



## GUIDELINES FOR SUBMISSION OF FINAL THESIS (HARDBOUND) AFTER ENDORSEMENT BY THE SENATE

- 1) Upon endorsement by the Senate, the student shall submit the following to the School of Graduate Studies:
  - (i) two (2) copies of the thesis in hardcover with B5 size; (for the Library & Faculty/Institute)
  - (ii) copies of the thesis for each member of the Supervisory Committee (hard cover); and
  - (iii) one softcopy of the thesis on CD in a single file - PDF.
- 2) Please refer to the following for specific details:

### THESIS

- a. The final bound copies of the thesis must be submitted in B5 size. However, the student may choose to do their formatting either by using A4 format or B5 format. If using the A4 format it has to be converted to B5 when printing in bookshops soon because the final hard-bound thesis has to be done in B5.
- b. The text of the thesis should be written in single spacing, except between paragraphs and sections which should be double-spaced (2.0) and must be printed on both sides of the sheet.
- c. The font size of the text is 10-point (B5 format)/12-point (A4 format). Footnotes and text in tables should not be less than 8-point. Title for figures / tables / appendix / graphs / plates etc. must be **bold**, except sources/adapted must unbold (UB) and put in the bracket. Text, tables and figures should be printed on one (1) side of each sheet only. All tables and figures must be placed within the specified margins.
- d. No indentation for all paragraphs and sections.
- e. The student is advised to standardize the position of page numbers at the bottom margin. All text, tables, figures and their captions must conform to the following margins (set up with mirror margins):

#### B5 format:

**Front page** – left : 3.3cm / right : 2.5cm, **Back page** – left : 2.5cm / right : 3.3cm & **Top & Bottom** – 2.5cm

#### A4 format:

**Front page** – left : 4cm / right : 2.5cm, **Back page** – left : 2.5cm / right : 4cm & **Top & Bottom** – 2.5cm

- f. A ©**Copyright** sheet should be placed after the Title Page (**without page number**).
- g. Lowercase roman numerals (i, ii, iii etc.) should be used in the Preliminary section starting from Abstract, while Page 1 is the first page of the Introduction (Chapter 1). All page numbers should be printed 1.25 cm from the bottom of the page and placed at centre without any punctuation.
- h. A “**STATUS CONFIRMATION FOR THESIS/ PROJECT REPORT AND COPYRIGHT**” form should be placed on the last page of the thesis (**without page number**) and must be signed by the Chairman of the Supervisory Committee. [This form can be found on the [SGS website > Thesis > Final Bound Copy of Thesis \(Master's & PhD\)](#)]. It is available in bilingual (BI & BM). Choose one based on the thesis.

➤ [Please refer [Guide to Thesis Preparation](#) for other details format of the thesis]

➤ [Please use the B5 template provided in [Final Bound Copy of Thesis \(Master's & PhD\)](#) from SGS Website]

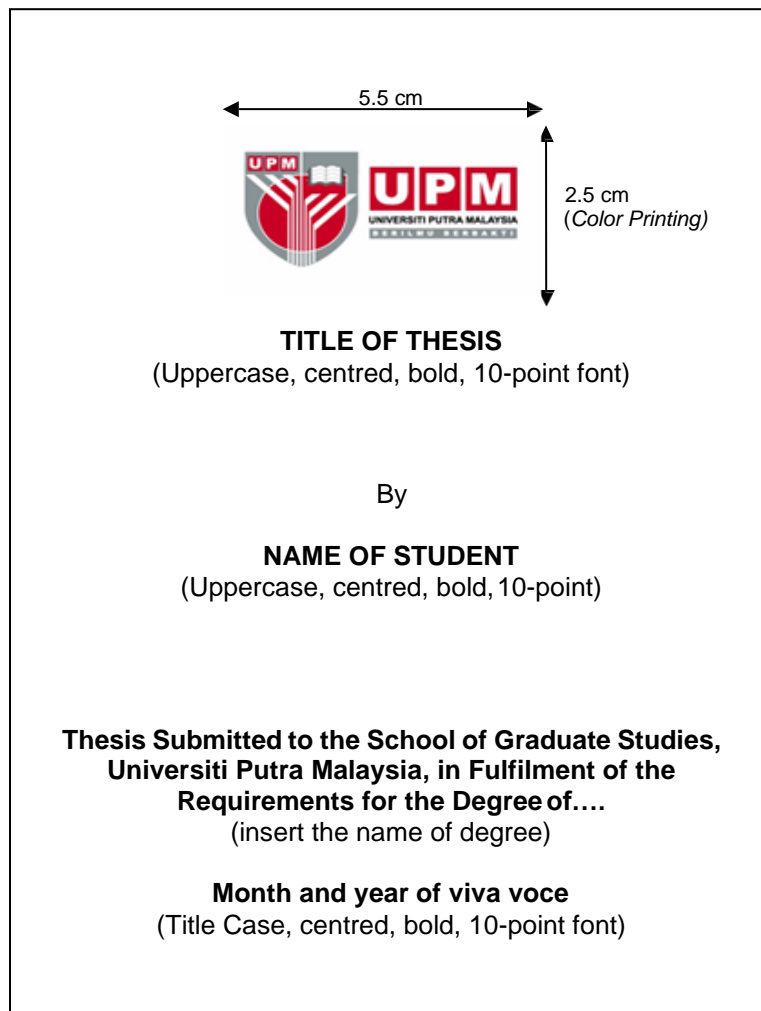
### SOFT COPY (CD)

- (i) The PDF version of the **final thesis** must be organized in a **single file** (for Library use).
- (ii) Do not use a password to open the file.
- (iii) Label for CD's cover (Please use CD-R) – PDF :

**Full Name:**  
**Matric No.:**  
**Programme:**  
**Field of Study:**  
**Faculty/Institute:**  
**Senate Date:**  
**Final Title of Thesis:**

← **Compulsory**

Front page  
of thesis →



## LIST OF ABBREVIATIONS FOR CHECKING THESIS FORMAT

<u>Abbreviation</u>	<u>Example</u>	<u>Abbreviation</u>	<u>Example</u>
*	Please refer approval sheet for latest title approved by the Senate meeting (please make copy of approval sheet for the rest of the thesis)	#	Please refer Supervisor or Centre for the Advancement of Language Competence (CALC) UPM to <u>translate</u> the thesis title (approval sheet) in Malay/English language
TC	<u>T</u> itle <u>C</u> ase (Capital Each Word)	UC	UPPERCASE
B	<b>Bold</b>	UB	Unbold
→	Tab (gap/spacing)	M / C	Middle / Center
TNR	Times New Roman	F10	font size 10
DS	double-spaced (2.0)	SS	single-spaced
J	justify	1S / 4S	One spaced / four spaced

- **Template thesis in B5 format can be found on the [SGS website > Thesis > Final Bound Copy of Thesis](#).**
- If have any problem with the approval sheet, please email or call staff in charge at SGS.
- **Please bring the printed B5 thesis (loose bound) to SGS for final checking** (before binding the hard cover)
  - [Please collect your B5 thesis (loose bound) after one (1) working day]
- Please submit along with the form GS-16b and CD during the submission of the thesis hardbound.

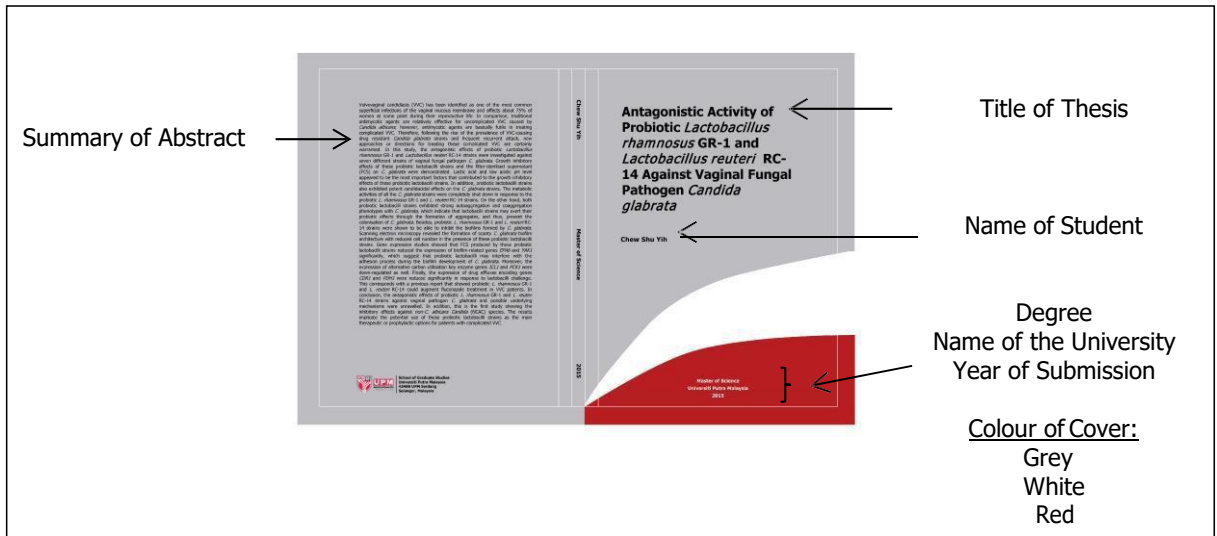
**THESIS BINDING**

- (i) The back cover of the thesis will carry the thesis summary. The thesis abstract should be summarized to about 300 words for this purpose.
- (ii) The thesis is to be bound into a book form with B5 size.
- (iii) 80gm paper should be used for the printing of the thesis to enhance the quality of printing on both sides of the paper.
- (iv) Cover of the thesis are as follows:

**PhD Thesis**



**Master Thesis**



- (v) The following items should be prepared for the binding process:

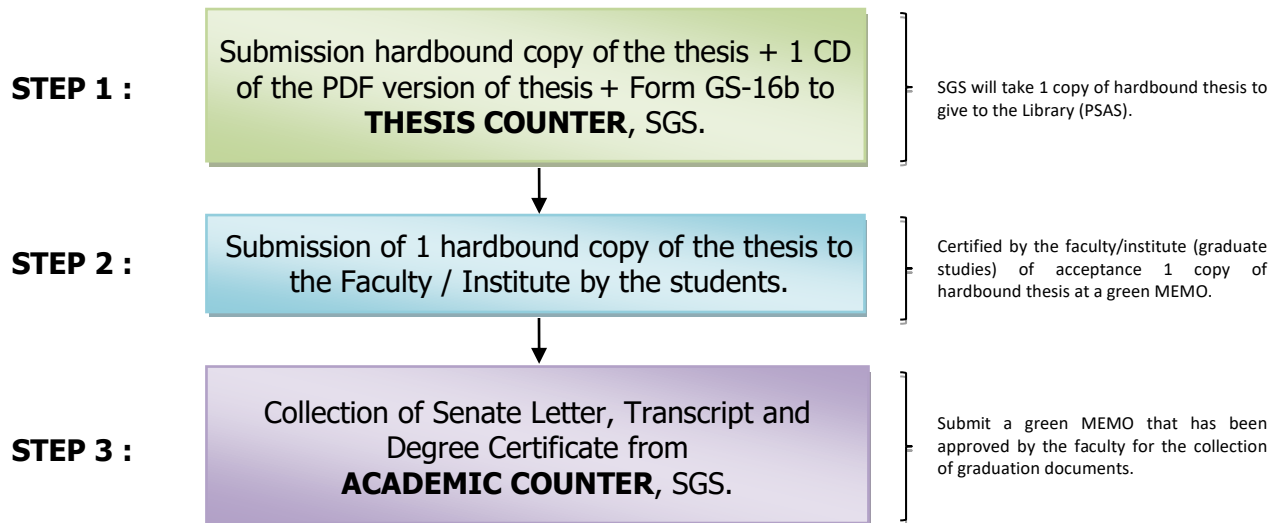
- Summary of the abstract (about 300 words)
- A softcopy of thesis in PDF file (B5 format)

- (vi) The proposed bookstore for the binding process:

**MAYCHIN Sdn. Bhd.** (Landmark: Old Flat)  
 No. 3 & 4, Blok 3, Ground Floor, Jalan 18/28  
 Taman Seri Serdang  
 43300 Seri Kembangan, Selangor  
 Tel.: 03-8958 5718 / 011-2095 5699  
 Email: [maychinserdang@gmail.com](mailto:maychinserdang@gmail.com)  
 GPS Coordinate : N 03° 0.250' E 101°42.613'

**SYARIKAT PERNIAGAAN WENG SING** (Landmark: Near Zoya Bistro Restaurant)  
 Lot 446 & 452 – A, Jalan 18/2A  
 Taman Seri Serdang  
 43300 Seri Kembangan, Selangor  
 Tel.: 03-8948 7244 / 019-2753822 / 019-2773822  
 Email: [wengsing.wengsing@gmail.com](mailto:wengsing.wengsing@gmail.com)

## STEPS FOR SUBMISSION OF HARDBOUND THESIS, COLLECTION OF SENATE LETTER, TRANSCRIPT AND DEGREE CERTIFICATE



### Officer in Charge of Matters Related to the Approval Sheet (for senate / after Senate – with thesis)

Ms. Nursyareiza Azali  
03-9769 4234 / [nursyareiza@upm.edu.my](mailto:nursyareiza@upm.edu.my)

### Officer in Charge of Matters Related to the Hardbound Thesis

Ms. Sharifah Amira  
03-9769 4150 / [samira@upm.edu.my](mailto:samira@upm.edu.my)

### Officer in Charge of Matters Related to Transcript, Senate Letter & Certificate

Mr. Arif Sulaiman Muhamad  
03-9769 4153 / [arifsulaiman.m@upm.edu.my](mailto:arifsulaiman.m@upm.edu.my)

Mdm. Siti Noor Alia Mohd Husin  
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