



KPJ HEALTHCARE

UNIVERSITY COLLEGE

(A Member of KPJ Healthcare Berhad Group)

THESIS MANUAL FOR BACHELOR & POST GRADUATE

Research Management Centre (RMC)

Centre for Post Graduate Studies (CPGS)

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CHAPTER 1

INTRODUCTION

1.1 INTRODUCTION

All candidates at KPJUC must follow the guidelines given in the manual to maintain uniformity of thesis in KPJ Healthcare University College. This manual includes the technical specification, type of paper, format and method of bibliographic citation aspects. The proposed writing format is in accordance with American Psychological Association (APAP) Publication Manual.

CHAPTER 2

TECHNICAL REQUIREMENTS

2.1 LANGUAGE

All thesis must be written in British English, Roman alphabet and a consistency is required. It is internationally recognised that the thesis should be written in the third person manner.

2.2 SUBMISSION

Candidates who intend to submit their thesis must comply with the following:

- i. Provide three (3) soft-bound copies of the draft thesis for evaluation.
- ii. Provide two (2) soft-bound copy of corrected thesis, if any, within 60 days after the successful defence of her/his thesis.
- iii. Provide three (3) coloured hard-bound thesis as per the colour scheme for each school as mentioned in the table below, two (2) passport size photographs, and a softcopy on CD-ROM of the approved thesis to the School (for Bachelor Degrees) and Postgraduate Centre (for Postgraduate Degree) once informed by the KPJ Healthcare University College Graduate Studies committee.

Table 2.1 Colour of Thesis Cover

Program	Colour of Thesis Cover
PhD	Dark Red with golden font
Masters	Dark Blue with golden font
Bachelors	Dark Green with golden font

2.3 PRINTING

Printing should be done with pure black colour on an inkjet or a laser printer. Print text or figures on only one side of each sheet.

2.4 FONT

Thesis should be typed using word or text processor including Latex. Only one type of font should be used for the entire text. The font size is 12-point and should not be scripted or italicised except for scientific names and terms in a different language. Capitalized each word and **Bold** print is suitably being used for headings (except for sub-heading) and **font size is 12- point**. All texts in tables, figures and footnotes must not be less than 8 point.

The University College recommends the “**Times New Roman**” font only

2.5 MARGINS

Table 2.2 Margins for Portrait Page Layout

Side	Margins
Top	30 mm from top margin
Right	25 mm from right margin
Left	40 mm from left margin
Bottom	25 mm from bottom margin

Table 2.2 Margins for Landscape Page Layout

Side	Margins
Top	40 mm from top margin
Right	30 mm from right margin
Left	25 mm from left margin
Bottom	25 mm from bottom margin

Margin is set to allow spaces for binding and trimming. Balance space is called “text area”. All thesis information including text headings, footnotes, figures, and page numbers must be within the text area. Other author quotations for example from books,

journals etc quoted by the students that reached more than 40 consecutive words must have at least 50 mm of left margin and 35 mm right margin. For example;

“Although many observers determined distance was among factors cited by respondents why they refused to walk to school, an Australian researcher found:

The lack of understanding about hurdles while walking to school has deterred parents from allowing their children to walk. Many examples of other factors such as walking with friends, straight line of pedestrians, shading of trees and many more among factors encouraging children to walk to school. Light bags and high security are factors that urban planner could not control but till contribute to the number of pedestrian school children.

(Zainal, 2010:p. 134)

2.6 SPACING

All thesis must be typed in **one and a half line space** between paragraphs and intended sections. Single-space may be applied to the following:

- i. Explanatory footnotes (not encouraged)
- ii. Long quotations (not encouraged)
- iii. References or bibliography
- iv. Tables and figures
- v. Appendices

Spacing between the **top margin and the Chapter Title should be 50 mm and from Chapter Title to the first line of Headings is 2x Enter with 1.5 spacing.**

The spacing between the first Headings to the first Subheadings 2x Enter with 1.5 spacing. The spacing between paragraphs should be one (1) line spacing.

The first word of the paragraph need not be indented. However, the first word of second and following paragraphs should be indented.

The spacing between the last line of a text and a table, or a figure is two lines spacing.

The spacing after the comma and full stop should be one character spacing.

2.7 PAGINATION

All page numbers must be centrally arranged at the centred and bottom margin. No additional particulars for example brackets, hyphenated or decorative are allowed. Font for the pagination in the “Times New Roman” are recommended.

Pages must be numbered consecutively throughout the thesis, including pages for tables, figures and appendices. Each appendix should be identified separately using an uppercase letter beginning with A, for example Appendix A, Appendix B and so forth. The pages of the appendices should also be numbered accordingly.

Preliminary pages of a thesis, starting from the title page should be numbered using small letter Roman numeric (i, ii, iii, etc.); the texts should be numbered using Arabic numeric (1, 2, 3, etc.). The first page should be the title page. This page should be counted "i" but should not be printed.

The first page of the text should be counted "1" but the number should not be printed. Similarly, the first page of all chapters should be counted but the numbers should not be printed. If a thesis is made up of a number of parts, separating pages can be inserted but these pages should not be counted and numbered

2.8 PAPER

White simile 80 gram high quality of A4 size papers (210 mm x 297 mm) should be used for the final print.

2.9 BINDING

The thesis for the Bachelor programmes must be bound with DARK GREEN hard cover, Master programmes must be bound with **DARK BLUE** hard cover while for PhD programme is **DARK RED** hard cover. The binding should be of a fixed kind in which pages are permanently secured. The following should be lettered in gold from the head to the foot of the thesis.

For the thesis cover, font in CAPITAL LETTER, using 18-point gold block font and centred;

Title of Thesis

Title must be in inverse-pyramid – 6.0 cm from Top Margin

Name of Candidate

Student full name as in Identity Card of Passport for International Student

Name of University

University name – 6.0 cm from Bottom

(See Appendix A)

On the spine of thesis, font in CAPITAL LETTER, using 18-point gold block font;

Name of Candidate

6.0 cm from Top Margin

Degree

For which work is submitted

Year

The year of the thesis is approved (final bound thesis submitted)

Name of University

Using abbreviation of KPJ Healthcare University College, KPJUC

(See Appendix B)

2.10 PAPER LAYOUT

The text must be written in Portrait layout. A minimum of 3 lines is required to maintain the bottom most paragraph. Otherwise, it must be pushed to the other page. New Chapter is always placed at new page.

2.11 LENGTH OF THESIS

The number of pages (excluding the figures and tables) of a project report/dissertation/thesis is as follows:

Table 2.3 Length of Thesis

Program	Length
Bachelor Degree	Not more than 30,000 words or not more than 120 pages
Master's	Not more than 60,000 words or not more than 250 pages
PhD/ Doctorate	Not more than 100,000 words or not more than 400 pages

The minimum limit of words is prescribed by the School/Centre and an approval to write a thesis/dissertation which exceeds the prescribed length limit may be obtained by applying to the Director of the Centre for Postgraduate Studies, at least three months prior to the submission of the thesis/dissertation for assessment.

The total of words not include footnote, appendix, formula, table and illustration.

2.12 PLAGIARISM

Candidate of the KPJUC are expected to produce original academic work. Plagiarism is defined as the use of original work, ideas or actual texts created by others, without acknowledging the original source. Hence, failure to acknowledge the work of others

in their work means the candidate is guilty of plagiarism and may be subjected to disciplinary action under.

Candidate recommended using Turnitin, an online web-based plagiarism detection application to avoid plagiarism and ensure academic integrity. Turnitin report should be attached in examination purpose submission. The similarity index percentage as follows:

Table 2.3 Similarity Index Percentage

Program	Length
Bachelor Degree	Not more than 30%
Master's	Not more than 20%
PhD/ Doctorate	Not more than 20%

CHAPTER 3

FORMAT OF THESIS

A good thesis generally comprises of three main parts;

- i. Preliminary pages
- ii. The text or main body, usually divided into chapters and sections
- iii. Ending pages

Preliminary:

Blank Page

Title Page (not to be paginated)

Dedication (if any, paging as “ii”)

Abstract

Acknowledgements

Statement of Supervisor

Declaration

Table of Contents

List of Tables

List of Figures

List of Abbreviations/ Notations/Glossary of Terms

Main body:

Chapter 1: Introduction

Chapter 2: Literature Review

Chapter 3: Research Methodology

Chapter 4: Results

Chapter 5: Discussion

Chapter 6: Conclusion

Number of chapters may vary; depend on the nature of thesis:

Ending:

References/Bibliography Appendices

Blank Page

3.1 TITLE PAGE

Font in CAPITAL LETTER and using 12-point. This page should arranged as following;-

Title of Thesis

Title must be in inverse-pyramid – 6.0 cm from Top Margin

Name of Candidate

Student full name as in Identity Card or Passport for International Student

Name of Degree

Including a statement of awards for thesis (refer the various type of statements below)

Name of School

Student is registered from which school

Name of University

KPJ Healthcare University College

Year of Submission

The year of the thesis is approved (final bound thesis submitted) – 4.0 cm from Bottom (See Appendix C)

Types of statement:

Bachelor Degree Project Report

A report submitted in partial fulfilment of the requirement for the award of the degree of Bachelor of

Master's Project Report (by course work)

A project report submitted in partial fulfilment of the requirement for the award of the degree of Master of

Master's Dissertation (by course work and research)

A dissertation submitted in partial fulfilment of the requirement for the award of the degree of Master of

Master's Thesis (by research)

A thesis submitted in fulfilment of the requirements for the award of the degree of Master of

Doctor of Philosophy Thesis

A thesis submitted in fulfilment of the requirements for the award of the degree of Doctor of Philosophy

The title should describe the content of the thesis accurately and concisely and typed in single spaced spacing.

3.2 ABSTRACT

An abstract must be write in one (1) paragraph, single spaced spacing. Abstract should not exceed 350 words and is a digest of the entire thesis and should be given the same careful attention as the main text. It includes a brief statement of the problem; a concise description of the research method and design; summary of major findings, including the significance or lack of it; and conclusions. Scientific terms must be used consistently.

The spacing is 40 mm from left edge and 25 mm spacing for other edges. Another 30 mm is allocated from top margin for ABSTRACT word and 4x Enter with single spacing from the word to the first line of abstract text. (See Appendix D)

3.3 ACKNOWLEDGEMENTS

Acknowledgements usually contain written expressions of appreciation for guidance and assistance from individuals and institutions. It is anticipated that many good acknowledgement also linked distinguished persons to chapters or sections developed in the thesis. This definitely will increase the credibility of information and degree of validity of thesis.

The spacing is 40 mm from left edge and 25 mm spacing for other edges. Another 30 mm is allocated from top inside margin for ACKNOWLEDGEMENT word and 2x Enter with 1.5 spacing from the word to the first line of acknowledgement text. (See Appendix E)

3.4 STATEMENT OF SUPERVISOR

The statement of Supervisor should be written as in the Appendix F.

3.5 DECLARATION

The declaration should be written as in the Appendix G.

3.6 TABLE OF CONTENTS

The Table of Contents lists in sequence of all relevant subdivisions of the thesis and its corresponding page (see below). Major headings belong to Chapter title. While First Headings is meant for the next section just after the Chapter title followed by Subheadings. All of them should be arranged to left justified. Tertiary headings are indented five spaces and are not listed in the Table of Contents. All chapters, sections and subsections must be numbered accordingly for reference purposes. Refer the example arrangement below;-

TABLE OF CONTENTS

TITLE	Page
DEDICATION	ii
ABSTRACT	iii
ACKNOWLEDGMENT	iv
CERTIFICATION FROM SUPERVISOR	v
DECLARATION BY STUDENT	vi
TABLE OF CONTENTS	vii
LIST OF FIGURES	xi
LIST OF TABLES	xii
LIST OF ABBREVIATION	xiii
LIST OF SYMBOLS	xiv
CHAPTER 1 INTRODUCTION	
1.1 Background of Study	1
1.2 Problem Statement	2
1.3 Research Objective	3

	1.3.1	Specific Objective	3
1.4		Research Question	3
1.5		Significance / Rationale of the Study	3
CHAPTER 2		LITERATURE REVIEW	
2.1		Walk to School Behaviour	5
2.2		Benefits of Walking	7
	2.2.1	Health	8
	2.2.2	Environment	10
2.3		Urban Planning Strategy	12
	2.3.1	Land Use Planning	12
	2.3.2	Transportation Planning	14
	2.3.3	Landscape Architecture Endeavour	15
CHAPTER 3		METHODOLOGY	
3.1		Study Design	19
3.2		Location of Study	20
3.3		Sample Size Calculation	23
3.4		Sampling Method & Selection of Respondents	25
3.5		Inclusion Criteria	25
3.6		Exclusion Criteria	26
3.7		Ethical Clearance	27
3.8		Flow of the Study	27
3.9		Instrumentation / Research tools	28
3.10		Statistical Analysis	30
CHAPTER 4		RESULTS	
4.1		Demographic Data	32
4.2		Factors Why Children Walk to School	35
4.3		Association of Sociodemographic Variables and Factors Why Children Walk to School	37
CHAPTER 5		DISCUSSION	
5.1		Demographic Data	39
5.2	Why	Association between Sociodemographic Variables and Factors Children Walk to School	42
	5.5.1	Family Background	44
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CHAPTER 6	CONCLUSION	
6.1	Summary of Findings	50
6.2	Limitations	52
6.3	Recommendation for Further Research	53
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APPENDIX A		55
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3.7 LIST OF TABLES

It lists the titles of all tables in the text and appendices and its corresponding page.

The spacing is 40 mm from left edge and 25 mm spacing for other edges. Another 30 mm is allocated from top inside margin for LIST OF TABLES words and 2x Enter with 1.5 spacing from the words to the first line of table list. (See Appendix H).

3.8 LIST OF FIGURES

Figures comprise graphs, maps, charts, engineering drawings, photographs, sketches and printed images. The format is the same with List of Tables.

The spacing is 40 mm from left edge and 25 mm spacing for other edges. Another 30 mm is allocated from top inside margin for LIST OF FIGURES words and 2x Enter with 1.5 spacing from the words to the first line of figure list. (See Appendix I).

3.9 LIST OF ABBREVIATIONS/ NOTATIONS/ GLOSSARY OF TERMS

It is meant for the assortment of abbreviations and acronyms (e.g. MOH, KPJ, DSH) if used in the thesis. Universally recognised scientific symbols (m, cm, mm, kg, ha) need not to be listed.

3.10 TEXT OF THESIS

3.10.1 Body of Thesis/ Chapters

3.10.1.1 Chapter 1 introduction

Introduction chapter introduces readers to the problem of intended research topic and highlights its importance. It sets forth the context, the hypothesis to be tested and the research objectives to be met.

3.10.1.2 Chapter 2 literature review

Review of literature highlights related to the topic of the thesis. It provides basis for the experimental/analytical section of the thesis. Literature selected must be up to date, analysed and synthesised logically. Thus, it must be noted that these are not a summary of works of different authors.

3.10.1.3 Chapter 3 methodology

It shows and describes the methods and techniques used to do and complete the research including its relevant validation. In social science, a theoretical or conceptual framework should be included. In health related sciences, this may include, but not limited to, chapter or chapters which describe the methodology, theoretical development, hypothesis description, fundamental philosophical foundation, experimental design and standard procedure description. This section may be written in one or two chapters.

3.10.1.4 Chapter 4 results

It highlights results and analyses of the study in the form of figures, tables or text so that the key information is highlighted. Results and Discussion may consist of more than one chapter depending on the number of experimental work conducted. Each chapter on Results should contain potential discussion.

3.10.1.5 Chapter 5 discussion

Normally it discusses the results of the study in relation to the hypothesis. It highlights the main findings, their significance and implications to the outlined objects. In social

science, such a discussion often appears under Results and Discussion. Conclusion and recommendations may be presented here or under a separate chapter. A separate chapter for Discussion may be necessary to give an overall discussion of the findings leading to a conclusion.

3.10.1.6 Chapter 6 summary or conclusion

Summary highlights the findings upon which a conclusion is drawn in line with the objectives set in the study.

3.10.2 Tables

Tables are numbered consecutively with Arabic numerals throughout the thesis (including text and appendices). They must be numbered by chapter, e.g. Table 1.1, 1.2, 1.3, 2.1, 2.2 and so on. Tables should be placed after their first mentioned in the text and should be arranged in the order of Tables followed by Figures. Table number, title and caption are typed single-spaced and placed at top of the table, left and justified. There should be consistency in the style used. Table must have source and additional notes should be placed directly below the caption. Source font is Italic with size 9. (See Appendix J)

3.10.3 Figures

Each figure must be numbered consecutively and according to the chapter throughout the thesis, including those in appendices. The figure number, title and caption should be typed single-spaced and placed at the bottom of the figure using Arabic numeral and lowercase. Figures should be inserted after their first mention in the text. If a figure occupies A3 of paper size, it must be folded accordingly. Figures where possible must should conform to the standard margin requirements. (See Appendix K)

3.10.4 Headings and Subheadings

A chapter may be divided into Headings and Subheadings. Major heading is the Chapter Title and to be numbered as First level (e.g. 1, 2, 3) follow by Headings and subheadings. This should be consisted throughout the thesis and to be limited to 4 levels only. After that, any subheadings or sections must be in “a, b, c, d and so on”.

The next subheadings or sections should be ““i, ii, iii, iv and so on”. The format is as follows:

Chapter title :

UPPERCASE, SIZE 12, BOLD, CENTRED

Headings :

UPPERCASE, SIZE 12, BOLD, CENTRED

Subheadings :

UPPERCASE, SIZE 12, BOLD, LEFT JUSTIFIED (E.G. 1.1, 1.2, 1.3)

Subsection 1 :

Capitalized Each Word, Size 12, Left Justified (e.g. 1.1.1, 1.1.2, 1.1.3)

Subsection 2 :

Capitalized only first word (Sentence case), size 12, left justified, Italic (e.g. *a.* ,
b., *1.1.1.1*, *2.1.1.1*)

Followed by

Capitalized only first word (Sentence case), size 12, left justified, Italic (e.g. *i.* ,
ii.)

For example see Appendix L.

3.10.5 Equations

All equations, mathematical and/or chemical, are considered as text and numbered according to the chapter. Detailed derivation in Italic must be placed just after the equation. For example;

Equation 1 $E = m + c^2$

E = energy

$m = \text{mass}$

$c = \text{speed of light in a vacuum}$

3.10.6 Footnotes

Footnotes should be used sparingly in a thesis regardless of field of study. They should be used only to clarify a certain term, to state conversion factors or exchange rates and not to cite authority for specific statements or research findings. Extensive footnoting tends to distract the reader from the main argument of the text. KPJ Healthcare University College requires all footnotes to be placed at the end of thesis before the Bibliography section. If footnotes are necessary, the indicators (the reference numbers in the text) are usually superscript (e.g. 1, 2, 3). The numbering of footnotes should begin with 1 and must be continuous throughout the thesis.

3.10.7 Citations and Reference Style

You may find various situations during writing the thesis. Below is the potential situation;

a. One work by one author

“Zainal (2000) compared the healthy level of pedestrian and non-pedestrian children to school”

or

“In a recent study of comparing healthy level of pedestrian and non-pedestrian children to school (Zainal, 2000)”

b. One work by two authors

“Zainal and Ramli (2000) asserted that”

or

“In a recent study of comparing (Zainal & Ramli, 2000)”

c. *One work by multiple authors (three, four and five authors)*

Cite all names the first time the reference occurs. In subsequent citations, include only the surname of the first author followed by et al. and the year.

“Zainal, Ali, and Kasim (1994) found” or (Zainal, Ali, & Kasim, 1994) (use as first citation in text).

or

Further cites can be shorted to the first author’s name followed by et al:

“Zainal et al. (1994) found” or (Zainal et al., 1994)

or

“Zainal et al. found” (omit year from subsequent citations after the first citation within a paragraph)

d. *One work by multiple authors (six or more authors)*

Cite only the surname of the first author followed by et al. and the year for the first and subsequent citations. In the reference list, however, provide the initials and surnames of the first six authors, and shorten any remaining authors to et al.

Example: Abu et al. (2001) or (Abu et al., 2001)

e. *Two works by one author from same year*

If more than one reference materials by the same author in a same year are cited, use small letter alphabets (a, b, c and so on) to distinguish them.

“John et al. (1990a) presented” or “John et al. (1990b) presented”

f. Group as authors

For example, corporations, associations, government agencies etc. They are usually spelled out each time they appear in a text citation. You may use abbreviation for their long name.

3.10.8 Reference List

References used as source of information taken by the writers in an alphabetical order. The samples are as follows.

a. Journal

Author (Year). Title of the Article. *Title of the Journal*, Volume (Issue), page.

Chan, T. K., Herlina, S. & Ruangsap, B. (1993). Cloning of promoter sequences from *Escherichia coli*. *Journal of Molecular Biology*, 45(1), 567-575.

Fey, M.K., & Miltner, R.S. (2000). A competency-based orientation program for new graduate nurses. *Journal of Nursing Administration*, 30(3), 126-132.

Muller, S. (1984). Physicians for The Twenty-First Century: Report of the project panel on the general professional education of the physicians and the college preparations for medicine. *Journal of Medical Education*, 59, 155-167.

Agboola, A., Deji-Agboola, A., Oritogun, K., Musa, A., Oyebadejo, T., & Ayoade, B. (2009). Knowledge, Attitude and Practice of Breast Self-Examination in Female Health Workers in Olabisi Onabanjo University Teaching. *The International Medical Journal*, 8(1), 5–10.

Ayed, A., Eqtaït, F., Harazneh, L., Fashafsheh, I., Nazzal, S., Talahmeh, B., ... Awawdeh, R. (2015). Breast Self-Examination in Terms of Knowledge, Attitude, and Practice among Nursing Students of Arab American University Jenin. *Journal of Education and Practice*, 6(4), 37–47.

b. Book and Monograph

Author (Year). *Title*. (Edition/ Volume). Place of published: Publisher.

Turner, H.N., & Young, S. S. Y. (1969). *Quantitative Genetics in Sheep Breeding*. Ithaca: Cornell University Press.

c. Book Chapter

Author of the article (Year). Title of the article. In Name of editors (Ed.), *Title of book* (page). Place of Published: Publisher.

Narayan, K. (1995). Taking oral literacy criticism seriously: Reflections on a Kangra women's song. In R. Bendix & R.L. Zumwalt (Eds.), *Folklore interpreted: Essays in honor of Alan Dundes* (pp. 237-264). New York, NY: Garland Publishing, Inc.

d. Webpages

Author (Date of publication). *Title of section or document*. Website Name. [https://....](https://...)

Friend, J. L. (2017, July 8). *Caregiver stress: Don't forget self-care*. Mayo Clinic. <https://www.mayoclinic.org/healthy-lifestyle/stress-management/in-depth/caregiver-stress/art-20317392>

e. Thesis

Chin, Y., (1986). Title of PhD Dissertation, PhD Thesis, Name of University.

f. Reports

Country/Ministry/State/Institution, (1999). Title of reports.

Government of Malaysia (1991). Rancangan Malaysia Keenam 1991-1995.

g. Conference

Author (Year). Title of the article. Name of the conference. Date of the conference. Place, page.

Abdul, M. (2010). Walking Is Good For Me. Proceedings of the 5th GoGreen Conference. 10-12 September. Durban, South Africa: Walk21, 300-305.

h. Legislation

Name of the country (Year). Title of the legislation. Legislation number.

Malaysia (2009). Akta Pengurusan Harta Bersama. Act 633.

i. Newspaper

Author(s). (Full Date of publication). Title of article. *Title of newspaper*, Page numbers.

Noris, F. (2010, August 23). Do not try that on us. *The Star*, p. 5.

j. Magazine

Author. (Year). Title of article. Name of magazine, Volume/Issue no., page.

Helmi, B. L. (1994). Climbing is Good. *Mountain*, 56, 10-12.

3.10.9 Appendices

An appendix or appendices, if any, are placed after the reference list. Appendices include original data, summary, side-line or preliminary tests, tabulations, tables that

contain data of lesser importance, very lengthy quotations, supporting decisions, forms and documents, computer printouts, detailed engineering drawings and other pertinent documents. Appendix materials should be grouped by type.

The spacing is 40 mm from left edge and 25 mm spacing for other edges. Another 30 mm is allocated from top inside margin for APPENDICES words and four lines spacing from the words to the first line of appendix list.

3.10.10 Header and Footer

The use of Header and Footer is not allowed.

3.11 WRITING CONVENTIONS

3.11.1 Units of Measure

Use internationally recognised units of measure, of SI, such as:

1 litre (1 L), 20 millilitres (20 mL), 5 kilogram (5 kg), 20 kilometre (20 km), 2.5 hectare (2.5 ha), 3.7 metric tonnes (3.7 t), 45 parts per million (45 ppm), 12 gram (12 g), 500 U.S. Dollars (USD500), 3.4 metric tonne/hectare (3.4 t/ha)

The numbers before the measurement units should not be spelt out, e.g. such as 5 kg, not five kg even if they are below 100 unless they are the first word of sentences.

3.11.2 Numbers

All integers less than ten should be spelt out unless they are attached to units of measure (e.g. 5 kg, 10 mL). Use figures for numbers 10 or more than 10. If a sentence begins with a number, write the numbers in words, e.g. "Three hundred and eighty-five farmers were sampled from the study area."

Use numerals for a series of figures, for example:

- (a) In the room there were 4 chairs, 12 boxes, 13 books, 10 files, 9 umbrella and 8 pairs of shoes.
- (b) The number of taxi permits issued during the past five years was 8, 53, 27, 38, 52, and 90.

3.11.3 Elliptical Marks

APA outlines ellipsis mark to show an omission from quoted material. The ellipsis consists of three- spaced full stops (...). When an ellipsis follows a sentence, it

appears as four full stops with space after the first full stop (). One full stop marks the end of the sentence and the other three signals the omission. For example:

Khatijah (1985: 4) wrote about the conference: The conference at Kuala Lumpur ... agreed that the world educational crisis sketched in the document was real.... then ...

3.11.4 Use of Brackets

Within direct quotations, brackets are used to enclose any explanatory note inserted by the thesis writer, e.g.

This year [1996] alone, we had two hundred applicants wanting to join our holiday camp (Mustafa, 1996). Candidates should use "sic" within brackets [sic] to indicate a certain doubt as to meaning or factual error. It is used in quotations to show that the original is being faithfully reproduced even though it is incorrect or seems to be so. Errors, which are obviously typographical, should be corrected as a matter of professional courtesy.

3.11.5 Use of Symbol for Percentage

The symbol % may be used in place of the word percent, e.g. 27.3% and typed without a space. If the candidate prefers to write 27.3 percent in full, then consistency should be maintained throughout. In tables, the symbol of % should be used at the head of a table column to mean percent.

3.11.6 Policy on Direct Quotations

Direct quotations must be minimised except in some fields such as literature (e.g. quotations from Shakespeare).

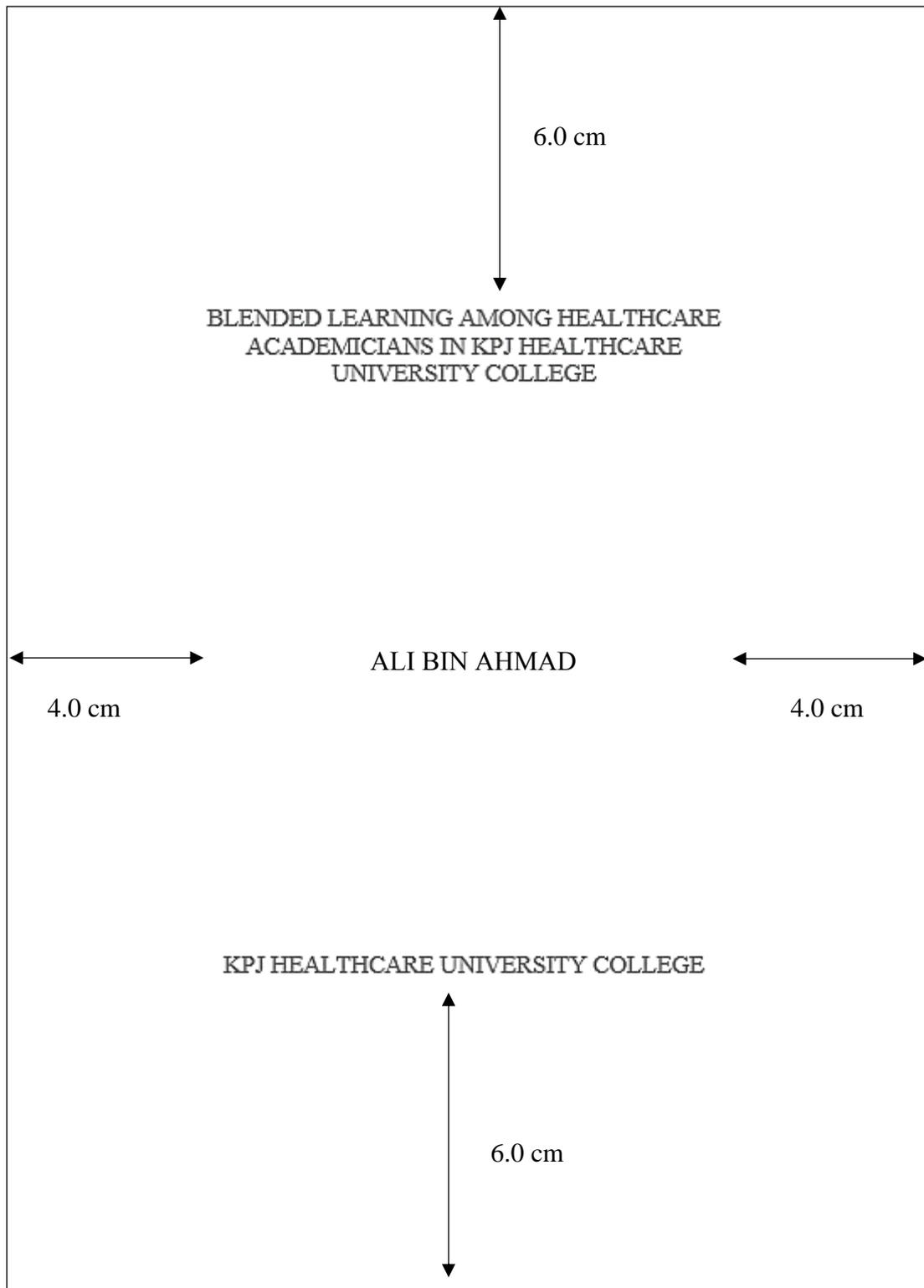
3.11.7 Use of Editorial Service

Some candidates employ professional editors to "polish" their thesis presentation. This should be before the thesis is sent for examination. The University College does not insist that all thesis be sent to professional editors as your supervisors cannot be held

responsible for errors in your thesis and you cannot expect them to be your editors.
The University College stresses on consistency and accuracy.

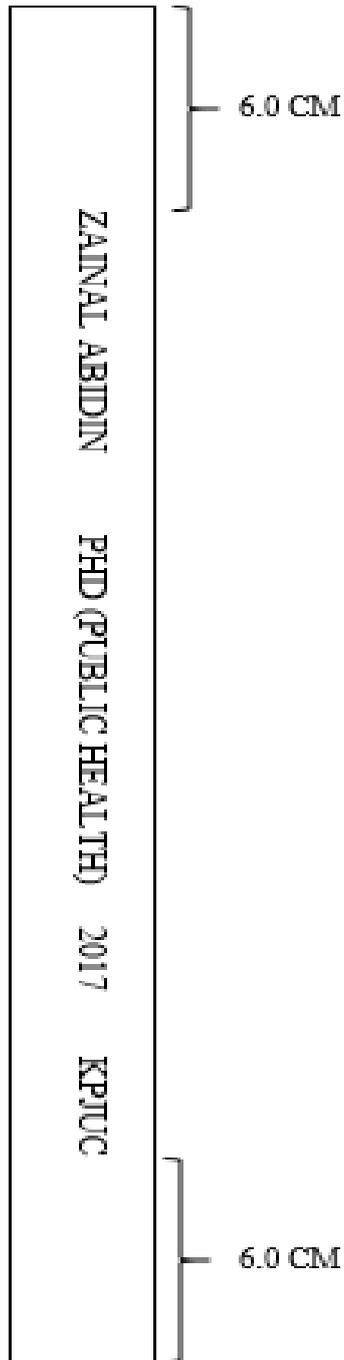
APPENDIX A

SAMPLE OF A THESIS HARD COVER (Arial Narrow, 18 point, 1.0 line spacing)



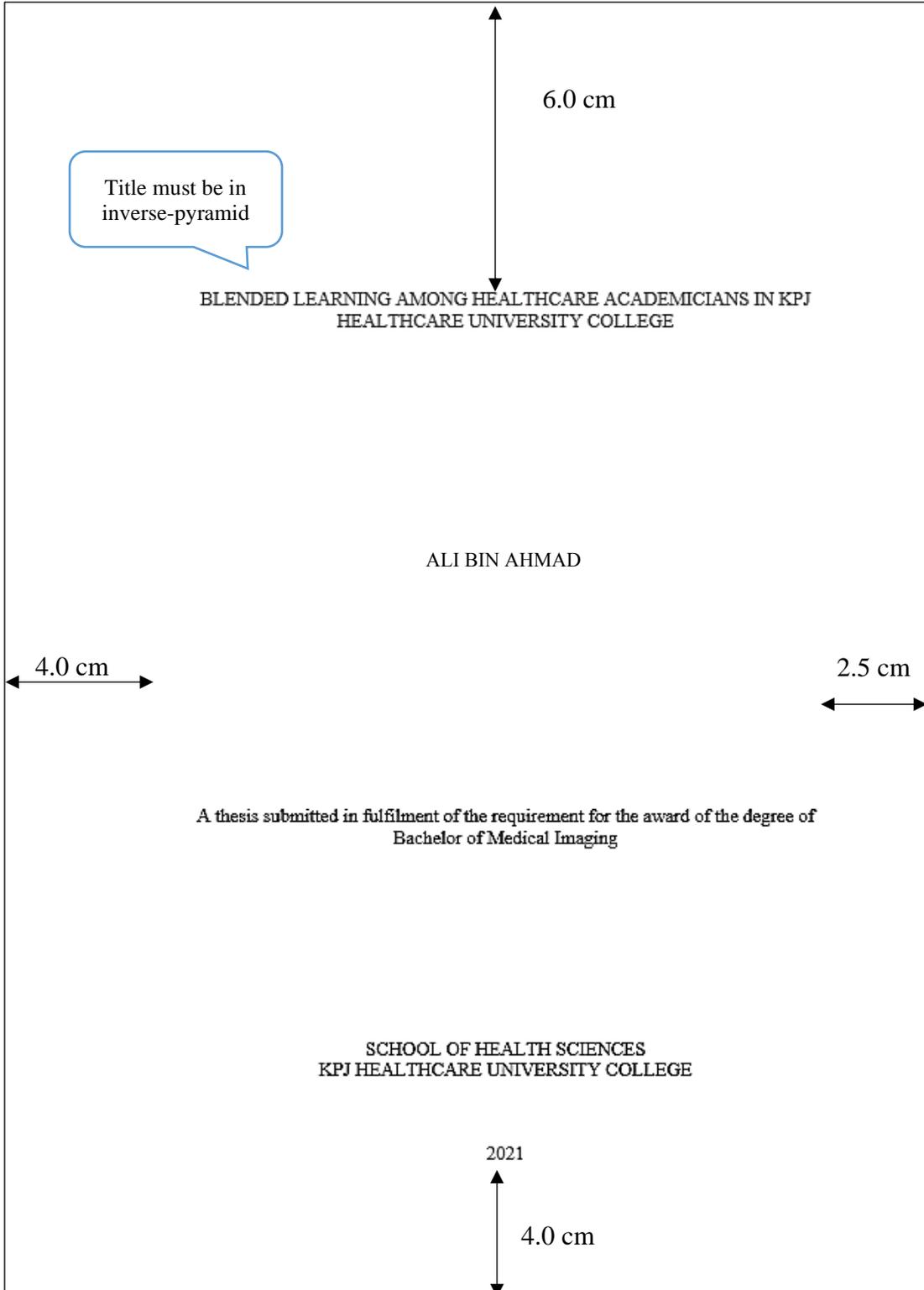
APPENDIX B

SAMPLE OF A THESIS SPINE (Arial Narrow, 18 point, 1.0 line spacing)



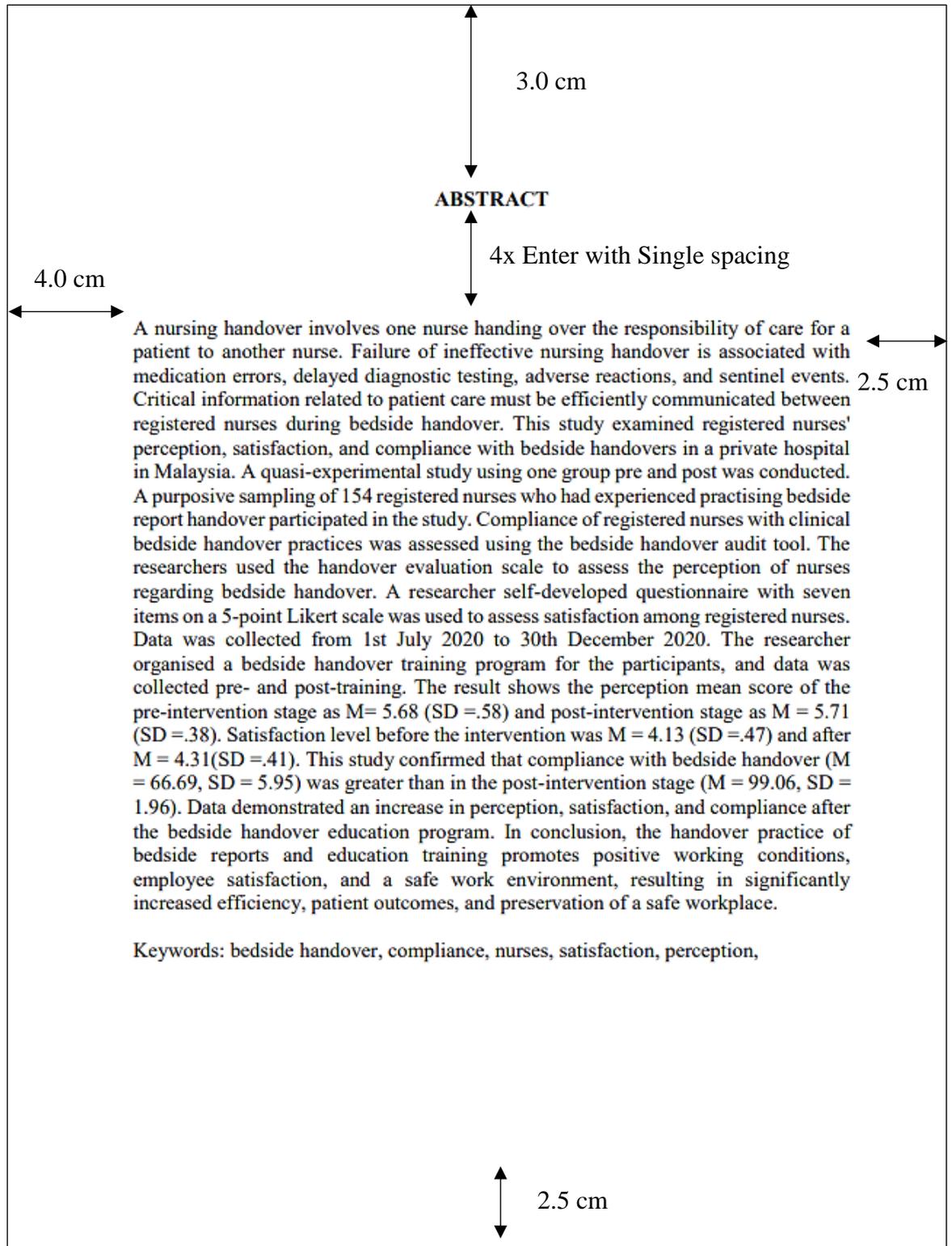
APPENDIX C

SAMPLE OF A TITLE PAGE (Times New Roman, 12 point, 1.0 line spacing)



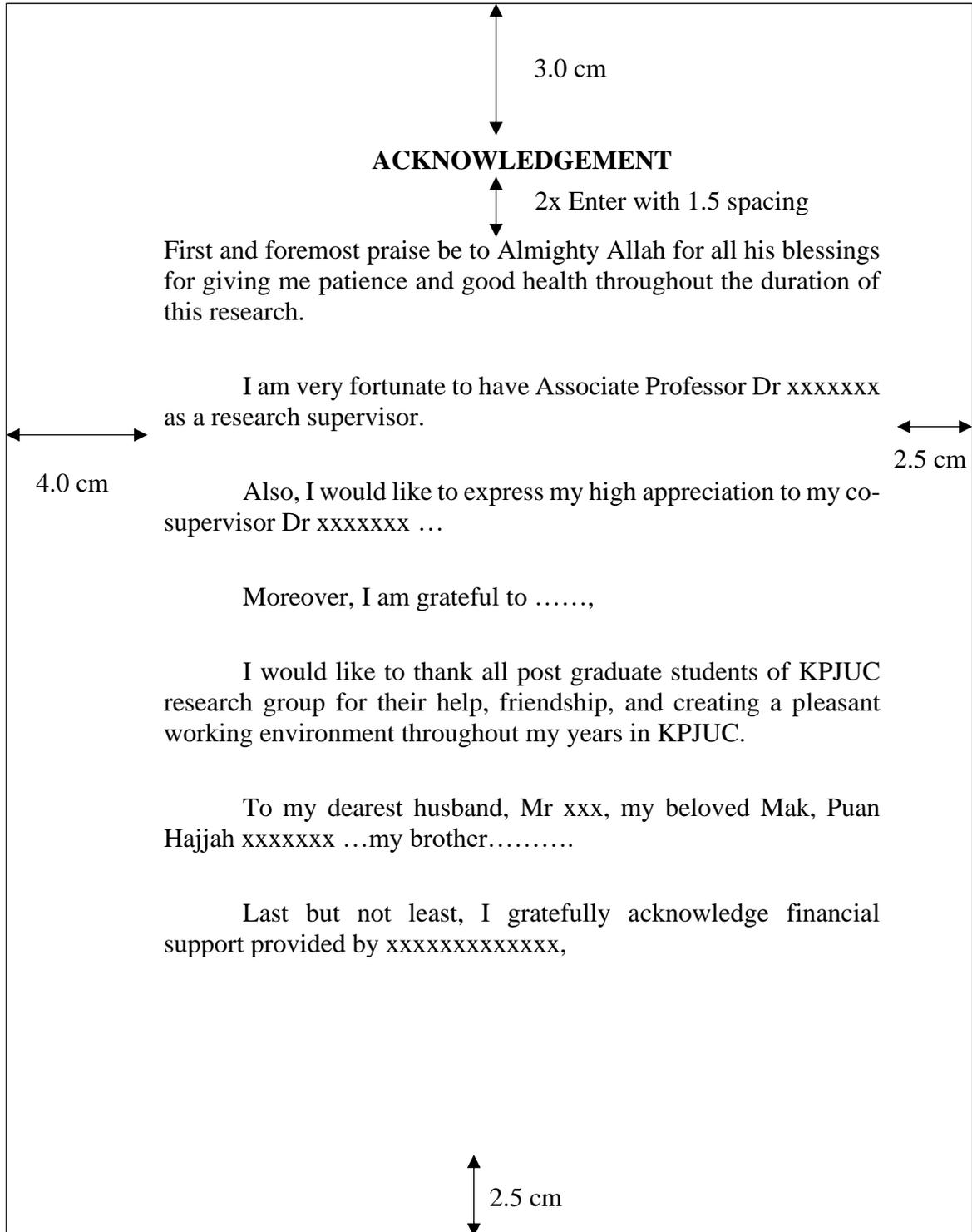
APPENDIX D

SAMPLE OF AN ABSTRACT (Times New Roman, 12 point)



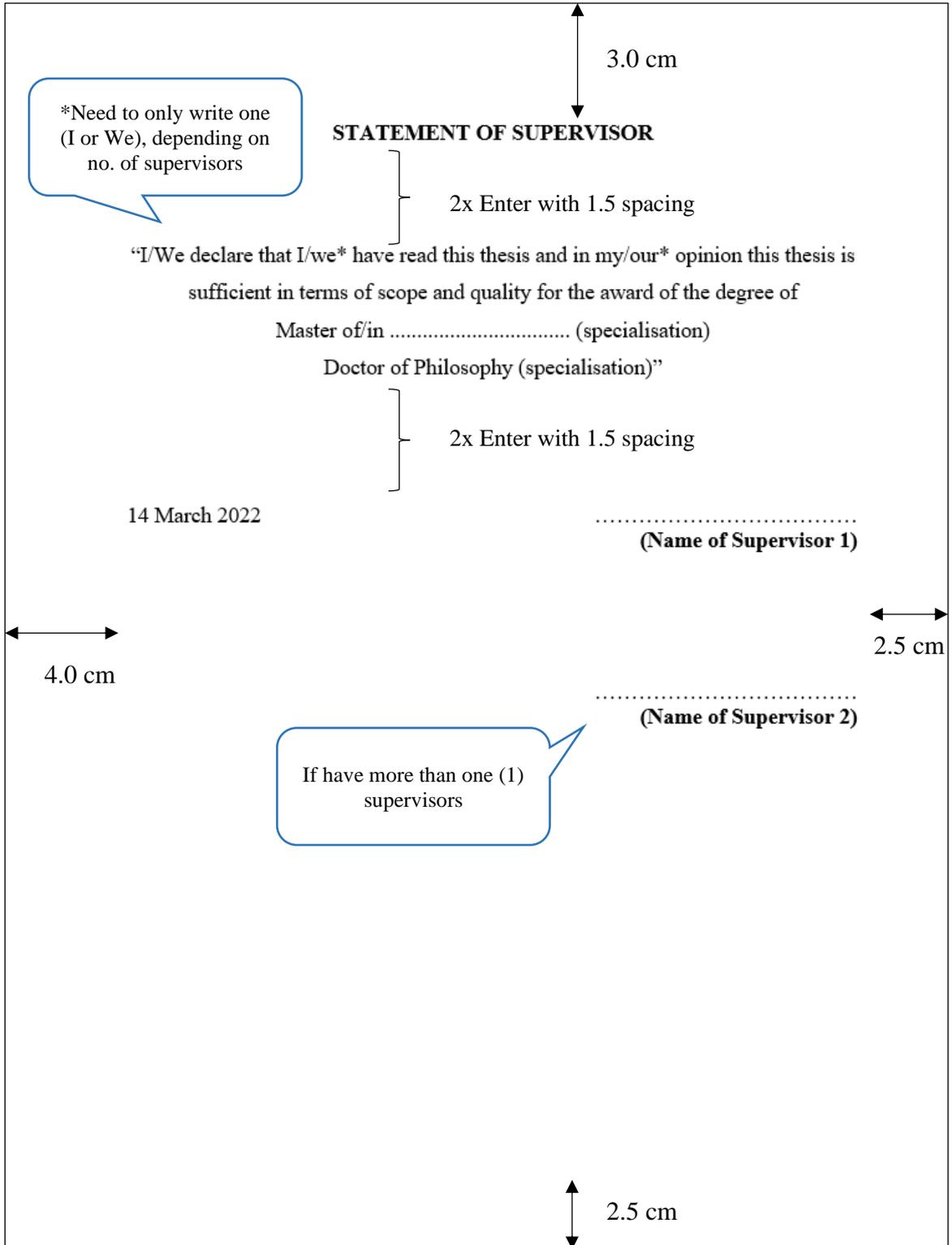
APPENDIX E

SAMPLE OF AN ACKNOWLEDGEMENT (Times New Roman, 12 point, 1.0 line spacing)



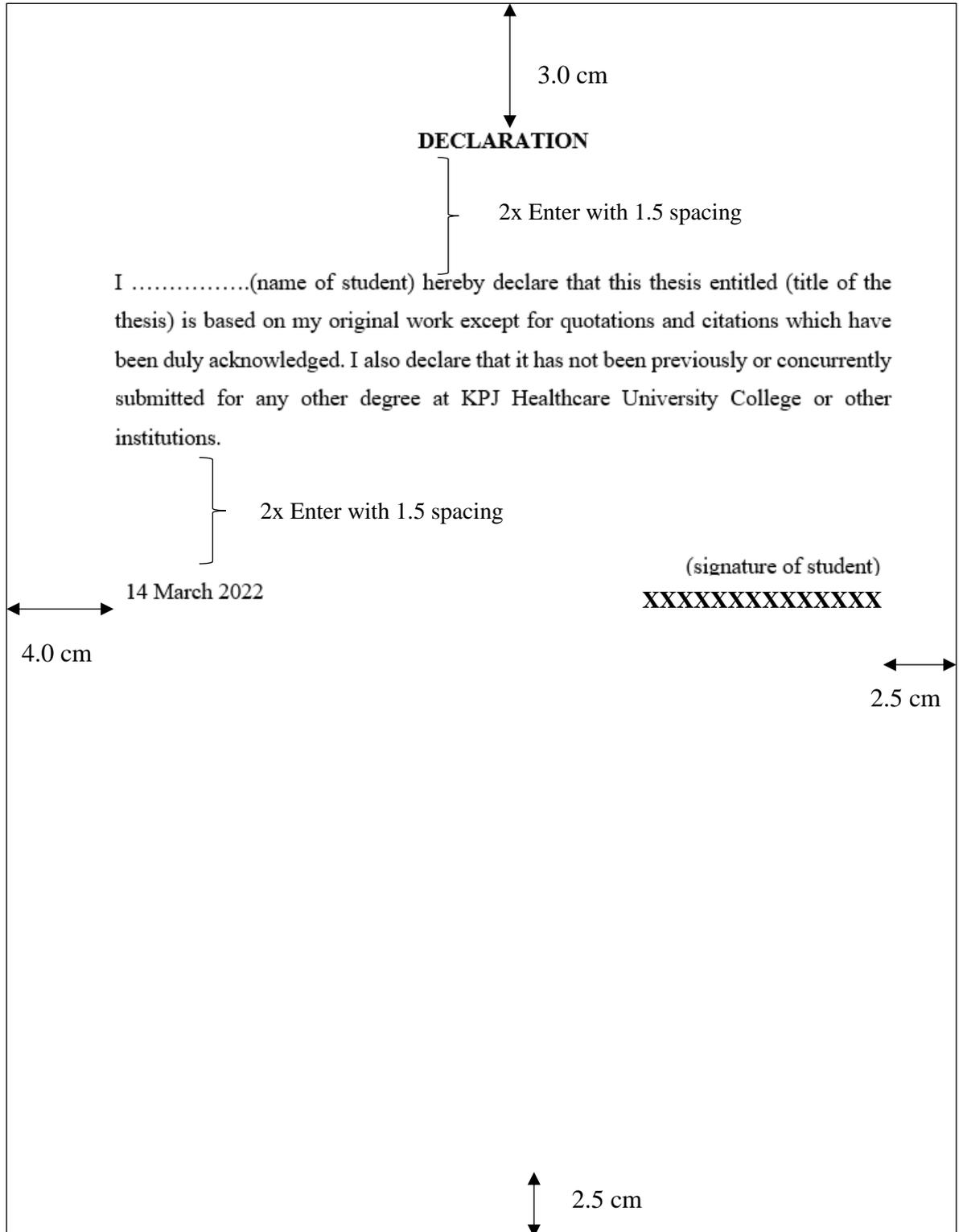
APPENDIX F

SAMPLE OF STATEMENT OF SUPERVISOR



APPENDIX G

SAMPLE OF DECLARATION PAGE BY STUDENT



APPENDIX H

EXAMPLE OF LIST OF TABLES (Times New Roman, 12 point)

The diagram illustrates the layout of a list of tables within a rectangular frame. The title "LIST OF TABLES" is centered at the top, with a vertical double-headed arrow indicating a 3.0 cm distance from the top edge of the frame. Below the title, the table structure is shown with three columns: "TABLE NO.", "TITLE", and "PAGE". A bracket on the right side of the "TITLE" column indicates a right margin of 2.5 cm, with the text "2x Enter with 1.5 spacing" next to it. The table contains three entries: "Table 1.1 Patient safety analysis 8", "Table 1.2 Hospital report on the culture of patient safety 8", and "Table 3.1 Content validation 64". A horizontal double-headed arrow on the left side of the table indicates a 4.0 cm distance from the left edge of the frame. A horizontal double-headed arrow on the right side of the table indicates a 2.5 cm distance from the right edge of the frame. A vertical double-headed arrow at the bottom center of the frame indicates a 2.5 cm distance from the bottom edge.

TABLE NO.	TITLE	PAGE
Table 1.1	Patient safety analysis	8
Table 1.2	Hospital report on the culture of patient safety	8
Table 3.1	Content validation	64

2x Enter with 1.5 spacing

APPENDIX I

EXAMPLE OF LIST OF FIGURES (Times New Roman, 12 point)

FIGURE NO.	TITLE	PAGE
Figure 1.1	Give this figure a title	4

APPENDIX J

EXAMPLE LIST OF ABBREVIATIONS AND SYMBOLS

LIST OF ABBREVIATIONS AND SYMBOLS	
ACSQHC	Australian Health Care Safety and Quality Commission
AHRQ	International Atomic Energy Agency
ANCC	American Nurses Credentialing Center
AVR	Automatic Variance Ratio
BSR	Bedside report
CINAHL	The Cumulative Index to Nursing & Allied Health Literature
EBP	Evidence-based practice
Epi Info TM	Statistical Software for Epidemiology
GVSU	Grand Valley State University
HALAL	Food Trade Description Quality Systems

3.0 cm

4.0 cm

2.5 cm

2.5 cm

APPENDIX K

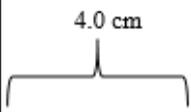
EXAMPLE OF TABLE IN TEXT



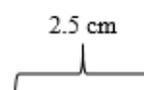
3.0 cm

Table 4.2 Association between demographic data of the respondents with way of going to school

Demographic Data	Before, n (%)		After, n (%)	
	Yes	No	Yes	No
Family income	149 (29.7)	353 (70.3)	473 (94.2)	29 (5.8)
Distance from home to school	264 (52.6)	238 (47.4)	384 (76.5)	118 (23.5)



4.0 cm



2.5 cm

Table 3.1 Sample size determination (n=413)

Associated factor	M	P1	P0	n	n+30%
Knowledge level					
Pre and Post test	1	0.377	0.574	200	260
Pre and Post test	1	0.237	0.05	108	140
Pre and Post test	1	0.96	0.18	10	13



2.5 CM

First Page (Portrait Layout)

The diagram shows a table layout on the first page. The table is titled "Table 3.1 A systematic review". It has three columns: "No.", "Author", and "Results". The table contains three rows of data and ends with "... to be continued". Dimensions are indicated by arrows: a vertical arrow above the title indicates a height of 3.0 cm; a horizontal arrow to the right of the first row indicates a width of 2.5 cm; a horizontal arrow to the left of the second row indicates a width of 4.0 cm; and a vertical arrow below the table indicates a height of 2.5 cm.

No.	Author	Results
1.	Apryl et al.	p<0.05
2.	Mune et al.	p=0.0
3.	Fayd et al.	P=0.0
... to be continued		

Next Page (Portrait Layout)

The diagram shows a table layout on the next page. The table starts with "...continuation". It has three columns: "No.", "Author", and "Results". The table contains three rows of data and ends with a horizontal line. Dimensions are indicated by arrows: a vertical arrow above the title indicates a height of 3.0 cm; a horizontal arrow to the left of the first row indicates a width of 4.0 cm; a horizontal arrow to the right of the third row indicates a width of 2.5 cm; and a vertical arrow below the table indicates a height of 2.5 cm.

...continuation		
4.	Apryl et al.	p<0.05
5.	Mune et al.	p=0.0
6.	Fayd et al.	P=0.0

First Page (Landscape Layout)

Table 1.1 First table in specific objective for Chapter II

<u>Tajuk center</u>	<u>Tajuk center</u>	<u>Tajuk kanan</u>	<u>Tajuk kanan</u>
Contents left	Contents center	Contents center	Contents right
Contents left	Contents center	Contents center	Contents right
Contents left	Contents center	Contents center	Contents right
Contents left	Contents center	Contents center	Contents right
Contents left	Contents center	Contents center	Contents right
			... to be continued

Next Page (Portrait Layout)

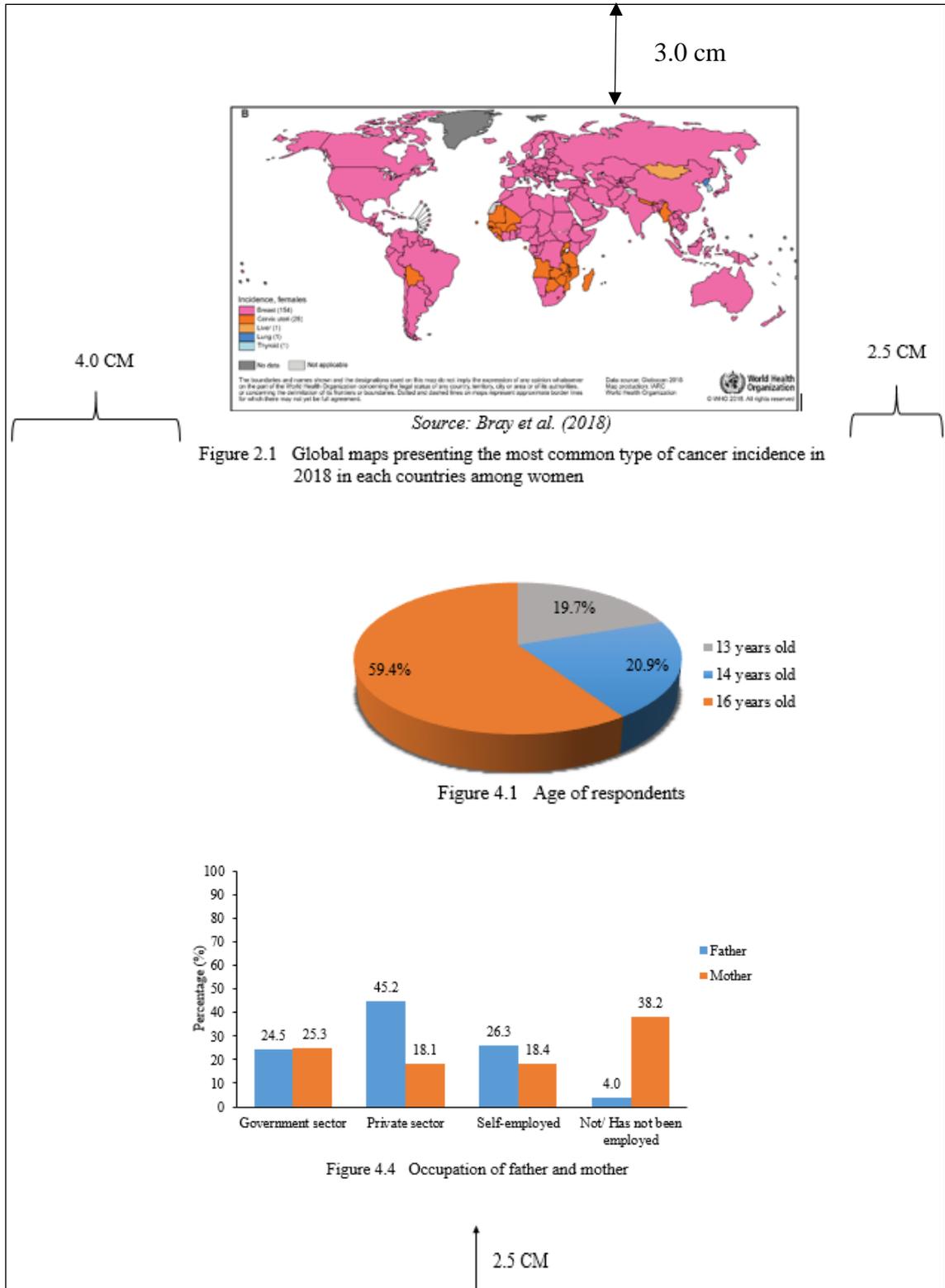
... continuation

Contents left	Contents center	Contents center	Contents right
Contents left	Contents center	Contents center	Contents right
Contents left	Contents center	Contents center	Contents right
Contents left	Contents center	Contents center	Contents right
Contents left	Contents center	Contents center	Contents right

Source: Gas Asli Malaysia 2009

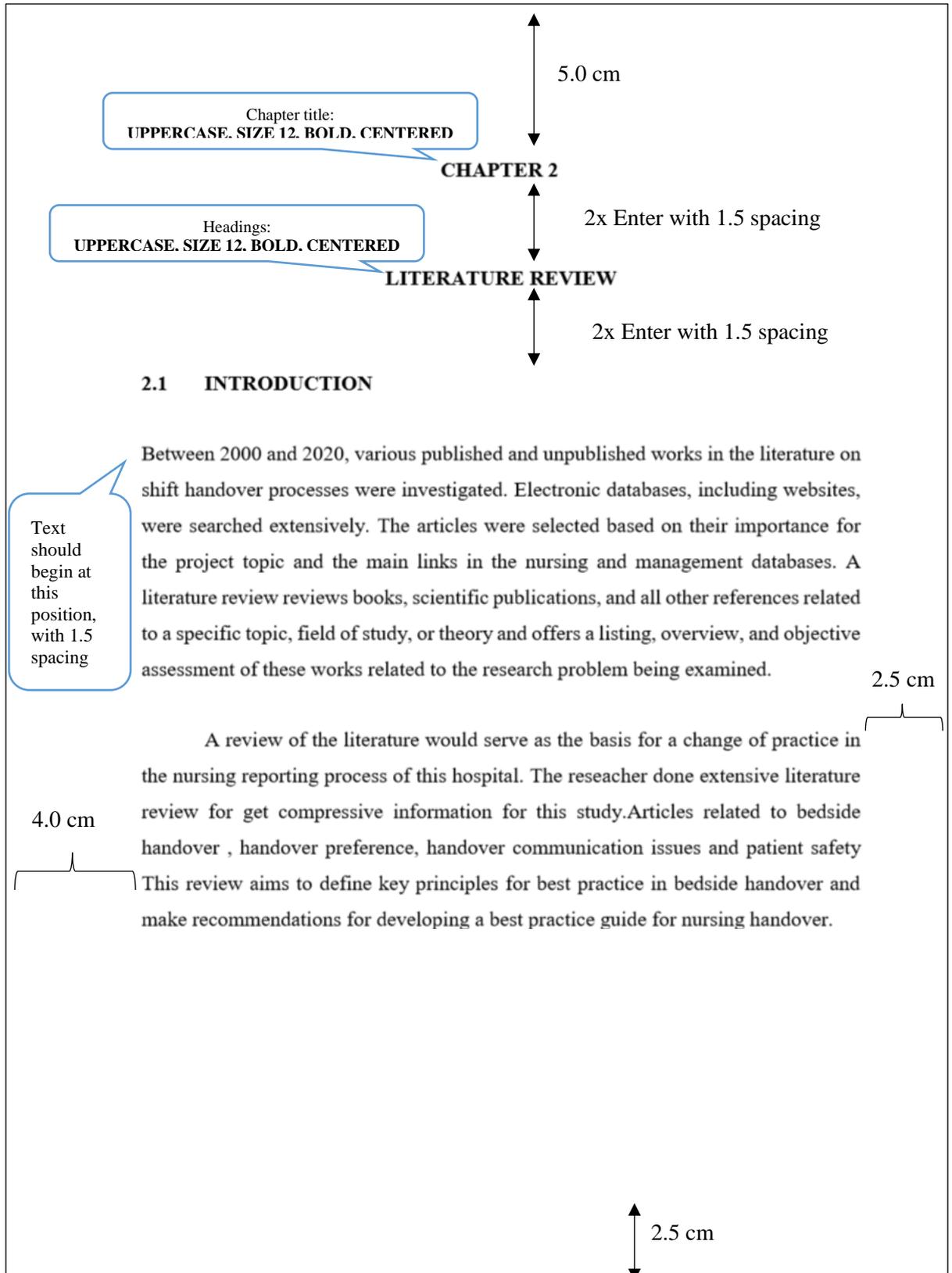
APPENDIX L

SAMPLE OF FIGURE IN THE TEXT



APPENDIX M

SAMPLE OF PAGE LAYOUT AND HEADINGS



Subheadings:
UPPERCASE, SIZE 12, BOLD, LEFT JUSTIFIED

3.0 cm

3.4 POPULATION AND SAMPLING

3.4.1 Research Population

Subsection 1:
Capitalized Each Word, Size 12, Left Justified

In this study, all registered nurses working in the adult hospital setting are the target population and have been performing bedside reports in the study unit.

2.5 cm

4.0 cm

This study focuses on nurses as front-line care professionals because their experience with bedside handover may be the most accurate example of the emerging patient safety climate.

3.4.1.1 Target population

3.4.1.2 Sample size

or

a. Target population

b. Sample size

or

i. Sampling technique

ii. Inclusion and exclusion criteria

Subsection 2:
Capitalized only first word (Sentence case), size 12, left Justified, Italic

2.5 cm