

NATIONAL UNIVERSITY OF SINGAPORE

General Guidelines and Instructions on Format of Research Thesis and Electronic Submission

GENERAL INFORMATION.....	2
1. Thesis Title.....	2
2. Word Limit.....	2
3. General Formatting.....	3
4. Sequence of Content.....	4
5. Title Page.....	4
6. Declaration Page.....	5
7. Summary.....	6
8. Photographs, Illustrations and Other Attachments.....	6
9. Thesis Cover, Thesis Spine and Type of Cover/Binding [For soft-bound, paper copy for Examination/Re-examination].....	6
(i) Thesis Cover.....	6
(ii) Thesis Spine.....	7
(iii) Type of Cover/Binding.....	7
INSTRUCTIONS ON ELECTRONIC THESIS SUBMISSION.....	8
1. Electronic Thesis.....	8
(i) Thesis Title Page.....	8
(ii) File Format.....	9
(iii) Abstract.....	9
2. Process for Submission of the Electronic Thesis.....	9
3. Confirmation and Acceptance of Electronic Thesis.....	10
4. Access Levels for Thesis.....	10
(i) Unrestricted Internet Access.....	10
(ii) Access Restricted to NUS Intranet for a Limited Period.....	10
(iii) Totally Restricted Access for a Limited Period.....	11
(iv) Totally Restricted Access for an Indefinite Period.....	11
5. Opting in or out of ProQuest Dissertations and Theses (PQDT).....	12

GENERAL INFORMATION

A Master's thesis must make some contribution to knowledge and not be mere collation of existing material. A PhD thesis must make a significant contribution to the knowledge of the subject concerned or provide evidence of originality either by the discovery of new facts or by the exercising of independent critical ability.

Work which has been submitted for another degree, or for which a degree has already been conferred by the University or any other university, may not be submitted again as a thesis but you are not precluded from incorporating part of such work provided that, in the thesis, you clearly indicate the part of the work which has been incorporated. **Please note that any work carried out before your enrolment in the University cannot be used for submission in a thesis examination, unless you have obtained approval from your supervisor and the Faculty/School.**

The thesis must be written in English, unless the Faculty/School has granted approval for the thesis to be written in a language other than English. A thesis in the Departments of Chinese, Japanese and Malay Studies may be written *either* in English *or* in Chinese, Japanese or Malay respectively.

Please consult your supervisor on any other specific guidelines or requirements as set by your Faculty/Department.

Before submission of the thesis, you should seek consent from copyright owners for the inclusion of any third party proprietary/confidential intellectual property in the thesis.

Politically and commercially-sensitive information; or proprietary/confidential and personal information which is not critical to the thesis and for which consent is not granted, should be excluded from the thesis. If necessary, such information could be included as appendices instead and be excluded from the final thesis to be uploaded to the Electronic Thesis & Dissertation (ETD) System.

1. Thesis Title

If the thesis title differs significantly from the original approved title, the candidate must request for a change of title using the prescribed application form (797/92A) at least one month before the thesis is submitted for examination. The form can be downloaded at <https://myportal.nus.edu.sg/studentportal/eservices/gd/>

2. Word Limit

The word limit for the thesis (including footnotes but excluding appendices, bibliography, maps, charts, statistical tables, graphs, illustrations, etc.) is as follows:

Degree	Word Limit
Master's Thesis:	
<ul style="list-style-type: none"> MSc in the field of Public Health 	- 60,000 words
<ul style="list-style-type: none"> LLM*, MA (Arch.), MA (Industrial Design), MSc (Building), MSc (Estate Mgt)**, MSc (Real Estate & Urban Econs), MSc (Nursing) 	- 40,000 words
<ul style="list-style-type: none"> MSc, MEng 	- 30,000 words
<u>FASS Candidate admitted prior to AY2004-05</u>	
<ul style="list-style-type: none"> MA, MSocSci 	- 40,000 words
<ul style="list-style-type: none"> MA thesis written in Chinese 	- 180,000 characters
<ul style="list-style-type: none"> MA thesis written in Japanese 	- 100,000 characters
<u>FASS Candidates admitted with effect from AY2004-05</u>	
<ul style="list-style-type: none"> MA, MSocSci 	- 30,000 words

Degree	Word Limit
<ul style="list-style-type: none"> MA thesis written in Chinese MA thesis written in Japanese 	<ul style="list-style-type: none"> - 135,000 characters - 75,000 characters
Doctoral Thesis:	
<ul style="list-style-type: none"> PhD in the fields of Arts & Social Sciences, Nursing, Public Health and Law* 	- 80,000 words
<ul style="list-style-type: none"> PhD in the fields of Architecture, Industrial Design, Building, Real Estate, Management, Computer Science & Information System, Engineering, Science, Dentistry and Medicine 	- 40,000 words
<ul style="list-style-type: none"> MD, DSurg, DDS 	- 40,000 words
<ul style="list-style-type: none"> PhD thesis written in Chinese 	- 250,000 characters
<ul style="list-style-type: none"> PhD thesis written in Japanese 	- 200,000 characters

(Notes: *For LLM & PhD in Law, word limit excludes footnotes, appendices, bibliography, maps, charts, statistical tables, graphs, illustrations, etc.** MSc (Estate Mgt) has been replaced by MSc (Real Estate & Urban Econs) with effect from AY08/09 Semester 2 intake)

Candidates who wish to apply for an extension of word limit for their theses will have to seek approval from their supervisor(s) and Head of Department.

3. General Formatting

Page Size	: Each copy of the thesis must be printed on A4 size page (8.27" x 11.69") with white background and black font for the text.
Margins	: The left and right margins should be 1½ inches. The top and bottom margins should not be less than 1 inch each. A right justified or right ragged margin is acceptable but this must be consistent throughout the thesis.
Font	: The font size for the main text should be 11 to 12 points. The same font type and size should be used for the entire thesis (with possible exception for figures and appendices). Do not choose a font that is difficult to read. The following fonts are acceptable: Times New Roman and Helvetica.
Line Spacing	: The text should be double-spaced throughout with the following exceptions: <ul style="list-style-type: none"> • Captions for Figures/Tables: should be single-spaced • List of Figures/Tables: should be single-spaced and double-spaced between entries • Footnotes: should be single-spaced
Page Numbering	: All pages except the title page must be paginated. The page numbers must appear at the bottom center of the page. The position of the page numbers should not change even on pages with landscape mode illustrations. <p>All material preceding the thesis proper (introductory sections starting from acknowledgements to summary) may have a separate sequence of numbering, preferably in Roman numerals beginning with <i>i</i>. Plates, maps, plans, diagrams, tables, etc., should also be given a separate sequence of numbering.</p> <p>The main body of the thesis should be numbered in Arabic numerals from 1 onwards. The numbering must be consecutive throughout the thesis and should include all maps, diagrams, photographs, etc.</p>

<i>(for soft-bound paper copy for Examination/ Re-examination)</i>	Published material(s) submitted with the thesis whether bound in with the thesis or not, should not be included in the pagination but must maintain the same margins, font type and size. For a thesis which consists of more than one volume, one numbering sequence should be used, for example, if volume I ends at p.200, volume II should begin with p.201.
Footnotes	: Footnotes should appear at the bottom of each page for easy reference and not at the end of the chapter.
Print Quality <i>(for soft-bound paper copy for Examination/ Re-examination)</i>	: Clear, clean and sharp copies are required. In the case of photocopied materials, there should not be any fading, extraneous marks or grey background.
Printing <i>(for soft-bound paper copy for Examination/Re-examination)</i>	: The thesis should be printed on a double-sided format.

4. Sequence of Content

The content of the thesis should be in the following order:

- Title page
- Declaration page
- Acknowledgements
- Table of Contents
- Summary
- List of Tables
- List of Figures
- List of Illustrations
- List of Symbols
- Main body of thesis
- Bibliography
- Appendices

5. Title Page

The title page should contain the following information in BLOCK LETTERS not exceeding 16 points:

- Thesis title
- Name of Candidate (with qualification(s) in brackets)
- The words: "A THESIS SUBMITTED FOR THE DEGREE OF <NAME OF DEGREE>"
- Department: DEPARTMENT OF <NAME OF DEPARTMENT>
- Name of University: NATIONAL UNIVERSITY OF SINGAPORE
- Year of first submission of thesis: If the thesis is resubmitted in a subsequent year, the year of submission to be indicated on the title page should remain as year of first submission.

Sample of Title Page:

**A MODELLING STUDY OF WASTEWATER
TREATMENT PLANT**

WONG KAM FOO
(B.Eng. (Hons.), NUS)

**A THESIS SUBMITTED
FOR THE DEGREE OF MASTER OF ENGINEERING
DEPARTMENT OF CIVIL ENGINEERING
NATIONAL UNIVERSITY OF SINGAPORE**

2016

6. Declaration Page

The words on this page should be of a font size of 11 to 12 points. The following should be stated:

"I hereby declare that this thesis is my original work and it has been written by me in its entirety. I have duly acknowledged all the sources of information which have been used in the thesis.

This thesis has also not been submitted for any degree in any university previously."

Candidate's name and the date should be indicated.

One way for the candidate to insert the scanned page into the thesis (word) document is to save the page as a .jpg file and insert it as a picture into the thesis document before converting the whole document into pdf for submission.

Sample of the Declaration Page:

DECLARATION

I hereby declare that the thesis is my original work and it has been written by me in the entirety. I have duly acknowledged all the sources of information which have been used in the thesis.

This thesis has also not been submitted for any degree in any university previously.

(Name)

(Date)

7. Summary

The thesis must contain a summary of not more than 500 words written in the English Language. If prior approval from the Faculty has been obtained at the time of admission for a thesis to be written in a language other than English, it must contain a summary of not more than 500 words written in that language in addition to a summary not exceeding 500 words written in the English Language. The summary must be included in the thesis.

8. Photographs, Illustrations and Other Attachments

[For soft-bound, paper copy for Examination/Re-examination] Any loose photographic and other illustrations that are to be included in the bound copy of the thesis have to be securely mounted using double-faced tape. Photograph album pockets or slits in the page are not adequate. In no circumstances should 'cellophane tape' or a similar material be used for any purpose in a copy of the thesis. Subsidiary papers and other loose materials (including corrigenda sheets) should be bound in wherever possible. Otherwise, these loose materials should bear the candidate's name, initials and degree, and each material should be in an adequately guarded pocket at the end of the thesis.

Photographic and other illustrations (e.g. line drawings, maps, musical scores, etc.) which need to be uploaded in the ETD system should be inserted in the thesis in PDF format as far as possible.

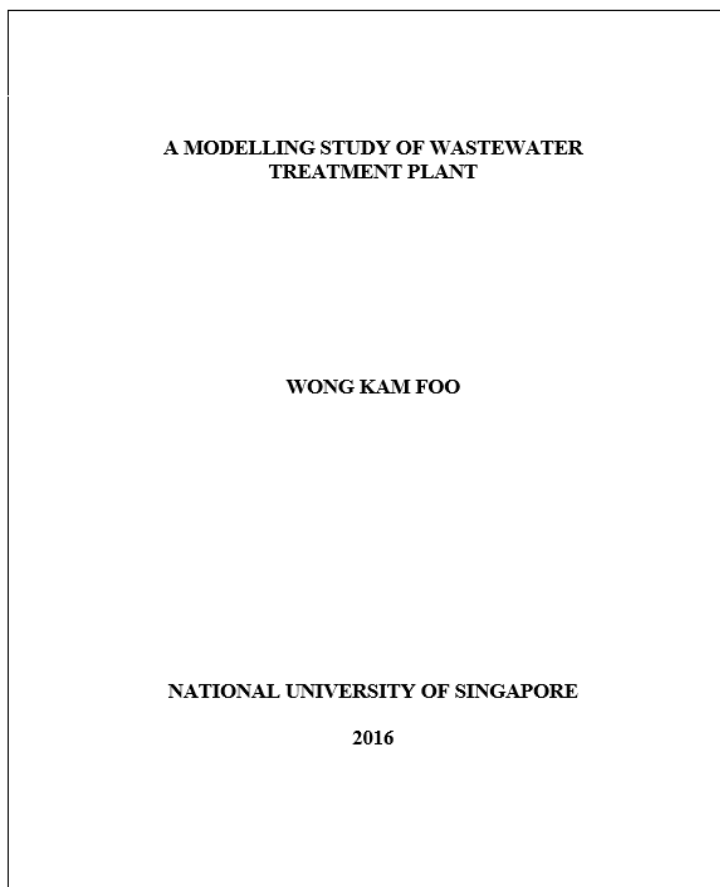
9. Thesis Cover, Thesis Spine and Type of Cover/Binding **[For soft-bound, paper copy for Examination/Re-examination]**

(i) Thesis Cover

The thesis cover should contain the following information in BLOCK LETTERS not exceeding 16 points:

- Thesis Title
- Candidate's Name
- Name of University
- Year of first submission

Sample of Thesis Cover

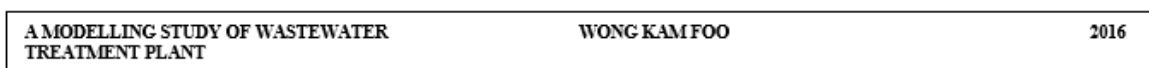


(ii) Thesis Spine

The spine of the thesis should contain only the following information in BLOCK LETTERS. The font size on the cover should not exceed 16 points:

- Thesis Title (or an abbreviated title)
- Name of Candidate
- Year of first submission

Sample of Thesis Spine:



(iii) Type of Cover/Binding

For submission of your thesis for examination/re-examination, the thesis should be bound with soft cover (light blue with black lettering not exceeding 16 points) using saddle-stitch or perfect binding (spiral or ringback binding is not acceptable).

INSTRUCTIONS ON ELECTRONIC THESIS SUBMISSION

1. Electronic Thesis

Submission of the final thesis in electronic format is compulsory for all research masters and doctoral degree students before the degree can be conferred. The electronic copy of the thesis must be in Adobe Acrobat Portable Document Format (PDF). Students will not be required to submit any hard bound copy of the thesis to the Registrar's Office. Some departments may, however, have their own requirements. Students should check with their respective department.

The format of the electronic thesis is generally the same as the format of thesis for examination/re-examination. Additional requirements for the electronic thesis are as follow:

(i) Thesis Title Page (for final submission)

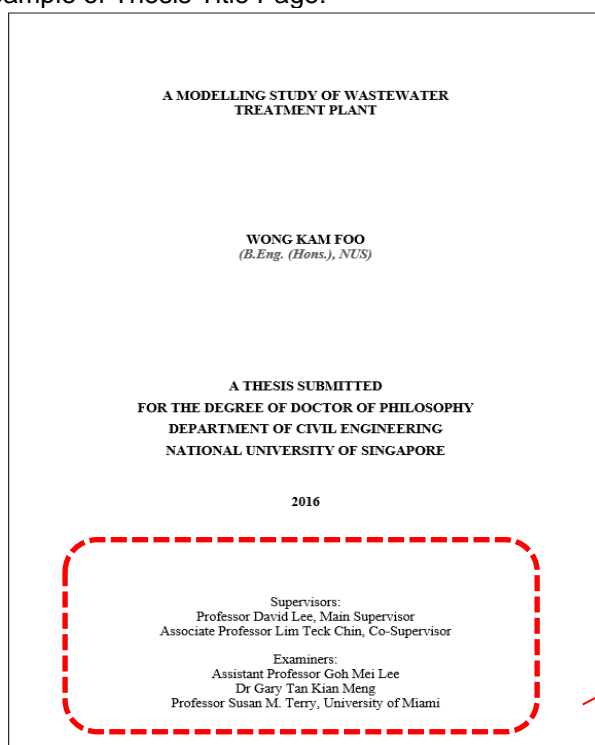
The title page should contain the following information in BLOCK LETTERS not exceeding 16 points:

- Thesis title
- Name of Candidate (with qualification(s) in brackets)
- The words: "A THESIS SUBMITTED FOR THE DEGREE OF <NAME OF DEGREE>"
- Department: DEPARTMENT OF <NAME OF DEPARTMENT>
- Name of University: NATIONAL UNIVERSITY OF SINGAPORE
- Year of first submission of thesis: If the thesis is resubmitted in a subsequent year, the year of submission to be indicated on the title page should remain as year of first submission.
- **Full title and name of Main Supervisor and Co-Supervisor(s), if any.**
- **Full title and name of Examiner(s) and his/her primary affiliation (if it is not NUS).**

Note:

- *The formal titles should be spelt out e.g. Professor, Associate Professor, Assistant Professor but abbreviations should be used for Dr, Mr, Miss, Ms, Mrs and Mdm.*
- *If the candidate only had one supervisor, there is no need for the words 'Main Supervisor' following the supervisor's name.*
- *Internal Examiner(s) should be listed first before External Examiner(s), if any.*

Sample of Thesis Title Page:



A MODELLING STUDY OF WASTEWATER
TREATMENT PLANT

WONG KAM FOO
(B.Eng. (Hons.), NUS)

A THESIS SUBMITTED
FOR THE DEGREE OF DOCTOR OF PHILOSOPHY
DEPARTMENT OF CIVIL ENGINEERING
NATIONAL UNIVERSITY OF SINGAPORE

2016

Supervisors:
Professor David Lee, Main Supervisor
Associate Professor Lim Teck Chin, Co-Supervisor

Examiners:
Assistant Professor Goh Mei Lee
Dr Gary Tan Kian Meng
Professor Susan M. Terry, University of Miami

The text in the sample title page is centered. A red dashed box highlights the supervisor and examiner information at the bottom. A red arrow points from the note on the right to this box.

Note:

The Supervisor(s) and Examiner(s) information is a new requirement to be included in the final thesis title page with effect from Semester 2 of AY2016/17. However, candidate should refer to the Outcome of Thesis Examination/Re-examination/Oral Exam letter if this information is required to be included in his/her FINAL thesis title page.

(ii) File Format

The thesis which is to be uploaded in the ETD system must be in PDF format.

Thesis can be submitted as a single file or as separate files. Separate files are recommended if the thesis document is larger than 30 megabytes.

If you submit a single file, it is recommended that the filename be your name with surname in front and your initials, for e.g. Paul Tan Chong How (TanCHP.PDF).

If you are submitting separate files, it is recommended that you name your files so that it will be sorted in the sequential order of your thesis although this is not mandatory (for e.g., you should use 2 digit numerical codes for numbers in your filenames - 01Chap.PDF, 02Chap.PDF, etc. to allow sorting alphanumerically. Please note that the order in which your files will be sorted will be according to the sequence in which you upload the files. Make sure that you use the appropriate file extension with each type of file.

Multimedia File Formats: You may include other types of multimedia files with your thesis document. The multimedia formats that will be accepted are listed below:

Images : PDF (.pdf), CompuServe GIF (.gif), JPEG (.jpg), TIFF (.tif)

Audio : AIF (.aif), CD-DA, CD-ROM XA, MIDI (with timing information) (.midi), MPEG-2 (.mpg), WAV (.wav)

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

(iii) Abstract

The abstract of the thesis should not be included in the thesis document (in pdf format) but must be entered in the text box provided in the Electronic Thesis & Dissertation (ETD) System at the time of uploading your electronic thesis. This abstract must not exceed 150 words.

2. Process for Submission of the Electronic Thesis

After your thesis has been examined and you have made the amendments to the satisfaction of your supervisor and/or oral panel members (for doctoral students), or if no amendments are required; you are ready to upload your thesis to the Electronic Thesis & Dissertation (ETD) System.

You should start by preparing the PDF copy of your thesis and check to ensure that you have conformed to all the specified format requirements. Check that there are no conversion errors, no missing pages, all tables/figures/illustrations have been inserted correctly and that the navigational links are working properly. Any error will result in delay in the degree conferment process.

Submit the following endorsed forms downloaded at <https://myportal.nus.edu.sg/studentportal/eservices/gd/> to your department:

- Form RO.86/03 "Supervisor's Report on Amended Graduate (By Research) Thesis"; OR
- Form RO.87/03 "Report on Amended PhD Thesis (After Oral Examination)";
- Form RO.667/09 "Electronic Thesis/Dissertation ("Thesis") Submission", with the necessary copyright clearances, if applicable; and
- Feedback on Research Guidance form (obtainable from respective Department or Faculty/School). Students from NUS Medicine are required to complete the Research Guidance and Career Survey online upon receiving an email notification from the School on this matter.

You are encouraged to register for an Open Researcher and Contributor ID (ORCID) at

<https://orcid.org/register>. More information can be found on our NUS Libraries' webpage (<http://libguides.nus.edu.sg/orcid/about>).

Registrar's Office will receive a copy of the documents submitted to the Department. After the receipt of the forms, Registrar's Office will then set the submission period of **one week** for you to upload your electronic thesis, of which you will be notified via your NUS email account.

3. Confirmation and Acceptance of Electronic Thesis

You are required to check that the uploaded thesis is the final, complete and correct version. This is important because your electronic thesis will be accepted **without** any further verification from either the Department or Supervisor(s). You will also need to ensure that the format of your uploaded thesis is in accordance to the requirements in this document; and that your signed Declaration page has been included.

You will be informed via your NUS email account once you have successfully uploaded the thesis. For your information, you will **not** be able to login to the ETD System once your thesis has been successfully uploaded.

If you require an extension of the submission period to upload your thesis, you may submit a request for an extension to Registrar's Office via email (regbox2@nus.edu.sg), cc your supervisor(s) and your Department administrator.

If your thesis is categorised under unrestricted access, your electronic thesis will be available for worldwide access after the degree has been conferred. You can access your thesis through the NUS Digital Library website at <http://scholarbank.nus.edu.sg>.

4. Access Levels for Thesis

You must choose one of the four access levels for your electronic thesis in consultation with your supervisor(s):

Access Level for Thesis	Definition of Access Level	Extension of Restricted Period	Remarks
(i) Unrestricted Internet Access	Release entire Thesis immediately for worldwide access.	N.A.	N.A.
(ii) Access Restricted to NUS Intranet for a Limited Period Only the name, title, degree, department, year of submission, keywords and abstract will be accessible worldwide.	Release entire Thesis immediately for NUS Intranet only for a limited period (up to a maximum of 2 years). After restricted period, entire Thesis will be released for worldwide access.	Extensions of up to 2 years at a time may be requested by the student or the Supervisor(s) through the Head of Department and Dean of Faculty. Need to complete and submit the "Request for Extension of Restricted Access Option" Form (RO.623/09) at least two months before the expiry of the original restricted period. Subject to approval from Associate Provost (Graduate Education). <i>(Note: At any time during the withholding period, one of your supervisors or you, through your supervisor(s), may notify RO in</i>	To specify valid reason(s) for choosing this access option.

Access Level for Thesis	Definition of Access Level	Extension of Restricted Period	Remarks
		<i>writing that the thesis may be given unrestricted access and be released for worldwide access immediately.)</i>	
<p>(iii) Totally Restricted Access for a Limited Period</p> <p>Only the name, title, degree, department, year of submission and keywords are accessible. The abstract will not be accessible.</p>	<p>Withhold access to the entire Thesis for a limited period (up to a maximum of 2 years)</p> <p>After the restricted period,</p> <p>(i) For <i>patent related</i> reasons, Industry Liaison Office (ILO) will determine whether to release entire Thesis for worldwide access.</p> <p>(ii) For <i>non-patent related</i> reasons, Registrar's Office (RO), at times in consultation with Office of Legal Affairs (OLA) will determine whether to release entire Thesis to worldwide access.</p>	<p>Extensions of up to 2 years at a time may be requested by the student or the Supervisor(s) through the Head of Department and Dean of Faculty.</p> <p>Need to complete and submit the "Request for Extension of Restricted Access Option" Form (RO.623/09) at least two months before the expiry of the original restricted period.</p> <p>Subject to approval from Associate Provost (Graduate Education).</p> <p><i>(Note: At any time during the withholding period, one of your supervisors or you, through your supervisor(s), may notify RO in writing that the thesis may be given unrestricted access and be released for worldwide access immediately.)</i></p>	<p>Valid reasons for choosing this access option are:</p> <p>(i) Thesis includes creative work which will be published.</p> <p>(ii) Thesis will be published as a book, a series or as monograph, and to release on the Internet will be construed as prior publication.</p> <p>(iii) Thesis contains or might contain proprietary/ confidential information which the student/ supervisor(s) wants to incorporate into a patent application and has not been done.</p> <p>(iv) Thesis contains third party proprietary/ confidential intellectual property (including without limitation to patent(s) and/ or software) and has not obtained the relevant consent.</p> <p>(v) Other Reasons (to specify).</p>
<p>(iv) Totally Restricted Access for an Indefinite Period</p> <p>Only the name, title, degree, department, year of submission and keywords are accessible. The abstract will</p>	<p>Withhold access to the entire Thesis indefinitely.</p>	<p>N.A.</p>	<p>To submit a duly completed and endorsed "Request for Indefinite Period of Restricted Access to Electronic Thesis" Form (RO.622/09) downloadable from https://myportal.nus.edu.sg/studentportal/eservices/gd/, together with the ETD Submission Form (RO 667/09), and</p>

Access Level for Thesis	Definition of Access Level	Extension of Restricted Period	Remarks
not be accessible. <i>(Request for indefinite embargo is subject to approval from Vice Provost (Graduate Education) with the support of the Supervisor(s), Head of Department and Dean of Faculty).</i>			provide valid reason(s) for choosing this access option. Valid reasons for choosing this access option are: (i) Thesis contains confidential, private or politically-sensitive information which is critical to the thesis. (ii) Thesis contains commercially-sensitive information which is critical to the thesis. (iii) Copyright clearance cannot be obtained for all third party copyright items included in the work. (iv) Release might endanger the physical/mental health or safety of an individual.

5. Opting in or out of ProQuest Dissertations and Theses (PQDT)

ProQuest Dissertations & Theses (PQDT) is the world's comprehensive repository of PhD and Master's theses. The database has thousands of subscribers worldwide with millions of searches made annually. Theses and dissertations which are archived in the ProQuest database is listed in the PQDT and this helps to enhance the visibility and accessibility of each student's works for the academic community.

NUS has partnered ProQuest from 1 Sep 2015, allowing theses of NUS graduates who chose to opt-in to PQDT appear alongside those of other renowned universities as the primary source used for theses search in top universities. This gives greater recognition and exposure of NUS faculties and authors' research.

You have an option to allow your thesis to be archived in the PQDT and this decision has to be done both manually and electronically via:

- (i) Form RO.667/09 "Electronic Thesis/Dissertation ("Thesis") Submission"
- (ii) [Electronic Thesis & Dissertation \(ETD\) System \(https://etd.nus.edu.sg/\)](https://etd.nus.edu.sg/)

If you have chosen to opt-in, you will need to declare that you are indeed the author and that you have not infringed any copyright. ProQuest requires authors to give permission to the PQDT Author License and to accept the [PhD and Master's Dissertations and Theses Dissemination Agreement \(https://share.nus.edu.sg/registrar/student/info/ProQuest-Agreement-with-NUS-Author.pdf\)](https://share.nus.edu.sg/registrar/student/info/ProQuest-Agreement-with-NUS-Author.pdf). The acceptance of the Agreement will be done online when you upload your thesis at the ETD System.

At any point in time, you can also withdraw your thesis from PQDT by notifying ProQuest via email (disspub@proquest.com). More information on [ProQuest](http://www.proquest.com/) can be found at the following link: <http://www.proquest.com/>.