

# UNIVERSITY OF TURBAT



## **GUIDELINES FOR THE PREPARATION OF THESIS**

DIRECTORATE OF ACADEMICS

UNIVERSITY OF TURBAT

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## **GENERAL REQUIREMENTS**

### **1.1 Introduction**

This guide is intended to assist the graduate students at University of Turbat (henceforth UoT) in the preparation of their theses in terms of formatting and writing conventions. Students should refer closely to this guide and seek clarification with the staff of the Thesis Section of the Directorate of Academic on specific matters relating to the preparation of their thesis.

### **1.2 Language**

The thesis should be written in English except students from Institute of Balochi Language and Cultural (IBLC) can write their thesis in Balochi. Language use should be consistent throughout the thesis, especially in terms of spelling. The Roman alphabet should be used unless otherwise required by the discipline.

### **1.3 Technical Specifications**

The thesis must only be printed on a letter-quality or laser printer. Only the original copy of a thesis or good and clean photocopies will be accepted. Copies with correcting fluid will not be accepted.

#### **1.3.1 Thesis Title**

The title of the thesis should not exceed 20 words

#### **1.3.2 Word Length**

The number of words is dependent on the program of study and should be limit between 25000 to 35000 words for a Master / MPhil's thesis, and 70000 to 80000 words for a PhD thesis (excluding tables, figures, and appendices). Students must obtain written permission from the Directorate of Academic before submitting a thesis longer than the prescribed words length. Students should provide strong justifications to support their request.

#### **1.3.3 Page Layout**

The text should be presented in the portrait layout. The landscape layout may be used for figures and tables.

#### **1.3.4 Type of Paper**

White simile A4 size (210mm x 297mm) paper (80g) or paper of equivalent quality should be used. Students must include an extra blank sheet for the front and back of the thesis. Photocopies of the thesis must be on similar quality paper.

### 1.3.5 Typeface and Font Size

The text of the thesis, including headings and page numbers, must be produced with the same font or typeface. The font size should be **12-point** and should not be scripted or italicized except for scientific names and terms in a different language. Bold print may be used for headings. Footnotes and text in tables should not be less than 8-point. Fonts appropriate for a thesis should be **Times New Roman**.

For the thesis of Balochi, the text of the thesis, including heading and page numbers, must be produced with the same typeface. The font size for the main headings should be 16-point, and 14-point for the sub-headings and general text. Text should not be scripted or italicized except for scientific names and terms in a different language. Bold print may be used for the headings and sub-headings. Footnotes and text in tables should not be less than 10-point. Font appropriate for a thesis should be a **Jameel Noori Nostahliq** in MS word.

### 1.3.6 Margins

The left margin should be **4 cm (1.57 inch)**, and the right, top and bottom margins should be **2 cm (0.79 inch)**. Margin specifications are meant to facilitate binding and trimming.

All information (text headings, footnotes, and figures), including page numbers, must be within the text area as demarcated by the dotted lines shown on this page.

### 1.3.7 Spacing

The body of text should be typed with **double spacing**. The following, however, should be single-spaced:

- i) Footnotes (if absolutely necessary),
- ii) Quotations of three lines or more, indented and set in a block,
- iii) References or bibliography (except between entries),
- iv) Multi-line captions (tables, figures),
- v) Appendices, such as questionnaires, letters, and
- vi) Headings or subheadings.

### 1.3.8 Pagination

All pages should be numbered consecutively throughout the thesis, including pages containing tables, figures, and appendices. Page numbers should be centered either centrally or right flushed at either the top or bottom margins. Page numbers should appear by themselves and should not

be placed in brackets, be hyphenated, or be accompanied by decorative images. Text, tables, and figures should be printed on one (1) side of each sheet only.

Preliminary pages preceding Chapter 1 must be numbered in lowercase Roman numerals (i, ii, iii etc). The title page should not be numbered although it is counted as page i. Begin Page 1 from the first page of the Introduction (Chapter 1).

#### 1.3.9 Binding

Before making the required number of copies and binding the thesis, ensure that all University requirements have been met and necessary signatures have been obtained. Check that all pages are in the correct order. The thesis should be bound with a **dark red or maroon** hard cover and the binding should be of a fixed kind in which pages are permanently secured. The following are requirements for the front cover.

For the thesis in Balochi, main title font size should be 20-point and rest of the text font size should be 16-point with **Jameel Noori Nashtahliq** font style.

#### 1.3.10 Thesis Spine (refer to Appendix A for details)

The spine must be entirely lettered in gold, using a **16-point font** and must contain the following:

- i. Name of student,
- ii. Degree for which the study is submitted, and
- iii. Year of submission.

#### 1.3.11 Front Cover

The front cover must be entirely lettered in gold using **16-point** gold block font and contain the following:

- i. Title of thesis,
- ii. Name of student,
- iii. Degree,
- iv. Name of the university, and
- v. Year of submission.

### 1.4 Submission

Students intending to submit a thesis must do the following:

- i) Submit an application (Notice of intention to submit a thesis for examination) to Directorate of Academics at least three months before submission,
- ii) Submit five (5) soft-bound copies of the thesis with a completed submission application form to Directorate of Academics for evaluation.
- iii) Students should submit the final thesis along with correction form and Two (2) copies of the thesis in **dark red or maroon** hard cover and Three (2) softcopies of the thesis on CD to Directorate of Academics within
  - 30 days if the thesis is accepted with no amendments,
  - 60 days if the thesis is accepted with minor amendments,
  - 120 days if the thesis is accepted with major amendments after the successful defence of the thesis.

## THESIS FORMAT

A thesis generally consists of three main parts: preliminary pages; text or main body (usually divided into chapters and sections), and supporting pages, containing references/bibliography, appendices, and biodata of the student. If applicable, a list of publications resulting from the study carried out during the period of candidature where the student is the first or principal author should be inserted after the student's biodata page.

The preliminary pages include the title page, dedication, abstracts, acknowledgements, approval sheets, declaration form, table of contents, and lists of tables, figures and abbreviations.

The typical layout of a thesis is shown in Table 1. The entire thesis should be bound in a single volume. However, in cases when appendices are particularly long, the thesis may be bound in two volumes. In such cases, the second volume should contain the appendices only, and shall begin its pagination with page 1.

The second volume should contain a list of appendices immediately before the appendices. References, the student's biodata and list of publications should stay within the first volume in the sequence shown above.

### 2.1 Title Page

- i. Full title of thesis,
- ii. Full name of student,
- iii. Degree for which the thesis is submitted,
- iv. Name of the university
- v. Name of Faculty, and
- vi. Year of submission.

See Appendix B for the layout of the title page. The title should describe the content of the thesis accurately and concisely, omitting words such as 'An Investigation of', 'An Analysis of', or 'A Study of', which are redundant. All theses are investigations, analyses, or studies of one kind or another. For a more detailed guide to determining a suitable thesis title, see Appendix B.



Table 1. A Typical Layout of a Thesis

Preliminary
<ul style="list-style-type: none"> <li>▪ TITLE PAGE</li> <li>▪ DECLARATION FORM</li> <li>▪ ABSTRACT</li> <li>▪ ACKNOWLEDGEMENT</li> <li>▪ TABLE OF CONTENTS</li> <li>▪ LIST OF FIGURES</li> <li>▪ LISTS OF TABLES</li> <li>▪ LIST OF ABBREVIATIONS</li> </ul>
Main Body
<ul style="list-style-type: none"> <li>▪ CHAPTER 1: INTRODUCTION</li> <li>▪ CHAPTER 2: LITERATURE REVIEW</li> <li>▪ CHAPTER 3: METHODOLOGY</li> <li>▪ CHAPTER 4: RESULTS/FINDINGS</li> <li>▪ CHAPTER 5: DISCUSSION AND CONCLUSION</li> <li>▪ REFERENCES/BIBLIOGRAPHY</li> </ul>
Supplementary
<ul style="list-style-type: none"> <li>▪ APPENDICES/ANNEXES</li> <li>▪ LIST OF PUBLICATIONS</li> </ul>

## 2.2 Abstract

The abstract is a digest of the entire thesis and should be given the same careful attention as the main text. It should not include any references. Abbreviations or acronyms must be preceded by the full terms at the first use. An abstract should be between 300 and 500 words. It includes a brief statement of the problem and objectives of the study, a concise description of the research method and design, a summary of the major findings including their significance, and conclusions.

## 2.3 Acknowledgements

Acknowledgements are written expressions of appreciation for guidance and assistance received from individuals and institutions.

## **2.4 Table of Contents**

The Table of Contents lists in sequence all relevant subdivisions of the thesis with their corresponding page numbers.

## **2.5 List of Tables**

The list shows the exact titles or captions of all tables in the text and appendices, together with the starting page number of each table, and must be listed in sequence. If the whole thesis contains only one or two tables, then a List of Tables is not necessary.

## **2.6 List of Figures**

Figures include graphs, maps, charts, engineering drawings, photographs (plates), sketches, printed images, and any other form of illustration that is not a table. The exact titles or captions and their corresponding page numbers must be listed in sequence. Figures, including any in the appendices, should be numbered consecutively throughout the thesis. If the whole thesis contains only one or two figures, then a list of figures is not necessary.

## **2.7 List of Abbreviations**

If abbreviations and acronyms are used in the thesis, they should be explained in a List of Abbreviations, even though the full names are given at first use. This list should be the last item in the preliminary section. It serves as a ready reference to readers not familiar with the abbreviations used in the thesis. Universally recognized scientific symbols (such as CO<sub>2</sub>, cm, mm, kg, ha) need not be listed.

## **2.8 Body of Thesis**

The body of a thesis normally consists of sections which are organized as chapters. A chapter may be divided into major sections and subsections. Main or primary headings within chapters are to be centered while sub-headings are left justified. Tertiary headings are indented five (5) spaces and are not listed in the Table of Contents.

### **2.8.1 Introduction**

This chapter introduces the subject matter and problem(s) being studied and indicates its importance and validity. It sets out the hypotheses to be tested and research objectives to be attained. In some theses, usually those in mathematics, this section may be combined with the literature review. It is important to remember that the research objectives stated in the thesis should match the findings of the study. Failing to do so will result in a verdict of `Re-submission

of Thesis' by the Thesis Examination Committee, and a recommendation to conduct additional studies so that the stated objectives are met.

### 2.8.2 Literature Review

This section encompasses a critical and comprehensive review of the literature related to the topic of thesis. It is meant to act as a base for the experimental and analytical sections of the thesis. Literature selected must be up to date and be analyzed and synthesized logically. It is not simply a summary of works of different authors. The review should give the gist of each book or pertinent findings of a journal article, explain how it relates to the topic and show why it is not sufficient to answer the research questions. For example, the study being reviewed uses a Japanese sample, while the research is examining the situation in Malaysia. Textbook materials on basic principles or theories should be kept to a minimum.

### 2.8.3 Materials and Methods/Methodology

This section varies from thesis to thesis depending on the discipline of study and may be absent in theoretical theses. It contains a description and justification of the materials, theoretical approaches, experimental designs and methods (including statistical analysis) used to achieve the stated objectives of the study undertaken. In the social sciences, a conceptual framework will need to be included. In engineering and in the pure and applied sciences, this may include, but is not limited to, a description of the methodology, theoretical development, fundamental philosophical foundation, experimental design and standard procedure description. The materials and methods used in the study should be described in detail and concisely such that a reader would be able to replicate the experiment solely with the information contained in this section. References must be cited for published protocols or methods.

### 2.8.4 Results/Findings

This section of the thesis may also be combined with the Discussion section because the content tends to be related. This section may be broken down into subsections. The section presents a complete account of the results obtained in the study in the form of text, figures, or tables so that the key information is highlighted. The same set of results or data should not be presented in more than one format (e.g. either as a table or figure, but not both). When results are placed in chapter one, sub-headings may be used to demarcate the different aspects of the study.

### 2.8.5 Discussion

This section bridges the data presented or described in the preceding section and contains the analyses or interpretations of the results obtained, and the conclusions drawn. Students should discuss these results in relation to the hypotheses or objectives set out in the Introduction, and how they fit into the existing or current body of knowledge. The significance and implications of the main findings should be made clear.

### 2.8.6 Conclusion and Recommendations for Future Studies

This chapter is important since it illustrates the significance of the study and stresses the findings upon which a conclusion or conclusions are drawn in line with the objectives set, acknowledges the limitations, and suggests further research which may be carried out on the topic.

## **2.9 Tables**

Tables are numbered consecutively (with Arabic numerals) throughout the project paper (including text and appendices). There are two possible numbering schemes: either (a) number the tables consecutively throughout the text, or (b) number them by chapter, e.g. Table 1.1, 1.2, 1.3, 2.1, 2.2 and so on. No project paper may have two different tables called “Table 1.” All tables are to be listed in the preliminary pages (including tables appearing in the appendix). Tables should be placed after their mention in the text. Short tables should not stand alone on a page.

Tables are captioned single-spaced above the tables. Capitalize only the first letter of the principal words in captions (excluding words like “the”, “to”, etc.) If preferred use “down style” in which all letters are of lowercase except the first letter in the caption and proper nouns.

Table sources and notes should be placed directly below the table (not at the bottom of the page). Use superscript symbols (e.g., \*, \*\*, \*\*\*, etc.) or lowercase letters, but never numerals for table footnotes. Reference indicators to these notes should be used only on column heads or in the main body of the table but never on the table number or caption. If the superscript cannot be inserted on the stub head (the left-hand column), any note needed for the table number or title should be so indicated, e.g., Note: . . . and should follow Source (if any) at the foot of table.

## **2.10 Figures**

As with tables, ensure that each figure is referred to in the text. Figures include maps, charts, graphs, diagrams, photographs (or plates), engineering drawings and printed images. They are numbered consecutively or according to the chapter throughout the thesis, including those in the Appendices. The figure number, title and caption should be single-spaced and placed below the figure using Arabic numerals and lowercase, except for proper nouns and the first letters of principal words. Figures should be inserted as soon as possible after their first mention in the text. The style used must be consistent throughout the thesis.

If a figure occupies an entire page, the caption may be typed on the left-hand page (reverse side blank) facing the figure. It is counted but not paginated. The top of a figure drawn in landscape format should be aligned to the binding edge. The figure number, title and caption should be typed parallel to the orientation of the figure. Figures should conform to standard margin requirements. Engineering drawings should follow appropriate standards, with any large size drawings placed as appendices.

## **2.11 Footnotes**

Footnotes should be used sparingly. Except in a law-related project paper (where the rules are different and will be explained by your supervisor) they should be used only to clarify terminology, to state conversion factors or exchange rates and not to cite authority for specific statements or research findings of others. A citation of authority is done in the text as described in the following section. Extensive footnoting tends to distract the reader from the main argument of the text. If footnotes are necessary, the indicators (the numbers in the text) are usually superscript. The numbering must be continuous within each chapter or appendix, not throughout the text. That is, start each chapter or appendix with footnote 1.

## **2.12 Citations**

Students are responsible for choosing a style of citation appropriate to the field and using that style correctly and consistently. Students should consult their respective supervisors for guidelines. The use of software such as Mendeley or EndNote for publishing and managing bibliographies, citations and references is encouraged. At the end of the thesis, the student must supply a list of references in alphabetical order by author, with consistent punctuation.

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.

### **2.13 References/Bibliography**

The References or Bibliography section contains the list of works cited in the thesis. Every piece of work cited in the text must be properly referenced in the reference list. Use the APA bibliographic system since it is usual in scholar writing in management when the author is using English.

### **2.14 Appendices or Annexes**

Information or data that is too detailed for the main body of the thesis may be included as appendices. These are placed after the reference list. 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.

### **2.15 List of Publications**

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.

## WRITING CONVENTIONS

### 3.1 Units of Measure

Use internationally recognized units of measure, preferably SI such as:

1 liter (1 L)

20 milliliters (20 mL)

5 kilogram (5 kg)

20 kilometer (20 km)

2.5 hectare (2.5 ha)

3.7 metric tons (3.7 t)

45 parts per million (45 ppm)

12 gram (12 g)

500 US Dollars (USD 500)

3.4 metric tons/hectare (3.4 t/ha)

The numbers before the measurement units should not be spelt out, (e.g., write 5 kg, not five kg) even if they are below 100 (see Section 3.2) unless they are the first word of sentences or the number one (1). Note the space between the figure and the unit of measure.

### 3.2 Numbers

All integers less than ten should be spelt out unless attached to units of measure (e.g. 5kg, 10mL). Use figures for number 10 or more than 10. As explained above if a sentence begins with a number, write the number in words, e.g. “Three hundred and eighty-five farmers were sampled from the study area.”

### 3.3 Elliptical Marks

Writers use the ellipsis mark to show an omission from quoted material. The ellipsis consists of three-spaced full stops (...). When an ellipsis comes at the end of a sentence, it appears as four

full stops (. ...). One full stop marks the end of the sentence, and the other three full stops signal the omission.

### **3.4 Use of Square Brackets [ ]**

Within direct quotations, brackets are used to enclose any explanatory note inserted by the thesis writer, e.g.

[In 2005] alone, we had 200 applicants wanting to enroll for our new diploma program (Salleh, 2005).

Use [sic] (within square brackets) to indicate a certain doubt as to meaning or factual error. It simply means “thus” or “As written in the original.” It is used in quotations to show that the original is being faithfully reproduced, even though it is incorrect or seems to be so. Errors which are obviously typographical such as spelling errors should be corrected as a matter of professional courtesy.

### **3.5 Use of a Symbol to Show Percentage**

The symbol % may be used in place of the word percent, e.g. 27.3% and typed without a space before it. If the student prefers to write 27.3 percent in full, then consistency must be maintained throughout the thesis. In tables, the abbreviation Pct may be used at the head of a column to mean percent.

### **3.6 Policy on Direct Quotations**

Direct quotations must be kept to a minimum except in some fields such as literature. Some examiners disallow quotations of over 10 lines. If, there is a need to use a set of recommendations from a report, these should be paraphrased succinctly. Also provide the original full text in the appendix.



## **PLAGIARISM**

Plagiarism is taking the works of others and using them as if they were your own. Such works include:

- i) Words or ideas from printed literature such as journal papers, magazine articles, books, newspapers, web pages, computer program, etc.
- ii) Published figures, tables, diagrams, illustrations, charts, maps, pictures, or other visual materials, and
- iii) Information from interviews, etc.

Plagiarism comes in three forms:

- i) Copying full sentences or even paragraphs straight from the source as though they are the student's own work,
- ii) Using the original wording from the source material without inverted commas or indentation, even if the source is acknowledged.
- iii) Paraphrasing without acknowledgement.

Usually, a change in style alerts the reader to the possibility of plagiarism. Examiners are likely to know the literature and recognize the plagiarism, but it is also true that it sometimes goes by undetected. It is now possible to detect plagiarism by simply searching a small string of words on the Internet. Additionally, plagiarism-checking software program, such as Turnitin, are also widely available. These programs produce Originality Reports, which list the percentage of similarity between the student's words and the source. Even excerpts with minimal alterations will be detected. Plagiarism is considered form of theft and is under no circumstances acceptable in the world of scholarship. As such, if plagiarism is proven in a thesis at the examination stage, the thesis is automatically failed, and the students' candidature terminated.

### **4.1 Avoid Plagiarism**

The key to avoiding plagiarism is to make sure credit is given where it is due when incorporating another writer's work. Students should do this even when the original source is paraphrased or

summarized. When quoting a published or verbal statement, it must be identical to the original and must be attributed to the original author. Always cite the authors whose published works or statements are used in the thesis.

#### **4.2 UoT Plagiarism Policy**

University of Turbat is committed to establishing and sustaining a transparent, as well as creative, academic environment, for quality, meaningful and original output to the academia. UoT shares its vision of academic integrity and authenticity with the Higher Education Commission (HEC), which has formulated policy guidelines on Plagiarism. This policy provides possible steps to prevent plagiarism in academia, thus reinforcing and promoting the culture of academic integrity and originality. These steps are taken to ensure compliance of research work and publications produced in Pakistan, with international standards and quality. The HEC reinforces and provides the use of Turnitin, for checking plagiarism.

To address the issues, as observed in application of HEC's policy and use of Turnitin at UoT, the following policy is a comprehensive set of rules to be implemented by all programs and publications of UoT. These are devised in order to address the issues raised by instructors and students/researchers alike. The effort is targeted at a more effective and carefully managed system of implementing use of Turnitin for ensuring transparency and authenticity.

This policy applies to all written works, produced for credit/publication in all programs at and for UoT, at all Graduate and Postgraduate levels.

The general guidelines of the Plagiarism policy in different programs/areas at UoT are as follows:

##### **MS/M.Phil/PhD**

- All Theses are to be sent to Quality Enhancement Cell (QEC) in Antiplagiarism unit for Turnitin Originality Report through office of concerned Deans.
- As per HEC guidelines, the similarities index should be less than 19%.

A Soft Copy of Thesis- Excluding Initial Pages, Bibliography, Appendices and (preferably) Endnotes/Footnotes is to be submitted to QEC from concerned Deans.

All course assignments, project reports, term papers, etc. will be run through Turnitin by Instructors ONLY.

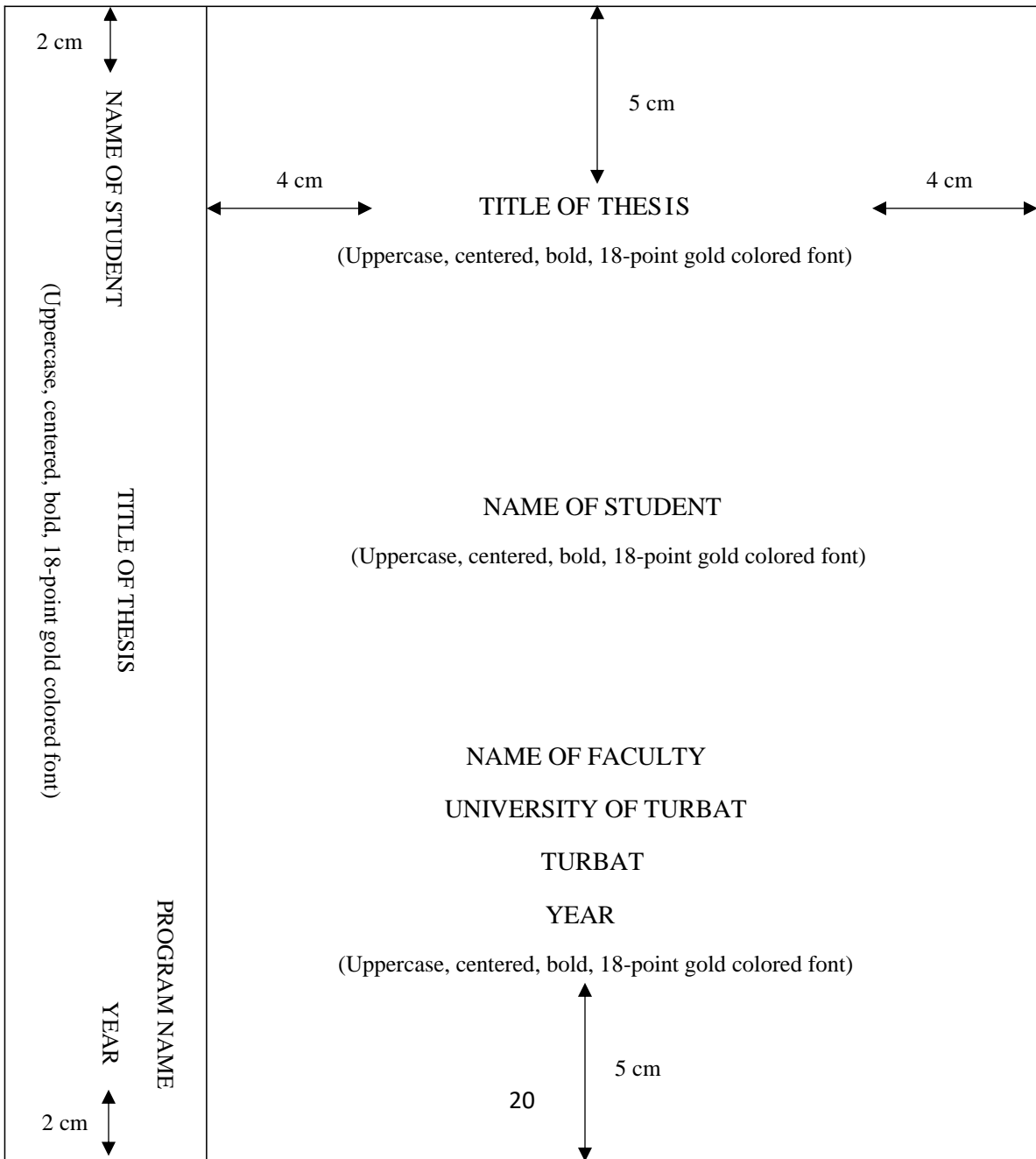
The Turnitin Originality reports of all course assignments, project reports, term papers, etc. should be appended by instructor, with the course result/evaluation, submitted to concern Deans offices.

In cases of re-defence of a Thesis, it will be processed through Turnitin again at the time of resubmission. The revised copy will be sent to QEC through the office of concerned Deans for a revised/new Turnitin Originality report.

**APPENDICES**

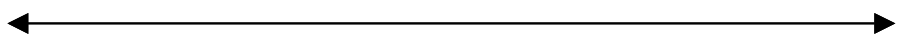
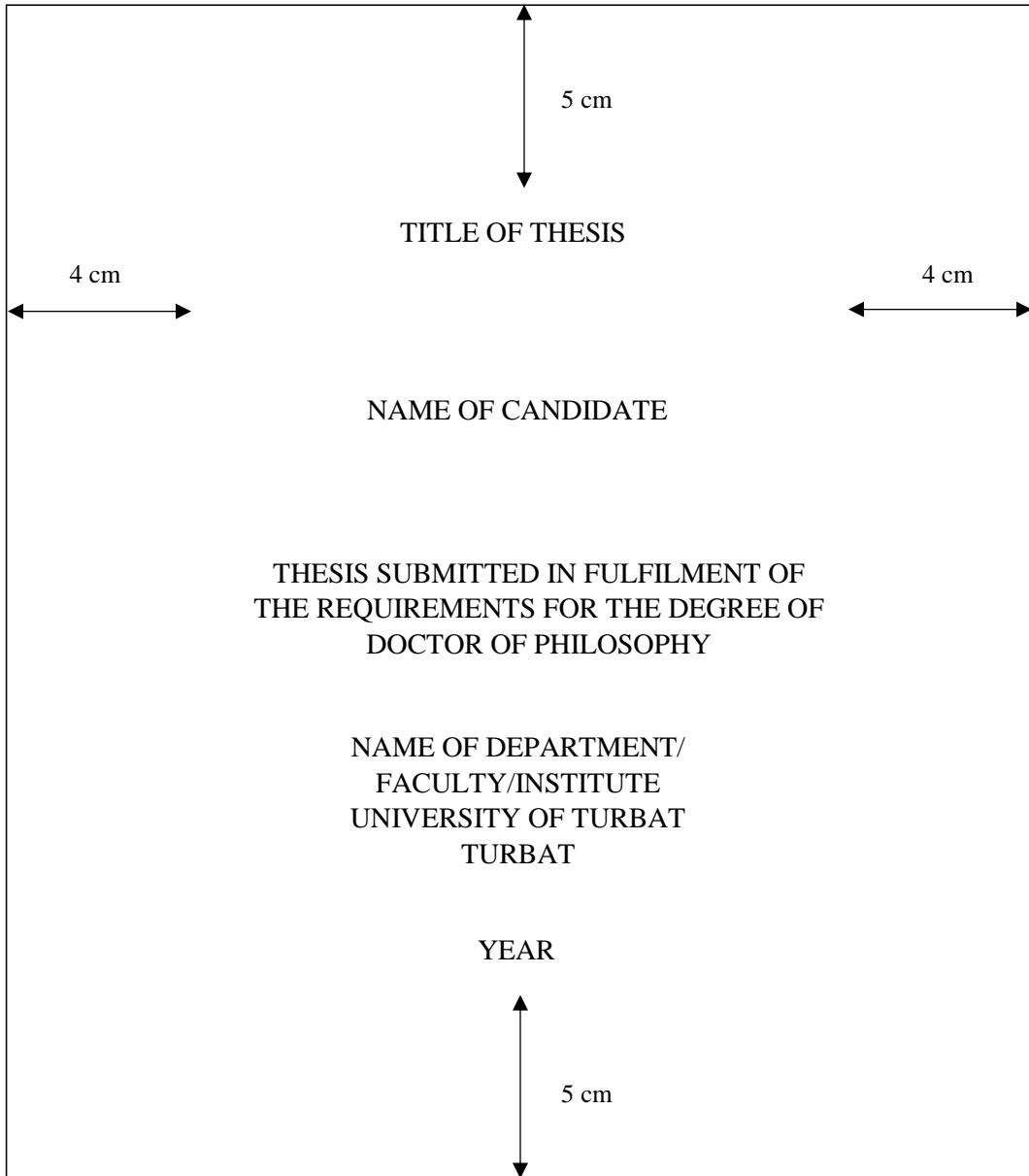
Appendix A

Example of the Spine and Cover of a Thesis



Appendix B

Title Page



## **Declaration Form**

The declaration form should read as follows:

UNIVERSITY OF TURBAT  
ORIGINAL LITERARY WORK DECLARATION

Name of Candidate:

Registration No:

Name of Degree:

Field of Study:

Title of Thesis:

I hereby declare that this Thesis is based on my original work except for quotations and citations that have been duly acknowledged. I also declare it has not been previously or concurrently submitted for any other degree at UoT or other institutions.

Candidate's Signature:

Date:

Witness's Signature (Supervisor):

Date

Name:

Designation:

Appendix

Table of Contents (Layout Style 1)

(Main headings and subheadings are not numbered)

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Please note that the Results/Findings and Discussion can be written as separate chapters.

## Appendix

### Table of Contents (Layout Style 1)

(Main headings and subheadings are not numbered)

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Please note that the Results/Findings and Discussion can be written as separate chapters.

## Appendix

### Layout of Chapter

(Main headings and subheadings are numbered)

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## CHAPTER 3

### CHAPTER NAME

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

#### **3.1 Main heading 1**

**(Primary Level Numbering)**

##### **3.1.1 Subheading 1 (Secondary Level Numbering)**

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

##### **3.1.2 Subheading 2 (Secondary Level Numbering)**

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

###### **3.1.2.1 Tertiary heading 1**

**(Under Subheading Numbering 2)**

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

###### **3.1.2.2 Tertiary heading 2**

**(Under Subheading Numbering 2)**

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

Appendix

Sample of Table (without vertical lines)

**Table 3.2: Number of visitors according to participation in different activities**

<b>Activities</b>	<b>No. of Participation (N=100)</b>	<b>NA</b>
Activity 1	-	100
Activity 2	-	100
Activity 3	92 (92)	8
Activity 4	-	100
Activity 5	50 (50)	50
Activity 6	96 (96)	4
Activity 7	42 (42)	48

Note: Figures in parentheses indicate percentage of N  
 NA: Not applicable

Appendix

Sample of Table (with vertical lines)

**Table 3.2: Number of visitors according to participation in different activities**

<b>Activities</b>	<b>No. of Participation (N=100)</b>	<b>NA</b>
Activity 1	-	100
Activity 2	-	100
Activity 3	92 (92)	8
Activity 4	-	100
Activity 5	50 (50)	50
Activity 6	96 (96)	4
Activity 7	42 (42)	48

Note: Figures in parentheses indicate percentage of N  
 NA: Not applicable

Appendix  
Sample of APA Referencing Format

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**American Psychological Association (APA)** (from the 6<sup>th</sup> edition of the *Publication Manual of the American Psychological Association*, (APA) 2001; used in management, the social sciences and education.) For detailed, specific information, check in the *APA Publication Manual* or visit the *APA Publication Manual* Web site: [www.apastyle.org](http://www.apastyle.org) (no full stop after “org”).

Notice that APA style has changed several times; be sure to use the latest style. Especially watch your use of capital letters. You will need them for the first word in a sentence or title, for all proper nouns (e.g., names of people or publishing firms), for first person singular (I) when subject of a clause, and for all key words in a journal title. No other words, whether in titles of books or articles or anything else, have them. Look closely at the following examples to ensure you grasp the pattern.

**Book**

Moore, W.K. (2004). *Malaysia: A pictorial history 1400-2004*. Kuala Lumpur: Archipelago Press.

**Article in a book**

Pratt, D. (1998). The role of religion. In M. C. McLaren. *Interpreting cultural differences* (pp.86-96). Norfolk: Peter Francis Publishers.

**Journal article**

Muir, C. (2002). Upgrading business literacy and information skills. *Business Communication Quarterly*. 63(3), 127-129.

**Conference paper given but not published in proceedings**

Wilkins F.G. *Structure of compounds*. Paper presented at the meeting of the

Canadian Chemical Association, Ontario. June 2005.

**Conference paper published in proceedings**

Naharajah, S. Common carcogens, In *Structures of carcogens*, Proceedings of the international congress on carcinogenic compounds, Perth, Australia, Sept.3-5, 2005. Johnson B. Ed.; McGraw-Hill: Sydney, 2005.

**Newspaper and non-scientific magazine article**

Smith, J. B. Pollution problems. *Time*, August 22, 2005, pp.3-4.

**Report with no named author**

*Air quality aspects of the development of offshore oil and gas resources*; California Air Resources Board: Sacramento, CA, 1994.

**Ph.D. dissertation**

Wong, T.L. (2005). *Changes in Chinese negotiation skills*. Unpublished doctoral dissertation, University of Nottingham, Malaysia.