

**NATIONAL UNIVERSITY of SINGAPORE**  
**INSTRUCTIONS TO HIGHER DEGREE (BY RESEARCH) STUDENTS**  
**ON SUBMISSION OF ELECTRONIC THESIS**

**A. FORMAT OF ELECTRONIC THESIS**

The format of the electronic thesis is generally the same as the format of the soft bound paper copy submitted for examination with some differences.

**1. General Formatting**

**Page Size:** Each thesis is formatted on an A4 size page (8.27" x 11.69") with white background and black colour font for the text.

**Margins:** The left and right margins should be 1½ inches. The top and bottom margins should be not less than 1 inch each. A right justified or right ragged margin is acceptable but this must be consistent throughout the thesis.

**Font:** The font size for the main text should be 11 to 12 points. The same font type and size should be used for the entire thesis (with the possible exception of figures and appendices). Do not choose a font that is difficult to read. The following fonts are acceptable: Times Roman and Helvetica.

**Line Spacing:** The text should be double-spaced throughout with the following exceptions:

- Captions for Figures/Tables – should be single-spaced
- List of Figures/Tables – should be single-spaced and double-spaced between entries
- Footnotes – should be single-spaced

**Page Numbering:** All pages except the title page must be paginated. The page numbers must appear at either the lower or upper right hand corner. The position of the page numbers does not change even on pages with landscape mode illustrations.

All material preceding the thesis proper (introductory sections starting from acknowledgements to summary) may have a separate sequence of numbering, preferably in roman numerals beginning with i. Plates, maps, plans, diagrams, tables, etc., should also be given a separate sequence of numbering.

The main body of the thesis should be numbered in arabic numerals from 1 onwards. The numbering must be consecutive throughout the thesis and should include all maps, diagrams, photographs, etc. Published material submitted with the thesis, should not be included in the pagination but must maintain the same margins, font type and size.

**Footnote:** Footnotes should appear at the bottom of each page for easy reference and not at the end of the chapter.

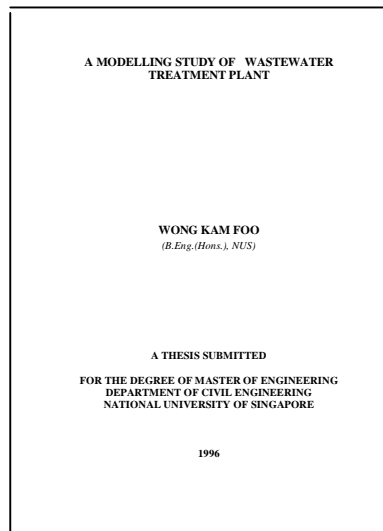
**Printing:** The thesis should be printed in double sided format for the paper copies.

**2. Title Page**

The title page should contain the following information in BLOCK LETTERS not exceeding 16 points:

- Thesis title
- Candidate's name (with qualification(s) in brackets)
- The words: "A THESIS SUBMITTED FOR THE DEGREE OF 'NAME OF DEGREE'"
- Department
- Name of University: NATIONAL UNIVERSITY OF SINGAPORE
- Year of first submission of thesis

A sample of the title page -



**Year of first submission of thesis:** If the thesis is resubmitted in a subsequent year, the year of submission to be indicated on the title page should remain as year of first submission).

### 3. Organization

The thesis contents should be in the following order -

- Title page
- Acknowledgements
- Table of Contents
- Summary
- List of Tables
- List of Figures
- List of Illustrations
- List of Symbols
- Main body of thesis
- Bibliography
- Appendices

### 4. Photographs, Illustrations & Other Attachments

All photographic and other illustrations (line drawings, maps, musical scores, etc.) should be inserted in the thesis in PDF format as far as possible.

### 5. Summary

The thesis must contain a summary of not more than 500 words written in the English Language. If prior approval of the Faculty has been obtained at the time of admission for a thesis to be written in a language other than English, it must contain a summary of not more than 500 words written in that language in addition to a summary not exceeding 500 words written in the English Language. The summary must be included in the thesis.

### 6. Abstract

The abstract of the thesis in not more than 150 words submitted at the time the thesis is submitted for examination should not be included in your thesis document in PDF format but should be entered in the text box for the abstract at the time of uploading your electronic thesis.

### 7. File Format

Your thesis must be in PDF format.

You may submit your thesis as a single file or as separate files. Separate files are recommended if your thesis document is larger than 30 megabytes.

If you submit a single file, it is recommended that the filename be your name with surname in front and your initials, for e.g. Paul Tan Chong How (TanCHP.PDF).

If you are submitting separate files, it is recommended that you name your files so that it will be sorted in the sequential order of your thesis although this is not mandatory (for eg., you should use 2 digit numerical codes for numbers in your filenames - 01Chap.PDF, 02Chap.PDF, etc. to allow sorting alphanumerically. Please note that the order in which your files will be sorted will be according to the sequence in which you upload the files. Make sure that you use the appropriate file extension with each type of file.

**Multimedia File Formats:** You may include other types of multimedia files with your thesis document. The multimedia formats that will be accepted are listed below –

Images: PDF (.pdf), CompuServe GIF (.gif), JPEG (.jpg), TIFF (.tif)

Audio: AIF (.aif), CD-DA, CD-ROM XA, MIDI (with timing information) (.midi), MPEG-2 (.mpg), WAV (.wav)

Video: Apple Quick Time (.mov), MPEG (.mpg), Microsoft Audio Video Interleaved (.avi)

## **B. PROCEDURE FOR ELECTRONIC THESIS SUBMISSION**

### **1. Electronic Thesis**

Submission of the final thesis in electronic format is compulsory for all research master's and doctoral degree students. The electronic copy of the thesis must be in Adobe Acrobat Portable Document Format (PDF). Students will not be required to submit any hard bound copy of the thesis to the Registrar's Office. Some departments may, however, have their own requirements. Students should check with their individual departments.

### **2. Process in the Submission of the Electronic Thesis**

After your thesis has been examined and you have made the amendments to the satisfaction of your supervisor and/or oral panel members (for doctoral students), or if no amendments are required; you are ready to submit your thesis electronically.

PDF Document: Prepare the PDF copy of your thesis. For instructions on making a PDF file go to <http://helpdesk.nus.edu.sg/support/user/guides/PDF/CreatePDF.pdf>

Please check your thesis PDF document to ensure that you have conformed with all the specified format requirements. Check that there are no conversion errors, no missing pages, all tables, figures, illustrations, etc. have been inserted, navigational links are working properly. Any errors will result in delay in the finalising of your candidature.

Submit the following to the Student Service Centre (Level 1, Yusof Ishak House, Kent Ridge Campus) or Bukit Timah Campus Management Office (Block B, Bukit Timah Campus) during office hours:  
(The forms can be downloaded at <http://www.nus.edu.sg/registrar/event/gd-resforms.html>)

- A copy of your Amended thesis stored in diskette(s) CD-ROM in PDF format (*indicate your name, degree, department, thesis title & year of submission*)
- Form RO.86/03 "Supervisor's Report on Amended Master's (By Research) Thesis"; or
- Form RO.87/03 "Report on Amended Ph.D. Thesis (After Oral Examination)"; and
- Form RO.667/09 "Electronic Thesis/Dissertation ("Thesis") Submission", with the necessary copyright clearances, if applicable.  
- *Students of the Yong Loo Lin School of Medicine (only) are also required to complete and submit a Career Survey Form (FGPC-03-04) to their Department. Please download the form at [http://medicine.nus.edu.sg/postgrad/other\\_form.html](http://medicine.nus.edu.sg/postgrad/other_form.html).*

The above items would be routed to the Registrar's Office on a daily basis. Registrar's Office will set the submission dates of 2 months for you to upload your electronic thesis after receipt of the forms. You may also give advanced notice to Registrar's Office that you are ready to submit your thesis by a specific date so that Registrar's Office will set the dates beforehand for you to upload your thesis.

### **3. Verification and Acceptance of Electronic Thesis**

Your electronic thesis must be checked and verified by your Department before it will be accepted (this will take about 2 to 4 weeks). If there are any errors in your electronic thesis, you will be informed by your Department to make the necessary amendments and to upload the thesis again after the amendments have been made. During the 2-month period, you can login to upload your thesis any number of times. If you require an extension of the period for uploading your thesis, you may submit a request for an extension to Registrar's Office by email ([gdhelp@nus.edu.sg](mailto:gdhelp@nus.edu.sg)) through your supervisor, cc your Department administrator. If your thesis is verified by your Department and accepted, an email (to your NUS email account) will be sent to you to inform you of this. You will not be able to login again once your thesis has been verified.

The electronic thesis will be available for public access worldwide after the degree has been conferred, if your thesis is categorised under unrestricted access. This will be about 2 months after it has been verified by your Department and accepted. You will be informed of this by email (through your NUS email account). You can also check by accessing the NUS Digital Library website at <http://scholarbank.nus.edu.sg>.

### **4. Access Levels**

All students will be required to submit their theses electronically to be awarded the degree regardless of access level granted.

You should choose one of the four access levels for your electronic thesis in consultation with your supervisor(s):

- (1) Unrestricted Internet Access  
The thesis will be released for public access worldwide.
- (2) Access Restricted to NUS Intranet for Limited Period  
The thesis will be released for access only on the NUS Intranet for up to a maximum period of 2 years. Only the name, title, degree, department, year of submission and abstract will be accessible worldwide. After the specified period, the thesis will be released for access worldwide.

Extensions of up to 2 years at a time for this access option may be requested by the student/supervisor(s), through the Head of Department and Dean, subject to the approval of Associate Provost (Graduate Education).

The request for extension must be made by completing and submitting the "Request for Extension Restricted

Access Option" form (RO.623/09) downloadable from <http://www.nus.edu.sg/registrar/forms.html>. The form must be completed and submitted at least 2 months before the expiry of the original restricted period.

(3) Totally Restricted Access for Limited Period

The thesis will be embargoed for up to a maximum period of 2 years. There will be no access even on the NUS Intranet. Only the name, title, degree, department and year of submission are accessible. The abstract will not be accessible.

Reasons for requesting this option include:

- i) Thesis contains or might contain proprietary/confidential information which the student/supervisor(s) wants to incorporate into a patent application;
- ii) Thesis contains third party proprietary/confidential intellectual property (including without limitation to patent(s) and/or software); or
- iii) Other reasons which student/supervisor would need to specify on the ETD submission form (RO.667/09) if request is made at the time of thesis submission.

Extensions of up to 2 years at a time for this access option may be requested by the student/supervisor(s), through the Head of Department, subject to approval of Associate Provost (Graduate Education). The request for extension must be made by completing and submitting the "Request for Extension of Restricted Access Option" form (RO.623/09) downloadable from <http://www.nus.edu.sg/registrar/forms.html>. The form must be completed and submitted at least 2 months before the expiry of the original restricted period.

The reasons for requesting any restricted access must be specified in the Electronic Thesis/Dissertation Submission form (RO.667/09). For restricted access requests, an email will be sent to student conveying the outcome and the date which the embargo will be valid until.

At the end of the withholding period, in the case of patent related reasons, Industry Liaison Office (ILO) will determine whether to release the thesis for public access. In the case of non patent related reasons, Registrar's Office, at times in consultation with Office of Legal Affairs (OLA), will release the thesis for public access unless an extension of the period for access is requested by one of your supervisors or by you through your supervisor(s). At any time during the withholding period, one of your supervisors or you through your supervisor(s) may notify the Registrar's Office in writing that the thesis may be given unrestricted access and be released for public access immediately.

(4) Totally Restricted Access for Indefinite Period

The thesis will be embargoed indefinitely. Only the name, title, degree, department and year of submission are accessible. The abstract will not be accessible. The student must submit a request with valid reasons, to the Vice Provost (Education) for approval, with the support of the supervisor(s), Head of Department and Dean of Faculty. The request must be submitted on the "Request for Indefinite Period of Restricted Access to Electronic Thesis" form (RO.622/09) downloadable from <http://www.nus.edu.sg/registrar/event/gd-resforms.html>. The approval from the Vice Provost (Education) must be submitted with the ETD submission form (RO.667/09) unless the form has been submitted previously. For this option, the student will also be required to submit a hard-bound paper copy of the thesis to Registrar's Office through the Student Service Centre or Bukit Timah Campus Management Office. The paper copy must be bound with hard cover (dark blue with gold lettering not exceeding 16 points) using saddle-stitch or perfect binding. The paper copy of the thesis will be made available for access through the NUS library.

Reasons for requesting indefinite embargo include:

- Thesis will be published as a book, a series of articles or as monograph, and release on the Internet will be construed as prior publication;
- Thesis includes creative work which will be published;
- Thesis contains confidential, private or politically-sensitive information;
- Thesis contains commercially-sensitive information;
- Copyright clearance cannot be obtained for all third party copyright items included in the work; or
- Release might endanger the physical / mental health or the safety of an individual.