

The University of Macau

Guidelines Governing the Format of Theses of PhD and Other Doctoral Degree Programmes

Document code:	GRS.09-4/201502/400.r01
Approval date:	28/10/2020
Effective date:	28/10/2020
Supersedes:	GRS.09-4/201502/400.r00

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Keywords: *binding of thesis, PhD, Doctoral, thesis, thesis format*

Remarks: *Major Revisions are to incorporate the other doctoral degree programmes and to add the Portuguese Declaration.*

The guidelines provide students in PhD and other doctoral degree programmes with essential information about how to prepare and submit theses in an appropriate format. **Please note, theses that do NOT follow the required format will NOT be accepted by the Graduate School and will consequently delay the approval for graduation.**

Requirements for Producing Printed Thesis

1. Paper

The paper must be of International Standard A4 size (297 mm x 210 mm) normally with 25% cotton content. The paper should be 80 or 90 gsm bright white, high contrast.

2. Margins

The requirements stated below should be strictly followed:

a) Thesis Cover

The contents should be centered on the page with normal margins and following the format shown in Appendix I – Thesis Cover.

b) Title Page

The contents should be centered on the page with normal margins and following the format shown in Appendix II – Title Page.

c) Author's Right

The Author's Right notice should be centered 10 cm from the top of the page, centered on the page with normal margins and following the format shown in Appendix III – Author's Right.

d) Other Pages:

Left Page: Right margin (binding edge): 4cm, Three remaining margins: 2½ cm

Right Page: Left margin (binding edge): 4cm, Three remaining margins: 2½ cm

Please refer to Appendix IV.

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3. Printing

Double-sided Printing (for environmental purposes), **except for the Thesis Cover, Title Page and Author's Right, which are to be printed single sided.**

4. Fonts

Thesis written in English or Portuguese: 12-point, Times New Roman

Thesis written in Chinese: 12-point, 新細明體

5. Spacing

Double-line spacing must be used throughout the thesis.

Single-line spacing is acceptable for footnotes, bibliographic entries, long quoted passages and items in lists, tables and appendices.

6. Pagination

Every page, **except Thesis Cover, Title Page and Author's Right,** in the thesis must be numbered. The page number must be positioned in the center bottom of the page.

The following pages (referred to front matter or preliminaries) should be numbered with small Roman numerals (i.e., i, ii, iii ...):

- Acknowledgements (optional)
- Abstract
- Declaration
- Table of Contents
- List of Tables and Figures
- Glossary (optional)
- List of Abbreviations (optional)

All other pages (i.e., the introduction, individual chapters, conclusion, appendices and references) should be numbered with Arabic numerals (i.e., 1, 2, 3 ...).

7. Composition and Structure (Sequential Order of Thesis Content)

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The thesis must be laid out in the order stated below.

Note: If the thesis is not written in English, an English translation of the Thesis Cover, the Title Page, the Abstract, Table of Contents, List of Tables and Figures, Glossary, List of Abbreviations and Author's Publications must be included in the thesis. The English translation shall follow the original content in each part.

a) Thesis Cover

The following information should be printed single sided and centered with normal margins on the page as shown in Appendix I – Thesis Cover:

- Title of Thesis
- Name of Author
- Degree Title
- (Expected Degree Awarding) Year
- University Logo
- Name of Academic Unit
- University of Macau

The format must be strictly followed. No page number should appear on the thesis cover.

b) Title Page

The following information should be printed single sided and centered with normal margins on the page as shown in Appendix II – Title Page:

- Thesis Title
- Name of Author
- Name of Supervisor
- Name of Co-supervisor(s) (if applicable)
- Name of Department (if applicable)
- Degree Title
- (Expected Degree Awarding) Year
- Academic Unit

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-
- University of Macau

The format must be strictly followed. No page number should appear on the Title Page.

c) Author's Right Page

The Author's Right notice should be printed single sided. The text should be centered 10 cm from the top of the page. All of the text should be centered on the line with normal margins. Please refer to Appendix III – Author's Right.

The format must be strictly followed. No page number should appear on the Author's Right page.

d) Acknowledgements (Optional)

The title **Acknowledgements** should be in bold and centered. Any acknowledgement of previously copyrighted material should appear in this section.

e) Abstract

The title **Abstract** should be in bold and centered. The abstract must not be more than 350 words.

f) Declaration

The title **Declaration** should be in bold and centered. The following declaration should be written in the same language as the thesis.

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English Version:

Declaration

I declare that the thesis here submitted is original except for the source materials explicitly acknowledged and that this thesis as a whole, or any part of this thesis has not been previously submitted for the same degree or for a different degree.

I also acknowledge that I have read and understood the Rules on Handling Student Academic Dishonesty and the Regulations of the Student Discipline of the University of Macau.

Chinese Version:

聲明

本人所提交的論文，除了經清楚列明來源出處的資料外，其他內容均為原創；本論文的全部或部分未曾在同一學位或其他學位中提交過。

本人聲明已知悉及明白《澳門大學學生學術誠信處理規條》及《澳門大學學生紀律規章》。

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Portuguese Version:

Declaração

Declaro que a tese ora submetida é original, com excepção dos materiais bibliográficos citados, e que esta tese, na sua totalidade ou em parte, não foi submetida anteriormente para um grau idêntico ou diferente.

Declaro, igualmente, ter lido e compreendido as “Normas relativas à desonestidade académica dos estudantes da Universidade de Macau” e o “Regulamento disciplinar dos estudantes da Universidade de Macau”.

g) Table of Contents

The table of contents should contain the following in the order shown below:

- Acknowledgements (optional)
- Abstract
- Declaration
- List of Tables and Figures
- Glossary (optional)
- List of Abbreviations (optional)
- Main Text (the individual chapters)
- References
- Appendices

When presenting the chapters, chapter sections or sub chapters should be indented, as shown below:

Chapter 3 XXXX

3.1 XXXX

3.1.1 XXXX

3.1.2 XXXX

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h) List of Table and Figures

This page should list all the tables and figures in the thesis.

i) Glossary (Optional)

This page should list in alphabetical order all the specialized and technical terms used in the thesis, together with their definitions.

j) List of Abbreviations (Optional)

This page should list in alphabetical order all the acronyms and other abbreviations used in the thesis, together with their definitions.

k) Main Text

The main text should be divided into chapters and each chapter should be divided into sections. The introduction must include the potential contributions of the study and a statement of originality.

l) References

The list of references or bibliography should include all the reference materials used by the author. Either the MLA or APA style should be used to present the list of reference materials.

m) Appendices

Material that is related to, but not appropriate for, inclusion in the text, can be placed in the appendices. They must meet the formatting requirements described in this document.

8. Binding of Thesis

For the oral defence, paper back binding of the final draft of the thesis can be used for examination purpose.

The revised version of the thesis upon successful completion of the oral defence

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should be first submitted to the academic unit for checking any necessary revisions requested by the examination committee. It shall then be submitted to the Graduate School for format checking. The final version must be properly bound in dark blue or black hard cover binding with gold lettering. The thesis title, author's name and the year must appear on the spine of the thesis. The academic unit concerned will inform the student of the exact number of copies of the bound thesis (which will also include copies for the Library) and the submission deadline. A soft copy of the thesis must also be submitted to the academic unit concerned (Please refer to Requirements for Producing Thesis in Digital Format). Students who do not submit the required number of properly bound theses and soft copy of the thesis to the academic unit will not be allowed to collect their certificate, even though their graduation has been approved by the University.

9. Proof-Reading Your Thesis

It is the student's responsibility to proofread the whole thesis to ensure it is free from typographical, grammatical and spelling errors.

Note to student: Remember that it is your thesis and that its presentation, as well as its content, reflects upon you personally and on the University. Your supervisor will read drafts of your thesis (and is expected by the University to read it before submission) and provide help with matters of expression and accuracy, but you cannot expect him or her to be such a thorough proof reader as you should be: it is your thesis.

Requirements for Producing Thesis in Digital Format

Digital manuscripts must be submitted in both Adobe PDF and Word formats without compression or password protection in form of a CD to the academic unit concerned for onward transmission to the University Library. Students who do not submit the proper soft copy of the thesis to the academic unit will not be allowed to collect their certificate, even though their graduation has been approved by the University.

Embedded multimedia files or hyperlinks to external files may be included. Images, audio

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or video files should be in one of the following formats:

Images: GIF (.gif); JPEG (.jpeg); TIFF (.tif)

Video: Apple Quick Time (.mov); Microsoft Audio Video Interleaved (.avi); MPEG (.mpg)

Audio: AIF (.aif); CD-DA; CD-ROM/XA; MIDI (.midi); MPEG-2; SND (.snd); WAV (.wav)


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Appendix I – Thesis Cover

Content is centered on page with normal margins

Title of Thesis
by
Name of Author
Degree Title
Year

澳門大學 UNIVERSIDADE DE MACAU UNIVERSITY OF MACAU
Name of Academic Unit
University of Macau

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Appendix II – Title Page

Content is centered on page with normal margins

<p>Thesis Title</p> <p>by</p> <p>Name of Author</p> <p>SUPERVISOR: Name of Supervisor</p> <p>CO-SUPERVISOR: Name of Co-supervisor(s) (if applicable)</p> <p>DEPARTMENT: Name of Department (if applicable)</p> <p>Degree Title</p> <p>Expected Degree Awarding Year</p> <p>Academic Unit</p> <p>University of Macau</p>

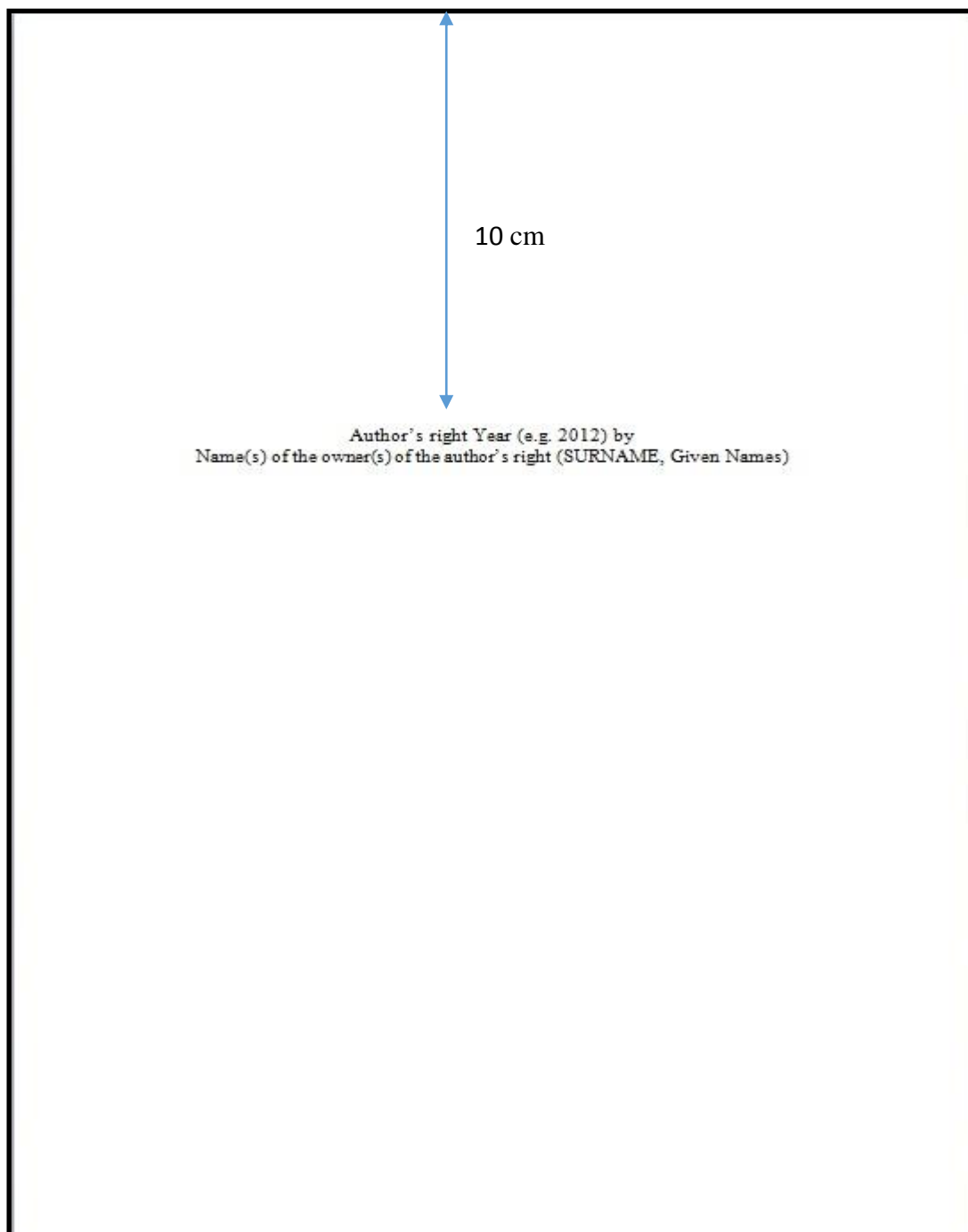
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Appendix III – Author’s Right

Content is centered on page with normal margins and 10 cm below top of page.



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Appendix IV – Overview of Margins for Pages

