GUIDELINES FOR FORMATTING THE THESIS

I. OVERALL LAYOUT AND SPECIFICATIONS

1. Font and font size: Times New Roman, font size 13.

2. Line spacing: 1.5 (Footnotes, long quotations, table captions should be single spaced)

3. Paper size:
The thesis should be formatted to be printed on 8.5 x 11 inch-paper (letter size)

4. Margins
Left margin: 1.5" (inch) or 3.5 cm
Top, bottom, and right margin: 1" (inch) or 2.5 cm

5. Page number:

The thesis should be at least 40 pages in length (preliminary pages and appendix excluded)

II. STRUCTURE OF THE THESIS

1. Cover/ Title page (no page number)

2. Preliminary pages (Roman page number: I, II, …)

- Copyright notice

- Acknowledgements

- Abstract (a summary of the results, conclusions or main arguments with no more than 150 words)

- Table of Contents (chapters, headings, sub-headings)

- List of Abbreviation

- List of Tables (Required if the thesis contains tables)

- List of Figures (Required if the thesis contains figures)

3. Main body (Arabic page number: 1, 2, ….)

- **Chapter 1: Introduction (**To start a new chapter, add a section break: “Page Layout” tab “Page Setup” window “Breaks” drop-down menu “Next Page” and then choose the “Chapter” style**)**

  - Define the Problem
  - Purpose of the Study

- Research Questions
- Significance of the Study
- Delimitation of the Study
- Organization of the Study/paper

 Chapter 2: Review of related literature and research
 Chapter 3: Methodology
- Research design
- Research context
- Participants
- Research instruments
- Data collection procedure
- Data analysis

 Chapter 4: Results/Findings and Discussion
- Present the results/findings for each research question

 Chapter 5: Conclusion and Recommendation

4. Reference: APA format

5. Appendix (if any)

III. COVER PAGE TEMPLATE

HO CHI MINH CITY UNIVERSITY OF FOOD INDUSTRY

FACULTY OF FOREIGN LANGUAGES

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[TITLE OF GRADUATION PAPER]

Student's name(s): (CAPITALIZED, font 14)

Supervisor's name: (CAPITALIZED, FONT 14)

Ho Chi Minh City, 202_

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TITLE OF THE GRADUATION PAPER

by

[Your full name]

Student ID:

This graduation paper is submitted in partial fulfillment of the requirements for the degree of Bachelor of Arts in English at Ho Chi Minh City University of Food Industry

Supervisor: [Name of Your Supervisor]

Ho Chi Minh City, 202_

IV. CHAPTER TEMPLATE

CHAPTER NUMBER: [CHAPTER TITLE]

[Introductory text]

1. [Sub-Chapter Title]

[Sub-Chapter text]

1.1. [Section Title]

[Section text]

1.1.1. [Sub-Section Title]

[Sub-Section text]

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