

UMS

Thesis/Dissertation Submission and Writing Guidelines



UMS
UNIVERSITI MALAYSIA SABAH

CENTRE FOR POSTGRADUATE STUDIES
UNIVERSITI MALAYSIA SABAH
2018

1. NAME

These guidelines are named UMS Thesis/Dissertation Submission and Writing Guidelines.

2. PURPOSES

The purposes of these guidelines are:

- a) to assist postgraduate students in writing their thesis/dissertation according to a standardised format.
- b) to briefly explain the concepts that are required in writing a thesis/dissertation.
- c) to provide guidance to supervisors and the Centre for Postgraduate Studies about the standard for writing thesis/dissertation.

3. DEFINITIONS

These guidelines provide details for the following definitions:

- a) Thesis: A report of an academic research that is submitted by a student to fulfil the requirements of Master's by Research and Doctor of Philosophy programmes.
- b) Dissertation: A report of an academic research that is submitted by a student to fulfil the requirements of a Master's by Coursework programme.
- c) Candidate/Student: A person who has registered to undertake the Postgraduate Studies Programme at Universiti Malaysia Sabah (UMS).
- d) Supervisor: An academician who has been nominated by the Faculty and has been approved by the Senate Committee to supervise a student's study.
- e) Completed Thesis/Dissertation: A hardbound copy that has been corrected.

4. ADDITIONAL INFORMATION

Submission of Thesis/Dissertation

A candidate is required to submit a completed thesis/dissertation after it has been examined and corrected according to the guidelines that are set by the Centre for Postgraduate Studies.

a) Conditions for Conferment of Degree

A student is required to fulfil these conditions in order to receive his/her degree. The University shall not confer the degree to a candidate who fails to do so.

b) Copies of Thesis/Dissertation

A student must submit three (3) copies of hardbound thesis/dissertation and a copy of a CD in PDF format to the following:

- i. One copy of CD and one hardbound copy to the University Library.
- ii. One hardbound copy to the Faculty.
- iii. One hardbound copy to the supervisor.

c) Plagiarism

Universiti Malaysia Sabah provides a plagiarism-checker software for students in order to assist them in preventing plagiarism. For the purpose of submitting a thesis/dissertation draft for the viva voce, a candidate is required to submit a copy of the result of the plagiarism checker (not more than 30% similarity) that has been certified by the supervisor to the Centre for Postgraduate Studies. Failure to do so will result in the viva voce not able to be carried out.







d) University Property

All theses/dissertations become permanent properties of Universiti Malaysia Sabah whereby original copyrights are owned by the University, not the authors of the theses/dissertations. Any publication from the thesis/dissertation, or part of it, requires prior permission from the University.

5. STUDENT'S GUIDE






NOMINATION OF THESIS EXAMINERS

FIRST PHASE:

ACTION	PROCESS 1	PROCESS 2
STUDENT	Download and complete Notice of Thesis/Dissertation Submission Form then submit to respective F/C/I. 	Prepare thesis: <ul style="list-style-type: none"> • 3 sets – Master's • 4 sets – PhD • Soft cover, double-sided pages
SUPERVISOR	Comment and confirm student's Notice of Thesis/Dissertation Submission Form . 	
FACULTY/CENTRE/INSTITUTE (F/C/I)	Endorse and confirm student's Notice of Thesis/Dissertation Submission Form at F/C/I meeting for suggestions for external and internal examiners. 	
CENTRE FOR POSTGRADUATE STUDIES (CPS)	Confirm student's thesis examiners at Postgraduate Committee meeting. 	Appoint external and internal examiners. Inform student to submit thesis to CPS.
SENATE MEETING	Approve student's thesis examiners at Senate meeting. 	

SUBMISSION OF THESIS

SECOND PHASE:

ACTION	PROCESS 1	PROCESS 2	PROCESS 3
STUDENT	<ul style="list-style-type: none"> Download and complete Thesis/Dissertation Submission for Examination Form then submit to respective F/C/I. 	<ul style="list-style-type: none"> Submit thesis/dissertation* to CPS + Thesis/Dissertation Submission for Examination Form * Soft cover, double-sided pages.	<ul style="list-style-type: none"> Inform about date of viva voce.
SUPERVISOR	<ul style="list-style-type: none"> Comment and confirm student's Thesis/Dissertation Submission for Examination Form. 		
FACULTY/CENTRE/INSTITUTE (F/C/I)	<ul style="list-style-type: none"> Endorse and confirm student's Thesis/Dissertation Submission for Examination Form. 		
CENTRE FOR POSTGRADUATE STUDIES (CPS)			<ul style="list-style-type: none"> Select and confirm date of viva voce after receiving Examiner's Reports. 
EXAMINERS		<ul style="list-style-type: none"> Receive student's thesis/dissertation. Duration of examination: Master's – 1 month PhD – 2 months 	<ul style="list-style-type: none"> Submit Examination Report to CPS.

ADMINISTRATION OF ORAL EXAMINATION (VIVA VOCE SESSION)

THIRD PHASE (RESULTS: 1-3 MONTHS/3-6 MONTHS):

ACTION	PROCESS 1	PROCESS 2	PROCESS 3
CENTRE FOR POSTGRADUATE STUDIES (CPS)	<ul style="list-style-type: none"> Viva voce session in progress. Present letter of results and PPPS/HEA-Pep/0004 [amendment 2017] Form to student. 	<ul style="list-style-type: none"> Accept thesis/dissertation after corrections from student including PPPS/HEA-Pep/0004 [amendment 2017] Form for confirmation, and return student's thesis after checking format/writing style. 	<ul style="list-style-type: none"> Receive hardbound thesis/dissertation from student. Student's name is endorsed in the Postgraduate Committee meeting and Senate meeting. (Pass & Completion of Study)
EXAMINERS	<ul style="list-style-type: none"> Send a copy of letter of results to the external/internal examiners for notification and reference. 	<ul style="list-style-type: none"> Internal examiner signs PPPS/HEA-Pep/0004 [amendment 2017] Form. 	
SUPERVISOR	<ul style="list-style-type: none"> Send a copy of letter of results to the supervisor for notification and reference. 	<ul style="list-style-type: none"> Supervisor signs PPPS/HEA-Pep/0004 [amendment 2017] Form. 	
FACULTY / CENTRE / INSTITUTE (F/C/I)	<ul style="list-style-type: none"> Send a copy of letter of results to the F/C/I for notification and reference. 	<ul style="list-style-type: none"> Dean signs PPPS/HEA-Pep/0004 [amendment 2017] Form. 	
STUDENT	<ul style="list-style-type: none"> Receive letter of results and PPPS/HEA-Pep/0004 [amendment 2017] Form and copies of external/internal examiner's reports. 	<ul style="list-style-type: none"> Complete corrections for thesis/dissertation with internal examiner within the given duration for correction. 	<ul style="list-style-type: none"> Receive letter of Pass & Completion of Study.

ADMINISTRATION OF ORAL EXAMINATION (VIVA VOCE SESSION)

THIRD PHASE (RESULT: 12-MONTH POSTPONEMENT) *Without repeating viva voce

ACTION	PROCESS 1	PROCESS 2	PROCESS 3	PROCESS 4
CENTRE FOR POSTGRADUATE STUDIES (CPS)	<ul style="list-style-type: none"> Viva voce session in progress. Present letter of results and PPPS/HEA-Pep/0003 [amendment 2016] Form to student. 	<ul style="list-style-type: none"> Accept thesis/dissertation after corrections from student including PPPS/HEA-Pep/0003 [amendment 2016] Form for confirmation, and return thesis to external and internal examiners for re-examination according to the original duration for examination. 	<ul style="list-style-type: none"> Submit thesis to external and internal examiners. 	<ul style="list-style-type: none"> Receive second Examination Report. Conduct discussion of the outcome of the viva voce session (internal). Notify results to student.
EXAMINERS	<ul style="list-style-type: none"> Send a copy of letter of results to external/internal examiners for notification 		<ul style="list-style-type: none"> Receive student's thesis/dissertation. Duration of examination: PhD –2 months Master's –1 month 	<ul style="list-style-type: none"> Submit thesis Examination Report to CPS.
SUPERVISOR	<ul style="list-style-type: none"> Send a copy of letter of results to the supervisor for notification and reference 	<ul style="list-style-type: none"> Supervisor signs PPPS/HEA-Pep/0003 [amendment 2016] Form. 		
FACULTY/ CENTRE/ INSTITUTE (F/C/I)	<ul style="list-style-type: none"> Send a copy of letter of results to the F/C/I for notification 	<ul style="list-style-type: none"> Dean signs PPPS/HEA-Pep/0003 [amendment 2016] Form. 		
STUDENT	<ul style="list-style-type: none"> Receive letter of results and PPPS/HEA-Pep/0003 [amendment 2016] form and copies of external /internal 	<ul style="list-style-type: none"> Complete corrections for thesis/dissertation with internal examiner within the given duration for correction. 		

6. TECHNICAL ASPECTS OF THESIS/DISSERTATION WRITING

6.1 LANGUAGE

Bahasa Melayu or English (foreign language should be italicised).

6.2 TYPING AND PRINTING OF TEXT

- a) The thesis/dissertation should be typed with a computer and printed with a laser printer.
- b) Use Tahoma **except** for scientific symbols.
- c) Use font size 11 for the main text and size 9 for footnotes and endnotes.
- d) Do not indent the first paragraph (i.e. begin on the left margin). The subsequent paragraphs begin with one indent.
- e) Set the page numbering in the centre of the bottom page (28 mm from the bottom border).
- f) Left margin – set at 38 mm from the left border.
- g) Right, top, and bottom margins – set at 28 mm from the right, top, and bottom borders.
- h) Use black for the main text.
- i) Italicise all foreign languages.
- j) Total number of words in the thesis/dissertation (main content only):
 - i. By Research
 - Doctor of Philosophy Thesis : Not more than 100,000 words
 - Master's/Master of Philosophy Thesis : Not more than 60,000 words
 - ii. By Coursework
 - Doctor of Philosophy Dissertation : Not more than 60,000 words
 - Master's Dissertation : Not more than 20,000 words

6.3 TITLE FORMAT

a. Thesis/Dissertation Title on Hardcover

- i. The thesis/dissertation title should be typed in capital letters, bold, and font size 18.
- ii. The title should be centred in between the left and right margins (inverted pyramid).
- iii. Use single spacing for titles with more than one line.
- iv. Do not use abbreviations in the title.
- v. The name of candidate should be typed in capital letters, bold, and font size 18.
- vi. The name of Faculty should be typed in capital letters, bold, and font size 18.
- vii. The thesis/dissertation title should not exceed 20 words.

b. Chapter Title

- i. The chapter title is typed in capital letters, bold, and font size 14.
- ii. The title is centred between the left and right margins.
- iii. Use single spacing for titles with more than one line.

c. Heading and Subheading

- i. The heading and subheading are typed in lowercase, bold, font size 11. The first letter of each word is capitalised (except for prepositions (e.g. at, by, for, from, in, etc) and conjunctions (e.g. for, and, nor, but, or, yet, so)).
- ii. The heading and subheading are aligned left.
- iii. Use single spacing for titles with more than one line.

6.3 LINE SPACING

Use 1.5-line spacing for the main text in the thesis/dissertation, except for the following:

- a. Chapter title and heading/subheading
- b. Declaration
- c. Confirmation
- d. Acknowledgements
- e. Bahasa Melayu abstract and its English translation
- f. Table of contents **except** between chapter titles (1.5 spacing is allowed)
- g. Description of tables, figures, photographs, and musical notations
- h. References/Bibliography
- i. Footnotes/Endnotes
- j. Texts with more than 40 words (the text is typed in a new paragraph and one indent from the left and right margins)

6.4 PARAGRAPHS AND SENTENCES

- a. Justify every paragraph.
- b. Begin the first paragraph after the title and subtitle from the left without indentation. The subsequent paragraphs begin with an indent of 12.5 mm (0.5 inch).
- c. The spacing between paragraphs is 1.5.
- d. A new paragraph at the end of a page should have at least two lines of complete sentences. Otherwise, the paragraph should begin on the following page.
- e. The last word on a page should not be followed by a hyphen. Otherwise, a complete word should be typed in the following page. If the final line of a paragraph becomes the first line on a new page, its length should be at least one line.
- f. A sentence should not begin with a number.
- g. Numbers below ten (10) should be written in words. Example: Five attempts, nine attempts.

6.5 MARGINS

6.5.1 Margins for Thesis/Dissertation Cover

- a. Top margin : 60 mm from top border
- b. Bottom margin : 60 mm from bottom border
- c. The title should be centred (inverted pyramid) and typed using Tahoma, font size 18.

6.5.2 Margins for the First Page

- a. Top margin : 60 mm from top border
- b. Bottom margin : 60 mm from bottom border
- c. The title should be centred (inverted pyramid).

6.5.3 Margins for Table of Contents, Declaration, Confirmation of Supervisor, Acknowledgements, Abstract, Tables, Figures, List of Photographs, Musical Notations, Terms, and Appendices

- a. Top margin : 28 mm from top border
- b. Right margin : 28 mm from right border
- c. Left margin : 38 mm from left border
- d. Bottom margin : 28 mm from bottom border

6.6.4 Margins for the First Page of a New Chapter

- a. Top margin : 28 mm from top border
- b. Right margin : 28 mm from right border
- c. Left margin : 38 mm from left border
- d. Bottom margin : 38 mm from bottom border
- e. The first page of every chapter of the thesis/dissertation should have a space of 28 mm between the top border and the title.

6.6 NUMBERING

6.6.1 Pages in the Main Text

- a. Insert the page numbering at the bottom centre page using Tahoma, font size 11.
- b. The preliminary pages (such as Title, Table of Contents, Confirmation) should be numbered using small Roman numerals (e.g. i, ii, iii, etc.). The title on the first page of the preliminary section is page "i", but this page is not numbered (Appendix B).
- c. The pages in the main text should be numbered using Arabic numerals (e.g. 1, 2, 3, etc.). The first page of each chapter is not numbered.

6.6.2 Chapter Titles, Headings, and Subheadings

- a. The chapter titles begin as follows: **CHAPTER 1, CHAPTER 2**, etc.
- b. The numbering for the main headings of a chapter should begin with 1.1, 2.1, etc.
- c. The numbering for the subheadings should begin with two numerals, but it should not exceed three numerals. The numerals are separated by full stops as follows: 1.1.1, 1.1.2, etc.
- d. A subheading consisting of more than three numerals should be followed by a small letter such as a, b, c, or small Roman numerals i, ii, iii, as shown in the example below.

3.1.1 Research Design Research methodology should reflect the way in which a phenomenon is best studied (Krauss, 2005). To explore the lived experiences of this unique group of ESL teachers, a phenomenological case study design was utilized.

- a. Phenomenological case study
Phenomenological research aims to examine the lived experiences...
- b. **Purata Halaju Air**
Purata halaju air adalah mewakili....

- e. The numbering for the headings and subheadings in each chapter should follow the number of the chapter. For example, heading 2.1 is written in Chapter 2, and heading 3.1 in Chapter 3, etc.

6.6.3 Tables, Figures and Photographs

- a. Use font size 11, Tahoma and bold for the titles for tables.
- b. The numbering for figures and photographs is the same as the numbering format for tables.
- c. The placement of the titles for tables should be centred, above the tables. The sources are placed at the bottom of the tables and aligned left. Sources from the author's own work does not need to be cited.

Example of Table

Table 4.1: Data interpretation: Standard Template Analysis
 (*Goodness of Fit*)

Main Theme	Sub Theme	Transcript
Learning Strategies	Strategies To Acquire English Vocabulary	<p>Participant P1 "...Watching movies, listening to music and reading novel books..."</p> <p>Participant P2 "...Mostly I used Google to improve my vocabulary..."</p> <p>Participant P3 "...Watching movies, listening to rap music sometimes..."</p> <p>Participant P4 "...Through reading online novels..."</p> <p>Participant P5 "...Watching movies, reading books..."</p>

Source: Zainudin Awang (2012); Hair *et al.* (2010, 2017)

Example of Figure

Figure : **Below the figure, aligned left,**
Source : **Below the title of the figure, aligned left**

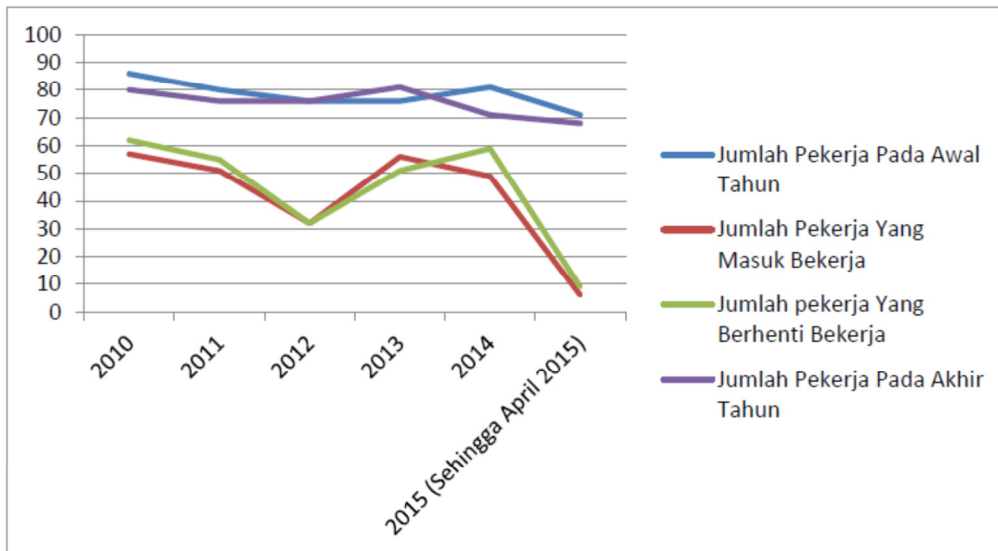


Figure 1.3 : Action Research Project that are apply for a Thesis or Dissertation

Source : Zuber-Skerritt & Perry (2002, as cited in Rose et al., 2015)

6.7 LIST OF TABLES/FIGURES/PHOTOGRAPHS

This section lists all of the tables/figures/photographs with their page numberings in the order they are presented in the thesis/dissertation. Figures refer to graphs, sketches, drawings, or illustrations.

6.8 LIST OF MUSICAL NOTATIONS

The title or explanation of the title pertaining to the musical notations should be similar to the content that is presented in the candidate's thesis/dissertation.

Title: Musical Notations

The image shows a musical score for three instruments: drum, clarinets, and trumpets. The key signature is one sharp (F#) and the time signature is 4/4. The drum part starts with a measure of four eighth notes (D, E, F#, G) and is repeated four times. The clarinets part enters on the second measure with a quarter note (A) and a half note (B), followed by a quarter rest and a quarter note (D), and is repeated three times. The trumpets part enters on the third measure with a quarter note (A) and a half note (B), followed by a quarter rest and a quarter note (D), and is repeated two times. The lyrics for the drum part are 'Drum drum drum drum' and 'drum drum drum drum drum'. The lyrics for the clarinets part are 'Yeh oh yeh Oh' and 'yeh oh yeh oh yeh oh'. The lyrics for the trumpets part are 'Ta ta ta ta ta' and 'ta ta ta ta ta'.

6.9 LIST OF SYMBOLS, UNITS, ABBREVIATIONS, FORMULAE, NOMENCLATURE, TERMS, AND NUMBERS

Symbols, abbreviations, units, formulae, nomenclature, terms, and numbers that are used in the text have specific meanings pertaining to a field of study, which should be listed in alphabetical order and bold. Example:

KPM	-	Kementerian Pendidikan Malaysia
USIA	-	United Sabah Islamic Association
WHO	-	World Health Organisation

6.10 LIST OF APPENDICES

Appendices are raw data, summaries, or additional statements that support the findings of the thesis/dissertation. These include parts of the data that is too large to be fitted into the main texts such as observation data in the form of numbers or figures (exceeding two pages), programming for computer softwares, and photographs.

6.11 MAIN REFERENCE SOURCES FOR FOOTNOTES/ENDNOTES

- a. Reference sources should be cited in the main text.
- b. Footnotes and endnotes provide additional explanation and are numbered consecutively from number one (1) for each chapter.

6.13 PAPER

- a. Size : A4 (210 mm x 297 mm)
- b. Type : 80 gsm simili paper
- c. Colour : White

6.14 PRINTING

6.14.1 Texts/Figures/Photographs

- a. Only good quality printouts of figures/photographs will be accepted.
- b. Text should be printed one-sided only.

6.14.2 Photocopies

Only photocopies of good quality appendices will be acceptable.

6.15 THESIS/DISSERTATION BINDING

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

6.15.1 Hard cover

All of the information on the hard cover of the thesis/dissertation must be typed in capital letters and gold letterings using Tahoma, font size 18.

TITLE

NAME OF CANDIDATE

NAME OF FACULTY/CENTRE/INSTITUTE

NAME OF UNIVERSITY

YEAR (YEAR OF STUDENT CONVOCATION CEREMONY)

6.15.2 Spine

All of the information below should be typed in capital letters and gold letterings using Tahoma, font size 16 in the following sequence:

NAME OF CANDIDATE

NAME OF DEGREE (ABBREVIATION)

YEAR (YEAR OF STUDENT CONVOCATION CEREMONY)

ABBREVIATION FOR UNIVERSITY (UMS)

6.16 ABBREVIATIONS FOR DEGREES

Abbreviations for Degrees

Abbreviation	Name of Degree in Bahasa Melayu	Name of Degree in English
PhD	Doktor Falsafah	Doctor of Philosophy
MPhil	Sarjana Falsafah	Master of Philosophy
MSc	Sarjana Sains	Master of Science
MAgricSc	Sarjana Sains Pertanian	Master of Agricultural Science
MEng	Sarjana Kejuruteraan	Master of Engineering
MEnvSc	Sarjana Sains Sekitaran (Kerja Kursus)	Master of Environmental Science (Course Work)
MA	Sarjana Sastera	Master of Arts
MEd	Sarjana Pendidikan	Master of Education
MAcc	Sarjana Perakaunan	Master of Accounting
MEcons	Sarjana Ekonomi	Master of Economics
MBuss	Sarjana Perniagaan	Master of Business
MFin	Sarjana Kewangan	Master of Finance
MBA	Sarjana Pentadbiran Perniagaan	Master in Business Administration
MHCM	Sarjana Pengurusan Modal Manusia	Master in Human Capital Management
MPsy	Sarjana Psikologi	Master of Psychology
PGDip	Diploma Pascasiswazah	Postgraduate Diploma
DipEd	Diploma Pendidikan	Diploma of Education
PGCert	Sijil Pascasiswazah	Postgraduate Certificate

7. STRUCTURE OF THE THESIS/DISSERTATION

7.1 SEQUENCE

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

TITLE

DECLARATION

CERTIFICATION

ACKNOWLEDGEMENTS

ABSTRACT

ABSTRAK

TABLE OF CONTENTS

LIST OF TABLES

LIST OF FIGURES/PHOTOGRAPHS

LIST OF ABBREVIATIONS/SYMBOLS

LIST OF APPENDICES

CONTENT OF THE MAIN TEXTS (CHAPTERS)

REFERENCES

APPENDICES

Note :

If any of the above section is not required, it can be excluded from the thesis/dissertation. Each of the section above must begin on a new page.

7.2 TITLE PAGE (Appendix C)

The title page is typed in capital letters according to the following sequence:

- a. The title of the thesis/dissertation is placed in the centre (inverted pyramid), is typed in capital letters, font size 18, without abbreviations or brackets.
- b. The name of candidate must be typed in full (according to his/her Identity Card or Passport) using font size 18 and placed in the centre.
- c. The declaration of the thesis/dissertation submission should be stated according to the degree level. Example:

***THESIS SUBMITTED IN FULFILMENT OF THE REQUIREMENTS
FOR THE DEGREE OF MASTER OF ECONOMICS***

- d. The name of Faculty/Centre/Institute is typed in full, is placed in the centre (inverted pyramid) using font size 18.
- e. The year refers to the year that the hardbound thesis/dissertation was submitted. It is placed in the centre, using font size 18. Do not add spacing in between the name of the Faculty/Centre/Institute and the year of submission.

7.3 DECLARATION (Appendix E)

This page should begin after the title, which is typed in the centre of the page. It includes the candidate's declaration that the thesis/dissertation was the candidate's own work, and the source of any extract or summary has been indicated, as follows: "I hereby acknowledge that I have stated the source of each extract, summary and reference in this study..."

7.4 CERTIFICATION (Appendix F)

This page is for the certification of the thesis by the supervisor/s. It includes the student's name, student's ID, the title of the thesis, name of the degree, field of study, and date of the viva.

7.5 ACKNOWLEDGEMENTS (Appendix G)

Candidates may express their appreciation to individuals or organisations/associations that have assisted them in the research, not exceeding one page.

7.6 ABSTRACT (Appendix H)

The abstracts in a thesis/dissertation should be written in two languages namely English and Bahasa Melayu. If a thesis/dissertation is written in Bahasa Melayu, the abstract in Bahasa Melayu should precede the abstract in English and vice versa. As for the translated abstract, the title of the abstract must be written in full. The abstract should be written in one paragraph, single spacing and not exceeding one page. See the example in Appendix K.

7.7 LIST OF CONTENTS (Appendix I)

All titles and contents in the thesis/dissertation should be listed and arranged in order.

7.8 LIST OF TABLES (Appendix J)

All tables in the thesis/dissertation should be listed and arranged in order.

7.9 LIST OF FIGURES/ PHOTOGRAPHS/ SYMBOLS/ ABBREVIATIONS/ GLOSSARY/ APPENDICES (Appendix K, L, M, N, O, P, AND R)

All of the items above should be listed and arranged in order.

7.10 MAIN TEXT

The number and order of the chapters depend on the requirements of the area of discipline. Generally, the text in a thesis/dissertation should contain the following:

- i. **Introduction**
The introduction includes the background to the study, problem statement, research questions, objectives, significance of the research, and other relevant sections.
- ii. **Literature Review**
This chapter includes a review of past researches related to the topic of the study.
- iii. **Methodology**
This chapter describes in detail the research methods and procedures used by the researcher in conducting the study, such as the research approach, sampling, instrumentation, data analysis and other related procedures.
- iv. **Research Findings**
The research findings are the results that were obtained and presented in the main text.
- v. **Discussion and Conclusion**
This chapter discusses and summarises the research findings.
- vi. **Recommendations**
The recommendation chapter depends on the need of the area of discipline and the type of research.

7.11 REFERENCES (APPENDIX U)

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

The references in the appendix are the sources used by the candidate in his/her thesis/dissertation write-up. Candidate must use the latest American Psychological Association (APA) style **except** for references by Malay authors.

8. FORMAT FOR IN-TEXT CITATIONS

8.1 IN-TEXT CITATIONS

In-text citations are intended to recognise the works of authors that were source of references in the thesis/dissertation, and also to facilitate other writers or readers in knowing the sources that were used in the write-up. The in-text citation format is shown below. Faculties, Centres or Institutes may apply to the UMS Senate to adopt other format such as the latest APA style.

8.1.1 Author-Year System

- a. This system contains at least two basic parts namely the author and the year of publication. If the author makes reference to a specific page, that page must be written after a colon (:) that follows after the year of publication.

Example: (Williams, 2006: 34)

- b. For authors with family names (surnames), only their family names should be cited (refer to example (vi) for family names).
- c. If author's name is in the middle or at the end of a sentence, the reference should be cited according to the author's name, year and page (if the extract has not been modified).

Example: (Williams, 2006: 34)

- d. If the author's name is at the beginning of a sentence, the reference should be cited according to the author's name, year and page (if the extract has not been modified).

Example: Williams (2006: 34)

- e. If the extract has been modified, only the author's name and year need to be cited.

Example: (Williams, 2008)

- f. If there are two or more writers, the names of the authors should be written as follows:

- For two authors: (Adam & Ahmad, 1998)
- For three and more authors:
 - i. For first reference: Write the main author's name only
Example: (Adam *et al.*, 1998)
 - ii. For the second and subsequent references: Write the surname of the first author followed by *et al.* in reference to the other co-authors.

Example: (Schulz, 2015; Schulz *et al.*, 2011; Papacharissi, 2004).

- g. If the author has two (2) publications or more in the same year, the references should be cited as follows:

Example:

(Cheah, 2005a)

(Cheah, 2005b)

- h. For Malay, Indian and Borneo Native authors, their full names are cited without 'bin/binti/anak lelaki/anak perempuan/anak' or a title.

Example:

(Ahmat Adam, 2005)

(Sakthivel Krishnan, 2016)

(Agatha Francis, 2018)

- k. For works without year of publication, they are cited as follows:

Example:

(Chye Fook Yee, no yr.)

***Note:** 'no yr.' is the abbreviation for 'no year'.

- l. For references without an author, they should be cited as follows:

(Akta Perancangan Bandar dan Desa 1976 (Akta 171), 2001: 3)

(Seventh-day Adventist Encyclopedia, 1966: 45)

(Rancangan Malaysia Ke-10)

9. REFERENCE LIST FORMAT

9.1 REFERENCES

- a. References include all sources that were read and cited in the writing of the thesis/dissertation.
- b. Each reference should be written according to the following sequence:

Name of the author (state whether the author is an editor, compiler, organiser - if applicable), year of publication, title of book/article/journal, edition number (if applicable). Volume number (if applicable). Place of publication. Name of publisher. Page numbers (for articles in journals or chapters in books).
- c. Electronic references from private websites, Wikipedia, blogs and Facebook are prohibited **except** from publicly recognised experts, authorities or official sources.
- d. The examples of writing references are listed below. Faculties, Centres or Institutes can apply to the UMS Senate to adopt other formats such as the latest APA style.

9.2 EXAMPLES OF WRITING REFERENCES

a. Unpublished Government Records

Example:

- i. C.O. 874/466-Immigration.
- ii. Colonial Office 874/1104 – War with Japan.

b. Unpublished Official Documents

Example:

- i. Memorandum Persefahaman Antara Kerajaan Negeri Sabah dan *The Summer Institute of Linguistics*.
- ii. Sabah State Government. Sabah Second Agriculture Policy: 9919-2010, Kota Kinabalu: Sabah Government Printers.

c. Government Reports

Example:

- i. *Perangkaan Perdagangan Luar Sabah*. 1986. Jabatan Perangkaan Malaysia. 3-21.
- ii. Rosenberry, R. (ed.). 2002. *World shrimp farming 2002*. Annual Report Number 15. San Diego, USA: Shrimp News International.
- iii. *World Health Report 1998*. World Health Organization (WHO). 1998.

d. Archive Files

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:

- i. Fail Pejabat Daerah Beaufort PDB. 7/273/11 – Waran Peruntukan 1986.
- ii. *A Report on Socio-Economic Survey of Fisherman at Kuala Penyu District*, 1986. KO-NELAYAN.

f. Newspapers

Example:

- i. *Berita Harian*. 1987. Kebangkitan Masyarakat Melayu. 8 September. Hlm 5.
- ii. Parrish, M. 1992. L.A. firm helps utility with innovative plan. *Los Angeles Times*, 4 August. p 2.

g. Theses/Dissertations

Example:

- i. Siti Ajar Md Noh. 2017. *Pengaruh Konsep Kendiri Fizikal, Afektif dan Kognitif Terhadap Aktiviti Fizikal Dalam Kalangan Pelajar Pendidikan Jasmani Institut Pendidikan Guru Malaysia*. (Kertas Projek) Universiti Malaysia Sabah. (Unpublished) (Doctor of Philosophy Thesis)
- ii. Cheong, C. H. P. 1999. Perbandingan morfologi *Dolichoderus* (Kumpulan *thoracius*) (HYMENOPTERA: FORMICIDAE) dari Sabah dan Semenanjung Malaysia serta Potensi *Dolichoderus sp.* (Kumpulan *thoracius*) Sabah sebagai Agen Kawalan Biologi Serangga Perosak. (Masters Thesis) Universiti Malaysia Sabah.

h. Working Papers

Example:

- i. Ismail Abas. 1989. Tarian-tarian Ritual Sabah, Fungsinya dan Masa Depan. *Borneo Dialog II Working Paper*. Kota Kinabalu. 12-16 September. Organised by Dewan Bahasa dan Pustaka Cawangan Sabah, Badan Bahasa Sabah with GAPENA and the Sabah State Government.

- ii. Primavera, J. H. 1994. Shrimp farming in the Asia Pacific: Environmental and trade issues and regional cooperation. *Paper presented at the Nautilus Institute Workshop on Trade and Environment in Asia-Pacific: Prospects for regional cooperation*. East-West Centre Honolulu, Philippines, 23-25 September.
- iii. Anton, A. 2003. Bioindicators in River Quality Management. *Bengkel Enviro-course 2002 - Kualiti Air*. Kota Kinabalu: Universiti Malaysia Sabah.

i. Books

Example:

- i. Ahmat Adam. 1992. *Sejarah dan Bibliografi Akhbar dan Majalah Melayu Abad Kesembilan Belas*. Bangi: Universiti Kebangsaan Malaysia.
- ii. Zimmerman, H. J. 1996. *Fuzzy Set Theory and Its Application*. 2nd ed. New Delhi: Allied Publishers Ltd and Kluwer Academic Publishers.
- iii. Dhont, J., Lavens, P. & Sorgeloos, P. 1993. Preparation and use of Artemia as food for shrimp and prawn larvae. In J. P. McVey (ed.). *CRC Handbook of Mariculture Crustacean Aquaculture 2nd Edition, Volume 1*, pp. 289-313. Boca Raton: CRC Press.

j. Encyclopedia

Example:

- i. *Coolier's Encyclopedia*. Vol. 16. 1985. London: Macmillan Educational Company.
- ii. Bignell, D. E. & Eggleton, P. 1998. Termites. In P. Calow (ed.) *Encyclopedia of Ecology and Environmental Management*. Oxford. Blackwell Scientific, pp. 744-746.
- iii. Treece, S. D. 2000. Shrimp Culture. In R.R. Stickney (ed). *Encyclopedia of Aquaculture*, pp. 798-868. New York: John Wiley and Sons.

k. Dictionary

Example:

Abd. Nuh & Oemar Bakry. 1996. *Kamus Melayu-Arab-Inggeris*. Kuala Lumpur: Victory Agencies.

I. Articles

Example:

- i. Crain, J. B. 1972. Murut Depopulation and the Sipitang Lun Dayeh. *JMBRAS*, 45(2), 110-121.
- ii. Shiau, S. Y. & Liu, J. S. 1994. Quantifying the Vitamin K Requirement of Juvenile Marine Shrimp, *Penaeus Monodon*, with Menadione. *Journal of Nutrition* 124, 227-282.

m. Films

Example:

- i. Director's name is known:

Syamsul Yusof. 2016. Munafik (Fictional Film). Kuala Lumpur: Skop Production Sdn Bhd.
- ii. Director's name is unknown:

Transit (Fictional Film). 1955. Kota Kinabalu: Borneo Asia Media Sdn Bhd.

n. Videos

Example:

- i. Director's name is known:

Rosli Sareya. 2017. UMS: Di Hatiku (Corporate Video). Vimeo. Retrieved from <https://vimeo.com/755632> pada 22 April 2017.
- ii. Director's name is unknown:

PNI Insurance. 2017. Kebahagiaan dalam Tangisan (Video Advertisement). Youtube. Retrieved from https://www.youtube.com/watch?v=ukjp_-YcE on 26 May 2017.

o. Songs and musical compositions

Example:

- Sudirman Hj. Arshad. 2002. Merisik Khabar (Singer). Kuala Lumpur: EMI (Malaysia) Sdn. Bhd.
- Manan Ngah. 2002. Merisik Khabar (Composer). Kuala Lumpur: EMI (Malaysia) Sdn. Bhd.
- Adnan Abu Hassan. 2002. Merisik Khabar (Producer). Kuala Lumpur: EMI (Malaysia) Sdn. Bhd.

Habsah Hassan. 2002. Merisik Khabar (Producer). Kuala Lumpur: EMI (Malaysia) Sdn. Bhd.

Mozart, W. A. 1770. "Coronation" mass in C, "Exultate Jubilate: K. 317. Slovak Philharmonic Chorus and Orchestra, Janos Ferencsik (Conductor), Laserlight Series 14 098. Santa Monica: Delta Music Incorporated, 1993.

Fictional Film. 1972. *Kabus Malam*. Jakarta: Puncak Keris.

***References are based on the singer, composer, producer and lyricist.**

p. Maps

Example:

Sabah Agriculture Department. 1996. Peta Taburan Asosiasi Tanah.

q. Internet

Example:

i. Salvation Army International Headquarters. 2004. Retrieved from [http://www.salvation.org.hk/www/what is salvation army/home.htm](http://www.salvation.org.hk/www/what_is_salvation_army/home.htm). on 26 September 2015.

ii. Potter, L., Brookfield, H. & Byron, Y. 2002. The Eastern Sundaland Region of South-East Asia, Retrieved from www.unu.edu/unupress/unupbooks/uu14re/uu14re14.htm pada 21 Februari 2016.

Note:

Information on electronic references must be noted, including the date when the material was printed.

r. Interview respondents

Example:

Razak Janau. 74 years old. Kampung Padas, Papar. Ketua Kampung Padas. 26 September 2003.

10. APPENDICES

A thesis/dissertation does not necessarily have appendices unless it is needed. The appendices should be placed after the REFERENCE section in the middle part of the upper margin. The appendices must be given titles and written in capital letters. Example, APPENDIX A and APPENDIX B.

11. FREQUENTLY ASKED QUESTIONS

a. I intend to submit my thesis in October but my candidature will end in August. What do I need to do?

According to the Postgraduate Studies Regulations, a student's candidature must be active in order to submit his/her thesis. In this case, the student needs to apply for an extension at least two (2) months before the registration date of the new semester commences. A completed copy of the PPPS-Reg/002 (Amendment 2018) form, which has been signed by the Dean/Director and supervisor, must be submitted to the Centre for Postgraduate Studies (CPS). CPS will inform the outcome of the application.

b. I have submitted the Notice of Thesis Submission in February, but I am unable to submit my thesis within three (3) months of submitting the notice. Do I need to resubmit my notice?

The Notice of Thesis Submission is valid for six (6) months from the date of acceptance at CPS. Students only need to submit a second notice if the notice has expired.

c. How long is the thesis examination if I wish to graduate within the same year?

The Notice of Thesis Submission will take three (3) months to process. Meanwhile, the thesis examination will take one (1) month for Master's students and two (2) months for Doctorate students. The deadline to submit the hardbound thesis is in October, and the Convocation Ceremony is usually held in November.

d. I have been given six (6) months to complete my corrections after the viva voce. What will happen if I am unable to complete the corrections within the stipulated time?

Students need to submit a written application for an extension to submit their thesis after corrections to the Dean of CPS with valid reasons before the end of the stipulated time. A one-month extension is usually given.

e. Do I need to pay the viva voce fee if I need to resubmit my thesis for a second examination?

Students need to pay the viva voce fee if they are required to re-present their thesis in the viva voce session. However, if students are only required to submit their thesis without going through the viva voce, they do not need to pay the fee.

f. How many copies of thesis do I need to submit to CPS if I need to resubmit my thesis for examination?

Master's students need to submit three (3) copies of their thesis; Doctorate students need to submit four (4) copies.

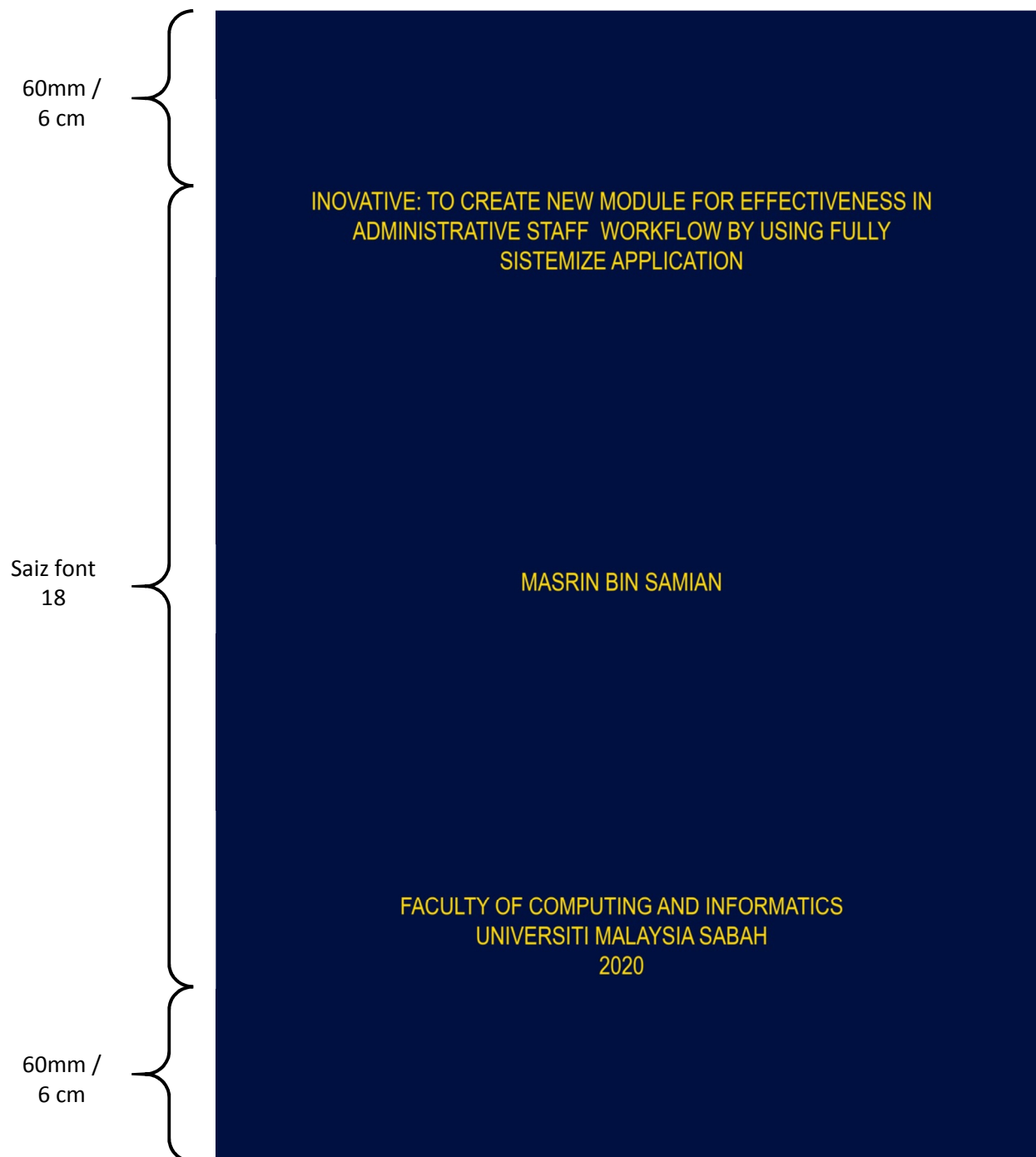
g. Who should sign on the Dean/Director's column in the Notice of Thesis Submission form if my supervisor is the Dean/Director of the Faculty/Centre/Institute?

Besides the Dean, the Deputy Dean/Deputy Director can sign on the Dean/Director's column in the form.

12. APPENDICES

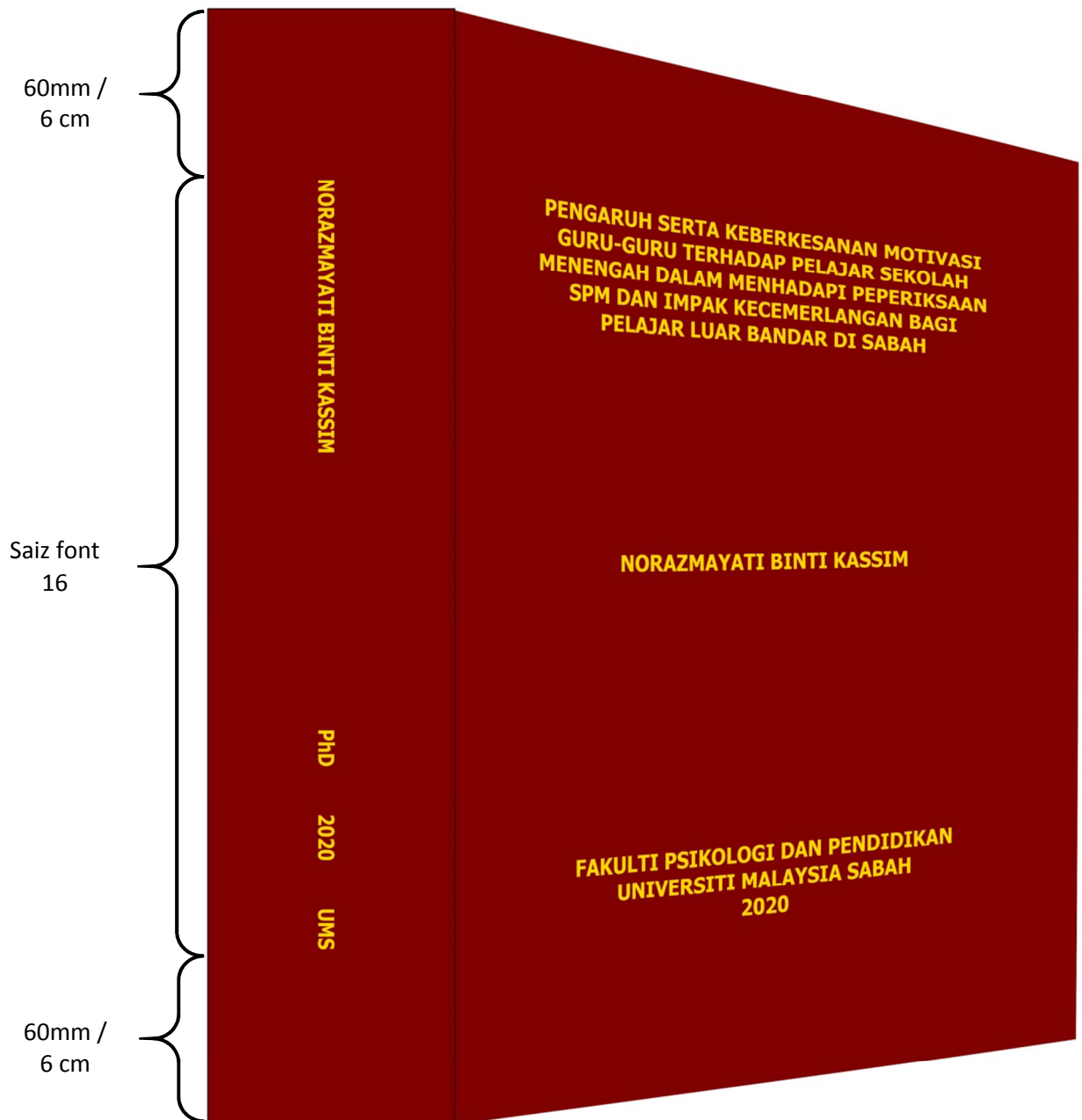
APPENDIX A

Example of a Title on the Front Cover of the Thesis/Dissertation (Hardcover)



APPENDIX B

Example of Information on the Spine



** please refer to page 17 for degree short form.*

APPENDIX C

Example of a Title on the First Page

The diagram illustrates the layout of a thesis title page. It features a large rectangular box representing the page content. To the left of this box, three curly braces indicate dimensions: the top and bottom margins are 60mm / 6 cm, and the central text area is defined by a brace labeled 'Saiz font 18'. The text within the box is centered and consists of the following elements:

**INOVATIVE: TO CREATE NEW MODULE FOR
EFFECTIVENESS IN ADMINISTRATIVE STAFF
WORKFLOW BY USING FULLY
SISTEMIZE APPLICATION**

MASRIN BIN SAMIAN

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

**FACULTY OF COMPUTING AND INFORMATICS
UNIVERSITI MALAYSIA SABAH
2020**

APPENDIX D

Example of Thesis Confirmation Status Form

Student Name
**capitalize, underline and bold each letters*

Year of the study start until year of graduation
**should be written in capital letter, underline and bold*

Student Signature, Name and Student ID
**capitalize, and bold each letters*

Expected Date of Hardbound thesis submitted to CPS

Thesis Title, Degree and Field of Study should be refereed from the **Result Letter** that approved in final Viva Voce Session which given to the student.
** capitalize and bold each letters*
*** degree and field of study should be written in Malay*
****please refer page 34 and 35*

Must be written with "Doktoral" for Phd or "Sarjana" for Master

UNIVERSITI MALAYSIA SABAH
 BORANG PENGESAHAN STATUS TESIS

JUDUL : **INOVATIVE: TO CREATE NEW MODULE FOR EFFECTIVENESS IN ADMINISTRATIVE STAFF WORKFLOW BY USING FULLY SISTEMIZE APPLICATION**
 IJAZAH : **SARJANA SAINS**
 BIDANG : **TEKNOLOGI MAKLUMAT**

Saya **MASRIN BIN SAMIAN**, Sesi **2018-2020**, mengaku membenarkan tesis Sarjana ini, disimpan di Perpustakaan Universiti Malaysia Sabah dengan syarat-syarat kegunaan seperti berikut:-

1. Tesis ini adalah hak milik Universiti Malaysia Sabah
2. Perpustakaan Universiti Malaysia Sabah dibenarkan membuat salinan untuk tujuan pengajian sahaja.
3. Perpustakaan dibenarkan membuat salinan tesis ini sebagai bahan pertukaran antara institusi pengajian tinggi.
4. Sila tandakan (/) :

☐ SULIT
 (Mengandungi maklumat yang berdarjah keselamatan atau kepentingan Malaysia seperti yang termaktub di dalam AKTA RAHSIA 1972)

☐ TERHAD
 (Mengandungi maklumat TERHAD yang telah ditentukan oleh organisasi/badan di mana penyelidikan dijalankan)

☐ TIDAK TERHAD

Disahkan Oleh,

MASRIN BIN SAMIAN
MI1811001T

Tarikh : **10 Mei 2020**

(Tandatangan Pustakawan)

(Dr. Azman bin Ismail)
 Penyelia

Supervisor Signature, Name and Type of Supervision
** if the supervisor more than one (1) person, only the name of the Main Supervisor / Chairman of Supervisory should be written.*

Notes:

Written in font "Tahoma" / size "11" / Spacing "1.0" / no page number / margin exempted / paper size "A4" / bind together in hardcover thesis before **"DECLARATION"** page

APPENDIX D (ii)

Example of Decision Letter (Malay Version)



UMS
UNIVERSITI MALAYSIA SABAH

PUSAT PENGAJIAN PASCASISWAZAH

Universiti Malaysia Sabah
Jalan UMS
88400 Kota Kinabalu, Sabah, Malaysia

Tel : +6088-321026
Faks : +6088-320233
E-mel : ppps@ums.edu.my

Rujukan : UMS/PASCA8.4/600-3/16/1[MI1811004T]
Tarikh : 17 Mei 2019

MASRIN BIN SAMIAN

Fakulti Komputeran Dan Informatik
Universiti Malaysia Sabah

Saudara,

KEPUTUSAN JAWATANKUASA PEPERIKSAAN SISWAZAH PUSAT PENGAJIAN PASCASISWAZAH BIL. 95/2019

Dengan hormatnya perkara diatas adalah dirujuk.

2. Sukacita dimaklumkan bahawa Jawatankuasa Peperiksaan Siswazah yang bersidang pada **17 Mei 2019 (Bil. 95/2019)**, jam 2.00 Petang bertempat di Bilik Viva 1, Bangunan Pusat Pengajian Pascasiswazah bersetuju memperakukan bahawa saudara layak dianugerahkan **Ijazah Sarjana Sains** dalam bidang **Teknologi Maklumat** tertakluk kepada pembetulan dan penambahbaikan ke atas tesis saudara sepertimana yang telah dicadangkan oleh ahli Jawatankuasa Pemeriksa. Pembetulan dan penambahbaikan adalah **WAJIB** dibuat melalui perbincangan bersama **Penyelia** serta diperakukan dalam Borang Penyerahan Tesis Selepas Pembetulan (**PPPS/HEA-Pep/004 [Pindaan 2017]**). Tesis yang telah dibaiki akan disemak dan diperiksa oleh **Pemeriksa Dalam, Dr. Firent Ice** sebelum diperakukan oleh Dekan, Fakulti Komputeran Dan Informatik. Tajuk habaran tesis saudara adalah **"Inovative: To Create New Module for Effectiveness in Administrative Staff Workflow by Using Fully Sistemize Application".**

Name of Degree
"IJAZAH"

Name of Field of study
"BIDANG"

Thesis Title
"JUDUL"

APPENDIX D (iii)

Example of Decision Letter (English Version)



UMS
UNIVERSITI MALAYSIA SABAH

PUSAT PENGAJIAN PASCASISWAZAH

Universiti Malaysia Sabah
Jalan UMS
88400 Kota Kinabalu, Sabah, Malaysia

Tel : +6088-321026
Faks : +6088-320233
E-mel : ppps@ums.edu.my

Reference : UMS/PASCA8.4/600-3/16/1 [MI1811004T]
Date : 17th May 2019

MASRIN BIN SAMIAN

Fakulti Komputeran Dan Informatik
Universiti Malaysia Sabah

Name of
Degree
"IJAZAH"

Dear Sir,

DECISION OF THE BOARD OF POSTGRADUATE EXAMINERS VOL. 95/2019

We are pleased to inform you that the Board of Postgraduate Examiners which convened on 17th May 2019, 2.00PM at Viva Room 1, Centre for Postgraduate Studies have decided that you have passed the *viva voce* and qualified to be conferred the degree of **Master of Science (Information Technology)**. However, this is subjected to the necessary amendments to the thesis as suggested by your examiners. The corrections must be carried out through discussion with your supervisor. The corrected version will be checked by **Internal Examiner, Dr. Firent Ice** before being endorsed by the Dean, Faculty of Computing and Informatics.

Name of
Field of
study
"BIDANG"

You are given a maximum of **three (3) months** from the date of this letter for the corrections and to hand in **one (1) copy of Ring Binding thesis for formatting purposes** before being given permission to print the Hard Cover thesis. The final corrected version of the thesis should be submitted to The Centre for Postgraduate Studies **before, or on 16th August 2019 (Wednesday) before 4:00 PM**. The new title of the thesis is **"Inovative: To Create New Module for Effectiveness in Administrative Staff Workflow by Using Fully Sistemize Application"**.

Thesis Title
"JUDUL"

APPENDIX E
Example of Declaration

28mm /
2.8 cm

DECLARATION

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

15 April 2020

Date of Viva Voce conducted

Student Signature, Full Name and Student ID

Zaiahsheilah binti Sidik
MB1811004T

28mm /
2.8 cm

38mm /
3.8 cm

28mm /
2.8 cm

ii

APPENDIX F (i)
Example of Certification

1. Single Supervisory [Only One (1) Supervisor]

CERTIFICATION

NAME : MASRIN BIN SAMIAN
MATRIC NO. : MI1811004T
TITLE : INOVATIVE: TO CREATE NEW MODULE FOR
EFFECTIVENESS IN ADMINISTRATIVE STAFF
WORKFLOW BY USING FULLY SISTEMIZE APPLICATION
DEGREE : MASTER OF SCIENCE
FIELD : INFORMATION TECHNOLOGY
VIVA DATE : 2 JANUARY 2020

CERTIFIED BY;

SINGLE SUPERVISION

Signature

SUPERVISOR
Prof. Dr. Hj. Arsiah Bahron

APPENDIX F (ii)
Example of Certification

2. Co – Supervisory [Only Two (2) Supervisors]

CERTIFICATION

NAME : MASRIN BIN SAMIAN
MATRIC NO. : MI1811004T
TITLE : INOVATIVE: TO CREATE NEW MODULE FOR
EFFECTIVENESS IN ADMINISTRATIVE STAFF
WORKFLOW BY USING FULLY SISTEMIZE APPLICATION
DEGREE : MASTER OF SCIENCE
FIELD : INFORMATION TECHNOLOGY
VIVA DATE : 2 JANUARY 2020

CERTIFIED BY;

CO – SUPERVISORY

Signature

1. MAIN SUPERVISOR
Assoc. Prof. Dr. Fauziah Sulaiman

2. CO-SUPERVISOR
Dr. Azaze @ Azizi Hj. Abdul Adis

APPENDIX F (iii)
Example of Certification

3. Supervisory Committee [More than Two (2) Supervisors]

CERTIFICATION

NAME : MASRIN BIN SAMIAN
MATRIC NO. : MI1811004T
TITLE : INOVATIVE: TO CREATE NEW MODULE FOR
EFFECTIVENESS IN ADMINISTRATIVE STAFF
WORKFLOW BY USING FULLY SISTEMIZE APPLICATION
DEGREE : MASTER OF SCIENCE
FIELD : INFORMATION TECHNOLOGY
VIVA DATE : 2 JANUARY 2020

CERTIFIED BY;

SUPERVISORY COMMITTEE

Signature

1. CHAIRMAN OF SUPERVISORY
Prof. Dr. Hj. Arsiyah Bahron

2. COMMITTEE MEMBER
Prof. Madya Dr. Fauziah Sulaiman

3. COMMITTEE MEMBER
Dr. Azaze @ Azizi Hj. Abdul Adis

APPENDIX G

Example of Acknowledgement

ACKNOWLEDGEMENT

First of all I am thankful to ALLAH (S.W.T) for His countless blessings and spirit offered by Him. I could have not completed this task without His will.

I would not be doing justice, if I don't acknowledge the support, guidance, patronage and motivation of my great mentor, my supervisors. I could never do it without your support. I always found him standing with me through every thick and thin. I wish someday I could be like you sir.

I am thankful to my family especially my parents for their unconditional support. During this whole tenure my husband was a source of motivation to me. He really took the leading role and took care of everything in my absence.

I would like to say thanks to all my fiends especially Dr. Ghulam Raja who motivated and supported me all the times. I am also grateful to Dr. Bujang Senang, Dr. Siti Sifir, Mrs. Adibah Noor, Mr. Adi bin Das and Miss Nowit Ol who helped me in the times of crisis when I needed it the most.

Student
Name and
Date of Viva
Voce
conducted

Norazmayati binti Kassim
15 January 2020

APPENDIX H (i)

Example of a English Abstract and Its Translation

ABSTRACT

(Title is not required)

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 socio-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.....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.....

APPENDIX H (ii)

Example of a English Abstract Translation

ABSTRAK

(An abstract that is translated must include its title in capital letters)

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.....

***please italicize your whole text for this page*

APPENDIX I

Example of a List of Contents

LIST OF CONTENTS

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<i>ABSTRAK</i>	vi
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APPENDIX J

Example of List of Tables

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APPENDIX L

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APPENDIX M


Example of List of Musical Notations

LIST OF NOTATION SYMBOLS

 - Semibreve

 - Minim

 - Crochet

 - Quaver

APPENDIX N

Example of List of Symbols, Units, Abbreviations, Formulae, Nomenclature, Terminologies and Numerals

LIST OF SYMBOLS

♂	-	Male
♀	-	Female
♂♀	-	Male and Female Symbol
∞	-	Infinity
Ω	-	ohm
β	-	Beta

APPENDIX O

LIST OF ABBREVIATIONS

CR	-	Composite Reliability
PLS	-	Partial Least Square
SEM	-	Structural Equation Modeling
SPSS	-	Statistical Package for Social Sciences
WIM	-	Workplace Interpersonal Mistreatment
P.E.Fit	-	Person Environment Fit

APPENDIX P

Example of List of Appendix / Appendices

LIST OF APPENDICES

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APPENDIX Q

Example of List of Headings and Subheadings

CHAPTER 2

2 x 1.5 spacing

(Press ENTER twice)

OBJECTIVES OF THE RESEARCH

3 x 1.5 spacing

(Press ENTER three times)

1.5 Objectives of the Research

(1 x 1.5 spacing)

The researcher lists three objectives of this research:

a. To discuss the Dusun community from the perspective of the community in terms of...

(2x 1.5 spacing)

1.6 Concept of the Research

(1 x 1.5 spacing)

This research has four concepts that form the foundation of the undertaking of the research...

(2x 1.5 spacing)

1.6.1 Society

The cultural and behavioural aspects in the research on humans are emphasised in the field of anthropology. Society is an abstract concept that cannot be seen and...

APPENDIX R

Example of Glossary

Science Cluster

List of Glossary

Agranulocytes	White blood cells that have no distinct granules in their cytoplasm
Bile	The gastric bypass of the gastrointestinal tract
Dendrite	Neurons that respond to impulses
Diastole	Duration of rest during one cardiac cycle
Phagocytosis	Processes that involve food are surrounded by cell membranes and form a vacuole.

Arts/Social Science Cluster

List of Glossary

Extrinsic	Come or act from outside
Interpersonal	Human relations
Collaboration	Relationships or reciprocal relationships
Transcript	Official record or record of the study

APPENDIX S

Example of the Use of *Ibid*

Example of sentences in the texts:

.... The people of the area are made up of a sub-ethnic group of Gana¹ who practice the traditional faith.² However for her it has changed. During his stay in the dormitory, he was influenced and influenced by the Christian teachings taught by the dormitory wardens.³ ...

Examples of writing footnotes and using *Ibid*.

¹ Mohd Farid Linggi, *Kehidupan Dalam Tiga Dimensi*, Kuala Lumpur: Dewan Bahasa dan Pustaka, 1998, page.9.

². *Ibid*.

³. *Ibid.*, page. 63.

APPENDIX T

Format for Writing References

a. Single Author

Example:

- i. Ford, H. 1997. *The International Jew*. Johannesburg: Global Publisher.
- ii. Magurran, A. E. 1988. *Ecological Diversity and its Measurement*. London: Croom Helm.

b. Co-Authors

Example:

- i. Ahmad Fawzi Basri, Mohd. Idris Salleh & Shafee Saad. 1991. *Bumi Kita Dipijak Milik Orang*. Kuala Lumpur: Dewan Bahasa dan Pustaka.
- ii. Maryati, M., Azizah, H. & Arbain, K. 1996. Terrestrial Ants (Hymenoptera: Formicidae) of Poring, Kinabalu Park, Sabah. *In* Edwards, D. S., Booth, W. E. & Choy, S. C. *Tropical Rainforest Research-Current Issues. Monographiae Biologicae* (eds), pp. 117-123. Kluwer Academic Publishers, London.

c. Editions

Example:

- i. Gilchrist, J. D. 1989. *Extractive Metallurgy*. (3rd edition). Oxford: Pergamon Press.
- ii. Barnes, R.S.K. 1984. *Estuarine Biology* (2nd edition). London: Edward Arnold.

d. Publications without Author

Example:

Akta. 2001. *Akta Perancangan Bandar dan Desa 1976 (Akta 171)*. Kuala Lumpur: International Law Book Service.

e. Compiled Publications

Example:

Hamzah Hamdani (ed.). 1980. *Esei Sastera dalam Pengajaran, Penyelidikan dan Pentadbiran Universiti*. Kumpulan Kertas Kerja 2. Bangi: Universiti Kebangsaan Malaysia.

f. Edited Publications

Example:

Rose, R. (ed).1974. *Electoral Behavior: A Comparative Handbook*. New York: Free Press.

g. Organised Publications

Example:

Badriyah Haji Salleh & Tan Liok Ee (ed). 1996. *Alam Pensejarahan dari Pelbagai Perspektif*. Kuala Lumpur: Dewan Bahasa dan Pustaka.

h. Translated Publications

Example:

Wheare, K. C. 1980. *Kerajaan Persekutuan*. Terj. Kuala Lumpur: Dewan Bahasa dan Pustaka.

i. Multi-Volume Publications

Example:

Ensiklopedia Pembangunan Sabah. 1981. Vol. 6. Kota Kinabalu: Usaha Baru.

Note: Vol. refers to Volume.

j. Occasional Papers

Example:

Sharifah Rofidah Habib Hassan. 2003. Perayaan Di Sabah. *Kertas Kadangkala Bil.* 2. Kota Kinabalu: Universiti Malaysia Sabah.

k. Monographs

Example:

- i. Zainah Ahmad. 2003. Politik Sabah Sebelum Penjajahan Jepun. *Monograf 3*. Kota Kinabalu: Universiti Malaysia Sabah.
- ii. Mohammad Raduan Mohd. Ariff. 1993. Teknologi Pengangkapan Ikan di Sabah. *Khazanah. Siri Dokumentasi Akademi Pengajian Melayu*, Bil. 3, Kuala Lumpur: Universiti Malaya.

l. Journal Articles

Example:

Mahani Musa. 1999. Malay Secret Societies in Penang: 1830s-1920s. *Journal of the Malaysian Branch of The Royal Asiatic Society*. 65(2), 151-182.

m. News/Article in Newspapers

Example (without author):

The Borneo Post. 1999. Crocker Range Expedition Begins. 16 October: 9.

***Note:** Name of Newspaper (.) Year (.) Title of News/Article (.) Day/Month (:) Page (.)

Example (with author):

Philip Golingai. 2004. Primer on Primates. *Star*. 18 January: 4.

Note:

Name of author (.) Year (.) Title of News/Article (.) Name of Newspaper (,) Day/Month (:) Page (.)

n. Book Chapters

Example:

- i. Zaki Tahir. 2003. Pendatang Asing Di Sabah. *Dalam Sharifah Habib Hasan dan Zainah Ahmad (eds.). Kesan Politik*. Kota Kinabalu: Universiti Malaysia Sabah. Hlm. 18-38.
- ii. Mustafa, S. & Ridzwan, A. R. 1998. Nucleic Acid Profiles in Mackerel, *Rastrelliger Kanagurta*, from West Coast of Sabah. *In M. Mohamed, H. Bernard, (eds.). Tropical Ecosystem Research in Sabah*, Kota Kinabalu: UMS. Pp. 50-52.
- iii. Sabihah Osman. 2000. Tawau: Pusat Kegiatan Ekonomi Orang Jepun. *Dalam Abdul Halim (ed.). Sabah dalam Perluasan Pasaran*. Bangi: Penerbit Universiti Kebangsaan Malaysia. Hlm. 31-42.

o. Conference Proceedings

Example:

- i. Ismail Haji Ibrahim. 2000. Senario Seni Lukis Sabah: Stail dan Tema. *Borneo 2000: Proceedings of the Sixth Biennial Borneo Research Conference*. UMS. Hlm. 557-586.
- ii. Homathevi, R., Maryati, M., Eggleton, P., Jones, D. T. & Davies, R. G. 2000. Termites (Insecta: Isoptera) Fauna of Danum Valley Conservation Area, Sabah, East Malaysia. *Borneo 2000: Environment, Conservation and Land. Proceedings of The Sixth Biennial Borneo Research Conference*. July 10-14, 2000. Kuching, Sarawak.

p. Magazine Articles

Example:

Aliran. 2000. Sarawak Native Blockade Pulp Mill Project. *Aliran* 20(10), 33.

q. Book Reviews

Example:

Badriyah Haji Salleh. 2001. Ulasan Buku J. H. Drabble. 2000. *An Economic History of Malaysia*, c. 1800-1990: The Transition to Modern Economic Growth. Hampshire: Macmillan Press. *Journal of The Malaysian Branch of The Royal Asiatic Society* 124(1),111-114.

r. Working Papers, Reports and Minutes of Meeting

Example:

Minit Mesyuarat Seminar Pascasiswazah. 2002. *Minit Mesyuarat Seminar Pascasiswazah. Pusat Pengajian Pascasiswazah Universiti Malaysia Sabah Kali Pertama*. Kota Kinabalu. Sabah. 5 Jun.

s. Theses

Example:

- i. Mat Zin Mat Kib. 2000. *Perkembangan Mazhab-mazhab Agama Kristian di Sabah*. Tesis Sarjana, Sekolah Sains Sosial. Kota Kinabalu: Universiti Malaysia Sabah.

- ii. Yap Beng Liang. 1977. *Orang Bajau Pulau Omdal, Sabah: Satu Kajian Tentang Sistem Budaya*. Tesis Sarjana Jabatan Pengajian Melayu: Universiti Malaya.

t. Films dan Musical Compositions

i. Films

Example:

Ramlee, P. 1962. *Laksamana Do Re Mi. Filem Cereka*. Singapura: Shaw Brother.

ii. Videos

Example:

Muzium Sabah. 1968. *Menangkap Ketam Batu di Mengkabong, Tuaran, Sabah. Filem Dokumentari*. Jabatan Muzium Sabah.

iii. Slides

Contoh:

Pugh-Kitingan, J. 1976. *Jenis-jenis Tarian Masyarakat Peribumi Sabah. Slaid*. Sekolah Sains Sosial. Universiti Malaysia Sabah.

iv. Musical compositions

Example:

Johari Salleh. 1986. *Lambaian Kasih dalam Citra Malaysia. Chorus dan Orkestra*. Kassim Masdor (konduktor). Laserlight Series 12036. Santiago: Delta Music Incorporated.

v. CD-ROMs

Example:

MacRae, S. 1995. *Introduction to Research Design and Statistics. CD Leicester*. British Psychological Society.

vi. Interviews

Example:

Stephens, B. 1998. *Kegiatan Mubaligh Kristian di Sabah. Temu bual*. 25 Mei 1998.

vii. Electronic references

Example:

- a. Keputusan Mahkamah Internasional atas Permohonan Intervensi Pemerintah Filipina dalam Kasus Pulau Sipadan dan Ligitan. Dipetik dari <http://www.dfadepu.go.id/policy/releases/2002/pr-56-251001.htm>. Dicitak 13 September 2002.
- b. Potter, L., Brookfield, H. & Byron, Y. 2002. The Eastern Sundaland region of South-east Asia, www.unu.edu/unupress/unupbooks/uu14re/uu14re14.htm. Dicitak 15 Oktober 2017.

Note:

- Details of the electronic references must be rewritten, including the date that the references were printed.
- Electronic references from personal web pages are not encouraged, unless they are from publicly recognised experts, authorities or official sources.

APPENDIX U

Example of References

REFERENCES

- Allison, B, 1997. *Preparing Dissertations and Thesis*. London: Kogan Page Limited.
- Cavina, Kristan, 1995. *Critical Thinking and Writing: A Developing Writer's Guide with Readings*, Belmont : Wadsworth Publishing Company.
- Creswell, John W., 1994. *Research Design: Qualitative and Quantitative Approaches*. London: SAGE Publications.
- Centre for Graduate Studies. 2005. *The UKM Style Guide* (2nd edition). Bangi: Universiti Kebangsaan Malaysia.
- Dewan Bahasa dan Pustaka. 1995. *Gaya Dewan* (edisi ketiga). Kuala Lumpur: Dewan Bahasa dan Pustaka.
- Uinversiti Kebangsaan Malaysia. 1998. *Panduan Menulis Tesis Gaya UKM* (edisi keenam). Bangi: Universiti Kebangsaan Malaysia.
- Pusat Pengajian Siswazah. 2006. *Panduan Penulisan Tesis Gaya UKM* (edisi semak). Bangi: UKM.
- Sekolah Sains & Teknologi. 2006. *Panduan Penulisan Disertasi* (edisi ketiga). Kota Kinabalu: Universiti Malaysia Sabah.

APPENDIX V

Example of Appendix

APPENDIX A

SPSS Data Analysis

RELIABILITY

```

/VARIABLES=B1 B2 B3 B4 B5 B6 B7 B8 B9 B10 B11 B12 B13 B14 B15 B16 B17 B18 B
19 B20
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/MODEL=ALPHA
/STATISTICS=DESCRIPTIVE
/SUMMARY=TOTAL.

```

Reliability

Notes		
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	Active Dataset	DataSet1
	Filter	<none>
	Weight	<none>
	Split File	<none>
Missing Value Handling	N of Rows in Working Data File	100
	Matrix Input	
	Definition of Missing	User-defined missing values are treated as missing.
	Cases Used	Statistics are based on all cases with valid data for all variables in the procedure.
Resources	Syntax	RELIABILITY /VARIABLES=B1 B2 B3 B4 B5 B6 B7 B8 B9 B10 B11 B12 B13 B14 B15 B16 B17 B18 B19 B20 /SCALE('Beban Tugas Guru') ALL /MODEL=ALPHA /STATISTICS=DESCRIPTIVE /SUMMARY=TOTAL.
	Processor Time	0:00:00.000
	Elapsed Time	0:00:00.015

**EXAMPLE OF
HARDCOVER THESIS**

"REAL SCALES"