

TITLE OF RESEARCH REPORT / DISSERTATION /
THESIS

NAME OF CANDIDATE

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(Please delete this part): Abstract should not be more than 500 words in both versions; Bahasa Malaysia and English.

Use *abstract title* for heading and *abstract text* for body of your abstract.

ABSTRAK

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ACKNOWLEDGEMENTS

(Please delete this part): Most research reports, dissertations or theses have their subsection to convey appreciation to those who have been involved in the study.

Use *Ack title* for acknowledgement heading and for style TOC1.

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LIST OF FIGURES

(Please delete this part): This list contains the titles of figures, together with their page numbers, which are listed in the text. For e.g., figures in Chapter 3 are numbered sequentially: Figure 3.1, Figure 3.2.

For title of list tables use *other title* and *TOC1* for style.

Figure 3.1: Example 3

LIST OF TABLES

(Please delete this part): This list contains the titles of tables, together with their page numbers, which are listed in the text. The numbering system is according to chapter, for e.g.: tables in Chapter 3 are numbered sequentially: Table 3.1, Table 3.2.

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LIST OF SYMBOLS AND ABBREVIATIONS

For examples:

CC	:	Central canal
DAB	:	3,3'-diaminobenzidine
HRP	:	Horseradish peroxidase
MS222	:	Tricaine methanesulfonate
	:	
	:	

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CHAPTER 1: CHAPTER TITLE (HEADING 1, H1)

The body of the text should be typed with double spacing. Single-spacing is only permitted in tables, long quotations, footnotes, citation and in the bibliography.

Beginning of the first line of each paragraph should have 0.5cm indentation.

1.1 First Subtitle (heading 2, h2)

First topic in each chapter should numbered with “chapter number”.1. Use Heading 2 or h2 for title and for table of content TOC3 must be used.

1.1.1 Second Subtitle (Heading3, h3)

For first subtopic in each chapter use Heading 3 or h3 for title and for table of content TOC4 must be used

1.1.1.1 Third subtitle (Heading4, h4)

For second subtopic in each chapter use Heading 4 or h4 for title and for table of content TOC5 must be used.

(a) Other subtitles (Heading 5, h5)

For other subtopics in each chapter use Heading 5 or h5 for title, and number them with (a),(b),... and for table of content TOC6 must be used¹.

¹ Sample of footnote.

CHAPTER 2: TABLES

Tables are printed within the body of the text at the center of the frame and labeled according to the chapter in which they appear. Thus, for example, tables in Chapter 2 are numbered sequentially: Table 2.1, Table 2.2.

The label should be placed above the table itself and has the following format:

Table 2.1: Short Title

If the table occupies more than one page, the continued table on the following page should indicate that it is a continuation: for example: ‘Table 2.7 continued’. If the table contains a citation, the source of the reference should be placed below the table.

Table 2.1: Example

Heading	Heading
Test	Text

To insert label above a table, click “Insert Caption” under the “References” tab and select “Table” in the dropdown list. Click on “Numbering” and tick the “Include chapter number” and select “period (.)” as separator. When done, click “Update Table” to update the List of Tables.

CHAPTER 3: FIGURES

Figures, like tables are printed within the body of the text at the centre of the frame and labelled according to the chapter in which they appear. Thus, for example, figures in Chapter 3 are numbered sequentially: Figure 3.1, Figure 3.2.

Figures, unlike text or tables, contain graphs, illustrations or photographs and their labels are placed at the bottom of the figure rather than at the top (using the same format used for tables). If the figure occupies more than one page, the continued figure on the following page should indicate that it is a continuation: for example: ‘Figure 3.7, continued’. If the figure contains a citation, the source of the reference should be placed at the bottom, after the label.

To insert label below a figure, click “Insert Caption” under the “References” tab and select “Figure” in the dropdown list. Click “Update Table” to update the List of Figures.

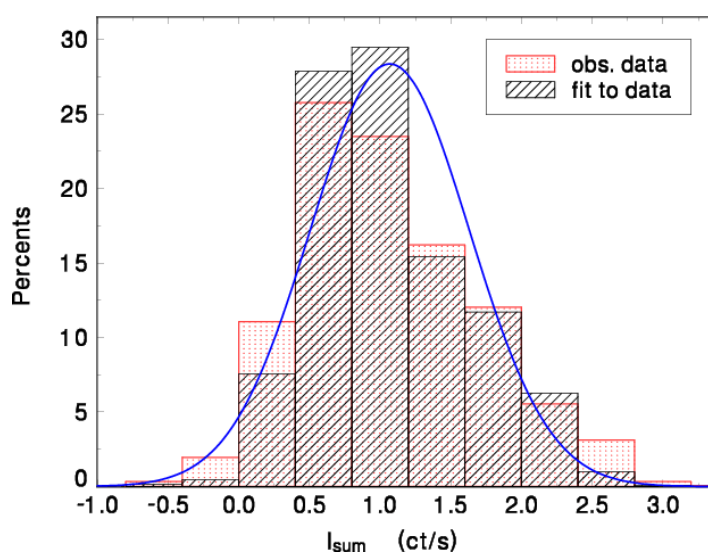


Figure 3.1: Example

CHAPTER 4: NUMBERING AND STYLES

For making numbered lists use “numbered lists style “and for bulleted list use “Bullet list” style. For both of them you will have 1 cm indentation.

Numbered list example

Bullet list example

For explanation under bullet or numbered list use “indent” style which start a paragraph with 1.4 cm indentation.

Do not change on Normal or text style because this is the base style for others so any change will affect other styles as well.

REFERENCES

(Please delete this part): 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 American Psychological Association (APA) format or in another format approved by the faculty.

Each reference should be written in single spacing format and a double space should be left between references. This list of references should not be numbered.

Use Reference style.

Examples:

In text format: (Angamuthu & Ramalingam, 2011)

Buchwalow, I. B., and Böcker, W. (2010). *Immunohistochemistry: basics and methods*. Berlin: Springer Verlag.

Caamaño-Tubío, R. I., Pérez, J., Ferreiro, S., and Aldegunde, M. (2007). Peripheral serotonin dynamics in the rainbow trout (*Oncorhynchus mykiss*). *Comparative Biochemistry and Physiology Part C: Toxicology & Pharmacology*, 145(2): 245-255

Cakir, Y., and Strauch, S. M. (2005). Tricaine (MS-222) is a safe anesthetic compound compared to benzocaine and pentobaritol to induce anesthesia in leopard frogs (*Rana pipiens*). *Pharmacological Reports*, 57: 467-474.

Cameron, A. A., Plenderleith, M. B. and Snow, P. J. (1990). Organization of the spinal cord in four species of elasmobranch fishes: cytoarchitecture and distribution of serotonin and selected neuropeptides. *The Journal of Comparative Neurology*, 297: 201-218

LIST OF PUBLICATIONS AND PAPERS PRESENTED

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 be included in this section. The first page of the article may also be appended as reference.

APPENDIX

(Please delete this part): Appendices consist of additional illustration of data sources, raw data and quoted citations which are too long to be placed in the text. The appendix supports the written text of the research report/dissertation/thesis. Research instruments such as questionnaires, maps or computer programmes are parts of appendix too.

Appendices can be divided into Appendix A, B, C.

This page is optional; if you do not have any appendices, delete the entire page.