



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

The dissertation/thesis must consist of three main parts: preliminary pages, main body, and supplementary pages. The main body should be organized into chapters, each comprising a number of sections and subsections. All chapters must begin on a new page. The structure of the manuscript should be arranged in the following order:

<i>Preliminary</i>
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;	
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
<i>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.</i>	
Supplementary	
1. Appendices; 2. References; 3. Acknowledgments; 4. 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**). Students are strongly advised to use the XMUM dissertation/thesis template that is conform to the current formatting requirements. Failure to meet the formatting requirements may result in a dissertation/thesis being rejected at the point of submission.



III. Manuscript Length

The minimum word count for Master's dissertations and theses written in English is outlined below:

- Master's programme:
 - Coursework and Mixed mode: 17, 000 words
 - Research mode: 25,000 words
- Doctoral programme:
 - Research mode: 30,000 words

For dissertations/theses written in Chinese, the minimum requirement is:

- Dissertation: 30,000 Chinese characters
- Thesis: 50,000 Chinese characters

These limits do not include the cover page and declaration pages (*Declaration of Originality for Dissertation/Thesis* and *Declaration of Consent to Grant Right of Use for Dissertation/Thesis*).

Postgraduate programmes with relevant programme standards from the Malaysian Qualifications Agency (MQA) must adhere to the specific word count guidelines stated in the respective programme standards. For postgraduate programmes without specific MQA programme standards, the word count of the dissertation/thesis should follow the guidelines stated above.

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 maximum amount of similarity



permitted shall generally be 10 % (excluding the papers in which the candidate is a primary contributor), unless specified by the school/department with proof of permitted similarity in the respective school in main campus. Students are strongly advised to submit the final version of the dissertation/thesis, excluding the cover page and declaration pages (*Declaration of Originality for Dissertation/Thesis* and *Declaration of Consent to Grant Right of Use for Dissertation/Thesis*), for plagiarism checking to avoid inflated similarity indices resulting from standard institutional templates and non-substantive content. The soft copy of the similarity report shall be submitted to PSU together with the soft copy of the dissertation/thesis. The report must include the similarity index (%), match overview (source list), match breakdown (highlighted text matched with sources), and details of the filters and settings applied.

V. Manuscript Printing and Submission

The dissertation/thesis must be printed exclusively on high quality **A4 size (210 mm × 297 mm)** white simile paper, with a weigh of 80 grams per square meter (gsm). All text, tables, and figures in preliminary pages, main body, and supporting documents must be printed on one side of each sheet only. Both Master's dissertations and Ph.D. theses must be bound in softcover (160 gsm coated paper). The cover colour shall follow the specifications outlined in **Appendix 2d**.

Students may submit their dissertation/thesis only after receiving formal approval from the Postgraduate Studies Unit (PSU) or any other academic body overseeing the programme. All submitted copies must be clean and neatly presented to ensure readability. Students must submit the following documents to the PSU:

1. A softcopy (in .pdf format) of the final dissertation/thesis, which should be named as: "35_10384_Student ID_LW" [insert student ID only]; and
2. Hard copies of the dissertation/thesis: -
 - a) Arts and Social sciences: 2 hard copies; and
 - b) Sciences, Engineering, and Medicine: 3 hard copies; and
3. A CD-ROM containing the full text of the dissertation/thesis.



VI. 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:
 - a) Colour: -
 - Deep blue (Colour code: #5F78A3): Ph.D. of Arts and Social Sciences
 - Light Blue (Colour code: #B3E4E7): Ph.D. of ~~Nature~~ Sciences, Engineering, and Medicine
 - Light Yellow (Colour code: #F6E8C9): Master of Arts and Social Sciences
 - Light Green (Colour code: #C9DEB3): Master of ~~Nature~~ Sciences, Engineering, and Medicine
 - b) Font type, size, margin and format should follow the Format Guidelines.
 - c) Please refer to **Appendix 2a (English version)**, **2b (Chinese version)**, and **2d**.
4. Book Spines:
 - a) Written in English.
 - b) Title, author's name, main supervisor's name (without affiliation), Xiamen University Malaysia.
 - c) Font: Times New Roman-~~r~~
 - d) Font size: 16 point recommended; title may be adjusted to fit the spine.
 - e) Please refer to **Appendix 2c**.



5. Declaration of Originality and Consent to Grant Right of Use for Dissertation/Thesis

- a) *Declaration of Originality for Dissertation/Thesis* should be signed by author and supervisor.
- b) *Declaration of Consent to Grant Right of Use for Dissertation/Thesis* should be signed by author.
- c) For the *Declaration of Consent to Grant Right of Use for Dissertation/Thesis*, the declassified dissertation/thesis option should be selected unless the dissertation or thesis involves a national project (China) or contains national sensitive data or information (China). Any application for classification of a dissertation/thesis shall be processed in accordance with the procedures of the main campus.

6. Table of Contents

- a) Indicate the title and page number for each chapter, section, and subsection.
- b) Chapter(s) title: Font: Times New Roman; font size: 14 pt bold.
- c) Section(s) title: Font: Times New Roman; font size: 12 pt bold.
- d) Subsection(s) title: Font: Times New Roman; font size: 12 pt regular.

7. Abstract

- a) 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.
- b) Word limit: Chinese abstract: 600 words; English abstract: 600 – 800 words.
- c) Abstract: summarize problem statement, objectives, significance/novelty, main findings, and conclusion of the research studies.



8. Keywords

- a) 3-5 keywords each for both Chinese and English version of abstract, the keywords should be able to reflect the main content of the research studies while complying with the academic standards.
- b) Each keyword should not have more than 5 Chinese characters or 5 English words.
 - English font: Times New Roman
 - Chinese font: 宋体/ SimSun
 - Font size: 12 pt regular
- c) Each keyword is separated with a semicolon (;).
- d) Example:
 - i. **关键词:** 资产重组; 市场反应; 实证研究
 - ii. **Keywords:** Capital reorganization; market reaction; empirical study

9. Manuscript layout

- a) Manuscript font:
 - English font: Times New Roman
 - Chinese font: 宋体/ SimSun
 - Font size: 12 pt regular
- b) Line and paragraph spacing: 1.5.
- c) Margins: top, bottom, left and right margins are 2.54 cm.
- d) All paragraphs should begin from the left margin.
- e) Gutter: left gutter should be 0.81 cm.
- f) Mathematical/chemical equations must be spaced out.
- g) Superscript and subscript must be clearly indicated and numbered.
- h) Computer coding/ programs (may be reduced to font size: 9 pt).
- i) Each page has a header (top center margins) and page number (bottom center margins).
- j) There are no strict requirements on the structure of chapter(s) and sub-chapter(s).



10. Title format and typesetting

a) Chapter titles:

- English font: Times New Roman
- Chinese font: 宋体/ SimSun
- Font size: 15 pt bold

b) Section titles:

- English font: Times New Roman
- Chinese font: 宋体/ SimSun
- Font size: 14 pt bold

c) Heading and subheading:

- English font: Times New Roman
- Chinese font: 宋体/ SimSun
- Font size: 14 pt bold

d) Titles should be concise, embody the main points, without the use of punctuation.

e) Numbering of all chapters and sections are sequential and consistent.

11. Tables

a) 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.

b) Title should be self-explanatory. The author and source of the data should be cited. Add a blank line before and after the table.

c) Single spacing is required between lines of the caption and between the text within the table and the caption.



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

- 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.
- 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.
- Single spacing is required within the figure and the caption.

Example:

Blank Line

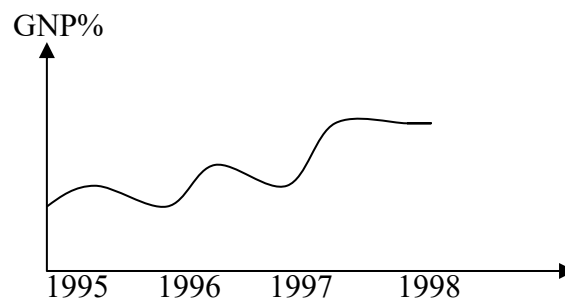


Figure 1. Xiamen's GDP Growth from 1995 to 2000.

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. Appendices

- a) Appendices should be numbered sequentially. There are no strict requirements on appendices formatting. Appendices can be in any style or format as long as the style is consistent.
- b) The list of viva voce committee members should be attached as a last appendix to the dissertation or thesis for those who pass their viva voce.
- c) Appendix should be self-explanatory. Add a blank line before and after the figure and table in the appendix.
- d) Single spacing is required within the figure/table and its caption.

15. References

There are no strict requirements on reference formatting in XMUM, and the School/Department may determine the appropriate citation style. The American Psychological Association (APA) reference format is highly recommended. However, students may adopt a referencing style used by authoritative journals in their field of study or as determined by the School/Department. Regardless of the style chosen, the thesis must adopt one (1) consistent referencing style throughout. Students are advised to refer to the latest version of the selected referencing style, as some systems (e.g., APA) are periodically updated. Where applicable, references should include author name(s), article/chapter title, journal/book title, year of publication, volume number, and page range or article number.



The use of DOI is highly encouraged.

All references must be formatted with appropriate hanging indentation. For numeric citation styles, the reference number shall be placed at the left margin, followed by the reference text. A hanging indent shall be applied such that all lines after the first line align with the beginning of the reference text, rather than with the reference number. For non-numeric (author–date) citation styles (e.g., APA), references shall be arranged alphabetically by the surname of the first author and formatted with a hanging indent, where the first line is flush with the left margin and all subsequent lines are indented uniformly. Regardless of the citation style used, the application of hanging indentation is mandatory for all reference entries to ensure uniformity and readability throughout the thesis.

Notes:

- a) English font: Times New Roman
- b) Chinese font: 宋体/ SimSun
- c) Font size: 12 pt regular
- d) Alignment: Justified
- e) Line spacing: Single
- f) Examples for numeric citation styles:

[BD59] E G Bligh and W J Dyer. A rapid method of total lipid extraction and purification. *Can. J. Biochem. Physiol.*, 37(8):911–917, August 1959.

[Cox72] D R Cox. Regression models and life-tables. *J. R. Stat. Soc. Series B Stat. Methodol.*, 34(2):187–220, June 1972.

[PBE96] J P Perdew, K Burke, and M Ernzerhof. Generalized gradient approximation made simple. *Phys. Rev. Lett.*, 77(18):3865–3868, October 1996.

[PTVF07] W H Press, S A Teukolsky, W T Vetterling, and B P Flannery. *Numerical recipes: the art of scientific computing*. Cambridge University Press, Cambridge, UK, 3 edition, September 2007.



- [1] 周振甫. 周易译注[M]. 北京: 中华书局, 1991.
- [2] 何龄修. 读顾城 《南明史》[J]. 中国史研究, 1998, (3): 167—173.
- [3] 谢希德. 创造学习的新思路[N]. 人民日报, 1998—12—25 (10)
- [4] 王明亮. 关于中国学术期刊标准化数据库系统工程的进展[EB/01].
<http://www.cajcd.cn/pub/wml.txt/980810-2.html>, 1998-08-16/1998-10-04.
- [5] 张永禄. 唐代长安词典[Z]. 西安: 陕西人民出版社

g) Examples for non-numeric citation styles:

- Du, X.-H., Zhao, Q., O'Donnell, K., Rooney, A. P., & Yang, Z. L. (2012). Multigene molecular phylogenetics reveals true morels (*Morchella*) are especially species-rich in China. *Fungal Genetics and Biology*, 49(6), 455–469. <https://doi.org/10.1016/j.fgb.2012.03.006>
- Fattorusso, E., Luciano, P., Putra, M. Y., Tagliatela-Scafati, O., Ianaro, A., Panza, E., Bavestrello, G., & Cerrano, C. (2011). Chloroscabrolides, chlorinated norcembranoids from the Indonesian soft coral *Simularia* sp. *Tetrahedron*, 67(41), 7983–7988. <https://doi.org/10.1016/j.tet.2011.08.024>
- Johnson, D., Boyes, B., Fields, T., Kopkin, R., & Orlando, R. (2013). Optimization of data-dependent acquisition parameters for coupling high-speed separations with LC-MS/MS for protein identifications. *Journal of Biomolecular Techniques*, 24(2), 62–72. <https://doi.org/10.17171/jbt.13-2402-003>
- Kang, D., Kim, J., Choi, J. N., Liu, K.-H., & Lee, C. H. (2011). Chemotaxonomy of *Trichoderma* spp. using mass spectrometry-based metabolite profiling. *Journal of Microbiology and Biotechnology*, 21(1), 5–13. <https://doi.org/10.4014/jmb.1008.08018>

16. Other Formatting Requirements

- a) Title and paragraph formatting should be consistent for chapters, sections, and subsections;
- b) Style should be consistent for all chapters; for example, whether all chapters have an introduction;
- c) Date: In British English, dates are written as 5 February 2005 or 5th February 2005.



Avoid the 5th of February and February 5th, 2005;

- d) Heading numbers should not be placed in parenthesis, such as (I) or (I.); No punctuation mark at the end of the headings;
- e) Typographical inconsistencies should not exceed 0.02% of the entire manuscript text.



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

Institution Code: 10384

Student ID No. : XXXXXXXXXXXX



XIAMEN UNIVERSITY MALAYSIA

廈門大學 馬來西亞分校

Master's Dissertation/Doctoral Thesis

论文名称

Thesis Title

Student Name

Name of Supervisors : Prof. Dr. XXXX
Dr. XXXX

Name of Major :

Date of Submission : Month Year

Date of Defence : Month Year

Date of Degree Conferral: Month Year

Month Year



Appendix 2a: Sample of Front Cover (English version)

Institution Code: 10384

Student ID No. : MBA201205001

(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.)

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 : Business Administration

Date of Submission : Month Year

Date of Defence : Month Year

Initial submission date of
dissertation/thesis

Date of Degree Conferral: Month Year

June or December of year graduated

- Should be at the last line of the page
- Month/Year of **final** submission

Month Year

(Times New Roman 14 pt.)



Appendix 2b: Sample of Front Cover (Chinese version)

学校编码: 10384

(Times New Roman 小4号加粗)

学 号: MBA201205001

(宋体小4号加粗)



XIAMEN UNIVERSITY MALAYSIA

廈門大學馬來西亞分校

(宋体小2号加粗)

博 士 学 位 论 文

(黑体2号加粗)

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 3号加粗)

作者姓名

(楷体小2号加粗)

指导教师姓名: XXX 教授
: XXX 副教授

(楷体4号)

专 业 名 称: 工商管理

论文提交日期: XXXX 年 XX 月

论文答辩日期: XXXX 年 XX 月

学位授予日期: XXXX 年 XX 月

学位论文初次提交日期

毕业年份的6月或12月

- 应位于页面的最后一行

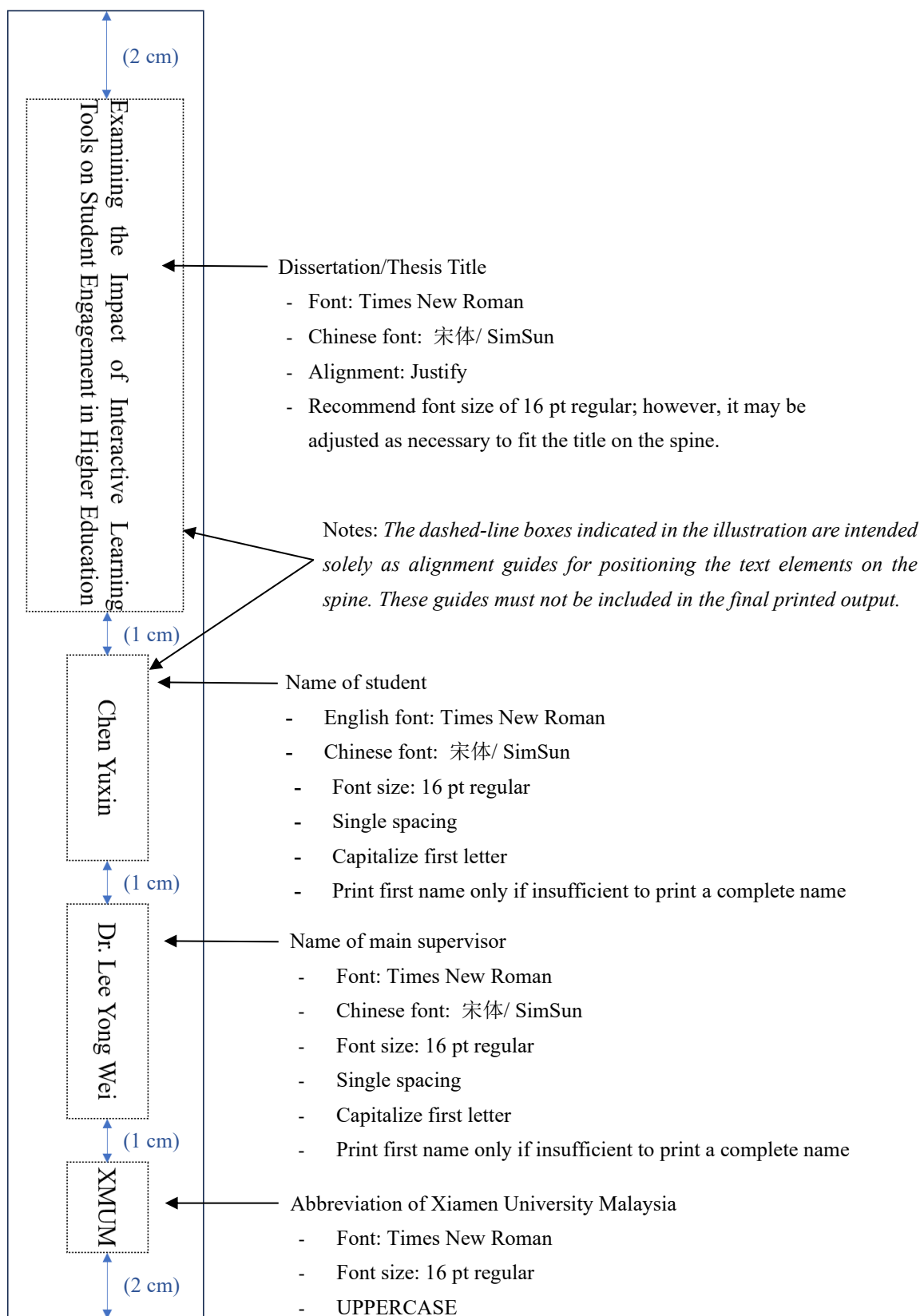
- 学位论文最终提交的月份/年

XXXX 年 XX 月

(宋体4号加粗)

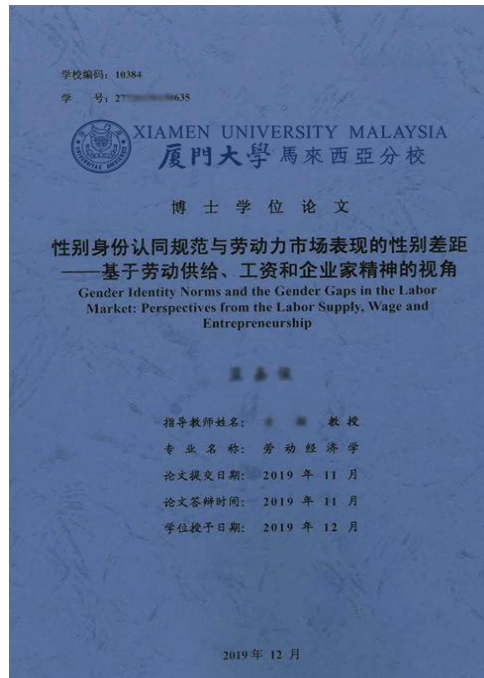


Appendix 2c: Sample of Spines

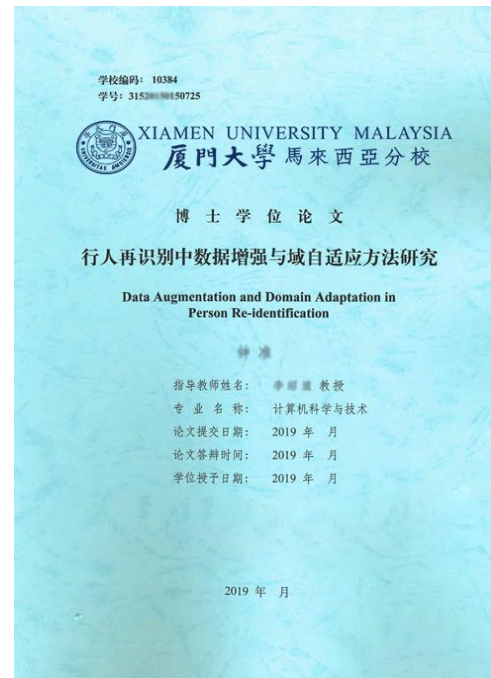




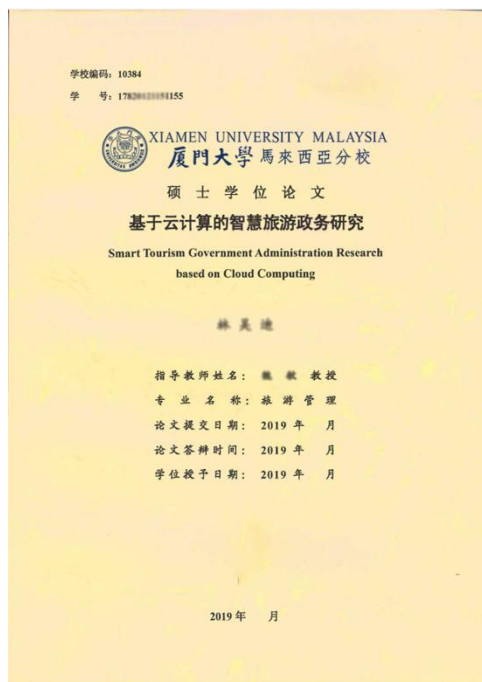
Appendix 2d: Front Cover of Dissertation/Thesis



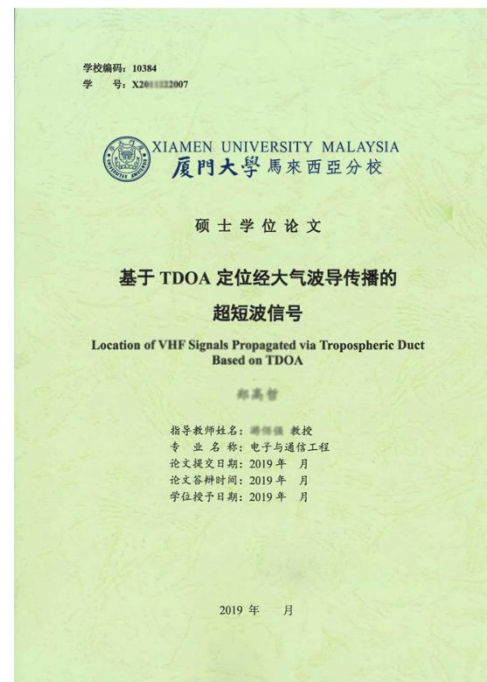
**Doctor of Arts and Social Sciences
(in Deep Blue Color)**



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



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



**Master of 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 and 2b.



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 :