

SCHOOL OF POSTGRADUATE STUDIES

UTS

THESIS / DISSERTATION / PROJECT REPORT PREPARATION GUIDELINES

2024

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1.0 INTRODUCTION

This guide aims to assist postgraduate students of University of Technology Sarawak (UTS) in the preparation of their thesis / dissertation / project report. Please take note on the following:-

Programme	Term to be used	
Master's by Research	Thesis	
PhD	Dissertation	
Master's by Coursework	Project Report	

Thesis and dissertation in this guide refers to a write up of the results of original research conducted by a student in fulfillment of the requirement for the registered postgraduate degree by research, Master and PhD/Doctoral, respectively, while the project report is mainly applied for the programme Master's by coursework. The thesis / dissertation / project report must consists of the student's account of his/her own research. A student is not permitted to submit a thesis / dissertation / project report consisting wholly of work for which a degree has been conferred on him/her in this or any other University.

Students are advised to adhere closely to the rules / recommendations / requirements of this guide in the early stages of preparation, even though some of the recommendations apply only to the final stages. Close attention should be paid by the student to the following criteria: (i) format and technical specification as stated in this Guide, (ii) the text and all illustrative materials should be clear and error free, and (iii) good quality of paper should be used. It is the responsibility of student to prepare all materials for the thesis and to ensure the pages of the thesis in correct order.

2.0 SPECIFICATIONS

SPECIFICATIONS	DESCRIPTIONS			
Language	The thesis / dissertation / project report must be written in British (UK) English and the language used should be consistent throughout the whole thesis / dissertation / project report, especially in terms of spelling.			
Length	A typical thesis / dissertation be as stated below:-	on / project report length shall		
	Programme	Recommended Maximum Word Length*		
	All the Master's by Research Programme (except Master of Science in Business Management and Master	60,000 words		
	in Computing) Master of Science in Business Management Master in Computing	35,000 – 60,000 words 40,000 – 60,000 words		
	Master's by	Coursework		
	Master's by Coursework 15,000 – 30,000			
		hD		
	All the PhD Programme (except PhD in Business Management and PhD in Computing)	100,000 words		
	PhD in Business Management	70,000 – 100,000 words		
	PhD in Computing	80,000 – 100,000 words		
	*The word count applicable only for the body texts. It excludes title page, contents page, tables, figures, references and appendices.			
	Justifications must be permission to School of F Research) or respective before submitting a thesis / shorter or longer than the p	obtained through written Postgraduate Studies (for by school (for by Coursework) dissertation / project report if prescribed range of wordings.		
Page Layout	The text should be presented in the portrait layout. The landscape layout may be used for figures and tables.			

Paper	 The thesis / dissertation / project report must be printed on one side only of white simili A4 size paper (210 mm × 297 mm). Good quality of paper (usually of 80 g weight) or paper of equivalent quality should be used. The same grade of paper must be used throughout the whole thesis / dissertation / project report. Photocopies of the thesis / dissertation / project report must be on similar quality of paper. Student must include an extra blank sheet for the front and back of the thesis / dissertation / project report.
Printing	 Thesis / dissertation / project report must be computer typewritten using word processor and printed single sided. Printing must be of high quality. Text and figures must be clear and legible. A thesis / dissertation / project report must be submitted in a form that can be reproduced in a clear and usable format. Only the original copy of a thesis / dissertation / project report with good and clean photocopies will be accepted. Copies with correcting fluid will not be accepted.
Binding	 The binding should be as for a book in which pages are permanently secured. Final copy after notification of acceptance by University Senate : hard bound binding
Number of Copies	 Copy for viva-voce examination : One (1) softcopy of the thesis (in PDF format) Final copy after notification of acceptance: Two (2) copies* (hardbound copy), AND One (1) softcopy of the thesis (in PDF format) * for Library/School of Postgraduate Studies and Main Supervisor. Hardbound thesis for co-supervisor(s) is optional and subject to request by co-supervisor.

Colour of Final Soft Bound Cover	Refer to Appendix A
Spine of Final Thesis / Dissertation / Project Report	Refer to Appendix A
Front Cover (soft bound) of Final Thesis / Dissertation / Project Report	Refer to Appendix A

3.0 PAGE FORMATTING

Please ensure that the thesis uses consistent format throughout. School of Postgraduate Studies reserves the right to reject thesis that does not follow the format stated in this guidelines.

FORMATTING	DESCRIPTIONS		
Page Margin	The Top, Bottom and Right margins should be at least 2.5 cm in width. The Left margin should be at least 5 cm in width (to allow for loss in binding). The Header and Footer margins should be 1.5 cm. The Right margin of the text should be justified. All information including text headings, footnotes, figures, tables and page numbers must be within the text area.		
Typeface and Font Size	 Font Type: Times New Roman or Arial Font Size: 12 point Chapter Title: UPPERCASE, Bold, Centred Chapter Sub-section: Title Case, Bold, Align Left Font should not be scripted or italicized except for scientific names and terms, and symbol for variable (e.g., μ, α, β, γ, φ, η) which are in different language. Footnotes and text in Tables should not be less than 		
Spacing	• Go to Paragraph. Spacing, set the Line spacing		
Spacing	 either Single or Double, and set 'Before' and 'After' to 0 pt. Spacing Before: 0 pt Image: 1 pt <		
	lines in paragraphs and between paragraphs.		

	• TWO double-line spacing must be used between		
	sections.		
	Basically, one double-line spacing is equivalent to		
	two single-line spacing.		
	 Single spacing is permitted within: 		
	(i) Explanatory footnotes		
	(ii) Quotation longer than three lines set in a block		
	(iii) References of bibliography (except between entries)		
	(v) Appendices		
	(vi) Headings or subheadings		
	 A new chapter must start on a new page. 		
	 Don't intentionally leave whole or half of page 		
	blank. This is to ensure that the reader can be		
	comfortably assured that there hasn't been a printing		
	error that leaves out of the vital information.		
	A new paragraph should be at least two lines at		
	the bottom of the page. Otherwise, the new		
	paragraph should start on a new page.		
	A subsection title should not begin on the last line of a page		
	of a page.		
Numbering the Chapters and	All chapters and their subsections must be numbered and titled.		
Subsections			
	2 1 Title of the Subsection (second level)		
	2.1.1 Title of the Sub-subsection (<i>third level</i>)		
	2.1.1.1 Title of the Sub-sub-subsection (<i>fourth level</i>)		
	Note:		
	It is not recommanded to have subsection more than		

4.0 PAGE NUMBERING

- (i) All pages should be numbered consecutively throughout the thesis, including pages containing tables, figures and appendices.
- (ii) All pages should be **numbered centrally 0.5**" or **1.25 cm** from the **edge of the page at the bottom margin**.
- (iii) Page numbers should appear by themselves and should not be placed in brackets, hyphenated or accompanied by other decorative devices.
- (iv) Text, tables and figures should be printed on one (1) side of each sheet only.

SECTION	DESCRIPTIONS
Preliminary Pages	 These are all pages preceding Chapter 1, which including title page, abstract, acknowledgement, permission sheet, approval sheet, declaration, table of content and list of tables / figures / symbols.
	• All the preliminary pages must be numbered in lowercase Roman numerals (ii. iii. iv. v etc).
	• The first page is the Title Page . This page is
	counted as " i " but should not be printed .
	• The subsequent pages of preliminary pages are numbered ii, iii, iv,
Body of the thesis	• These include all the chapters, references and appendices.
	• All pages must be numbered using Arabic numeric.
	• Page 1 begins with the first page of the Introduction (or Chapter 1) but not numbered.
	• The subsequent pages should be numbered in Arabic numeric, beginning with 2, followed by 3, 4, etc
	• Each chapter should begin on a new page, but the pagination continues from the end page of the preceding chapter.
	• Numbering for Reference continue from body text.
	• Numbering for Appendices continue from references.

5.0 FORMAT OF THESIS / DISSERTATION / PROJECT REPORT

The typical layout of a thesis / dissertation / project report is shown in Table 1.

Items	Remarks	
Blank Page	Extra blank sheet	
Title Page	Not to be paginated but need to be counted as i.	
	Subsequent pages are paginated and are number	
	consecutively, i.e., ii, iii, iv, v,	
	(Appendix B1 and Appendix B2)	
Confidentiality	Appendix C; Appendix D (Example of Letter)	
Declaration Form		
Copyright Page	Appendix E	
Dedications (if any)	Appendix F	
Abstract	Appendix G	
Acknowledgement	Appendix H	
Approval Sheet	Appendix I 1 (by Research programme); Appendix I 2	
	(by Coursework programme)	
Declaration	Appendix J 1 (by student); Appendix J 2 (by supervisory	
	committee)	
Table of Contents	Appendix K 1 (Layout Scheme 1); Appendix K 2 (Layout	
	Scheme 2)	
List of Tables	Appendix L	
List of Figures	Appendix M	
List of Plates (if any)		
List of Abbreviations	Appendix N	
List of Appendices	Appendix P	
Main Body of Thesis /	First page is not paginated but need to be counted	
Dissertation / Project	as 1. Subsequent pages are paginated and are	
Report (Chapters)	numbered consecutively, i.e., 2, 3, 4, 5,	
References	Pagination continues from end of Main Body with the	
	consecutive numbering.	
Appendices	Pagination continues from end of References with the	
	consecutive numbering.	
List of Publications		
(if any)		
Blank Page	Extra blank sheet	

Table 1: Layout of Thesis / D	Dissertation / Project Report
-------------------------------	-------------------------------

A thesis / dissertation / project report generally consists of **THREE (3)** major parts, as explained below:-

(a) **Preliminary Pages**

Includes Title Page, Confidentiality Declaration Form, Copyright Page, Dedication, Abstracts, Acknowledgements, Table of Contents, List of Tables, List of Figures, and Abbreviations.

(b) Text or Main Body

Usually divided into Chapters and/or Sections.

(c) Supporting or Ending Page

Consists of References / Bibliography, Appendices and/or Biodata of the student. If applicable, a list of publications resulting from the research conducted during the period of candidature (with the student as first or principal author) should be attached together after the biodata page.

5.1 TITLE PAGE

This page is counted but not numbered, i.e., it counts as page 'i' but should not have a page number.

Please refer to **Appendix B1** (programme by research) and **Appendix B2** (programme by coursework) for the layout of the title page. The title page should describe the content of the thesis accurately and concisely.

The title page should include:-

- (i) Full title of thesis / dissertation / project report (uppercase);
- (ii) Full name of student (uppercase);
- (iii) Sentence (Centred): (example is as shown below)

"Thesis / Dissertation / Project Report* Submitted to the School of Postgraduate Studies, University of Technology Sarawak, in Partial Fulfilment of the Requirements for the Degree of <u>Name of Degree</u>"

* Delete whichever is not applicable

(iv) Year of Submission

5.1.1 Title of Thesis / Dissertation / Project Report

The title of thesis / dissertation / project report should be a concise description of the main focus and contribution of the research. **It should not contain more than 20 words**, excluding grammatical words such as conjunction and prepositions.

All the thesis / dissertation / project report are investigations, analyses or studies of one kind or another, hence, in order to avoid redundancy, **please avoid to use the words** such as 'An analysis of ...', 'A study of ...', 'An investigation of ...', 'A preliminary study of', 'Theory of ...', 'Some study of ...' and etc.

The title of thesis / dissertation / project report should not contain the following:-

- (i) Punctuations such as colon (:), semi-colon (;) and etc except commas
 (,) when necessary.
- (ii) Acronyms unless the term is commonly used in the field of study. For example, "GPS" should be written as "Global Positioning System".
- (iii) Formulas, symbols or subscripts, Greek letters, or other non-alphabetical symbols. (*Word substitutes should be used instead*)

5.2 CONFIDENTIALITY DECLARATION FORM

The author is required to declare whether the thesis / dissertation / project report is **CONFIDENTIAL**, **RESTRICTED** or **OPEN ACCESS**. Declaration of thesis / dissertation / project report status is done by using the Confidentiality Declaration Form (**Appendix C**).

If the box **CONFIDENTIAL** or **RESTRICTED** is marked with check mark (\checkmark), a letter (**Appendix D**) from the main supervisor classifying the information as Confidential or Restricted must be attached together with the thesis / dissertation / project report.

The letter should state clearly (i) the reasons for classification, and, (ii) the duration of classification. A thesis / dissertation / project report can be classified as Confidential or Restricted up to a maximum period of five (5) years while the typical duration for these two classifications is three (3) years.

Without the submission of this form or incomplete form, the University will assume that the thesis / dissertation / project report is UNRESTRICTED and therefore the library is allowed to make the copy of thesis / dissertation / project report for distribution as published academic exchange materials.

5.3 COPYRIGHT

Students are to complete the details in the copyright page according to the format and content as shown in **Appendix E**. The copyright page **must be included immediately following the Confidentiality Declaration Form** of the thesis / dissertation / project report, and **before the Title Page**.

5.4 DEDICATION (Optional)

Students may include an optional dedication for the thesis / dissertation / project report. The dedication must be brief, not more than one paragraph and must not contain any number, chart or photograph.

Refer to sample in **Appendix F**.

5.5 ABSTRACT

Every thesis / dissertation / project report must contain an abstract. Abstract usually includes a brief description of research, the procedures or methods, results or major outcomes, recommendations and conclusions drawn from the research. In short, as abstract actually points out what have been done, what have been found and what can be concluded.

An abstract should not include internal headings, parenthetical citations of item listed in the reference section, diagrams, or other illustrations.

The abstract should be brief and **written in one paragraph.** The format of abstract heading is shown in **Appendix G**.

5.6 ACKNOWLEDGEMENTS (Optional)

This page is used to express author's appreciation for guidance and assistance from individual and institutions. The length of the acknowledgement should not exceed one page. Refer to sample in **Appendix H**.

5.7 APPROVAL SHEET

An approval sheet which bear the signature of the Dean of School of Postgraduate Studies need to be submitted. Please refer to **Appendix I 1** (for

by Research programmes) and **Appendix I 2** (for Taught course programmes) for details.

5.8 DECLARATION SHEETS

Two declaration sheets are required. The format and content is as shown in **Appendices J1** and **J2**. One declaration sheet must be signed by the postgraduate student certifying the originality of the thesis / dissertation / project report. The other declaration sheet will bear the signature of the members of supervisory committee.

5.9 TABLE OF CONTENTS

The Table of Contents page **must start on a new page**. It should lists in sequence all sections, chapters and sub-headings with their corresponding page numbers. Make sure that chapter and section titles are worded exactly as those written in the main body of text. **Two (2) types of layout scheme** are allowed and the examples are shown in **Appendices K1** and **K2**.

All the chapter titles should be in **UPPERCASE**, preceded by their numbers in Roman or Arabic numerals. While subheadings should be in **lowercase** except as required for initial letters. It is recommended that **not more than three levels of subheadings** be included in the Table of Contents, as shown below.

2.0	LITERATURE REVIEW (Title of Chapter)			
 	2.1	Title of the subsection (second level)		
		2.1.1 Title of the sub-subsection (third level)		
L				

The heading **TABLE OF CONTENTS** must appear at the top of the first page. The heading must be bold, centred, and without punctuation. **Single-line spacing each entry within each chapter, but double-line spacing between entries of chapters.**

Separate titles from page numbers with right-justified tabs and dot leaders. **Do not use periods (.) to separate titles and pages numbers**. These pages are counted and numbered in lowercase Roman numerals.

5.10 LIST OF TABLES

This page should list all the Tables found in the text and appendices. The list shows the **exact captions** of all tables, together with the starting page number of each table, and must listed in sequence. All the Tables should be numbered according to the chapter. Please refer to **Appendix L** for the example.

5.11 LIST OF FIGURES

All figures in the text must be listed in the List of Figures page. The **exact captions** of figures together with their corresponding page numbers must be listed in sequence. Figures should be numbered consecutively within the chapter of the thesis / dissertation / project report, including those in the appendices. An example is shown in **Appendix M**.

5.12 LIST OF ABBREVIATIONS / NOTATIONS / SYMBOLS / TERMINOLOGY

All symbols or abbreviations or notations or terminology used in the text should be listed on this page. The list should be sorted in alphabetical order including Roman letters, Greek letters, Superscripts, Subscripts. The abbreviations or other symbols should be uniform and consistent throughout the thesis / dissertation / project report. Universally recognized scientific symbols (cm, mm, kg, etc) need not be listed.

An example is shown in **Appendix N**.

5.13 LIST OF APPENDICES

All appendices should be listed on this page. See example in **Appendix P**.

5.14 MAIN BODY

The body of a thesis / dissertation / project report normally consists of sections which are organised as Chapters which are divided into major sections and subsections for a complete understanding on the part of a sophisticated or professional reader.

Main headings within the chapters are to be centred while sub-headings are left justified.

Chapter headings must be bold, UPPERCASE, centred and single spaced with font size 12 point. Examples of how main sections and sub-sections are organised are listed in Appendix Q.

The chapter and section titles should be the same as the headings listed in the Table of Contents. The pages are counted and numbered in Arabic numerals. The numbering style should be consistent throughout the thesis and **should be limited to four (4) levels**.

5.14.1 Tables in Text

- Please refer **Appendix R** for examples.
- All Table titles (or Captions) should be focused, descriptive and short. All captions should be positioned **at the top** of the table. Caption should be **bold** and written in **Title Case**.
- Tables should be numbered according to the chapter. For example, Table 1.1, Table 1.2 ... etc for table attached in Chapter 1.
- If the caption is written in single line, it should be centred. If the caption is more than one line, it should be align to the left.
- A table should be inserted as soon as possible after it has been cited for the first time in the text. All tables in the chapter can also be grouped together and positioned at an appropriate location.
- All tables must be word-processed into the thesis / dissertation / project report. It is not acceptable to insert photocopies of tables into the body of the thesis / dissertation / project report.
- Table sources and notes should be placed directly below the table. If a table has been adapted from a source, indicate using "Adapted from ...".
- Table footnotes are used to explain symbols, give notes on a statistical analysis, define abbreviations, amplify certain aspects of the table, or recognized sources.

- Only horizontal lines are allowed above and below the body of the table, and, within the heading sections of table. Avoid the use of vertical lines to separate columns within a table unless absolutely necessary.
- Recommended settings for Table are as follows.

Spacing				
<u>B</u> efore:	0 pt	Li <u>n</u> e spacing:	<u>A</u> t:	
A <u>f</u> ter:	0 pt	Single 🖂	▲ ▼	
✓ Don't add space between paragraphs of the same style				
\checkmark Snap to grid <u>w</u> hen document grid is defined				



- Try to avoid excessively large and complex tables which require multiple pages, but if required, the heading for subsequent page of table should state, for example, "Table 2.1 (Continued)". DO NOT REPEAT THE HEADINGS.
- When a large table is placed in landscape orientation, the top of the table should be at the binding edge (the spine).
- Generally a figure or illustration will occupy a separate page of the thesis / dissertation / project report. However, if it is integrated within a page of text, there must be sufficient space before and after to clearly set it apart from the text.

5.14.2 Figures in Text

- Figures include diagrams, photographs (such as plates), engineering drawings, graphs, charts, maps, sketches, printed images, and any other forms of illustration that is not a table.
- All figures must be clear and of high quality.
- All **figures** must have a caption, which should be positioned **at the bottom** of the figure. The figure caption should be a concise and descriptive statement. **If a figure has been adapted from a source, indicate using "Adapted from ..."**.
- Caption should be **bold** and written in **Title Case**.
- Figures should be numbered according to the chapter and sequentially through the chapter. For example, Figure 1.1, Figure 1.2 ... etc for figure attached in Chapter 1.
- If the caption is written in single line, it should be centred. If the caption is more than one line, it should be align to the left.
- A figure should be inserted as soon as possible after it has been cited for the first time in the text. All figures in the chapter can also be grouped together and positioned at an appropriate location.
- Figures which are presented in landscape format should be bound with the top of the table to the spine. The figure number, title and caption should be typed parallel to the orientation of the figure.
- Figure should conform to standard margin requirements. Engineering drawings should follow appropriate standards, with any large size drawings placed as appendices.
- Oversized figures or illustrations in the form of plans, maps, charts, graphs, and others should be reduced to fit a single page unless oversized materials are absolutely necessary for clarity and understanding.
- Color can be used in Figures. Please provide originals for all copies of thesis if figures with color are used.
- Glossy prints, photomicrographs, or other figures not produced on the regular thesis paper should be mounted in such a matter as to ensure permanency.

- Generally a table will occupy a separate page of the thesis / dissertation / project report. However, if it is integrated within a page of text, there must be sufficient space before and after to clearly set it apart from the text.
- Refer **Appendix S** for examples.

5.14.3 Equations in Text

- All equations, whether mathematical and chemical, must be typed and numbered (in brackets) by using Arabic number according to the chapter. If detailed derivation is needed, it is to be placed in the appendix.
- Equation should be centred, but its numbering should align with right margin.
- One spacing before and after mathematics operators (=, +, -, etc)
- Equation should be followed by explanations of the symbols together with their units, when the symbol appears for the first time in the text.
- Example: The first equation which appears in Chapter 2

 $F = ma \tag{2.1}$

where, F = force, N m = mass, kg $a = \text{acceleration, m/s}^2$

5.14.4 Headers and Footers

The use of headers and footers is not allowed.

5.14.5 Footnotes

Footnotes should be used sparingly in any thesis except if required by the discipline. The footnotes may be numbered consecutively throughout the thesis / dissertation / project report, or throughout each chapter. The font size should not be less than 8 point with single spacing with double spacing between entries.

5.15 REFERENCES

- References are the detailed description of resources from which information or ideas were obtained in preparing the thesis / dissertation / project report. Students should not cite as references articles published from the studies that they themselves conducted during their candidature.
- **Citation in the text** must be listed **chronologically** (i.e., the earliest first) when multiple references inserted for a statement.
- The details of every references cited in the text, published or unpublished, must be listed alphabetically and chronologically by publication date with consistent punctuation in the 'Reference' page.
- Likewise, citation which is not mentioned in the text should not be listed in reference section. This one-to-one correspondence between citations and listing of references is essential.
- Some important formatting for the List of References are as follows:-
 - (i) Refer **Appendix T** for example.
 - (ii) The heading **References** must appear at the **top** of the first page. The heading must be **bold**, **centered** and **without punctuation**.
 - (iii) The list of sources begins four single-line (or two double-line) spacing below the heading.
 - (iv) Single spacing within each entry while double spacing between entries (references).
 - (v) **Do not split entries (references) over two pages**. If an entire entry does not fit on one page, place the entire entry onto the next page.
 - (vi) These pages are counted and numbered in Arabic numerals.
- The proposed citation / reference style of the thesis is as follows:-
 - (a) For Engineering / Technology / Life Sciences to use the Harvard referencing style in Thesis Writing. Please refer Guideline: Harvard Referencing System: Guide and Examples (UTS-SPS-P08-HRS).
 - (b) For Arts / Social Science / Management / Finance / Construction Management / Architecture to use the APA referencing style in Thesis Writing. Please refer Guideline: APA Style Referencing: Guide and Examples (UTS-SPS-P08-APA).

• Students are responsible for choosing a style of citation appropriate to the field and using the style correctly and consistently.

5.16 APPENDICES (*if applicable*)

- Appendices are supplementary materials to the text. These include tables, charts, graphics, computer programme listings, preliminary tests, very lengthy quotations, example of questionnaires, maps and other pertinent documents that are too lengthy and inconvenient to include in the text itself.
- All appendices should be titled, bold, title case, centred and numbered alphabetically, e.g., Appendix A, Appendix B, and so on.
- Appendix materials may be grouped by type, e.g., Appendix A: Questionnaires; Appendix B: Quotations; and so on.
- Appendices must be paginated consecutively with the main body of text.
- The Table of Contents should include a List of Appendices with corresponding page numbers. The list itself should come immediately after the List of Figures.

5.17 LIST OF PUBLICATIONS

All publications, including journals, proceedings and conference books, which resulted from the research during the study period and for which the student is the first or principal author, should be listed clearly and accurately. These publications should not be used as references in the thesis.

5.18 PLAGIARISM CHECKING

The University is now subscribes to *Turnitin*, which is a web-based application that checks for the originality of the submitted materials for the use of academic staff and students.

With the purpose to verify the level of originality of the content in the thesis / dissertation / project report, every postgraduate student is required to submit the thesis / dissertation / project report to *Turnitin* for originality check before the candidate formally submits the thesis / dissertation / project report for examination.

The main parameter of originality required and limits approved by UTS is **Overall Similarity Index** is **20% and below**. The parameters shall exclude quoted materials and bibliography/reference list.

Supervisor is required to review the originality report and to ensure the limits as stated above are adhered to, and also to check the detailed *Turnitin* originality report. Supervisor is required to endorse the originality report by signing the prescribed form before School of Postgraduate Studies send the thesis for examination.

Please refer to **Appendix U** for **Originality Report Form** (can be obtained from School of Postgraduate Studies).

6.0 CHAPTER LAYOUT

The text in a chapter can be divided into major sections and sub-sections. There are two (2) possible scheme, as shown in Scheme 1 (Appendix K1) and Scheme 2 (Appendix K2). The first scheme is the most commonly applied, as shown below.

Chapter	Title	
1	Introduction	
2	Literature Review	
3	Materials and Methods OR Methodology	
4	Results OR Findings*	
5	Discussion*	
6	6 Conclusion OR Summary and Recommendations for Future	
	Research	

Scheme 1 (See Appendix K1 for example)

* Results may be combined with Discussion as a single sub-heading

Scheme 2 could be considered when each research parameters, although related, represents a topic which may stand alone, and also the Materials and Methods section is sufficiently different from the other research parameters.

Scheme 2	(See Appe	endix K2 for	· example)
----------	-----------	--------------	------------

Chapter	Title	
1	Introduction	
2	Literature Review	
3	General Materials and Methods	
[#] 4 - 6	Different research chapters (with different parameters). Each chapter has its own Introduction (including objectives), Materials and Methods, Results OR Findings*, Discussion*, and Conclusion or Concluding Remarks.	
7	General Conclusion OR Summary, and, Recommendations for Future Research	

* Results may be combined with Discussion as a single sub-heading

[#] More chapters may be added if necessary

7.0 WRITING CONVENTION

7.1 SI PREFIXES

- Prefix symbols are attached to unit symbols without a space or hyphen (-) between the prefix symbol and the unit symbol (e.g. km; *not* k m; *not* k-m).
- The same also apply for prefix names (e.g. kilometre; *not* kilo metre; *not* kilo-metre).
- Prefix symbol are written in upright type, i.e. not italic. (e.g. kPa; not kPa).
- All prefix *symbols* large than kilo (10³) are uppercase; the rest are lowercase (see table below) (e.g.MW, GHz, kW, mg, nm).
- All prefix *names* are lowercase, expert at the beginning of a sentence (e.g. megawatt, gigahertz, kilowatt, milligram, nanometre).

Factor	Name	Symbol	Factor	Name	Symbol
10^{1}	deca	da	10 ⁻¹	deci	d
10^{2}	hecto	h	10 ⁻²	centi	с
10^{3}	kilo	k	10 ⁻³	milli	m
10^{6}	mega	M	10 ⁻⁶	micro	μ
10^{9}	giga	G	10 ⁻⁹	nano	n
10 ¹²	tera	Т	10 ⁻¹²	pico	р
10 ¹⁵	peta	Р	10 ⁻¹⁵	femto	f
10^{18}	exa	E	10 ⁻¹⁸	atto	а
10^{21}	zetta	Z	10 ⁻²¹	zepto	Z
10^{24}	yotta	Y	10 ⁻²⁴	yocto	У

7.2 UNITS

If possible, use SI unit; although other commonly used non-SI unit are also acceptable (e.g., °C for temperature, bar for pressure).

7.2.1 Spacing

• One spacing between number and unit (e.g., 5 cm, 2 L, 0.6 mL; *not* 5cm, *not* 2L, *not* 0.6mL).

• Exception for angular degree (°), minute ('), second ("), percentage (%), degree Celsius (°C), e.g., 30°C and 92%, which are placed immediately after the number.

7.2.2 Symbols for unit

- Use symbol for unit and not their abbreviation (e.g. 5 s; *not* 5 sec.).
- Symbols for unit are written in upright type, i.e., not italic (e.g. m for metres, g for grams). This is to differentiate them from italic type symbols used for variables (e.g. *m* for mass).
- Symbol for unit are written in lowercase, except for symbols derived from the name of a person, which start with uppercase. However, the unit name itself is written in lowercase, e.g., the unit pressure is named after Blaise Pascal; the unit itself is written as "pascal" whereas the symbol is "Pa"; 5 Pa or 5 pascal; 5 J or 5 joule; 5 N or 5 newton)
- Symbol are not pluralised (e.g. 5 kg; *not* 5 kgs).
- Symbol do not have an appended period / fullstop (.) unless at the end of a sentence.
- Symbol derived from multiple unit by multiplication are joined with a space or centre dot (·) (e.g., N m for N·m). Hyphens (-) should not be used (e.g., not N-m). [Note: centre dot (·) is different from period / full stop (.); centre dot is available under command Insert → Symbol]
- Symbols formed by division of two units are joined with a solidus (/) (slash (/) is also acceptable) or given as a negative exponent (e.g m/s or m s⁻¹)
- Only one solidus should be used, e.g., kg·m⁻¹·s⁻² or kg/(m·s²); *not* kg/m/s²
- Do not mix unit symbols and names within one expression (e.g. coulomb per kilogram; *not* coulomb per kg)

7.3 NUMBERS

• Avoid starting a sentence with a number or symbol

- Number has to be used together with unit; if not it has to be spelled out (e.g. three cats; *not* 3 cats)
- If the number is between +1 and -1, the decimal marker is always preceded by a zero (e.g., 0.15; *not* .15)
- Number with many digit may be divided into group of three by thin space, in order to facilitate reading. Neither dots nor commas are inserted in the spaces between the group (e.g., 43 765 589, 58.159 23; *not* 43,765,589; *not* 58.159,25)
- When there are only four digits before or after the decimal maker it is customary not to use a space to isolate a single digit (e.g., 5879, 1.5681)
- When multiplying number, use only the multiplication sign "×" with a space before and after, *not* centre dot (·) nor the letter "x" or "X" (e.g., 25 × 5.3; *not* 25 x 5.3; *not* 25 x 5.3;

Appendix A





EXAMPLE

DORTORAL DEGREE (FRONT COVER)



NEQUE PORRO QUISQUAM EST QUI DOLOREM IPSUM QUIA DOLOR SIT AMET, CONSECTETUR, ADIPISCI VELIT

NUR AZURA MOHAMAD

DOCTOR OF PHILOSOPHY (PHD) IN COMPUTING UNIVERSITY OF TECHNOLOGY SARAWAK

2021

Document No: UTS-SPS-P08-TG Revision No: 02 Effective Date: 10/07/2024

MASTER'S DEGREE (FRONT COVER)



NEQUE PORRO QUISQUAM EST QUI DOLOREM IPSUM QUIA DOLOR SIT AMET, CONSECTETUR, ADIPISCI VELIT

NUR AZURA MOHAMAD

MASTER OF BUSINESS MANAGEMENT UNIVERSITY OF TECHNOLOGY SARAWAK

2021

Document No: UTS-SPS-P08-TG Revision No: 02 Effective Date: 10/07/2024 **Back Cover**



Appendix B1

TITLE PAGE (FOR PROGRAMME BY RESEARCH)

FULL TITLE OF THESIS (UPPERCASE, Arial, Centred, Bold, 12-point font)

by

NAME OF STUDENT (UPPERCASE, centred, bold, 12 point font)

Thesis / Dissertation* Submitted to the School of Postgraduate Studies, University of Technology Sarawak, in Partial Fulfilment of the Requirements for the Degree of <u>Name of Degree</u>

Year of Submission

* Delete whichever not applicable

Appendix B2

TITLE PAGE (FOR PROGRAMME BY COURSEWORK)

FULL TITLE OF PROJECT REPORT

(UPPERCASE, Arial, Centred, Bold, 12-point font)

by

NAME OF STUDENT (UPPERCASE, centred, bold, 12 point font)

Project Report Submitted to the School of Postgraduate Studies, University of Technology Sarawak, in Partial Fulfilment of the Requirements for the Degree of <u>Name of Degree</u>

Year of Submission

EXAMPLE





Note: x is line spacing adjusted equally

Appendix C

CONFIDENTIALITY DECLARATION FORM

UNIVERSITY OF TECHNOLOGY SARAWAK

CONFID				
Full Name:				
ID No.:				
Title of Thesis / Dissertat	tion / Project Report*:			
Academic Session:				
I declare that this thesis / c	lissertation / project report*:			
CONFIDENTIAL	(Contains confidential information under Official Secret Act 1972) [#]			
RESTRICTED	RESTRICTED (Contains restricted information as specified by the organization where research was conducted)#			
OPEN ACCESS	I agree that my thesis to be published as online open access (full text)			
I acknowledged that University of Technology Sarawak reserves the right as follows: 1. The thesis / dissertation /project report* is the property of University of Technology Sarawak.				

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Date	Date
Name of Author	Name of Supervisor
Signature	Certified by: <i>Signature of Supervisor</i>

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EXAMPLE

UNIVERSITY OF TECHNOLOGY SARAWAK

CONFIDENTIALITY DECLARATION FORM

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ID No.: MEG17080002

With border

Title of Thesis: Dye Removal by Using Activated Carbon from Agro-Industrial Waste

Academic Session: February 2018/2019

I declare that this thesis:

	CONFIDENTIAL	Contains confidential information under Official Secret Act 1972	
	RESTRICTED	Contains restricted information as specified by the organization where research was conducted	
1	OPEN ACCESS	SS I agree that my thesis to be published as online open access	

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11

Certified by:

Yvonne Caroline 1 April 2018

Arbakariya Ariff, PhD 1 April 2019

Start the page numbering at

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(i)

(ii)

Thank you.

Yours sincerely,

(Signature)

Name of Main Supervisor Contact Number (Optional) Email Address

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EXAMPLE

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Yours sincerely,

Arbakariya bin Ariff, PhD Email: arbakariya@uts.edu.my

Appendix E COPYRIGHT PAGE

(Text to be placed in the middle of the page)

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EXAMPLE



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Appendix F DEDICATION PAGE

Specially dedicated to

My beloved grandparents, mother and father

(this dedication page is optional)

(position at centre of page)



Appendix G FORMAT OF ABSTRACT

Abstract of thesis / dissertation / project report* presented to the Senate of University of Technology Sarawak in partial fulfilment of the requirement for the degree of (<u>Name of Degree</u>)

TITLE OF THESIS

Name of Student

The abstract is a digest of the entire thesis and should be given the same consideration as the main text. It does not normally include any reference to the literature. Abbreviations or acronyms must be preceded by the full term at the first use.

An abstract should be in ONE paragraph only. It includes a brief statement of the problem, a concise description of the research method and design, a summary of major findings, including their significance or lack of it, and conclusion.

* delete whichever not applicable



Appendix H ACKNOWLEDGEMENTS PAGE

ACKNOWLEDGEMENTS

I would like to thank everyone who had contributed to the successful completion of this I would like to express my gratitude to my research supervisor, Prof. Dr.for his invaluable advice, guidance and his enourmous patience throughout the development of the research.....

(This acknoledgements page is optional)



Appendix I 1

APPROVAL SHEET PAGE (FOR BY RESEARCH PROGRAMME)

APPROVAL SHEET

I certify that a Thesis Examination Board has met on (<u>Date of Viva Voce</u>) to conduct the final examination of (<u>Student's Name</u>) on his (or her) thesis entitled (<u>Title of Thesis</u>). The Board recommends that the student be awarded the (<u>Name of Relevant Degree</u>).

The abstract of this thesis was submitted to the Senate of University of Technology Sarawak and has been accepted as partial fulfilment of the requirements for the degree of (<u>Name of Relevant Degree</u>).

Members of the Thesis Examination Board were as follows.

Name of Chairperson, PhD

Title (e.g., Professor / Associate Professor / Ir; omit if irrelevant) Name of School University of Technology Sarawak (Chairman)

Name of Internal Examiner, PhD

Title (e.g., Professor / Associate Professor / Ir ; omit if irrelevant) Name of School University of Technology Sarawak (Internal Examiner)

Name of External Examiner 1, PhD

Title (e.g., Professor / Associate Professor / Ir ; omit if irrelevant) Name of Department and / or Faculty Name of Organisation (University / Institute) Name of Country (External Examiner)

Name of External Examiner 2, PhD

Title (e.g., Professor / Associate Professor / Ir ; omit if irrelevant) Name of Department and / or Faculty Name of Organisation (University / Institute) Name of Country (External Examiner)

(Name of current Dean, PhD)

Dean School of Postgraduate Studies University of Technology Sarawak Date:

Appendix I 2

APPROVAL SHEET PAGE (FOR TAUGHT COURSE PROGRAMMES)

APPROVAL SHEET

I certify that examiners (as listed below) has met on (<u>Date of Oral Presentation</u>) to examine the project report entitled (<u>Title of Project Report</u>) presented by (<u>Student's Name</u>). The examiners examined and accepted this report.

The abstract of this project report was submitted to the Senate of University of Technology Sarawak and has been accepted as partial fulfilment of the requirements for the degree of 'Name of Relevant Degree'.

Examiners of the project report were as follows.

Name of Internal Assessor, PhD

Title (e.g., Professor / Associate Professor / Ir ; omit if irrelevant) Name of School University of Technology Sarawak (Internal Examiner)

Name of Supervisor, PhD

Title (e.g., Professor / Associate Professor / Ir ; omit if irrelevant) Name of Department and / or Faculty Name of Organisation (University / Institute) Name of Country (Main Supervisor)

Name of Co-Supervisor (if any), PhD

Title (e.g., Professor / Associate Professor / Ir ; omit if irrelevant) Name of Department and / or Faculty Name of Organisation (University / Institute) Name of Country (Co-Supervisor)

(Name of current Dean, PhD) Dean

School of Postgraduate Studies University of Technology Sarawak Date:



Notes: For Doctoral thesis, ONE (1) Internal Examiner and TWO (2) External Examiners; For Master's thesis, ONE (1) Internal Examiner and ONE (1) External Examiner

Appendix J1 STUDENT'S DECLARATION

DECLARATION

I hereby declare that the thesis / dissertation / project report* is based on my original work except for quotations and citations which have been duly acknowledged. I also declare that it has not been previously or currently submitted for any other degree at University of Technology Sarawak or other institutions.

(Student's Signature)

Full Name :

ID Number :

Date : (Final thesis submission date)

* delete whichever not applicable



Appendix J2 SUPERVISORY COMMITTEE'S DECLARATION

This is to confirm that:

- the research conducted and the writing of this thesis / dissertation / project report* was under my / our* supervision, and
- in my / our* opinion this thesis / dissertation / project report* is sufficient in terms of scope and quality for the award of the degree of (<u>Name of Degree</u>).

Signature	:
Name of Main Supervisor	:
Date	:
Signature	:
Name of Co-Supervisor (if any)	:
Date	:

Signature : Name of External Co-Supervisor (if any) : Date :

* delete whichever not applicable





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Please note that the Results and Discussion can be written as separate chapters.



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LIST OF PUBLICATIONS (*Publications that arise from the study – if any*)

Additional chapters may be added, if necessary, before the summary, general conclusion and recommendations for future research section. Please note that the Results and Discussion can be written as separate chapters.

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LIST OF ABBREVIATIONS

g	Acceleration of gravity (~9.8 m/s/s)
α-D-glucopyranose ♠	Alpha-D-glucopyranose
↓1 double spacing (12 pt) BSA	Bovine serum albumin
Ca ²⁺	Calcium ion
С	Carbon
C/N ratio	Carbon-to-nitrogen ratio
Co ²⁺	Cobalt ion
CFU	Colony forming units
CD	Cyclodextrin
DP	Degree of Polymerization
DEAE-cellulose	Diethylaminoathyl-cellulose
DOT	Dissolved oxygen tension
EC	Enzyme commission number
Fe ²⁺	Ferrous ion
g	Gram
Glu-1-P	Glucose-1-phosphate
h	Hour

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2.1 Subsection Title 1

1 double spacing (12 pt)

Spacing between title of subsection and first line of text is 1 double-line spacing (or 2 single-line spacing). The first paragraph in a subsection should be indented from the left margin. General alignment for texts in paragraph should be "instified"

be "justified".

1 double spacing (12 pt)

Spacing between paragraphs is 1 double-line spacing (or 2 single-line spacing). Subsequence paragraphs **should not** be indented from the left margin. General alignment for texts in paragraph should be "justified". Spacing between last line of text and the next subsection title is 2 double-line spacing (or 4 single-line spacing).

2 double spacing (12 pt)

2.2 Subsection Title 2

1 double spacing (12 pt)

Spacing between title of subsection and first line of text is 1 double-line spacing (or 2 single-line spacing). The first paragraph in a subsection should be

indented from the left margin. General alignment for texts in paragraph should

be "justified"
1 double spacing (12 pt)
A new paragraph should not begin on the last line of a page. A subsection title should not begin on the last line of a page. A new chapter must start on a new page. Spacing between the last line of text and table (or figure) is 1 double-line spacing or 2 single-line spacing.
A lign 'Justify' or 'Center' (12 pt); Single-line spacing; in Title Case

Table 2.1: Processing Time (in hours) of Bread for Different Production Line in ABC Company

			1 double s	pacing (12 p	ot)		
Brood	Production Line						
Dreau	1	2	3	4	5		
Α	30	18	26	17	15		
В	23	22	32	25	30		
С	17	31	24	22	29		
	1 double spacing (12 pt)						

Spacing between the table (of figure) and first line of text is at least 1 double-line spacing (or 2 single-line spacing). General alignment for texts in paragraph should be "justified". Subsequence paragraphs **should not** be indented from the left margin.



Appendix R TABLE (EXAMPLE)

Align 'Justify' or 'Center' (12 pt);
Single-line spacing; in Title Case

Table 2.1: Amounts of Agricultural Waste (Million Tons) Available for Bioproducts Production

Africa	America	Asia	Europe	Oceania		
5.34	62.64	145.20	132.59	8.57		
20.9	37.2	667.6	3.9	1.7		
11.73	87.62	74.88	0.01	6.49		
0.00	140.86	33.90	28.61	0.24		
(Adapted from: Sarkar et al., 2012)						
(Source: Sarkar et al., 2012)						
	Africa 5.34 20.9 11.73 0.00 (Adap (S	Africa America 5.34 62.64 20.9 37.2 11.73 87.62 0.00 140.86 (Adapted from: Sar OR (Source: Sarkar	Africa America Asia 5.34 62.64 145.20 20.9 37.2 667.6 11.73 87.62 74.88 0.00 140.86 33.90 (Adapted from: Sarkar et al., 20 OR (Source: Sarkar et al., 2012)	Africa America Asia Europe 5.34 62.64 145.20 132.59 20.9 37.2 667.6 3.9 11.73 87.62 74.88 0.01 0.00 140.86 33.90 28.61 OR (Adapted from: Sarkar et al., 2012)		

1 double spacing (12 pt)

With or without spacing

* Please refer Section 5.14.1 for the details of settings

Appendix S FIGURE (EXAMPLES)





Figure 4.2: Caulerpa lentillifera in Its Natural Habitat (Adapted from: Ling et al., 2001) OR (Source: Ling et al., 2021)

* if caption is written in single line, it should be centred.





* if the caption is more than one line, it could be aligned 'Centre' or 'Justify'.

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Appendix T



LIST OF REFERENCES (EXAMPLE)
Appendix U

ORIGINALITY REPORT FORM

UTS-DI-EG_CANNOVALITY

TTTC	UNIVERSITY OF TECHNIOLOGY SARAWAE
(C)	Öriginslöry Report Generated by Turnitin

Student's Particular

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III Name of Candidate	
ID No.	
Programme Enrolled	
Title	

Similarity	*/a	Supervisor's Comments (Compulsory if parameters of originality exceeds the limits approved by UTS)
Overall Similarity Index:		
Similarity by source:		
Internet Sources		
Publications/Journals		-
Student Papers	-	
Number of individual sources listed of more than 5% similarity	1	

Parameters of originality required and limits approved by UTS are as follows:

(i) Overall similarity index is 20% and below, and

(ii) Matching texts in continuous block must not exceed 8 words, and

(iii) Less than 5% similarity for each individual source

Note: Parameters (j) – (ii) shall exclude quotes, bibliography and text matches which are less than 8 words.

Note Supervisor/Candidate is required to provide softcopy of full set of anginality report to School of Postgraduate Studies.

Based on the above results, I hereby declare that I am <u>satisfied / unsatisfied</u>* with the originality of the Project Report submitted by my student as named above. *delete whichever is not applicable

Signature	of Supervisor
Name:	
Date:	

Signature of Co-Supervisor	(if any)
Name:	
Date:	_