



GUIDE TO THE PREPARATION OF ASSIGNMENT

1.0 TECHNICAL SPECIFICATION

Typing should be done on a word processor, with printing done on a letter quality or a laser printer.

1.0.1 Typeface and Font Size

The entire text of the assignment, including headings and page numbers, must be produced with the same font or typeface. The font size should be 12-point and should not be scripted or italicised except for scientific names and terms in a different language. Bold print may be used for headings. Footnotes and text in tables should not be less than 8 point.

Some fonts appropriate for assignment copy are:

- a. Arial
- b. Book Antigua
- c. Bookman
- d. Helvetica
- e. Times New Roman
- f. Palatino

1.0.2 Margins

The left margin should be at least 40mm and the right, top and bottom margins at least 25mm. Margin specifications are meant to facilitate binding and trimming. All information (text headings, footnotes and figures), including page numbers, must be within the text area.

1.0.3 Spacing

The assignment should be typed double-spaced with four spaces between paragraphs and sections. The following, however, should be single-spaced:

- a. Explanatory footnotes (if absolutely necessary);
- b. Quotations longer than three lines set in a block;
- c. References or bibliography (except between entries);
- d. Multi-line captions (tables, figures);
- e. Appendices, such as questionnaires, letters; and
- f. Headings or subheadings

1.0.4 Pagination

All pages should be numbered centrally or right flushed either at the top or bottom margin. Page numbers should appear by themselves and should not be placed in brackets, hyphenated or accompanied by other decorative devices. Print text or figures on only one side of each sheet.

Only the original word-processed copy of assignment or its good and clean photocopies will be accepted.

1.0.5 Front Cover

The following information should be included in the front cover:

- a. Putra Business School logo on the centre top of the cover;
- b. Title of assignment;
- c. Full name and matric number;
- d. Course name and course code;
- e. Name of lecturer;
- f. Name of Putra Business School; and
- g. Date of submission

The font size should be 12-point and typing should be single-spaced.

2.0 TEXT OF ASSIGNMENT

2.0.1 Note on Last Paragraphs

The last paragraph of any page should comprise at least two lines of text. Similarly, any heading appearing near the bottom of a page should be followed by at least two lines of text on the same page. If this cannot be done, bring the lines and the heading concerned over to the next page.

If the last paragraph of a page has to be continued on the following page, make sure that the new page contains at least one full line of text belonging to the last paragraph. In other words, the first line on the new page must not seem to appear like a heading, as would happen if it contains only one word or a short phrase. If this cannot be done, bring forward the last line from the previous page, provided this does not violate the requirement mentioned in the first paragraph of this note.

2.0.2 Tables

Tables are numbered consecutively (with Arabic numerals) throughout the assignment (including text and appendices). There are two possible numbering schemes: either (a) number the tables consecutively throughout the text, or (b) number them by chapter, e.g. Table 1.1, 1.2, 1.3, 2.1, 2.2 and so on. No assignment may have two different tables called "Table 1." Short tables should not stand alone on a page.

Tables are captioned single-spaced above the tables. Capitalise only the first letter of the principal words in captions (excluding words like "the", "to", etc.) If preferred use "down style" in which all letters are of lowercase except the first letter in the caption and proper nouns.

Table sources and notes should be placed directly below the table (not at the bottom of the page). Use superscript symbols (e.g. *, **, ***, etc.) or lowercase letters, but never numerals for table footnotes. Reference indicators to these notes should be used only on column heads or in the main body of the table but never on the table number or caption. If the superscript cannot be inserted on the stub head (the left-hand column), any note needed for the table number or title should be so indicated, e.g., Note: . . . and should follow Source (if any) at the foot of table.

2.0.3 Figures

Figures include maps, charts, graphs, diagrams, photographs, etc. Each of these is numbered consecutively or according to chapter in which it is included throughout the assignment, including those in the appendices. Figures should be professionally done and of high quality. The trend now is to use computers.

The figure number and caption should be typed above or below the figure using Arabic numerals and lowercase, except for proper nouns and first letters of principal words. If preferred, you can also use “down-style” in which all letters are of lowercase except first letter in caption and proper nouns. The “down style” should be used with BOTH tables and figures, or not at all. Figures, like tables, should be inserted soon after their first mention in the text.

If a figure occupies an entire page, the caption typed on the left-hand broadside page should have the top of the figure at the binding edge. The figure number should be typed parallel to the way the figure or plate reads. The page number is typed in standard text position. Figures should conform to standard margin requirements.

2.0.4 Footnotes

Footnotes should be used sparingly. Except in a law-related assignment (where the rules are different and will be explained by your lecturer) they should be used only to clarify terminology, to state conversion factors or exchange rates and not to cite authority for specific statements or research findings of others. A citation of authority is done in the text as described in the following section. Extensive footnoting tends to distract the reader from the main argument of the text. If footnotes are necessary, the indicators (the numbers in the text) are usually superscript. The numbering must be continuous within each chapter or appendix, not throughout the text. That is, start each chapter or appendix with footnote 1.

2.0.5 Citations in the Text

The candidate is responsible for choosing an appropriate and consistent style of citation. You may want to consult your lecturer for guidelines.

2.0.6 References

The reference list contains a list of the works you have cited. Every piece of work cited in the text must be properly referenced in the reference list.

Use the **APA bibliographic system** since it is usual in scholarly writing in management when the author is using English. Samples of APA format are attached in Appendix A.

2.0.7 Appendices or Annexes

An appendix or annex, if any, is placed after the reference list. Details of the appendices are listed by type. As with tables and figures, use a separate page if you have three or more appendices and simply put "List of Appendices" in the Table of Contents. If you have a separate list it should come immediately before the appendices themselves.

Appendices include original data, summaries, side-line or preliminary tests, tabulations, tables that contain data of lesser importance, very lengthy quotations, supporting decisions, forms and documents, computer printouts and other pertinent documents. Appendix materials should be grouped by type, e.g.

Appendix A: Questionnaire, Appendix B: Original Data, Appendix C: Result Tables, etc.

3.0 BINDING

The binding should be of a fixed kind in which pages are permanently secured.

APPENDIX A

Example of Assignment Front Cover



HOW TO CREATE AND STRENGTHEN ORGANIZATIONAL CULTURE IN RISDA PLANTATION

HARUN BIN AZIZ (PBS1334444)

ORGANIZATIONAL BEHAVIOR (GSM5101)

PROF. DR. WILLIAM BORGES

PUTRA BUSINESS SCHOOL

2 FEBRUARY 2014

APPENDIX B

Examples of Reference Format

Journal:

Ho, Y.W. and Nawawi, A. (1991). Effect of carbon and nitrogen sources on growth of *Ganoderma boninense* from oil palm. *Journal of Plant Protection in the Tropics* 8:37-43.

Monographs:

EITHER

Turner, H.N. and Young, S.S.Y. 1969. *Quantitative genetics in sheep breeding*. Ithica: Cornell University Press.

OR

Herlina, S. and Tan, F.H. 1992. *Molecular aspects of typhoid fever*. Kuala Lumpur: Protea Press.

Book Chapter:

Chan, T.K. 1992. Plasmids of enterobacteria. In *Pathogenesis of bacterial infections*, ed. A. Ramirez, and S. Aquino, pp. 235-243. Kuala Lumpur: Protea Press.

Roberts, D.W. 1980. Toxins of entomopathogenic fungi. In *Microbial control of pests and plant diseases*, ed. H.D. Burgess, pp. 441-463. New York: Academic Press.

Personal Communications:

These should be mentioned in the text in the following form: (A.B. Salleh, 30 May 2005, pers. comm.).

Webpages

Vice President, 2002. University of Calgary Research Policies and Procedures Handbook. http://www.ovpr.uga.edu/rpph/rph_misn.html. Accessed on 23 February 2005.

Author, Y. Title of the article or information. <http://www.webpage.com>. Accessed 17 March 2006.

Thesis

Author, Y., 2002. Title of thesis, Ph.D Thesis, Name of University, Country.

Reports

Type 1

Country/Date/Ministry/State/Institution/. Title of reports.

Malaysia, 2006. Rancangan Malaysia Kelapan 2001-2005.

Type 2

Committee Name/Date/. Title of report/ Place/ Publisher