

TABLE OF CONTENTS

Chapter 1 Organization Of The Thesis

1.1	Definition of a Thesis	1
1.2	Organization of the Thesis	1
1.3	Thesis Status Declaration	1
1.4	Declaration	4
1.4.1	Supervisor's Declaration	4
1.4.2	Declaration on Cooperation with Outside Agencies and Certification of Examination	4
1.5	Title Page	4
1.5.1	Thesis Title	5
1.7	Statement of Award for the Thesis	5
1.8	Declaration Page	5
1.9	Dedication Page (optional)	5
1.10	Abstracts	6
1.11	Table of Contents Page	6
1.12	List of Tables	6
1.13	List of Figures	7
1.14	List of Symbols/Abbreviations/Notations/Terminology	7
1.15	List of Appendices	7
1.16	Text	7
1.16.1	Citation in the Text	8
1.16.2	Quotations in the Text	8
1.16.3	Tables in the Text	8
1.16.4	Figures in the Text	9
1.17	References	10
1.18	Appendix	10

Chapter 2 Size And Format

2.1	Paper and size	12
2.2	Margin	12
2.3	Pagination	12
2.4	Numbering the Chapters and Sub-sections	13
2.5	Typing	14
2.6	Spacing and format	14
2.7	Computer Printed Copy	15
2.8	Lettering and Drawing	15
2.9	Minimum and Maximum Limits	16
2.10	Binding	16
2.10.1	Cover Colour and Writing	16
2.10.2	Front Cover	17
2.10.3	Spine	17

Chapter 3 Text Of Thesis

3.1	Introduction	
3.1.1	Introduction	18
3.1.2	Literature Review	18
3.1.3	Methodology	18
3.1.4	Data Analysis and Findings	19
3.1.5	Discussions and Conclusions	19

Chapter 4 Reference Style

4.1	Introduction	20
4.2	Citation style	20
4.2.1	Writing style for References In-Text	20
4.2.2	Writing style for Reference List	24

Chapter 5 Endnote And Footnote

5.1	Endnote	33
5.2	Footnotes	34

Chapter 6 Electronic Theses And Dissertations (Etd)

6.1	Introduction	35
6.2	Definition of Electronic Theses and Dissertations (ETD)	35
6.3	Preparation Process	36
6.4	Contents of ETD	36
6.4.1	Pre-access File	36
6.4.2	Full Text File	37
6.5	Preparation Guideline	37
6.6	Method of Naming ETD Files	40

Chapter 7 Specific Guidelines For Masters By Research Candidates

7.1	Registration	43
7.2	Candidates' Responsibilities	43

Chapter 8 Specific Guidelines For Doctoral By Coursework Candidates

8.1	Registration	47
8.2	Candidates' Responsibilities	47

Chapter 9 Specific Guidelines For PhD Candidates

9.1	Registration	51
9.2	Candidates' Responsibilities	51

Appendix A	Example of Thesis Status Validation Form	55
Appendix B	Example of a Thesis Status Declaration Letter	56
Appendix C1	Sample of Supervisor's Declaration	57
Appendix C2	Declaration of Cooperation	58
Appendix D	Example of a Title Page	59

Appendix E	Sample of Statement of Awards for Theses	60
Appendix F	Sample of a Declaration Page	61
Appendix G	Sample of a Dedication page	62
Appendix H	Example of Acknowledgement Page	63
Appendix I	Example of an Abstract in Bahasa Melayu	64
Appendix J	Example of an Abstract in English	65
Appendix K	Sample of a Table of Contents Page	66
Appendix L	Example of a List of Tables	68
Appendix M	Example of a List of Figures	69
Appendix N	Example of a List of Symbols	70
Appendix O	Example of a List of Appendices	71
Appendix P	Sample of a Quotation in a Text	72
Appendix Q	Sample of a Table in the Text (APA Format)	73
Appendix R	Sample of an Illustration or a Figure (APA Format)	74
Appendix S	Application Form for Permission to Print Aerial Photograph/Malaysian Series Map	75
Appendix T	Sample of Numbering a Chapter and Sub-Heading in the Chapter	76
Appendix U	Sample of a Page Continuation	77
Appendix V	Sample of a Thesis Front Cover	78
Appendix W	Samples of a Thesis Spine (must be in Bahasa Melayu)	79
Appendix X	Sample of a Reference List Using Author and Year System	80
Appendix Y	Sample of an E-thesis Declaration/Validation Form	81

THESIS MANUAL

CHAPTER 1

ORGANIZATION OF THE THESIS

1.1 Introduction

This manual provides a guideline for the preparation of a thesis in fulfillment of the requirements for a graduate degree. The thesis should be presented in a manner that will reflect credit to the candidate, the faculty, and the University. The term *thesis* used throughout this manual refers to doctoral and master's theses. A summary of the arrangement of the thesis is presented in Table 1.1

1.2 Thesis Status Declaration

If a thesis is for restricted circulation and confidential the Thesis Status Declaration form issued by Perpustakaan UNISEL (P.UNISEL), i.e. P.UNISEL 19:16 (Pind. 1/07) form needs to be filled (see Appendix A). In the event the box CONFIDENTIAL or RESTRICTED is marked, a letter from the party classifying the information as confidential or restricted must be attached. The letter should clearly indicate

- (i) the reasons for classification
- (ii) the duration of classification

A typical duration for confidential or restricted classification is three (3) years. The maximum period for a thesis to be classified as confidential or restricted is five (5) years. Examples can be seen in Appendices A and B.

THESIS GUIDELINES

If the Status Declaration Form is not submitted or the form is incompletely filled, the University therefore renders the thesis to be unrestricted and the library will make copies of the thesis available for distribution as published academic exchange materials.

Table 1.1 : A Summary of the arrangement of the thesis, the sections required, the subject matter, the appendices showing samples of the appropriate sections and short notes on appropriate subject matter

Section	SUBJECT	STATUS	EXAMPLE (APPENDIX)	NOTES
	Blank paper	-	-	-
1.2	Declaration of the Status of Thesis	Compulsory	A	Without page number
1.2	Letter regarding status classification of thesis	Compulsory	B	Needed if classified as confidential/ restricted
1.3.1	Supervisor's declaration	Compulsory C1		Without page number
1.3.2	Declaration on cooperation	Compulsory C2	I.J	Without page number
	Certification of examination			
1.4	Title page	Compulsory	D	First page numbered with Roman neumeric (i). Do not use BOLD letters
1.6	Declaration of originality and exclusiveness	Compulsory	F	Page number using Roman numeric (ii)
1.7	Dedication	Optional	G	Page number using Roman numeric (if any)
1.8	Acknowledgements	Optional	H	Page number using Roman numeric

Section	SUBJECT	STATUS	EXAMPLE (APPENDIX)	NOTES
1.9	Abstract (Bahasa Melayu)	Compulsory	I.J	Page number using Roman Numeric
	Abstract (English)			
1.10	Table of Contents	Compulsory	K	Page number using Roman Numeric
1.11	List of Tables	Compulsory	L	Page number using Roman Numeric
1.12	List of Figures	Compulsory	M	Page number using Roman numeric
1.13	List of Symbols/Abbreviations/Notation/Technology	Compulsory	N	Page number using Roman numeric
1.14	List of Appendices	Compulsory (if any)	O	Page number using Roman numeric (if any)
1.15	Text	Compulsory	-	Page number using Arabic numeric starting with page 1
1.16	References	Compulsory	-	Page number using Arabic numeric continue from the text
1.17	Appendices	Optional	-	Page number using Arabic numeric continue from the text

1.3 Declaration

1.3.1 Supervisor's Declaration

A thesis to be submitted for the purpose of examination must obtain prior declaration of the supervisor on the standard and quality of the thesis. See example in Appendix C1.

1.3.2 Declaration on Cooperation with External Agencies and Certification of Examination

Section A

Any cooperation with external agencies in carrying out the research project leading to the submission of the thesis must be declared.

Section B

Candidates must obtain certification of examination from the Center for Graduate Studies (CGS).

Please see example in Appendix C2.

1.4 Title Page

The title page must contain information listed in the following order:

- Title of the thesis;
- Candidate's full name as in identity card or passport for international candidate;
- Statement of award for the thesis (see Appendix D);
- Name of Faculty/Institute/Centre where the candidate registered;
- Name of the University; and
- Month and Year of submission (Month and Year of submission of hard bound copy of the thesis).
- Every words should be bolded as evident in Appendix D.

1.4.1 Thesis Title

The title should be a short and precise description of the main topic of the thesis and must not exceed 15 words. Redundancies such as “An investigation of ...”, “A preliminary study of ...”, “Analysis of ...”, “On the ...”, “Theory of ...”, “Some ,,”, and “Toward a ...” must be avoided. Thesis title should not contain formulas, symbols or subscripts, Greek letters, or other non-alphabetical symbols; rather word substitutes are used.

1.5 Statement of Award for the Thesis

This statement should be written on the Title Page. It should state the purpose and the award for which the thesis is submitted. Examples of statements for various purposes and awards are listed in Appendix E.

1.6 Declaration Page

This page should contain declaration by the candidate on originality of the thesis and should be signed. See example in Appendix F.

1.7 Dedication Page (optional)

The dedication must be brief, should not exceed one paragraph, and must not contain numericals, charts or photographs. See example in Appendix G.

1.8 Acknowledgement (optional)

The candidate may acknowledge the assistance of various individuals or organizations in successfully producing the thesis. This should be written in one page. Example can be seen in Appendix H.

1.9 Abstracts

Abstracts must be bilingual namely Bahasa Melayu and English. The abstract must first be written in Bahasa Melayu and followed by the English. The abstract should be brief, written in one paragraph and not exceeding 300 words. An abstract is different from synopsis or summary of a thesis. It should state the field of study, problem definition, methodology adopted, research process, results obtained and conclusion of the research. The abstract should be written using single spacing. Examples can be seen in Appendix I (Bahasa Melayu) and Appendix J (English).

1.10 Table of Contents Page

The Table of Contents must start on a new page. It should list all sections, chapters and sub-headings. The titles must use the exact words as those used in the text. See example in Appendix K-1 and K-2.

1.11 List of Tables

This page should list all the tables found in the thesis. The page number of the table must also be included. The table numbers should be arranged according to the chapters. See example in Appendix L.

1.12 List of Figures

Diagrams, photographs, drawings, graphs, charts and maps are included as figures. The list should be arranged similarly as the List of Tables mentioned in Section 1.11. See example in Appendix M.

1.13 List of Symbols/Abbreviations/Notations/Terminology

All symbols or abbreviations or notations or terminology found in the text should be listed on this page. They are listed in the following order:

- Roman letters - alphabetical order
- Greek letters - alphabetical order
- Superscripts - alphabetical order
- Subscripts - alphabetical order

See example in Appendix N.

1.14 List of Appendices

All appendices should be listed on this page. See example in Appendix O.

1.15 Text

A thesis must be divided into chapters. A title must be given and it should reflect its content. A new chapter must begin on a new page. A chapter must be divided into sections. These sections must be given appropriate titles and numbered.

Texts must be written in paragraphs. Long paragraphs should be avoided. Each

paragraph must describe an issue or subject. There must be continuity between paragraphs.

The text should contain:

- (i) an introduction and background on the study or research;
- (ii) a detailed description of the study or research which include theories, models, and materials and methods used;
- (iii) the data collection and analysis techniques.
- (iv) the main results and discussions; and
- (v) the conclusions and significance of the findings.

1.5.1 Citation in the Text

Citation is a means of formally recognising within the text, the resources from which the information or ideas were obtained. The purpose is to acknowledge the work of others, to demonstrate the body of knowledge in which the work is based on and to lead others for further information. Citation in the texts must be written according to any one of the styles described in Chapter 4.

1.5.2 Quotations in the Text

A quotation must be written in a separate paragraph. If the quotation is in a different language, it must be written in *italic*. Example of writing a quotation is shown in Appendix P.

1.5.3 Tables in the Text

All tables must be numbered using Arabic numeric. A caption should be positioned at the top of the table. The caption should be self explanatory. If the caption is written in a single line, it should be centred. If the caption is written

more than one line, it should be aligned to the left. Tables must be numbered with respect to the chapter. For example, Table 4.3 is the third table that appears in chapter 4. See example in Appendix Q

A table should be positioned after it is being cited for the first time in the text. All tables in the chapter can also be grouped together and positioned at an appropriate location. All tables must be listed in the List of Tables page.

1.5.4 Figures in the Text

Illustrations such as maps, charts, graphs, drawings, diagrams, and photographs are referred as *figures*. All figures must be clear and of high quality. Figures must be numbered using Arabic numeric. A caption should be located at the bottom of the figure and should be self explanatory. If the caption is written in a single line, it should be centred. If the caption is written in more than one line, it should be aligned to the left. Figures are numbered with respect to the chapter. For example, Figure 4.3 is the third figure that appears in chapter 4.

A figure should be positioned after it has being cited for the first time in the text. All figures in the chapter can also be grouped together and positioned at an appropriate location. All figures must be listed in the List of Figures page.

Illustrations in the form of CD's, slides, and others should be placed in specially made pockets glued to the inner side of the back cover. Oversized illustrations in the form of plans, maps, charts, graphs, and others should be reduced to fit a single page unless the oversized materials are absolutely necessary for clarity and understanding. For illustrations other than above, please refer to the following guidelines;

(i) Photographs

Photographs should be digitally embedded in the text unless absolutely impossible.

(ii) Newspaper Cuttings or Similar Materials

Copies of newspaper cuttings or similar materials should be of high quality.

(iii) Maps and Aerial Photographs

Maps and aerial photographs to be included in the thesis should have a written approval by *Ketua Pengarah Pemetaan Negara*. Application can be made using PPN 14 form available at the UNISEL Library. See example in Appendix S.

It is advisable to scan all illustration materials using a scanner and printing them using a high quality colour printer.

1.16 References

References are detailed description of items from which information were obtained in preparing the thesis. All references must be listed at the end of the text. They should be arranged using one of the methods discussed in Chapter 3.

1.17 Appendix

Appendices are supplementary materials to the text. These include tables, charts, computer program listings, and others. The following should be noted:

- (a) Appendix is not a must in a thesis. If necessary, data used for analysis, example of questionnaires, maps,

photographs and other materials which are lengthy to be included in the text or materials that are not required implicitly to clarify matters discussed can be complemented/ attached appendix.

- (b) Appendix can be named as Appendix A, Appendix B, and so on, depends on types and quantity to be included. Specific titles can also be given.

CHAPTER 2

SIZE AND FORMAT

2.1 Paper and Size

White simile 80 gram high quality A4 size papers (210 × 297 mm) should be used.

2.2 Margin

All pages should be set with the same margin. The left margin should be 4 cm (for binding purposes) and 2.5 cm for the top, right and bottom margins

2.3 Pagination

Each page of a thesis must be counted and numbered. Pages should be numbered consecutively as shown in Table 1.1. The page numbers should be printed at the top right hand corner, 1.25 cm from the top edge and 2.5 cm from the right edge. Numbering should be as follows:

- (i) Preliminary pages of a thesis, starting from the title page should be numbered using small letter Roman numeric (i, ii, iii, etc.); the texts should be numbered using Arabic numeric (1, 2, 3, etc.).
- (ii) The first page should be the title page. This page should be counted “i” but should not be printed.

- (iii) The first page of the text should be counted “1” but the number should not be printed. Similarly, the first page of all chapters should be counted but the numbers should not be printed.
- (iv) If a thesis is made up of a number of parts, separating pages can be inserted but these pages should not be counted and numbered.

2.4 Numbering the Chapters and Sub-sections

All chapters and their sub-sections must be labelled and numbered. The chapters are numbered using Arabic numeric, i.e. Chapter 1, Chapter 2, Chapter 3, and so on. The sub-sections should not be indented but arranged in a structured manner not more than four levels as follows:

- 1 First level (Title of the chapter)
- 2.1 Second level (Title of the sub-section)
- 2.1.1 Third level (Title of the sub-sub-section)
- 1.1.1.1 Fourth level (Title of the sub-sub-sub-section)

If the length of a title of a chapter or any level is more than one line, same line spacing as in the text should be used. Sub-sections beyond level four should be labelled using characters. Examples are shown in Appendices T and U.

If a thesis is divided into parts, separation sheets should be used to separate them. The separation sheets should be printed with capital letters, i.e. PART 1, PART 2, PART 3, and so on.

2.5 Typing

A thesis should be typed using MS Word. Font type and size that are commonly used for printed academic materials should be used. The same font type should be used throughout the thesis. The character size should **not be less** than 0.2 cm for capital letters and 0.15 cm for small letters. Font type *Times New Roman* with font size 12 should be used with double spacing. The text must be printed on one side only.

The title of a chapter should be typed using capital letters and centred. A new chapter must start on a new page. Chapters and their sub-sections must be given titles. The titles should be typed using bold letters and should not be underlined. See examples in Appendices T and U.

2.6 Spacing and Format

The following guidelines should be observed:

- (i) The spacing between the top margin and the chapter number should be 2.5 cm;
- (ii) The spacing between the chapter number and the title, and between the title and the first line of a text should be four (4) line single spacing;
- (iii) The spacing between the last line of a text with the title of a sub-section should be four (4) line single spacing;
- (iv) The spacing between the title of a sub-section and the first line of a text should be two (2) line single spacing;
- (v) The spacing between paragraphs should be two (2) line single spacing;

- (vi) The number and the title of sub-section should be aligned with the left margin;
- (vii) The first line of a paragraph should be indented by 1.27 cm (0.5 inch) from the left margin;
- (viii) A new paragraph should not begin on the last line of a page;
- (ix) The spacing between the last line of a text and a table, or a figure or an illustration should be two (2) line single spacing;
- (x) The spacing after a full stop should be two (2) character spacing;
- (xi) The spacing after a comma (,) should be one (1) character spacing.

See examples in Appendices T and U.

2.7 Computer Printed Copy

A thesis should be typed using MS Word and the hardcopy should be produced using a laser printer.

2.8 Lettering and Drawing

Lettering and drawing must be clear and should be satisfactorily reproducible without loss of any information

2.9 Minimum and Maximum Limits

The minimum and maximum numbers of pages for a project report/dissertation/thesis are as follows:

Master's Report/Dissertation/Thesis	:	100-150 pages
Doctorate Thesis	:	250-350 pages
• Doctor of (By Coursework)	:	200-250 pages
• Doctor of Philosophy		
In Engineering	:	100-180 pages

The number of pages is dependent on the programme study and **should not exceed 150 pages for Masters thesis, and 350 pages for a PhD thesis**, excluding tables, figures and appendices.

2.10 Binding

A thesis should be temporarily bound (ring or spiral binding) for the purpose of examination. A thesis for final submission must be permanently bound with hard cover.

2.10.1 Cover Colour and Writing

A thesis submitted to the University must be permanently bound. Buckramtype cover must be used and written with golden ink for the lettering. The minimum size of the letters should be 18 point. The cover colours and their codes should be as follows:

Thesis	Colour	Colourcode
Doctor of Philosophy	Maroon	567
Doctor of Education	Acrolin Verona	2626
Master	Dark brown	537

Please use colour code when ordering binding at the vendor.

2.10.2 Front Cover

The front cover should be written with the title of the thesis, the candidate's name and Universiti Industry Selangor (UNISEL) using capital letters. An example is shown in Appendix V.

2.10.3 Spine

On the spine should be written the candidate's name, the degree in bahasa Melayu, the year the thesis is approved (the year final bound thesis submitted) and UNISEL as in Appendix W

CHAPTER 3

TEXT OF THESIS

3.1 Introduction

Generally, the body of a thesis consists of the following sections.

3.1.1 Chapter 1: Introduction

- Background of the Study
- Problem Statement
- Research Questions
- Research Objectives
- Significance of the Study
- Scope and Limitations of the Study
- Organization of the Thesis

3.1.2 Chapter 2: Literature Review

It is critical reviews of the literature and theories related to the topic of the thesis. It is meant to act as a base for the experimental or analytical section of the thesis. Literature selected must be related to the research as a base to guide the development of research framework.

3.1.3 Chapter 3: Methodology

Methodology describes the methods and techniques as follows:

- Research Framework
- Hypotheses/Propositions Development

- Research Design
- Operational Definition
- Measurement of Variables/Instrumentation
- Data Collection:
 - Sampling
 - Data Collection Procedures
- Techniques of Data Analysis

3.1.4 Chapter 4: Data Analysis and Findings

Analyses of data and findings of the research are described in this chapter. It presents complete results and analyses of the study in the form of figures, tables or text so that the key information is highlighted. Results and discussions may consist of more than one chapter depending on the nature of research.

3.1.5 Chapter 5: Discussions and Conclusions

Key findings are summarized according to the research objectives. The significance of the findings and their theoretical, practical and policy implications should be highlighted. Recommendation for future research should also be included.

CHAPTER 4

REFERENCE STYLE

4.1 Introduction

References cited in the text of the thesis must appear in a Reference List or bibliography. This list provides the information necessary to identify and to help readers find the sources you used. The list should be placed at the end of the thesis and a listing based on APA citation style established by the American Psychological Association. APA citation style refers to the rules and conventions established by the American Psychological Association for documenting sources used in a research paper. APA style requires both **ReferencesIn-Text** and a **Reference List**. For every in-text citation there should be a full citation in the reference list and vice versa.

4.2 Citation style

Students are required using **APA** (American Psychological Association) style. Students are advised to use any reference manager (EndNote, Mendeley etc.)

4.2.1 Writing style for References In-Text

You need to use double spacing between the references. In APA style, in-text citations are placed within sentences and paragraphs so that it is clear what information is being quoted or paraphrased and whose information is being cited. You should always inform readers where you get your ideas, data, and information from. Avoid making a direct quotation except for definitions or real good quotes that you can't resist. Otherwise, you can use the ideas but put them in your own words. The ideas then must be cited. The general rule for citation is that you have to indicate who the author is and the year the source

(example books / magazines / article) was published. The style of writing details in the **References In-Text** should be as follows:

REFERENCES IN-TEXT	
General Rules	
<p><i>Below are some general rules:</i></p> <ul style="list-style-type: none"> ▪ <i>All in-text citations direct the reader to the appropriate source in the reference list at the end of the text</i> ▪ <i>Author last name and source publication year typically included in an in-text citation</i> ▪ <i>For direct quotations and some paraphrases, give a page number as well: (Smith, 2006, p. 9)</i> 	
<p>Single Author The last name of the author and the year of publication are inserted in the text at the appropriate point.</p> <p>If the name of the author or the date appear as part of the narrative, cite only missing information in parentheses.</p>	<p>Br Kessler (2003) found that among epidemiological samples ...</p> <p>Early onset results in a more persistent and severe course (Kessler, 2003).</p> <p>In 2003, Kessler’s study of epidemiological sample showed that ...</p>
<p>Two Authors</p> <ul style="list-style-type: none"> ▪ Always cite both names every time the reference occurs in text. ▪ Use the word “and” between the authors’ names within the text. ▪ Use ampersand (&) in the parentheses. 	<p>According to Sothern and Gordon (2003), “Environmental factors may contribute as much as 80 % to the causes of childhood obesity” (p. 104).</p> <p>Obese children often engage in less physical activity (Sothern & Gordon, 2003, p. 104).</p>
<p>Three to Five Authors Cite all authors the first time the reference occurs; in subsequent citations, include only the surname of the first author followed by “et al.” and the year</p>	<p><i>The first time write all author’s name</i></p> <p>In one anthology, 35% of the selections had not been anthologized before (Elliott, Kerber, Litz, & Martin, 1992).</p>

<p>if it is the first citation of the reference within a paragraph. (et al. means and others).</p>	<p><i>After that, just write the first name followed by et al. and date</i></p> <p>Elliot et al. (1992) include 17 authors whose work has never been anthologized.</p>
<p>Six or More Authors For works with 6 or more authors, cite only the surname of the first author followed by “et al.” and the year for the first and subsequent citations.</p>	<p>McDuffie et al. (2002) tested 20 adolescents aged 12-16 over a three-month period and found that orlistat, combined with behavioral therapy, produced an average weight loss of 4.4 kg, or 9.7 pounds (p. 646).</p> <p>These injuries can lead to an inability to perform athletically, in addition to initiating degenerative changes at the joint level (Mandelbaum et al., 2005).</p>
<p>Work with Group(s) or Corporate Author If group author is readily identified by its abbreviation, you may abbreviate the name in the second and subsequent citations:</p>	<p><i>First citation:</i> American Psychological Association [APA], (2003) <i>Subsequent text citation:</i> (APA, 2003)</p> <p><i>First citation:</i> According to the rules outlined by Universiti Selangor [UNISEL] (2000), candidates are not allowed to ... <i>Subsequent text citation:</i> Individuals who do not conform to the university rules and regulations can be penalized (UNISEL, 2000).</p>
<p>No Author If the author is unknown, mention the work’s title in text or give the first words of the title in parentheses. Put title of articles and chapters in quotation marks. Ignoring A, An, or The, make the first word one by which you alphabetize the title in your References. The following example refers to an article fully titled “Are you a day or night person?”</p>	<p>... (Studies of alcohol, 1999).</p> <p>Scientists group people as “larks” or “owls” on the basis of whether individuals are more efficient in the morning or at night (“Are You,” 1989).</p> <p>Children struggling to control their weight must also struggle with the pressures of television advertising that, on the one hand, encourages the consumption of junk food and, on the other, celebrates thin celebrities (“Televisions,” 2002).</p>

<p>Authors with the Same Surname (Last Name) To avoid confusion, use initials with the last names if your reference list includes two or more authors with the same last name.</p>	<p>Research by J. Young (1989) revealed that ...</p> <p>Survey by E. Young (1990) proved that ...</p>
<p>Personal communication Interviews, memos, letters, e-mail, and similar unpublished person-to-person communications should be cited as follows:</p> <p><i>*Do not include personal communication in the reference list. In references in-text, give the initials as well as the surname of the communicator, and provide as exact date as possible.</i></p>	<p>One of Atkinson’s colleagues, who has studied on the effect of the media on children’s eating habits, has contended that advertisers or snack foods will need to design ads responsibly for their younger viewers (F. Johnson, personal communication, October 20, 2004).</p>
<p>Direct Quotations If you are directly quoting from a work, you will need to include the author, year of publication, and the page number for the reference (preceded by “p.”). Introduce the quotation with a signal phrase that includes the author’s last name and is followed by the date of publication in parentheses.</p>	<p>According to Jones (2004), “Candidates often had difficulty using APA style, especially when it was their first time” (p. 199).</p> <p>Psychology “is the scientific study of behavior and mental processes” (Feldman, 1999, p. 4).</p> <p>Despite growing numbers of overweight Americans, many health care providers still “remain either in ignorance or outright denial about the health danger to the poor and the young” (Critser, 2003, p. 5).</p> <p><i>OR</i></p> <p>Critser (2003) noted that despite growing numbers of overweight Americans, many health care providers still “remain either in ignorance or outright denial about the health danger to the poor and the young” (p. 5).</p>

<p>Summary or Paraphrase</p>	<p>According to Carmona (2004), the cost of treating obesity is exceeded only by the cost of treating illnesses from tobacco use (para. 9).</p> <p><i>OR</i></p> <p>The cost of treating obesity is exceeded only by the cost of treating illnesses from tobacco use (Carmona, 2004, para. 9).</p>
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4.2.2 Writing Style for Reference List

Reference list provides the information necessary for a reader to locate and retrieve any source you cite in the body of your paper. It should appear at the end of your paper and begin on a new page separate from the text of paper under the label Reference. The style of writing details in the Reference List should be as follows:

<p>REFERENCE LIST</p> <p>General Rules</p> <ul style="list-style-type: none"> ▪ <i>Arrange the items on your reference list alphabetically.</i> ▪ <i>Indent the second and following lines 6 spaces or one half inch.</i> ▪ <i>Use only the initials of the authors' first (and middle) names.</i> ▪ <i>If no author is given, start with the title and then the date.</i> 	
<p>Single Author Last name first, followed by author initials.</p>	<p>Br Brinkley, A. (1993). <i>The unfinished nation</i>. New York: Knopf.</p>
<p>Two Authors</p> <ul style="list-style-type: none"> ▪ List the names in the order they appear on the title page. ▪ List by their last names and initials. Use the ampersand (&) instead of "and." 	<p>Rowe, R., & Jeffus, L. (2000). <i>The essential welder: Gas metal arc welding classroom manual</i>. Albany: Delmar.</p>

<p>Three to Six Authors If a book has three, four, five, or six authors, list all authors' names. List by last names and initials; commas separate author names, while the last author name is preceded again by ampersand (&).</p>	<p>Menninger, K., Mayman, M., & Pruyser, P. (1963). <i>The vital balance: The life process in mental health and illness</i>. New York: The Viking Press.</p> <p>Kinzie, J. L., Palmer, M., Hayek, J., Hossler, D., Jacob, S. A., & Cummings, H. (2004). <i>Fifty years of college choice: Social, political and institutional influences on the decision-making process</i>. Indianapolis, IN: Lumina Foundation for Education.</p>
<p>More Than Six Authors If a book has more than six authors, list the first six authors and then use "et al." which stands for "and others."</p>	<p>Mussen, P., Rosenzweig, M. R., Aronson, E., Elkind, D., Feshbach, S., Geiwitz, P. J., et al. (1973). <i>Psychology: An introduction</i>. Lexington, MA: Heath.</p>
<p>Author – Malay Names (without family names) Omit bin/binti</p>	<p>Mohammad Hashim Bin Kamali</p> <p><i>Cite as</i></p> <p>Mohammad Hashim Kamali. (1998). <i>Freedom of expression in Islam</i>. Kuala Lumpur: Ilmiah Publishers.</p>
<p>Author – Chinese Names First name first, is followed by author initials</p>	<p>Cheng Hwee Ming</p> <p><i>Cite as</i></p> <p>Cheng, H. M. (2003). <i>Endocrine physiology</i>. Petaling Jaya: Prentice Hall.</p>
<p>Author – Indian & Sikh Names (without family names) Omit d/o, s/o, a/l, a/p</p>	<p>Nathan a/l Ramasamy</p> <p><i>Cite as</i></p> <p>Nathan Ramasamy</p>
<p>Inherited Names Cite as it is</p>	<p>Raja Malik Mohamed</p> <p><i>Cite as</i></p> <p>Raja Malik Mohamed</p>

<p>Conferred titles</p>	<p>Tun Mahathir Mohamad</p> <p><i>Cite as</i></p> <p>Mahathir Mohamad</p>
<p>Local Government Institution as Author Cite under state and is followed by the name of department in Malay</p>	<p>Selangor, Jabatan Pertanian</p>
<p>Foreign Government Institution as Author Cite under state or country and is followed by the name of department in English</p>	<p>New Zealand, Department of External Affairs</p>
<p>Unique Corporate Body Names If the name starts with Foundation (Yayasan), Board (Lembaga), cite as it is given</p>	<p>Yayasan Selangor</p>
<p>Unknown Author</p>	<p><i>A world of strangers: Order and action in urban public space.</i> (1999). New York: Basic Books.</p> <p><i>The New York Public Library American history desk.</i> (2003). New York: Hyperion.</p>

Printed Materials: Book	
<p><i>Basic Format for Books</i></p> <p>Author. (Year of publication). <i>Title of Book</i>. Place of Publication: Publisher.</p> <p>Note:</p> <ul style="list-style-type: none"> ▪ <i>This is the basic format for a Works Cited entry</i> ▪ <i>Take the title from the title page, not the cover</i> ▪ <i>Italicize the title. For a book, capitalize only the first word of the title and of the subtitle (if any), and proper nouns. Close with a period. Example: Working in the Reggio way: A beginner’s guide for American teachers.</i> ▪ <i>For “Place of Publication”, you should always list the city, but you should also include the state if the city is unfamiliar or if the city could be confused with one in another state.</i> 	
<p>Editor, Compiler & Translator If the person named on the title page is the editor, compiler and translator. Rather than the author, add a bracket in abbreviation ed., comp. or trans.</p> <p>Translation When you cite a republished work in your text, it should appear with both dates.</p> <p>Edited Book, No Author</p> <p>Book with an Author and an Editor ***For a book with just one editor, use (Ed.) and two editors or more (Eds.)</p>	<p>Carpenter, A. (Comp.). (1992). <i>Facts about the cities</i>. New York: Wilson.</p> <p>Kundera, M. (1999). <i>The unbearable lightness of being</i> (M. H. Heim, Trans.). New York: HarperPerennial. (Original work published 1984)</p> <p>Gibbs, J. T., & Huang, L. N. (Eds.). (1991). <i>Children of color: Psychological interventions with minority youth</i>. San Francisco: Jossey-Bass.</p> <p>Bronte, E. (2002). <i>Wuthering heights</i> (R. J. Dunn, Ed.). New York: Norton.</p>
<p>Edition <i>Basic Format</i> Author. (Year). <i>Title of Book</i> (Edition). Place of Publication: Publisher.</p> <ul style="list-style-type: none"> ▪ If an edition is given, specify it by number (2nd ed.), name (Rev. ed.), or year (2004 ed.). 	<p>Antony, L. M., & Witt, C. E. (Eds.). (2002). <i>A mind of one’s own: Feminist essays on reason and objectivity</i> (2nd ed.). Boulder: Westview.</p> <p>Castro, P., & Huber, M. E. (2003). <i>Marine biology</i> (4th ed.). Boston: McGraw-Hill.</p>

<p>Book Article or Chapter <i>Basic Format</i> Author of the Article. (Year). Title of Chapter.</p> <p>In Editor of the Book, <i>Title of Book</i> (pages of chapter). Place of Publication: Publisher.</p>	<p>Miller, A. (1963). The playwright and the atomic world. In R. W. Corrigan (Ed.), <i>Theatre in the twentieth century</i> (pp. 22-26). New York: Grove.</p> <p>Rubenstein, J. P. (1967). The effect of television violence on small children. In B. F. Kane (Ed.), <i>Television and juvenile psychological development</i> (pp. 112-134). New York: American Psychological Society.</p>
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<p>Articles in Periodicals (Journal, Magazine & Newspaper)</p>	
<p>Rules <i>The APA style dictates that author are named last name followed by initials; publication year goes between parentheses, followed by a period. The title of the article is in sentence-case, meaning only the first word and proper nouns in the title are capitalized. The periodical title is run in title case, and is followed by the volume number which, with the title, is also italicized.</i></p> <p><i>Basic Format for Periodicals</i></p> <p>Author. (Year). Title of Article. <i>Title of Journal</i>, Volume(Issue number), Pages.</p> <p>Note:</p> <ul style="list-style-type: none"> ▪ Title of article: Capitalize only the first word of the title and of the subtitle (if any), and proper nouns. Do not italicize or place quotation marks around it. Example: Shifting roles and synthetic women in Star Trek: The next generation. ▪ Title of periodical: Italicize the title of periodical. Capitalize the major words in the title. Example: <i>Journal of America Culture</i>. ▪ Volume number: Italicize the volume number. Do not use “Vol.” before the number. Give the volume number of journals and magazines. 	
<p>Article in a Journal with Continuous Pagination Give only the volume number after the journal title, and italicize the volume number.</p>	<p>Saywitz, K. J., Mannarino, A. P., & Berliner, L. (2000). Treatment for sexually abused children and adolescents. <i>American Psychologist</i>, 55, 1040-1049.</p>

<p>Article in a Journal That Pages Each Issue Separately If, and only if, each issue of a journal begins on page 1, give the issue number in parentheses immediately after the volume number and do not italicize it and leave no space before it.</p>	<p>Jacobson, F. F., & Ignacio, E. N. (1999). Teaching reflection: Information seeking and evaluation in a digital library environment. <i>Library Trends</i>, 45(4), 771-802.</p>
<p>Magazine Articles <i>Basic Format</i></p> <p>Author. (Year). Title of Article. <i>Title of Magazine</i>, Volume, Pages.</p>	<p>Klinger, E. (2000, August). The power of daydreams. <i>Psychology Today</i>, 36-44.</p> <p>The price is wrong. (2003, August 2). <i>The Economist</i>, 368, 58-59.</p>
<p>Newspaper Articles <i>Basic Format</i></p> <p>Author. (Year, Month Day). Title of Article. <i>Title of Newspaper</i>, Pages.</p> <ul style="list-style-type: none"> ▪ If an article appears on discontinuous pages, give all page numbers, and separate the numbers with a comma. Example: pp. B1, B3, B5-7. ▪ Use the abbreviation p. (or pp. for more than one page) for items from newspapers. 	<p>Fabricant, F. (1989, November 15). From Italy, a new culinary movement offers a wry answer to fast food. <i>New York Times</i>, pp. B6-7.</p> <p>Khoo, Rubin. (2003, January 5). Living with cancer. <i>Starmag</i>, p. 5.</p> <p>Mohammad Azam Noor. (1999, July 3). Why Ziana Zain as literary person for 1998?. <i>New Straits Times</i>, p. 25.</p>

<p>Other Printed Materials</p>	
<p>Brochure</p>	
<p><i>Basic Format for Brochure</i></p> <p>Name of the Organization. (Year). <i>Title</i> [Brochure]. Place of Publication: Publisher.</p>	<p>Research and Training Centre. (1993). <i>Guidelines for reporting and writing about people with disabilities</i> [Brochure]. Lawrence, KS: Macmillan.</p>

Legislations	
<i>Basic Format for Legislations</i>	
Name of the Country. (Year). <i>Title of the Legislation</i> . Legislation Number.	Malaysia. (1983). <i>Perintah Monumen Lama dan Tapak Tanah Bersejarah</i> . P.U.(A)41 1983.
Measured drawings	
<i>Basic Format for Measured drawings</i>	
Author. (Year). <i>Title</i> [Measured drawings]. Place of Publication: Publisher.	Salim Man. (1989). <i>Pengisi sekam ke dalam kontena penyimpan: Pandangan isometric</i> [Lukisan teknik]. Universiti Teknologi Malaysia: Skudai.
Patent	
<i>Basic Format for Patent</i>	
Author. (Year). <i>Patent Number</i> . Place of Publication: Official source.	Smith, I. M. (1988). <i>U.S. Patent No. 123, 445</i> . Washington, DC: U.S. Patent and Trademark Office.
Standards	
<i>Basic Format for Standards</i>	
Name of the Institution. (Year). <i>Standard Number</i> . Place of Publication: Publisher.	British Standards Institution. (1990). <i>B.S. 764</i> . London: British Standards Institution.
(Unpublished Thesis)	
<i>Basic Format for Thesis (Unpublished)</i>	
Author. (Year). <i>Title of Thesis</i> . Unpublished Thesis, Institution, Place.	Nazeera Ibrahim. (2014). <i>Kesedaran IT di kalangan pelajar universiti: Satu tinjauan</i> . Unpublished thesis, Universiti Selangor, Selangor. Suhana Jaido Rasid. (2014). <i>The Effectiveness of sports sponsorship on consumer behavior in the Klang Valley</i> . Unpublished thesis, Universiti Selangor, Selangor.

	<p>Wan Fazirah Wan Hamid. (2014). <i>Faktor-faktor yang mempengaruhi gelagat pengguna di dalam membuat keputusan pembelian: Kajian kes di Jaya Jusco Klang</i>. Unpublished thesis, Universiti Selangor, Selangor.</p>
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<p align="center">Non Printed Materials : Electronic Sources</p>	
<p>Article From an Online Periodical / Databases Online articles follow the same guidelines for printed articles. Include all information the online host made available, including an issue number in parentheses.</p> <p><i>Basic Format for Online Periodicals (Journal, Magazine & Newspaper)</i></p> <p>Author. (Year). Title of Article. <i>Title of Online Periodical</i>, Volume(Issue number), Pages. Retrieved Month Day, Year of Access, from address of URL.</p> <p>Note:</p> <ul style="list-style-type: none"> ▪ Because the Internet is constantly changing, it is important that you give the uniform resource locator (URL) or web address of the Internet source and the date you access it. Provide as much identifying information as possible. 	
<p>Online Journal Articles</p>	<p>Parrott, A. C. (1999). Does cigarette smoking cause stress? <i>American Psychologist</i>, 54, 817-820. Retrieved August 25, 2009, from http://www.apa.org/journals/amp/amp/5410817.html</p>
<p>Online Journal Article with Printed Version Available If the article appears as a printed version as well, the URL is not required. Write “Electronic version” in brackets after the article’s title.</p>	<p>Vazire, S., & Gosling, S. (2004). E-perceptions: Personality impressions based on personal Web sites [Electronic version]. <i>Journal of Personality and Social Psychology</i>, 87, 123-132.</p>
<p>Article from a Database When referencing material is obtained from an online database (such as a database in library), provide appropriate print citation information</p>	<p>Johnson, M. D., Olsen, L. L., & Andreassen, T. W. (2009). Joy and disappointment in the hotel</p>

THESIS GUIDELINES

<p>(formatted just like a “normal” print citation would be for that type of work). Then add information that gives the date of retrieval and the proper name of the database.</p>	<p>experience: Managing relationship segments. <i>Managing Service Quality</i>, 19(1), 4-30. Retrieved January 2, 2009, from the Emerald database.</p>
<p>Article, Nonperiodicals, Document on the Web List as much of the following information as possible (sometimes you have to search for further information).</p> <p><i>Basic Format</i></p> <p>Author. (Year). <i>Title</i>. Retrieved Month Day, Year of Access, from address of URL.</p> <p><i>If the date is unavailable for the document use (n.d.) for no date.</i></p>	<p>Fink, L. D. (1999). <i>First day of class: What can/should we do?</i> Retrieved December 10, 2008, from http://honolulu.hawaii.edu/</p> <p>Intranet/committees/FacDevCom/guidebk/teachtip/firstday.htm.</p>

Sample of references list in Appendix X.

CHAPTER 5

ENDNOTE AND FOOTNOTE

5.1 Endnote

An **endnote** is a note placed at the end of an article, chapter, or book that comments on or cites a reference for a designated part of the text. A footnote gives the specific location in a book, journal or other source (down to the page number) where information or ideas used in the text of your paper are found. The footnote gives authoritative sources for your statements, helps the reader gain access to those sources, and acknowledges the fact that the information used in the paper does not originate with you, the writer.

Endnotes are in the same style as footnotes. There is no difference in the contents of footnotes and endnotes. The simple difference between the two is that footnotes appear at the end of the page where the footnote number appears while endnotes are placed at the end of your paper. Traditionally, endnotes are located on a separate page and footnotes are located at the bottom of the page on which their associated statements appear.

5.2 Footnotes

General Guidelines:

The footnotes page is placed at the end of the text preceding the Reference List page.

Examples:

Author's Complete Name, *Title of Book/Paper/Article* (Place of Publication: Publisher, Date): Page Number(s).

Gary Dessler, *Human Resource Management*: Pearson: Global Edition, 2013): 13-14.

CHAPTER 6

ELECTRONIC THESES AND DISSERTATIONS (ETD)

6.1 Introduction

The senate has decided that all graduate candidates are to submit a copy of Thesis, Dissertation and Master’s Project Report in digital form beside the normal bound hardcopy after approval. Candidates are required to submit three (3) bound hardcopies and two (2) CD containing digital thesis.

The main purpose of implementing digital thesis is to enable theses submitted to UNISEL be accessible through the Internet. This is in-line with development in digital technology and globalization. With this implementation, UNISEL hopes to be projected as a leading university in research and graduate studies. This guideline has been approved by Examination Board of Graduate Studies (Senate Sub-Committee).

6.2 Definition of Electronic Theses and Dissertations (ETD)

Electronic Theses and Dissertations or ETD are documents that record results of research or scholarship of graduate candidates. These documents are prepared in the form that can be accessed globally through the Internet. An ETD is the same as the original paper document that has been approved by the panel of examiners and Senate.

Please refer Appendix Y

In PDF form

6.3 Preparation Process

A thesis that has been examined and approved by the Examination Board of Graduate Studies (Senate Sub-Committee) and the Senate should be converted into digital form and submitted to the Centre of Graduate Studies (CGS). CGS will then forward both ETD and bound thesis to the Library for archive and access. Flow chart of the preparation process is shown in Figure 5.1.

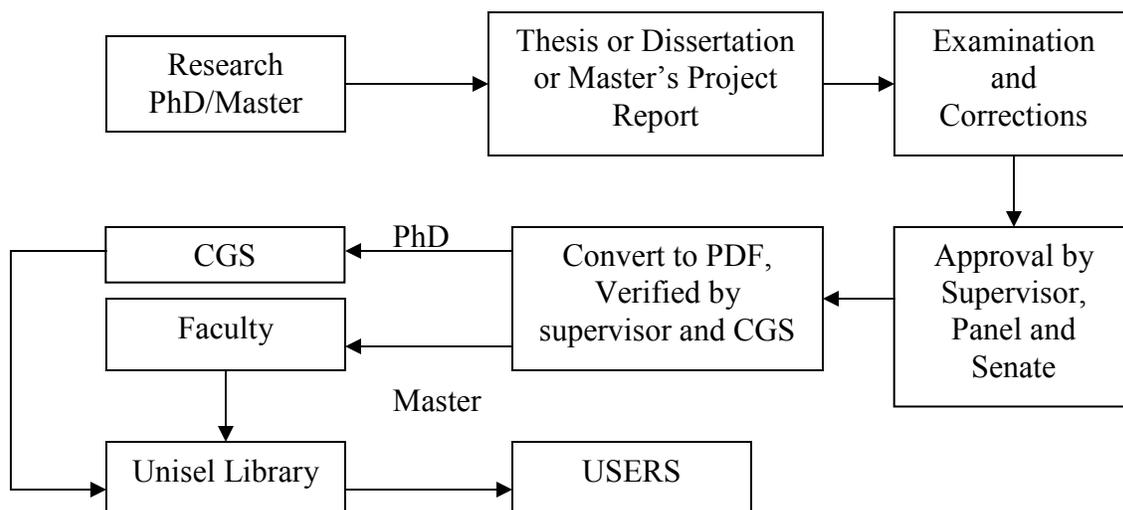


Figure 6.1: Preparation process of ETD

6.4 Contents of ETD

An ETD must consist of two (2) files, namely pre-access file and full text file.

6.4.1 Pre-access File

Pre-access file is a file that contains information about the author, the panel of examiners and a brief content of the thesis. By reading this file, a reader will be able to assess the relevance of the document to the reader's research interest. If a reader wishes to access the whole thesis, the reader should

contact the librarian for the full text file. The pre-access file should include all the preliminary pages and the first ten pages of the introduction as arranged in the bound thesis.

6.4.2 Full Text File

A full text file consists of all contents of the thesis that has been approved by the Senate. This includes all preliminary pages, main contents of the thesis and all appendices as submitted to the panel of examiners and approved. Writing style as the original bound hardcopy must be retained as presented in Chapters 1 to 4. All these pages must be saved into one (1) file only.

6.5 Preparation Guideline

The following guidelines must be observed:

- (i) The electronic version must be the same as the final bound thesis as approved by the Senate;
- (ii) Convert the thesis into PDF format. Use the latest version of Adobe Acrobat PDF Maker. Document Security should be disabled;
- (iii) All pages which contain signatures of candidate and supervisor must be scanned;
- (iv) If the status of a thesis is CONFIDENTIAL or RESTRICTED, electronic version is still required but must be properly indicated in the Thesis Status Declaration form;

- (v) Two files must be generated. The first file is for the purpose of pre-access that will be made accessible to the public. The second file is the full text file. The files should be named as follows:

<name><matric no><p><tt><ss><c>.pdf

Code description

<name> is the candidate's first name (without surname or father's name)

<matric no> is the candidate's matric card number

<p> is the university where the thesis is submitted

d – UNISEL

l – other than UNISEL

<tt> is the year approved

<ss> is the thesis status

su – confidential

th – restricted

tt – open access

<c> is the file type

p – pre-access file

t – full texts file

Example 1:

Wan Ahmad Nazri bin Wan Abdullah, is a master's candidate at UGSM, UNISEL. His thesis is approved in the year 2002. His matric card number is MM100123. The thesis is declared restricted.

Therefore:

<name> = wan ahmadnazri

<matric no> = mm100123

<p> = d

<tt> = 02

<ss> = th

The files should be named as follows:

wanahmadnazrimm100123d02thp.pdf (pre-access file)

wanahmadnazrimm100123d02tht.pdf (full texts file)

Example 2:

Wong Ah Seng, is a UNISEL staff who studied for his Ph.D. overseas. The thesis was approved in the year 2002 and declared open access. He is a staff of the Faculty of Education and his staff number is 1234

Therefore:

<name> = wongahseng

<matric no> is derived from as shown in Table 6.1

<matric no> = pp31234

<p> = 1

<tt> = 02

<ss> = tt

Table 6.1 Defining matric card number for UNISEL’s staff studying outside UNISEL

Course	Faculty Code	Type of Study	Staff Number
m - master	a – MBA	1 – coursework	
p - doctorate	b – PhD	2 – coursework and research	
		3 - research	

The files should be named as follows:

THESIS GUIDELINES

wongahsengpp31234l02ttp.pdf (pre-access file)

wongahsengpp31234l02ttt.pdf (Full texts file)

Further detail on the method of naming files is discussed in section 6.6.

- (vi) If the status of a thesis is CONFIDENTIAL or RESTRICTED, the pre-access file must contain only information that can be distributed. A full text file is still required but it is only meant for archive purposes.
- (vii) ETD must be submitted using high quality CD. Proper conversion according to these guidelines must be verified by the candidate and witnessed by the supervisor before submitting to CGS.
- (viii) Two (2) CD with three (3) copies of bound thesis must be submitted to CGS together with ETD verification form. Example of ETD verification form is shown in Appendix Z.

6.6 Method of Naming ETD Files

Some examples on naming ETD files for theses submitted to UNISEL are as follows:

Example 1

Name	Matric Card Number					University (Code)	Year (2 digit)	Status (Code)	Access type (Code)
Ahmad Bin Abdullah	Course Category	Faculty Code	Year Register	Type of Study	Serial Number	UNISEL (d)	2002 (02)	Confidential (su) Restricted (th) Unrestricted (tt)	Pre-access (p) Full Texts (t)
ahmad	M	c	99	1	023	d	02	th	p

THESIS GUIDELINES

The files for thesis submitted to UNISEL should be named as follows

ahmadmc991023d02thp.pdf (Pre-access file)

ahmadmc991023d02tht.pdf (Full text file)

Example 2

Name	Matric Card Number					University (Code)	Year (2 digit)	Status (Code)	Access type (Code)
	Course Category	Faculty Code	Year Register	Type of Study	Serial Number				
Meor Abdul Aziz Bin Meor Ahmad						UNISEL (d)	2002 (02)	Confidential (su) Restricted (th) Unrestricted (tt)	Pre-access (p) Full Texts (t)
meorabdulaziz	p	m	98	1	023	d	02	tt	p

The files for thesis submitted to UNISEL should be named as follows

meorabdulazizpm983023d02tpp.pdf (Pre-access file)

meorabdulazizpm983023d02ttt.pdf (Full text file)

Example of naming ETD files for thesis by a UNISEL staff submitted to other universities should be as follows:

Name	Matric Card Number				University (Code)	Year (2 digit)	Status (Code)	Access type (Code)
	Course Category	Faculty Code	Type of Study	Number				
Norfaezah Binti Ishak (Norfaezah)					Other University (l)	2001 (01)	Confidential (su) Restricted (th) Unrestricted (tt)	Pre-access (p) Full Texts (t)
norfaezah p		e	3	7171	l	01	su	p

Code Description

Course category

M - Master

P - PhD

Type of Study

1 – coursework

2 – coursework and research

3 – research

CHAPTER 7

SPECIFIC GUIDELINES FOR MASTERS BY RESEARCH CANDIDATES

7.1 Registration

The registration of Master (By Research) candidates is in January and July semesters.

7.2 Candidates' Responsibilities

- Candidates are advised to work closely with their supervisor(s) regarding their research work.
- Candidates are required to attend the Research Methodology Course organized by Centre of Graduate Studies (CGS) during the first semester of their enrolment.
- Candidates are required to present their research work on several occasions:

i. Postgraduate Symposium (1st or 2nd semester)

Candidates are required to present their initial idea to a committee. The committee comprises two (2) reviewers who are appointed by the faculty. The candidate must submit three (3) copies of their initial proposals to CGS; at least three (3) weeks prior to the symposium. The reviewers shall provide written comments and suggestions.

ii. Proposal Defense (2nd semester)

Candidates are required to defend their proposals to a committee in month 6 after the symposium. The committee comprises a chairperson and two (2) reviewers appointed by the faculty will be held responsible to execute the defense. The candidate must submit five (5) copies of their proposals; four (4) copies to CGS and one (1) copy to supervisor; at least one (1) month prior to the date scheduled for the defense. The reviewers would provide written comments and suggestions in view of enhancement purposes. In the case whereby candidates are required to re-defend their proposals, they are given a maximum of three (3) months to refine and to successfully re-defend their research proposals. Failure to do so would result in the candidate being terminated from the program.

The research proposal should be between 40-50 pages covering the following topics:

- Chapter 1: Background of the study, problem statement, research questions, research objectives, scope of the study, and significance of the study.
- Chapter 2: Literature review
- Chapter 3: Research methodology
 - Research framework
 - Hypotheses/Propositions Development

iii. VIVA (3rd semester)

The candidates are expected to be ready for examination of their thesis in 3rd semester. Upon approval of their supervisor(s), they should fill “Notification to Submit a Thesis for VIVA Evaluation Form” and submit it to CGS together with three (3) copies of ring-binding thesis. Within two (2) months, the candidates will be informed for the viva session (oral examination for the theses defense). Candidates have to pay the viva fee before the viva session. Results of the viva are given immediately after the viva session ends.

The candidate is given time to make the necessary corrections/amendments based on the VIVA results.

- a. the candidate is to be awarded the relevant degree; or
- b. the candidate is to be awarded the relevant degree, subject to minor corrections; or
- c. the candidate is to be awarded with the relevant degree subject to the amendments and corrections as listed elsewhere in this report being made in the thesis to the satisfaction of the Internal/External Examiner (s);
- d. The candidate is not to be awarded with the relevant degree but permitted to resubmit the thesis for further examination in a revised form after a further period of study and research. This candidate is not required to re-sit for viva.
- e. The candidate is not to be awarded with the relevant degree but permitted to resubmit the thesis for further examination in a revised form after a further period of study and research. This candidate is required to re-sit for viva.
- f. The candidate is not be awarded with the relevant degree but can be awarded with Master of Philosophy.
- g. The candidate is not to be awarded with the relevant degree.

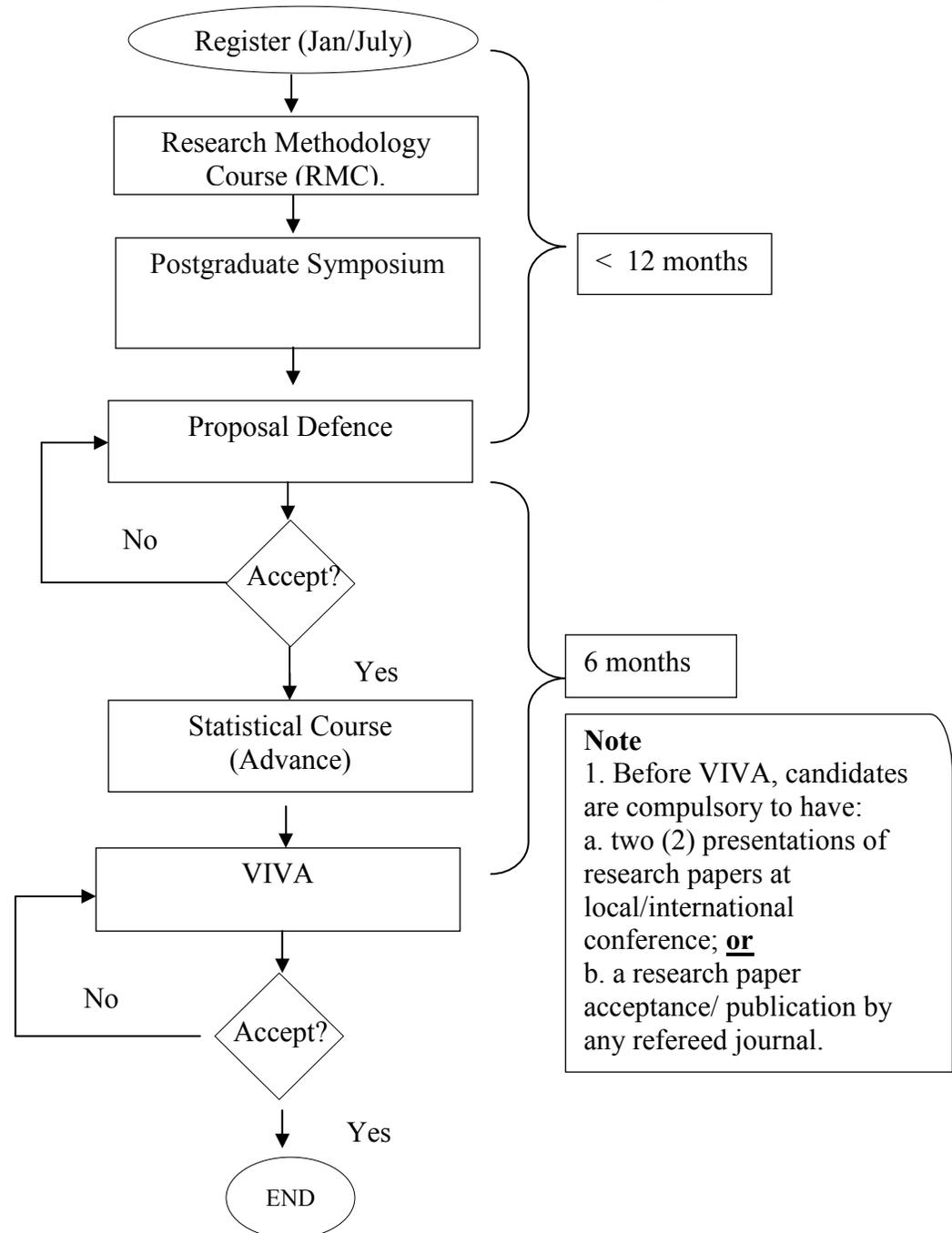
The candidate is advised to make corrections with guidance from the supervisor(s) based on comments and suggestions given during the viva session by the examiners. Corrections that meet the requirements based on the comments and suggestions by the examiner(s) will be endorsed by the panel of the Oral Examination Board (members of the viva session).

- The thesis should be prepared in five (5) hardcover copies are to be submitted to CGS. The candidate may then request for a letter of certification from CGS that he/she has completed the study and will be awarded the relevant degree in the following convocation.

- Candidates are required to attend a data analysis (advance) workshop before VIVA session.
- Candidates are required to **have two (2) presentations of research papers at local/international conference or a research paper acceptance/ publication in refereed journal** before the VIVA session.

A summary of the above procedures is presented in Figure 7.1.

Figure 7.1: Flow Chart for Masters by Research Candidacy Process



CHAPTER 8

SPECIFIC GUIDELINES FOR DOCTORAL BY COURSEWORK CANDIDATES

8.1 Registration

The registration of Doctor of Education candidates is in January and July semesters.

8.2 Candidates' Responsibilities

- Candidates are advised to work closely with their supervisor(s) regarding their research work.
- Candidates are required to attend the Research Methodology Course organized by Centre of Graduate Studies (CGS) during the first semester of their enrolment.
- Candidates are required to present their research work on several occasions:

i. Postgraduate Symposium (2nd semester)

Candidates are required to present their initial idea to a committee. The committee comprises two (2) reviewers who are appointed by the faculty. The candidate must submit three (3) copies of their initial proposals to CGS; at least three (3) weeks prior to the symposium. The reviewers shall provide written comments and suggestions.

ii. Proposal Defense (2nd semester)

Candidates are required to defend their proposals to a committee in month 6 after the symposium. The committee comprises a chairperson and two (2) reviewers appointed by the faculty will be held responsible to execute the defense. The candidate must submit five (5) copies of their proposals; four (4) copies to CGS and one (1) copy to supervisor; at least one (1) month prior to the date scheduled for the defense. The reviewers would provide written comments and suggestions in view of enhancement purposes. In the case whereby candidates are required to re-defend their proposals, they are given a maximum of three (3) months to refine and to successfully re-defend their research proposals. Failure to do so would result in the candidate being terminated from the program.

The research proposal should be between 50-60 pages and cover the following topics:

- Chapter 1: Background of the study, problem statement, research questions, research objectives, scope of the study, and significance of the study.
- Chapter 2: Literature review
- Chapter 3: Research methodology
 - Research framework
 - Hypotheses/Propositions Development

iii. VIVA (3rd semester)

The candidates are expected to be ready for examination of their thesis in 3rd semester. Upon approval of their supervisor(s), they should fill “Notification to Submit a Thesis for VIVA Evaluation Form” and submit it to CGS together with three (3) copies of ring-binding thesis. Within three (3) months, the candidates will be informed for the viva session (oral examination for the theses defense). Candidates have to pay the viva fee before the viva session. Results of the viva are given immediately after the viva session ends.

The candidate is given time to make the necessary corrections/amendments based on the VIVA results.

- a. the candidate is to be awarded the relevant degree; or
- b. the candidate is to be awarded the relevant degree, subject to minor corrections; or
- c. the candidate is to be awarded with the relevant degree subject to the amendments and corrections as listed elsewhere in this report being made in the thesis to the satisfaction of the Internal/External Examiner (s);
- d. The candidate is not to be awarded with the relevant degree but permitted to resubmit the thesis for further examination in a revised form after a further period of study and research. This candidate is not required to re-sit for viva.
- e. The candidate is not to be awarded with the relevant degree but permitted to resubmit the thesis for further examination in a revised form after a further period of study and research. This candidate is required to re-sit for viva.
- f. The candidate is not be awarded with the relevant degree but can be awarded with Master of Philosophy.
- g. The candidate is not to be awarded with the relevant degree.

The candidate is advised to make corrections with guidance from the supervisor(s) based on comments and suggestions given during the viva session by the examiners. Corrections that meet the requirements based on the comments and suggestions by the examiner(s) will be endorsed by the panel of the Oral Examination Board (members of the viva session).

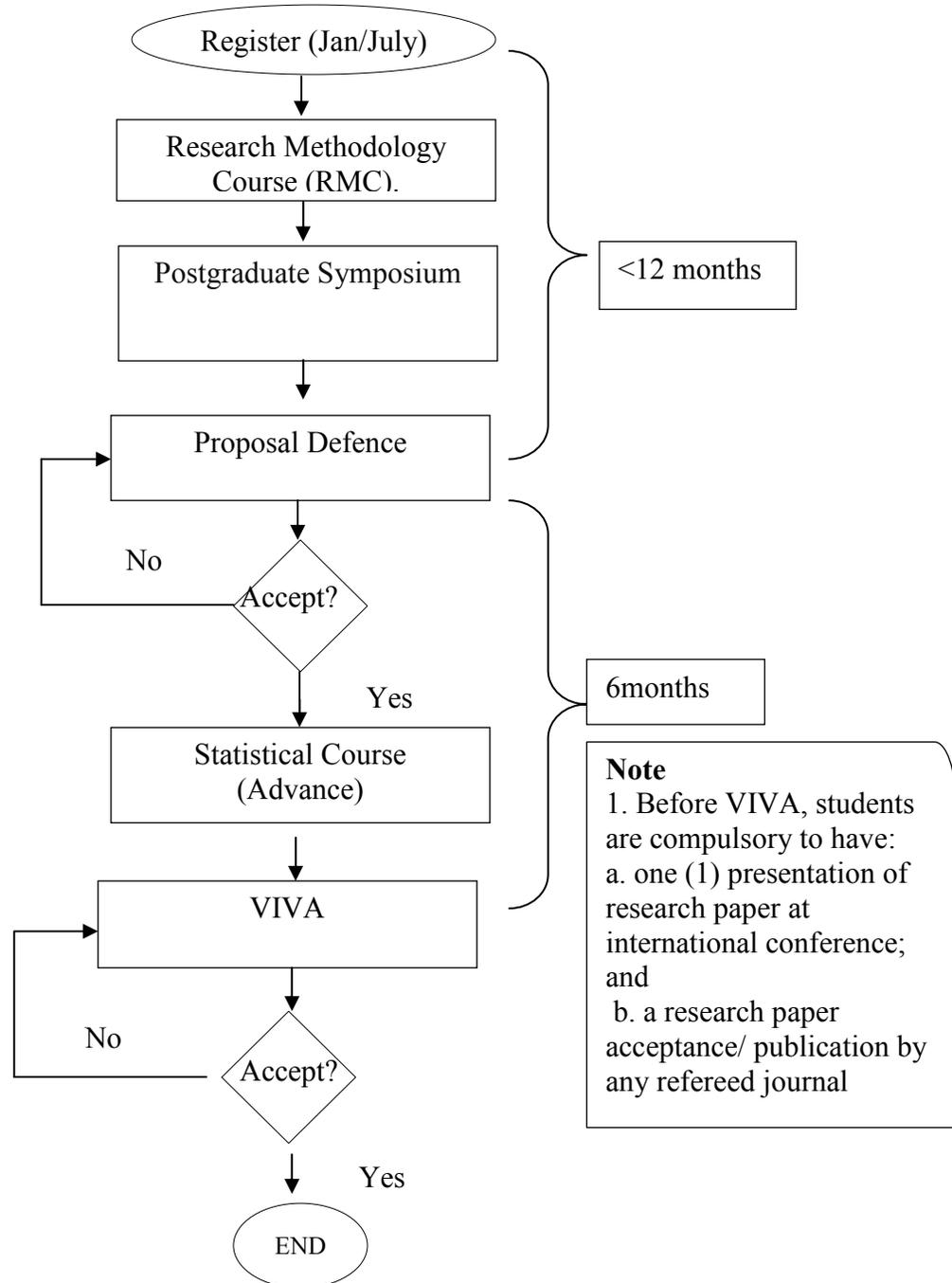
- The thesis should be prepared in five (5) hardcover copies are to be submitted to CGS. The candidate may then request for a letter of certification from CGS that he/she has completed the study and will be awarded the relevant degree in the following convocation.
- Candidates are required to attend a data analysis (advance) workshop before

VIVA session.

- Candidates are required to **have a presentation of research paper in one (1) international conference and a research paper acceptance/ publication in refereed journal** before the VIVA session.

A summary of the above procedures is presented in Figure 81.

Figure 8.1: Flow Chart for Doctoral by Coursework Candidacy Process



CHAPTER 9

SPECIFIC GUIDELINES FOR PhD CANDIDATES

9.1 Registration

The registration of PhD candidates is in January and July semesters.

9.2 Candidates' Responsibilities

- Candidates are advised to work closely with their supervisor(s) regarding their research work.
- Candidates are required to attend the Research Methodology Course organized by Centre of Graduate Studies (CGS) during the first semester of their enrolment.
- Candidates are required to present their research work on several occasions:

i. Postgraduate Symposium (2nd semester)

Candidates are required to present their initial idea to a committee. The committee comprises two (2) reviewers who are appointed by the faculty. The candidate must submit three (3) copies of their initial proposals to CGS; at least three (3) weeks prior to the symposium. The reviewers shall provide written comments and suggestions.

ii. Proposal Defense (3rd semester)

Candidates are required to defend their proposals to a committee in month 6 after the symposium. The committee comprises a chairperson and two (2) reviewers appointed by the faculty will be held responsible to execute the defense. The candidate must submit five (5) copies of their proposals; four (4) copies to CGS and one (1) copy to supervisor; at least one (1) month prior to the date scheduled for the defense. The reviewers would provide written comments and suggestions in view of enhancement purposes. In the case whereby candidates are required to re-defend their proposals, they are given a maximum of three (3) months to refine and to successfully re-defend their research proposals. Failure to do so would result in the candidate being terminated from the program.

The research proposal should be between 50-70 pages and cover the following topics:

- Chapter 1: Background of the study, problem statement, research questions, research objectives, scope of the study, and significance of the study.
- Chapter 2: Literature review

- Chapter 3: Research methodology
 - Research framework
 - Hypotheses/Propositions Development

iii. MOCK-VIVA (5th or 6th semester)

The candidates are expected to be ready for examination of their thesis in 5th or 6th semester. Upon approval of their supervisor(s), they should fill “Notification to Submit a Thesis for Mock-VIVA Evaluation Form” and submit it to CGS together with three (3) copies of ring-binding thesis. Within one (1) month, the candidates will be informed for the mock-viva session (oral examination for the theses defense). Results of the viva are given immediately after the viva session ends.

iv. VIVA (5th or 6th semester)

The candidates are expected to be ready for examination of their thesis in 6th semester. Upon approval of their supervisor(s), they should fill “Notification to Submit a Thesis for VIVA Evaluation Form” and submit it to CGS together with three (3) copies of ring-binding thesis. Within three (3) months, the candidates will be informed for the viva session (oral examination for the theses defense). Candidates have to pay the viva fee before the viva session. Results of the viva are given immediately after the viva session ends.

The candidate is given time to make the necessary corrections/amendments based on the VIVA results.

- a. the candidate is to be awarded the relevant degree; or
- b. the candidate is to be awarded the relevant degree, subject to minor corrections; or
- c. the candidate is to be awarded with the relevant degree subject to the amendments and corrections as listed elsewhere in this report being made in the thesis to the satisfaction of the Internal/External Examiner (s);
- d. The candidate is not to be awarded with the relevant degree but permitted to resubmit the thesis for further examination in a revised form after a further period of study and research. This candidate is not required to re-sit for viva.
- e. The candidate is not to be awarded with the relevant degree but permitted to resubmit the thesis for further examination in a revised form after a further period of study and research. This candidate is required to re-sit for viva.
- f. The candidate is not to be awarded with the relevant degree but can be awarded with Master of Philosophy.

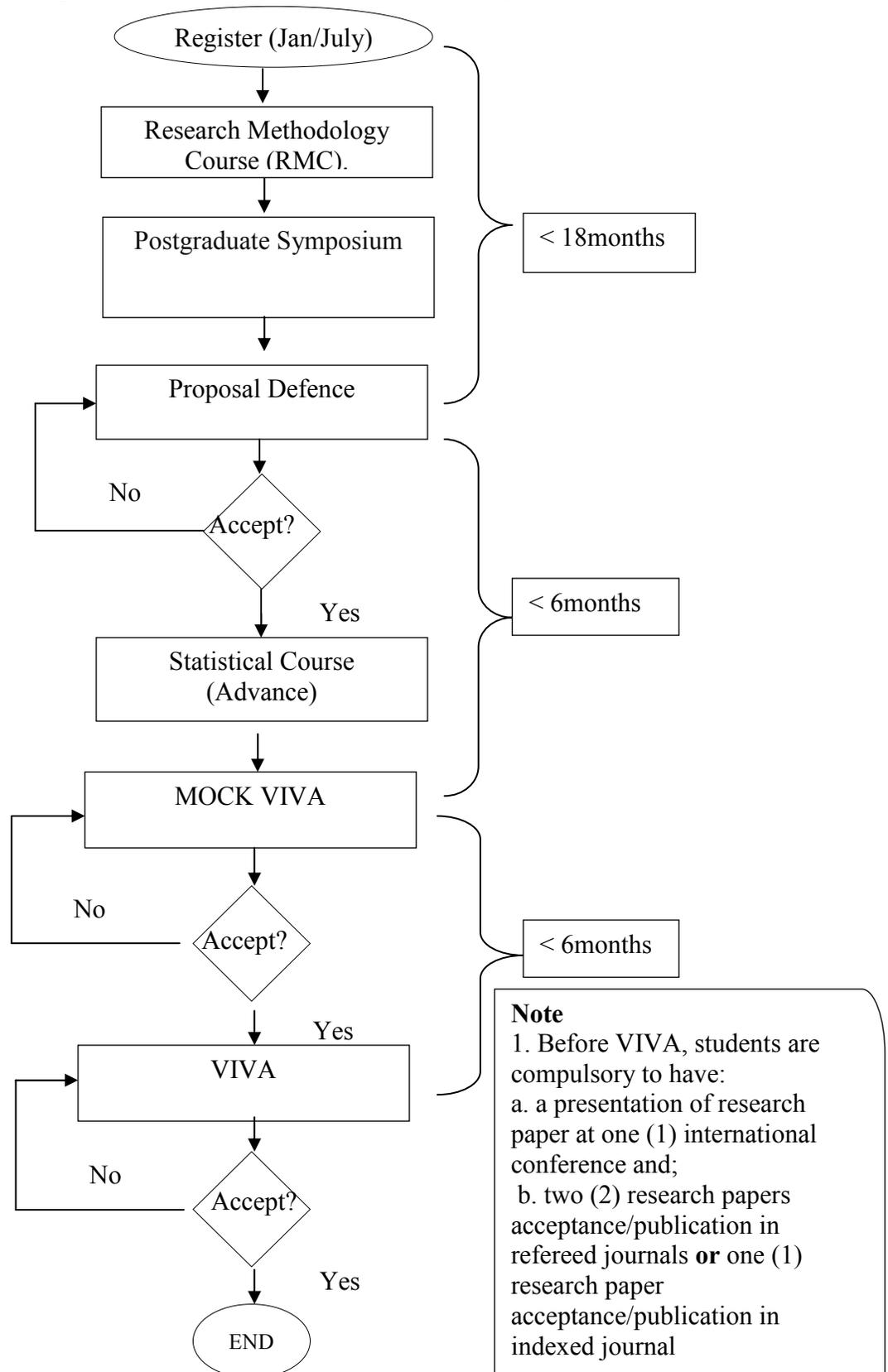
g. The candidate is not to be awarded with the relevant degree.

The candidate is advised to make corrections with guidance from the supervisor(s) based on comments and suggestions given during the viva session by the examiners. Corrections that meet the requirements based on the comments and suggestions by the examiner(s) will be endorsed by the panel of the Oral Examination Board (members of the viva session).

- The thesis should be prepared in five (5) hardcover copies are to be submitted to CGS. The candidate may then request for a letter of certification from CGS that he/she has completed the study and will be awarded the relevant degree in the following convocation.
- Candidates are required to attend a data analysis (advance) workshop before Mock-VIVA session.
- Candidates are required to **have a presentation of research paper at one (1) international conference and two (2) research papers acceptance/ publication in refereed journals or one (1) research paper acceptance/publication in indexed journal** before the VIVA session.

A summary of the above procedures is presented in Figure 9.

Figure 9.1: Flow Chart for PhD Candidacy Process



Appendix A
Example of Thesis Status Validation Form
UNIVERSITI SELANGOR

DECLARATION OF THESIS / AND COPYRIGHT	
Author's full name	: _____
Date of birth	: _____
Title	: _____ _____ _____
Academic Session	: _____
I declare that this thesis is classified as:	
CONFIDENTIAL	(Contains confidential information under the Official Secret Act 1972)*
RESTRICTED	(Contains restricted information as specified by the organization where research was done)*
OPEN ACCESS	I agree that my thesis to be published as online open access (Full text)
I acknowledged that Universiti Selangor reserves the right as follows:	
1. The thesis is the property of Universiti Selangor. 2. The Library of Universiti Selangor has the right to make copies for the purpose of research only. 3. The Library has the right to make copies of the thesis for academic exchange.	
_____	Certified by:
SIGNATURE	_____
_____	SIGNATURE OF SUPERVISOR
(NEW IC NO. /PASSPORT NO.)	_____
Date :	NAME OF SUPERVISOR
_____	Date :
_____	_____

NOTES: If the thesis is CONFIDENTIAL or RESTRICTED, please attach with the letter from the organization with period and reasons for confidentiality or restriction.

Appendix B

Example of a Thesis Status Declaration Letter

Date:

Librarian

Perpustakaan UNISEL

UNISEL, Shah ALam

Selangor,

Sir,

CLASSIFICATION OF THESIS AS RESTRICTED - *TITLE AND NAME OF AUTHOR'S*

Please be informed that the above mentioned thesis entitled "*TITLE*" be classified as RESTRICTED for a period of three (3) years from the date of this letter. The reasons for this classification are

- (i)
- (ii)
- (iii)

Thank you.

Sincerely yours,

NAME, ADDRESS, TELEPHONE NUMBER OF SUPERVISOR

Note: This letter should be written by the supervisor, addressed to Perpustakaan UNISEL and a copy attached to the thesis.

Appendix C1
Sample of Supervisor's Declaration

“I/We* hereby declare that I/we* have read this thesis and in my/our* opinion this thesis is sufficient in terms of scope and quality for the award of the degree of Master of (*specialisation*)
or Doctor of Philosophy (*specialisation*)
or Doctor of Engineering (*specialisation*) ”

Signature :
Name of Supervisor I :
Date :

Signature :
Name of Supervisor II:
Date :

Signature :
Name of Supervisor III:
Date :

* *Delete as necessary*

**Appendix C2
Declaration of Cooperation**

I hereby certify that this thesis entitled “.....” has been done through a cooperation between.....and.....

Certified by:

Signature : _____

Name : _____

Position : _____

(Company’s Stamp):

Date:

* Only if the preparation of the thesis involves more than one person or in collaboration.

(FOR OFFICE USE ONLY)

The thesis has been examined and validated by:

Name & Address of External Examiner:
.....
.....

Name & Address of External Examiner:
.....
.....

Supervisor’s name (if any) :
.....
.....

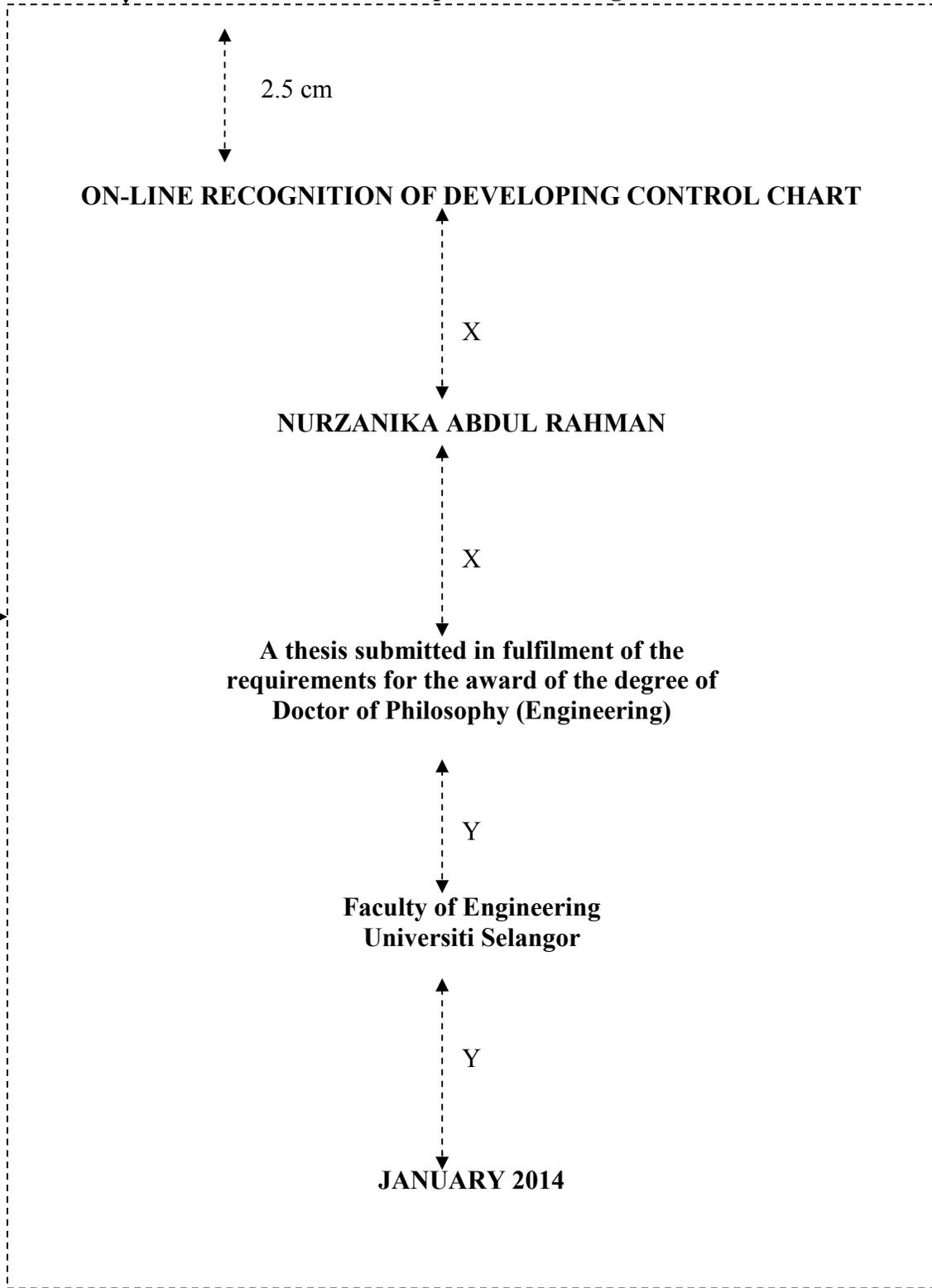
Verified by Director of CGS:

Signature : Date:

Name :

Appendix D

Example of a Title Page



ON-LINE RECOGNITION OF DEVELOPING CONTROL CHART

X

NURZANIKA ABDUL RAHMAN

X

**A thesis submitted in fulfilment of the
requirements for the award of the degree of
Doctor of Philosophy (Engineering)**

Y

**Faculty of Engineering
Universiti Selangor**

Y

JANUARY 2014

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Appendix E

Sample of Statement of Awards for Theses

1. Master's Project Report (By coursework)

A project report submitted in partial fulfilment of the requirements for the award of the degree of Master of (*specialisation*)

2. Master's (By coursework and research)

A project paper submitted in partial fulfilment of the requirements for the award of the degree of Master of (*specialisation*)

3. Master's Thesis (By research)

A thesis submitted in fulfilment of the requirements for the award of the degree of Master of (*specialisation*)

4. Doctor of Philosophy Thesis

A thesis submitted in fulfilment of the requirements for the award of the degree of Doctor of Philosophy (*specialisation*)

5. Engineering Doctorate Thesis

A dissertation submitted in partial fulfilment of the requirements for the award of the degree of Doctor of Engineering (*specialisation*)

Appendix F
Sample of a Declaration Page

I declare that this thesis entitled “title *of the thesis*” is the result of my own research except as cited in the references. The thesis has not been submitted in candidature of any other degree.

Signature :

Name :

Date :

Appendix G
Sample of a Dedication Page

To my beloved mother and father

Appendix H

Example of Acknowledgement Page

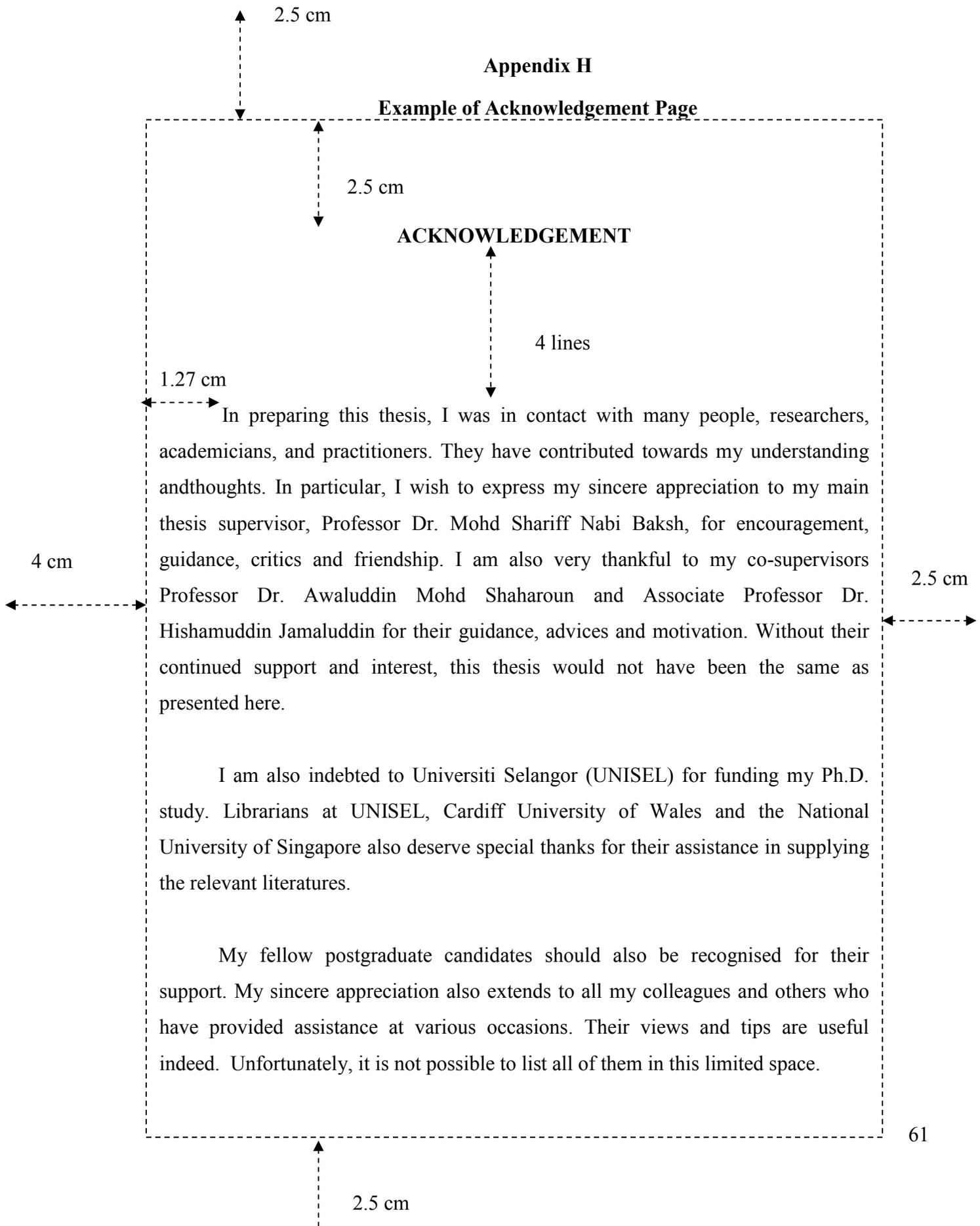
ACKNOWLEDGEMENT

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In preparing this thesis, I was in contact with many people, researchers, academicians, and practitioners. They have contributed towards my understanding and thoughts. In particular, I wish to express my sincere appreciation to my main thesis supervisor, Professor Dr. Mohd Shariff Nabi Baksh, for encouragement, guidance, critics and friendship. I am also very thankful to my co-supervisors Professor Dr. Awaluddin Mohd Shaharoun and Associate Professor Dr. Hishamuddin Jamaluddin for their guidance, advices and motivation. Without their continued support and interest, this thesis would not have been the same as presented here.

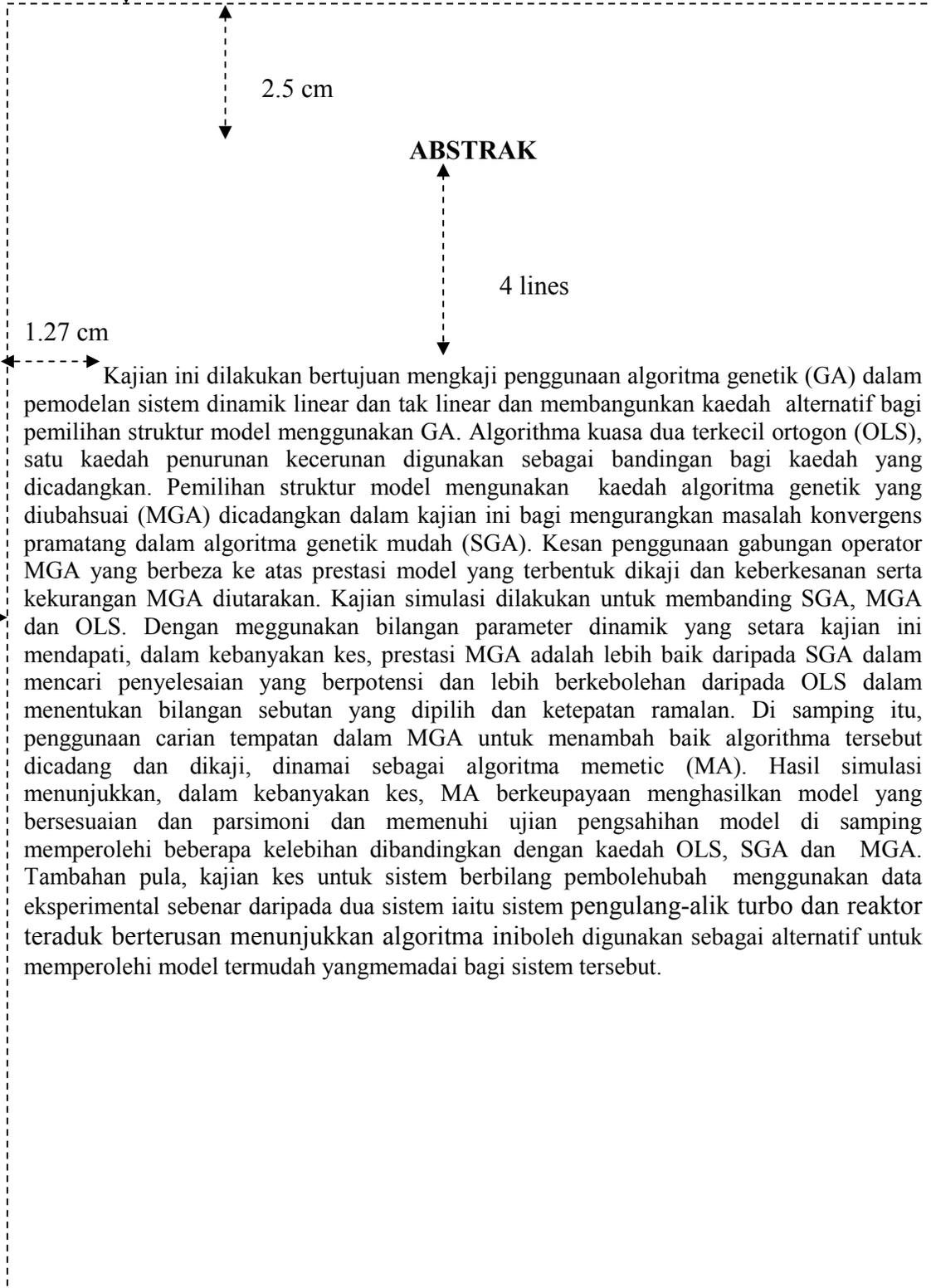
I am also indebted to Universiti Selangor (UNISEL) for funding my Ph.D. study. Librarians at UNISEL, Cardiff University of Wales and the National University of Singapore also deserve special thanks for their assistance in supplying the relevant literatures.

My fellow postgraduate candidates should also be recognised for their support. My sincere appreciation also extends to all my colleagues and others who have provided assistance at various occasions. Their views and tips are useful indeed. Unfortunately, it is not possible to list all of them in this limited space.



Appendix I

Example of an Abstract in Bahasa Melayu



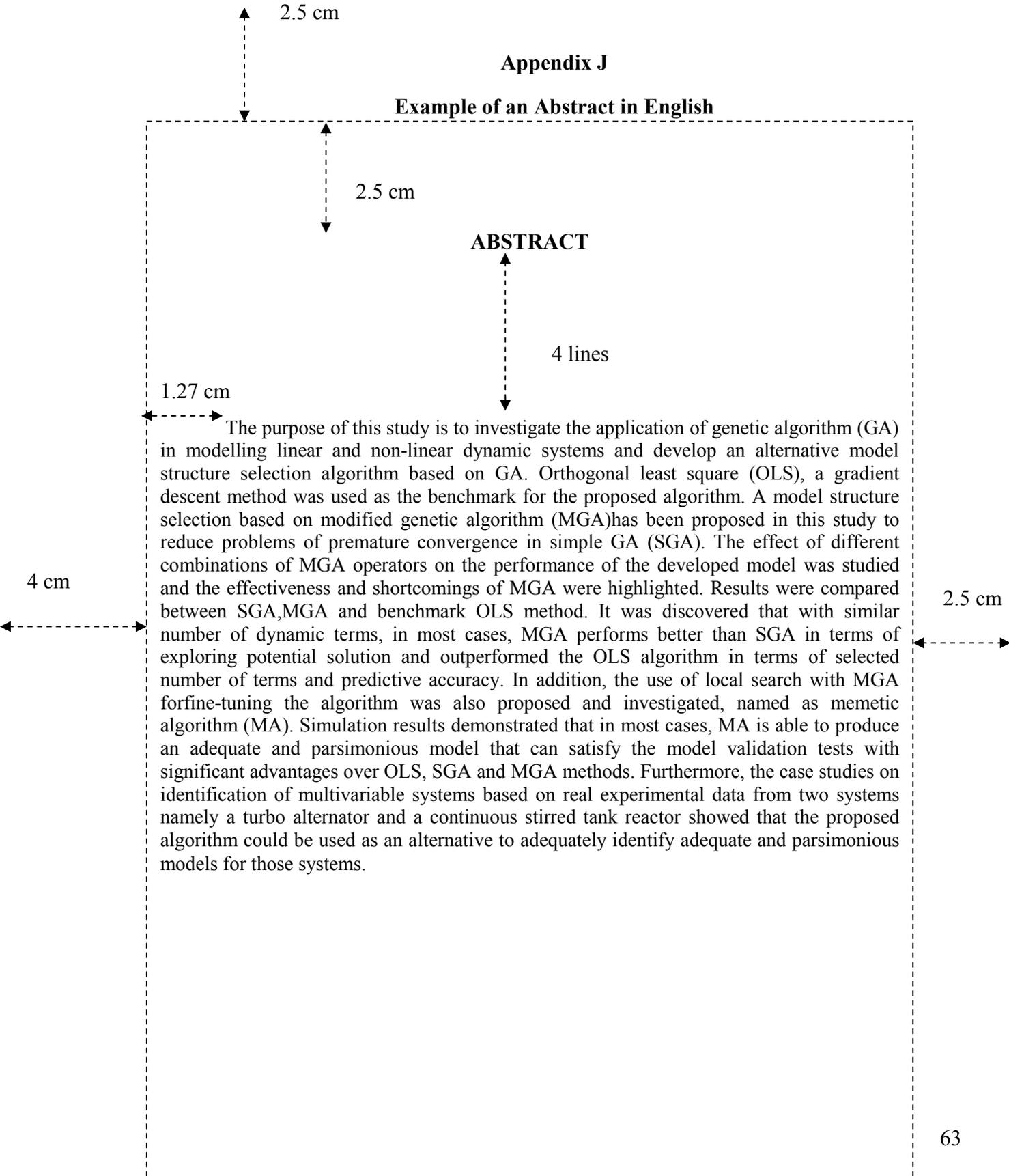
Appendix J

Example of an Abstract in English

ABSTRACT

4 lines

The purpose of this study is to investigate the application of genetic algorithm (GA) in modelling linear and non-linear dynamic systems and develop an alternative model structure selection algorithm based on GA. Orthogonal least square (OLS), a gradient descent method was used as the benchmark for the proposed algorithm. A model structure selection based on modified genetic algorithm (MGA) has been proposed in this study to reduce problems of premature convergence in simple GA (SGA). The effect of different combinations of MGA operators on the performance of the developed model was studied and the effectiveness and shortcomings of MGA were highlighted. Results were compared between SGA, MGA and benchmark OLS method. It was discovered that with similar number of dynamic terms, in most cases, MGA performs better than SGA in terms of exploring potential solution and outperformed the OLS algorithm in terms of selected number of terms and predictive accuracy. In addition, the use of local search with MGA for fine-tuning the algorithm was also proposed and investigated, named as memetic algorithm (MA). Simulation results demonstrated that in most cases, MA is able to produce an adequate and parsimonious model that can satisfy the model validation tests with significant advantages over OLS, SGA and MGA methods. Furthermore, the case studies on identification of multivariable systems based on real experimental data from two systems namely a turbo alternator and a continuous stirred tank reactor showed that the proposed algorithm could be used as an alternative to adequately identify adequate and parsimonious models for those systems.



Appendix K

Sample of a Table of Contents Page

TABLE OF CONTENTS

4 lines

CHAPTER	TITLE	PAGE
	DECLARATION	ii
	DEDICATION	iii
	ACKNOWLEDGEMENTS	iv
	ABSTRACT	v
	ABSTRAK	vi
	TABLE OF CONTENTS	vii
	LIST OF TABLES	xx
	LIST OF FIGURES	xxiii
	LIST OF SYMBOLS	xxvi
CHAPTER		
1.	INTRODUCTION	1
2.	LITERATURE REVIEW	5
2.1	Sub-heading 1	5
	2.1.1 Sub-subheading 1	5
	2.1.2 Sub-subheading 2	6
2.2	Sub-heading 2	10
2.3	Sub-heading 3	16
	2.3.1 Sub-subheading 1	19
	2.3.2 Sub-subheading 2	20
	2.3.3 Sub-subheading 3	21
2.4	Sub-heading 4	22

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3. MATERIALS AND METHODS/ METHODOLOGY		49
3.1 Sub-heading 1 (e.g. Materials)		49
3.2 Sub-heading 2 (Method 1)		50
3.3 Sub-heading 3 (Method 2)		51
3.4 Sub-heading 4 (Method 3)		52
3.4.1 Sub-subheading 1		53
3.4.2 Sub-subheading 2		54
3.4.3 Sub-subheading 3		55
3.5 Sub-heading 5 (Method 4)		57
3.6 Sub-heading 6 (Method 5)		60
3.6.1 Sub-subheading 1		62
3.6.2 Sub-subheading 2		63
4. RESULTS AND DISCUSSION		66
4.1 Sub-heading 1		66
4.1.1 Sub-subheading 1		69
4.1.2 Sub-subheading 2		72
4.1 Sub-heading 1		75
4.1.2 Sub-subheading 1		76
4.1.3 Sub-subheading 2		81
4.1.4 Sub-subheading 3		88
4.2 Sub-heading 3		94
4.3 Sub-heading 4		105
5. SUMMARY, CONCLUSION AND RECOMMENDATION FOR FUTURE RESEARCH		172
REFERENCES/BIBLIOGRAPHY		178
APPENDICES		205
BIODATA OF STUDENT		216
LIST OF PUBLICATIONS		217
(Publication that arise from the study)- if applicable		
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Appendix L

Example of a List of Tables

LIST OF TABLES

TABLE NO.	TITLE	PAGE
2.1	The role of statistical quality engineering tools and methodologies	16
2.2	Basic ANN models used for control chart pattern Recognition	47
2.3	General design strategies/structures for CCPR	49
3.1	The overall research plan	70
3.2	Parameters for simulating individual process variation data	75
3.3	Description of performance measures	92
4.1	Targeted recogniser outputs	103
4.2	Design matrix and results for the preliminary feature screening	108
4.3	Regression analysis for the results of preliminary feature screening	111
4.4	ANOVA for the results of preliminary feature screening	111
4.5	Tentative significant main effects and two-factor interactions	113
4.6	Estimated effects and regression coefficients for the recogniser's performance (reduced model)	116
4.7	ANOVA for the recogniser's performance (reduced model)	116

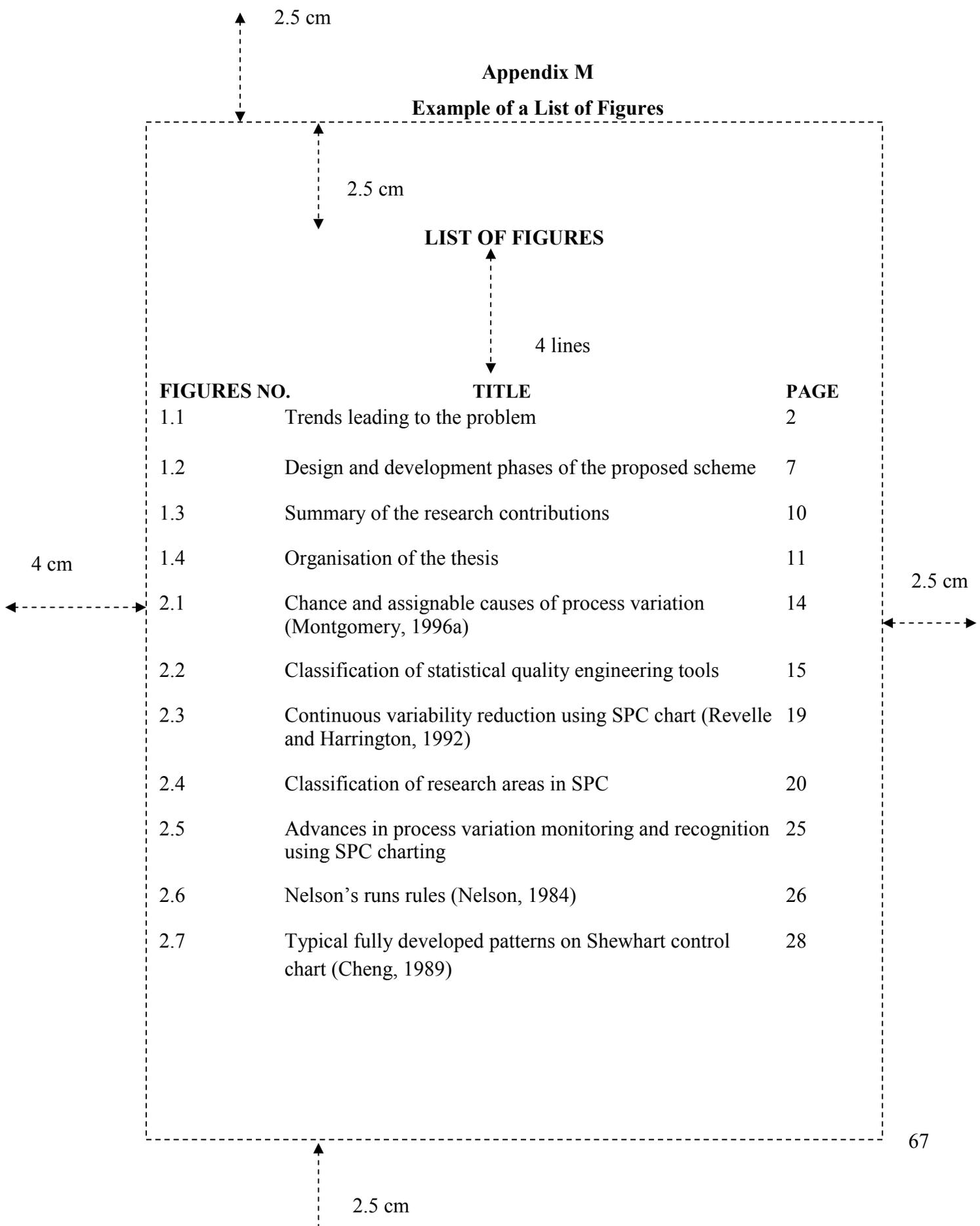
Appendix M

Example of a List of Figures

LIST OF FIGURES

4 lines

FIGURES NO.	TITLE	PAGE
1.1	Trends leading to the problem	2
1.2	Design and development phases of the proposed scheme	7
1.3	Summary of the research contributions	10
1.4	Organisation of the thesis	11
2.1	Chance and assignable causes of process variation (Montgomery, 1996a)	14
2.2	Classification of statistical quality engineering tools	15
2.3	Continuous variability reduction using SPC chart (Revelle and Harrington, 1992)	19
2.4	Classification of research areas in SPC	20
2.5	Advances in process variation monitoring and recognition using SPC charting	25
2.6	Nelson's runs rules (Nelson, 1984)	26
2.7	Typical fully developed patterns on Shewhart control chart (Cheng, 1989)	28



Appendix N

Example of a List of Symbols

LIST OF SYMBOLS

D, d	-	diameter
F	-	Force
g	-	Gravity = 9.81 m/s
I	-	Moment of inersia
l	-	Length
m	-	Mass
N	-	Rotaional velocity
P	-	Pressure
Q	-	Volumetric flow-rate
r	-	Radius
T	-	Torque
Re	-	Reynold number
V	-	Velocity
w	-	Angular velocity
x	-	Displacement
z	-	Height
θ	-	Angle
ρ	-	Density

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Appendix O

Example of a List of Appendices

LIST OF APPENDICES

APPENDIX	TITLE	PAGE
A	Examples of possible assignable causes of unnatural control chart patterns	253
B	Models for generating the control chart patterns (data streams)	254
C1	Mathematical expressions for the statistical features	256
C2	Minimum and maximum feature values	259
C3	Analysis of results for experiments to revise the parameter setting	260

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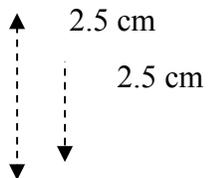
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Appendix P

Sample of a Quotation in a Text



After deliberating on doctoral education in Australia in the 1990s, an Australian observer writes:

“The lack of any significant formal coursework within our Ph.D. and master degrees by research has continued for three decades. The focus of our Ph.D. research type degrees continues to be the research project, and this is almost the only medium by which education is accomplished”.

(Stranks, 1984, pp.171)

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Appendix Q

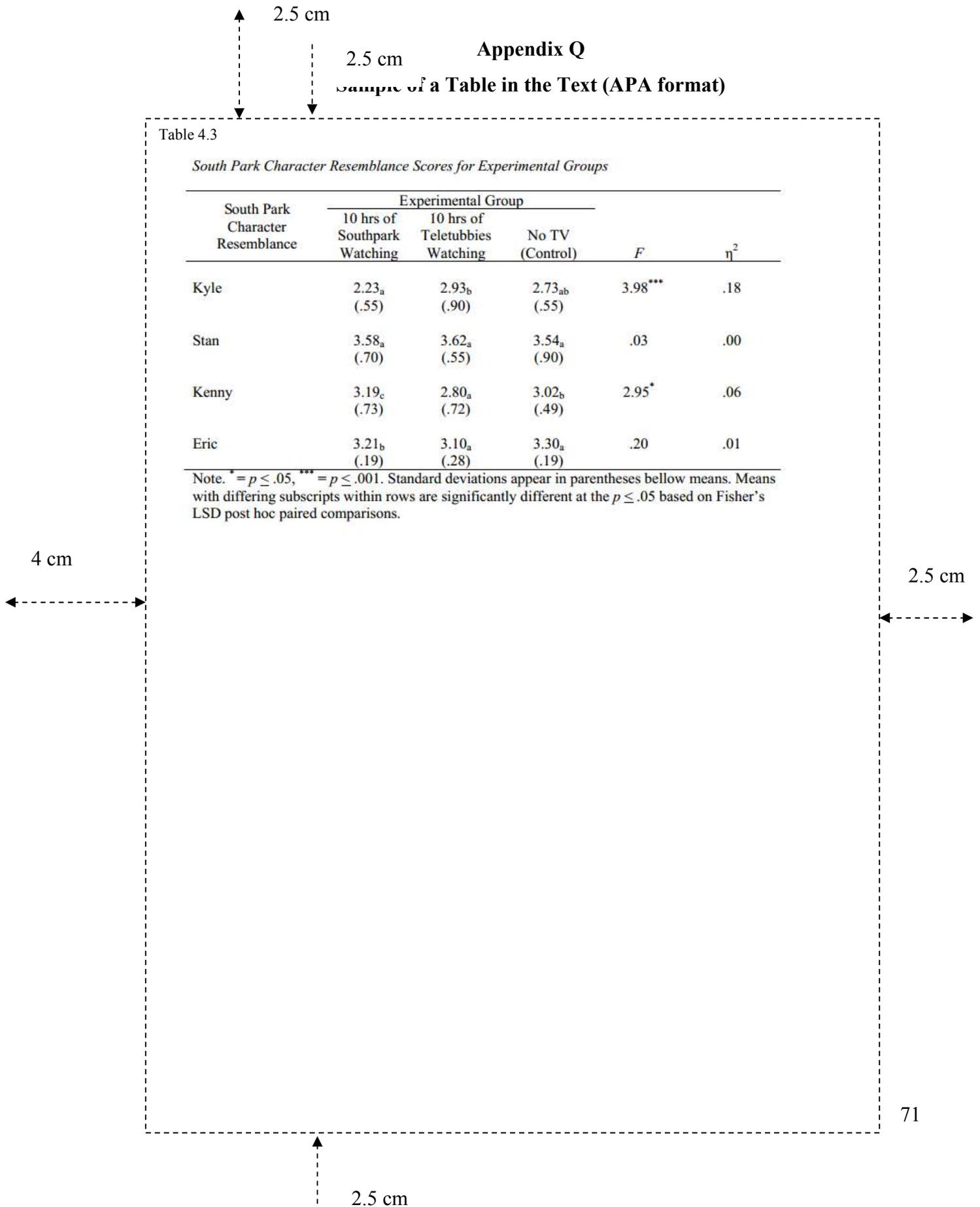
Sample of a Table in the Text (APA format)

Table 4.3

South Park Character Resemblance Scores for Experimental Groups

South Park Character Resemblance	Experimental Group			<i>F</i>	η^2
	10 hrs of Southpark Watching	10 hrs of Teletubbies Watching	No TV (Control)		
Kyle	2.23 _a (.55)	2.93 _b (.90)	2.73 _{ab} (.55)	3.98 ^{***}	.18
Stan	3.58 _a (.70)	3.62 _a (.55)	3.54 _a (.90)	.03	.00
Kenny	3.19 _c (.73)	2.80 _a (.72)	3.02 _b (.49)	2.95 [*]	.06
Eric	3.21 _b (.19)	3.10 _a (.28)	3.30 _a (.19)	.20	.01

Note. ^{*} = $p \leq .05$, ^{***} = $p \leq .001$. Standard deviations appear in parentheses below means. Means with differing subscripts within rows are significantly different at the $p \leq .05$ based on Fisher's LSD post hoc paired comparisons.



Appendix R

Sample of an Illustration or a Figure (APA format)

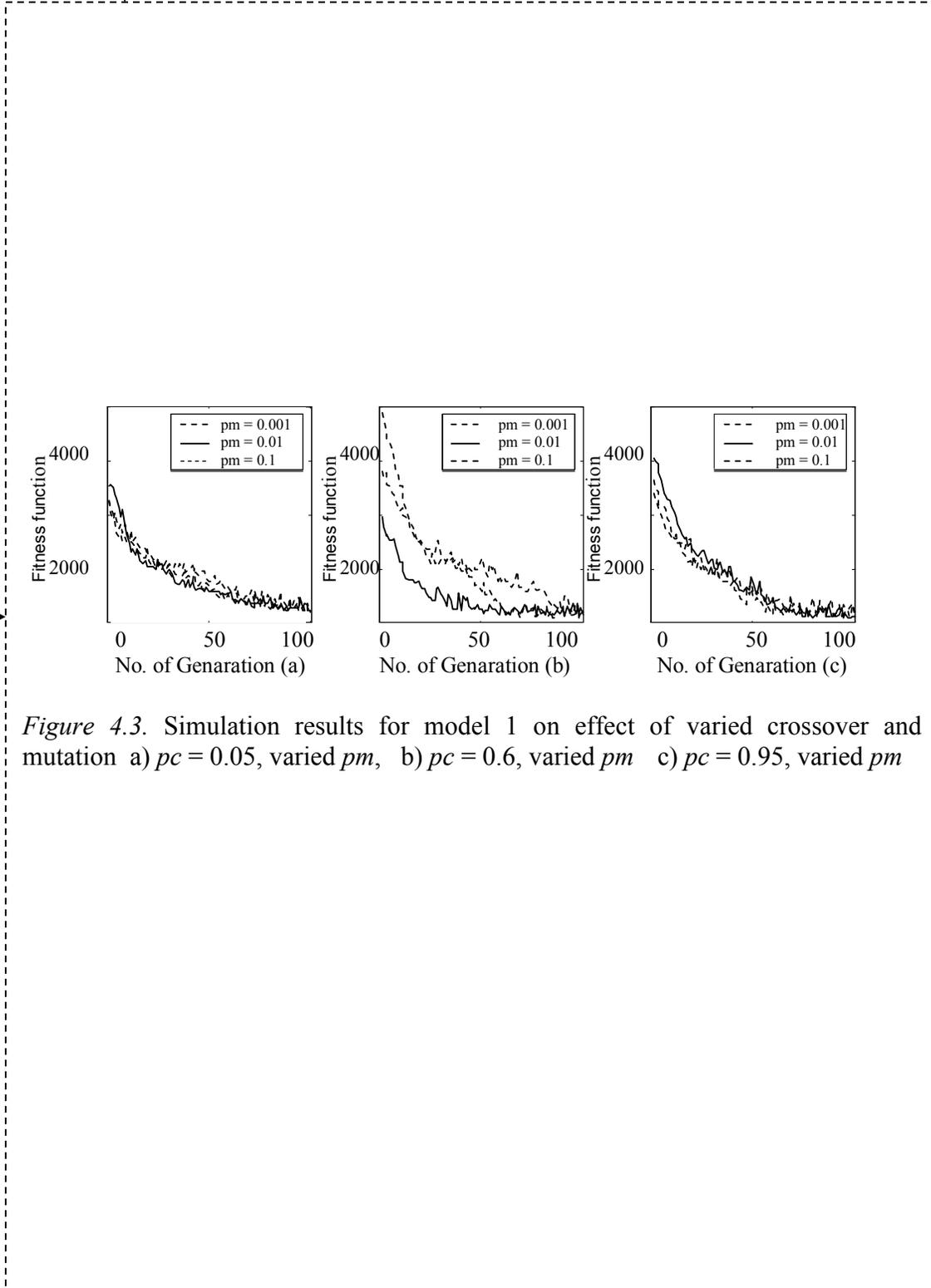
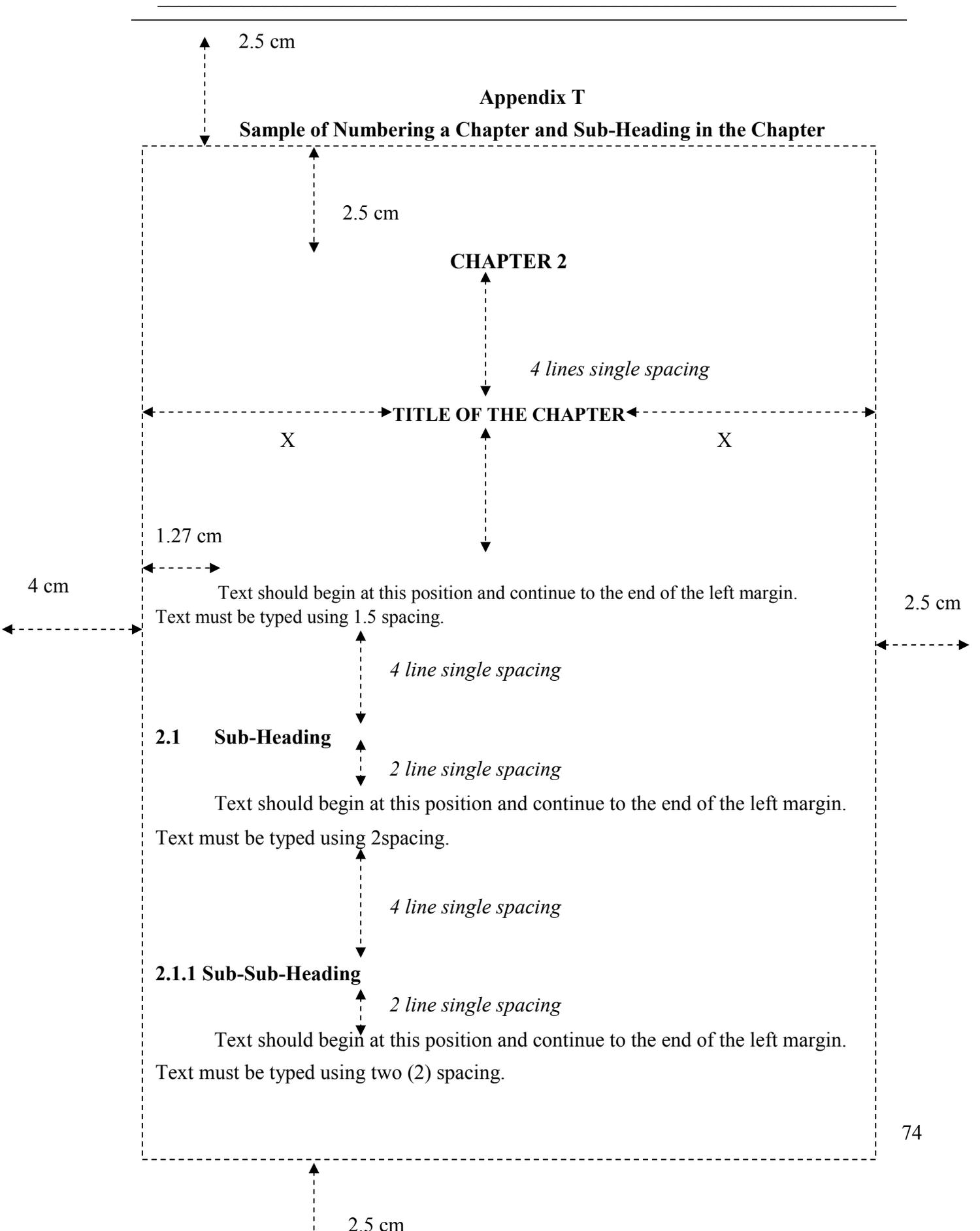
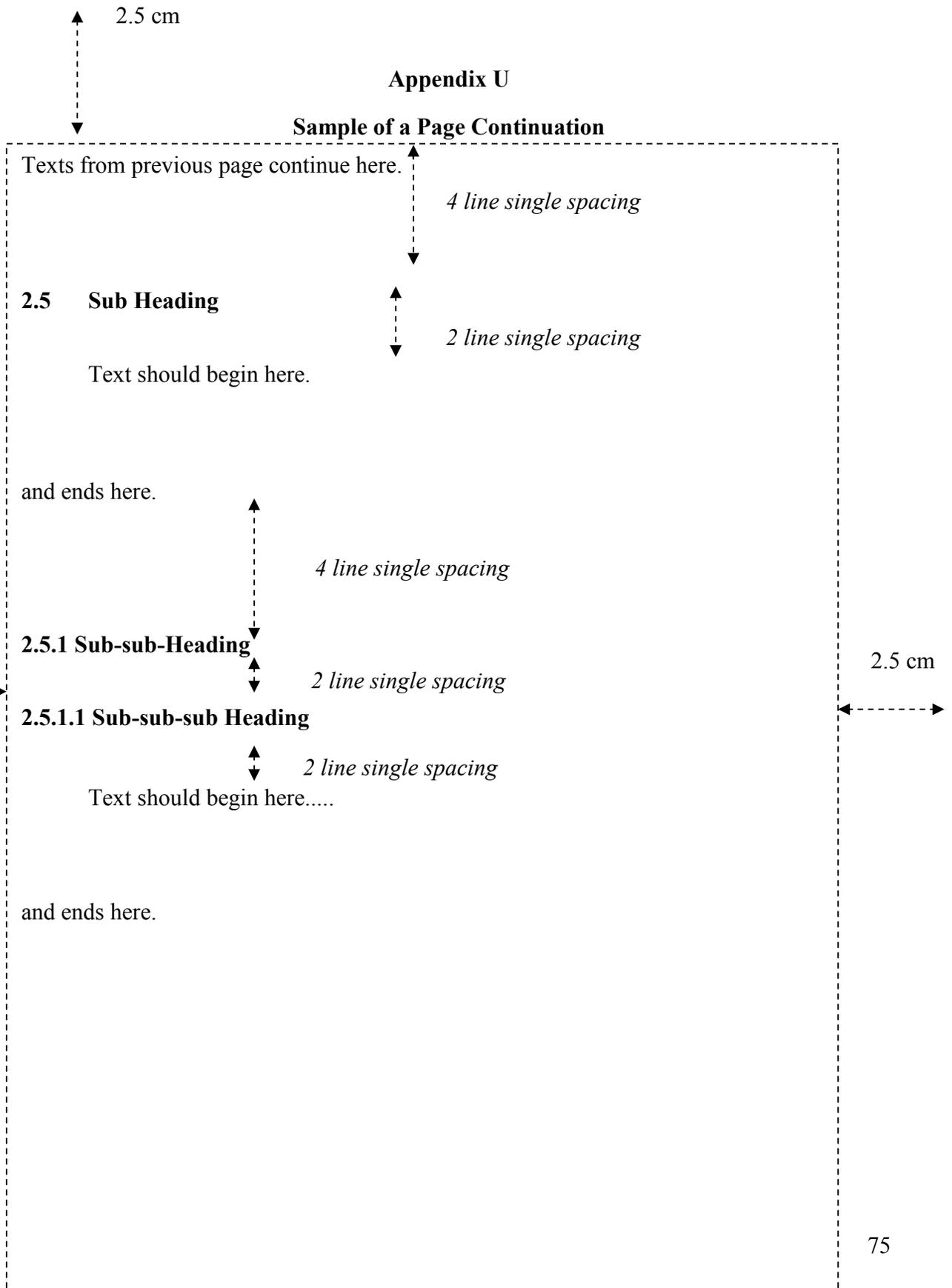
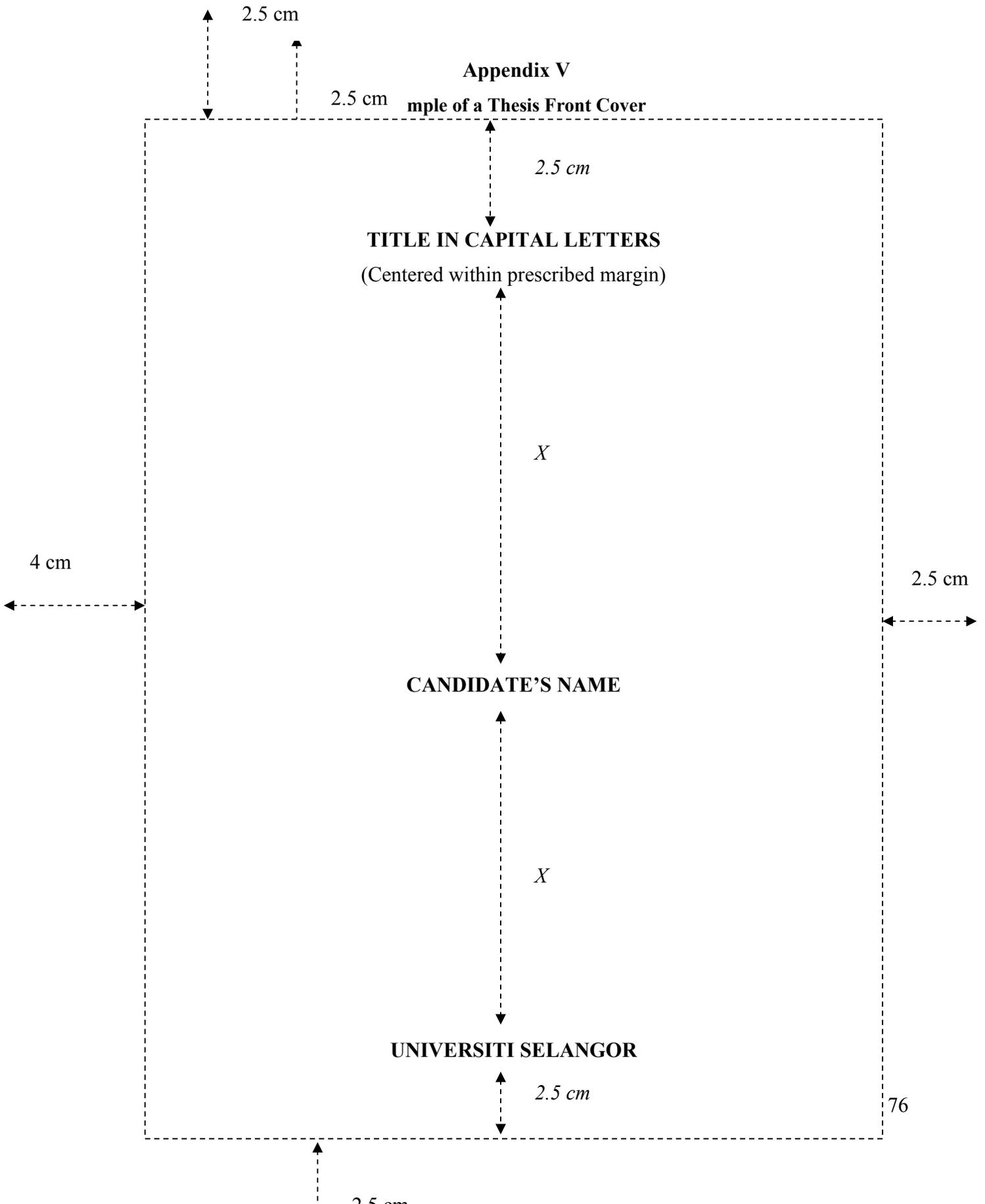


Figure 4.3. Simulation results for model 1 on effect of varied crossover and mutation a) $pc = 0.05$, varied pm , b) $pc = 0.6$, varied pm c) $pc = 0.95$, varied pm

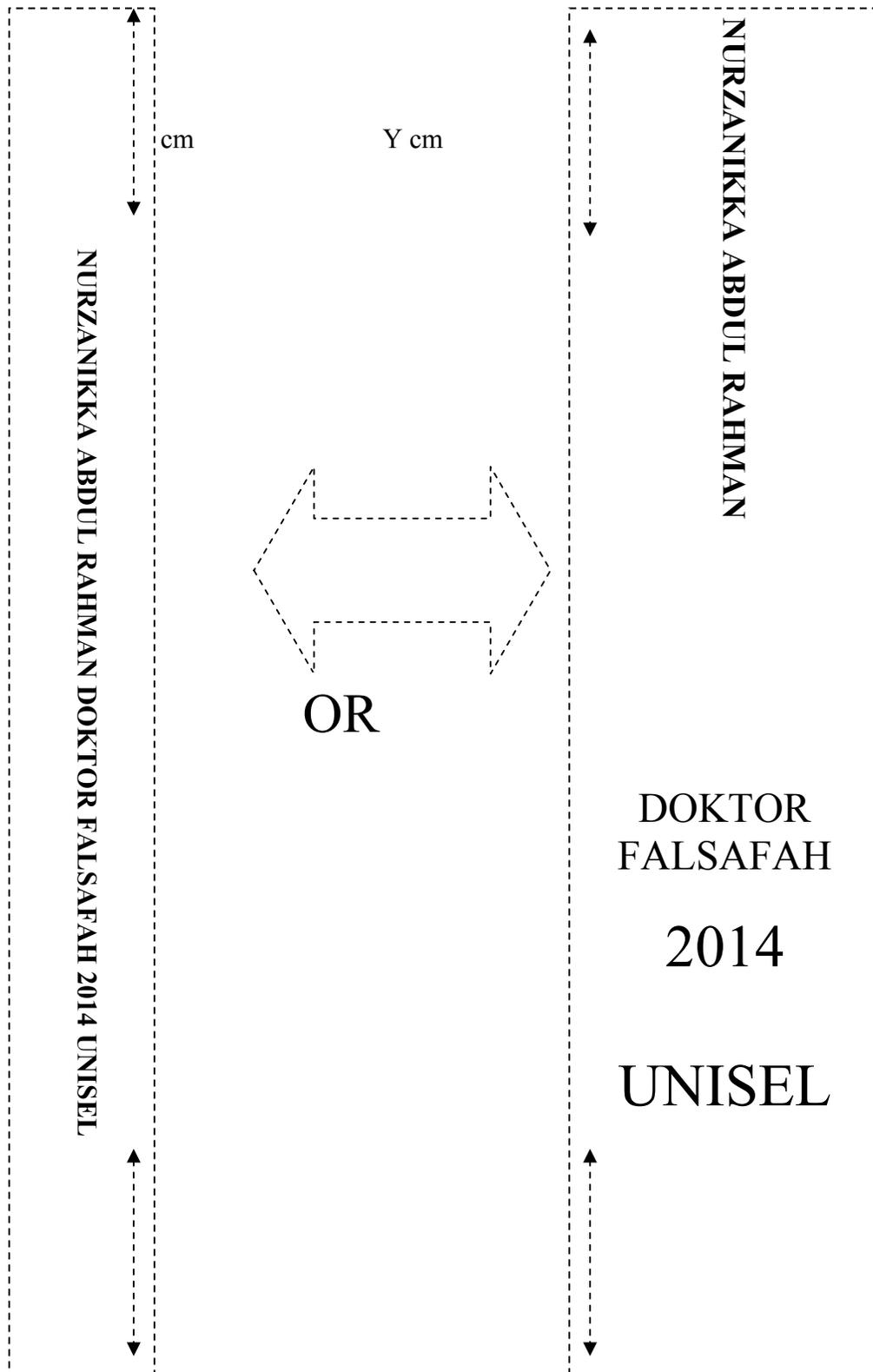






Appendix W

Samples of a Thesis Spine (must be in Bahasa Melayu)



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Y cm

Width > 2.5 cm



Appendix X

Sample of a Reference List Using Author and Year System

- Ahmad Zaki Abu Bakar (1989). *Pemrosesan Teks Bahasa Melayu Untuk Pemahaman Komputer*. Universiti Teknologi Malaysia: Tesis Doktor Falsafah.
- American Chemical Society ed. (1978). *Handbook for Authors of American Chemical Society Publications*. Washington, D. C.: American Chemical Society.
- Billings, S. A. (1980). Identification of Nonlinear Systems: A survey. *Proc. Instn Electr. Engrs, Part D*. 127(6): 272-284.
- Engineers Joint Council (1969). *Thesaurus of Engineering and Scientific Terms*. New York: Engineers Joint Council.
- Martin, A. M. Ed. (1991). *Peat as an Agent in Biological Degradation of Waste*. London: Elsevier. 314-362.
- Puget, J. F. and Albert, P. (1994a). *SOLVER: Constraints – Objects Descriptions*. Technical Report. ILOG S. A.
- Puget, J. F. and Albert, P. (1994b). *A C++ Implementation of CLP*. Technical Report. ILOG S. A.
- Sheta, A. F. and De Jong, K.(1996). Parameter Estimation of Nonlinear Systems in Noisy Environments Using Genetic Algorithms. *Proceedings of the 1966 IEEE International Symposium on Intelligent Control*. September 15-18. Dearborn, Michigan: IEEE, 360-365.
- Sukiman Sarmani (1987). Pencemaran Radioaktif. Dlm. Ahmad Badri Mohamad. *Perspektif Persekitaran*. Petaling Jaya: Fajar Bakti. 71-87.
- Theusen, G. J. and Fabrycky, W. J. (1984). *Engineering Economy*. 6th edition. Englewood Cliffs, N. J.: Prentice-Hall.
- Veres, S. M. (1990). *Structure Selection of Stochastic Dynamic Systems*. New York: Gordon and Breach Science Publishers.

Note: Arranged alphabetically according to author's name.

Appendix Y

Sample of an e-thesis Declaration/Validation Form

UNISEL (PS)-1/02

Center of Graduate Studies

Universiti Selangor

VALIDATION OF E-THESIS PREPARATION

Title of the thesis: _____

Degree: _____

Faculty: _____

Year: _____

I _____

(CAPITAL LETTER)

declare and verify that the copy of e-thesis submitted is in accordance to the Electronic Thesis and Dissertation's Manual, Center of Graduate Studies, UNISEL

(Signature of the candidate)

(Signature of supervisor as a witness)

Permanent address:

Name of Supervisor: _____

Faculty: _____

Note: This form must be submitted to CGS together with the CD.

For more information regarding the “THESIS MANUAL” please refer to contact details below:

***Centre for Graduate Studies
(CGS)
Universiti Selangor
(UNISEL)***

*Satellite Building
Shah Alam Campus
Jalan ZirkonA 7/A, Seksyen 7,
40000 Shah Alam, Selangor
Tel: 03 – 5522 3437
Fax: 03 – 5522 3440
Email: cgs@unisel.edu.my*

