



## 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) Copy of the final thesis (hardbound) for the Faculty/ School/ Institute and member of the Supervisory Committee (if required)
  - (ii) one softcopy of the thesis on CD in a single file – PDF
  - (iii) Form GS-16b
- 2) Please refer to the following for specific details:

### **THESIS**

- a. The final bound copies of the thesis must be submitted in A4 format & size.
- b. The font size of the text is 12-point (A4 format). Footnotes and text in tables should not be less than 10-point.
- c. Captions for figures/tables/appendix/graphs/plates etc. must be **bold** and justify. The sources/adapted must be unbold 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. The text of the thesis should be written in double-spaced, including between paragraphs and sections, paragraph to others, etc. and must be printed on both sides of the sheet.
- 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):  
**A4 format:**  
**Front page** – left : 4cm / right : 2.5cm, **Back page** – left : 2.5cm / right : 4cm &  
**Top & Bottom** – 2.5cm
- f. No indents for all paragraphs and sections. All must justify.
- 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 1.25cm 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.

### **Sources:**

- Please refer to the Guide to Thesis Preparation for other details format of the thesis - [https://sgs.upm.edu.my/dokumen/92225\\_GUIDELINE\\_TO\\_THESIS\\_PREPARATION.pdf](https://sgs.upm.edu.my/dokumen/92225_GUIDELINE_TO_THESIS_PREPARATION.pdf)
- Please **use the A4 Thesis Format (template) provided in Final Bound Copy of Thesis for PhD and Master from SGS Website** - [https://sgs.upm.edu.my/content/final\\_bound\\_copy\\_of\\_thesis\\_for\\_phd\\_and\\_master-40751](https://sgs.upm.edu.my/content/final_bound_copy_of_thesis_for_phd_and_master-40751)

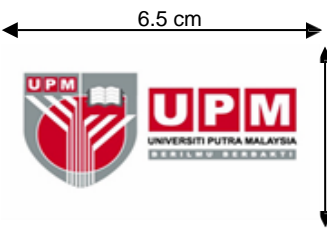
## LIST OF ABBREVIATIONS FOR CHECKING THESIS FORMAT

Abbreviation	Meaning/Example
*	Please refer approval sheet/student portal for the latest title approved by the Senate meeting (please make copy of approval sheet for the rest of the thesis)
#	Please refer with Supervisor <b>or</b> Centre for the Advancement of Language Competence (CALC) UPM to translate the thesis title (based on approval sheet) in Malay/English language
DS	double-spaced (2.0)
SS	single-spaced
1S / 4S	one spaced / four spaced
TC	<u>T</u> itle <u>C</u> ase (Capital <u>E</u> ach <u>W</u> ord)
B	<b>Bold</b>
→	tab (gap/spacing)
TNR	Times New Roman
J	justify
UC	UPPERCASE (ALL CAPITAL LETTERS)
UB	Unbold
C	Center
F12	font size 12

### Notes :

- Thesis in A4 format (template) can be found on the [SGS website > Thesis > Final Bound Copy of Thesis](#).
- Insert the page of approval sheet obtained from SGS into the thesis. Give the original approval sheet to the bookstore to be printed in the thesis. Failure to provide the original approval sheet will result in the thesis being rejected.
- If there is a problem with the approval sheet, please email or call staff in charge at SGS (Ext. No : 4150)
- Submission of 1 printed copy of thesis A4 (loose bound) that has been corrected the format to SGS for final review (*before hardcover binding*)
  - You may collect back a thesis A4 (loose bound) after two (2) working day.
- Please get the signatures of the supervisory committee on [Declaration by Members of Supervisory Committee](#) and the form [Status Confirmation for Thesis / Project Report and Copyright](#) (last page) before submission thesis to SGS.
- Submission of hardbound thesis along with form GS-16b and 1 CD to SGS.

## FRONT PAGE OF THESIS

 <p>6.5 cm</p> <p>3.0 cm (Color Printing)</p>	
<p><b>TITLE OF THESIS</b> (UPPERCASE, centred, bold, 12-point font)</p>	
<p>By</p>	
<p><b>NAME OF STUDENT</b> (UPPERCASE, centred, bold, 12- font)</p>	
<p><b>Thesis Submitted to the School of Graduate Studies, Universiti Putra Malaysia, in Fulfilment of the Requirements for the Degree of....</b> (insert the name of degree)</p>	
<p><b>Month and year of viva voce</b> (Title Case, centred, bold, 12-point font)</p>	

## 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:

<p><b>Full Name:</b></p> <p><b>Matric No.:</b></p> <p><b>Programme:</b></p> <p><b>Field of Study:</b></p> <p><b>Faculty/Institute:</b></p> <p><b>Senate Date:</b></p> <p><b>Final Title of Thesis:</b></p>
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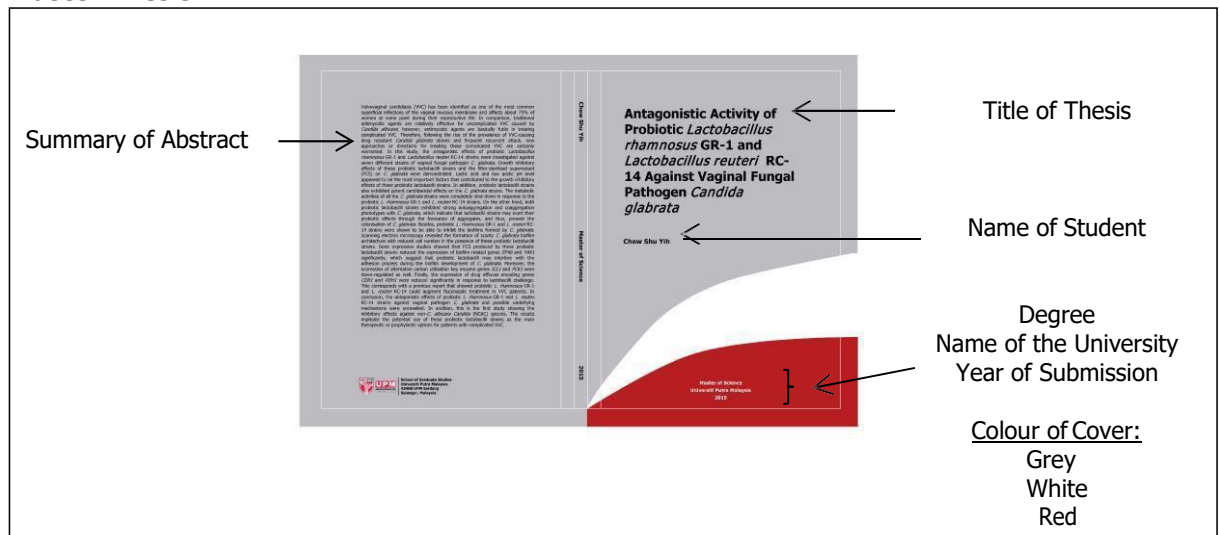
## THESIS BINDING

- (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 A4 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



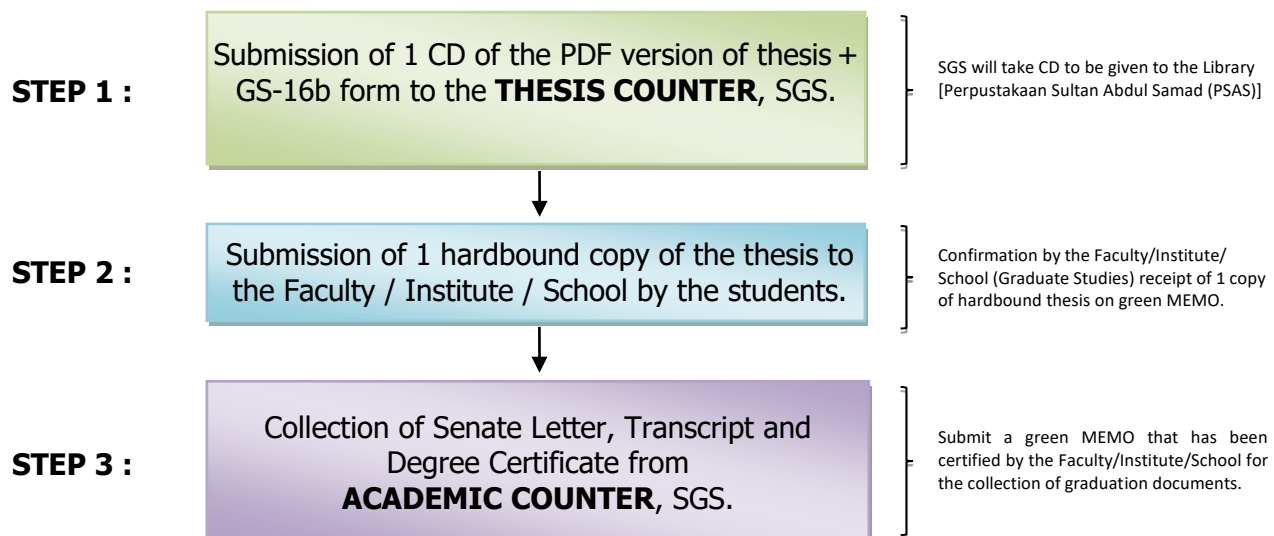
- (v) The following items should be prepared for the binding process:

- Summary of the abstract (about 300 words)
- A softcopy of thesis in PDF file (A4 format)

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

<p><b>MAYCHIN SDN. BHD.</b> (Landmark: Old Flat)          No. 3 &amp; 4, Blok 3, Ground Floor, Jalan 18/28          Taman Seri Serdang          43300 Seri Kembangan, Selangor          Tel.: 03-8958 5718 / 011-2095 5699          Email: <a href="mailto:maychinserdang@gmail.com">maychinserdang@gmail.com</a>          GPS Coordinate : N 03° 0.250' E 101°42.613'</p>	<p><b>SYARIKAT PERNIAGAAN WENG SING</b> (Landmark: Near Zoya Bistro Restaurant)          Lot 446 &amp; 452 – A, Jalan 18/2A          Taman Seri Serdang          43300 Seri Kembangan, Selangor          Tel.: 03-8948 7244 / 019-2753822 / 019-2773822          Email: <a href="mailto:wengsing.wengsing@gmail.com">wengsing.wengsing@gmail.com</a></p>
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## STEPS FOR SUBMISSION OF HARDBOUND THESIS, COLLECTION OF SENATE LETTER, TRANSCRIPT AND DEGREE CERTIFICATE



- Any further enquiries related to thesis matters, please email to [sgs\\_thesis@upm.edu.my](mailto:sgs_thesis@upm.edu.my)
- Any enquiries related to graduation matters (Transcript, Senate Letter, Certificate), please email to [sgs\\_academic@upm.edu.my](mailto:sgs_academic@upm.edu.my)