

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

----- . . -----



[TITLE OF GRADUATION PAPER]

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

Supervisor's name: (CAPITALIZED, FONT 14)

Ho Chi Minh City, 202_

HO CHI MINH CITY UNIVERSITY OF FOOD INDUSTRY

FACULTY OF FOREIGN LANGUAGES

----- . . -----



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]

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]

Students CAN READ the following graduation paper as a sample.

https://drive.google.com/file/d/1IVwu3eU_XWY1KHfdBtPvSt1c4c2AJF7V/view?usp=sharing