

M. COM. PROJECT PAPER GUIDELINES

A. INTRODUCTION TO THE PROJECT PAPER

THE PROJECT PAPER IS A REQUIREMENT FOR THE AWARD OF THE BBA/DIM DEGREE. STUDENTS HAVE THE RIGHT TO CHOOSE EITHER OF THESE FOR THEIR PROJECT:

- i) Research Paper**
- ii) Case Study**
- iii) Business Plan / Marketing Plan**

THIS DOCUMENTATION OR MANUAL, HOWEVER, ONLY APPLIES TO THE FIRST CATEGORY. IF STUDENTS CHOOSE TO WRITE THE OTHER TWO, THEY ARE REQUIRED TO GET THE SPECIFIC GUIDELINE FROM THE DEPUTY DEAN (STUDENT AFFAIRS) AT THE FACULTY.

AS FOR THE RESEARCH PAPER, BBA/DIM STUDENTS ARE EXPECTED TO WRITE A WELL-ARTICULATED PAPER IN CHAPTER FORMAT, WITH A LENGTH OF 8,000 TO 10,000 WORDS. THERE IS NO MAXIMUM OR MINIMUM PAGE LIMIT ON THE TERM PAPER - IT MUST, HOWEVER, BE LONG ENOUGH TO COVER THE TOPIC IN A REASONABLY THOROUGH MANNER. GENERALLY, EXCEPTIONAL PAPERS HAVE AVERAGED AROUND 30-40 PAGES IN LENGTH.

A good project paper should have the following characteristics:

- IT SHOULD DEMONSTRATE THAT A STUDENT IS CAPABLE OF CONDUCTING RESEARCH, WRITING A CRITICAL REVIEW OF THE LITERATURE, APPLYING STATISTICAL TOOLS TO ANALYZE DATA AND INTERPRETING THE RESULTS.**
- It makes a contribution to the academic literature and business policy and/or practice.**
- It makes evident the link between research objectives, literature review, conceptual framework and findings.**
- Its writing quality reflects that considerable effort has been invested in producing the final draft.**
- It is well edited and has been thoroughly checked for spelling, grammatical, punctuation and typographical errors. Text citations and references conform to the American Psychological Association (APA) referencing style. The language is kept simple and concise and there is a minimum of unnecessary words.**

The project paper will have to show an overall coherence. The examiners will look for a link between one chapter to the next, so that the logic of the connections between chapters and of the points made within the chapters is clear.

This guideline is prepared specifically for students with the intention of providing specific and detailed particulars of procedures to prepare and submit the project paper. **Please read and follow these procedures carefully to avoid unnecessary, costly, and time-consuming revisions.**

B. THE PROJECT PAPER PROCESS

The project paper process begins with identification of the proposed research area. Students are encouraged to do some reading to get a better idea of the possible areas of research that are of interest to them. They should then approach a potential supervisor by referring to the list of potential project paper supervisors provided by the faculty. Selection of potential supervisors should be based on their respective areas of expertise/research interest. Students should then approach the potential supervisor to seek his/her approval to supervise their research. If the supervisor agrees, the student will then need to discuss the proposed research in more detail, and with the guidance of the respective supervisors, complete the project paper proposal form. Students will then be required to submit the form to the BBA/DIM Project Paper Supervisor. Following this, students will have to provide a brief presentation of the project paper proposal to the supervisor.

C. THE PROJECT PAPER PROPOSAL

1. Completing the Proposal Form

To ensure that the proposal is submitted in good form, please note the following instructions:

- a) All proposal forms are to be **filled in completely and submitted with a proposal**.
- b) The name and matriculation number of the student should be typed in bold.
- c) **Title of Project Paper**

This is to be typed in accordance with normal rules for title, i.e. all words will begin with a capital letter except for articles, conjunctions, etc. For example:

Correct : Corporate Social Responsibility in Malaysia

Incorrect : CORPORATE SOCIAL RESPONSIBILITY IN
MALAYSIA

Incorrect : Corporate social responsibility in Malaysia

d) Research Objectives

In this part, students are required to list the objectives of their proposed research.

e) Proposed Research Method

Students are required to indicate the research methods to be used, by ticking the appropriate method listed in the revised proposal form. Please note that the category “Secondary Data” refers to research studies which will utilize (i.e. use, analyze and interpret) data from secondary sources e.g., company annual reports, government statistics, financial data from *Bloomberg*, etc.

2. Proposal Review and Presentation

The FBA will then review the proposal forms. Students are then required to make a brief presentation of the proposed area of research to the FBA. The proposal presentation to the FBA requires students to make a brief outline of the proposed area of research. Members of the FBA may then question the student further on certain aspects of the research. The purpose of the proposal presentation is to enable the FBA to assess the following matters which are crucial in determining the potential successful completion of a project paper:

- Suitability of the topic
- Focus of the research
- Manageability of the research in relation to time
- Availability of the literature
- Sample selection and sample size
- Potential supervisor’s area of expertise and/or research interest and the proposed research

The proposals will then be evaluated and the decision will fall under three categories:

- ***Proposal is approved as is.*** Students whose proposals are under this category may then proceed with the research study under the guidance of the respective supervisors.
- ***Proposal is approved with minor corrections.*** Students will then have to re-submit their revised proposal forms, endorsed by the proposed supervisors, to the FBA for approval.
- ***Research area and/or proposed supervisor not approved.*** Students will be required to either change the focus of research and/or select an alternative supervisor, as determined by the FBA. The revised proposal, endorsed by the supervisor concerned, will have to be re-submitted to the FBA for approval. The student will then have to make another brief presentation of the new proposal.

3. THE RESEARCH PROCESS

Upon approval of the proposed area of research and the supervisor, the student may proceed with the research in consultation with his/her supervisor. Students are required to attend regular meetings with the supervisor. Please note that students who wish to convocate in the University's annual convocation ceremony of a particular year are **strongly encouraged** to plan their research schedule such that they will be able to submit their project paper to the FBA latest by **four months** prior to the date of the convocation. This will allow sufficient time for the evaluation of the project paper and for the student to make minor corrections as required, if any.

D. THE ORGANIZATION OF THE PROJECT PAPER

1. Sequence of Chapters

A typical format of the project paper will usually have the following sequence of chapters. However, students may decide on the specific title of each chapter of the paper depending upon their individual style, area of research etc. It is always useful for the student to discuss with his/her supervisor on the structure or organization of the project paper before writing commences.

a. Chapter One: Introduction

The purpose of this chapter is to state the research problems/issues/ hypotheses that will be examined in the project paper. This should provide the background of the study and indicate to the reader in general terms what the research intends to study. Generally, the following sub-sections are included in writing the *introduction* chapter of project paper:

- i. *Background of the Study* – This section should inform the reader with the problem to be dealt with, by establishing a frame of reference for the problem.
- ii. *Objective(s) of the Study, Research Questions and/or Hypotheses* – This section should describe in detail, the research objectives, research questions, and/or hypotheses of the research.
- iii. *Significance of the Study* - This section should state the contribution of the research to theory, practice and policy.
- iv. *Limitations of the Study* - This section should discuss the limitations/constraints of the study.
- v. *Definition of Terms*. This section provides operational definitions of all principal variables in the study.
- vi. *Organization of the Project Paper*. This section is always placed last in chapter one and informs readers on the summary of contents to be presented in each of the remaining chapters.

Note:

- a. It is a common practice to write the first chapter of most research writings last, although there is no hard and fast rule about this.
- b. Some authors prefer to discuss limitations of the study in the last chapter. Either approach is acceptable, as long as the limitations of the study are presented and discussed.

b. Chapter Two: Literature Review

The main purpose of the *literature review* chapter is to expand upon the context and background of the study, to further define the problem, and to provide empirical and theoretical bases for the research. In other words, this chapter needs to clarify the relationship between the proposed study and previous work conducted on the topic. Sub-headings should reflect the major variables of the literature review. It is recommended that the sub-section under each sub-heading begin with a sentence introducing the purpose, content or relevance of the literature to be reviewed in the sub-section and end with a sentence summarizing the conclusions or trends evident from the literature reviewed in that sub-section¹.

c. Chapter Three: Research Design and Methodology

The *methodology* chapter describes the exact steps that will be undertaken to address the hypotheses and/or research questions. The aim of this chapter is to provide a complete description of the specific steps to be followed, in sufficient detail, to allow a reader to replicate the study. The usual sub-sections in this chapter will vary, depending on whether the research is quantitative or qualitative-based.

The following sub-sections may be relevant in the *methodology* chapter in a quantitative study:

- Subjects or respondents
- Instrumentation
- Procedures
- Data analysis
- Summary

Qualitative studies must meet the same criteria for completeness that quantitative studies do, that is, they must be able to describe in sufficient detail the methods and procedures to permit replication of the study. However, it should be noted that the sub-headings for different project papers using a qualitative approach might vary, depending on the actual research method used. In discussing the methodology, whether for quantitative or qualitative research, it must always be linked to what has been said in the problem/ hypothesis statement in the *introduction* and the *literature review* chapters. This is important to justify the choice of method used in the study².

d. Chapter Four: Data Analysis and Findings

Tables and graphs are usually essential to a *data analysis and findings* chapter, with the text describing in words what are shown in the tables and graphs. Most *data analysis and findings* chapters begin with a description of the sample. Simple demographics can be presented in written or tabular format. After describing the sample, the next step is probably to address the research objectives or the hypotheses of the study. The first research objective or hypothesis may be the first sub-heading. The second research objective or hypothesis may be the next sub-heading, and so on.

The *data analysis and findings* chapter of a qualitative research will be slightly different; however, the main concern should still be “making sense” of the data. The methods of analyses may differ, the standards upon which reliability and validity are judged may not be the same, and the raw data upon which analyses is based assumes very different forms. Nevertheless, clearly written and documented analysis, the use of tables and graphs, and a careful consideration of the order and logic of the presentation serve as the foundation of quality research, regardless of the type of research³. 7

e. Chapter Five: Conclusions and Recommendations

This chapter is often the most difficult to write because it is the least structured. In the *introduction*, *literature review*, *methodology*, and *data analysis and findings* chapters, the details of the research dictate the content, but not in the *conclusions* chapter. This chapter, however, does have a frame of reference – the *introduction* chapter. The points raised in the *introduction* chapter must be responded to in the *conclusions* chapter.

The *conclusions* chapter ties the results of the study to theory, practice and policy by pulling together the theoretical background, literature review, potential significance for application and results of the study. It does help however, if we understand the function of this chapter. The last chapter has the following functions:

- i. To *conclude or summarize* the findings of the study in the form of conclusions. It is useful to begin the last chapter with a summary of the main findings. This helps to orient readers to the discussion that follows.
- ii. To *interpret* – Here, this section is designed to answer the following questions:

What do the findings mean?

Why did the results, if any, not turn out as expected?

What circumstances accounted for the unexpected outcomes, if any?

What were some of the limitations of the study?

- iii. To *integrate* – This section attempts to tie the results together to achieve meaningful conclusions and generalizations.
- iv. To *theorize* – Wherever possible, the *conclusions* chapter should also attempt to integrate the findings into an existing theory or generate original theory. (In the former case, you should state in either the *introduction* chapter or the *literature review* chapter, the existing theory that is to serve as a frame of reference).
- v. To *recommend or apply* – Since management and business administration are applied fields, research in these areas should provide recommendations that can be applied in practice.
- vi. To *suggest extensions* – This chapter should be concluded with suggestions for further research, replications, or refinements, thus indicating directions that future research should take. The suggested extensions can be offered in general or more specific form⁴.

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2. Some Common Errors in Project Papers

a. *The problem statement:*

- The problem statement is too long or too trivial or not important.
- Problem statement is ambiguous, wordy and too long.
- Important definitions are omitted.

b. *Literature review:*

- Not related to the objectives of the study.
- Merely a list of summaries – lack of connection or flow of ideas.

c. *Methodology:*

- Research method is inappropriate.
- Sources of data are not identified.
- Tests of validity and reliability not undertaken.
- Inappropriate statistical procedures.

d. *Findings:*

- Incomplete findings.
- Discussion of major findings are not linked to the research objectives, research questions and/or hypotheses presented in the *introduction* chapter.
- Biasness in reporting.
- Not sufficiently supported by empirical evidences and facts.

- Results and analysis poorly summarized.
- Over generalization – concluding beyond the data collected and the scope of study⁵.

3. The Arrangement of the Contents of the Project Paper

All project papers should be divided into appropriate chapters. Please bear in mind that the FBA deplores overlong or confusing papers and the onus is on the students to provide a well-organized and well-written work. The following ordered list of project paper contents is supposed to serve as a guide. Not all project papers will include all items listed below, so students are advised to discuss this with their respective supervisors well in advance before they start writing to avoid unnecessary changes in the final version of the project paper.

List of Sections

a. Preliminary pages (Roman Numbering)

- i. Title Page
- ii. Abstract
- iii. Approval Page
- iv. Declaration and Copyright
- v. Dedication - optional
- vi. Acknowledgements - optional
- vii. Table of Contents
- viii. List of Tables
- ix. List of Figures/Illustrations
- x. List of Abbreviations, Symbols/Specialised Nomenclature
(if any - optional)

b. Text (Page 1 begins with Chapter 1)

- i. Chapter One: Introduction
- ii. Chapter Two: Literature Review
- iii. Chapter Three: Research Design and Methodology
- iv. Chapter Four: Data Analysis and Findings
- v. Chapter Five: Conclusions and Recommendations
- vi. Bibliography

c. Supplementary Pages (No Pagination)

- i. Appendices
- ii. Glossary (if any – optional)
- iii. Index (if any - optional)

4. SUBMISSION OF TEMPORARY-BOUND COPY TO THE FBA

Upon completion of the project paper, and with the supervisor's approval (The student is required to attach the supervisor's endorsement form when he/she submits the project paper to the FBA), the student may submit the project paper to the FBA for evaluation. The entire submission procedure is described in Section I of the FBA Project Paper Guidelines. Please note that first submission of the project paper must be made in comb binding.

E. GENERAL FORMAT OF WRITING THE PROJECT PAPER

1. General Presentation Guidelines:

a. Language

The language of the project paper is English.

b. Paper

Size - A4 (21.0cm X 29.7cm)

Quality- Acid-free paper of at least 80gm weight

Color - White

c. Type of printing machine

Students are encouraged to use a personal computer (PC) to write their project paper. Near-letter quality impact printers or laser-jet printers may be used, however, dot-matrix ink-jet printers are **not** acceptable. Any word processor software such as *Microsoft Word* or *WordPerfect* would be suitable to write the project paper. Students may also use *Microsoft Excel*, *Lotus 123* etc. for tables, calculations or any other applications.

d. Font size and type

Candidates **must** use *Times New Roman* font. No other fonts are acceptable.

Font Size:

- For text use 12-point font.

- For tables and figures, use 10-point.
- For footnotes, 10-point.

Please type in **bold** for headings and subheadings. **Headings** should be typed in all **upper case letters** while **sub-headings** are to be typed in **upper and lower case letters**.

e. Font style

Only one font style (*Times New Roman*) may be used through the entire thesis, including the title page, approval page, acknowledgment, bibliography and appendices. Exceptions to this can only be made for tables/figures/illustrations imported from other sources. Italic variants of the same font style may be used for labels, foreign words, book titles or occasional emphasis. The usage of bold variants of the same font style and underlining in the text of headings and titles is at the student's discretion.

f. Headings

Chapter headings are to be centered and written in bold, upper case letters. The font size for chapter headings is 16 point. Other sub-headings are to be aligned to the left margin and should be 14 point in font-size. Sub-headings should be in upper and lower-case. Underlining and boldface in the sub-headings is at the student's discretion.

g. Paragraphs

Spacing between two paragraphs in the basic text should be set at 4.0 spaces. The first sentence of a paragraph should be indented to 6 spaces. A heading that appears as a last line on a page will not be accepted. There should be a minimum of two lines of a paragraph at the bottom of the page under the heading.

h. Photocopying

All photocopied material must be clear, clean and sharp. Photocopied material on any page should be numbered as part of the project paper and should be within the margins required by these guidelines. Any doubts about the quality of any photocopied material should be resolved with the consultation of the FBA.

i. Line spacing

The project paper should be typed on one side of the page. The text should be double-spaced throughout, with single-spacing for exceptional circumstances only:

- i. Abstract
- ii. Explanatory footnotes
- iii. Appendices
- iv. Long headings or subheadings
- v. Long captions to tables, figures, or plates
- vi. Bibliography
- vii. Tables
- viii. Quotations

j. Margins and justification

Set the justification to “full” and the margins to the following measurements:

TOP	: 1”
BOTTOM	: 1.5”
LEFT	: 1.5”
RIGHT	: 1”

k. Pagination

The following plan of page numbering has been standardized and ***must be observed***. All page numbers should be **centered** at the **bottom** of the page. When you insert the page numbers, set your position to “bottom of page (footer)” and alignment to “Center”.

- a. **Title page.** This page should not be numbered though it is counted as page number (i).
- b. **Preliminary pages.** Preliminary pages include all the sections that precede the text. They are arranged and numbered using small Roman numerals (i, ii, iii, etc.).
- c. **Text pages.** Use Arabic numerals. Page one should be the first page of *Chapter One*.
- d. **Supplementary pages.** No pagination.

No hyphens, periods, underlining or other marks should appear before, after or under the page number.

l. Use of Footnotes

Footnotes **must not** be used for citing references. They should be used only for useful extensions and excursions of information in the body of the text. Footnotes should be numbered consecutively with superscript numerals. Footnotes should be in single spacing, using font size 10-point.

2. Abstract

An abstract is required in English only. The abstract is a one-paragraph, self-contained summary of the most important elements of the project paper. It should NOT be more than **200 words** in length.

- *Heading* - The word “ABSTRACT” in all capital letters, centered at the top of the page.
- *Format* -It should be written in block form (i.e. without indentations) and in complete sentences.
- *Content* - The abstract should contain statements of the (1) research problem (2) method (3) results and (4) conclusions and implications. Write in the past tense to report specific manipulations and procedures you employed in the study and the present tense to describe conclusions based on the findings.

3. Body

In the preparation of the body of the text, rules pertaining to margins, font type, font size, line spacing, justification, pagination, etc. must be observed at all times without exception.

4. Text Citations

Source material must be documented in the body of the paper by citing the author(s) and date(s) of the sources. The underlying principle here is that ideas and words of others must be formally acknowledged. The reader can obtain the full source citation from the list of references that follows the body of the paper.

- i. When the names of the authors of a source are part of the formal structure of the sentence, the year of publication appears in parentheses following the identification of the authors. Consider the following example:

Wirth and Mitchell (1994) found that although there was a reduction in insulin dosage over a period of two weeks in the treatment condition compared to the control condition, the difference was not statistically significant. [**Note:** AND is used when multiple authors are identified as part of the formal structure of the sentence. Compare this to the example in the following section.]

- ii. When the authors of a source are **NOT** part of the formal structure of the sentence, both the authors and years of publication appear in parentheses, separated by semicolons. Consider the following example:

Reviews of research on religion and health have concluded that at least some types of religious behaviors are related to higher levels of physical and mental health (Gartner, Larson, & Allen, 1991; Koenig, 1990; Levin & Vanderpool, 1991; Maton & Pargament, 1987; Paloma & Pendleton, 1991; Payne, Bergin, Bielema, & Jenkins, 1991). [**Note:** & is used when multiple authors are identified in parenthetical material. Note also that when several

sources are cited parenthetically, they are ordered alphabetically by first authors' surnames.]

- iii. When a source that has two authors is cited, both authors are included every time the source is cited.
- iv. When a source that has three, four, or five authors is cited, all authors are included the first time the source is cited. When that source is cited again, the first author's surname and "et al." are used. Consider the following example:

Reviews of research on religion and health have concluded that at least some types of religious behaviors are related to higher levels of physical and mental health (Payne, Bergin, Bielema, & Jenkins,1991).

Payne et al. (1991) showed that ...

- v. When a source that has six or more authors is cited, the first author's surname and "et al." are used every time the source is cited (including the first time).

- vi. Every effort should be made to cite only sources that you have actually read. When it is necessary to cite a source that you have not read ("Grayson" in the following example) that is cited in a source that you have read ("Murzynski & Degelman" in the following example), use the following format for the text citation and list only the source you have read in the References list:

Grayson (as cited in Murzynski & Degelman, 1996) identified four components of body language that were related to judgments of vulnerability.

- vii. To cite a personal communication (including letters, emails, and telephone interviews), include initials, surname, and as exact a date as possible. Because a personal communication is not "recoverable" information, it is not included in the References section. For the text citation, use the following format:

B. F. Skinner (personal communication, February 12, 1978) claimed
...

5. Quotations

- i. **Short quotations.** of fewer than 40 words should be incorporated into the text and enclosed by double quotation marks (".....").
- ii. **Long quotations.** Display quotations of 40 or more words in a double-spaced block typewritten lines with **no quotation** marks. Do not use single-spacing. Indent five (5) to seven (7) spaces from the left margin without the usual opening paragraph indent. If the quotation is more than one paragraph, indent the first line of second and additional paragraphs five (5) to seven (7) spaces from the left margin. **Exact page** reference **MUST** be given for all quotations.

A Note on Plagiarism

Making proper text citations and providing accurate referencing for quotations are crucial to help ensure that students do not intentionally, or otherwise, plagiarize the work of others. Plagiarism occurs when people “steal the words, the ideas, and/or the work that rightfully belong to others and then present these words, ideas, and/or work as if this material were their own words, ideas, or work”⁷. Students are advised to pay serious attention to this matter, as it is a very serious offence to plagiarize the work of others. The best way to avoid plagiarism is to make proper documentation of the sources to which referred to in the project paper. Students are strongly cautioned that if there is evidence that a part or parts of a project paper has/have been plagiarized, the FBA reserves the right to fail the student concerned and to report the student to the Disciplinary Committee of the University.

6. Bibliography

Any research work, which makes use of other works, either in direct quotation or by reference, must contain a bibliography, listing **all** of these sources. Only works directly cited or quoted in the text should be included in the bibliography.

The bibliography must be presented according to the Publication Manual of the American Psychological Association i.e. the APA Style Manual format. **The bibliography should be single-spaced, with a font size of 12-points.** All the references cited are listed in **alphabetical order.** Do not number the references.

- *Pagination:* The bibliography begins on a new page.
- *Heading:* BIBLIOGRAPHY (centered, in upper-case letters, on the first line).
- *Format:* The references (with hanging indent) begin on the line following the Bibliography heading. Entries are organized alphabetically by surnames of first authors. Most reference entries have three components:

- i. *Authors:* Authors are listed in the same order as specified in the source, using surnames and initials. Commas separate all authors. When there are seven or more authors, list the first six and then use "et al." for remaining authors. If no author is identified, the title of the document begins the reference.
- ii. *Year of Publication:* In parentheses following authors, with a period following the closing parenthesis. If no publication date is identified, use "n.d." in parentheses following the authors.
- iii. *Source Reference:* Includes or title, city of publication, publisher (for book). Italicize titles of books, titles of periodicals, and periodical volume numbers.

a) *Examples of sources*

i. Journal article

Murzynski, J., & Degelman, D. (1996). Body language of women and judgments of vulnerability to sexual assault. **JOURNAL OF APPLIED SOCIAL PSYCHOLOGY**, 26, 1617-1626.

ii. Book

Paloutzian, R. F. (1996). **INVITATION TO THE PSYCHOLOGY OF RELIGION** (2nd ed.). Boston: Allyn and Bacon.

iii. Web document on university program or department Web site

Degelman, D., & Harris, M. L. (2000). **APA STYLE ESSENTIALS**. Retrieved May 18, 2000, from Vanguard University, Department of Psychology Web site: http://www.vanguard.edu/psychology/index.cfm?doc_id=796

iv. Stand-alone Web document (no date)

Nielsen, M. E. (n.d.). **NOTABLE PEOPLE IN PSYCHOLOGY OF RELIGION**. Retrieved August 3, 2001, from <http://www.psywww.com/psyrelig/psyrelpr.htm>

v. Stand-alone Web document (no author, no date)

GENDER AND SOCIETY. (n.d.). Retrieved December 3, 2001, from <http://www.trinity.edu/~mkearl/gender.html>

vi. Journal article from database

Hien, D., & Honeyman, T. (2000). A closer look at the drug abuse-maternal aggression link. *JOURNAL OF INTERPERSONAL VIOLENCE*, *15*, 503-522. Retrieved May 20, 2000, from ProQuest database.

vii. Abstract from secondary database

Garrity, K., & Degelman, D. (1990). Effect of server introduction on restaurant tipping. *JOURNAL OF APPLIED SOCIAL PSYCHOLOGY*, *20*, 168-172. Abstract retrieved July 23, 2001, from PsycINFO database.

viii. Article or chapter in an edited book

Shea, J. D. (1992). Religion and sexual adjustment. In J. F. Schumaker (Ed.), *RELIGION AND MENTAL HEALTH* (pp. 70-84). New York: Oxford University Press.

7. Tables and Figures

Use font size 10-point and single spacing. Number all tables and figures with Arabic numerals in the order in which the tables are first mentioned in the text. Title of the tables and figures must be placed on the top. Charts and graphs must be centered. Source(s) of data must be placed at the bottom left of the tables and figures, printed in font size 10-point. Please refer to the example given in the next page.

Example: Table

Table 1: Car Sales, Selected World Markets, 1991-97

	<i>000' Units</i>			<i>Growth (%)</i>
	<i>1991</i>	<i>1994</i>	<i>1997</i>	<i>1991-97</i>
SEA-4	621	261	585	14.0
Japan	4868	4210	4492	-1.3
NAFTA	9445	10154	9333	2.0
Western Europe	13500	11934	13408	-0.1
World	33432	33359	36161	1.3

Source: IMF (1999).

8. Appendices

All appendices should be placed after the bibliography. This section is optional and will depend on the content of the individual project paper. It contains supplementary illustrative material, original data, and quotations too long for inclusion and not immediately essential to an understanding of the subject.

9. Cover and Binding

a. Cover

Refer to the illustration of the cover page on the next page. This format should not be changed or amended at all. The size of the cover page is A4. Any other size is not accepted. A standard white paper cover is recommended.

b. Binding

While in the past students were required to hard-bind the report for submission, as of August 2005 onwards they are only required to ring-bind or comb-bind the report.