



**FACULTY OF EDUCATION
UNIVERSITY OF MALAYA**

**GUIDELINES FOR THE PREPARATION
OF RESEARCH REPORT,
DISSERTATION AND THESIS**

EDITED VERSION 2022

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PREFACE

In the process of completing a postgraduate programme in the Faculty of Education, and being awarded the degree by the Universiti Malaya, a candidate required to submit a research report or dissertation or thesis, depending on the requirements of the specific programme.

The terms “research report”, “dissertation” and “thesis” are defined as follows:

1. Research Report - the documentation of research prepared and submitted by the candidate for the award of a Master’s Degree by Coursework;
2. Dissertation - the documentation of the original research prepared and submitted by the candidate for the award of a Master’s Degree by Research and Master’s Degree by Mixed Mode;
3. Thesis - the documentation of the original research prepared and submitted by the candidate for the award of a Doctoral Degree by Research and Doctoral Degree by Mixed Mode.

This guideline will assist candidates to meet the minimum requirements set by the Faculty of Education, University of Malaya to complete the final form of a research report, dissertation or thesis.

CHAPTER 1

FORMAT

1.1 Introduction

Research reports, dissertations and theses of the Faculty of Education, University of Malaya reflect the standards that students need to abide by. As such, the rules and format in this document need to be strictly adhered to.

The guidelines in this document are specifically for the postgraduate students of the Faculty of Education, University of Malaya in the process of preparation of research reports, theses and dissertations. The formats for in-text citations, references, tables and figures follow the 7th edition of the American Psychological Association (APA) guidelines.

1.2 Binding

A research report/dissertation/thesis submitted shall be bound in one (1) volume. If there is a need for a second volume, special permission must be obtained from the faculty.

For the purpose of examination, a research report/dissertation/thesis submitted to the external examiner should be bound in soft cover rexine with the colour indicated below:

1. Research report: Ocean blue or Light bright blue
2. Dissertation: Dark red or maroon
3. Thesis: Dark red or maroon

For final submission prior to graduation, a research report/dissertation/thesis submitted to the faculty should be bound in hard cover rexine with the colour indicated below:

1. Research report: Ocean blue or Light bright blue
2. Dissertation: Dark red or maroon
3. Thesis: Dark red or maroon

The thesis cover must be of A4 size (210mm x 297mm).

The title of a research report/dissertation/thesis, name of author, name of the university and year of submission must be printed in gold block on the front cover. The letters for the Front Cover should be font size 16, font type Arial Narrow, bold and in uppercase letters. The examples are shown in Appendices A1 – A5.

The spine of a research report/dissertation/thesis should show the title of research, name of author, year of submission and name of degree. The year of submission must be in accordance with the year when the research report/dissertation/thesis is submitted. The examples are shown in Appendices B1 and B2.

1.3 Word Limit of Research Reports/Dissertations/Theses

A research report/dissertation/thesis should generally be in the word limit stated in Table 1.

Table 1*Word Limit for Research Reports/Dissertations/Theses*

No.	Report/Dissertation/Thesis	Word Limit Range
1.	Research report (12 credit hours)	14,000 - 17,000
2.	Research report (15 credit hours)	17,000 – 20,000
3.	Masters dissertation (Mixed mode) (24 credit hours)	20,000 - 25,000
4.	Masters dissertation (Mixed mode) (30 credit hours)	25,000 – 30,000
5.	Masters dissertation (Mixed mode) (40 credit hours)	30,000 – 40,000
6.	Masters dissertation (Research mode)	40,000 - 60,000
7.	PhD thesis (Mixed mode)	60,000 - 80,000
8.	PhD thesis (Research mode)	80,000 - 100,000

The word limit includes footnotes, references, tables, figures and preliminaries. Justification for word limit:

1. The maximum word limit for (5), (6), (7) and (8) do follow the maximum word limit set by AASC.
2. The minimum word limit for (8) is a requirement set by the Malaysian Qualifications Agency (MQA).

A candidate who wishes to exceed the word limit specified must apply to the Dean of Faculty at least one month before the submission of the research report/dissertation/thesis for examination and provide reasons for the inability to adhere to the prescribed word limit.

1.4 Paper and Duplication

The research report/dissertation/thesis should be printed, single-sided, on high quality white A4 paper (201 × 297 mm; 80 grams). Computer pin-feed printout paper is not permitted.

The research report/dissertation/thesis, in softcover or hardbound copies, must be typed and duplicated by offset printing or good quality photocopying. All copies must be clean and legible.

1.5 Typing

1.5.1 Typing Quality

The research report/dissertation/thesis must be typed using font type Times New Roman, font size 12 (except for tables and figures) and justified, using Microsoft Word, or similar word-processing software. Research report/dissertation/thesis in Arabic should be typed using Font type Traditional Arabic in font size 16.

Words in a language that is different from the language of the research report/dissertation/thesis must be typed in *italics*.

For mathematical texts, the use of *Equation Editor* or *LaTeX* is advisable. Script fonts are not permitted.

Text should be typed on one side of a paper only. A high-quality laser should be used for the printing.

1.5.2 Spacing

Double-spacing should be used throughout the text, including abstract. Single-spacing should be used for long tables, quotations, footnotes and reference entries.

1.6 Margins

The stipulated margins for the general text are as follows:

Top	: 2.0 cm
Right	: 2.0 cm
Left	: 4.0 cm
Bottom	: 2.0 cm

The following guidelines also need to be followed as far as possible:

1. Typing should not extend more than one line below the bottom margin and then only to complete a footnote or the last line of a chapter, sub-heading or a caption.
2. All tables and figures including their captions should conform to margin requirements.
3. A new paragraph at the bottom of a page must have at least two full lines of text or it should begin on the next page.
4. There should be only two double spacings between two paragraphs.
5. Use justify alignment for paragraphs. Do not indent the starting word of a paragraph.

1.7 Pagination

All page numbers are to be placed without punctuation 1.0 cm from the bottom edge at the right-hand side. The recommended font and size for the page numbers are font type Times New Roman with font size 10.

In addition, the page numbering system must conform to the following rules:

1. The *Preliminaries* include the Title Page, Original Literary Work Declaration, Abstracts, Acknowledgement, Table of Contents, List of Tables, List of Figures and List of Abbreviations. The *Preliminaries* are numbered in consecutive lower case Roman Numerals (i, ii, iii, iv, etc.)
2. The *Title Page* is considered as page i, but the number is not typed. The Roman numeral ii appears on the first page that follows the title page and continues through for all the *Preliminaries*.
3. The whole *Main Text* (Chapters and References) and *Supplementaries* (Appendices and List of Publications and Papers Presented) are numbered consecutively in Arabic numerals (1, 2, 3, etc.) beginning with 1 on the first page of the text.

1.8 Footnotes

Candidates are advised to limit the use of footnotes unless they are proved necessary to the document. APA does not recommend the use of footnotes. Nevertheless, the APA format suggests using footnotes for two types of information: content comments and copyright permission.

Footnotes are used to elaborate or provide additional information regarding matters discussed in that page.

Footnotes are recorded using Arabic numeric and numbered consecutively. Raised superscript numerals in the text refer to explanatory notes and documented sources appearing at the bottom of the page as footnotes. The advantage of using footnotes is that explanatory type of information can be presented along with source citations on the same page or place.

Footnotes should use a smaller font than the text (font size 8). When using footnote, a number formatted in superscript is inserted following the punctuation mark in the text. Footnotes should be placed at the bottom of the page on which they appear.

An example of a footnote:

One of the earliest contemporarily models of creative thinking problem solving as a process by Guilford (1910) can be found in in *Creativity*.²

² Dewey, Jones. *How We Think*. D.C. Health, 1920.

1.9 Tables

Tables are useful for presenting a large quantity of information clearly and concisely. They typically display numerical data in columns and rows for easy classification and comparison. Tables do not duplicate text, but rather present information. They should be interpretable without the text.

The followings are basic presentation and formatting of tables.

1. *Numbering*: Each table is preceded by the capitalised word “Table” followed by an Arabic number (e.g., Table 1.1, Table 1.2, Table 1.1, Table 1.2 and so on according to the Chapter). The number given to a table is determined by the order in which that table is referred to in the text (i.e., the first table discussed is Table 1.1, the second is Table 1.2, and so on). Capitalise and bold the table number. Example: **Table 1.1**
2. *Titling*: Each table has a unique title written directly below the table number. Titles should be brief yet descriptive. Capitalise each major word in the title (but not of, on, in, and, etc.). Italicise titles. Do not put a period. Example: *Mean Performance Scores of Students with Different College Majors*
3. *Spacing*: Tables in the 7th edition APA Publication Manual can be double-spaced or single-spaced with readability as the primary consideration. Spacing should be consistent throughout the table.
4. *Ruling*: Put lines in a table only when they are necessary for clarity. Horizontal lines are permissible; vertical lines are not.
5. *Table notes*: Note or source for table is positioned below the table.

Table 1.1 is an example of a table.

Table 1.1

Kolmogorov-Smirnov and Shapiro-Wilk Tests for Normality Distribution

Group	Kolmogorov-Smirnov ^a			Shapiro-Wilk		
	Statistic	<i>df</i>	<i>p</i>	Statistic	<i>df</i>	<i>p</i>
Control group	0.094	41	0.200*	0.96	41	0.12
Experimental group	0.106	39	0.200*	0.97	39	0.55

Note. a. Lilliefors Significance Correction.

*. This is a lower bound of the true significance.

1.10 Figures

The 7th edition of the APA Publication Manual gives the following guidance in relation to figures:

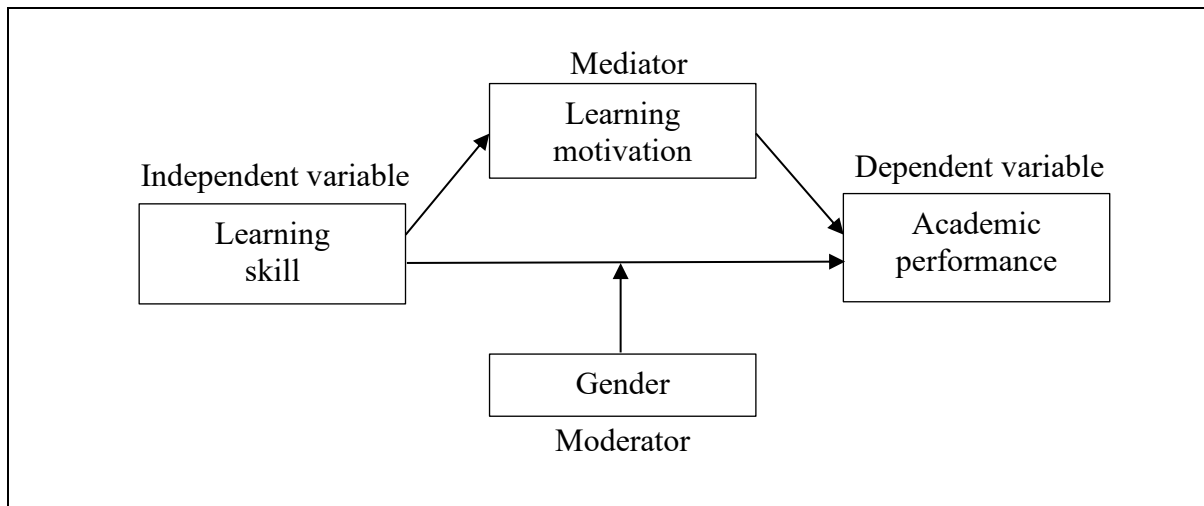
1. Augments rather than duplicates the text, conveys only essential facts, omits distracting material, and is carefully planned.

2. Be certain in figures of all types that lines are smooth and sharp, units of measure are provided, axes are clearly labelled, and elements within the figure are labelled or explained.
3. Note or source for figure is positioned below the figure.

Figure 1.1 is an example of a figure.

Figure 1.1

Conceptual Framework of the Study



Note. This model is improved from the Academic Performance Model of Green (2021)

CHAPTER 2

LAYOUT AND ARRANGEMENT OF CONTENTS

The structure of the research report, dissertation or thesis is based on a standard format which contains three main sections: *Preliminaries*, *Main Text* and *Supplementary*.

3.1 The Preliminaries

This section consists in order of the following:

2.1.1 Title Page

The title page is the first page after the front cover and should include:

1. The final research title which has been approved by the faculty.
2. Name of candidate according to the registration records.
3. A statement according to the mode of programme.
4. The year of submission.
5. The words on title page should be typed with Arial Narrow font, font size 12 and spacing 1.5.

See Appendices D1 for title page statements and D2 for examples of title pages.

2.1.2 Original Literary Work Declaration Form

This form must be completed by the candidate and signed by a witness (Supervisors or Head of Department/Deputy Dean of Postgraduate of the faculty). The original signed form must be included in all copies of the research report/dissertation/thesis. The form can be downloaded from the MAYA website in two languages (English and Bahasa Malaysia). If the research report/dissertation/thesis is written in English, the English version of the form is used and vice versa.

See Appendices E1 and E2 for examples.

2.1.3 Abstract

The abstract should be written as one paragraph, double-spaced and should not be more than 500 words. Each abstract/*abstrak* should have a title in bold capital letters with font size 12.

Where the language of the thesis is other than Bahasa Malaysia [Malaysia] or English [United Kingdom], an abstract in that language must also be included. The sequence of abstracts is as follows:

1. For research report/dissertation/thesis written in Bahasa Malaysia, the abstract in Bahasa Malaysia is followed by the English version.
2. For research report /dissertation/thesis written in English, the abstract in English is followed by the Bahasa Malaysia version.
3. For research report /dissertation/thesis written in Arabic, the abstract in Arabic is followed by its version in Bahasa Malaysia and English.

The Abstract page is assigned Roman numeral "iii" and the following pages should be numbered consecutively.

A good abstract should consist of brief description of the followings:

1. Statement of Problem
2. Objectives of the Study
3. Methodology
4. Findings
5. Conclusion

Appendix F presents an example of an abstract.

Note: Dissertation and thesis for proposal and candidature defences should have an abstract.

2.1.4 Acknowledgements

Most research reports/dissertations/theses include a message to convey appreciation to those who have been involved and provided their assistance directly or indirectly in the preparation of the study. This is optional and should not exceed a single page, which is numbered in Roman numeral accordingly.

2.1.5 Table of Contents

The table of contents lists the chapters, headings together with their page numbers. Headings should be labelled according to the chapter. The format of table of contents is shown in Appendix G.

2.1.6 List of Figures

This list should use the same numbers and captions which appear above the figures in the text and the appendices. The numbering system is according to chapter, for example: Figures in Chapter 1 are numbered sequentially as: Figure 1.1, Figure 1.2 and so on.

2.1.7 List of Tables

This list should use exactly the same numbers and captions that appear above the tables in the text and the appendices. The numbering system is according to chapter, for example: Tables in Chapter 1 are numbered sequentially as: Table 1.1, Table 1.2 and so on.

2.1.8 List of Abbreviations

If necessary to the presentation of the thesis, this list appears after the list of Tables and Figures.

2.2 Main Text

The text is organised into chapters. There is no restriction on the total number of chapters but has to be agreed upon by the supervisor and the candidate. Opinions of the examiners and examination board can be taken into consideration. Generally, the basic structure of the research report, thesis or dissertation is as follows:

Chapter 1: Introduction

This chapter introduces the problem to be investigated and its background; the aim, the research objectives and research questions must be all aligned logically; the significance of the study; the scope of the study; the limitation of the study and the definition of terms.

Note: The conceptual and theoretical frameworks can be included in chapter 1 or in chapter 2 Literature Review.

Chapter 2: Literature Review

This chapter discusses in detail a critical review of past literature by accredited scholars and researchers relevant to the study. The candidate can review in depth research conducted as necessary from older publications but should focus on recent/current publications within the latest five years.

Chapter 3: Methodology

This chapter discusses the research methods including research design, sampling procedure, instrumentation, data collection procedures and data analysis in detail with all the necessary justifications for the chosen research method.

Chapter 4: Findings

In this chapter, the findings must be presented in written text, with relevant tables and figures to answer the research questions. The interpretation of the findings must be presented in a scholarly manner.

Chapter 5: Discussion and Conclusion

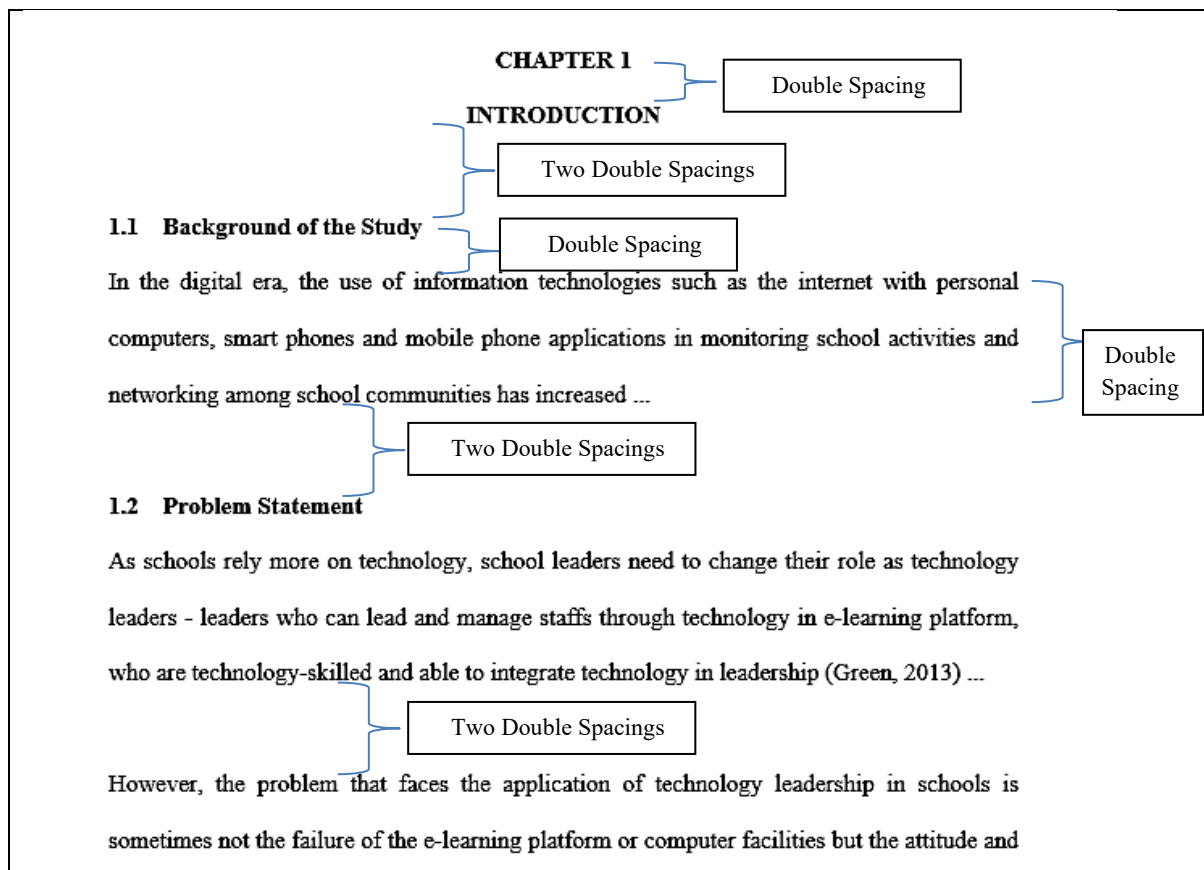
In this chapter, the research findings are summarized and discussed. The implications, recommendations, and suggestions for future research and a concise conclusion must be included.

2.2.1 Main Text Layout

An example of main text layout and text spacings is shown in Figure 2.1.

Figure 2.1

An Example of Main Text Layout



2.2.2 Format for Numbering Headings in Main Text

The format for numbering headings in the main text is shown in Figure 2.2.

Figure 2.2

Format for Numbering Headings

<p>CHAPTER 1</p> <p>CHAPTER TITLE</p> <p>Chapter foreword which explains its contents.</p> <p>1.1 Primary Heading</p> <p>The text below it begins from the left margin.</p> <p>1.1.1 Secondary Heading 1</p> <p>Use secondary headings if there are two or more headings under a primary heading.</p> <p>1.1.2 Secondary Heading 2</p> <p>Text is typed beginning from the left margin.</p> <p>1.1.2.1 Tertiary Heading 1</p> <p>Tertiary headings are not listed in the <i>Table of Contents</i>.</p> <p>1.1.2.2 Tertiary Heading 2</p> <p>Use tertiary headings if there are two or more headings below a secondary heading.</p>

2.2.3 Format for Numbering Sub-Headings in Main Text

For sub-headings under each of the above headings, use unbold fonts with numbers (1, 2, 3 ...), followed by lower-case alphabets (a, b, c ...), and lower-case *Roman Numerals* (i, ii, iii ...). An example of sub-headings layout is shown in Figure 2.3.

Figure 2.3

Sub-headings Layout

1.7 Definition of Terms (*a primary heading*)

The followings are the definition of terms for this study.

1. Leadership practices
 - a. Transformational leadership practices
 - i. Idealised influence
 - ii. Inspirational motivation
 - b. Transactional leadership practices
2. Motivation

This numbering system provides a clear picture of the relationship between chapters, headings and sub-headings and shows how they are connected.

2.3 References

All works or studies referred to in the research report/dissertation/thesis in the form of quotations or citations must be included in the references. The references should be written consistently in the 7th edition of the American Psychological Association (APA) format.

Each reference should be written in single spacing format and a double space should be left between references. The list of references must be arranged in alphabetical order and the entries should not be numbered. The list must also have a hanging indentation of 0.5 inch. The format of references for journal article, book and chapter in book are as follows:

Journal article:

Author, A. A., & Author, B. B. (Year). Title of the article. *Name of the Periodical*, volume(issue), #-#. <https://doi.org/xxxx>

Book:

Author, A. A., & Author, B. B. (Copyright Year). *Title of the book* (7th ed.). Publisher. DOI or URL

Chapter in book:

Author, A. A., & Author, B. B. (Copyright Year). Title of the book chapter. In A. A. Editor & B. B. Editor (Eds.), *Title of the book* (2nd ed., pp. #-#). Publisher. DOI or URL

For examples:

Cohen, J. (1988). *Statistical power analysis for the behavioural sciences*. Routledge. <https://doi.org/10.4324/9780203771587>

Cohen, J. (1992). A power primer. *Psychological Bulletin*, 112(1), 155–159. <https://doi.apa.org/doiLanding?doi=10.1037%2F0033-2909.112.1.155>

Cohen, L., Manion, L., & Morrison, K. (2007). *Research methods in education* (6th ed.). Routledge. <https://gtu.ge/Agro-Lib/RESEARCH%20METHOD%20COHEN%20.pdf>

Ryan Hidayat, Sharifah Norul Akmar Syed Zamri & Hutkemri Zulnaidi (2021). The effects of mastery goal orientation and metacognition on mathematical modeling competency. In Y. P. Chua (Ed.), *Contemporary research approach: application of structural equation modeling in research and practices* (pp.171-202). University of Malaya Press. DOI:10.14425/9789674881757.

Please refer to the Universiti Malaya Library APA Formatting and Style Guide. The guide can be downloaded at UM Library website (<https://umlibguides.um.edu.my>)

2.4 In-text Citations

In-text citations in research report, dissertation and thesis must follow the rules set by the 7th edition APA Publication Manual. The following are format of in-text citations.

2.4.1 Author

1. General Author

Use the surname of the author for in-text citation. Example: (Green, 2021, p. 20)

2. Multiple Authors

a. Two authors:

- i. *Paranthetical Citations:* (Green & White, 2022). For example: Intelligence is a factor of creativity (Green & White, 2022).
- ii. *Narrative Citations:* Green and White (2022). For example: Green and White (2022) state that intelligence is a factor of creativity.

b. Three or more authors:

- i. *Paranthetical Citations:* (Green et al., 2022)
- ii. *Narrative Citations:* Green et al. (2022)

c. Organisational Authors

If the author of a work is an organisation, company, or group, list that group's full name in the in-text citation:

- i. (Selangor State Education Department, 2022)
- ii. (Ministry of Higher Education Malaysia, 2022)

If the organisation has a common acronym, introduce it in first in-text citation and then use the abbreviation in all subsequent citations:

- i. (Ministry of Education Malaysia [MOE], 2022)
- ii. (MOE, 2022)

d. No Author

If there is truly no author for a reference, use the title, or first few words of the title. Capitalise the words in the title for the in-text citation. Place in quotation marks if the title is an article or a chapter. Italicise if it is a book, webpage, or other relevant documents:

- i. ("How To Find", 2022)
- ii. (*Malay Language Dictionary*, 2022)

2.4.2 Date

1. Year

Use only year of the resource in the in-text citation. For example: (Green, 2022)

2. No Date

If there is no date for a reference, use the abbreviation n.d. For examples:

- a. (Ministry of Higher Education Malaysia, n.d.).
- b. Green (n.d.) states that ...

3. Same Author/Date

If two or more distinct works by the same author and published in the same year, differentiate them with letters. Letters will be assigned alphabetically by the order in which they are listed in the references list. For examples:

- a. (Green, 2022a)
Reference: Green, A. B. (2022a). *Creative arts*. Pearson. <https://doi.10.2909.112>.
- b. (Green, 2022b)
Reference: Green, A. B. (2022b). Developing a model for educational technology leadership practices. *Education and Science*, 42, 73-84. <https://doi.10.34255.110-2132>.

If both items are using n.d. instead of a year, include a hyphen before the differentiating letter. For example: (Ministry of Education Malaysia, n.d.-a)

2.4.3 Page Number

1. Page Numbers

If using information from a single page, use the abbreviation p. For example: (Green, 2022, p. 12)

2. No Page Numbers

If there are no page numbers on the resource, use section headers, paragraph numbers, or other descriptions to direct your reader to the information you are citing. For example: para. 1, Slide 8, Conclusion section.

Examples of no page numbers in-text citation:

- a. One of the author's main points is that "an important objective of education is to ensure that student outcomes are equitable" (Green, 2022, Chapter 1, Section 2, para. 5)
- b. (Brown, 2022, paras. 2-3)
- c. (White, 2022, Chapter 3)

3. Media

If citing a direct quotation from a video, you can use the time stamp in place of a page number within the in-text citation.

For example: Green (2022) states that "stress affects performance in a bell shape, where stress has a positive effect at moderate level, and negative effects at low level and high level." (4:12).

2.4.4 Narrative Citations

Narrative citations are the preferred method of citing quotes. Use them for paraphrasing or summarizing. The strength of narrative citations is that it flows better for a reader. A narrative citation weaves in the author's name(s) into the text, and then adds in the year in parentheses. The page number will bookend the quote at the end.

Use this format: Last name (Year) ... "quote" or paraphrase (p. X). For examples:

1. Green (2022) explains that "youth literacy has risen from 74% in 1980 to near-universal literacy of 96% today" (p. 42).
2. According to the Ministry of Education Malaysia (2022), the Malaysian Government has sustained high levels of investment in education over the past 63 years since independence (p. 23).

2.4.5 Parenthetical Citations

A parenthetical citation encompasses the components of the in-text citation in parentheses at the end of the sentence, prior to the closing period. This should mostly be used for paraphrasing, and typically not for direct quotes alone.

A page number is not necessary for paraphrasing but is encouraged. Use the format: (Author, Date, p. X). For examples:

1. School leaders need to change their role as technology leaders - leaders who can lead and manage staff with technology in e-learning platform (Green, 2022).
2. Technology leadership is defined as "virtual relationships of influence" (Green & White, 2022) whereby this new highly adaptive field of knowledge affects multiple daily interactions across professional education and training (Brown et al., 2022).

3. Moreover, the authors state that "the problem that faces the application of technology leadership in schools is sometimes not the failure of the e-learning platform or computer facilities but the attitude and behavior of leaders" (Creen & White, 2022, p. 18).

For more detail referencing style on multiple authors, authors of different ethnicity (e.g., Malay, Chinese, Indian, Punjabi, etc.), please refer to "Universiti Malaya Library APA 7th Edition Formatting and Style Guide" at:

<https://umlib.um.edu.my/wp-content/uploads/1616/46/APA-Style-7th-Edition.pdf>

2.5 Supplementaries

2.5.1 Appendices

This section supports the main written text of the thesis. Appendices consist of research instruments, additional illustration of data sources, raw data and quoted citations which are too long to be placed in the text. The appendix section supports the written text of the research report/dissertation/thesis by including materials that can provide additional information. These materials include research data, tables, examples of questionnaires, maps, photos and other materials that are too long to be included in the text or are not directly required to comprehend the text can be included as appendices.

Tables and graphics that are more than two pages long are suggested to be included in the Appendices section.

Appendices are labelled as Appendix A, Appendix B1, Appendix B2, Appendix C, etc. and they should correspond to the List of Appendices of Preliminary section.

2.5.2 List of Publications and Papers Presented

For master's degree and doctoral degree that publication is a requirement, published works as well as papers presented at conferences, seminars, symposiums etc. pertaining to the research topic of the research report/dissertation/thesis are suggested being included in this section. The first page of the article may also be appended.

Publications are labelled as Publication A, Publication B, and so on.

CHAPTER 3 OTHER RELATED GUIDELINES

3.1 Plagiarism

Postgraduate candidate of the Universiti Malaya are expected to produce original academic work. Plagiarism is defined as an academic fraud arising from the attitude of lying, insincerity, untrustworthiness, dishonesty and disrespect to fellow colleagues. Plagiarism happens when someone else's idea is taken without mentioning the source, and thus giving the impression that the idea is his own. This situation may occur when:

1. One's idea, taken word for word from an article or book that has been published.
2. The idea of a person from an article or book is taken using his own words.
3. A person's idea is taken from discussions whether in conferences, seminars, forums, talks or informal discussions between two parties.
4. Data, diagrams, tables, photographs or any other illustrative material derived from others is taken as if it were his own.

Postgraduate candidates are strongly advised to read the "How to Avoid Plagiarism: A Handbook for Postgraduate Students", which outlines the rules and regulations pertaining to acts of plagiarism.

3.2 Turnitin

The faculty requires the usage of *Turnitin*, an online web-based plagiarism detection application to avoid plagiarism and ensure academic integrity. The similarity index percentage for a research report/dissertation/thesis should equal to or less than 15% ($\leq 15\%$).

3.3 Publication from Research Report/Dissertation/Thesis

3.3.1 Type of Publications

For Masters (research mode) and PhD, candidates are required to publish research article or review article in journals indexed in:

1. Web of Science (WoS) Core Collection Databases (<https://apps.webofknowledge.com>)
 - a. Science Citation Index Expanded
 - b. Social Sciences Citation Index
 - c. Arts & Humanities Citation Index
2. Scopus (<https://www.scopus.com>)
3. Malaysian Citation Index (MyCite)(<http://www.mycite.my>)
4. Journals recognised by the faculty.
5. Publication must adhere to the conditions stated in the offer letter.

3.3.2 Authorship

For publication of journal article/book chapter/book from the research project, dissertation or thesis, the candidate must be the *first author* of the publication, followed by supervisor(s) as *co-author(s)*. For journal article, the supervisor can be the *corresponding author*.

The candidate must obtain the consent from supervisors for the publication. The consent can be in the form of a verification from the publisher or letter or email communication with the supervisors.

3.3.3 Timing

Publications accepted must be within the candidature of the candidate.

3.3.4 Topic of Publication

Publications must be related and conform to the candidate's research in the thesis/dissertation.

3.3.5 Affiliation

Publications must carry the affiliation of the department and/or faculty where the candidate is registered.

3.3.6 Blacklisted Journals

Publications in journals blacklisted by the Malaysian Ministry of Higher Education (MOHE) are not accepted. The journals include:

1. Academic Journal (www.academicjournals.org)
2. Euro Journal Inc (www.eurojournals.com)
3. Common Ground Publishing (www.commongroundpublishing.com)
4. Africa World Press Inc. (www.africaworldpressbooks.com)
5. Publications in Probable Predatory Journals according to Beall's List (<http://scholarlyoa.com/publishers/>)

The list of blacklisted journals is subject to change from time to time according to MOHE.

3.3.7 Completion Period

Candidates who have completed the examination of their dissertations/theses must fulfil the publication requirement as set by the University before the expiry of their maximum period of candidature.

If the candidates fail to fulfil the publication requirement within the approved period, they will be terminated from the program of study and considered as failed.

CHAPTER 4 SUBMISSION

4.1 Prior to Submission

Postgraduate candidates are required to obtain approval from the supervisor(s) and faculty via MAYA before online submission. This is to allow timely nomination of examiners for research report/dissertation/thesis.

Submission of research report/dissertation/thesis for examination has to be done within the candidature period after title approval by the faculty.

Candidates are strongly advised against copying the formatting done by other candidates as previously submitted research report/dissertation/thesis may not conform to the current formatting requirements. Failure to meet the formatting requirements may result in a thesis/dissertation being rejected at the point of submission.

Postgraduate candidates shall submit their research report/dissertations/theses to the Postgraduate Officer of the faculty.

4.2 Required Documents for Submission

Documents required for submission for the purpose of examination are as follows:

1. At least two (2) printed softbound/comb bound copies (or such numbers as may be determined by the faculty) of the research report/dissertation/thesis.
2. One (1) electronic copy (PDF format).
3. Submission of Thesis/Dissertation for Examination/Re-examination form.

Documents required for final submission prior to graduation after completing the corrections (if any), are as follows:

1. At least one (1) printed hardbound copy (or such numbers as may be determined by the faculty) of the final research report/dissertation/thesis.
2. One (1) electronic copy (PDF format).
3. Final Submission of Thesis/Dissertation form.
4. Repository Policy For Universiti Malaya Postgraduate Theses/Dissertation/Research Reports form.
5. Correction Report form (if applicable).

All the required forms can be downloaded from the MAYA portal in the following link:

<https://umsitsguide.um.edu.my/index.html>.

REFERENCES

University of Malaya (2017). *Guidelines for the Preparation of Research Report, Dissertations and Theses*. Kuala Lumpur: Universiti Malaya.

American Psychological Association. (2020). *Publication Manual of the American Psychological Association* (7th ed.).

<https://apastyle.apa.org/style-grammar-guidelines/references/examples>

APPENDICES

Appendix A1 - Front Cover

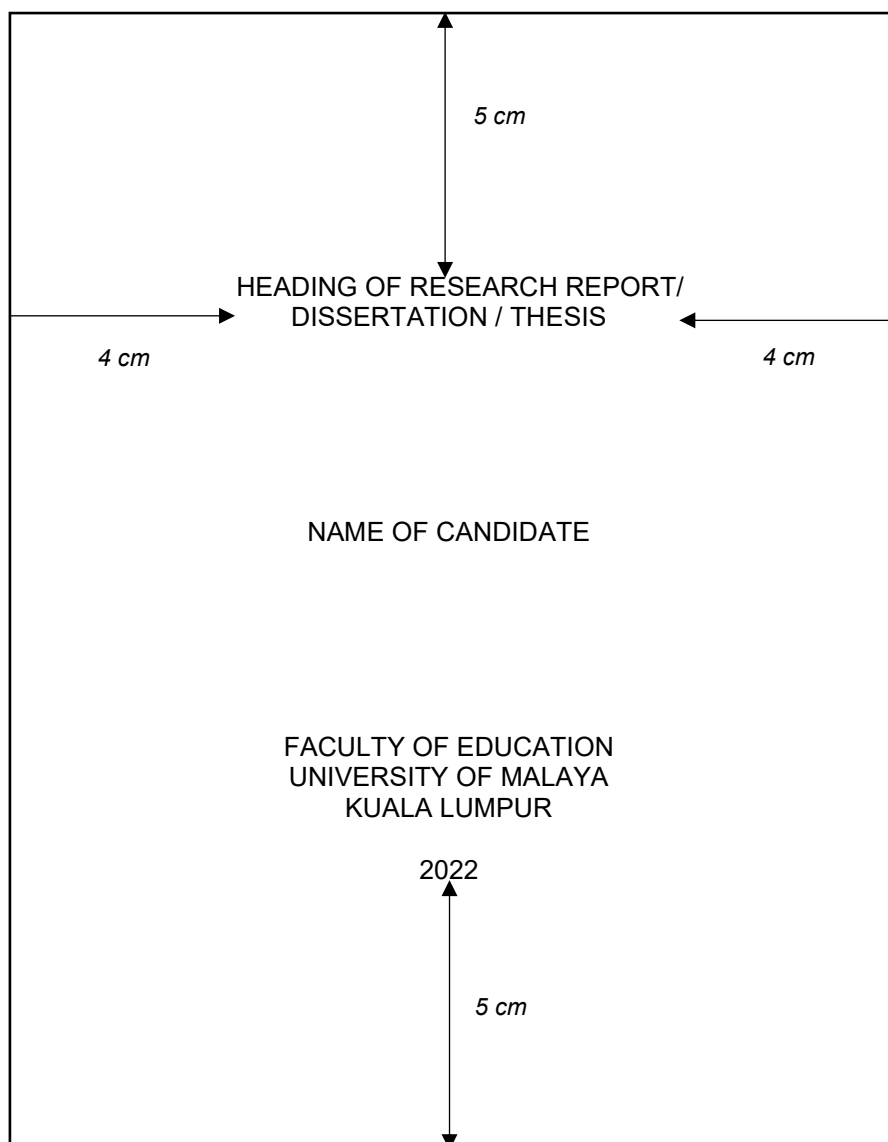
Example of the front cover of a research report/dissertation/thesis:



Front cover colour of dissertation or thesis (Maroon/Dark Red)

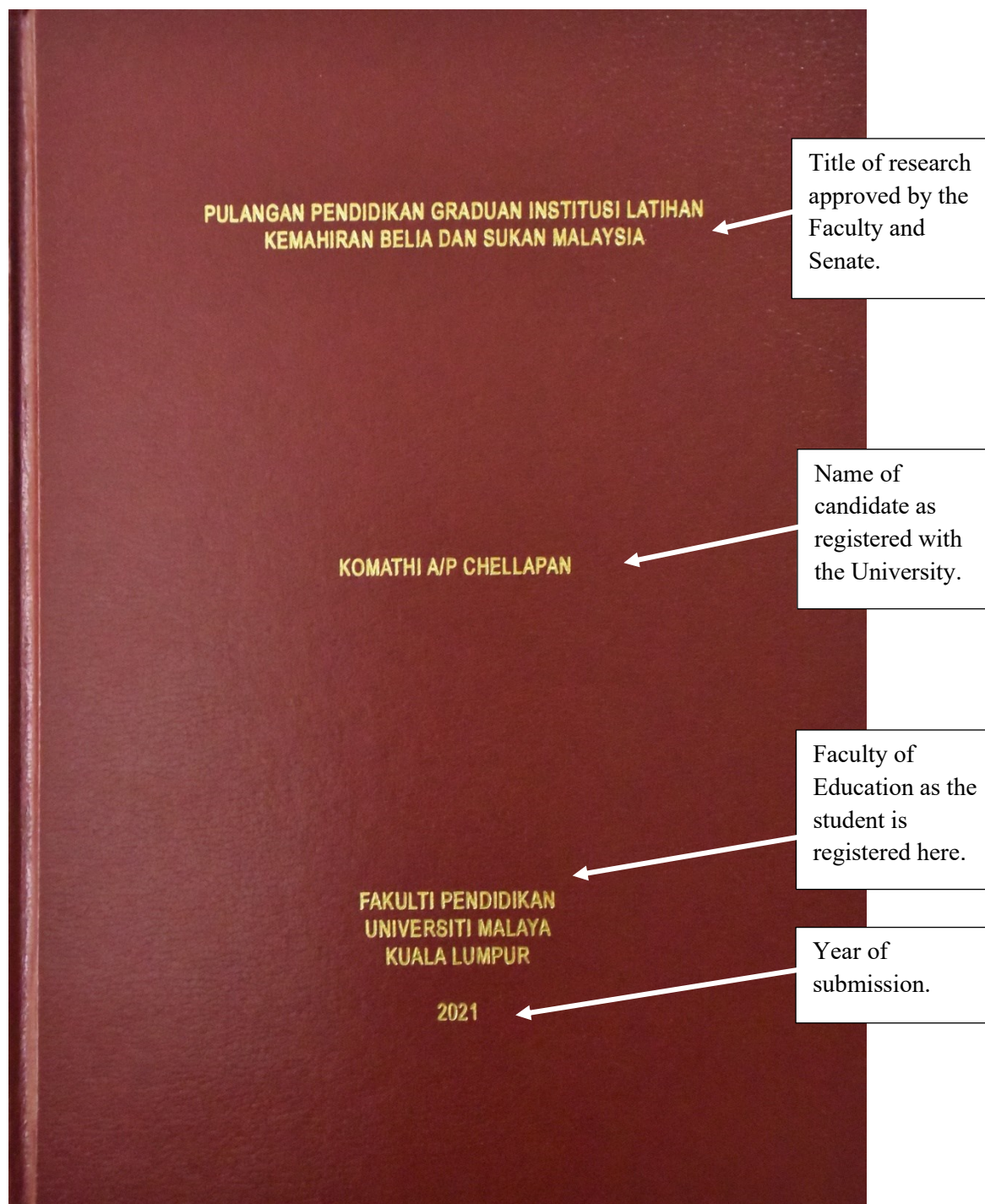


Front cover colour of research report (Ocean Blue)

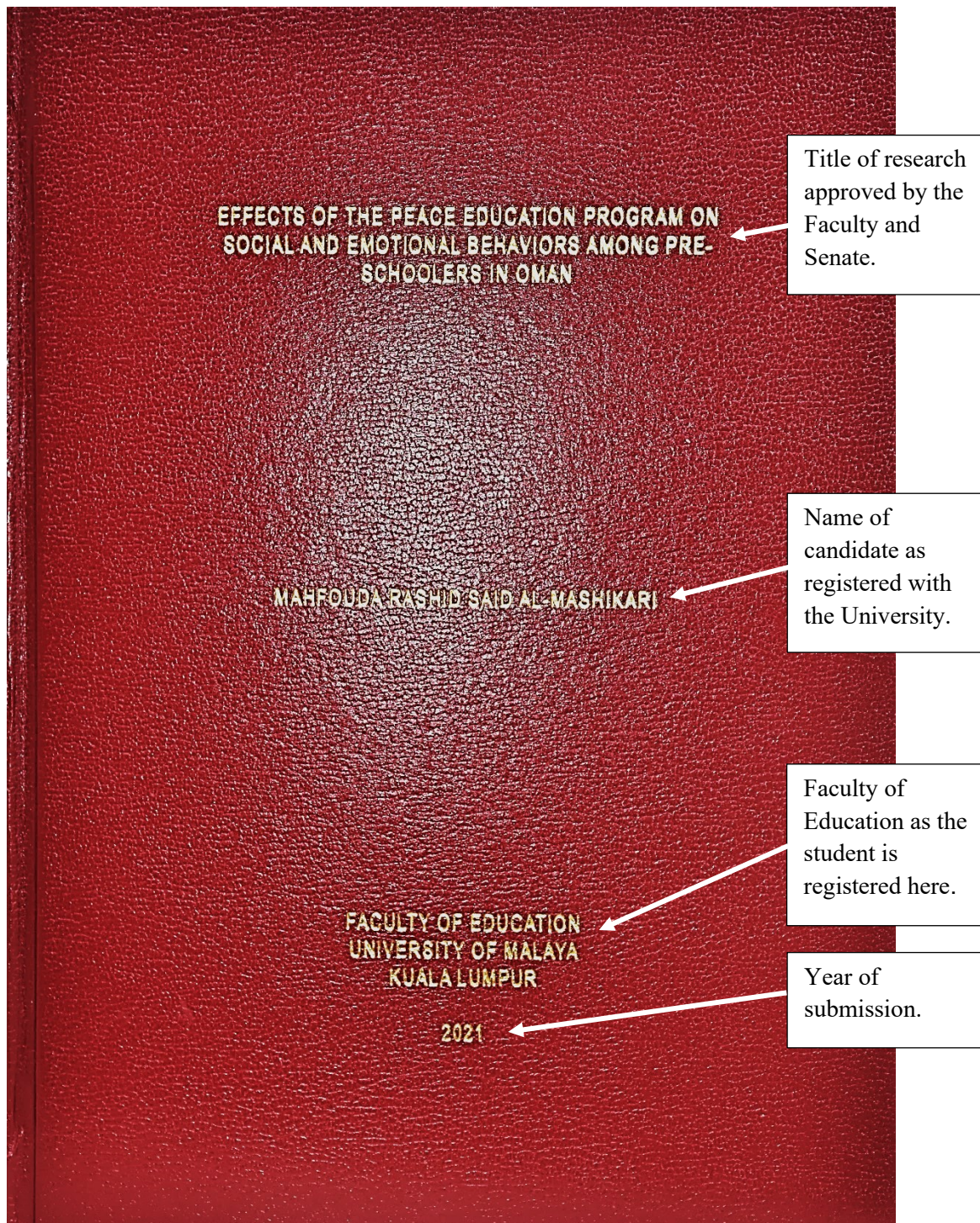


Font: Arial Narrow (Gold Lettering)
Size: 16, Bold
Spacing: 1.5

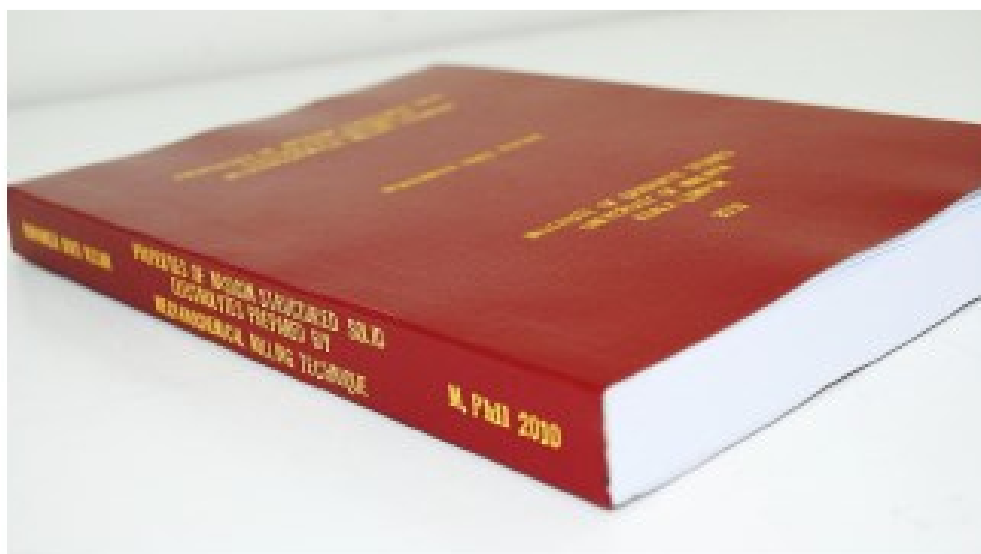
Appendix A2 – Sample Hard Bound Copy for Final Submission (*Bahasa Malaysia*)



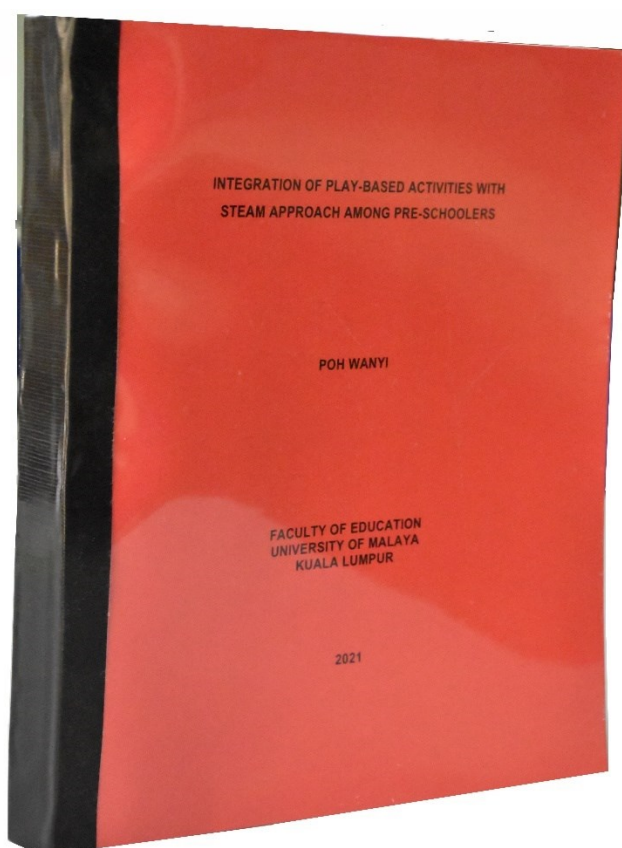
Appendix A3 – Sample Hard Bound Copy for Final Submission (English)



Appendix A4 – Sample of Softbound Copy for Examination

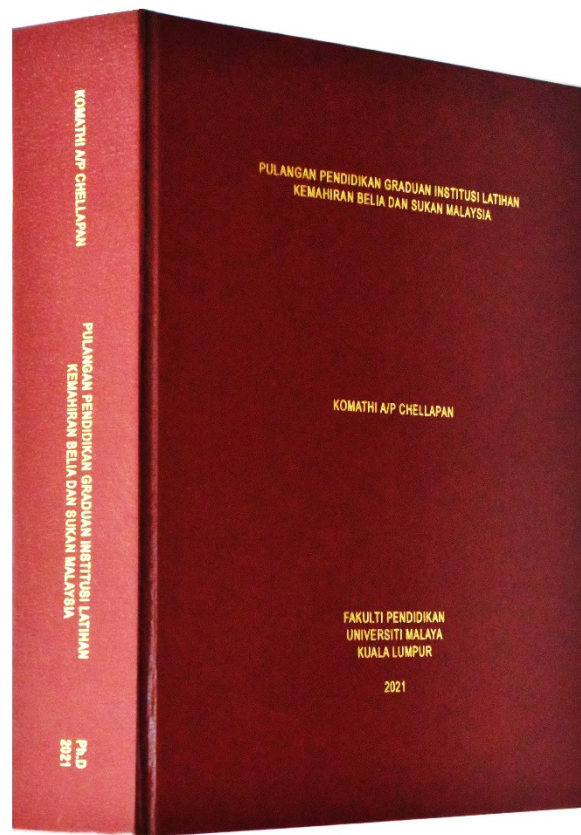


For PhD Thesis for examination, the softbound copy must be in soft red rexine.



For Masters Dissertation for examination, the softbound copy must be in red 'hard' cardboard.

Appendix A5 – Samples of Whole Hard Bound Copy for Final Submission

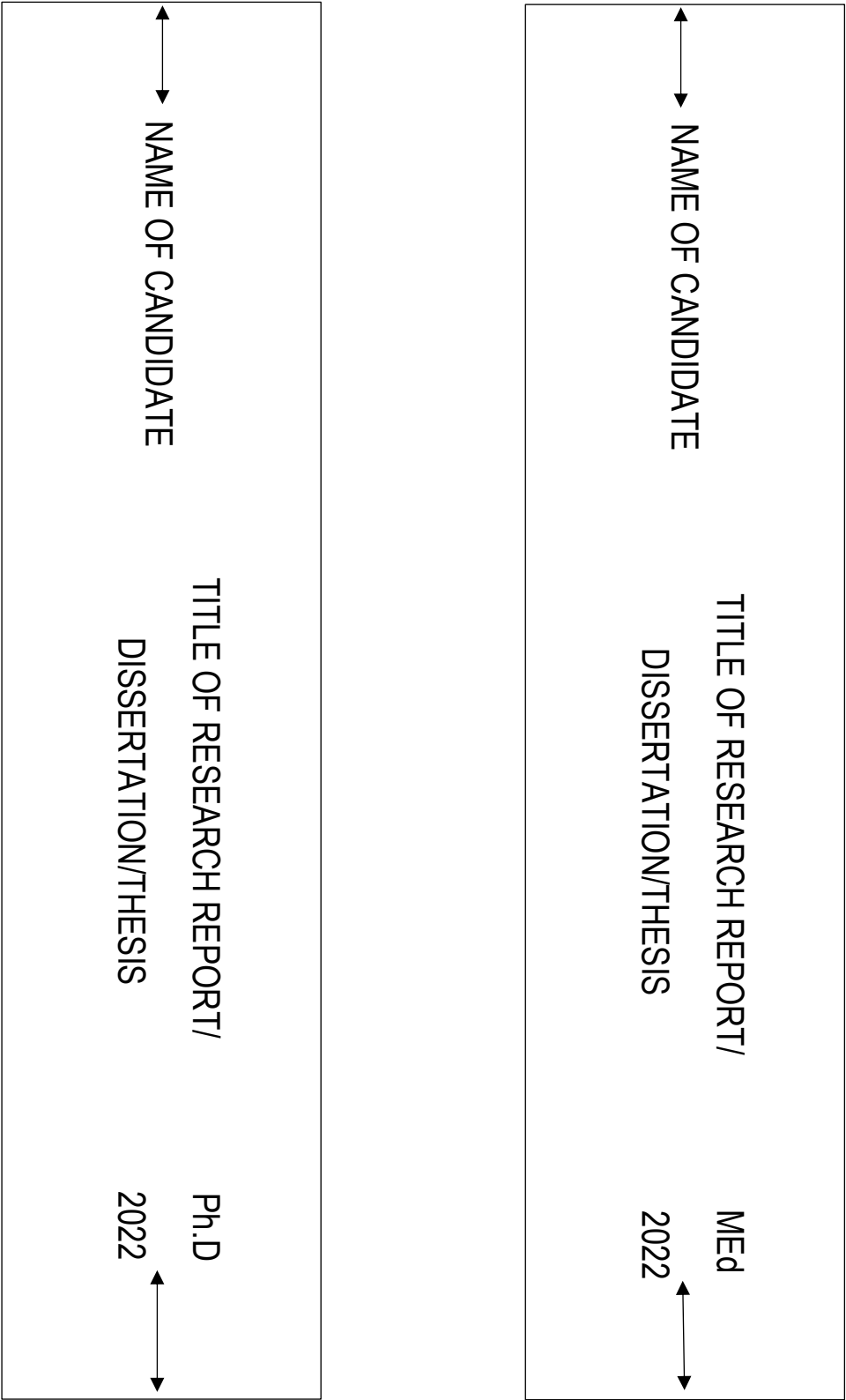


Example of hardbound thesis (dark red/maroon)



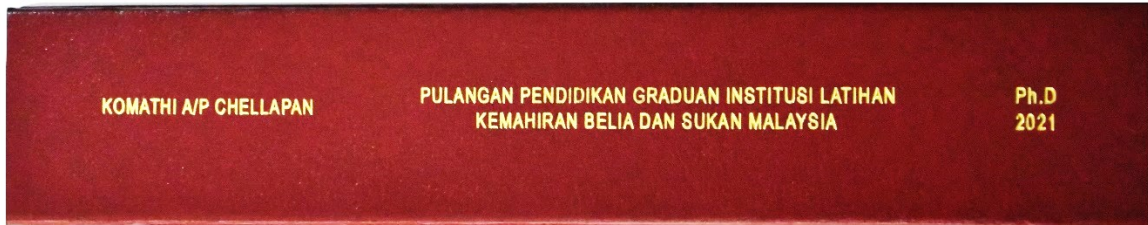
Examples of hardbound research report (ocean blue)

Appendix B1 – Spine Format



is pproximately 2cm

Appendix B2 – Samples of Spine Format for Final Hard Copy

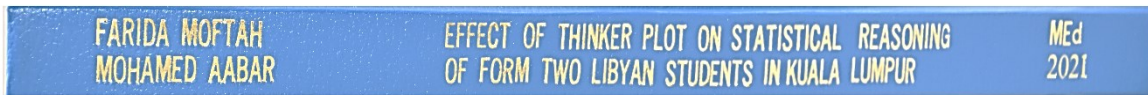


KOMATHI A/P CHELLAPAN

PULANGAN PENDIDIKAN GRADUAN INSTITUSI LATIHAN
KEMAHIRAN BELIA DAN SUKAN MALAYSIA

Ph.D
2021

Spine format for thesis



FARIDA MOFTAH
MOHAMED AABAR

EFFECT OF THINKER PLOT ON STATISTICAL REASONING
OF FORM TWO LIBYAN STUDENTS IN KUALA LUMPUR

MEd
2021

Spine format for dissertation

Appendix C – Electronic Soft Copy

The submitted electronic copy of the research report/dissertation/thesis in a USB flashdrive or CD (in PDF format), is required to be labelled with the following details:

Name (*Nama*):

Matric Number (*Nombor Matrik*):

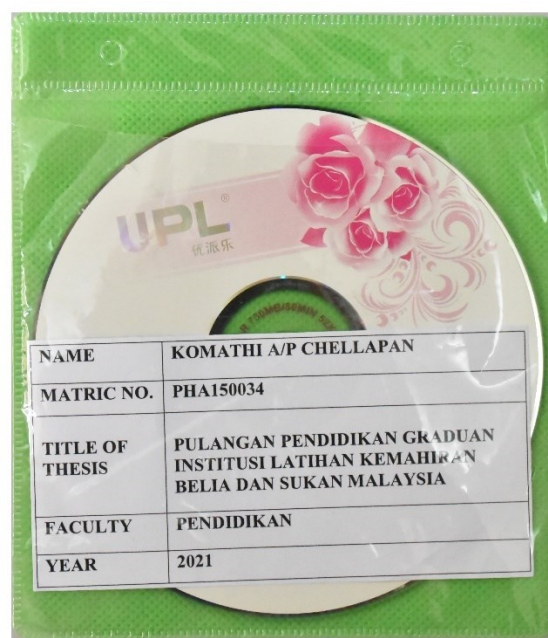
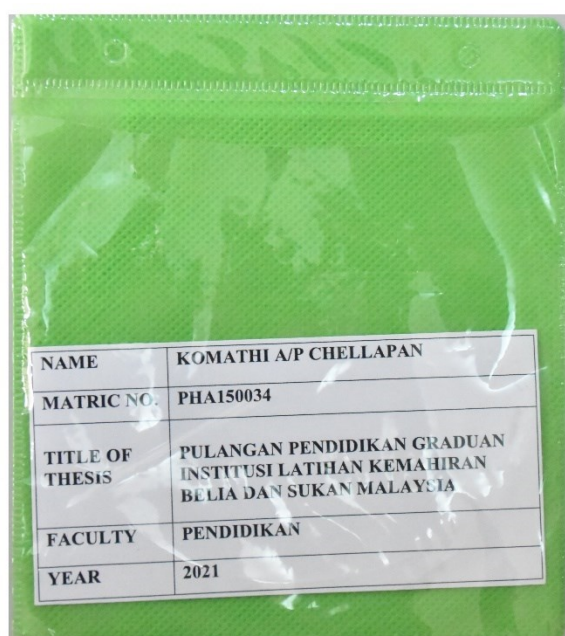
Title of Research Report/Dissertation/Thesis (*Tajuk Laporan Penyelidikan/Disertasi/ Tesis*):

Name of Faculty (*Nama Fakulti*):

Year of Submission (*Tahun Penyerahan*):

Note: Select only one language (*pilih hanya satu bahasa*)

Example:



Appendix D1 – Statements of the Title Page

The title page is the first page after the front cover. Table 2.2 presents the statements according to mode of programme.

Table 2.2

Statement on Title Page According to Mode of Programme

MASTER'S DEGREE		
Research Report (Coursework mode)	Dissertation (Mixed mode)	Dissertation (Research mode)
RESEARCH REPORT SUBMITTED TO THE FACULTY OF EDUCATION, UNIVERSITY OF MALAYA, IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF (NAME OF PROGRAMME)	DISSERTATION SUBMITTED IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF (NAME OF PROGRAMME)	DISSERTATION SUBMITTED IN FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF (NAME OF PROGRAMME)

DOCTORAL DEGREE	
Thesis (Mixed mode)	Thesis (Research mode)
THESIS SUBMITTED IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF (NAME OF PROGRAMME)	THESIS SUBMITTED IN FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF (NAME OF PROGRAMME)

Appendix D2 – Title Page for Research Report, Dissertation and Thesis

The words on title page should be typed with Arial Narrow font, font size 12 and spacing 1.5.

1. Title Page for Research Report

TITLE OF RESEARCH REPORT
NAME OF CANDIDATE
RESEARCH REPORT SUBMITTED TO THE FACULTY OF EDUCATION, UNIVERSITY OF MALAYA, IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF MASTER OF COUNSELING
2022

TAJUK LAPORAN PENYELIDIKAN
NAMA CALON
LAPORAN PENYELIDIKAN DISERAHKAN KEPADA FAKULTI PENDIDIKAN, UNIVERSITI MALAYA SEBAGAI MEMENUHI SEBAHAGIAN KEPERLUAN BAGI IJAZAH SARJANA KAUNSELING
2022

2. Title Page for Dissertation by Mixed Mode

TITLE OF DISSERTATION
NAME OF CANDIDATE
DISSERTATION SUBMITTED IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF MASTER OF EDUCATION (LANGUAGE EDUCATION)
FACULTY OF EDUCATION UNIVERSITY OF MALAYA KUALA LUMPUR
2022

TAJUK DISERTASI
NAMA CALON
DISERTASI DISERAHKAN SEBAGAI MEMENUHI SEBAHAGIAN KEPERLUAN BAGI IJAZAH SARJANA PENDIDIKAN (PENDIDIKAN BAHASA)
FAKULTI PENDIDIKAN UNIVERSITI MALAYA KUALA LUMPUR
2022

3. Title Page for Dissertation by Research

TITLE OF DISSERTATION
NAME OF CANDIDATE
DISSERTATION SUBMITTED IN FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF MASTER OF EDUCATION
FACULTY OF EDUCATION UNIVERSITY OF MALAYA KUALA LUMPUR
2022

TAJUK DISERTASI
NAMA CALON
DISERTASI DISERAHKAN SEBAGAI MEMENUHI KEPERLUAN BAGI IJAZAH SARJANA PENDIDIKAN
FAKULTI PENDIDIKAN UNIVERSITI MALAYA KUALA LUMPUR
2022

4. Title Page for Thesis by Mixed Mode

TITLE OF THESIS
NAME OF CANDIDATE
THESIS SUBMITTED IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY
FACULTY OF EDUCATION UNIVERSITY OF MALAYA KUALA LUMPUR
2022

TAJUK TESIS
NAMA CALON
TESIS DISERAHKAN SEBAGAI MEMENUHI SEBAHAGIAN KEPERLUAN BAGI IJAZAH DOKTOR FALSAFAH
FAKULTI PENDIDIKAN UNIVERSITI MALAYA KUALA LUMPUR
2022

5. Title Page for Thesis by Research

TITLE OF THESIS
NAME OF CANDIDATE
THESIS SUBMITTED IN FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY
FACULTY OF EDUCATION UNIVERSITY OF MALAYA KUALA LUMPUR
2022

TAJUK TESIS
NAMA CALON
TESIS DISERAHKAN SEBAGAI MEMENUHI KEPERLUAN BAGI IJAZAH DOKTOR FALSAFAH
FAKULTI PENDIDIKAN UNIVERSITI MALAYA KUALA LUMPUR
2022

Appendix E1 – Original Literary Work Declaration Form (English)

UNIVERSITI MALAYA	
<u>ORIGINAL LITERARY WORK DECLARATION</u>	
Name of Candidate:	(I.C/Passport No:)
Registration/Matric No:	
Name of Degree:	
Title of Project Paper/Research Report/Dissertation/Thesis ("this Work"):	
Field of Study:	
I do solemnly and sincerely declare that:	
<ul style="list-style-type: none">(1) I am the sole author/writer of this Work;(2) This Work is original;(3) Any use of any work in which copyright exists was done by way of fair dealing and for permitted purposes and any excerpt or extract from, or reference to or reproduction of any copyright work has been disclosed expressly and sufficiently and the title of the Work and its authorship have been acknowledged in this Work;(4) I do not have any actual knowledge nor do I ought reasonably to know that the making of this work constitutes an infringement of any copyright work;(5) I hereby assign all and every rights in the copyright to this Work to the University of Malaya ("UM"), who henceforth shall be owner of the copyright in this Work and that any reproduction or use in any form or by any means whatsoever is prohibited without the written consent of UM having been first had and obtained;(6) I am fully aware that if in the course of making this Work I have infringed any copyright whether intentionally or otherwise, I may be subject to legal action or any other action as may be determined by UM.	
Candidate's Signature	Date
Subscribed and solemnly declared before,	
Witness's Signature	Date
Name:	
Designation:	

Appendix E2 – Original Literary Work Declaration Form (*Bahasa Malaysia*)

UNIVERSITI MALAYA

PERAKUAN KEASLIAN PENULISAN

Nama: (No. K.P/Pasport:)

No. Pendaftaran/Matrik:

Nama Ijazah:

Tajuk Kertas Projek/Laporan Penyelidikan/Disertasi/Tesis ("Hasil Kerja ini"):

Bidang Penyelidikan:

Saya dengan sesungguhnya dan sebenarnya mengaku bahawa:

- (1) Saya adalah satu-satunya pengarang/penulis Hasil Kerja ini;
- (2) Hasil Kerja ini adalah asli;
- (3) Apa-apa penggunaan mana-mana hasil kerja yang mengandungi hakcipta telah dilakukan secara urusan yang wajar dan bagi maksud yang dibenarkan dan apa-apa petikan, ekstrak, rujukan atau pengeluaran semula daripada atau kepada mana-mana hasil kerja yang mengandungi hakcipta telah dinyatakan dengan sejelasnya dan secukupnya dan satu pengiktirafan tajuk hasil kerja tersebut dan pengarang/penulisnya telah dilakukan di dalam Hasil Kerja ini;
- (4) Saya tidak mempunyai apa-apa pengetahuan sebenar atau patut semunasabahnya tahu bahawa penghasilan Hasil Kerja ini melanggar suatu hakcipta hasil kerja yang lain;
- (5) Saya dengan ini menyerahkan kesemua dan tiap-tiap hak yang terkandung di dalam hakcipta Hasil Kerja ini kepada Universiti Malaya ("UM") yang seterusnya mula dari sekarang adalah tuan punya kepada hakcipta di dalam Hasil Kerja ini dan apa-apa pengeluaran semula atau penggunaan dalam apa jua bentuk atau dengan apa juga cara sekalipun adalah dilarang tanpa terlebih dahulu mendapat kebenaran bertulis dari UM;
- (6) Saya sedar sepenuhnya sekiranya dalam masa penghasilan Hasil Kerja ini saya telah melanggar suatu hakcipta hasil kerja yang lain sama ada dengan niat atau sebaliknya, saya boleh dikenakan tindakan undang-undang atau apa-apa tindakan lain sebagaimana yang diputuskan oleh UM.

Tandatangan Calon

Tarikh

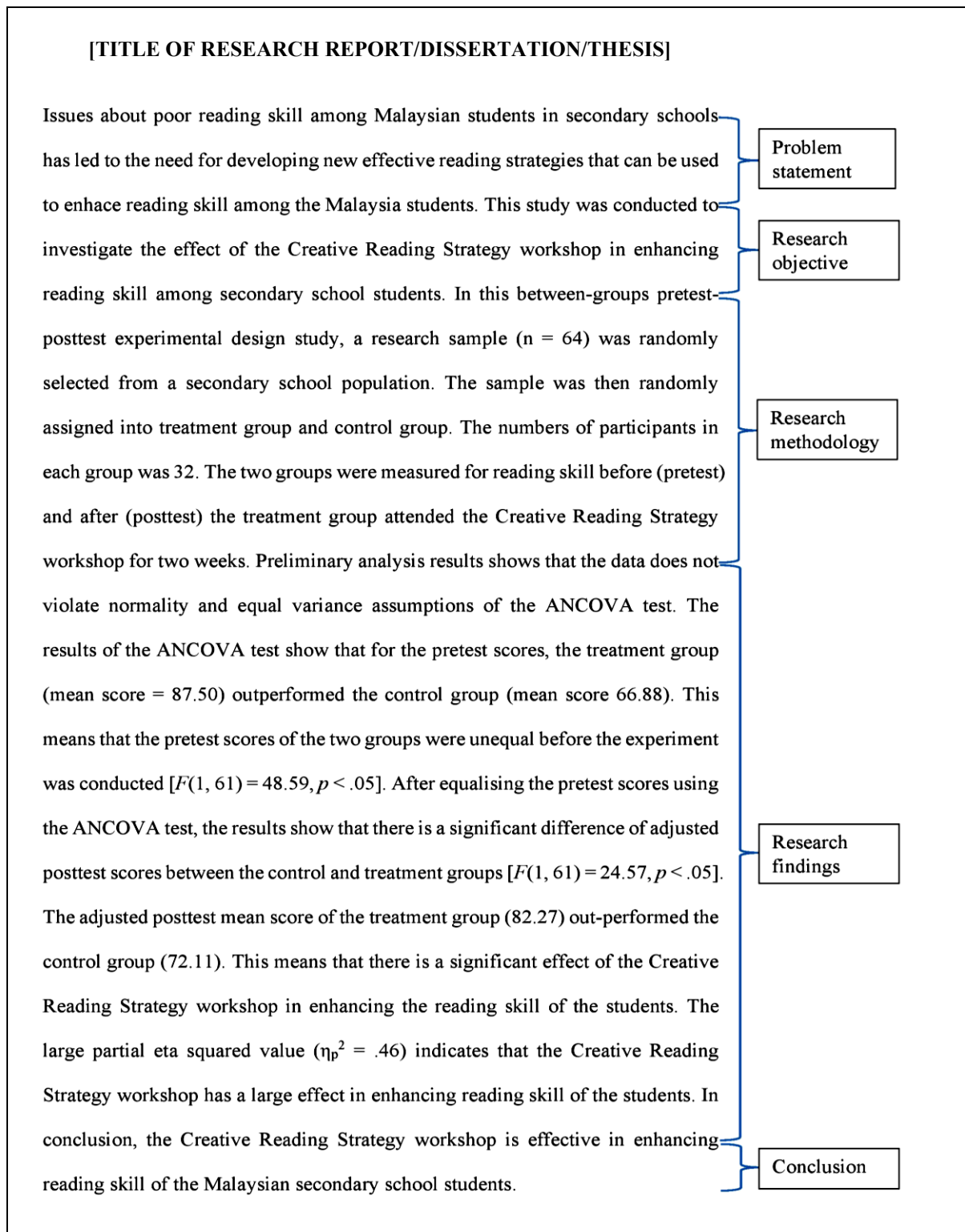
Diperbuat dan sesungguhnya diakui di hadapan,

Tandatangan Saksi

Tarikh

Nama:
Jawatan:

Appendix F – Example of an Abstract (English)



Note: The Abstract and Abstrak of research report/dissertation/thesis must have titles in Capital letters and in 12-point Bold Font.

Appendix G – Example of Table of Contents (Quantitative Research)

Note: Students are encouraged to discuss with the supervisors on the relevant sub-topics that need to be included in the write up. This is just an example only.

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