

## **CHAPTER I**

### **TECHNICAL SPECIFICATIONS**

#### **1.1 PAPER SPECIFICATIONS**

##### **1.1.1 Size**

A4 (210 mm x 297 mm) (when bound must not exceed 2 mm).

##### **1.1.2 Quality**

The original copy must be on simile paper, minimum quality 80 gsm. Duplicate copies must be on quality photostat or offset paper.

#### **1.2 GUIDELINES FOR TYPING**

##### **1.2.1 Typeface and Font Size**

Candidates are required to use Times New Roman throughout the entire thesis. The required font size for Romanized script is 12 points. For traditional Arabic/Jawi script the font size is 16 points.

##### **1.2.2 Headings**

All headings (except subheadings) must be in **bold** CAPITALS and centred. Candidates must also follow the margin specifications for typing headings. Font size for headings and subheadings is 11 points.

### **1.2.3 Text**

Text must be justified.

### **1.2.4 Spacing**

The general text of the thesis must be typed with 1.5 spacing, except thesis written in Arabic must be typed with 1.0 spacing. A new paragraph must begin one space below the last sentence of the previous paragraph. The following must be typed with single spacing:

- a. Declaration
- b. Acknowledgements
- c. Abstrak
- d. Abstract
- e. Contents
- f. List of Tables and Illustrations
- g. Footnotes
- h. Endnotes
- i. References

### **1.2.5 Paragraphing**

The first paragraph under each heading must begin from the left margin for Romanized script, and from the right margin for Arabic/Jawi script. Subsequent paragraphs must have the first line indented **12.7 mm** from the left margin (Romanized script), or from the right margin (Arabic/Jawi script).