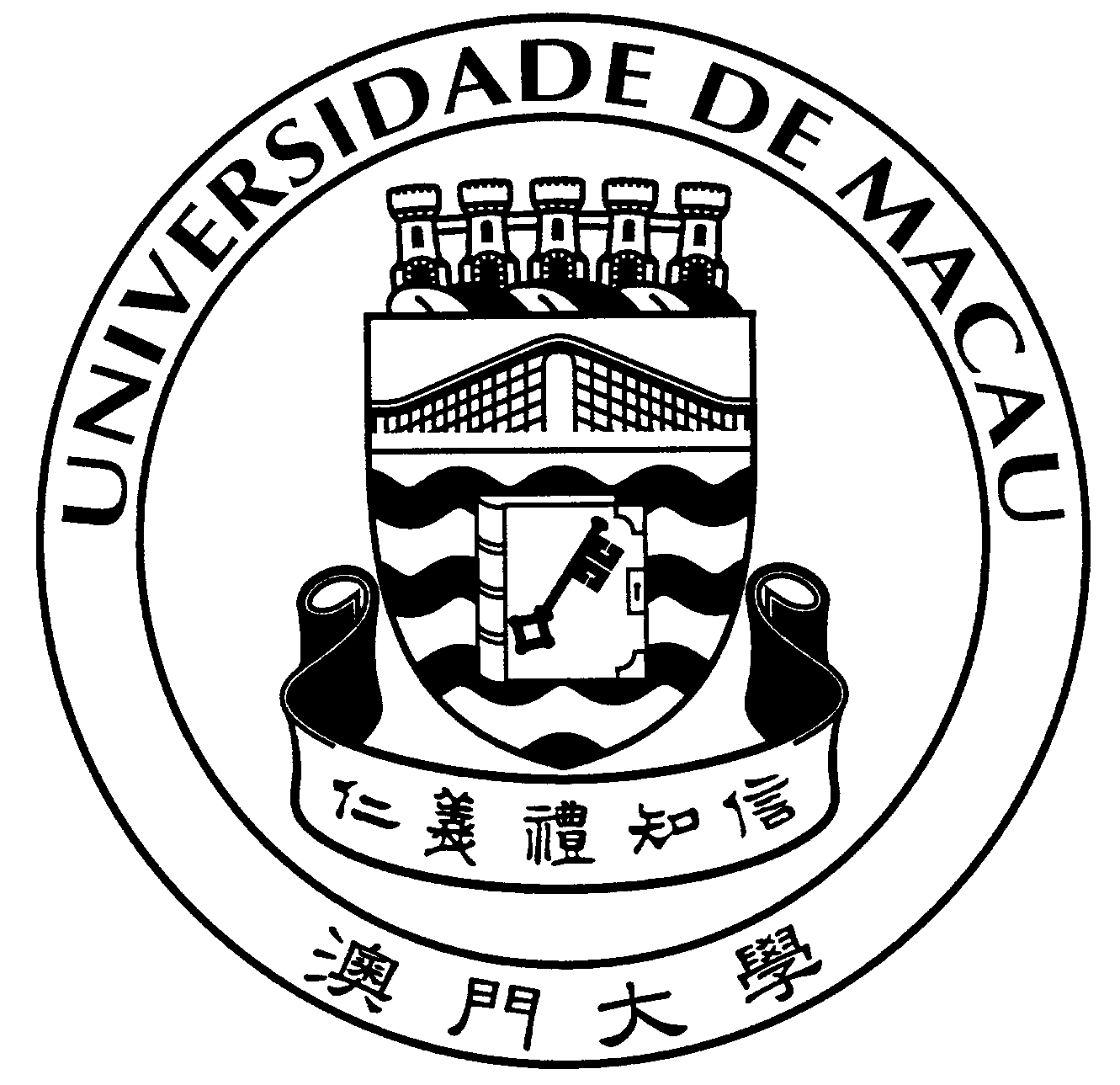
# **Style and Policy Manual for Master Thesis**



**Faculty of Science and Technology**

**University of Macau**

# GENERAL INFORMATION FOR FILING OF THESIS

##### *INTRODUCTION*

The requirements described in this Style and Policy Manual have been established so that Master’s thesis are presented in a form suitable for library cataloging and shelving. The thesis takes its place in the library as a product of in-depth and carefully conducted research, and it is, therefore, designed to appear in form comparable to a published work.

It is your responsibility to read and follow the requirements presented here and to submit documents of highest quality. The final copies will not be accepted with corrections, insufficient margins, or if they are of such poor quality that reproduced copies cannot be made.

Because of changes in requirements, students should not use existing library or faculty copies of theses as examples of proper format. It is strongly suggested that you have a draft of the entire thesis reviewed by your adviser well before the final copies are made.

###### REQUIREMENTS FOR MASTER THESIS

##### Completion of requirements for Master thesis enrollment

Student must complete the required courses (or credits) of his/her program and obtain an overall C+ grade point average (GPA) or higher before he/she can enroll for thesis work.

Student must submit a proposal of the thesis work together with a thesis enrollment form (obtained from registry) to his/her supervisor who will then endorse the proposal and application. The endorsed proposal will then be submitted to the Dean of the faculty for final approval.

With the final approval, student can then register for thesis work. A thesis fee must then pay to the registry.

### Language

The thesis must be written in English.

# Defense Examination for Master Degree Thesis

## Examination Committee

After the thesis submission (unbound copy) to the supervisor, an Examination Committee for the thesis defense of Master degree candidate will be formed within 30 calendar days. The Examination Committee must be approved by the Faculty Academic Council and the University Senate.

Members of Examination Committee: At least three and at most five members which include:

* Supervisor professor
* Two professors from the study area of the student’s thesis (one from University of Macau and the other from other university if possible).
* Two other professors from University of Macau could also be included as members of the Examination Committee.

One member of the Examination Committee should be appointed as Chairman of the committee.

Within 5 working days after approval of the Examination Committee by University Senate, the Master degree candidate will be informed by writing and copies of the approval will be posted on bulletin boards within university campus.

## Procedure for Setting the Examination Date

Within 30 calendar days after approval of the Examination Committee by University Senate, the committee will review the thesis manuscript and deliver a preliminary verdict on the thesis to the candidate. The verdict could either be:

1. Accept the thesis.
2. Suggest the candidate to revise and state clearly the reasons for those revisions.
   1. Under category 2, the candidate shall either
      1. revise and submit the manuscript within 90 calendar days (non-extendable) after the announcement of the preliminary verdict from the Examination Committee or
      2. declare for maintaining the original submission within 90 calendar days (non-extendable) after the announcement of the preliminary verdict from the Examination Committee.
3. If the candidate do neither of categories 2.1.1 nor 2.1.2. within the 90 calendar day period mentioned in the last category, it is considered that the candidate forfeit the right to revise.

The date for the final oral defense examination should be scheduled within 60 calendar days after the following date:

1. The date that the Examination Committee announce to accept the thesis.
2. The date that the student submits the revised thesis.
3. The date that the student declares for forsaking the right to revise the thesis.

##### Registration

Each student must be registered for the entire semester in which degree requirements will be fulfilled and the degree awarded.

### Filing Thesis to the Faculty

After passing the defense examination, the student has a maximum of thirty calendar days from the date of Final Examination to submit two bounded theses to his/her Supervisor for official filing. The two bound copies of the completed thesis will be passed to the General Office of FST. One of the bounded copy will be sent to the University Library and the other will be filed in FST for record. If possible, it is recommended that the finished thesis should be in electronic format entirely and a soft copy of it in CD format should be submitted to the General Office for record.

It is your responsibility to determine whether additional copies of the thesis must be filed with the Supervisor and the examination committee. All students are advised to retain a copy of the thesis for their own use.

Inquiries regarding binding of the thesis should be directed to the FST General Office or consult your advisor.

Approval

The submitted bounded theses must be approved and the original signature of the Supervisor must be on the title page of each submitted copy of the thesis. The Supervisor is asked to inspect the thesis carefully for conformity with the requirements listed herein.

#### Vita of Author

A Vita or biographical note containing the name of the author and the date and granting institution of each advanced degree (Bachelor and higher) is required for each thesis. The Vita may also include other publications by the author and is placed at the end of each copy of the thesis. A one-page Vita is not numbered. If it is longer than one page, the following pages are numbered consecutively with the rest of the text. The Vita is not listed in the Table of Contents.

If copyrighted materials are included in a thesis, they may not be used without the permission of the author(s).

# PRODUCING THE THESIS

###### GENERAL

Paper

When producing copies to be presented to the Faculty, use a smooth, flat-surfaced paper such as photocopy paper. Computer-generated theses should be printed on paper that produces a clear, precise image that is easily duplicated. Only white paper is acceptable.

Typing or Printing the Thesis

Theses must be typed or printed, double- or single-sided, using a black ribbon on white paper. The text should be separated into main divisions of chapters or major sections (i.e., Introduction, Methods, Results, Discussion, etc.) Each chapter or major section must begin on a new page with the chapter/section heading at the top of the page. Do not start sections within chapters or their equivalent on a new page; they must follow one after the other with no page breaks. The only exception to this is in the case of Chapter Notes.

The text must be the equivalent of space-and-one-half or double-spaced. Footnotes, tables and quotations may be single-spaced, and the Bibliography or List of References may be single-spaced within entries and space-and-one-half or double-spaced between entries.

###### FORMATTING

The Faculty does not have a formatting program available for general use. Please observe the following guidelines for use with typesetting programs.

All requirements set forward in this manual must be met when producing a computer-generated thesis. The Faculty requirements will not be changed to meet the limitation of your program. Specific rules regarding typesetting programs are as follows:

Character Size

Subscripts or superscripts must not be smaller than 9 pt. It is also recommended to use 9-12 pitch size only, or 10-13.5 point size. Theses using sizes larger or smaller than those recommended will not be accepted without prior approval.

Fonts

The same typeface and size must be used throughout the text. However, approval may be given for illustrations to be in a different typeface.

Use a standard, clearly legible font such as Times New Roman. Exotic fonts will not be accepted. Bold, italics, and underlines are acceptable, but only if they remain in the same character size as the rest of the text.

Printers

All laser printers will produce an acceptable thesis or dissertation.

The final copies must be neatly executed and correct in spelling, punctuation, and format. The print must be of the same intensity throughout. Corrections on the submitted copies (i.e., whiteout, correction tape, interlineations, etc.) will not be accepted.

Special Requirements for Double-Sided Presentation

Given the improved capabilities of word processing programs and copying machines, the Faculty also gives students the option of presenting their theses in the double-sided format. This option will be most useful for theses consisting primarily of text with few if any figures or tables. Folding pages and photographic paper for figures will be very difficult to accommodate. In such cases, we strongly recommend using the single-sided format.

Please note the following guidelines for double-sided presentation:

1. The paper used must be heavy enough to minimize print on the reverse side showing through.
2. All current margin requirements are still in effect: 3.81 cm (1.5 inches) on the binding side and 2.54 cm (1 inch) on the remaining three sides.
3. The Title Page, Quote Slip, and Abstract will each be on a separate page with nothing on the back. The double-sided format will begin with the Table of Contents on the right side. (The first page of the Table of Contents will be considered page i but the number will not show.)
4. Preliminary pages must be double-sided but each section (List of Figures, List of Tables, etc.) will start on a new page. Preliminary page numbers must be centered at the bottom of the page.
5. Text pages must be numbered at the top and either centered on the page or in the outer corner. Please remember to place the numbers at least 2.54 cm (an inch) from the edges of the paper.
6. The first page of Chapter 1 will begin on a right hand page (there may be an unnumbered blank page in between the preliminary pages and Chapter 1 if needed).
7. Subsequent chapters or major sections will start on the next page with no blank pages between.
8. Caption pages must face the figure or table to which they refer and, unlike single-sided presentations, each page will be numbered separately. No blank pages may appear in the text to accomplish this.
9. Figures will carry text on the reverse side.

Symbols

Certain symbols that are otherwise unavailable may be written neatly by hand with black ink.

Duplicating the Thesis

The black line processes include Xerox, Multilith, Itek, etc. Only black print copies on white paper are acceptable; copy that is too dark or too light will not be accepted. Computer generated copies are also acceptable with the same criteria.

Margins

The margin is defined as the blank space surrounding printed matter. The mechanics of binding require that theses have at least a 3.81-cm (1.5-inch) margin on the binding side of the page and a 2.54-cm (1-inch) margin on the remaining three sides. (These are minimum requirements; margins may be larger but not smaller.) Please note that the page number is included in the text area and must not violate the margins. The margin above the page number must be at least 2.54-cm (1 inch). Insufficient margins seriously affect the readability and appearance of the thesis. Theses that do not meet these requirements will not be accepted.

Margin requirements apply to all materials to be bound within the thesis, including appendices.

In a single-sided presentation using facing caption pages for illustrations, the margins on the facing pages are reversed (i.e., the right margin is 3.81 cm (1.5 inches), and the top, bottom, and left margins are 2.54 cm (1 inch).)

###### PAGINATION

Please note: two separate numbering systems are used in formatting your thesis:

Preliminary Pages

The Title Page, Quote Slip, and Abstract are not counted or numbered. The first page of the Table of Contents is considered page i but the number never appears on the page. Small roman numerals (i.e., ii, iii, iv, etc.) are used for all other preliminary pages, including subsequent pages of the Table of Contents, List of Figures, List of Tables, Acknowledgments, Dedication, etc. The numbers must appear centered at the bottom of the page at least 2.54 cm (1 inch) from the edge of the paper. A Preface is optional but if it is included, it must be listed in the Table of Contents. Acknowledgment and Dedication pages are not listed in the Table of Contents.

Text

The text is numbered with Arabic numerals, without embellishment or punctuation (i.e., initials, hyphens, running heads or footers, lines across the page, etc.,) Centered at the top of the page or placed in the upper right-hand corner so that they are at least 2.54 cm (1 inch) from the top and right edges of the paper. (See *Special Requirements for Double-Sided* Presentation Section for double-sided instructions.) Only whole numerals are acceptable and must be in the same typeface and location throughout. Pages numbered 1a, 1b, etc., will not be accepted.

Every page must have a page number. However, the number will not appear on the following pages:

1. The first page of text. (The second page is page 2.)
2. The first page of each Chapter, the first page of the Bibliography, and the first page of each Appendix. Minor sections within chapters are not considered title pages and must carry a page number.

###### FOOTNOTES, CHAPTER NOTES, OR END NOTES

Notes contain additional textual material or references to specific citations in the text and may be presented in one of three ways:

1. Footnotes at the bottom of each page.
2. Notes at the end of each chapter, beginning on a new page and titled "Notes to Chapter \_." A page number appears on every page, including the first page. These may not be titled "References."
3. End Notes at the end of the text and placed before the Bibliography or List of References.

The page number does not appear on the first page of End Notes.

When citing literature, give as much information on the page where the citation is made as is consistent with publication practice in the field of research. You must use only one of the above note methods. Footnotes, Chapter Notes, or End Notes do not take the place of a Bibliography or List of References.

###### ILLUSTRATIONS

For the purpose of the Style and Policy Manual, the term illustrations refers to informational material that illustrates and enhances the text. Figures, Maps, and tables are all examples of illustrations and are either inserted throughout the text, appearing as soon as possible after the references to them have been made, or grouped at the end of each chapter. Whichever method you choose, you must use it consistently for all the figures, tables, or other illustrations included.

All illustrations must conform to the margin requirements. If an illustration continues for more than one page, subsequent pages are numbered consecutively with the rest of the text. The illustration number followed by the word continued appears placed appropriately. (EXAMPLE: Table II (continued)). All illustrations, including those appearing in appendices, must be numbered, titled, and listed in the appropriate preliminary pages. They may be numbered consecutively throughout the text or within each chapter or appendix. If you choose to number them within each chapter or section, they must be identified with the chapter or section number. For example: Figure 1.1\_(Title), Table II.2\_(Title), Map A.1\_(Title).

Illustrations in previously published material which you are presenting as appendices may retain the original identification and should not be listed in the preliminary pages.

Captions

A caption consists of the illustration number (e.g., Figure 1:) and its title. Captions may be single spaced and must all be in the same typeface. If illustrations are reduced, the caption and page number must remain the same size as the text. Captions must not appear on mounted material. If illustrations appear horizontally in the text, the top must be on the left margin, and the caption, whether on the same or a facing page, must also appear horizontally. The page number remains vertical, consistent with the rest of the text. Table captions appear above the table, while all other illustrations are captioned below, except when a facing page is used.

Facing Caption Pages

In single-sided presentations, a facing page may be used only to carry a caption for an illustration and only one page number is assigned. The caption appears on the left (facing) page and the illustration on the right. The facing page is bound on the right; therefore, the right margin must be 3.81 cm (1.5 inches). Because both pages are considered as one, only one page number is assigned. This number appears on the facing page either centered or in the upper left corner, whichever corresponds to the rest of the text. Please note: In single-sided presentation, the facing page may not be the back of the preceding page.

Tables

Tables contain information placed in a columnar arrangement and are the only illustrations numbered and captioned above.

Figures

Figures may include photographs (original or photocopied), charts, diagrams, graphs, and drawings. If original photographs are used, they must be included in both copies. They must all be listed in the preliminary pages in a List of Figures. Figure titles in the List of Figures may be abbreviated, if necessary. Figure numbers and captions appear below the figure.

Color

Color Xerox is acceptable, including color coding when necessary.

Oversize Illustrations

All illustrations must conform to margin requirements. If these materials are larger than 210 x 297 millimeters, there are three alternatives: reduction or folding.

Reduction

This is the preferred method of handling oversize materials. However, the reduced material must be clearly legible and copyable. PLEASE NOTE: Page numbers and captions must remain full-sized.

Folding

If it is not possible to reduce the material, an oversize page (297 x ??) may be bound into the thesis. Correct margins must be maintained on the oversize page, and page numbers are placed on the printed side of the paper to correspond with pagination in the rest of the text.

###### BIBLIOGRAPHY OR LIST OF REFERENCES

A Bibliography or List of References is a comprehensive list of all sources used by the author and is required at the end of each thesis, appearing immediately after the text. The Faculty will accept any recognized format.

###### APPENDICES

Appendices may consist of material that is related to, but not appropriate for, inclusion in the text. They appear after the Bibliography or List of References and must be titled. They are listed, along with their titles, in the Table of Contents, not on a separate list of appendices. Pagination is continuous with the text, and the first page of each appendix is treated like the first page of a chapter in the text (i.e., counted, but not numbered).

Appendix material also need to meet the requirements for margins and readability. Material may be reduced as long as it remains legible. However, appendix titles and page numbers must remain full-size; it is recommended that they be added to the page after reduction.

Any illustrations appearing in the appendices which are not from previously published material must be captioned and placed in the appropriate list.

# ***TITLE PAGE***

### Title

The Faculty allow a total of two hundred characters, including spaces, in the title. Formulas, symbols, superscripts, subscripts, Greek letters, and chemical names must be expressed in words. If these requirements present a problem to you, please discuss with your supervisor.

### Author's Name

Your name must appear consistently, with your first and last names conforming exactly to University of Macau records. PLEASE NOTE: NO PROFESSIONAL OR OTHER TITLES OR INITIALS MAY ACCOMPANY YOUR NAME.

## Degree Title

The exact title of your degree must appear here. If you have any question about the title of the degree you are receiving, please consult your supervisor.

## Year

The year of the conferral of the degree must appear on the title page.

### Approval Signature

The original signature of the thesis Supervisor must appear on both copies of the title page to be bound with the thesis. Additional committee signatures are optional, but there should be only as many signature lines on the page as there are signatures. The words, "Supervisor " must appear under the signature line. Other items such as the name of the professor, "Chair," or "Chairman" will NOT be accepted.

# ***QUOTE SLIP***

Each copy of the thesis must include a Quote Slip prepared according to the appropriate sample appearing here. It should be dated, and have your original signature on EACH document copy submitted. No changes to this document will be permitted. (See sample)

# ***ABSTRACT***

The Faculty requires an Abstract for a master's or doctoral thesis. It must be in both submitted copies and must follow the format given in the sample. The title of the thesis must appear exactly as it does on the Title Page. The name of your Supervisor must appear in full with his or her appropriate academic title (no professional titles may be used) and the name of the program authorized to offer the degree.

The text of the Abstract must be one-and-one-half or double-spaced and must conform to margin requirements.

## Length

All abstracts must not exceed 350 words or 35 lines (this requirement is inline with the requirement of Dissertation Abstracts International so that your abstract could be published in full there if necessary).

## Symbols and Formulas

It is requested by the publisher that the Abstract not include formulas, diagrams, or symbols. Should a formula, diagram, or symbol be essential to the text in the Abstract, it may not be handwritten. If Greek letters of the alphabet are to be used, they must be clearly inscribed.

# ***PRELIMINARY PAGES***

Preliminary pages include the Table of Contents, any lists (List of Figures, List of Tables), Preface, Acknowledgments, and Dedication, if applicable. Each will appear on a separate page.

## Pagination

Preliminary pages are numbered with lower-case Roman numerals centered at the bottom of the page at least 2.54 cm (1 inch) from the edge of the paper. The first page of the Table of Contents is considered to be page i but the number never appears. Subsequent pages are all numbered, beginning with ii.

# ***TABLE OF CONTENTS***

Each thesis must have only one Table of Contents listing all of the chapters or main sections and their appropriate page numbers. The listing of subdivisions within chapters is optional. Only major divisions, whether called chapters or not, will start on a new page; divisions within chapters must be contiguous with the previous text. The numbering and wording of titles and headings in the Table of Contents must be consistent with the text.

## Preliminary Pages

All preliminary pages must be included in the Table of Contents except the Title Page, Quote Slip, Abstract, Acknowledgments, and Dedication.

## Appendices

Each appendix must be identified separately, including a title, and must be listed in the Table of Contents, NOT on a separate List of Appendices. Appendices are paginated consecutively with the text.

[A Glossary may appear in the Preliminary Pages, before the Bibliography or in an Appendix.]

***LIST OF FIGURES, LIST OF TABLES, ETC.***

If your thesis includes any figures, tables, etc., you must identify them in a List of Figures, List of Tables, etc., in the preliminary pages.

## Page Arrangement and Pagination

Each List of Figures, List of Tables, or List of Illustrations included in the preliminary pages must appear on a separate page and must be numbered in small Roman numerals centered at the bottom of the page, at least 2.54 cm (1 inch) from the edge of the paper, in the order in which they are to be bound.

## Captions

All illustrations must be numbered and titled. Captions must appear on the appropriate list in the preliminary pages. These may be abbreviated titles if the full title is too long for inclusion.

## Format

The sample List of Figures shows the format to be used in preparing any additional lists to be included These preliminary pages get lower case Roman numeral page numbers.

# ***ACKNOWLEDGEMENTS***

Acknowledgments recognize the persons to whom you are indebted for guidance and assistance and those to whom you are grateful for any special or non-routine aid. Faculty members serve on Examination Committees as part of their regular work and do not require formal acknowledgment, although in most cases the help given far exceeds any requirement and should, as a matter of courtesy, be recognized.

Acknowledgments should be expressed simply and tactfully. They should be one-and-one-half or double-spaced and conform with margin requirements.

## Pagination

Acknowledgments are numbered consecutively with the other preliminary pages with small Roman numerals centered at the bottom of the page.

Please note: Acknowledgments and/or Dedication are not listed in the Table of Contents.

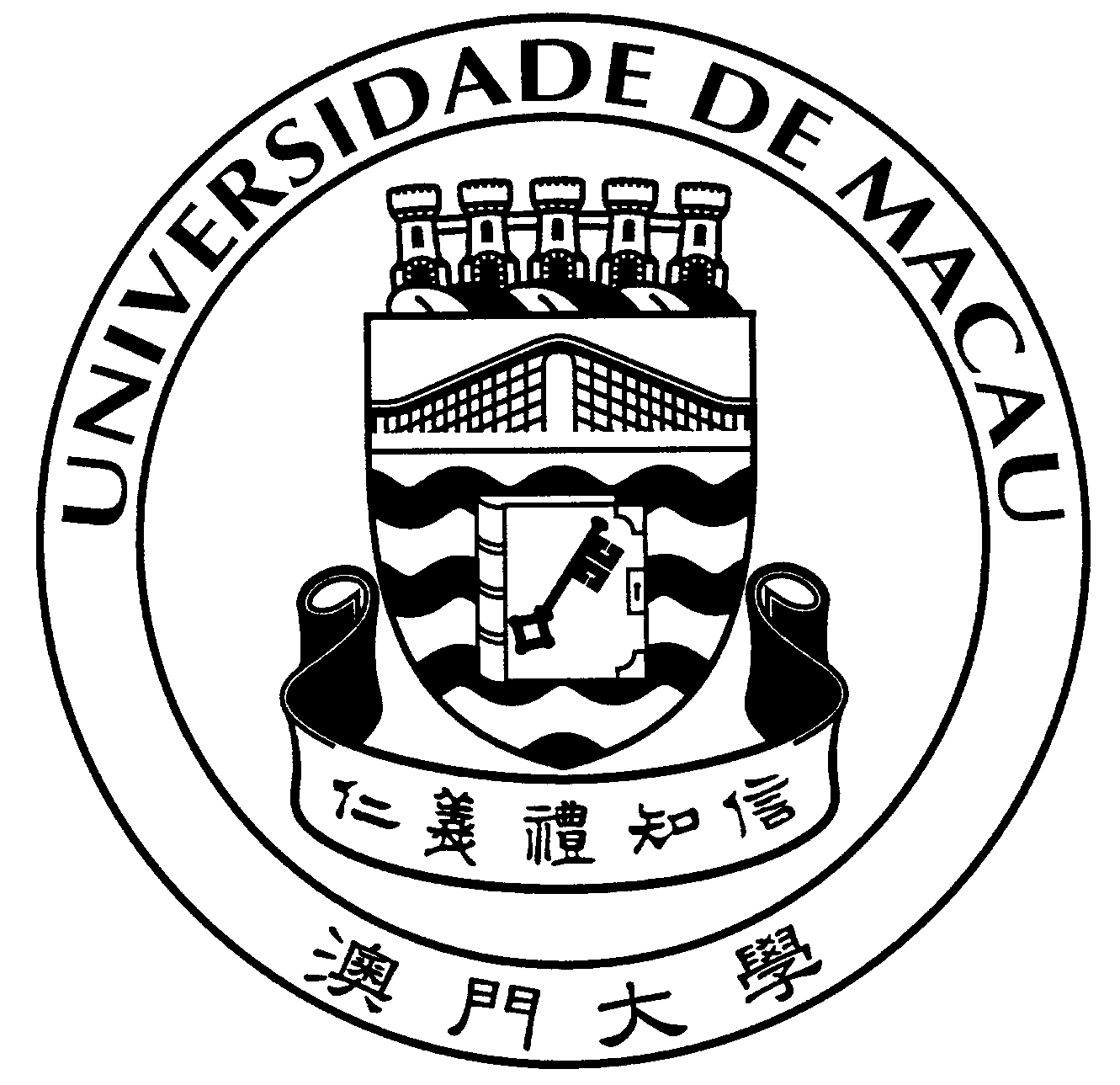
# ***THESIS COVER***

The thesis cover should be in the format as shown in the following page. A file “ThesisCover” can be used to prepare the cover.

***MS WORD TEMPLATE FOR THESIS PRODUCTION***

A MS Word template file “MasthesisUMac” is supplied to serve as the base for your thesis construction or just as a sample layout. There is no technical support for the usage of the supplied template.

by



**Faculty of Science and Technology**

**University of Macau**