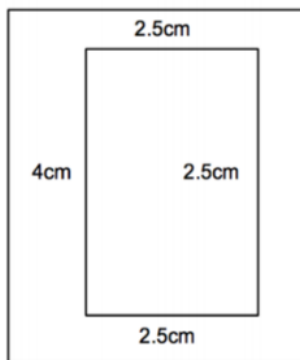


Formatting:

- The text should be typed in double spaced and type using a general font (e.g. Times New Roman, Arial, Calibri etc) in size 12.
- Long quotations should be indented, single-spaced and in block quotations.
- The left margin should be 4.0 cm wide. The top, bottom, and right margins should be 2.5 cm wide. Refer to the following diagram.



- The number of the page should be at the right hand corner of the top margin, while the number of the first page of each chapter and the preliminaries (preface, acknowledgements, etc) should be in the middle of the bottom margin.
- Page number should be in Arabic numerals and runs consecutively throughout the HT. For the preliminaries (preface, acknowledgements, table of contents, etc), page number (if any) should be in Roman lower case numerals.
- Endnotes should be numbered consecutively throughout all chapters and should appear on separate pages at the end of the entire text. Students may use footnotes or parenthetical citations, but must not mix citation styles. Recommended stylebooks: APA Style or Chicago Style manuals.
- The bibliography and appendices should be in single spacing and be placed after the endnotes, if endnotes are used.
- Tables, figures and maps should have appropriate titles at the top, be numbered consecutively and appear immediately following the text as the first point of reference. An excellent reference on these mundane matters can be found in the following:
 - Frederick E. Croxton and Dudley, J. Cowden, 1960.
 - Practical Business Statistics, Chapter 6 - Presentation of Data.
- The format for references and bibliography should follow either the American Psychological Association Manual of Style or the Chicago Manual of Style.
- There should be an abstract of no more than two pages and in double spacing just before the Table of Contents.
- A sample of the cover page can be found in the next page.

[TITLE of **HT/ISM** in BLOCK
LETTERS]

[FULL NAME as shown on Matriculation Card]

AN **HONOURS THESIS/ISM*** IN
PARTIAL FULFILMENT FOR THE
BACHELOR OF SOCIAL SCIENCE
(HONOURS) DEGREE

PRESENTED TO DEPARTMENT OF
COMMUNICATIONS AND NEW MEDIA

NATIONAL UNIVERSITY OF SINGAPORE

[ACADEMIC YEAR 20XX/20XX]