THESIS WRITING GUIDE
THIRD EDITION

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Editor : Mr. Lim Hock Yuan

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FACULTY OF BUSINESS AND FINANCE
TWINTECH INTERNATIONAL COLLEGE OF TECHNOLOGY
ACKNOWLEDGEMENT

Highest gratitude to all the Faculty of Business and Finance lecturers as well as students who contributed to this thesis writing guide.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>CONTENT</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACKNOWLEDGEMENT</td>
<td>ii</td>
</tr>
<tr>
<td>TABLE OF CONTENTS</td>
<td>iii</td>
</tr>
<tr>
<td>1.0 INTRODUCTION</td>
<td>1</td>
</tr>
<tr>
<td>2.0 SPECIFICATIONS</td>
<td>2</td>
</tr>
<tr>
<td>3.0 LAYOUT AND CONTENT ARRANGEMENT</td>
<td>6</td>
</tr>
<tr>
<td>4.0 REFERENCES</td>
<td>15</td>
</tr>
<tr>
<td>5.0 THESIS SUBMISSION</td>
<td>19</td>
</tr>
<tr>
<td>APPENDICES</td>
<td>21</td>
</tr>
</tbody>
</table>
1.0

INTRODUCTION

This thesis writing guide has been provided for the supervisors and students of Faculty of Business and Finance (FBF) to assist them in preparing the Bachelor of Business Administration (BBA) programme research project or thesis.

The guidebook provides an explanation and description for major sections or subheadings of the main text in the thesis. It also provides formatting standards that help students present information in an organized, uniform manner. Some of the procedures that involve in the thesis submission were also presented here.
2.0 SPECIFICATIONS

This section will give general guidelines towards the writing and the presentation of a thesis.

2.1 METHOD OF PRODUCTION

The text shall be in printed (laser or inkjet printed) and of such a quality as will ensure a high standard of production.

2.2 TEXT LETTERING

The entire text of the thesis, including heading and page numbers, should be the same font. "Times New Roman" font should consistently be used throughout the thesis, except for foreign language other than English or Malay language (if necessary).

2.2.1 Font Size

The font sizes of "Times New Roman" as follows:

- Chapter heading: 14 pt, bold and uppercase
- Subheading Level 1: 12 pt, bold and uppercase
- Subheading Level 2: 12 pt, bold and lowercase
- Subheading Level 3: 12 pt, lowercase and underlined
- Text: 12 pt, lowercase
- Footnote: 10pt

Text should not be scripted or italicized except for:
- Scientific names
- Text or quotations in a different language
  (Refer to Appendix K)
2.3 MARGINS

Margins specifications are used to facilitate binding and trimming process. The detail specifications are as follows:
Top : 3.0 cm  Bottom : 2.5 cm
Left : 3.8 cm  Right : 2.5 cm
(Refer to Appendix K)

2.4 PARAGRAPHS

A new paragraph at the bottom of a page must have at least two full lines of text, if not, the particular paragraph should begin on the next page.

2.5 SPACING

For the text, used 1.5 spacing between lines, and (1.5 x 2 spacing) between paragraphs. However for the following items, single spaced should be used:
- Quotations longer than three lines in a block
- References except between entries
- Texts inside the table and figures
- Appendices, such as questionnaire, letters, data analysis etc
- Footnote
(Refer to Appendices K)

2.6 LAYOUT

The text shall appear on the justified side of the page only.

2.7 PAGINATION

Text should be numbered at the bottom of the page (centre) in continuous sequence. Below is detail information about the pagination according to the section of the thesis.

- Preliminary section
  All paper in preliminary section such as Abstract, Acknowledgement, Table of Contents etc should be numbered in consecutive lower case Roman Numerals (i, ii, iii, iv ...) (Refer to Section 3.1)
Text
All pages of the main text including the text in all chapters, References, and Appendices should be numbered consecutively in Arabic numerals (1, 2, 3, 4 …) (Refer to Section 3.2)

Appendices
Each appendix should be identified separately using lowercase (Appendix A, Appendix B etc) on top (centre) of the text. It also should be numbered consecutively in Arabic numerals.

• No page numbers are required for the following:
  * Title page
  * Separator sheets

2.3 TABLES
Tables should be properly centred on the page within the prescribed margins. The word Table, the number (in Arabic numerals 1, 2, 3 …) and its title appear at the top and centre of the table. Group the table in each chapter together and number them in sequence e.g. tables found in Chapter 2 should be numbered Table 2.1, Table 2.2 and so on. If the table is taken from other sources, the reference must be shown at the bottom of the table. For example:

Table 2.1: Communication Strategies for Building Business Relationships

<table>
<thead>
<tr>
<th>Strategies</th>
<th>New Zealand</th>
<th>China</th>
<th>India</th>
<th>South Africa</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uniqueness</td>
<td>Social</td>
<td>Unique</td>
<td>Unique</td>
<td>Social</td>
</tr>
<tr>
<td>Replaceability</td>
<td>Replaceable</td>
<td>Irreplaceable</td>
<td>Irreplaceable</td>
<td>Replaceable</td>
</tr>
<tr>
<td>Interdependence</td>
<td>Independent</td>
<td>Interdependent</td>
<td>Intercépendent</td>
<td>Independent</td>
</tr>
<tr>
<td>Disclosure</td>
<td>Little self-disclosure</td>
<td>Frequent self-disclosure</td>
<td>Frequent self-disclosure</td>
<td>Little self-disclosure</td>
</tr>
<tr>
<td>Intrinsic rewards</td>
<td>Tangible</td>
<td>Both tangible and intrinsic</td>
<td>Both tangible and intrinsic</td>
<td>Tangible</td>
</tr>
<tr>
<td>Monochronic vs polychronic</td>
<td>Monochronic</td>
<td>Polychronic</td>
<td>Polychronic</td>
<td>Monochronic</td>
</tr>
</tbody>
</table>

Source: Zhu Yunxia et al 2006: 323
2.9 FIGURES

Figures may be illustrations, graphs, maps, charts, and diagrams—in fact, anything that is neither script nor table. The word Figure, the number of figure (in Arabic numerals 1, 2, 3 …) and its title are placed below the figure (centred). Figures should be grouped and numbered in sequence according to the chapter where the figures are located at for e.g. Figure 4.1, Figure 4.2 etc. If the figure is taken from other sources, the reference must be shown at the bottom of the figure. Example of a figure:

![Figure Title]

Figure 4.2 Marks Score by Students in Class MGT1234, December 2007
3.0

LAYOUT AND CONTENT ARRANGEMENT

Basically, every thesis is consisted of three parts which are
1. The preliminary section
2. The text or main body, usually divided into chapters and sections
3. The references materials usually composed of references and appendices.

This section will explain the detail of each in terms of pagination and its content.

3.1 THE PRELIMINARY SECTION

This is an initial stage of the thesis, which consists of a number of subsections. The heading of such subsection should be printed in capital letters (except for title page), bold and centred, about 3 cm from the top of the page. The text or listing begins four spaces below. Details of this section are as follows:

<table>
<thead>
<tr>
<th>No</th>
<th>Item</th>
<th>Remarks</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Blank leaf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Title page</td>
<td>Not paginated but counted as '1'</td>
<td>- The name of the IUCTT, spell it out</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Refer to Appendix A and B</td>
<td>- The title of the thesis. The title should concise and describe the</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>content of the thesis such as ’An investigation of...’ or ’A study</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>of...’ and etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Full name of the author.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- The degree to which the thesis is submitted to e.g. BBA (Hons)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>International Business and etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- The faculty to which the candidate is registered.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- The month and year in which the thesis is submitted.</td>
</tr>
<tr>
<td></td>
<td>Supervisor’s declaration</td>
<td>Paginated as ‘ii’, listed in Table of Contents. Refer to Appendix C.</td>
<td>Signed by supervisor.</td>
</tr>
<tr>
<td>---</td>
<td>--------------------------</td>
<td>-------------------------------------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>4</td>
<td>Student’s declaration</td>
<td>Paginated as “iii”, listed in Table of Contents. Refer to Appendix D.</td>
<td>It consist a signed of student’s declaration stating the material presented is his/her own work or how far the work contained in the thesis was candidate’s own work.</td>
</tr>
<tr>
<td>5</td>
<td>Abstract</td>
<td>Paginated as ‘iv’, listed in Table of Contents. It should be typed in one paragraph, single spacing and should not exceed 350 words. Refer to appendix E.</td>
<td>Brief statement of the research problems, objectives of the research, methodologies used, summary and discussion of the findings, and conclusion.</td>
</tr>
<tr>
<td>6</td>
<td>Acknowledgement</td>
<td>Paginated as ‘v’, listed in Table of Contents. Typed in single spacing and should not exceed one page in length. Refer to Appendix F.</td>
<td>A brief statement of appreciation in recognition of any special assistant to the student’s during the period of the research.</td>
</tr>
<tr>
<td>7</td>
<td>Table of Contents</td>
<td>Paginated as</td>
<td>The title of parts, sections or</td>
</tr>
<tr>
<td>Section</td>
<td>Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td><strong>List of Tables, Figures, Appendices</strong>&lt;br&gt;• Paginated as 'vii', 'viii', and 'ix', listed in Table of Contents.&lt;br&gt;• Refer to Appendix G.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td><strong>Body of Thesis</strong>&lt;br&gt;• Paginated with page 1 and listed in Table of Contents.&lt;br&gt;• Refer to Appendix H – J.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td><strong>References</strong>&lt;br&gt;• Paginated with the running number continuing from the last page of the text.&lt;br&gt;• It begins on a fresh page with the heading, of &quot;REFERENCES&quot;&lt;br&gt;• It consist the list of all the references that students have cited in the text of the thesis.&lt;br&gt;• Refer to Section 4 for details. (It is recommended that thesis for the social science use the APA citation style).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

'vi', listed in Table of Contents.<br>• Use numbers for heading (e.g: 4.0), subheadings (e.g: 4.1), and subsubheading (e.g: 4.1.1)<br>• Refer to Appendix G.<br>

The list must use exactly the same number, title, and page that appear above the tables and below the figures in the text or in the appendices.

Refer to Section 3.2 for detail explanation.
Appendices

- Paged with the running number from the last page of the text.
- Insert a blank leaf with the word 'APPENDICES' in the center of the page. The separator is not paginated.
- This section must be divided into Appendix A, Appendix B and etc., listed in List of Appendices.

It consists supplementary illustrative materials such as original data, questionnaire, formulas and quotations which is too long to be inclusive in the text, etc.
3.2 THE BODY OR MAIN TEXT OF THE THESIS

The text is made up of several chapters or sections. The major sections, its function and the content of each section are described as follows:

CHAPTER 1  INTRODUCTION

<table>
<thead>
<tr>
<th>No</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Overview of the Study</td>
</tr>
<tr>
<td></td>
<td>You should start with a very broad perspective on the main subject area within which you are undertaking your study, before gradually narrowing your focus to the central problem under investigation. In doing so you should cover the following aspects of your area:</td>
</tr>
<tr>
<td></td>
<td>• An overview of the main area under study</td>
</tr>
<tr>
<td></td>
<td>• A historical perspective (development, growth etc) which is relevant to the study area.</td>
</tr>
<tr>
<td></td>
<td>• Philosophical or ideological issues relating to the topic.</td>
</tr>
<tr>
<td></td>
<td>• Trends in terms of prevalence, of appropriate.</td>
</tr>
<tr>
<td></td>
<td>• Major theories, if any.</td>
</tr>
</tbody>
</table>

| 1.2 | Background of the Study |
|     | In this section, you are going to focus to the area of your study. It starts with a brief explanation of the organization, which had been selected (if applicable). |
|     | • Issue related with your study within the selected organization or area should be highlighted in this section too. |
|     | • E.g: Students satisfaction towards lecturer' delivery at ABC College. |
|     | • Explain the historical perspective, the procedure in evaluating the lecturer in ABC College, impacts of the procedure, the efficiencies and the effectiveness of the evaluation. |
|     | • Then come out with the facts, figures and any statistical information in the area that you are interested at (however do not discuss in detail). |

| 1.3 | Problem Statement |
|     | • The scenario of the problem should clearly be stated and identify in this section. In other words, you have to explain the current situation, which is happening in the organization (if applicable) before zooming into the area of your study. Data and statistical information should be provided to support the scenario which had been identified. |
|     | • Problem statement should be a clear, precise and brief statement of the questions or issue that is to be investigated with the goal of finding an answer or solutions. |
1.4 Research Questions
- A research question is the researcher’s translation of the problem into a specific need for inquiry. In other words, research questions will help the researcher to answer and clarify his/her problem statement.

1.5 Research Objectives
- It is the researcher’s version of the research problem or what you want to achieve in your research.
- There should be a relationship between the research questions and the research objectives.
- For example:
  Research Question
  What is the level of students’ satisfaction towards the lecturers’ delivery at ABC College?
  Research Objectives
  To determine the level of students’ satisfaction towards the lecturers’ delivery at ABC College.
- The objectives explain the purpose of research in measurable terms; and define standards of what the research should accomplish.

1.6 Significance of the Study
- Indication of why this study needs to be conducted.
- For this section, you need to justify how your study is important or significant by identifying individuals, learners or educators, organizations, business, governments or non-government organizations and others that can benefit from the research.

1.7 Scope of the Study
- You need to be specified in what you want to study.
- Try to draw a boundary around the area of study that you think you can finish it within time allowed.
- The areas to be discussed in this section are ‘subject’, ‘respondent’ and ‘location of the study’.
- The reason or justification of selecting these areas should also be discussed in this section.

1.8 Limitation
- Limitations of your study are drawn to limit the scope so that your research findings can be safely generalized to.
- The area to be discussed in this section are ‘subject’, ‘respondent’ and ‘location’ which is not discussed in the scope of the study.

1.9 Definition of Terms
- Conceptual terms - you need to provide dictionary definitions to all the terms used in your research.
• Operational terms - the terms that you are planning to apply to your study. Operational term allow you to customize some of the conceptual terms so that data gathered from the operational terms can be measured or interpreted more meaningful.

CHAPTER 2 LITERATURE REVIEW
• It is recommended that this section be divided into several subsections according to the several important topics being reviewed. You may begin with an overview of the major topics followed by issues which are related to your research study.
• After all the important topics have been discussed, then the theoretical framework of your study should be constructed (if applicable) with the justification of selecting the dependent and independent variable as compared with the previous theoretical framework that had been identified.

CHAPTER 3 RESEARCH METHODOLOGY

3.1 Research Design
• The design is a plan for selecting the sources and types of information used to answer the research questions.
• In this section you must be able to apply these two types of research design in your study:
  - Exploratory research
  - Descriptive research

3.2 Sampling Design
• This section should be explained if you are going to used primary data in your study.
• However, if you are going to use the secondary data then skip this section and concentrate to the section of data collection.
• This section will explained how the primary data is going to be obtained. This subsection that should be included in this topic are:
  - Population
  - Sampling frame (if applicable)
  - Probability sampling technique or non-probability technique (choose either one depending on the availability of the sampling frame).
• If probability sampling technique is used then one of the following sampling technique will be used:
  1. Simple random sampling
  2. Systematic sampling
3. Stratified sampling
4. Cluster sampling
   • However, if non-probability sampling technique is used then choose one of the following:
   1. Convenient sampling
   2. Judgment sampling
   3. Quota sampling
   4. Snowball sampling
   • This justification of selecting the sampling technique should be explained too in this section.

### 3.3 Process of Data Collection

- In this section, the process of data collection has to be explained in detail whether the primary or secondary data is being used to obtain the data and information in your study.

### 3.4 Research Instrument:

- **Primary Data**
  - If primary data is being used, then questionnaire is applicable to be the instrument of the study.
  - The subtopic of the questionnaire (which is according to the objectives) has to be explained briefly.
  - Also mentioned the software e.g. SPSS which is going to be used to analyze the questionnaire in order to obtain the result.

- **Secondary Data**
  - For the secondary data, there will be no appropriate method to be used as the research instrument. The instrument is highly depending on the nature and objectives of the study.

### 3.5 Types of Analyses

- This section will explain in detail how you are going to analyze the data which had been obtained.
- The type of analyses has strong relationship with the objective of the study. In other words, you have to make sure that the objectives of the study will be achieved by using the related analyses which you have identified.
- The table below is an example on how you present the content of this section:

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Questions from questionnaire</th>
<th>Method of analyses</th>
</tr>
</thead>
<tbody>
<tr>
<td>To determine the level of students’ satisfaction towards cafeteria in ABC College</td>
<td>Sect B : Q1-Q10</td>
<td>The mean</td>
</tr>
</tbody>
</table>
CHAPTER 4 DATA ANALYSES

4.1 Result
- This section provides the results and analysis of data by identifying what to be tested and what test to be conducted in line with the objective of the study.
- The results obtained can be presented as a series of figures, tables, etc. with descriptive text and discussion.

CHAPTER 5 CONCLUSIONS AND RECOMMENDATIONS

5.1 Discuss the key findings and conclusions from the research.
- To provide solutions or recommendations to the problem identified in the study.
4.0

REFERENCES

4.1 INTRODUCTION

1. The bibliographic citations you include in your papers serve a number of purposes:
   a. Provide evidence that your position is well-researched and carefully considered.
   b. Give credit to the author of an original concept or theory presented.
   c. Help readers identify and locate the source work.

2. What kinds of materials need to be referenced? The following types of research materials must be documented:
   a. An original idea, opinion, theory, or research finding expressed, either verbally or in writing, by another person
   b. Facts, statistics, graphs, drawings, and other pieces of information that are not generally recognized as common knowledge
   c. Direct quotations of another person’s spoken or written words
   d. Paraphrase of another person's spoken or written words

   If you have any questions about the need to cite a particular source work, it is generally advisable to err on the side of caution: cite the source.

   Understanding which materials to cite, and citing them correctly, will help you get the most out of your research and ensure that you avoid plagiarism.

4.2 CITATIONS IN TEXT

Citations in the text of your paper or thesis should include the author’s last name(s), the year of publication, page number(s); and be enclosed in parentheses.

Ex: (Schneider, S C & Barsoux, J L 2003: 105-106).

1. When you are including a direct quote from a source work, include a specific page reference.
Ex: “Mr Shizuo Abe has taken unprecedented moves to accelerate Japan’s quest for ‘normalization’…” (Lim Hock Yuen 2007: 132).

2. If the author(s) names are mentioned in the same sentence, include only the year of publication.
Ex: Schneider and Barsoe (2003: 68) agreed that …

3. If the year of publication is mentioned in the text, include only the author’s name and page number in the cite.
Ex: In a research conducted in 2007, Hamid Yeganeh and Zhan Su found that …
4. When a work has 3 or more authors, use et al. Ex: (Zhu Yunxia et al 2006: 523).

5. For unsigned works, include the title, year of publication and page number(s), enclosed in parentheses. Italicize the titles of the reports, books, and other significant works. Ex: (Oxford Advanced Learner’s Dictionary 2006: 1045).

4.3 REFERENCES LIST

The citations in the text of the document should point to an entry in the reference list. Entries in the Reference should be alphabetized. Single space the entire page. Refer to Point 10 under Section 3.1 and Appendix L.

1. References for books should include the author’s name(s), the year of publication, title of the book, editor(s) or translator(s), series no, edition, volume no, place of publication, and publisher.

Ex:


2. References for chapter in book should include the author’s name(s), the year of publication, title of the chapter, editor(s), title of the book, pages of the entire chapter, place of publication, and publisher.

Ex:

3. Reference for journal articles should include the author’s name(s), the year of publication, topic of the article, title of the journal, volume no, no of series, pages of the entire article.

The volume and/or no must be in Arabic number. Ex: Vol IX → Vol 9
Ex:


4 Reference for articles in magazines should include the author's name(s), the year of publication, title of the article, title of the magazine, volume no, no of series, pages of the entire article.

Ex:


5 References for unpublished works should include the name of author(s), year, title, name of collection, organiser, place, and date.

Ex:


6 References for public documents should include the name of the country, state or institution, year of publication, and the title of the document. Place of publication and publisher could be included too.

Ex:


Ministry of Higher Education Malaysia. 2006. Report by the committee to study, review and make recommendations concerning the development and direction
of higher education in Malaysia. Putrajaya: Ministry of Higher Education Malaysia.


7. References for newspaper should include the name of the author, year of publication, title of the article or news, title of the newspaper, date, and page number.

Ex:


8. References for internet or electronic materials should include the name of author(s), year, title of article, name of the journal/book, volume, no, pages of entire article, type of media, webpage address, and date of access.

Ex:


5.0

THESIS SUBMISSION

The thesis is already to be submitted when the supervisor and the faculty is satisfied with the work done in several terms of its suitability which are as follows:

- content
- presentation
- language
- format

Below are some of the procedures that involved in thesis submission:

5.1 QUALITY AND INTEGRITY OF THE THESIS

Students are reminded that consistency and accuracy of writing and presentation are important. Careful editing is required in order to ensure that the thesis is free of errors before submission for examination.

Plagiarism is passing off the idea or words of someone else as though they were their own. It applies equally to the work of other candidate or researchers as to publish sources. Students are responsible for writing their thesis in their own words. Quotations or references from published or unpublished sources and the sources of any other materials should be clearly cited and acknowledged. Sources of visual presentation such as photographs or maps must also be clearly indicated.

The incorporation of any material which has been submitted earlier to a degree awarding body is also not acceptable.

Candidates are reminded that UCTT takes a serious view of plagiarism and examiners are empowered to penalize students found guilty of plagiarism, which may lead to expulsion or suspension from the Programme.

5.2 LENGTH OF THESIS

As a general guidelines, the length of a Bachelor Degree thesis should be around 60-80 pages.
5.3 NUMBER OF COPIES FOR THE VIVA PRESENTATION

Three copies (however, the number is depending on the number of assessor involved during the presentation) should be submitted in lcosed-bound, using spiral-rings.

The full title, the name of author, the name of degree, and the year of submission should be typed on the title page (Refer to Appendix B).

5.4 NUMBER OF COPIES AFTER THE VIVA PRESENTATION

Three hardbound copies should be submitted. The report should be hardbound (bar chrome) with the code colour of 547 (light blue).

5.5 PAPER

Quality white paper (80gm) with A4 size (210 x 297mm) should be used for all copies of the thesis. Text or illustrations should be printed on only one side of each sheet. Only original printed copy and good quality photocopies will be accepted.

5.6 COVER SPINE

The following items should be lettered in gold, 18 pt. and with the direction of text from head to foot:
- International University College of Technology Twintech
- Thesis title
- Full name of student
- Degree for which the work is submitted
- Month and year of submission
(Refer to Appendix A)
Appendix B: Format for the Title Page

INTERNATIONAL UNIVERSITY COLLEGE OF TECHNOLOGY TWINTECH
18 pt, bold, uppercase, angle space

STRATEGIC INFORMATION SYSTEMS: A CASE STUDY IN ISLAMIC BANKING
18 pt, bold, uppercase, angle space

AHMAD IDRIS
18 pt, bold, uppercase

(14 pt, bold, lowercase and single space)
Thesis submitted in partial fulfillment of the requirements for the degree of BBA (Hons) Banking

Faculty of Business and Finance
14 pt, bold, lowercase

June 2006
14 pt, bold, lowercase

2 cm

5 cm
Appendix C: Format for Supervisor’s Declaration

SUPERVISOR'S DECLARATION

I confess I have read this work of art and from my suggestion, this work of art is following the standard from scope and quality which is for awarding BBA (Hons) Finance.

Signature:
Name of Supervisor:
Date:
Appendix E: Sample for Abstract

This study aims to explore communication strategies for relationship building across cultures from a linguistic as well as a culture-specific perspective. Specifically, it sees business relationships as part of social capital and compares communication strategies used to build relationships in sales firms. The research method is ... It has been found that ...
Appendix F: Sample of Acknowledgement

3 cm

ACKNOWLEDGEMENT

4 lines

Alhamdulillah, praise to Allah s.w.t because only with his blessing that I finally able to complete my thesis.

My highest gratitude to my supervisor ...
Appendix G: Sample of Table of Contents

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**TABLE OF CONTENTS**

- CONTENT
  - SUPERVISOR’S DECLARATION: ii
  - STUDENT’S DECLARATION OF WORK: iii
  - ABSTRACT: iv
  - ACKNOWLEDGEMENT: v
  - TABLE OF CONTENTS: vi
  - LIST OF TABLES: vii
  - LIST OF FIGURES: viii
  - LIST OF APPENDICES: ix

- CHAPTER 1 INTRODUCTION
  - 1.1 Overview of the Study: 1
  - 1.2 Background of the Study: 2
  - 1.3 Problem Statement:
    - 1.3.1 General Issue: 4
    - 1.3.2 Specific Issue: 5

- REFERENCES: 68

---
Appendix II: Sample for List of Table

LIST OF TABLES

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<tr>
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<th>PAGE</th>
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<td>Types of Analysis</td>
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<tr>
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<td>Summary of Demographic Data</td>
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Appendix I: Sample of List of Figures

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LIST OF FIGURES
4 lines

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<td>4.2</td>
<td>The House of Quality for Lectures</td>
<td>40</td>
</tr>
<tr>
<td>4.3</td>
<td>Analytical Hierarchy Process</td>
<td>45</td>
</tr>
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