CHAPTER 1

TECHNICAL ASPECTS OF THESIS/DISSERTATION WRITING

1.1 LANGUAGE

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

1.2 PREPARATION (TYPING AND PRINTING) OF TEXT

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

1.3 TITLE FORMAT

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

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

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

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

1.4 LINE SPACING

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

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

1.5 PARAGRAPH AND SENTENCES

a. Every paragraph must be justified (aligned evenly along both the left and right margins)

b. The first paragraph after the title and the subtitle begins from the left without indentation. The subsequent paragraphs should begin with an indent of 12.5 mm (0.5 inch).

c. Spacing between paragraphs is separated by two (2) spaces or by 1.5 spacing.

d. New paragraphs at the end of the page must have at least two lines of complete sentences and should be justified. Otherwise, the paragraph should begin on the next page.

e. The last word on the page should not be followed by a hyphen. A complete word should be used to begin the next page. If the final line of any paragraph becomes the first line on a new page, its length should be at least half of a typewritten line.

f. Do not start a sentence with a number.

g. Numbers and figures in text which are below ten (10) should be written in words. For example, “Three labourers were interviewed in this research”.

1.6 MARGINS

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

a. Top margin : 60 mm from the top edge.

b. Bottom margin : 60 mm (1.12 inches) from the bottom edge.

c. Title must be centralized (upside-down pyramid) type-written in Tahoma font-size 18.

1.6.2 First Page Margins (Appendix B)

a. Top margin : 60 mm from the top edge.

b. Bottom margin : 60 mm from the bottom edge.
c. Title must be centralized (upside-down pyramid)

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

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

1.6.4 Margins for the First Page of Each Chapter

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

1.7 NUMBERING

1.7.1 Main Text Pages

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

a. Chapter title should begin with headings such as **CHAPTER 1, CHAPTER 2**, and so on.

b. Numbering for the main heading (i.e., first-degree heading) of a chapter should begin with a 2-digit number (e.g., 1.1, 2.1, 3.1, etc.).

c. Numbering for the subheadings (i.e., second-degree headings) which is used to begin a subsection should not be indicated with a number consisting of more than three integers separated by full stops (e.g., 1.1.1, 1.1.2, etc.).

d. A subheading consisting of more than three integers separated by full stops (i.e., third-degree subheadings) should be added with small letters – such as 1.1.1 (a), 1.1.1. (b) as shown in the following example.

e. Numbering for the heading and subheadings in each chapter must be synchronised with the chapter number; for example, heading 2.1 under Chapter 2, and heading 3.1 for Chapter 3, etc.

1.1.1 Functional Classes of Subordinate Clauses

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

a. **Nominal Subordinate Clauses**

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

b. **Relative Subordinate Clauses**

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

1.7.3 Tables, Figures, and Photographs

a. Title for tables must be type-written in bold, Tahoma font-size 11.

b. Tables should be numbered using two integers separated by a full stop (e.g., 3.1). The first integer (i.e., 3) represents the number of the CHAPTER whereas the second integer (i.e., 1) refers to the sequential number of the table.
c. Numbering for figures and photographs is the same as numbering for tables.
d. Placement of the title for tables must be placed at the top, center of the table. Placement of sources must be at the bottom, aligned-left or the table. Sources from author’s own personal work do not need to be cited.

Example Table

Table 1.1: Literacy Rates 1998

<table>
<thead>
<tr>
<th>Gender</th>
<th>Formal Education</th>
<th>Informal Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>89</td>
<td>72</td>
</tr>
<tr>
<td>Female</td>
<td>71</td>
<td>66</td>
</tr>
<tr>
<td>Percentage</td>
<td>86.2%</td>
<td>13.8%</td>
</tr>
</tbody>
</table>


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

Example Figure

Rajah 1.3: Taburan batuan volkanik di Semenanjung Semporna, Sabah.
Sumber : Jabatan Geologi Negeri Sabah
1.8 **LIST OF TABLES/ FIGURES/ PHOTOGRAPHS (Appendix I, J, and K)**

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

1.9 **LIST OF MUSICAL NOTATIONS (Appendix L)**

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

![Musical Notation Diagram]

Composer: Agnes Ku Chun Moi

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

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

- **KPM**  
  Kementerian Pendidikan Malaysia
- **USIA**  
  United Sabah Islamic Association
- **WHO**  
  World Health Organisation
1.11 **LIST OF APPENDIX (Appendix O and P)**

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

1.12 **MAIN SOURCES FOR FOOTNOTES / ENDNOTES**

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

1.13 **PAPER**

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

1.14 **PRINTING**

1.14.1 **Printing Texts/ Figures/ Photographs**

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

1.14.2 **Copies (Photocopies)**

Only photocopies or original print-outs of good quality photographs/figures are acceptable.
1.15 THESIS BINDING FOR SUBMISSION

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

1.15.1 Front Page – Hard-cover (Appendix A)

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

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

**NAME OF THE CANDIDATE**

**NAME OF THE SCHOOL**

**NAME OF THE UNIVERSITY**

**YEAR OF THE VIVA VOCE**

1.15.2 Spine (Appendix C)

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

**NAME OF THE CANDIDATE**

**NAME OF THE DEGREE** (Abbreviation)

**YEAR** (year of the thesis submission)

**ABBREVIATION FOR THE NAME OF THE UNIVERSITY (UMS)**
## Abbreviations for Degree Names

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Name of Degree in Bahasa Melayu</th>
<th>Name of Degree in English</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ph.D</td>
<td>Doktor Falsafah</td>
<td>Doctor of Philosophy</td>
</tr>
<tr>
<td>MPhil.</td>
<td>Sarjana Falsafah</td>
<td>Master of Philosophy</td>
</tr>
<tr>
<td>MSc.</td>
<td>Sarjana Sains</td>
<td>Master of Science</td>
</tr>
<tr>
<td>MAgSc.</td>
<td>Sarjana Sains Pertanian</td>
<td>Master of Agricultural Science</td>
</tr>
<tr>
<td>MEng.</td>
<td>Sarjana Kejuruteraan</td>
<td>Master of Engineering</td>
</tr>
<tr>
<td>MEnv.Sc.</td>
<td>Sarjana Sains Sekitaran (Kerja Kursus)</td>
<td>Master of Environmental Science (Course Work)</td>
</tr>
<tr>
<td>MA</td>
<td>Sarjana Sastera</td>
<td>Master of Arts</td>
</tr>
<tr>
<td>MEd.</td>
<td>Sarjana Pendidikan</td>
<td>Master of Education</td>
</tr>
<tr>
<td>MACc</td>
<td>Sarjana Perakaunan</td>
<td>Master of Accounting</td>
</tr>
<tr>
<td>MEC cons.</td>
<td>Sarjana Ekonomi</td>
<td>Master of Economics</td>
</tr>
<tr>
<td>MBuss.</td>
<td>Sarjana Perniagaan</td>
<td>Master of Business</td>
</tr>
<tr>
<td>MFin.</td>
<td>Sarjana Kewangan</td>
<td>Master of Finance</td>
</tr>
<tr>
<td>MBA</td>
<td>Sarjana Pentadbiran Perniagaan</td>
<td>Master in Business Administration</td>
</tr>
<tr>
<td>MHCM</td>
<td>Sarjana Pengurusan Modal Manusia</td>
<td>Master in Human Capital Management</td>
</tr>
<tr>
<td>MPsy.</td>
<td>Sarjana Psikologi</td>
<td>Master of Psychology</td>
</tr>
<tr>
<td>PGDip.</td>
<td>Diploma Pascasiswazah</td>
<td>Postgraduate Diploma</td>
</tr>
<tr>
<td>Dip. Ed.</td>
<td>Diploma Pendidikan</td>
<td>Diploma of Education</td>
</tr>
<tr>
<td>PGCert</td>
<td>Sijil Pascasiswazah</td>
<td>Postgraduate Certificate</td>
</tr>
</tbody>
</table>
CHAPTER 2

STRUCTURE OF THE THESIS/DISSERTATION

2.1 Sequence

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

TITLE
CANDIDATE’S DECLARATION
CONFIRMATION
ACKNOWLEDGMENTS
ABSTRACT (in English)
ABSTRAK (Abstract in Bahasa Malaysia, *Italic*)
TABLE OF CONTENTS
LIST OF TABLES
LIST OF FIGURES/PHOTOGRAPHS
LIST OF ABBREVIATIONS/SYMBOLS
LIST OF APPENDIX
CONTENTS OF THE MAIN TEXT (CHAPTERS)
REFERENCES/BIBLIOGRAPHY
GLOSSARY (if applicable)
APPENDIX (e.g. APPENDIX A, APPENDIX B, etc.)

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

2.2 TITLE PAGE (Appendix B)

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

a. Thesis/Dissertation Title – centralized (upside-down pyramid), font-size 18, without abbreviations or brackets.
b. Name of candidate – type-written in full as shown in his/her national Identity Card or Passport, and centralized in capital/block letters, font-size 18.

c. Declaration of thesis submission should be stated according to degree level. Example:  

\textit{THESIS SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY}

d. Name of Faculty/Institute – type-written in full, centralized (upside-down pyramid) and font size 18.

e. The year in which the hard-cover thesis was submitted. It must be centralized font-size 18. Do not add extra spacing in between the Faculty/Institute’s name with the Year of submission.

2.3 \textbf{CANDIDATE’S DECLARATION (Appendix F)}

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

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

2.4 \textbf{ACKNOWLEDGMENTS (Appendix G)}

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

2.5 \textbf{ABSTRACT (Appendix H)}

The abstracts of a thesis/dissertation should be written in two languages, namely English and Bahasa Malaysia. In a thesis/dissertation written in Bahasa Malaysia, the abstract in Bahasa Malaysia should be placed before the abstract in English. Likewise, in a thesis/dissertation written in English, the English abstract should precede the abstract
written in Bahasa Malaysia. As for the translated abstract, the title of the abstract must be written in full. See the example in Appendix K.
The abstract should be presented in only one paragraph, single-spaced and not exceeding one page.

2.6 **TABLE OF CONTENTS (Appendix E)**

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

2.7 **LIST OF FIGURES/TABLES (Appendix I)**

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

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

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

2.9 **MAIN TEXT**

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

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

i. **Introduction**

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

ii. **Literature Review**

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

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

iv. **Research Findings**

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

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

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

vi. **Recommendations**

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

### 2.10 REFERENCES & BIBLIOGRAPHY (Appendix U)

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

**Note:** The bibliography and/or references prepared in the appendix in this thesis is only intended as a guide. Therefore, candidates are advised to use the APA format except for references used in Bahasa Malaysia. Refer to the format required by the school, centre or institute respectively for thesis written in Bahasa Malaysia.
CHAPTER 3
REFERENCE FORMAT FOR IN-TEXT CITATION

3.1 REFERENCE CITED IN THE TEXT

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

3.1.1 "Author–Year” System

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

Example: (Williams, 2006: 34)

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

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

Example: Adam and Ahmad, 1998

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

Example: (Williams, 2006: 34)

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

Example: Williams (2006:34)
f. If there are two or more than two writers, the names of the authors must be stated as shown below:
   
   i. For two authors: (Adam and Ahmad, 1998)
   
   ii. For three and more authors: Write the surnames for all the authors at the first reference made, such as (Miley, Jonah, Hickory, and Jane, 2000). For any subsequent in-text references, just write the first author’s surname name followed by ‘et al.’ to refer to the rest of the authors, such as (Miley et al., 2000).
   
   g. If the candidate refers to an author who has produced two or more works in the same year, the references should be cited as follows:
      
      Example: (Cheah, 2005a: 77)
      
      Example: (Cheah, 2005b: 118)
   
   h. For Malaysian authors, the full names are generally cited without the ‘bin’/’binti’.
      
      Example: (Mohamad Firdaus Adam, 2005: 23)
   
   i. For works whose years of publication are originally not available, it should be cited as follows:
      
      (Chye Fook Yee, no yr.: 7)
      
      **Note:** Use ‘no yr.’ as an abbreviation for cases where the date/year of publication is originally not available and the number 7 refers to the page where the source is found.
   
   j. For references without an author/s, it should be cited as follows:
      
      Example: (Seventh-day Adventist Encyclopedia 1966: 45)
      
      Example: (Urban and Rural Planning Act (Act 171), 2001: 3)
CHAPTER 4

BIBLIOGRAPHY/REFERENCE LIST FORMAT

4.1 REFERENCE

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

4.2 BIBLIOGRAPHY

a. Unpublished Government Records
   Example:
   i. C.O. 874/466-Immigration.

b. Unpublished Formal Documents
   Example:
   i. Memorandum of Understanding between the Sabah State Government and The Summer Institute of Linguistics.
c. **Official Government Reports**
   Example:

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

e. **Departmental Files**
   Example:

f. **Newspaper**
   Example:

g. **Thesis/Dissertation**
   Example:

h. Working Papers

Example:


i. Book

Example:


j. **Encyclopedia**
   
   Example:
   
   
   

k. **Dictionary**
   
   Example:
   

l. **Article**
   
   Example:
   
   

m. **Film**
   
   Example:
   

n. **Map**
   
   Example:
   
   Sabah Agriculture Department. 1996. Map of Sabah’s Wetlands.
o. **Web Page/Email**

Example:


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

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

p. **Interviewee Respondents**

Example:

CHAPTER 5

PLAGIARISM

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

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

The University gives use of the Turnitin software to students in order to help them screen the originality of their work and to avoid possible plagiarism. For thesis submission for the Viva Voce, students are required to submit one copy of their thesis’ Turnitin result that has been certified by your respective Faculty/Institute/Center to the Center of Postgraduate Studies. The student will not be allowed to schedule or take the Viva Voce exam without turning in their certified Turnitin result.
CHAPTER 6

ATTACHMENT

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

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

Example Title for the Front Cover Page

Example Title for Thesis Front Cover (Hardcover)

Top Margin

PROTEOMICS OF LEARNING AND MEMORY

TAN I @ TAN YEE

SCHOOL OF MEDICINE
UNIVERSITI MALAYSIA SABAH
2007

Bottom Margin
APPENDIX B

Example of Title Page / First Page

Top Margin

PROTEOMICS OF LEARNING AND MEMORY

TAN I @ TAN YEE

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

SCHOOL OF MEDICINE
UNIVERSITI MALAYSIA SABAH
2007

Bottom margin
APPENDIX C

Example of Information Shown on the Spine
APPENDIX D

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

NAME : ALAN MATHEWS
Matrik No. : PS05-002-017
Title : THE INFLUENCE OF MUSIC ON STUDENTS’ DISCIPLINE
Degree : MASTER OF EDUCATION (PSIKOLOGI KAUNSELING)
Viva Date : 20 MAY 2006

CERTIFIED BY

1. SUPERVISOR
   Supervisor’s Name ________________________
   Signature ____________________________

2. CO-SUPERVISOR (If Any)
   Name of Co-supervisor ____________________
# APPENDIX E

## Example of Table of Contents

### TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE</td>
<td>i</td>
</tr>
<tr>
<td>DECLARATION</td>
<td>ii</td>
</tr>
<tr>
<td>ACKNOWLEDGEMENT</td>
<td>iii</td>
</tr>
<tr>
<td>ABSTRACT</td>
<td>iv</td>
</tr>
<tr>
<td>ABSTRACT</td>
<td>v</td>
</tr>
<tr>
<td>LIST OF CONTENTS</td>
<td>vi</td>
</tr>
<tr>
<td>LIST OF TABLES</td>
<td>vii</td>
</tr>
<tr>
<td>LIST OF FIGURES</td>
<td>viii</td>
</tr>
<tr>
<td>LIST OF ABBREVIATIONS</td>
<td></td>
</tr>
<tr>
<td>LIST OF SYMBOLS</td>
<td></td>
</tr>
<tr>
<td>CHAPTER 1: INTRODUCTION</td>
<td></td>
</tr>
<tr>
<td>1.1 Background to Learning and Memory</td>
<td></td>
</tr>
<tr>
<td>1.1.1 Teaching Adults</td>
<td>1</td>
</tr>
<tr>
<td>1.2 Objektif of this Research</td>
<td>2</td>
</tr>
</tbody>
</table>
APPENDIX F
Example of Candidate’s Declaration

DECLARATION

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

25 Mac 2012

..............................

Nick Elddy Faddili
PK20115267

PENGAKUAN

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

25 Mac 2012

..............................

Bryan Adam
PK20115267
APPENDIX G

Example of Acknowledgements

ACKNOWLEDGEMENT

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

Nick Elddy Faddili
Oktober 2012

PENGHARGAAN

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

Nick Elddy Faddili
5 Disember 200
APPENDIX H

Example of Bahasa Malaysia Abstrack and Translation

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

Contoh:

ABSTRAK

(Tajuk tidak perlu dinyatakan)

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

ABSTRACT

(Abstrak yang diterjemahkan perlu nyatakan tajuk)

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

Example of List of Figures

<table>
<thead>
<tr>
<th>LIST OF FIGURES</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Figure 1.1: The process of memory formation</td>
<td>15</td>
</tr>
<tr>
<td>Figure 2.1: The main components of education system</td>
<td>20</td>
</tr>
</tbody>
</table>

SENARAI JADUAL

<table>
<thead>
<tr>
<th>Halaman</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Jadual 3.1: Jumlah item bagi setiap aspek kecerdasan emosi</td>
<td>38</td>
</tr>
<tr>
<td>Jadual 3.2: Item-item positif dan negatif dalam soal Selidik kecerdasan emosi</td>
<td>39</td>
</tr>
</tbody>
</table>
APPENDIX J

Example of List of Tables

LIST OF TABLES

<table>
<thead>
<tr>
<th>Table 1.1: The relationship between protein content and Absorbance at 480nm</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table 2.2: Normalized values for the 176 matches with a minimum of 20% differences in protein expression between class T and C_q</td>
<td>74</td>
</tr>
</tbody>
</table>

SENARAI RAJAH

<table>
<thead>
<tr>
<th>Halaman</th>
<th>Rajah 1.1: Model emosi dan pengaruhnya ke atas personality Eisenberg dan Fabes (1992)</th>
<th>64</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rajah 1.2: Model interaksi dari berbagai komponen yang Sedang terjadi oleh Alber Ellis (1988)</td>
<td>74</td>
</tr>
</tbody>
</table>
**APPENDIX K**

**Example of List of Photographs**

<table>
<thead>
<tr>
<th>Photo</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Kawasan Pertanian Masyarakat Dusun</td>
<td>46</td>
</tr>
<tr>
<td>2.2</td>
<td>Kulintangan <em>Kayu Sedaman</em></td>
<td>58</td>
</tr>
<tr>
<td>2.3</td>
<td>Pengantin Lelaki Dipimpin Oleh Pak Andam</td>
<td>88</td>
</tr>
<tr>
<td>2.4</td>
<td>Persandingan Dalam Masyarakat Dusun</td>
<td>89</td>
</tr>
</tbody>
</table>
APPENDIX L

Example of List of Musical Notation

SENARAI SIMBOL NOTASI

- Semibrif
- Minim
- Krocet
- Kuaver
APPENDIX M

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

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$D, d$</td>
<td>Garis pusat</td>
</tr>
<tr>
<td>$e$</td>
<td>Dimensi kekusutan</td>
</tr>
<tr>
<td>$f$</td>
<td>Kekusutan turus bagi paip</td>
</tr>
<tr>
<td>$F$</td>
<td>Daya</td>
</tr>
<tr>
<td>$g$</td>
<td>Graviti = 9.81 m/s</td>
</tr>
<tr>
<td>$H$</td>
<td>Jumlah kesusutan turus</td>
</tr>
<tr>
<td>$I$</td>
<td>Momen inertia</td>
</tr>
<tr>
<td>$k$</td>
<td>Angkali kekusutan</td>
</tr>
<tr>
<td>$l$</td>
<td>Panjang</td>
</tr>
<tr>
<td>$m$</td>
<td>Jisim</td>
</tr>
<tr>
<td>$M$</td>
<td>Jisim sarung</td>
</tr>
<tr>
<td>$N$</td>
<td>Halaju pusingan</td>
</tr>
<tr>
<td>$P$</td>
<td>Tekanan</td>
</tr>
<tr>
<td>$w$</td>
<td>Halaju sudut</td>
</tr>
<tr>
<td>$x$</td>
<td>Anjakan</td>
</tr>
<tr>
<td>$z$</td>
<td>Ketinggian</td>
</tr>
</tbody>
</table>
APPENDIX O

Example of List of Appendixes

<table>
<thead>
<tr>
<th>Appendix</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix A</td>
<td>Map of The Research Site</td>
<td>195</td>
</tr>
<tr>
<td>Appendix B</td>
<td>Questionaire</td>
<td>196</td>
</tr>
<tr>
<td>Appendix C</td>
<td>List of District Education Officers in Sabah</td>
<td>197</td>
</tr>
</tbody>
</table>
## APPENDIX P

**List of Appendixies (Bahasa Malaysia)**

### SENARAI LAMPIRAN

<table>
<thead>
<tr>
<th>Lampiran A:</th>
<th>Peta Kawasan Kajian</th>
<th>Halaman</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lampiran B:</td>
<td>Borang Soal Selidik</td>
<td>195</td>
</tr>
<tr>
<td>Lampiran C:</td>
<td>Senarai Ahli JKKK Dan Ketua Kampung Daerah Ranau</td>
<td>205</td>
</tr>
</tbody>
</table>
APPENDIX Q

Example of Writing Headings and Sub-headings

BAB 2

\[ 2 \times 1.5 \text{ Langkau} \\
(2 \text{ kali ketuk } \textit{ENTER}) \]

OBJEKTIF KAJIAN

\[ 3 \times 1.5 \text{ langkau baris} \\
(3 \text{ kali ketuk } \textit{ENTER}) \]

1.5 Objektif Kajian \( \{ 1 \times 1.5 \text{ langkau} \) Penyelidik menggariskan tiga objektif dalam kajian ini:

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

\( \{ 2 \times 1.5 \text{ langkau} \) 

1.6 Konsep Kajian

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

\( (2 \times 1.5 \text{ langkau}) \)

1.6.1 Masyarakat

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

## Example of Glossary

### Science Cluster

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agranulosit</td>
<td>Sejenis sel darah putih tanpa granul sitoplasma</td>
</tr>
<tr>
<td>Blatofoor</td>
<td>Lekukan pada gastrula pada peringkat awal embrio</td>
</tr>
<tr>
<td>Dendrit</td>
<td>Neuron yang menalar impuls</td>
</tr>
<tr>
<td>Diastol</td>
<td>Tempoh rehat semasa satu kitar kardium</td>
</tr>
<tr>
<td>Fagositosis</td>
<td>Cara pemakanan yang melibatkan makanan oelh dilingkungi oleh membran sel dan membentuk satu vakuol.</td>
</tr>
</tbody>
</table>

### Arts / Social Science Cluster

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baptis</td>
<td>Upacara untuk mengkristianiakan seseorang melalui upacara pemandian</td>
</tr>
<tr>
<td>Ekstrinsik</td>
<td>Berasal atau bertindak dari luar</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Hubungan sesama manusia</td>
</tr>
<tr>
<td>Kolerasi</td>
<td>Hubungan atau kaitan secara timbal balik</td>
</tr>
<tr>
<td>Transkrip</td>
<td>Rekod atau catatan rasmi mengenai kajian</td>
</tr>
</tbody>
</table>
APPENDIX T

Example of the use of the word *Ibid*
APPENDIX U

Format for Writing the Reference

a. **Book with One Author**

Example:


b. **Two or More Authors**

Example:


c. **Book, Specific Edition**

Example:


d. **Book / Work without an Author**

Example:

e. **Edited Book**

Example:


f. **Translation Work**

Example:


g. **Multi-volume Books**

Example:


*Note*: Vol. refers to volume.

h. **Occasional Paper**

Example:


i. **Monograph**

Example:


j. **Journal Article**

Example:

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

**k. News/Article in the Newspaper**

Example (Without an Author):


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

Example (With an Author):


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

**l. Chapter in Book**

Example:


m. **Conference Proceeding**

Example:


n. **Magazine Article**

Example:


o. **Book Review**

Example:


p. **Working Paper, Reports and Meeting minutes**

Example:


q. **Thesis**

Example:


r. **Film and Musical Numbers**

i. **Film**

   Example:


ii. **Video**

   Example:


iii. **Slides**

   Example:


iv. **Music**

   Example:


v. **CD-ROM**

   Example:


vi. **Interview**

   Example:

vii. Electronic/Online Reference

Example:


*Note:*

- Details of electronic reference materials used must all be noted, including the date of upload/update of the page.

- The use of electronic references from a personal web page is not encouraged, unless it is recognized by a governing body.
APPENDIX V

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