of the papers, the significance of the findings and the knowledge claim in the thesis.
- Published papers/ accepted manuscripts must be presented coherently in the thesis according to the requirement of the University of Malaya (Degree of Doctor of Philosophy) Regulations 2007, including any accompanying declarations. Published papers/ accepted manuscripts must be included in the thesis in their **original publication format** and should not be retyped. Thesis by publication must be submitted according to the format outlined in this section of the Guidelines.

The examination process for theses in the format of published papers is similar to that for conventional theses.

Theses which have not achieved sufficient academic merit may be referred for further work within a period of between 6 to 12 months and be submitted for re-examination.

In such cases, the candidate may choose to submit the thesis for re-examination in the same format or in the conventional Doctoral thesis format.

The general structure for a thesis in the format of published papers is as per following:

<i>Preface</i>
<ul style="list-style-type: none"> ▪ Title Page ▪ Original Literary Work Declaration Form ▪ Abstract ▪ <i>Abstrak</i> ▪ Acknowledgements / Dedication ▪ Table of Contents ▪ List of Figures ▪ List of Tables ▪ List of Symbols and Abbreviations ▪ List of Appendices
<i>Main Body</i>
<ul style="list-style-type: none"> ▪ Chapter 1: Introduction ▪ Chapter 2: Literature Review ▪ Chapter 3: Published Paper 1 Published Paper 2 Published Paper 3 and so on ▪ Chapter 4: Conclusion ▪ References (List of references for chapters of Introduction, Literature Review and Conclusion)
<i>Supplementary</i>
<ul style="list-style-type: none"> ▪ List of Publications and Papers Presented ▪ Appendix

2. SEQUENCE OF CONTENTS

The structure of the research report, dissertation or thesis is based on a standard format which contains the three main sections; **PREFACE**, **MAIN TEXT** and **SUPPLEMENTARY**.

2.1 PREFACE

This section consists in order of the following:

- TITLE PAGE
- ORIGINAL LITERARY WORK DECLARATION FORM
- ABSTRACT
- ACKNOWLEDGEMENTS / DEDICATION
- TABLE OF CONTENTS
- LIST OF FIGURES
- LIST OF TABLES
- LIST OF SYMBOLS AND ABBREVIATIONS
- LIST OF APPENDICES

2.1.1 TITLE PAGE

The title page is the first page after the front cover and should include:

- a) The final research title which has been approved by the Faculty;
- b) Name of candidate according to the registration records;
- c) The statement as the following (according to mode of programme):

Master's Degree			Doctoral Degree	
Research Report (Coursework mode)	Dissertation (Mixed mode)	Dissertation (Research mode)	Thesis (Mixed mode)	Thesis (Research mode)
RESEARCH REPORT SUBMITTED TO THE (name of the Faculty) UNIVERSITY OF MALAYA, IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF (Name of Programme)	DISSERTATION SUBMITTED IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF (Name of Programme)	DISSERTATION SUBMITTED IN FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF (Name of Programme)	THESIS SUBMITTED IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF (Name of Programme)	THESIS SUBMITTED IN FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF (Name of Programme)

- d) The year of submission.

This page is the first page of Roman numeral page number but it is not numbered. The text should be typed using font type **Times New Roman**, font size **14** with **1.15 pt. line spacing**.

Please refer to Appendices G1 – G5 for examples of the title page.

2.1.2 ORIGINAL LITERARY WORK DECLARATION FORM

This form must be completed by the candidate and signed by a witness. The original signed form must be included in all copies of the research report/dissertation/thesis. The form can be downloaded from the IGS website in two (2) languages (English language and Bahasa Malaysia). If the research report/dissertation/thesis is written in English, hence the English version of the form is used and vice versa.

Please refer to the example of the form as given in Appendix H1 and H2.

2.1.3 ABSTRACT

An abstract is a short summary of the research report/dissertation/thesis. An abstract should briefly describe the objectives (problem statement), the significance of research, research methodology, as well as the findings and conclusion of the research.

An abstract must not exceed 500 words, double-spaced, and written in bahasa Malaysia and English language. Where the language of the thesis is other than bahasa Malaysia or English, an abstract in that language must also be included.

The sequence of abstracts is as follows:

- For research report/dissertation/thesis written in Bahasa Malaysia, the abstract in Bahasa Malaysia is followed by the English version.
- For research report/dissertation/thesis written in English, the abstract in English is followed by the Bahasa Malaysia version.
- For research report/dissertation/thesis written in Arabic, the abstract in Arabic is followed by its version in Bahasa Malaysia and English.

The Abstract page is assigned Roman numeral "iii" and the following pages should be numbered consecutively.

For examples, please refer to Appendices J1 and J2.

2.1.4 ACKNOWLEDGEMENTS / DEDICATIONS

Most research reports, dissertations or theses include a message to convey appreciation to those who have been involved and provided their assistance directly or indirectly in the preparation of the study.

This is optional and should not exceed a single page, which is numbered in Roman numeral accordingly.

2.1.5 TABLE OF CONTENTS

The Table of Contents lists the chapters, topics and sub-topics together with their page numbers.

Sub-topics and topics should be labelled according to the chapter, for e.g.:

CHAPTER 1
1.1 Topic 1
1.1.1 Sub-topic 1

CHAPTER 2
2.1 Topic 1
2.1.1 Sub-topic 1

This numbering system provides a clear picture of the relationship between chapters and topics and shows how they are connected.

2.1.6 LIST OF FIGURES

This list contains the titles of figures, together with their page numbers, which are found throughout the text.

For example, figures in Chapter 1 are numbered sequentially: Figure 1.1, Figure 1.2 and so on.

2.1.7 LIST OF TABLES

This list contains the titles of tables, together with their page numbers, which are listed in the text.

The numbering system is according to chapter, for e.g.: tables in Chapter 1 are numbered sequentially: Table 1.1, Table 1.2 and so on.

2.1.8 LIST OF SYMBOLS AND ABBREVIATIONS

The symbols, abbreviations, nomenclature and terminology that are used in the text must be listed down accordingly.

For further information on spelling and abbreviations, candidates are advised to refer to the latest edition of the Oxford Advanced Learner's Dictionary published by Oxford University Press.

2.1.9 LIST OF APPENDICES

This list is optional and contains the titles of appendices placed in the supplementary section

2.2 MAIN TEXT

Candidates and supervisors should ensure that the text follows the agreed conventions of the individual Faculty. The main text in the research report/dissertation/thesis must be organised following the guidelines as mentioned below:

- Text must be organised in titled chapters.
- The titles must reflect the content of the chapter.
- Every chapter must begin on a new page.
- Chapters can be divided into sub-chapters with corresponding sub-titles.
- Titles and sub-titles must be numbered.

There is no restriction on the total number of chapters in a research report/dissertation/thesis. The number of chapters differs according to the field of study conducted by the candidate whether it is science-based or social-science-based. However the content of the chapters may differ according to the candidate's research or conventions of individual Faculty.

Generally, a research report/dissertation/thesis will have the following basic structure:

- INTRODUCTION
- LITERATURE REVIEW
- MATERIALS AND METHODS / METHODOLOGY
- RESULTS
- DISCUSSION
- CONCLUSION
- REFERENCES

Items in the structure are divided into separate chapters and the descriptions of these chapters are as follows:

2.2.1 INTRODUCTION

This chapter contains the introduction to the issues in which the research is concerned with, the aims and objectives of the study, and the scope or outline of the research approach as well as the structure of the research report/dissertation/thesis.

2.2.2 LITERATURE REVIEW

A literature review is a description of the literature relevant to a particular field or topic of study. It consists of a critically written and comprehensive account of the published works on a topic by accredited scholars and researchers. A critical literature review is a critical assessment of the relevant literature. It is directly related to the research, providing information on theories, models, materials and techniques used in the research. The literature review should be comprehensive and include recent publications which are relevant to the research.

2.2.3 MATERIALS AND METHODS / METHODOLOGY

This chapter describes and explains the materials as well as the research methodology used in the study. The sub-topics for this chapter include the key research questions, the research design, and the research procedures adopted. It may also, where appropriate, indicate sampling methods, research instruments and statistical methods employed. The purpose of this is to inform the reader on the methods used to collect the data and generate the findings reported.

2.2.4 RESULTS

This chapter explains the results which are commonly presented in the form of text, figures and tables, complete with data analysis.

2.2.5 DISCUSSION

This chapter contains the interpretation of the results. The findings of the research should be compared and contrasted with those of previous studies presented in the literature review. The purpose of this chapter is to discuss the findings and the outcomes of the research in relation to the results that have been obtained.

2.2.6 CONCLUSION

In this chapter, the findings are summarized and their implications discussed. This section may include suggestions for future work.

2.2.7 REFERENCES

All works or studies referred to in the research report/dissertation/thesis in the form of quotations or citations must be included in the references.

The references should be written consistently in the American Psychological Association (APA) format or in another format approved by the Faculty. Each reference should be written in single spacing format and a double space should be left between references. The list of references must be arranged in alphabetical order and the entries should not be numbered. The list must also have a hanging indentation of 0.5 inch. For example:

Buchwalow, I. B., & Böcker, W. (2010). *Immunohistochemistry: basics and methods*. Berlin: Springer Verlag.

Caamaño-Tubío, R. I., Pérez, J., Ferreiro, S., & Aldegunde, M. (2007). Peripheral serotonin dynamics in the rainbow trout (*Oncorhynchus mykiss*). *Comparative Biochemistry and Physiology Part C: Toxicology & Pharmacology*, 145(2): 245-255.

Cakir, Y., & Strauch, S. M. (2005). Tricaine (MS-222) is a safe anesthetic compound compared to benzocaine and pentobaritol to induce anesthesia in leopard frogs (*Rana pipiens*). *Pharmacological Reports*, 57: 467-474.

Cameron, A. A., Plenderleith, M. B. & Snow, P. J. (1990). Organization of the spinal cord in four species of elasmobranch fishes: cytoarchitecture and distribution of serotonin and selected neuropeptides. *The Journal of Comparative Neurology*, 297: 201-218

Reference citations in text require the following information:

- last name of the author,
- the year of publication,
- the page number for the reference (direct quotes only).

For summaries or paraphrases, the last name of the author and the year of publication must be included for the in-text reference. For examples:

Kingston and Parker (2012) found the biggest challenges in classroom to be

The biggest challenges in classroom were (Kingston & Parker, 2012).

For direct quotations (which refers to when the exact words of another author are copied), the last name of the author, the year of publication as well as the page number for the reference must be included for the in-text reference. The quotation has to be enclosed in quotation marks. For examples:

It was said that “What is taught and how it is to be taught entail teachers’ moral judgements and commitments” (Frank & Quiroz, 1997, p. 208).

According to Frank and Quiroz (1997), “What is taught and how it is to be taught entail teachers’ moral judgements and commitments” (p. 208).

If the quoted citation contains more than 40 words, it should be placed within a paragraph of its own with a 0.5 inch indentation. For example:

The general theory of relativity, on its own, cannot explain these features or answer these questions because of its prediction that the universe started off with infinite density at the big bang singularity. At the singularity, general relativity and all other physical laws break down: one couldn't predict what will come out of the singularity. (Hawking, 1988, p. 309)

Please refer to the University of Malaya Library APA Formatting and Style Guide (6th Edition). The guide can be downloaded at UM Library website:

<http://www.umlib.um.edu.my/publications/apa-guide.pdf>

The University recommends the use of EndNote software or any other reference management software for organizing and managing citations, bibliographies and references.

2.3 SUPPLEMENTARY

Specific items which were not included in the main body of the text, should be put in this Supplementary Section. Typically, this section includes the following:

2.3.1 LIST OF PUBLICATIONS AND PAPERS PRESENTED

Published works as well as papers presented at conferences, seminars, symposiums etc pertaining to the research topic of the research report/dissertation/thesis are suggested be included in this section. The first page of the article may also be appended as reference.

2.3.2 APPENDIX

Appendices consist of research instruments, additional illustration of data sources, raw data and quoted citations which are too long to be placed in the text. The appendix section supports the written text of the research report/dissertation/thesis by including materials that can provide additional information. These materials include tables, charts, computer programmes and questionnaires, for example:

- Research data, tables, examples of questionnaires, maps, photos and other materials that are too long to be included in the text or are not directly required to comprehend the text can be included as appendices. Tables and graphics that are more than two pages long can be put in the Appendix section.
- Appendices are labelled as APPENDIX A, APPENDIX B, etc.

3. FORMAT SPECIFICATIONS

3.1 PAPER QUALITY, PRINTING AND DUPLICATING

The research report/dissertation/thesis should be printed, single-sided, on high quality white A4 paper (201 × 297 mm; 80 grams). Computer pin-feed printout paper is not permitted.

The research report/dissertation/thesis, in softcover or hardbound copies, must be typed and duplicated by offset printing or good quality photocopying. All copies must be clean and neat in order to ensure easy reading.

3.1.1 TYPING AND PRINTING QUALITY

The research report/dissertation/thesis must be typed using font type **Times New Roman, font size 12** (except for tables and figures) and justified, using Microsoft Word version 6.0 or later, or similar word-processing software. Research report/dissertation/thesis in Arabic should be typed using

Words in a language that is different from the language of the research report/dissertation/thesis must be typed in *italics*. Font type Traditional Arabic in font size 16.

Text should be typed on one side of a paper only.

Chapter titles should be typed with capital letters and centred between the left and right margins. Each chapter must begin on a new page. Chapters and subchapters should be titled. Titles should be typed in bold without underline.

For mathematical texts, the use of Equation Editor or LaTeX is advisable. Script fonts are not permitted.

A high quality laser or ink-jet printer should be used for the printing.

3.1.2 LINE SPACING

The body of the text should be typed with **double spacing**. Single-spacing is only permitted in tables, long quotations, footnotes, citation and in the references.

The first sentence of a new paragraph should not start at the bottom of a page if the space available can only fit one line.

3.1.3 MARGINS

The text should have the following margins:

Top	: 2.0 cm or 0.79 inch
Right	: 2.0 cm or 0.79 inch
Left	: 4.0 cm or 1.57 inch
Bottom	: 2.0 cm or 0.79 inch

Additional guidelines need to be followed:

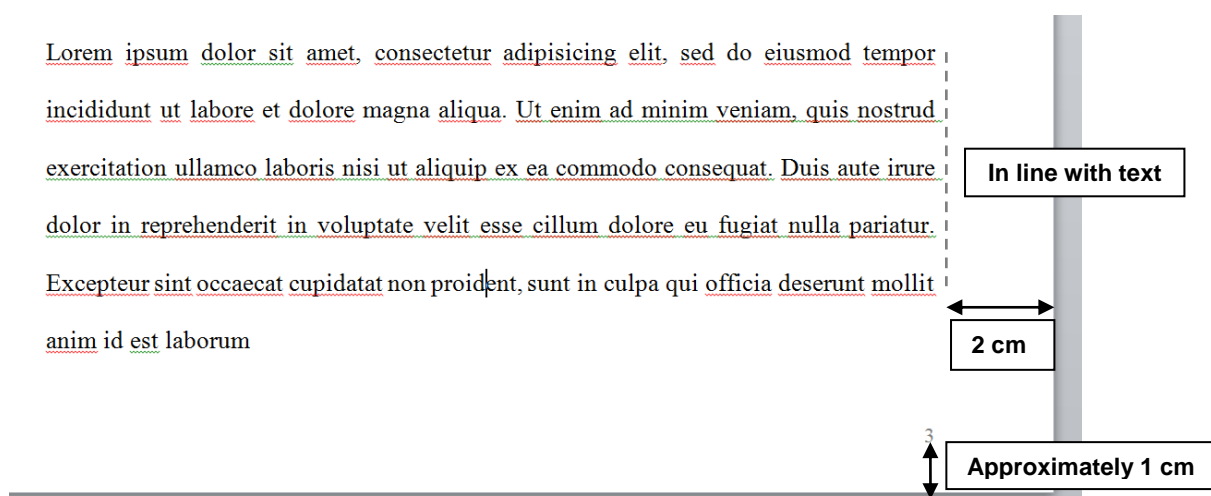
- Do not type more than one sentence after the bottom margin. If it is necessary to do so, it should only be for a footnote or the completion of the last sentence of the chapter, topic or sub-topic or information in a figure.
- All tables and figures must be placed within the specified margins.
- The last paragraph of the page should contain at least two sentences. If it does not, the paragraph should begin on the next page.

3.1.4 PAGE NUMBERING

All page numbers should be printed 1.0 cm from the bottom edge of the page and placed at the right-hand side without any punctuation.

The page numbering system must conform to the following rules:

- The page numbers should be placed at the right hand side without any punctuation.
- Font type Times New Roman and font size 10 recommended for numbers.
- Roman numerals (i, ii, iii etc) should be used in the Preface section. The first page of the thesis, the title page, is an unnumbered page 'i'. Numbering begins on the second page with 'ii'.
- Arabic numerals (1, 2, 3) are used on the pages of the text (starting with the Introduction page) and Supplementary section.



3.1.5 NUMBERING OF CHAPTERS AND SUB-CHAPTERS

Chapters and sub-chapters must be numbered using Arabic numerals (1, 2, 3 etc). Chapters are numbered CHAPTER 1, CHAPTER 2, CHAPTER 3, and so on. Sub-chapters are nested, but its numbering is not indented, up to a maximum of 4 levels as in the example shown below:

CHAPTER 2: FIRST LEVEL (CHAPTER TITLE)

2.1 Level 2 (sub-title);

2.1.1 Level 3 (sub-sub-title);

2.1.1.1 Level 4 (sub-sub-sub-title)

The use of letters in parenthesis in the main body for e.g., (a), (b), (c) is appropriate as a means of differentiating sub-topics of the same topic. However, it is not required to be listed in the Table of Content.

If a chapter title or chapter sub-title at any level exceeds a single line, the spacing between the lines must be the same as that of the text (double-spacing). Subsequent sub-chapters beyond the fourth nesting level must be numbered using alphabets; (a), (b), (c).. etc

3.1.6 FOOTNOTES

There are differences in the use of footnotes in various disciplines. For example, footnotes are commonly used in Social Sciences but rarely in Science and Technology. However candidates are advised to limit the use of footnotes unless they are proved necessary to the document. Footnotes are used to elaborate or provide additional information regarding matters discussed in that page.

Footnotes are recorded using Arabic numeric and numbered consecutively. Raised superscript numerals in the text refer to explanatory notes and documented sources appearing either at the bottom of the page as footnotes or at the end of the thesis as endnotes in a notes section. The advantage of using notes is that explanatory type of information can be presented along with source citations on the same page or place.

Footnotes should use a smaller font than the text (font size 8).

When using footnote, a number formatted in superscript is inserted following the punctuation mark in the text. Footnotes should be placed at the bottom of the page on which they appear. For example,

Scientists examined, over several years, the fossilized remains of the woolly-wooly yak.¹

¹ While the method of examination for the woolly-wooly yak provides important insights to this research, this document does not focus on this particular species.

Please refer to the faculty for the recommended convention for writing of footnotes.

3.1.7 TABLES

Tables are printed within the body of the text at the centre of the frame and labelled according to the chapter in which they appear. Thus, for example, tables in Chapter 3 are numbered sequentially: Table 3.1, Table 3.2 and so on.

The caption should be placed **above** the table itself. If the table contains a citation, the source of the reference should be included in the table caption.

Table 3.1: Short Title (Gibson, 2005)

Heading	Heading
Text	Text

If the table occupies more than one page, the continued table on the following page should indicate that it is a continuation, for example: ‘Table 3.7, continued’. The header row should also be repeated.

3.1.8 FIGURES

Figures, like tables are printed within the body of the text at the centre of the frame and labelled according to the chapter in which they appear. Thus, for example, figures in Chapter 3 are numbered sequentially: Figure 3.1, Figure 3.2.

Figures, unlike text or tables, contain graphs, illustrations or photographs and their labels are placed at the **bottom** of the figure rather than at the top (using the same format used for tables).

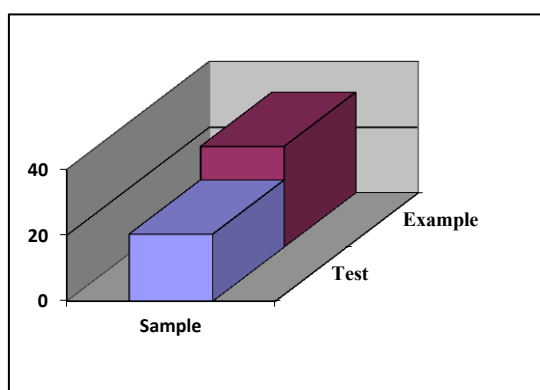


Figure 3.1: Title

If the figure occupies more than one page, the continued figure on the following page should indicate that it is a continuation: for example: ‘Figure 3.7, continued’.

If the figure contains a citation, the source of the reference should be placed after the label.

3.1.9 BINDING

Each copy of the research report/dissertation/thesis submitted shall be bound in one (1) volume.

For the purpose of examination, research report/dissertation/thesis submitted should be **soft cover** bound in rexine with the following colour:

- Research report: Navy blue
- Dissertation: Dark red or maroon
- Thesis: Dark red or maroon

For final submission prior to graduation, research report/dissertation/thesis submitted should be **hard cover** bound in rexine with the following colour:

- Research report: Navy blue
- Dissertation: Dark red or maroon
- Thesis: Dark red or maroon



The thesis cover must be of A4 size (210mm x 297mm).

The title of research report/dissertation/thesis, name of author, name of the university and year of submission must be printed on the front cover. The letters for the Front Cover should be printed in gold of font size 16, font type Arial Narrow, bold and in uppercase letters.

The examples are shown in Appendices D1, D2, D3 and D4.

The spine of the manuscripts should show the title of research report/dissertation/thesis, name of author, year of submission and name of degree. The year of submission must be in accordance to the year when the research report/dissertation/thesis is submitted.

The examples are shown in Appendices E1 and E2.

3.1.10 WORD LENGTH

The maximum word length for a submission for examination:

- a) Research Report : 30,000 words
- b) Dissertation (Mixed Mode) : 40,000 words
- c) Dissertation (Research Mode) : 60,000 words
- d) Thesis (Mixed Mode) : 80,000 words
- e) Thesis (Research Mode) : 100,000 words

The maximum length of words excludes footnotes, references, appendices, tables, figures and prefaces.

A candidate who wishes to exceed the number of words specified must apply to the Senate through the respective Faculty at least three months before the submission of the research report/dissertation/thesis for examination and provide reasons for the inability to adhere to the prescribed length.

3.1.11 OTHER INFORMATION

A candidate may not resubmit previous research work which he or she has submitted to this or any other University for the award of a degree. The candidate may, however, incorporate any part of such work, provided that there is a clear indication in the research report/dissertation/thesis of its sources.

The candidate may also include any other printed or published work by an individual or a working group to validate his or her findings. Where the contribution is from a working group, the candidate is required to provide a statement indicating which part of the work was carried out by the candidate. The statement should be signed by the rest of the group indicating their consent (this may be included in the Appendix).

Approved research reports/dissertations/theses or parts of their content are allowed for publication if they are accompanied by a statement that the work was conducted towards the fulfilment of a particular degree.

All research mode candidates are required to publish papers in ISI Web of Science (WoS) or category A or B refereed journal based on the work during the course of study, and due reference must be made to the University in all such papers.

4. SUBMISSION

A candidate is required to submit the “Notice of Submission of Research Report/Dissertation/Thesis” online via student portal **at least three months** before the actual date of submission. Go to <http://myum.um.edu.my>, click the "Research" icon and then click “Thesis”.

Submission of research report/dissertation/thesis has to be done within the candidature period.

For the purpose of examination, at least **five (5) printed softbound copies** (or such numbers as may be determined by the Faculty) of the research report/dissertation/thesis and **one (1) electronic copy** (PDF format) should be submitted together with the “Submission of Research Report/Dissertation/Thesis for Examination/Re-examination” form (Appendix B) after title approval of research report/dissertation/ thesis by the faculty/academy/institute/centre.

For final submission prior to graduation, at least **two (2) printed hardbound copies** (or such numbers as may be determined by the Faculty) of the final research report/dissertation/thesis **one (1) electronic copy** (PDF format) should be submitted after the final corrections or amendments (if any) have been made, together with the “Final Submission for Research Report/Dissertation/Thesis” form (Appendix C), Repository form and Correction Report form (if applicable).

All the required forms can be downloaded from the IGS website (<http://ips.um.edu.my>).

Masters candidates submit their research reports and dissertations to their respective faculty whereas Doctoral candidates submit their theses to the Thesis Unit of IGS.



5. PLAGIARISM

Postgraduate candidate of the University of Malaya are expected to produce original academic work. Plagiarism is defined as the use of original work, ideas or actual texts created by others, without acknowledging the original source. Hence, failure to acknowledge the work of others in their work means the candidate is guilty of plagiarism and may be subjected to disciplinary action under the University of Malaya (Discipline of Students) Rules 1999.

Postgraduate candidates are strongly advised to read the “How to Avoid Plagiarism: A Handbook for Postgraduate Students”, which outlines the rules and regulations pertaining to acts of plagiarism.

The University also highly recommends the usage of Turnitin, an online web-based plagiarism detection application to avoid plagiarism and ensure academic integrity. In most cases, the similarity index percentage should not be more than 10% to 25%. Please refer to your respective faculty/academy/institute/centre regarding the acceptable similarity index percentage.

APPENDIX A - THREE MONTHS NOTICE SUBMISSION

[MAIN MENU](#)
[RESEARCH ↓](#)
[SERVICES ↓](#)
[LINKS ↓](#)
[CONTACT US](#)
[SOFTWARE ↓](#)
[LOGOUT](#)

[DOWNLOAD ↓](#)

[Download Manual](#)

Thesis/Dissertation Dashboard

Candidate Name	[REDACTED]
Registration Number	[REDACTED]
Program	DO [REDACTED] HY

Notice Submission Detail:

Field of Research	Marketing, Consumer Behaviour
Title in English	THE INFLUENCE OF FAMILY COMMUNICATION, TELEVISION VIEWING AND PEER COMMUNICATION ON THE DEVELOPMENT OF MATERIALISTIC VALUES AMONG YOUNG ADULT CONSUMERS. Read abstract
Title in Bahasa Malaysia	PENGARUH KOMUNIKASI KELUARGA, MENONTON TELEVISYEN DAN KOMUNIKASI RAKAN SEBAYA PADA PEMBANGUNAN NILAI MATERIALISTIK KALANGAN PENGGUNA DEWASA MUDA. Read abstract
Thesis/Dissertation Language	English
Supervisor	[REDACTED]

Thesis/Dissertation Logs

Date	Stage	Status	More Info
06-May-2013	Notice Submission	Submitted	Waiting for Approval from Supervisors. Click here for more info.

Your notice will expire on 06-August-2013.

[View the thesis/dissertation checklist format here](#)

Thesis dashboard »

[Download Manual](#)

Requirements Checklists

Name of Candidate: MO [REDACTED]
 Student No: [REDACTED]
 Program: DO [REDACTED]
 Title:
 Field:

No	Requirements	Candidate's Checklist
1	Fulfilled the minimum candidature duration of 4 semesters.	✗
2	Fulfilled the University language requirement - Bahasa Malaysia You may submit the 3 Months notice without fulfilling the language requirement. Please remember that you have to fulfill your language requirement before graduation. If you have been exempted from this requirement, please inform examination section of IPS.	✗
3	Fulfilled the University language requirement - English. You may submit the 3 Months notice without fulfilling the language requirement. Please remember that you have to fulfill your language requirement before graduation. If you have been exempted from this requirement, please inform examination section of IPS.	✗
4	*Attended and passed at least 3 credit of Research Methodology Course within the first two (2) semester of candidature.* *For admission of candidates starting 2007/2008 session until now.*	✗
5	Seminar presentation: For admission of candidates starting 2007/2008 until now- <ul style="list-style-type: none"> Within the first four (4) semesters; AND Before thesis submission for examination 	✗

[Add Seminar Presentation](#)

APPENDIX B - SUBMISSION OF THESIS/DISSERTATION FOR EXAMINATION/RE-EXAMINATION FORM



UNIVERSITY OF MALAYA

PENYERAHAN TESIS/DISERTASI UNTUK PEMERIKSAAN/PEMERIKSAAN SEMULA*

*SUBMISSION OF THESIS/DISSERTATION FOR EXAMINATION/RE-EXAMINATION**

** Sila potong mana yang tidak berkenaan / * Please strike out whichever is not applicable*

FORMAT TESIS (Calon Ijazah Kedoktoran Sahaja - sila tanda ✓)
THESIS FORMAT (Doctoral Degree Candidates only - Please tick ✓)

<input type="checkbox"/>	Thesis/Dissertation in Standard/Conventional Format
<input type="checkbox"/>	Thesis by Published Papers (<i>This option is only available for Doctoral candidates</i>)

BAHAGIAN A – BUTIR-BUTIR CALON (UNTUK DIISI OLEH CALON) SECTION A – CANDIDATE'S DETAILS (TO BE COMPLETED BY THE CANDIDATE)

Nama Calon Name of Candidate	:		
Program Programme	:		
No. Matrik Matric No.	:		
Fakulti Faculty	:		
Alamat Surat-Menyurat Mailing Address	:		
No. Telefon Bimbit Mobile Phone No.	:	No. Telefon Pejabat Office Phone No.	:
E-mel E-mail	:		

Tajuk Tesis / Disertasi (dalam huruf besar) :

**Sila pastikan tajuk tesis/disertasi telah diluluskan oleh Fakulti dan lampirkan salinan surat/emel berkaitan.*

Title of Thesis/Dissertation (Block letters) :

**Kindly ensure that the title of thesis/dissertation has been approved by the Faculty and provide a copy of the letter/email pertaining to the approval.*

APPENDIX C - FINAL SUBMISSION OF THESIS/DISSERTATION FORM



UNIVERSITY OF MALAYA PENYERAHAN AKHIR TESIS/DISERTASI FINAL SUBMISSION FOR THESIS/DISSERTATION

Peringatan kepada calon:

Calon dikehendaki mengikut format penyediaan tesis/disertasi yang telah ditetapkan oleh Universiti sebelum membuat penghantaran kepada Fakulti/IPS.

Reminder to candidate:

Candidate is required to follow the format of thesis/dissertation preparation imposed by the University before submission of thesis to the Faculty/IGS.

BAHAGIAN A – BUTIR-BUTIR CALON (UNTUK DIISI OLEH CALON)**SECTION A – CANDIDATE'S DETAILS (TO BE COMPLETED BY THE CANDIDATE)**

Nama Calon
Name of Candidate

:

Program
Programme

:

No. Matrik
Matric No.

:

Fakulti
Faculty

:

Alamat
Surat-Menyurat
Mailing Address

:

No. Telefon Bimbit
Mobile Phone No.

:

No. Telefon Pejabat
Office Phone No.

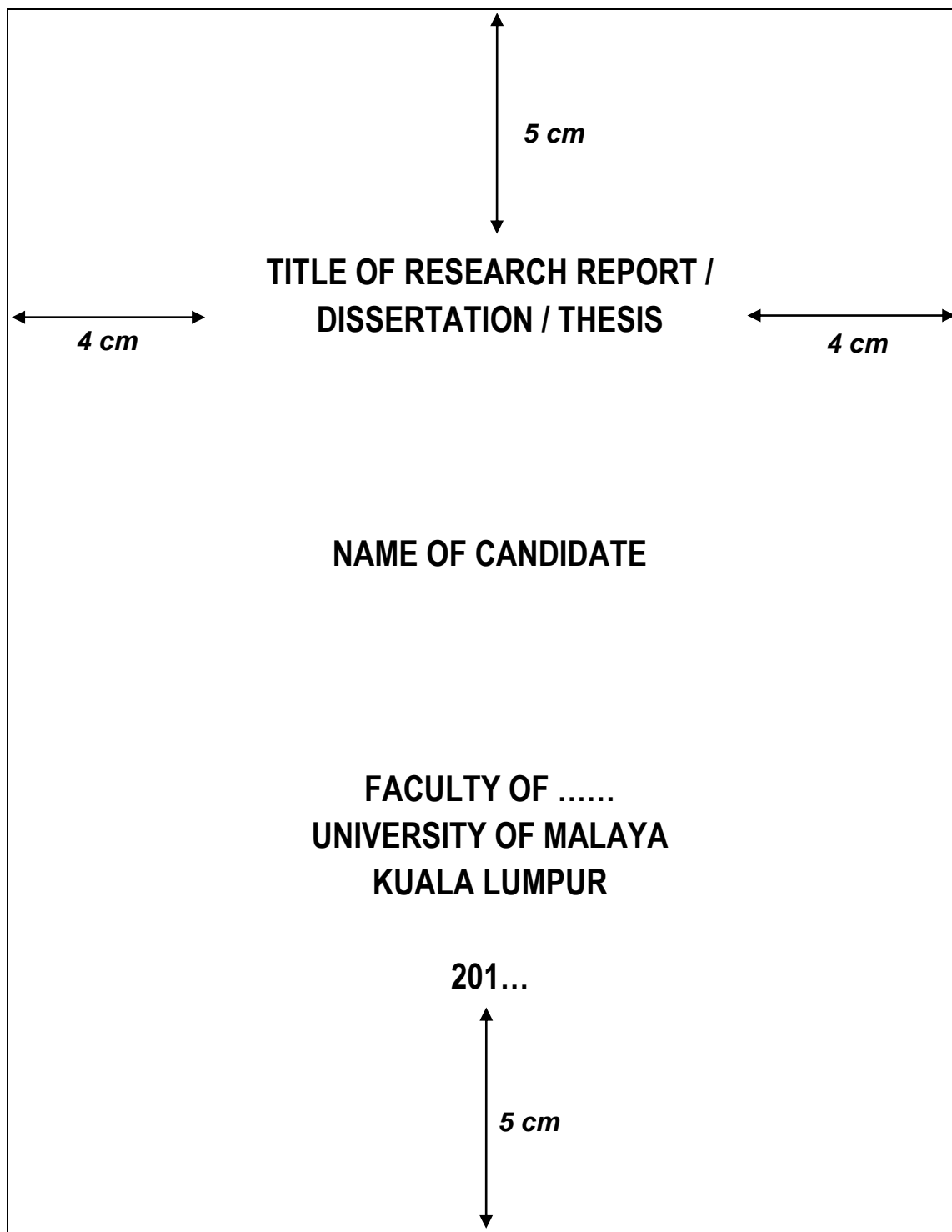
:

E-mel :
E-mail :

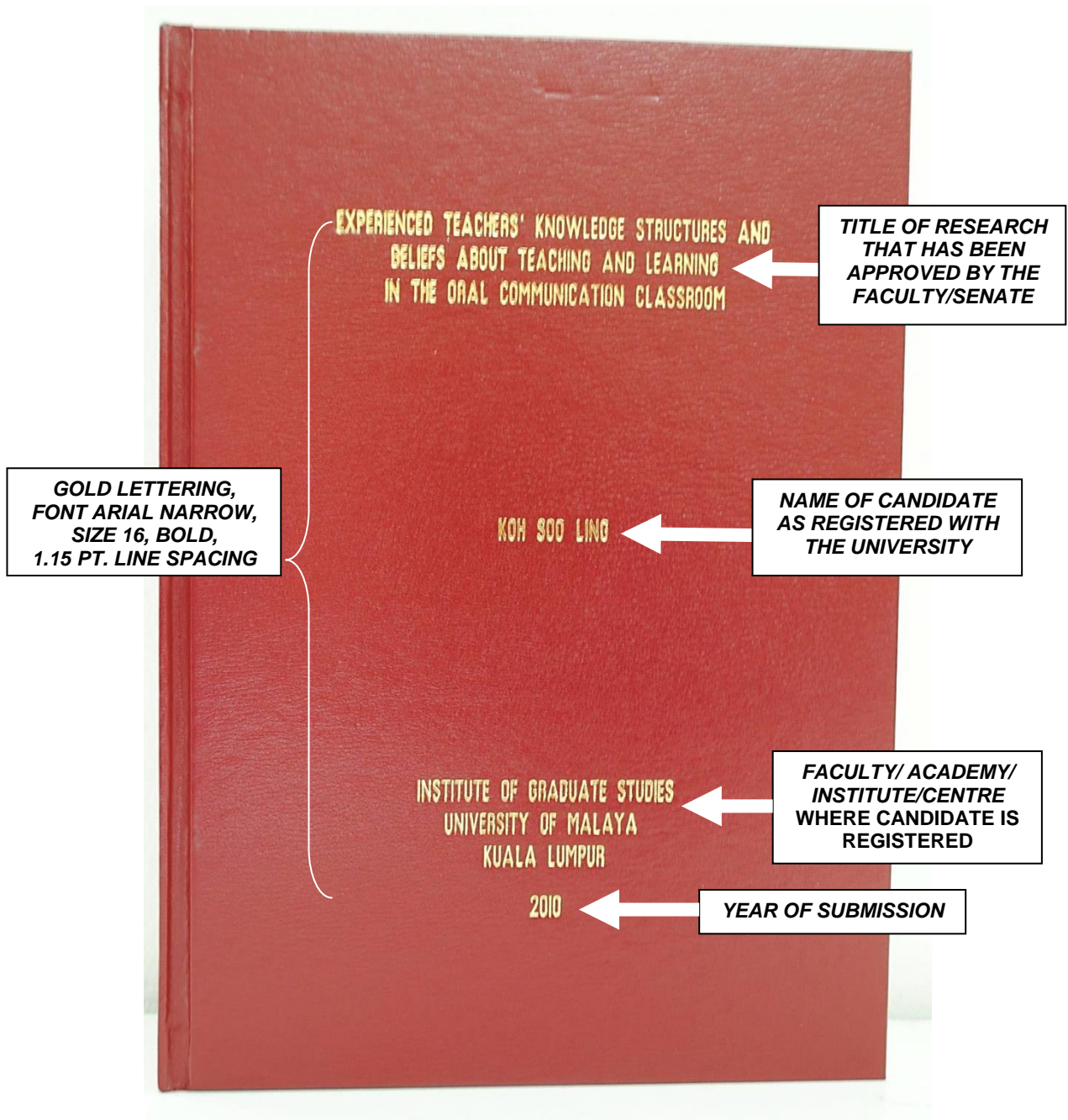
Tajuk Tesis / Disertasi (dalam huruf besar) :
Title of Thesis/Dissertation (Block letters) :

APPENDIX D1 – FRONT COVER

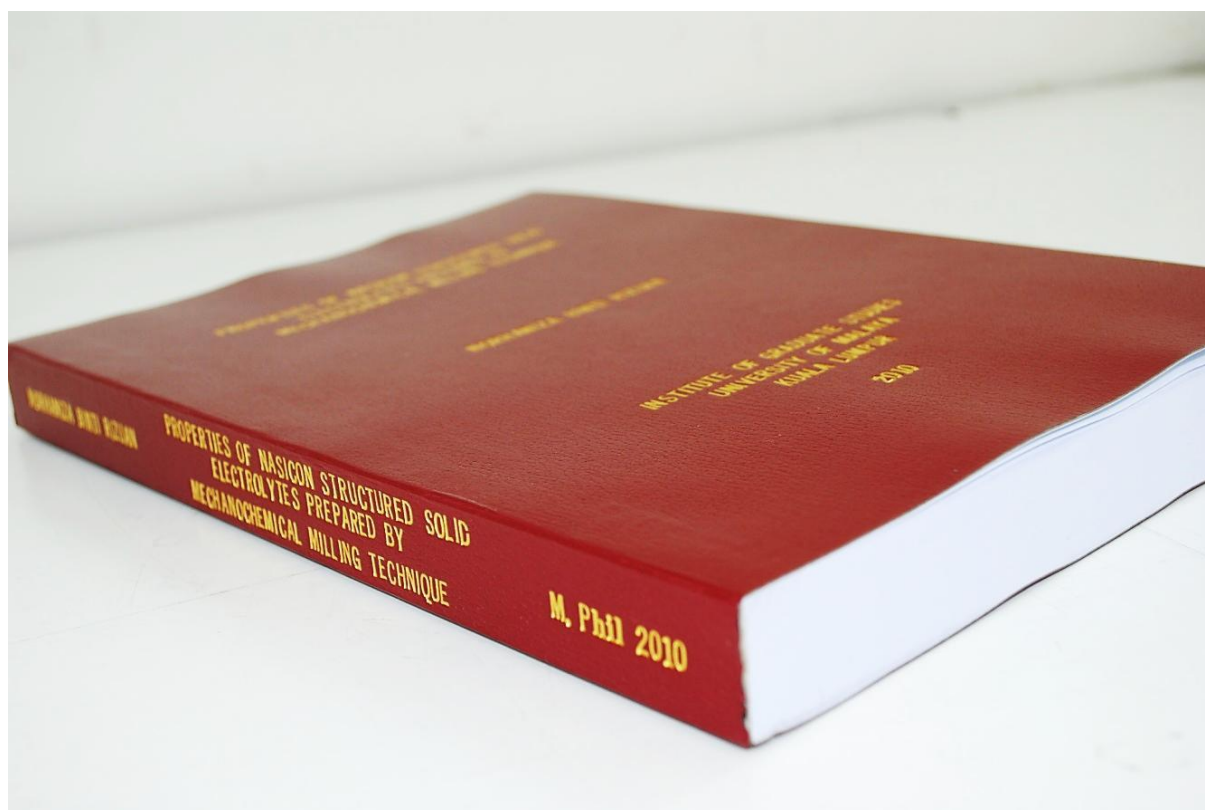
Example of the Front Cover of Research Report/Dissertation/Thesis:



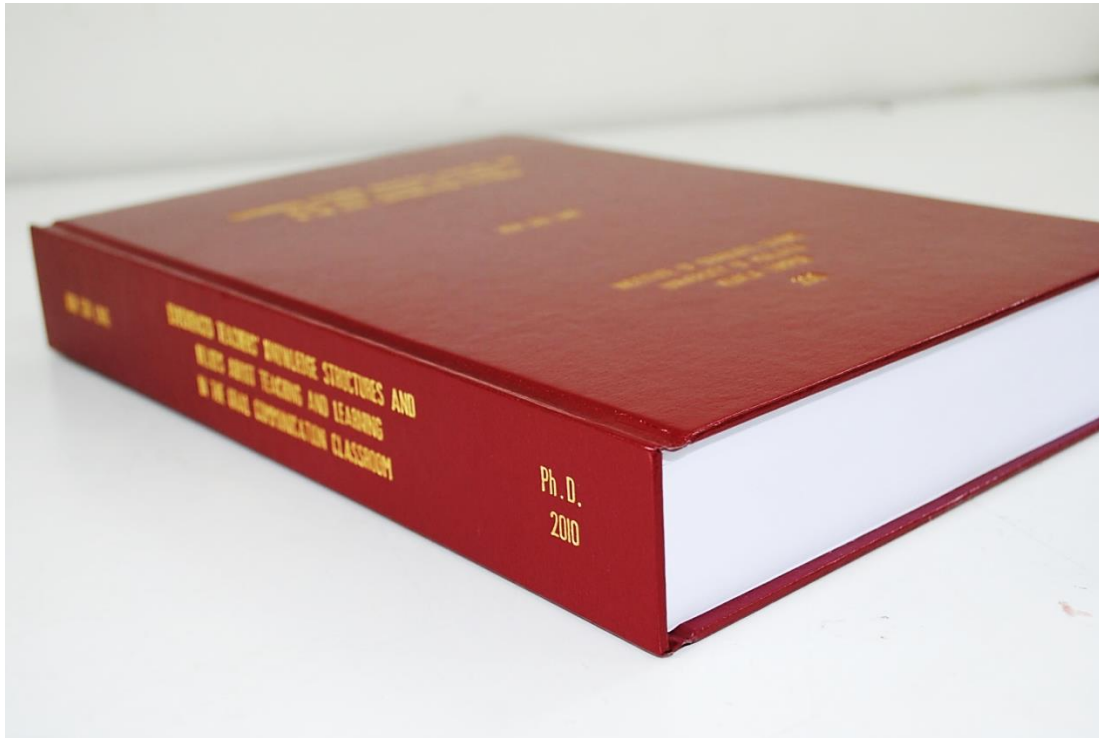
APPENDIX D2 – FRONT COVER FORMAT



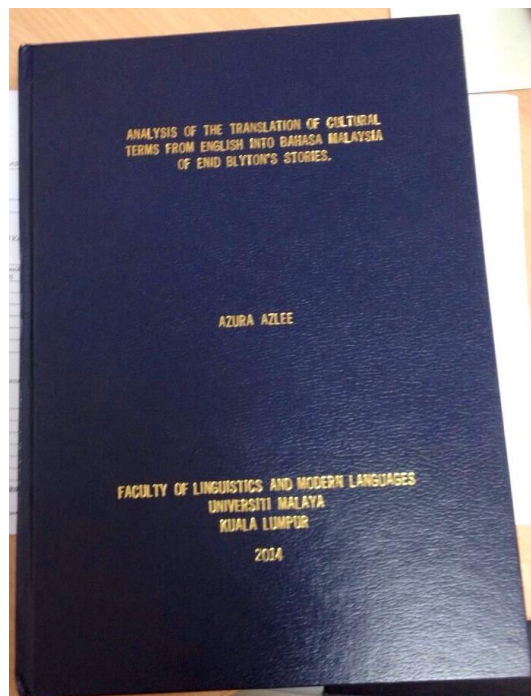
**APPENDIX D3 - SAMPLE OF SOFTBOUND COPY
(SUBMISSION FOR EXAMINATION)**



APPENDIX D4 - SAMPLE OF HARDBOUND COPY (FINAL SUBMISSION)

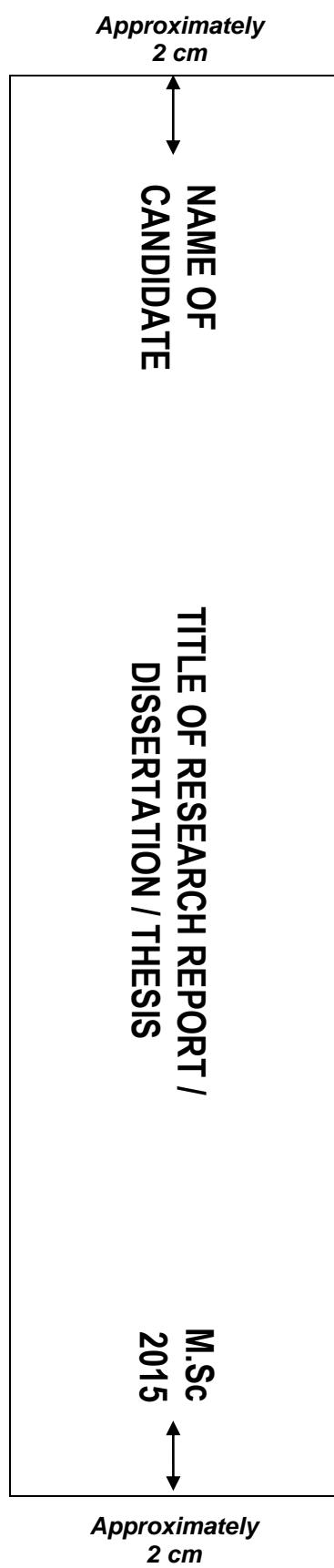


Example of hardbound thesis or dissertation (in dark red or maroon)

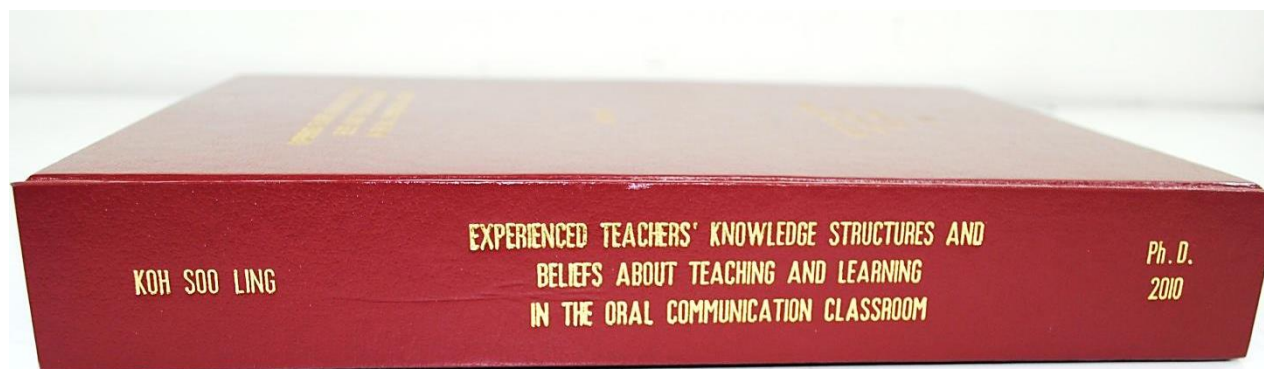


Example of hardbound research report (in navy blue)

APPENDIX E1 – SPINE FORMAT



APPENDIX E2 - SPINE FORMAT EXAMPLE



APPENDIX F - ELECTRONIC SOFT COPY FORMAT

The submitted electronic copy of the research report/dissertation/thesis in the form of CD (in PDF format) is required to be labeled with the following details:

- Name
- Matric no.
- Title of research report/dissertation/thesis
- Faculty/Academy/Institute/Centre
- Year of submission

For example:

Name	GHAZALI LEE
Matric No.	SHB115021
Title of research report/ dissertation/thesis	ASSESSMENT OF SKEWNESS OF GRAPHS
Faculty/Academy/Institute/Centre	FACULTY OF SCIENCE
Year of submission	2012

Printed label format (inside the CD sleeve/case)



APPENDIX G1 – TITLE PAGE (RESEARCH REPORT)

Example of the Title Page of a Research Report:

TITLE OF RESEARCH REPORT

NAME OF CANDIDATE

SUBMITTED TO THE
GRADUATE SCHOOL OF BUSINESS
FACULTY OF BUSINESS AND ACCOUNTANCY
UNIVERSITY OF MALAYA, IN PARTIAL
FULFILMENT OF THE REQUIREMENTS FOR
THE DEGREE OF MASTER OF BUSINESS
ADMINISTRATION

201x

**APPENDIX G2 – TITLE PAGE
(DISSERTATION BY RESEARCH)**

Example of the Title Page of a Dissertation (Research Mode):

TITLE OF DISSERTATION

NAME OF CANDIDATE

DISSERTATION SUBMITTED IN FULFILMENT
OF THE REQUIREMENTS FOR THE DEGREE OF
MASTER OF PHILOSOPHY

NAME OF FACULTY / ACADEMY/
INSTITUTE / CENTRE
UNIVERSITY OF MALAYA
KUALA LUMPUR

201x

**APPENDIX G3 – TITLE PAGE
(DISSERTATION BY MIXED MODE)**

Example of the Title Page of a Dissertation (Mixed Mode):

TITLE OF DISSERTATION

NAME OF CANDIDATE

DISSERTATION SUBMITTED IN PARTIAL
FULFILMENT OF THE REQUIREMENTS FOR
THE DEGREE OF MASTER OF LINGUISTICS

NAME OF FACULTY / ACADEMY/
INSTITUTE / CENTRE
UNIVERSITY OF MALAYA
KUALA LUMPUR

201x

APPENDIX G4 – TITLE PAGE (THESIS BY RESEARCH)

Example of the Title Page of a Thesis (Research Mode):

<p>TITLE OF THESIS</p> <p>NAME OF CANDIDATE</p> <p>THESIS SUBMITTED IN FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY/MEDICINE</p> <p>NAME OF FACULTY / ACADEMY / INSTITUTE / CENTRE UNIVERSITY OF MALAYA KUALA LUMPUR</p> <p>201x</p>

APPENDIX G5 – TITLE PAGE (THESIS BY MIXED MODE)

Example of the Title Page of a Thesis (Mixed Mode):

<p style="text-align: center;">TITLE OF THESIS</p> <p style="text-align: center;">NAME OF CANDIDATE</p> <p style="text-align: center;">THESIS SUBMITTED IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY/ PUBLIC HEALTH</p> <p style="text-align: center;">NAME OF FACULTY / ACADEMY / INSTITUTE / CENTRE UNIVERSITY OF MALAYA KUALA LUMPUR</p> <p style="text-align: center;">201x</p>

APPENDIX H1 - ORIGINAL LITERARY WORK DECLARATION FORM (ENGLISH)

UNIVERSITI MALAYA

ORIGINAL LITERARY WORK DECLARATION

Name of Candidate: (I.C./Passport No:)

Registration/Matric No:

Name of Degree:

Title of Project Paper/Research Report/Dissertation/Thesis ("this Work"):

Field of Study:

I do solemnly and sincerely declare that:

- (1) I am the sole author/writer of this Work;
- (2) This Work is original;
- (3) Any use of any work in which copyright exists was done by way of fair dealing and for permitted purposes and any excerpt or extract from, or reference to or reproduction of any copyright work has been disclosed expressly and sufficiently and the title of the Work and its authorship have been acknowledged in this Work;
- (4) I do not have any actual knowledge nor do I ought reasonably to know that the making of this work constitutes an infringement of any copyright work;
- (5) I hereby assign all and every rights in the copyright to this Work to the University of Malaya ("UM"), who henceforth shall be owner of the copyright in this Work and that any reproduction or use in any form or by any means whatsoever is prohibited without the written consent of UM having been first had and obtained;
- (6) I am fully aware that if in the course of making this Work I have infringed any copyright whether intentionally or otherwise, I may be subject to legal action or any other action as may be determined by UM.

Candidate's Signature

Date

Subscribed and solemnly declared before,

Witness's Signature

Date

Name:

Designation:

APPENDIX H2 - ORIGINAL LITERARY WORK DECLARATION FORM (BAHASA MALAYSIA)

UNIVERSITI MALAYA

PERAKUAN KEASLIAN PENULISAN

Nama: (No. K.P/Pasport:)

No. Pendaftaran/Matrik:

Nama Ijazah:

Tajuk Kertas Projek/Laporan Penyelidikan/Disertasi/Tesis ("Hasil Kerja ini"):

Bidang Penyelidikan:

Saya dengan sesungguhnya dan sebenarnya mengaku bahawa:

- (1) Saya adalah satu-satunya pengarang/penulis Hasil Kerja ini;
- (2) Hasil Kerja ini adalah asli;
- (3) Apa-apa penggunaan mana-mana hasil kerja yang mengandungi hakcipta telah dilakukan secara urusan yang wajar dan bagi maksud yang dibenarkan dan apa-apa petikan, ekstrak, rujukan atau pengeluaran semula daripada atau kepada mana-mana hasil kerja yang mengandungi hakcipta telah dinyatakan dengan sejelasnya dan secukupnya dan satu pengiktirafan tajuk hasil kerja tersebut dan pengarang/penulisnya telah dilakukan di dalam Hasil Kerja ini;
- (4) Saya tidak mempunyai apa-apa pengetahuan sebenar atau patut semunasabahnya tahu bahawa penghasilan Hasil Kerja ini melanggar suatu hakcipta hasil kerja yang lain;
- (5) Saya dengan ini menyerahkan kesemua dan tiap-tiap hak yang terkandung di dalam hakcipta Hasil Kerja ini kepada Universiti Malaya ("UM") yang seterusnya mula dari sekarang adalah tuan punya kepada hakcipta di dalam Hasil Kerja ini dan apa-apa pengeluaran semula atau penggunaan dalam apa jua bentuk atau dengan apa juga cara sekalipun adalah dilarang tanpa terlebih dahulu mendapat kebenaran bertulis dari UM;
- (6) Saya sedar sepenuhnya sekiranya dalam masa penghasilan Hasil Kerja ini saya telah melanggar suatu hakcipta hasil kerja yang lain sama ada dengan niat atau sebaliknya, saya boleh dikenakan tindakan undang-undang atau apa-apa tindakan lain sebagaimana yang diputuskan oleh UM.

Tandatangan Calon

Tarikh

Diperbuat dan sesungguhnya diakui di hadapan,

Tandatangan Saksi

Tarikh

Nama:
Jawatan:

APPENDIX J1 - SAMPLE OF ABSTRACT (SOCIAL SCIENCES)

Sample of abstract was taken from a PhD thesis (Faculty of Economics and Administration)

ABSTRACT

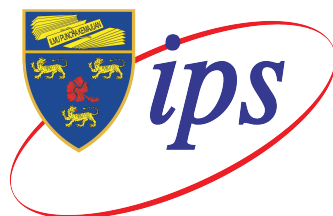
The purpose of this research was to seek a better understanding of the role of learning and experience in moderating the influence of heuristics and biases in financial decision behaviour. The study was conducted using a mixed methods research approach where the quantitative analysis of self-reports from a survey questionnaire was supported by qualitative analysis of observed behaviour from case studies. The findings pointed to an inverse relationship when the choices involved risk or loss of money, and where the link could be the emotional state of the individual. The findings also highlighted the income variable as a significant predictor of irrational decision-making behaviour. The study presented three contributions to behavioural decision research. One, the scope of the biases tested in relation to the experience variable was expanded to include the breakeven, house money, status quo and anchoring effects. Two, similarities and differences in decision behaviour between investment professionals and retail investors were examined under the same context. Three, the findings provided additional insights on the effect of loss aversion on riskless and risky choice tasks. It is hoped that the findings from this research will be of use to risk practitioners who seek to develop a judgement risk framework to complement the existing financial risk frameworks.

APPENDIX J2 - SAMPLE OF ABSTRACT (SCIENCE)

Sample of abstract was taken from a Master's dissertation (Faculty of Science)

ABSTRACT

Fish fins are appendages which represent the limbs in higher vertebrates. The understanding on the innervations of the fish fin is still at its infancy as studies on the relevant field are relatively scarce. Hence, this study aimed to fill the knowledge gap, i.e. to investigate the organisation of spinal motor neurons in relation to the distribution of the median fins. For comparison purposes, four species of juvenile fishes utilised in this study were divided into two groups, namely (i) fish with long and continuous dorsal fin (*Channa micropeltes*, toman and *Clarias* sp., keli), and (ii) fish with short and non-continuous dorsal fin (*Mystus nemurus*, baung and *Pangasius* sp., patin). Spinal cord tissue obtained from three different representative segments along the rostro-caudal axis were processed histologically and stained using three neurohistological staining techniques including H&E, Nissl as well as Lillie's Variant of the Weil-Weigert prior to light microscopy level observation. The organisation of motor neurons was correlated with the distribution of fins. The differences of the motor neuronal organisation between the two species could be credited to further muscle differentiation in the caudal fin muscle layers of *Pangasius* sp., which exhibited more complicated organisation than that of the *Clarias* sp. In conclusion, the findings of this study were in agreement with the existing literature that medial motor neurons innervate body trunk while more laterally located motor neurons innervate distal structure, in this case the fins.



Thesis Unit
Institute of Graduate Studies
University of Malaya
ips_thesis@um.edu.my
<http://www.ips.um.edu.my>