



**THE INTERNATIONAL UNIVERSITY**  
**Quarter 6, Linh Trung Ward, Thu Duc District, Hochiminh city**

## **Guidelines for the preparation of thesis**

This guide has been prepared to help students prepare their research papers and theses for acceptance by the International University. The regulations contained within have been updated and, in some cases, clarified for the benefit of students, faculty advisors, schools, and the university.

It is the advisor's responsibility to make certain that any thesis or research paper submitted in partial fulfillment of a bachelor degree at International University conforms to the regulations outlined in this guide. Responsibility for the content of any manuscript remains with the student and the faculty advisor(s).

### **1. The Thesis**

- The thesis is a scholarly exercise in which students formulate their own research problems and carry out the research projects themselves. That is submitted to the school in partial fulfillment of the requirement for the bachelor degree.
- Advisors may require that students have taken, or be taking, a particular module in order to be eligible to select a certain thesis topic.
- Students are encouraged to propose their own topics to potential advisors.

- Students are not allowed to work on a joint project or exactly the same topic.

## **2. Requirement and format for the thesis**

### **2.1. Requirements**

- **Maximum length** is 50 pages, which only include the main text and exclude the endnotes, appendices, and list of references. There is no minimum number of pages. The thesis will be evaluated based on the quality instead of length.
- **Submission of Reading Copy to the school:** Submit to the school an approved reading copy, at least 07 business days before the thesis presentation. The reading copy must be submitted as a hard copy along with a memorandum from the committee chair indicating committee approval and listing the members of the reading committee. Approval to submit the reading and final copy in electronic format must be indicated by the committee chair in the memorandum.
- **Thesis Presentation Announcement:** The final oral examination is a presentation of the thesis and is open to the public.
- **Hard copy submission of Thesis:** Students must submit three final copies of the thesis on cotton bond paper with original signatures of the committee to the school. The print must be of letter quality using a laser or high quality ink jet printer or equivalent. The final copies must be delivered to the school within 30 days of the final presentation.
- **Electronic submission of Thesis:** Students must submit their thesis in electronic format. The final version of your thesis should be converted to a PDF document. Once this is complete, give one copy of the

document to the school on a CD or DVD (e-mail is an unacceptable form of transmission). Include on CD/DVD a separate file of your abstract.

- The thesis should be submitted no later than June 14, 2008, 4:00pm. Ten percent shall be deducted from the final mark of the HT for each **additional day** (or part thereof) beyond the deadline

## **2.2 Format of the thesis**

### **2.2.1 Organization of thesis**

The International University will allow the submission of theses in two different organizations; the traditional organization and the manuscript submission/publication organization. The organization that a student uses is at the discretion of the student's committee and the degree granting program.

**The Traditional Organization** This is the organization that has been previously used for theses. Following is the format for thesis using this type of organization:

Chapter 1: Introduction (Rationale, problem statement, objectives, scope, limitation, research framework (optional) , structure of research)

Chapter 2\*: Literature review and Methodology

Chapter 3: Results

Chapter 4: Discussion / Implementation

Chapter 5: Conclusion and Recommendation

\* The International University allows students to organize the Literature review and Methodology chapters in the Traditional Organization into independent chapters.

The Introduction and the Discussion chapters would be comparable to these chapters in the traditional organization. The Introduction should be a scholarly work that introduces the topic of the thesis. It should summarize the important question and show how your work relates to them. Make clear the goals of your research. It is important that this section be unique and specific to this document.

The Discussion/Implementation should discuss the results presented in the thesis in the context of the field of study. It is important that this section be a scholarly extension of the discussion sections in the manuscripts in the chapters. This section should not be just a reiteration of the discussion presented in each of the manuscript chapters.

The Introduction and the Discussion chapters in this organization would constitute what is usually considered the “scholarly” part of the thesis. This organization would allow the student to gather, organize and write up their results as a manuscript for submission and hopefully encourage and facilitate the submission of manuscripts.

### **2.2.2 Format**

The student is responsible for seeing that the thesis is submitted in proper format. The highest standard of mechanical details must be achieved. The student is responsible for the form of the thesis and with the aide of the committee should carefully edit the final draft for arrangement, sentence structure, paragraphing, punctuation, spelling, quotations, and the form of tables, and bibliography.

The thesis should be prepared in a format acceptable to your school and committee, however, the International University requirements must be followed.

**Order of Material** Title Page, Signature Page, Acknowledgments, Table of Contents, List of Tables, List of Figures, Abstract, the Text of the Thesis, List of References, Appendix, Index (optional). (See attached sample pages.)

**Numbering of Pages**

Page numbers must be centered two lines below the bottom margin. There are to be **no headings** to the left or right of the page number. See margins above. The placement of page numbers must be consistent throughout the manuscript. Pages should be numbered sequentially throughout the manuscript. Preliminary pages are numbered as follows:

- The title page is counted as page i (assumed, do not print number)
- The signature page is counted as page ii (assumed, do not print number)
- The acknowledgment page is counted as page iii (assumed do not print number)
- The remaining preliminary pages are numbered with lower case Roman numerals (iv, v, vi, etc). After the title page, signature page, the acknowledgment and the abstract, please begin numbering the next page with iv.
- The main body of the text and the reference section are consecutively numbered with Arabic numerals beginning page “1” and continuing throughout, including text, illustrative materials, list of references, and appendices.

**Font Selection** Font sizes should be selected carefully and should enhance the professional quality of the publication. Times New Roman 12 point is recommended.

**Margins**

Left Margin - 1 ½ inches

Top Margin - 1 ½ inches

Right Margin - 1 inch

Bottom Margin - 1 ½ inches

\*This margin will need to be adjusted to accommodate page numbering, since the bottom line of text is at 1 ½ inches. The page number should appear at 1 inch. To make this adjustment, set your bottom margin at 0.800. The use of "justified" or "ragged-right" margins are acceptable, but are not interchangeable.

**Spacing** Documents should be double-spaced throughout, with the exception of the table of contents, bibliography, and quotations of more than four lines or two or more sentences. The thesis must be printed on one side of the paper.

**Paragraph Indentions** Either block with 4 space separation or indented 3/4" is acceptable. You must be consistent.

**Title Page**

1. Name of the International University and the school
2. Title of Thesis
3. Student's Name
4. Name of Degree
5. Location
6. Year thesis deposited

**Signature Page (see attached sample)**

1. Title of Thesis
2. Names of Committee members
3. Original Signatures on the required three final copies (if submitting electronically, a single page with original signatures must be filed with the International University)

**Acknowledgments (see attached sample)** This page is to thank those who have helped in the process of obtaining the degree. Permission to quote copyrighted material are listed here, as well as acknowledgments for grants and special funding.

**Table of Contents/List of Tables and List of Illustrations** Follow the format of the abbreviated sample included in these instructions. This page is to be fully justified. Any titles more than one line should be single-spaced. If a second page is required, include the appropriate heading such as "Table of Contents Continued".

**Headings of Major Divisions** The first line of the first chapter will be "CHAPTER I". Three lines below this appears the title of the chapter in capital letters, centered. Use an inverted pyramid and double-space succeeding lines of the title if it is longer than one line. Three lines below the chapter title, place the first line of text. Succeeding chapters, "CHAPTER II", etc., should follow this same format. Do not use terminal punctuation on any chapter headings.

**Headings of Subdivisions** Any logical system of subdivision within chapters or sections is permissible, but the scheme must be consistent throughout the manuscript. The subdivision within a chapter or section does not begin on a new page unless the preceding page is filled. If there is not room for the complete heading and at least two lines of text at the bottom of a page, the new subdivision should begin on the next page.

**References** References usually consist of information in parenthesis or square brackets within the text. Two common methods of referencing are (1) to use author's name and date of publication, as in (Smith, 1990), or (2) to assign numbers to the bibliographical entries and insert the corresponding number for the authors as they are cited in the text, as in Smith (95). The purpose of references is to guide the reader to the corresponding entry in the

List of References or Bibliography, where complete information is available.

**Bibliography/List of References** A thesis must include a list of materials used in the preparation of the manuscript. This may consist only of references cited in the text (List of References) or it may include works consulted as well (Bibliography). When not otherwise instructed by the department, follow the attached sample page for instruction. Double space between each reference. References of more than one line should be single spaced.

**Appendix** An appendix is not required, however if desired, you must maintain the same margins and consecutive page numbering as used in the body of the text.

**Photographic Reproductions/ Scanned Images** New technology continues to provide methods for displaying photographs and images in your thesis. It is your responsibility to ensure that the highest quality of resolution is presented in your thesis.

**Tables and Figures** Tables and figures are to be incorporated in the text as appropriate and not included as a set at the end of the chapter or thesis. Tables which would normally take more than an 8 ½ x 11 inch sheet must be divided and typed on more than one sheet or typed and drawn on a larger sheet and reduced photographically. All titles and page numbers must be in the same font and type size as the body of the text. The area used for the graph and for all captions and legends must be within the appropriate margins.

**Color** The hard copies made from electronic submissions of the thesis all colors appear as varying shades of gray. Identification of lines on a graph is better made by line symbols than by variation in color. Large areas of solid color (e.g., countries on a map) will show better as cross-hatchings in black.



*(This is a sample of title page)*

VIETNAM NATIONAL UNIVERSITY – HOCHIMINH CITY  
THE INTERNATIONAL UNIVERSITY  
SCHOOL OF BUSINESS ADMINISTRATION

**A CONTENT ANALYSIS OF THE CHANGES EFFECTED  
IN TUOITRE DAILY FOLLOWING  
A READER INTEREST SURVEY**

By  
Nguyen Thanh Hung

A thesis submitted to the School of Business Administration in partial  
fulfillment of the requirements for the degree of  
Bachelor of Business Administration

Hochiminh city, Vietnam  
2008

*(This is a sample of signature page)*

**A CONTENT ANALYSIS OF THE CHANGES EFFECTED  
IN TUOITRE DAILY FOLLOWING  
A READER INTEREST SURVEY**

APPROVED BY:

\_\_\_\_\_,  
Nguyen Van Tri, Ph.D., Chair (*Example*)  
*\*(Type Committee names beneath lines)*

\_\_\_\_\_  
*(Typed Committee name here)*

\_\_\_\_\_  
*(Typed Committee name here)*

\_\_\_\_\_  
*(Typed Committee name here)*

\_\_\_\_\_  
*(Typed Committee name here)*

THESIS COMMITTEE  
(Whichever applies)

*(This is a sample of acknowledgment page)*

## **ACKNOWLEDGMENTS**

It is with deep gratitude and appreciation that I acknowledge the professional guidance of Dr. Nguyen Van Tri. His constant encouragement and support helped me to achieve my goal.

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# **CHAPTER I**

## **INTRODUCTION**

The presence of protein bound carbohydrates in the serum was recognized before the beginning of this century (1,2). The major monosaccharide components of serum glycoproteins are galactose, mannose, glucosamine and sialic acid. Galactosamine and fucose are minor constituents of some serum glycoproteins. These carbohydrates are widely distributed in major serum protein fractions with the possible exception of serum albumin, but are particularly prominent in the  $\gamma$ -globulin fractions.

It is well known that the concentration of the glycoprotein in human serum is greatly increased in a number of physiological and pathological states. (3). Very little is known at the present time about the metabolic alterations which lead to these changes. In the present investigation the mechanism of serum glycoprotein biosynthesis was studied in normal rats and in rats bearing Walker 256 carcinosarcoma. D-Glucosamine- $^{14}\text{C}$  was utilized as a means of following synthesis (Fisher), Sephadex (Pharmacia) and DEAE cellulose (Applied Science Lab., Inc., washed and pretested for column chromatography).

It is important that people review the literature in order to know more about the field of study. It is important that this be the last line of text and the page number be at 1 inch.

*(This is a sample of list of references)*

## **LIST OF REFERENCES**

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## **Questions and Answers on Electronic Theses**

The International University would like to increase sharing of knowledge, help universities build information infrastructures, and extend the value of digital libraries by encouraging the submission of theses in electronic form.

**Why should submissions be electronic?** Electronic submission of theses has a number of advantages. Preparing an electronic thesis teaches the student about digital document preparation, electronic libraries, and scholarly communication in the Information Age. Often, the message of a thesis can be better conveyed in an electronic environment. Color diagrams, color images, hypertext links, and audio, video, animations, spreadsheets, databases, and simulations can be included. Electronic theses also can be made more widely available than print documents, so that learners and researchers all over the world can access the information that would otherwise be available only on the physical shelves of the Library.

**How are electronic theses created?** Submitting a thesis in electronic form is fairly simple. First, the electronic thesis is written using standard word processing software (such as WordPerfect or Microsoft Word). Once the document is finished, it is converted to a PDF document. The Center for is also available to assist students who want to take maximum advantage of the technology potential electronic theses can offer.

**How will people access my electronic thesis?** Electronic theses will be mounted on an Internet WWW server and each individual thesis will have its own Internet web address. The International University will also catalog each thesis that is submitted, so that other researchers, and students will be able to access it or locate information about it.