



## FORMAT OF WRITING A THESIS / DISSERTATION

There are many styles of writing thesis and dissertations. For consistency, students are encouraged to conform to the format approved by AeU.

Typically, the format of thesis and dissertation consists of 3 major parts as follows:

Preface
Cover and Spine Title Page Abstract Approval Page Declaration Page Copyright Page Acknowledgement Table of Contents Lists of Tables List of Figures List of Symbols / Abbreviations / Nomenclature / Transliteration
Text
Chapter 1 : Introduction Chapter 2 : Literature Review Chapter 3 : Methodology Chapter 4 : Results & Discussion Chapter 5 : Summary, Conclusions and Implications
Supplementary
References Appendices

### 1. Cover and Spine (Refer to Sample A)

The final copy of the thesis/dissertation must be written on 1 side of white bond paper (80g weight) of A4 size (210mm x 297mm).

As for the cover, the hard bound copies should be made from rexine in black (Code: Acrolin 2633) with gold letterings of font size of 16 pitch in Arial, uppercase, bold and centrally aligned. The words in title must be arranged in the inverted pyramid shape.

The cover page should include the following:

- (1) Full title of thesis/dissertation which has been approved by Senate
- (2) Candidate's name (as registered with AeU)
- (3) Name of institution (ASIA e UNIVERSITY)
- (4) Year of thesis/dissertation is approved by Senate

## **2. Title Page (Refer to Sample B)**

The title page should include the following:

- (1) Full title of thesis/dissertation which has been approved by Senate (in uppercase)
- (2) Candidate's name (as registered with AeU) (in uppercase)
- (3) A statement as follows:  
"A Thesis Submitted to Asia e University in Fulfilment of the Requirements for the Degree of Doctor of Philosophy"
- (4) Month and year of thesis/dissertation is approved by Senate

The title page should be typed in Times New Roman, font size 14 with 1.15 pt. line spacing. This is the first page of Roman numeral page number (i). However, it is not numbered.

## **3. Abstract (Refer to Sample C)**

An abstract is a short summary of thesis/dissertation and should not exceeding 350 words in Times New Roman, font size 12 with doubled-spaced. The abstract page should be numbered as "ii".

The abstract should state the research problem in brief, describe the methods and procedures used in gathering data or studying the problem, and provide a condensed summary of the findings of the study.

If the thesis is written in another language, the abstract in that language must be translated into English language. The English version must appear in a separate page.

## **4. Signature Approval Page (Refer to Sample D)**

The approval page should be typed in Times New Roman, font size 12 and numbered as "iii".

## **5. Declaration Page (refer to Sample E)**

The declaration page should be typed in Times New Roman, font size 12 with doubled-spaced and numbered as "iv".

## **6. Copyright Page (Refer to Sample F)**

Centred at the bottom, Times New Roman, font size 12, counted but unnumbered.

## **7. Acknowledgements**

Usually contain written expressions of appreciation for guidance and assistance from individuals or/and institutions. The acknowledgements should not exceed 250 words in Times New Roman, font size 12 with doubled-spaced and numbered as “vi”.

## **8. Table of Contents (Refer to Sample G)**

Each thesis or dissertation is expected to have a table of contents for the convenience of the reader.

The table of contents should be easy to read and consistent. The title of each chapter should be written in full capital with no terminal punctuation.

The title of a subdivision of a chapter or section should be in small letters, with the exception of the first letter of significant words.

## **9. List of Tables (Refer to Sample H)**

The list of tables follows the table of contents. This list includes the number of each table, the title and the page number.

## **10. List of Figures (Refer to Sample I)**

The list of figures follows the list of tables. This list includes the number of each figure, the title and the page number.

## **11. List of Symbols/Abbreviations/Nomenclature/Transliteration**

The list of symbols/abbreviations/nomenclature/transliteration follows the list of tables. This list includes the number of each figure, the title and the page number.

## 12. Text

Generally, the text of the thesis/dissertation consists of the following chapters:

Chapter 1 : Introduction

Chapter 2 : Literature Review

Chapter 3 : Methodology

Chapter 4 : Results & Discussion

Chapter 5 : Summary, Conclusions and Implications

## 13. Length of Thesis and Dissertation

The length of thesis/dissertation should not exceed the stipulated number of words (excluding footnotes, appendices, tables and prefaces) as regulated by the University Senate.

The length of the PhD thesis varies with each discipline with 80,000 words being the norm.

Thesis for PhDs	100,000 words
Dissertation for Doctorates	80,000 words
Thesis for Masters	80,000 words
Dissertation for Masters	60,000 words
Project Paper for Masters	
For School of Management	12,000 words
For School of Education	6,000 words

### (1) Margin

For binding purposes, the left margin should be at least 4cm (1.5 inches) and the right, top and bottom margins should be at least 2.5cm (1 inch). All information (text, headings, footnotes and figures), including page number, must be within the text area.

### (2) Font Size and Typeface

Font size should be 12 pitch for the texts. However, font size of 10 pitch is allowable in tables. Italic print should not be used except for emphasis (e.g. foreign words other than the language used in the thesis). The same typeface must be used throughout the manuscript, including the page numbers, footnotes and/or endnotes. The entire text of the thesis, including headings and page numbers, must be printed using Times New Roman.

### (3) Spacing

All text must be double-spaced and justified. Each paragraph should be indented. The double-spacing is even throughout. There should not be any "quadruple" spaces.

#### **(4) Page Numbering**

All page numbers should be printed 1.0 cm from the bottom margin and placed at the right hand side without any punctuation. Roman numerals (i, ii, iii, etc.) should be used in the preface section. Although the Title Page is the first page of the Preface, no number is printed on it. Numbering begins on the second page with (ii). Arabic numerals (1, 2, 3) are used on the pages of the text and supplementary sections.

#### **14. References**

Reference citations are based on the editorial styles of the American Psychological Association (APA).

Kindly refer to “AeU Style Guide for Graduate Students using American Psychological Association (APA) Format” at





<http://library.aeu.edu.my/wp-content/uploads/2017/09/APA-Citation-Format.pdf>

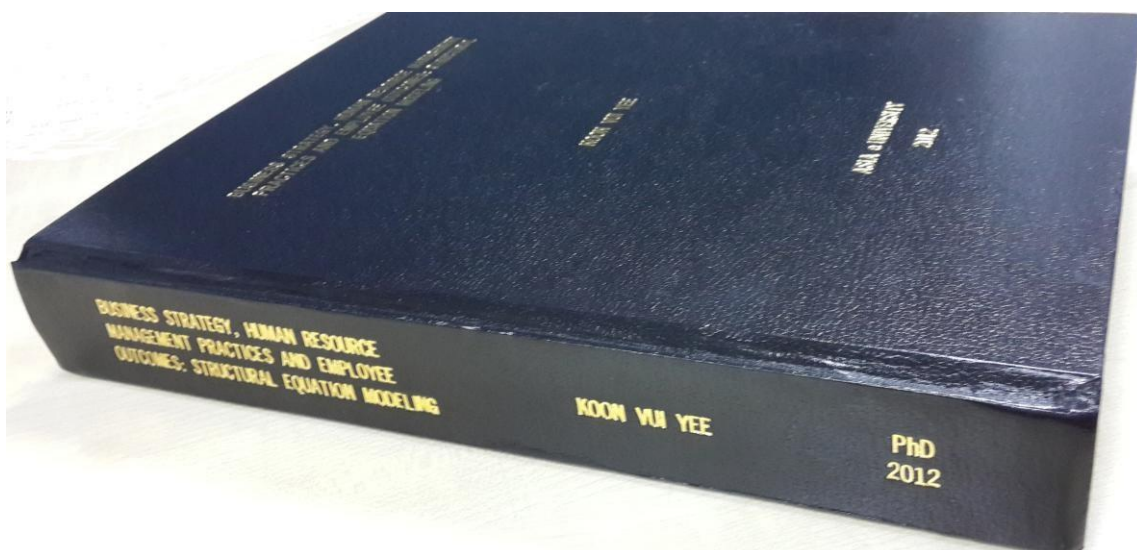
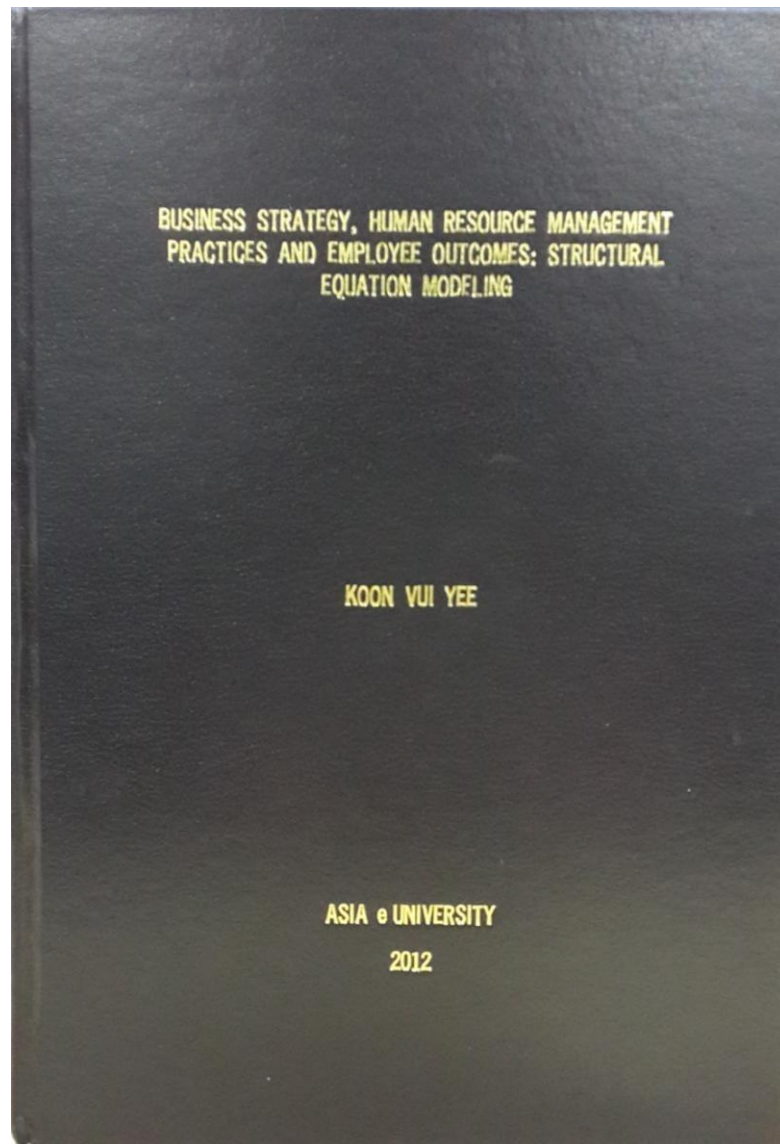
#### **15. Appendices/ Supplementaries**

Specific items which were not included in the main body of the text should be put in the Appendix /Supplementary Section. Typically, this section may include the following items:

- (1) Research instruments such as questionnaires, maps, interview protocols, or tests
- (2) Figures
- (3) Equations
- (4) Chapter Layout
- (5) Tables
- (6) Other relevant information

**SAMPLE A: COVER PAGE AND SPINE**

<div data-bbox="225 297 339 421"> 2 cm</div> <div data-bbox="272 436 320 1124"><b>TITLE OF THESIS/DISSERTATION</b></div> <div data-bbox="272 1189 320 1653"><b>NAME OF CANDIDATE</b></div> <div data-bbox="225 1785 328 2024"><div data-bbox="225 1785 256 1888">2014</div><div data-bbox="256 1785 328 1928"><b>PhD</b></div><div data-bbox="225 1888 328 2024"> 2 cm</div></div>	<div data-bbox="379 297 1404 593"><div data-bbox="419 297 496 481"> 5 cm</div><div data-bbox="379 436 534 481">4 cm</div><div data-bbox="545 497 1236 544"><b>TITLE OF THESIS/DISSERTATION</b></div><div data-bbox="705 544 1080 593"><i>(Approved by Senate)</i></div><div data-bbox="1252 436 1404 481">4 cm</div></div> <div data-bbox="655 1028 1125 1122"><div data-bbox="655 1028 1125 1075"><b>NAME OF CANDIDATE</b></div><div data-bbox="686 1075 1098 1122"><i>(As registered with AeU)</i></div></div> <div data-bbox="494 1635 1307 1993"><div data-bbox="683 1635 1098 1733"><b>ASIA e UNIVERSITY</b> <b>2014</b></div><div data-bbox="494 1733 1307 1780"><i>(Approved year of thesis/dissertation by Senate)</i></div><div data-bbox="885 1792 1016 1993"> 5 cm</div></div>
--	---



**SAMPLE B: TITLE PAGE**

**BUSINESS STRATEGY, HUMAN RESOURCE MANAGEMENT  
PRACTICES AND EMPLOYEE OUTCOMES: STRUCTURAL  
EQUATION MODELING**

**KOON VUI YEE**

**A Thesis Submitted to Asia e University in  
Fulfilment of the Requirements for the  
Degree of Doctor of Philosophy**

**April 2012**



## **SAMPLE C: ABSTRACT**

### **ABSTRACT**

This study investigated the effects between two business strategies (differentiation and low-cost) and six human resource management (HRM) practices (recruitment & selection, training & development, compensation, performance management, employment security and

.....

.....

## **SAMPLE C: APPROVAL PAGE**

### **APPROVAL PAGE**

I certify that I have supervised / read this study and that in my opinion it conforms to acceptable standards of scholarly presentation and is fully adequate, in quality and scope, as a thesis for the fulfilment of the requirements for the degree of Doctor of Philosophy.

.....

Dr Abdullah Husein  
Supervisor

.....

Prof Dr Alan Baker  
External Examiner 1

.....

Prof Dr Hassan Ibrahim  
External Examiner 2

.....

Prof Dr K Palanasamy  
Internal Examiner 1

.....

Prof Dr Siow Heng Loke  
Chairman, Examination Committee

This thesis was submitted to Asia e University and is accepted as fulfilment of the requirements for the degree of Doctor of Philosophy.

.....

Prof Dr John Arul Phillips  
Dean, School of Education

.....

Prof Dr Siow Heng Loke  
Dean, School of Graduate Studies

## **SAMPLE D: DECLARATION**

### **Declaration**

I hereby declare that the thesis submitted in fulfilment of the PhD degree is my own work and that all contributions from any other persons or sources are properly and duly cited. I further declare that the material has not been submitted either in whole or in part, for a degree at this or any other university. In making this declaration, I understand and acknowledge any breaches in this declaration constitute academic misconduct, which may result in my expulsion from the programme and/or exclusion from the award of the degree.

Name of Candidate:

Signature of Candidate:

Date:

## **SAMPLE E: COPYRIGHT PAGE**

Copyright by Asia e University

## **SAMPLE F: TABLE OF CONTENTS**

<b>TABLE OF CONTENTS</b>		<b>Page</b>
<b>ABSTRACT</b>		<b>ii</b>
<b>APPROVAL PAGE</b>		<b>iii</b>
<b>DECLARATION PAGE</b>		<b>iv</b>
<b>ACKNOWLEDGEMENT</b>		<b>vi</b>
<b>LIST OF TABLES</b>		<b>vii</b>
<b>LIST OF FIGURES</b>		<b>viii</b>
<b>CHAPTER</b>		
<b>1.0</b>	<b>INTRODUCTION</b>	<b>1</b>
1.1	Introduction	1
1.2	Background of the Study	1
1.3	Statement of Problem	3
1.4	Purpose of the Study	7
1.5	Research Questions	12
1.6	Significance of the Study	12
1.7	Definition of Terms	13
1.8	Organization of Remaining Chapters	16
<b>2.0</b>	<b>LITERATURE REVIEW</b>	<b>18</b>
2.1	Topic 2	18
2.1.1	Sub-topic 2	20
<b>3.0</b>	<b>METHODOLOGY</b>	<b>96</b>
3.1	Topic 3	96
3.1.1	Sub-topic 3	96
<b>4.0</b>	<b>RESULTS</b>	<b>124</b>
4.1	Topic 4	124
4.1.1	Sub-topic 4	125
<b>5.0</b>	<b>SUMMARY, CONCLUSIONS AND IMPLICATIONS</b>	<b>278</b>
5.1	Topic 5	278
5.1.1	Sub-topic 5	280
<b>REFERENCES</b>		<b>290</b>
<b>APPENDICES</b>		<b>309</b>

## **SAMPLE G: LIST OF TABLES**

### **LIST OF TABLES**

<b>Table</b>		<b>Page</b>
2.1	View of strategic HRM	31
2.2	Comparative lists of best practices	42

## **SAMPLE H: LIST OF FIGURES**

### **LIST OF FIGURES**

<b>Figure</b>		<b>Page</b>
2.1	Level of strategy	20
2.2	Conceptual model and associated hypotheses	93

