



Thesis and Dissertation

WRITING GUIDELINES

Centre for Graduate Studies



The lower half of the cover features a large, semi-transparent orange overlay. Within this overlay, there is a background image of students working on a project. They are gathered around a table covered with various papers, charts, and diagrams. One student is pointing at a chart, while others are looking on. A large, stylized orange 'W' shape is superimposed over the bottom right corner of the orange area.

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DISCLAIMER

While every effort was made to ensure accuracy, please note that the information presented in this handbook is up to date as of February 2023.

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Chapter One: General Requirements of a Thesis/Dissertation

1.1 Introduction

This guide is intended to assist the graduate students in the preparation of their thesis in terms of format and writing conventions. The students are advised to refer to this guide and should seek clarifications with their supervisors on specific matters relating to the preparation of their thesis/dissertation.

This document should be read together with Section 10.0 Thesis/Dissertation in the Student Handbook: Master of Philosophy and Doctor of Philosophy. For Doctor of Business Administration, please refer to the DBA Research Handbook. In matters related to writing of the thesis/ dissertation, this Thesis and Dissertation Writing Guidelines is a more detailed account on the nature of theses and dissertation writing. When in doubt, please consult your supervisor.

1.2 Language

The thesis/dissertation should be written in English. There should be consistency in the use of the language, especially the spelling style (American or British), throughout the thesis. The Roman alphabet should be used unless otherwise required by the discipline.

The length of the Masters Degree is between 50,000 – 60,000 words (excluding appendices and genuine footnotes).

The length of the Doctor of Business Administration dissertation is minimum 60,000 words excluding appendix and references.

The length of the thesis for a PhD is between 80,000 and 100,000 words (excluding appendices and genuine footnotes).

1.3 Technical Specifications

Printing should be done on a letter-quality or laser printer. Only the original word-processed copy of a thesis/dissertation or its good and clean photocopies will be accepted. The submitted copy should be free of materials used to correct mistakes such as correcting fluid.

1.3.1 Page Layout

The text should be presented in the portrait layout. The landscape layout may be used for figures and tables.

1.3.2 Type of Paper

White A4 size (210 × 297 millimetres) paper (80 grams) or paper of equivalent quality should be used. The student should include an extra blank sheet for the front and back of the thesis/dissertation. Photocopies of the thesis/dissertation must also be of similar quality paper.

1.3.3 Format

All copies of thesis/dissertation, whether for the purpose of examination or for deposit in libraries, shall be presented:

1. In permanent and legible form in typescript or print and the characters employed in the main text (but not necessarily in illustrations, maps etc.) shall not be less than 12pt (For DBA students the font size is fixed at 12-point size).
2. Characters employed in all other texts, notes, footnotes, etc., shall not be less than 10pt.
3. Typing shall be of even quality with clear black characters, and capable of photographic reproduction.
4. Double or one-and-a-half spacing shall be used in the main text, but single spacing shall be used in the summary and in any indented quotations and footnotes.
5. Drawings and sketches shall be in black ink.
6. Unnecessary detail should be omitted and the scale should be such that the minimum space between lines is not less than 1mm.
7. Colour graphic for charts, diagrams etc., and colour photographs may be used, but students must in all cases ensure that the material is capable of being photocopied and microfilmed.
8. Copies produced by xerographic or comparable permanent processes are acceptable.
9. A4 paper of not less than 80 gram shall be used and should be of good quality and sufficient capacity for normal reading.
10. Diagrams, maps and similar documents shall be submitted in a portfolio of reasonable size and shall bear the particulars stated to be necessary for the volume.

Students may submit non-book material such as audio or video tapes with their thesis/dissertation, if such material forms a useful addition to, or explanation of, work contained in the written submission and if such material constitutes the most appropriate method of presenting the information concerned. Any material of this type shall be enclosed in a container which is suitable for storage on the library shelf and which bears the same information as that required on the spine of the thesis, so placed as to be readily legible when the container is in its stored position.

1.3.4 Margins

The left margin should be at least 40mm and the right, top and bottom margins at least 25mm. Margin specifications are meant to facilitate binding and trimming. All information (text headings, footnotes and figures), including page numbers, must be within the text area.

1.3.5 Pagination

All pages should be numbered consecutively throughout the thesis, including pages containing tables, figures and appendices, at the centre of the bottom margin. Page numbers should appear by themselves and should not be placed in brackets, hyphenated or accompanied by other decorative devices. Text, tables and figures should be printed on one side of each sheet only.

Preliminary pages preceding Chapter 1 must be numbered in lower case Roman numerals (i, ii, iii etc). The Title Page should not be numbered although it is counted as page i. Page 1 is the first page of the Introduction (Chapter 1).

1.3.6 Binding

Initial Submission

Temporary binding should not be confused with any binding. Loose sheets placed in a wallet file are not acceptable. The following type of temporary binding is recommended:

1. Perfect binding (heat bound) with soft cover.

The following types of temporary binding are not suitable, since conversion of permanent binding will be more time-consuming (and therefore expensive) and either the holes in the pages will be visible in the permanent version or the pages will be considerably less than full A4 width:

1. Spiral binding.
2. Ring-folder or lever-arch folder

Students (and those advising them) are asked to bear in mind that temporarily-bound thesis/dissertation must be able to withstand handling, transit to and from examiners and examining processes. Care must be taken to ensure that the form of any temporary binding used is sufficiently secure and does not collapse or fall apart.

Whatever form of acceptable temporary binding is chosen, it is absolutely essential that the spine bears the information required by Wawasan Open University regulations, as detailed in the Handbook. The thesis/dissertation cannot be processed efficiently if this information is not given clearly on the spine in a form which cannot easily be erased or detached. Space may be saved by using shortened versions of Institution name i.e., WOU.

Final Submission

Upon successful completion of the examination process, students who registered in the Master of Philosophy, Doctor of Business Administration, and Doctor of Philosophy programmes must submit four (4) hardbound copies and one (1) digital copy (PDF) of the thesis/dissertation, corrected as may be required. The hardbound copies with the digital copy should be submitted to the Centre for Graduate Studies (For DBA students submit to DBA Administrative Office).

General Binding Requirements

A complete set of pages for all copies, with the pages in correct order, must be supplied to the binder. The maximum size for binding as one volume is 7cm or approximately 600 sheets.

For durability, Wawasan Open University prefers lumbecking in which the pages are bound with an adhesive, and not stapled. Binding margins of 19mm on the left-hand side are generally sufficient for lumbecked work, but this may vary with the thickness of the thesis and the type of binding used. If in doubt, the binder should be consulted. The top, bottom and right side margins should be at least 15mm.

Please adhere to the following requirements: (Appendix A)

Cover of Thesis/Dissertation

1. Gold block letters of 18-point font
2. Centralised

3. The cover (4 hardbound copies) must contain the following:
 - Full thesis/dissertation title (Refer to Appendix B)
 - Candidate's full name
 - Wawasan Open University
 - Year of submission
 - All printed in gold, 18-point font and all in uppercase (in the above order from top to bottom)

Spine of Thesis/Dissertation

1. The spine must contain:
 - Candidate's full name
 - Thesis/dissertation title
 - Year of submission
 - Degree
 - All printed in gold, in uppercase and appropriate font size (in the above order from top to bottom)

Binding

The final four copies must be hard bound, using buckram or rexine with stiff boards.

- Black for PhD theses
- Maroon for DBA dissertation
- Dark blue for MPhil theses

The four (4) hardbound copies would be lodged in the Archives, Library, CGS/DBA Administrative Office and a copy extended to the main supervisor for his/her retention.

A complete set of pages for all copies, with the pages in correct order, must be supplied to the binder. The maximum size for binding as one volume is 7cm or approximately 600 sheets.

1.4 Submission of Thesis/Dissertation

Students are required to submit five (5) copies of thesis/dissertation (soft binding) to Centre for Graduate Studies office for oral examination at viva voce. After passing the viva, students are required to perform all corrections requested by the examiners and/or supervisor during the viva session. Then, the supervisor will control and check the quality of corrections based on the examiners' comments and recommendations. Only after that, students are allowed to submit the finalised version of their thesis to the Centre for Graduate Studies. DBA dissertation is to be submitted to the DBA Administrative Office in School of Business and Administration. Four (4) hard-binding copies of the thesis/dissertation (One (1) softcopy of Turnitin Report) and a CD containing the softcopy of it in original Word format must be submitted to the Centre for Graduate Studies/DBA Administrative Office.

Chapter Two: Thesis/Dissertation Format

A thesis/dissertation should contain three main divisions: the preliminary pages or front end; the text or main body, usually divided into parts — chapters and sections; and the supplementary pages, or back end. The preliminary pages include elements such as the title page, Declaration Form, Dedication, Abstracts, Acknowledgements, Table of Contents, List of Tables, List of Figures, and List of Abbreviations. The supplementary pages consist of References and Appendices or annexes. **Table 1** is an example of how elements in a thesis/dissertation from preliminary or front end to back end are arranged. The example below should be used as a guide, although not every thesis/dissertation will include all the items listed.

2.1 Title Page

This page includes the following information:

- a. Full title of thesis/dissertation (in uppercase);
- b. Full name of author (in uppercase);
- c. Degree for which the thesis/dissertation is submitted;
- d. Name of School;
- e. The name “Wawasan Open University”; and
- f. Year of submission.

	Item	Remark
1	Blank	Leaf.
2	Title Page	Not to be paginated but counted as one (i). Subsequent preliminary pages are paginated with small Roman numerals and are numbered consecutively.
3	Declaration of Original Authorship	To be signed by student.
4	Abstract	Listed in Table of Contents
5	Acknowledgements	To be paginated.
6	Table of Contents	Not listed in Table of Contents.
7	List of Tables	Listed in Table of Contents.
8	List of Figures	Listed in Table of Contents.
9	List of Abbreviations or Glossary	Listed in Table of Contents.
10	Main Body (Chapters)	To be paginated with Arabic numerals.

	Item	Remark
11	References/Bibliography	To be paginated, continuing the Arabic numerals.
12	Appendices/Annexes	First sheet to be counted but not paginated (insert a leaf with only the word APPENDICES in the centre of the page, followed by the actual appendices which are paginated).
13	Blank	Leaf.

Table 1 Elements of a Thesis/Dissertation

2.2 Declaration of Original Authorship

The declaration form should read as in Appendix B.

2.3 Abstract

The abstract is a digest of the entire thesis/dissertation and should be given the same careful attention as the main text. Reference to literature is not normally made in the abstract. Abbreviations or acronyms must be preceded by the full terms when first used. The abstract should not exceed 350 words. It includes a brief statement of the problem; a concise description of the research method and design, types of data analyses, data collection methods, sampling, research instruments; summary of major findings, including significance or lack of it; and conclusions and recommendations.

2.4 Acknowledgements

The acknowledgement or preface may contain all or some of the following information:

- i. Reasons for doing the study;
- ii. Acknowledgement of guidance and assistance from individuals and institutions.

Many candidates prefer to have a section called Acknowledgements in place of a Preface. The acknowledgements can be written in the first person or the third person.

2.5 Table of Contents

The Table of Contents immediately follows the Acknowledgements. It lists in sequence, with corresponding page numbers, all relevant subdivisions of the thesis/dissertation, including the titles of chapters, sections and subsections, as appropriate; the references; the list of abbreviations and other functional parts of the whole thesis/dissertation; the appendices (if any); the index (if provided). A Table of Contents should not be listed in the Table of Contents itself!

2.6 List of Tables

If you have one or two tables, list them by name in the Table of Contents. If you have three or more, put the entry “List of Tables” in the Table of Contents with a small Roman numeral (e.g., “iv”) and provide a full list on a separate page following the Table of Contents. The list consists of the exact titles or captions of all tables in the text in the appendix, with the beginning page for each.

2.7 List of Figures

As with the tables, so with the figures, provide a separate list if you have three or more. The entry “List of Figures” comes after the “List of Tables” within the Table of Contents and the list itself comes on the page on which the tables are listed. Figures include graphs, maps or illustrations or other kinds. List the exact title or caption and its corresponding page. Figures should be numbered consecutively throughout the thesis/dissertation, including in the appendix.

2.8 List of Abbreviations

If an assortment of abbreviations and acronyms (e.g., FOA, DOA, MARDI, PORIM, etc.) is used in the thesis/dissertation, it is best to list them in a List of Abbreviations with their meaning, even though the full names are given at the first mention in the text. This list serves as ready reference to readers who are not familiar with the abbreviations. Universally recognised scientific symbols (°C, cm, mm, kg, ha, etc.) are not needed to be listed.

2.9 Text of Thesis/Dissertation

The body of a thesis/dissertation normally consists of sections which are organised as chapters. A chapter may be divided into major sections and subsections. Main or primary headings within chapters are to be centred while subheadings (secondary headings) should be full justified. Main headings of each chapter should be typed in two lines: first, the word **CHAPTER** followed by the chapter number; and in the second line, the chapter title. All words in the main heading of a chapter shall be in UPPERCASE and **bold** and centre-justified. Each chapter should start on a new page.

The main sections and subsections of a chapter may be identified by numbers where the former are regarded as being the first level. For example, Sections 2.1 and 2.2 would denote two consecutive main sections in Chapter 2, and Sections 3.1 and 3.2 would similarly denote two consecutive main sections in Chapter 3. A subsection would be found in a major section of a chapter and is regarded as the second level. It should be numbered 2.1.1, 2.1.2 etc. The numbering style should be consistent throughout the thesis/dissertation and should be limited to two levels.

2.10 Body of Thesis/Dissertation

The body of a thesis/dissertation normally consists of the headings or chapters described below. Each heading and subheading must be numbered as in this guide.

2.10.1 Chapter layout

Introduction: This is an introductory chapter that introduces the background of the study, the problem and indicates its importance and validity. It sets forth the context, hypotheses to be tested, and the research questions and objectives.

Literature review: This contains the critical review of the literature related to the topic. Literature selected must be up-to-date and be analysed and synthesized logically. It must not be a mere summary of works of different authors. The theories and models used are also included in this chapter, and their selection must be justified. The theoretical framework must be explained clearly.

Method of data collection and analysis: This chapter contains a description of research methods and techniques. The research design should be explained and justified. This chapter includes a description of the population, sample and sampling techniques, besides the data collection methods and research instruments. The type of data analyses must be explained and more sophisticated techniques such as regression, path analysis and structural equation modelling (SEM) should be utilised at the Doctoral level. Ensure that this chapter is aligned to the research objectives and research questions in Chapter 1.

Results and discussion: This chapter presents a complete account of the data analysis and results of the study in the form of texts, figures, and tables so that the key information is highlighted. In it the results of the study are discussed in relation to the hypotheses. It highlights the main findings, their significance and implications and recommendations. The discussion of the findings should be closely aligned to the research objectives and research questions.

Conclusion: This sums up the entire study and should contain a brief description of the problem, research methodology, findings and recommendations. It includes the findings which normally tally with the objectives set at the outset of the study.

2.10.2 Note on last paragraphs

The last paragraph of any page should comprise at least two lines of text. Similarly, any heading appearing near the bottom of a page should be followed by at least two lines of text on the same page. If this cannot be done, bring the lines and the heading concerned over to the next page.

If the last paragraph of a page has to be continued on the following page, make sure that the new page contains at least one full line of text belonging to the last paragraph. In other words, the first line on the new page must not seem to appear like a heading, as would happen if it contains only one word or a short phrase. If this cannot be done, bring forward the last line from the previous page, provided this does not violate the requirement mentioned in the first paragraph of this note.

2.10.3 Tables

Tables are numbered consecutively (with Arabic numerals) throughout the thesis (including text and appendices). There are two possible numbering schemes: either (a) number the tables consecutively throughout the text, or (b) number them by chapter, e.g., Table 1.1, 1.2, 1.3, 2.1, 2.2, and so on. No thesis may have two different tables called “Table 1”. All tables are to be listed in the preliminary pages (including tables appearing in the appendix). Tables should be placed after being mentioned in the text. Short tables should not stand alone on a page.

Tables are captioned single-spaced above the tables. Tables and their captions should be centre justified. Capitalise only the first letter of the principal words in captions (excluding words like “the”, “to”, etc.). Table captions should be placed above the table.

Table sources and notes should be placed directly below the table (not at the bottom of the page or footnote). Use superscript symbols (e.g., *, **, ***, etc.) or lowercase letters, but never numerals for table footnotes. Reference indicators to these notes should be used only on column heads or in the main body of the table but never on the table number or caption. If the superscript cannot be inserted on the stub head (the left-hand column), any note needed for the table number or title should be so indicated, e.g., Note: ... And should follow Source (if any) at the foot of the table.

2.10.4 Figures

Figures include maps, charts, graphs, diagrams, photographs, etc. Each of these is numbered consecutively or according to chapter in which it is included throughout the thesis/dissertation, including those in the appendices. Figures should be professionally done and of high quality. The trend now is to use computers. The figure number and caption should be typed above the figure using Arabic numerals. Figures, like tables, should be inserted soon after their first mention in the text.

Figures are captioned single-spaced above the figure. Figures and their captions should be centre justified. Capitalise only the first letter of the principal words in captions (excluding words like “the”, “to”, etc). Figures captions should be placed on top of the figures. Figures should not have a border line.

If a figure occupies an entire page, the caption typed on the left-hand broadside page should have the top of the figure at the binding edge. The figure number should be typed parallel to the way the figure or plate reads. The page number is typed in standard text position. Figures should conform to the standard margin requirements.

2.10.5 Footnotes

Footnotes should be used sparingly. They should be used only to clarify terminology, to state conversion factors or exchange rates, and not to cite authority for specific statements or research findings of others. A citation of authority is done in the text as described in the following section. Extensive footnoting tends to distract the reader from the main argument of the text. If footnotes are necessary, the indicators (the numbers in the text) are usually superscript. The numbering must be continuous within each chapter or appendix, not throughout the text. That is, start each chapter or appendix with footnote 1.

2.10.6 Citations in the text

Students are required to cite the references when they are used. Citation of other people's works is an indication of academic integrity and prevents the students from committing plagiarism. APA is the recognised standard of citation. Students may consult their supervisors on how to use and implement this standard. Information on APA style is also available at www.apastyle.org.

2.10.7 References

The reference list contains a list of the works you have cited. Every piece of work cited in the text must be properly referenced in the reference list. Use the APA bibliographic system since it is usual in scholarly writing when the author is using English.

2.10.8 Header and footer

The use of Header and Footer is not allowed.

2.10.9 Appendices or annexes

An appendix or annex, if any, is placed after the reference list. Details of the appendices are listed by type. As with tables and figures, use a separate page if you have three or more appendices and simply put “List of Appendices” in the Table of Contents. If you have a separate list, it should come immediately before the appendices themselves.

Appendices include original data, summaries, side-line or preliminary tests, tabulations, tables that contain data of lesser importance, very lengthy quotations, supporting decision, forms and documents, computer printouts and other pertinent documents. Appendix materials should be grouped by type, e.g., Appendix A: Questionnaire, Appendix B: Original Data, Appendix C: Result Tables, etc.

Chapter Three: Writing Conventions

3.1 Numbers

All integers less than 10 should be spelt out unless attached to units of measure (e.g. 5kg, 10mL). Use figures for number 10 or more than 10. As explained above, if a sentence begins with a number, write the number in words, e.g., “Three hundred and eighty five students were sampled from the study area.”

3.2 Elliptical mark

Writers should use the ellipsis mark to show an omission from quoted material. The ellipsis consists of three-spaced full stops (. . .). When an ellipsis follows a sentence, it appears as four full stops (. . . .). One full stop marks the end of the sentence and the other three signals the omission.

3.3 Use of Brackets ()

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

Example:

This year (1996) alone, we had two hundred applicants wanting to join the in-service course (Awang, 1996).

Candidates should use “sic” within round (sic) or square [sic] brackets to indicate a certain doubt as to the meaning or factual error. It is used in quotations to show that the original is being faithfully reproduced even though it is incorrect or seems to be so. Any errors which are obviously typographical should be corrected as a matter of professional courtesy.

3.4 Use of Symbol for Percentage

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

3.5 Policy of Direct Quotations

Direct quotations must be minimised except in some fields such as literature (e.g., quotations from Shakespeare). Most of the time, a candidate should paraphrase and acknowledge facts and ideas from others. If a long quotation, such as a paragraph from legislation is needed, it should be given in an appendix.

3.6 Plagiarism

As an enrolled student and member of Wawasan Open University, the candidate is expected to produce his/her original academic work. Failure to acknowledge the work of others means the candidate is guilty of plagiarism. A student who is found to have committed plagiarism in his/her thesis/dissertation may be subjected to disciplinary action under the University's regulations.

3.7 Plagiarism Checking

As part of Wawasan Open University's effort in instilling academic honesty and integrity, the University subscribes the services of Turnitin, a plagiarism-detection software.

Thesis/ Dissertation written by students of MPhil, DBA and PhD must be run through Turnitin before submission. A similarity index of less than 15% is expected by the University for fulfilment of the thesis submission requirement. For DBA dissertation, a similarity index of less than 20% is required.

Appendix A: Spine and Cover of the Thesis

CANDIDATE'S NAME	TITLE OF THE THESIS/DISSERTATION
TITLE OF THESIS/DISSERTATION	CANDIDATE'S NAME
YEAR OF SUBMISSION	WAWASAN OPEN UNIVERSITY
DEGREE	YEAR OF SUBMISSION

Spine

Cover

Appendix B: Title Page

**ASSESSMENT OF TEACHERS' PEDAGOGICAL CONTENT
KNOWLEDGE AND CHALLENGES IN IMPLEMENTING HIGHER
ORDER THINKING SKILLS AMONG PRESCHOOLERS**

**By
Mustapha Hassan**

**Thesis/Dissertation Submitted in Fulfilment of the Requirements
for the Degree of Doctor of Business Administration /
Doctor of Philosophy
(For DBA students please write as follows:
"Dissertation Submitted in Partial Fulfilment of the Requirements
for the Degree of Doctor of Business Administration")**

**School of Business and Administration /
School of Education, Languages and Communications
Wawasan Open University**

2021

Appendix C: Declaration of Original Authorship



Layout of Declaration/Statements Page

DECLARATION

This work is being submitted in fulfilment of the requirements for the degree of
..... and has not previously been accepted in substance for any degree and is not being concurrently submitted in candidature for any degree.

Signed

Name of student

Date

STATEMENT 1

This thesis/dissertation is the result of my own work and investigations, except where otherwise stated. Where correction services have been used, the extent and nature of the correction is clearly marked in a footnote(s).

Other sources are acknowledged by footnotes giving explicit references.

A bibliography is appended.

Signed

Name of student

Date

STATEMENT 2

I hereby give consent for my thesis/dissertation, if accepted, to be available for photocopying and for inter-library loan, for deposit in the University's eRepository, and that the title and summary may be available to outside organizations.

Signed

Name of student

Date

Appendix D: Table of Contents

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Appendices

List of paper presentations

Appendix E: Samples of APA Referencing Format

American Psychological Association (APA): For detailed, specific information, check in the *APA Publication Manual* or visit the *APA Publication Manual* Website: www.apastyle.org (no full stop after “org”). Notice that APA style has changed several times; be sure to use the latest style (6th edition). Especially watch your use of capital letters. You will need them for the first word in a sentence or title, for all proper nouns (e.g., names of people or publishing firms), for first person singular (I) when subject of a clause, and for all keywords in the journal title. No other words, whether in titles of books or articles or anything else, have them. Look closely at the following examples to ensure you grasp the pattern.

Book

Moore, W.K. (2004). *Malaysia: A pictorial history 1400 – 2004* Kuala Lumpur: Archipelago Press.

Article in a book

Pratt, D. (1998). The role of religion. In M.C. McLaren. *Interpreting cultural differences*. (pp.86–96). Norfolk: Peter Francis Publishers.

Journal article

Muir, C. (2002). Upgrading business literacy and information skills. *Business Communication Quarterly*, 63(3), 127–129.

More than seven authors

Harris, M., Karper, E., Stacks, G., Hoffman, D., DeNiro, R., Cruz, P., ... Berry, A. (2001). Writing labs and the Hollywood connection. *Journal of Film and Writing*, 44(3), 213–245.

Conference paper given but not published in proceedings

Wilkins F.G. (2005, June). *Structure of compounds*. Paper presented at the meeting of the Canadian Chemical Association, Ontario.

Conference paper published in proceedings

Hasmah Zainuddin & Azizah Hamzah. (2007). International trade agreement of intellectual property rights (TRIPS), copyright issues and burden to enforce in Malaysia. In K.Y. Chin (Ed.), *Korean Studies in Southeast Asia: Strategic cooperation and development in research and education: Proceedings of the 2nd International Conference of the Korean Studies Association of Southeast Asia*. University of Malaya, Kuala Lumpur. (pp. 121 – 138). Kuala Lumpur, Malaysia: University of Malaya.

Newspaper and non-scientific magazine article

Smith, J.B. (2005, August 22). Pollution problems. Time, pp. 3 – 4

Report from a body/agency

California Air Resources Board. (1994). *Air quality aspects of the development of offshore oil and gas resources*. Sacramento, CA.

Ph.D. dissertation

Wong, T.L. (2005). *Changes in Chinese negotiation skills*. (Unpublished doctoral dissertation). University of Nottingham, Malaysia.

Internet citation

Stolberg, S.G. (1997). Bid to absolve saccharin is rebuffed by US panel. Retrieved from <http://www.jinkscience.com/news/sac2.html>.