

REGULATIONS FOR THE PHYSICAL FORMAT AND LAYOUT OF DISSERTATIONS AND THESES

1 General

The term 'document' used in these regulations means a dissertation or thesis on a project or research presenting the author's findings and any conclusions reached, submitted by the author in support of his/her candidature for a diploma, professional qualification or other award.

2 Cover and Binding

The document shall be bound in book form in a fixed binding. The boards shall have sufficient rigidity to support the weight of the work when standing upon the shelf. The cover shall be black and full bound for postgraduate degrees and grey, quarter bound for undergraduate qualifications.

The spine of the volume shall bear in at least 24 pt. (8mm) type the qualification and the candidate's surname and initials and the year of presentation in gold lettering, starting 40mm from the base. This information shall be printed along the spine in such a way as to be readable when the volume is lying flat with the back cover uppermost. If the document consists of more than one volume, the spine shall bear the number of each volume.

The front cover shall bear in at least 24 pt. (8mm) types the full title of the work.

3 Paper and Typographical Detail

The document may be either computer printed or typewritten or typewritten-cyclostyled; where the thesis is typewritten, it must be on one side of the paper only with 1.5 or double spacing; one of the copies must be the typescript (top copy). Character shall not be less than 8 pt. (2.75mm).

The size of the paper used shall be international A4 (300 x 210mm). Paper shall be of good quality and of sufficient capacity for normal reading.

Margins at the binding edge shall be not less than 40mm and other margins not less than 20mm.

4 Pagination

Pages shall be numbered consecutively through the document commencing with the title page, including appendices.

Page numbers shall be located centrally at the bottom of the page, approximately 10mm above the edge.

If there is more than one volume, each volume shall have its own pagination.

5 Preliminaries

The title page of the document shall give the following information in order listed:

- The full title of the works;
- The full name of the author;
- The qualification for which the document is submitted;
- The name of the institution to which the document is submitted;
- The department or organisation in which the project or research was conducted; and
- The month and year of submission.

The table of contents shall follow the title page. It shall list in sequence with page numbers all subdivisions of the thesis.

The lists of tables and illustrations, if any, shall follow the table of contents. Any acknowledgement shall be on the page following the lists of tables and illustrations.

When submitting a document, the author shall indicate in a declaration any material in the document which s/he has used before in support of an application for another degree or qualification. If the document is based on joint research, the nature and extent of the author's own contribution shall be indicated. The declaration shall follow the acknowledgements.

An abstract of the document shall follow this declaration.

Where symbols and/or abbreviations are used, a key shall be provided which shall follow the abstract.

6 Acknowledgements

This page should contain the recognition of the assistance of supervisors, other JSSAHERM staff and other people whom students would like to thank for their contribution. As a matter of principle, students are expected to acknowledge the contribution of the supervisor to the dissertation in the first instance before acknowledging the help of others.

7 Abstract

The abstract should not exceed ONE page and the Italic font should be used. It must represent a summary of the whole dissertation (including a brief summary of the objectives of the study, methods used, results and conclusions) without including tables or figures.

8 Table of Contents

The Table of Contents follows the abstract and should show the titles, sub-titles and page numbers.

- The Title Page should not be included in the Table of Contents.
- Appropriate headings and subheadings should be assigned to every chapter.

9 List of Tables

The page referring to the List of Tables follows that of the Table of Contents. It should consist of the table number and heading as well as the page where the table is situated. For example:

Table 2.3: Juran's Method to Quality Improvement (Page No.)

10 List of Figures

This page should follow the List of Tables and should consist of the number and heading of the figure as well as the page number.

For example:

Figure 3.1: The Hierarchical Structure of Company A (Page No.)

Students should ensure that the number, title and page number in the List of Figures and List of Tables corroborate with those in the main text.

11 List of Acronyms

Students may use acronyms when a term is used more than once. It should be in alphabetical order. For example:

HRM Human Resource Management

UNESCO United Nations Education, Scientific and Cultural Organisation

12 References

The list of references shall be arranged depending on the manner in which they were identified in the text. The list of references should be arranged in the order in which the references were cited in the document. If they were identified according to (ii), based on the Harvard System, the name of author(s) should be listed in alphabetical order.

If a bibliography is supplied, it should be arranged in a logical manner, for example, alphabetically by authors, in broad subject classes or chronologically. The bibliography shall normally follow the list of references.

References cited in the text may be given in one of the following two methods:

- (i) References in the text could be identified by numbers typed as superscripts, or, if on the line, in brackets immediately following the citation in the text.
- (ii) References in the text may be identified by the author(s) name(s) or by Anon. (Anonymous) if unknown, followed by the year of publication of the reference being cited.