

25. THESIS SUBMISSION

25.1 The following procedures must be followed when submitting a thesis:

25.1.1 Students should notify in writing the Centre for Graduate Studies at least three (3) months before they intend to submit their theses using the specified notification form.

25.1.2 The notification form is to be submitted together with the confirmation of payment for the Thesis Examination Fee (RM1,000 for Master and RM1,500 for PhD). In case of re-examination, the student must pay this fee again.

- 25.1.3 Students must submit one draft copy of the thesis to the Faculty Graduate Committee before submitting the examiners' copies to ensure that the proper format has been followed and the content of the thesis meets the standard of the degree.
- 25.1.4 The Faculty Graduate Committee must also ensure that the thesis is the student's original work for which he/she has not received recognition from any other University.
- 25.1.5 The Faculty shall nominate a *Viva-voce* committee for the student one (1) month after the Notice of Submission is received.
- 25.1.6 Sufficient number of copies of the thesis as requested by the respective Faculty must be submitted to the Faculty Graduate Committee, and upon a written approval, the copies will be sent to Centre for Graduate Studies for examination.
- 25.2 Following examination and upon corrections of all amendments as recommended by the examiners.
- 25.3 The student must submit a minimum of five (5) final hard bound copies and a soft copy (pdf format) of the approved thesis to the Centre for Graduate Studies together with the Final Submission form after the endorsement by Senate.
- 25.4 The student should also fill in the Graduation Form to facilitate in the arrangement for their graduation, convocation and award of their degree.

26. FORMAT OF THE THESIS

26.1 Language and Units

- (i) The thesis must be written in either English or Bahasa Malaysia. The language of the thesis should be as direct and simple, as the subject matter will allow.
- (ii) The English Language must be fully British or American style, and not a mixture of both.
- (iii) All units of measurement must be in the metric system.

26.2 Typing

- (i) **Font.** All students are to use Times New Roman (font size 12) or Century Schoolbook (font size 11) in their theses. In certain cases, the use of other font types may be considered upon approval by the Faculty Graduate Committee.
- (ii) **Spacing.** The thesis should be typed on one side of the page. The text should be double-spaced throughout, including explanatory footnotes, long quotations, appendices, headings and subheadings. However legends, captions or keys to tables, figures, or plates should be single-spaced.

- (iii) **Type Quality.** Both copies of the thesis submitted for examination or binding must be printed using a laser printer.

26.3 Margins

The top and bottom margins of all pages should be 3 cm wide, with the right and left-hand page margin should be 2.5cm wide.

26.4 Pagination

- (i) Pages should be numbered consecutively throughout the thesis, including pages of figures, tables and appendices. It is advisable that all tables and figures are placed on separate pages and not together with the text. Pagination begins with the first page of Chapter 1. Preliminary pages (i.e. those preceding Chapter 1) must carry page numbers in small Roman numerals (i, ii, iii, etc.). The title page should not be numbered.
- (ii) Page numbers should be centered at the bottom of the page and should be at least 10 mm from the margin of the page. Page numbers should appear by themselves and are not to be enclosed in parentheses, hyphens, etc. Each appendix should be identified separately in alphabetical order. The pages of the appendices should also be typed according to the above pagination system.

26.5 Paper

White, good-quality A4 paper (80gm) should be used for all submitted copies of the thesis. Photographic illustrations should be colour-printed on good quality high-resolution paper.

26.6 Students should bear in mind that thesis examiners deplore overlong or verbose thesis, and the onus is on the student to provide a well-organized and well-written thesis. The following ordered list of thesis sections serves as a guide.

(i) Title Page

The thesis title should be as concise as possible, giving an accurate description of the thesis. The standard format of the title must be in title case except for biological nomenclature. The title page should follow closely the example given in **Appendix B**.

(ii) Copyright (optional)

Under International Law the use of copyright material requires the permission of either the author or the publisher. It is the responsibility of the student to address this issue and cover any expenses incurred.

(iii) Dedication (optional)

The author may wish to dedicate his/her work to the relevant person(s) tantamount to his/her success in obtaining his/her degree.

(iv) Acknowledgements/Preface

Most theses will include a brief statement of gratitude in recognition of special assistance (including financial) and guidance given by individuals, institutions or government bodies.

(v) Abstract

Abstracts in both Bahasa Malaysia and English are mandatory. The English version must include the title in English for a thesis written in Bahasa Malaysia, and vice versa. The abstract is a summary of the entire thesis. It should briefly outline the research problems addressed by the thesis, the findings, and the significance of the work in the context of the field of study. The abstract should not exceed two (2) typewritten double-spaced pages of text consistent with the font style and size used in the main body of the thesis. The font style of the translated abstract should be in *Italics*.

(vi) Table of Contents

The titles of sections, chapters and their principal subdivisions along with the page numbers on which they appear should be listed in the Table of Contents. Titles should be worded exactly as they appear in the text of the thesis. Theses with many subsections should use a hierarchical numbering system for headings and sub-headings (e.g. 3.0,3.1,3.2 etc.). Such numbering system combined with the judicious use of upper and lower case, indentations and italics should indicate clear relationships between the sections of the thesis.

(vii) Lists of Tables, Figures, Illustrations, Plates and Photographs

These lists consist of the exact titles (including numbering) of all tables, figures and plates that appear in the thesis. All tables, figures and plates should be numbered consecutively throughout the text.

(viii) List of Abbreviations, Symbols, Specialized Nomenclature

This list is optional, depending on the subject of the thesis. All scientific symbols and nomenclature should follow the standard SI-system.

(ix) Main text of the thesis

The main body of the thesis is usually arranged into consecutively numbered chapters or sections. **The internal organization of the thesis is the responsibility of the student in consultation with his/her thesis supervisor(s).** The organization will partly depend on the field of study, but the onus is on the student to provide a systematic and well-organized thesis. Overall, the font of the main text should be font 12 with double-spacing.

The thesis will often include the following chapters:

Chapter 1 : Introduction/Literature Review

This should highlight past studies related to the subject of the thesis. The chapter should end with a hypothesis (if applicable) and objectives of the study.

Chapter 2 : Materials and Methods

All relevant experimental, descriptive, theoretical and analytical techniques used in the research should be outlined, such that the study could be repeated by another researcher. Reference of methods to other researchers should be made where appropriate.

Chapter 3 : Results

This may be presented as a single chapter, divided into appropriate section, in two or more separate chapters where it includes the analysis and presentation of data. The results should be interpreted, but extensive reference to other relevant work should not be included.

Chapter 4 : Discussion

This provides a general discussion on the results of the study, stressing the significance and implications of the findings of the research project undertaken.

Chapter 5 : Summary and Conclusions

An optional section which may contain a brief summary of the entire work, including methods, results and major conclusions/recommendations arising from the work. The summary can be written in a single section or in separate numbered section.

It is acceptable for individual chapters to be self-contained, including their own introduction, methods, results and discussions, as is often the case where individual chapters are being submitted for publication. However, in such theses, a broader introduction to the whole thesis should be included to tie the chapters or sections together and to provide the frame work for the whole thesis.

(x) Literature Citation and Referencing

Any thesis, which makes use of other works, either in direct quotation or by reference, must contain a bibliography listing all of these sources. Only works directly cited or quoted in the text should be included in the bibliography.

UNIMAS follows either the Harvard or the APA System for literature citation and referencing. A soft copy of the Harvard Style of Referencing (2010) is available from the Centre for Graduate Studies upon request.

In the text, the year of publication appears within parentheses after the author's surname if the latter forms part of a sentence; for example, Chong (1986) or Azis and Harrison (1987) or, where there are more than two authors, Yamakura et al. (1990). If several papers by the same author(s) and from the same year are cited, the letters a, b, c, etc. should be put after the year of publication; for example: Chazdon and Ibrahim (1988b).

Both the author's surname and the year of publication appear within parentheses if the author's surname does not form part of a sentence; for example: (Yakub & Chan, 1989).

In any particular sentence, if several publications are cited, the references should be cited in chronological order. However, if several publications of the same year are cited the references should be cited in alphabetical order, with single author taking precedence over joint authors.

Reference from authorless articles should be cited as thus: (Anonymous, 1998).

Reference from official publications of international bodies/agencies should be written as thus: (WHO, 1984).

At the end of the thesis, all the references cited are listed in alphabetical order. There is no necessity to number the references. The bibliography should be double-spaced as with the rest of the text with a size 11 font.

(xi) Bibliographic examples (Harvard style):

Reference from journals:

Kalotas, T.M. & Lee, A.R. (1990). A Simple Device to illustrate Angular Momentum Conservation and Instability. *American Journal of Physics*, 58:80 - 81.

Reference from books:

Conn, E.E., Stumpf, P.K., Bruening, G. & Doi, R.H. (1987). *Outlines of Biochemistry*, 5th Ed. New York: John Wiley & Sons. pp. 56-60

Reference from edited books:

Horking, A.D. (1988). Moulds and Yeasts Associated with Foods of Reduced Water Activity: Ecological Interactions. In *Food Preservation by Moisture Control* (Seow, C.C., ed.), p.57-72. London, Elsevier Applied Sci. Publ.

Reference from conference proceedings:

Hassan, M.D. & Norshimah, H. (1996). Designing of Primers for Cloning of Papaya Ringspot Virus Coat Protein Gene. In *Proceedings of the 8th National Biotechnology Seminar* (Hasanah, M.G.: Khatijah, M.Y. & Marziah, M.; eds.), pp.172-174.

- Anonymous (authorless) reference:

Anon. (1996). *External Trade in Sago Flour and Sago Starch.1985-1995. Agricultural Statistics, Sarawak. Planning Division, Department of Agriculture, Sarawak, Malaysia.*

- Publications of international bodies/agencies:

WHO (1984). *Environmental Health Criteria 39: Paraquat and Diquat*. Geneva. World Health Organization.

- References from internet sources maybe written as they are expressed, e.g. <http://www.elsevier.com/>

(xii) Appendices (optional)

This section is optional and will depend on the individual thesis content. It contains supplementary illustrative material, original data and quotations too long for inclusion and not immediately essential to an understanding of the subject. The appendices should be labeled alphabetically.

(xiii) Binding

Binding of the thesis shall be the responsibility of the student. Following acceptance and approval by the UNIMAS Graduate Studies Committee, the thesis should be ring bound in soft cover prior to examination by the internal and external examiners.

The front cover of the theses shall be printed according to the colour of the Faculty/Institute together with the UNIMAS logo and the name of the Faculty/Institute.

Kod Warna Fakulti/Institut/Pusat:

| | |
|---|---|
| Fakulti Ekonomi dan Perniagaan – Jingga 1505 C |  |
| Fakulti Kejuruteraan – Merah (<i>Warm Red</i>) 1925 C |  |
| Fakulti Perubatan dan Sains Kesihatan – Torquoise (B) 3145 C |  |
| Fakulti Sains dan Teknologi Sumber – Hijau Muda (<i>Apple Green</i>) 355 C |  |
| Fakulti Sains Sosial – Merah (<i>Rubby Red</i>) 208 C |  |
| Fakulti Sains Kognitif dan Pembangunan Manusia – Krim (<i>Cream</i>) 1205 C |  |
| Fakulti Seni Gunaan dan Kreatif – Ungu 522 C |  |
| Fakulti Sains Komputer dan Teknologi Maklumat – Kelabu (<i>Grey</i>) 429 C |  |
| Pusat Pemajuan Pelajar – Jingga 171 C |  |
| Pusat Pembelajaran Gunaan dan Multimedia – Merah Rhodamine C2X |  |
| Pusat Pengajian Bahasa – Hijau 3268 C |  |
| Pusat Perundingan dan Pemindahan Teknologi – Biru 072 C |  |
| Institut Kepelbagaian Biologi dan Pemuliharaan Alam Sekitar–Hijau 359C |  |
| Pusat Khidmat Maklumat Akademik – Biru 2915 C |  |
| Institut Perubatan dan Kesihatan Komuniti – Hijau <i>Torquise</i> 319 C |  |
| Institut Pengajian Asia Timur – Kuning 102 C |  |

The title of the thesis which shall follow the nomenclature of the discipline, name of student and the degree for which the thesis is submitted should be printed on the front cover according to the format required.

On the final hard bound copies, the student's name, degree and year shall also be printed on the spine of the bound thesis. Stripes according to the colour of the faculty, institute or centre shall be printed on the back cover and spine to distinguish between a PhD (3 stripes) and Master (2 stripes) thesis.

26.7 Additional Information

Students are advised to consult theses of graduated students, copies of

which are available at the Centre for Graduate Studies and the Center for Academic and Information Services (CAIS).

LIST OF APPENDICES

| No. | Title |
|------------|---|
| A | Guidelines for Approval of Conversion from Master (Full Time by Research) to Doctoral Programme |
| B | Format for Front Cover of the Thesis |