

# GUIDANCE OF THESIS PRESENTATION

*(Promulgated with Regulation No. 2055/2020/ QĐ-TĐT, November 9<sup>th</sup>, 2020)*

## I. FORMAT AND CONTENT

The number of chapters of each thesis (referred to as a thesis) depends on the characteristics and regulations of each major and the specific topic; however, it usually consists of the following sections and chapters:

1. *Introduction*: presents the reasons for the choice of topic, purpose, subject and scope of the research, the scientific and practical meaning of the research; and the scientific basis for the choice of topic...;
2. *Literature review*: analyzes and evaluates the research of the author and other authors, both domestic and international closely related to the chosen topic; identifies the remaining problems, and points out the issues which need to be researched and resolved;
3. *Experimental and theoretical research*: presents the theoretical basis, arguments, scientific hypothesis and research methodology used in the dissertation/thesis;
4. *Present, evaluate, and discuss results*: concisely describes the research conducted, and the scientific or empirical data from the research. The discussion must be based on the collected data from the study compared with other authors' results from reference documents;
5. *Conclusion*: concisely presents the new results of the thesis/dissertation without any further comments or discussion;
6. *Recommendation for the next study* (if any);
7. *List of author's published works*: consists of a list of articles and works published by the author related to the content of the research (in chronological order);
8. *Reference list*: only includes documents (monograph or reference books, online materials, textbooks, conference materials or articles) cited, used and referred for use in the dissertation/thesis;

9. *The appendix* (if any).

## II. PRESENTATION

### 2.1 Text Editor:

**Time News Roman (Unicode)** typeface should be used with **font size 13** on Word with **regular density**: compressing or stretching the distance between the letters is not allowed. **Line spacing should be set to 1.5 lines with the top margin at 3.5 cm, bottom margin at 3 cm, left margin at 3.5 cm, right margin at 2 cm.** The page number should be in the center at the top of each page. The first line of each paragraphs aligns the **left margin by 1 tab**. If there are tables, charts or figures which need to be presented in landscape format, the start of the table should be from the left of the page; however, the use of landscape format should be limited as far as possible.

The thesis/dissertation should be printed on single-sided white paper, size A4 (210 x 297mm). The contents of the Master Thesis must be at least 40 pages and and not be over 80 pages (not include the appendix). The contents of the Doctor Dissertation must be at least 40 pages and not be over 150 pages (not include the appendix). The amount of contents also depends on each major's regulations. In term of dissertation, it must include more than 50% the contents of the research results and arguments of the PhD students.

### 2.2 Section numbering:

The sections and subsections of a thesis should be presented, numbered and ordered within a maximum of 4 levels of numbering with the first number indicating the chapter (for example, 4.1.2.1 is subsection 1, subsection group 2, Section 1, Chapter 04). Each subsection group must have at least 02 subsections, which means there cannot be a subsection 2.1.1 without subsection 2.1.2.

### 2.3 Tables and Illustrations:

The numbering of tables, figures, and equations must be related to the chapter numbers (for example, figure 3.4 indicates the fourth figure in Chapter 3, equation

(2.3) means the third equation in Chapter 2). All tables, figures or graphs from other sources must be fully cited (For Example: Source: p.35. Credit Magazine (2012), Number 15, Finance Publishing House, Ho Chi Minh City). The citation sources must be accurately listed in the list of references. The title of a table or chart should be written above; and the title of a figure is below. Normally, short tables or small charts should be displayed under the content mentioning them for *the first time*. Longer tables can be put on separate pages, but they must appear right after the content mentioning these tables for the first time. When a table or a chart is mentioned, it must be presented clearly its number. (for example, ... “is mentioned in Table 4.1” or “see Picture 3.4”).

If wide tables need to be presented with the vertical length 297mm of the paper, the width of the paper can be more than 210mm. The page should be folded in the same way as folding drawings to preserve the whole page. This approach also helps to avoid the folds being bound in or trimmed off during binding. However, the use of large tables should be limited.

Pages with a vertical length of longer than 297mm (maps or drawings) can be put in a hard envelope attached inside the cover of the thesis or dissertation or in dedicated plastic tubes for drawings.

Drawings should be drawn clearly in black ink for photocopying, numbered and named. The font size used must be the same as the text in the thesis. The numbers of the tables, charts or drawings must be clearly stated whenever they are referred to.

Mathematical equations can be presented as inline equations or display equations according to preference, but the presentation must be consistent throughout the thesis. When a new symbol first appears, the explanation and unit must be attached directly to the equation that has the symbol. If necessary, a list of all symbols, abbreviations and their meanings should be listed and put at the beginning of the thesis or dissertation. All equations should be numbered with the number being placed in brackets at the right margin. If a group of equations has the

same number, the numbers are put in brackets, or each equation in a group of equations (5.1) can be numbered as (5.1.1), (5.1.2).

## **2.4 Abbreviations:**

The use of abbreviations should not be abused. Abbreviations are only used for words or phrases that are *regularly used in the thesis*. Abbreviations are not applied for long phrases, clauses or irregular phrases. If words, such as terms or names of agencies and institutions need to be abbreviated, this should be done after the first full words with the abbreviations being shown in brackets. If there are a large number of abbreviations, a list of abbreviations (in alphabetical order) must be included at the beginning of the thesis.

## **2.5 References and citations:**

All ideas, concepts, analyses, speech, or expressions that have a meaning or intent *which are not the author's*, together with any reference materials must be cited and clearly sourced in the list of references. Any use of the author's own proposals or results must also be identified (*use from published works must be cited as a normal reference*). Any usage of the work of the author or other authors from documents (tables, figures, formulas, charts, equations, ideas, etc.) without citing the author and the source will mean that **the thesis will not be put forward for defense**.

Common knowledge, that which everyone knows, should not be quoted in order to keep the list of references short.

If the writers are unable to access an original document for a quotation and have to quote it from another author's document, the secondary source must be clearly cited (*note that it must be quoted verbatim from the referenced document and this kind of citation should be kept to a minimum*). If the quotation is long, it should be separated into a single paragraph from the main text, put in italics and indented 2 cm from the left margin. The beginning and end of this excerpt should not be put in quotation marks. Citing documents in reference list must be put in parentheses including author and year of publication. (for example, Smith, 2010). For citing

from different documents, these must be put in the same parentheses and be separated by semi-colon, in published year's order. (for example, Richards, 1997; Duddle, 2009, Simon, Smith & West, 2009).

**2.6 Reference list:** must be divided into these parts:

A. Law documents (if any);

B. References

**2.6.1 Law documents**

a. Only list law documents according to the current law on the enacting of documents.

Do not list any documents which do not belong to the state agencies announcements.

b. Law documents are listed in the same order as provisions on the system of law documents in the current Law.

c. The name of the law document must be properly, fully and in the following order:

- For the act/code:

Name of the act/code – (Number of act/code) – Date of issue

*For example:* Enterprise Law (Law No. 68/2014/QH13) on December 26<sup>th</sup>, 2014.

- For the sub-law documents:

Type of document – Number of document – Enacting Agencies – Date of issue – The title of document.

*For example:* Decree No. 23/2015/NĐ-CP Government on February 16<sup>th</sup>, 2015 for making and testifying a copy from origin, signatures, contracts and trades.

**2.6.2 References:**

References are cited in APA (American Psychological Association) style from 6<sup>th</sup> edition. These following instructions are compiled based on international regulations, certain adjustments to the specificity and language of Vietnam. Where the author cite non-genre materials in this guide may refer to official international guidelines according to APA from 6<sup>th</sup> edition.

a. *References must be separately classified into each language category* (e.g. Vietnamese, English, French, German, Russian, Chinese, or Japanese) or divided into two categories, including *Vietnamese and Foreign languages*. If the author is Vietnamese but documents are written in a foreign language, the documents should be listed in the foreign language category. The name of the documents in foreign languages must be cited verbatim, without transliteration or translation.

b. *References should be listed alphabetically by authors' name based on the custom of each country:*

- In alphabetical order of surname.
- For materials that have no author's name: in alphabetical order of the name of the publishing organization. For example: "Tong cuc thong ke" is shown as under T, "Bo giao duc va dao tao" is shown as under B, etc.

c. *The method of listing reference materials:*

✓ *References to books* must include the following information:

Author A, Author B, ( Year of publication). *The name of the book*. The place of the publication: The name of the publisher.

- The name of the author or publishing organization (no separator);
- The year of publication (in brackets, comma after the brackets);
- *The name of the book (in italics, comma after the name);*
- The place of publication: the name of publisher (comma after the place of publication);

***For example:*** Smith, R. (2010). *Rethinking teacher education: Teacher education in the knowledge age*. Sydney, Australia: AACLM Press.

✓ *References to scientific journal articles* must include the following information:

Author A, Author B, ( Year of publication). The name of the article. *The name of magazine. Volume (Number)*. Start page number and end page

number. The name of the publisher. DOI (if any).

- The name of the authors (dash between two names, period in the end);
- The year of publication (in brackets, comma after brackets);
- The name of the article (no italics, period in the end of the name);
- *The name of the journal, Volume (in italics, comma after the name)*
- The number of the journal (in brackets, comma after brackets);
- The pages that have the article (period in the end).
- DOI (If any).

**For example:** Dempsey, I.(2012). The use of individual education programs for children in Australia Schools, *Australisian Journal of Special Education*, 36(1), 21-31. DOI: 10.1017/jse.2012.5

✓ *References to chapters* in books must include the following information: Author of chapter A, Author of chapter B, ( Year of publication). The name of the reference chapter. Printed Editor (Ed(s).), *The name of the book* (start page number and end page number). The place of publication. The name of the publisher.

- The name of the author of the chapter (no separator, a period in the end);
- The year of publication (put in brackets, a period after bracket);
- The name of the chapter (no italics, a period at the end of name);
- Editor (no italics, a comma after the name);
- *The name of the book (italics);*
- The numbers of the pages of the reference materials (put in brackets, a period at the end).
- The place of publication: the name of publisher (a period after the reference);

**For example:** Richards, K. C. (1997). Views on globalization. In H. L. Vivaldi (Ed.), *Australia in a global world* (pp. 29-43). Sydney, Australia: Century.

✓ *References to science reports* published in the proceedings of a conference: Author A, Author B, ( Year of publication). The name of the report. Printed Editor (Ed(s).), *The name of the conference* (start page number and end page number).

The place of publication: the name of publication.

- The name of the authors (comma after the name, a period at the end);
- The year of publication( put in brackets, a period after bracket);
- The name of the report (no italics, a period at the end);
- The name of the editor (no italics, a comma after the name);
- *The name of the proceedings (in italics)*;
- The numbers of the pages of the reference materials (put in brackets, a period at the end)
- The place of publication: the name of publisher (a period after the reference);

**For example:** Scheinin, P. (2009). Using student assessment to improve teaching and educational policy. In M. O’Keefe, E. Webb, & K. Hoad (Eds.), *Assessment and student learning: Collecting, interpreting and using data to inform teaching* (pp. 12-14). Melbourne, Australia: Australian Council for Educational Research.

✓ *References to thesis/projects/master’s theses/PhD dissertations:*

Author. (Year of Publication). *The name of thesis/projects/master’s thesis/PhD dissertation* (Types). The name of training establishments, Nations.

- The name of the authors (comma after the name, a period at the end);
- The finished year ( put in brackets, a period after bracket);
- *The name of the thesis/projects/master’s thesis/ PhD dissertation (in italics)*;
- Types ( put in the brackets, comma after bracket);
- The name of training establishment, Nation (comma at the end of the name, a period after the reference);

**For example:** Duddle, M. (2009). *Intraprofessional relations in nursing. A case study* (Unpublished doctoral Thesis). University of Sydney, Australia.

✓ *References to the authors from organization and association:*

The name of Organization or Association.(The year of publication). *The name of document*. The place of publication: the name of publisher.

- The year of publication( put in brackets, a period after bracket);



- The name of Organization or Association
- The year of publication ( put in brackets, a period after brackets);
- *The name of document ( in italic, a period after the name)*
- The place of publication: Publisher ( a period after reference);

**For example:** Department of Finance and Administration. (2006). *Delivering Australian Government services: Managing multiple channels*. Canberra, Australia: Author.

✓ *References to materials from the internet.:*

Author A, Author B (The year of document). *The name of document*.

Access time, link.

- The name of the authors (comma after the name, a period at the end);
- The year of document ( put in brackets, a period after brackets);
- *The name of document ( in italic, a period after the name);*
- Month, year accessed (a comma at the end;
- Link;

**For example:** Simon, J., Smith, K., & West, T. (2009). Price incentives and consumer payment behaviour. Retrieved March 21, 2011, from the Reserve Bank of Australia website: <http://www.rba.gov.au/PublicationsAndResearch/RDP/RDP2009-04.html>

### **2.6.3. Guidance for layout of the list of references:**

#### **A. Legal Documents**

1. Constitution 2013.
2. Enterprise Law (Law No. 68/2014/QH13) on December 26<sup>th</sup>, 2014.

#### **B. References**

##### **Vietnamese**

Bộ nông nghiệp & PTNT (1996). *Báo cáo tổng kết 5 năm (1992-1996) phát triển lúa lai*. Hà Nội, Việt Nam.

Huong, N. T. L., & Quân, T. T. (2017). Nhận thức của du khách về hình ảnh điểm đến du lịch Huế. *Tạp chí Khoa học Đại học Huế: Kinh tế và Phát triển*, 126(5D),

79-94, DOI: 10.26459/hueuni-jed.v126i5D.4555.

Mỹ, L., V. (2007). *Ngoại giao Cộng hòa Nhân dân Trung Hoa 30 năm cải cách mở cửa (1978-2008)*. Hà Nội, Việt Nam: Nxb Khoa học Xã Hội.

...

Trí, N. C. (2011). *Nâng cao năng lực cạnh tranh của các doanh nghiệp du lịch thành phố Hồ Chí Minh đến năm 2020* (Luận án Tiến sĩ kinh tế), Trường Đại học Kinh tế Tp. HCM, Việt Nam.

Tử, D. (2015). *Nuôi tôm thẻ chân trắng trái bạt nền đáy*. Truy cập 21/7/2016, từ <http://thuysanvietnam.com.vn/nuoi-tom-the-chan-trang-trai-bat-nen-day-article-6651.tsvn>.

## **English**

Carr, W., & Kemmis, S. (1986). *Becoming critical: Education knowledge and action research*. London, United Kingdom: Falmer Press.

Dempsey, I. (2012). The use of individual education programs for children in Australian Schools, *Australasian Journal of Special Education*, 36(1), 21-31. DOI: 10.1017/jse.2012.5

Department of Finance and Administration. (2006). *Delivering Australian Government services: Managing multiple channels*. Canberra, Australia: Author.

Scheinin, P.(2009). Using student assessment to improve teaching and educational policy. In M. O’Keefe, E. Webb, & K.Hoad (Eds.), *Assessment and student learning: Collecting, interpreting and using data to inform teaching* (pp. 12-14). Melbourne, Australia: Australian Council for Educational Research.

...

Simon, J., Smith, K., & West, T. (2009). *Price incentives and consumer payment behaviour*. Retrieved March 21, 2011, from the Reserve Bank of Australia website: <http://www.rba.gov.au/PublicationsAndResearch/RDP/RDP2009-04.html>

Smith, R. (2010). *Rethinking teacher education: Teacher education in the knowledge age*. Sydney, Australia: AACLM Press.

Richards, K. C. (1997). Views on globalization. In H. L. Vivaldi (Ed.), *Australia*

*in a global world* (pp. 29-43). Sydney, Australia: Century.

## **2.7 The appendix**

This part consists of vital content to illustrate or to assist to thesis/ dissertation content such as data, forms, and pictures. If students use answers for a table, these must be inserted into the original appendix version that has been used for investigating or surveying; do not summarize or edit. These calculation models must be presented briefly in forms, which also need to be listed in the appendix of thesis/ dissertation. The appendix is not allowed to be thicker than the main content of thesis/dissertation.

## **3 IN THE FORM OF THE ENTIRE RIGHT TO A MASTER THESIS/ DOCTOR DISSERTATION.**

The right of thesis/dissertation include these following parts (*E: in English version*):

1. *The main cover page*: content must be followed **Form No.1**, and **Form No. 1E**.
2. *The side cover page*: content must be followed **Form No.2**, and **Form No. 2E**.
3. *The acknowledgement*: write briefly, demonstrate your gratitude to the thesis/ dissertation supporters ( must have author's signature) followed by **Form No. 3**, and **Form No. 3E**.
4. *The guaranteed page*: content must be followed **Form No. 4-1**, and **Form No. 4-1E** (for the Thesis) or **Form No.4-1D**, and **Form 4-1DE** (for the Dissertation), and **Form No. 4-2** and **Form No. 4-2E** (must have whole signatures)
5. *Summary/Abstract*: present research issues, approaches, solutions, results and basic investigation from 1 to 2 pages in **Form No. 5**. If thesis/ dissertation is presented in Vietnamese, the Title/Abstract should be written in English and vice versa.
6. *The table of contents*: present fully chapter title, bullets of the thesis/dissertation from the Preface to the list of references in **Form No. 6** and **Form No. 6E**.
7. *The list of drawings* (if any) in **Form No. 7** and **Form No. 7E**.
8. *The list of table forms* (if any) in **Form No.8** and **Form No. 8E**.
9. *The list of symbols and abbreviations* (if any) in **Form No.9** and **Form No. 9E**.
10. *The content of The Thesis/ Dissertation*: the presentation document should be a minimum of 40 pages and maximum of 80 pages for the Thesis; a minimum of 80 pages

and maximum of 150 pages for the Dissertation; except for the own regulations of each majors (not include the appendix).

11. *The list of the author's published works;*

12. *The list of references.*

13. *The appendix (if any).*

#### **4. THE INSTRUCTION OF PRINTING COVER PAGE, CDS COPIES**

##### **4.1. Simili cover printing and gold lettering printing**

###### *a. The thesis*

1. Dark blue simili cover + gold lettering.

2. The thesis's nape must write the full name of author, and the completed year of the thesis.

###### *b. The dissertation:*

1. Red simili cover + gold lettering.

2. The dissertation's nape must write the full name of author, and the completed year of the dissertation.

*Notes:* Thesis/ Dissertation is only printed in simili cover in case of precisely edited in accordance with the requirements of the Thesis/ Dissertation assessment commitment and has been confirmed by the council about the permission of printing the thesis/dissertation and submitting it to the school library.

##### **4.2 The content of The Thesis/ Dissertation in CDs.**

*a. File Readme:* introduce about the author and the necessary instructions for using the CDs

*b. Word File:* contains format file such as ".doc" of this Thesis/ Dissertation (the full text of the Thesis/ Dissertation must export into the synthetic file).

*c. The PDF File:* contains format file such ".pdf" of this Thesis/ Dissertation (the full text of the Thesis/ Dissertation must export into the synthetic file).

*d. The Resource File:* the references, the software using for the Thesis/ Dissertation.

*e. The Source File:* the results are programs, drawings, etc to implement the Thesis/

Dissertation.

*f. The CDs cover includes these following information:*

Ton Duc Thang University – The Title Name – Major – The author's name – The completed year of The Thesis/ Dissertation (Form No. 10), (Form No. 10E). All of these parts must write in Capital Letter.