UNIVERSITI MALAYA	**GUIDELINES FOR THE PREPARATION OF RESEARCH REPORT, DISSERTATION AND THESIS 2021**

TABLE OF CONTENTS

PREFACE

In the process of completing a postgraduate programme and being awarded the degree by the Universiti Malaya, a candidate may be required to submit a research report or dissertation or thesis, depending on the requirements of the specific programme.

The terms "research report", "dissertation" and "thesis" are defined as follows:

- Research Report refers to the documentation of research prepared and submitted by the candidate for the award of a Master's degree by Coursework or Master's Degree by Clinical which may include research paper, research project, project paper, project report and research outcome concerned known by whatsoever name;
- Dissertation refers to the documentation of the original research prepared and submitted by the candidate for the award of a Master's degree by Research, and Master's Degree by Mixed Mode as well as Doctoral degree by Coursework and Doctoral degree by Clinical;
- Thesis refers to the documentation of the original research prepared and submitted by the candidate for the award of a Doctoral degree by Research and Doctoral degree by Mixed Mode.

This guideline will assist the candidates to meet the minimum format requirements set by the University to complete the final form of a research report, dissertation or thesis. However, the format may differ in each individual Academy/Faculty/Institute/Centre with its own additional requirements. In this guideline, the term 'faculty' will be used to refer to Academy/Faculty/Institute/Centre.

CHAPTER 1: FORMAT OF WRITING

A research report, dissertation or thesis can be written in one of the following formats:

- Conventional format;
- Article style format;
- Format of published papers (this option is only available for Doctoral programme by research candidates)

These formats serve as a generic guideline for the postgraduate candidates in writing a research report, dissertation or thesis. Minor variation of the format as recommended by the faculty is allowed. Candidates are advised to discuss with their supervisors to determine which format is best suited for the nature of their research work.

1.1   Conventional Format

The conventional format follows the traditional monograph structure (Table 1.1). This is the most common form of research report/dissertation/thesis used by the candidates.

Table 1.1: The general structure that follows the conventional format

Preliminary
▪ Title Page
▪ Original Literary Work Declaration
▪ Abstract
▪ *Abstrak*
▪ Acknowledgements
▪ Table of Contents
▪ List of Figures
▪ List of Tables
▪ List of Symbols and Abbreviations
▪ List of Appendices
Main Body
▪ Chapter 1: Introduction
▪ Chapter 2: Literature Review
▪ Chapter 3: Methodology
▪ Chapter 4: Results
▪ Chapter 5: Discussion
▪ Chapter 6: Conclusion
▪ References (A consolidated list of references for all chapters)
Supplementary
▪ List of Publications and Papers Presented
▪ Appendix

1.2   Article Style Format

Apart from the conventional style of writing, a research report/dissertation/thesis can also be presented in the chapters that are in the format of journal article (Table 1.2). The number of chapters to be included is at the discretion of the author, depending on the suitability of the chapters in answering the research questions.

This format is also applicable to candidates of Doctoral Degree by Research using **Concurrent or Prospective Publication**. The candidate submits a thesis/conspectus[1] which incorporates publications that may have multiple authors since registration. The candidate may also present a portfolio of interconnected, published research papers or articles encapsulated in a coherent thesis/conspectus, demonstrating overall an original contribution to knowledge. Such publications may include papers, chapters, monographs, books, scholarly editions of a text, technical reports, creative work in relevant areas, or other artefacts. The thesis (with the publications or equivalent works) must meet the criteria and outcomes established for a doctoral award and assessed through a *viva voce*.

The article style format should not be confused with the format for thesis by retrospective or prior publication. Similar to the conventional format, a research report/dissertation/thesis in the article style format should be written extensively to elucidate the different aspects of the research work in great details.

The main body of a research report/dissertation/thesis in the article style format should contain the following chapters:

(a) General Introduction
   The General Introduction gives an overview of the research by outlining the objectives, novelty as well as the research questions addressed. This chapter should also explain the correlation among the articles/chapters.

(b) Literature Review
   The Literature Review provides extensive background information on past studies and current knowledge pertaining to the research topic.

(c) Article 1, Article 2, Article 3 or more
   Each article should address a specific research objective or a related topic of the study. Each article forms a separate chapter and must be written in a cohesive manner with a logical and coordinated progression from one article/chapter to the other. The article/chapter should consist of its own sections on Introduction, brief Literature Review, Methodology, Results, Discussion and Conclusion.

(d) Conclusion and Recommendation
   The Conclusion chapter summarizes the findings in all articles and suggests the future direction for research.

The format specifications of the research report/dissertation/thesis must conform to the general research report /dissertation/thesis requirements as outlined in Chapter 2.

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[1] A critical review which locates the artefact/s within a coherent theoretical framework and field/s of study.

Table 1.2: The general structure that follows the article style format

Preliminary
▪ Title Page
▪ Original Literary Work Declaration
▪ Abstract
▪ *Abstrak*
▪ Acknowledgements
▪ Table of Contents
▪ List of Figures
▪ List of Tables
▪ List of Symbols and Abbreviations
▪ List of Appendices

Main Body
▪ Chapter 1: General Introduction
▪ Chapter 2: Literature Review
▪ Chapter 3: Article 1*
3.1 Introduction
3.2 Literature Review
3.3 Methodology
3.4 Results
3.5 Discussion
3.6 Conclusion
▪ Chapter 4: Article 2*
4.1 Introduction
4.2 Literature Review
4.3 Methodology
4.4 Results
4.5 Discussion
4.6 Conclusion
▪ Chapter 5: Article 3*
5.1 Introduction
5.2 Literature Review
5.3 Methodology
5.4 Results
5.5 Discussion
5.6 Conclusion
▪ Chapter 6: Conclusion
▪ References (A consolidated list of references for all chapters)

1.3   Format of Published Papers

The University also permits the presentation of thesis for the programme of Doctoral Degree by Research i.e. Doctor of Philosophy (PhD) in the format of published and/or submitted papers, where such papers have been published or accepted by high impact journals (e.g. journals indexed by Web of Science), monographs, books, research-based chapters in books, electronic publications, creative works, artefacts in the field before or during the period of candidature (Table 1.3).

Papers submitted as a PhD thesis must be based on a particular theme or focus and form a cohesive research write up. The quality of a thesis by published papers should be in accordance with PhD-level research and must meet the criteria and outcomes established for a doctoral award. The following aspects should be taken into consideration before opting for this format of writing:

(a) Type of Publications

The thesis may comprise published papers and/or manuscripts accepted for publication by high impact journals (e.g. journals indexed by Web of Science), monographs, books, research-based chapters in books, electronic publications, creative works, artefacts in the field which have not been used to obtain other awards or deemed a part of those awards.

(b) Number of Publications

For candidates under the programme of **Doctoral Degree by Retrospective or Prior Publication**, the minimum number of publications or productions is at least five (5) and these works must be those published retrospectively within a period not exceeding 10 years from the date of application. However, in some disciplines a larger number of papers is required to meet the expectations of scope and quality in accordance with PhD-level research.

(c) Authorship

Where the papers have more than one author, the candidate must be the first author or creator of five (5) of the published works or productions submitted with the contributions of others clearly defined.

(d) Co-authors Consent

Candidates must obtain the consent from other co-authors for all papers and/or manuscripts and/or publications or production used as part of their PhD thesis. The consent can be in the form of a verification from the journal publisher or letter or email communication with the co-authors.

(e) Structure of Thesis

The thesis in the format of published papers shall consist of the following:

(i) An **abstract**, which summarises the most important findings presented in each published paper or accepted manuscript or production. It should indicate how the included works are thematically linked or tied to a particular research framework and how, when considered together, they contribute significantly to knowledge in the discipline.

(ii) The **Introduction** chapter should include the following:
- description of research problem investigated;
- objectives of the study;
- list of publications and/or accepted manuscripts or production;
- the account of research progress linking the publications.
  The account of research progress must link together the various papers or production submitted as part of the thesis so that the reader can understand the logic behind the progression of the research programme.

(iii) The **Literature Review** chapter must contain, in accordance with the relevant discipline's norms, a critical review of relevant literature, identify the knowledge gaps and the relationship of the literature to the area of research.

(iv) The **Methodology** chapter (where applicable).

(v) The core chapter of the thesis consist of the published papers or accepted manuscripts or production in their **original publication format** and should NOT be retyped or reformatted. They must be presented coherently in the thesis according to the requirement of the University of Malaya Doctoral Degree Regulations (latest version), including any accompanying declarations. The following must be indicated for any jointly written paper:

- Acknowledgment of co-authors and verification of originality.
- A clear statement of the contribution made by each author in any joint published work or production. For example, a statement of contribution from a 3-author academic research publication is as follows:

    Tang, J.M.Y., Adli, D.S.H., & Belabut, D. (2011). Histological development of selected neural structures of Dark-sided Chorus Frog,

Microhyla heymonsi (Amphibia: Anura). *Malaysian Journal of Science*, *29*(1), 11-18.

Tang, J.M.Y. participated in all experiments, coordinated the data analysis and contributed to the writing of the manuscript. Adli, D.S.H. supervised the development of work and edited the manuscript. Belabut, D. gave technical support and conceptual advice, and helped in data interpretation.

(vi)   The **Discussion** chapter explains the cumulative effect of the papers, the significance of the findings and the knowledge claimed in the thesis.

(vii)   The **Conclusion** summarizes the findings in all published works or production and suggests the future direction for research.

(viii)   The **References** chapter lists all works and sources that are cited in the Introduction, Literature Review and Conclusion chapters.

In general, the examination process for theses in the format of published papers is similar to that of conventional theses. However the aspects of thesis being evaluated by the examiners may slightly differ.

Candidates under the programme of **Doctoral Degree by Retrospective or Prior Publication** are required to refer to the *Guidelines for Admission To The Universiti Malaya Doctoral Degree By Research Programme Via Retrospective or Prior Publication* (latest version) for further details.

Table 1.3: The general structure that follows the format of published papers

Preliminary
▪ Title Page
▪ Original Literary Work Declaration
▪ Abstract
▪ *Abstrak*
▪ Acknowledgements
▪ Table of Contents
▪ List of Figures
▪ List of Tables
▪ List of Symbols and Abbreviations
▪ List of Appendices
Main Body
▪ Chapter 1: Introduction
▪ Chapter 2: Literature Review
▪ Chapter 3: Methodology *(where applicable)*
▪ Chapter 4: *Published Paper 1 *Published Paper 2 *Published Paper 3 and so on
*Note: Authors' contributions must be indicated for each published paper
▪ Chapter 5: Discussion
▪ Chapter 6: Conclusion
▪ References (List of references for chapters of Introduction, Literature Review and Conclusion)
Supplementary
▪ List of Publications and Papers Presented
▪ Appendices
▪ Co-authors Consent

CHAPTER 2: SEQUENCE OF CONTENTS

The structure of the research report, dissertation or thesis is based on a standard format which contains the three main sections; **Preliminary**, **Main Body** and **Supplementary**.

2.1 Preliminary

This section consists in order of the following:

- Title Page
- Original Literary Work Declaration Form
- Abstract
- *Abstrak*
- Acknowledgements
- Table of Contents
- List of Figures
- List of Tables
- List of Symbols and Abbreviations
- List of Appendices

2.1.1 Title Page

The title page is the first page after the front cover and should include:

(a) The final research title which has been approved by the faculty;

(b) Name of candidate according to the registration records;

(c) A statement according to the mode of programme (Table 2.1); and

(d) The year of submission.

Table 2.1: Statement on Title Page according to mode of programme

Master's Degree		
Research report (by Coursework or by Clinical)	**Dissertation (by Mixed mode)**	**Dissertation (by Research)**
RESEARCH REPORT SUBMITTED TO THE (name of the Faculty) UNIVERSITI MALAYA, IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF (Name of Programme)	DISSERTATION SUBMITTED IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF (Name of Programme)	DISSERTATION SUBMITTED IN FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF (Name of Programme)
Doctoral Degree		
Dissertation (by Coursework or by Clinical)	**Thesis (by Mixed mode)**	**Thesis (by Research)**
DISSERTATION SUBMITTED IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF (Name of Programme)	THESIS SUBMITTED IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF (Name of Programme)	THESIS SUBMITTED IN FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF (Name of Programme)

This page is the first page of Roman numeral page number but it is not numbered. The text should be typed using font type **Times New Roman**, font **size 14 with 1.15 pt. line spacing**.

(a)

TITLE OF RESEARCH REPORT

NAME OF CANDIDATE

SUBMITTED TO THE GRADUATE
SCHOOL OF BUSINESS AND
ACCOUNTANCY UNIVERSITI
MALAYA, IN PARTIAL FULFLMENT
OF THE REQUIREMENTS FOR THE
DEGREE OF MASTER OF BUSINESS
ADMINISTRATION

202x

(b)

TITLE OF DISSERTATION

NAME OF CANDIDATE

DISSERTATION SUBMITTED IN
PARTIAL FULFILMENT OF THE
REQUIREMENTS FOR THE DEGREE
OF MASTER OF LINGUISTICS

NAME OF FACULTY / ACADEMY /
INSTITUTE / CENTRE
UNIVERSITI MALAYA
KUALA LUMPUR

202x

(c)

TITLE OF DISSERTATION

NAME OF CANDIDATE

DISSERTATION SUBMITTED IN
FULFILMENT OF THE
REQUIREMENTS FOR THE DEGREE
OF MASTER OF PHILOSOPHY

NAME OF FACULTY / ACADEMY /
INSTITUTE / CENTRE
UNIVERSITI MALAYA
KUALA LUMPUR

202x

(d)

TITLE OF DISSERTATION

NAME OF CANDIDATE

DISSERTATION SUBMITTED IN
PARTIAL FULFILMENT OF THE
REQUIREMENTS FOR THE DEGREE
OF DOCTOR OF MANAGEMENT

NAME OF FACULTY / ACADEMY /
INSTITUTE / CENTRE
UNIVERSITI MALAYA
KUALA LUMPUR

202x

Figure 2.1, continued

(e)

TITLE OF THESIS

NAME OF CANDIDATE

THESIS SUBMITTED IN PARTIAL
FULFILMENT OF THE
REQUIREMENTS FOR THE DEGREE
OF DOCTOR OF PUBLIC HEALTH

NAME OF FACULTY / ACADEMY /
INSTITUTE / CENTRE
UNIVERSITI MALAYA
KUALA LUMPUR

202x

(f)

TITLE OF THESIS

NAME OF CANDIDATE

THESIS SUBMITTED IN
FULFILMENT OF THE
REQUIREMENTS FOR THE DEGREE
OF DOCTOR OF PHILOSOPHY /
MEDICINE

NAME OF FACULTY / ACADEMY /
INSTITUTE / CENTRE
UNIVERSITI MALAYA
KUALA LUMPUR

202x

Figure 2.1: Examples of title page

(a) Master's research report by coursework and by clinical, (b) Master's dissertation by Mixed mode, (c) Master's dissertation by research, (d) Doctoral dissertation by coursework and by clinical, (e) Doctoral thesis by mixed mode, and (f) Doctoral thesis by research.
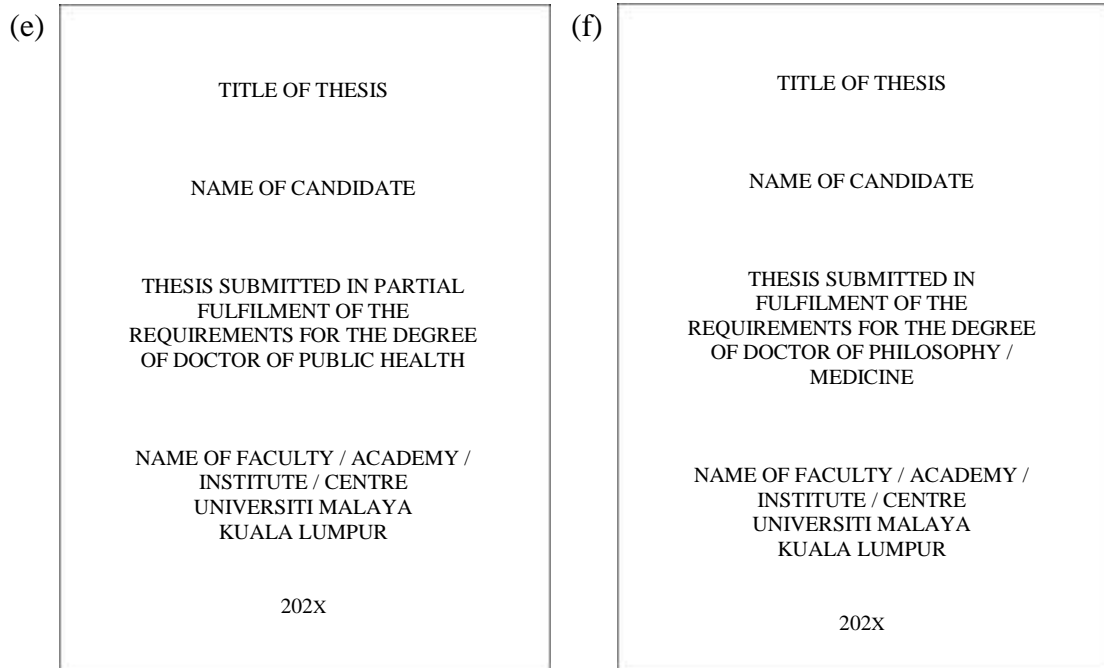
<table>
<tr>
<td>(e)

TITLE OF THESIS

NAME OF CANDIDATE

THESIS SUBMITTED IN PARTIAL
FULFILMENT OF THE
REQUIREMENTS FOR THE DEGREE
OF DOCTOR OF PUBLIC HEALTH

NAME OF FACULTY / ACADEMY /
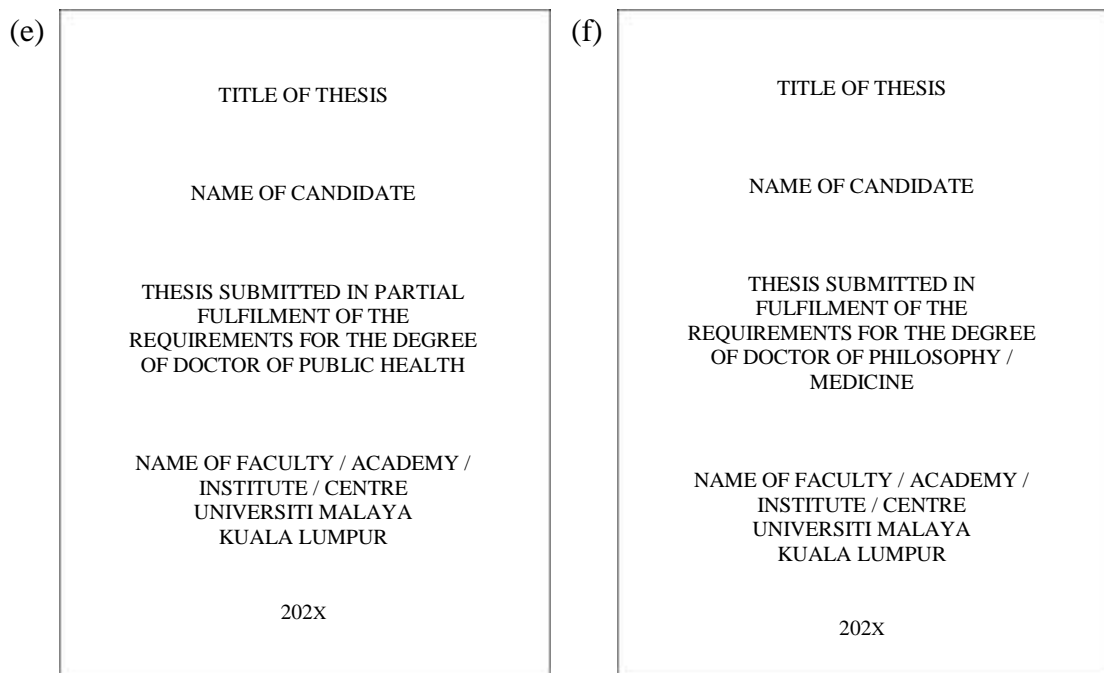INSTITUTE / CENTRE
UNIVERSITI MALAYA
KUALA LUMPUR

202x</td>
<td>(f)

TITLE OF THESIS

NAME OF CANDIDATE

THESIS SUBMITTED IN
FULFILMENT OF THE
REQUIREMENTS FOR THE DEGREE
OF DOCTOR OF PHILOSOPHY /
MEDICINE

NAME OF FACULTY / ACADEMY /
INSTITUTE / CENTRE
UNIVERSITI MALAYA
KUALA LUMPUR

202x</td>
</tr>
</table>

Figure 2.1: Examples of title page

(a) Master's research report by coursework and by clinical, (b) Master's dissertation by Mixed mode, (c) Master's dissertation by research, (d) Doctoral dissertation by coursework and by clinical, (e) Doctoral thesis by mixed mode, and (f) Doctoral thesis by research.

2.1.2 Original Literary Work Declaration

This form must be completed by the candidate and signed by a witness (Supervisors or Head of Department/Deputy Dean of Postgraduate). The original signed form must be included in all copies of the research report/dissertation/thesis. The form can be downloaded from the MAYA website in two (2) languages (English and Bahasa Malaysia). If the research report/dissertation/thesis is written in English, hence the English version of the form is used and vice versa.

UNIVERSITI MALAYA

ORIGINAL LITERARY WORK DECLARATION

Name of Candidate: (I.C/Passport No:)

Registration No:

Name of Degree:

Title of Research Report/Dissertation/Thesis ("this Work")

Field of Study:

I do solemnly and sincerely declare that:

(1) I am the sole author/writer of this Work;
(2) This Work is original;
(3) Any use of any work in which copyright exists was done by way of fair dealing and for permitted purposes and any excerpt or extract from, or reference to or reproduction of any copyright work has been disclosed expressly and sufficiently and the title of the Work and its authorship have been acknowledged in this Work;
(4) I do not have any actual knowledge nor do I ought reasonably to know that the making of this work constitutes an infringement of any copyright work;
(5) I hereby assign all and every rights in the copyright to this Work to the Universiti of Malaya ("UM"), who henceforth shall be owner of the copyright in this Work and that any reproduction or use in any form or by any means whatsoever is prohibited without the written consent of UM having been first had and obtained;
(6) I am fully aware that if in the course of making this Work I have infringed any copyright whether intentionally or otherwise, I may be subject to legal action or any other action as may be determined by UM.

Candidate's Signature   Date

Subscribed and solemnly declared before,

Witness's Signature   Date

Name:
Designation:

UNIVERSITI MALAYA

PERAKUAN KEASLIAN PENULISAN

Nama: (No. K.P/Pasport:)

No. Pendaftaran

Nama Ijazah:

Tajuk Kertas Projek/Laporan Penyelidikan/Disertasi/Tesis ("Hasil Kerja ini"):

Bidang Penyelidikan:

Saya dengan sesungguhnya dan sebenarnya mengaku bahawa:

(1) Saya adalah satu-satunya pengarang/penulis Hasil Kerja ini;
(2) Hasil Kerja ini adalah asli;
(3) Apa-apa penggunaan mana-mana hasil kerja yang mengandungi hakcipta telah dilakukan secara urusan yang wajar dan bagi maksud yang dibenarkan dan apa-apa petikan, ekstrak, rujukan atau pengeluaran semula daripada atau kepada mana-mana hasil kerja yang mengandungi hakcipta telah dinyatakan dengan sejelasnya dan secukupnya dan satu pengiktirafan tajuk hasil kerja tersebut dan pengarang/penulisnya telah dilakukan di dalam Hasil Kerja ini;
(4) Saya tidak mempunyai apa-apa pengetahuan sebenar atau patut semunasabahnya tahu bahawa penghasilan Hasil Kerja ini melanggar suatu hakcipta hasil kerja yang lain;
(5) Saya dengan ini menyerahkan kesemua dan tiap-tiap hak yang terkandung di dalam hakcipta Hasil Kerja ini kepada Universiti Malaya ("UM") yang seterusnya mula dari sekarang adalah tuan punya kepada hakcipta di dalam Hasil Kerja ini dan apa-apa pengeluaran semula atau penggunaan dalam apa jua bentuk atau dengan apa juga cara sekalipun adalah dilarang tanpa terlebih dahulu mendapat kebenaran bertulis dari UM;
(6) Saya sedar sepenuhnya sekiranya dalam masa penghasilan Hasil Kerja ini saya telah melanggar suatu hakcipta hasil kerja yang lain sama ada dengan niat atau sebaliknya, saya boleh dikenakan tindakan undang-undang atau apa-apa tindakan lain sebagaimana yang diputuskan oleh UM.

Tandatangan Calon   Tarikh

Diperbuat dan sesungguhnya diakui di hadapan,

Tandatangan Saksi   Tarikh

Nama:
Jawatan:

Figure 2.2: Original Literary Work Declaration
(a) English, (b) Bahasa Malaysia

2.1.3 **Abstract**

An abstract is a short summary of the research report/dissertation/thesis. An abstract should briefly describe the objectives of the research (problem statement), the significance of the research, research methodology, as well as the findings and conclusion of the research.

The Abstract page begins with the title of research report/dissertation/thesis (in uppercase) that is approved by the faculty. Candidates are not allowed to change the title without the approval of the faculty.

An abstract must not exceed 500 words, typed in a single paragraph with double-spacing, and written in Bahasa Malaysia and English language. A maximum of five (5) keywords should also be listed below the abstract (Figure 2.3).

Where the language of the thesis is other than Bahasa Malaysia [Malaysia] or English [United Kingdom], an abstract in that language must also be included. The sequence of abstracts is as follows:
- For research report /dissertation/thesis written in Bahasa Malaysia, the abstract in Bahasa Malaysia is followed by the English version.
- For research report /dissertation/thesis written in English, the abstract in English is followed by the Bahasa Malaysia version.
- For research report /dissertation/thesis written in Arabic, the abstract in Arabic is followed by its version in Bahasa Malaysia and English.

The Abstract page is assigned Roman numeral "iii" and the following pages should be numbered consecutively.

[TITLE OF RESEARCH REPORT/DISSERTATION/THESIS]

ABSTRACT

The purpose of this aesthetic evaluation is two-fold. First, I examine J.R.R. Tolkien's literary illustration of space, place, and atmosphere in a series of locations across Middle-earth. I focus on the aesthetic facets of the physical environments, the possible aesthetic experiences generated from the visual layers of landscapes and atmospheres, and finally, the philosophical implications obtained through the moments of reflection in those locations. Second, I investigate the possibility of considering Tolkien's depiction of space, place, and atmosphere as literary artifacts and the construction of the whole Middle-earth as an act of artistic creation. The theoretical framework of this doctoral research is formulated based on the combination of seven critical criteria consisting of formalism, framing, historical/biographical information, imagination, the dialectical, engagement, and aesthetic creation theory taken from environmental aesthetics and art philosophy. These critical terms are tools at hand in aesthetically determined forms of evaluation and appreciation, which allows assessing the qualitative—literary—landscapes from multidisciplinary views to interpret their aesthetic and philosophical significance. Results demonstrate that Middle-earth could be observed as an aesthetico-cultural tapestry on which Tolkien materialized his artistic, creative, moral, social, and environmental concerns regarding the grave era in which he lived. He accomplished this task through the depiction of perceptual aesthetic dimensions of the literary environments. Therefore, Middle-earth could stand as more than a mere background of *The Lord of the Rings;* thus, the shaping of this imagined realm can be identified as an act of art creation. Further, the aesthetic decoration and juxtaposition of the physical environments and artifactual objects in Middle-earth make them eligible to be viewed as literary artifacts. The findings of this research can crucially contribute to our understanding of J.R.R. Tolkien as a literary world-builder who externally depicted the landscapes of Middle-earth with aesthetic features and internally elevated them with philosophical dimensions to convey his moral, philosophical, artistic, and environmental messages. The results could also assist scholars in arts and humanities in illuminating how the representation of imagined geography could be utilized as a powerful aesthetic tool to demonstrate thought-provoking aesthetic-philosophical spaces of contemplation.

Keywords: J.R.R. Tolkien, Middle-earth, literary Landscapes, Aesthetic Creation, Environmental Aesthetics.

Figure 2.3: Example of abstract

2.1.4 Acknowledgements

Most research reports, dissertations or theses include a message to convey appreciation to those who have been involved and provided their assistance directly or indirectly in the preparation of the study.

This is optional and should not exceed a single page, which is numbered in Roman numeral accordingly.

2.1.5 Table of Contents

The Table of Contents lists the chapters, topics and sub-topics together with their page numbers. Sub-topics and topics should be labelled according to the chapter, for example:

CHAPTER 1: TITLE
1.1 Topic 1
    1.1.1 Sub-topic 1

CHAPTER 2: TITLE
2.1 Topic 1
    2.1.1 Sub-topic 1

This numbering system provides a clear picture of the relationship between chapters and topics and shows how they are connected.

2.1.6 List of Figures

This list contains the titles of figures, together with their page numbers, which are found throughout the text. For example, figures in Chapter 1 are numbered sequentially: Figure 1.1, Figure 1.2 and so on.

2.1.7 List of Tables

This list contains the titles of tables, together with their page numbers, which are listed in the text. The numbering system is according to chapter, for e.g.: tables in Chapter 1 are numbered sequentially: Table 1.1, Table 1.2 and so on.

2.1.8 List of Symbols and Abbreviations

The symbols, abbreviations, nomenclature and terminology that are used in the text must be listed down accordingly.

For further information on spelling and abbreviations, candidates are advised to refer to the latest edition of the Oxford Advanced Learner's Dictionary published by Oxford University Press.

2.1.9　List of Appendices

This list is optional and contains the titles of appendices placed in the supplementary section

2.2　Main Body

Candidates and supervisors should ensure that the text follows the agreed conventions of the individual faculty. The main body in the research report/dissertation/thesis must be organized following the guidelines as mentioned below:

- Text must be organized in titled chapters.
- The chapter titles must reflect the content of the chapter.
- Every chapter must begin on a new page.
- Chapters can be divided into sub-chapters with corresponding sub-titles.
- Titles and sub-titles must be numbered.

There is no restriction on the total number of chapters in a research report/dissertation/thesis. The number of chapters differs according to the field of study conducted by the candidate whether it is science-based or social science-based. However the content of the chapters may differ according to the candidate's research or conventions of individual faculty.

Generally, a research report/dissertation/thesis will have the following basic structure:

- **INTRODUCTION**
- **LITERATURE REVIEW**
- **METHODOLOGY**
- **RESULTS**
- **DISCUSSION**
- **CONCLUSION**
- **REFERENCES**

Items in the structure are divided into separate chapters and the descriptions of these chapters are as follows:

2.2.1　Introduction

This chapter contains the introduction to the issues in which the research is concerned with, the aims and objectives of the study, and the scope or outline of the research approach as well as the structure of the research report/dissertation/thesis.

2.2.2　Literature Review

A literature review is a description of the literature relevant to a particular field or topic of study. It consists of a critically written and comprehensive account of the published works on a topic by accredited scholars and researchers. A critical literature review is a critical assessment of the relevant literature. It is directly related to the research, providing information on theories, models, materials and techniques used in the research. The literature review should be comprehensive and include recent publications which are relevant to the research.

2.2.3 Methodology

This chapter describes and explains the materials as well as the research methodology used in the study. The sub-topics for this chapter include the key research questions, the research design, and the research procedures adopted. It may also, where appropriate, indicate sampling methods, research instruments and statistical methods employed. The purpose of this is to inform the reader on the methods used to collect the data and generate the findings reported.

2.2.4 Results

This chapter explains the results which are commonly presented in the form of text, figures and tables, complete with data analysis.

2.2.5 Discussion

This chapter contains the interpretation of the results. The findings of the research should be compared and contrasted with those of previous studies presented in the literature review. The purpose of this chapter is to discuss the findings and the outcomes of the research in relation to the results that have been obtained.

2.2.6 Conclusion

In this chapter, the findings are summarized and their implications discussed. This section may include suggestions for future work.

2.2.7 References

All works or studies referred to in the research report/dissertation/thesis in the form of quotations or citations must be included in the references.

The references should be written consistently in the American Psychological Association (APA) format or in another format approved by the faculty. Each reference should be written in single spacing format and a double space should be left between references. The list of references must be arranged in alphabetical order and the entries should not be numbered. The list must also have a hanging indentation of 0.5 inch. For example:

Walmsley, Ben. (2019), *Audience Engagement in the Performing Arts: A Critical Analysis*. Springer Nature.

Wreen, Michael. (2014) "Beardsley's Aesthetics." *The Stanford Encyclopedia of Philosophy*, edited by Edward N. Zalta, Winter 2014, Metaphysics Research Lab, Stanford University.

Tillson, Victoria G. (2010) "A Nearly Invisible City: Rome in Alberto Moravia's 1950s fiction." *Annali d'Italianistica, 28*: 237-256.

Reference citations in text require the following information:
- last name of the author or as specified in the UM Library APA Formatting and Style Guide (latest edition),
- the year of publication,
- the page number for the reference (direct quotes only).

For summaries or paraphrases, the last name of the author and the year of publication must be included for the in-text reference. For examples:

Kingston and Parker (2012) found the biggest challenges in classroom to be ….

The biggest challenges in classroom were …. (Kingston & Parker, 2012).

For direct quotations (which refers to when the exact words of another author are copied), the last name of the author, the year of publication as well as the page number for the reference must be included for the in-text reference. The quotation has to be enclosed in quotation marks. For examples:

In *Unfinished Tales of Numenor and Middle-earth* (1980), Christopher writes that his father illustrated mallorn trees based on familiar Primary World species.

Gollum enter the damned land of Sauron. Tolkien describes the scenery from the eyes of the hobbits and writes, "slowly and painfully they clambered down, groping, stumbling, scrambling among rock and briar and dead wood in the blind shadows" (*The Lord of the Rings*, 917).

If the quoted citation contains more than 40 words, it should be placed within a paragraph of its own with a 0.5 inch indentation. For example:

> Thacker could answer that question too when he contends that "since the early 1990s questions of space and geography have become recognized as legitimate and important topics in many areas of literary and cultural studies, and setting out the sphere of literature, if not life, by some form of map a more familiar hermeneutic strategy" (*The Idea of a Critical Literary Geography*, 57-8).[91] It is, therefore, fruitful to carry out an analysis of Tolkien's watercoloresque melancholic visualization of space, place, and atmosphere and observe them as Tolkien's critique of the destructive nature of modernity that parallels with contemporary environmental concerns.

Please refer to the Universiti Malaya Library APA Formatting and Style Guide. The guide can be downloaded at UM Library website (https://umlibguides.um.edu.my)

2.3 Supplementary

Specific items which were not included in the main body of the text, should be put in this Supplementary section. Typically, this section includes the following:

2.3.1 List of Publications and Papers Presented

Published works as well as papers presented at conferences, seminars, symposiums etc. pertaining to the research topic of the research report/dissertation/thesis are suggested be included in this section. The first page of the article may also be appended as reference.

2.3.2 Appendices

Appendices consist of research instruments, additional illustration of data sources, raw data and quoted citations which are too long to be placed in the text. The appendix section supports the written text of the research report/dissertation/thesis by including materials that can provide additional information. These materials include research data, tables, examples of questionnaires, maps, photos and other materials that are too long to be included in the text or are not directly required to comprehend the text can be included as appendices.

Tables and graphics that are more than two pages long are suggested to be included in the Appendix section.

Appendices are labelled as APPENDIX A, APPENDIX B, etc. and they should correspond to the List of Appendices of Preliminary section.

2.3.3 Co-authors Consent
Please refer to 1.3 (d).

CHAPTER 3: FORMAT SPECIFICATIONS

3.1 Paper Quality, Printing and Duplicating
The research report/dissertation/thesis should be printed, single-sided, on high quality white A4 paper (201 × 297 mm; 80 grams). Computer pin-feed printout paper is not permitted.

The research report/dissertation/thesis, in soft cover copies, must be typed and duplicated by offset printing or good quality photocopying. All copies must be clean and neat in order to ensure easy reading.

3.2 Typing and Printing Quality
Texts in research report/dissertation/thesis should be typed on **one side** of the paper only.

They must be typed using font type **Times New Roman, font size 12** (except for tables and figures) and justified, using Microsoft Word version (latest edition) or later, or similar word-processing software. Those written in Arabic should use font type **Traditional Arabic in font size 16.** Words in a language that is different from the language of the research report /dissertation/thesis must be typed in *italics.* For mathematical texts, the use of Equation Editor or LaTeX is advisable. Script fonts are not permitted.

Chapter titles should be typed with capital letters and centered between the left and right margins. Each chapter must begin on a new page. Chapters and subchapters should be also titled. Titles should be typed in bold without underline.

A high-quality laser or ink-jet printer should be used for the printing.

3.3 Line Spacing
The body of the text should be typed with **double spacing**. Single-spacing is only permitted in tables, long quotations, footnotes, citation and in the references.

The first sentence of a new paragraph should not start at the bottom of a page if the space available can only fit one line.

3.4 Margins
The text should have the following margins:
- Top   : 2.0 cm or 0.79 inch
- Right   : 2.0 cm or 0.79 inch
- Left   : 4.0 cm or 1.57 inch
- Bottom   : 2.0 cm or 0.79 inch

Additional guidelines regarding margin are as follows:
- Do not type more than one sentence after the bottom margin. If it is necessary to do so, it should only be for a footnote or the completion of the last sentence of the chapter, topic or sub-topic or information in a figure.
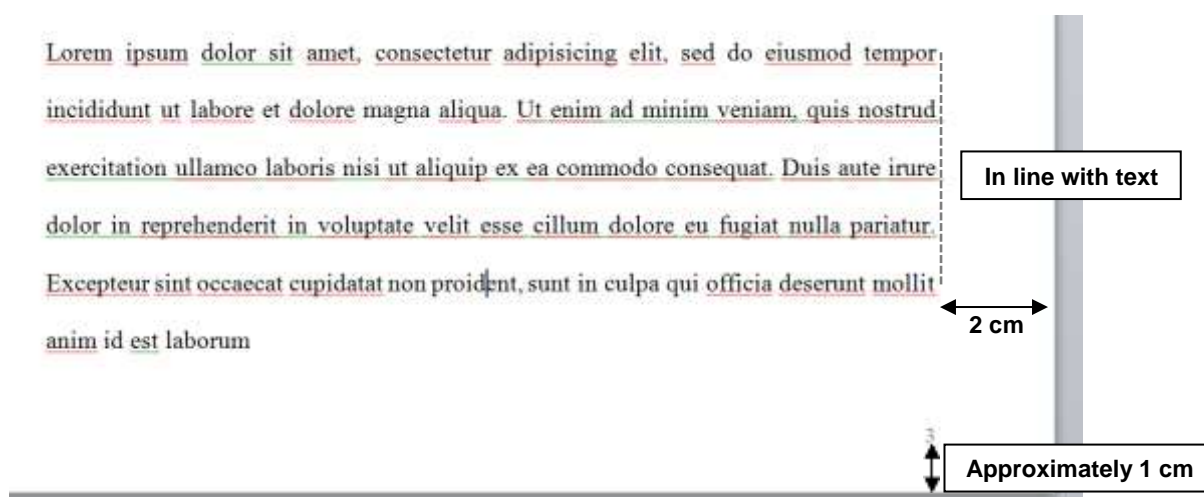
- All tables and figures must be placed within the specified margins.
- The last paragraph of the page should contain at least two sentences. If it does not, the paragraph should begin on the next page.

3.5 Page Numbering

All page numbers should be printed 1.0 cm from the bottom edge of the page and placed at the right-hand side without any punctuation (Figure 3.1).

The page numbering system must conform to the following rules:
- The page numbers should be placed at the right-hand side without any punctuation.
- Font type Times New Roman and font size 10 recommended for numbers.
- Roman numerals (i, ii, iii, …) should be used in the Preliminary section. The first page of the thesis, the title page, is an unnumbered page 'i'. Numbering begins on the second page with 'ii' for the Original Literary Work Declaration Form.
- Arabic numerals (1, 2, 3, …) are used on the pages of the text (starting with the Introduction page) and Supplementary section.

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum

In line with text

2 cm

Approximately 1 cm

Figure 3.1: Placement of page number

3.6 Numbering of Chapters and Sub-chapters

Chapters and sub-chapters must be numbered using Arabic numerals (1, 2, 3 etc). Chapters are numbered CHAPTER 1, CHAPTER 2, CHAPTER 3, and so on. Sub-chapters are nested, but its numbering is not indented, up to a maximum of 4 levels as in the example shown below:

CHAPTER 2: FIRST LEVEL (CHAPTER TITLE)
2.1 Level 2 (sub-title);
2.1.1 Level 3 (sub-sub-title);
2.1.1.1 Level 4 (sub-sub-sub-title)

The use of letters in parenthesis in the main body for e.g., (a), (b), (c) is appropriate as a means of differentiating sub-topics of the same topic. However, it is not required to be listed in the Table of Contents.

If a chapter title or chapter sub-title at any level exceeds a single line, the spacing between the lines must be the same as that of the text (double-spacing). Subsequent sub-chapters beyond the fourth nesting level must be numbered using alphabets; (a), (b), (c), and so on.
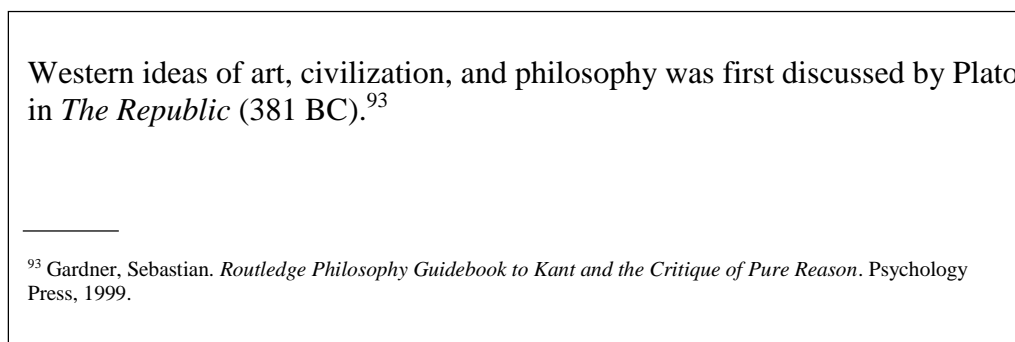
3.7 Footnotes

There are differences in the use of footnotes in various disciplines. For example, footnotes are commonly used in Social Sciences research but rarely in Sciences research. However, candidates are advised to limit the use of footnotes unless they are proved necessary to the document. Footnotes are used to elaborate or provide additional information regarding matters discussed in that page.

Footnotes are recorded using Arabic numeric and numbered consecutively. Raised superscript numerals in the text refer to explanatory notes and documented sources appearing either at the bottom of the page as footnotes or at the end of the thesis as endnotes in a notes section. The advantage of using notes is that explanatory type of information can be presented along with source citations on the same page or place.

Footnotes should use a smaller font than the text (font size 8).

When using footnote, a number formatted in superscript is inserted following the punctuation mark in the text. Footnotes should be placed at the bottom of the page on which they appear (Figure 3.2). Please refer to the faculty for the recommended convention for writing of footnotes.

Western ideas of art, civilization, and philosophy was first discussed by Plato in *The Republic* (381 BC).[93]

―――――

[93] Gardner, Sebastian. *Routledge Philosophy Guidebook to Kant and the Critique of Pure Reason*. Psychology Press, 1999.

Figure 3.2: Example of footnote

3.8 Tables

Tables are printed within the body of the text at the center of the frame and labelled according to the chapter in which they appear. Thus, for example, tables in Chapter 3 are numbered sequentially: Table 3.1, Table 3.2 and so on.

The caption should be placed **above** the table itself (Table 3.1). If the table contains a citation, the source of the reference should be included in the table caption.
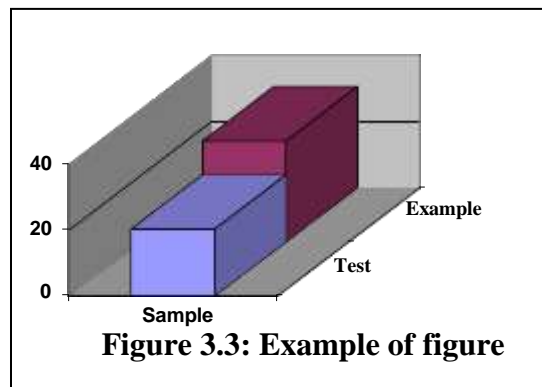
Table 3.1: Example of table

Heading	Heading
Text	Text

If the table occupies more than one page, the continued table on the following page should indicate that it is a continuation, for example: 'Table 3.7, continued'. The header row should also be repeated.

3.9 Figures

Figures, like tables are printed within the body of the text at the center of the frame and labelled according to the chapter in which they appear. Thus, for example, figures in Chapter 3 are numbered sequentially: Figure 3.1, Figure 3.2.

Figures, unlike text or tables, contain graphs, illustrations or photographs and their labels are placed at the **bottom** of the figure rather than at the top (using the same format used for tables) (Figure 3.3).

Figure 3.3: Example of figure

If the figure occupies more than one page, the continued figure on the following page should indicate that it is a continuation: for example: 'Figure 3.7, continued'.

If the figure contains a citation, the source of the reference should be placed after the label.
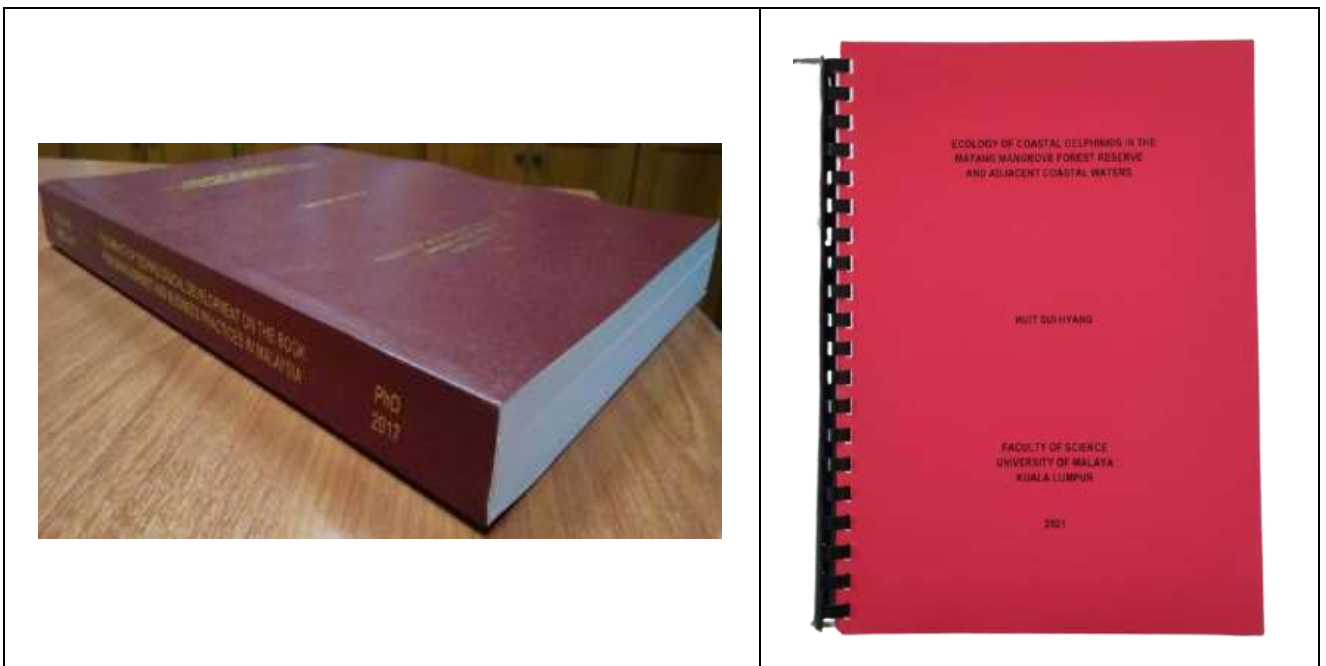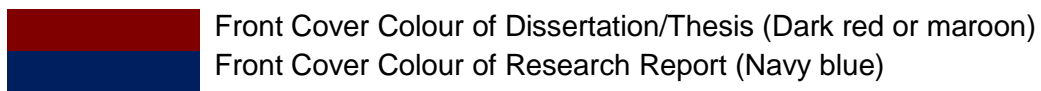
3.10 Binding

Each copy of the research report/dissertation/thesis submitted shall be bound in one (1) volume. The thesis cover must be of A4 size (210mm x 297mm).

For the purpose of examination, research report/dissertation/thesis submitted should be **soft cover or comb** bound with the following colour (Figure 3.4):

- Research report: Navy blue
- Dissertation: Dark red or maroon
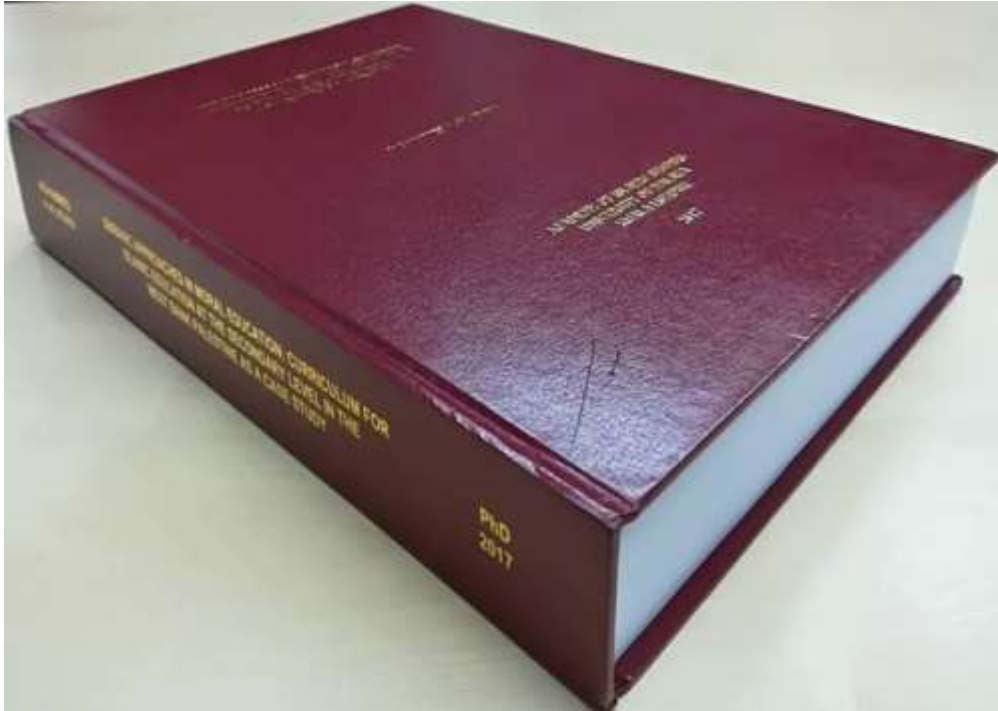- Thesis: Dark red or maroon

For final submission prior to graduation, research report/dissertation/thesis submitted should be **hard cover** bound in rexine with the following colour (Figure 3.5):

- Research project: Navy blue
- Dissertation: Dark red or maroon
- Thesis: Dark red or maroon

Front Cover Colour of Dissertation/Thesis (Dark red or maroon)
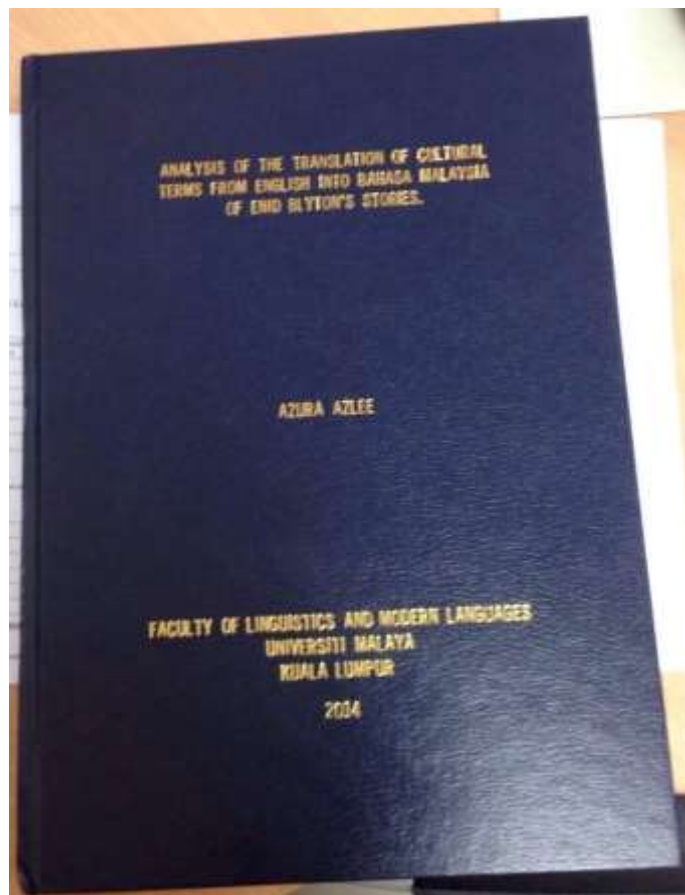Front Cover Colour of Research Report (Navy blue)

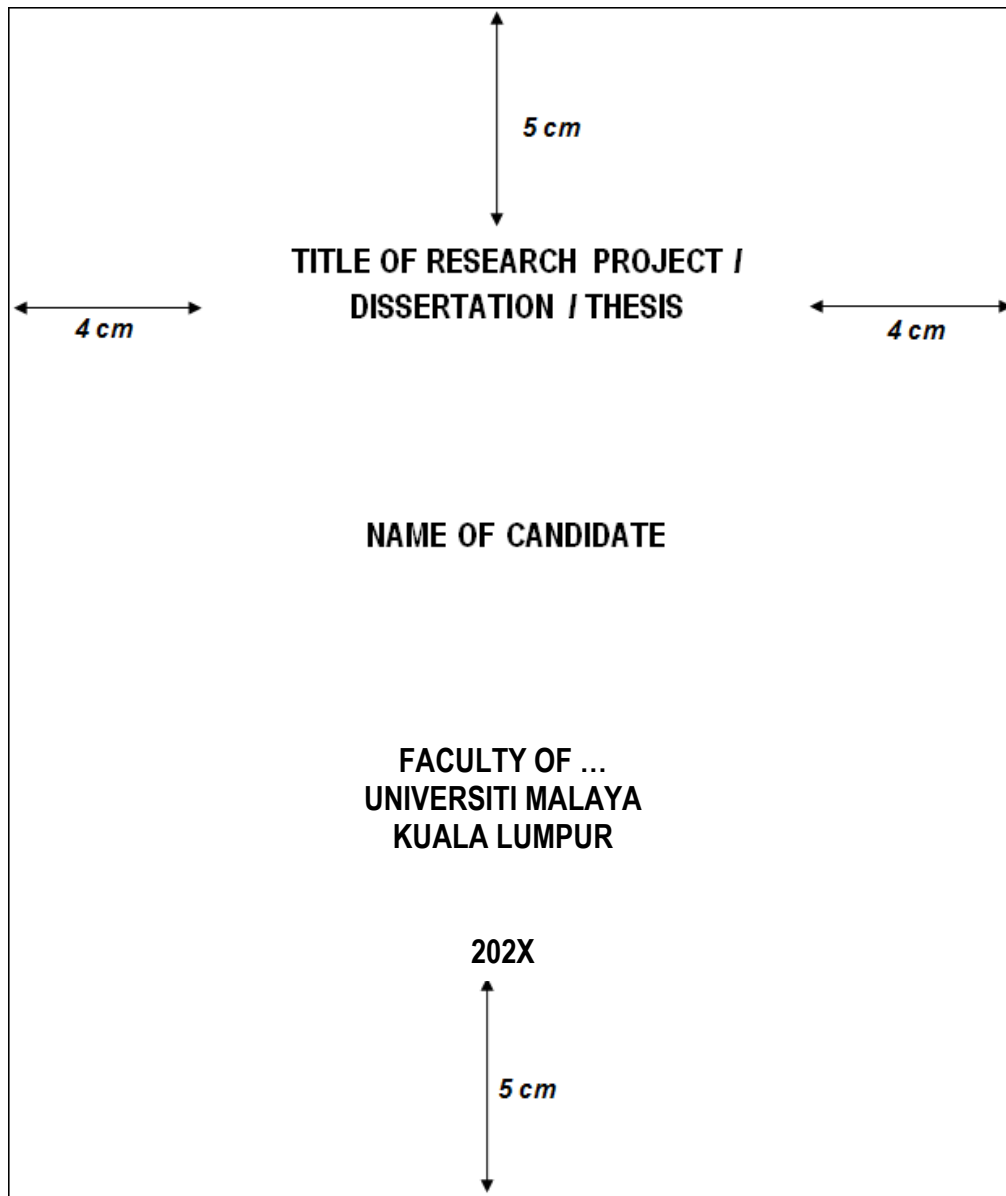**Figure 3.4: Sample of softbound / comb bound copy for first submission for examination**

(a)

(a)
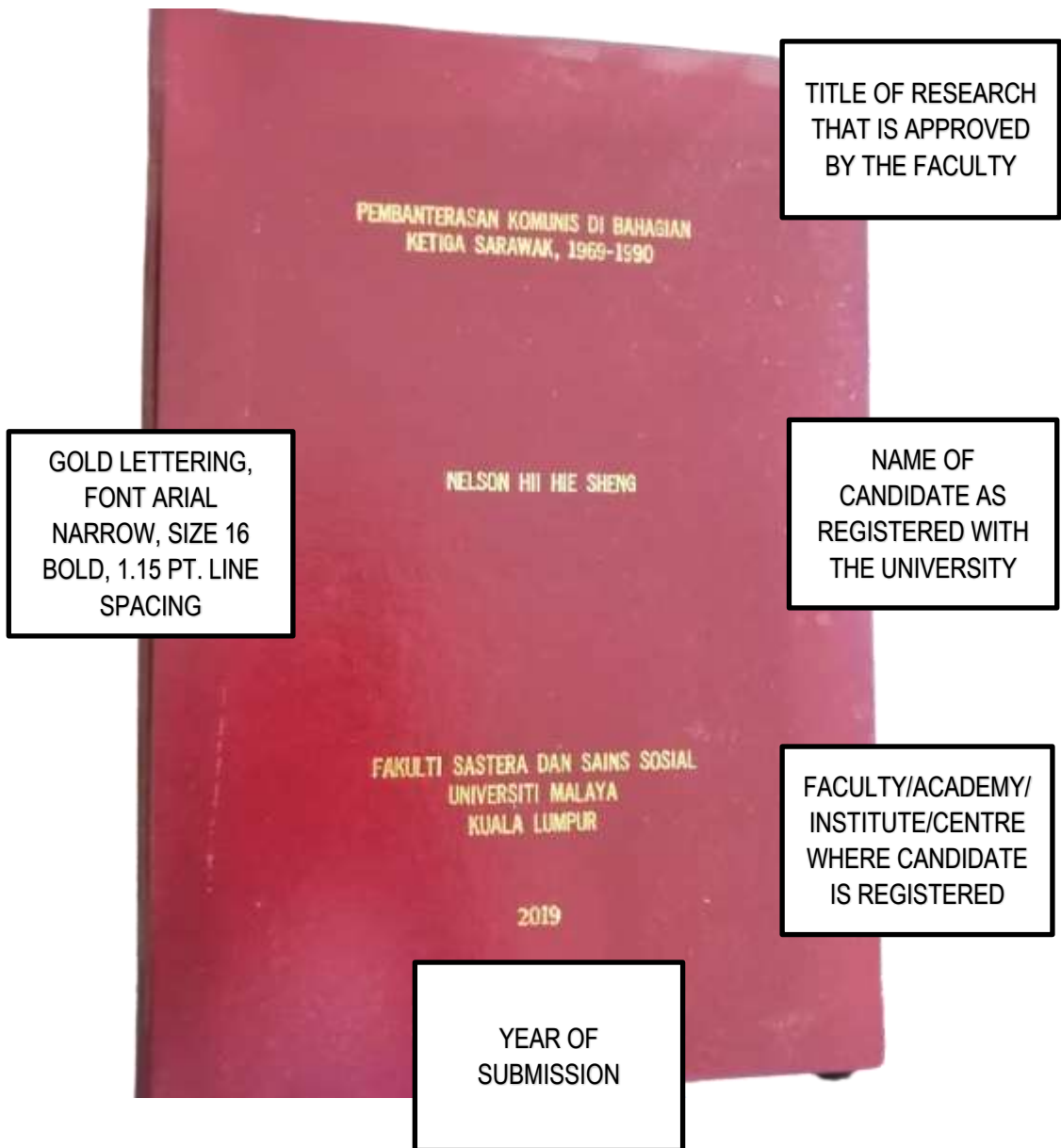

Figure 3.5: Samples of hardbound copy for final submission
(a) Example of hardbound thesis or dissertation (in dark red or maroon);
(b) Example of hardbound research report (in navy blue)

The title of research report/dissertation/thesis, name of author, name of the University and year of submission must be printed on the front cover. The letters for the Front Cover should be printed in **gold letterings** of **font size 16, font type Arial Narrow, bold and in uppercase letters** (Figure 3.6 and 3.7).

Figure 3.6: Formatting of the front cover of research report/dissertation/thesis

TITLE OF RESEARCH THAT IS APPROVED BY THE FACULTY

GOLD LETTERING, FONT ARIAL NARROW, SIZE 16 BOLD, 1.15 PT. LINE SPACING

NAME OF CANDIDATE AS REGISTERED WITH THE UNIVERSITY

FACULTY/ACADEMY/ INSTITUTE/CENTRE WHERE CANDIDATE IS REGISTERED

YEAR OF SUBMISSION

Figure 3.7: Example of the front cover of research report/ dissertation/thesis

The spine of the manuscripts should show the title of research report/dissertation/thesis, name of author, year of submission and name of degree. The year of submission must be in accordance with the year when the research report/dissertation/thesis is submitted (Figure 3.8 and 3.9). If the title of the research report/dissertation/thesis exceeds the space of the spine, a smaller font size can be used (i.e. font size 16 to 14) or alternatively the title can be truncated with ellipses (…) (Figure 3.10).

AMIR GHORBANI	**PRIVATIZATION IN ALGERIA: POLICY AND PERFORMANCE**	**PhD** **2017**

Figure 3.8: Spine format

Figure 3.9: Example of spine format

KWONG SIU YEE	**THE EFFECT OF GEOGRAPHICAL REGION ON THE TRANSITION TIME OF CMMI-BASED …**	**PhD** **2017**

Figure 3.10: Spine format for long title

3.11 Word Limit

The maximum word limit for a submission for examination is shown in Table 3.2.

Table 3.2: Maximum word limit

Master's Programme		
Research Report (by Coursework or by Clinical)	**Dissertation (by Mixed mode)**	**Dissertation (by Research)**
30,000 words	40,000 words	60,000 words
Doctoral Programme		
Dissertation (by Coursework or by Clinical)	**Thesis (by Mixed mode)**	**Thesis (by Research)**
60,000 words	80,000 words	100,000 words

The minimum word limit is determined by the faculty or based on the programme standards according to their respective discipline (if any). The maximum length of words excludes footnotes, references, appendices, tables, figures and prefaces.

Candidates who are unable to meet the word limit set by the University must seek approval from the faculty at least one month before the submission of research report /dissertation/thesis for examination.

3.12   Other Information

A candidate may not resubmit previous research work which he has submitted to this or any other university for the award of a degree. The candidate may, however, incorporate any part of such work, provided that there is a clear indication in the research report/dissertation/thesis of its sources.

The candidate may also include any other printed or published work by an individual or a working group to validate his findings. Where the contribution is from a working group, the candidate is required to provide a statement indicating which part of the work was carried out by the candidate. The statement should be signed by the rest of the group indicating their consent (this may be included in the Appendix).

Approved research report/dissertations/theses or parts of their content are allowed for publication if they are accompanied by a statement that the work was conducted towards the fulfilment of a particular degree.

Candidates of Doctoral degree (all modes) and Master's by research are required to publish papers in Web of Science (WoS) or Scopus or [2]Category A or B refereed journals or book or [3]book chapters publish by publishers listed in the WoS, Universiti Malaya Press, or Dewan Bahasa dan Pustaka or any publishers recognized by the Faculty. Publications must be based on the work during the course of study, and due reference must be made to the University in all such papers.

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[2] Publications in Category A or B refereed journals or book or book chapters are only applicable to candidates pursuing programmes in the field of Social Sciences.
[3] Two (2) book chapters of different books are equivalent to one (1) publication.

CHAPTER 4: SUBMISSION

4.1 Prior to Submission

Postgraduate candidates are required to obtain approval from the supervisor(s) and faculty via MAYA before online submission. This is to allow timely nomination of examiners for research report/dissertation/thesis.

Submission of research report/dissertation/thesis for examination has to be done within the candidature period after title approval by the faculty.

Candidates are strongly advised against copying the formatting done by other candidates as previously submitted research report/dissertation/thesis may not conform to the current formatting requirements. Failure to meet the formatting requirements may result in a thesis/dissertation being rejected at the point of submission.

Postgraduate candidates shall submit their research report/dissertations/theses to the Postgraduate Officer of the respective faculty.

4.2 Required Documents for Submission

Documents required for submission for the purpose of examination are as follows:
- at least two (2) printed softbound/comb bound copies (or such numbers as may be determined by the faculty) of the research report/dissertation/thesis;
- one (1) electronic copy (PDF format); and
- Submission of Thesis / Dissertation for Examination/Re-examination form.

Documents required for final submission prior to graduation after completing the corrections (if any), are as follows:
- at least one (1) printed hardbound copy (or such numbers as may be determined by the faculty) of the final research report/dissertation/thesis;
- one (1) electronic copy (PDF format);
- Final Submission of Thesis/Dissertation form;
- Repository Policy For Universiti Malaya Postgraduate Theses/Dissertation/Research Reports form; and
- Correction Report form (if applicable).

All the required forms can be downloaded from the MAYA portal in the https://umsitsguide.um.edu.my/index.html .

The submitted electronic copy of the research report/dissertation/thesis (in PDF format) in a USB flash drive or any valid source of electronic copy must be labeled with the following details:

- Name
- Registration no.
- Title of research report/dissertation/thesis
- Faculty/Academy/Institute/Centre
- Year of submission (current year)

CHAPTER 5: PLAGIARISM

Postgraduate candidate of the Universiti Malaya are expected to produce original academic work. Plagiarism is defined as an academic fraud arising from the attitude of lying, insincerity, untrustworthiness, dishonesty and disrespect to fellow colleagues. Plagiarism happens when someone else's idea is taken without mentioning the source, and thus giving the impression that the idea is his own. This situation may occur when:

(1) one's idea, taken word for word from an article or book that has been published.

(2) The idea of a person from an article or book is taken using his own words.

(3) A person's idea is taken from discussions whether in conferences, seminars, forums, talks or informal discussions between two parties.

(4) Data, diagrams, tables, photographs or any other illustrative material derived from others is taken as if it were his own.

Postgraduate candidates are strongly advised to read the "How to Avoid Plagiarism: A Handbook for Postgraduate Students", which outlines the rules and regulations pertaining to acts of plagiarism.

The University also requires the usage of Turnitin, an online web-based plagiarism detection application to avoid plagiarism and academic dishonesty. In most cases, the similarity index percentage should be between **10% to 30%.** Please refer to your respective faculty regarding the acceptable similarity index percentage.