

INSTITUTE OF GRADUATE STUDIES OF SULTAN IDRIS EDUCATION UNIVERSITY

DISSERTATION/THESIS WRITING GUIDE

1. INTRODUCTION

The Dissertation / Thesis Writing Guide provided by the Institute of Graduate Studies (IPS), Sultan Idris Education University (UPSI) is as a guide to the candidates for the preparation of Dissertation/Thesis to meet the requirements for the conferment of a Master`s degree and Doctorate (Ph.D) degree.

Thesis – Master`s Degree Research Mode & Doctorate Degree
Dissertation - Master Research Mode & Course Work

2. SUBMISSION OF DISSERTATION / THESIS

Candidates are required to submit the completed Dissertation/Thesis after being reviewed and corrected as prescribed by the Institute of Graduate Studies.

2.1 Terms of graduate degree conferment

Students are required to meet these requirements to enable them to receive their degree. University will not award the degree to the candidates who fail to do so.

2.2 Submission of final Dissertation / Thesis

Four hardbound copies of Dissertation / Thesis and two in the form of "CD" (Compact Disc) with PDF format must be submitted by the student to the following parties:

- i. One "CD" (Compact Disc) copy together with a hardbound copy to be kept in the library of the University.
- ii. One "CD" (Compact Disc) copy together with a hardbound copy to be kept at IPS.
- iii. One hardbound copy submitted to the Faculty.
- iv. One hardbound copy submitted to the supervisor.

2.3 Ownership of the University

All Dissertation/Thesis submitted by the candidates, remained the property of Sultan Idris Education University, which is the copyright in the original form is owned by the University, NOT by the author of the Dissertation/Thesis.

3. TECHNICAL SPECIFICATION

3.1 Paper

A4 size white paper (210 mm x297 mm) of at least 80gcm.

3.2 Typing

Dissertation/Thesis must be typed by computer. Candidates should use high quality printers.

3.2.1 Font

Candidates must use the font "**Times New Roman**" with font size 12 points.

3.2.2 Spacing

Dissertation/Thesis must be typed with double spacing.

However, the following elements in the text should be typed with single spacing:

- i. Acknowledgment.
- ii. Certification of thesis/dissertation work.
- iii. Reference list (however '*double spacing*' is needed between the references).
- iv. Description of more than one row of tables and figures.
- v. Appendix: such as questionnaires, letters and related information.
- vi. Lengthy title and subtitles.

3.2.3 Typing the title

All titles (subtitles) should be typed in bold **CAPITAL LETTERS** in the middle between the left margin and the right margin, and 5.0 cm from the top margin.

3.3 Text Alignment

Text should be align to both left and right margins. (Justify)

3.4 Paragraphing

- i. The first sentence in the first paragraph of each topic should be aligned left.
- ii. The indent to start the next paragraph is 1.25 cm from the left margin.
- iii. Separate between paragraphs with single line spacing (press '*enter*' *once*).
- iv. Separate between the last paragraph with the new subtitle with triple line spacing (press '*enter*' 3 times).
- v. Separate between the title and paragraph with single line spacing (press '*enter*' *once*). New paragraph at the bottom of the page should contain at least two complete sentences. If not, it should be started on a new page.

3.5 Margins

Margins required for the text is as follows:

| | |
|-----------------|---------|
| The upper edge | : 3.0cm |
| The right side | : 2.5cm |
| The left side | : 3.8cm |
| The bottom edge | : 2.5cm |

Only footnote is allowed beneath the below margin.

3.6 The length of the Thesis / Dissertation / Project Paper

3.6.1 Thesis

- Doctor of Philosophy: not more than 100,000 words.
- Research mode: not more than 60,000 words.

3.6.2 Master`s Dissertation

- Mode B (Research and Coursework): not more than 40,000 words.

3.6.3 Project Paper

- Coursework mode: does not exceed 20,000 words.

3.7 Page numbering

3.7.1 Page number position

All page numbers starting from chapter 1 should be printed without punctuation marks 1.5 cm from the top margin and 2.5 cm from the right margin, for the last digit of the number.

3.7.2 Number type

For the pages in between the front/title page and chapter 1 page numbering should be in lowercase Roman sequence (i, ii, iii, and so on), without punctuation marks.

Front/title page of Dissertation /Thesis is considered 1, but the number does not need to be typed.

Roman number ii should be typed on the first page after second page title page.

Text, references and appendices are numbered sequentially in Arabic (2,3,4, and so on) from the second page of text onwards.

- 3.8** Sultan Idris Education University does not set specific requirements on the organization of the text. However, the selected sequence should be consistent throughout the Dissertation/Thesis.

3.9 Footnotes

There are many differences about the contents and position of the notes in the science publication, humanities and social sciences. Candidates should consult their supervisors about the matter.

In science, footnotes are seldom used. Font size of 8 points should be used for the notes and footnotes.

3:10 Table

3.10.1 Numbering tables

Each table must contain a reference number (Arabic numerals) and the description. Table number must be consistent with the chapter number tables.

Tables should be numbered consecutively. For example, the table in Chapter 3 are given numbers in Table 3.1, Table 3.2, Table 3.3 and so on.

3.10.2 Table Position

Table must be included right in the middle of the page horizontally in the space set. The word Table, number and description should be typed above the table. If the table contiguous on the next page, top row should read (for example) "Table 5, continued). Description should not be repeated. For a extracted table, reference should be included.

Please refer to the APA Publication Manual

3.10.3 Table Form

Table should be presented with clearly drawn horizontal line. Vertical line is not required if the column containing a clearly spaced title is placed correctly.

If the table fills a complete page the candidate may present it in the landscape form.

Please refer to the APA Publication Manual

3:11 Figure

Figure may contain photographs, illustrations, graphs or anything that does not resemble a script or table.

3.11.1 Position of Figure

The word Figure, the figure number (Arabic numerals) and the description should be placed below the figure. If the figure is contiguous to the next page, the rules are the same as in the table, the numbering of the figures are also sequential.

Please refer to the APA Publication Manual

3.11.2 Photographs

Photographs smaller than the pages should be neatly placed.

Please refer to the APA Publication Manual

3:12 Printing

Print only on one side of the paper. During binding, printed pages should be placed on the right.

4. BINDING

4.1 Copies for review (viva voce)

Six/Seven copies of the finalized Dissertation/Thesis (which are bound with soft cover) must be submitted to the Institute of Graduate Studies together with the completed Dissertation/Thesis submission form.

After the review (viva), Dissertation/Thesis shall be returned to the candidate. Candidates are required to make all corrections based on the comments of the examiner and certified by the supervisor before binding Dissertation/Thesis with hard cover.

4.2 Final Copy for the University

Four (4) hard cover bound copies with **two (2) copy of the CD (Compact discs)** in **PDF** format must be submitted again at the required date.

4.3 Cover color

Cover color for the Doctoral Thesis is **BLACK** and for Masters Dissertation is **DARK MAROON**.

4.4 Description on the Cover

4.4.1 Front Cover

Details should be typed in **CAPITAL LETTERS** font size 18 point Times New Roman or Arial, in **GOLD** colour.

Title of Dissertation/Thesis are arranged in the form of inverted pyramid of 6.0 cm from the edge.

Author's name must be complete as in identity card or international passport, on the center position margin.

Name of the University and the year should be written in two rows with a 6.0 cm space from the margin below.

4.4.2 Spine

Details should be typed in **CAPITAL LETTERS** font size 18 points in the order as follows:

- i. Name of author: 3.0 cm from the above edge.
- ii. Degree: Ph.D. or M.Ed
- iii. UPSI : Abbreviated name of the university 3.0 cm from the lower margin.
- iv. Year of submission of Dissertation/Thesis. (Senate confirmation date)

5. TABLE OF CONTENTS

Every Dissertation / Thesis should consists of three parts: beginning, the body text and reference. Each part has several sections that must be laid out according to certain rules.

The layout and contents of Dissertation / Thesis should be in the order as follows:

Title page
Declaration
Acknowledgements
Abstract in Malay
Abstract in English
Table of Contents
List of tables
List of figures
List of abbreviations / symbols / nomenclature / terminology
Reference Text
Attachments (if any)

5.1 Title page

This page should contain the following information:

- i. Dissertation / Thesis Title
(In the form of inverted pyramid 6.0 cm from the margin)
(Refer to Appendix I)
- ii. The full name of the author
(As in NRIC / international passport)

iii. Dissertation / Thesis presented, for example

**DISSERTATION / THESIS SUBMITTED IN FULFILLMENT OF THE REQUIREMENT
FOR THE DEGREE OF MASTER OF EDUCATION / MASTER OF SCIENCE / MASTER OF
ARTS / DOCTOR OF PHILOSOPHY**

**** (MASTER BY COURSE WORK / MASTER BY MIXED MODE / MASTER BY
RESEARCH)**

iv. Name of Faculty

v. Name of university
(**SULTAN IDRIS EDUCATION UNIVERSITY**)

vi. Year Dissertation / Thesis submitted for review.
(Senate confirmation date)

5.2 Declaration

Declaration is started on a new page after the title page and should be typed **in the middle of the page**. Candidates are required to write and sign the declaration. Declaration can be in English for the Dissertation / Thesis presented in that language.

5.3 Acknowledgement

This section is optional. However, most of existing Dissertation/Thesis include acknowledgment for the assistance given by individuals or organizations for the candidate`s Dissertation / Thesis` research.

5.4 Abstract in the Malay language and translation

Abstract written in Malay and it`s English translation should be provided on the new page after the acknowledgements.

Abstract in the form of a summary of Dissertation/Thesis should focus on the problems studied, the research goals and objectives, methods and research findings in the context of the study. The length of each version does not exceed 200 words, *‘single spacing’* and should not exceed one page.

5.5 Contents

Content should be started on a new page. It should contain a list of contents in the Dissertation/Thesis, which are the chapters, titles and subtitle that are related. Titles and subtitles must be consistent with those indicated in the text.

Chapters should be written in BOLD CAPITAL LETTERS.

5.6 List of tables

List of tables should begin with a new page. This list contains the tables included in the writing and the title must be like the title found in the table.

5.7 List of figures

List of figures should begin on a new page. It must contain a list of the figures, photos, maps, graphs, etc. that are included in the writing.

5.8 List of abbreviations / symbols / nomenclature / terminology

This list should be written on a new page after the list of the figures.

5.9 Text

The text contains some parts, for example, as follows:

CHAPTER 1: Introduction
CHAPTER 2: Literature Review
CHAPTER 3: Methodology
CHAPTER 4: Findings
CHAPTER 5: Discussion and Conclusion

or

CHAPTER 1: Introduction
CHAPTER 2: Literature Review
CHAPTER 3: Methodology
CHAPTER 4: Findings and Discussion
CHAPTER 5: Conclusions and Recommendations

In general, the content of the Thesis/Dissertation contains the following items:

5.9.1 Chapter 1: Introduction

- Background of the study
- Problem statement
- Research questions
- Research objectives
- Significance of the study
- Scope and limitations of the study
- Research framework
- Hypothesis
- Research design
- Operational definition

5.9.2 Chapter 2: Literature Review

Literature review and theories should relate to the topics of study that are made. Chosen literature review should relate to the research made to build a conceptual framework.

5.9.3 Chapter 3: Methodology

- Variable measurements / instrumentation
- Data collection
- Sampling
- Data collection procedures
- Techniques of data analysis

5.9.4 Chapter 4: Findings and Discussion

Data analysis and research findings are discussed in this chapter. Overall findings and the research analysis should be presented in the form of tables, figures and statements to enable the key findings are highlighted. Findings and discussion can be made more than one chapter.

5.9.5 Chapter 5: Conclusions and Recommendations

The concluded findings should be in line with the research questions. The significance of the research and the implications on the field of research should be highlighted. Recommendations for future research should also be included in this chapter.

Note:

This is a basic guide that should be included in the Thesis/Dissertation. However candidates are allowed (with the agreement of supervisors and faculty) to add or change the contents to suit the studies made.

5:10 Reference

Please refer to the **APA Publication Manual**.

5.1 1 Appendix

Dissertation / Thesis does not necessarily contain appendix. However if necessary, the survey data, tables, examples of questionnaires, flow charts etc. can be included in the text, or those that are not needed directly to explain matters discussed in the text. Appendices can be arranged as Appendix A, Appendix B and so on.