

THESIS WRITING GUIDELINE

A Guidebook For Postgraduate Students



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PREFACE

The fulfilment of a postgraduate student's academic process is manifested through the conclusion of their research endeavour encapsulated within the framework of a thesis. Writing a thesis is a meticulous task that demands intellectual capability, methodological precision, and unwavering commitment. It is a journey of discovery where candidate will delve deep into the realms of knowledge, seeking to make original contributions to the field of study.

Thesis Writing Guideline is tailored specifically to assist postgraduate students of Universiti Selangor (UNISEL) in navigating the intricate process of formatting the thesis, to streamline the formatting process and ensure the presentation of research work meets the highest scholarly standards. Formatting a thesis may seem like a daunting task, with myriad guidelines, rules, and standards to adhere to. Within these pages, you will find detailed guidance on a wide range of formatting aspects, including but not limited to:

1. **Document Structure:** Learn how to structure the thesis into clear and cohesive sections, from the title page to the bibliography, ensuring a logical flow of information and adherence to academic standards.
2. **Citation and Referencing:** Master the art of citing sources accurately and consistently, following the prescribed citation style required by the field of study, be it APA, MLA, Chicago, or others.
3. **Typography and Layout:** Explore best practices for typography, including font selection, font size, line spacing, margins, and page numbering, to ensure readability and visual coherence throughout the thesis.
4. **Tables, Figures, and Equations:** Discover how to effectively incorporate tables, figures, and equations into the thesis, ensuring clarity, accuracy, and proper citation of sources.
5. **Appendices and Supplementary Material:** Learn how to organize and present supplementary material, such as raw data, survey instruments, or additional analyses, in appendices for easy reference by readers.

Moreover, this guideline is crafted to be flexible and adaptable to the diverse needs and preferences of postgraduate students across various disciplines and research paradigms. By mastering the art of formatting, you not only enhance the clarity and coherence of the thesis but also demonstrate commitment to excellence and professionalism as a scholar.

This guide serves as the 'in-house style' for all UNISEL postgraduate theses. May this Thesis Formatting Guideline serve as an indispensable companion, guiding you through the intricacies of formatting with confidence and ensuring the presentation of research work reflects the depth and quality of scholarly inquiry.

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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 modules that are less than 10 credit hours, whereas the term Dissertation is meant for one with 20 to 30 credit hours. The term Thesis is meant for research writing in Masters and Doctorate by Research programmes. 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. The 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 Microsoft 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 type 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 use for headings. Footnotes and text in tables should not be less than 8-points. 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. The 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. Like the first page of other chapters, 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, tables and appendices if applicable.

1.7 Word Limits

The limits of length have been prescribed for each programme of study as below. Note that the word limits are meant for text ONLY; thus, it excludes 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. The number of words is a recommendation but will also depend on the standard of each program. The student must consult the supervisor for more information regarding the word limits.

1.7.1 Project Paper

Master: 20,000 to 30,000 words.

Doctorate: 30,000 to 40,000 words.

1.7.2 Dissertation

Master: 40,000 to 60,000 words.

Doctorate: 60,000 to 100,000 words.

1.7.3 Thesis

Master: 30,000 to 50,000 words.

Doctorate: 50,000 to 80,000 words.

1.8 Spacing

The general text of the thesis must be typed using 1.5 spacing. However, single spacing is permitted in the preliminary section, tables, multi-line captions for figures and tables, long quotations, footnotes, and the supporting section: references, appendices, and list of publications.

While typing, the following guidelines should be followed:

- i. Set the line spacing to 1.5 spacing for the whole document, except for the preliminary and supporting sections.
- ii. The spacing between the top margin and the chapter number should be 1.5 spacing
- iii. The spacing between the chapter number and the title should be 1.5 spacing
- iv. The spacing between the title and the first line of a text should be 1.5 spacing
- v. No spacing between the title of a sub-section and the first line of a text and paragraph
- vi. The spacing between the last line of a text and the title of a sub-section should be 1.5 spacing
- vii. 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, i.e. CHAPTER 1, CHAPTER 2 and so on. It should be titled and typed with capital letters, bold and centred. Each chapter must begin on a new page, without a page number. The number and the title of the 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.

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 research progress evaluation). However, for viva voce examination, a thesis should be bound with a soft cover or perfect binding. As for final submission prior to graduation, a thesis must be permanently bound with a hard cover. Please ensure that all requirements have been met and necessary signatures have been obtained before binding. Detailed information about each stage of submission can be obtained from the form.

1.11.1 Cover

The Buckram type cover must be used and printed in gold capitals using 18-point gold block font. The front cover must contain the following; 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 Table1.

Table 1 Colour code for thesis cover

Programme	Type	Colour Name	Colour Code	HEX Colour Code
Doctor of Philosophy	Buckram	Maroon 	567	#800000
Doctor of Education	Buckram	Light 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 the author, the name of the degree and the year the thesis was approved. The information is advised to be written in one line. 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 the viva-voce examination three months prior to thesis submission.
- ii. Submit 5 softbound or perfect binding copies with a completed form of 'Submission of Thesis/Dissertation for Viva Examination'.
- iii. Submit the loose copy (comb binding) of the corrected thesis, the list of corrections made, with a completed form of 'Submission of Thesis/Dissertation (Correction After Viva-Examination)'.
- iv. Candidates should then submit 2 copies of the thesis in hardcover and one softcopy of the thesis on a CD after receiving a notification of acceptance of the thesis.

CHAPTER 2

ORGANIZATION OF THESIS

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

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. The supporting section includes a list of references, a list of appendices, and a list of publications resulting from the study carried out during the period of candidature. This layout is arranged in Table 2.

2.1 Author's Declaration

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

2.2 Supervisor's Declaration

The thesis must be approved and declared by the supervisor on the standard and quality. Appendix B can be referred to for the full text of the 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 section can be omitted if not applicable. This must be declared as an example in Appendix E.

Table 2.1 Arrangement of thesis layout

No	Items	Appendix	Remarks
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	Title Page	G	Compulsory, first page counted with Roman numeric (i) but not to be paginated.
7	Dedication	H	Optional, continue with the previous Roman number
8	Acknowledgement	I	Optional, continue with the previous Roman number
9	Abstract	J	Compulsory, continue with the previous Roman number
10	Abstrak (Bahasa Melayu)	K	Compulsory, continue with the previous Roman number
11	Table of Contents	L	Compulsory, continue with the previous Roman number
12	List of Tables	M	Compulsory, continue with the previous Roman number
13	List of Figures	N	Compulsory, continue with the previous Roman number
14	List of Symbols/Abbreviations	O	Compulsory, continue with the previous Roman number

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

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 recommend the candidate to be awarded the relevant degree. The list can be referred to the viva results given after the viva. Make sure the name and institution of the committee are written accurately. See the example in Appendix F.

2.5 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 G:

- 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.

2.5.1 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.

2.5.2 Statement of Award

The statement of the award on the 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:

2.5.2.1 Master’s Degree (Coursework mode)

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

2.5.2.2 Master’s Degree (Research mode)

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

2.5.2.3 Doctoral Degree (Coursework mode)

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

or

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

2.5.2.4 Doctoral Degree (Coursework mode)

A thesis submitted in fulfilment of the requirements for the award of the degree.

2.6 Dedication

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

2.7 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. The example can be seen in Appendix I.

2.8 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, and written in both English and Bahasa Melayu. The version to appear first should be in the same language as the thesis. Both are advised to be fitted on one page. The format for the abstract can be seen in Appendix J, while Appendix K shows the Bahasa Melayu version.

2.9 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 the Table of Contents is in Appendix L.

2.10 List of Table

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 M.

2.11 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 N.

2.12 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, H₂O, CO₂ should not be listed. Please refer to Appendix O.

2.13 List of Appendices

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

2.14 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 Q 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

2.15 References

References page lists all the sources that have been discussed, cited and quoted in the thesis. While citing, a candidate should focus on recent papers 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 candidates in writing a reference list. The reference should be written consistently in the latest version of the chosen format or style (APA, IEEE, MLA, etc) approved by the faculty. Each reference should be written in single spacing as shown in Appendix R. More explanations and examples will be discussed in Chapter 4.

2.16 Appendices

This page is an optional page. Appendices includes questionnaire, original data, tables that contain 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. The appendix can be named as Appendix A, Appendix B, and so on, depending on the group or type of the appendix. See Appendix S.

2.17 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 T.

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 the scope of the study. Research objectives stated in this section should match the findings of the study and should solve the stated problems.

3.2 Literature Review

Literature review is a comprehensive summary of 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 are 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, and 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 describes your general research design. It may vary, depending on the discipline of the study. It contains an explanation and description of the specific

methods and procedures that are 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 discusses 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 that 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 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 is 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 that appear in the thesis are referred to in the text. Table sources and notes should be placed directly below the table before the caption (if applicable). All tables must be listed on 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

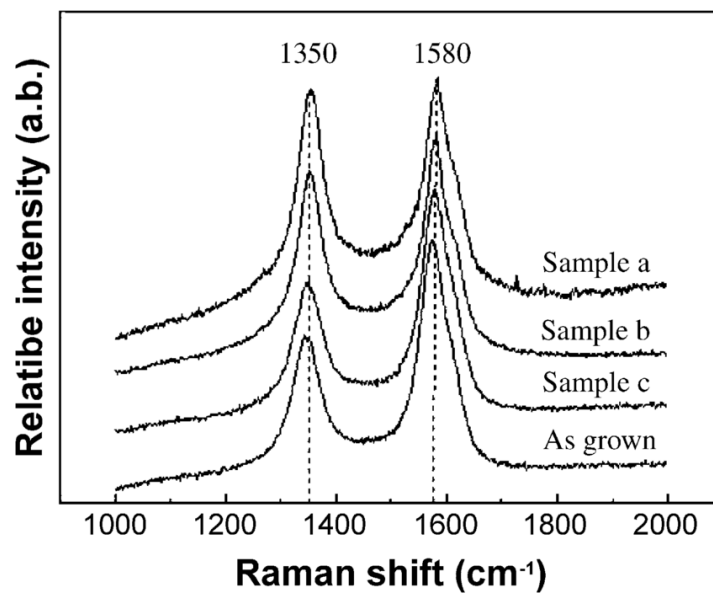
(Source: Shi et al., 2020)

3.8 Figures in the Text

A figure may be a chart, a graph, a diagram, a photograph, a map, a drawing, or any other illustration or nontextual depiction. Any type of illustration or image other than a table is referred to as a figure. All figures must be clear and of high quality. Similar to tables, figures must be numbered using Arabic numerals, 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 that appeared in the thesis are referred to in the text. Figure sources and notes should be placed directly below the table before the caption (if applicable). All figures must be listed in the List of Figures page. Below is an example of how to cite a figure in a text.

Example 1:

The crystallinity of the grown aligned CNT arrays was evaluated by micro-Raman spectroscopy. Figure 4.6 shows the Raman spectra of the original CNT arrays before plasma treatment and samples A, B, C after plasma treatment.



(Source: Shi et al., 2020)

Figure 3.6 Raman spectroscopy for Sample A, B and C

Example 2:



Figure 3.7 Great Barrier Island taken at sunrise from Hiraakimata (Mount Hobson), the highest point on Great Barrier Island, using a high-resolution camera

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 through out 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

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

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 is appropriate to the field of study. The chosen style must be used correctly and consistently throughout the thesis. The use of citation management tools like Mendeley, Ref Works and EndNote are encouraged. Citations in the text should be in the reference list at the end of the thesis/dissertation in alphabetical order by author, with consistent punctuation. Candidate should consult their respective supervisors for guidelines

CHAPTER 4

REFERENCE STYLE

Referencing is an important part of 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 appears 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 or More Authors

For works with three or more authors, include the name of only the first author and followed by the abbreviation "et al." in every in-text citation, even the first time a citation appears and the year. (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 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 ...

4.15 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 out right 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

List the surname first, followed by a comma and the initials. Use one space between initials.

Example:

Berndt, T. J. (2002). Friendship quality and social development. *Current Directions in Psychological Science*, 11, 7-10.

4.2.2 Two Authors

List by their surname and initials. Use one space between initials. Use a comma to separate a first author's initials from the second author name and use the ampersand (&) instead of "and."

Example:

Wegener, D. T., & Petty, R. E. (1994). Mood management across affective states: The hedonic contingency hypothesis. *Journal of Personality & Social Psychology*, 66, 1034-1048.

4.2.3 Three to Twenty Authors

If a book or article has three to twenty author, list by their surname and initials. Use one space between initials. Use a serial comma to separate author names, while the last author name is preceded again by ampersand (&).

Example:

Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., White, A., Ganster, D. C., & Harlow, T. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, 65, 1190-1204.

Young, S., Adamo, N., Ásgeirsdóttir, B. B., Branney, P., Beckett, M., Colley, W., Cubbin, S., Deeley, Q., Farrag, E., Gudjonsson, G., Hill, P., Hollingdale, J., Kilic, O., Lloyd, T., Mason, P., Paliokosta, E., Perecherla, S., Sedgwick, J., Skirrow, C., & Tierney, K. (2020). Females with ADHD: An expert consensus statement taking a lifespan approach providing guidance for the identification and treatment of attention-deficit/hyperactivity disorder in girls and women. *BMC Psychiatry*, 20(1), 1-27. <https://doi.org/10.1186/s12888-020-02707-9>

4.2.4 More Than Twenty Authors

If a journal or an article has more than twenty authors, uses “. . .” instead, replacing all authors between the 19th author and the last author.

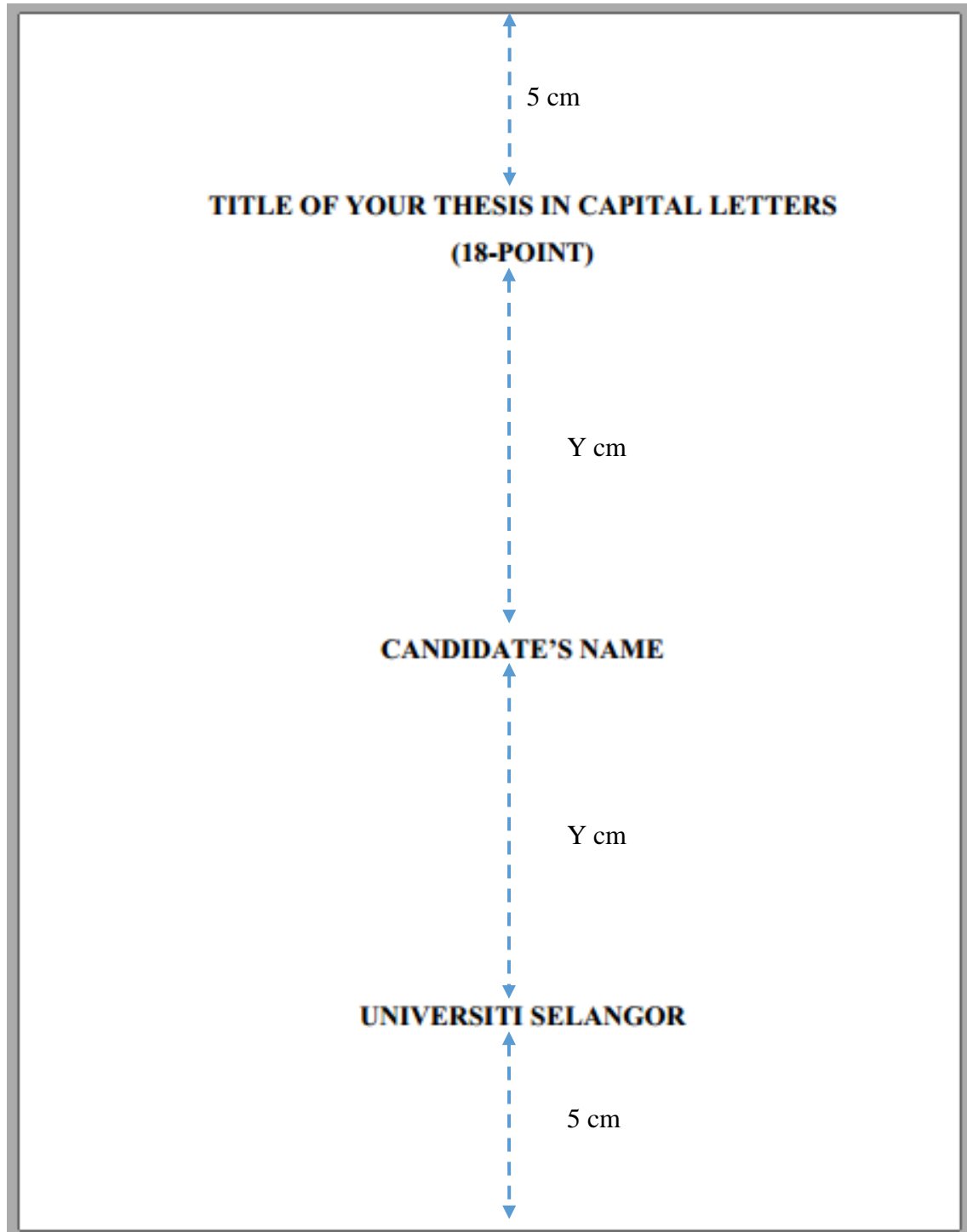
Example:

Kalnay, E., Kanamitsu, M., Kistler, R., Collins, W., Deaven, D., Gandin, L., Iredell, M., Saha, S., White, G., Woollen, J., Zhu, Y., Chelliah, M., Ebisuzaki, W., Higgins, W., Janowiak, J., Mo, K. C., Ropelewski, C., Wang, J., Leetmaa, A., . . . Joseph, D. (1996). The NCEP / NCAR 40-year reanalysis project. *Bulletin of the American Meteorological Society*, 77(3), 437-471. <http://doi.org/fg6rf9>

APPENDICES

APPENDIX A

Sample of Front Cover



APPENDIX B

Sample of Spine



APPENDIX C

Sample of Author's Declaration

UNIVERSITI SELANGOR	
AUTHOR'S DECLARATION	
Full Name	: _____
Student ID No.	: _____
Programme	: _____
Title	: _____ _____
Academic Session	: _____
<p>I hereby declare that:</p> <ol style="list-style-type: none">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

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SUPERVISOR'S DECLARATION

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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

<p>2 lines (1.5 spacing)</p> <p>DECLARATION OF COOPERATION</p> <p>1 line (1.5 spacing)</p> <p>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).</p> <p>Certified by:</p> <p>Signature :</p> <p>Name :</p> <p>Position :</p> <p>Date :</p> <p>Company's Stamp :</p> <p>Verified by:</p> <p>_____ Assoc. Prof. Dr. Setyawan Widyarto Dean Centre For Graduate Studies Universiti Selangor Date :</p> <p><i>* Delete as necessary</i></p>

APPENDIX F

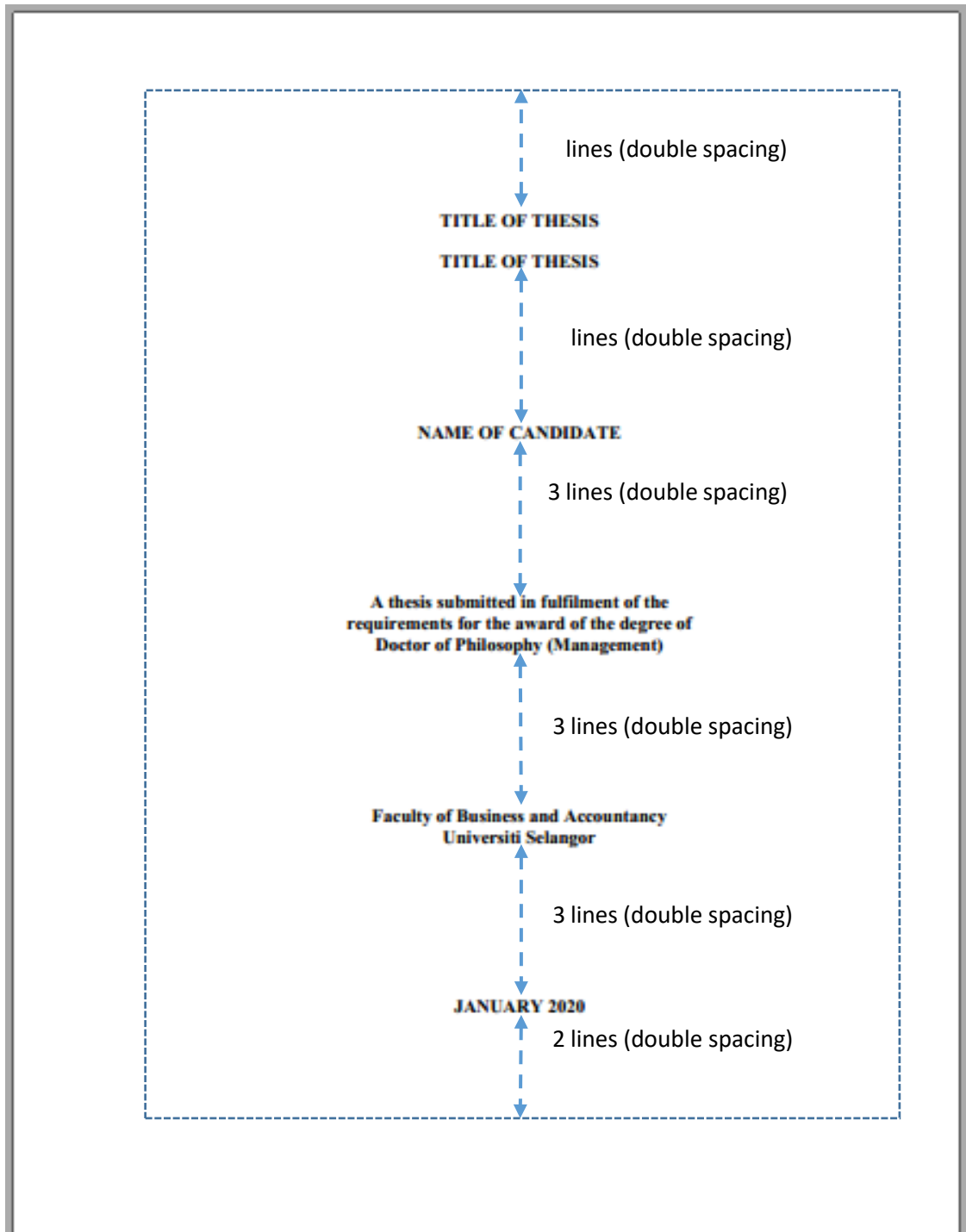
Sample of Certification of Examination

<p>2 lines (1.5 spacing)</p> <p>CERTIFICATION OF EXAMINATION</p> <p>1 line (1.5 spacing)</p> <p>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.</p> <p>Prof. Dato' Dr. Mohd Redzuan bin Othman President & Vice Chancellor Universiti Selangor (Chairman)</p> <p>Prof. Dr. Ahmad bin Ishak Universiti Malaya (External Examiner I)</p> <p>Prof. Dr. Ahmad bin Ishak Universiti Malaya (External Examiner II)</p> <p>Prof. Dr. Ahmad bin Ishak Universiti Malaya (Internal Examiner I)</p> <p>Prof. Dr. Ahmad bin Ishak Universiti Malaya (Senate Member)</p> <p>Certified by:</p> <p>_____ Assoc. Prof. Dr. Setyawan Widyarto Dean Centre for Graduate Studies Universiti Selangor Date :</p>
--

*refer to result of viva voce

APPENDIX G

Sample of Title Page



APPENDIX L

Sample of Table of Content

CHAPTER	TITLE	PAGE
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	ACKNOWLEDGEMENT	iii
	ABSTRACT	iv
	ABSTRAK	v
	TABLE OF CONTENTS	vi
	LIST OF TABLES	vii
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APPENDIX M

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3.2	Table caption	35
3.3	Table caption	41
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3.5	Table caption	47
4.1	Table caption	55
4.2	Table caption	57
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LIST OF TABLES

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APPENDIX N

Sample of List of Figures

FIGURE NO.	TITLE	PAGE
2.1	Figure caption	16
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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 O

Sample of Symbols/Abbreviations

LIST OF SYMBOLS/ABBREVIATIONS	
<i>D, d</i>	• diameter
<i>F</i>	• Force
<i>g</i>	• Gravity = 9.81 m/s
<i>I</i>	• Moment of inersia
<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 P

Sample of List of Appendices

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A	Appendix title	160
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D	Appendix title	200
E	Appendix title	205

LIST OF APPENDICES

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APPENDIX Q

Sample of Text

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CHAPTER 1

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TITLE OF THE CHAPTER

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1.1 Sub-heading

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APPENDIX R

Sample of References List

REFERENCES

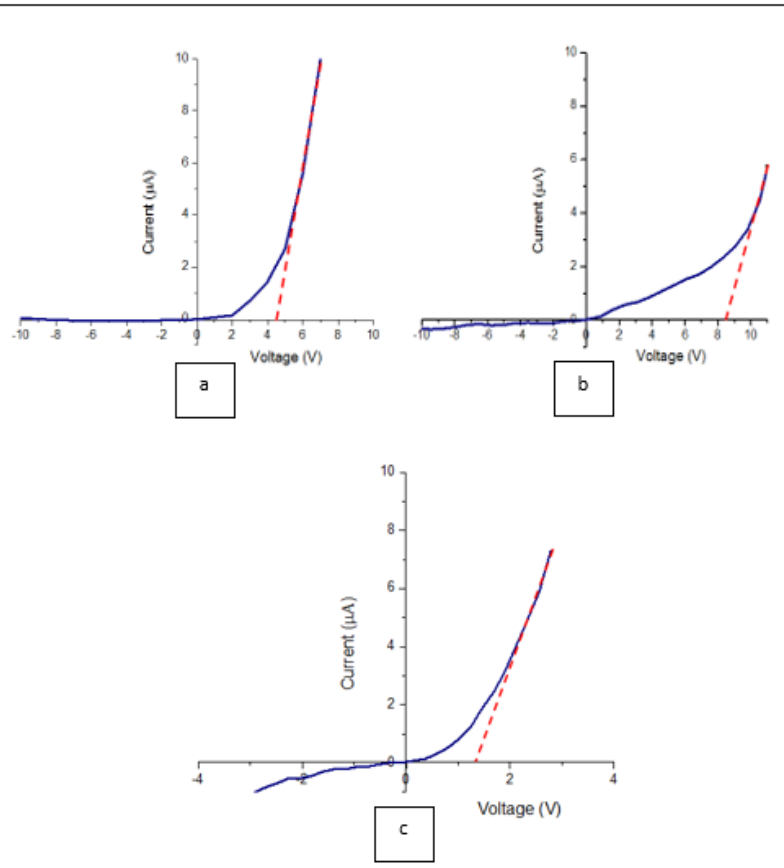
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APPENDIX S

Sample of Appendices

Appendix A

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



APPENDIX T

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