DECLARATION

I, type your full first names and surname here, declare that the contents of this thesis/dissertation represent my own unaided work, and that the thesis/dissertation has not previously been submitted for academic examination towards any qualification. Furthermore, it represents my own opinions and not necessarily those of the Cape Peninsula University of Technology.

Signed                                             Date
ACKNOWLEDGEMENTS

I wish to thank:

- Type name of person here, with brief explanation if necessary.
- Type name of person here, with brief explanation if necessary.
- Type name of person here, with brief explanation if necessary.
- Type name of person here, with brief explanation if necessary. Use as many bullets as you wish (but within reason).

If you have received funding from the NRF or any funding agency, include the following:

The financial assistance of name of funder towards this research is acknowledged. Opinions expressed in this thesis and the conclusions arrived at, are those of the author, and are not necessarily to be attributed to the National Research Foundation.
DEDICATION

This is optional and may be omitted.

For (whomever)
TABLE OF CONTENTS

If you are an accomplished user of Microsoft Word, you can type your thesis using STYLES, and generate an automatic Table of Contents. If not, use the template below. This gives you an indication of section and sub-section numbering. Do the Table of Contents right at the end, otherwise you will have to update it continuously.

Make sure that your headings are exactly the same as those in the text (use of sentence case and title case also). Sentence case is less confusing, easier to use and looks more modern and professional. Align page numbers on the right. This means typing the Table of Contents within a table so that page numbers can be aligned right. Use single or 1.15 line-spacing.

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<th>ii</th>
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CHAPTER 1: TYPE THE TITLE HERE

1.1 Introduction 1
1.1.1 Heading: use sentence case, as in this example 2
1.1.2 Heading 3
1.1.2.1 Heading 5
1.1.2.2 Heading 6

CHAPTER 2: TYPE THE TITLE HERE

2.1 Heading 7
2.2 Heading 8
2.2.1 Heading 11
2.2.2 Heading 15

Copy and paste the above for the rest of the chapters, changing the chapter, section and page numbers accordingly.
ABBREVIATIONS AND ACRONYMS

List any acronyms or abbreviations (with the appropriate caption) used here. Use single-line or 1.15-line spacing, with a line between each item. Type in a table with invisible gridlines. Ensure items are listed in alphabetical order.

<table>
<thead>
<tr>
<th>Abbreviation/Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>ANC</td>
<td>African National Congress</td>
</tr>
<tr>
<td>DoE</td>
<td>Department of Education</td>
</tr>
<tr>
<td>DOE</td>
<td>Department of Energy</td>
</tr>
<tr>
<td>ISO</td>
<td>International Organization for Standardization</td>
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</tbody>
</table>

GLOSSARY

A glossary is a list of words relating to a specific subject, with explanations. Ensure items are listed in alphabetical order.

<table>
<thead>
<tr>
<th>Term</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Epistemology</td>
<td>Epistemology is the philosophical study of the nature, origin, and limits of human knowledge.</td>
</tr>
<tr>
<td>Etymology</td>
<td>The study of the origin of words and the way in which their meanings have changed throughout history</td>
</tr>
</tbody>
</table>
CHAPTER 1 (12 point bold)
TYPE THE TITLE OF THE CHAPTER HERE

1.1 Introduction (11 point bold)

Ensure that MsWord is set and defaulted to English (UK) or English (SA). Your margins should be 3cm (left) (as this allows for binding) and 2cm (right, top and bottom). Type your dissertation/thesis in 1½-line spacing, 11-point, for all chapters. (Items in the Bibliography/References, as well as information typed inside tables, are typed in single or 1.15-line spacing.) Use one space after all punctuation marks. Use decimal subdivisions as indicated below. Consult the CPUT Harvard style of bibliographic citation. Footnotes should be used sparingly (use Microsoft Word: Insert – Reference – Footnote), mainly to clarify concepts or add information which does not pertain directly to the text.¹ Note the justified right-hand margin in the text. NB. Do not justify right tables or the Bibliography/References, as this will give you unnecessary white space. Press enter twice to move to the next paragraph.

1.2

1.3

1.4

1.4.1

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1.4.3

1.4.3.1

1.4.3.2

1.4.3.3

[•] Bullet (single spacing)
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¹ Candidates writing a thesis or dissertation will find helpful manuals in the CPUT library at DDC number 808.02.
Figures comprise photographs, diagrams, graphs, bar charts, pie charts, etc. They are all termed ‘Figures’, and captioned below the figure (Microsoft Word: Insert – Reference – Caption). If the caption is longer than one line, it should be typed in single-line spacing or 1.15-line spacing. Figures taken (or adapted) from a source should be acknowledged as in the example below and should appear in the Bibliography/References. Leave at least two spaces (press enter twice) above and below a figure, to separate it from the text. Do not embed captions within the figure/table.

![Figure 1.1:](image)

**Figure 1.1:** Add caption below the figure (10-point bold)
Use single-line spacing and sentence case with no full stop Centre, or align left

(Blogggs, 1999:34)

Tables comprise text and figures in tabular form. Tables are typed in single line-spacing, with left justification. Figures should be aligned to the right, as in the example below. If you have a great deal of text, use a smaller (but legible) font, e.g. 9- or 10-point. Acknowledge tables taken from another source as for figures, above. Leave at least two spaces (press enter twice) above and below a table, to separate it from the text.

**Table 1.1:** Add caption above the table (10-point bold), single-line spacing, sentence case, and no full stop

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<td>Use a smaller font if you have a great deal of text. This is 9-point Arial.</td>
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<td>Eight-point is generally too small to be read comfortably.</td>
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<tr>
<td>Use right justification for figures, as in the next table. Remember to right align the caption, also.</td>
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<tr>
<td>Text of tables should not “overflow” onto the next page but should be enclosed in a new row and column.</td>
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<tr>
<td>Very wide tables should be “landscaped” – remember to use a wide-enough margin for binding.</td>
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</table>

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<td>120 764</td>
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<tr>
<td>123</td>
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</tbody>
</table>
BIBLIOGRAPHY/REFERENCES

A bibliography includes background reading, not cited in the text, while references include only items cited in the text. Ensure the references are in alphabetic order. Use the Word alphabetic sort function. Use single-line or 1.15-line spacing, with a space between each item. The examples below cover most types of documents you will encounter. Pay careful attention to spacing (one space after all punctuation marks), the use of italics, and to title case and sentence case in titles of books, sub-titles of books, journal articles, and journal titles. Do not justify the right margin, as this creates problems of white space, especially with web addresses. Do not create hyperlinks for web addresses/URLs (no underlining). Note there are no full stops at the end of URLs.


CPUT see Cape Peninsula University of Technology.

DoE see South Africa. Department of Education.


APPENDIX/APPENDICES
If you have only one appendix, caption it Appendix. There is no need to caption one appendix as Appendix A.
If you have more than one (note the plural appendices), caption them Appendices, and list them as Appendix A, Appendix B, etc.
APPENDICES

APPENDIX A: TITLE