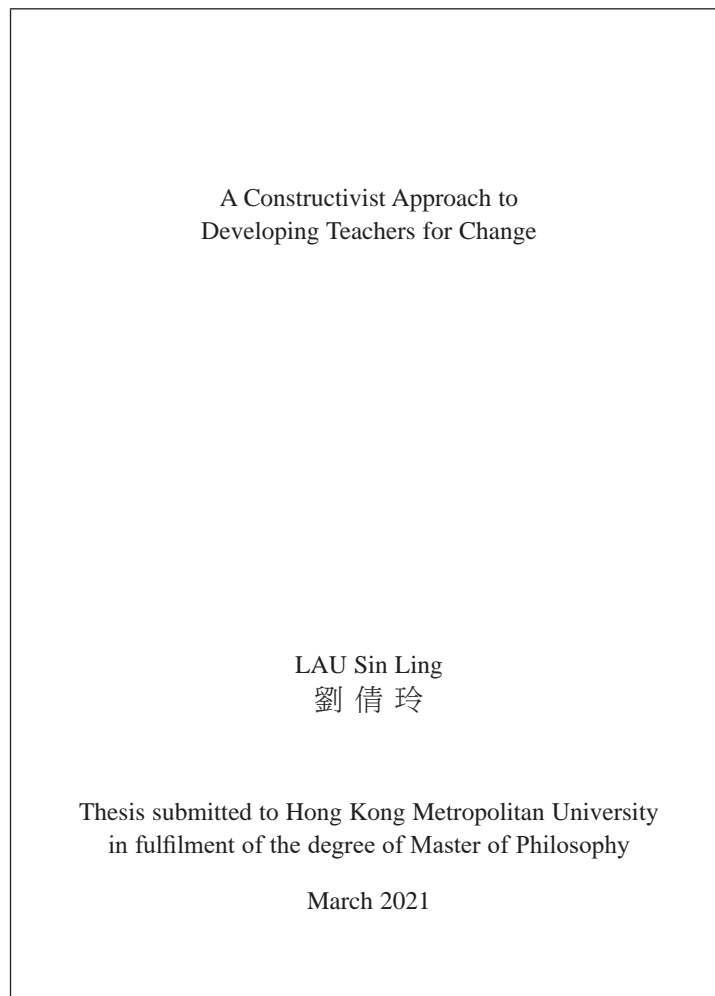# Appendix 3
Guidelines for the format of theses

1   Thesis Contents

Besides the main chapters of your thesis, it must include other elements, viz.

- *A title page* with the title of your study, your name (English and Chinese, if applicable), a statement indicating the degree the thesis is submitted for, and the date of submission. For example,

A Constructivist Approach to
Developing Teachers for Change

LAU Sin Ling
劉 倩 玲

Thesis submitted to Hong Kong Metropolitan University
in fulfilment of the degree of Master of Philosophy

March 2021

- *An abstract*
  This is a synopsis of your study in 200 to 300 words.

- *Acknowledgements*
  This is to acknowledge all those who have supported you during your study.

- *A table of contents*
  This lists the main content of your thesis, with the corresponding page numbers. In listing the chapters, you need only give the chapter titles and section headings.

- *A list of tables*
  A list of all tables included in your thesis, with the corresponding page numbers.

- *A list of figures*
  A list of all figures included in your thesis, with the corresponding page numbers.

- *References*
  A list of all the references used in your thesis.

- *Appendices*
  This should include materials of a contextual nature, such as copies of research instruments used, a synopsis of relevant documents, etc. We do not recommend that you put in the appendices complete interview transcripts, observation notes or data sets, only those or parts of them which directly enhance the argument you are advancing in the thesis. However, processed data used for discussion must be placed in the main text.

2   Formatting Guidelines

The thesis, whether presented in Chinese or English, shall be arranged in such a way that it opens out to the left. In any case, the words shall be typed across the page from left to right and on one side of the page only.

Page size:	A4 (210 mm wide x 297 mm high)
Page margins:	left 4 cm (for binding), right 3 cm top 3 cm, bottom 3 cm
Font (main text):	12 point, Times New Roman
Page numbers:	bottom centre, no brackets around (Table of contents and other material preceding the beginning of the general text may be numbered with lowercase roman numerals.)
Line spacing:	double spaces
Paragraphs:	left justified only
Heading style:	chapter: level 1 (all capitals, centre, point 14, bold) section: level 2 (all capitals, left, point 12, bold) sub-section: level 3 (1st letter capital, left, point 12, bold) sub-sub-section: level 4 (1st letter capital, left, point 12, italics)
Quotes in text:	plain text, within single inverted commas; reference should include page number
Block quotes:	plain text, indented from left margin, no inverted commas needed; reference should include page number
Terms with acronyms:	full term the first time it appears, with acronym within brackets; thereafter, can use acronym alone

3   Binding and Formatting of Cover

3.1   The thesis shall be bound in boards covered in dark blue material. The binding shall be of a fixed kind with leaves permanently and appropriately secured.

3.2 The outside front cover shall bear in gold lettering the title of the thesis, the full name of the candidate, the degree for which the thesis is submitted, the name of the University and the month and year of submission.

3.3 The spine shall bear in gold lettering:

    3.3.1 20 mm from the bottom and across — HKMU

    3.3.2 70 mm from the bottom and across — the degree and year of submission — MPhil 2003

    3.3.3 Evenly spaced between the statement of the degree and year of submission and the top of the spine and across or down — the name of the author and if necessary an abbreviated title of the thesis.

3.4 Where lettering runs down the spine it shall be printed in such a direction that it is upright when the thesis is lying flat with the front cover uppermost.

4   Submission of Electronic Theses to the HKMU Library

Students are required to submit the electronic version of their theses to the University Library for posting on the Electronic Theses and Dissertations (ETD) system. The ETD system makes use of Web technology to facilitate access and retrieval of the theses and dissertations by the University community. The following specifies the requirements of the electronic files to be submitted by students.

4.1 General requirements

    4.1.1 Submit the electronic files in the latest storage media, e.g. CD-ROM, DVD-ROM, USB flash drive, etc. All submitted media will not be returned to the student.

    4.1.2 The electronic files should be organized according to the structure of the original thesis. For example, the files might include 1-cover.doc, 2-abstract.doc, 3-table_of_content.doc, 4-chapter1.doc, 5-chapter2.doc, 6-references.doc, etc.

    4.1.3 For electronic files with a complicated structure, please include a 'readme.txt' text file to cover the following:

        (a) Description about the directory structure of the thesis files in the submitted media.

        (b) Notes about special programs, if any, required for accessing the files, e.g. information about the operation system or software required to open specific files of the theses.

        (c) Notes that help Library staff during the conversion of the files, e.g. "abc.avi file is used for the xyz part of Chapter N".

4.2 File format requirements

    4.2.1 The electronic files should be supported by the latest Microsoft Windows (Chinese or English) and Microsoft Office. File formats such as doc/docx, xls/xlsx, ppt/pptx, plain text are preferred.

    4.2.2 Graphic file format should be supported by the latest Microsoft Office, e.g. jpeg, gif, png and tiff.

4.2.3 Import special formula or content to a Microsoft Office document. If possible, use MS Equation Editor to create equations.

4.2.4 Special characters or symbols that are not supported by Microsoft Office should be converted to image format.

4.2.5 Multimedia files should be compatible with popular multimedia players such as Windows Media Player, RealPlayer, etc.

4.2.6 If other file formats have to be used, follow the widely-used international standards. Information about the files, such as software and vendor details, should be provided.

4.2.7 Files that need a server program to run would not be accepted or converted.

4.2.8 Adopt the native file extensions for the submitted files. Files submitted in an unacceptable or corrupted format will be rejected.

4.3. Others

4.3.1 The submitted electronic files would be converted by the Library before they can be posted on the ETD system. The Library follows the principle that there will be no change in the content or data loss because of the conversion. No conversion will be done if there is such a risk. The Library reserves the right to decide to convert or not to convert the work or parts of it. Students should note that the pagination, the layout and the file/path/URL names may be changed because of the conversion. But paragraphing and chapter breakdown remain the same.

4.3.2 The technical requirements above will be updated as and when necessary to keep pace with technology change. Students are encouraged to contact the Library at the time of thesis/dissertation preparation.