**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 waterfallSightseeing and nature observationBird watching Visiting historic sites | --92 (95.8)-47 (49.0)96 (100)84 (87.5)4( 4.2)50 (52.1) | 969649649- 129246 |

 Note: Figures in parentheses indicate percentage of N

 NA: Not applicable

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

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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.

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**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.

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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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