FOREWORD

This guideline aims to assist students in the academic writing process especially for their final year Project Paper. All students pursuing graduate degrees in programmes under the Faculty of Applied Social Sciences (FASS) are required to undertake two semesters of research exercise called Part 1 and Part 2 respectively.

Part 1 requires students to develop a project proposal. The proposal developed will be used as the blueprint to carry out an empirical investigation the following semester as Part 2. A total of six credits weight is given to Part 1 and Part 2, with each part carrying three credits respectively. Students have to do both individually.

This guideline is divided into three main topics, namely:

(a) General requirements of a project;
(b) Format for Project Proposal (Part 1); and
(c) Format for Project Report (Part 2).

The appendices section provides students further illustrations to understand the requirements, specifications as well as evaluation criteria of the project.

The project being a capstone course for the FASS programmes, envisages students learning outcomes that achieve high levels of cognitive skills (i.e. able to evaluate), psychomotor skills (i.e. able to construct), affective skills (i.e. able to propose) and social skills (i.e. able to manage resources).

Upon undergoing the systematic research process, the project modules envision creating human capital with sound problem-solving and decision-making abilities.
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SECTION 1

General Requirements of Project

1.1 INTRODUCTION

The purpose of this guideline is to assist students in preparing and completing their Project Proposal and Project Report. Students are advised to communicate regularly with their respective supervisors for subject matter guidance. This means you will be assigned a supervisor to guide you in conducting your research.

1.2 NOMINATION OF SUPERVISOR

You are required to find a supervisor by submitting a Nomination of Supervisor form (FASSRP01) to the faculty via e-mail or mail together with his/her curriculum vitae (see Appendix A & B).

A supervisor is appointed for the duration of the project. During this period, the supervisor and the learner are required to follow the *Project Paper Guidelines* when preparing his/her Project Paper. Learner and supervisor must interact F2F/Online (minimum four times per semester).

Students are required to nominate supervisor who has at least a Master Qualification in a related field.

You can do your Project Paper within two semesters – one semester for Part I (Project Proposal) and another semester for Part II (Project Final Report).

1.3 LANGUAGE

The project proposal and project report can be in English or Bahasa Malaysia (BM). The writing style should be standardised, using either but not both American English and British English.

1.4 TECHNICAL SPECIFICATIONS

This is an individual final year Project Paper. The Project Proposal and Project Report/Dissertation submitted for grading should be typed using a word processor and printed using a laser printer.
Students are required to comply with the following requirements:

1.4.1 **Font Type and Size**

The entire text of the Project Proposal and Project Report including title and page number should be in font size 12 and font type Times New Roman or Arial.

1.4.2 **Margin**

The first page of each chapter should have the following margins:

<table>
<thead>
<tr>
<th>Margin</th>
<th>Measurement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top</td>
<td>5 cm/2 inches</td>
</tr>
<tr>
<td>Right</td>
<td>2.5 cm/1 inch</td>
</tr>
<tr>
<td>Left</td>
<td>3.5 cm/1 ½ inches</td>
</tr>
<tr>
<td>Bottom</td>
<td>2.5 cm/1 inch</td>
</tr>
</tbody>
</table>

The text in the subsequent pages should have the following margins:

<table>
<thead>
<tr>
<th>Margin</th>
<th>Measurement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top</td>
<td>2.5 cm/1 inch</td>
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<tr>
<td>Right</td>
<td>2.5 cm/1 inch</td>
</tr>
<tr>
<td>Left</td>
<td>3.5 cm/1 ½ inches</td>
</tr>
<tr>
<td>Bottom</td>
<td>2.5 cm/1 inch</td>
</tr>
</tbody>
</table>

These specifications should be adhered to in order to facilitate binding.

1.4.3 **Line Spacing**

The dissertation must have double line spacing. Figures and tables should be single line spaced. Quotes of three lines or more must be indented and be single line spaced. Each reference in the References section should also be single line spaced. Single line spacing should be used within titles and within each entry in lists and footnotes.

1.4.4 **Page Numbering**

All front matter page numbers must be in lowercase Roman numerals centred at the bottom of the page. The first page of the front matter after the title page should be numbered “ii”, not “i”. The first page of the body of the
dissertation should be numbered as page 1. Students should use Arabic numbers. Words, dashes or any other symbol before or after the page number is not allowed. The font size of the page numbers should be the same as that of the text in the dissertation.

Dissertation page numbers can either be at the:
(a) Top right corner; OR
(b) Bottom right corner; OR
(c) Bottom centre.

Page numbers on landscape-oriented pages must be placed to be consistent with the numbering placement used in the dissertation. Pages must be numbered consecutively throughout the dissertation.

1.4.5 Paper Type

Students should use 80 grams white coloured A4 (210mm X 297mm) sized paper for printing.

1.4.6 Binding

Students should submit for binding only after obtaining supervisors’ approval. The project proposal requires comb binding whereas the final year project dissertation should be bound in hardcover (blue colour).

Information on the front of the hardcover that includes project title, student’s name, faculty, institution’s name and the academic session should be printed in capital letters and Arial Narrow size 18 gold font (see Appendix C).

Information on the spine of the hardcover that includes student’s name, programme name and academic session should be printed in capital letters and Arial Narrow size 18 gold font (see Appendix C).

1.4.7 Project Proposal and Project Report Submission

The Project Proposal and Project Report / Dissertation should be submitted to the Faculty of Applied Social Sciences one week before the start of final examination in their respective semesters.
1.4.8 Page Layout

Text should be typed on a portrait layout. Landscape layout is allowed for tables and figures.

1.4.9 Subdivisions

The internal organisation of the text should be consistent throughout the dissertation. The text should be divided into chapters, for example, Chapter 1, Chapter 2, etc. Subdivisions can also be used. Content of each chapter may be divided under headings and sub-headings such as 1.1, 1.2 and 1.3 and so on. Headings should only be presented at a maximum of three levels (see Appendix G).

1.4.10 Process Flow

The process flow for these procedures is presented in Figure 1.
SECTION 2

Project Proposal Format

2.1 GENERAL GUIDELINES

The project proposal should not exceed 60 pages and should consist of three chapters.

2.2 CHAPTER ORGANISATION

The project proposal is a scientific document, hence should comply with a systematic writing sequence as shown below:

Chapter 1: Introduction
(a) Background of study
(b) Problem statement
(c) Research question
(d) Study objectives
(e) Study contribution

Chapter 2: Literature Review
(a) Review of literature
(b) Concepts and theory
(c) Conceptual framework

Chapter 3: Methodology
(a) Research design
(b) Sample and sampling instrument
(c) Research method
   (i) Data collection
   (ii) Data analysis
   (iii) Study plan (Gantt Chart)

References
SECTION 3

Project Report / Dissertation Format

3.1 GENERAL GUIDELINES

The Project Report / Dissertation should comprise written documentation between 50 and 60 pages excluding the front section (3.2.1) and the appendices.

3.2 CHAPTER ORGANISATION

The Project Paper/Dissertation is a scientific document, hence should comply with a systematic writing sequence as shown below:

3.2.1 Front Section

(a) **Title page** should include the following:
   (i) Project title
   (ii) Author’s name
   (iii) Programme name (*see Appendix D*)

(b) **Abstract**
   Pay attention to the preparation of your abstract. The abstract should be as informative as possible and cover six key areas:
   (i) Purpose
   (ii) Scope
   (iii) Methods used
   (iv) The results
   (v) Conclusions; and
   (vi) Recommendations
   Limit your abstract to 350 words. (*see Appendix F*)
(c) **Acknowledgement**
This section allows the author to express gratitude to people and organisations that have assisted in completing the dissertation successfully such as your supervisor, family members, organisations, etc.

(d) **Originality Declaration**
The author declares that the work carried out in completing the Project Paper/Dissertation is original, true to research ethics and without plagiarism (see Appendix E).

(e) **Table of Content**
Provides guidance to readers of the main and sub-topics discussed in the Project Paper/Dissertation (see Appendix H).

(f) **List of Tables and Figures/Illustration**
Title of tables and figures/illustration should be written in the same manner as in actual text.

### 3.2.2 Main Section

**Chapter 1: Introduction**

(a) Background of study
(b) Problem statement
(c) Research question
(d) Study objectives
(e) Hypothesis
(f) Study contribution
(g) Limitation of study

**Chapter 2: Literature review**

(a) Review of literature
(b) Concepts and theory
(c) Conceptual framework
Chapter 3: Methodology
(a) Research design
(b) Sample and sampling
(c) Instrument
(d) Research method
(e) Data collection
(f) Data analysis

Chapter 4: Findings and Discussion
(a) The results section will have the plots that show your results.
(b) Your text will describe what you see in the figures in some detail. Point out significant observations.
(c) Describe what is there factually.
(d) The discussion section explains your deductions about the data, your speculations and describes how these fit into the general project and the implications of the results.

Chapter 5: Conclusion
(a) Summarises the preceding chapters;
(b) Discusses any constraints, failures or weaknesses of your project;
(c) Emphasises the research’s contributions to the field;
(d) Indicates possible future research;
(e) States the potential impact of your accomplishments if work on the project were to continue.

3.2.3 Back Section
Formatting the References List
(a) Start the reference list on a new page, with the word References in the top centre of the page.
(b) Arrange the items alphabetically by author (if no author is given, then start with the title).
(c) Do not spell out an author’s first or middle name: Shock, P.J. (not Shock, Patti J.).
(d) In titles of books, articles, websites and other major works, only the first words of the title and subtitle are capitalised (except proper nouns, which are still always capitalised): *Conferences and Conventions: A global industry*. However, significant words in the titles of journals, magazines and newspapers are capitalised: *Journal of Hospitality and Tourism Research*
REFERENCES LIST EXAMPLES – SELECTED COMMON SOURCE TYPES

Journal or Magazine Articles

Print version:


Electronic version:


Books


Chapter in an Edited Book

Brochure/Pamphlet

Print version:


Film / Video / DVD


Webpage


Appendices

Include in this section all the relevant support materials especially the research instruments, scoring procedures and other materials pertinent to the study. An appendix is indicated by the word APPENDIX, capitalised and centred on the page with label of the material below it.

The first page of the appendix is the title APPENDIX A with the label of the material, followed by its contents, and then APPENDIX B and so forth. This will indicate to whoever assesses your research report that it is a complete and quality product.
APPENDIX A

FASSRP01 FORM

FACULTY OF APPLIED SOCIAL SCIENCES
NOMINATION OF SUPERVISOR FOR PROJECT PAPER

PART A TO BE COMPLETED BY STUDENT

Name : ____________________________________________

Programme : ____________________________________________

Learning Centre : ____________________________________________

IC/Passport Number : ____________________________________________

Matric Number : ____________________________________________

Intake : ____________________________________________

Nomination for Semester : JAN □ MAY □ SEPT □ Year ______

Postal Address : ____________________________________________

Telephone No. : __________________  H/P : ___________________

E-mail : ____________________________________________

TITLE OF RESEARCH (use BLOCK LETTERS)

______________________________________________________

Signature of Student Date:
PART B TO BE COMPLETED BY SUPERVISOR(S)

DETAILS OF SUPERVISOR 1

Name of Supervisor* : _______________________________________________
Specialisation : _______________________________________________
Institution & Address : _______________________________________________
Telephone : (O) ___________________ (H/P) ___________________
_________________________________ ________________________

Signature of Supervisor Date:

DETAILS OF SUPERVISOR 2 (if necessary)

Name of Supervisor* : _______________________________________________
Specialisation : _______________________________________________
Institution & Address : _______________________________________________
Telephone : (O) ___________________ (H/P) ___________________
_________________________________ ________________________

Signature of Supervisor Date:

* Please attach your CV. (see Appendix B)
### PART C FOR OFFICE USE

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<td>Approved/Not approved</td>
<td>I-Campus Updated</td>
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<td>Date: ______________</td>
<td>Endorsed by:</td>
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Remarks (if any) :

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APPENDIX B

CV FORMAT

TO BE FILLED BY CANDIDATE FOR PROJECT PAPER SUPERVISOR

Name: ...........................................................................................................................

Institutions: ........................................................................................................................

Date of Birth: ....................................................................................................................

Address: ...............................................................................................................................

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Areas of Specialisation: .....................................................................................................

Academic and professional qualifications:

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List of previous publications (journal/books/conference papers):

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Any other relevant information:
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Number of research degree students supervised: .................................................................

Currently supervising: ........................................................................................................

Previously supervised to successful completion: .................................................................

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Signature of Supervisor               Date:                           

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APPENDIX C

FORMAT OF FRONT COVER AND SPINE

THE ROLE OF ENVIRONMENT IN PERSONALITY DEVELOPMENT

(Arial Narrow, size 18, Upper Case)

ROSHIZAN MAHMOOD

(Arial Narrow, Size 18, Upper Case)

OPEN UNIVERSITY MALAYSIA

2012

(Arial Narrow, Size 18, Upper Case)

*Do not indicate the box on the Front Cover and Spine
APPENDIX D

FORMAT OF TITLE PAGE

THE ROLE OF ENVIRONMENT IN PERSONALITY DEVELOPMENT
(Arial Narrow, size 14, Upper Case)

ROSHIZAN MAHMOOD
(Arial Narrow, size 14, Upper Case)

A Project Paper submitted in partial fulfilment of the requirements for the degree of Bachelor in Psychology

Faculty of Applied Social Sciences
Open University Malaysia

2012
(Arial Narrow, size 14, Lower Case)

*Do not indicate the box on the Title Page
APPENDIX E

FORMAT OF DECLARATION PAGE

DECLARATION

(Times New Roman / Arial, size 14, Upper Case)

Name:

Matric Number:

I hereby declare that this Project Paper is the result of my own work, except for quotations and summaries which have been duly acknowledged.

Signature:        Date:

*Do not indicate the box on the Declaration*
APPENDIX F

FORMAT OF ABSTRACT

THE ROLE OF ENVIRONMENT IN PERSONALITY DEVELOPMENT
(Times New Roman / Arial, size 14, Upper Case)

ROSHIZAN MAHMOOD

May 2012

ABSTRACT
(Times New Roman / Arial, size 12, Upper Case)

* Limit your abstract to 350 words
* Single spacing
* ONE (1) page only

*Do not indicate the box on the Abstract
APPENDIX G

![Diagram of Chapter 1 structure]

1.1 Main Heading 1

1.1.1 Sub-heading 1

1.1.2 Sub-heading 2

1.1.3 Sub-heading 3

*Do not indicate the box on the Chapter Heading*
APPENDIX H

FORMAT OF TABLE OF CONTENTS

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<td>1.2 Problem Statement</td>
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<td>1.3 Research Question</td>
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<td>1.4 Study Objectives</td>
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<td>1.5 Hypotheses</td>
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REFERENCES
APPENDICES

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