

CHAPTER 1

TECHNICAL ASPECTS OF THESIS/DISSERTATION WRITING

1.1 LANGUAGE

Bahasa Melayu or English (foreign language in the main text must be italicized)

1.2 PREPARATION (TYPING AND PRINTING) OF TEXT

- a. The thesis (including figures) should be typed using a computer and printed out using a laser printer.
- b. The font of the thesis should be in Tahoma – except in parts involving scientific symbols.
- c. Use the font size-11 for the main text and size-9 for other forms of text such as for footnotes.
- d. The first paragraph should start at the left margin (do not indent). Subsequent paragraphs should begin after a 12- point indent.
- e. Page numbers should be centralised at the bottom of each page (28 mm from the bottom edge).
- f. Left margin – set at 38 mm from the left edge.
- g. Right, top, and bottom margin – set at 28 mm from the right, top, and bottom edge.
- h. Colour of the main text is black.

1.3 TITLE FORMAT

a. Thesis Title on Hardcover (Appendix A)

- i. Title must be typed in bold, capital letters, font size 18.
- ii. Title must be centralized (upside down pyramid) placed in the middle between the left and right margins.
- iii. Use single-spacing for titles requiring more than one line.
- iv. Candidates are not allowed to use abbreviated words in the title

- v. Name of candidate must be typed in bold, capital letters, font size 18.
- vi. Name of Faculty must be typed in bold, capital letters, font size 18.

b. Chapter Title (Appendix Q)

- i. Typed in capital letters, bold, font size 14.
- ii. Chapter titles must be centralized (placed in the middle between the left and right margins).
- iii. Use single-spacing for titles requiring more than one line.

c. Headings and Subheadings (Appendix R)

- i. Typed in lowercase, bold, font size 11. Capitalize the first letter of each word (except for prepositions such as: at, on, by, etc.)
- ii. Placed/aligned to the left.
- iii. Use single-spacing for titles requiring more than one line.

1.4 LINE SPACING

One-and-a-half-line (1.5-line) spacing should be used for a general manuscript, while single spacing is needed in the following sections:

- a. Chapter Titles and Subtitles
- b. Candidate's Declaration
- c. Supervisor's Confirmation
- d. Acknowledgments
- e. Abstract (in English) and its translation in Bahasa Malaysia (*Abstrak*)
- f. Table of Contents **except** between chapter titles (double spacing is allowed between chapter titles)
- g. Explanations of tables, figures, photographs and musical notations
- h. References / Bibliography
- i. Footnotes / Endnotes
- j. Any quotation inserted in any sentence with more than 40 words must be enclosed within double quotation marks "...". A block quotation containing more

than 40 words should be typed in a new paragraph (indent the paragraph on both left and right margin)

1.5 PARAGRAPH AND SENTENCES

- a. Every paragraph must be justified (aligned evenly along both the left and right margins)
- b. The first paragraph after the title and the subtitle begins from the left without indentation. The subsequent paragraphs should begin with an indent of 12.5 mm (0.5 inch).
- c. Spacing between paragraphs is separated by two (2) spaces or by 1.5 spacing.
- d. New paragraphs at the end of the page must have at least two lines of complete sentences and should be justified. Otherwise, the paragraph should begin on the next page.
- e. The last word on the page should not be followed by a hyphen. A complete word should be used to begin the next page. If the final line of any paragraph becomes the first line on a new page, its length should be at least half of a typewritten line.
- f. Do not start a sentence with a number.
- g. Numbers and figures in text which are below ten (10) should be written in words. For example, "Three labourers were interviewed in this research".

1.6 MARGINS

1.6.1 Front Page (Outside Cover) Margins for Thesis/Dissertation (Appendix A)

- a. Top margin : 60 mm from the top edge.
- b. Bottom margin : 60 mm (1.12 inches) from the bottom edge.
- c. Title must be centralized (upside-down pyramid) type-written in Tahoma font-size 18.

1.6.2 First Page Margins (Appendix B)

- a. Top margin : 60 mm from the top edge.
- b. Bottom margin : 60 mm from the bottom edge.

- c. Title must be centralized (upside-down pyramid)

1.6.3 Page Margins for Table of Contents, Declaration, Supervisor's Confirmation, Acknowledgements, Abstract, Tables, Figures, List of Pictures, Musical Notations, Terms and Appendix

- a. Top margin : 28 mm (1.12 inches) from the top edge
- b. Right margin : 28 mm (1.12 inches) from the right edge
- c. Left margin : 38 mm (1.52 inches) from the left edge
- d. Bottom margin : 28 mm (1.12 inches) from the bottom edge

1.6.4 Margins for the First Page of Each Chapter

- a. Top margin : 28 mm (1.12 inches) from the top edge
- b. Right margin : 28 mm (1.12 inches) from the right edge
- c. Left margin : 38 mm (1.52 inches) from the left edge
- d. Bottom margin: 28 mm (1.12 inches) from the bottom edge
- e. The area above the title of the first page in each chapter of the thesis/dissertation must be left blank (28 mm) (see example in **Appendix Q**).

1.7 NUMBERING

1.7.1 Main Text Pages

- a. Centralize the page number at the bottom part of a page using Tahoma font-size 11.
- b. The preliminary and supplementary pages (such as tables of contents, declaration, etc.) should be indicated with small Roman numerals in the correct sequence (e.g., i, ii, iii, etc.). The first title page in the preliminary section is regarded as page "i" even though the page number is not typed or indicated (Appendix B)
- c. The pages in the main text should be indicated with Arabic numerals (e.g., 1, 2, 3, etc.). The number of the first page in each chapter should not be indicated.

1.7.2 Chapter Title, Headings, and Subheadings

- a. Chapter title should begin with headings such as **CHAPTER 1, CHAPTER 2**, and so on.
- b. Numbering for the main heading (i.e., first-degree heading) of a chapter should begin with a 2-digit number (e.g., 1.1, 2.1, 3.1, etc.).
- c. Numbering for the subheadings (i.e., second-degree headings) which is used to begin a subsection should not be indicated with a number consisting of more than three integers separated by full stops (e.g., 1.1.1, 1.1.2, etc.).
- d. A subheading consisting of more than three integers separated by full stops (i.e., third-degree subheadings) should be added with small letters – such as 1.1.1 (a), 1.1.1. (b) as shown in the following example.
- e. Numbering for the heading and subheadings in each chapter must be synchronised with the chapter number; for example, heading 2.1 under Chapter 2, and heading 3.1 for Chapter 3, etc.

1.1.1 Functional Classes of Subordinate Clauses

On the basis of their potential functions, four major categories of subordinate clauses have been identified....

a. Nominal Subordinate Clauses

The occurrence of nominal subordinate clauses is more limited than that of noun phrases given that such

b. Relative Subordinate Clauses

Four broad categories of syntactic functions for.....

1.7.3 Tables, Figures, and Photographs

- a. Title for tables must be type-written in bold, Tahoma font-size 11.
- b. Tables should be numbered using two integers separated by a full stop (e.g., 3.1). The first integer (i.e., 3) represents the number of the CHAPTER whereas the second integer (i.e., 1) refers to the sequential number of the table.

- c. Numbering for figures and photographs is the same as numbering for tables.
- d. Placement of the title for tables must be placed at the top, center of the table.
Placement of sources must be at the bottom, aligned-left or the table. Sources from author's own personal work do not need to be cited.

Example Table

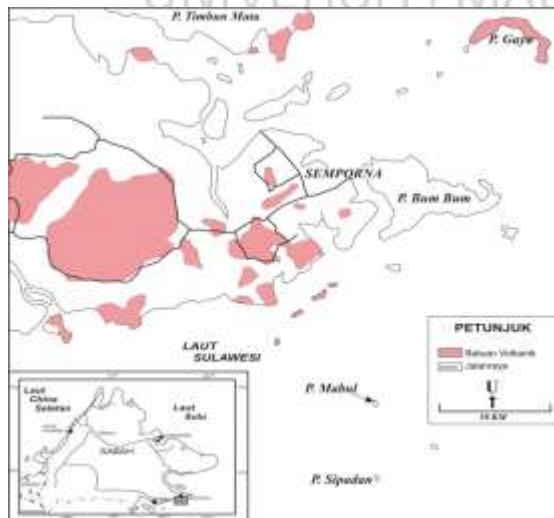
Table 1.1: Literacy Rates 1998

		Literacy Rates 1998	
		Formal Education	Informal Education
Gender			
Male	89	72	17
Female	71	66	5
<i>Percentage</i>		86.2%	13.8%

Source: State Statistics Department (2002)

- e. Placement of the title for figures must be placed at the bottom-left of the table and placement of figure source must be aligned-left below the figure title.

Example Figure



Rajah 1.3: Taburan batuan vulkanik di Semenanjung Semporna, Sabah.

Sumber : Jabatan Geologi Negeri Sabah


1.8 LIST OF TABLES/ FIGURES/ PHOTOGRAPHS (Appendix I, J, and K)

All tables, figures, and photographs must be listed according to the order presented in the thesis/dissertation along with the page number in which it appears. Figures refer to graphs, drawings, sketches, or illustrations and the like.

1.9 LIST OF MUSICAL NOTATIONS (Appendix L)

Title or title explanations related to musical notations should be similar to what is presented in the candidate's thesis/dissertation.

Title: Musical Notation



The image displays a musical score for three instruments: Drums, Clarinets, and Trumpets. The title of the piece is "Start and ring 4 times". The Drums part is written in 4/4 time and consists of a series of eighth notes. The Clarinets part is written in 4/4 time and consists of a series of eighth notes. The Trumpets part is written in 4/4 time and consists of a series of eighth notes. The score is arranged in three staves, with the Drums staff at the top, the Clarinets staff in the middle, and the Trumpets staff at the bottom. The Drums staff has a key signature of one sharp (F#) and a time signature of 4/4. The Clarinets staff has a key signature of one sharp (F#) and a time signature of 4/4. The Trumpets staff has a key signature of one sharp (F#) and a time signature of 4/4. The Drums part is labeled "Drums" and the Clarinets part is labeled "Clarinets". The Trumpets part is labeled "Trumpets". The score is written in a standard musical notation style with a treble clef for all three instruments. The Drums part is written with a single eighth note per measure, while the Clarinets and Trumpets parts are written with eighth notes beamed together in pairs. The Drums part is labeled "Start and ring 4 times" and the Clarinets and Trumpets parts are labeled "Enter when drums start 2nd time and ring 3 times".

Composer: Agnes Ku Chun Moi

1.10 LIST OF SYMBOLS, UNITS, ABBREVIATIONS, FORMULAS, NOMENCLATURE, TERMS, AND NUMBERS (Appendix M and N)

Symbols, abbreviations, units, formulas, terms, and numbers that are used in the text for its specific meaning(s) related to the area of study should be listed in alphabetical order. Example:

KPM Kementerian Pendidikan Malaysia
USIA United Sabah Islamic Association
WHO World Health Organisation

1.11 LIST OF APPENDIX (Appendix O and P)

Appendix can be raw data, summaries/short notes, or additional statements that support the findings of the thesis/dissertation. This includes parts of data that may be too large to fit into the main texts; such as data in the form of numbers or figures (exceeding two pages), computer program codes, and pictures that supports the candidate's research.

1.12 MAIN SOURCES FOR FOOTNOTES / ENDNOTES

- a. Reference sources must be stated in the main text
- b. Footnotes and endnotes should only be used to give additional explanation and made in linear order beginning with the number (1) for each chapter.

1.13 PAPER

- a. Size : A4 (210 mm x 297 mm)
- b. Type : Simili Paper 80 gram
- c. Colour : White

1.14 PRINTING

1.14.1 Printing Texts/ Figures/ Photographs

- a. Only original print-outs of figures/photographs or copies of good quality are acceptable.
- b. Text should be printed on only one side of each sheet of paper (single-sided printing is required).

1.14.2 Copies (Photocopies)

Only photocopies or original print-outs of good quality photographs/figures are acceptable.

1.15 THESIS BINDING FOR SUBMISSION

- a. Cover : Hard paper cover
- b. Size: : A4 (210 cm x 297 cm)
- c. Colour : i. Dark Blue (Postgraduate Diploma/Masters/Master of Philosophy)
ii. Maroon (Doctor of Philosophy)

1.15.1 Front Page – Hard-cover (Appendix A)

All information on the front hard-cover page of the thesis must be type-written in capital/block letters in gold colour using **Tahoma**, font-size and 18.

TITLE (*Note: the use of abbreviations or the use of brackets such as this is not allowed)

NAME OF THE CANDIDATE

NAME OF THE SCHOOL

NAME OF THE UNIVERSITY

YEAR OF THE *VIVA VOCE*

1.15.2 Spine (Appendix C)

The information shown below should be typed along the spine of the thesis/dissertation using capital/block letters, Tahoma font type size 16, in gold colour, in accordance with the following sequence:

NAME OF THE CANDIDATE

NAME OF THE DEGREE (Abbreviation)

YEAR (year of the thesis submission)

ABBREVIATION FOR THE NAME OF THE UNIVERSITY (UMS)

1.13 ABBREVIATIONS FOR DEGREE NAMES

Abbreviations for Degree Names

Abbreviation	Name of Degree in Bahasa Melayu	Name of Degree in English
Ph.D	Doktor Falsafah	Doctor of Philosophy
MPhil.	Sarjana Falsafah	Master of Philosophy
MSc.	Sarjana Sains	Master of Science
MAgric. Sc.	Sarjana Sains Pertanian	Master of Agricultural Science
MEng.	Sarjana Kejuruteraan	Master of Engineering
MEnv.Sc.	Sarjana Sains Sekitaran (Kerja Kursus)	Master of Environmental Science (Course Work)
MA.	Sarjana Sastera	Master of Arts
MEd.	Sarjana Pendidikan	Master of Education
MAcc.	Sarjana Perakaunan	Master of Accounting
MEcons.	Sarjana Ekonomi	Master of Economics
MBuss.	Sarjana Perniagaan	Master of Business
MFin.	Sarjana Kewangan	Master of Finance
MBA	Sarjana Pentadbiran Perniagaan	Master in Business Administration
MHCM	Sarjana Pengurusan Modal Manusia	Master in Human Capital Management
MPsy.	Sarjana Psikologi	Master of Psychology
PGDip.	Diploma Pascasiswazah	Postgraduate Diploma
Dip. Ed.	Diploma Pendidikan	Diploma of Education
PGCert	Sijil Pascasiswazah	Postgraduate Certificate

CHAPTER 2

STRUCTURE OF THE THESIS/DISSERTATION

2.1 Sequence

The contents of the thesis/dissertation should be arranged in the following sequence:

TITLE

CANDIDATE'S DECLARATION

CONFIRMATION

ACKNOWLEDGMENTS

ABSTRACT (in English)

ABSTRAK (Abstract in Bahasa Malaysia, *Italic*)

TABLE OF CONTENTS

LIST OF TABLES

LIST OF FIGURES/PHOTOGRAPHS

LIST OF ABBREVIATIONS/SYMBOLS

LIST OF APPENDIX

CONTENTS OF THE MAIN TEXT (CHAPTERS)

REFERENCES/BIBLIOGRAPHY

GLOSSARY (if applicable)

APPENDIX (e.g. APPENDIX A, APPENDIX B, etc.)

Note: If certain sections mentioned above are not required, then you do not need to include it in your thesis/dissertation. Each section mentioned above must begin on a new page. See the example given in **Appendix F**.

2.2 TITLE PAGE (Appendix B)

Title page is type-written in capital/block letters and arranged in the following sequence:

- a. Thesis/Dissertation Title – centralized (upside-down pyramid), font-size 18, without abbreviations or brackets.

- b. Name of candidate – type-written in full as shown in his/her national Identity Card or Passport, and centralized in capital/block letters, font-size 18.
- c. Declaration of thesis submission should be stated according to degree level. Example:
***THESIS SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR THE DEGREE OF DOCTOR OF PHILOSOPHY***
- d. Name of Faculty/Institute – type-written in full, centralized (upside-down pyramid) and font size 18.
- e. The year in which the hard-cover thesis was submitted. It must be centralized font-size 18. Do not add extra spacing in between the Faculty/Institute's name with the Year of submission.

2.3 CANDIDATE'S DECLARATION (Appendix F)

This page should begin after the title has been typed in the middle of the page concerned and it includes the candidate's declaration/acknowledgement that the thesis/dissertation written is a result of the candidate's own work, and that the source or any extraction or summary has been indicated. The following sentence should be used:

"I hereby acknowledge that I have stated the source of each extraction, summary and reference in this study..."

2.4 ACKNOWLEDGMENTS (Appendix G)

The candidate may express his/her appreciation in the acknowledgments section to individuals or organisations that have assisted them in conducting the research, but the candidate is not allowed to state that the dissertation/thesis is 'dedicated' to any individual, group or organisation. This section should not exceed one page.

2.5 ABSTRACT (Appendix H)

The abstracts of a thesis/dissertation should be written in two languages, namely English and Bahasa Malaysia. In a thesis/dissertation written in Bahasa Malaysia, the abstract in Bahasa Malaysia should be placed before the abstract in English. Likewise, in a thesis/dissertation written in English, the English abstract should precede the abstract

written in Bahasa Malaysia. As for the translated abstract, the title of the abstract must be written in full. See the example in Appendix K.

The abstract should be presented in only one paragraph, single-spaced and not exceeding one page.

2.6 TABLE OF CONTENTS (Appendix E)

All titles, chapters and main sections of a chapter should be listed and arranged in order.

2.7 LIST OF FIGURES/TABLES (Appendix I)

All figures and tables presented in the thesis should be listed and arranged in order.

2.8 LIST OF DIAGRAMS / PHOTOGRAPHS / SYMBOLS / ABBREVIATIONS / GLOSSARY / APPENDIX (Appendix J, K, L, M, N,O and P)

All related items (as stated above) that are presented in the thesis should be listed and arranged in order.

2.9 MAIN TEXT

The number of chapters and the sequence in which they are presented in the thesis/dissertation depends on the requirements of the area of discipline.

The text presented in a thesis/dissertation normally comprises the following components:

i. Introduction

The introductory chapter covers the background to the study, research questions, objectives, significance of the research, and other relevant sections.

ii. Literature Review

This chapter includes a review of past studies (previous research) related to the topic of the study.

iii. **Methodology**

This chapter describes in detail the research methods and/or procedures used by the researcher in conducting the study, such as the research design, approach(es), sampling procedures/techniques, instrumentation, data analysis and other related procedures.

iv. **Research Findings**

The research results are the findings obtained by the candidate and presented in the main text.

v. **Discussion and Conclusion(s)**

This chapter summarises and discusses the main findings obtained in the research.

vi. **Recommendations**

The recommendation chapter is not obligatory and its inclusion is dependent on the requirements of the area of study and type of research.

2.10 REFERENCES & BIBLIOGRAPHY (Appendix U)

This page includes a complete list of references and bibliography used in the thesis/dissertation in the main text, tables and figures and/or appendixes.

Note: The bibliography and/or references prepared in the appendix in this thesis is only intended as a guide. Therefore, candidates are advised to use the APA format **except** for references used in Bahasa Malaysia. Refer to the format required by the school, centre or institute respectively for thesis written in Bahasa Malaysia.

CHAPTER 3

REFERENCE FORMAT FOR IN-TEXT CITATION

3.1 REFERENCE CITED IN THE TEXT

References cited in the text are intended as an appreciation for the authors' works which are used as sources of information to the candidate's research writing and to his/her readers.

3.1.1 "Author–Year" System

- a. This system contains at least two basic information elements, which are (i) name/s of author/s and (ii) the year of publication. If the candidate has a verbatim citation (word-for-word quotation) of the parts found on certain page/s in the original source concerned, the page number/s should be specified after a colon (:) which is placed after the year of publication.

Example: (Williams, 2006: 34)

- b. For authors who have family names (surnames), only their family names should be used in citations.

- c. The symbol '&' is not allowed, and the word 'and' must be used instead.

Example: Adam and Ahmad, 1998

- d. If the name of the author is in the middle or at the end of a sentence, the reference should be cited as follows:

Example: (Williams, 2006: 34)

- e. If the author's name is at the beginning of a sentence, the reference should be cited as follows:

Example: Williams (2006:34)

f. If there are two or more than two writers, the names of the authors must be stated as shown below:

- i. For two authors: (Adam and Ahmad, 1998)
- ii. For three and more authors: Write the surnames for all the authors at the first reference made, such as (Miley, Jonah, Hickory, and Jane, 2000). For any subsequent in-text references, just write the first author's surname name followed by '*et al.*' to refer to the rest of the authors, such as (Miley et al., 2000).

g. If the candidate refers to an author who has produced two or more works in the same year, the references should be cited as follows:

Example: (Cheah, 2005a: 77)

Example: (Cheah, 2005b: 118)

h. For Malaysian authors, the full names are generally cited without the 'bin'/'binti'.

Example: (Mohamad Firdaus Adam, 2005: 23)

i. For works whose years of publication are originally not available, it should be cited as follows:

(Chye Fook Yee, no yr.: 7)

Note: Use 'no yr.' as an abbreviation for cases where the date/year of publication is originally not available and the number 7 refers to the page where the source is found.

j. For references without an author/s, it should be cited as follows:

Example: (Seventh-day Adventist Encyclopedia 1966: 45)

Example: (Urban and Rural Planning Act (Act 171), 2001: 3)

CHAPTER 4

BIBLIOGRAPHY/REFERENCE LIST FORMAT

4.1 REFERENCE

- a. References refer to all sources used in the writing of the thesis.
- b. Each reference should be written according to the sequence below:
 - Name/s of the author/s (state clearly the name/s of the editor/s or person/s in charge – if applicable)
 - Year of publication
 - Title of Book/Article/Journal
 - Edition number (e.g., first edition, second edition, etc. – if applicable)
 - Volume number (if applicable)
 - Place of publication
 - Name of publisher
 - Page numbers (for articles in journals or chapters in books)
- c. References from the World Wide Web should not exceed five (5) percent.

4.2 BIBLIOGRAPHY

a. Unpublished Government Records

Example:

- i. C.O. 874/466-Immigration.
- ii. Colonial Office 874/1104 – War With Japan.

b. Unpublished Formal Documents

Example:

- i. Memorandum of Understanding between the Sabah State Government and *The Summer Institute of Linguistics*.
- ii. Sabah State Government. Sabah Second Agriculture Policy: 1999-2010, Kota Kinabalu: Sabah Government Printers.

c. Official Government Reports

Example:

- i. *International Trade Statistics, Sabah*. 1986. Department of Statistics Malaysia. 3-21.
- ii. Rosenberry, R. (ed.). 2002. *World shrimp farming 2002*. Annual Report Number 15. San Diego, USA: Shrimp News International.
- iii. *World Health Report 1998*. World Health Organization (WHO). 1998.

d. Archives

Example:

- i. North Borneo Central Archive. No. 66 – Educational Policy of State - General.
- ii. North Borneo Central Archive, No. 725- Borneo Fishing Company at Si Amil Island - General.

e. Departmental Files

Example:

- i. Beaufort Municipal Council Files. 7/273/11 – Waran Peruntukan 1986.
- ii. *A Report on Socio-Economic Survey of Fisherman at Kuala Penyu District*, 1986. KO-NELAYAN.

f. Newspaper

Example:

- i. *Berita Harian*. 1987. Kebangkitan Masyarakat Melayu.
- ii. Parrish, M. 1992. L. A. firm helps utility with innovative plan. Los Angeles Times, 4 August 1992. 2 pp.

g. Thesis/Dissertation

Example:

- i. Zulkornain bin Yusof. 1996. *Kedudukan Saudara Kita Sabah, Satu Kajian Permulaan*. Kertas Projek Institut Teknologi MARA Cawangan Sabah. (Unpublished).

- ii. Cheong, C. H. P. 1999. Perbandingan morfologi *Dolichoderus* (Kumpulan *thoracius*) (HYMENOPTERA: FORMICIDAE) dari Sabah dan Semenanjung Malaysia serta potensi *Dolichoderus sp.* (Kumpulan *thoracius*) Sabah sebagai agen kawalan biologi serangga perosak. Tesis Sarjana. Universiti Malaysia Sabah.

h. Working Papers

Example:

- i. Ismail Abas. 1989. *Tarian-tarian Ritual Sabah, Fungsinya dan Masa Depan*. Borneo Dialog II – Working Paper. Kota Kinabalu. 12-16 September. Organized by Dewan Bahasa dan Pustaka Sabah, Badan Bahasa Sabah with GAPENA and Sabah State Government.
- ii. Primavera, J. H. 1994. Shrimp farming in the Asia Pacific: Environmental and trade issues and regional cooperation. *Paper presented at the Nautilus Institute Workshop on Trade and Environment in Asia-Pacific.: Prospects for regional cooperation.* East-West Centre Honolulu, Philippines, 23-25 September.
- iii. Anton, A. 2003. Bioindicators in River Quality Maganegemt. *Bengkel Enviro-course 2002- Kualiti Air.* Kota Kinabalu: Universiti Malaysia Sabah.

i. Book

Example:

- i. Ahmat Adam. 1992. *Sejarah dan Bibliografi Akhbar dan Majalah Melayu Abad Kesembilan Belas.* Kuala Lumpur: Universiti Kebangsaan Malaysia.
- ii. Zimmerman, H. J. 1996. *Fuzzy set theory and its application.* 2nd ed. New Delhi: Allied Publishers Ltd and Kluwer Academic Publishers.
- iii. Dhont, J., Lavens, P. & Sorgeloos, P. 1993. Preparation and use of Artemia as food for shrimp and prawn larvae. In McVey, J. P. (ed.). *CRC Handbook of Mariculture Crustacean Aquaculture 2nd edition, volume 1*, pp. 289-313. Boca Raton: CRC Press.

j. Encyclopedia

Example:

- i. *Coolier's Encyclopedia*. vol. 16. 1985. London: Macmillan Educational Company.
- ii. Bignell, D. E. & Eggleton, P. 1998. Termites. *In* Calow, P. (ed.) *Encyclopedia of ecology and environmental management*. Blackwell scientific, pp 744-746. Oxford.
- iii. Treece, S.D. 2000. Shrimp Culture. *In* Stickney, R.R. (ed.) *Encyclopedia of Aquaculture*, pp. 798-868. New York: John Wiley and Sons.

k. Dictionary

Example:

Abd. Bin Nuh dan Oemar Bakry. 1996. *Kamus Melayu-Arab-Inggeris*. Kuala Lumpur: Victory Agencies.

l. Article

Example:

- i. Appell, G.N. 1972. "Murut Depopulation and the Sipitang Lun Dayeh." *JMBRAS*, 45 (2).
- ii. Shiau, S.Y. & Liu, J.S. 1994. Quantifying the vitamin K requirement of juvenile marine shrimp, *Penaeus monodon*, with menadione. *Journal of Nutrition* 124:227-282.

m. Film

Example:

Fictional Film. 1972. *Kabus Malam*. Jakarta: Puncak Keris.

n. Map

Example:

Sabah Agriculture Department. 1996. Map of Sabah's Wetlands.

o. Web Page/Email

Example:

- i. "Salvation Army International Headquarters". Retrieved from [http://www.salvation.org.hk/www/what is salvation army/home.htm](http://www.salvation.org.hk/www/what%20is%20salvation%20army/home.htm). 26 Sept. 2004.
- ii. Potter, L., Brookfield, H. & Byron, Y. 2002. The eastern Sundaland region of South-east Asia. Retrieved from <http://www.unu.edu/unupress/unupbooks/uu14re/uu14re14.htm>.

***Note:** All details related to the electronic sources used must be given, including date retrieved, date updated/uploaded, etc.

Personal and casual interviews, unplanned meetings with individual/s referred to as 'Anonymous', and/or invalid sources on the internet which have no authority in the field concerned, and/or individuals with no relevant credentials are **not allowed**. However, official on-line sources or websites and well-established refereed e-journals are acceptable.

p. Interviewee Respondents

Example:

Razak Janau. 74 years old. Kampung Padas, Papar. Ketua Kampung Padas. 26 September 2003.

CHAPTER 5

PLAGIARISM

Plagiarism is the use of another person's ideas, work or data that is placed in the main text of the candidate's thesis/dissertation without giving acknowledgment to the original author/s. It includes the use of data, words from print media and the internet, and other types of visual materials (including pictures, figures, diagrams, maps and others).

Plagiarism is a very serious crime in the academic world and it is not accepted by academic scholars. Because of this, if the candidate's thesis/dissertation is found to have any element of plagiarism, the thesis is considered failed and the student's candidature will be terminated. Students are advised to always refer to the original author/s if they are using any ideas or statements from other scholars in order to avoid plagiarism.

The University gives use of the *Turnitin* software to students in order to help them screen the originality of their work and to avoid possible plagiarism. For thesis submission for the *Viva Voce*, students are required to submit one copy of their thesis' *Turnitin* result that has been certified by your respective Faculty/Institute/Center to the Center of Postgraduate Studies. The student will not be allowed to schedule or take the Viva Voce exam without turning in their certified *Turnitin* result.

CHAPTER 6

ATTACHMENT

A thesis does not necessarily have to include attachments unless it is needed. Attachments should be placed after the BIBLIOGRAPHY / REFERENCE section. Attachments must be given titles, type-written in block/capital letters.

Example: ATTACHMENT A / ATTACHMENT B / ATTACHMENT C... etc.



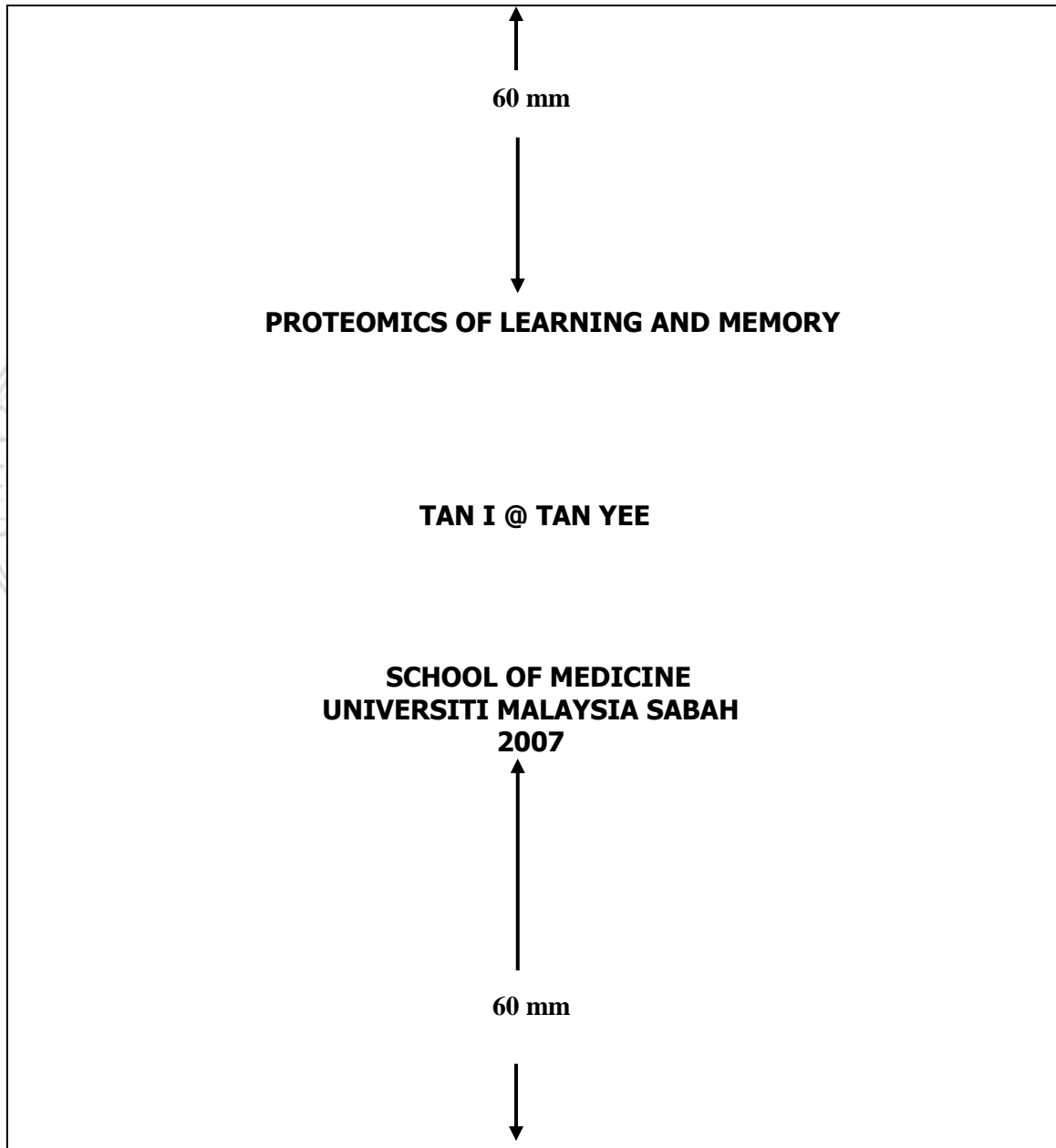
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APPENDIX A

Example Title for the Front Cover Page

Example Title for Thesis Front Cover (Hardcover)

Top Margin



Bottom Margin

APPENDIX B

Example of Title Page / First Page

Top Margin

60 mm

PROTEOMICS OF LEARNING AND MEMORY

TAN I @ TAN YEE

**THESIS SUBMITTED IN PARTIAL FULFILLMENT FOR THE DEGREE OF
MASTER OF SCIENCE**

**SCHOOL OF MEDICINE
UNIVERSITI MALAYSIA SABAH
2007**

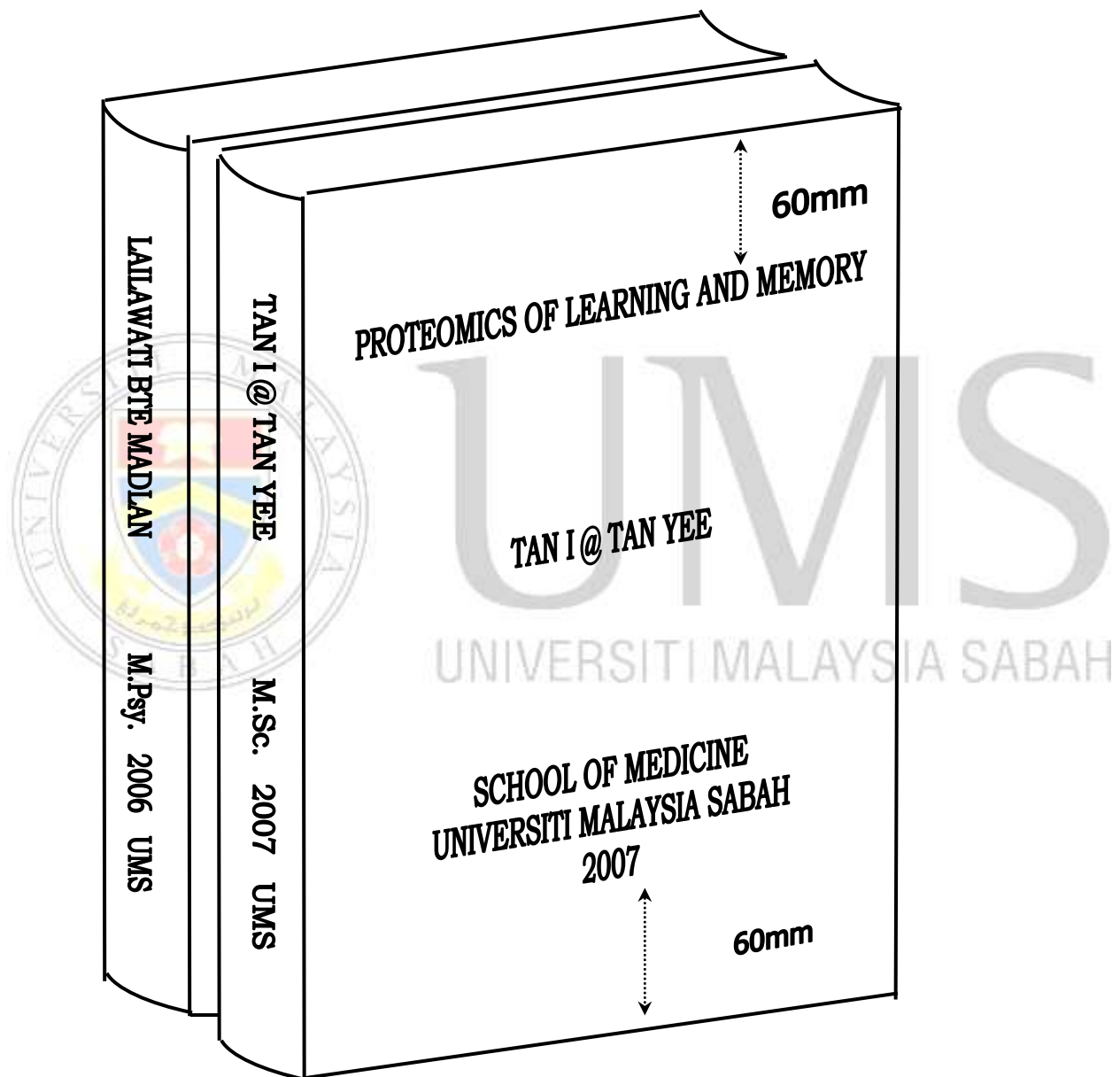
60 mm

The diagram illustrates the layout of a title page within a rectangular frame. At the top, an upward-pointing arrow is labeled '60 mm', indicating the top margin. Below this, the title 'PROTEOMICS OF LEARNING AND MEMORY' is centered. The author's name 'TAN I @ TAN YEE' is centered below the title. The submission statement 'THESIS SUBMITTED IN PARTIAL FULFILLMENT FOR THE DEGREE OF MASTER OF SCIENCE' is centered next. The institutional affiliation 'SCHOOL OF MEDICINE', 'UNIVERSITI MALAYSIA SABAH', and the year '2007' are centered at the bottom. A downward-pointing arrow labeled '60 mm' is positioned below the affiliation, indicating the bottom margin.

Bottom margin

APPENDIX C

Example of Information Shown on the Spine



APPENDIX D

Supervisor/s Declaration (Before the final draft is bounded in hardcopy)

NAME : **ALAN MATHEWS**
MATRIK NO. : **PS05-002-017**
TITLE : **THE INFLUENCE OF MUSIC ON STUDENTS' DISCIPLINE**
DEGREE : **MASTER OF EDUCATION (PSIKOLOGI KAUNSELING)**
VIVA DATE : **20 MAY 2006**

CERTIFIED BY

1. **SUPERVISOR**
Supervisor's Name

Signature

2. **CO-SUPERVISOR** (If Any)
Name of Co-supervisor

APPENDIX E

Example of Table of Contents

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APPENDIX F

Example of Candidate's Declaration

DECLARATION

I hereby declare that the material in this thesis is my own except for quotations, excepts, equations, summaries and references, which have been duly acknowledged.

25 Mac 2012

.....

Nick Elddy Faddili

PK20115267

PENGAKUAN

Karya ini adalah hasil kerja saya sendiri kecuali nukilan, ringkasan dan rujukan yang tiap-tiap satunya telah saya jelaskan sumbernya.

25 Mac 2012

.....

Bryan Adam

PK20115267

APPENDIX G

Example of Acknowledgements

ACKNOWLEDGEMENT

I would like to express my deepest gratitude and appreciation to my supervisor, Prof. Dr. Perumal Ramasamy for all his advices, guidance and support in this research work that lead to the completion of this thesis. I wish to thank Dr. Zaleha for her...

Nick Eddy Faddili
Oktober 2012

PENGHARGAAN

Usaha untuk menghasilkan tesis ini tidak mungkin tercapai tanpa sumbangan banyak pihak. Saya ingin merakamkan setinggi-tinggi dan jutaan terima kasih kepada bekas penyelia saya iaitu arwah Dr. Mohammad Haji Yusuf yang telah membimbing saya di awal penulisan tesis ini dan juga penyelia saya Dr. Chua Bee Seok yang telah banyak memberikan bimbingan...

Nick Eddy Faddili
5 Disember 200

APPENDIX H

Example of Bahasa Malaysia Abstrack and Translation

(If this thesis is written in Bahasa Malaysia, then the thesis title does not need to be stated; and the same goes for an English thesis)

Contoh:

ABSTRAK

(Tajuk tidak perlu dinyatakan)

Penulisan mengenai pembangunan industri hiliran berasaskan perikanan di negeri Sabah oleh para sarjana tempatan lebih menumpukan kepada persoalan di peringkat "hulu" sahaja seperti status sumber marin, taraf sosio-ekonomi komuniti nelayan, peranan golongan pemodal, bilangan nelayan dan bot menangkap ikan; jumlah pendaratan sumber marin, teknologi menangkap ikan; kepelbagaian spesis marin dan lain-lain lagi. Penulisan mengenai pembangunan industri perikanan di peringkat "hiliran" seringkali dipinggirkan dan tidak mendapat tempat yang sewajarnya.....

ABSTRACT

(Abstrak yang diterjemahkan perlu nyatakan tajuk)

Writings by local scholars on the development of the downstream industry based on fisheries in the state of Sabah have been limited and basically are more focused on the "upstream" level of the fishery industry. These writings have attempted to answer questions such as: the status of marine sources, the sosio-economic level of fishermen in their community, varieties of marine species and other topics which are related and geared towards "upstream" issues. Hence, due to the focus towards study on the development of the fishery industry at the "upstream" level, this has affected the attention on the issues at the "downstream" level, which have occasionally been marginalized.....

APPENDIX I

Example of List of Figures

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Example of List of Tables

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APPENDIX K

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APPENDIX L


Example of List of Musical Notation

SENARAI SIMBOL NOTASI

 - Semibrif

 - Minim

 - Krocet

 - Kuaver

APPENDIX M

Example of List of Symbols, Units, Abbreviation, Formulas, Terminology, and Numerals

SENARAI SIMBOL

<i>D, d</i>	-	Garis pusat
<i>e</i>	-	Dimensi kekusutan
<i>f</i>	-	Kekusutan turus bagi paip
<i>F</i>	-	Daya
<i>g</i>	-	Graviti = 9.81 m/s
<i>H</i>	-	Jumlah kesusutan turus
<i>I</i>	-	Momen inertia
<i>k</i>	-	Angkali kekusutan
<i>l</i>	-	Panjang
<i>m</i>	-	Jisim
<i>M</i>	-	Jisim sarung
<i>N</i>	-	Halaju pusingan
<i>P</i>	-	Tekanan
<i>w</i>	-	Halaju sudut
<i>x</i>	-	Anjakan
<i>z</i>	-	Ketinggian

APPENDIX O

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APPENDIX Q

Example of Writing Headings and Sub-headings

BAB 2

2 x 1.5 Langkau
(2 kali ketuk ENTER)

OBJEKTIF KAJIAN

3 x 1.5 langkau baris
(3 kali ketuk ENTER)

1.5 Objektif Kajian } (1 x 1.5 langkau)

Penyelidik menggariskan tiga objektif dalam kajian ini:

- b. Membuat perbincangan mengenai masyarakat Dusun daripada perspektif komuniti itu sendiri dari segi.....

(2 x 1.5 langkau)

1.6 Konsep Kajian

Terdapat empat konsep yang menjadi asas kepada pengkajian ini dilakukan.....

(2 x 1.5 langkau)

1.6.1 Masyarakat

Dalam mengkaji manusia aspek budaya yang dimiliki dan tingkah laku budayanya dititik beratkan dalam bidang antropologi. Masyarakat merupakan satu konsep yang abstrak yang tidak boleh dilihat dan dikira.....

Tiada no untuk mukasurat pertama setiap Bab

APPENDIX R

Example of Glossary

Science Cluster

SENARAI GLOSARI

Agranulosit	Sejenis sel darah putih tanpa granula sitoplasma
Blatofor	Lekukan pada gastrula pada peringkat awal embrio
Dendrit	Neuron yang menalar impuls
Diastol	Tempoh rehat semasa satu kitar kardium
Fagositosis	Cara pemakanan yang melibatkan makanan oleh dilingkungi oleh membran sel dan membentuk satu vakuol.

Arts / Social Science Cluster

SENARAI GLOSARI

Baptis	Upacara untuk mengkristiankan seseorang melalui upacara pemandian
Ekstrinsik	Berasal atau bertindak dari luar
Interpersonal	Hubungan sesama manusia
Kolerasi	Hubungan atau kaitan secara timbal balik
Transkrip	Rekod atau catatan rasmi mengenai kajian

APPENDIX T

Example of the use of the word *Ibid*



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APPENDIX U

Format for Writing the Reference

a. Book with One Author

Example:

- i. Ford, H. 1997. *The International Jew*. Johannesburg: Global Publisher.
- ii. Magurran, A. E. 1988. *Ecological diversity and its measurement*. London: Croom Helm.

b. Two or More Authors

Example:

- i. Ahmad Fawzi Basri, Mohd. Idris Salleh & Shafee Saad. 1991. *Bumi Kita Dipijak Milik Orang*. Kuala Lumpur: Dewan Bahasa dan Pustaka.
- ii. Maryati, M., Azizah, H. & Arbain, K. 1996. Terrestrial ants (Hymenoptera: Formicidae) of Poring, Kinabalu Park, Sabah. *In* Edwards, D. S., Booth, W. E. & Choy, S. C. *Tropical rainforest research-current issues. Monographiae biologicae* (eds), pp. 117-123. Kluwer Academic Publishers, London.

c. Book, Specific Edition

Example:

- i. Gilchrist, J. D. 1989. *Extractive Metallurgy*. (3rd edition). Oxford: Pergamon Press.
- ii. Barnes, R.S.K. 1984. *Estuarine Biology* (2nd edition). London: Edward Arnold.

d. Book / Work without an Author

Example:

Akta. 2001. *Akta Perancangan Bandar dan Desa 1976 (Akta 171)*. Kuala Lumpur: International Law Book Service.

e. Edited Book

Example:

Rose, R. (ed).1974. *Electoral Behavior: A Comparative Handbook*. New York: Free Press.

f. Translation Work

Example:

Wheare, K. C. 1980. *Kerajaan Persekutuan*. Terj.. Kuala Lumpur: Dewan Bahasa dan Pustaka.

g. Multi-volume Books

Example:

Ensiklopedia Pembangunan Sabah. 1981. Vol. 6. Kota Kinabalu: Usaha Baru.

***Note:** Vol. refers to volume.

h. Occasional Paper

Example:

Sharifah Rofidah Habib Hassan. 2003. *Perayaan Di Sabah*. Kertas Kadangkala Bil. 2. Kota Kinabalu: Universiti Malaysia Sabah.

i. Monograph

Example:

i. Zainah Ahmad. 2003. *Politik Sabah Sebelum Penjajahan Jepun*. Monograf 3. Kota Kinabalu: Universiti Malaysia Sabah.

ii. Mohammad Raduan Mohd. Ariff. 1993. Teknologi Pengangkapan Ikan di Sabah. *Khazanah*. Siri Dokumentasi Akademi Pengajian Melayu, Bil. 3, Kuala Lumpur: Universiti Malaya.

j. Journal Article

Example:

Mahani Musa. 1999. Malay Secret Societies in Penang: 1830s-1920s. *Journal of The Malaysian Branch of The Royal Asiatic Society*. **65**(2):151-182.

***Note:** The word in bold refers to the volume number; and the number in the brackets refer to the issue number, and the last numbers after the colon refer to the page numbers. .

k. News/Article in the Newspaper

Example (Without an Author):

The Borneo Post. 1999. Crocker Range Expedition Begins. 16 Oktober: 9.

***Note- Sequence:** Name of Newspaper (.) Year (.) News title (.) date (:) page (.)

Example (With an Author):

Philip Golingai. 2004. Primer on Primates. *Star*. 18 Januari: 4.

***Note- Sequence:** Author (.) Year (.) Newstitle (.) Name of Newspaper (.) Date (:) page number (.)

l. Chapter in Book

Example:

- i. Zaki Tahir. 2003. Pendatang Asing Di Sabah. *Dalam* Sharifah Habib Hasan dan Zainah Ahmad (eds.). *Kesan Politik*. Kota Kinabalu: Universiti Malaysia Sabah., hlm. 18-38.
- ii. Mustafa, S. & Ridzwan, A. R. 1998. Nucleic acid profiles in mackerel, *Rastrelliger Kanagurta*, From west coast of Sabah. *In* Mohamed, M., Bernard, H. (eds.). *Tropical Ecosystem Research in Sabah*, pp. 56-52. Kota Kinabalu:ums.
- iii. Sabihah Osman. 2000. Tawau: Pusat Kegiatan Ekonomi Orang Jepun. Abdul Halim (ed.). *Sabah dalam Perluasan Pasaran*. Bangi: Penerbit Universiti Kebangsaan Malaysia., hlm. 31.42.

m. Conference Proceeding

Example:

- i. Ismail Haji Ibrahim. 2000. Senario Seni Lukis Sabah: Stail dan Tema. *Borneo 2000: Proceedings of the Sixth Biennial Borneo Research Conference*. UMS. 557-586.
- ii. Homathevi, R., Maryati, M., Eggleton, P., Jones, D. T. & Davies, R. G. 2000. Termites (Insecta: Isoptera) Fauna of Danum Valley Conservation Area, Sabah, East Malaysia. *Borneo 2000: environment, conservation and land. Proceedings of sixth biennial Borneo research conference*. July 10-14, 2000. Kuching Sarawak.

n. Magazine Article

Example:

Aliran. 2000. Sarawak native blockade pulp mill project. *Aliran* **20** (10:33)

o. Book Review

Example:

Badriyah Haji Salleh. 2001. Ulasan buku J. H. Drabble. 2000. *An Economic History of Malaysia*, c. 1800-1990: The Transition to Modern Economic Growth. Hampshire: Macmillan Press. *Journal of The Malaysian Branch of The Royal Asiatic Society* **124**(1):111-114.

p. Working Paper, Reports and Meeting minutes

Example:

Pascasiswazah Seminar's Meeting Minutes. 2002. *Minit Mesyuarat Seminar Pascasiswazah. Pusat Pengajian Pascasiswazah Universiti Malaysia Sabah Kali Pertama*. Kota Kinabalu. Sabah. 5 Jun.

q. Thesis

Example:

- i. Mat Zin bin Mat Kib. 2000. *Perkembangan Mazhab-mazhab Agama Kristian di Sabah*. Sekolah Sains Sosial. Kota Kinabalu: Universiti Malaysia Sabah.
- ii. Yap Beng Liang. 1977. *Orang Bajau Pulau Omadal, Sabah: Satu Kajian Tentang Sistem Budaya*. Kuala Lumpur: Universiti Malaya.

r. Film and Musical Numbers

i. Film

Example:

Ramlee, P. 1962. *Laksamana Do Re Mi*. Filem cereka. Singapura: Shaw Brother.

ii. Video

Example:

Muzium Sabah. 1968. *Menangkap Ketam Batu di Mengkabong, Tuaran, Sabah*.
Filem Dokumentari. Jabatan Muzium Sabah.

iii. Slides

Example:

Pugh-Kitingan, J. 1976. *Jenis-jenis Tarian Masyarakat Peribumi Sabah*. Slaid.
Sekolah Sains Sosial. Universiti Malaysia Sabah.

iv. Music

Example:

Johari Salleh. 1986. *Lambaian Kasih* dalam *Citra Malaysia*. Chorus dan Orkestra.
Kassim Masdor (konduktor). Laserlight Series 12036. Santiago: Delta
Music Incorporated.

v. CD-ROM

Example :

MacRae, S. 1995. *Introduction to Research Design and Statistic*. CD Leicester:
British Pshychological Society.

vi. Interview

Example :

Stephens, B. 1998. Kegiatan Mubaligh Kristian di Sabah. Interview. 25 Mei.

vii. Electronic/Online Reference

Example:

- a. "Keputusan Mahkamah Internasional atas Permohonan Intervensi Pemerintah Filipina dalam Kasus Pulau Sipadan dan Ligitan" (online) <http://www.dfadeplu.go.id/policy/releases/2002/pr-56-251001.htm>. Dicitak 13 September 2002.
- b. Potter, L., Brookfield, H. & Byron, Y. 2002. The Eastern Sundaland region of South-east Asia, www.unu.edu/unupress/unupbooks/uu14re/uu14re14.htm.

***Note:**

- Details of electronic reference materials used must all be noted, including the date of upload/update of the page.
- The use of electronic references from a personal web page is not encouraged, unless it is recognized by a governing body.



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APPENDIX V

REFERENCES

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- Centre for Graduate Studies, 2005, *The UKM Style Guide* (2nd edition), Bangi: Universiti Kebangsaan Malaysia
- Gaya Dewan, 1995, *Gaya Dewan* (edisi ketiga), Kuala Lumpur: Dewan Bahasa dan Pustaka.
- Gaya UKM, 1998, *Panduan Menulis Tesis Gaya UKM* (edisi keenam), Bangi: Universiti Kebangsaan Malaysia.
- Pusat Pengajian Siswazah, 2006, *Panduan Penulisan Tesis Gaya UKM* (edisi semak), Bangi: Universiti Kebangsaan Malaysia
- Sekolah Sains & Teknologi, 2006, *Panduan Penulisan Disertasi* (edisi ketiga), Universiti Malaysia Sabah.