



POSTGRADUATE DISSERTATION AND THESIS GUIDELINES

The format guidelines for dissertation/thesis have been set following the Xiamen University Malaysia (XMUM) regulations on the management of Master's and Ph.D. degrees. It applies to all schools/departments at XMUM.

Notes: A dissertation refers to the critically written scholarly piece of research work written by the Master's students. A thesis refers to a comparatively lengthier piece of scholarly writing written by the Ph.D. students.

I. Manuscript Layout

Table of contents shall be as follows:

1. Front Cover;
2. Declaration of Originality;
3. Declaration of Consent to Grant Right of Use;
4. Abstract and Keywords in Chinese;
5. Abstract and Keywords in English;
6. Table of Contents;
7. List of Figures;
8. List of Tables;
9. List of Abbreviations and Nomenclatures;
10. List of Symbols;
11. List of Appendices;
12. Main Body:



Option 1	Option 2
• Chapter 1: Introduction • Chapter 2: Literature Review • Chapter 3: Methodology • Chapter 4: Results and Discussion • Chapter 5: Conclusion/ Summary and Future Recommendations/ Prospects	• Chapter 1: Introduction • Chapter 2: Research Methodology • Chapter 3: Specific Result Title (1) • Chapter 4: Specific Result Title (2) • Chapter 5: Conclusion/ Summary and Future Recommendations/ Prospects

Note: The school/ department shall decide on the contents of the Main Body based on the specific needs of the programme's discipline, such as whether to combine or separate results and discussion.

13. Appendices;
14. References;
15. Acknowledgments;
16. Turnitin Similarity Report;
17. Back Cover.

II. Manuscript Format

The dissertation/thesis shall be formatted following the Format Guidelines for Dissertation/Thesis, Xiamen University Malaysia (see Appendix 1). The front cover, Declaration of Originality and Declaration of Consent to Grant Right of Use for Dissertation/Thesis, Xiamen University Malaysia shall be in the justified format (see Appendix 2, 3 and 4).



III. Manuscript Length

For the dissertation/ thesis that is written in English, the dissertation shall be no less than 17,000 words; while the thesis shall be no less than 28,000 words. For the dissertation/ thesis that is written in Chinese, the dissertation shall be no less than 30,000 Chinese characters; while the thesis shall be no less than 50,000 Chinese characters.

IV. Plagiarism Checking

XMUM subscribes to Turnitin, an Internet-based Plagiarism-prevention commercial service that checks for the originality of submitted materials. To verify the level of originality of the content in the dissertation/ thesis or other publication, students must submit their dissertation/ thesis or publication to Turnitin for originality check before formally submitting their works for assessment or publication. Students are advised to read and understand the guidelines provided by the IT Office to generate an originality report. The similarity index percentage generated shall exclude the candidate's first author paper publication. The school/ department shall refer to the respective programme at main campus to determine the appropriate maximum similarity index percentage that aligns with the specific needs of their programme.

V. Appendix

1. Format Guidelines for Dissertation/Thesis, Xiamen University Malaysia
2. Front Cover for Dissertation/Thesis, Xiamen University Malaysia
3. Declaration of Originality for Dissertation/Thesis, Xiamen University Malaysia
4. Declaration of Consent to Grant Right of Use for Dissertation/Thesis, Xiamen University Malaysia



Appendix 1: Format Guidelines for Dissertation/Thesis, Xiamen University Malaysia

This document sets forth the format requirements for the Master's dissertation and Doctoral thesis at Xiamen University Malaysia (XMUM). These requirements apply to all schools/departments at XMUM.

Format Guidelines for Dissertation/Thesis:

1. Page layout in A4 size.
2. "Perfect Binding" style.
3. Front Cover:
 - (1) Color: Deep blue (Ph.D. of Social Sciences), Light Blue (Ph.D. of Nature Sciences, Engineering), Light Yellow (Master of Social Sciences), Light Green (Master of Nature Sciences, Engineering).
 - (2) Font type, size, margin and format should follow the Format Guidelines.
 - (3) Please refer to Appendix 2a.
 - (4) Material of the cover: 250g coated paper.
4. Book Spines:
 - (1) Written in English.
 - (2) Title, author's name, supervisor's name (without affiliation), Xiamen University Malaysia.
 - (3) Font: Times New Roman; font size: flexible, as long as it fits to the spine.
 - (4) Please refer to Appendix 2b.
5. Declaration of Originality and Consent to Grant Right of Use
6. Table of Contents
 - (1) Indicate the title and page number for each chapter, section, and subsection.



- (2) Chapter(s) title: Font: Times New Roman; font size: 14 pt bold.
- (3) Section(s) title: Font: Times New Roman; font size: 12 pt bold.
- (4) Subsection(s) title: Font: Times New Roman; font size: 12 pt regular.

7. Abstract

- (1) A copy of Chinese and a copy of English version. The abstract and keywords of both languages are on the same page. Chinese font: 宋体/ Simsun; font size: 12 pt; English font: Times New Roman; font size: 12 pt regular.
- (2) Word limit: Chinese abstract: 600 words; English abstract: 600 – 800 words.
- (3) Abstract: summarize problem statement, objectives, significance/novelty, main findings, and conclusion of the research studies.

8. Keywords

- (1) 3-5 keywords, the keywords should be able to reflect the main content of the research studies while complying with the academic standards.
- (2) Each keyword should not have more than 5 Chinese characters.
- (3) Chinese font: 宋体/ Simsun; font size: 12 pt; English font: Times New Roman; font size: 12 pt regular
- (4) Each keyword is separated with a semicolon (;).
- (5) Example:

关键词: 资产重组; 市场反应; 实证研究

Keywords: Capital reorganization; market reaction; empirical study.

9. Manuscript layout

- (1) Font: Times New Roman; font size: 12 pt regular.
- (2) Line and paragraph spacing: 1.5.
- (3) Margins: top, bottom, left and right margins are 2.54 cm.
- (4) All paragraphs should begin from the left margin.
- (5) Gutter: left gutter should be 0.81 cm.



- (6) Mathematical/chemical equations must be spaced out.
- (7) Superscript and subscript must be clearly indicated and numbered.
- (8) Computer coding/ programs (may be reduced to font size: 9 pt).
- (9) Each page has a header and page number.

The hard-bound printed copy of dissertation/thesis should be printed in the form of single-sided.

- (10) There are no strict requirements on the structure of chapter(s) and sub-chapter(s).

10. Title format and typesetting

- (1) Chapter titles: Font: Times New Roman, font size: 15 pt bold.
- (2) Section titles: Font: Times New Roman, font size: 14 pt bold.
- (3) Heading and subheading: Font: Times New Roman, font size: 14 pt bold.
- (4) Titles should be concise, embody the main points, without the use of punctuation.
- (5) Numbering of all chapters and sections are sequential and consistent.

11. Tables

- (1) Tables should be numbered sequentially. There are no strict requirements on tables formatting. Tables can be in any style or format as long as the style is consistent.
- (2) Title should be self-explanatory. The author and source of the data should be cited. Add a blank line before and after the table.
- (3) Spacing: 1.0.



Example:

Blank Line

Table 1. ICBC Assets and Liabilities from 1995 to 1998.

Amounts in RMB billions				
Year	1995	1996	1997	1998
Total Assets				
Net Assets				
Total Liabilities				

Data Source: People's Bank of China: *1999 Yearbook*, China Statistics Press, May 2001

Blank Line

12. Figures

- (1) Figures should be numbered sequentially. There are no strict requirements on figures formatting. Figures can be in any style or format as long as the style is consistent.
- (2) All figures should indicate the unit; title of the figures should be self-explanatory. The author and source of the data should be cited. Add a blank line before and after the figure.
- (3) Spacing: 1.0.

Example:

Blank Line

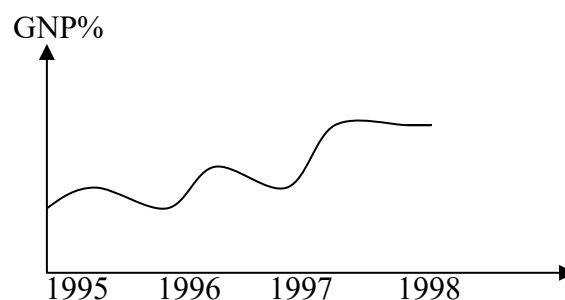


Figure 1. Xiamen's GDP Growth from 1995 to 2000.

Blank Line



13. Annotations

Annotations give elaboration on the titles, authors, or a particular content in the article. The title and author's notes are placed in the footer of the page; notes on a particular content of the text can be enclosed in the text (in parentheses) or placed in the footer of the page. Notes should be numbered sequentially with Arabic numerals.

14. References

There are no strict requirements on reference formatting and the school/ department shall decide on their own citation style. References can be in any style or format as long as the style is consistent. Where applicable, author(s) name(s), journal title/book title, chapter title/article title, year of publication, volume number/book chapter and the article number or pagination must be present. Use of DOI is highly encouraged.

15. Other Formatting Requirements

- (1) Title and paragraph formatting should be consistent for chapters, sections, and subsections;
- (2) Style should be consistent for all chapters; for example, whether all chapters have an introduction;
- (3) Date: In British English, dates are written as 5 February 2005 or 5th February 2005. Avoid the 5th of February and February 5th, 2005;
- (4) Heading numbers should not be placed in parenthesis, such as (I) or (I.); No punctuation mark at the end of the headings;
- (5) Typographical inconsistencies should not exceed 0.02% of the entire manuscript text.

16. Turnitin Similarity Report

- (1) The similarity index percentage generated shall exclude the candidate's first author paper publication. The school/ department shall refer to the respective programme at main campus to determine the appropriate maximum similarity index percentage that aligns with the specific needs of their programme.



Appendix 2: Front Cover for Dissertation/Thesis, Xiamen University Malaysia

Institution Code: 10384

Student ID No. : 200215001

(Times New Roman bold 12 pt.)



XIAMEN UNIVERSITY MALAYSIA

廈門大學 馬來西亞分校

(Times New Roman bold 18 pt.)

Master's Dissertation/Doctoral Thesis

(SimHei bold 22 pt.)

资产重组：一个资不抵债国有企业的最佳选择

Asset Restructuring: The Best Option for an Insolvent State-Owned Enterprise

(Times New Roman bold 16 pt.)

Student Name

(Times New Roman 18 pt.)

Name of Supervisors : Prof. Dr. XXXX

: Dr. XXXX

(Times New Roman 14 pt.)

Name of Major :

Date of Submission : Month / Year

Date of Defense : Month / Year

Date of Degree Conferral : Month / Year

June or December of year graduated

(Times New Roman 14 pt.)

Month Year

Should be at the last line of the page

Month/Year of final submission



Appendix 2a: Sample of Front Cover

Institution Code: 10384

Student ID No. : 200215001



XIAMEN UNIVERSITY MALAYSIA

廈門大學 馬來西亞分校

Doctoral Thesis

论文名称

Title of Thesis

STUDENT NAME

Name of Supervisors : Prof. Dr. XXXX

: Dr. XXXX

Name of Major :

Date of Submission : Month Year

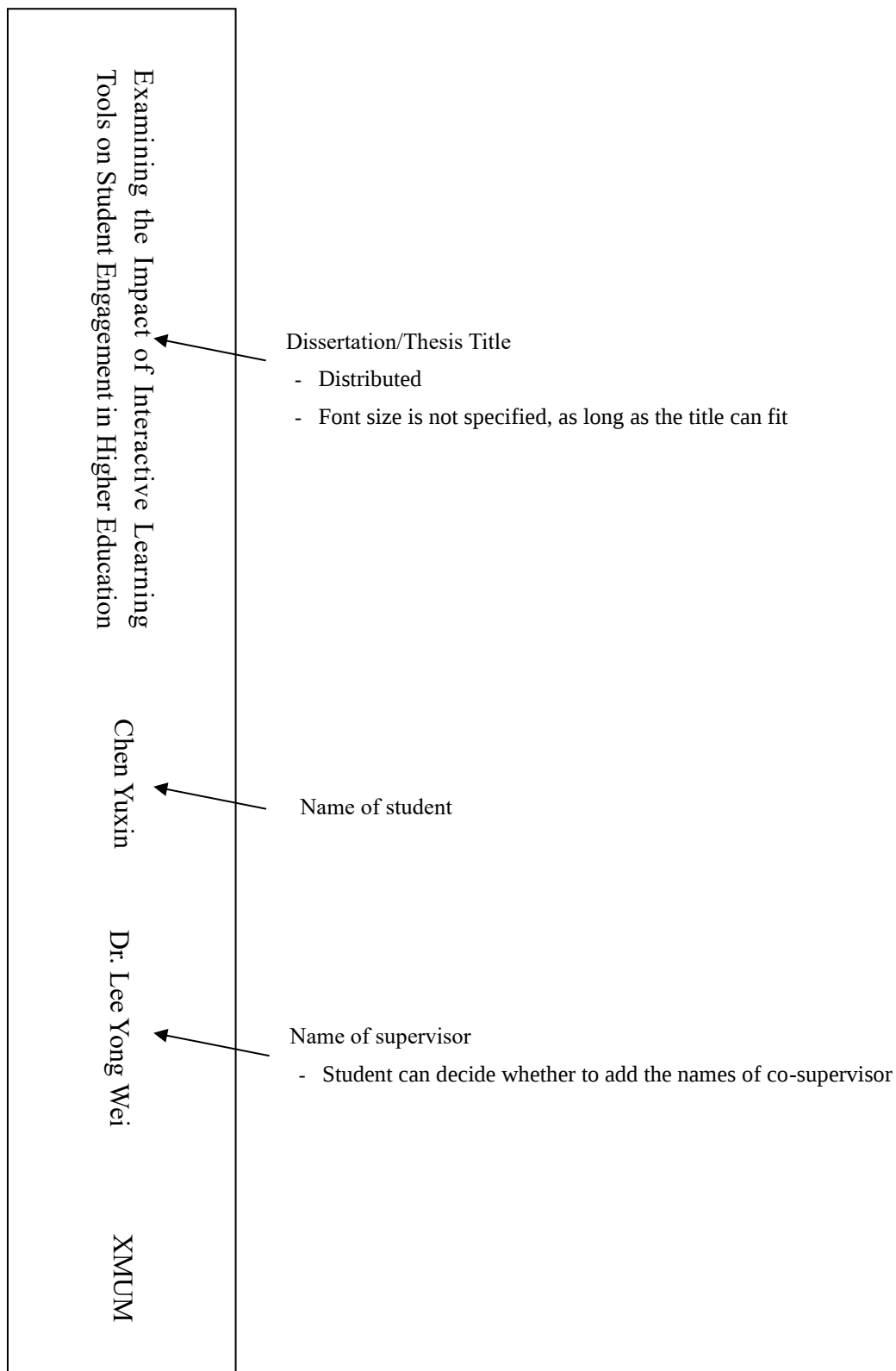
Date of Defense : Month Year

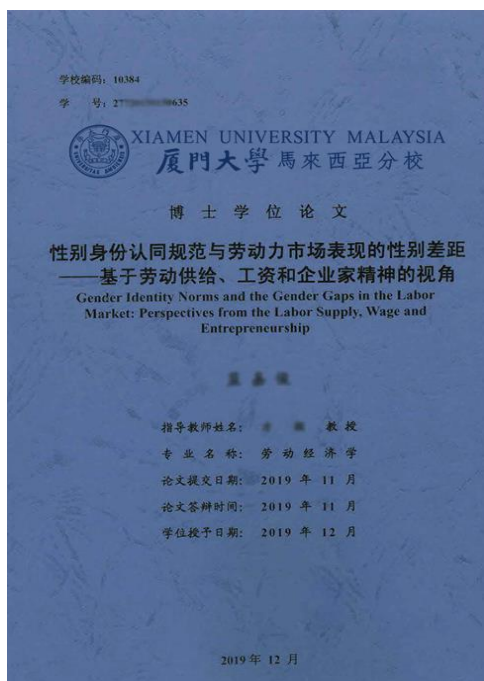
Date of Degree Conferral : Month Year

Month Year

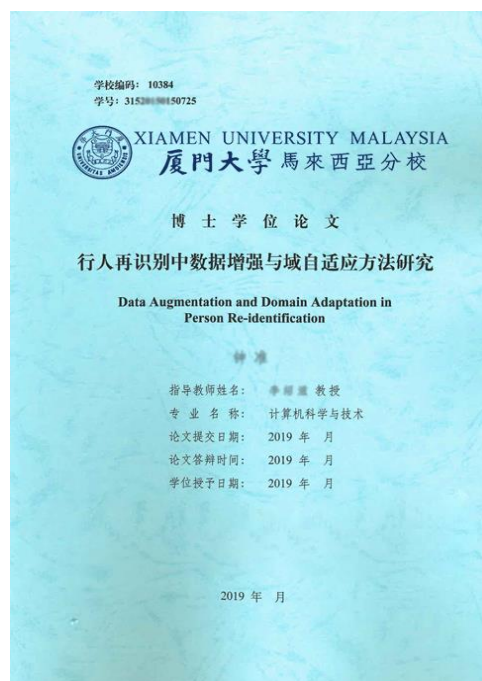


Appendix 2b: Sample of Spines

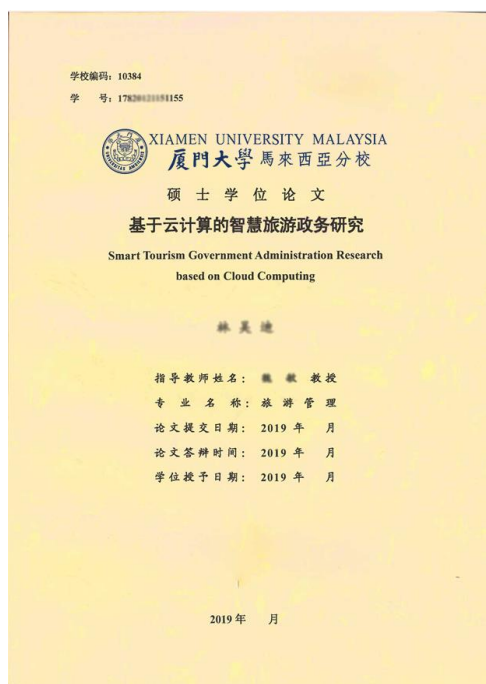




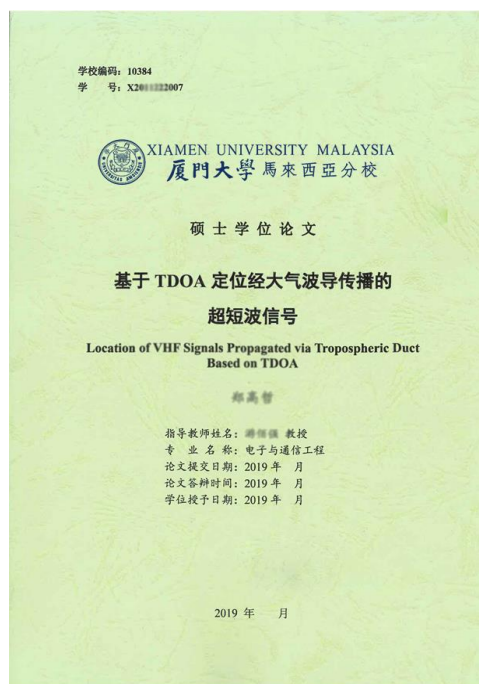
**Doctor of Social Sciences
(in Deep Blue Color)**



**Doctor of Nature Sciences, Engineering
and Medicine (in Light Blue Color)**



**Master of Social Sciences
(in Light Yellow Color)**



**Master of Natural Sciences, Engineering
and Medicine (in Light Green Color)**

Please only refer to the color of the Front Cover for Dissertation/ Thesis. The layout and template of the Front Cover should follow Appendix 2a.



Appendix 3: Declaration of Originality for Dissertation/Thesis, Xiamen University Malaysia

This dissertation/thesis presents the research that I have performed independently for my master's/doctoral degree under the guidance of my supervisor. Where the work of others is referenced or quoted in my dissertation/thesis, proper attribution is provided in conformance to the laws and the *Xiamen University Malaysia Guidelines for Graduate Scholarly Activity (Interim)*.

In addition, this dissertation/thesis was a research endeavor of the _____ Research Group, received financial support from the funds of the _____ Research Group or Laboratory, and was completed at the _____ Laboratory. (If applicable, fill in the name of the research team or the chief investigator of the research team or the laboratory.)

I declare that I have not committed plagiarism or any other forms of academic misconduct while writing this dissertation and that I bear all the consequences and legal responsibilities for my academic conduct.

Declarant (signature) :

Supervisor (signature) :

Date :



Appendix 4: Declaration of Consent to Grant Right of Use for Dissertation/Thesis, Xiamen University Malaysia

I hereby give my consent for Xiamen University to retain and use copies of my dissertation/thesis following the *Interim Provisions on the Implementation of the Regulations of the People's Republic of China on Academic Degrees*, to send my dissertation/thesis (in both paper and electronic form) to educational authorities or designated institutions, and to include my dissertation/thesis into the Xiamen University Library and its databases for access by their users. I further give my consent for Xiamen University Malaysia to include my dissertation/thesis into the joint national database of graduate theses and dissertations for indexing purposes, to publish the title and abstract of my dissertation/thesis in collections, and to reproduce my dissertation/thesis by photocopying, microfilming or any other reasonable means.

My dissertation/thesis constitutes:

- () 1. A classified dissertation/thesis as assessed by the Confidentiality Committee of Xiamen University. It will be declassified on _____ (date) and my authorization above will become effective upon declassification.
- () 2. A non-classified dissertation/thesis, and my authorization above becomes effective immediately.

(Please tick as appropriate or fill in the relevant information. A classified dissertation/thesis has been assessed as such by the Confidentiality Committee of Xiamen University. Theses/dissertations which have not been assessed as classified by the Confidentiality Committee of Xiamen University are all open-access ones. If this form is left blank, the dissertation/thesis will be deemed an open-access one, and the above authorization will apply.)

Declared by (signature) :

Date :