

# **POSTGRADUATE THESIS GUIDELINES**

The background of the cover is a photograph of a modern building, likely the University College of Yayasan Pahang. The building has a large, curved facade with a prominent UCYP logo. To the left of the building, there is a large, white, checkered structure, possibly a wall or a display. The overall image is framed by a blue and yellow border.

**UNIVERSITY COLLEGE OF  
YAYASAN PAHANG**

# **THESIS PREPARATION**

POSTGRADUATE CENTRE  
UNIVERSITY COLLEGE OF YAYASAN  
PAHANG

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## **PREFACE**

The UCYP Thesis Manual is prepared to guide postgraduate students for the submission of their thesis and dissertation. The guide covers the technical and language aspects related to thesis writing, which includes language to be used, typeface, font size, spacing, pagination, units, chapter format and references style. The guide is divided into three chapters that explain the above information and submission options to be followed by all postgraduate students in University College of Yayasan Pahang.

# **CHAPTER 1**

## **GENERAL REQUIREMENT**

### **1.1 Introduction**

Thesis in this manual refers to a documented report of the process followed, and the results of original research conducted by a student in fulfilment of the requirements for a graduate degree. The thesis should be presented in a manner that will reflect credit on the student, the School/Institute/Centre, and the University College. The term thesis used throughout this manual refers to doctoral and master's theses.

### **1.2 Language**

The thesis must be written in standard British English or standard Bahasa Melayu or otherwise approved by UCYP Senate. There must be consistency in the use of the language throughout the thesis. The Roman alphabet must be used unless otherwise required by the relevant Faculty/Centre.

### **1.3 Thesis Title**

The thesis title must adhere to the following guidelines:

- a) The title should be a clear and concise description of the focus and contribution of the research. It should not contain more than 15 words and excludes grammatical words such as articles, conjunction and prepositions.
- b) The title should not contain phrases which reflect research exercise such as “An investigation of ...”, “A preliminary study of ...”, “A study of ...”, “Analysis of...”, “On the ...”, “Theory of ...”, “Some....”, and “Toward a ...”.
- c) The title should not contain formulas, symbols or subscripts, Greek letters, or other non-alphabetical symbols. Word substitutes should be used instead.
- d) Thesis title should not contain acronyms or even acronyms in brackets except for commonly used in the field of the study (eg: DNA, GPS). For example, “GIS” should be written as “Geographical Information System” and should not be written as “Geographical Information System (GIS)”.
- e) Thesis title should not contain punctuations such as colon “:”, semi-colon “;”, etc. except commas “,” when necessary.



#### **1.4 Submission of Thesis**

As prescribed in the Acts and Regulations of the Higher Degree Program of the University College, candidates intending to submit their theses should comply with the following procedures:

- a) A candidate shall give at least three months' notice in the prescribed Form, obtainable from the Faculty/Centre of his intention to submit his/her thesis for examination.
- b) On completion of the approved program of study and research, a Master's candidate shall submit to the Dean/Director of the School/Institute/Centre four (4) copies of his/her thesis for examination, while a doctoral candidate shall submit five (5) soft bound copies together with the completed prescribed form. It is advisable to submit to the School/Institute/Centre a draft copy of the thesis before submitting the four/five examination copies. This is to ensure that the proper format is adhered to before the thesis is sent for examination.
- c) Upon approval by the University Senate, a candidate must submit four (4) hard bound copies and two (2) compact discs of the approved thesis (Word and PDF format) and the prescribed form. The candidate should also submit one hard bound copy to each member of the Supervisory Committee.

#### **1.5 Technical Specifications for Thesis**

The thesis should be typed using word or text processors for fast and easy editing. Hardcopy should be printed on one (1) side of each sheet only using a laser printer or similar quality machines. Lettering and drawing must be clear and should be reproducible satisfactorily without loss of any information.

##### **1.5.1 Font Type and Size**

Font type and size that are commonly used for printed academic materials should be used throughout the thesis. If Microsoft Word is chosen, font type Times New Roman with font size 12- point and one and a half line spacing should be used. The character size for capital letters should not be less than 0.2 cm and for small letters 0.15 cm.

A new chapter must start on a new page. Chapters and their sub-sections must be given titles. The title of a chapter should be in capital letters, bold print and centered but not underlined.

### 1.5.2 Page Layout

The text should be presented in the portrait layout. The landscape layout may be used for figures and tables.

### 1.5.3 Margins

All pages should be set with the same margin.

Top: 2.5cm
Bottom: 2.5cm
Left: 3.25cm
Right: 3.25cm

### 1.5.4 Spacing

The following guidelines should be observed:

- i. The spacing between the chapter number and the title follows three times SHIFT+ENTER spacing.
- ii. The spacing between the title and the first line of a text should be four (4) line spacing.
- iii. The spacing between the last line of a text with the title of a sub-section should be four (4) line spacing.
- iv. The spacing between the title of a sub-section and the first line of a text should be two (2) line spacing.
- v. The spacing between paragraphs should be two (2) line spacing.
- vi. The number and the title of sub-section should be aligned with the left margin.
- vii. The first line of a paragraph should be indented by 1.27 cm (0.5 inch) from the left margin.
- viii. A new paragraph should not begin on the last line of a page.
- ix. The spacing between the last line of a text and a table, or a figure or an illustration should be two (2) line spacing.
- x. The spacing after a comma (,) should be one (1) character spacing.

### 1.5.5 Pagination

Each page of a thesis must be counted and numbered. Pages should be numbered consecutively as shown in Table 1.1. The page numbers should be printed at the bottom centre, 1.25 cm from the bottom edge.

Numbering should be as follows:

- i. Preliminary pages of a thesis, starting from the title page should be numbered using small letter Roman numeric (i, ii, iii, etc.); the texts should be numbered using Arabic numeric (1, 2, 3, etc.).
- ii. The first page should be the title page. This page should be counted "i" but should not be printed.
- iii. The first page of each chapter should be counted, and the page number should be printed and placed at odd page.
- iv. If a thesis is made up of several parts, separating pages can be inserted but these pages should not be counted and numbered.
- v. If a chapter ended with an odd page number, a separate blank page should be added and counted, but the page number should not be printed. (In MS Word, insert Section Breaks Odd Page under Layout Tab).

### 1.5.6 Paper and Size

White simile B5 size (**182 x 257 mm**) paper (at least 80 g) or paper of equivalent quality should be used.

### 1.5.7 Binding

Students are required to ensure that all university requirements have been met and necessary signatures have been obtained before binding of the thesis. A thesis submitted to the University must be **PRINTED IN A BOOK-STYLE FORMAT**. The final bound copies of the thesis must be submitted in B5 size and printed on both sides on 80gm paper. A cover of the thesis and its detail are follows:



Figure 1.1: Thesis cover details for master's degree

<b>Size</b>	B5
<b>Colour</b>	Royal Blue
<b>Colour code</b>	#010424
<b>RGB Code</b>	R1G4B36
<b>Paper weight (Front and back Cover)</b>	1400gsm
<b>Type of paper</b>	80gsm
<b>Printing</b>	Double Sided
<b>Cover of the thesis</b>	Hardwork Perfect: Holland Art Paper + laminate + Glossy

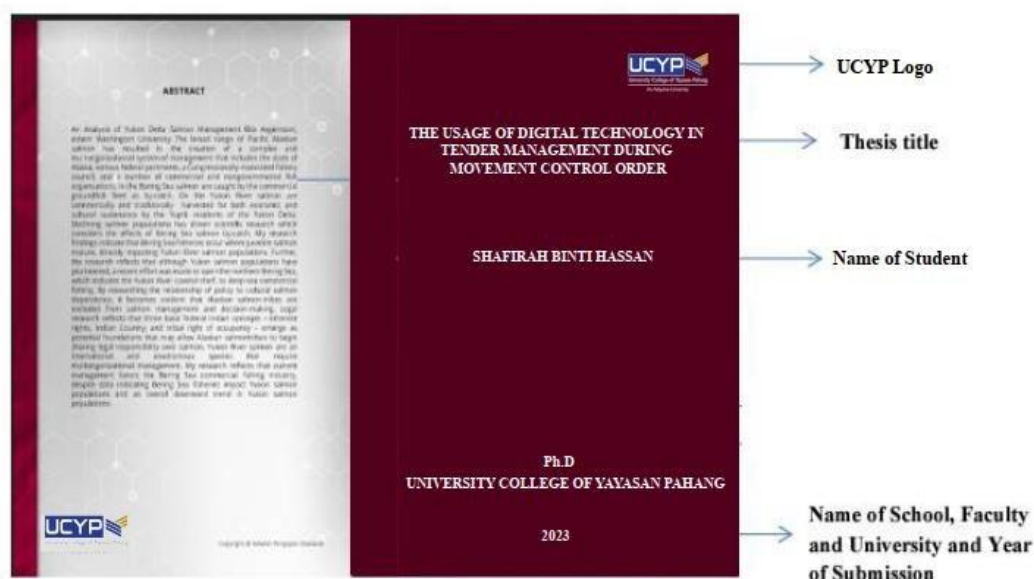


Figure 1.2: Thesis cover details for Doctor of Philosophy

<b>Size</b>	B5
<b>Colour</b>	Dark red
<b>Colour code</b>	#52001B
<b>RGB Code</b>	R82G0B27
<b>Paper weight (Front and back Cover)</b>	1400gsm
<b>Type of paper</b>	80gsm
<b>Printing</b>	Double Sided
<b>Cover of the thesis</b>	Hardwork Perfect: Holland Art Paper + laminate + Glossy

### 1.5.8 Use of an Editorial Service

Candidates may employ professional editors to proofread and edit their written thesis. This should be done before the thesis is sent for examination. The School/Institute/Centre does not insist that theses be sent to professional editors (who charge a fee for their services). However, candidates should know that the School/Institute/Centre accepts only these that are reasonably free from minor and typographical errors. The supervisors cannot be held responsible for errors in the student's thesis as the responsibility of a supervisor is for the content of the thesis and not the language used.

Upon submission of the final draft prior to binding, the School/Institute/Centre will browse through the thesis to ensure that it conforms to the current Guide.

### 1.5.9 Numbers of Words and Pages

Program	Mode of Study	Word Limit	Page Limit
Management	Research Project	Minimum word limit is 15 000	Maximum 200 Pages
	Dissertation	Minimum word limit is 20 000.	Maximum 200 Pages
	Thesis	Master - minimum word limit is 35 000.  Doctorate - minimum word limit is 70 000.	Maximum 200 Pages  maximum 300 Pages
Islamic Studies	Dissertation	Doctorate - minimum is 50 000 and maximum 80 000.	Maximum 200 Pages
	Thesis	Master - minimum is 30 000 and maximum is 60 000.  Doctorate - minimum is 60 000 and maximum is 100 000.	Maximum 200 Pages  Maximum 300 Pages
Art and Design	Research Project	Minimum is 7 000 and maximum is 10 000.	Maximum 200 Pages
	Dissertation	Minimum is 12 000 and maximum is 20 000.	Maximum 200 Pages

	Thesis	<p>Master - minimum is 20 000 and maximum is 50 000.</p> <p>Doctorate - minimum is 80 000 and maximum is 100 000.</p>	<p>Maximum 200 Pages</p> <p>Maximum 300 Pages</p>
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Table 1.1: Minimum of words for Thesis/Dissertation

The maximum number of pages includes tables, figures and other illustrations in the text but does not include Appendices. The maximum number of pages for appendices is 50 pages.

## CHAPTER 2

### THESIS FORMAT

#### 2.1 Introduction

A thesis generally consists of three main parts: the preliminary pages, the text or main body (usually divided into chapters and sections), and the ending pages. The preliminary pages include the title page, dedication, abstracts in English and Bahasa Melayu, acknowledgements, approval sheets, declaration form, table of contents, list of tables, figures, and abbreviations.

SUBJECT	STATUS	EXAMPLE	NOTES
<b>PRELIMINARY</b>			
Front Cover page	Compulsory	Appendix A	Without page number
Blank Page	Compulsory		Without page number
Declaration of Thesis	Compulsory	Appendix B	Without page number
Supervisor's declaration	Compulsory	Appendix C	Without page number
Declaration on cooperation	Compulsory	Appendix D	Without page number
Title Page	Compulsory	Appendix E	Counted as (i) but page number does not appear.
Author's Declaration Page	Compulsory	Appendix F	Roman, (iii)
Acknowledgement	Compulsory	Appendix G	Roman (if any)
Abstract (English) & Abstrak (Bahasa Melayu)	Compulsory	Appendix H	Continuing from the previous Roman number.
Table of Contents	Compulsory	Appendix I	Continuing from the previous Roman number
List of Tables	Compulsory	Appendix J	Continuing from the previous Roman number
List of Figures	Compulsory	Appendix K	Continuing from the previous Roman number
List of Abbreviations/Acronyms	Compulsory	Appendix L	Continuing from the previous Roman number



			number
List of Symbols	Compulsory	Appendix M	Continuing from the previous Roman number
List of Appendices	Compulsory	Appendix N	Continuing from the previous Roman number
<b>MAIN BODY</b>			
Chapter 1: Introduction	Compulsory		Arabic, start at (1) and appear
Chapter 2: Literature Review	Compulsory		Continuing from the previous Arabic number
Chapter 3: Methodology	Compulsory		Continuing from the previous Arabic number
Chapter 4: Results	Compulsory		Continuing from the previous Arabic number
Chapter 5: Discussion and Conclusion	Compulsory		Continuing from the previous Arabic number
References	Compulsory		Continuing from the previous Arabic number
<b>ENDING</b>			
Appendices	Appendices	Appendices	Appendices
List of Publications and Papers Presented	List of Publications and Papers Presented	List of Publications and Papers Presented	List of Publications and Papers Presented

Table 1.2: Thesis Format

## 2.2 Declaration of Thesis

Thesis status declaration is completed using the Thesis Status Declaration. If the thesis is declared as 'CONFIDENTIAL' or 'RESTRICTED', a letter from the party classifying the information as confidential or restricted must be attached. The letter should clearly indicate:

- a) The reasons for classification

- b) The duration for classification

The typical duration for confidential or restricted classification is three (3) years. A thesis can be classified as confidential or restricted up to a maximum period of five (5) years. If the status declaration form is not submitted or the form is incomplete, the University will assume the thesis is unrestricted and the thesis shall be made available for distribution as published academic exchange materials.

### **2.3 Supervisor's Declaration**

A thesis to be submitted for the purpose of examination must obtain prior declaration by the supervisor on the standard and quality of the thesis.

### **2.4 Declaration on Cooperation with Outside Agencies and Certification of Examination**

This section consists of two parts. Part A includes any cooperation with other outside agencies in carrying out the research project that lead to the submission of the thesis must be declared. In Part B, students must obtain certification of examination from the Postgraduate Centre.

### **2.5 Title Page**

Title page must contain information listed in the following order:

- a) Title of the thesis (uppercase)
- b) Full name of the student (uppercase)
- c) Degree for which the thesis is submitted.
- d) Name of the institution (University College Yayasan Pahang)
- e) School/Institute/Centre where the student registered; and
- f) Month and Year of submission (Senate date)

#### **2.5.1 Thesis Title**

The thesis title must adhere to the following guidelines:

- a) The title should be a clear and concise description of the focus and contribution of the research. It should not contain more than 15 words and excludes grammatical words such as articles, conjunction and prepositions.

- b) The title should not contain phrases which reflect research exercise such as “An investigation of ...”, “A preliminary study of ...”, “A study of ...”, “Analysis of...”, “On the ...”, “Theory of ...”, “Some....”, and “Toward a ...”.
- c) The title should not contain formulas, symbols or subscripts, Greek letters, or other non-alphabetical symbols. Word substitutes should be used instead.
- d) Thesis title should not contain acronyms or even acronyms in brackets except for commonly used in the field of the study (e.g: DNA, GPS). For example, “GIS” should be written as “Geographical Information System” and should not be written as “Geographical Information System (GIS)”.
- e) Thesis title should not contain punctuations such as colon “:”, semi-colon “;”, etc. except commas “,” when necessary.

## 2.5.2 Statement of Award for the Thesis

This statement should be written on the Title Page. It should state the purpose and the award for which the thesis is submitted. Examples of statements for various purposes and awards are listed below:

### a) Master's Project Report (By course work)

A project report submitted in partial fulfilment of the requirements for the award of the degree of Master of  
(specialization)

### b) Master's Dissertation (By coursework and research/mixed mode)

A dissertation submitted in partial fulfilment of the requirements for the award of the degree of Master of  
(specialization)

### c) Master's Thesis By research

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

#### **d) Doctor of Philosophy Thesis**

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

### **2.6 Student's Declaration**

This page should contain a declaration by the student on originality of the thesis. The declaration should be signed.

### **2.7 Dedication/ Acknowledgement Page**

The dedication must be brief, not more than one paragraph, and must not contain any number, chart, or photograph. It usually contains written expressions of appreciation for the guidance and assistance received from individuals and institutions in producing the thesis.

### **2.8 Abstract**

An abstract is a concise summary of the thesis. It describes the problem, the procedures or methods used, and the results and conclusions of the research. It must include the following:

- a) A brief theme sentence to orientate the reader about the overall issue addressed in the thesis.
- b) The academic and/or practical importance.
- c) The methodology used in the study.
- d) The main findings of the study.
- e) A statement of conclusion indicates the contribution of the study to literature.
- f) Findings.

The abstract must be written in both English and Bahasa Melayu. For a thesis written in Bahasa Melayu, the abstract must first be written in Bahasa Melayu and followed by the English translation. If the thesis is written in English, the abstract must be written in English and followed by the translation in Bahasa Melayu. The abstract should be brief, written in one paragraph and does not exceed 350 words. It must be written using one and a half (1.5) spacing.

## **2.9 Table of Contents**

The Table of Contents page must start on a new page. It should list all sections, chapters and sub-headings with their corresponding page numbers. The titles must be written using the same words as those written in the text.

## **2.10 List of Tables**

This page should list all the tables found in the thesis. The page number of the table must also be included. The table numbers should be arranged according to the chapters.

## **2.11 List of Figures**

Figures include diagrams, photographs, drawings, graphs, charts, maps and other form of graphic illustrations. The exact titles of all figures with their corresponding page numbers must be listed in sequence.

## **2.12 List of Abbreviations/Notation/Glossary of Terms**

Whenever abbreviations and acronyms (e.g. FAO, DOA, MARDI, PORIM) are used in the thesis, it is best to list them in a list of Abbreviations/Notation/Glossary of Terms together with their meanings, even though the full names are already given at the first mention in the text. This list serves as a ready reference to readers who are not familiar with the abbreviations used in the thesis. Universally recognized scientific symbols (OC, cm, mm, kg, ha) need not be listed.

## **2.13 List of Symbols/Abbreviations/Notations/Terminology**

All symbols or abbreviations or notations or terminology found in the text should be listed on this page. They are listed in the following alphabetical order:

- Roman letters alphabetically
- Greek letters alphabetically
- Superscripts
- Subscripts

Universally recognized scientific symbols such as mm, cm, Ha need not be listed.

## **2.14 List of Appendices**

All appendices should be listed on this page.

## **2.15 Text of Thesis (Main Body)**

The body of a thesis normally consists of the sections listed below. These can either be organized as separate chapters or be included as subheadings in a chapter or various chapters.

A thesis must be divided into chapters. A title must be given, and it should reflect its content. A new chapter must begin on a new page. A chapter must be divided into sections. These sections must be given appropriate titles and numbered.

Texts must be written in paragraphs. Long paragraphs should be avoided. Each paragraph must describe an issue or subject. There must be continuity between paragraphs. The text should contain:

- i. An introduction and background on the study or research.
- ii. A detailed description of the study or research which includes theories, model and materials and methods used.
- iii. Data collection and analysis techniques.
- iv. The main results and discussions; and
- v. The conclusions and significance of the findings.

## **2.16 Introduction**

This chapter introduces the problem being studied and indicates its importance and relevance. It sets forth the context, the hypotheses to be tested and the research objectives to be attained.

## **2.17 Literature Review**

This section is a critical review of the literature related to the topic of the thesis. It acts as a base for the experimental/analytical section of the thesis. The literature selected must be up to date, analyzed and synthesized logically. It is important to note that a review is not merely a summary of works of different authors.

## **2.18 Methodology**

This section describes the methods and techniques used in the study. It may also contain validation of methods used. It contains a description and justification of the materials,

theoretical approaches, experimental designs and methods (including statistical analysis) used to achieve the stated objectives of the study undertaken. In social science, a theoretical or conceptual framework should be included. In engineering and in the pure and applied sciences, this may include, but is not limited to, a description of the methodology, theoretical development, hypothesis description, fundamental philosophical foundation, experimental design and standard procedure description.

## **2.19 Results**

This chapter reports on the findings of the study with the inclusion of non-textual elements such as tables, figures, charts, photos etc. It narrates the key findings and highlights important observations that are most relevant to the topic under investigation. All analyses must be focused on answering the research questions and addressing the research problems.

## **2.20 Discussion**

This chapter examines and interprets the results in relation to the research questions and hypotheses and in relation to the literature in the specific discipline. It evaluates the findings and postulates about what may be happening for such outcomes. This chapter reminds the readers of the purpose of the study, explains inconsistent results and provides generalizations, implications and recommendations based on the main findings.

The conclusion chapter should provide an overview of the research problems and the whole study before explaining the phenomenon in terms of the key findings. It assesses the relevance of the key findings and reflects on the background of the study. This chapter also outlines the implications (on theory, practice, and further research) and addresses the limitations of the study.

## **2.21 References**

References are detailed descriptions of items from which information were obtained in preparing the thesis. All references must be listed at the end of the text.

## **2.22 Appendix**

Appendices are supplementary materials to the text. These include tables, charts,

computer program listings, and others. The following should be noted:

- a) Appendix is not a must in a thesis. If necessary, data used for analysis, example of questionnaires, maps, photographs and other materials which are lengthy to be included in the text or materials that are not required implicitly to clarify matters discussed can be accompanied as appendix.
- b) Appendix can be named as Appendix A, Appendix B, and so on, depends on types and quantity to be included. Specific titles can also be given.

## **2.23 List of Publications**

This section lists all published and accepted publications only, authored/co-authored by the candidate related to his/her research.

## **2.24 Tables**

All tables must be numbered using Arabic numerals. The captions should be centered. If the caption is more than one line, it should be aligned to the left. Tables must be numbered by the chapters they are in. For example, Table 4.3 is the third table that appears in chapter 4. A table should be positioned after it is referred to for the first time in the text. All tables must be listed in the List of Tables page.

### **2.24.1 Tables in Text**

- a) All tables must be numbered using Arabic numeric and numbered with respect to the chapter.
- b) Students need to ensure that all tables shown in the thesis as well as in the Appendices are referred to in the text.
- c) A table should be on the page following the first reference to it or placed as close as possible to the original text reference. Text material should highlight analysis or findings, summarizing only important details rather than reiterating the entire table.
- d) A caption should be positioned at the top of the table. If the caption is written in a single line, it should be centered. If the caption is written more than one line, it should be left indented.
- e) Tables may be placed in landscaped orientation; in such cases, the table number, title and caption should be single-spaced and placed above the table.
- f) If the Table occupies more than one page, it must repeat the header rows on the



next page.

- g) Table sources and notes should be placed directly below the table.
- h) Smaller font may be used for text in the table.
- i) The default setting for page number is applicable for pages with Table presented in portrait orientation. Page number should be located at the bottom-center (right side in portrait) if Table is presented in landscape orientation.
- j) The margin for page with Table in landscape orientation is 3.25 cm while from the top and bottom, right and left margin is 2.5cm.
- k) Table sources and notes should be placed directly below the table. If a table has been adapted from a source, indicate using “Adapted from...”.

## **2.25 Figures**

Figures are maps, charts, graphs, drawings, diagrams, photographs, and all other graphic illustrations. All figures must be clear of high quality and must be numbered using Arabic numerals. The caption should be located at the bottom of the figure. If the caption is a single line, it should be centered. If the caption is more than one line, it should be aligned to the left. Figures are numbered by the chapters they are in. A figure should be positioned after it is referred to for the first time in the text. All figures in the chapter can also be grouped together and positioned at an appropriate location. All figures must be listed in the List of Figures page.

Illustrations in the form of compact discs, slides and others should be placed in specially made pockets glued to the inner side of the back cover of the thesis. Oversized illustrations in the form of plans, maps, charts, graphs, and others should be reduced to fit a single page unless the oversized materials are absolutely necessary for clarity and understanding. It is advisable to scan all illustrations using a scanner and print them using a high quality colour printer.

### **2.25.1 Figures in Text**

- a) Illustrations such as maps, charts, graphs, drawings, diagrams, and photographs are referred as figures. All figures must be clear and of high quality.
- b) All figures must be numbered using Arabic numeric and numbered with respect to the chapter. For example, Figure 4.3 is the third figure that appears in chapter 4.
- c) Students need to ensure that all figures shown in the thesis as well as in the

Appendices are referred to in the text.

- d) A figure should be on the page following the first reference to it or placed as close as possible to the original text reference. Text material should highlight analysis or findings, summarizing only important details rather than reiterating the figure.
- e) A caption should be positioned at the bottom of the figure. If the caption is written in a single line, it should be centered. If the caption is written more than one line, it should be left indented.
- f) Figure should conform to standard margin requirements.
- g) If the figure occupies more than one page, the continued figure on the following page should indicate that it is a continuum.
- h) All figures in the chapter can also be grouped together and positioned at an appropriate location.
- i) The default setting for page number is applicable for page with Figure presented in portrait orientation. Page number should be located bottom-centre (right-side portrait) if Figure is presented in landscape orientation.
- j) Illustrations in the form of CD's, slides, and others should be placed in specially made pockets glued to the inner side of the back cover. Oversized illustrations in the form of plans, maps, charts, graphs, and others should be reduced to fit a single page unless the oversized materials are absolutely necessary for clarity and understanding. For illustrations other than above, please refer to the following guidelines;
  - i. Photographs  
Photographs should be digitally embedded in the text unless impossible.
  - ii. Newspaper Cuttings or Similar Materials  
Copies of newspaper cuttings or similar materials should be of high quality.
- k) It is advisable to scan all illustration materials using a scanner and printing them using a high-quality color printer.

## **2.26 Numbering the Chapters and Sub-Sections**

All chapters and their sub-sections must be labelled and numbered. The chapters are numbered using Arabic numerals, i.e. Chapter 1, Chapter 2, Chapter 3, and so on. The

sub-sections should not be indented but arranged in a structured manner not more than four levels as follows:

- 2.1 First level (Title of the chapter)
- 2.2 Second level (Title of the sub-section)
- 2.1.1 Third level (Title of the sub-sub-section)
- 2.1.1.1 Fourth level (Title of the sub-sub-sub-section)

If the length of a title of a chapter or any level exceeds one-line, same line spacing as in the text should be used. Sub-sections beyond level four should be labelled using characters.

If a thesis is divided into parts, separation sheets should be used to separate them. The separation sheets should be labelled with capital letters, i.e. PART 1, PART 2, PART 3, and so on.

## **2.27 Equations**

All equations, mathematical and/or chemical, are considered as text and should be appendix.

The following tips on formatting equations can help you in writing equations:

- a) All equations are considered as text and numbered according to chapter. If detailed derivation is needed, it is to be placed in an appendix.
- b) Mathematical parameters should be written in italics but not units, numbers and mathematical functions like logarithms.
- c) The equations that are written on a separate line should be centered and done consistently throughout the thesis. Some equations are long and tend to be multi-line equations. If an equation breaks to multiple lines, align them properly and use only one number for the whole equation as far to the right as possible.
- d) The equation numbers should be enclosed by parentheses and placed at the right-hand side of the page.

## **2.28 Footnotes**

Footnotes should be used sparingly in a thesis regardless of the field of study as extensive footnoting tends to distract the reader from the main argument in the text. They should be used only to clarify a certain term, to state conversion factors or exchange rates and should not be used in citing authority for specific statements or research findings. If footnotes are necessary, the indicators (the reference numbers in the text) are usually superscripted (e.g. 1, 2, and 3). The numbering of footnotes should begin with 1 and must be continuous within each chapter or appendix, and not throughout the whole text.

Footnotes for references are written differently in terms of author's name and the use of punctuation. The author's name should be written in full. A comma or quotation mark should be used to separate author's name, title of the article and publication details. The font size used should be two (2) points smaller than the text.

Style for writing reference as footnotes:

Arabic numeral      Author, "Title of article." publication details, year, page.

Example:

10      Mary Duncan Carter, Wallace John Bonk, and Rose Mary Magrill, "Building Library Collections." Fourth edition. Metuchen, N. J.: Scarecrow Press, 1974, pp.61 - 66.

## **2.29 Citations**

Citation is a means of formally recognizing within the text the resources from which the information or idea was obtained. The purpose is to acknowledge the work of others, to demonstrate the body of knowledge in which the work is based on and to lead others for further information.

The use of software such as RefWorks, JabRef, Mendeley or EndNote for publishing and managing citation and references is encouraged. At the end of the thesis, students must supply list of references in alphabetical order by author, with consistent punctuation.

A direct quotation must be written in a separate paragraph. If the quotation is in a different language, it must be written in italic. Indented quotation should be single spaced with. No quotation marks with 1.27 cm left and right indentation respectively.

### **2.30 References**

References are full information of the sources from which works were cited in the thesis. All references must be listed at the end of the text.

### **2.31 Appendices**

Appendices are not a necessity in a thesis but are supplementary materials which are too detailed or lengthy to be in the text. These include tables, charts, computer program listings, data used for analysis, example of questionnaires, maps, photographs and other materials. All appendices should come after the reference section. Each appendix should be labelled as **Appendix A**, **Appendix B** and so on and be given a specific title.

### **2.32 Header and Footer**

The use of Header and Footer is not allowed.

## **CHAPTER 3**

### **REFERENCE STYLE**

#### **3.1 Introduction**

Referencing, or citing, is an essential component of academic writing, as it acknowledges the sources of information you have used to complete your assignments. Referencing is important because it ensures that you are not open to accusations of plagiarism, identifies your sources and enables readers to locate them, acknowledges copyright and shows respect to the author for their work, demonstrates the validity or credibility of your arguments, demonstrates the extent to which you know the relevant literature, avoid plagiarism and academic misconduct. The details of the references cited in the text should be located in the List of References. The style selected must be used consistently throughout the thesis. Cross citations are not allowed.

#### **3.2 APA Reference**

The APA style is most commonly used to cite sources within the social sciences. The style is now in the 7th edition. Students are advised to check for the latest versions of references styles as the styles are frequently updated. The figure below shows the core component of APA reference taken from Mendeley website.

#### **3.3 List of References**

All references cited should be listed in the List of References at the end of the last chapter. The references should be listed alphabetically. If more than one published material by the same author is cited, these materials should be listed chronologically. For example, an article by Scholfield published in 1964 should be listed before the one published in 1967.

### 3.4 Writing Style of Reference List

General Rules		
<b>Single Author</b>	List the surname first, followed by a comma and the initials. Use one space between initials.	Berndt, T. J. (2002). Friendship quality and social development. <i>Current Directions in Psychological Science</i> , 11, 7-10.
<b>Two Authors</b>	List by their surname and initials. Use one space between initials. Use a comma to separate a first author's initials from the second author name and use the ampersand (&) instead of "and."	Wegener, D. T., & Petty, R. E. (1994). Mood management across affective states: The hedonic contingency hypothesis. <i>Journal of Personality &amp; Social Psychology</i> , 66, 1034-1048.
<b>Three to 20 Authors</b>	List by their surname and initials. Use one space between initials. Use a serial comma to separate author names, while the last author name is preceded again by ampersand (&).	Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., White, A., Ganster, D. C., & Harlow, T. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. <i>Journal of Personality and Social Psychology</i> , 65, 1190-1204.  Young, S., Adamo, N., Ásgeirsdóttir, B. B., Branney, P., Beckett, M., Colley, W., Cubbin, S., Deeley, Q., Farrag, E., Gudjonsson, G., Hill, P., Hollingdale, J., Kilic, O., Lloyd, T., Mason, P., Paliokosta, E., Perecherla, S., Sedgwick, J., Skirrow, C., & Tierney, K. (2020). Females with ADHD: An expert consensus statement taking a lifespan approach providing guidance for the identification and treatment of attention deficit/hyperactivity disorder in girls and

		women. <i>BMC Psychiatry</i> , 20(1), 1-27. <a href="https://doi.org/10.1186/s12888-020-02707-9">https://doi.org/10.1186/s12888-020-02707-9</a>
<b>More Than 20 Authors</b>	APA 7th ed. uses “. . .” instead, replacing all authors between the 19th author and the last author.	Kalnay, E., Kanamitsu, M., Kistler, R., Collins, W., Deaven, D., Gandin, L., Iredell, M., Saha, S., White, G., Woollen, J., Zhu, Y., Chelliah, M., Ebisuzaki, W., Higgins, W., Janowiak, J., Mo, K. C., Ropelewski, C., Wang, J., Leetmaa, A., . . . Joseph, D. (1996). The NCEP / NCAR 40-year reanalysis project. <i>Bulletin of the American Meteorological Society</i> , 77(3), 437-471. <a href="http://doi.org/fg6rf9">http://doi.org/fg6rf9</a>
<b>Hyphenated Name</b>	List the surname first, followed by a comma and the initials but retain the hyphen.  If the second element of a hyphenated name is lowercase, treat it as a single name.	Ai-Jun Xu Cite as Xu, A.-J.  Lee-ann Raboso Cite as Raboso, L.
<b>Hyphenated Surname</b>	Cite the hyphenated surname exactly as it appears.	Abreu-Ferreira, D. (2019). Women and the acquisition, transmission, and execution of public offices in early modern Portugal. <i>Gender &amp; History</i> , 31(2), 383-403. <a href="https://doi.org/10.1111/1468-0424.12422">https://doi.org/10.1111/1468-0424.12422</a> .
<b>Two-part Surname</b>	Cite two-part surname exactly as it appears.	García Iommi, L. (2019). Women as icons in Post- Trauma Societies: "Disappearing" women in Argentine national cinema. <i>New Political Science</i> , 41(1), 55-79. <a href="https://doi.org/10.1080/07393148.2018.155">https://doi.org/10.1080/07393148.2018.155</a> .



<b>Names with Suffixes such as Jr. and III</b>	Use comma to separate initials.	Hugo Carrington III Cite as Carrington, H., III.  David Ashton Blake Jr Cite as Blake, D. A., Jr.
<b>Author - Malay Names (without family names)</b>	Omit bin/binti	Asmah Binti Omar Cite as Asmah Omar. (1991). <i>Kemahiran berbahasa</i> . Penerbitan Pustaka Antara.
<b>Author - Chinese Names</b>	Surname first, followed by author initials.	Chu Chin Ning Cite as Chu, C. N. (1995). Simulated counter-current adsorption processes: A comparison of modeling strategies. <i>Chemical Engineering Journal</i> , 56, 59-65.
<b>Author - Chinese Names with English Names</b>	Surname followed by the initials of the English name and the author initials.	Vincent Foo Hiap Khian Cite as Foo, V. H. K. (1983). <i>Sarawak: Mini episodes of the past</i> . Fajar Bakti.
<b>Author-Indian &amp; Sikh Names (without surname / family name)</b>	Omit d/o, s/o, a/l, a/p	Narrayani a/p Jeganathan. Cite as Narrayani Jeganathan.
<b>Inherited Names</b>	Cite as it is	Raja Ahmad Niza. Cite as Raja Ahmad Niza.

<b>Conferred titles</b>	Omit title	Tun Mahathir Mohamad Cite as Mahathir Mohamad.
<b>Local Government Institution as Author</b>	Cite under the department official name.	Jabatan Pendidikan Negeri Perak.
<b>Foreign Government Institution as Author</b>	Cite under the department official name.	Ministry of Health–Manatū Hauora.
<b>Unique Corporate Body Names</b>	If the name starts with Foundation (Yayasan), Board (Lembaga), Cite as it is given.	Yayasan Sabah.
<b>Organization as Author</b>	Cite as it is.	Universiti Malaya. American Psychological Association.
<b>Unique Corporate Body Names</b>	If the name starts with Foundation (Yayasan), Board (Lembaga), cite as it is given.	Yayasan Sabah.
<b>Organization as Author</b>	Cite as it is.	Universiti Malaya. American Psychological Association.
<b>Unique Corporate Body Names</b>	If the name starts with Foundation (Yayasan), Board (Lembaga) Cite as it is given.	Yayasan Sabah.

<b>Group Authors (if more than one organization as author)</b>	<p>Do not use a comma to separate two group authors.</p> <p>When numerous layers of government agencies are listed as the author of a work, use the most specific agency as the author in the reference.</p>	<p>American Psychological Association &amp; National Institutes of Health.</p> <p>U.S. Department of Health and Human Services, National Institutes of Health, National Institute of Nursing Research.</p> <p>Cite as National Institute of Nursing Research.</p>
<b>Conference Names with Numbers</b>	<p>Do not include the numbers.</p>	<p>Fifth Asia-Pacific Physics Conference</p> <p>Cite as Asia-Pacific Physics Conference</p>
<b>Author Unavailable</b>	<p>Do not use ‘Anonymous’.</p> <p>The title of the work should appear before the year of publication.</p> <p>If, and only if, the work is signed “Anonymous,” use “Anonymous” As the author.</p>	<p><i>Merriam-Webster's collegiate dictionary</i> (10th ed.). (1993). Merriam-Webster.</p>

<b>Reference List: Books</b>		
<b>Basic Format for Books</b>	<p>Author, A. A. (Year of publication). <i>Title of work: Capital letter also for subtitle</i>. Publisher.</p> <p>Book published with new foreword by another author.</p>	<p>Jackson, L. M. (2019). <i>The psychology of prejudice: From attitudes to social action</i>. (2nd ed.). American Psychological Association.</p> <p>Sapolsky, R. M. (2017). <i>Behave: The biology of humans at our best and worst</i>. Penguin</p>

	<p>Anonymous Author.</p> <p>In your reference list, include such titles in your alphabetical listing as if 'Anonymous' were a true name.</p>	<p>Books.</p> <p>Kübler-Ross, E. (with Byock, I.). (2014). <i>On death &amp; dying: What the dying have to teach doctors, nurses, clergy &amp; their own families.</i> (50th anniversary ed.). Scribner.(Original work published 1969)</p> <p>Anonymous. (2000). <i>Maximum Security</i> (3rd ed.). Prentice Hall.</p>
<b>Edited Book</b>	Without author / authors.	<p>Leitch, M. G., &amp; Rushton, C. J. (Eds.). (2019). <i>A new companion to Malory.</i> D. S. Brewer.</p> <p>Kesharwani, P. (Ed.). (2020). <i>Nanotechnology based approaches for tuberculosis treatment.</i> Academic Press.</p> <p>Torino, G. C., Rivera, D. P., Capodilupo, C. M., Nadal, K. L., &amp; Sue, D. W. (Eds.). (2019). <i>Microaggression theory: Influence and implications.</i> John Wiley &amp; Sons.</p>
<b>Edited Book</b>	With author / authors.	<p>Austen, J. (2005). <i>Mansfield Park</i> (J. Wiltshire, Ed.). Cambridge University Press. (Original work published 1814)</p>

<b>A Translation</b>	<p>Other languages translated to English.</p> <p><b>Note:</b> When you cite a republished work in your text, it should appear with both dates.</p> <p>English translated to other languages.</p>	<p>Castro, F. (2008). <i>My life</i> (A. Hurley, Trans.). Dover. (Original work published 2006).</p> <p>Cho, N.-J. (2020). <i>Kim Jiyoung, Born 1982: A Novel</i> (J. Chang, Trans.). Liveright. (Original work published 2016).</p> <p>Piaget, J., &amp; Inhelder, B. (1966). <i>La psychologie del'enfant</i> [The psychology of the child]. Quadrige.</p>
<b>Edition</b>	<p>Only for 2nd edition onwards.</p>	<p>Belcher, W. (2019). <i>Writing your journal article in twelve weeks: A guide to academic publishing success</i> (2nd ed.). University of Chicago Press.</p> <p>Harris, L. A. (2001). <i>Canadian copyright law</i>. (3rd ed.). McGraw Hill Ryerson.</p>
<b>Article or Chapter in an Edited Book</b>	<p>Author, A. A., &amp; Author, B. B. (Year of publication). Title of chapter. In A. Editor &amp; B. Editor (Eds.), <i>Title of book</i> (pages of chapter). Publisher.</p> <p><b>Note:</b> When you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers: (pp.1-21).</p>	<p>Armstrong, D. (2019). Malory and character. In M. G. Leitch &amp; C. J. Rushton (Eds.), <i>A new companion to Malory</i> (pp. 144-163). D. S. Brewer.</p>
<b>Multivolume Work</b>	<p>Use <i>Vol.</i> for a single volume and <i>Vols.</i> for multiple volumes.</p>	<p>Levinson, D. &amp; Ember, M. (Eds.). (1996). <i>Encyclopedia of cultural anthropology</i> (Vols. 1-4). Henry Holt.</p> <p>David, A., &amp; Simpson, J. (Eds.). (2006). <i>The Norton anthology of English literature:</i></p>

		<i>The Middle Ages</i> (8 <sup>th</sup> ed., Vol. A). W. W. Norton and Company.
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Reference List: Articles in Periodicals		
<b>Basic Form</b>	<p>The APA style dictates that authors are named last name followed by initials; publication year goes between parentheses, followed by a period. The title of the article is in sentence-case, meaning only the first word and proper nouns in the title are capitalized. The periodical title is run in title case, and is followed by the volume number which, with the title, is also italicized or underlined.</p> <p>Author, A. A., Author, B. B., &amp; Author, C. C. (Year). Title of article. <i>Title of Periodical, volume number</i>(issue number), pages.</p>	
<b>Article in Journal Paginated by Volume</b>	Continuous pagination throughout volume.	Rush, M. A., Skora, J. I., Lawrence, J. H., & D'Aurora Richardson, L. (2019). Health care's new wilderness: The intersection of telehealth and ancillary services. <i>Journal of Health Care Compliance, 21</i> , 5-16.
<b>Article in Journal Paginated by Issue</b>	Journals paginated by issue begin with page one in every issue. Therefore, the issue number gets indicated in parentheses after the volume. The parentheses and issue number are not italicized or underlined.	Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. <i>Psychology of Popular Media Culture, 8</i> (3), 207-217.
<b>Article in Journal, in press</b>		Pachur, T., & Scheibehenne, B. (in press). Unpacking buyer-seller differences in valuation from experience: A cognitive modeling approach.

		<i>Psychonomic Bulletin &amp; Review.</i>
<b>Article in a Magazine</b>		Henry, W. A., III. (1990, April 9). Making the grade in today's schools. <i>Time</i> , 135, 28-31.
<b>Article in a Newspaper</b>	If you used a print version of the newspaper article (as in the Harlan example), provide the page or pages of the article after the newspaper title. Do not include the abbreviations "p." or "pp." before the page(s).	Harlan, C. (2013, April 2). North Korea vows to restart shuttered nuclear reactor that can make bomb- grade plutonium. <i>The Washington Post</i> , A1, A4.
<b>Letter to the Editor</b>		Moller, G. (2002, August). Ripples versus rumbles [Letter to the editor]. <i>Scientific American</i> , 287(2), 12.
<b>Review</b>		Baumeister, R. F. (1993). Exposing the self knowledge myth [Review of the book <i>The self knower: A hero under control</i> ]. <i>Contemporary Psychology</i> , 38, 466-467.

Reference List: Other Sources		
<b>An Entry in an Encyclopedia</b>		<p>Graham, G. (2019). Behaviorism. In E. N. Zalta (Ed.) <i>The Stanford encyclopedia of philosophy</i> (summer 2019 ed.). Stanford University.  <a href="https://plato.stanford.edu/archives/sum2019/entries/behaviorism/">https://plato.stanford.edu/archives/sum2019/entries/behaviorism/</a>.</p> <p>Bergmann, P. G. (1993). Relativity. In <i>The new encyclopedia britannica</i> (Vol. 26, pp. 501-508). Encyclopedia Britannica.</p>
<b>Work Discussed in a Secondary Source</b>	<p>List the source the work was discussed in:</p> <p>Coltheart, M., Curtis, B., Atkins, P., &amp; Haller, M. (1993). Models of reading aloud: Dual-route and parallel distributed-processing approaches. <i>Psychological Review</i>, 100, 589-608.</p> <p><b>NOTE:</b> Give the secondary source in the references list. In the text, name the original work, and give a citation for the secondary source.</p> <p>For example, if Seidenberg and McClelland's work is cited in Coltheart et al. and you did not read the original work, list the Coltheart et al. reference in the References.</p>	<p>In the text, use the following citation:</p> <p>In Seidenberg and McClelland's (1989, as cited in Coltheart et al., 1993) study ...</p> <p>...as was found (Seidenberg and McClelland, 1989, as cited in Coltheart et al., 1993).</p> <p>Reference list:</p> <p>Coltheart, M., Curtis, B., Atkins, P., &amp; Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. <i>Psychological Review</i>, 100, 589-608.</p>



<p><b>Government Document</b></p>	<p>If the author is sub-division use as the author and mention the parent organization.</p> <p>When the author / organization and the website name are the same, omit the website name.</p>	<p>National Cancer Institute. (2018). <i>Facing forward: Life after cancer treatment</i> (NIH Publication No. 18- 2424). U.S. Department of Health and Human Services, National Institute of Health. <a href="https://www.cancer.gov/publications/patient-education/life-after-treatment.pdf">https://www.cancer.gov/publications/patient-education/life-after-treatment.pdf</a>.</p> <p>Office for Disability Issues. (2019). <i>Disability action plan 2019-2023</i>. New Zealand Ministry of Social Development. <a href="https://www.odi.govt.nz/assets/Uploads/ODI-Disability-Action-Plan-2019-WEBSINGLES.pdf">https://www.odi.govt.nz/assets/Uploads/ODI-Disability-Action-Plan-2019-WEBSINGLES.pdf</a>.</p> <p>Kementerian Kesihatan Malaysia. (2020, October 5). <i>Annex 2a: Management of suspected case not required admission</i>. <a href="http://covid-19.moh.gov.my/garispanduan/garispanduankkm/Annex_2a_Management_Suspected_CaseNotAdmitted.pdf">http://covid-19.moh.gov.my/garispanduan/garispanduankkm/Annex_2a_Management_Suspected_CaseNotAdmitted.pdf</a> Transport Department, The Government of the Hong Kong Administrative Region. (2019, April 19).</p> <p><i>Intelligent Transport Systems (ITS)</i>. <a href="https://www.td.gov.hk/en/transport_in_hong/its/index.html">https://www.td.gov.hk/en/transport_in_hong/its/index.html</a></p>
<p><b>Report from a Private Organization</b></p>	<p>Author &amp; publisher same.</p> <p>Omit the publisher from the reference to avoid repetition.</p>	<p>Association of Ambulance Chief Executives &amp; Joint Royal Colleges Ambulance Liaison Committee. (2019). <i>JRCALC clinical guidelines 2019 pocket book</i>.</p> <p>American Psychiatric Association. (2000). <i>Practice guidelines for the treatment of patients with eating disorders</i> (2nd ed.).</p>

<b>Published Conference Paper in Book Form</b>		<p>Hasmah Zanuddin, &amp; Azizah Hamzah. (2007). International trade agreement of intellectual property rights (TRIPS), copyright issues &amp; burden to enforce in Malaysia. In K.Y. Choi (Ed.), <i>Korean studies in Southeast Asia: Strategic cooperation and development in research and education: Proceedings of the 2<sup>nd</sup> International Conference of the Korean Studies Association of Southeast Asia University of Malaya, Kuala Lumpur</i> (pp. 121-138). Universiti Malaya.</p>
<b>Proceedings published regularly online</b>	To cite proceedings that are published regularly, use the same format as periodical.	<p>Gross, J., &amp; Böhm, R. (2020). Voluntary restrictions on self-reliance increases cooperation and mitigate wealth inequality. <i>Proceedings of the National Academy of Sciences</i>, 202013744.  <a href="https://doi.org/10.1073/pnas.2013744117">https://doi.org/10.1073/pnas.2013744117</a></p> <p>Herculano-Houzel, S., Collins, C. E., &amp; Lent, R. (2008). The basic nonuniformity of the cerebral cortex. <i>Proceedings of the National Academy of Sciences</i> 105, 245-249.  <a href="https://doi.org/10.1073/pnas.0805417105">https://doi.org/10.1073/pnas.0805417105</a>.</p>
<b>Unpublished Conference Paper</b>		<p>Ardieansyah &amp; Zuliskandar Ramli. (2019, July 27-28). <i>Stakeholders in Sumatra Senepis's tiger conservation area management</i> [Paper presentation]. Seminar Antarabangsa Arkeologi, Sejarah, Bahasa dan Budaya Di Alam Melayu (ASBAM), Negeri Sembilan, Malaysia.</p> <p>Nadaraja Kannan. (2006, November). <i>The economic depression of the 1930s: Its impact on race relations in the Federated Malay State</i> [Paper presentation]. International Association of</p>

		Historians of Asia Conference, Manila, Philippines.
<b>Poster Presentation at a Conference</b>		Pearson, J. (2018, September 27-30). <i>Fat talk and its effects on state-based body image in women</i> [Poster presentation]. Australian Psychological Society Congress, Sydney, NSW, Australia. <a href="http://bit.ly/2XGStHP">http://bit.ly/2XGStHP</a>
<b>Academic Exercise / Thesis (Unpublished)</b>	Eg: [Unpublished academic exercise]; [Unpublished master's thesis]; [Unpublished doctoral dissertation]	Cheah, W. Y. (2019). <i>Microalgae cultivation in palm oil mill effluent for fuel feedstock production</i> [Unpublished doctoral dissertation]. Universiti Malaya.  Afrina Adlyna Mohamad Matrol (2019). <i>Ontological plant data visualisation using network graphs</i> [Unpublished master's thesis]. Universiti Malaya.
<b>Master's Thesis / Doctoral Dissertation from a commercial database</b>	Eg: [Academic exercise]; [Master's thesis]; [Doctoral dissertation].	Richardson, D. D. (2019). <i>Purloined subjects: Race, gender, and the legacies of colonial surveillance in the British Caribbean</i> (Publication No. 27602842) [Doctoral dissertation, The University of Akron]. ProQuest Dissertations and Theses Global.
<b>Master's Thesis / Doctoral Dissertation from an institutional database</b>	Eg: [Master's thesis]; [Doctoral dissertation].	Ahmed, L. (2019). <i>Scalable analysis of large datasets in life sciences</i> [Doctoral dissertation, Royal Institute of Technology, Stockholm, Sweden]. KTH Diva-Portal. <a href="http://urn.kb.se/resolve?urn=urn:nbn:se:kth:diva-261683">http://urn.kb.se/resolve?urn=urn:nbn:se:kth:diva-261683</a> .

(sometimes referred to as a Commons / Digital Archives) or Online		Aini Hayati Abdul Rahim (2020). <i>Surface roughness of cobalt chromium alloy fabricated with selective laser melting and conventional techniques</i> [Master's thesis, Universiti Malaya, Malaysia]. University of Malaya Student Repository. <a href="http://studentsrepo.um.edu.my/11521">http://studentsrepo.um.edu.my/11521</a>
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Reference List: Electronic Sources		
<b>Journal article with a DOI</b>	<p>Article with DOI:</p> <p>Author, A. A., &amp; Author, B. B. (Date of publication). Title of article. <i>Title of Journal</i>, volume number, page range. <a href="http://dx.doi.org/10.0000/000">http://dx.doi.org/10.0000/000</a></p> <p>APA 7th ed. does not include database information; instead, the home page URL of the journal is used.</p>	<p>Article with DOI:</p> <p>Varalakshmi, R., &amp; Arunachalam, K. (2020). Covid 2019 - role of faculty members to keep mental activeness of students. <i>Asian Journal of Psychiatry</i>, 51, 102091- 102091. <a href="https://doi.org/10.1016/j.ajp.2020.102091">https://doi.org/10.1016/j.ajp.2020.102091</a></p> <p>OR</p> <p>Wooldridge, M. B., &amp; Shapka, J. (2012). Playing with technology: Mother-toddler interaction scores lower during play with electronic toys. <i>Journal of Applied Developmental Psychology</i>, 33(5), 211-218. <a href="http://dx.doi.org/10.1016/j.appdev.2012.05.005">http://dx.doi.org/10.1016/j.appdev.2012.05.005</a></p>
<b>Journal article without a DOI from a website (non-database URL)</b>	<p>Article without DOI:</p> <p>Author, A. A., &amp; Author, B. B. (Date of publication). Title of article. <i>Title of Online Periodical</i>, volume number(issue number if available).</p>	<p>Article without DOI:</p> <p>Ahmad Alif Kamal, Norhunaini Mohd Shaipullah, Liyana Truna, Muna Sabri, &amp; Syahrul N Junaini. (2020). Transitioning to online learning during Covid-19 pandemic: Case study of a Pre-University centre in Malaysia. <i>International Journal of Advanced Computer Science and</i></p>

	http://www.someaddress.com/fullurl/	<i>Applications</i> , https://philpapers.org/rec/KAMTTO-8	11.
<b>Journal article with a DOI, combination of individual and group authors</b>		De Vries, R., Nieuwenhuijze, M., Buitendijk, S. E., & Members of Midwifery Science Work Group. (2013). What does it take to have a strong and independent profession of midwifery? Lessons from the Netherlands. <i>Midwifery</i> , 29(10), 1122-1128. https://doi.org/10.1016/j.midw.2013.07.007	
<b>Newspaper article</b>	Author, A. A. (Date of publication). Title of article. <i>Title of Newspaper</i> . <a href="http://www.someaddress.com/fullurl">http://www.someaddress.com/fullurl</a>  NOTE: Give the URL of the home page when the online version of the article is available to avoid nonworking URLs.	Watson, S., Hubler, S., Ivory, D., & Gebeloff, R. (2020, September 6). A new front in America's pandemic: College towns. <i>The New York Times</i> . https://www.nytimes.com/2020/09/06/us/colleges-coronavirusstudents.html?action=click&module=Top%20Stories&pgtype=Homepage	
<b>Magazine Article</b>	Author, A. A. (Date of publication). Title of article. <i>Title of Magazine</i> . <a href="http://www.someaddress.com/fullurl">http://www.someaddress.com/fullurl</a>	Georgiou, A. (2020, September 9). Supercharged hurricane season may be so intense we need a whole new alphabet to name all the storms. <i>Newsweek</i> . https://www.newsweek.com/hurricane-season-may-need-new-alphabet-1530713	
<b>Webpage on a Website with an Individual Author</b>	Author or Group name. (Date of publication). <i>Title of page</i> . Site name (if applicable). <a href="http://www.someaddress.com/fullurl">http://www.someaddress.com/fullurl</a>	Ellis, R. (2020, September 11). <i>Dining out linked to increased Covid-19 risk</i> . WebMD. https://www.webmd.com/lung/news/20200911/dining-out-linked-to-increased-covid-19-risk	

<b>Webpage on a Website with Group Author</b>		World Health Organization. (2020). <i>Coronavirus disease (COVID-19) pandemic</i> . https:// <a href="https://www.who.int/emergencies/diseases/novel-coronavirus2019?gclid=Cj0KCQjwoJX8BRCZARIsAEWBFMKdXYCSRt6IENnNd4RZ0tgjoPvc aC1vv8j61WKEYME5esHOOVxEqnkaAl4pEALw_wcB">www.who.int/emergencies/diseases/novel-coronavirus2019?gclid=Cj0KCQjwoJX8BRCZARIsAEWBFMKdXYCSRt6IENnNd4RZ0tgjoPvc aC1vv8j61WKEYME5esHOOVxEqnkaAl4pEALw_wcB</a>
<b>Webpage on a Website with no date</b>		National Alliance on Mental Illness. (n.d.). <i>Depression</i> . https:// <a href="https://www.nami.org/About-Mental-Illness/Mental-Health-Conditions/Depression">www.nami.org/About-Mental-Illness/Mental-Health-Conditions/Depression</a>
<b>Computer Software / Mobile Apps</b>	Author, A. A., & Author, B. B (Date of publication). <i>Title of work</i> (Version) [Computer software/Mobile app]. Publisher. <a href="http://www.someaddress.com/full/url/">http://www.someaddress.com/full/url/</a> .	Borenstein, M., Hedges, L., Higgins, J., & Rothstein, H. (2014). <i>Comprehensive meta-analysis</i> (Version 3.3.070) [Computer Software]. Biostat. https:// <a href="https://www.meta-analysis.com/">www.meta-analysis.com/</a>  Epocrates. (2019). <i>Epocrates medical reference</i> (Version 18.12) [Mobile app]. App Store. https://itunes.apple.com/us/app/epocrates/id281935788?mt=8
<b>E-Books</b>	Author, A. A. (Date of publication). <i>Title of book</i> . Publisher. <a href="http://www.someaddress.com/full/url/">http://www.someaddress.com/full/url/</a> .	Steed, J., & Stevenson, F. (2012). <i>Sourcing ideas</i> . AVA Publishing. <a href="http://search.ebscohost.com/login.aspx?direct=true&amp;db=nlebk&amp;AN=441961&amp;site=ehost-live">http://search.ebscohost.com/login.aspx?direct=true&amp;db=nlebk&amp;AN=441961&amp;site=ehost-live</a>

<b>Reference List: Other Non-Print Sources</b>		
<b>Interviews</b>	Interviews fall into three categories: published interviews, personal interviews, and research participant interviews. However, only published interviews require a formal citation in your reference list.	To cite a published interview, follow the format for the reference type (e.g., magazine article, podcast episode).  Cite a personal interview as a personal communication.
<b>Personal Communications</b>	Any communication that cannot be directly retrieved by a reader is considered “personal communication.” Emails, phone conversations, text messages, and social media messages are all examples of personal communication.	(E. Robbins, personal communication, January 4, 2020).
<b>Audiovisual Media</b>	<p>Producer, P. P. (Producer), &amp; Director, D.D. (Director). (Date of publication). <i>Title of work</i>[Description]. Production company. URL</p> <p>Audiovisual media may have both visual and audio components (e.g., films, TV shows, YouTube videos), audio components only (e.g., music, speech recordings) or visual components only (e.g., artwork, PowerPoint slides, photographs). The reference examples are divided into those categories and follow the same format.</p>	
<b>Film or Video</b>	The director should be credited as the author of a film.	<p>Jackson, P. (Director). (2001). <i>The lord of the rings: The fellowship of the ring</i> [Film; four-disc special extended ed. On DVD]. WingNut Films; The Saul Zaentz Company.</p> <p>Chapman, B., Hickner, S., &amp; Wells, S. (Directors). (1998). <i>The prince of Egypt</i> [Film]. DreamWorks Pictures.</p>

<b>TV Series</b>	When the series spans multiple years, separate the years with an en dash. If the series is still airing, replace the second year with word “present” eg: (2015-present).	Simon, D., Colesberry, R. F., & Kostroff Noble, N. (Executive Producers). (2002-2008). <i>The wire</i> [TV series]. Blown Deadline Productions; HBO.
<b>TV Series episode or Webisode</b>	<p>Include writer(s) and the director for the episode. Include the contributor roles in parentheses after each contributor’s name.</p> <p>“Writer” and “Director” are shown here, but “Executive Director” or other role descriptions might also be used.</p> <p>Provide the season number and episode after the title in parentheses.</p>	Oakley, B., & Weinstein, J. (Writers), & Lynch, J. (Director). (1995, May 21). <i>Who shot Mr. Burns?</i> (Part One) (Season 6, Episode 25) [TV series episode]. In D. Mirkin, J. L. Brooks, M. Groening, & S. Simon (Executive Producers). <i>The Simpsons</i> . Gracie Films; Twentieth Century Fox Film Corporation.
<b>TED Talk</b>	<p>When the TED Talk comes from TED’s website (as with the Giertz example), use the name of the speaker as the author.</p> <p>When the TED Talk is on YouTube, list the owner of the YouTube account (here, TED) as the author to aid in retrieval.</p>	<p>Giertz, S. (2018, April). <i>Why you should make useless things</i> [Video]. TED Conferences. <a href="https://www.ted.com/talks/simone_giertz_why_you_should_make_useless_things">https://www.ted.com/talks/simone_giertz_why_you_should_make_useless_things</a>.</p> <p>TED. (2012, March 16). <i>Brene Brown: Listening to shame</i> [Video]. YouTube. <a href="https://www.youtube.com/watch?v=psN1DORYYVO">https://www.youtube.com/watch?v=psN1DORYYVO</a></p>



<b>Webinar, Recorded</b>	<p>Use this format only for recorded, retrievable webinars.</p> <p>Cite unrecorded webinars as personal communications</p>	<p>Goldberg, J. F. (2018). <i>Evaluating adverse drug effects</i> [Webinar]. American Psychiatric Association.</p> <p><a href="https://education.psychiatry.org/Users/ProductDetails.aspx?ActivityID=6172">https://education.psychiatry.org/Users/ProductDetails.aspx?ActivityID=6172</a></p>
<b>YouTube Video or Other Streaming Video</b>	<p>The person or group who uploaded the video is credited as the author for retrievability, even if they did not create the work.</p>	<p>Cutts, S. (2017, November 24). <i>Happiness</i> [Video]. Vimeo. <a href="https://vimeo.com/244405542">https://vimeo.com/244405542</a></p> <p>University of Oxford. (2018, December 6). <i>How do geckos walk on water?</i> [Video]. YouTube. <a href="https://www.youtube.com/watch?v=qm1xGfOZJc8">https://www.youtube.com/watch?v=qm1xGfOZJc8</a></p>
<b>Music Album</b>	<p>For a recording of a classical work, provide the composer as the author, and note (in square brackets) following the title the individual or group who recorded the version you used. Provide the publication date for the version you used and provide the year of original composition in parentheses at the end of the reference.</p>	<p>Bach, J. S. (2010). <i>The Brandenburg concertos: Concertos BWV 1043 &amp; 1060</i> [Album recorded by Academy of St Martin in the Fields]. Decca. (Original work published 1721)</p> <p>Bowie, D. (2016). <i>Blackstar</i> [Album]. Columbia.</p>
<b>Single Song or Track</b>	<p>If the song has no associated album, omit that part of the reference.</p> <p>Include a URL in the reference if that location is the only means of retrieval.</p> <p>Artist, A. A. (Year). Title of</p>	<p>Beyonce. (2016). <i>Formation</i> [Song]. On <i>Lemonade</i>. Parkwood; Columbia.</p> <p>Beethoven, L. van. (2012). <i>Symphony No. 3 in E-flat major</i> [song recorded by Staatskapelle Dresden]. On <i>Beethoven: Complete symphonies</i>. Brilliant Classics. (Original work published 1804)</p>

	song. On <i>Title of album</i> . Label. URL (if available)	
<b>Podcast</b>	<p>Host, H. H. (Host). (Dates of podcast). <i>Title of podcast</i> [Type of podcast]. Source. URL</p> <p>List the host of the podcast as the author.</p> <p>Include the year, month and date of episode if available.</p> <p>If the podcast does not number episodes, omit the number from the reference.</p> <p>Specify the type of podcast (audio or video) in square brackets.</p> <p>If the URL is unknown, omit the URL.</p>	<p>Thompson, D. (Host). (2018-present). <i>Crazy/Genius</i> [Audio podcast]. The Atlantic. <a href="https://www.theatlantic.com/podcasts/crazygenius/">https://www.theatlantic.com/podcasts/crazygenius/</a></p> <p>Govey, J. (Host). (2020, November 28). <i>Woman's hour: The crown, Diana and a new generation</i>. [Audio podcast]. <a href="https://player.fm/series/womans-hour">https://player.fm/series/womans-hour</a>.</p> <p>Webster, M., &amp; Abumrad, J. (Hosts). (2020, September 11). Bringing gamma back, again [Audio podcast episode]. In <i>Radiolab</i>. WNYC Studios. <a href="https://www.wnycstudios.org/podcasts/radiolab/articles/bringing-gamma-back">https://www.wnycstudios.org/podcasts/radiolab/articles/bringing-gamma-back</a>.</p> <p>Hannah-Jones, N. (Host). (2019, September 13). How the bad blood started (No. 4) [Audio podcast episode]. In <i>1619</i>. The New York Times. <a href="https://podcasts.apple.com/us/podcast/episode-4-how-the-bad-blood-started/id1476928106?i=1000449718223">https://podcasts.apple.com/us/podcast/episode-4-how-the-bad-blood-started/id1476928106?i=1000449718223</a></p>
<b>PowerPoint Slides or Lecture Notes</b>	<p>When citing an online slides and lecture notes, provide the file format in brackets after the lecture title.</p>	<p>Mack, R., &amp; Spake, G. (2018). <i>Citing open source images and formatting references for presentations</i> [Powerpoint slides]. Canvas@FNU. <a href="https://fnu.onelogin.com/login">https://fnu.onelogin.com/login</a></p> <p>Rustad, J. (n.d.). <i>Importance of scholarly voice</i> [Google slides]. Blackboard@CSS. <a href="https://courses.css.edu/">https://courses.css.edu/</a></p>

<b>Tweet</b>	Author, A. A. [@username]. (Year, Month Date). <i>Content of the post up to the first 20 words</i> [Tweet]. Site Name. URL	National Geographic [@NatGeo]. (2020, January 12). <i>Scientists knew African grays are clever, but now they've been documented assisting other members of their species—even strangers</i> [Tweet]. Twitter. <a href="https://twitter.com/NatGeo/status/1216346352063537154">https://twitter.com/NatGeo/status/1216346352063537154</a>
<b>Twitter Profile</b>	Author, A. A. [@username]. (n.d.). <i>Tweets</i> [Twitter profile]. Retrieved Month Date, Year, from URL.  Provide retrieval date because the contents of the page can change over time.	APA Style [@APA_Style]. (n.d.). <i>Tweets</i> [Twitter profile]. Twitter. Retrieved November 1, 2019, from <a href="https://twitter.com/APA_Style/">https://twitter.com/APA_Style/</a>  UNICEF Malaysia [@myUNICEF]. (n.d.). <i>Championing all rights, for all children, anywhere</i> [Twitter profile]. Retrieved December 1, 2020, from <a href="https://twitter.com/myUNICEF">https://twitter.com/myUNICEF</a>
<b>Facebook Post</b>	Author, A. A. [@username]. (Year, Month Date). <i>Facebook</i> [Status update]. Retrieved Month Date, Year, from URL.  If a status update includes images, videos, thumbnail links to outside sources, or content from another Facebook post (such as when sharing a link), indicate that in square brackets.	Ramsay, G. [@gordonramsay]. (2020, November 28). <i>A classic hearty pasta dish perfect as the temperature drop!</i> [Video]. <a href="https://www.facebook.com/gordonramsay/videos/391287018885191">https://www.facebook.com/gordonramsay/videos/391287018885191</a> .  Gaiman, N. (2018, March 22). <i>100,000+ Rohingya refugees could be at serious risk during Bangladesh's monsoon season. My fellow UNHCR Goodwill Ambassador Cate Blanchett is</i> [Image attached] [Status update]. Facebook. <a href="http://bit.ly/2JQxPAD">http://bit.ly/2JQxPAD</a>
<b>Facebook Page</b>	Author, A. A. [@username]. (n.d.). <i>Facebook</i> [Facebook page]. Retrieved Month Date,	National Geographic. (n.d.). <i>Home</i> [Facebook page]. Facebook. Retrieved December 2, 2020, from <a href="https://www.facebook.com/natgeo">https://www.facebook.com/natgeo</a>

	<p>Year, from URL.</p> <p>Provide retrieval date because the contents of the page can change over time.</p> <p>Use the page title in the reference (e.g., “Timeline,” “Home,” “Photos,” “About”).</p>	
<b>Instagram, Photo or Video</b>	<p>Author, A. A. [@username]. (Year, Month Date). <i>Content of the post up to the first 20 words.</i> [Video/Photograph]. Site Name. <a href="https://xxxxxx">https://xxxxxx</a></p>	<p>APA Public Interest Directorate [@apapubint]. (2019, June 14). <i>Male depression is serious, but many men try to ignore it or refuse treatment. Different men have different symptoms, but</i> [Video]. Instagram. <a href="https://www.instagram.com/p/BysOqenB1v7/?utm_source=ig_web_copy_link">https://www.instagram.com/p/BysOqenB1v7/?utm_source=ig_web_copy_link</a>.</p> <p>World Wildlife Fund [@world_wildlife], (2020, November 18). <i>Here’s some good news for your feed: Seed- dispersing drones will help rebuild koala populations devastated by the Australian bushfires.</i> [Photograph]. Instagram. <a href="https://www.instagram.com/p/CHtf8UVFyQ2/">https://www.instagram.com/p/CHtf8UVFyQ2/</a>.</p>
<b>Instagram Highlight</b>	<p>Name of Group [@username]. (n.d.). <i>Highlight title</i> [Highlight]. Instagram. Retrieved Month Date, Year, from <a href="https://xxxxxx">https://xxxxxx</a></p> <p><b>Note:</b> Although each story within the highlight is dated, the highlight itself is not dated, so</p>	<p>Consumer Forum Malaysia [@cfm_malaysia]. (n.d.). <i>Online pocket talk.</i> [Highlight]. Instagram. Retrieved October 30, 2020, from <a href="https://www.instagram.com/p/CG8tnTjlbQ2/">https://www.instagram.com/p/CG8tnTjlbQ2/</a></p>

	<p>use "n.d." in the reference. Because the highlight can be changed at any time, with content added or removed, include the retrieval date with the URL.</p>	
<p><b>Online Forum Post</b></p>	<p>Author, A. A. &amp; Name of Group [username]. (Year, Month Date). Title of post [Online forum post]. Publisher. <a href="http://www.someaddress.com/full/url/">http://www.someaddress.com/full/url/</a>.</p> <p>For a message posted to an online newsgroup, forum, or discussion group, include the title of the message, and the URL of the newsgroup or discussion board.</p> <p><b>NOTE:</b> If only the screen name is available for the author, then use the screen name. However, if the author provides a real name, use their real name instead. Be sure to provide the exact date of the posting. Follow the date with the subject line, the thread of the message (not in italics). Provide any identifiers in brackets after the title, as in other types of references.</p>	<p>Aster [AsteroidPizza39]. (2020, August 30). Students/Teachers of Reddit, what's the best 'forgot to turn off the mic' story during virtual learning? [Online forum post]. Reddit. <a href="https://www.reddit.com/r/AskReddit/comments/ijcm7tstudentsteachers_of_reddit_whats_the_best_forgot/">https://www.reddit.com/r/AskReddit/comments/ijcm7tstudentsteachers_of_reddit_whats_the_best_forgot/</a>.</p>
<p><b>Audio Works</b></p>	<p>Producer, P. P. (Executive Producer), &amp; Director, D.D. (Director). (Date of publication). <i>Title of work</i> [Description]. Production company. URL.</p>	

	Describe the audio work in square brackets--for example, "[Audio podcast episode]," "[Song]," and so forth in the title element of the reference. In the source element, provide the name of the label for music albums or singles; or the name of the streaming site that hosts an audio podcast. If you want to reproduce an audio work rather than just cite it, you may need to seek permission from the copyright owner.
<b>Visual works</b>	Audiovisual media may have both visual and audio components (e.g., films, TV shows, YouTube videos), audio components only (e.g., music, speech recordings) or visual components only (e.g., artwork, PowerPoint slides, photographs). The reference examples are divided into those categories and follow the same format.
<b>Online Media / Social Media</b>	Cite only original content from social media sites as Twitter, Facebook, Instagram, LinkedIn and so forth.  Social media posts may contain text only, text with audiovisuals (e.g., photos, videos), or audiovisuals alone.

### 3.4.1 In-text Citations Author

<b>General</b>	Use the surname of the author for your in-text citation. Example: (Mathews, 2010, p. 14)
<b>Multiple Authors</b>	Two authors: <i>Parenthetical Citations:</i> (Smith & Miller, 2009) <i>Narrative Citations:</i> Smith and Miller (2009) three or more authors: (Smith et al., 2009) Smith et al. (2009)

<b>Organizational Authors</b>	<p>If the author of a work is an organization, company, or group, list that group's full name in the in-text citation:</p> <ul style="list-style-type: none"> <li>• (Santa Fe College, 2019)</li> </ul> <p>If the organization has a common acronym, you may introduce it in your first in-text citation and then use the abbreviation in all subsequent citations:</p> <ul style="list-style-type: none"> <li>• (American Library Association [ALA], 2010)</li> <li>• (ALA, 2010)</li> </ul>
<b>No Author</b>	<p>If there is truly no author for a reference, you use the title, or first few words of the title. Note that you should capitalize the words in the title for the in-text citation. Place quotation marks if the title is an article or chapter. Italicize if it is a book, webpage, etc.:</p> <p>("How To Find," 2019)</p> <p>(<i>Oxford English Dictionary</i>, 2010)</p>

### 3.4.2 Date

<b>Year</b>	<p>You will use the year of the resource in the in-text citation. Even if there is a more detailed date provided, only the year is included in the in-text citation:</p> <ul style="list-style-type: none"> <li>• (Smith, 2019)</li> </ul>
<b>No Date</b>	<p>If there is no date for a reference, use the abbreviation <b>n.d.</b>:</p> <ul style="list-style-type: none"> <li>• (Santa Fe College, <b>n.d.</b>).</li> <li>• Smith (<b>n.d.</b>) states that...</li> </ul>
<b>Same Author/Date</b>	<p>If you have two or more <b>distinct</b> works by the <b>same</b> author and published in the <b>same</b> year, differentiate them with letters. Letters will be assigned alphabetically by the order in which they are listed in the references list:</p> <ul style="list-style-type: none"> <li>• Rowling, J. K. (1999a). <i>Harry Potter and the chamber of secrets</i>. Arthur A. Levine.</li> <li>• (Rowling, 1999a)</li> <li>• Rowling, J. K. (1999b). <i>Harry Potter and the prisoner of Azkaban</i>. Arthur A. Levine.</li> <li>• (Rowling, 1999b)</li> </ul>

	<p>If both items are using <b>n.d.</b> instead of a year, include a hyphen before the differentiating letter:</p> <ul style="list-style-type: none"> <li>• (Santa Fe College, n.d.-a)</li> </ul>
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### 3.4.1 Page Numbers

<b>Page Numbers</b>	<p>If you are using information from a single page, use the abbreviation <b>p.</b></p> <ul style="list-style-type: none"> <li>• (Smith, 2009, p. 12)</li> </ul>
<b>No Page Numbers</b>	<p>If there are no page numbers on your resource, use section headers, paragraph numbers, or other descriptions to direct your reader to the information you are citing. Example: para. 1, Slide 8, Conclusion section.</p> <ul style="list-style-type: none"> <li>• One of the author's main points is that "people don't rise from nothing" (Gladwell, 2008, Chapter 1, Section 2, para. 5)</li> <li>• (Shadid, 2020, paras. 2-3)</li> <li>• (Shimamura, 2017, Chapter 3)</li> </ul>
<b>Media</b>	<p>If you are citing a direct quotation from a video, you can use the time stamp in place of a page number within the in-text citation:</p> <ul style="list-style-type: none"> <li>• Pariser (2011) states that "your filter bubble is your own personal, unique universe of information that you live in online. And what's in your filter bubble depends on who you are, and it depends on what you do" (4:12).</li> </ul>

### 3.4.3 Narrative Citations

Narrative citations are the preferred method of citing quotes. You may also use them for paraphrasing or summarizing. The strength of narrative citations is that it flows better for a reader. A narrative citations weaves in the author's name(s) into the text, and then adds in the year in parentheses. The page number will bookend the quote at the end.



Template: Last name (Year) ... "quote" or paraphrase (p. X). Examples:

According to the Centers for **Disease Control and Prevention (2011)**, rates for pregnancy, STDs and abortion are much higher in the US than in other industrialized countries (**para. 1**).

**Pink (2009)** explains that "rewards, by their very nature, narrow our focus. That's helpful when there's a clear path to a solution" (**p. 42**).

**Robert et al. (2017)** explored the impact of attentional bias and rumination on test anxiety in first-year university students.

#### 3.4.4 Parenthetical Citations

A parenthetical citation encompasses the components of the in-text citation in parentheses at the end of the sentence, prior to the closing period. This should mostly be used for paraphrasing, and typically **not** for direct quotes alone. Recall that a page number is not necessary for paraphrasing but is encouraged.

Example template: (Author, Date, p. X)

Most college students are limited in their research experience to using Google and struggle to learn how to effectively navigate and use the wide variety of resources available to them (**Head, 2013**).

Researchers have cautioned that flipped instruction needs to be carefully designed, both in overall pedagogical design (**Banks & Henderson, 2019**) and in the design of instructional videos (**Obradovich et al., 2015**).

Moreover, Standard II.5.2 explains that school psychologists "do not promote or condone the use of restricted psychological and educational tests...by individuals who are not qualified to use them" (**NASP, 2010, p. 9**).

### 3.4.5 Combining Citations

To include two or more different resources in one citation, use a semicolon to separate them:

Poor empathy development has been associated with negative outcomes including increased aggression, poorer quality relationships, and psychopathology across development (**Batanova & Loukas, 2014; Gambin & Sharp, 2016**).

**Batanova and Loukas (2014)** and **Gambin and Sharp (2016)** mentioned that .....

... as discussed (**Bergeson, 2019; Bustillos, 2013; Weir, 2017**). **Bergeson (2019), Bustillos (2013)** and **Weir (2017)** stated that .....

**APPENDIX A: Sample of Thesis Front Cover (For Viva-Voce Submission)**

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TITLE IN CAPITAL LETTERS  
TITLE IN CAPITAL LETTERS  
TITLE IN CAPITAL LETTERS  
TITLE IN CAPITAL LETTERS

AHMAD FARED BIN AZLAN

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*3.23cm*

UNIVERSITY COLLEGE OF YAYASAN PAHANG

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## APPENDIX B: Declaration Form

### UNIVERSITY COLLEGE OF YAYASAN PAHANG

#### DECLARATION OF PROJECT PAPER AND COPYRIGHT

Author's full name : \_\_\_\_\_  
Date of Birth : \_\_\_\_\_  
Title : \_\_\_\_\_  
Academic session : \_\_\_\_\_

I declare that this thesis is classified as:

☐ **CONFIDENTIAL** (Contains confidential information under the Official Secret Act 1972)\*

☐ **RESTRICTED** (Contains restricted information as specified by the organization where research was done)\*

☐ **OPEN ACCESS** I agree that my thesis to be published as online open access (full text)

I acknowledged that University College of Yayasan Pahang reserves the right as follows:

1. The project is the property of University College of Yayasan Pahang.
2. The library of University College of Yayasan Pahang has the right to make copies for the purpose of research only.
3. The library University College of Yayasan Pahang has the right to make copies of the thesis for academic exchange.

Certified by:

.....  
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.....  
**SIGNATURE OF SUPERVISOR**

.....  
**MATRIX NUMBER**

.....  
**NAME OF SUPERVISOR**

Date:

Date:

### APPENDIX C: Supervisor Declaration

“I/We hereby declare that I/we have read this thesis and in my/our opinion this thesis is sufficient in term of scope and quality for the award of the degree of Doctor of Philosophy (Specialization)”

Signature : \_\_\_\_\_  
Name of Supervisor I : KHAIRUR RIJAL JAMALUDIN  
Date : 9 MAY 2023

Signature : \_\_\_\_\_  
Name of Supervisor II : NOOR HAZARINA HASHIM  
Date : 9 MAY 2023

“

## APPENDIX D: Declaration on Cooperation

### SECTION A - Confirmation of Cooperation\*

It is confirmed that this thesis research project has been implemented through collaboration between  
Click or tap here to enter text. with Click or tap here to enter text.

Verified by:

Signature:

Date:

Name:

Position:

(Official stamp)

*\* If the preparation of a thesis or project involves collaboration.*

---

### SECTION B - For the Use of the Postgraduate Office

This thesis has been examined and acknowledged by:

Name and address of external :  
examiner

Name and address of internal :  
examiner

Name of supervisor :

Approved by the Postgraduate Dean

Signature :

Date :

Name :

## **APPENDIX E: Example of a title page**

ENHANCED PARTICLE SWARM OPTIMIZATION

TITLE

TITLE

TITLE

AHMAD FARED BIN AZLAN

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

Business School for Asia  
University College of Yayasan Pahang

JUNE 2023

## APPENDIX F: Sample of Declaration Page

### DECLARATION

I declare that this thesis entitled “*title of the thesis*” is the result of my own research except as cited in the references. The thesis has not been accepted for any degree and is not concurrently submitted in candidature of any other degree.

Signature : .....  
Name : AHMAD FARED BIN AZLAN  
Date : 10 JUNE 2023



## APPENDIX G: Example of Acknowledgement Page

### ACKNOWLEDGEMENT

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In preparing this thesis, I was in contact with many people, researchers, academicians, and practitioners. They have contributed towards my understanding and thoughts. In particular, I wish to express my sincere appreciation to my main thesis supervisor, Professor Dr. Mohd Shariff Nabi Baksh, for encouragement, guidance, critics and friendship. I am also very thankful to my co-supervisor Professor Dr Awaluddin Mohd Shahrour and Associate Professor Dr. Hishamuddin Jamaluddin for their guidance, advices and motivation. Without their continued support and interest, this thesis would not have been the same as presented here.


I am also indebted to Universiti Teknologi Malaysia (UTM) for funding my Ph.D study. Librarians at UTM, Cardiff University of Wales and the National University of Singapore also deserve special thanks for their assistance in supplying the relevant literatures.

My fellow postgraduate student should also be recognised for their support. My sincere appreciation also extends to all my colleagues and others who have provided assistance at various occasions. Their views and tips are useful indeed. Unfortunately, it is not possible to list all of them in this limited space. I am grateful to all my family member.

## APPENDIX H: Example of Abstract in English

**ABSTRACT**

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▶ The purpose of this study is to investigate the application of genetic algorithm (GA) in Modelling linear and non-linear dynamic systems and develop an alternative model structure selection algorithm based on GA. Orthogonal least square (OLS), a gradient descent method was used as the benchmark for the proposed algorithm. A model structure selection based on modified genetic algorithm (MGA) has been proposed in this study to reduce problems of premature convergence in simple GA (SGA). The effect of different combinations of MGA operators on the performance of the developed model was studied and the effectiveness and shortcomings of MGA were highlighted. Results were compared between SGA, MGA and benchmark OLS method. It was discovered that with similar number of dynamic terms, in most cases, MGA performs better than SGA in terms of exploring potential solution and outperformed the OLS algorithm in terms of selected number of terms and predictive accuracy. In addition, the use of local search with MGA for fine-tuning the algorithm was also proposed and investigated, named as memetic algorithm (MA). Simulation results demonstrated that in most cases, MA is able to produce an adequate and parsimonious model that can satisfy the model validation tests with significant advantages over OLS, SGA and MGA methods. Furthermore, the case studies on identification of multivariable systems based on real experiment t al data from two systems namely a turbo alternator and a continuous stirred tank reactor showed that the proposed algorithm could be used as an alternative to adequately identify adequate and parsimonious models for those systems.

## APPENDIX I: Example of Abstract in Bahasa Melayu

### ABSTRAK

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▶ Kajian ini dilakukan bertujuan mengkaji penggunaan algoritma genetik (GA) dalam pemodelan sistem dinamik linear dan tak linear dan membangunkan kaedah alternatif bagi pemilihan struktur model menggunakan GA. Algoritma kuasa dua terkecil ortogon (OLS), satu kaedah penurunan kecerunan digunakan sebagai bandingan bagi kaedah yang dicadangkan. Pemilihan struktur model menggunakan kaedah algoritma genetik yang diubahsuai (MGA) dicadangkan dalam kajian ini bagi mengurangkan masalah konvergensi pramatang dalam algoritma genetik mudah (SGA). Kesan penggunaan gabungan operator MGA yang berbeza ke atas prestasi model yang terbentuk dikaji dan keberkesanan serta kekurangan MGA ditandakan. Kajian simulasi dilakukan untuk membandingkan SGA, MGA dan OLS. Dengan menggunakan bilangan parameter dinamik yang setara kajian ini mendapati, dalam kebanyakan kes, prestasi MGA adalah lebih baik daripada SGA dalam mencari penyelesaian yang berpotensi dan lebih berkebolehan daripada OLS dalam menentukan bilangan sebutan yang dipilih dan ketepatan ramalan. Di samping itu, penggunaan carian tempatan dalam MGA untuk menambah baik algoritma tersebut dicadangkan dan dikaji, dinamai sebagai algoritma memetik (MA). Hasil simulasi menunjukkan, dalam kebanyakan kes, MA berkeupayaan menghasilkan model yang bersesuaian dan parsimoni dan memenuhi ujian pengesahan model di samping memperoleh beberapa kelebihan dibandingkan dengan kaedah OLS, SGA dan MGA. Tambahan pula, kajian kes untuk sistem berbilang pemboleh ubah menggunakan data eksperimental sebenar daripada dua sistem iaitu sistem pengulangan turbo dan reaktor teraduk berterusan menunjukkan algoritma ini boleh digunakan sebagai alternatif untuk memperoleh model termudah yang memadai bagi sistem tersebut.

## APPENDIX J: Example of a Table of Contents Page

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**LIST OF ABBREVIATIONS**


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ANN	-	Artificial Neural Network
UTM	-	Universiti Teknologi Malaysia
MTS	-	Mahalanobis Taguchi System
TM	-	Taguchi Method
MD	-	Mahalanobis Distance

## APPENDIX N: Example of List of Symbols Page

### LIST OF SYMBOLS


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$\delta$	-	Minimal error
$F$	-	Force
$g$	-	Gravity=9.81 m/s
$D, g$	-	Diameter



## APPENDIX O: Example of List of Appendices Page

LIST OF APPENDICES		
		
<i>4 lines spacing</i>		
APPENDIX	TITLE	PAGE
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Appendix B	Pseudo-Code Results	8
Appendix C	Time-series	9

## APPENDIX P: Sample of Numbering a Chapter and Sub-Heading in The Chapter

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### CHAPTER 1

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#### INTRODUCTION (Heading 1)

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##### 1.1 Background of the Study (Heading 2)

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Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced.

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Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

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##### 1.2 Problem Background

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Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To

## APPENDIX Q: Sample of Page Continuation

make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

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Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

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### **1.3 Problem Statement**

### **1.4 Research Goal (Heading 3)**

### **1.5 Research Objectives**

- (a) To formulate the mathematical model ....
- (b) To design the ....
- (c) To compare and validate the performance ...

## APPENDIX R: Sample of Quotation and Equation in the Text

### 1.6 Quotation

After deliberating on doctoral education in Australia in the 1990s, one observer of Australia writes:

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The lack of any significant formal course work within our Ph.D. and master degrees by research has continued for three decades. The focus of our Ph.D. research type degrees continues to be the research project, and this is almost the only medium by which education is accomplished.

(Stranks, 1984:171)

### 1.7 Equation

$$y = mx + c \quad (1.1)$$

Equation (1.1) is a linear equation.

$$MD = D^2 = \frac{1}{k} ZC^{-1}Z^T \quad (1.2)$$

Mahalanobis distance is calculated using Equation (1.2).

## APPENDIX S: Sample of Table in the Text

Table 1.1      Optimality of proposed greedy algorithms

Test Case	No. of Tasks	No. of SW Cores	Optimality (%)	
			Alg-greedy1	Alg-greedy2
MP3	16	2	94.2	77.1
MP3	16	3	92.1	84.1
JPEG	22	2	95.0	90.9
Random1	14	2	93.2	90.3
Random2	14	3	87.3	93.0
Random3	7	3	87.3	94.7
Random4	7	2	85.2	82.1

Table 2.2      Comparison of experimental and computer simulation results with different distance ratio (Revelle and Harrington, 2017)

Distance Ratio	Experiment (mean value)	Computer Simulation (mean value)
0.500	0.75	0.861
0.625	0.83	0.939
0.750	0.88	0.981
0.875	0.93	0.997
1.000	1.00	1.000

Adapted from UTM Thesis Manual 2015.

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Ta le 3.3 Descr ption of Datasets

Data Set	Attributes	Classes	Samples
Breast cancer	9	2	683
Diabetes	8	2	768
Heart	13	2	297
Hepatitis	19	2	155
Thyroid	21	3	2069

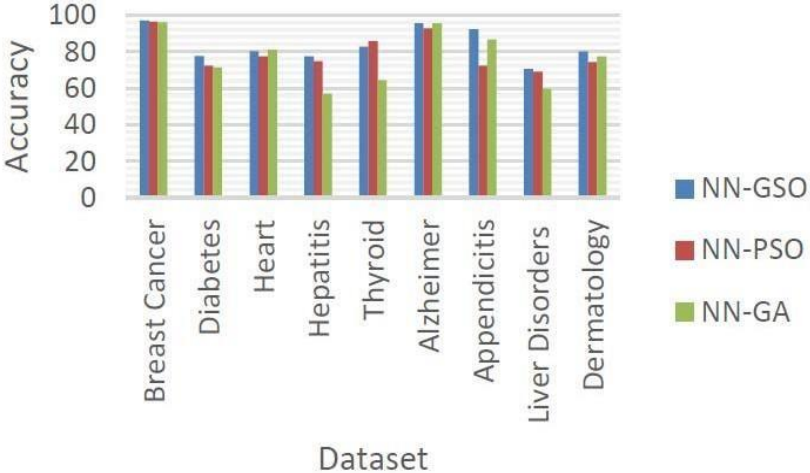


Figure 1.1 Comparison of the average accuracy on the testing set.

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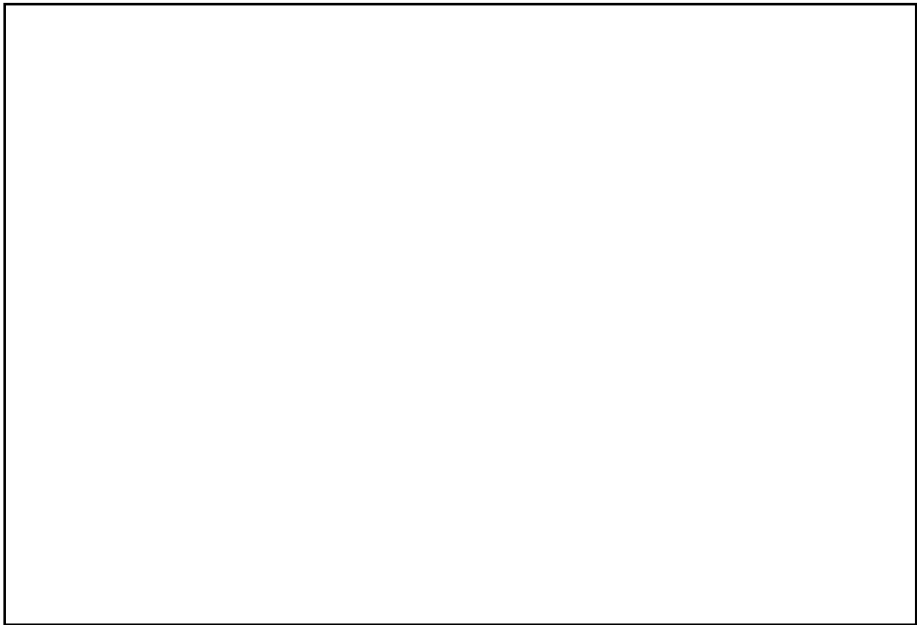


Figure 2.2 Critical time-to-area constraint result of MP3 and JPEG streaming

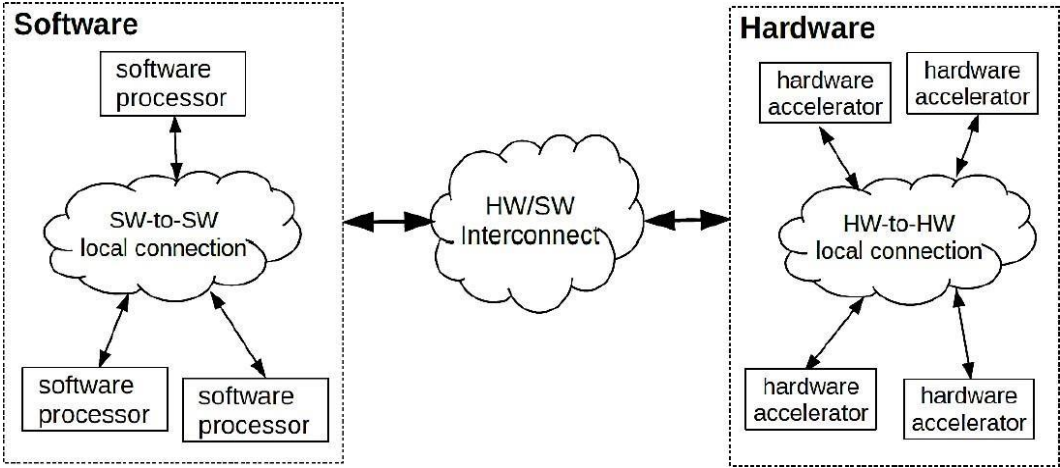


Figure 3.3 Communications among hardware and software tasks in a multi-core architecture (Cheng, 2018)

## APPENDIX U: Sample of List of Publications Page

### LIST OF PUBLICATIONS

#### Journal with Impact Factor

1. **Qasem, S. N.**, Shamsuddin, S. M., Hashim, S. Z. M., Darus, M., & Al-Shammari, E. (2013). Memetic multiobjective particle swarm optimization-based radial basis function network for classification problems. *Information Sciences*, 239, 165–190. <https://doi.org/10.1016/j.ins.2013.03.021>. **(Q1, IF: 4.305)**
2. **Qasem, S. N.**, & Shamsuddin, S. M. (2011). Radial basis function network based on time variant multi-objective particle swarm optimization for medical diseases diagnosis. *Applied Soft Computing*, 11(1), 1427–1438. <https://doi.org/10.1016/j.asoc.2010.04.014>. **(Q1, IF:3.907)**. 1

#### Indexed Journal

1. **Shen, L. W.**, Asmuni, H., & Weng, F. C. (2015). A modified migrating bird optimization for university course timetabling problem. *Jurnal Teknologi*, 72(1), 89–96. <https://doi.org/10.11113/jt.v72.2949>. **(Indexed by SCOPUS)**

#### Indexed Conference Proceedings

1. **Muhamad, W. Z. A. W.**, Jamaludin, K. R., Ramlie, F., Harudin, N., & Jaafar, N. N. (2017). Criteria selection for MBA programme based on the mahalanobis Taguchi system and the Kanri Distance Calculator. In *2017 IEEE 15th Student Conference on Research and Development (SCORED)* (pp.220–223). IEEE. <https://doi.org/10.1109/SCORED.2017.8305390>. **(Indexed by SCOPUS)**

#### Non-Indexed Conference Proceedings

- 1.



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