

# THESIS GUIDELINES

## **CHAPTER 1**

### **GENERAL REQUIREMENTS**

Thesis Guidelines is a manual that provides a guideline and general requirements for the preparation of a Thesis, Project Paper and Dissertation in fulfilment of the requirements for a postgraduate degree. Generally, the term Project Paper is meant for Masters and Doctorate by Course Works programme with research module that less than 10 credit hours, whereas the term Dissertation is meant for one with 20 to 30 credit hours. As for the term Thesis, it is meant for research writing in Masters and Doctorate by Research programme. To ease, the term thesis will be used throughout this Thesis Guideline, which also represents a Project Paper, and Dissertation.

#### **1.1 Language**

The thesis should be written in English or Bahasa Melayu. The use of improper language is strictly prohibited. Language used should be consistent throughout the thesis, especially in terms of spelling (American or British).

## **1.2 Paper Specifications**

White simile A4 size (210 mm x 297 mm) paper of 80 g or paper of equivalent quality should be used. Photocopies of the thesis must be on similar quality paper.

## **1.3 Margins**

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 right, top and bottom margins. All tables and figures must be placed within the specified margins.

## **1.4 Typing**

A thesis should be typed using the MS word, or any other similar word-processing software. The text of the thesis, including headings, page numbers, captions and references must use the same font or typeface. The font types of Times New Roman must be used, where the font size should be 12-point and should not be scripted or *italised* except for scientific names and terms in a different language. Bold print may be used for headings. Footnotes and text in tables should not less than 8-point. For mathematical texts, the use of Equation Editor is advisable.

## **1.5 Pagination**

All pages should be counted and numbered consecutively throughout the thesis, including pages containing tables, figures, references, and appendices. 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 without any punctuation.

Numbering for pagination should be as follows:

- i. Preliminary pages must be numbered in lowercase Roman numerals (i, ii, iii,...). However, the title page should not be numbered although it is counted as page 'i'.
- ii. Arabic numbers (1, 2, 3,...) are used on the pages of the text, including references and appendices. Page 1 is the first page of Chapter 1 but is not numbered. Similar to the first page of other chapter, the page number is not typed even though it is counted.
- iii. Font type is Times New Roman and font size of 10-points is recommended.

## **1.6 Page Layout**

The preliminary section, text and supporting section should be presented in the portrait layout. The landscape layout may be used for figures and tables, and also for appendices if applicable.

## **1.7 Word Limits**

The limits of length have been prescribed for each programme of study as below. Notes that the word limits are meant for text ONLY; thus, it is excluding the preliminary section, tables, figures, captions, footnotes, and supporting section (reference list, appendices, and list of publications). A thesis that is under/over the recommended limit needs approval from the postgraduate committee.

- i. Project Paper  
Master : 20,000 to 30,000 words.  
Doctorate : 30,000 to 40,000 words.
- ii. Dissertation  
Master : 30,000 to 50,000 words.  
Doctorate : 50,000 to 80,000 words.
- iii. Thesis  
Master : 40,000 to 60,000 words.  
Doctorate : 60,000 to 100,000 words.

## **1.8 Spacing**

The general text of the thesis must be typed using double spacing. However, single spacing is permitted in preliminary section, tables, multi-line captions for figures and tables, long quotations, footnotes, and also for the supporting section: references, appendices, and list of publications.

While typing, the following guidelines should be followed:

- i. Set the line spacing to double for the whole document, except for preliminary and supporting section.
- ii. The spacing between the top margin and the chapter number should be 2-line double spacing.
- iii. The spacing between the chapter number and the title should be 2-line double spacing.
- iv. The spacing between the title and the first line of a text should be 2-line double spacing.
- v. The spacing between the title of a sub-section and the first line of a text should be 1-line double spacing
- vi. The spacing between paragraph should be 1-line double spacing
- vii. The spacing between the last line of a text and the title of a sub-section should be 2-line double spacing.
- viii. The first sentence of a new paragraph should not start at the bottom of a page if the space available can only fit one line.

## **1.9 Numbering the sections and sub-sections**

Sections or chapters must be numbered accordingly using Arabic numerals, ie. CHAPTER 1, CHAPTER 2 and so on. It should be titled and typed with capital letter, bold and centred. Each chapter must begin on a new page, without page number.

The number and the title of sub-section should be bold, capitalized each word and aligned with the left margin. It is nested, but its numbering is not indented, and can only be up to a maximum of 4 levels. If the title exceeds a single line, the spacing between the lines must be single spacing.

### **1.10 Printing**

Only one side of a sheet should be printed. A high-quality laser or ink-jet printer should be used for the printing.

### **1.11 Binding**

A thesis should be temporarily bound (ring or spiral binding) for the purpose of examination (proposal defence and candidature defence). However, for viva-voce examination, a thesis should be bound with soft cover or perfect binding. As for final submission prior to graduation, a thesis must be permanently bound with hard cover. Please ensure that all requirements have been met and necessary signatures have been obtained before binding.

### 1.11.1 Cover

The Buckram / Acrolin Verona type cover must be used and printed in gold capitals using 18-point gold block font. The front cover must contain the followings; the title of the thesis, the candidate's name, and the name of the university (UNIVERSITI SELANGOR) as in Appendix A. The cover colours and their codes are listed in Table 1.

**Table 1** Colour Code for thesis cover

<b>Programme</b>	<b>Type</b>	<b>Colour Name</b>	<b>Colour Code</b>	<b>HEX Colour Code</b>
Doctor of Philosophy	Buckram	Maroon	567	#800000
Doctor of Education	Acrolin Verona	Dark brown	2626	#654321
Master (by Research)	Buckram	Dark brown	537	#654321

### 1.11.2 Spine

The spine must be entirely lettered in gold, using a capital 18-point block font. It should show the name of author, name of degree and the year of the thesis is approved. An example is shown in Appendix B.

## 1.12 Submission

Candidates intending to submit a thesis must do the following:

- i. Submit the ‘Application for Viva Voce’ form for viva-voce examination three months prior thesis submission.
- ii. Submit 5 soft bound or perfect binding copies with a completed form of ‘Submission of Thesis/Dissertation for Viva Examination’.
- iii. Submit the loose copy (comb binding) of corrected thesis, the list of correction made, with completed form of ‘Submission of Thesis/Dissertation (Correction After Viva-Examination)’.
- iv. Candidates should then submit 2 copies of the thesis in hard cover and 1 softcopy of the thesis on a CD after receiving a notification of acceptance of thesis.

## **CHAPTER 2**

### **ORGANIZATION OF THESIS**

A thesis is generally comprising of three main sections, namely preliminary section, text or body, and supporting section. There are compulsory pages that need to be inserted prior to preliminary section, which are author's declaration, supervisor's declaration, declaration of cooperation (if applicable), certification of examination, and declaration of courses (if applicable).

The preliminary section includes the title page, dedication, acknowledgement, abstracts in English and Bahasa Melayu, table of contents, list of tables, list of figures, list of symbols/abbreviations, and list of appendices. As for supporting section, it includes the list of references, list of appendices, and list of publications resulting from the study carried out during the period of candidature. This layout is arranged in Table 2.1.

**Table 2.1** Arrangement of thesis layout

<b>No.</b>	<b>Items</b>	<b>Appendix</b>	<b>Remarks</b>
1	Blank paper	-	-
2	Author's Declaration	C	Compulsory, without page number
3	Supervisor's Declaration	D	Compulsory, without page number
4	Declaration of Cooperation	E	If applicable
5	Certification of Examination	F	Compulsory, without page number
6	Declaration of Courses	G	If applicable
7	Title Page	H	Compulsory, first page counted with Roman numeric (i) but not to be paginated.
8	Dedication	I	Optional, continue with the previous Roman number
9	Acknowledgement	J	Optional, continue with the previous Roman number
10	Abstract	K	Compulsory, continue with the previous Roman number
11	Abstrak (Bahasa Melayu)	L	Compulsory, continue with the previous Roman number
12	Table of Contents	M	Compulsory, continue with the previous Roman number
13	List of Tables	N	Compulsory, continue with the previous Roman number
14	List of Figures	O	Compulsory, continue with the previous Roman number

15	List of Symbols/Abbreviations	P	Compulsory, continue with the previous Roman number
16	List of Appendices	Q	If applicable, continue with the previous Roman number
17	Body/Text	R	Compulsory, first page counted with Arabic number (1).
18	References	S	Compulsory, continue with the previous Arabic number
19	Appendices	T	If applicable, continue with the previous Arabic number
20	List of Publications	U	Compulsory, continue with the previous Roman number

## 2.1 Author's Declaration

Author's Declaration page is a compulsory page and should be signed which contained declaration of originality, classification of thesis, and copyright. Candidate should follow the standard format as in Appendix C.

## **2.2 Supervisor's Declaration**

The thesis must be approved and declared by supervisor on the standard and quality.

Appendix B can be referred for the full text of Supervisor's Declaration.

## **2.3 Declaration of Cooperation**

This page is only meant for those who has established a partnership or cooperation with other outside agencies in carrying out the research project related to the thesis.

This must be declared as an example in Appendix E.

## **2.4 Certification of Examination**

Certification of Examination page is required to be certified by the Dean of the CGS.

It must list all the Panel of Examiners that attended the examination and recommended the candidate to be awarded with the relevant degree. See example in Appendix F.

## **2.5 Declaration of Courses**

This page is only meant for those who register under the EdD programme. Candidate has to declare all completed modules as in Appendix G.

## **2.6 Title Page**

The title page is the first page counted in Roman numeric but not to be paginated. It must be typed using 12-point Times New Roman and all letters must be bold. It should include the following information as can be seen in Appendix H:

- Title of the thesis;
- Candidate's full name;
- Statement of award for the thesis;
- Name of Faculty/Institute/Centre where the candidate registered;
- Name of the University; and
- Month and Year of submission.

### **2.6.1 Title of The Thesis**

First and foremost, the title of the thesis must be grammatically correct and reflects the study undertaken. It should be clear and concise, and must not exceeds 20 words. Abbreviation and acronyms should be avoided, except for commonly used in the field of study. The phrases that reflect research exercise should also be avoided such as 'Analysis of...', 'A preliminary study of...', 'An investigation of...' and 'A theory of...'. For titles in Bahasa Melayu, the terms used must be found in Kamus Dewan for the relevant field of study.

### 2.6.2 Statement of Award

Statement of award on title page states the purpose and the award for which the thesis is submitted. The statement must follow the mode of programme and the format for each is listed below:

- i. Master's Degree (Coursework mode)

A project report submitted in partial fulfilment of the  
requirements for the award of the degree of  
Master of Management

- ii. Master's Degree (Research mode)

A thesis submitted in fulfilment of the  
requirements for the award of the degree of  
Master of Education

- iii. Doctoral Degree (Coursework mode)

A project report submitted in partial fulfilment of the  
requirements for the award of the degree of  
Doctor of Education

or

A dissertation submitted in partial fulfilment of the  
requirements for the award of the degree of  
Doctor of Education

- iv. Doctoral Degree (Research mode)

A thesis submitted in fulfilment of the  
requirements for the award of the degree of  
Doctor of Philosophy in Education

## **2.7 Dedication**

This is an optional page. The dedication must be brief and should not exceed one paragraph. Example can be seen in Appendix I.

## **2.8 Acknowledgement**

This is an optional page. The acknowledgement is written to express gratitude and appreciation for guidance and assistance received from individuals and institutions. This should not exceed one page. Example can be seen in Appendix J.

## **2.9 Abstract**

An abstract is a brief statement of the problem and objectives of the study, the research methodology adopted, a summary of major findings, and conclusions of the research, where the contribution of the study is highlighted. It should be written in one paragraph, single spacing and not exceeding 500 words. Abbreviations and acronyms must be preceded by the full terms at the first use. The abstract must be bilingual, written in both English and Bahasa Melayu. The version to appear first should be of the same language of the thesis. The format for abstract can be seen in Appendix K, while Appendix L shows the Bahasa Melayu version.

## **2.10 Table of Contents**

The Table of Contents lists in sequence the sections, chapters, topics and sub-topics with their corresponding page numbers. The titles must be written using the same as those in the text. The format for Table of Contents is in Appendix M.

## **2.11 List of Tables**

This page lists all the tables found in the thesis. It contains the exact titles or captions of tables as written in the text with their corresponding page number. It must be listed in sequence. See example in Appendix N.

## **2.12 List of Figures**

This page lists all the figures found in the thesis. Similar to List of Tables, it contains the exact titles or captions of figures as written in the text (including diagrams, photographs, drawings, graphs, charts and maps) with their corresponding page number. It must be listed in sequence. See example in Appendix O.

### **2.13 List of Symbols/Abbreviations**

The symbols, abbreviations and any terminology used in the thesis must be listed down accordingly without page number. Universally recognized scientific symbols, such as cm, kg, H<sub>2</sub>O, CO<sub>2</sub> should not be listed. Please refer to Appendix P.

### **2.14 List of Appendices**

This page is optional which only meant for those who inserted an appendix in the thesis. See Appendix Q for example.

### **2.15 Body/Text**

The main part of a thesis is the body/text which normally consists of chapters and sections. Each chapter and section must be numbered and titled, and the title must reflect the content. Each chapter must begin on a new page. See Appendix R for the writing format.

There is no restriction on the total number of chapters in a thesis. Generally, a thesis will have the following basic chapters, which will be discussed in Chapter 3.

**INTRODUCTION**

**LITERATURE REVIEW**

**METHODOLOGY**

**RESULTS**

**DISCUSSION**

**CONCLUSION**

## **2.16 References**

References page lists all the sources that have been discussed, cited and quoted in the thesis. While citing, candidate should focus on recent papers as to ensure that the topic is still relevant. Papers older than five years should not be included, except for overriding purposes. Citation management tools like Mendeley and EndNote should be used to assist candidate in writing a reference list. The reference should be written consistently in a chosen format or style (APA, IEEE, MLA, etc) approved by the faculty. Each reference should be written in single spacing as shown in Appendix S. More explanations and examples will be discussed in Chapter 4.

## **2.17 Appendices**

This page is an optional page. Appendices includes questionnaire, original data, tables that contains data of lesser importance, forms and documents, detailed drawing and other pertinent documents. Appendices must be paginated consecutively with the main

text, and must be listed as explained in 2.14. Appendix can be named as Appendix A, Appendix B, and so on, depends on group or types of the appendix. See Appendix T.

## **2.18 List of Publications**

This section lists all published and accepted publications (journals and proceedings), authored or co-authored by the candidate that result from the study undertaken. See Appendix U.

## **CHAPTER 3**

### **BODY/TEXT OF THE THESIS**

The main part of a thesis is the body/text which normally consists of chapters and sections. Each chapter and section must be numbered and titled, and the title must reflect the content. Each chapter must begin on a new page.

#### **3.1 Introduction**

A thesis should start with an introductory remark to the issue in which the research is concerned by providing a definition, previous research on that specific area, and current issues that highlight the gaps of the research. It highlights the subject matter and problem(s) being studied, including the aims and objectives of the study, research questions and hypothesis, and scope of the study. Research objectives stated in this section should match the finding of the study, and should solve the stated problems.

### **3.2 Literature Review**

Literature review is a comprehensive summary of a previous research on the chosen topic. It is written to place the study within the context of existing knowledge. A good literature review will reflect your in-depth grasp of the subject matter, and your understanding towards the topic that you chose.

The literature review surveys scholarly sources that relevant to your particular topic and research area. You have to discuss, analyse and synthesize what other studies have said about your research topic. Literature selected must be up-to-date, published in the last 5 years. Towards the end, you have to emphasize on how your research relates to that of other scholars who have written on the similar topic. References must be cited accordingly.

### **3.3 Methodology/Research Method**

A research methodology provides a description of your general research design. It may vary, depending on the discipline of the study. Basically, it contains an explanation and description of the specific methods and procedures that being adopted or used throughout the research work. It includes theoretical approaches and experimental designs. The materials and methods used in the study should be described in detail. Some thesis may include a conceptual framework.

### **3.4 Results/Data Analysis and Findings**

This chapter explains the results, data analysis and findings which are commonly presented in the form of text, figures and tables. This section sometimes can be combined with the Discussion section as the content tends to be related. This section can also be broken into subsections, or into chapters, depending on the nature of the research.

### **3.5 Discussion**

This chapter discuss the findings and the outcomes of the research in relation to the results that have been obtained. Candidate should discuss the obtained results in relation to the hypothesis and objectives must be achieved. The significance and implications of the main findings should be made clear, and should be compared with those previous studies presented in the literature review.

### **3.6 Conclusion**

This chapter stresses the findings upon which conclusions are drawn in line with the objectives set. This section may include suggestions for future work

### 3.7 Tables in the Text

All tables must be numbered using Arabic numerals throughout the thesis and should be labelled according to the chapter, e.g. Table 4.1, Table 4.2, Table 4.3, and so on. The numbering must be in sequence as to indicate where the table appeared. For example, Table 4.6 is the sixth table that appears in Chapter 4. Each table must have a table caption, which written in a single line, centred, and should be placed above the respective table as shown below. . If the caption is written in more than one line, it should be aligned to the left. Ensure that all tables appeared in the thesis are referred in the text. Table sources and notes should be placed directly below the table, if applicable. All tables must be listed in the List of Tables page.

#### Example:

Table 4.6 shows a comparison of experimental and computer simulation results obtained from the stress test. For a distance ratio of 0.125, the result from computer simulation was slightly low as compared the experimental result.

**Table 4.6** Comparisons of experimental and computer simulation results

Distance Ratio	Experimental Result	Computer Simulation
0.125	0.25	0.19
0.250	0.46	0.50
0.375	0.63	0.68

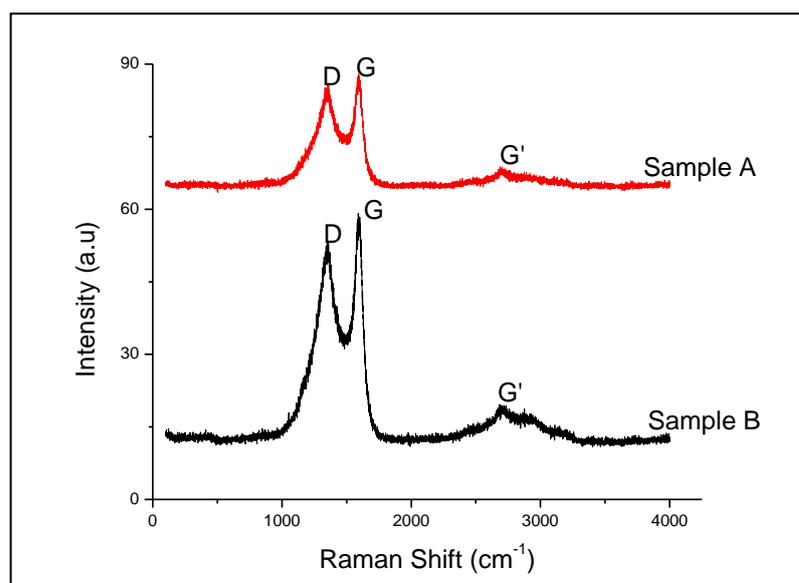
(Source : Shi et al., 2020)

### 3.8 Figures in the Text

Charts, graphs, diagrams, illustrations, drawings, photographs and maps are referred to figures. All figures must be clear and of high quality. Similar with tables, figures must be numbered using Arabic numeral, with respect to the chapter. A figure caption should be typed using single spacing, centred, and placed below the figure. If the caption is written in more than one line, it should be aligned to the left. Ensure that all figures appeared in the thesis are referred in the text. Figure sources and notes should be placed directly below the figure, if applicable. All figures must be listed in the List of Figures page. Below is an example on how to cite a figure in a text.

#### Example:

The crystallinity of the grown aligned CNT arrays was evaluated by micro-Raman spectroscopy. Figure 4.6 shows the Raman shift for both samples A and B. Both spectra showed two main broadbands, G-band and D-band.



**Figure 4.6** Raman spectroscopy showing D and G line for Sample A and B

### 3.9 Equations in the Text

All equations must be written using Equation Editor which already embedded in the Microsoft Word. It is considered as text, and must be numbered according to the chapter. The equation numbers should be enclosed by parentheses and placed at the right-hand side of the page, as shown below. When the equation is referred in the text, use ‘eq. (2.5)’. All parameters in the equation or mathematical expression should be defined on their first appearance in the text. It should be written in *italics*, but not units and numbers. It can be indented or centred, and must be done consistently throughout the thesis. If detailed derivation is needed, it should be placed in the appendix.

#### Example:

The carrier transport is characterized by the quantum-mechanical transmission coefficient, where the number of the electrons per unit volume is defined as

$$d_n = f_w(E)g(E)dE \quad (3.6)$$

where  $f_w(E) = 1/(1 + (\exp(E - E_{FW})/(k_B T)))$  is the Fermi Dirac distribution function which corresponds to the occupation probability in the semiconductor quantum wire,  $E_{FW}$ , corresponds to the quasi-Fermi level energy in the wire and  $g(E)$  is the density of state for 1D system.

### **3.10 Citations in the Text**

Candidates are responsible for choosing a style of citation that appropriate to the field of study. The chosen style must be used consistently throughout the thesis. The used of citation management tools like Mendeley and EndNote is encouraged.

## CHAPTER 4

### REFERENCE STYLE

Referencing is an important part in academic writing. As in thesis writing, referencing puts your thesis in context, while demonstrating the breadth and depth of your research, besides acknowledging other people's work. Referencing also ensures that you are not open to accusations of plagiarism.

References cited in the text of the thesis must appear in a Reference List. This list provides the information necessary to identify and to help readers find the sources that has been cited. The listing is based on any chosen style, which must be used consistently throughout the thesis. The commonly used reference style is APA, established by the American Psychological Association. APA style requires both **References In-Text** and a **Reference List**. For every in-text citation there should be a full citation in the reference list and vice versa. For any other style than APA, please consult your supervisor for guidelines.

## 4.1 Writing Style for References In-Text

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. Candidates should always inform readers where the ideas, data, and information are coming from. Avoid making a direct quotation except for definitions or real good quotes. Otherwise, you can use the ideas but put them in your own words. The ideas then must be cited. The style of writing should be as follows:

### 4.11 Single Author

The last name of the author and the year of publication are inserted in the text at the appropriate point. If the name of the author or the date appear as part of the narrative, cite only missing information in parentheses.

#### **Example:**

- i. Br Kessler (2003) found that among epidemiological samples ...
- ii. Early onset results in a more persistent and severe course (Kessler, 2003).
- iii. In 2003, Kessler's study of epidemiological sample showed that ...

#### 4.12 Two Authors

Always cite both names every time the reference occurs in text. Use the word “and” between the authors’ names within the text, or use ampersand (&) in the parentheses.

**Example:**

- i. According to Sothern and Gordon (2003), “Environmental factors may contribute as much as 80 % to the causes of childhood obesity” (p. 104).
- ii. Obese children often engage in less physical activity (Sothern & Gordon, 2003, p. 104).

#### 4.13 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 if it is the first citation of the reference within a paragraph. (et al. means and others).

**Example:**

- i. In one anthology, 35% of the selections had not been anthologized before (Elliott, Kerber, Litz, & Martin, 1992).
- ii. Elliot et al. (1992) include 17 authors whose work has never been anthologized.

#### 4.14 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.

**Example:**

- i. These injuries can lead to an inability to perform athletically, in addition to initiating degenerative changes at the joint level (Mandelbaum et al., 2005).
- ii. McDuffie et al. (2002) tested 20 adolescents aged 12-16 over a three-month period and found that orlistat, combined with behavioural therapy, produced an average weight loss of 4.4 kg, or 9.7 pounds (p. 646).

#### 4.15 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.

**Example:**

- i. Research by J. Young (1989) revealed that ...
- ii. Survey by E. Young (1990) proved that ...

#### **4.16 Direct Quotations**

If you are directly quoting from any source, 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 followed by the date of publication in parentheses.

#### **Example:**

- i. 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)
- ii. 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).

#### **4.2 Writing Style for Reference List**

Reference list provides the information necessary for a reader to locate and retrieve any cited sources in the text of the thesis. The style of writing details in the Reference List (Appendix S) should be as follows:

### 4.2.1 Single Author

For a single author, last name should be written first, followed by author's initials.

**Example:**

Brinkley, A. (1993). *The unfinished nation*. New York.

### 4.2.2 Two Authors

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."

**Example:**

Rowe, R., & Jeffus, L. (2000). *The essential welder: Gas metal arc welding classroom manual*. Albany: Delmar.

### 4.2.3 Three to Five Authors

If a book has three, four, or five 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 (&).

**Example:**

Menninger, K., Mayman, M., & Pruyser, P. (1963). *The vital balance: The life process in mental health and illness*. New York: The Viking Press.

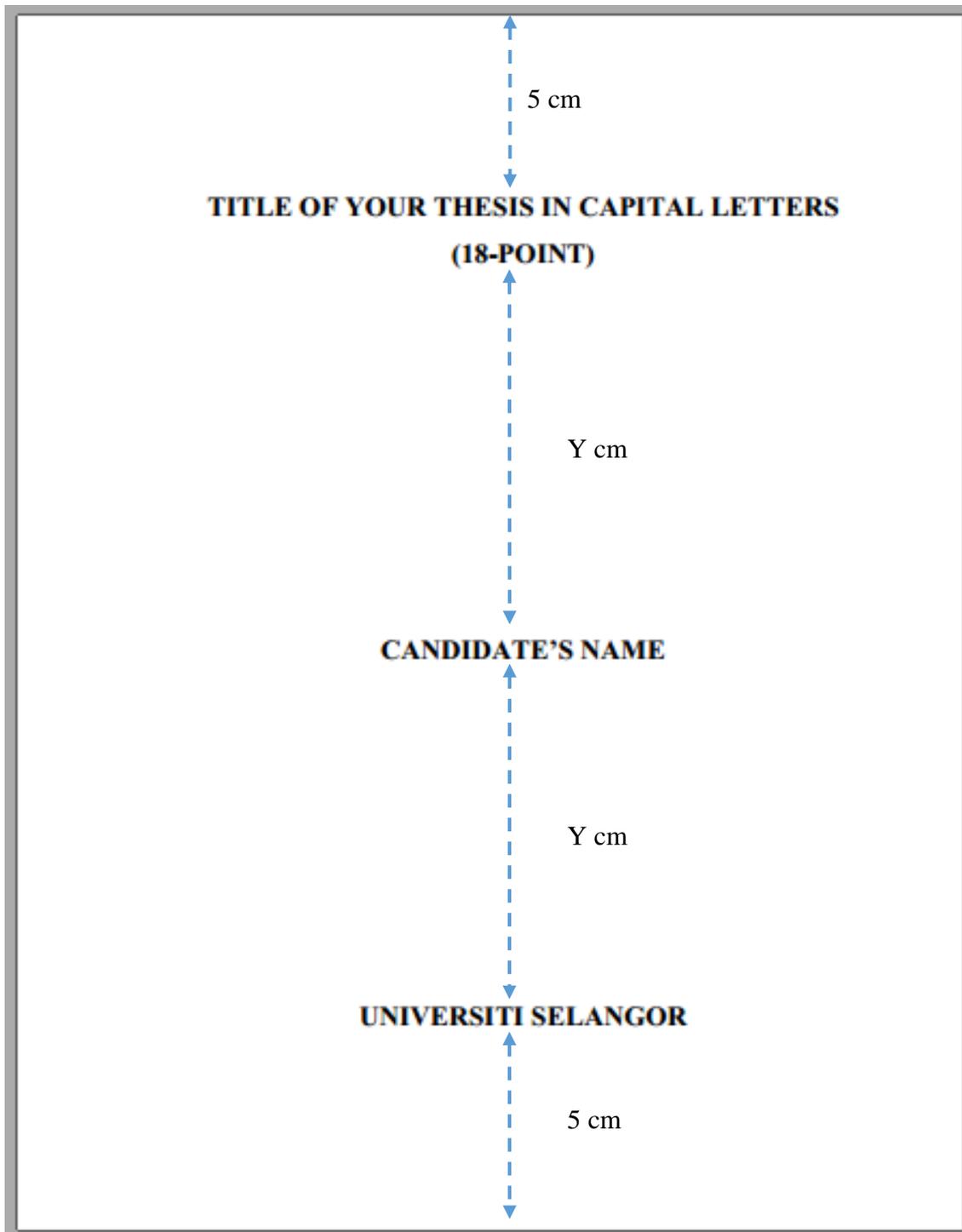
**4.2.4 More Than Six Authors**

If a journal has more than six authors, list the first six authors and then use “et al.” which stands for “and others.”

**Example:**

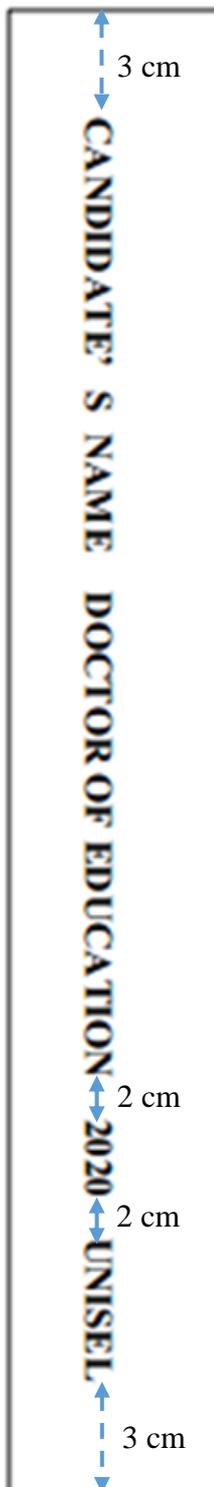
Mussen, P., Rosenzweig, M. R., Aronson, E., Elkind, D., Feshbach, S., Geiwitz, P. J., et al. (1973). *Psychology: An introduction*. Lexington, MA: Heath.

## **APPENDICES**

**APPENDIX A****Sample of Front Cover**

**APPENDIX B**

**Sample of Spine**



## APPENDIX C

## Sample of Author's Declaration

UNIVERSITI SELANGOR	
<b>AUTHOR'S DECLARATION</b>	
Full Name	: _____
Student ID No.	: _____
Programme	: _____
Title	: _____ _____
Academic Session	: _____
I hereby declare that:	
1. This thesis/dissertation* is the result of my original research work, except for quotations and citations which have been duly acknowledged.	
2. This thesis/dissertation* has not been submitted previously for any other degree at any institution.	
3. This thesis is classified as CONFIDENTIAL/RESTRICTED/OPEN ACCESS*.	
4. There is no plagiarism or data falsification in this thesis.	
5. Intellectual property from this thesis/dissertation* is fully owned by Universiti Selangor.	
6. Copyright of thesis/dissertation* is fully owned by Universiti Selangor. Thus, the Library of Universiti Selangor has the right to make copies of this thesis/dissertation* for academic purposes.	
_____ SIGNATURE	
Date :	

*\*delete as necessary*

## APPENDIX D

### Sample of Supervisor's Declaration

2 lines (double spacing)

**SUPERVISOR'S DECLARATION**

1 line (double spacing)

I/We\* hereby declare that I/we\* have checked and read this thesis/dissertation\* entitled "Title Title Title" and in my/our\* opinion this thesis/dissertation\* is sufficient in terms of scope and quality for the award of the degree of Programme (Example: Doctor of Philosophy (specialisation)).

Signature : .....

Name of Supervisor I : .....

Date : .....

Signature : .....

Name of Supervisor II: .....

Date : .....

*\* Delete as necessary*

## APPENDIX E

### Sample of Declaration of Cooperation

2 lines (double spacing)

**DECLARATION OF COOPERATION**

1 line (double spacing)

I hereby certify that this thesis/dissertation\* entitled "Title Title Title" has been in cooperation with Name of Company (Example: UDA Holding Berhad) from Date (Example : June 2018 to July 2020).

**Certified by:**

Signature : .....

Name : .....

Position : .....

Date : .....

Company's Stamp :

**Verified by:**

\_\_\_\_\_  
Assoc. Prof. Dr. Setyawan Widyarto  
Dean  
Centre For Graduate Studies  
Universiti Selangor  
Date :

*\* Delete as necessary*

## APPENDIX F

### Sample of Certification of Examination

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**CERTIFICATION OF EXAMINATION**

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I certify that the Panel of Examiners has met on Date (Example : 10 July 2020) to conduct the Viva-Voce examination for Name Of Candidate (Example : Ahmad bin Ali) on his Programme (Example : Doctor of Philosophy) thesis/dissertation\* entitled "Title Title Title" in accordance with Universiti Selangor Act. The Panel of Examiners recommends that the student be awarded the relevant degree.

**Prof. Dato' Dr. Mohd Redzuan bin Othman**  
President & Vice Chancellor  
Universiti Selangor  
(Chairman)

**Prof. Dr. Ahmad bin Ishak**  
Universiti Malaya  
(External Examiner I)

**Prof. Dr. Ahmad bin Ishak**  
Universiti Malaya  
(External Examiner II)

**Prof. Dr. Ahmad bin Ishak**  
Universiti Malaya  
(Internal Examiner I)

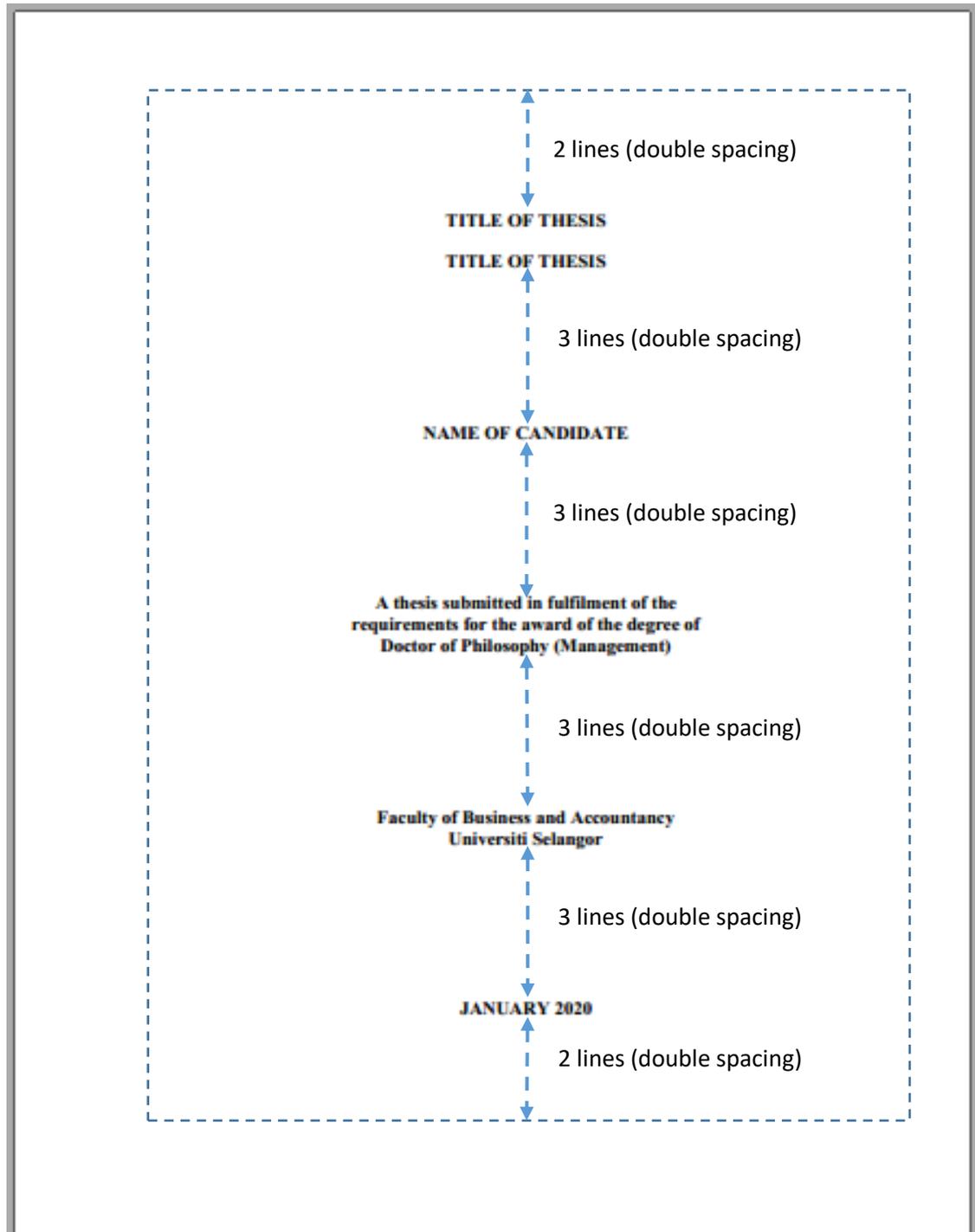
**Prof. Dr. Ahmad bin Ishak**  
Universiti Malaya  
(Senate Member)

**Certified by:**

\_\_\_\_\_  
**Assoc. Prof. Dr. Setyawan Widyarto**  
Dean  
Centre for Graduate Studies  
Universiti Selangor  
Date :



**APPENDIX H**  
**Sample of Front Page**











## APPENDIX M

### Sample of Table of Content

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	ACKNOWLEDGEMENT	iii
	ABSTRACT	iv
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	TABLE OF CONTENTS	vi
	LIST OF TABLES	vii
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2.2	Table caption	20
2.3	Table caption	27
3.1	Table caption	33
3.2	Table caption	35
3.3	Table caption	41
3.4	Table caption	44
3.5	Table caption	47
4.1	Table caption	55
4.2	Table caption	57
4.3	Table caption	60
4.4	Table caption	62

**LIST OF TABLES**

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**APPENDIX O****Sample of List of Figures**

<b>FIGURE NO.</b>	<b>TITLE</b>	<b>PAGE</b>
2.1	Figure caption	16
2.2	Figure caption	20
2.3	Figure caption	27
3.1	Figure caption	33
3.2	Figure caption	35
3.3	Figure caption	41
3.4	Figure caption	44
3.5	Figure caption	47
4.1	Figure caption	55
4.2	Figure caption	57
4.3	Figure caption	60
4.4	Figure caption	62

LIST OF FIGURES

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**APPENDIX P****Sample of Symbols/Abbreviations**

<b>LIST OF SYMBOLS/ABBREVIATIONS</b>	
<i>D, d</i>	• diameter
<i>F</i>	• Force
<i>g</i>	• Gravity = 9.81 m/s
<i>I</i>	• Moment of inertia
<i>l</i>	• Length
<i>m</i>	• Mass
<i>N</i>	• Rotational velocity
<i>P</i>	• Pressure
<i>Q</i>	• Volumetric flow-rate
<i>r</i>	• Radius
<i>T</i>	• Torque

**APPENDIX Q****Sample of List of Appendices**

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A	Appendix title	160
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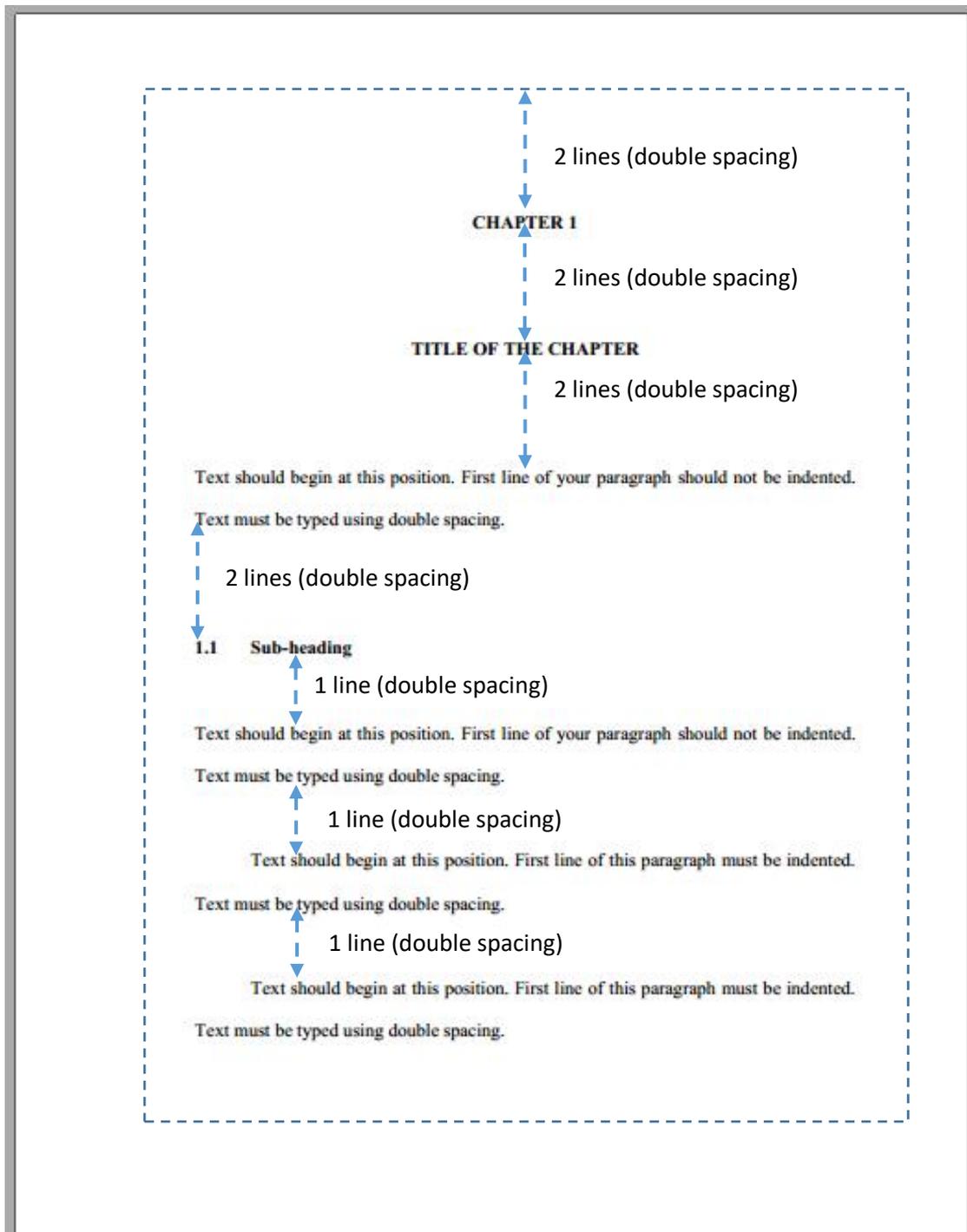
LIST OF APPENDICES

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## APPENDIX R

### Sample of



**1.1.1 Sub-subheading**

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**1.1.1.1 Sub-subheading**

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**1.2 Sub-heading**

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## APPENDIX S

### Sample of References List

#### REFERENCES

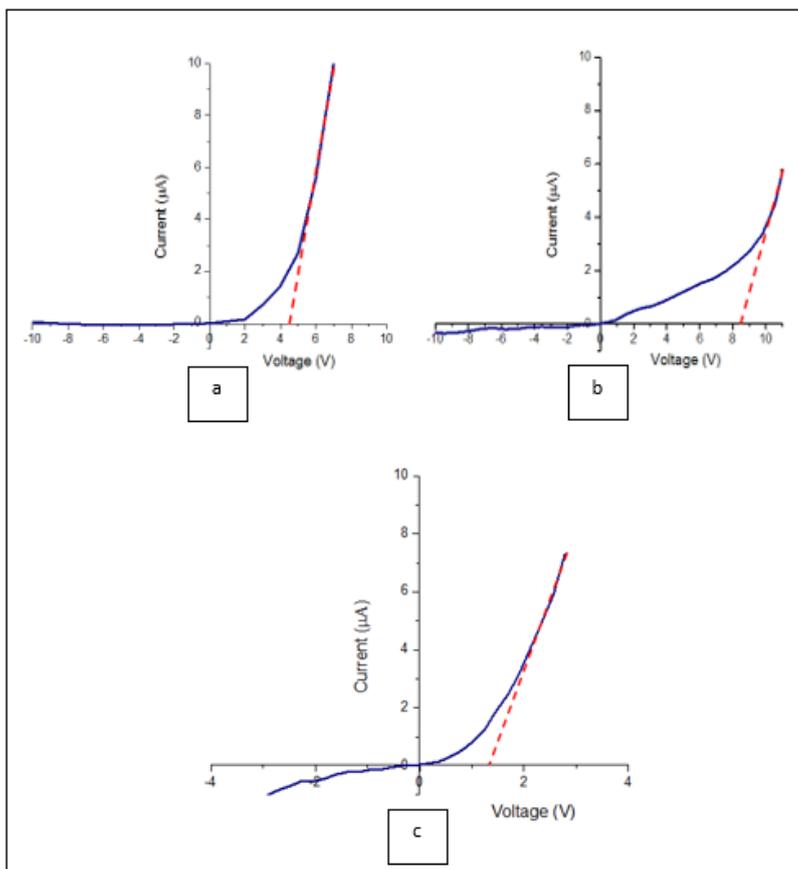
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## APPENDIX T

## Sample of Appendices

## Appendix A

The Close-Up  $I$ - $V$  Curve for (a) Au-; (b) Ag- and (c) Pt-Gate Metal Contact



**APPENDIX U****Sample of List of Publications****LIST OF PUBLICATIONS****1. Indexed Journal**

- i. List of your paper
- ii. List of your paper

**2. Non-indexed Journal**

- i. List of your paper
- ii. List of your paper

**3. Indexed Conference Proceedings**

- i. List of your paper
- ii. List of your paper

**4. Non-indexed Conference Proceedings**

- i. List of your paper
- ii. List of your paper