**CHAPTER 1**

**TITLE OF CHAPTER**

There may be a preamble at the beginning of a chapter. The purpose may be to introduce the themes of the main headings.

**1.1 Main heading no. 1**

**(Primary Level Numbering)**

**1.1.1 Subheading no. 1 (Secondary level numbering)**

There should be at least two subheadings to justify having subheadings.

**1.1.2 Subheading no. 2 (Secondary level numbering)**

All first letters of principal words are capitalised and the subheading is left justified.

**1.1.2.1 Tertiary heading no. 1**

**(Under Subheading no. 2)**

There should be at least two tertiary headings to justify having tertiary headings.

**1.1.2.2 Tertiary heading no. 2**

**(Under Subheading no. 2)**

Tertiary and subsequent headings should not be listed in the Table of Contents.

**Sample of Table (with vertical lines)**

**Table 6 (or Table 3.2) : Number of visitors according to participation in different activities**

|  |  |  |
| --- | --- | --- |
| **Activity** | **No. of participants**  **(N=96)** | **NA** |
| Wildlife sighting Fishing Photography Camping Picnicking Visiting waterfall  Sightseeing and nature observation  Bird watching  Visiting historic sites | -  -  92 (95.8)  -  47 (49.0)  96 (100)  84 (87.5)  4( 4.2)  50 (52.1) | 96  96  4  96  49  -  12  92  46 |

Note: Figures in parentheses indicate percentage of N

NA: Not applicable

**Sample of a Table (without vertical lines)**

**Table 6 (or Table 3.2) : Number of visitors according to participation in different activities**

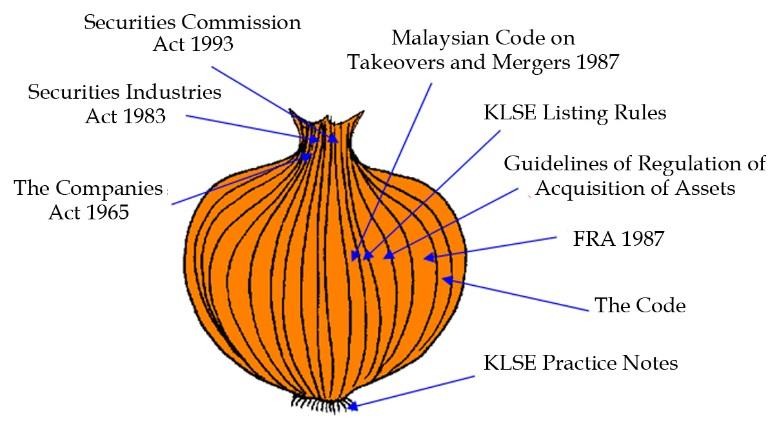
|  |  |  |
| --- | --- | --- |
| **Activity** | **No. of participants**  **(N=96)** | **NA** |
| Wildlife sighting Fishing Photography Camping Picnicking Visiting waterfall  Sightseeing and nature observation  Bird watching Visiting historic sites | -  -  92 (95.8)  -  47 (49.0)  96 (100)  84 (87.5)  4 (4.2)  50 (52.1) | 96  96  4  96  49  -  12  92  46 |

Note: Figures in parentheses indicate percentage of N

NA: Not applicable

(Source : Universiti Putra Malaysia)

**Sample of Figure**



**Figure 1 (or Figure 1.1) : The Corporate Governance Framework in Malaysia—The Onion Model**

(Source: Hashanah Ismail, 2005)

**REFERENCES**

**Style 1 :**

Jones, B. C. (1998). Suggestions for better referencing. Journal of Business Communication, 289(3): 42-45.

Pratt, D. (1998). The Role of Religion. In M.C. McLaren (Ed.), Interpreting Cultural Differences (pp. 86-96). Norfolk: Peter Francis Publishers

Moore, W. K. (2004). Malaysia: A Pictorial History 1400-2004. Kuala Lumpur: Archipelago Press.

**Style 2 :**

[1] Jones, B. C. (1998). Suggestions for better referencing. Journal of Business Communication, 289(3): 42-45. *(Note: In the Chapter section that should refer to references)*

**Notes :**

The References or Bibliography section contains the list of works cited in the thesis. Students should not cite as references articles published from the studies that they themselves conducted during their candidature.

The SGS does not specify which reference style is to be used. However, students are advised to follow a style used by an authoritative journal in the field of study. Although different journals and publishers use different reference styles, a thesis has to have one (1) consistent style.

Students should check for the latest versions of different reference styles. Some systems, such as the **American Psychological Association (APA)** reference format, are frequently updated.

**APPENDICES**

Information or data that is too detailed for the main body of the thesis may be included as appendices. Appendices include original data, summary, sideline or preliminary tests, tabulations, tables that contain data of lesser importance, very lengthy quotations, supporting decisions, forms and documents, computer printouts, detailed engineering drawings and other pertinent documents. Appendix materials should be grouped by type, e.g., Appendix A: Questionnaire, Appendix B: Original data, Appendix C: Tables of results.

**BIODATA OF STUDENT**

This section is compulsory. It contains the student’s biographical information, such as name, educational background, the degree that is being sought, professional work experience (if any), and any other similar matters that may interest the reader. The *vita* should be in essay form, rather than a mere résumé.

**LIST OF PUBLICATIONS**

Jones, B. C. (1998). Suggestions for better referencing. Journal of Business Communication, 289(3): 42-45.

Pratt, D. (1998). The Role of Religion. In M.C. McLaren (Ed.), Interpreting Cultural Differences (pp. 86-96). Norfolk: Peter Francis Publishers

Moore, W. K. (2004). Malaysia: A Pictorial History 1400-2004. Kuala Lumpur: Archipelago Press.

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All publications (in journals and proceedings) that result from the study undertaken by the student while under supervision and during their candidature, 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.

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