

# **GAYA UKM – The UKM Thesis writing guideline**

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UNIVERSITI  
KEBANGSAAN  
MALAYSIA  
*National University  
of Malaysia*

# Introduction

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- The preparation of an academic writing project should be taken seriously as all aspects of this process involve many factors which must be considered to ensure the presentation of a complete publication which can be well comprehended by readers.
- Each post graduate candidate should abide by the guidelines and apply the required format.
- The guideline can be download here:  
<https://www.ukm.my/pusatsiswazah/thesis-templates-and-guidelines/>

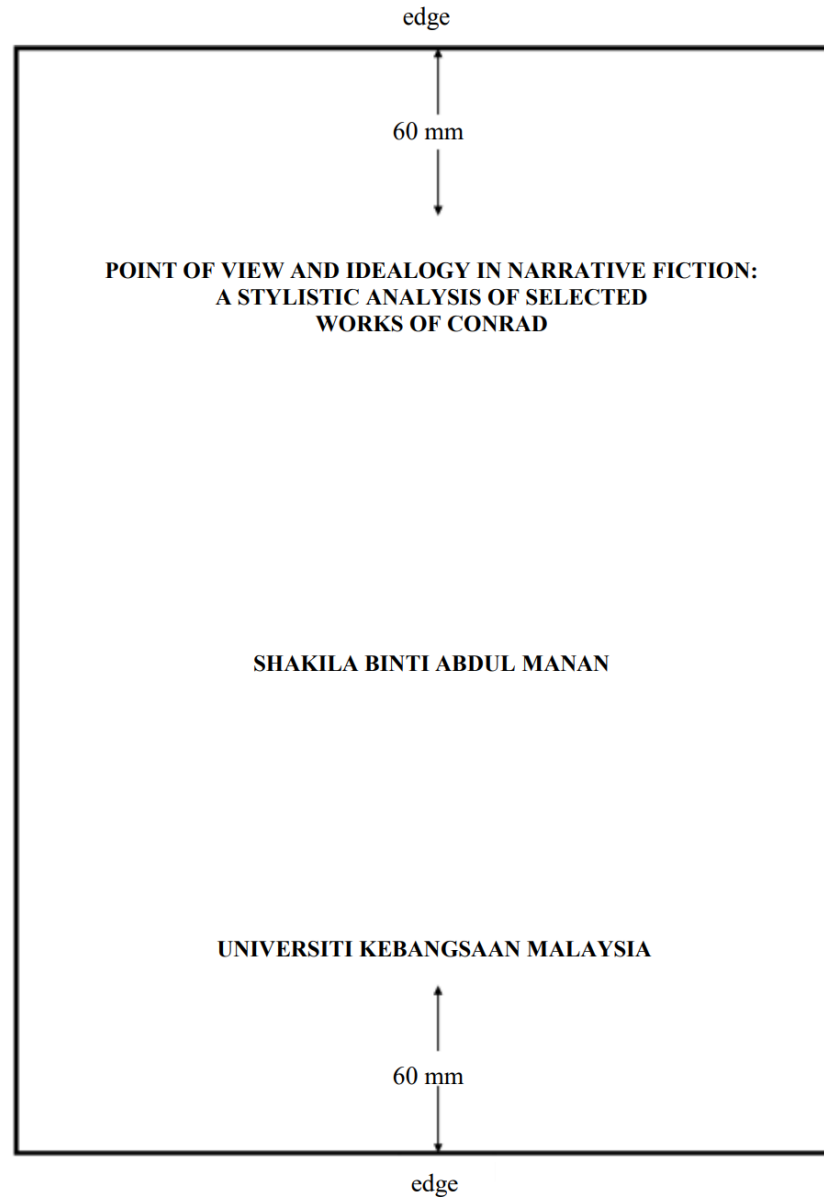
# Technical Specifications

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- Font: Times New Roman, Size: 12 pts.
- All heading (except subheadings) must be **bold** CAPITALS and centred. Font size for headings and subheadings is 11 pts.
- Text must be justified and with 1.5 spacing. A new paragraph must begin one space below the last sentence of the previous paragraph.
- The first paragraph under each heading must begin from the left margin. Subsequent paragraphs must have the first line indented 12.7 mm from the left margin.

## **SAMPLE OF FRONT COVER**

(For a thesis written in English. Font: Times New Roman, 18 point)



# Format

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- Margins:
  - **Top margin** : 30 mm from the top of the page
  - **Right margin** : 25 mm from the right of the page
  - **Left margin** : 38 mm from the left of the page
  - **Bottom margin** : 25 mm from the bottom of the page
- The beginning of each chapter, except for References and Appendices, must begin 50 mm from the top of the page.
- The last paragraph on a page must have at least two lines of printed text. If it does not make up two lines, that portion should be moved to the following page as a new paragraph.
- The last word in the last line on a page must not be disconnected by a hyphen.
- Each new page must contain at least one line of text.

# Format

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- Page numbers should appear on the right hand corner 15 mm from the top of the page. The last digit should be 25 mm from the right of the page. Use the same font as the rest of the text.
- Front pages (beginning with the title page) should be numbered consecutively in lower case Roman numerals: i, ii, iii, and so on.
- The pages of the text proper should be numbered using consecutive Arabic numerals: 1, 2, 3 and so on.
- Subheadings are used until two decimal points only. The following subheadings, use alphabets (a, b, c, ...) and subsequent subheadings use roman numerals (i, ii, iii, ...).

# Layout and Content

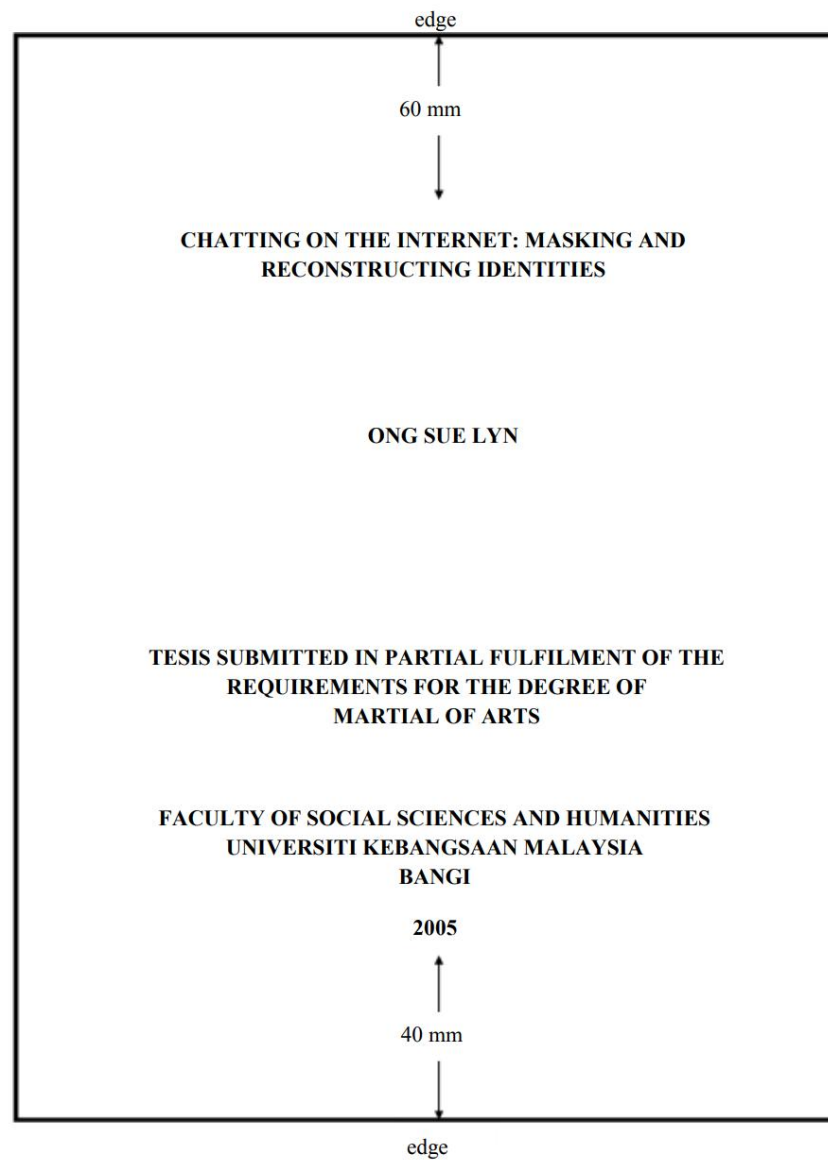
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The layout and content of the thesis should be in the following order:

- |                            |  |
|----------------------------|--|
| 1. TITLE PAGE              | 9. LIST OF SYMBOLS/<br>ABBREVIATIONS/ GLOSSARY/<br>TERMINOLOGY |
| 2. DECLARATION             | 10. LIST OF CASES  |
| 3. ACKNOWLEDGEMENTS        | 11. LIST OF STATUTES   |
| 4. ABSTRACT                | 12. TEXT   |
| 5. TRANSLATION OF ABSTRACT | 13. REFERENCES   |
| 6. CONTENTS                | 14. APPENDICES   |
| 7. LIST OF TABLES          |  |
| 8. LIST OF ILLUSTRATIONS   |  |

## **SAMPLE OF TITLE PAGE**

(Title page in English for a thesis written in English. Font size: 12 point)





## **SAMPLE OF DECLARATION**

(For a thesis written in English)

### **DECLARATION**

I hereby declare that the work in this thesis is my own except for quotations and summaries which have been duly acknowledged.

29 May 2005

ARENA BT CHE KASIM  
P10444

# Acknowledgements

Any individual or organization that has rendered any sort of assistance in the preparation of the thesis:

1. Praise to God
2. Name of supervisors
3. The faculty/institute/school/depart  
ment where the research was held
4. Financial sponsors
5. General dedication

## SAMPLE OF ACKNOWLEDGEMENTS

(For a thesis written in English)

First and foremost, I would like to express deepest gratitude to Prof Dr. Wan Kiew Lian for his guidance, advice and support for my research project. I would also like to thank Dr. Adura Mohd Adnan for invaluable guidance, encouragement and providing opportunities for me to develop my research. Appreciation is also directed to Dr. Toni Gabaldón Estevan from the Centre of Genomic Regulation (CRG) in Barcelona, Spain for his assistance and helpful suggestions particularly on bioinformatic analysis.

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Appreciation is also due towards the Ministry of Science, Technology and Innovation for providing funding through the research grant 07-05-MGI-GMB009 as well as financial support through the National Science Fellowship. And finally, to my family especially my parents who supported and encouraged me throughout my endeavour.

# Abstract

- The abstract and its translated version must be typed on separate pages, each consisting of one paragraph, single-spaced.
- The length of the abstract should be between 200 to 350 words.
- A thesis written in English should have its translation abstract in Bahasa Melayu followed by abstract in English.
- The abstract should include the following information:
  - a) Statement of the problem/ Research questions
  - b) Aim of the study
  - c) Study area (if relevant)
  - d) Research method
  - e) Results of the study (findings such as a new theory, terminology, technology, interpretation, product, or evaluation, should be concisely stated)
  - f) Contribution to the field
  - g) Implications on policy (if relevant)

## SAMPLE OF ABSTRACT

(Translation abstract in English for a thesis written in Bahasa Melayu)

### ABSTRACT

The effects of selective timber extraction on wildlife communities were studied in a hill dipterocarp forest at Nanga Gaat in Kapit Division of Sarawak. The main study area was systematically surveyed for one year before it was logged and for another year immediately after logging. Logging activity in the area resulted in almost 54% tree loss with another 13% being damaged. Species composition of the forest was almost unchanged, but tree density was reduced by more than half. The changes in the diversity and density of primates, some other mammals, and birds following logging were documented: some species declined in number or became locally extinct, some remained relatively stable, others increased, and a few new species came into the logged area. The general trend is for the edge or coloniser species to replace those species which depend on undisturbed forest and which cannot survive elsewhere. All the primates present in the main study area declined in density after logging. The Bornean gibbons not only decline in density but also in average number of individuals in the group. Three squirrel species declined in density immediately after logging while four other species increased one year after logging. The density of two treeshrew species and three ungulate species also declined after logging. Small sample sizes and the effect of hunting might have contributed to the observed results. In birds, the effects of logging was more variable within and between species, feeding guilds, and sites. The only common trend was the decline in density of specialist feeding birds after logging, while the generalists increased - some many fold over their pre-logging density. While guidelines are being drawn by the government authorities towards sustainable logging, it is believed that a system of totally protected areas and large undisturbed areas within concessions are needed to ensure continued survival of the fauna.

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## SAMPLE OF LIST OF SYMBOLS

$a_v$	compressibility
$C_c$	coefficient of contraction
$^eL$	lift coefficient
$^ep$	specific heat capacity at constant pressure
CR	compression ration
$C_s$	coefficient of velocity
$C_u$	induced drag (mitchell 1976)
$C_v$	internal energy per unit mass
$d_u$	weight per unit mass

## SAMPLE OF LIST OF ABBREVIATIONS

app.	appendix
art./arts.	article/articles
b.	born
bk./bks.	book/books
©	copyright
ca.	(circa): about, approximately
cf.	compare
ch.	chapter (references in law)
chap./chaps.	chapter/chapters
col./cols.	column/columns
comp./comps.	compiler/compiler; compiled by
dept./depts.	department/ departments
d.	died
div./divs	division/divisions
e.g.	( <i>exempligratia</i> ): for example
Ed.	edition/editions
ed.	editor, edited by
et al.	(et alia): and others
et seq.	( <i>et sequers</i> ): and the following
etc.	(et cetera): and so forth
fig./figs.	figure/figures
id.	( <i>idem</i> ): the same
infra.	below
l.v.	( <i>locus variis</i> ): various places (of publication)

# **The body of the text**

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- PhD: should not exceed 100,000 words or 400 pages.
- Master: full thesis - should not exceed 60,000 words or 250 pages.
- Master: dissertation - should not exceed 30,000 words or 130 pages.

# Content of Text

## CHAPTER I

- This chapter consists of the introduction, the statement of the problem and/or the research questions, objectives of the study, scope and significance of the study.

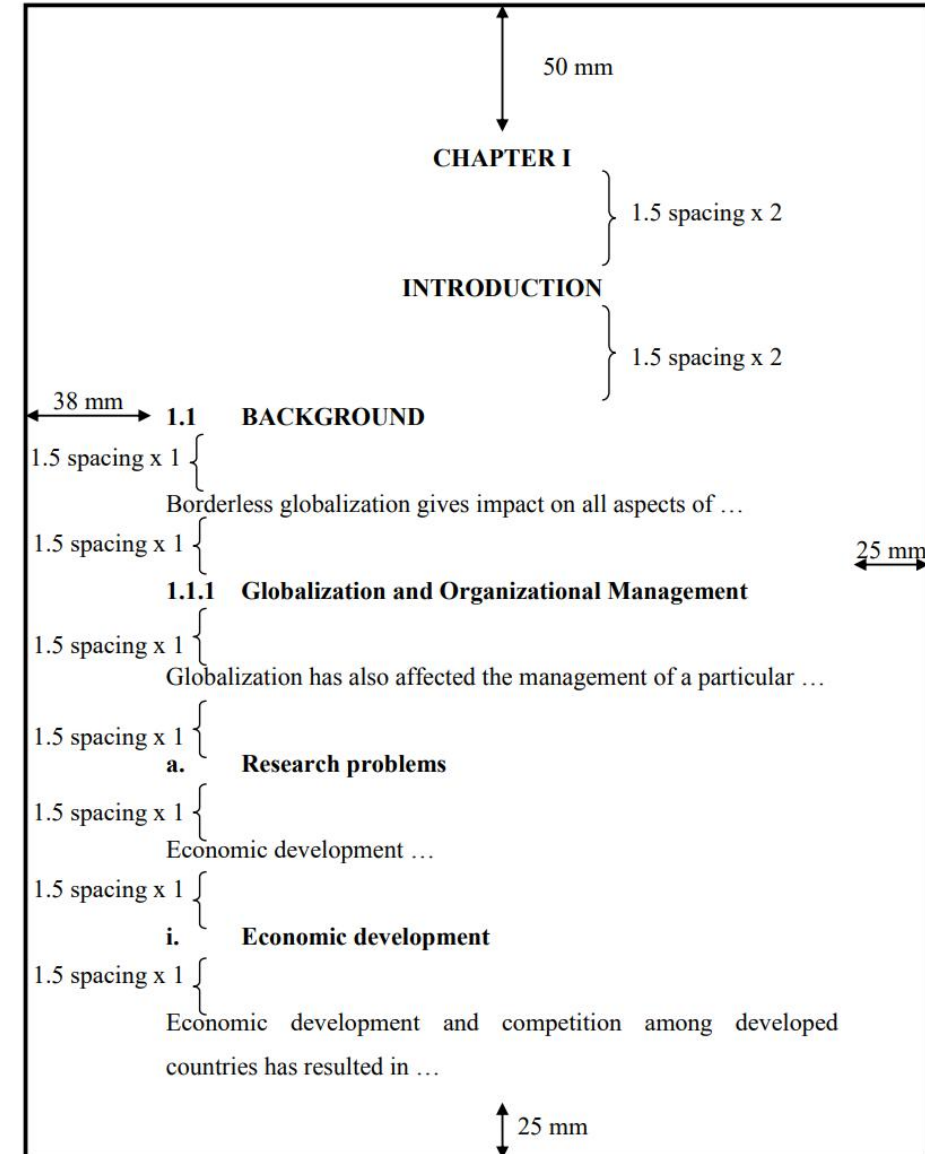
## CHAPTER II

- LITERATURE REVIEW, is a critical review of works related to the research problem and/or research questions.

## CHAPTER III

- Normally is METHODOLOGY, which describes the method used in carrying out the study, including materials, instruments, sampling and other matters related to the field of study. It is also necessary to include the method of data analysis.

### SAMPLE OF FIRST PAGE OF A CHAPTER





SAMPLE OF TABLE: PORTRAIT

Table 8.1 Development of the tourist industry from 1986 to 1994

Year	Number of Rooms	Tourist Arrivals (million)	Income (RM million)	Number of Hotels
1986		-	-	862
1987		-	-	905
1988		-	-	914
1989		-	-	958
1990		7.4	4,500.5	989
1991		5.8	4,282.6	1,049
1992		6.0	4,595.4	1,085
1993		6.5	5,065.8	1,090
1994		7.2	8,298.6	1,128

Source: Tourism Development Board, Malaysia 1994

SAMPLE OF TABLE: LANDSCAPE

Table 10.3 Selected social indicators for Malaysia

Negeri	Infant Mortality Rate		Number of People per Registered Doctor		Number of Patients per Hospital Bed	
	1970	1980	1970	1980	1970	1980
Selangor	29.4	22.8	1,801	2,293	521	597
Johor	36.7	27.1	5,480	4,480	637	602
Melaka	43.8	23.6	3,921	3,628	577	544
N. Sembilan	39.7	24.4	4,033	3,260	364	375
Pahang	43.3	27.5	7,599	5,189	632	704
Perak	41.7	29.5	4,345	4,710	595	613
P.Pinang	38.0	25.0	2,502	2,957	563	558
Kedah	42.3	30.6	10,328	7,421	992	892
Kelantan	35.5	33.4	7,856	5,421	487	482
Terengganu	56.3	27.7	14,514	8,875	886	894
Sem. Malaysia	40.8	28.1	3,859	3,959	619	631

Source: Rancangan Malaysia Keempat 1985

# SAMPLE OF TABLE: CONTINUOUS

Table 4.3 East Traveling Sdn. Bhd. international investment position 1990 – 2011  
(RM million)

Year	Equity Capital & Reinvested Earnings	Equity Securities	Financial Derivatives	Other Investment	Reserve Assets
1980	5,547	353	23	3,044	8,586
1981	845	437	321	2,552	14,181
1982	3,726	66	113	519	32,962
1983	5,430	286	15	1,954	26,690
1984	525	282	42	3,569	32,239
1985	696	5,464	569	50,348	45,398
1986	7,474	711	489	32,378	18,695
1987	24,957	5,440	441	23,306	9,445
1988	40,034	4,946	485	25,648	16,277
1989	40,193	4,240	143	28,211	14,649
1990	9,547	653	43	5,044	13,586
1991	1,645	837	521	4,552	28,181
1992	6,726	116	213	1,019	67,962
1993	9,430	486	31	2,954	51,690
1994	1,025	482	82	6,569	65,239
1995	1,296	9,464	969	96,348	90,398
1996	13,474	1,411	789	62,378	35,695
1997	48,957	9,440	741	43,306	17,445
1998	85,034	8,946	785	45,648	31,277
1999	92,193	7,240	243	58,211	28,649
2000	25,867	4,386	796	79,126	23,331
2001	19,547	3,653	43	75,044	113,586
2002	21,645	3,837	1,521	74,552	128,181
2003	26,726	4,116	1,213	71,019	167,962
2004	30,430	3,486	631	92,954	251,690
2005	51,025	6,482	882	76,569	265,239
2006	71,296	19,464	2,069	106,348	290,398
2007	113,474	41,411	1,789	162,378	335,695
2008	148,957	40,440	7,741	143,306	317,445
2009	185,034	68,946	7,785	145,648	331,277
2010	202,193	77,240	5,243	158,211	328,649
2011	6,726	116	213	1,019	67,962
2012	9,430	486	31	2,954	51,690

to be continued...

...continuation

2013	1,025	482	82	6,569	65,239
2014	1,296	9,464	969	96,348	90,398
2015	13,474	1,411	789	62,378	35,695

Source: East Traveling Sdn. Bhd. financial report

**SAMPLE OF FIGURE: PORTRAIT**

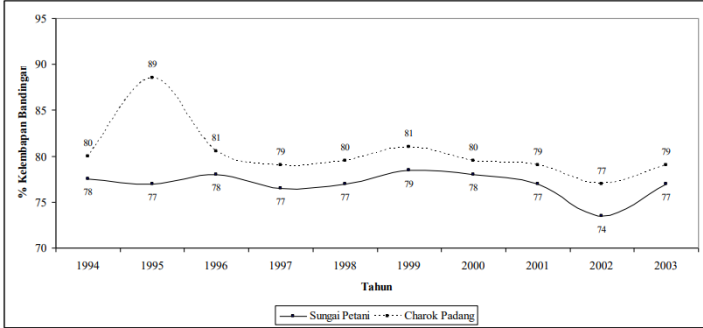
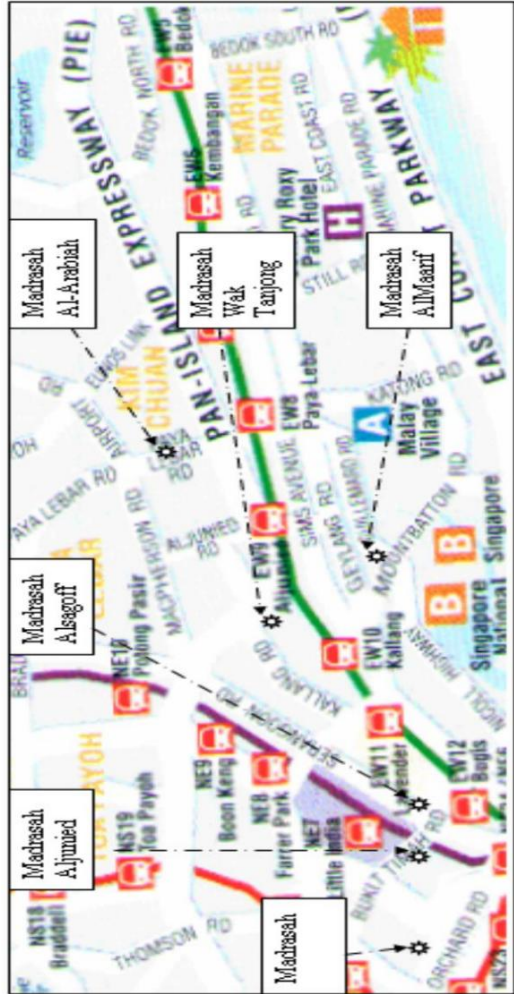


Figure 3.2 The annual relative mean humidity of Sungai Petani city compared to the mean annual relative humidity of Centre of Charok Agriculture for year 1994 - 2003

Source: Malaysian Meteorological Services Department 1994 – 2004

**SAMPLE OF FIGURE: LANDSCAPE**



Location madrasah di Singapura

SAMPLE OF FIGURE: CONTINUOUS

Last Sunday, my family and I went to Port Dickson Beach at Negeri Sembilan. It was a very fine, ~~bee~~ breezy, yet opalescent morning. It took us ~~several hours~~ an hour to get ready for the trip. On the way, we sang merrily together as one whole, happy family. We saw green fields, a flock of birds, and lots of cars. The trip was enjoyable and funny, because dad told us a couple of jokes that he knew.

After several hours, sitting on the backseat of my dad's ~~new car~~ 'Isuzu Citation', we finally arrived. By then, the sun was already out and shining brightly. There were a lot of tourists there. People were talking, laughing, and doing all sorts of stuff. Mum helped dad put up the 'big umbrella' ~~below~~ a Casuarina. She then laid the mat for us to sit ~~down~~ on. My sister and I, then decided to give mum a 'helping hand', by serving the food.

After that, I joined my brother at the changing room, to change and then, we went swimming in the hot, soothing and relaxing sea. Before that, I asked mum to help me apply some sun blocking lotion to my face and arms. I do not fancy having sun burns. We all were exhausted after swimming, two hours later. Mum

to be continued...

...continuation

smiled at me and pushed a tray of tarts and pies to me. I felt a rush of gratitude towards mum. I grabbed a handful of strawberry tarts and a couple of orange pies and ~~gobbled~~ <sup>began to gobble</sup> it all up. Then, dad made a toast, wishing us all a very good health through out the year. We all drank for it.

The clock struck twelve, when we finally got home. Everybody was sleepy and tired. Dad ~~slumped~~ slouched into the couch, and fell fast asleep within seconds. I, however, managed to go upstairs to my room and fell face first into the softness of my bed. Before I slept, I thought that today's experience was 'quite something' for the whole family. I will never ever forget about today no matter what.

Figure 4.1 Student answer sheets for English subjects that have not been examined

# In Text Citations

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- Author-Date System.
- Sole author:
  - If the author's name is part of the sentence, the year of publication is stated within brackets:
    - Reid (2012) has proven that ...
    - ...as has been investigated by Romlah (2009)
  - If the name of the author is not part of the sentence, both the name of the author and the date of publication, without a comma, are placed within brackets:
    - In a study on the teaching and learning of mathematics (Shaharir 2010)...
  - Where both the author's name and the date of publication are part of the sentence brackets are not required:
    - In the year 2012, Lokman investigated...
  - If the same source is referred to more than once within the same paragraph, the date of publication need not be repeated so long as there is no possibility of confusion with another work by the same author:
    - In a study on the teaching and learning of mathematics, Shaharir (2010) expressed the view that... Shaharir also said that...

# In Text Citations

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- Co-authors:
  - Where the work of two co-authors is referred to, then both names must be mentioned each time it is referred to:
    - ...Abdul Razak and Abu Osman (2009) have provided the definition of ...
    - ... as has been proven (Abdul Rahman & Arsmah 2009)
    - Baharudin and Abdullah Marwi (2012) have identified the synantropic fly as ...
  - Where reference is made to a work authored by more than two people, the name of the first author is given followed by “et al.” and the date of publication:
    - Shafaratul et al. (2011) has provided a detailed explanation about the ...
    - ... has reduced the deterioration of Oxidative DNA (Siti Balkis et al. 2011)

# In Text Citations

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- Institution/Organisation/Committee as Author:
  - (International Labour Office 2010) or International Labour Office (2010)
  - (Jabatan Standard Malaysia 2011) or Jabatan Standard Malaysia (2011)
  - According to the Institute of Quality Assurance (2012) ...
  - Examples of institutions as authors (such as associations, government agencies) whose names can be abbreviated:
    - Dewan Bahasa dan Pustaka (DBP 2011)
    - Department of Occupational Safety and Health (DOSH 2010)
- Author Unknown:
  - Anon. (2012) or (Anon. 2012)
- Authors with the Same Name:
  - If the list of references includes works by two or more authors with the same name, the full name or initials of each author must be used each time one of these works is cited to avoid confusion:
    - Khalid B.A.K. (2010) and Khalid Yusoff (2010)...

# In Text Citations

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- Multiple References:
  - Two or more references made in the same place should be separated by semicolons and the sequence should be in alphabetical order:
    - (Abdul Samad 2011; Azahan 2011; Jamaluddin 2010; Kadir 2012)
  - Where more than one reference is made to the same author of separate publications, the date of publication of each is separated by a comma:
    - (Jamaluddin 2007, 2009, 2012)
  - For references with the same author in the same year of publication, they are arranged accordingly.
    - (Sham 2010a, 2010b)
- Examples of a Software Manual:
  - (ADAMS/Flex 2012)
  - (MSC.Nastran 2011)
- Examples of Software:
  - (ABAQUS/EXPLICIT 2009)
  - (MATLAB 2008)



# List Of References

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- This list, titled References, is at the end of the thesis, before the Appendices.
- Lists only references, not a bibliographical list.
- The list of references must be typed single-spaced.
- Author's name:
  - The author's name should be written in full, as it appears on the title page of the publication, without any titles or honorifics.
  - The name of an author with a surname must first be shortened to the surname, with the rest of his name in initials. The initials are written after the surname, preceded by a comma:
    - Humphrey John Moule Bowen or H.J.M. Bowen is written as Bowen, H.J.M.
    - John Fitzgerald Kennedy or J.F. Kennedy is written as Kennedy, J.F.
    - K. Sarvananthan is written as Sarvananthan, K.

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- Titles of Publications:

- Books:

- Brown, R. 2008. *Topology: A Geometric Account of General Topology, Homotopy Types and the Fundamental Groupoid*. Chichester: Ellis Horwood Limited.
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