

Thesis Manual

Malaysian Institute of Chemical & Bioengineering Technology
Universiti Kuala Lumpur

September 2008

Introduction

This manual describes requirements and guidelines for the preparation of UniKL MICET thesis for diploma and degree student. The primary purpose of this manual is to provide certain uniform standards regarding style and format by which the quality of thesis output in UniKL MICET can be maintained. Therefore, students and supervisors are recommended to become thoroughly familiar with the content of this manual before embarking on the thesis.

The manual contains four parts. Part 1 provides a description of the general requirements of a thesis produced in UniKL MICET, which should be useful to the student. Part 2 containing requirements for format and arrangement of research proposal which the student intends to undertake in the completed thesis. Part 3 explains the different parts of the thesis manuscript and how it is organized. Part 4 is on formatting of the thesis which the student will find necessary at the end of the thesis writing prior to submission.

There may be shortcomings which we had overlooked but we pray that these should not hinder the process of producing a quality thesis. We welcome all suggestions and criticism, which could be later included in future editions.

*Final Year Project Committee,
UniKL MICET (2008)*

The Committees

- Zulhafiz Tajudin (*Chairman*)
- Associate Prof. Dr. Mohd Azizan Mohd Noor
- Dr Ruzainah Ali
- Khairul Faizal Pa'ee
- Marmy Roshaidah Mohd Salleh
- YM Tengku Fazli Tengku Jaya
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1. GENERAL GUIDELINES AND PROCEDURES

1.1 Computer Printed Copy

A thesis should be typed using word or text processors. Hardcopy should be produced using a laser printer or similar quality machines.

1.2 Minimum and Maximum Limits

The maximum numbers of pages for a project report/dissertation/thesis are as follows:

- Bachelor Degree : 120 pages
- Diploma : 100 pages

These limits include tables, figures and other illustrations in the text but do not include references and appendices.

1.3 Binding and Writing

A thesis for final submission must be permanently bound properly with hard cover. A Buckram type cover must be used and written with golden ink for the lettering.

1.4 Cover Colour

The cover colours and their codes should be as follows:

- Bachelor Degree : Black
- Diploma : Green

2. THESIS PROPOSAL

After topic has been selected, the next step will be thesis proposal writing. A thesis proposal is basically the research plan, clearly describing how you expect to accomplish the goals of your study. It should be thoughtful, well written, and scholarly.

2.1 Proposal Development

2.1.1 Title

The statement of title at this stage of thesis writing must be tentative, or it may be simply a description of the study to be undertaken. A tentative statement of title should reflect the central purpose of the study in a brief but accurate and comprehensive manner.

2.1.2 Introduction, Background and Problem Statement

Give a general introduction to the issue or research topic. State the problem and provide background information supported by literature review. Note how past research has addressed the problem, and identify similarities or differences in their methodology or findings that have drawn you to study the problem.

2.1.3 Objectives

The purpose of the study section introduces the reader to the focus of the project. The content of this section should clearly lay out what is to be researched.

2.1.4 Methodology

Define the specific methodology and a discussion of its utility for the proposed research including its benefits and limitations. In this section, students have to outline how the investigation process will be conducted.

2.1.5 Research Plan

Include time frame for the research. Use Gantt chart.

2.1.6 Expected results/Potential Contributions

State the potential outcomes from your research that must be consistent with the objective.

2.2 Proposal Format and Guidelines

2.2.1 Title Page

Title page must contain information listed in the following order:

- Title of the thesis proposal
- Student's full name and Matriks Number
- Name of Institute and Universiti
- Date of submission of thesis proposal
- The title page should not use bold letters

2.2.2 Typing

- Proposal typing can be either word or text processor.
- The font type *Times New Roman* with font size 12 or bigger should be used throughout the thesis.

- The text must be printed on one side only.
- The proposal must be double spaced throughout, with the exception of quotations, illustrations, bibliographies and appendices which may be single spaced.
- The proposal should not include table of content.
- No specific criteria for proposal binding but it must be bound properly.

2.2.3 Margins

The entire proposal should have:

left (binding edge)	1 1/2 inch
right	1 inch
top	1 inch
bottom	1 inch

2.2.4 Pagination

- Number consecutively in Arabic numerals.
- Begin with 1 on the second page.
- Place page numbers in center bottom of page.

3. THESIS ARRANGEMENT

This chapter describes how you should arrange the parts of your thesis. You must include each item in the list below in your thesis (unless it is noted “optional”). The parts must appear in the exact order described in the list below.

Preliminaries Pages

- Blank Page (compulsory)
- Title Page (compulsory)
- Abstract (compulsory)
- Approval Page (compulsory)
- Declaration Page (compulsory)
- Dedication Page (optional)
- Acknowledgments (optional)
- Table of Contents (compulsory)
- List of Tables (compulsory)
- List of Figures (compulsory)
- List of Symbols/Abbreviations/Notations/Terminology (compulsory)

Text Pages

- Major Divisions Parts(compulsory)

Supplementary Pages

- References (compulsory)
- Appendices (compulsory)
- Blank Page (compulsory)

3.1 Preliminaries Pages

3.1.1 Blank Page

Required as a start leaf at the front of the document. Do not number.

3.1.2 Title Page

Title page must contain information listed in the following order:

- Title of the thesis;
- Student's full name as in identity card;
- Statement of award for the thesis;
- Name of Institute; Name of the University; and
- Month and Year of submission (Month and Year of submission of hard bound copy of the thesis).

3.1.3 Abstract

The abstract provides a concise summary of the main content of the thesis. The abstract must be written in English and followed by the translation in Bahasa Melayu. It should be brief and written in one paragraph using single or one and a half spacing and not exceed 350 words. The abstract should at least states the field of study, problem statement, methodology adopted, major findings and significant conclusions.

3.1.4 Approval Page

A thesis to be submitted for the purpose of examination must obtain prior declaration by the supervisor on the standard and quality of the thesis.

3.1.5 Declaration Page

This page should contain declaration by the student on originality of the thesis. The declaration should be signed.

3.1.6 Dedication Page

The dedication page gives students the opportunity to dedicate the project to someone special such as a parent, spouse or significant other. The dedication must be brief, not more than one paragraph, and must not contain any number, chart or photograph.

3.1.7 Acknowledgments

The acknowledgements page is where students thank people that have helped in completing the thesis or have supported them throughout the process.

3.1.8 Table of Contents

The Table of Contents should list all sections, chapters and sub-headings. The titles must be written using the same words as those written in the text pages.

3.1.9 List of Tables

Tables may be included within the text or on separate pages. Detailed guidelines are given in the Thesis Format. All tables should be self-explanatory; any abbreviations should be explained in a legend or caption. Give each table a specific and informative title. All the tables found in the thesis should be listed.

3.1.10 List of Figures

Diagrams, photographs, drawings, graphs, charts and maps are included as figures.

Figures may be included within the text or on separate pages. Detailed guidelines are given in the Thesis Format. All the figures found in the thesis should be listed.

3.1.11 List of Symbols/Abbreviations/Notations/Terminology

All symbols or abbreviations or notations or terminology found in the text should be listed on this page. They are listed in the following order:

- Roman letters
- Greek letters
- Superscripts
- Subscripts

3.2 Text Pages

A thesis must be divided into chapters. A new chapter must begin on a new page. A chapter must be divided into sections. These sections must be given appropriate titles and numbered. Texts must be written in paragraphs. There must be continuity between paragraphs.

Major Divisions Parts

The text should contain:

- Chapter I: Introduction

A detail description of the study or research which includes theories, models, and materials used.

- Chapter II: Literature Review

Drawing on literature in the discipline and related disciplines, discuss the work of previous researcher that supports, offers a counter position, and provides a context for your study. Literature should be cited regarding all research variables to be explored in the study.

- Chapter III: Methodology

Define the specific methodology and a discussion of its utility for the proposed research including its benefits and limitations. In this section, students have to outline how the investigation process will be conducted. The criteria include:

Design of the Study: The design of the study describes both the purpose of the research and what type of design (quantitative and qualitative) will be used to accomplish it.

Participants: Describe the study participants in detail including how they were chosen and how they were treated throughout the process.

Site. Describe the setting in which the investigation took place (i.e. university, community, department.)

Equipments, material, machines and techniques: Describe, if any, equipments, material, machines and techniques used to perform the research. Provide information on the validity and reliability of each instrument. If interviews were used, explain how the interviews were arranged including the questions that were asked.

Data Collection: Explain in detail the manner in which the data were collected and explain how the data were managed in order to arrive at the research's results (in the case of a quantitative study) or findings (in the case of a qualitative study).

- Chapter IV: Results and Discussion

Present data or findings from your research. Explain tables and figures; don't assume your readers will interpret them the way you do. Provide a systematic analysis of the results of your study. State how the results relate to your research questions or hypothesis.

- Chapter V: Conclusion

The conclusion section should be solely based on the outcome(s) of the thesis and should summarize what was researched, how the project was designed, what was found, and what meaning can be made of the research. Discuss the implications of your study and possibilities for further research.

3.3 Supplementary Pages

3.3.1 References

Your Reference section should include all the sources cited within the text. Follow the Author and Year system (Harvard System) as a format. All references should be listed on this page.

3.3.2 Appendices

Appendices are documents that support information in the text but do not need to be included in the body of the text, either because the documents are too large or they serve merely as reference. Here are some examples of what might be included in an appendix.

- Data-gathering instruments or questionnaires
- Supplemental data or information from a secondary source
- Any pertinent correspondence, such as permission letters

All appendices should be listed on this page.

3.3.3 Blank Page

Required as an end leaf at the back of the document. Do not number.

4. THESIS FORMAT

4.1 Typing

Thesis typing can be either word or text processor. The text must be printed on one side only. The chapter title should be typed using capital letters and centered. Start a new chapter on a new page. Chapters and their sub-sections must be given titles. The titles should be typed using bold letters and should not be underlined.

4.2 Margins

With one exception, the entire thesis including appendices, references, preliminaries page, etc. should have:

left (binding edge)	1 ½ inch
right	1 inch
top	1 inch
bottom	1 inch

The single exception is that there should be a two-inch margin for the top of the first page of each new chapter.

4.3 Font

The font type *Times New Roman* with font size 12 or bigger should be used throughout the thesis.

4.4 Numbering the Chapters and Sub-sections

All chapters and their sub-sections must be labeled and numbered. The chapters are numbered using Arabic numeric. The sub-sections should not be indented but arranged in a structured manner not more than four levels as follows:

2	First level	(Title of the chapter)
2.1	Second level	(Title of the sub-section)
2.1.1	Third level	(Title of the sub-sub-section)
2.1.1.1	Fourth level	(Title of the sub-sub-sub-section)

4.5 Pagination

Each page of a thesis must be counted and numbered. Pages should be numbered consecutively. The page numbers should be printed at the right bottom of page (footer).

Numbering should be as follows:

- Preliminary pages of a thesis, starting from the title page should be numbered using small letter Roman numeric (i, ii, iii...);
- The texts should be numbered using Arabic numeric (1, 2, 3...).
- The first page should be the title page. This page should be counted “i” but should not be printed.
- The first page of the text should be counted “1” but the number should not be printed. Similarly, the first page of all chapters should be counted but the numbers should not be printed.

4.6 Spacing

- The spacing between the chapter number and the title, and between the title and the first line of a text should be four (4) line spacing;
- The spacing between the last line of a text with the title of a subsection should be four (4) line spacing;
- The spacing between the title of a sub-section and the first line of a text should be two (2) line spacing;
- The spacing between paragraphs should be two (2) line spacing;
- The number and the title of sub-section should be aligned with the left margin;
- The first line of a paragraph should be indented by 0.5 inch from the left margin;
- A new paragraph should not begin on the last line of a page;
- The spacing between the last line of a text and a table, or a figure or an illustration should be two (2) line spacing;

4.7 List of Tables

- All tables must be numbered using Arabic numeric.
- A caption should be positioned at the top of the table.
- If the caption is written in a single line, it should be centred. If the caption is written more than one line, it should be align to the left.
- Tables must be numbered using Arabic numeric with respect to the chapter. For example, Table 3.5 is the fifth table that appears in chapter 3.
- All tables must be listed in the List of Tables page.

4.8 List of Figures

- A caption should be located at the bottom of the figure.
- If the caption is written in a single line, it should be centred. If the caption is written in more than one line, it should be align to the left.
- Figures must be numbered using Arabic numeric with respect to the chapter. For example, Figure 3.5 is the fifth figure that appears in chapter 3.
- All figures must be listed in the List of Figures page.

4.9 Reference Style

4.9.1 Author and Year System

This system is also known as Harvard System. List the references alphabetically. Generally authors' names are listed using surname followed by their initials.

4.9.2 Citing in the Text

The references cited in the text should be indicated using the name of the author and the date of publication.

- Name of an author is written as part of a sentence – year published should be written in parentheses.

“Pinnavaia (2007) reported the preparation of polyurethane–MMT nanocomposites using a direct in situ intercalative polymerization technique.”

- Name of an author is not written as part of a sentence - the name and year published should be written in parentheses.

“As with tensile properties, the flexural strength at yield and flexural modulus can be used to determine the resistance of a product to short-term loadings (Norbert, 1971).”

- Two authors for a cited reference, both names should be written.

“In designing the model for non-linear system, the parsimonious principle (Soderstrom and Stoica, 1989) is critical because a nonlinear model involves an excessive number of parameters.”

“Strawhecker and Manias (2004) used this method in attempts to produce PVA/MMT nanocomposites films.”

- More than two authors for a cited reference, use *et al.* after the name of the first author.

“Choi *et al.* (2000) prepared PEO/MMT nanocomposites by a solvent casting method using chloroform as a co-solvent.”

4.9.3 Writing Style: Authors' Names

- Author/authors

Billmeyer, F. W. (1984). *Textbook of Polymer Science*. Toronto. John Wiley & Sons.

Chanda. M., and Roy. S. K. (1993). *Plastic Technology Handbook*. New York: Marcel Dekker.

Adams, M. E., Buckley, D. J., Colborn, R. E., England, W. P., and Schissel, D.N. (1993). *Compatibilisation and Reactive Blending*. United Kingdom: Rapra Publisher 3-4.

- Editor

Andreas, H. and Muller R.T. (Ed). (1984) *Plastic Additives Handbook*. New York: Hanser Publishers.

Lees, R. H. and Thomas T. R. (Eds.) (1974). *Chemical Nomenclature Usage*. Chichester: Ellis Horwood.

- Corporate author/editor

Engineers Joint Council (1969). *Thesaurus of Engineering and Scientific Terms*. New York: Engineers Joint Council.

4.9.4 Writing Style: Various Types of Publication Materials

- Book

Author (Year). *Title*. (Edition). Place published: Publisher.

Example:

Billmeyer, F. W. (1984). *Textbook of Polymer Science*. (6th ed). Toronto: John Wiley & Sons.

- Article in a book

Author of the article (Year). *Title of the article*. In author or editor of the book. *Title of the book*. (page). Place published: Publisher.

Example:

Hussein, S. B., Jamaluddin, H., Mailah, M. and Zalzala, A. M. S. (2000). An Evolutionary Neural Network Controller for Intelligent Active Force Control. In Parmee, I. C. (Ed.) *Evolutionary Design and Manufacturing* (pg 351 –362). London: Springer-Verlag.

- Journal articles

Author (Year). Title of the article. *Title of the Journal*. Issue No/ Volume, Page.

Publisher.

Example:

Toshihiro Hirotsu, Ketelaars, A.A.J., and Kazuo Nakayama (2000). Biodegradation of Polycarbonate/ABS Blend Sheets. *Polymer Degradation and Stability*. 68, 311-316.

Elsevier.

- Conference articles

Author (Year). Title of the article. *Name of the conference*. Date of the conference.

Place, page.

Example:

Mailo, A. F. and De Jong, K. (2006). Parameter Estimation of Nonlinear Systems in Noisy Environments Using Genetic Algorithms. *International Symposium on Intelligent Control*. 15-18 September 2006. Michigan, 360 - 365.

- Thesis

Author (Year). *Title of the thesis*. Thesis award. Place published.

Example:

Yee, J. W. (2001). *Effect of Calcium Carbonate Fillers on Mechanical Properties of Impact-Modified Unplasticised PVC*. Master Thesis. Universiti Teknologi Malaysia,

Malaysia.

- Legislations

Name of the country (year). *Title of the legislation*. Legislation number.

Example:

Malaysia (2005). Perintah kualiti alam sekeliling (Pembawa yang Ditetapkan) (Buangan Terjadual) P.U. (a) 293.

- Standards

Name of the institution (Year). *Standard number*. Place published: Publisher

Example:

British Standards Institution (1990). *B.S. 899*. London: British Standards Institution.

- Newspaper article

Author. (Year, date). Title of article. *Name of newspaper*, page.

Example:

Mou, G.M (2000, April 18). K-economy: Draft out in October. *New Straits Times*. 23-24.

- Magazine

Author. (Year). Title of article. *Name of magazine*. Volume/Issue no, page

Example:

Slouty, B. L. (2006). Static and Fatigue Fracture of Polypropylene. *Polymer Science*. 62, 73 – 75.

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EFFECT OF ELECTRON BEAM RADIATION ON MECHANICAL PROPERTIES
OF MICA FILLED PC/ABS BLENDS *(Title)*

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EMIR BIN EUSOF *(Name)*

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Malaysian Institute of Chemical & Bioengineering Technology
Universiti Kuala Lumpur

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JULY 2008

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APPENDIX B
Example of a thesis spine



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EFFECT OF ELECTRON BEAM RADIATION ON MECHANICAL PROPERTIES
OF MICA FILLED PC/ABS BLENDS *(Title)*

8 line spacing

EMIR BIN EUSOF *(Name)*
55100205052 *(ID No)*

8 line spacing

A thesis submitted in fulfillment of the
requirements for the award of the degree of
Diploma of Chemical Engineering (Polymer)

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Malaysian Institute of Chemical & Bioengineering Technology
Universiti Kuala Lumpur

8 line spacing

JULY 2008

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APPENDIX D
Example of approval page

I certify that I have supervised and read this study and that in my opinion, it conforms to acceptable standards of scholarly presentation and is fully adequate, in scope and quality, as a thesis for the degree of Diploma of Chemical Engineering Technology (Polymer).

.....
Md Jaafar bin Johari
Supervisor

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DECLARATION

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I declare that this thesis entitled *Effect of Electron Beam Radiation on Mechanical Properties of Mica Filled PC/ABS Blends* is the result of my own research except as cited in the references. The thesis has not been accepted for any degree and is not concurrently submitted in candidature of any other degree.

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Signature :

Name :

Date :

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To my beloved mother and father
(Alignment centered, body text)

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ACKNOWLEDGEMENT

I wish to express my sincere appreciation to my main thesis supervisor, Dr. Md Jaafar bin Johari, for encouragement, guidance, and critics. I am also very thankful to MICET technician, Mr Jumali Ghazali for his guidance, advices and motivation. Without their continued support and interest, this thesis would not have been the same as presented here.

My fellow diploma students should also be recognised for their support. My sincere appreciation also extends to all my colleagues and others who have provided assistance at various occasions. Their views and tips are useful indeed.

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APPENDIX H
Example of a List of Tables

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LIST OF TABLES

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TABLE NO.

TITLE

PAGE

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2.1:	Typical Properties of ABS	16
2.2:	Advantages and disadvantages of ABS	23
2.3:	Test method and properties of PC/ABS blends	37
2.4:	Commercial Application for PC/ABS blends	42
3.1:	Material properties for polycarbonate (Panlite-L-1225Y)	48
3.2:	Setting of e-beam radiation	65
3.3:	Dimension of specimen for tensile test (ISO 527-2)	72
3.4:	Dimension of the standard impact test specimen (ASTM D256-93)	78

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APPENDIX I
Example of a List of Figures

LIST OF FIGURES

FIGURE NO.	TITLE	PAGE
2.1:	Structure of Polycarbonate	22
2.2:	Structure of ABS	26
2.3:	Morphology of a blend of polymer A (solid lines) and polymer	37
2.4:	Schematic of the dependence of property X on blend or alloy composition (% B in phase A)	42
3.1:	Specimen for Tensile Testing	55
3.2:	Specimen for Izod Impact Testing	57
3.3:	Specimen for Creep Testing	59
3.4:	Flow chart for research methodology	63

APPENDIX J
Example of a List of Symbols

LIST OF SYMBOLS

D, d	-	Diameter
F	-	Force
g	-	Gravity = 9.81 m/s
I	-	Moment of inertia
l	-	Length
m	-	Mass
N	-	Rotaional velocity
P	-	Pressure
Q	-	Volumetric flowrate
r	-	Radius
T	-	Torque
Re	-	Reynold number
V	-	Velocity
w	-	Angular velocity
x	-	Displacement

APPENDIX K
Example of a Appendices

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LIST OF APPENDICES

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APPENDIX

TITLE

PAGE

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A	Raw Data for Impact Testing	90
B	Raw Data for Tensile Testing	92
C	Analysis of results for experiments to revise the parameter setting	96
D	Minimum and maximum feature values	102

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APPENDIX L
Example of Table in the Text

- A caption should be positioned at the top of the table.
- If the caption is written in a single line, it should be centred.
- If the caption is written in more than one line, it should be align to the left.

Table 3.1: Material properties for polycarbonate (Panlite-L-1225Y)

Typical resin properties	Unit	Value	Test method
Specific gravity	-		ASTM D792
Water absorption 23 ⁰ C after 24 hours	%	0.2	ASTM D570
Melt flow rate at 300 ⁰ C/1.2kg	Cm ³ /10min	11	ISO 1133
Tensile stress at yield	MPa	62	ISO 527-1
Tensile yield distortion	%	6	ISO 527-1
Charpy impact strength (23 ⁰ C)	kJ/m ²	71	ASTM D256
HDT at 1.8MPa	⁰ C	128	ISO 75-1

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The spacing between the last line of a text and a table, or a figure or an illustration should be two (2) line spacing;

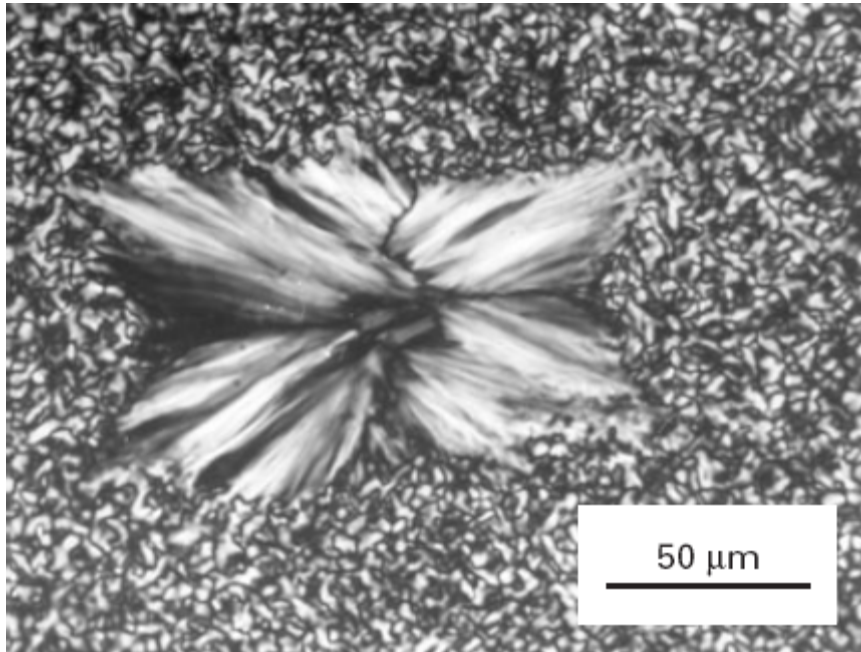


Fig. 1.5 A lamellar aggregate of the long chain alkenes, surrounded by quenched material.

If the caption is written in a single line, it should be centred. If the caption is written in more than one line, it should be align to the left.

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CHAPTER 2

4 line spacing

TITLE OF THE CHAPTER

4 line spacing

2.1 First Level Sub-Heading

2.1.1 Second Level Sub-sub-heading

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Text should begin at this position and continue to the end of the left margin.

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APPENDIX O
Example of statement of awards

1. Bachelor Degree Thesis

A thesis submitted in partial fulfillment of the requirements for the award of the degree of Bachelor of Chemical Engineering Technology (Food)

2. Diploma Thesis

A thesis submitted in partial fulfillment of the requirements for the award of the degree of Diploma of Chemical Engineering Technology (Polymer)