

**Institute of Chinese Medical Sciences**

**University of Macau**

**Guideline for Master Thesis (English version)**

This document covers the format for Master Thesis (English version)

The thesis should be contained by cover, declaration, acknowledgements, abstract (English and Chinese), table of content, list of tables, list of figures, abbreviation, main text, bibliography, appendix and publication.

**1. General Information**

1.1 Margin

The margin is defined as the blank space surrounding printed matter. The mechanics of binding require that theses have at least a 3.81-cm (1.5-inch) margin on the binding side of the page and a 2.54-cm (1-inch) margin on the remaining three sides.

1.2 Font

Times New Roman

1.3 Pagination

1.3.1 Preliminary Page

The Title Page, Quote Slip, and Abstract are not counted or numbered. The first page of the Table of Contents is considered page i but the number never appears on the page. Small roman numerals (i.e., ii, iii, iv, etc.) are used for all other preliminary pages, including subsequent pages of the Acknowledgments, Table of Contents, List of Figures, List of Tables etc. The numbers must appear centered at the bottom of the page at least 2.54 cm (1 inch) from the edge of the paper.

1.3.2 Text

The text is numbered with Arabic numerals, without embellishment or punctuation (i.e., initials, hyphens, running heads or footers, lines across the page, etc.,) centered at the bottom of the page.

Every page must have a page number. However, the number will not appear on the first page of text. (The second page is page 2.)

1.4 Line Spacing

1.5 lines

**2. Sections**

2.1 Cover and declaration (seen the template)

2.2 Acknowledgments

Acknowledgments recognize the persons to whom you are indebted for guidance and assistance and those to whom you are grateful for any special or non-routine aid. Faculty members serve on Examination Committees as part of their regular work and do not require formal acknowledgment, although in most cases the help given far exceeds any requirement and should, as a matter of courtesy, be recognized.

2.3 Abstract

The Faculty requires an Abstract for a master's or doctoral thesis. It must be in both submitted copies and must follow the format given in the sample. The title of the thesis must appear exactly as it does on the Title Page. The name of your Supervisor must appear in full with his or her appropriate academic title (no professional titles may be used) and the name of the program authorized to offer the degree.

2.3.1 Length

All abstracts must not exceed 350 words or 35 lines (this requirement is inline with the requirement of Dissertation Abstracts International so that your abstract could be published in full there if necessary).

2.4 Table of Content

The lines that will show in the Table of Contents are marked with the styles Heading 1, Heading 2, Heading 3, etc. Those lines that will not show in the Table of Contents, but need similar formatting, are marked with the styles Heading 1 won’t show in TOC, Heading 2 won’t show in TOC, Heading 3 won’t show in TOC, etc.

2.5 List of Tables and Figures

If you choose to number them within each chapter or section, they must be identified with the chapter or section number. For example: Figure 1.1\_(Title), Table 1.1\_(Title),.

2.6 Main Text

Heading 1 should be used bold type 18-point type and place in the middle, Heading 2 should be used 16-point type on the left, Heading 3 should be used 14-point type on the left. If you have the heading 4 , they should be used 12-point type on the left. We don’t recommend the Heading 5 title or more. The essay should be used 12-point type. For example:

**Chapter 1**

1.1 [Click and type title]

1.1.1 [Click and type title]

1.1.1-1 [Click and type your title]

2.7 Bibliography

The words should be used 10-type point. A Bibliography or List of References is a comprehensive list of all sources used by the author and is required at the end of each thesis, appearing immediately after the text. ICMS will accept any recognized format, for example:

[1] Javalgi R.G, Wright.R.F. A international market entry model for pharmaceutical companies: A conceptual framework for strategic decision [J].International Journal of Medical Marketing. 2003 Vol. 3 (4):274-286.

2.8 Appendix

Appendix may consist of material that is related to, but not appropriate for, inclusion in the text. They appear after the Bibliography or List of References and must be titled. They are listed, along with their titles, in the Table of Contents, not on a separate list of appendices. Pagination is continuous with the text, and the first page of each appendix is treated like the first page of a chapter in the text (i.e., counted, but not numbered).

Appendix material also needs to meet the requirements for margins and readability. Material may be reduced as long as it remains legible. However, appendix titles and page numbers must remain full-size; it is recommended that they be added to the page after reduction.

Any illustrations appearing in the appendices which are not from previously published material must be captioned and placed in the appropriate list.

2.9 Publication (format is the same with bibliography)

List author’s publications and accepted papers/books etc. during the master study.