

NATIONAL UNIVERSITY of SINGAPORE

General Guidelines on Format of Research Thesis Submitted For Examination

1. General Information

A Master's thesis must make some contribution to knowledge and not be mere collation of existing material. A PhD thesis must make a significant contribution to the knowledge of the subject concerned or provide evidence of originality either by the discovery of new facts or by the exercising of independent critical ability.

Work which has been submitted for another degree, or for which a degree has already been conferred by the University or any other university, may not be submitted again as a thesis but you are not precluded from incorporating part of such work provided that, in the thesis, you clearly indicate the part of the work which has been so incorporated. **Furthermore, please note that any work carried out before your enrolment in the University cannot be used for submission in a thesis examination, unless you have obtained approval from your supervisor and the Faculty.**

The thesis must be written in English, unless the Faculty has granted approval for the thesis to be written in a language other than English. A thesis in the Departments of Chinese, Japanese and Malay Studies may be written *either* in English *or* in Chinese, Japanese or Malay respectively.

Please consult your supervisor on any other specific guidelines or requirements as set by your Faculty/Department.

Before submission of the thesis, you should seek consent from copyright owners for the inclusion of any third party proprietary/confidential intellectual property in the thesis.

Politically and commercially-sensitive information; or proprietary/confidential information which is not critical to the thesis and for which consent is not granted, should be excluded from the thesis. If necessary, such information could be included as appendices instead and be excluded from the final thesis to be uploaded to the Electronic Thesis & Dissertation (ETD) System.

2. Thesis Title

If the thesis title differs significantly from the original approved title, the candidate must request for a change of title using the prescribed application form (797/92A) at least one month before the thesis is submitted for examination. The form can be downloaded at <https://myportal.nus.edu.sg/studentportal/eservices/gd/>

3. Word Limit

The word limit for the thesis (including footnotes but excluding appendices, bibliography, maps, charts, statistical tables, graphs, illustrations, etc.) is as follows:

Degree	Word Limit
Master's Thesis:	
<u>FASS Candidate admitted prior to AY2004-05</u>	
<ul style="list-style-type: none"> • MA, MSocSci • MA thesis written in Chinese • MA thesis written in Japanese 	<ul style="list-style-type: none"> - 40,000 words - 180,000 characters - 100,000 characters
<u>FASS Candidates admitted with effect from AY2004-05</u>	
<ul style="list-style-type: none"> • MA, MSocSci • MA thesis written in Chinese • MA thesis written in Japanese 	<ul style="list-style-type: none"> - 30,000 words - 135,000 characters - 75,000 characters
<ul style="list-style-type: none"> • MSc in the field of Public Health 	<ul style="list-style-type: none"> - 60,000 words
<ul style="list-style-type: none"> • LL.M*, MA(Arch.), MA(Industrial Design), MSc(Building), MSc(Estate Mgt)**, MSc(Real Estate & Urban Econs), MSc(Nursing) 	<ul style="list-style-type: none"> - 40,000 words
<ul style="list-style-type: none"> • MSc, MEng 	<ul style="list-style-type: none"> - 30,000 words

Degree	Word Limit
Doctoral Thesis: <ul style="list-style-type: none"> PhD in the fields of Arts & Social Sciences, Nursing, Public Health and Law* PhD in the fields of Architecture, Industrial Design, Building, Real Estate, Management, Computer Science & Information System, Engineering, Science, Dentistry and Medicine MD, DSurg, DDS PhD thesis written in Chinese PhD thesis written in Japanese 	<ul style="list-style-type: none"> - 80,000 words - 40,000 words - 40,000 words - 250,000 characters - 200,000 characters

(Notes: *For LLM & PhD in Law, word limit excludes footnotes, appendices, bibliography, maps, charts, statistical tables, graphs, illustrations, etc.** MSc(Estate Mgt) has been replaced by MSc(Real Estate & Urban Econs) w.e.f AY08/09 Sem II intake)

Candidates who wish to apply for an extension of word limit for their theses will have to seek approval from their supervisor(s) and Head of Department.

4. General Formatting

Page Size	: Each copy of the thesis must be printed on A4 size page (8.27" x 11.69") paper with white background and black colour font for the text.
Print Quality	: Clear, clean and sharp copies are required. In the case of photocopies, no fading, extraneous marks or gray background should appear.
Margins	: The left and right margins should be 1½ inches. The top and bottom margins should not be less than 1 inch each. A right justified or right ragged margin is acceptable but this must be consistent throughout the thesis.
Font	: The font size for the main text should be 11 to 12 points. The same font type and size should be used for the entire thesis (with possible exception for figures and appendices). Do not choose a font that is difficult to read. The following fonts are acceptable: Times Roman and Helvetica.
Line Spacing	: The text should be double-spaced throughout with the following exceptions: <ul style="list-style-type: none"> Captions for Figures/Tables: should be single-spaced List of Figures/Tables: should be single-spaced and double-spaced between entries Footnotes: should be single-spaced
Page Numbering	: All pages except the title page must be paginated. The page numbers must appear at the bottom center of the page. The position of the page numbers should not change even on pages with landscape mode illustrations. All material preceding the thesis proper (introductory sections starting from acknowledgements to summary) may have a separate sequence of numbering, preferably in roman numerals beginning with i. Plates, maps, plans, diagrams, tables, etc., should also be given a separate sequence of numbering. The main body of the thesis should be numbered in arabic numerals from 1 onwards. The numbering must be consecutive throughout the thesis and should include all maps, diagrams, photographs, etc. Published material submitted with the thesis whether bound in with the thesis or not, should not be included in the pagination but must maintain the same margins, font type and size. For a thesis which consists of more than one volume, one numbering sequence should be used, for example, if volume I ends at p.200, volume II should begin with p.201.
Footnotes	: Footnotes should appear at the bottom of each page for easy reference and not at the end of the chapter.
Printing	: The thesis (paper copies) should be printed in double sided format.

5. Sequence of Content

The content of the thesis should be in the following order:

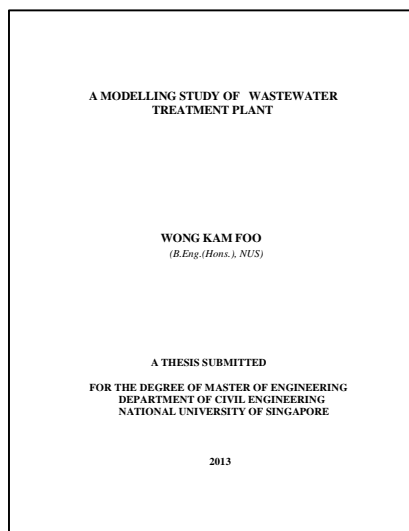
- Title page
- Declaration page
- Acknowledgements
- Table of Contents
- Summary
- List of Tables
- List of Figures
- List of Illustrations
- List of Symbols
- Main body of thesis
- Bibliography
- Appendices

6. Title Page

The title page should contain the following information in BLOCK LETTERS not exceeding 16 points:

- Thesis title
- Candidate's name (with qualification(s) in brackets)
- The words: "**A THESIS SUBMITTED FOR THE DEGREE OF <NAME OF DEGREE>**"
- Department: **DEPARTMENT OF <NAME OF DEPARTMENT>**
- Name of University: **NATIONAL UNIVERSITY OF SINGAPORE**
- Year of first submission of thesis: If the thesis is resubmitted in a subsequent year, the year of submission to be indicated on the title page should remain as year of first submission.

Sample of the Title Page:



7. Declaration Page

The words on this page should be of a font size of 11 to 12 points. The following should be stated:

"Declaration

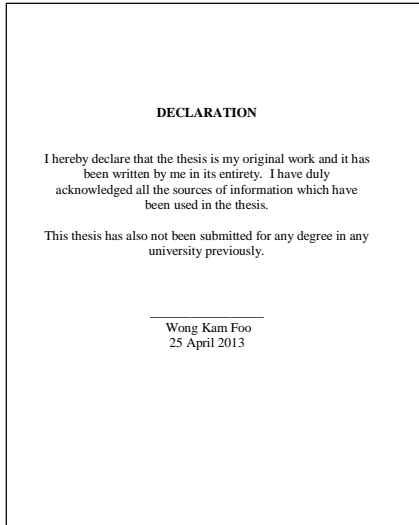
I hereby declare that this thesis is my original work and it has been written by me in its entirety. I have duly acknowledged all the sources of information which have been used in the thesis.

This thesis has also not been submitted for any degree in any university previously."

Candidate should sign at the bottom of the page with the candidate's name and the date indicated.

One way for the candidate to insert the scanned page into the thesis (word) document is to save the page as a jpg file and insert it as a picture into the thesis document before converting the whole document into pdf for submission.

Sample of the Declaration Page:



8. Summary

The thesis must contain a summary of not more than 500 words written in the English Language. If prior approval of the relevant Department has been obtained at the time of admission for a thesis to be written in a language other than English, it must contain a summary of not more than 500 words written in that language in addition to a summary not exceeding 500 words written in the English Language. The summary must be bound in with the thesis.

9. Photographs, Illustrations & Other Attachments

Photographic and other illustrations should be securely mounted using double-faced tape. Photograph album pockets or slits in the page are not adequate. In no circumstances should 'cellophane tape' or a similar material be used for any purpose in a copy of the thesis. All copies of the thesis should contain original photographs.

Subsidiary papers and other loose material should be bound in wherever possible. If this is not possible, an adequately guarded pocket for each material should be provided at the end of the thesis. Any such loose material (and corrigenda sheets, if not bound in) should bear the candidate's name, initials and degree.

10. Thesis Cover and Spine

The front cover and spine of the thesis should contain only the following information in BLOCK LETTERS. The font size on the cover should not exceed 16 points:

<p>Thesis Cover:</p> <ul style="list-style-type: none">• Thesis Title• Candidate's Name• Name of University• Year of first submission	<p>Thesis Spine:</p> <ul style="list-style-type: none">• Thesis Title (or an abbreviated title)• Candidate's Name• Year of first submission
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Sample of Thesis Cover:	Sample of Thesis Spine:
<div data-bbox="217 253 596 741" style="border: 1px solid black; padding: 10px; text-align: center;"> <p>A MODELLING STUDY OF WASTEWATER TREATMENT PLANT</p> <p>WONG KAM FOO</p> <p>NATIONAL UNIVERSITY OF SINGAPORE</p> <p>2013</p> </div>	<div data-bbox="643 253 1406 327" style="border: 1px solid black; padding: 5px;"> <p>A MODELLING STUDY OF WASTEWATER TREATMENT PLANT</p> <p style="text-align: right;">WONG KAM FOO 2013</p> </div>

11. Type of Cover/Binding

For submission of your thesis for examination/re-examination, the thesis should be bound with soft cover (light blue with black lettering not exceeding 16 points) using saddle-stitch or perfect binding (spiral or ringback binding is not acceptable).