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GUIDE TO THE PREPARATION OF THESIS

CHAPTER 1 : GENERAL REQUIREMENTS OF THESIS

1.5 Introduction

This brief document is intended to guide the graduate students of Universiti Malaysia Terengganu in the preparation of their theses. It deals only with the format of the thesis and some writing conventions. The Graduate School (GS) welcomes queries from the graduate students on matters relating to the format of the thesis.

1.6 Language

The thesis should be written either in standard **American or British English** or standard **Bahasa Malaysia**. There should be consistency in the use of the language throughout the thesis. The Roman alphabet should be used unless otherwise required by the relevant faculty. A thesis should be written in the third person.

1.7 Submission of Thesis

As prescribed in the Acts and Regulations of the Higher Degree Programme of the University, candidates intending to submit their theses should comply with the following procedures:

- i. A candidate shall give at least three-months notice in the prescribed Form **GS-16**, obtainable from the Graduate School (GS) of his intention to submit his other thesis for examination.
- ii. On completing the approved programme of study and research, a Master's candidate shall submit to the Dean of the Graduate School six copies of his thesis for examination, while a doctoral candidate shall submit seven copies (bound with soft cover) together with the complete **GS-17a** form. It is advisable to submit to the Graduate School (GS) a draft copy of the thesis before submitting the six/seven examination copies. This is to ensure that the proper format is adhered to before the thesis is sent for examination.
- iii. A candidate shall, within 60 days after the successful defence of the thesis, submit to the Dean of the Graduate School one hard copy for approval by the Graduate Studies Committee of UMT.
- iv. Upon approval by UMT's Graduate School Committee a candidate must submit three copies (bound with soft cover), 2 compact-discs the approved thesis and the **GS-17b** form. The candidate should also submit one bound copy to each member of the Thesis Supervisory Committee.

1.8 Technical Specification for thesis format

Typing should be done on a word processor, with printing done on a letter quality or a laser printer. Candidates for higher degrees are urged to consult the Graduate School (GS) on matters such as the format or the thesis before preparing to type their draft thesis. This will avoid costly errors and delays.

1.8.1 Font Type and Font Size

The entire text of the thesis, including the headings and page numbers, must be prepared using with the same font or typeface. The font size should be 12-point and should not be scripted or italicised except for scientific names and terms in a different language. Bold print may be used for headings. Footnotes and text in the tables should not be less than 8 point.

Some fonts appropriate for thesis copy are:

Arial
Tahoma
Times
Times New Roman

1.8.2 Margins

Top	: 2.54 cm (File – Page Setup – Margin)
Bottom	: 2.54 cm
Lef	: 4.00 cm
Right	: 4.00 cm

1.8.3 Spacing

The thesis should be typed double-spaced with four spaces between paragraphs and sections. The following, however, should be single-spaced:

- i. explanatory footnotes (if absolutely necessary);
- ii. quotations longer than three lines set in a block;
- iii. references or bibliography (except between entries);
- iv. multi-line captions (tables, figures);
- v. appendices, such as questionnaires, letters; and
- vi. headings or subheadings

1.8.4 **Pagination**

All pages should be numbered centrally or right flushed either at the top or bottom margin. The page numbers should not be placed in brackets, hyphenated or accompanied by other decorative devices. Print text or figures on only one side of each sheet. Only the original word-processed copy of a thesis or photocopies of high quality will be accepted.

Three types of pagination can be used. These are:

Type 1

The pages should be numbered consecutively throughout the thesis, including pages for the tables, figures and appendices. Each appendix should be identified separately using an uppercase letter beginning with A. The pages of the appendices should also be numbered accordingly.

Preliminary pages preceding Chapter 1 must be numbered in Roman numerals (i, ii, iii). The Title Page should not be numbered as though it is counted as page i. Page 1 is the first page of the Introduction (or Chapter 1). The subsequent pages should be numbered beginning with page 2.

Type 2

Page 1 begins with the Title Page but not numbered. Subsequent pages must be numbered consistently beginning with page 2.

Type 3

Preliminary pages preceding Chapter 1 must be numbered in Roman numerals (i, ii, iii). The Title Page should not be numbered as though it is counted as page i. Subsequent pages should be numbered consecutively according to the chapter, including pages for tables, figures and appendices. For example, first page of Chapter 2 is 2.1. Each appendix should be identified separately using an uppercase letter beginning with A. The pages of the appendices should also be numbered accordingly (e.g, A.1, A.2).

1.8.5 **Paper**

White simili paper (at least 80 g) or paper of equivalent quality should be used. Paper should be size of A4 size (210 mm x 297 mm).

1.8.6 Binding

When the thesis has been completed and all necessary signatures obtained, the candidature should seek the service of a reliable binder. All copies should be checked carefully to ensure that all pages are in correct order. The GS has a checklist to help you determine whether you have met the University requirements.

The thesis should be bound with MAROON (Master) or BLUE BLACK (Ph.D) hard cover. The binding should be of a fixed kind in which pages are permanently secured.

The following should be lettered in gold from the head to the foot of the thesis spine, using 20-point fonts:

name of candidate; degree for which the work is submitted; and year of submission

The following particulars should be provided on the thesis cover, using 18-point gold block font:

title of thesis; name of candidate; degree; name of university; and year of submission.

(See **Appendix A**)

1.8.7 Page Layout

The text should be written in Portrait layout. However the landscape layout may be used for Figures and Tables.

CHAPTER 2 : FORMAT OF THE THESIS

A thesis generally consists of three main parts: the preliminary pages; the text or main body, (usually divided into chapters and sections); and the ending pages.

The preliminary part includes the title page, dedication, abstracts (in both English and Bahasa Malaysia), acknowledgements, approval sheets, declaration form, table of contents, list of tables, figures, and abbreviations.

The ending pages consist of references, appendices and biodata of the author. An example of how various pages in a thesis, from preliminary to ending pages, are arranged is shown below. We recommend that this sequence be used as a guide, although not every thesis includes all the items listed below:

Items	Remarks
1. Blank Page	
2. Title Page	<div style="border: 1px solid black; width: 100px; height: 60px; display: inline-block; vertical-align: middle;"></div> Not to be paginated but counted as 1 or i. Subsequent pages are paginated and are numbered consecutively or according to the Chapter and listed in the Table of Contents.
3. Dedication (if any)	
4. Abstract	
5. Abstrak	
6. Acknowledgements	
7. Approval Sheets	
8. Declaration Form	
9. Table of Contents	
2 List of Tables	See Section 2.7
3 List of Figures	See Section 2.8
4 List of Abbreviations/Notations /Glossary of Terms	
5 Main Body (Chapters)	
6 References/Bibliography	
7 Appendices	
8 Biodata of the Author	
9 Blank Page	

2.11 Title Page

This page should include the following items (see **Appendix B**):

- i. Full title of the thesis (in uppercase);
- ii. Full name of the author (in uppercase);
- iii. Degree for which the thesis is submitted;
- iv. Name of the institution to where the thesis is submitted;
- v. Faculty/institute/centre in which the author is registered; and
- vi. Year of submission.

The title should capture the content of the thesis accurately and concisely. Words or phrases such as "An Investigation...", "An Analysis...", or "A Study..." should be omitted. The title should be typed single-spaced.

2.12 Abstract

An abstract is a digest of the entire thesis and should be accorded the same careful attention as the main text. Reference to literature is normally not included in the abstract. Abbreviations or acronyms must be preceded by the full term at the first use.

Abstract should not exceed 350 words. It includes a brief statement of the problem; a concise description of the research method and design; summary of the major findings, including the significance or lack of it; and conclusions.

The abstract should be written in both in English and Bahasa Malaysia. The version that appears first will be of the same language used in writing the thesis. The format of abstract heading is shown in **Appendices E1 and E2**.

Although a thesis may have been written in the English language, the corresponding abstract in Bahasa Malaysia must also reach an acceptable scholarly standard. Common mistakes include spelling errors, incorrect usage of prepositions and prefixes (e.g. "di", "ke"). In addition scientific terms must be used consistently.

2.13 Acknowledgements

Acknowledgements usually contain written expressions of appreciation for the guidance and assistance provided by individuals and institutions.

2.14 Approval Sheets

Two approval sheets are required. One sheet bears the signature of the Dean of the Graduate School certifying the approval of the thesis by the Thesis Examination Committee. The other approval sheet also bears the signature of the Dean of the Graduate School but is prepared after the Senate has awarded the Degree.

2.14.1 Approval Sheet No. 1.

The wordings on the page should read as follows:

APPROVAL

I certify that an Examination Committee has met on 29th January 2000 to conduct the final examination of Khor Hui Min, on her Master of Science thesis entitled "The Composition and Distribution Of Corals And Microalgae In Pulau Bidong And Their Proposed Management Plan" in accordance with the regulations approved by the Senate of Universiti Malaysia Terengganu. The Committee recommends that the candidate be awarded the relevant degree. The members of the Examination Committee are as follows:

Zaleha Kassim, Ph.D.
Faculty of Science and Technology
Universiti Malaysia Terengganu
(Chairperson)

Siti Aishah Abdullah @ Christine A. Orosco, Ph.D.
Professor/Director
Institute of Tropical Aquaculture
Universiti Malaysia Terengganu
(Member)

Norhayati Mohd Tahir, Ph.D.
Associate Professor
Faculty of Science and Technology
Universiti Malaysia Terengganu
(Member)

Azizi Muda, Ph.D.
Associate Professor
Faculty of Science and Environmental Studies
Universiti Putra Malaysia
(Member)

Aziz Arshad, Ph.D.
Associate Professor
Faculty of Science and Environmental Studies
Universiti Putra Malaysia
(Independent Examiner)

MOHD AZMI AMBAK, Ph.D.
Professor/Dean of Graduate School
Universiti Malaysia Terengganu

Date:

2.14.2 Approval Sheet No. 2

The wordings on the page should read as follows:

This thesis has been accepted by the Senate of Universiti Malaysia Terengganu as fulfilment of the requirements for the degree of Doctor of Philosophy.

MOHD AZMI AMBAK, Ph.D.
Professor/Dean of Graduate School
Universiti Malaysia Terengganu

Date:

2.15 Declaration Form

The declaration form should read as follows:-

DECLARATION

I hereby declare that the thesis is based on my original work except for quotations and citations which have been duly acknowledged. I also declare that it has not been previously or concurrently submitted for any other degree at UMT or other institutions.

(signed)

Name of Candidate

Date:

2.16 Table of Contents

The Table of Contents lists in sequence, all the relevant subdivisions of the thesis (see **Appendix C**).

The author is discouraged from submitting his/her thesis in more than one volume. If a thesis comprises more than one volume, the contents of the whole thesis are shown in the first volume and the contents of the subsequent volumes in a separate contents list in the appropriate volume. The words VOLUME ONE (1 or I) must be placed centred beneath TABLE OF CONTENTS.

Major headings within chapters (primary headings) are centred. Subheadings (secondary) are left justified (see **Appendix D**).

All chapters, sections and subsections may be numbered accordingly.

2.17 List of Tables

This list shows the exact titles or captions of all tables in the text and appendices, together with the beginning page number of each table. If the Chapter Layout used is of Type B in Section 2.10.4, then the List of Tables may no longer be necessary.

2.18 List of Figures

This includes graphs, maps, charts, engineering drawings, photographs, sketches and printed images. The exact title or caption and its corresponding page number are listed. Figures should be numbered consecutively throughout the thesis, including in the appendices. If the Chapter Layout used is of Type B in Section 2.10.4, then the List of Figures may no longer be necessary.

2.19 List of Abbreviations/Notation/Glossary of Terms

Whenever abbreviations and acronyms (e.g. FAO, DOA, MARDI, PORIM) are used in the thesis, it is best to list them in a list of Abbreviations/Notation/Glossary of Terms together with their meanings, even though the full names are already given at the first mention in the text. This list serves as ready reference to readers who are not familiar with the abbreviations used. Universally recognised scientific symbols (OC, cm, mm, kg, ha) need not be listed.

2.20 Text of Thesis

2.20.1 Body of Thesis

The body of a thesis normally consists of the sections listed below. These can either be organized as separate chapters or be included as subheadings in a chapter or various chapters.

Introduction: This chapter introduces the problem by the study and indicates its importance and relevance. It sets forth the context, the hypotheses to be tested and the research objectives to be attained.

Literature Review: This section is a critical review of literatures related to the topic of the thesis. It should act as a base for the experimental/analytical section of the thesis. The literature selected must be up to date, analysed and synthesised logically. It is not important to note that a review is not merely summary of works of different authors.

Materials and Methods/Methodology: It describes the methods and techniques used in the study. It may also contain validation of methods used. This may include, but is not limited to, chapter or chapters which describe the methodology, theoretical development, hypothesis description, fundamental philosophical foundation, experimental design and standard procedure description. In social science, a theoretical or conceptual framework should also be included. This important section of the thesis may be written in one or two chapters.

Results: This chapter presents a complete account of the results and analyses of the study in the form of figures, tables or text so that the key information is highlighted. Results and Discussion may be written in more than one chapter depending on the number of experimental work and/or parametric studies conducted. Each chapter on Results should contain a discussion.

Discussion: This chapter discusses the results of the study in relation to the hypotheses of the study. It highlights the main findings, their significance and implications. In social science, such a discussion often appears under Results and Discussion. Conclusion and recommendations may be presented here or under a separate chapter. A separate chapter for Discussion may be necessary to give an overall discussion of the findings leading to a conclusion.

Summary or Conclusion: The summary highlights the findings of the study upon which a conclusion is drawn in line with the objectives set at the beginning of the study.

2.20.2 Tables

Tables are numbered consecutively with Arabic numerals throughout the thesis (including text and appendices). There are two possible numbering schemes: either (a) number them consecutively throughout the thesis, or (b) number them by chapter, e.g. Table 1.1, 1.2, 1.3, 2.1, 2.2 and so on. Normally, all tables are to be listed under LIST OF TABLES in the preliminary pages (including tables appearing in the appendices). Tables should be placed after their first mention in the text or placed at the end of each chapter. If this is done, they should be arranged in the order of Tables followed by Figures (please refer to 2.10.4).

Table number, title and caption are typed single-spaced and placed above or below the table (see Appendix F1 and Appendix F2). There should be consistency in the style used.

Table sources and notes should be placed directly below the caption. Vertical lines are permitted.

2.20.3 Figures

Figures include maps, charts, graphs, diagrams, photographs, engineering, drawings and printed images. Each of these categories is numbered consecutively or according to the chapter throughout the thesis, including those in appendices.

The figure number, title and caption should be typed single-spaced and placed either below or at the top of the figure using Arabic numeral and lowercase, except for proper nouns and first letters of principle words (see Appendix G). Figures should be inserted after their first mention in the text or at the end of each chapter (see Section 2.10.4).

If a figure occupies an entire page, the caption may be typed on the left-hand facing page (reverse side blank), which is counted but not paginated. A right-hand page in landscape format should have the top of the figure at the binding edge. The figure number should be typed parallel to the way the figure reads. The page number is typed in standard text position. Figures should conform to standard margin requirements. Engineering Drawings should follow the appropriate standards and large size drawings should be placed in the appendix.

2.20.4 Chapter Layout

A chapter may be divided into Major sections and Subsections. Major section and Subsection of a chapter may be identified by numbers. Major section is numbered First level (e.g. 1, 2, 3) and Subsection is level numbered (e.g. 1.1, 1.1.1., 1.2.3). This should be consistent throughout the thesis and to be limited to 4 levels if possible. If type B is adopted, then List of Tables, List of Figures may no longer be necessary.

Two types of placement for Tables and Figures are recommended.

- A. Tables and Figures are inserted immediately after they are mentioned in the text; or
- B. Tables and Figures arranged at the end of a chapter in the following sequence: Text, Tables and Figures

2.20.5 Equations

All equations, mathematical and/or chemical, are considered as text and should be numbered according to the chapter. Detailed derivation relevant if should shall be placed in the appendix.

2.20.6 Footnotes

Footnotes should be used sparingly in a thesis regardless of field of study since extensive footnoting tends to distract the reader from the main argument of the text. They should be used only to clarify a certain term, to state conversion factors or exchange rates and should not be used in citing authority for specific statements or research findings. Citations of authority is done in the text as described in the following section. If footnotes are necessary, the indicators (the reference numbers in the text) are usually superscripted (e.g. 1, 2, and 3). The numbering of footnotes should begin with 1 and must be continuous within each chapter or appendix, and not throughout the whole text.

2.20.7 Citations

The author is responsible for choosing a style of citation that is appropriate to the field and the selected style should be used correctly and consistently. Students may consult their supervisors for guidelines.

2.20.8 References

References is a term commonly taken to mean a list of works cited. The Graduate School does not specify which reference style to use. It is, however, to your advantage to follow a style used by an authoritative journal in your field of study. Samples of commonly used reference styles are given in Appendix H. (Candidates should check for the latest versions of the different styles).

2.20.9 Appendices

An appendix or appendices, if any, are placed after the reference list. The appendix materials should be grouped by type, e.g. Appendix A: Questionnaire, Appendix B: Original Data, Appendix C: Result Tables. Details of the appendices are listed by type in the Table of Contents. Appendices include original data, summary, side-line or preliminary tests, tabulations, tables that contain data of lesser importance, very lengthy quotations, supporting decisions, forms and documents, computer printouts, detailed engineering drawings and other pertinent documents.

2.20.10 Biodata of the Author

This section is compulsory and gives the biographical information of the author. It should include the name of the author, educational background, degree, professional work experience (if any), and other uniformation that may interest the readers. It is preferable that the vitae be written in an essay form, rather than a mere resume. The biodata of the author should not exceed 200 words.

2.20.11 Header and Footer

The use of Header and Footer is not allowed.

CHAPTER 3 : WRITING CONVENTIONS

3.7 Units of Measure

Use internationally recognised units of measure, preferably Standard International (SI), such as:

1 litre (1 L)
20 millilitres (20 mL)
5 kilogram (5 kg)
20 kilometer (20 km)
2.5 hectare (2.5 ha)
3.7 metric tonnes (3.7 t)
45 parts per million (45 ppm)
12 gram (12 g)
500 U.S. Dollars (USD500)
3.4 metric tonne/hectare (3.4 t/ha)

The numbers before the measurement units should not be spelt out, e.g. 5 kg, not five kg even if they are below 100 (see Section 3.2), unless they appear as the first word of the sentence.

3.8 Numbers

All integers less than ten should be spelt out unless they are attached to units of measure (e.g. 5 kg, 10 ml). Use figures for numbers 10 or more space x. If a sentence begins with a number, write the numbers in words, e.g. "Three hundred and eighty-five farmers were sampled from the study area."

Use numerals for a series of figures, for example:

- i. In the room there were 4 chairs, 12 boxes, 13 books, 10 files, 9 umbrella and 8 pairs of shoes.
- ii. The number of taxi permits issued during the past five years was 8, 53, 27, 38, 52, and 90.

3.9 Elliptical Mark

Writers often use the ellipsis mark to show an omission from quoted material. The ellipsis consists of three-spaced full stops (...). When an ellipsis follows a sentence, it appears as four full stops (. ...).

One full stop marks the end of the sentence and the other three signals the omission. For example:

<p>Khatijah (1985: 4) wrote about the conference: The conference at Kuala Lumpur. . . agreed that the World educational crisis sketched in the document was real. . . .</p>

3.10 Use of Brackets []

Within direct quotations, brackets are used to enclose any explanatory note inserted by the thesis writer, e.g.

This year [1996] alone, we had two hundred applicants wanting to join our holiday camp (Mustafa, 1996).

Candidates should use "sic" within brackets [sic] to indicate a certain doubt as to meaning or factual error. It is used in quotations to show that the original version is being faithfully reproduced even though it is incorrect or seems to be so. Errors, which are obviously typographical, should be corrected as a matter of professional courtesy.

3.11 Use of Symbol for Percentage

The symbol % may be used in place of the word "percent", e.g. 27.3% and typed without a space. If the candidate prefers to write 27.3 percent in full, consistency should be maintained throughout. In tables, the abbreviation Pct may be used at the head of a table column to mean percent.

3.12 Policy on Direct Quotations

Direct quotations must be minimised except in some fields of study such as the English literature (e.g. quotations from Shakespeare).

CHAPTER 4 : USE OF EDITORIAL SERVICE

Some candidates employ professional editors to “polish” their thesis presentation. This should be done before the thesis is sent for examination. The Graduate School (GS) does not insist that all theses be sent to professional editors (who charge a fee for their services).

However, candidates should know that the GS accepts only theses that are reasonably free of errors. The supervisors cannot be held responsible for errors in your theses and you cannot expect them to be your editors.

Upon submission of the final draft prior to binding, the GS will browse through the thesis to ensure that it conforms to this Guide. The GS stresses on consistency and accuracy.

APPENDICES

APPENDIX A

Spine and Cover of the Thesis

<p>KHOR HUI MIN</p> <p>MASTER OF SCIENCE</p> <p>2002</p>	<p>THE COMPOSITION AND DISTRIBUTION OF CORALS AND MICROALGAE IN PULAU BIDONG AND THEIR PROPOSED MANAGEMENT PLAN</p> <p>KHOR HUI MIN</p> <p>MASTER OF SCIENCE UNIVERSITI MALAYSIA TERENGGANU</p> <p>2002</p>
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APPENDIX B

Title page

**THE COMPOSITION AND DISTRIBUTION OF
CORALS AND MICROALGAE IN PULAU BIDONG
AND THEIR PROPOSED MANAGEMENT PLAN**

KHOR HUI MIN

**Thesis Submitted in Fulfillment of the Requirement for the
Degree of Master of Science in the Faculty of Science and Technology
Universiti Malaysia Terengganu**

January 2002

APPENDIX C

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APPENDIX D

Layout of a Chapter

CHAPTER 2

TITLE OF THE CHAPTER

There may be a preamble at the beginning of a chapter. The purpose may be to introduce the themes of the main headings.

2.1 Main Heading No. 1 (Primary Level Numbering)

2.1.1 Sub-heading No. 1 (Secondary Level Numbering)

There should be a minimum of two-subheadings to justify having sub-headings

2.1.2 Sub-heading No. 2 (Third Level Numbering)

All first letters principal words are capitalized and the sub-heading is left justified.

.....
.....
.....

APPENDIX E1

Format of Abstract (English version)

Abstract of thesis presented to the Senate of Universiti Malaysia Terengganu
in fulfillment of the requirement for the degree of Master of Science

THE COMPOSITION AND DISTRIBUTION OF CORALS AND MACROALGAE IN PULAU BIDONG AND THEIR PROPOSED MANAGEMENT PLAN

KHOR HUI MIN

January 2002

Chairperson : Siti Aishah Abdullah @ Christine A. Orosco, Ph.D.

**Member : Associate Professor Norhayati Mohd Tahir, Ph.D.
Associate Professor Azizi Muda, Ph.D.**

Faculty: Science and Technology

Pulau Bidong is a small island off the coast of Terengganu, which has been subjected to unregulated development in the past, but it presently not inhabited. Plans are underway to develop the island as an ecotourism destination and also a stopover for fishermen. Therefore, the objectives of this study were to determine the distribution and abundance of corals, macroalgae and other benthic life forms in the coral reefs, and propose a management plan for the island based on the present and planned activities for the island.

The Line Intercept Transect and Belt Transect methods were used to assess the health of the coral reefs

.....

APPENDIX E2

Format of Abstract (Bahasa Malaysia version)

Abstrak tesis yang dikemukakan kepada Senat Universiti Malaysia Terengganu sebagai memenuhi keperluan untuk ijazah Master Sains.

KOMPOSISI DAN TABURAN BATU KARANG DAN RUMPAIAN LAUT DI PULAU BIDONG SERTA CADANGAN RANCANGAN PENGURUSNYA

KHOR HUI MIN

Januari 2002

Chairperson : Siti Aishah Abdullah @ Christine A. Orosco, Ph.D.

**Member : Profesor Norhayati Mohd Tahir, Ph.D.
Profesor Azizi Muda, Ph.D.**

Faculty: Sains dan Teknologi

Pulau Bidong adalah pulau kecil di perairan negeri Terengganu. Walaupun hidupan bentik sekitar pulau-pulau Terengganu yang lain telah banyak dikaji, Pulau Bidong telah lama terabai. Oleh demikian, objektif-objektif kajian ini adalah untuk menentukan taburan dan kelimpahan batu karang, rumpai laut serta hidupan bentik yang lain, mengkaji aktiviti manusia di atas dan sekitar pulau tersebut serta aktiviti-aktiviti yang mungkin dilaksanakan pada masa hadapan, dan akhirnya, mencadangkan suatu rancangan pengurusan untuk melindungi terumbu karang pulau tersebut.

Kaedah 'Line Intercept Transect' telah digunakan bagi menilai keadaan terumbu

.....

APPENDIX F1

Sample of Table (without vertical lines)

Table 26 (or Table 2.5): Number of visitors according to participation in activities

different

Activity	No. of participants (N=96)	NA
Wildlife sighting	-	96
Fishing	-	96
Photography	92 (95.8)	4
Camping	-	96
Picnicking	47 (49.0)	49
Visiting waterfall	96 (100.0)	-
Sightseeing and nature observation	84 (87.5)	12
Bird watching	4 (4.2)	92
Visiting historic sites	50 (52.1)	46

Note: Figures in parentheses indicate percentage of N
NA: Not applicable

APPENDIX F2

Sample of Table (with vertical lines)

Table 26 (or Table 2.5): Number of visitors according to participation in different activities

Activity	No. of participants (N=96)	NA
Wildlife sighting	-	96
Fishing	-	96
Photography	92 (95.8)	4
Camping	-	96
Picnicking	47 (49.0)	49
Visiting waterfall	96 (100.0)	-
Sightseeing and nature observation	84 (87.5)	12
Bird watching	4 (4.2)	92
Visiting historic sites	50 (52.1)	46

Note: Figures in parentheses indicate percentage of N
NA: Not applicable

APPENDIX G

Sample of Figure

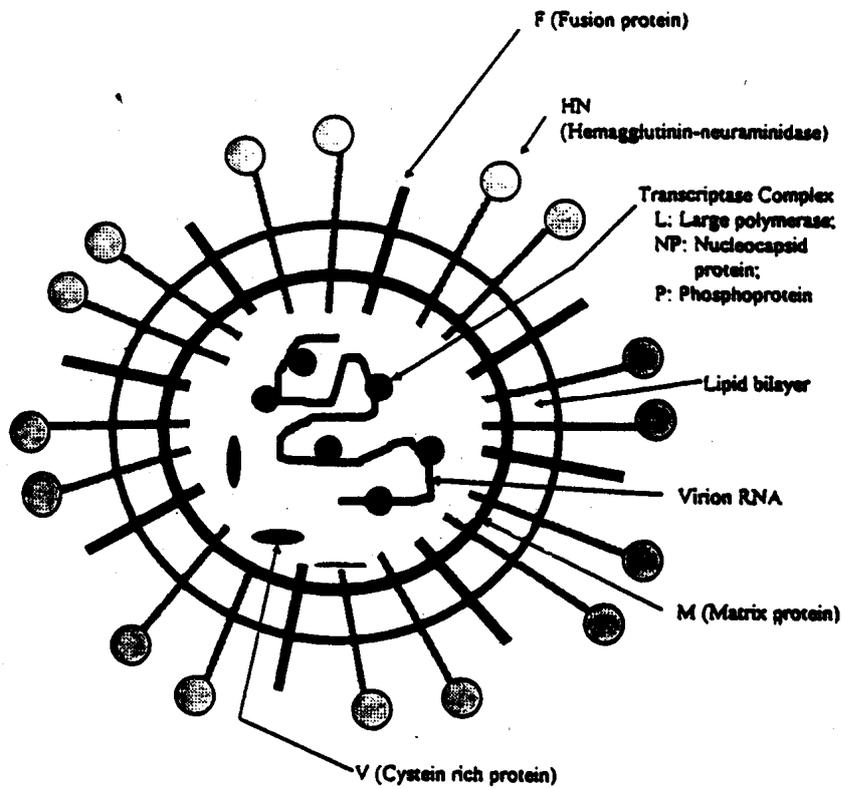


Figure 11 (or Figure 3.6): Schematic Diagram of NDV Virion (modified from Lamb and Kolafoksky, 1996)

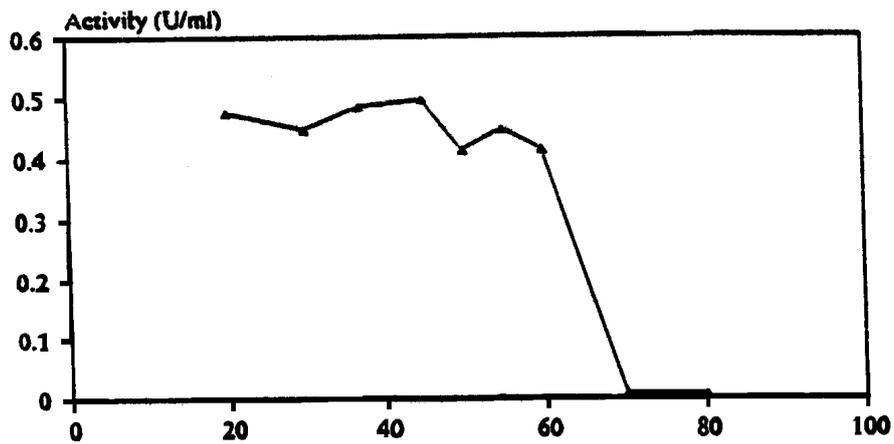


Figure 6 (or Figure 3.6): Thermostability of Xylanase

APPENDIX H

Examples of Reference Format

Journal:

Type 1

Ho, Y.W. and A. Nawawi. 1991. Effect of carbon and nitrogen sources on growth of *Ganoderma boninense* from oil palm. *Journal of plant Protection in the Tropics* 8:37-43

Type 2

Chan, T.K., Herlina, S and Ruangsap, B. 1993. Cloning of promoter sequences from *Escherichia coli*. *Journal of Molecular Biology* 45:567-575.

Type 3

Karim F, Hainsworth R, Sofola, OA, Wood, LM. Responses of the heart to simulation of aortic body chemoreceptors in dogs. *Circulation Research* 1980; 46:77-83.

Monographs:

EITHER

Turner, H.N. and Young, S.S.Y. 1969. *Quantitative Genetics in Sheep Breeding*. Ithaca: Cornell University Press.

OR

Herlina, S and Tan, F.H. 1992. *Molecular aspects of typhoid fever*. Kuala Lumpur: Protea Press.

Book Chapter

Chan, T.K. 1992. Plasmids of enterobacteria. In *Pathogenesis of bacterial infections*, ed. A. Ramirez, and S. Aquino, pp 235-243. Kuala Lumpur: Protea Press

Roberts, D.W. 1980. Toxins of entomopathogenic fungi. In *Microbial Control of Pests and Plant Diseases*, ed H.D. Burgess, pp 441-463, New York: Academic Press.

Personal Communications:

These should be mentioned in the text in the following from: (A.B. Salleh, pers. Comm.)

WebPages

Vice President, 1999. University of Calgary Research Policies and Procedures Handbook. http://www.ovpr.uga.edu/rpph/rph_misn.html. Accessed on 23 February 1999

Author, Y. 1999. Title of the article or information. <http://www/webpage.com>. Accessed on 17 March 1999.

Thesis

Chin, Y., 1986. Title of Ph.D. Dissertation, Ph.D Thesis, Any State University.

Author, Y., 1999. Title of thesis, Ph.D Thesis, Name of University, Country.

Reports

Type 1

Country/Ministry/State/Institution, 1999. Title of reports.

Malaysia, 1991. Rancangan Malaysia Keenam 1991-1995.

Type 2

Committee Name, 1999. Title of reports. Publisher.

APPENDIX H2

Samples of Commonly Used Reference Formats

American Psychological Association (APA)

(from the 3rd edition of the Publication Manual of the American Psychological Association, 1983; often used in the social sciences and education.)

Brown, M. W. (1982). *This is the title of a book* (2nd ed.). City: Publisher.

Chin, Y. (1988). *This is the title of a part of a book*. In A. R. Finley, S. R. Taft, & M. N. Piper (Eds.), *This is the book title*. (pp.25-37). City: Publisher.

Clark, B. W. (1988). *This is the title of a paper appearing in a published proceedings*. In A. B. Cook (Ed.), *Proceedings of the 100th Annual Meeting of the Society of Experimental Results* (pp. 49-78). City: Publisher.

Fourney, T. T., & Heller, R. N. (January, 1991). *This is the title of an unpublished paper presented at a meeting*. Paper presented at the 103rd annual meeting of the Society of Experimental Results, City of Meeting, ST.

Goff, A. M. (1978). *This is the title of a journal article*. *Journal of Experimental Results*, 1(3), 1-22.

Green, M. (1988, January). *This is the title of a magazine article*. *Magazine of Today*, pp. 6-12.

Johnson, R. S. (1989, October 1). *This is the title of a newspaper article*. *The Daily News*, pp. 1, 6-8.

Jones, M. J., & Smith, A. R. (1990). *This is the title of a report* (Report No. 90-1428). City : Publisher

Miller, G. M. (1988). *This is the title of a master's thesis*. Unpublished master's thesis, Any State University, City, ST.

Simmons, M.T. (1987) *This is the title of a doctoral dissertation (Doctoral dissertation, Any State University, 1986)*. *Dissertation Abstracts International*, 47, 1202.

Turabian

(from the 5th edition of Kate Turabian's *A Manual for Writers*, 1987; used primarily in the arts and humanities and selected disciplines in the social sciences. Turabian is adapted from the *Chicago Manual of Style* which is also used in some disciplines.)

Brown, Milton. *This is the title of a book*. 2nd ed. City : Publisher, 1982

Chin, Yee. "*This is the title of a part of a book*." In *This book title*, ed. Alice Finley, Sarah Taft, and Michael Piper, 25-37. City : Publisher, 1989

Clark, Brandon. "*This is the title of a paper appearing in a published proceeding*." In *Proceedings of the 100th annual meeting of the society of experimental result held in San Francisco 2-4 October 1987*, edited by A. B. Cook, 49-78. City: Publisher, 1988.

Fourney, Theodore T., & Renee N. Heller. "*This is the title of an unpublished paper presented at a meeting*." Paper presented at the 103rd annual meeting of the Society of Experimental Results, City of Meeting, ST, January, 1991.

Goff, Ann M. "*This is the title of a journal article*." *Journal of Experimental Results*, 1, no. 3 (1978) : 1-22.

Green, Marilyn. *This is the title of a magazine article*. *Magazine of Today*, January 1988, 6-12

Johnson, Robert. "*This is the title of a newspaper article*." *The Daily News*, 1 October 1989, 1,6-8.

Jones, Mary, and Arthur Smith. *This is the title of a report*. City : Publisher, 1990. Report No. 90-1428.

Miller, George M. "*This is the title of a master's thesis*." M.S. thesis, Any State University, 1988.

Simmons, Marshall. "*This is the title of a doctoral dissertation*." Ph.D, diss., Any State University, 1986.

(from the 3rd edition of the CBE Style Manual, 1972; used primarily in the biological sciences. This edition is not the latest but is the one from which many journals in this branch of the sciences adapt their style.)

Brown, M. W. 1982. This is the title of a book (2nd ed.). Publisher, City, ST. 100pp.

Chin, Y. 1988. This is the title of a part of a book. Pages 25-37 in A. R. Finley, S. R. Taft, and M. N. Piper, eds., This is the book title. Publisher, City, ST.

Clark, B. W. 1988. This is the title of a paper appearing in a published proceedings. Pages 49-78 in A. B. Cook, ed. Proceedings of the 100th Annual Meeting of the Society of Experimental Results. City: Publisher.

Fourney, T. T., and Heller, R. N. 1991. This is the title of an unpublished paper presented at a meeting. Paper presented at the 103rd annual meeting of the Society of Experimental Results, January, City of Meeting, ST.

Goff, A. M. 1987. This is the title of a journal article. Journal of Experimental Results 1(3): 1-22.

Green, M. 1988. This is the title of a magazine article. Magazine of Today, January: 6-12.

Johnson, R. S. 1989. This is the title of a newspaper article. The Daily News, 1 October: 1, 6-8.

Jones, M. J., and Smith, A. R. 1990. This is the title of a report. Report No. 90-1428. (Company, City, ST).

Miller, G. M. 1988. This is the title of a master's thesis. M. S. thesis, Any State University, City, ST.

Simmons, M.T. 1987. This is the title of a doctoral dissertation. Ph.D. Dissertation, Any State University. (Libr. Congr. Card No. Mic. 87-1111). 103 pp. University Microfilms, Ann Arbor, MI (Diss. Abstr. 47: 1202)

Modern Language Association (MLA)

(from the 3rd edition of the MLA Handbook for Writers of Research papers, 1989; used primarily by students in the language and literature fields.)

Brown, Milton. This is the title of a book. 2nd ed. City: Publisher, 1982.

Chin, Yee. "This is the title of a part of a book". This book title Ed. Alice Finley, Sarah Taft, and Michael Piper. City: Publisher, 1989. 25-37.

Clark, Brandon. "This is the title of a paper appearing in a published proceedings". Proceedings of the 100th annual meeting of the society of experimental results. San Francisco, 2-4 October 1987. Ed. A. B. Cook. City: Publisher, 1988. 49-78.

Fourney, Theodore T. and Heller, Renee N. "This is the title of an unpublished paper presented at a meeting". 103rd annual meeting of the Society of Experimental Results. City of Meeting, ST, 5 January, 1991.

Goff, Ann M. "This is the title of a journal article". Journal of Experimental Results, 1.3 (1987): 1-22.

Green, Marilyn. "This is the title of a magazine article". Magazine of Today, January 1988: 6-12.

Johnson Robert. "This is the title of a newspaper article" The Daily News 1 October 1989: 1, 9-8.

Jones, Mary, and Arthur Smith. This is the title of a report. City: Publisher, 1990. Report No. 90-1428.

Miller, George M. "This is the title of a master's thesis". Thesis, Any State University, 1988.

Simmons, Marshall. "This is the title of a doctoral dissertation". Diss., Any State University, 1987. Ann Arbor: UMI, 1987. 8701111.

American Chemical Society (ACS)

(From the ACS Style Guide, 1986; used by students in the chemical sciences; note the numbered references list rather than an indented style).

1. Green, M. This is the title of a book, 2nd ed.; Publisher: City, 1982.
2. Miller, G. M. In this is the book title; Alice Finley; Sarah Taft; Michael Piper, Ed.; Publisher: City, 1989; pp25-37.
3. Fournay, T. T.; Heller, R. N. Proceedings of the 100th annual meeting of the society of experimental results, San Francisco, CA; Publisher: City, 1988; 49-78.
4. Brown, M. Presented at the 103rd annual meeting of the Society of Experimental Results, City of Meeting, ST, January, 1991; paper 125.
5. Jones, M.; Smith, A. Journal of Experimental Results 1987, 1(3), 1-22.
6. For Magazine see [5].
7. For newspaper articles see [5].
8. Simmons, M. "This is the title of a report"; final report to Agency on Grant XXX-123456; Entity giving report: City, 1990.
OR
Simmons, M. Report No. 90-1428; ABC Company, City.
9. Goff, A. M. M.S. Thesis, Any State University, 1988.
10. Chin, Y. Ph.D. Dissertation, Any State University, 1986.