

Universiti Malaysia Pahang Thesis Guide



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Established in 2002 as the Malaysia's sixteenth public university, UMP currently offers graduate studies by research at Master's and Doctoral levels. Candidates for studies at the doctoral level would be admitted into the Doctor of Philosophy (PhD) program. These programs are offered through the respective academic faculties and centers in UMP.

The general areas of specialization are as follows: Chemical Engineering Bioprocess, Biotechnology, Industrial Chemistry, Mechanical Engineering, Automotive Engineering, Production Engineering, Electrical Engineering, Electronic Engineering, Instrumentation, Civil Engineering, Construction Engineering, Computer Science, Software Engineering, Technology Management, Industrial Safety and Health, Human Capital Resources, Project Management, and Operations Management. Potential candidates are strongly encouraged to enquire with the respective faculties on the availability of supervisor to supervise research work in specific subspecialization of the areas listed above.

Tailoring our graduates with the needs of present job market, our curriculums are designed to meet the standards set by the Ministry of Education, Malaysian Qualifications Agency, and Engineering Accreditation Council. The curriculums focus on enhancing the capabilities of our students to become highly competent professionals and future global players.

Operating from its campuses in Gambang and Pekan, UMP provides campus-wide broadband coverage to facilitate students to utilize web-based e-learning applications and library-on-server to the maximum, creating a fun and enjoyable learning environment for our students.

Our engineering and science laboratories are equipped with state-of-the-art facilities and equipment resembling those available in the industries, enabling our students to experience a conducive postgraduate and research environment.

Welcome on board!

Professor Ir. Dr. Wan Azhar bin Wan Yusoff

Vice-Chancellor

Universiti Malaysia Pahang

Congratulations! and welcome to Universiti Malaysia Pahang (UMP).

As a fast-rising five-star university with a vision of becoming a distinguished technological university, you have made a right choice to come to us in pursuing your academic dream.



The main objective of the Institute of Postgraduate Studies (IPS) is to provide quality academic, management and services through a conducive learning environment for postgraduate students. At UMP, we offer Doctor of Philosophy, Masters by Research, Masters by Coursework and Masters by Mixed Mode. It facilitates postgraduate students from various disciplines to complete their postgraduate studies. One of the main objectives of postgraduate study is to prepare students to develop a distinctive career. The advance knowledge and skills acquired through graduate studies at UMP would make them leading researchers, consultants, engineers and managers in their respective fields.

The programs that we offer at UMP will enrich your level of intellectuality and add-value to your wholesome-self because our mission is to provide a world class education, research and services in an ecosystem of creative and innovative engineering and technology to maximize human potential for societal goal. With the coming era of industrial revolution 4.0, UMP has creatively design courses which are not typical of the convention that is to con ne to the four-walls of the classroom; example Industrial PhD, Global Classroom, MOOCS and on line teaching.

The guideline accommodates the important details of the rules and procedures for your preparation throughout your journey of postgraduate education in UMP. We have included the proposed structure for students to graduate on time and the appropriate forms for you to be familiar with to assist you in managing your studies. We hope the guidebook will act as a reference throughout the duration of your study at UMP.

Thank you for choosing UMP. I wish you well and do hold on to your perseverance as the journey would be exciting, demanding and challenging.

Best wishes

Professor Dato' Dr. Hasnah Haron

Dean

Institute of Postgraduate Studies

PREFACE

The Universiti Malaysia Pahang (UMP) Thesis Guide describes the formatting standards set forth by the Institute of Postgraduate Studies. This guide helps the students in the preparation of their theses. The guide covers facet of thesis writing from the language to be used, to technical specifications that include typeface and font size, number of pages for a master's and PhD thesis, pagination, line spacing, units, chapter format, and references style. The guide is divided into five chapters which explain in detail the formatting requirements and submission options to be followed by all students in Universiti Malaysia Pahang.

CHAPTER 1

INTRODUCTION

1.1 Purpose

The purpose of this guide is to prepare students for thesis submission at Universiti Malaysia Pahang (UMP). It provides guidelines on all technical aspects of document formatting for submission of the thesis according to the requirements of Institute of Postgraduate Studies (IPS). Formatting ensures consistency is maintained throughout the entire thesis. For this purpose, this guide follows the Publication Manual of the American Psychological Association, Sixth Edition (APA Manual).

1.2 Definition of Terms

Typeface or Font

Typeface or font refers to all the styles such as bold, and italics, and standard acceptable fonts such as Times New Roman, Arial, and Courier.

Text

The term text applies to the main body of the thesis. It does not include cover page, preliminaries, tables, illustrations (figures), references, and appendices.

Preliminaries

The preliminaries include the examiners' approval document, title page, supervisor's declaration, student's declaration, dedication, acknowledgements, abstrak (in Malay), abstract (in English), table of contents, list of tables, list of figures, and list of symbols/abbreviations.

Table

Table presentations, regardless whether they are verbal, numeric, or graphical information, are arranged in a systematic way in rows and columns. This helps the information to be presented in a more structured manner.

Figure

Any other forms of information that cannot be tabulated are presented as figures. They can either be illustrations, graphs, charts, diagrams, photographs, or maps.



Equation

Equations are either mathematical or chemical expressions which are part of the text. Regardless of the alignment of the text, an equation must be centrally aligned.

Language

Thesis can be written either in English or Bahasa Melayu.

To use other language, approval is needed from the University Senate.

Appendix

Anything that does not appear in the text and supplementary can be appended. This can be any relevant material that may disrupt the flow of the thesis if it is included in the text.

CHAPTER 2

TECHNICAL AND FORMATTING SPECIFICATIONS

2.1 Paper Specifications

Paper specifications such as size, quality, and colour for the thesis are explained in Table 2.1.

Table 2.1
Paper Specifications

Element	Specifications
Size	A4 size (210 × 297 mm) paper should be used for both typing (soft copy) and printing (hard copy).
Quality	The original copy should be printed on simile paper (minimum quality of 80 grams). Duplicate copies should use quality photocopy or offset papers. Neither isograph nor carbon copies are acceptable.
Colour	Only white paper is acceptable.

2.2 Guidelines for Typing

2.2.1 Typeface or Font

All narratives, tables, and graphs must be typeset and not handwritten. Students are required to use Times New Roman with 12 font size throughout the thesis including headings and page numbers except for special foreign languages. Times New Roman with 11 font size (or smaller, but legible) can be used for table entries. Appropriate software should be used to generate symbols or special characters not found on the computer keyboard. For formula, use an equation editor including subscripts and superscripts.

2.2.2 Headings

The title of a chapter (Heading 1) should use BOLD CAPITAL LETTERS and centrally aligned. All chapters must begin on a new page. The other headings (starting from Heading 2) within the same chapter should begin on a new page if there is no space for a complete heading and at least two lines of the text at the

bottom of the page. Title should be given to every chapter and its subsections. Please refer Chapter 3 for more detailed information on formatting of all headings.

2.2.3 Spacing

The following guidelines (Table 2.2) should be observed for spacing formatting.

Table 2.2 Spacing Formatting

Line Spacing	Text/Entries
25 mm	Spacing between upper edge of a page and a chapter number
Press shift + enter three times (Spacing 1.5)	Spacing between a chapter number and the title, and between the title and the first line of the text
1.5-line spacing	<ul style="list-style-type: none"> Spacing between the last line of a text with the title of a subsection Spacing between the title of a subsection and the first line of a text Spacing between paragraphs Spacing between the last line of a text and a table, or a figure Spacing for list of tables, figures, symbols, and abbreviations Spacing for general body text of manuscript
Single (1.0)	<ul style="list-style-type: none"> Spacing for Acknowledgements Spacing for Abstract and its translation Spacing for long title entries for each headings and subheadings Spacing for long tables and table entries Spacing for long quotations, notes, and multiline caption Spacing for footnotes Spacing for bibliographic entries/references

2.2.4 Paragraphing

All paragraphs should have the first line indented 12.7 mm from the left margin. The last paragraph on a page must have at least two lines of the text otherwise it should begin on the following page. The last word in the last line on a page must not be followed by a hyphen.

2.3 Original and Duplicate Copies of the Thesis

Printing should be done only on one side of the paper. As such, the printed pages should be on the right side. The original copy must be printed using a laser printer. Students must ensure that duplicate copies are made using a good quality of photocopying. The final submission to IPS comprises three hard-bound copies, namely one original and two duplicates. For a Master's thesis, the color of the cover is black, whereas for a PhD thesis, the color is maroon. This requirement applies to all postgraduate theses, regardless of faculties. Nevertheless, for undergraduate final year project reports, the color of the cover is at the discretion of the respective faculties.

2.4 Information on the Cover

2.4.1 Front Cover

The front cover should be written in CAPITAL LETTERS with the title of the thesis (accurately and concisely describing the content of the thesis), the candidate's name, the name of degree, and the university's name. Details on the cover should appear in gold colored CAPITAL LETTERS (not bold face), using Times New Roman with 20 font size in the following order:

- i. Title of the Thesis (50 mm from the upper edge of the cover);
- ii. Full Name of the Student (as in identity card for Malaysian and passport for non- Malaysian);
- iii. Name of the Degree (e.g., DOCTOR OF PHILOSOPHY); and
- iv. Name of the University (UNIVERSITI MALAYSIA PAHANG, 50 mm from the bottom edge of the cover).

(See Appendix A)

2.4.2 Spine of the Thesis

The details should appear in gold colored CAPITAL LETTERS using Times New Roman with 18 font size in the following order:

- i. Name of the Student;
- ii. Name of the Degree (according to the offer letter, in abbreviated form);
- iii. Year of Degree Awarded; and
- iv. Name of University (UMP – in abbreviated form). (See Appendix B)

2.5 Margin Specifications

Students should maintain the margin specifications as shown in Tables 2.3 and 2.4. All textual and graphical materials for the entire thesis must be placed within these margins.

Table 2.3 Margin Specifications (A4 Portrait)

Element	Margin
Top edge	25 mm
Right side	25 mm
Left side	35 mm
Bottom edge	25 mm

Table 2.4 Margin Specifications (A4 Landscape)

Element	Margin
Top edge	35 mm
Right side	25 mm
Left side	25 mm
Bottom edge	25 mm

2.6 Pagination

Page numbers should be set within 20 mm from the bottom edge and centrally aligned. The same font used in the entire thesis should be used for the page numbers.

2.7 Numbering System

All chapters and their subsections have titles and therefore should be numbered using Arabic numerals (starting from Chapter 1). The subsections should be arranged in a structured manner (see Chapter 3 for more detailed information on headings formatting). Preliminaries (beginning with the title page) should be numbered consecutively in lowercase Roman numerals, such as i, ii, and iii. The page number for the text in the thesis uses consecutive Arabic numerals, such as 1, 2, and 3. Although the first page of the preliminaries is counted, the page number (e.g., i or 1) does not appear (in the soft copy) and is not printed. Page numbers using letter suffixes (e.g., 10a, 10b) are not allowed.

CHAPTER 3

THESIS ARRANGEMENT AND LAYOUT

3.1 Arrangement of Thesis

The layout and content of the thesis should be in the following order as shown in Table 3.1.

Table 3.1 Arrangement of Thesis

Division	Element	Remarks
Preliminaries	DECLARATION TITLE PAGE DEDICATION (OPTIONAL) ACKNOWLEDGEMENTS ABSTRAK ABSTRACT TABLE OF CONTENTS LIST OF TABLES LIST OF FIGURES LIST OF SYMBOLS LIST OF ABBREVIATIONS LIST OF APPENDICES	Declaration page is neither numbered nor counted. Title page is not numbered but it is counted. Pagination system must use Roman numerals, such as i, ii, and iii.
Text	CHAPTERS DIVISION	The students are required to check the content flow of the body text with their respective faculty.
REFERENCES	See Chapter 4 for formatting of References.	
APPENDICES	Appendices are organized in the order as mentioned in the body text.	

3.2 Preliminaries

3.2.1 Declaration

There are three sets of declaration, namely, (1) Declaration of Thesis and Copyright (accompanied by Thesis Declaration Letter, if required), (2) Supervisor's Declaration, and (3) Student's Declaration. Each declaration must be on a new page. It should be typed 25 mm from the upper edge of the page.

The thesis status declaration form must be completed and bound with the thesis. This form comes immediately after the front cover. The template for declaration form can be downloaded from the IPS website. There are three options: CONFIDENTIAL, RESTRICTED, and OPEN ACCESS. If CONFIDENTIAL or RESTRICTED is selected, an authorization letter form must be attached. The authorization letter should clearly indicate the following information: (1) the duration for classification and (2) the reasons for classification.

A typical duration for CONFIDENTIAL or RESTRICTED classification is three years. However, classification of a thesis as CONFIDENTIAL or RESTRICTED can be up to a maximum period of five years. If submission of the status declaration form is not made or the information in the form is incomplete, it will be assumed that the thesis is classified as unrestricted, or in other words, OPEN ACCESS, and therefore the library will be authorized to make copies of the thesis for distribution as published academic exchange materials. Nevertheless, the student's name will remain as the author of the thesis because the thesis is submitted to UMP. The information pertaining to the specialization and the degree to be awarded must exactly be the same information as mentioned in the offer letter issued by IPS. The status declaration form is neither numbered nor counted in the numbering of pages in the thesis. Student's declaration form should be completed and signed. Prior to thesis submission for examination, supervisor's declaration form must be obtained to acknowledge the standard and quality of the thesis.

(See Appendix C)

3.2.2 Title Page

The title page should use single spacing and CAPITAL LETTERS. It provides information in the following order:

- i. Title of the Thesis (exactly the same as it appears on the front cover, 50 mm from the upper edge of the page);
- ii. Full Name of the Student (as in identity card for Malaysian and passport for non- Malaysian);
- iii. Purpose of Thesis Submission (See Appendix D);
- iv. Name of Faculty/Institute/Centre (Title Case);
- v. Name of University (UNIVERSITI MALAYSIA PAHANG in CAPITAL LETTERS); and
- vi. Month and Year of Degree Awarded (50 mm from the bottom edge of the page)

(See Appendix E)

3.2.3 Dedication (Optional)

If the dedication page is included in the preliminaries, the dedication must be briefly written in not more than one paragraph and should not contain any graphical illustrations. It should be placed in the middle of the page.

(See Appendix F)

3.2.4 Acknowledgements

It is normal to acknowledge any individual or organisation that has provided any sort of special assistance in the preparation of the thesis. The word ACKNOWLEDGEMENTS should be typed 25 mm from the upper edge of the page. Lengthy and wordy acknowledgements should be avoided. This should be written in single line spacing within one page. If this involves copyrighted materials, prior permission to quote these materials must be obtained. It is appropriate to express gratitude for financial or other forms of support received.

(See Appendix G)

3.2.5 *Abstrak* and Abstract

Thesis submitted to IPS must have an abstract. The abstract and its translated version should be on separate pages after the page of Acknowledgements. The word ABSTRAK and ABSTRACT must be typed 25 mm from the upper edge of the page, bold, and centrally aligned. Even though a thesis has been written in English, the ABSTRAK in Malay or Bahasa Melayu should appear first, followed by the ABSTRACT in English. The abstract should be written in a single paragraph, in one page only, with single line spacing. Generally, the English ABSTRACT should provide a comprehensive, precise, objective, concise, and intelligible description of the study and should not be a critique. Likewise, the Malay ABSTRAK should also be of equivalent standard. Scientific terms, if used, must be translated accurately and consistently. Table 3.2 lists some guidelines for writing an abstract.

Table 3.2 Guidelines for Writing an Abstract

Information to Include	Information Not to Include
Problem statement and objectives of the study	Additional content, corrections, or any information that do not appear in the text of the thesis.
Concise description of research design, methodology, and materials. Abbreviations or acronyms, if any, must be preceded by the full terminologies at the first use	Tables, figures, references, and abbreviations or acronyms
Brief summary of major findings including their significance	Details of experiment, organisms, standard procedures, techniques, and instruments
Conclusion	No cross-referencing or citations

(See Appendices H and I)

3.2.6 Table of Contents

Table of Contents should start on a new page with the word TABLE OF CONTENTS typed 25 mm from the upper edge of the page and centrally aligned. It consists of an ordered list of headings for the chapters, topics, subtopics, list of references, and appendices (if any). The respective page numbers indicate the start of each part in the text of the thesis. Titles, headings, and subheadings should appear exactly the same as in the text. See Section 3.3.1 and Appendix J for more details.

3.2.7 List of Tables

This page appears on a fresh page with the heading LIST OF TABLES typed 25 mm from the upper edge of the page and centrally aligned. The list must contain all the tables that appear in the text and their respective numbers, which are arranged according to the chapters of the thesis. The page number(s) must also be included.

(See Appendix K)

3.2.8 List of Figures

This page appears on a new page with the heading LIST OF FIGURES typed 25 mm from the upper edge of the page and centrally aligned. The list must contain all the figures that appear in the text and their respective numbers, which are arranged according to the chapters of the thesis. The page number(s) must also be included.

(See Appendix L)

3.2.9 List of Abbreviations/Symbols/Formula

This page appears on a new page with the heading LIST OF ABBREVIATIONS/SYMBOLS/FORMULA typed 25 mm from the upper edge of the page and centrally aligned. All abbreviations and symbols that appear in the text should be listed on this page according to the order as shown in Table 3.3.

Table 3.3 Order for List of Abbreviations/Symbols/Formula

Type of Letter	Order
Roman letters	Alphabetical order
Greek letters	Alphabetical order
Superscripts	Alphabetical order
Subscripts	Alphabetical order

(See Appendices M and N)

*Note: List of Formula can be included after List of Abbreviation page

3.3 The Text

Table 3.4 shows the maximum number of words for a project, dissertation, and thesis. The total number of words does not include footnotes, quotations, appendices, formulae, tables, diagrams, and other information that is not included in the text.

Table 3.4 Maximum Number of Words According to Type of Degree

Type of Degree	Total Number of Words
Doctor of Philosophy	100,000
Masters	
By Research	60,000
By Coursework	40,000
Degree (Final Year Project)	30,000

3.3.1 Major Divisions

There are typically five parts in a thesis: (1) introduction to the research, (2) review of literatures related to the study, (3) detailed description of its methodology, (4) analysis and discussion of the findings, and (5) conclusion and recommendations. These parts form the chapters, which are the text of the thesis (see definition of text in Section 1.3 of this guide). Each chapter is distinctive; its content should typically reflect the five parts of the thesis. This ensures proper organisation of the thesis. Students are required to seek advice from their respective supervisors regarding the division of the thesis. Basically, students are advised to adopt a five-chapter division as follows:

- i. CHAPTER 1 INTRODUCTION
 - ii. CHAPTER 2 LITERATURE REVIEW
 - iii. CHAPTER 3 RESEARCH DESIGN AND METHODOLOGY
 - iv. CHAPTER 4 RESULTS AND DISCUSSION
 - v. CHAPTER 5 CONCLUSION AND RECOMMENDATIONS
- (See Appendix O)

3.4 Headings and Subheadings

As mentioned earlier, a chapter is distinguished from the other chapters based on its contents, which typically reflects the five parts of the thesis. Each chapter has its own title and heading. To ensure smooth flow of ideas, a chapter is usually subdivided into sections. These sections have their own titles and subheadings. All paragraphs within a section should be written coherently. Each paragraph should be limited to one main idea. Lengthy paragraphs should be avoided.

Headings and subheadings have their own respective formatting styles as shown in Table 3.5. Each heading which indicates the beginning of a chapter must always start on a new page. However, this does not always necessarily apply to a subheading, which should start on a new page if and only if there is no complete space for it and there should be at least two lines from the bottom of the page in that section.

Table 3.5 Formatting of Headings and Subheadings (UMP Thesis Template)

Element	Formatting Style
Chapter Title Heading 1, UMP Chapter Title	Central alignment, Boldface, and Uppercase Heading CHAPTER 2 LITERATURE REVIEW
Section Title Heading 2, Chapter, UMP Level 2	Left alignment, Boldface, and Title Case Heading Your paragraph begins below, indented like a regular paragraph with 1.5-line spacing. 2.1 Title for Level 2
Subsection Title Heading 3, UMP Level 3	Left alignment, Boldface, and Title Case Heading Your paragraph begins below, indented like a regular paragraph with 1.5-line spacing. 2.1.1 Title for Level 3

Element	Formatting Style
Subsection Title Heading 5, UMP Level 4	<p>Left alignment, Boldface, and Title Case Heading</p> <p>Your paragraph begins below, indented like a regular paragraph with 1.5-line spacing. The title for Level 4 is not included in Table of Contents.</p> <p>2.1.1.1 Title for Level 4</p>
Subsection Title Heading 6, UMP Level 5	<p>Left alignment, Not numbered, Italicized, and Title Case Heading</p> <p>Your paragraph begins below, indented like a regular paragraph with 1.5-line spacing. The title for Level 5 is not included in Table of Contents.</p> <p>Introduction</p>
Subsection Title Heading 7 Heading 8 Heading 9	<p>Left alignment, Bullet and Numbering</p> <ul style="list-style-type: none"> i. Heading 7 is for Roman Numbering (e.g., i, ii, iii, ...) 1. Heading 8 is for Arabic Numbering (e.g., 1, 2, 3, ...) ■ Heading 9 is for Bullet Numbering (e.g., ■) <p>This Heading can be applied for numbering such as in Objective and Scope.</p> <p>The titles for Level 7, 8 and 9 are not included in Table of Contents.</p>

3.4.1 Tables in the Text

Arabic numerals should be used to number all the tables. Each of the tables should be numbered according to its respective chapters. For example, the first table that appears in Chapter 3 should be numbered as Table 3.1. A brief title must be given to a table. This is known as a caption. Regardless of the layout of the table, whether it is in portrait or landscape format, the caption must always be positioned at the top of the table. For a table in landscape format, the top of the table including its caption should be placed adjacent to the spine. It should be noted that, for binding purposes, this must not interfere with the requirements for margin specifications (see Section 2.5). If a table is copied from a source, the source must be cited at the bottom of the table (see Appendix Q). Likewise, if a table is adapted from a source or a number of sources, the source(s) must also be cited. The following citation should appear at the bottom of the table:

Source: Author (Year).

Data that are presented in the form of a table must be preceded by an explanation about the data first before the table, and not vice versa. All tables in the same chapter can also be grouped together and placed near the relevant text. Students must ensure that the type of font used for tables (i.e., caption or number and title of the table, as well as the data) should be the same as the one used in the text of the thesis. However, the size of the font for the data presented in the table may be smaller (i.e., 1–2 point smaller).

3.4.1.1 Required Format for Tables

A table must only have three types of horizontal lines; no vertical lines are allowed.

These three types of horizontal lines are as follows:

- i. The table opening line, which is placed between the table title and the column heading;
- ii. The column heading closing line, which separates the heading from the data presented in the table; and
- iii. The table closing line, which ends the table.

A table must have a minimum of two columns. Each column must have a heading that describes the data in that column. Any information after the closing is known as table note (for further explanation, see APA Publication Manual Sixth Edition, Section 5.16). This applies to any basic table that appears on one single page.

3.4.1.2 Continued Table

Sometimes, data in a table may need to be presented in more than one page. In this case, the column headings in that table must be retained on each page. The full caption (i.e., number and title) of the table should appear on top of the first page with the word continued at the bottom of the table. On the subsequent page(s), the word continued should appear on top of the table which is preceded by the table number without its title in the caption.

(See Appendix Q)

3.4.2 Figures in the Text

Illustrative visual materials such as maps, charts, graphs, drawings, diagrams, and photographs are referred to as figures. All figures must be clear and of high quality. Figures must be numbered using Arabic numerals. If a figure is presented across the page in landscape orientation, the top of the figure must be along the bound edge of the thesis.

3.4.2.1 Typeface

Since figures are considered illustrations or diagrams and may be imported from an external source, any text that is part of the figure can be in any typeface, provided that it is neat and readable. The figure number and title must be in the same typeface as the rest of the thesis because this material is considered to be part of the typeset body of the document. The caption is provided below the figure and left aligned. All figures must be centrally aligned within the left and right margins. The figures must be numbered with respect to the chapter, for example, Figure 4.2 refers to the second figure that appears in Chapter 4.

3.4.2.2 Continued Figures

A figure containing several related parts that are too large to be included on a single page may be continued onto another page or other pages. The first page shall contain the figure number and complete title while the subsequent pages shall present the remainder of the figure.

(See Appendix R)

3.4.3 Placement of Tables and Figures

Tables and figures must be referred to in the text by their respective numbers instead of expressions. When more than one table/figure is referred to on a page of text, each table/figure should follow the order it is mentioned until all have been placed. In terms of degree of importance, tables/figures are secondary to the text. In other words, all text pages must be filled with text. It is recommended that the tables/figures are assigned on pages separated from the text to avoid problems in shifting during last minute revisions. However, if students wish to incorporate tables/figures within the text, the following criteria must be met:

- i. Table/figure must be separated from the text by an extra space (1.5-line spacing);
- ii. Table/figure cannot be continued onto the following page.

There should always be a balance of not less than half a page of the text and not more than half a page of table/figure below or above the text. If multiple tables/figures are included on a page, there can be an approximately 1.5-line spacing between each table/figure.

Placement in an appendix. When all tables/figures are placed within an appendix, this should be stated in a note in the body of the text and is not repeated thereafter. This note should appear on the page of the text that refers to the first table or figure in the document. The note can be presented as part of a sentence, parenthetical information, or a footnote. When only some of the tables/figures are placed within an appendix, their locations must be clearly indicated as references in the text, unless the numbering scheme makes the location obvious.

3.4.4 Equations in the Text

Equation numbers should use Arabic numerals enclosed in parentheses on the right margin. The equations, whether mathematical or/and chemical, must be numbered with respect to the chapter, for example, Eq. 4.2 refers to the second equation that appears in Chapter 4. Equations are placed at the center of a page. If detailed derivation is needed, it should be provided in an appendix. When a complete version of an equation requires more than a single line, the expression should be divided immediately before a convenient plus or minus sign but not one that falls within the bounds of a set of fences. The best place to break a lengthy equation is on the right, ahead of an equal sign.

3.4.5 Citations within the Text

Citations within the text is a means of formally recognizing the sources from which the information or idea are obtained. Their purpose is to acknowledge the works of other authors, to demonstrate the body of knowledge in which the works are based on, and to guide readers locate the sources for further information, which are listed in a list of sources at the end of the text. This list is known as References. Citations in the text (also known as in-text citations or parenthetical citations) must be made according to this guide, which consist of information in parentheses within the text. Therefore, full details of in-text citations should be included in the References list, with the exception of personal interviews or correspondences.

3.4.6 Quotations

Quotations within a sentence should not exceed 40 words and must be placed within double quotation marks "...". All direct quotations exceeding 40 words must be typed separately in block style with a new paragraph of 1.5-line spacing below and indented without the use of quotation marks. If the quotation is in a different language, it must be italicized. Apart from information about the author or authors (using surname) and the year of publication, the number of page or pages must be cited.

3.5 List of References

A thesis must include a list of materials used in the preparation of the document. Students should not cite articles that were published from the studies conducted during candidature period and list them as references. The list of references should start on a fresh page with the heading REFERENCES 25 mm from the upper edge of the page and centrally aligned. This section should contain all the sources referred to within the text. Sources not referred to in the text should not be listed in the references, and vice versa. The purposes of listing the references are:

- i. to serve as an acknowledgment of sources;
- ii. to give readers sufficient information to locate the material; and
- iii. to save the reader the trouble of attempting to locate materials that are not available in the case of personal interviews or correspondences.

The format used to list all the references which have been cited in the text should follow the APA style. References should not be listed at the end of every chapter; they should only be listed at the end of the final chapter. All references should be listed in alphabetical order. The details of the APA style are described further in Chapter 4.

3.6 Headers and Footers

The use of headers and footers is not allowed.

3.7 Appendices

An appendix is a useful part to make available material that is relevant to the text but not suitable for inclusion in it. Thesis does not necessarily have to include appendices. Appendices may comprise the following: glossary, data from the study, tables, charts, detailed engineering drawing, computer program listings, sample of questionnaires, maps, photographs, and any other such materials. All of the materials are either too lengthy to be included in the text or not immediately relevant to the discussion in the text.

Appendix can be named (e.g., APPENDIX A, APPENDIX B, and APPENDIX C) depending on the type and quantity of information to be included. Specific titles for appendices can also be given. Appendices should be paginated consecutively with the main text. The heading, for example, APPENDIX A should be typed 25 mm from the upper edge of the page and centrally aligned. If appendices are included, they should be listed according to their titles in the Table of Contents. If there are five or less appendices, their details should be listed in the Table of Contents. If there are more than five appendices, the Table of Contents should include a list of appendices with the page numbers.

3.8 List of Publications

All publications (either in journals or proceedings) that result from the study carried out by a candidate while under supervision and during the candidature period and for which the candidate is the first author or co-author should be listed clearly and accurately. The publications listed in the appendix are those relevant to the candidate's research topic and that have been either published or accepted to be published in journals or proceedings during the candidature period.

CHAPTER 4

STYLES OF WRITING REFERENCES

4.1 Introduction

The Publication Manual of the American Psychological Association (6th ed., 2010) is used as the guideline in citing and crediting sources. Students are advised to refer to the publication manual for any further explanation of the APA Style.

All the references cited in the text must be provided in the reference list at the end of the thesis. The list of sources cited should be compiled based on the AUTHOR-YEAR system and listed according to alphabetical and chronological order. If more than one reference by the same author are cited, these references should be listed chronologically.

References should be typed single spaced within entry and 1.5-line spacing between entries with a hanging indentation. If a reference is not in the language of the text (except for English) then it should be translated into the language of the text. A reference list includes only references that document the article and provide recoverable data. Personal communications, such as letters, memoranda, and informal electronic communication, religious texts such as the Qur'an and the Bible, and entire websites, should not be included in the reference list.

4.2 Styles of Writing References

4.2.1 Alphabetizing Names

- i. References should be listed in alphabetical and chronological order:
Ali, I. (2006). ...
Ismail, F. (2004). ...
Mohammed, S. (2001). ...
Sharifah, H. S. (1995). ...
Zakri, A. H. (2007). ...
- ii. The publication of an individual author is listed before another publication in which the same author is the first writer and both publications are in the same year. Use ampersand (&) for multiple authors.
Mohd Sani, M.S. (2006). ...
Mohd Sani, M. S., & Rahman, M. M. (2006). ...

- iii. In the case of publications in which one author is the first author and the second and third authors are different, the works are listed according to the alphabetical order of the names of the second and third authors, and so on. Use ampersand (&) for multiple authors.
Rahman, M. M. (2007).
Rahman, M. M., & Ariffin, A. K. (2004).
Rahman, M. M., Ariffin, A. K., & Noor, M. M. (2008).
- iv. Single author entries by the same author are arranged chronologically by year of publication.
Rahman, M. M. (2003). ...
Rahman, M. M. (2007). ...
- v. References by the same author (or by the same two or more authors in the same order) with the same publication year are arranged alphabetically by the title. If the references with the same authors published in the same year are identified as articles in a series (e.g., Part 1 and Part 2), arrange the references in the series order, not alphabetically by title. Lowercase letters, (e.g., a, b, and c), are placed immediately after the year within the parentheses.
Rahman, M. M. (2003a). Design and development of fatigue life
Rahman, M. M. (2003b). Prediction of fatigue life ...
- vi. References by different first authors with the same surname are listed alphabetically by first initial.
Rahman, A. (2006). ...
Rahman, M.M. (2002). ...
Zakri, A. (2003). ...
Zakri, M. G. (2006). ...
Zakri, M. Z. (2004). ...
In general, entries are arranged alphabetically by the surname of the first author using the following rules for special cases:
- vii. Alphabetize letter by letter. However, remember that “nothing precedes something”: John, T. F., precedes Johnny, M. S., even though n precedes t in the alphabet.
- viii. Alphabetize the prefixes M', Mc, and Mac literally, not as if they were all spelled Mac. Disregard the apostrophe: MacMillan precedes McMichael, and MacKenna precedes M'Cabe.

- ix. Alphabetize surnames that contain articles and prepositions (de, la, du, or von) according to the rules of the origin language. If you know that a prefix is commonly part of the surname (e.g., De Jong), treat the prefix as part of the last name and alphabetize by the prefix (e.g., DeBerg precedes De Jong). If the prefix is not customarily used (e.g., Mises rather than von Mises), disregard it in the alphabetization and place the prefix following the initials (e.g., Mises, L. H. E. von).
- x. Alphabetize entries with numerals as if the numerals were spelled out.

4.2.2 Order of Works with Group Authors or with No Authors

Full official names should be used the first time they are mentioned in the text and may be abbreviated in the subsequent in-text citation. If no specific author is designated to a reference, it should be cited as Anonymous and it is alphabetized as if Anonymous were a true name.

4.3 Periodicals

General form:

Author, A. A., Author, B. B., & Author, C. C. (year). Title of article. *Title of Periodical*, xx, pp–pp. doi: xx.xxxxxxxxxx

If the journal is paginated by issue, include the issue number in parentheses immediately after the volume number. Some journals offer supplemental material that is available only online. To reference this supplemental material, or any other nonroutine information that is important for identification and retrieval, include a description of the content in brackets following the title: [Letter to the editor]. If there is no DOI assigned and the reference is retrieved online, give the URL of the journal homepage. No retrieval date is needed.

i. Journal Article with DOI

Chisti, Y., & Moo-Young, M. (1986). Disruption of microbial cells for intracellular products. *Enzyme and Microbial Technology*, 8(4), 194–204. doi: 10.1016/0141-0229(86)90087-6.

ii. Journal Article with DOI, more than seven authors

Hammond, C., Lopez-Sanchez, J. A., Hasbi A. R., M., Dimitratos, N., Jenkins, R. L., Carley, A. F. . . . Hutchings, G. J. (2011). Synthesis of glycerol carbonate from glycerol and urea with gold-based catalysts. *Dalton Transactions*, 40(15), 3927–3937. doi: 10.1039/C0DT01389G

Use the following in-text citation: (Hammond et al., 2011). Spell out all authors' names in the reference list for a reference with up to seven authors.

iii. Journal Article without DOI

Digital copy

Wali, Q., Fakharuddin, A., Ahmed, I., Ab Rahim, M. H., Ismail, J., & Jose, R. (2014). Multiporous nanofibers of SnO₂ by electrospinning for high efficiency dye-sensitized solar cells. *Journal of Materials Chemistry A*, 2(41), 17427–17434 Retrieved from http://pubs.rsc.org/en/content/articlelanding/2014/ta/c4ta03056g

Printed copy

Pickering, K. L., & Le, T. M. (2016). High performance aligned short natural fibre – Epoxy composites. *Composites Part B: Engineering*, 85, 123–129.

iv. Journal Article without DOI, Title Translated into English, Print Version
Azemard, C., de Lumley, H., Khatib, S., Saos, T., Lebeau, D., Aychet, N., & Lucas-Lamouroux, C. (2013). Étude des matières organiques du sol d'occupation acheuléen de l'unité archéostratigraphique UA 27 de la grotte du Lazaret. [Study of organic matter of Acheulean occupation ground from the Lazaret cave archeostratigraphic unit UA 27]. *L'Anthropologie*, 117(4), 367–412.

If the original version of a non-English article is used as the source, cite the original version. Give the original title and, in brackets, the English translation. If the English translation of a non-English article is used as the source, cite the English translation. Give the English title without brackets.

v. Journal Article with DOI, Advance Online Publication

Artzi, L., Bayer, E. A., & Morais, S. (2016). Cellulosomes: bacterial nanomachines for dismantling plant polysaccharides. *Nature Reviews Microbiology*. Advance online publication. doi:10.1038/nrmicro.2016.164

If there is no DOI assigned and you retrieve the article electronically, give the URL of the journal home page. Update your references close to the publication date of your work, and refer to final versions of your sources, if possible.

vi. In-press Article Posted in a Preprint Archive

Camillieri, B., & Bueno, M.-A. (in press) Artificial finger design for investigating the tactile friction of textile surfaces. *Tribology International*. Retrieved from
<http://www.sciencedirect.com/science/article/pii/S0301679X1630487X>

The exact URL is used because the article is informally published and not yet indexed in a journal website. Journal publishers that do not offer advance online publication may allow authors to post a version of their article online ahead of print in an outside repository, also called a preprint archive. Update your references close to the publication date of your work and refer to the final version of a work, if possible.

vii. Magazine Article

Chamberlin, J., Novotney, A., Packard, E., & Price, M. (2008, May). Enhancing worker well-being: Occupational health psychologists convene to share their research on work, stress, and health. *Monitor on Psychology*, 39(5), 26–29.

viii. Online Magazine Article

Clay, R. (2008, June). Science vs. ideology: Psychologists fight back about the misuse of research. *Monitor on Psychology*, 39(6). Retrieved from
<http://www.apa.org/monitor/>

ix. Newsletter Article, No Author

Six sites meet for comprehensive anti-gang initiative conference. (2006, November/December). *OJJDP News @ a Glance*. Retrieved from
http://www.ncjrs.gov/html/ojjdp/news_acglance/216684/topstory.html

The exact URL is helpful here because specific newsletter articles are difficult to locate from the government agency home page. Alphabetize works with no author by the first significant word in the title (in this case, "Six"). In text, use a short title (or the full title if it is short) enclosed in quotation marks for the parenthetical citation: ("Six Sites Meet," 2006).

xi. Online Newspaper Article

Abdullah, Z. (2016, December 14). TNB discloses 10-year blueprint, targets global top 10 spot. *New Straits Time*. Retrieved from <http://www.nst.com.my>

Give the URL of the home page when the online version of the article is available by search to avoid nonworking URLs.

xii. Special Issue or Section in a Journal

Munk, A., & Trampisch, H. J. (2005). Therapeutic Equivalence – Clinical Issues and Statistical Methodology in Noninferiority Trials [Special issue]. *Biometrical Journal*, 47(1), 7–9. doi:10.1002/bimj.200410093

Lange, S., & Freitag, G. (2005). Therapeutic Equivalence – Clinical Issues and Statistical Methodology in Noninferiority Trials [Special invited papers section]. *Biometrical Journal*, 47(1), 12–27. doi:10.1002/bimj.200410085

xiii. Monograph as Part of Journal Issue

Ganster, D. C., Schaubroeck, J., Sime, W. E., & Mayes, B. T. (1991). The nomological validity of the Type A personality among employed adults [Monograph]. *Journal of Applied Psychology*, 76, 143-168. doi:10.1037/0021-9010.76.1.143

For a monograph with an issue (or whole) number, include the issue number in parentheses followed by the serial number, for example, 58(1, Serial No. 231). For a monograph bound separately as a supplement to a journal, give the issue number and supplement or part number in parentheses after the volume number, for example, 80(3, Pt. 2).

xiv. Editorial without Signature

Editorial: "What is a disaster" and why does this question matter? [Editorial]. (2006). *Journal of Contingencies and Crisis Management*, 14, 1–2.

- xv. Online-only Supplemental Material in a Periodical
Blazy, V., de Guardia, A., Benoist, J. C., Daumoin, M., Lemasle, M., Wolbert, D., & Barrington, S. (2014). Odorous gaseous emissions as influence by process condition for the forced aeration composting of pig slaughterhouse sludge [Supplemental material]. *Waste Management*, 34(7), 1125–1138.

The description of supplemental material or other nonroutine information (e.g., a letter to the editor, podcast, or map) is included in brackets to help the reader identify and retrieve the material. If no author is indicated, move the title and bracketed description to the author position. In text, use the following parenthetical citation (Blazy et al., 2014).

- xvi. Abstract as Original Source
Farajzadeh, S., Ramezani, M. H., Nielsen, P., & Nadimi, E. S. (2017). Statistical modeling of the power grid from a wind farm standpoint [Abstract]. *Electric Power Systems Research*, 144, 150–156.

Although it is preferable to cite the full text of an article, abstracts can be used as sources and included in the reference list.

4.4 Books, Reference Books, and Book Chapters

This category includes books and reference books such as encyclopedias, dictionaries, and discipline-specific reference books (e.g., *Diagnostic and Statistical Manual of Mental Disorders*; see example at www.apastyle.org). It also includes books that are published in electronic form only, reference works and public domain books available online, and out-of-print books that may be available only in online repositories. When DOIs are assigned, use them as described in the examples.

For an entire book, use the following reference formats:

- Author, A. A. (1967). *Title of work*. Location: Publisher.
Author, A. A. (1997). *Title of work*. Retrieved from <http://www.xxxxxx>
Author, A. A. (2006). *Title of work*. doi:xxxxx
Editor, A. A. (Ed.). (1986). *Title of work*. Location: Publisher.

For a chapter in a book or entry in a reference book, use the following formats:

Author, A. A., & Author, B. B. (1995). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. xxx–xxx). Location: Publisher.

Author, A. A., & Author, B. B. (1993). Title of chapter or entry. In A. Editor & B. Editor (Eds.), *Title of book* (pp. xxx–xxx). Retrieved from <http://www.xxxxxxx>

Author, A. A., & Author, B. B. (1995). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. xxx–xxx). doi:xxxxxxx

If there are no page numbers, the chapter or entry title is sufficient. For an entry in a reference work with no byline, use the following formats:

Title of entry. (1998). In A. Editor (Ed.), *Title of reference work* (xx ed., Vol. xx, pp. xxx–xxx). Location: Publisher.

Title of entry. (1998). *In title of reference work* (xx ed., Vol. xx). Retrieved from <http://www.xxxxxxxx>

When the author and publisher are the same, the word Author is used as the name of the publisher. Alphabetize books with no author or editor by the first significant word in the title. In the text citation, use a few words of the title, or the whole title if it is short, in place of an author's name. Place information about editions, volume numbers, and page numbers (such as revised edition, volume number, or chapter page range) in parentheses following the title, with the period after the parentheses: (Rev. ed.) or (Vol. xx, pp. xxx-xxx). As with periodicals, for any nonroutine information that is important for identification and retrieval, a description of content is placed in brackets following the title: [Brochure]. For major reference works with a large editorial board, you may list the name of the lead editor, followed by et al. For books or chapters available only online, the electronic retrieval statement takes the place of publisher location and name.

i. Entire book, Print Version

Shotton, M. A. (1989). *Computer addiction? A study of computer dependency*. London, England: Taylor & Francis.

ii. Electronic Version of Print Book

Shotton, M. A. (1989). *Computer addiction? A study of computer dependency* [DX Reader version]. Retrieved from <http://www.ebookstore.tandf.co.uk/html/index.asp>

Schiraldi, G. R. (2001). *The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth* [Adobe Digital Editions version]. doi:10.1036/0071393722

iii. Electronic-only Book

O'Keefe, E. (n.d.). *Egoism & the crisis in Western values*. Retrieved from <http://www.onlineoriginals.com/showitem.asp?itemID=135>

iv. Electronic Version of Republished Book

Freud, S. (1953). *The method of interpreting dreams: An analysis of a specimen dream*. In J. Strachey (Ed. & Trans.), *The standard edition of the complete psychological works of Sigmund Freud* (Vol. 4, pp. 96–121). Retrieved from <http://books.google.com/books> (Original work published 1900)

In text, use the following citation: (Freud, 1900/1953).

v. Limited-circulation Book or Monograph, from Electronic Database

Thomas, N. (Ed.). (2002). *Perspectives on the community college: A journey of discovery* [Monograph]. Retrieved from <http://eric.ed.gov/>

Database information may be given for items of limited circulation.

vi. Several Volumes in a Multivolume Work

Koch, S. (Ed.). (1959–1963). *Psychology: A study of science* (Vols. 1–6). New York, NY: McGraw-Hill.

In text, use the following parenthetical citation: (Koch, 1959–1963).

vii. Electronic Version of Book Chapter in a Volume in A Series

Strong, E. K., Jr., & Uhrbrock, R. S. (1923). *Bibliography on job analysis*. In L. Outhwaite (Series Ed.), *Personnel Research Series: Vol. 1. Job analysis and the curriculum* (pp. 140–146). doi: 10.1037/10762-000

If the content has been assigned a DOI, write the DOI in the reference. No URL or database name is needed. In regularly published series with subtitles that change regularly, the series title is in uppercase and the subtitle is in lowercase, as in a book title.

viii. Book Chapter, Print Version

Haybron, D. M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R. J. Larsen (Eds.), *The science of subjective well-being* (pp. 17–43). New York, NY: Guilford Press.

ix. Book Chapter, English Translation, Reprinted from another Source

Piaget, J. (1988). Extracts from Piaget's theory (G. Gellerier & J. Langer, Trans.). In K. Richardson & S. Sheldon (Eds.), *Cognitive development to adolescence: A reader* (pp. 3–18). Hillsdale, NJ: Erlbaum. (Reprinted from *Manual of child psychology*, pp. 703–732, by P. H. Mussen, Ed., 1970, New York, NY: Wiley)

If the English translation of a non-English work is used as the source, cite the English translation. Give the English title without brackets, followed by the translator's name in parentheses. In text, use the following parenthetical citation: (Piaget, 1970/1988).

x. Reference Book

Vanden Bos, G. R. (Ed.). (2007). *APA dictionary of psychology*. Washington, DC: American Psychological Association.

xi. Non-English Reference Book, Title Translated into English

Real Academia Española. (2001). *Diccionario de la lengua española [Dictionary of the Spanish Language]* (22nd ed.). Madrid, Spain: Author.

If a non-English reference work is used as the source, give the title in the original language and, in brackets, the English translation.

xii. Entry in an Online Reference Work

Graham, G. (2005). Behaviorism, In E. N. Zalta (Ed.), *The Stanford encyclopedia of philosophy* (Fall 2007 ed.). Retrieved from <http://plato.stanford.edu/entries/behaviorism/>

xiii. Entry in an Online Reference Work, No Author or Editor

Heuristic. (n.d.). In *Merriam-Webster's online dictionary* (11th ed.). Retrieved from <http://www.m-w.com/dictionary/heuristic>

If the online version refers to a print edition, include the edition number after the title.

4.5 Technical and Research Reports

Technical and research reports, like journal articles, usually cover original research but may or may not be peer reviewed. They are part of a body of literature sometimes referred to as gray literature, which "can serve a valuable supplementary role to formal publication, including additional resources, details, research methods and experimental techniques" ("Gray literature," 2006). Format references to technical and research reports as you would a book.

Author, A. A. (1998). *Title of work* (Report No. xxx). Location: Publisher.

If the issuing organization assigns a number (e.g., report number, contract number, and monograph number) to the report, give that number in parentheses immediately after the title. If you obtain a report from the U.S. Government Printing Office, list the publisher location and name as Washington, DC: Government Printing Office. For reports retrieved online, identify the publisher as part of the retrieval statement unless the publisher has been identified as the author: Retrieved from Agency name website: <http://www.xxxxxxx>

i. Corporate Author, Government Report

U. S. Department of Health and Human Services, National Institutes of Health, National Heart, Lung, and Blood Institute. (2003). *Managing asthma: A guide for schools* (NIH Publication No. 02-2650). Retrieved from http://www.nhlbinh.gov/health/prof/lung/asthma/asth_sch.pdf.

ii. Corporate Author, Task Force Report Filed Online

American Psychological Association, Task Force on the Sexualization of Girls. (2007). *Report of the APA Task Force on the Sexualization of Girls*. Retrieved from <http://www.apa.org/pi/wpo/sexualization.html>

iii. Authored Report, from Nongovernmental Organization

Kessy, S. S. A., & Urrio, F. M. (2006). The contribution of microfinance institutions to poverty reduction in Tanzania (Research Report No.06.3). Retrieved from Research on Poverty Alleviation website: http://www.repoa.or.tz/documents_storage/Publications/Reports/06.3_Kessy_and_Urrio.pdf

iv. Report from Institutional Archive

McDaniel, J. E., & Miskel, C. G. (2002). The effect of groups and individuals on national decision making: Influence and domination in the reading policymaking environment (CIERA Report 3-025). Retrieved from University of Michigan, Center for Improvement of Early Reading Achievement website: <http://www.ciera.org/library/reports/inquiry-3/3-025/3-025.pdf>

v. Issue Brief

Employee Benefit Research Institute. (1992, February). *Sources of health insurance and characteristics of the uninsured* (Issue Brief No. 123). Washington, DC: Author.

Use this form for issue briefs, working papers, and other corporate documents, with the appropriate document number for retrieval in parentheses.

4.6 Meetings and Symposia

Proceedings of meetings and symposia can be published in book or periodical form. To cite published proceedings from a book, use the same format as for a book or book chapter (see Example 4.6.3).

To cite proceedings that are published regularly, use the same format as for a periodical (see Example 4.6.2). For contributions to symposia or for paper or poster presentations that have not been formally published, use the following templates.

Symposium:

Contributor, A. A., Contributor, B. B., Contributor, C. C., & Contributor, D. D. (Year, Month). Title of contribution. In E. E. Chairperson (Chair), *Title of symposium*. Symposium conducted at the meeting of Organization Name, Location.

Paper presentation or poster session:

Presenter, A. A. (Year, Month). *Title of paper or poster*. Paper or poster session presented at the meeting of Organization Name, Location.

For symposium contributions and paper or poster presentations that have not been formally published, give the month and year of the symposium or meeting in the reference.

- i. Symposium contribution
Muellbauer, J. (2007, September). Housing, credit, and consumer expenditure. In S. C. Ludvigson (Chair), *Housing and consumer behavior*. Symposium conducted at the meeting of the Federal Reserve Bank of Kansas City, Jackson Hole, WY.
- ii. Conference paper abstract retrieved online
Liu, S. (2005, May). *Defending against business crises with the help of intelligent agent based early warning solutions*. Paper presented at the Seventh International Conference on Enterprise Information Systems, Miami, FL. Abstract retrieved from http://www.iceis.org/iceis2005/abstracts_2005.htm
- iii. Proceedings Published Regularly Online
Herculano-Houzel, S., Collins, C. E., Wong, P., Kaas, J. H., & Lent, R. (2008). The basic nonuniformity of the cerebral cortex. *Proceedings of the National Academy of Sciences, USA*, 105, 12593–12598. doi:10.1073/pnas.0805417105
- iv. Proceedings Published in Book Form
Katz, I., Gabayan, K., & Aghajan, H. (2007). A multi-touch surface using multiple cameras. In J. Blanc-Talon, W. Philips, D. Popescu, & P. Scheunders (Eds.), *Lecture Notes in Computer Science: Vol. 4678. Advanced Concepts for Intelligent Vision Systems* (pp. 97–108). doi:10.1007/978-3-540-74607-2_9

4.7 Doctoral Dissertations and Master's Theses

Doctoral dissertations and master's theses can be retrieved from subscription databases, institutional archives, and personal websites. If the work is retrieved from ProQuest Dissertations and Theses database (whose index and abstracting sources include *Dissertation Abstracts International [DAI]* and *Master's Theses International*, both published by University Microforms International, and *American Doctoral Dissertations*, published by Association of Research Libraries) or another published source, include this information in the reference.

For a doctoral dissertation or master's thesis available from a database service, use the following reference template:

Author, A. A. (2003). *Title of doctoral dissertation or master's thesis* (Doctoral dissertation or master's thesis). Retrieved from Name of data base. (Accession or Order No.)

For an unpublished dissertation or thesis, use the following template:

Author, A. A. (1978). *Title of doctoral dissertation or master's thesis* (Unpublished doctoral dissertation or master's thesis). Name of Institution, Location.

Italicize the title of a doctoral dissertation or master's thesis. Identify the work as a doctoral dissertation or master's thesis in parentheses after the title. If the paper is available through a database, give the accession or order number in parentheses at the end of the reference.

i. Master's Thesis, from a Commercial Database

McNiel, D. S. (2006). *Meaning through narrative: A personal narrative discussing growing up with an alcoholic mother* (Master's thesis). Available from ProQuest Dissertations and Theses data base. (UMI No. 1434728)

ii. Doctoral dissertation, from an institutional database

Adams, R. J. (1973). Building a foundation for evaluation of instruction in higher education and continuing education (Doctoral dissertation). Retrieved from <http://www.ohiolink.edu/etd/>

iii. Doctoral Dissertation, from the Web

Bruckman, A. (1997). *MOOSE Crossing: Construction, community, and learning in a networked virtual world for kids* (Doctoral dissertation, Massachusetts Institute of Technology). Retrieved from <http://www-static.cc.gatech.edu/u/-asb/thesis/>

iv. Doctoral Dissertation, Abstracted in DAI

Appelbaum, L. G. (2005). Three studies of human information processing: Texture amplification, motion representation, and figure-ground segregation. *Dissertation Abstracts International: Section B. Sciences and Engineering*, 65(10), 5428.

- v. Doctoral Thesis, from a University outside the United States
 Carlbom, P. (2000). *Carbody and passengers in rail vehicle dynamics* (Doctoral thesis, Royal Institute of Technology, Stockholm, Sweden). Retrieved from <http://urn.kb.se/resolve?urn=urn:nbn:se:kth:diva-3029>

4.8 Reviews and Peer Commentary

Reviews of books, motion pictures, and other information or entertainment products are published in a variety of venues, including periodicals, websites, and blogs. Some publications will print author responses to a reviewer's criticism or multiple reviews of the same product.

Reviewer, A. A. (2000). Title of review [Review of the book Title of book, by A. A. Author]. *Title of complete work*, xx, xxx-xxx.

If the review is untitled, use the material in brackets as the title and retain the brackets to indicate that the material is a description of form and content, not a title. Identify the type of medium being reviewed in brackets (book, motion picture, or television program). If the reviewed item is a book, include the author names after the title of the book, separated by a comma. If the reviewed item is a film, DVD, or other media, include the year of release after the title of the work, separated by a comma.

i. Review of a Book

Schatz, B. R. (2000, November 17). Learning by text or context? [Review of the book *The social life of information*, by J. S. Brown & P. Duguid]. *Science*, 290, 1304. doi:10.1126/science.290.5495.1304

ii. Review of a Video

Axelman, A., & Shapiro, J. L. (2007). Does the solution warrant the problem? [Review of the DVD *Brief therapy with adolescents*, produced by the American Psychological Association, 2007] *PsycCRITIQUES*, 52(51). doi:10.1037/a0009036

iii. Review of a Video Game, No Author

[Review of the video game *BioShock*, produced by 2K Games, 2007]. (n.d.). Retrieved from <http://www.whattheyplay.com/products/bioshock-for-xbox-360/?fm=3&ob=1&t=0#166>

iv. Peer Commentary on an Article

Wolf, K. S. (2005). *The future for Deaf individuals is not that bleak* [Peer commentary on the paper "Decrease of Deaf potential in a mainstreamed environment" by K. S. Wolf]. Retrieved from <http://www.personalityresearch.org/papers/hall.html#wolf>

4.9 Audiovisual Media

Audiovisual media include motion pictures, audio or television broadcasts (including podcasts) and static objects such as maps, artwork, or photos. For a motion picture, use the following format:

Producer, A. A. (Producer), & Director, B. B. (Director). (Year). *Title of motion picture* [Motion picture]. Country of Origin: Studio.

For a music recording, use the following format:

Writer, A. (Copyright year). Title of song [Recorded by B. B. Artist if different from writer]. On *Title of album* [Medium of recording: CD, record, cassette, etc.] Location: Label. (Date of recording if different from song copyright date)

List the primary contributors in the author position and use parentheses to identify their contribution. For an episode from a television or radio series, use the same format as for a chapter in a book, but list the script writer and director in the author position and the producer in the editor position.

i. Video

American Psychological Association (Producer). (2000). *Responding therapeutically to patient expressions of sexual attraction* [DVD]. Available from <http://www.apa.org/videos/>

ii. Podcast

Van Nuys, D. (Producer). (2007, December 19). *Shrink rap radio* [Audio podcast]. Retrieved from <http://www.shrinkrapradio.com/>

iii. Single Episode from a Television Series

Egan, D. (Writer). & Alexander, J. (Director). (2005). Failure to communicate [Television series episode]. In D. Shore (Executive producer). House. New York, NY: Fox Broadcasting.

iv. Music Recording

Lang, k.d. (2008). *Shadow and the frame. On Watershed* [CD]. New York, NY: Nonesuch Records.

In text citations, include side and band or track numbers: "Shadow and the Frame" (Lang, 2008, track 10).

v. Map Retrieved Online

Lewis County Geographic Information Services (Cartographer). (2002). Population density, 2000 U.S. Census [Demographic map]. Retrieved from http://www.co.lewis.wa.us/publicworks/maps/Demographics/census-pop-dens_2000.pdf

4.10 Data Sets, Software, Measurement Instruments, and Apparatus

This category includes raw data and tools that aid persons in performing a task such as data analysis or measurement. Reference entries are not necessary for standard software and programming languages, such as Microsoft Word or Excel, Java, Adobe Photoshop, and even SAS and SPSS. In text, give the proper name of the software, along with the version number. Do provide reference entries for specialized software or computer programs with limited distribution.

Rightsholder, A. A. (Year). Title of program (Version number) [Description of form]. Location: Name of producer.

or

Rightsholder, A. A. (Year). Title of program [Description of form]. Retrieved from <http://xxxx>

Do not italicize the names of software, programs, or languages. Do italicize the title of a data set. If an individual has proprietary rights to the software, name him or her as the author. Otherwise, treat such references as unauthored works. Put in parentheses immediately after the title, identify the version number, if any. Put in brackets immediately after the title or version number, identify the source as a computer program, language, software, and so forth. Do not use a period between the title and the bracketed material. Give the location and name of the organization that produced the work, if applicable, in the publisher position. If the program can be downloaded or ordered from the web, give this information in the publisher position. For an apparatus patent, use the legal reference format (see 4.15).

i. Data Set

Pew Hispanic Center. (2004). *Changing channels and crisscrossing cultures: A survey of Latinos on the news media* [Data file and code book]. Retrieved from <http://pewhispanic.org/datasets/>

ii. Measurement Instrument

Friedlander, M. L., Escudero, V., & Heatherington, L. (2002). E-SOFTA: System for observing family therapy alliances [Software and training videos]. Unpublished instrument. Retrieved from <http://www.softa-soatif.com/>

iii. Software

Comprehensive Meta-Analysis (Version 2) [Computer software]. Englewood, NJ: Biostat.

iv. Apparatus

Eyelink II [Apparatus and software]. (2004). Mississauga, Ontario, Canada: SR Research.

4.11 Unpublished and Informally Published Works

Unpublished work includes work that is in progress, has been submitted for publication, or has been completed but not submitted for publication. This category also includes work that has not been formally published but is available on a personal or institutional website, an electronic archive such as ERIC, or a preprint archive.

Author, A. A. (Year). *Title of manuscript*. Unpublished manuscript [or "Manuscript submitted for publication," or "Manuscript in preparation"].

If the work is available on an electronic archive, give this information at the end. Update your references frequently prior to publication of your work; refer to the final published version of sources when possible.

i. Unpublished Manuscript with a University Cited

Blackwell, E., & Conrod, P. J. (2003). *A five-dimensional measure of drinking motives*. Unpublished manuscript, Department of Psychology, University of British Columbia, Vancouver, Canada.

ii. Manuscript in Progress or Submitted for Publication

Ting, J. Y., Florsheim, P., & Huang, W. (2008). Mental health help-seeking in ethnic minority populations: *A theoretical perspective*. Manuscript submitted for publication.

Do not give the name of the journal or publisher to which the manuscript has been submitted. Treat a manuscript accepted for publication but not yet published as an in-press reference (see Example 4.3.6). Use the same format for a draft or work in progress but substitute the words 'Manuscript in preparation' for the final sentence. Use the year of the draft you read (not in preparation) in the text citation.

iii. Unpublished Raw Data from Study, Untitled Work

Bordi, F., & LeDoux, J. E. (1993). [Auditory response latencies in rat auditory cortex]. Unpublished raw data.

iv. Informally Published or Self-Archived Work

Mitchell, S. D. (2000). *The import of uncertainty*. Retrieved from <http://philsci-archive.pitt.edu/archive/00000162/>

This work is later published in a journal and would now be referenced as follows:

Mitchell, S. D. (2007). The import of uncertainty. *The Pluralist*, 2(1), 58–71.

v. Informally Published or Self-Archived Work, from ERIC

Kubota, K. (2007). "Soaking" model for learning: Analyzing Japanese learning/teaching process from a sociohistorical perspective. Retrieved from ERIC database. (ED498566)

4.12 Archival Documents and Collections

Archival sources include letters, unpublished manuscripts, limited-circulation brochures and pamphlets, in-house institutional and corporate documents, clippings, and other documents, as well as such non-text materials as photographs and apparatus, that are in the personal possession of an author, form part of an institutional collection, or are stored in an archive such as the Archives of the History of American Psychology at the University of Akron or the APA Archives.

Author, A. A. (Year, Month Day). *Title of material*. [Description of material]. Name of Collection (Call number, Box number, File name or number, etc.). Name of Repository, Location.

This general format may be modified for collections requiring more or less specific information to locate materials, for different types of collections, or for additional descriptive information (e.g., a translation of a letter). Authors may choose to list correspondence from their own personal collections, but correspondence from other private collections should be listed only with the permission of the collector. As with any reference, the purpose is to direct the reader to the source, despite the fact that only a single copy of the document may be available, and the reader may have some difficulty actually seeing a copy. Include as much information as needed to help locate the item with reasonable ease within the repository. For items from collections with detailed finding aids, the name of the collection may be sufficient.

For items from collections without finding aids, more information (e.g., call number, box number, file name or number) may be necessary to help locate the item. If several letters are cited from the same collection, list the collection as a reference and provide specific identifying information (author, recipient, and date) for each letter in the in-text citations. Use square brackets to indicate information that does not appear on the document. Use question marks to indicate uncertainty regarding names and dates and use *ca.* (circa, not italicized) to indicate estimated dates (see Example 4.12.5). For interviews and oral histories, list the interviewee as the author. Include the interviewer's name in the description. If a publication of limited circulation is available in libraries, the reference may be formatted as usual for published material, without the archival source.

i. Letter from a Repository

Frank, L. K. (1935, February 4). [Letter to Robert M. Ogden]. Rockefeller Archive Center (GEB series 1.3, Box 371, Folder 3877), Tarrytown, NY.

ii. Letter from Private Collection

Zacharius, G. P. (1953, August 15). [Letter to William Rickel (W. Rickel, Trans.)]. Copy in possession of Hendrika Vande Kemp.

iii. Collection of Letters from an Archive

Allport, G. W. (1930–1967). Correspondence. Gordon W. Allport Papers (HUG 4118.10). Harvard University Archives, Cambridge, MA.

In-text citations of specific letters:

(Allport, G. W., 1930–1967, Allport to E. G. Boring, March 1, 1939)

(Allport, G. W., 1930–1967, E. G. Boring to Allport, December 26, 1937)

Note that Examples 4.12.1 and 4.12.3 refer to archival materials that can be recovered and thus include full reference list details that allow the reader to find them. Private letters and correspondence that are not easily retrievable are considered personal communications and are cited only in text (see section 4.14.9).

iv. Unpublished Papers, Lectures from an Archive or Personal Collection

Berliner, A. (1959). *Notes for a lecture on reminiscences of Wundt and Leipzig*. Anna Berliner Memoirs (Box M50). Archives of the History of American Psychology, University of Akron, Akron, OH.

v. Archival/Historical Source for Which the Author and/or Date is Known or is reasonably certain but Not Stated on the Document

[Allport, A. ?]. [ca. 1937]. *Marion Taylor today – by the biographer*. Unpublished manuscript, Marion Taylor Papers. Schlesinger Library, Radcliffe College, Cambridge, MA.

vi. Archival Source with Corporate Author

Subcommittee on Mental Hygiene Personnel in School Programs. (1949, November 5–6). *Meeting of Subcommittee on Mental Hygiene Personnel in School Programs*. David Shakow Papers (M1360). Archives of the History of American Psychology, University of Akron, Akron, OH.

- vii. Interview Recorded and Available in an Archive
Smith, M. B. (1989, August 12). Interview by C. A. Kiesler [Tape recording].
President's Oral History Project. *American Psychological Association*. APA
Archives, Washington, DC.
- viii. Transcription of a Recorded Interview, No Recording Available
Sparkman, C. F. (1973). *An oral history with Dr. Colley F. Sparkman/Interviewer:
Orley B. Caudill*. Mississippi Oral History Program (Vol. 289), University of
Southern Mississippi, Hattiesburg.
- ix. Newspaper Article, Historical, in an Archive or Personal Collection
Psychoanalysis institute to open. (1948, September 18). [Clipping from an
unidentified Dayton, OH newspaper]. Copy in possession of author.
- x. Historical Publication of Limited Circulation
Sci-Art Publishers. (1935). *Sci-Art Publications* [Brochure]. Cambridge, MA:
Author. A. A. Roback Papers (HUGFP 104.50, Box 2, Folder "Miscellaneous
Psychological Materials"). Harvard University Archives, Cambridge, MA.
- xi. Photographs
[Photographs of Robert M. Yerkes]. (ca. 1917–1954). Robert Mearns Yerkes
Papers (Box 137, Folder 2292). Manuscripts and Archives, Yale University
Library, New Haven, CT.

4.13 Internet Message Boards, Electronic Mailing Lists, and Other Online Communities

The Internet offers several options for people around the world to sponsor and join discussions devoted to particular subjects. These options include blogs, newsgroups, online forums and discussion groups, and electronic mailing lists. The last are often referred to as *listservs*. However, LISTSERV is a trademarked name for a particular software program; electronic mailing list is the appropriate generic term.

Author, A. A. (Year, Month Day). Title of post [Description of form]. Retrieved from <http://www.xxxx>

If the author's full name is available, list the last name first followed by initials. If only a screen name is available, use the screen name. Provide the exact date of the posting. Follow the date with the subject line of the message (also referred to as the "thread") and do not italicize it. Provide a description of the message in brackets after the title. Include the information "Retrieved from" followed by the URL where the message can be retrieved. Include the name of the list to which the message was posted, if this information is not part of the URL. Provide the address for the archived version of the message.

- i. Message posted to a newsgroup, online forum, or discussion group
Rampersad, T. (2005, June 8). Re: Traditional knowledge and traditional cultural expressions [Online forum comment]. Retrieved from http://www.wipo.int/roller/comments/ipisforum/Weblog/theme_eight_how_can_cultural#comments
- ii. Message posted to an electronic mailing list
Smith, S. (2006, January 5). Re: Disputed estimates of IQ [Electronic mailing list message]. Retrieved from <http://tech.groups.yahoo.com/group/ForensicNetwork/message/670>
- iii. Blog Post
PZ Myers. (2007, January 22). The unfortunate prerequisites and consequences of partitioning your mind [Web log post]. Retrieved from http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_prerequisites.php

A blog comment would be referenced as follows:

Middle Kid. (2007, January 22). Re: The unfortunate prerequisites and consequences of partitioning your mind [Web log comment]. Retrieved from http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_prerequisites.php

In the second example a screen name is used for the author name. The author has adopted a nickname, or screen name, to use when posting comments to this web log.

- iv. Video blog post
Norton, R. (2006, November 4). How to train a cat to operate a light switch [Video file]. Retrieved from <http://www.youtube.com/watch?v=Vja83KLQXZs>

4.14 Reference Citations in Text

Document your study throughout the text by citing by author and date the works you used in your research. This style of citation briefly identifies the source for readers and enables them to locate the source of information in the alphabetical reference list at the end of the article (see Appendix S).

4.14.1 One Work by One Author

Author–date method of citation is used; that is, the surname of the author (do not include suffixes such as *Jr.*) and the year of publication are inserted in the text at the appropriate point:

Walker (2000) compared reaction times
In a recent study of reaction times (Walker, 2000)

If the name of the author appears as part of narrative, as in the first example, cite only the year of publication in parentheses. Otherwise, place both the name and the year, separated by comma, in parentheses (as in second example). Even if the reference includes month and year, include only the year in the text citation. In the rare case in which both the year and the author are given as part of the textual discussion, do not add parenthetical information:

In 2000, Walker compared reaction times

Within a paragraph, you need not include the year in subsequent references to a study as long as the study cannot be confused with other studies cited in the article:

In a recent study of reaction times, Walker (2000) described the method
Walker also found

4.14.2 One Work by Multiple Authors

When a work has two authors, always cite both names every time the reference occurs in text.

When a work has three, four, or five authors, cite all authors the first time the reference occurs. In subsequent citations, include only the surname of the first author followed by et al. (not italicized and with a period after al) and the year if it is the first citation of the reference within a paragraph:

Wasserstein, Zapulla, Rosen, Gertsman, and Rock (1994) found [Use as first citation in text.]

Wasserstein et al. (1994) found [Use as subsequent first citation per paragraph thereafter.]

Wasserstein et al. found [Omit year from subsequent citations after first citation within a paragraph.]

Exception: If two references with the same year shorten to the same form (e.g., both Bradley, Ramirez, & Soo, 1994, and Bradley, Soo, Ramirez, & Brown, 1994, shorten to Bradley et al., 1994), cite the surnames of the first authors and as many of the subsequent authors as necessary to distinguish the two references, followed by a comma and et al.

Bradley, Ramirez, and Soo (1994) and Bradley, Ramirez, Soo, et al. (1994)

When a work has six or more authors, cite only the surname of the first author followed by et al. (not italicized and with a period after 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, insert ellipsis marks (three spaced periods) and then include the last author's name.

If two references with six or more authors shorten to the same form, cite the surnames of the first author and of as many the subsequent authors necessary to distinguish the two references, followed by a comma and et al. For example, suppose you have entries for the following references:

Kosslyn, Koenig, Barret, Cave, Tang, and Gabrieli (1996)
Kosslyn, Koenig, Gabrieli, Tang, Marsolek, and Daly (1996)

In text you would cite them, respectively, as

Kosslyn, Koenig, Barret, et al. (1996) and Kosslyn, Koenig, Gabrieli, et al. (1996)

Join the names in a multiple author citation in running text by the word and. In parenthetical material, in tables and captions, and in the reference list, join the names by an ampersand (&):

as Nightlinger and Littlewood (1993) demonstrated
as has been shown (Nightlinger & Littlewood, 1993)

4.14.3 Groups as Authors

The names of groups that serve as authors (e.g., corporations, associations, government agencies, and study groups) are usually spelled out each time they appear in a text citation. The names of some group authors (e.g., associations, government agencies) are spelled out in the first citation and abbreviated thereafter. In deciding whether to abbreviate the name of a group author, use the general rule that you need to give enough information in the text citation for the reader to locate the entry in the reference list without difficulty. If the name is long and cumbersome and if the abbreviation is familiar or readily understandable, you may abbreviate the name in the second and subsequent citations. If the name is short or if the abbreviation would not be readily understandable, write out the name each time it occurs.

For example, the following group author is readily identified by its abbreviation:
Entry in reference list:

World Health Organization. (1999).

First text citation:

(World Health Organization [WHO], 1999)

Subsequent text citations:

(WHO, 1999)

The name of the following group author should be written out in full:

Entry in reference list:

University of Pittsburgh. (1993).

All text citations:

(University of Pittsburgh, 1993)

4.14.4 Works with No Author (Including Legal Materials) or with an Anonymous Author

When a work has no author, cite in text the first few words of the reference list entry (usually the title) and the year. Use double quotation marks around the title of an article or chapter, and italicize the title of a periodical, book, brochure, or report:

on free care ("Study Finds," 1982)
the book *College Bound Seniors* (1979)

Treat references to legal materials like references to works with no author, that is, in text, cite materials such as court cases, statutes, and legislation by the first few words of the reference and the year (see 4.15 for the format of text citations and references for legal materials).

When a work's author is designated as "Anonymous," cite in text the word *Anonymous* followed by a comma and the date:

(Anonymous, 1998)

In the reference list, an anonymous work is alphabetized by the word *Anonymous* (see Section 4.14.4).

4.14.5 Authors with the Same Surname

If a reference list includes publications by two or more primary authors with the same surname, include the first author's initials in all text citations, even if the year of publication differs. Initials help the reader to avoid confusion within the text and to locate the entry in the list of references (see Section 4.2 for the order of appearance in the reference list):

R. D. Luce (1959) and P. A. Luce (1986) also found...

J. M. Goldberg and Neff (1961) and M. E. Goldberg and Wurtz (1972) studied...

4.14.6 Two or More Works within the Same Parentheses

Order the citations of two or more works within the same parentheses alphabetically in the same order in which they appear in the reference list (including citations that would otherwise shorten to et al.).

Arrange two or more works by the same authors (in the same order) by year of publication. Place in-press citations last. Give the authors' surnames once and for each subsequent work, give only the date.

Past research (Edeline & Weinberger, 1991, 1993)

Past research (Gogel, 1984, 1990, in press)

Identify works by the same author (or by the same two or more authors in the same order) with the same publication date by the suffixes a, b, c, and so forth after the year and repeat the year. The suffixes are assigned in the reference list, where these kinds of references are ordered alphabetically by title (of the article, chapter, or complete work).

Several studies (Johnson, 1991a, 1991b, 1991c; Singh, 1983, in press-a, in-press b)

List two or more works by different authors who are cited within the same parentheses in alphabetical order by the first author's surname. Separate the citations with semicolons.

Several studies (Balda, 1980; Kamil, 1988; Pepperberg & Funk, 1990)

Exception: You may separate a major citation from other citations within parentheses by inserting a phrase, such as *see also*, before the first of the remaining citations, which should be in alphabetical order.

(Minor, 2001; *see also* Adams, 1990; Storandt, 1997).

4.14.7 Classical Works

When a work has no date of publication, cite in text the author's name, followed by a comma and n.d. for "no date". When a date of publication is inapplicable, such as for some very old works, cite the year of the translation you used, preceded by trans., or the year of the version you used, followed by version. When you know the original date of publication, include this in the citation.

(Aristotle, trans. 1931)

James (1890/1983)

Reference entries are not required for major classical works, such as ancient Greek and Roman works and the Bible. Simply identify in the first citation in the text the version you used. Parts of classical works (e.g., books, chapters, verses, lines, cantos) are numbered systematically across all editions, so use these numbers instead of page numbers when referring to specific parts of your source:

1 Cor. 131 (Revised Standard Version)

(Qur'an, 5:3-4)

4.14.8 Specific Parts of a Source

To cite a specific part of a source, indicate the page, chapter, figure, table, or equation at the appropriate point text. Always give page numbers for quotations. Note that the word page, but not chapter, is abbreviated in such text citations:

(Cheek & Buss, 1981, p. 332)

(Shimamura, 1989, chap. 3)

For guidance on citing electronic sources that do not provide page numbers, see Section 4.14.11. For citing parts of classical works, see 4.14.7.

4.14.9 Personal Communication

Personal communications may be letters, memos, some electronic communications (e.g., email or messages from non-archived discussion groups or electronic bulletin boards), personal interviews, and telephone conversations. Because they do not provide recoverable data, personal communications are not included in the reference list. Cite personal communications in text only. Give the initials as well as the surname of the communicator, and provide as exact a date as possible:

T. K. Lutes (personal communication, April 18, 2001)

(V. G. Nguyen, personal communication, September 28, 1998)

Use your judgment in citing other electronic forms as personal communications. Computer networks (including the Internet) currently provide a casual forum for communicating, and what you cite should have scholarly relevance. Some forms of personal communication are recoverable, and these should be referenced as archival materials. See Section 4.12 for templates, descriptions, and examples of archival sources in the reference list.

4.14.10 Citations in Parenthetical Material

In a citation that appears in parenthetical text, use commas (not brackets) to set off the date:

(see Table 2 of Hashtroudi, Chrosniak, & Schwartz, 1991, for complete data)

4.14.11 Direct Quotations of Online Material without Pagination

Credit direct quotations of online material by giving the author, year, and page number in parentheses. Many electronic sources do not provide page numbers. If paragraph numbers are visible, use them in place of page numbers. Use the abbreviation para.

Basu and Jones (2007) went so far as to suggest the need for a new “intellectual framework in which to consider the nature and form of regulation in cyberspace” (para. 4).

If the document does include headings and neither paragraph nor page numbers are visible, cite the heading and the number of the paragraph following it to direct the reader to the location of the quoted material.

In their study, Verbunt, Pernot, and Smeets (2008) found that “the level of perceived disability in patients with fibromyalgia seemed best explained by their mental health condition and less by their physical condition” (Discussion section, para. 1).

In some cases, in which no page or paragraph numbers are visible, headings may be too unwieldy to cite in full. Instead, use a short title enclosed in quotation marks for the parenthetical citation:

“Empirical studies have found mixed results on the efficacy of labels in educating consumers and changing consumption behavior” (Golan, Kuchler, & Krissof, 2007, “Mandatory Labeling Has Targeted,” para. 4).

(The heading was “Mandatory Labeling Has Targeted Information Gaps and Social Objectives.”)

4.14.12 Patent

In text, give the patent number and the issue date (not application date) of the patent. In the reference list entry, include the inventor(s) to whom the patent is issued and the official source from which the patent information can be retrieved.

- i. Reference list entry:
Smith, I. M. (1988). U. S. Patent No. 123,445. Washington, DC: U.S. Patent and Trademark Office.
- ii. Text citation:
U.S. Patent No. 123,445 (1988)
(U.S. Patent No. 123,445, 1988)

Explanation: This patent was issued in 1988. I. M. Smith is the inventor who holds the patent right. The patent number is a unique identifying code given to every patent. In this reference example, the patent number represents a utility patent because there is no letter prefix. If this were a nonutility patent, such as a design patent (coded with a D), the patent number in the reference and citation would be D123,445.

4.15 Abbreviations in Reference List

Abbreviation	Book or publication part
ed.	Edition
Rev. ed.	Revised edition
2nd ed.	second edition
Ed. (Eds.)	Editor (Editors)
Trans.	Translator(s)
n.d.	no date
p. (p p.)	page (pages)
Vol.	Volume (as in Vol. 4)
Vols.	Volumes (as in Vols. 1–4)
No.	Number
Pt.	Part
Tech. Rep.	Technical Report
Suppl.	Supplement

CHAPTER 5

UNITS, NUMBERS, QUANTITY, AND FUNCTIONS

5.1 Units

Use internationally recognized units of measure such as System International (SI). Units should be written numerically not in words, for example, 5 m instead of five meters unless if they are the first word of a sentence. Use abbreviated form of units, for example, 5 s instead of 5 seconds or 5 m instead of 5 meters. The unit of measurement should be clearly separated from the corresponding numerical value by a standard single space, for example, 4 m instead of 4m, 5 s instead of 5second, 5 kg rather than 5kg. The abbreviation for kilo is k not K and centimeter is cm not c.

Units that are named after a person should be written as follows:

5 Newton should be 5 N
5 Joule should be 5 J

The use of units should be consistent, for example 5 N/m³ or 5 N·m⁻³.

Do not place a full stop after a unit except when it is at the end of a sentence. There are no plural forms for abbreviations of units, for example, 5 cm instead of 5 cms.

5.2 Numbers

Numerical (quantitative) information plays a key role in much scientific writing. It is essential that candidates should carefully check every piece of reported data to guarantee the absence of errors including typographical mistakes. This requires devoting particularly close attention to tables and figures. All integers less than ten should be spelt out unless they are attached to units of measure, for example, 5 kg, 15 mL. Use the figures of the number if the integer is more than and equals to 10. If a sentence begins with a number or symbol, it should be written in words or change the sentence structure or order. Use numerals for a series of figures, for example,

- i. In a lecture room, there are 50 chairs, 55 tables, 3 white boards, and 15 umbrellas.
- ii. The numbers of frequency were selected in this study including 50, 100, 150, 200, 250, and 300 Hz.

The zero should be included in numbers written as decimals, for example, 0.4 m instead of .4 m. Decimal numbers should be clearly distinguished. Date should be written without a comma, for example, 31 August 2007. A range is most frequently signaled with the assistance of an en dash, for example, the period of time should be written as 1993–2000, 2003–07.

A comma is used between every three digits of a number. For example, 213,000, 21,000,000, and 252,000,000. Exceptions: page number, binary digits, serial numbers, degree of temperature, acoustic frequency designations, and degree of freedom.

5.3 Quantity or Variable

Specificity can be conferred on a letter symbolizing a quantity or variable by attaching one or more qualifying subscripts and/or superscripts to it. Sometimes, it can be crowned with a “hat” in the form of a straight line or other distinctive mark.

For example,

- i. C_p (both *italicized*) is used to represent the heat capacity (C) at constant pressure, p
- ii. g_n (g *italicized*, n normal) represents for the acceleration due to earth’s gravitational force, g , while the “ n ” here signifies “normal”.

A clear explanation should be supplied when any symbol makes its first appearance in a document. In addition, it is strongly recommended that all symbols presented in the text especially those representing quantities, be meticulously defined in a separate “List of Symbols”. The list must identify applicable units of measurement and should be positioned near the beginning of the work.

For examples,

C_L liquid phase specific heat, $\text{J}\cdot\text{kg}^{-1}\cdot\text{K}^{-1}$
 D diameter, m

- iii. An expression of a measurement as the product of a numerical value and a unit, candidates should adjust the unit to a suitable prefix. Thus, resulting the numerical value fall between 0.1 and 1000. In other words, it is better to write 30 μL rather than the equivalent 0.030 mL.

5.4 Subscripts and Superscripts

The subscripts and superscripts should be set in type roughly 3/5 the size of the corresponding host symbol. In the other words, 7 or 8 pt font would be an appropriate choice to indicate associated symbol displayed in 12 pt type. Subscripts and superscripts belong immediately adjacent to the symbols they are intended to modify.

In the case of chemical formulas for charged particles (ions), one of the latter typographic solutions is actually deemed preferable, for example, NH_4^+ , SO_4^{+} . Multiple subscripts that apply simultaneously to a single host symbol would logically appear at the same level vertically. Potential confusion can be prevented by carefully spacing of the collaborating elements or through intervening commas or careful use of parentheses; for example, $X_{n_{max}}$ is better replaced $X_{n(max)}$. Nowadays, the favor practice for typesetting the chemical expression is to consign all formulas to the normal text baseline, even ones that are intended to function as indices, in other words, the arrangement, $c(H_2SO_4)$ is preferred over $C_{H_2SO_4}$.

Table 5.1 provides a summary of the most important expressions and formulae.

Table 5.1 Basic Rules Applicable To Expressions of Mathematical and Physical Kind

Authorized stylistic treatment	Illustrations
Italic (<i>sloped</i>) type	
Mathematical variables	$a, b, c, x, z, A, B, \alpha, \beta, \gamma, \delta$
Symbols for physical quantities	m, l, t, T
Symbols for general functions	$f(x) = u(x)/v(x), z = \varphi(x, y)$
Symbols for natural constants	R (ideal gas constant), N_A (Avogadro's number)
Roman (Upright) type	
Numbers	1, 2, 3, 2005, π, e
Fences	(), { }, []
Operators	$d, D, \Delta, \%$
Operational symbols	$+, -, :, =, <, >, \pm, \cap, \approx$, AND, OR
Symbols for special functions	$\exp, \log, \ln, \sin, \cos, \tan, \operatorname{Re}, \operatorname{Im} \cos x, \operatorname{Re}(z)=a+ib, \exp(-x^2)$
Unit symbols	$m, kg, s, A, K, mo, cd, W, V, Pa, ha, ^\circ C$
Unit prefixes	$G, M, k, m, n, p, nm, GHz, mbar, \mu$
Summation product and integral signs	Σ, Π, \int
Extra space	
Within numbers	4150, 17 324, 234.098
Before and after operational symbols	$12 + 5 = 17, f(x) = x^2 + 3x - 5$
Between numerical values and units	5 m, 30 $^\circ C$, 180.21 K, 15 mmol/L
Between terms in products of units	80 mg mm ⁻¹ L ⁻¹ , 0.7 mg/(kg a)

Symbols for vectors and matrices are to be displayed in boldface italic type. For examples,

$$B = b_{1e1} + b_{2e2}$$

$$B = \begin{bmatrix} 1 & 2 & 3 \\ 2 & 1 & 0 \\ 3 & 0 & 1 \end{bmatrix}$$

F (force), E (electric field strength)

An appropriate quantity symbol topped with a small arrow (e.g., \vec{a} , \vec{F} , \vec{E}) is no longer recommended. Another rule with respect to type states that the tensors should be represented by roman, **boldface** characters (no italic), for example, **A, B, C**.

5.5 Miscellaneous Conventions

- i. The shorten form of person's name should be written with a space after the initials, for example, M. M. Rahman not M.M.Rahman.
- ii. Abbreviations have no full stops after each letter, for example, UMP, IPS, and ASME.
- iii. Elliptical marks consist of three dots (...) either linear or vertical direction. When an ellipsis comes at the end of the sentence, it appears as four dots (...). One dot marks the end of the sentence.
- iv. The symbol combination "°C" is considered a single discrete entity with the meaning "degree Celsius". It should be set one space removed from the associated numerical value, for example, 135°C (not 135°C or 135°C). The rule is also applied to the symbols for angular minutes and angular seconds, for example 15.4', 20'35.2".
- v. Information related to error limits or tolerances should be conveyed using a notation like (150 ± 10) mm.

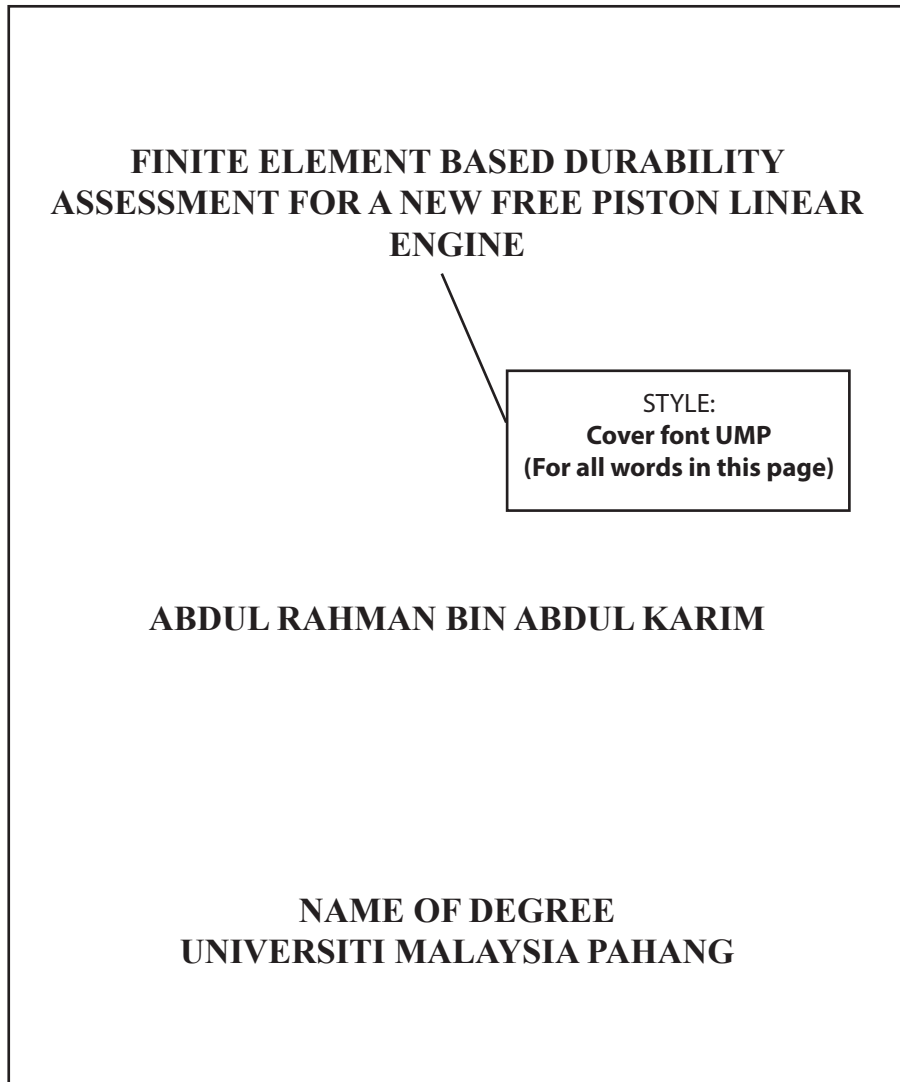
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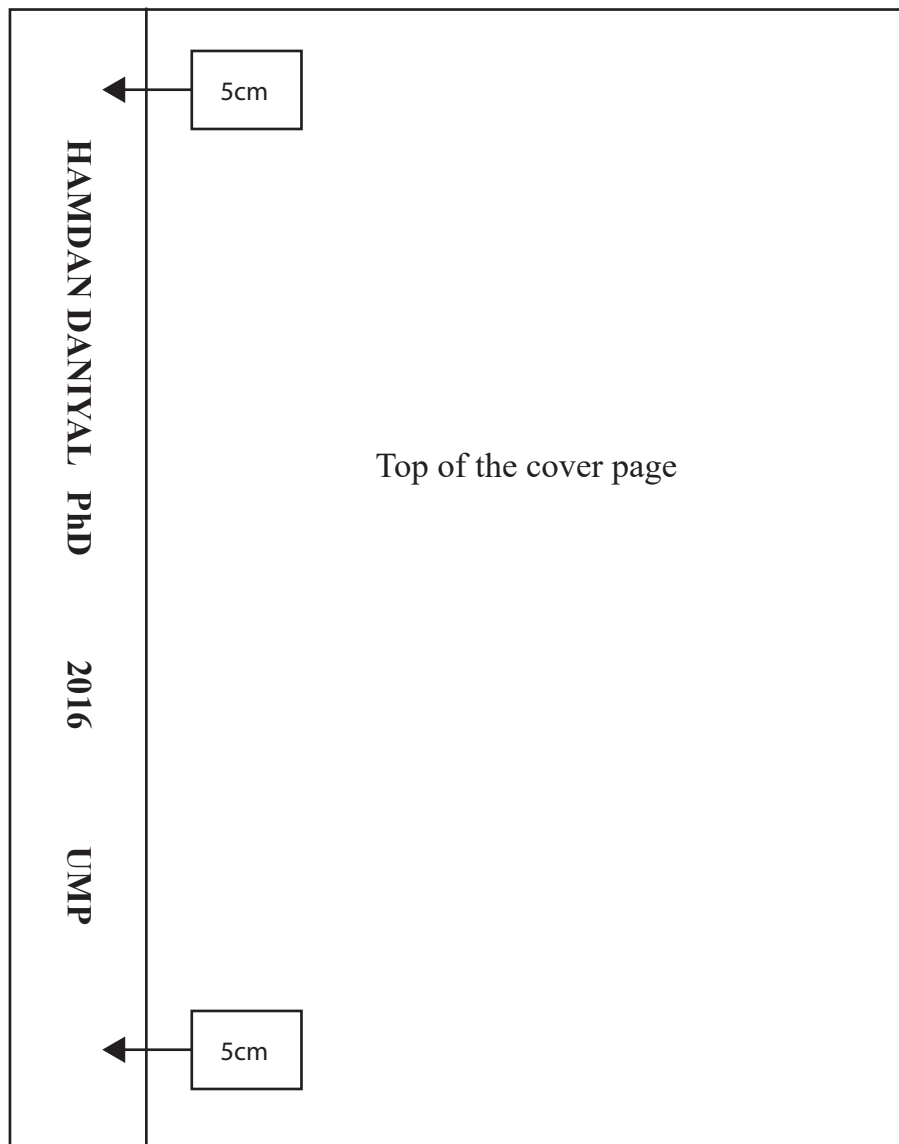
APPENDIX A

SAMPLE OF FRONT PAGE (COVER PAGE)

This thesis guideline is using the **UMP Thesis Template v2.dotx**. template.



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APPENDIX B**SAMPLE OF THE SPINE**

(See 2.4.2. Abbreviation e.g., Ph.D., M.Sc.)

APPENDIX C**SAMPLE OF DECLARATION
UNIVERSITI MALAYSIA PAHANG****DECLARATION OF THESIS AND COPYRIGHT**

Author's Full Name : _____

Date of Birth : _____

Title : _____

Academic Session : _____

I declare that this thesis is classified as:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | CONFIDENTIAL (Contains confidential information under the Official Secret Act 1997)* |
| <input type="checkbox"/> | RESTRICTED (Contains restricted information as specified by the organization where research was done)* |
| <input type="checkbox"/> | OPEN ACCESS I agree that my thesis to be published as online open access (Full Text) |

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New IC/Passport Number
Date:_____
Name of Supervisor
Date:

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SAMPLE OF THESIS DECLARATION LETTER (OPTIONAL)

Librarian,
Perpustakaan Universiti Malaysia Pahang,
Universiti Malaysia Pahang,
Lebuhraya Tun Razak,
26300, Gambang, Kuantan.

Sir,

CLASSIFICATION OF THESIS AS RESTRICTED

Please be informed that the following thesis is classified as RESTRICTED for a period of three (3) years from the date of this letter. The reasons for this classification are as listed below.

Author's Name :

Thesis Title:

Reasons (i)

(ii)

(iii)

Thank You.

Sincerely yours,

(Supervisor's Signature)

Date:

Stamp:

Notes: This letter should be written by the supervisor, addressed to Perpustakaan Universiti Malaysia Pahang and a copy attached to the thesis.



SAMPLE OF SUPERVISOR'S DECLARATION

I/We* hereby declare that I/We* have checked this thesis/project* and in my/our* opinion, this thesis/project* is adequate in terms of scope and quality for the award of the degree of *Doctor of Philosophy / Master of Engineering / Master of Science in

STYLE:
Declaration

(Supervisor's Signature)

Full Name	:	}	<i>Uppercase, no bold face</i>
Position	:		
Date	:		

(Co-supervisor's Signature)

Full Name	:	}	<i>Uppercase, no bold face</i>
Position	:		
Date	:		

*Delete if unnecessary.



SAMPLE OF STUDENT’S DECLARATION

I hereby declare that the work in this thesis is based on my original work except for quotations and citation which have been duly acknowledged. I also declare that it has not been previously or concurrently submitted for any other degree at Universiti Malaysia Pahang or any other institutions.

STYLE:
Declaration

(Student’s Signature)

Full Name	:	}	<i>Uppercase, no bold face</i>
ID Number	:		
Date	:		

(Co-supervisor’s Signature)

Full Name :
 Position :
 Date :

*Delete if unnecessary.

APPENDIX D

SAMPLE OF TITLE PAGE

TITLE
TITLE
TITLE
TITLE

STYLE:
TITLE PAGE UMP
(For all words in this page)

STUDENT'S NAME

Thesis submitted in fulfillment of the requirements
for the award of the degree of
Doctor of Philosophy/Master of Science/Master of Engineering

Faculty of Electrical & Electronics Engineering

UNIVERSITI MALAYSIA PAHANG

MAY 2019



APPENDIX E

SAMPLE OF STATEMENT OF AWARD FOR DEGREE

1. Doctor of Philosophy
Thesis submitted in fulfilment of the requirements for the award of the degree of Doctor of Philosophy.
2. Master of Science/Engineering (by Research)
Thesis submitted in fulfilment of the requirements for the award of the degree of Master of Science/Master of Engineering.
3. Master of Science/Engineering (by Coursework)
Thesis submitted in partial fulfilment of the requirements for the award of the degree of Master of Science/Master of Engineering.
4. Bachelor Final Year Project Report
Report submitted in partial fulfilment of the requirements for the award of the degree of Bachelor of



APPENDIX F
SAMPLE OF DEDICATION

Dedicated to my parents

APPENDIX G

SAMPLE OF ACKNOWLEDGEMENTS

ACKNOWLEDGEMENTS

STYLE:
Acknowledgment text

First and foremost, my utmost appreciation goes to my supervisor, Associate Professor Dr. Sarjit Kaur for her detailed and constructive comments in every stage of my work. Throughout the course of my PhD research, she never failed to provide me continuous encouragement and invaluable advice. Her continual assistance and great patience have been the key to the completion of this research.

This research would not have been possible without the support from the administrative and teaching staff of Universiti Malaysia Pahang (UMP). My gratitude also goes to all students, lecturers and industry personnel who participated in this study. I would like to thank all my friends and colleagues, especially Hamidah, Zuraina, Hafizoah, Jumani and Zarina for their support and effort in assisting me in data collection, data analysis and other critical stages in my PhD study.

My deepest gratitude goes to my husband who has always been understanding and supportive during my ups and downs. To my two lovely daughters, for having to put up with the divided attention. More importantly, I dedicate this work to my parents, especially my late father, Haji Mohd Radzuan bin Haji Mohd Halim and my loving mother, Hajjah Arba'yah bt Hassan for without their unconditional love, full support and encouragement, my PhD journey would have never begun and ended successfully. To all my siblings, thank you for believing in me. Finally, all thanks to Allah for listening to and answering my prayers, Alhamdulillah.

APPENDIX H

SAMPLE OF ABSTRAK

ABSTRAK

STYLE:
Abstract font

Tesis ini membentangkan penyelidikan menggunakan unsur terhingga berasaskan pengkomputeran bagi menilai kebolehtahanan terhadap komponen enjin linear omboh bebas dua-lejang baru menggunakan beban amplitut berubah. Objektif tesis ini ialah membangunkan prosedur penilaian kebolehtahanan dan pengoptimuman bagi komponen enjin linear omboh bebas yang selamat. Proses penilaian kebolehtahanan dijalankan menggunakan analisis unsur terhingga dan lesu. Permodelan struktur pejal tiga-dimensi bagi enjin omboh bebas dibangunkan dengan perisian lukisan bantuan komputer. Strategi pengesahan model unsur terhingga dibangunkan. Analisis unsur terhingga dijalankan dengan kod MSC.NASTRAN. Model unsur terhingga bagi komponen dianalisis menggunakan pendekatan elastik linear dan sambutan frekuensi. Akhirnya, keadaan tegasan–terikan komponen dan frekuensi tegasan yang diperolehi sebelumnya digunakan sebagai masukan dalam pengiraan hayat lesu. Pendekatan tegasan hayat nominal, terikan hayat tempatan dan sambutan frekuensi digunakan bagi menilai kebolehtahanan komponen dengan unsur terhingga berasaskan aturcara analisis lesu. Keputusan didapati bahawa analisis menggunakan kaedah pembetul tegasan min Goodman meramalkan hayat konsevertif. Keputusan yang diperolehi dari kaedah hayat terikan menunjukkan bila rentetan beban lebih kepada tegangan sifatnya, model SWT dan Morrow memberikan hayat yang pendek dari model Coffin–Manson. Keputusan berupaya menunjukkan plot kontur bagi histogram hayat lesu dan kerosakan pada tempat yang paling rosak. Keputusan yang diperolehi menunjukkan rawatan nitrat memberikan hayat lebih panjang. Dari hasil keputusan dapat disimpulkan bahawa bagi permukaan yang digilap memberi hayat tertinggi. Oleh itu, proses penitridan memberi rawatan permukaan yang baik bagi komponen aloi aluminium menambah hayat enjin. Keputusan penilaian kebolehtahanan amat bermakna bagi memperbaiki reka bentuk komponen diawal tahap pembangunan. Keputusan juga berupaya menurunkan kos dan masa ke pasaran, memperbaiki kepercayaan produk dan keyakinan pelanggan.

APPENDIX I

SAMPLE OF ABSTRACT

ABSTRACT

STYLE:
Abstract font

This research examines the impact of utilising multimedia learning tool (MLT) on engineering students' ability to think creatively and make creative engineering products. This research links multimedia learning to creativity by looking at how to manage cognitive load on the cognitive system for effective information processing and knowledge construction. Theoretical perspectives include cognitive load theory, cognitive theories of multimedia learning, and creativity theories. The influences of moderating variables such as students' diversity, environmental factors and emotional effects were also explored. This research used a mixed method approach with a pre-test post-test quasi-experimental design as the predominant data gathering method. The Torrance tests for creative thinking (TTCT) and the creative product semantic scale (CPSS) were used. This study extends previous research by including in its outcomes, the use of established creative performance measurements. Other research instruments used included a student questionnaire, observation and semistructured interviews. Based on a successful outcome in a pilot study, the main study tested the assumption that using MLT would assist engineering students to perform better in their understanding and creative performance. Results from the interviews and student questionnaire supported the assumption, as did the analysis of the other test scores. Differences in mean scores showed that students who used the MLT performed better creatively than students who did not. However, the main statistical analyses of creative thinking and product creativity did not reach significance. A key innovation in this study was that unlike previous studies in multimedia learning and cognitive load that have been conducted in controlled lab-based conditions, this study was conducted in actual classroom environments. As a result of examining these environments, this study has identified the effects of two new loads on the cognitive process: the environmental and emotional loads. Both loads appear to have increased the extraneous cognitive load and impeded the cognitive process for learning and creative performance. This study also looked at the influence of students' diversity in terms of learning styles, level of confidence in their knowledge and self-perception of their creative abilities on the main relationship between the use of the MLT and its effects on students' creativity. The findings indicate that the MLT is most advantageous for students with high preference for visual learning materials, lower confidence in their knowledge and high self-perception of their creative abilities. Based on the findings, a four-phase recursive model of the creative process has been proposed to explain the creative cognitive process. This model takes into account the architecture of human cognition, cognitive load and the moderating influences on creative outcomes.



APPENDIX J
SAMPLE OF TABLE OF CONTENTS
TABLE OF CONTENTS

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SAMPLE OF LIST OF TABLES
LIST OF TABLES

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Table 1.3	Title new	5
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NOTE: To generate List of Tables

Right click →

Update Field →

Update entire table

APPENDIX L
SAMPLE OF LIST OF FIGURES
LIST OF FIGURES

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NOTE: To generate List of Figures

Right click →

Update Field →

Update entire table



APPENDIX M
SAMPLE OF LIST OF SYMBOLS
LIST OF SYMBOLS

SBPWM	Simple Boost Pulse Width Modulation
ZSI	Z source inverter

STYLE:
Abbreviation and Symbols

APPENDIX N
SAMPLE OF LIST OF ABBREVIATIONS
LIST OF ABBREVIATIONS

SBPWM	Simple Boost Pulse Width Modulation
ZSI	Z source inverter

STYLE:
Abbreviation and Symbols

APPENDIX O

SAMPLE OF THESIS OUTLINES AND CONTENT

Abstract

1. Conciseness
2. Includes research issues, methodology, findings, and contribution.

CHAPTER 1 INTRODUCTION

1. The background of the study correctly highlights the current concerns in the area.
2. Identification of the research problem.
3. Discussed the significance of the problem.
4. Formulation of research questions is clearly stated.
5. Formulation of research objectives is clearly stated.
6. It contributes something that is genuinely new, either in theory, empirical, or both.

CHAPTER 2 LITERATURE REVIEW

1. Significant review of the literature.
2. Up to date of the literature.
3. Coherent of the literature.
4. Connections of the major components (theories, concepts, factors, and variable) with current study.
5. Inclusion of the underlying theory.
6. The basis of a known theory.
7. Dependent variables are reflecting the phenomenon of the study.
8. Dependent and Independent variables are measurable.
9. A justification of including the moderating/mediating variables is/are clearly explained.
10. Moderating/mediating variables is/are measurable.
11. The hypothesis statements reflect the relationships shown in the research model/framework.
12. Clearly stated the theoretical basis for hypothesis formulation.

CHAPTER 3 METHODOLOGY

1. The unit of your analysis is appropriately defined (e.g., Individual or Product).
2. The measurements for dependent variables are referring to the same unit of analysis.
3. The population of the sample is clearly justified by providing the source.
4. The sampling technique is appropriately explained.
5. The justifications of scales are sufficiently given.
6. Appropriate statistics used, according to level of measurement, sample size, sampling method, and hypotheses/research questions.
7. The tools proposed to test each hypothesis are appropriate.

CHAPTER 4 RESULTS ANALYSIS AND FINDINGS

1. Analysis presentation of the descriptive data (e.g., samples profile)
2. Goodness of measures/diagnostic tests are correctly executed and discussed.
3. The results of analysis are properly interpreted.
4. All figures and tables are necessary and appropriate.
5. The numerical data is accurately computed.

CHAPTER 5 DISCUSSION AND CONCLUSION

1. Narrative recapitulation of the study findings.
2. Relevance of discussions of the findings within the context of study.
3. Relevant results with previous scholar's work/theories.
4. Sufficient support of literature used in research.
5. Logics on the conclusions.
6. Sufficient conclusions.
7. Relation of discussions to problem statement and research questions.
8. Explanations of contributions.
9. Sufficient discussion on the limitation of study and areas for future research.
10. Appropriateness of support on the study's conclusion.

SAMPLE OF THESIS OUTLINES AND CONTENT (CASE STUDY)

Abstract

1. Conciseness
2. Includes research issues, methodology, findings, and contribution.

CHAPTER 1 INTRODUCTION

1. The background of the study correctly highlights the current concerns in the area.
2. Identification of the research problem.
3. Issues examined in the case (case issues) are clearly presented.
4. Discussed the significance of the problem or opportunity.
5. Formulation of research questions is clearly stated.
6. Formulation of research objectives is clearly stated.
7. It contributes something that is genuinely new, either in theory, empirical, or both

CHAPTER 2 LITERATURE REVIEW

2.1 COMPANY BACKGROUND

1. Sufficient company background is given includes historical background, activities, vision, mission, organizational structure, departments, strategies, performance, products, and so on.
2. Literally discuss on current issues facing the company.

2.2 INDUSTRY ANALYSIS

1. The historical background and industry evolution are sufficiently highlights.
2. The nature of the industry and the main players are briefly explained.
3. The trends of issues facing the industry, global, regional and local level.
4. Review of literature on the case issues and research problems.
5. Review of the key concepts and defining the terms.

2.3 EMPIRICAL RESEARCH

1. Significant review of the literature.
2. Up to date of the literature.
3. Coherent of the literature.
4. Inclusion of the underlying theory.
5. Probable factors that could have led to the problem
6. Tools or models that can be used to assess the problem and finding solutions to the problem

CHAPTER 3 METHODOLOGY

1. The unit of your analysis is appropriately defined (e.g., Individual or Product).
2. The case selection is appropriately explained.
3. The tools proposed for analysis are appropriate.
4. The justifications of analysis methods and data linkages are sufficiently given.

CHAPTER 4 RESULTS ANALYSIS AND FINDINGS

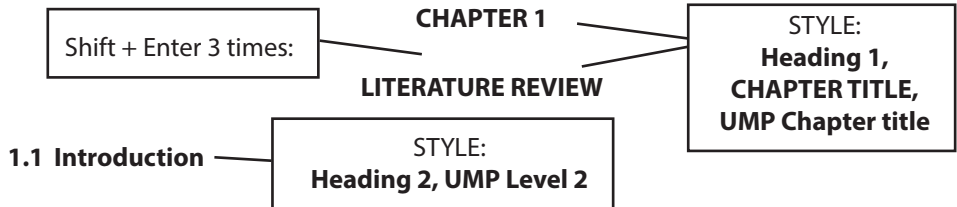
1. Presentation of data collection and analysis.
2. The results of analysis are properly interpreted.
3. All figures, diagrams and tables are necessary and appropriate

CHAPTER 5 DISCUSSION AND CONCLUSION

1. Narrative recapitulation of the study findings.
2. Sufficient conclusions.
3. Practical recommendation for company future planning bases on findings and analysis.
4. Relevance of discussions of the findings within the context of study.
5. Relevant results with previous scholar's work/theories.
6. Sufficient support of literature used in research.
7. Logics on the conclusions.
8. Sufficient conclusions.
9. Relation of discussions to problem statement and research questions.
10. Explanations of contributions.
11. Sufficient discussion on the limitation of study and areas for future research.

APPENDIX P

SAMPLE OF FRONT PAGE OF CHAPTER, FIGURE, AND EQUATION



This chapter provides a review of past research efforts related to internal combustion engine, free piston engine, finite element analysis, durability assessment models and surface treatment on the fatigue life. A review of other relevant research studies is also provided. Substantial literature has been studied on stress history computation, fatigue life prediction, and durability analysis of components of two-stroke free piston engine. The review is organized chronologically to offer insight to how past research efforts have laid the groundwork for subsequent research efforts. The present research effort.

STYLE:
UMP Paragraph

1.2 Internal Combustion Engine

1.2.1 Historical Perspective

STYLE:
Heading 3, UMP Level 3

The IC engine was first realized in its modern form by Nikolaus Otto in 1867 (Heywood, 1988; Stone, 1999). The technology spread quickly, and by World War I, the internal combustion engine was ubiquitous in both the mobile and stationary applications.

With the advent of mass production, automobiles replaced by the chemical power plant entered the garages of middle class. As a result, fortunes were made and lost by those who made automobiles. In addition to the other things necessary for peoples' new found mobility, such as electricity and power generation, these sources of mechanical energy were also common. Such uses include air compressors, power equipment, electrical generators, and, of course, all types of transport vehicles. The remarkable versatility of the IC engine has been due to its inherent simplicity, favorable power-to-weight ratio, and exceptional ruggedness (Heywood, 1988). Figure 1.1 presents an illustration of one of these crankshafts driven machines.

NOTE:
References →
Cross-references

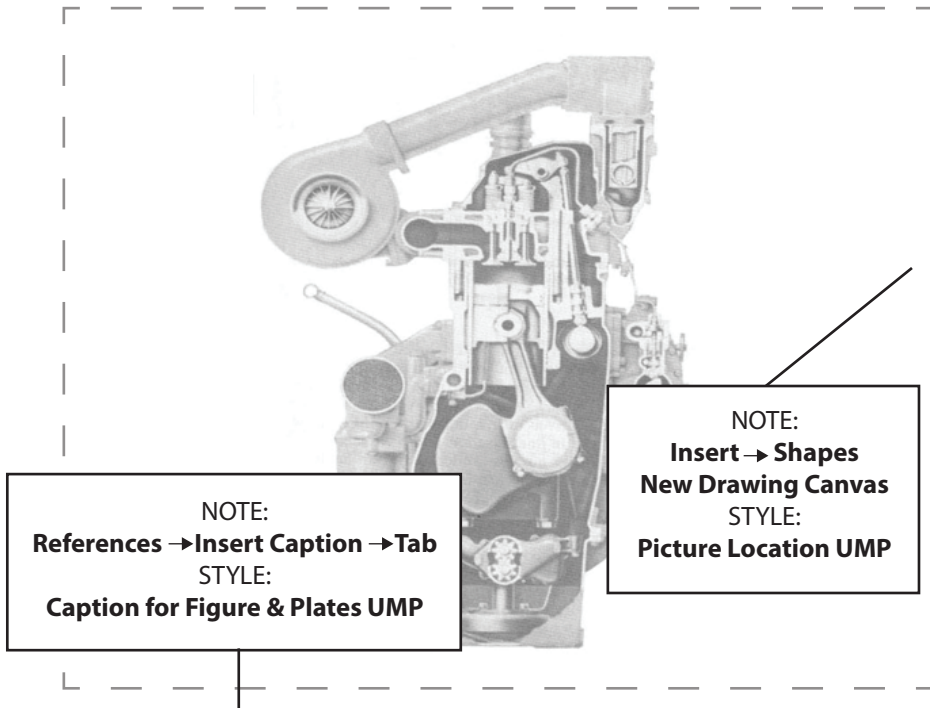


Figure 1.1 An illustration of a conventional crankshaft driven IC engine.
Source: Heywood (2008)

1.2.2 Classification of Internal Combustion Engine

There are many ways in which internal combustion engines may be classified (Dawson, 1998; Heywood, 1988). However, if the limit of the scope to geometries involving reciprocating pistons, two broad distinctions are of special importance.

The force balance to the crank engine piston in the x direction is expressed as in Eq. (2.3).

$\sum F_x = m_p \frac{d^2x}{dt^2} = P_c A_c - F_l \cos \beta$	2.3
---	-----

NOTE:
Insert 2x1 Table -> Design -> No Border
 STYLE:
Caption for Equation UMP

APPENDIX Q

SAMPLE OF TABLE

Table 1.1 lists the materials properties of the materials used in this study.

Table 1.1 Monotonic and cyclic p

NOTE:
References → Cross-references

Materials properties		MANTEN	RQC100
Properties			
roman (upright) type			
Fatigue strength coefficient, σ'_f , MPa		917	1158
Fatigue strength exponent, b		0.95	-0.075
Fatigue ductility coefficient, ϵ'_f		0.26	1.06
Fatigue ductility exponent, c		-0.47	-0.75
Fatigue strength, S_f @ 108 cycles, MPa		10	10
Cyclic strength coefficient, K' , MPa		1103	1151
Cyclic strain hardening exponent, n'		0.19	0.10

Source: Rahman (2007)

STYLE:
Citation for Table UMP

The SAE keyhole was modelled using the MSC.PATRAN and analyzed utilizing the MSC.NASTRAN, the finite element analysis code.

STYLE:
**UMP Paragraph 2
(Applied for Paragraph
after Table or Figure)**

NOTE:
**Layout → AutoFit
AutoFit Window**

SAMPLE OF CONTINUOUS TABLE

Table 1.1 Continued

STYLE:
Caption for Table UMP

Materials properties		
S-N Properties		
Stress range intercept, SR _{II} , MPa	3162	4680
Slope, b ₁	-0.2	-0.216
Transition life, NC ₁ , cycles	2×10^8	2×10^8
Slope, b ₂	0	0
Standard error, SE	0.137	0.433

STYLE:
Table text left

STYLE:
Table text center

SAMPLE OF LANDSCAPE TABLE

Table 4.12 Predicted fatigue life using the biaxiality correction method

Loading conditions	Predicted Life in seconds at critical location (at node 49360) x 10 ⁶									
	2014-T6	2024-T86	2219-87	5083-87	5454-CF	6061-T6	7075-T6	7175-T73		
SAETRN	42.7	12.5x10 ²	848	35.6	13.0	21.0	10.8x10 ³	23.3x10 ²		
SAESUS	50.1x10 ³	37.8x10 ⁵	33.6x10 ⁴	25.1x10 ⁴	92.4x10 ³	87.4x10 ²	95.1x10 ⁵	11.0x10 ⁸		
SAEBKT	496	15.3x10 ³	90.7x10 ²	778	318	106	15.9x10 ⁴	15.5x10 ⁴		
I-N	264	80.2x10 ²	46.6x10 ²	452	186	230	85.2x10 ³	11.3x10 ⁴		
A-A	59.9	18.5x10 ²	11.7x10 ²	70.8	27.8	39.3	17.6x10 ³	77.1x10 ²		

NOTE: Paper Margin

Top edge 35 mm

Right side 25 mm

Left side 25 mm

Bottom edge 25 mm

SAMPLE OF LANDSCAPE CONTINUOUS TABLE

Table 6.12 Continued.

Loading conditions	Predicted Life in seconds at critical location (at node 49360) x 10 ⁶										
	2014-T6	2024-T86	2219-87	5083-87	5454-CF	6061-T6	7075-T6	7175-T73			
A-G	16.6	487	329	14.0	5.11	8.23	42.1x10 ²	926			
R-C	31.9	966	629	31.9	12.1	18.3	87.8x10 ²	26.5x10 ²			
TRANSP	19.5x10 ²	49.9x10 ³	26.7x10 ³	50.7x10 ²	20.7x10 ²	22.7x10 ²	59.2x10 ⁴	42.0x10 ⁵			

APPENDIX R

SAMPLE OF FIGURE WITH SOURCE

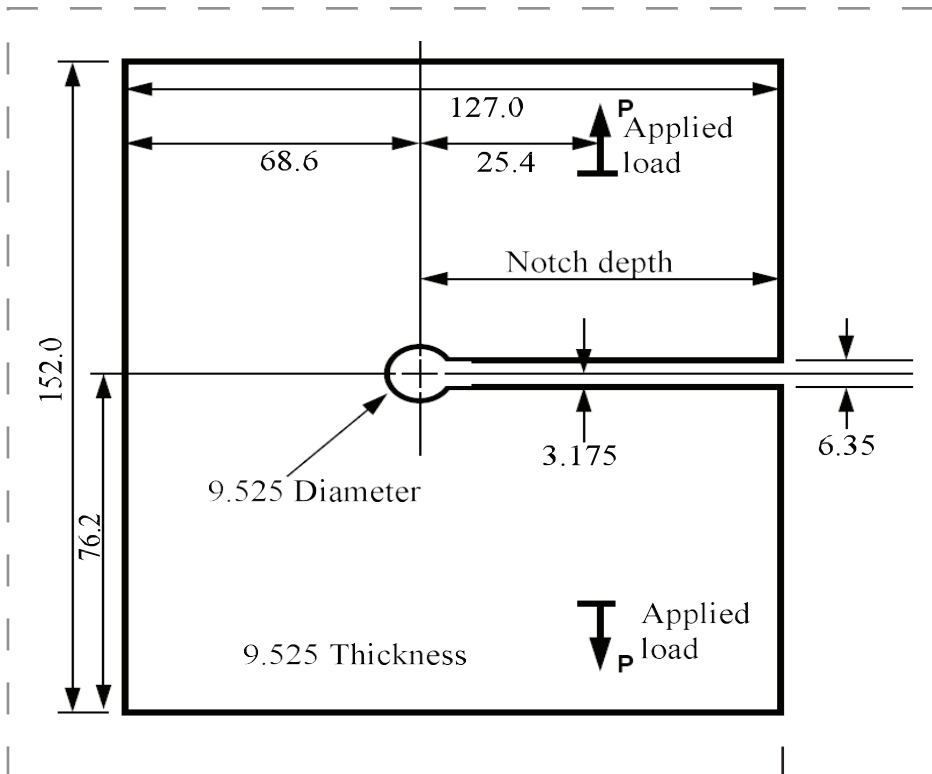


Figure 6.6 SAE keyhole specimen in millimeter

Source: Rahman (2007)

STYLE:
Source for Figure UMP

NOTE:
References → Insert Caption → Tab
STYLE:
Caption for Figure & Plates UMP

NOTE:
Insert → Shapes →
New Drawing Canvas
STYLE:
Picture Location UMP

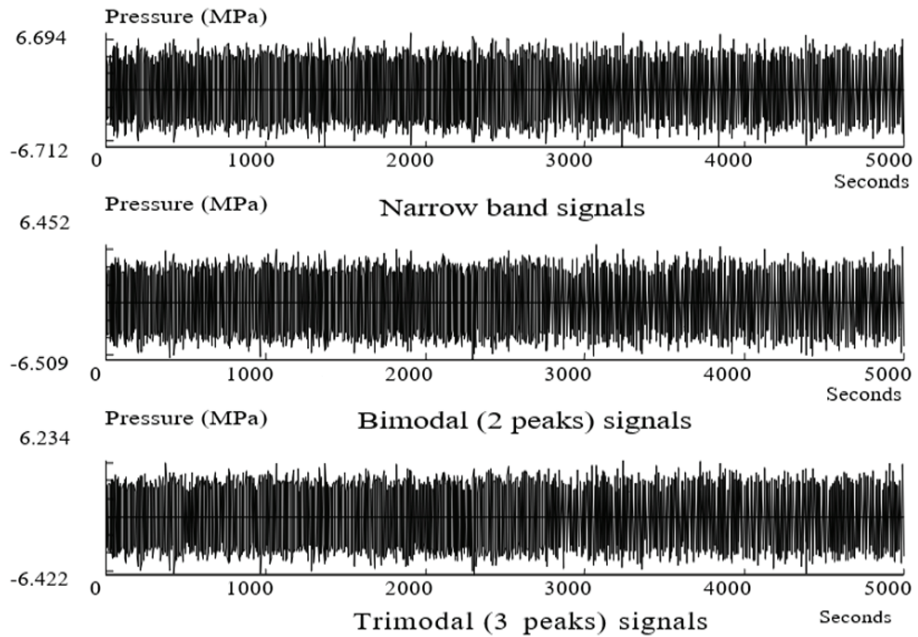


Figure 5.3 Time-loading histories of narrow and wide band signals

SAMPLE OF CONTINUOUS FIGURE

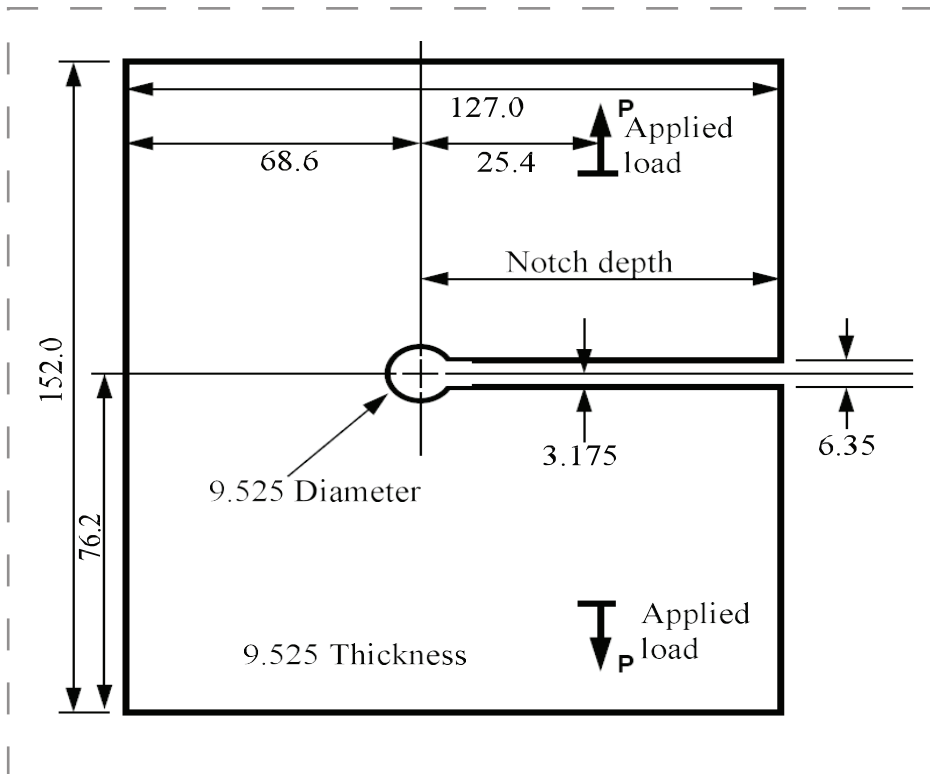


Figure 6.8 Continued

APPENDIX S
EXAMPLES OF APA STYLE IN TEXT CITATION

	First (direct) citation in text	Subsequent citation in text	Parenthetical format, first (indirect) citation in text	Parenthetical format subsequent citations in text
One work by one author	Samuelson (2007)	Samuelson (2007)	(Samuelson, 2007)	(Samuelson, 2007)
One work by two author	Dick and Harry (2004)	Dick and Harry (2004)	(Dick & Harry, 2004)	(Dick & Harry, 2004)
One work by three author	Jack, Jill, and Hill (1999)	Jack et al. (1999)	(Jack, Jill, & Hill, 1999)	(Jack et al., 1999)
One work by four author	Dean, Rocky, Bell, and Ravi (2006)	Dean et al. (2006)	(Dean, Rocky, Bell, & Ravi, 2006)	(Dean et al., 2006)
One work by five author	Burns, Heart, Darby, Josh, and Bee (2008)	Burns et al. (2008)	(Burns, Heart, Darby, Josh, & Bee, 2008)	(Burns et al., 2008)
One work by six author	Bain et al. (2005)	Bain et al. (2005)	(Bain et al., 2005)	(Bain et al., 2005)
Groups (readily identified through abbreviation) as authors	Malaysian Institute of Economic Research (MIER, 2003)	MIER (2003)	(Malaysian Institute of Economic Research [MIER], 2003)	(MIER, 2013)
Groups (no abbreviation) as authors	Universiti Malaysia Pahang (2009)	Universiti Malaysia Pahang (2009)	(Universiti Malaysia Pahang, 2009)	(Universiti Malaysia Pahang, 2009)

Source: American Psychological Association (2010)

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