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TEKNOLOGI
MARA

Institut
Pengajian
Siswazah

GUIDELINES ON THESIS / DISSERTATION FORMAT FOR POSTGRADUATE PROGRAMMES

2017

**INSTITUTE OF GRADUATE STUDIES
UNIVERSITI TEKNOLOGI MARA**

**GUIDELINES ON THESIS/DISSERTATION
FORMAT**

2017

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PREAMBLE

This handbook on the Guidelines for Thesis/Dissertation Format of Graduate Programmes has been prepared by the Institute of Graduate Studies (IGS) of Universiti Teknologi MARA (UiTM) to assist students in preparing their thesis/dissertation to adhere to UiTM Thesis/Dissertation Style.

A thesis/dissertation has to be written in accordance to UiTM Thesis/Dissertation Style which was initially developed based on the 6th Edition of American Psychological Association (APA) with its citation and reference styles can also follow the Institute of Electrical and Electronics Engineers (IEEE) or the Harvard Style. In this 2017 edition handbook, a few minor modifications to the styles and formats are made in line with the developed UiTM MS Word Thesis Template to assist the students in preparing the final thesis.

The citation and reference style are also expanded to Chicago and House Style as required by a few Faculties. The chosen style should be adhered to consistently throughout the thesis.

The following are the thesis/dissertation formatting and submission processes guidelines that must be taken into consideration:

- Technical Specification
- Layout and Arrangement of Contents
- Body of Thesis/Dissertation
- Reference Materials
- Writing Conventions
- Quality and Integrity of the Thesis/Dissertation
- Appendices

1. TECHNICAL SPECIFICATION

1.1 Length of Thesis/Dissertation

Total number of words for the Doctoral/Master's thesis is based on the MQA programme standard and listed in APPENDIX A for each faculty. The total number of words does not include endnotes, quotations, appendixes, tables, and diagrams.

1.2 Organizational Structure and Format

Students are to adhere to the following organizational structure and format:

i. Font

Times New Roman typeface should be used. Title should be set in upper case, bold, 14-font size. Block quotations and footnotes should be set in 10-font size. The abstract, acknowledgement, and the main body of the thesis/dissertation should be set in 12-font size.

ii. Heading and Subheadings

1.1 Main Heading

Flushed left, bold, Title Case/Capitalize Each Word, font 12.

Example:

1.1 Background of Study

1.1.1 Sub-Heading

Flushed left, bold, Title Case/Capitalize Each Word, font 12.

Example:

1.1.1 Role of an Effective Leader

1.1.1.1 Sub Sub-Heading

Flushed left, bold, italics, Title Case/Capitalize Each Word, italic, font 12.

Example:

1.1.1.1 Leader as a Facilitator

Note: Limit to 4 levels of heading if possible in the text.

iii. Margins (Body of the Thesis)

A margin is the amount of blank space from the edge of the page to any print, be it a heading, page number, figure, or text. The finished manuscript must have the margins indicated below. Margin requirements extend to tables, figures, and material in the appendix. A proper setting of the printer is required to ensure the final manuscript is printed as specified. You may want to use a ruler to measure the actual margins since interfaces between computers and printers can vary the measurement of the margins. Note that all margins must be specified as follows:

Left margin	3.8 cm or 1.5 inches
Right margin	2.5 cm or 1.0 inch
Top margin	2.5 cm or 1.0 inch
Bottom margin	2.5 cm or 1.0 inch

iv. Paragraphs and Line Spacing

The first line of all paragraphs should be indented one tab key from the left-hand margin. The main body text should be justified. In the main body, use 1.5-line spacing. Leave a 1.5 line spacing before a heading. Do not leave a line between paragraphs.

v. Pagination

Page numbers should be placed at the bottom of the page and centred. Each page in the thesis/dissertation, from the body onward, should be numbered in consecutive order. This includes the text, references, and appendices. Preliminary pages carry lowercase Roman numerals (i, ii, iii, etc.). The first page of Chapter One marks the starting of pagination in Arabic numerals (1, 2, 3, etc.)

vi. Layout and Arrangement of Contents

For the following, refer to the appendices:

- Title Page (APPENDIX D)
- Confirmation by Panel of Examiners (APPENDIX E)
- Author’s Declaration (APPENDIX F)
- Abstract (APPENDIX G)
- Acknowledgement (APPENDIX H)
- Table of Contents (APPENDIX I)
- List of Tables (APPENDIX J)
- List of Figures (APPENDIX K)
- List of Plates (APPENDIX L)
- List of Symbols, (APPENDIX M)
- List of Abbreviations (APPENDIX N)
- List of Nomenclatures (APPENDIX O)

vii. Tables, Figures and Plates

- a) Figure (refer to APPENDIX P, page 43).

Figures include maps, charts, diagrams, drawings, etc. Each of these categories is numbered according to chapters using Arabic numerals throughout the thesis.

- b) Table (refer to APPENDIX P, page 44).

Tables are numbered by chapters using Arabic numerals.

- c) Plate (refer to APPENDIX P, page 44).

Plates are printed images, photos and are numbered by chapters using Arabic numerals.

viii. Equations and Formulae

Every equation should be centred and numbered continuously, according to the chapters and in parentheses “()” aligned to the right. Font size of 12. (*Note: In MS Word, insert a table with two columns and one row to add a new equation to the thesis. Refer to APPENDIX P page 44. Do not display the outline of the table.*).

Refer to Writing Conventions (Section 5).

ix. Suggested Body of Thesis/Dissertation

The body of the thesis/dissertation is made up of a number of chapters. The major chapters of the thesis/dissertation should include but not limited to the following:

Science and Technology	Social Science and Business Management
Introduction Literature Review Research Methodology Results Discussion Conclusions and Recommendations	Introduction Literature Review Research Methodology Findings & Analysis Discussion Conclusions and Recommendations

1.3 Citation and Referencing Styles

It is recommended that citation and referencing for thesis/dissertation follow either the APA, IEEE, Harvard, Chicago or House style. The chosen citation and referencing styles should be used consistently throughout the thesis/dissertation.

1.4 Process of Thesis/Dissertation Submission Binding for Submission (Viva-Voce)

i. Research Programmes

Five (5) hard copies for Masters and Doctoral thesis submission should be spiral-bound. The full title, the name of the author, the name of the degree, and the year of submission should be typed on the title page. (Refer to APPENDIX B and APPENDIX D)

ii. Coursework Programmes

Three (3) hard copies for Masters and Doctoral dissertation/project submission should be spiral-bound. The full title, the name of the author, the name of the degree, month and the year of submission should be typed on the cover title page. (Refer to APPENDIX B and APPENDIX D)

1.5 Binding the Final Copy

For research programmes, once corrections have been endorsed by examiner(s) and approval letter for binding is issued, four (4) hardbound copies of thesis/dissertation together with two (2) soft copies in CD (PDF) format must be submitted to IGS. The same number of copies is applied to all languages required to be prepared for thesis written in other than English.

For coursework programmes, two (2) hardbound copies should be submitted to the Faculty together with two (2) soft copies in CD (PDF) format after corrections of dissertation/project have been endorsed by the examiner(s).

A Master's thesis/dissertation should be hardbound in dark blue colour, while a Doctoral thesis/dissertation should be hardbound in maroon colour. The final cover of the submitted copies must be lettered in gold.

1.6 Paper Quality

Quality plain white simile paper (80gm) of A4 size (210 x 297 mm) should be used for all copies of the thesis/dissertation. Text or illustrations should be printed on only one side of each sheet or as stipulated by the Faculty. Only original quality printed copies will be accepted.

1.7 Cover Spine and Front Cover

The following particulars should be lettered in gold (direction of text from head to foot), using 16-point font. Refer to APPENDIX C:

- Universiti Teknologi MARA
- Title of thesis/dissertation
- Full name of student as in NRIC/passport
- Degree acronym (refer to APPENDIX B)
- Month of final hardbound submission for binding and year of submission (e.g. July 2017)
- The full name of the Faculty

2. LAYOUT AND ARRANGEMENT OF CONTENTS

2.1 Title Page

This page should contain the following information. Refer to APPENDIX D:

- The name of the University is written in full, bold, uppercase and centred using 18-point font:
- The final title used must be the one approved by the panel of examiners. It should be centred, uppercase, bold and single-spaced using 18-point size.
- Name of the author must be uppercase and bold using 14-point size.
- The degree for which the thesis/dissertation is submitted is typed in title case using 14-point font. (e.g. Master of Science, Master of Education, Doctor of Philosophy in Education) as stated in the offer letter issued by UiTM. It should be indicated that the thesis/dissertation is being submitted for either partial fulfilment or in fulfilment of the requirements for that particular degree as shown below:

Thesis submitted in fulfilment
of the requirements for the degree of
Master of Science
(Electrical Engineering)

Faculty of Electrical Engineering

July 2017

OR

Dissertation submitted in partial fulfilment
of the requirements for the degree of
Master of Science
(Applied Biology)

Faculty of Applied Science

Jan 2017

- The faculty in which the student is registered is written in title case and bold using 14-point size.
- The combination of month and year of the final hardbound submission for binding is to be stated 2 cm below the name of the faculty, 14-point size and bold.

2.2 Confirmation by Panel of Examiners

The student is provided with a copy of the Confirmation by Panel of Examiners which names should be included in the preliminary page (ii). The page is signed by the current Dean of IGS. Refer to APPENDIX E.

2.3 Author's Declaration

The student should place this page before the abstract page, a signed author's declaration stating the material presented for examination is her/his own work or how far the work contained in the thesis/dissertation was the student's own work, and stating that the thesis/dissertation is not being submitted for any other academic award. Refer to APPENDIX F.

2.4 Abstract

The abstract should give a brief statement of the research problems, aims of the research, methodologies used, key findings in the context of the whole study, and implications of the study. It should not be less than 200 words (Master's degree) and 250 words (PhD degree) and must not exceed one page. The abstract should be typed in single spacing and placed immediately before the Acknowledgement. Refer to APPENDIX G.

2.5 Acknowledgement

A brief statement of appreciation in recognition of any special assistance rendered to the student during the period of research should be included. It should be typed in single spacing and should not exceed one page in length. Refer to APPENDIX H.

2.6 Table of Contents

Titles of chapters, headings, and subheadings must be listed in the Table of Contents and must be worded exactly as they appear in the body of the thesis/dissertation. All headings and sub-headings are numbered and to be justified to the left. Refer to APPENDIX I.

2.7 List of Tables, Figures and Plates

- i. Tables (refer to APPENDIX J)
- ii. Figures (refer to APPENDIX K)
- iii. Plates (refer to APPENDIX L)

The numbers and the captions must be listed in the order they appear in the text.

2.8 List of Symbols, Abbreviations and Nomenclatures

- i. List of Symbols (refer to APPENDIX M)
- ii. List of Abbreviations (refer to APPENDIX N)
- iii. List of Nomenclatures (refer to APPENDIX O)

These must appear after the lists of tables, figures and plates.

3. BODY OF THESIS/DISSERTATION

The text is made up of a number of chapters. The major chapters of the thesis/dissertation should include but not limited to the following:

3.1 Introduction

This section sets forth the rationale, significance, and objectives of the study. It includes background of the study, problem statement, research objectives, research questions, hypotheses to be tested (subject to discipline of study), significance of study, limitations, the scope of study and definitions of terms (subject to discipline of study).

3.2 Literature Review

This section includes a fully-referenced review and discussions of previous studies which are relevant to the research.

3.3 Research Methodology

This section gives a detailed description of the research methods and instruments/materials used. Research methods should include experimental design, the number of subjects, apparatus, etc.

3.4 Results/Data Analysis

This section provides the results and analysis of data. The results obtained can be presented as a series of figures, tables, etc., with descriptive texts and discussions.

3.5 Discussion

This section focuses on the results of the study in relation to the hypotheses or the research questions. It highlights the main findings, their significance and implications. The results should be interpreted in the light of what is already known and emphasis should be placed on what the results add to the subject area. Strengths and weaknesses of the results should be discussed.

3.6 Conclusions and Recommendations

This section highlights the contribution of the findings to new knowledge and applications. It should also discuss the limitations faced in carrying out the research and the recommendations for future research.

Students may make changes to the above structure of the thesis/dissertation according to discipline of study.

4. REFERENCE MATERIALS

4.1 References

The heading REFERENCES should be left aligned, bold, uppercase, 14-point size. This list must include all the references that students have cited in the text of the thesis/dissertation.

Students must use either the APA, IEEE, Harvard, Chicago or House style in writing their references. A thesis/dissertation should only use one citation style that is generally accepted according to discipline of study. The chosen citation style should be used consistently throughout the thesis/dissertation.

4.2 Appendices

This section may contain supplementary illustrative materials such as original data, questionnaires, formulas and quotations too long for inclusion in the text or not immediately essential to the understanding of the subject. A description of lengthy experimental methods or the list of names of participants may be included.

If the paper has only one appendix, it is labelled as APPENDIX (Uppercase, bold, centred, 12-point size). If it has more than one appendix, each is labelled with a capital letter such as APPENDIX A, APPENDIX B etc.

Point size for the title and the text should be 12. Text should be justified. If, for example, there is more than one appendix for APPENDIX A, then it will be titled APPENDIX A1, APPENDIX A2, etc.

4.3 Author's Profile

Students are required to include a page on their profiles with the following:

- A passport size photo.
- A short autobiography on academic achievements, working experience and professional career. It should be typed in 1.5 spacing.
- List of conferences and publications (if any)

5. WRITING CONVENTIONS

5.1 Math

- i. Variables are set in italic; vectors and matrices are usually boldface italic.
- ii. Remove commas around variables in text.
- iii. Always add a zero before decimals, but do not add after (e.g., 0.25).
- iv. Spell out units in text without quantities (e.g., where the noise is given in decibels).
- v. Numbers and units used as compound adjectives should be hyphenated only if needed for clarity (e.g., 10-kV voltage; 5-in-thick glass).
- vi. Use thin spaces (instead of a comma) between numbers in tens or hundreds of thousands (e.g., 60 000, 100 000, but 4000).
- vii. Use zeroth, first, second or ninety-ninth not 0th, 1st, 2nd or 99th in text.
- viii. Use the word "Equation (1)" at the start of a sentence only, but in text just use the number (e.g., "in (1)"), unless describing an equation (e.g., "refer to Darlington equation (1)"). Refer to APPENDIX P page 44.
- ix. The slash is used in place of the word "per" when it leads to the clarity of the sentence (e.g., "the ratio of 16 samples/s to 35 samples/s as compared to...")
- x. Use "indices" instead of "indexes" when referring to subscripts.
- xi. Plural variables have an "s".

5.2 Ellipsis

Ellipsis (...) may be used to show continuation in an expression (e.g., x_2, \dots, x_{16}). The type of mathematical expression will determine whether the ellipsis are on the baseline or centred.

5.3 Conditions

In displayed equations, there should be a comma or parentheses and a space between the main expression and the condition following it. For example,

- a. $X=yn^{-2}$, for all $n=3$
- b. $X=yn^{-2}$, $Vn=3$
- c. $X=yn^{-2}$, if $n=3-y^{-4}$
- d. $X=yn^{-2}$, $y3, \dots, m$

5.4 Use of Period and Commas

Equations that conclude a sentence should end with a period. The only time punctuation is used to lead into an equation when the lead-in text is a complete sentence. Example:

where we had the following:

$$x=Y+Z.$$

or, where, i.e.,

$$x=Y+Z.$$

Commas appearing at the ends of equations are deleted unless they are critical to the punctuation of the sentence containing the equation.

5.5 Displayed Equations

Certain types of material in displayed equations are automatically italic. Some simple general rules apply. All variables are italic. (e.g., x , y , n). Function names and abbreviations are Roman (sin, cos, sinc, sinh), as are units or unit abbreviations (e.g., deg, Hz,) complete words (e.g., in, out), and abbreviations of words (e.g., max, min), or acronyms (e.g., SNR). Single letter superscripts and subscripts may be italic even if they are abbreviations, unless this leads to inconsistency between italic and roman characters for similar types of subscripts.

5.6 Direct Quotations

The quotation needs to be true to the original, quoted in the text to support argument.

Example:

Crompton (2004), confirmed that “*the real estate market consistently demonstrates that many people are willing to pay a larger amount for a property located close to parks and open space areas than for a home that does not offer this amenity,*”

6. QUALITY AND INTEGRITY OF THE THESIS/DISSERTATION

Students are reminded that consistency and accuracy of the submitted thesis/dissertation are important. Careful editing is required in order to ensure that the thesis/dissertation is free of errors before submission for thesis/dissertation examination.

6.1 Plagiarism

Plagiarising is strictly prohibited. Action will be taken in accordance to UiTM Plagiarism Policy.

Plagiarism is passing off the idea or words of someone else as though they were their own. It applies equally to the work of other students or researchers as well as to other published and unpublished sources. Students are responsible for writing their thesis/dissertations in their own words. Quotations from published or unpublished sources and the sources of any other materials should be clearly cited and acknowledged. A systematic style of citation and references according to the chosen style of referencing must be adhered to. Sources of visual presentations such as photographs or maps must also be clearly indicated.

Students are reminded that UiTM takes a serious view on plagiarism. Before submission of the thesis/dissertation, supervisors are required to check the students' work for plagiarism using software recognized by IGS. A copy of the Originality Report produced by the software must be submitted together with the final thesis/dissertation. If the percentage (similarity index) is higher than the acceptable level of Originality Report, students have to revise their work or face action for plagiarism, which may lead to suspension or expulsion from the programme. Reference regarding this should be made to the IGS Academic Rules and Regulations and UiTM Plagiarism policy and guidelines for regulations pertaining to plagiarism.

Upon submission of the thesis/dissertation, students must also insert a signed Author's Declaration page declaring that the work is original and free from plagiarism.

The incorporation of any material which has been submitted earlier to a degree awarding body is also unacceptable.

6.2 How to Avoid Plagiarism

i. Copying

Nothing should be copied without explicit acknowledgement as described below under 'quoting'. This includes copying the work of other students/researchers.

ii. Quoting

Direct quotations (from a book or paper) are entirely acceptable provided that they are referenced properly:

Open and close quotation marks should be used and the sentence(s) is to be italicised. Sources should be provided in the text, using an acceptable citation style such as APA (e.g. Smith, 1986, p. 21). Details of the source should be written in the reference list.

iii. Paraphrasing

A writer paraphrases when he/she puts someone else's idea into his/her own words. Paraphrasing is entirely acceptable provided that it is acknowledged. A general rule for acceptable paraphrasing is that an acknowledgement be made in every paragraph. There are many ways in which such an acknowledgement can be made (e.g. Smith (1996) goes on to argue that or Smith (1996) provides further proof that....).

iv. General Indebtedness

This can be a difficult area. If there is any doubt, students should cite the source. If the whole manner in which a student thinks about an issue is drawn primarily from one source, then the source should be cited. If the ordering of evidence and argument or the organisation of material reflects one particular source, then this should be cited.

6.3 Final Editing

The student is responsible for writing, preparing and submitting the thesis/dissertation within the stipulated time period.

A student should scrutinize his/her thesis/dissertation for consistency throughout the document and be critical of the content, presentation and format. The varying needs of the different disciplines may demand different lengths of thesis/dissertation but students are advised to adhere to the format stipulated by IGS UiTM.

APPENDICES

APPENDIX A: TOTAL OF WORD COUNTS FOR DOCTORAL & MASTERS THESIS

Table A1 : Social Sciences & Humanities (Research)

No	Faculty / Academy / Centre	PhD		Master	
		Min	Max	Min	Max
1	Faculty of Law	80,000	100,000	40,000	50,000
2	Academy of Language Studies			30,000	
3	Faculty of Administrative Science & Policy				
4	Faculty of Art & Design				
5	Faculty of Education	70,000		25,000	
6	Faculty of Film, Theatre & Animation	60,000	30,000		
7	Academy of Contemporary Islamic Studies (ACIS)	None	None		
8	Faculty of Communication & Media Studies	50,000	80,000	30,000	
9	Faculty of Music				

Table A2 : Business and Management (Research)

No	Faculty / Academy / Centre	PhD		Master	
		Min	Max	Min	Max
1	Faculty of Accountancy	80,000	100,000	30,000	50,000
2	Faculty of Information Management				
3	Malaysia Institute of Transport (MITRANS)				
4	Arshad Ayub Graduate Business School (AAGBS)	60,000			
5	Faculty of Business & Management				
6	Faculty of Hotel & Tourism Management				

Table A3 : Science and Technology (Research)

No	Faculty / Academy / Centre	PhD		Master	
		Min	Max	Min	Max
1	Faculty of Applied Sciences	30,000	100,000	20,000	50,000
2	Faculty of Architecture, Planning & Surveying				
3	Faculty of Chemical Engineering				
4	Faculty of Civil Engineering				
5	Faculty of Computer & Mathematical Sciences				
6	Faculty of Dentistry				
7	Faculty of Electrical Engineering				
8	Faculty of Health Sciences				
9	Faculty of Mechanical Engineering				
10	Faculty of Medicine				
11	Faculty of Pharmacy				
12	Faculty of Plantation & Agrotechnology				
13	Faculty of Sports Science & Recreation				

Table A4 : PhD & Masters by Mixed Mode

Cluster	PhD		Master	
	Min	Max	Min	Max
Social Science and Humanities	80,000	100,000	30,000	50,000
Business and Management			20,000	
Science and Technology	30,000			

Table A5 : PhD by Coursework

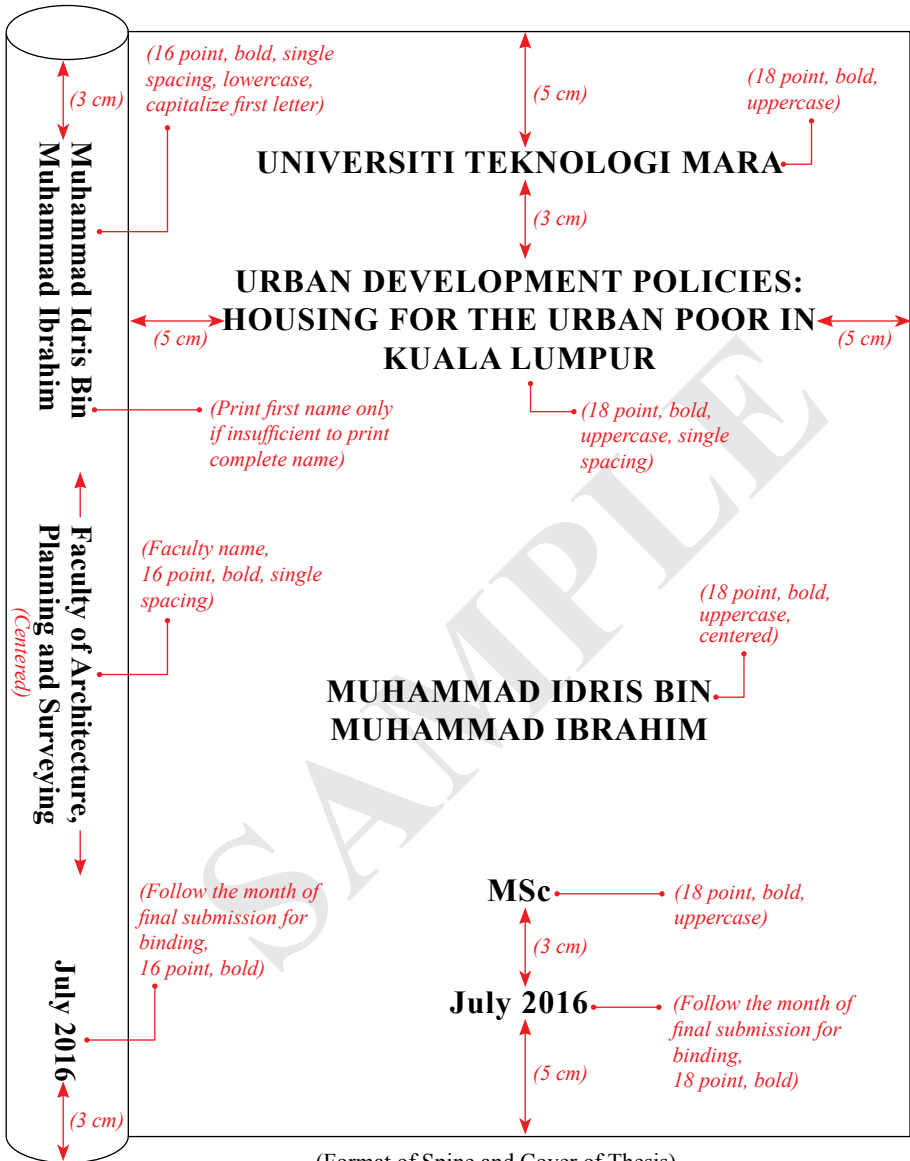
Faculty / Academy / Centre	Minimum	Maximum
All	40,000	75,000

APPENDIX B: LIST OF DEGREE ACRONYM

Bil.	Faculties	Degree Acronym
1	Faculty of Electrical Engineering	MSc
2	Faculty of Mechanical Engineering	MSc
3	Faculty of Chemical Engineering	MSc
4	Faculty of Civil Engineering	MSc
5	Faculty of Pharmacy	MSc
6	Faculty of Medicine	MSc
7	Faculty of Dentistry	MSc
8	Faculty of Health Sciences	MSc
9	Faculty of Applied Sciences	MSc
10	Faculty of Computer Science & Mathematics	MSc
11	Faculty of Architecture, Planning & Surveying	MSc
12	Faculty of Science Sports & Recreation	MSc
13	Faculty of Plantation & Agrotechnology	MSc
14	Faculty of Law	LL.M
15	Faculty of Administrative Science & Policy Studies	MAS
16	Faculty of Communication & Media Studies	MA
17	Faculty of Art and Design	MA
18	Faculty of Film, Theatre & Animation	MACT
19	Faculty of Music	MMus
20	Faculty of Education	MSc/MEd
21	Academy of Contemporary Islamic Studies (ACIS)	MA
22	Academy of Language Studies (APB)	MA
23	Faculty of Accountancy	MSc
24	Faculty of Business Management	MSc
25	Faculty of Hotel and Tourism Management	MSc
26	Faculty of Information Management	MSc
27	Arshad Ayub Graduate Business School (AAGBS)	DBA
28	Malaysian Institute of Transportation (MITRANS)	MSc

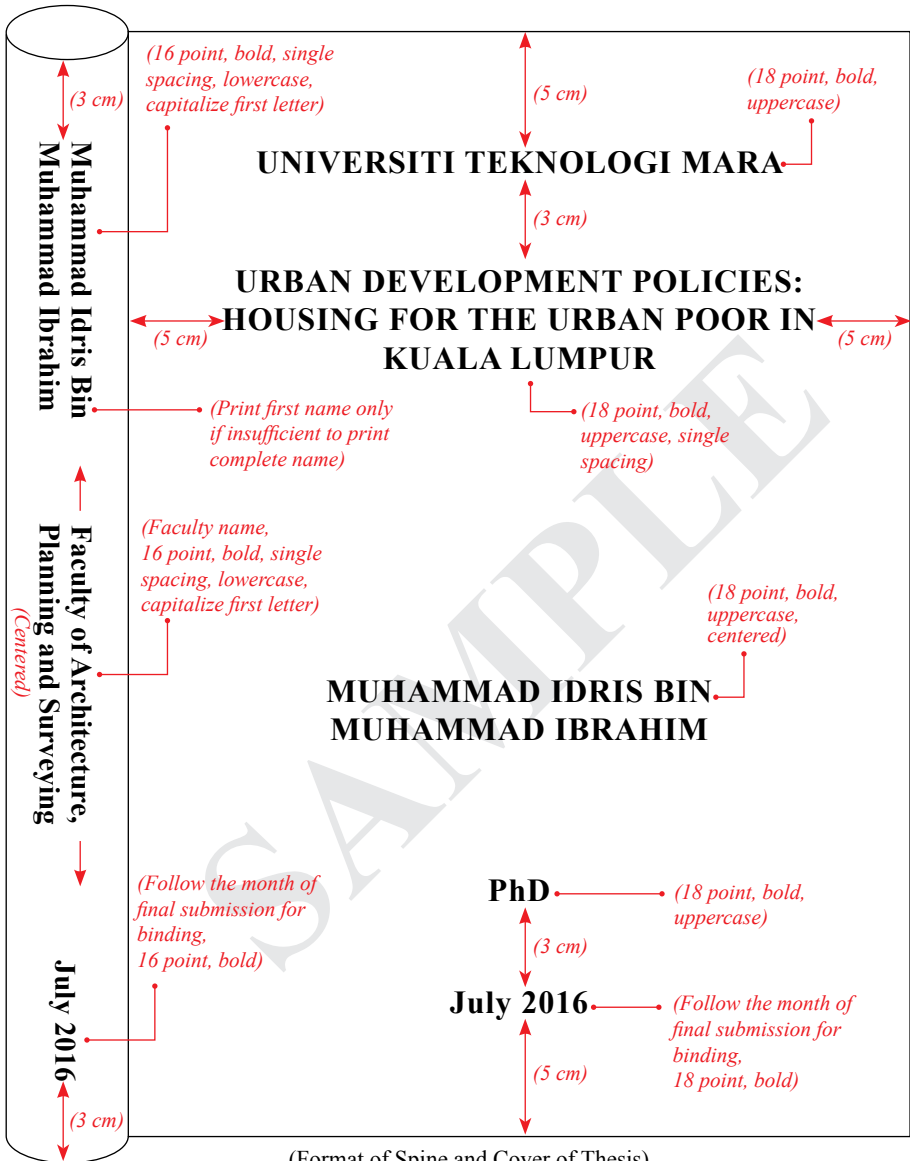
*For mixed mode programmes

APPENDIX C: FORMAT OF SPINE AND COVER OF THESIS
C1: MASTER BY RESEARCH/MIXED-MODE



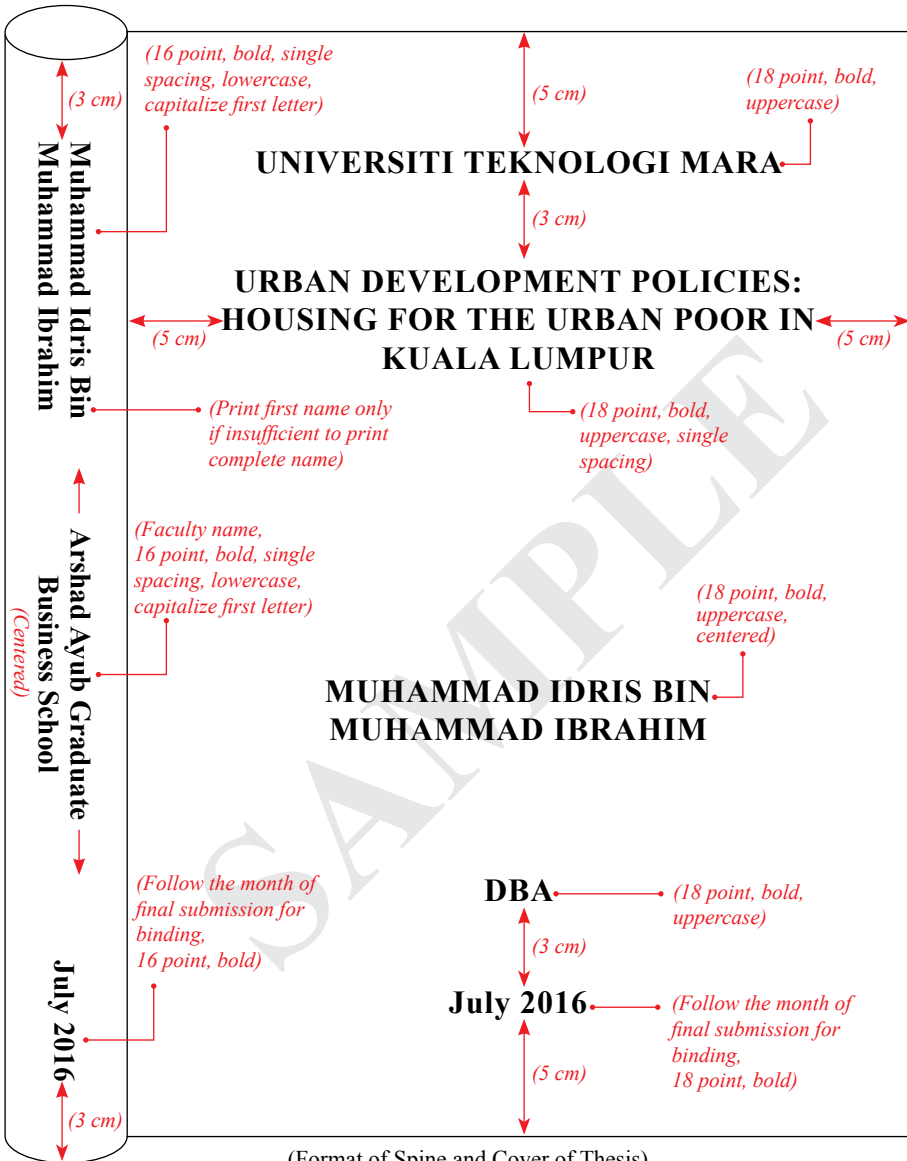
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**APPENDIX C: FORMAT OF SPINE AND COVER OF THESIS
C2: DOCTORAL BY RESEARCH/MIXED-MODE**



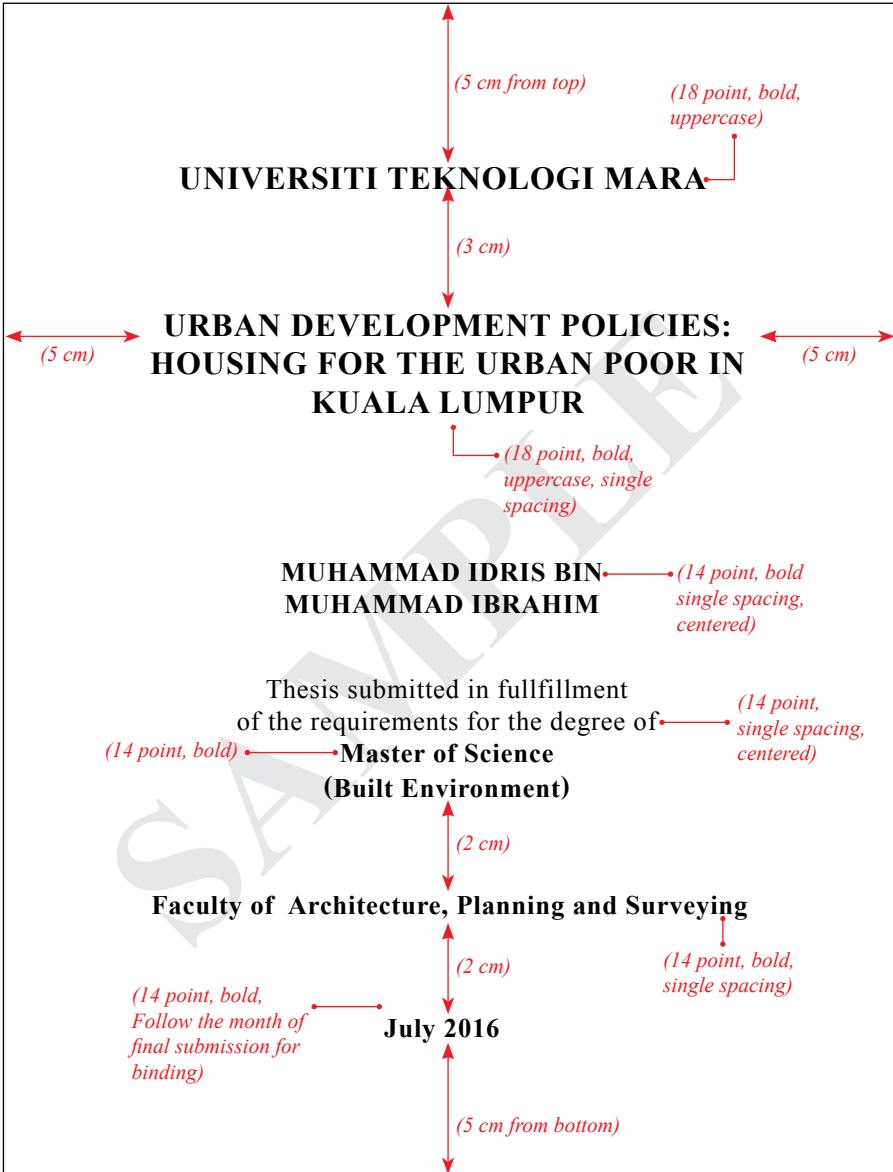
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**APPENDIX C: FORMAT OF SPINE AND COVER OF THESIS
C3: DOCTORAL BUSINESS ADMINISTRATION**

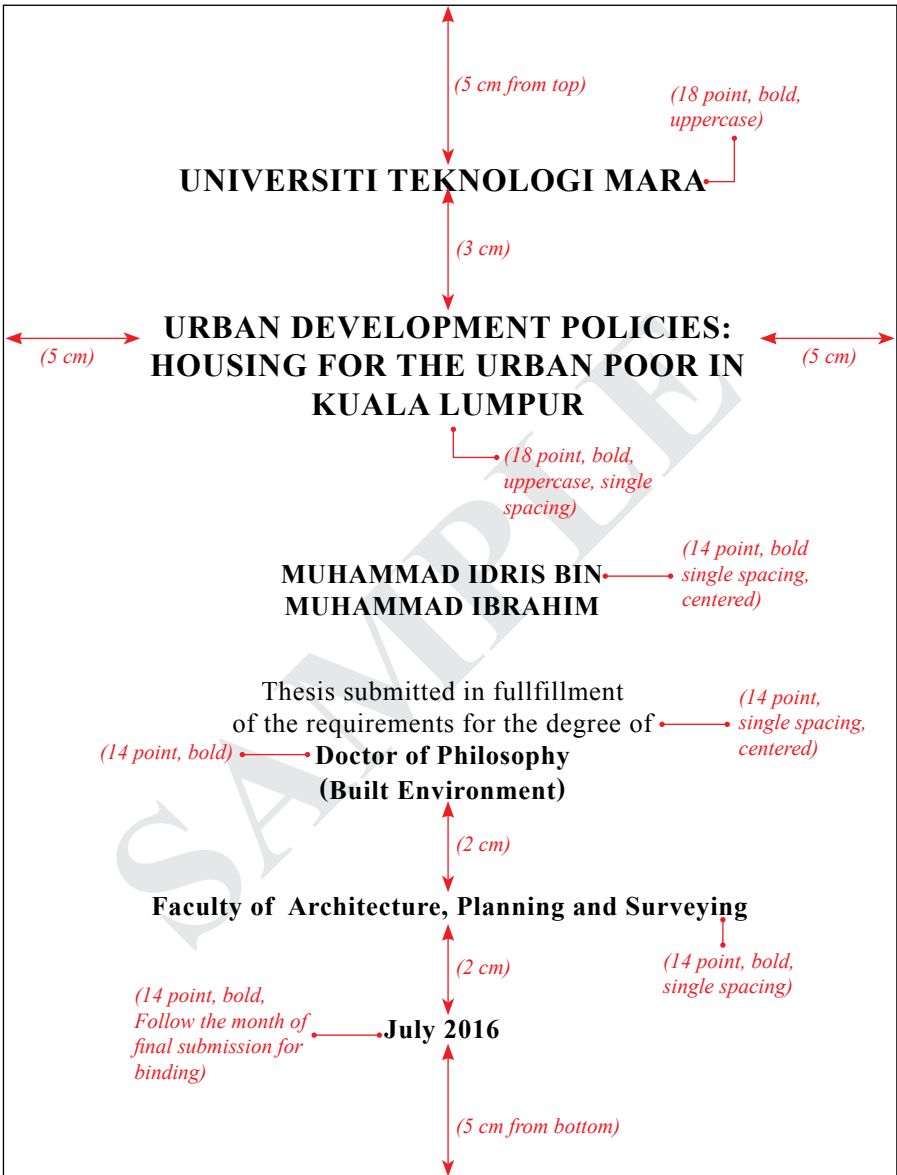


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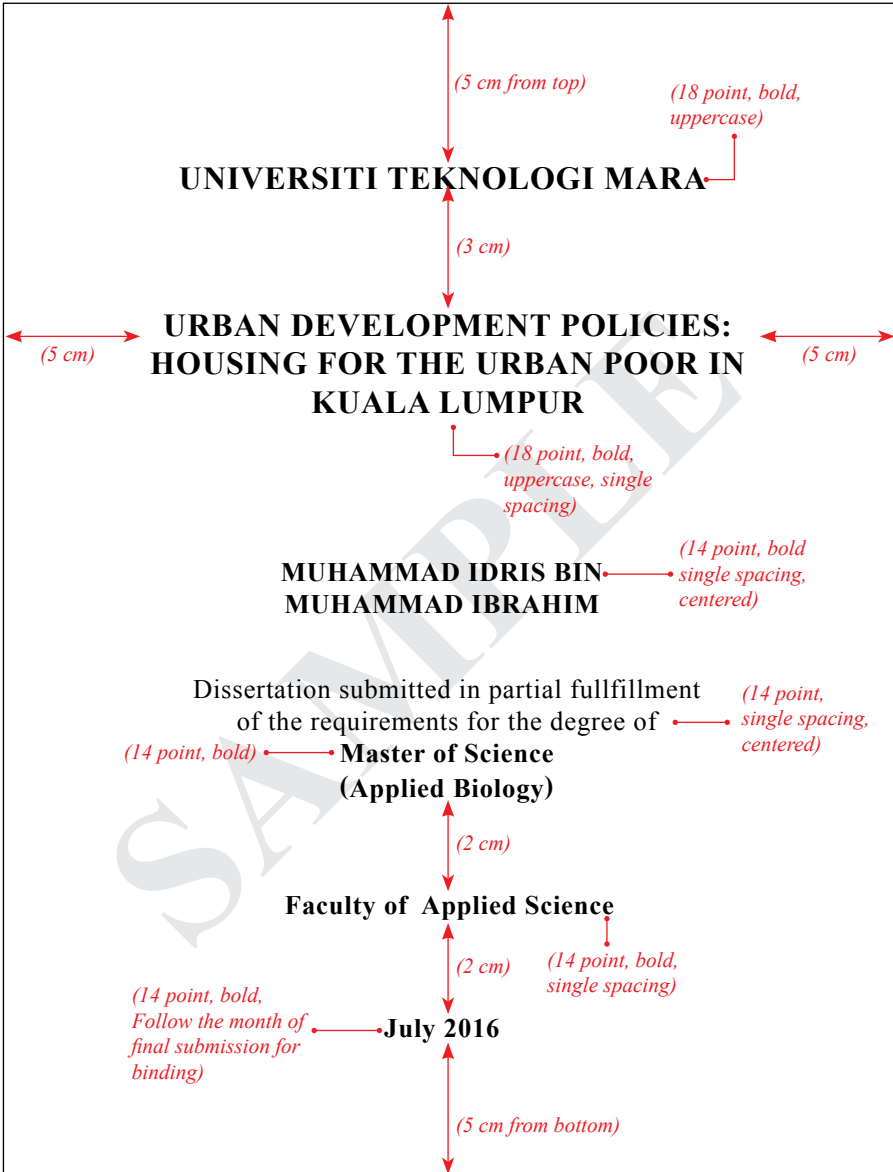
**APPENDIX D: FORMAT OF A TITLE PAGE FOR A THESIS
D1: MASTER BY RESEARCH**



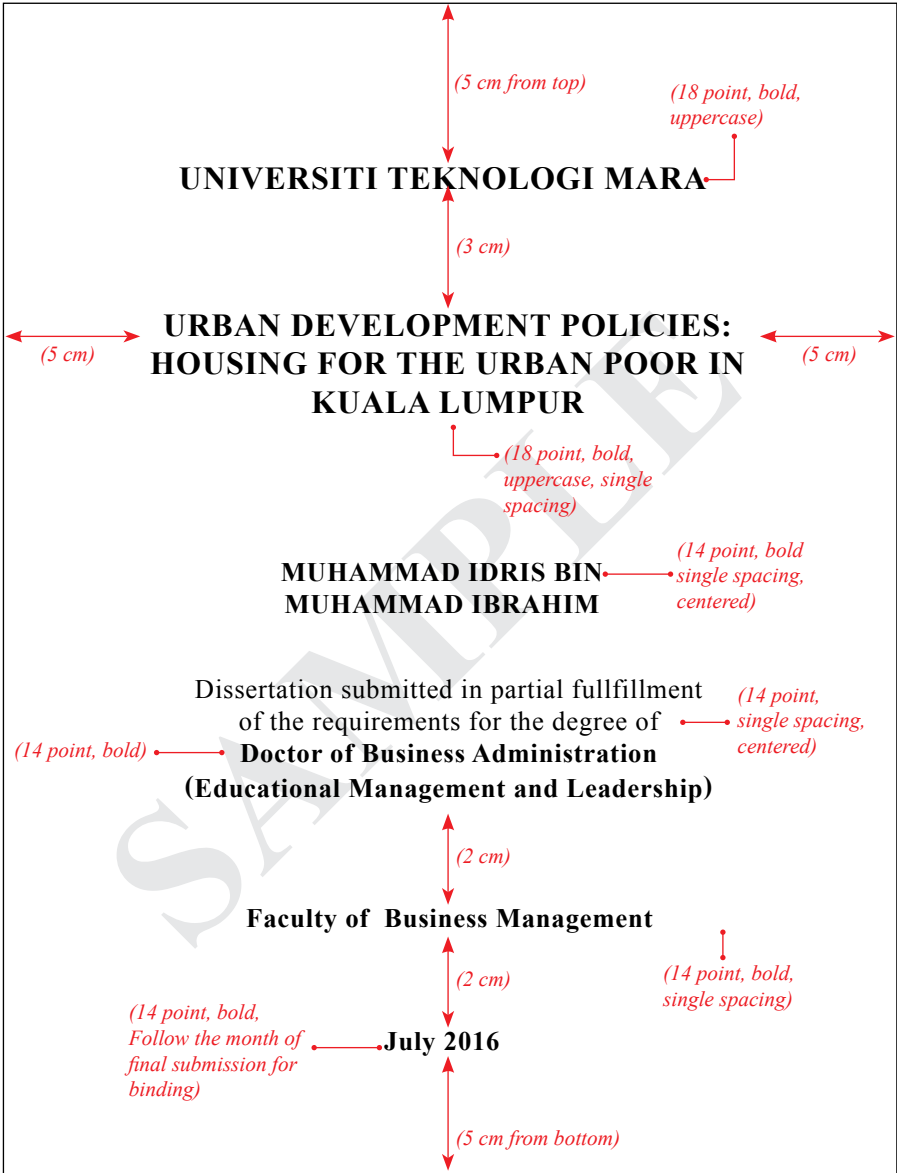
**APPENDIX D: FORMAT OF A TITLE PAGE FOR A THESIS
D2: DOCTORAL BY RESEARCH**



**APPENDIX D: FORMAT OF A TITLE PAGE FOR A THESIS
D3: MASTER'S BY MIXED-MODE**



**APPENDIX D: FORMAT OF A TITLE PAGE FOR A THESIS
D4: DOCTORAL BY MIXED-MODE**



APPENDIX E: CONFIRMATION BY PANEL OF EXAMINERS
E1: MASTER'S PROGRAMME

(2.5 cm from top)

CONFIRMATION BY PANEL OF EXAMINERS (14 point, bold, uppercase)

(2 cm)

(date of viva)

I certify that a Panel of Examiners has met on 15th June 2016 to conduct the final examination of Muhammad Idris Bin Ibrahim on his **Master of Science** thesis entitled "Urban development Policies : Housing for The urban poor In Kuala Lumpur" in accordance with Universiti Teknologi MARA Act 1976 (Akta 173). The Panel of Examiners recommends that the student be awarded the relevant degree. The Panel of Examiners was (Bold)

(3.8 cm) as follows: (2.5 cm)

(2 cm)

Ahmad Hamdan Abdullah, PhD (capitalize each word)
 Professor
 Faculty of Architecture, Planning and Surveying
 Universiti Teknologi MARA
 (Chairman)
 (1 cm)

Siti Norulaini Safuan (capitalize each word)
 Associate Professor
 Faculty of Architecture, Planning and Surveying
 Universiti Teknologi MARA
 (Internal Examiner)
 (1 cm)

Mohd Adri Izzat Hamdan (capitalize each word)
 Associate Professor
 Faculty of Architecture, Planning and Surveying
 Universiti
 (External Examiner)

(2 cm)

(bold)

(dean of IGS) **PROF SR DR HJ ABDUL HADI**
HJ NAWAWI
 Dean
 Institute of Graduates Studies
 Universiti Teknologi MARA
 Date : 19 October 2016

(binding letter issued date)

(12 point, font Times New Roman, 1.0 spacing)

APPENDIX E: CONFIRMATION BY PANEL OF EXAMINERS

E3: DOCTORAL PROGRAMME (with more than three examiners)

CONFIRMATION BY PANEL OF EXAMINERS

I certify that a Panel of Examiners has met on 15th June 2016 to conduct the final examination of Muhammad Idris Bin Ibrahim on his **Doctor of Philosophy** thesis entitled "Urban development Policies : Housing for The urban poor In Kuala Lumpur" in accordance with Universiti Teknologi MARA Act 1976 (Akta 173). The Panel of Examiners recommends that the student be awarded the relevant degree. The Panel of Examiners was as follows:

<p>Ahmad Hamdan Abdullah, PhD Professor Faculty of Architecture, Planning & Surveying Universiti Teknologi MARA (Chairman)</p> <p>Siti Norulaini Safuan Associate Professor Faculty of Architecture, Planning & Surveying Universiti Teknologi MARA (Internal Examiner)</p> <p>Sharifah Fatimadini Agil, PhD Associate Professor Faculty of Architecture, Planning & Surveying Universiti Malaya (Internal Examiner)</p>	<p>Tan How Meng, PhD Professor Faculty of Architecture University of ABC (External Examiner)</p> <p>Christopher Columbus, PhD Professor Faculty of Architecture University of XYZ (External Examiner)</p> <p>Steve Jaffers, PhD Professor Faculty of Architecture University of KLM (External Examiner)</p>
--	---

(dean of IGS) **PROF SR DR HJ ABDUL HADI HJ NAWAWI**
 Dean
 Institute of Graduates Studies
 Universiti Teknologi MARA

(binding letter issued date) → Date : 19 October 2016

APPENDIX E: CONFIRMATION BY PANEL OF EXAMINERS

E4: DOCTORAL BUSINESS ADMINISTRATION PROGRAMME

CONFIRMATION BY PANEL OF EXAMINERS

I certify that a Panel of Examiners has met on 15th June 2016 to conduct the final examination of Muhammad Idris Bin Ibrahim on his **Doctor of Business Administration** dissertation entitled "Urban development Policies : Housing for The urban poor In Kuala Lumpur" in accordance with Universiti Teknologi MARA Act 1976 (Akta 173). The Panel of Examiners recommends that the student be awarded the relevant degree. The Panel of Examiners was as follows:

Ahmad Hamdan Abdullah, PhD
Professor
Faculty of Business and Management
Universiti Teknologi MARA
(Chairman)

Siti Norulaini Safuan
Associate Professor
Faculty of Business and Management
Universiti Teknologi MARA
(Internal Examiner)

Sharifah Fatimadini Agil, PhD
Associate Professor
Faculty of Business and Management
Universiti Malaya
(External Examiner)

PROF SR DR HJ ABDUL HADI HJ NAWAWI
Dean
Institute of Graduates Studies
Universiti Teknologi MARA

Date : 19 October 2016

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(date of viva)
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(1 cm)
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(bold)
(2 cm)
(dean of IGS)
(binding letter issued date)

Continue with two columns if examiners are more than three. Refer to APPENDIX E3.

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APPENDIX F: AUTHOR'S DECLARATION

F1: RESEARCH PROGRAMME

AUTHOR'S DECLARATION

I declare that the work in this thesis was carried out in accordance with the regulations of Universiti Teknologi MARA. It is original and is the results of my own work, unless otherwise indicated or acknowledged as referenced work. This thesis has not been submitted to any other academic institution or non-academic institution for any degree or qualification.

I, hereby, acknowledge that I have been supplied with the Academic Rules and Regulations for Post Graduate, Universiti Teknologi MARA, regulating the conduct of my study and research.

Name of Student : Muhammad Idris Bin Ibrahim
 Student I.D. No. : 2008123456
 Programme : Master of Science (Integrated Construction Project Management) - AP780
 Faculty : Architecture, Planning & Surveying
 Thesis Title : Urban Development Policies: Housing for the Urban Poor

Signature of Student :
 Date : July 2016

(Month of final submission for binding)

APPENDIX F: AUTHOR'S DECLARATION
F2: MIXED-MODE PROGRAMME

AUTHOR'S DECLARATION

I declare that the work in this dissertation was carried out in accordance with the regulations of Universiti Teknologi MARA. It is original and is the results of my own work, unless otherwise indicated or acknowledged as referenced work. This thesis has not been submitted to any other academic institution or non-academic institution for any degree or qualification.

I, hereby, acknowledge that I have been supplied with the Academic Rules and Regulations for Post Graduate, Universiti Teknologi MARA, regulating the conduct of my study and research.

Name of Student : Muhammad Idris Bin Ibrahim
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Faculty : Architecture, Planning & Surveying
Dissertation Title : Urban Development Policies: Housing for the Urban Poor

Signature of Student :
Date : July 2016

(Month of final submission for binding)

iii

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(1 cm)

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APPENDIX G: SAMPLE FOR ABSTRACT

ABSTRACT

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The lack of management data and not knowing what level of park quality local authorities are trying to deliver is becoming a growing concern. The problem of urban landscape cannot be solved simply by providing more parks and spending more money on development and management. There is an urgent need for innovation, for better understanding of the current and potential role of the park to meet the needs in modern urban life. Thus, the adoption of a strategic approach is needed to planning and managing that urban landscape to carry out its function and roles. This research aim is to study the factors of park attributes that influence the development, planning and management of successful urban park in Kuala Muda. It specifically studies on Taman Tasik Cini as the sole representative of urban park in the context of Kuala Muda Structure Plan 2020. This research is based on data obtained from a survey questionnaire that polled public attitudes regarding the factors of park attributes based on visitor's perception and Haris's(2008), park success factors. The data was analyzed to evaluate and determine the park attributes and its level of preferences that influence the strategic approach to the planning and management of successful urban park. The research suggested that successful urban park as are linked to the physical and functional qualities of the park; security and comfort; visitors' preferences and needs of the place. The results of the study also suggested that a holistic strategic approach is needed for the local authority to successfully managing the urban park. It is hope that the study can contribute to the improvement of urban park planning and management in Kuala Muda.

Note:

- *Master - minimum 200 words*
- *PhD - minimum 250 words*
- *Limit to one (1) page only*
- *No Paragraph*
- *Font: Times New Roman - 12*

iv

APPENDIX H: SAMPLE FOR ACKNOWLEDGEMENT

(2.5 cm from top)

ACKNOWLEDGEMENT *(14 point, bold, uppercase)*

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Firstly, I wish to thank God for giving me the opportunity to embark on my PhD and for completing this long and challenging journey successfully. My gratitude and thanks go to my supervisor Assoc. Prof. Dr. Zaini Hamzah, and co-supervisor, Assoc. Prof. Dr. Ahmad Saat. Thank you for the support, patience and ideas in assisting me with this project. I also would like to express my gratitude to the staff of the Malaysian Nuclear Agency, especially Dr. Zaharudin Ahmad, Dr. Abdul Kadir Ishak and Mr. Zulkifli Daud for providing the facilities, knowledge and assistance.

My appreciation goes to the Captain and crew members of the KL PAUS who provided the facilities and assistance during sampling. Special thanks to my colleagues and friends for helping me with this project.

Finally, this thesis is dedicated to the loving memory of my very dear late father and mother for the vision and determination to educate me. This piece of victory is dedicated to both of you. Alhamdulillah.

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(2.5 cm)

(12 point, font Times New Roman, single spacing)

Note:

- *Must include all supervisors names*
- *Limit to one (1) page only*
- *Font: Times New Roman - 12*

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APPENDIX I: SAMPLE FOR TABLE OF CONTENTS

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Note:

- Line spacing 1.5
- Left justify
- Capitalize each word

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LIST OF FIGURES *(14 point, bold, uppercase)*

(2 cm)

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(title case/ capitalize each word)

Note:

- *Line spacing 1.5*
- *Left justify*
- *Capitalize each word*

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APPENDIX L: SAMPLE FOR LIST OF PLATES

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LIST OF PLATES (14 point, bold, uppercase)
↑↓ (2 cm)

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(title case/
capitalize
each word)

Note:

- Line spacing 1.5
- Left justify
- Capitalize each word

x

APPENDIX M: SAMPLE FOR LIST OF SYMBOLS

LIST OF SYMBOLS

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← (3.8 cm) **Symbols**

c	Speed of light
f	Frequency
k	Wave vector
kc	Cutoff wavenumbers
log	Logarithm
n	Refractive index
n(ω)	Refractive index of step-index fiber
NA	Numerical aperture
β	Longitudinal wavevector
T	Temperature
v	Velocity
γ	Attenuation coefficient
κ	Transverse wavevector
λ	Wavelength
ω	Frequency
ω _c	Cutoff frequency

Note:

- Sort symbols according to alphabetical order
- Line spacing 1.5
- Left justify

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APPENDIX N: SAMPLE FOR LIST OF ABBREVIATIONS

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LIST OF ABBREVIATIONS *(14 point, bold, uppercase)*

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(3.8 cm) **Abbreviations**

PPP	Public Private Partnership
PSC	Public Sector Comparator
VFM	Value for Money
EPU	Economic Planning Unit
LCC	Life cycle cost
UKAS	Unit Kerjasama Awam swasta
CIDB	Construction Industry Development Board
MOHE	Ministry of Higher Education
MOF	Ministry of Finance
UiTM	Universiti Teknologi MARA
CSF	Critical Success factors
EPF	Employee Provident Fund
PFI	Private Finance Initiative
UK	United Kingdom
BOT	Build Operate Transfer
SPSS	Statistical Package for Social Sciences

Note:

- *Sort abbreviations according to alphabetical order*
- *Line spacing 1.5*
- *Left justify*
- *Capitalize each word*

xii

APPENDIX O: SAMPLE FOR LIST OF NOMENCLATURES

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LIST OF NOMENCLATURES *(14 point, bold, uppercase)*

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(3.8 cm) **Nomenclatures**

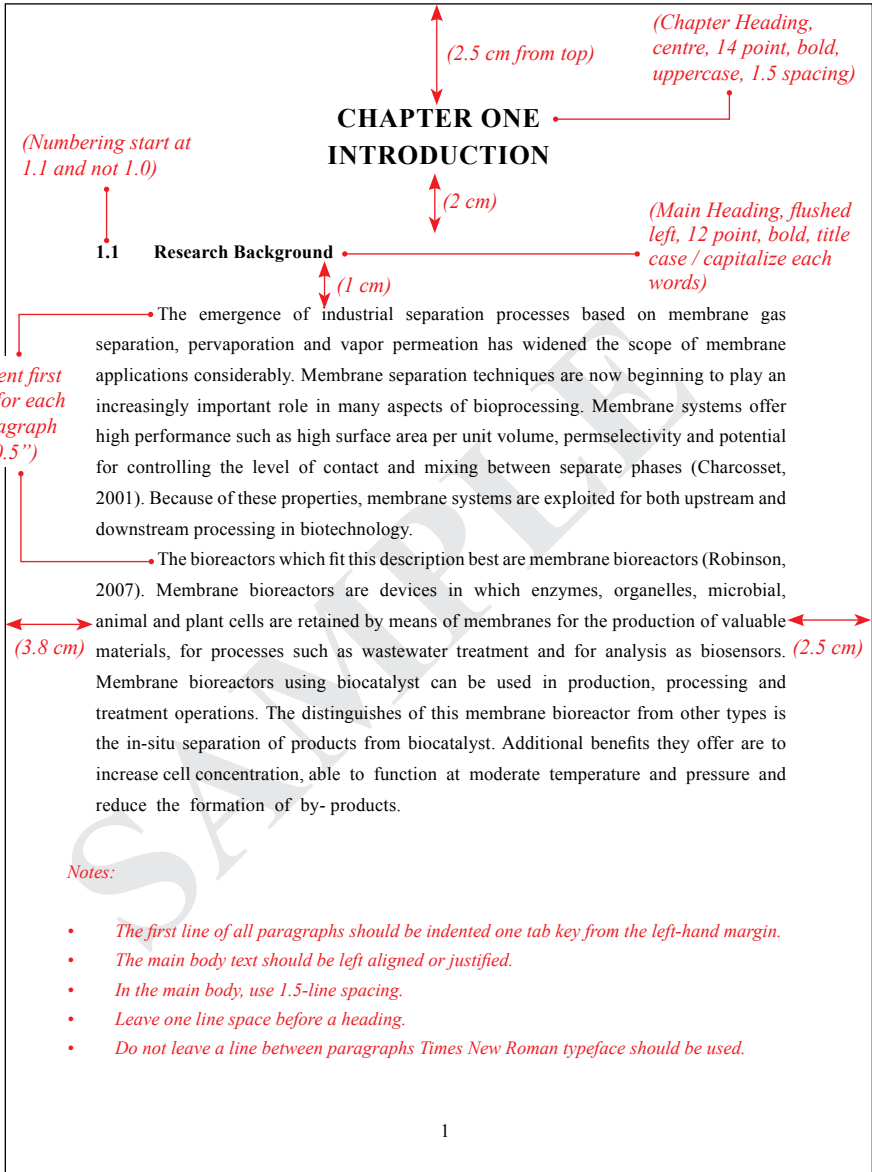
A/D	Alternate to Direct
CCD	Couple Charged Device
CMOS	Complementary Metal Oxide Semiconductor
CRT	Cathode Ray Tube
IC	Integrated Circuit
LED	Light Emitted Device
PCB	Printed Circuit Board
PCI	Personal Computer Interface
PDMS-nano	Nano Polydimethylsiloxane
PVDF	Polyvinylidene Fluoride
SD	Slip Differential
SI	International System
SR	Stochastic Resonance
SMB	Serial Mini Bus
TIR	Total Internal Reflection
VLSI	Very Large Scale Integration

Note:

- *Sort abbreviations according to alphabetical order*
- *Line spacing 1.5*
- *Left justify*
- *Capitalize each word*

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APPENDIX P: BODY OF THESIS/DISSERTATION



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2.1.2 Lagrange Multiplier (LM) Test (Sub-Heading, flushed left, 12 point, bold, title case/capitalize each word)

(1 cm)

The Lagrange Multiplier test (LM) is also called the Autocorrelation Test. In time series analysis, one assumption is that the white noise must be uncorrelated. The LM test is commonly used to assess autocorrelation properties of data series.

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(1 cm)

2.1.2.1 Blood Agar (Sub Sub-Heading, italic, flushed left, 12 point, bold, title case / capitalize each word)

(1 cm)

Bacto base agar powder (Oxoid) was suspended in 1L of deionized water. The agar suspension was dissolved in a microwave oven for 6 minutes until a clear suspension was obtained. Then it was sterilized by autoclaving at 121°C for 15 minutes. After sterilization, the agar suspension was cooled until 45°C to 50°C in water bath. Then, 5% sterile defibrinated blood was added into agar and mixed. The agar suspension was poured into sterile Petri dishes. To ensure contamination-free agar plates were obtained, the Petri dishes were left for three days before used.

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(1 cm)

4.3 COMPRESSIVE STRENGTH OF RICE HUSK ASH

(1 cm)

(Figure must be in closed box)

(title case / capitalize each word)

Figure 4.1 Compressive Strength of Rice Husk Ash (RHA) Concrete of Grade 30

Notes/Sources : Influence of the physical chemistry properties of an acid activated bentonite in the bleaching of olive oil. (Pradas et.al., 1993, p. 23)

(Font size 12, single spacing, no spacing between box and caption, centered)

(Font size 12, single spacing, no spacing between box and caption, title case / capitalize each word)

(2.5 cm from top)

Table 4.1
Surface Area and Porosity of Bleaching Soil

Chemical C Composition	Surface Area (m ² g ⁻¹)	Porosity (cm ³ g ⁻¹)
Neutral clay	0.68	0.68
Bleaching clay (0.5 M H ₂ SO ₄)	0.80	0.80
Bleaching clay (1.0 M H ₂ SO ₄)	0.80	0.80

All table hide left and right line (font size: minimum 9)

Note: Influence of the physical chemistry properties of an acid activated bentonite in the bleaching of olive oil. (Pradas et.al., 1993, p. 23)

(Note/Source: left justified, minimum 9)

(1 cm)



Plate 4.1 The view of the Tuanku Syed Sirajuddin Building, UiTM from the Dataran Tengku Fauziah

(Font size 12, single spacing, no spacing between box and caption, centered)

Equation (4.1) describes the output voltage of the rectifier. By equating (4.1) and (4.4), it yields...

$$V_o = IR \tag{4.1}$$

(centered)

(Font size 12, right flushed)

NOTE: use "insert table" with 2 column 1 row in MS Word

APPENDIX Q: SAMPLE OF REFERENCES

Q1: APA FORMAT

REFERENCES

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(1 cm)

(3.8 cm)

(2.5 cm)

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Remove space between paragraph

(Hanging Indent
Use a hanging indent for the entries longer than one line. Indent 1/2" from the set margins, after the first line of each entry.)

Al Haddawi, M. H., Jasni, S., Son, R., Mutalib, A. R., Bahaman, A. R., Zamri-Saad, M., et al. (1999). Molecular characterization of *P. multocida* isolates from rabbits. *Journal of General and Applied Microbiology*, 45, pp. 269–275.

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Nisar, T.M. (2007). Value for money drivers in public private partnership schemes. International Journal of Public Sector Management, 20 (2), pp 147-156.

Norriyah (2009). 10th Malaysian Plan development expenditure at RM230b. The stars.

Nunnally, I. (1978). Psychometric theory. New York: McGraw-Hill

APPENDIX Q: SAMPLE OF REFERENCES

Q2: IEEE FORMAT

REFERENCES

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(2.5 cm)

(Font size 12, Times New Roman, and 1.5 spacing)
Remove space between paragraph

[1] M. S. Ab-Rahman, H. Guna, M. S. D. Zan and K. Jumari, "Fabrication and characterization of customer-made 1×3 POF-based optical coupler for home networking," *International Journal of Computer Science and Network Security*, vol. 8, pp. 43-48, 2008.

[2] O. Ziemann and H. Poisel, "Short distance optical connections for home networks sensing and mobile systems," presented at the Optical Fiber Communication Conference, Anaheim USA, 2007.

[3] K. S. C. Kuang, S. T. Quek, C. G. Koh, W. J. Cantwell and P. J. Scully, "Plastic optical fibre sensors for structural health monitoring: A review of recent progress," *Journal of Sensors*, 2009.

[4] R. G. Hunsperger, *Integrated Optics Theory and Technology*: Springer, 2009.

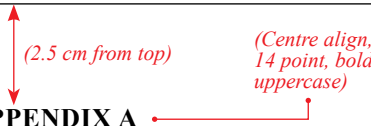
[5] J. Moisel, "Optical backplane for avionic applications using polymer multimode waveguides," presented at the Lasers and Electro-Optics Society International Conference, Rio Grande Puerto Rico, 2002.

[6] B. P. Keyworth, J. N. McMullin, R. Narendra and R. I. MacDonald, "Computer-controlled pressure-dispensed multimode polymer waveguides," *IEEE Transactions on Components, Packaging, And Manufacturing Technology-Part B*, vol. 18, pp. 572-577, 1995.


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APPENDICES → (Centre align, 16 point,
bold, uppercase)


APPENDIX A

Classification of *P. multocida* Isolates by Capsular Serotyping Methods *(Title case / capitalize each letter, bold, font 12, single spacing)*



7

AUTHOR'S PROFILE

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(2 cm)

(Photo)

(size : 35 x 50 mm)

Muhammad Idris bin Ibrahim completed his PhD in Computational Linguistics at the Faculty of Architecture, Planning and Surveying, Universiti Teknologi MARA. He received his MSc. in Quantity Surveying at the Faculty of Architecture, Planning and Surveying, Universiti Teknologi MARA. He was a research assistant for NSF funded project from 2003-2005.

LIST OF PUBLICATIONS

8

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(font 12, spacing 1.5)

**END OF GUIDELINES ON THESIS/DISSERTATION FORMAT FOR
POST GRADUATE**

APPRECIATION

The Institute of graduate studies would like to express our appreciation to the following individuals for the tireless efforts in preparation and publication of this guideline.

1. Puan Siti Aishah Mat Jaya
2. Puan Fatimah Ayub
3. Encik Mohd Azrul Zakaria
4. Puan Siti Nurdini Mohd Najid
5. Puan Nur Salsabiella Rahimi
6. Cik Khuzaimah A.Rahman
7. Puan Salwani Md Sapidi



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