



GUIDE TO THE PREPARATION OF PROJECT PAPER

1.0 PROJECT PAPER FORMAT

A project paper should contain three main divisions: the preliminary pages or front end; the text or main body, usually divided into parts – chapters and sections; and the supplementary pages, or back end.

The preliminary pages include elements such as the title page, dedication, abstracts in English and Bahasa Melayu, acknowledgements, declaration form, table of contents, list of tables, figures and abbreviations.

The supplementary pages consist of references and appendices or annexes.

Table 1 is an example of how elements in a project paper from preliminary or front end to back end are arranged. We recommend that the example is used as a guide, although not every project paper will include all the items listed.

Table 1 Elements of a Project Paper

BIL	ITEM	REMARKS
1	Blank	Leaf.
2	Title page	Not to be paginated but counted as one (i). Subsequent preliminary pages are paginated with small Roman numerals and are numbered consecutively.
3	Declaration Form	To be signed by student.
4	Abstract	Listed in Table of Contents
5	Acknowledgements	To be paginated.
6	Table of Contents	Not listed in Table of Contents.
7	List of Tables	Listed in Table of Contents.
8	List of Figures	Listed in Table of Contents.

9	List of Abbreviations or Glossary	Listed in Table of Contents.
10	Main body (chapters)	To be paginated with Arabic numerals.
11	References/ Bibliography	To be paginated, continuing the Arabic numerals.
12	Appendices/Annexes	First sheet to be counted but not paginated (Insert a leaf with only the word APPENDICES in the centre of the page, followed by the actual appendices which are paginated).
13	Blank	Leaf.

1.1 Title Page

This page (see Appendix A), includes the following information:

- a) Full title of project paper (in uppercase);
- b) Full name of author (in uppercase);
- c) Programme with specialization for which the project paper is submitted;
- d) Name of Putra Business School; and
- e) Year of submission.

The title should describe the content of the project paper accurately and concisely, normally omitting words such as “An investigation...”, “An analysis...” which are redundant, as all project papers are investigations, analyses, or studies of one kind or another. Typing should be single-spaced.

1.2 Abstract

The abstract is a digest of the entire project paper and should be given the same careful attention as the main text. Reference to literature is not normally made in the abstract. Abbreviations or acronyms must be preceded by the full terms when first used.

The abstract should not normally exceed 350 words. It includes a brief statement of the problem; a concise description of the research method and design; summary of major findings, including significance or lack of it; and conclusions.

The abstract should be given in **English**. The format of abstract heading is shown in Appendix B.

1.3 Acknowledgements/Preface

The acknowledgements or preface may contain all or some of the following information:

- i) Reasons for doing the study;
- ii) Acknowledgement of guidance and assistance from individuals and institutions.

Many candidates prefer to have a section called Acknowledgements in place of a Preface. The acknowledgements can be written in the first person or the third person.

Declaration Form

The declaration form should read as follows:

DECLARATION

I hereby declare that the project paper is based on my original work except for quotations and citations that have been duly acknowledged. I also declare it has not been previously or concurrently submitted for any other degree or at any other institutions.

(signed) _____

NAME OF STUDENT

Date:

1.4 Table of Contents

The Table of Contents immediately follows the Acknowledgements. It lists in sequence, with corresponding page numbers, all relevant subdivisions of the project paper, including the titles of chapters, sections, and subsections, as appropriate; the references; the list of abbreviations and other functional parts of the whole project paper; the appendices (if any); the index (if provided). A Table of Contents should *not* be listed in the Table of Contents itself!

1.5 List of Tables

If you have one or two tables, list them by name in the Table of Contents. If you have three or more, put the entry “List of Tables” in the Table of Contents with a small Roman numeral (e.g. “iv”) and provide a full list on a separate page following the Table of Contents. This list consists of the exact titles or captions of all tables in the text in the appendix, with the beginning page for each.

1.6 List of Figures

As with the tables, so with the figures, provide a separate list if you have three or more. The entry “List of Figures” comes after the “List of Tables” within the Table of Contents and the list itself comes on the page on which the tables are listed.

Figures include graphs, maps or illustrations or other kinds. List the exact title or caption and its corresponding page. Figures should be numbered consecutively throughout the project paper, including in the appendix.

1.7 List of Abbreviations

If an assortment of abbreviations and acronyms (e.g. FAO, DOA, MARDI, PORIM, etc.) is used in the project paper, it is best to list them in a List of Abbreviations with their meanings, even though the full names are given at the first mention in the text. This list serves as ready reference to readers not familiar with the abbreviations. Universally recognised scientific symbols (°C, cm, mm, kg, ha, etc.) need not be listed.

1.8 Text of Project Paper

1.8.1 Body of Project Paper

The body of a project paper normally consists of the headings or chapters described below. Each heading and sub-heading must be numbered as in this guide.

Chapter 1

Introduction:

This chapter introduces the problem statement of this study. It contains research questions and objectives, scope of study, significance of study and definition of terms.

Chapter 2

Literature Review:

This chapter contains the critical review of the literature related to the topic. Literature selected must be up-to-date and be analysed and synthesised logically. It must not be a mere summary of works of different authors but to synthesize their work in order to identify the literature gap.

Chapter 3

Research Methodology:

This chapter discusses the research philosophy, approach and technique employed in the study. It also explains the research design adopted, sampling frame, size and sampling techniques. In addition, it discusses operationalization of the variable examined, describes the questionnaire designed for data collection, method of data collection and the procedures followed in collecting data for this study.

Chapter 4

Analysis and Findings:

This chapter describes results of the analysis performed in this study. It presents a complete account of the data analysis and results of the study in the form of texts, figures and tables so that the key information is highlighted. Besides, it also highlights the main findings and their significance.

Chapter 5

Discussion, Implications and Conclusion:

This chapter discuss the findings that have been presented in Chapter 4. It draws detailed discussion on their theoretical perspectives and managerial perspectives also connects them to the previous studies found in the literature. Then, the implications of the study are discussed. Besides, the discussion on the limitations and direction for future research are presented.

1.8.2 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.

1.8.3 Tables

Tables are numbered consecutively (with Arabic numerals) throughout the project paper (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 project paper may have two different tables called "Table 1." All tables are to be listed in the preliminary pages (including tables appearing in the appendix). Tables should be placed after their mention in the text. 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.

1.8.4 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 project paper, 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.

1.8.5 Footnotes

Footnotes should be used sparingly. Except in a law-related project paper (where the rules are different and will be explained by your supervisor) 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.

1.8.6 Citations in the Text

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

1.8.7 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 D2.

1.8.8 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.

2.0 Writing Conventions

2.1 Units of Measure

Use internationally recognised units of measure, such as:

1 litre (1L)
20 millilitres (20mL)
5 kilogrammes (5kg)
20 kilometres (20km)
2.5 hectares (2.5ha)
3.7 metric tonnes (3.7t)
45 parts per million (45ppm)
12 grams (12g)
500 U.S. Dollars (USD500)
3.4 metric tonnes/hectares (3.4t/ha)

The numbers before the measurement units should not be spelt out, e.g. write 5kg, not five kg even if they are below 10. The only exception occurs when the numeral is the first word of the sentence. No sentence in English can begin with a digit so you would have to either reorganise the sentence or start with the spelt- out numeral.

2.2 Numbers

All integers less than ten should be spelt out unless attached to units of measure (e.g. 5kg, 10mL). Use figures for number 10 or more than 10. As explained above, if a sentence begins with a number, write the number in words, e.g. "Three hundred and eighty-five farmers were sampled from the study area."

2.3 Elliptical Mark

Writers should use the ellipsis mark to show an omission from quoted material. The ellipsis consists of three-spaced full stops (...). When an ellipsis follows a sentence, it appears as four full stops (....). One full stop marks the end of the sentence and the other three signal the omission.

2.4 Use of Brackets ()

Within direct quotations, brackets are used to enclose any explanatory note inserted by the writer e.g.

This year (1996) alone, we had two hundred applicants wanting to join our holiday camp (Mustapha, 1996).

Candidates should use “sic” within round (sic) or square [sic] brackets to indicate a certain doubt as to the meaning or factual error. It is used in quotations to show that the original is being faithfully reproduced even though it is incorrect or seems to be so. Any errors which are obviously typographical should be corrected as a matter of professional courtesy.

2.5 Use of Symbol for Percentage

The symbol % may be used in place of the word percent, e.g. 27.3% and typed without a space. If the candidate prefers to write 27.3 percent, then consistency should be maintained throughout. In tables, the abbreviation Pct may be used at the head of the table column to mean percent.

2.6 Policy on Direct Quotations

Direct quotations must be minimised except in some fields such as literature (e.g. quotations from Shakespeare). Most of the time a candidate should paraphrase and acknowledge facts and ideas from others. If a long quotation, such as a paragraph from legislation, is needed it should be given in an appendix.

3.0 Technical Specification

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

3.1 Typeface and Font Size

The entire text of the project paper, 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.

The fonts appropriate for project paper copy are either Arial or Times New Roman.

3.2 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.

3.3 Spacing

The project paper 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

3.4 **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 project paper or its good and clean photocopies will be accepted.

3.5 **Paper**

White simili paper (80gm) or paper of equivalent quality should be used. Paper should be of A4 size (210mm x 297mm).

3.6 **Page Layout**

The text should be written in portrait layout. Landscape layout may be used for figures and tables.

3.7 **Submission**

- a. LLD008 Project Paper/Case Study Submission Form
- b. LLD009 Project Paper/Case Study Student-Supervisor Meeting Form
- c. LLD010 Project Paper/Case Study Check List Form
- d. 3 (three) hardcopies (comb binding)
- e. 1 Softcopy (CD)
- f. Turnitin Report (Result above 30% will not be accepted)

Important:

- a. *The project paper must be in your area of programme and specialisation.*
- b. *Each student has to choose one supervisor with a background related to student's research area either from PBS or those affiliated with PBS.*
- c. *Three hardbound copies of the project paper must be submitted within 2 trimesters from the date of course registration.*

Binding - Hardbound Maroon Colour
(For students who had received A Grade only)

One hardbound copy is required to be submitted to PBS. The binding should be of a fixed kind in which pages are permanently secured. The following should be lettered in gold from the head to the foot of the project paper spine, using 18-point fonts:

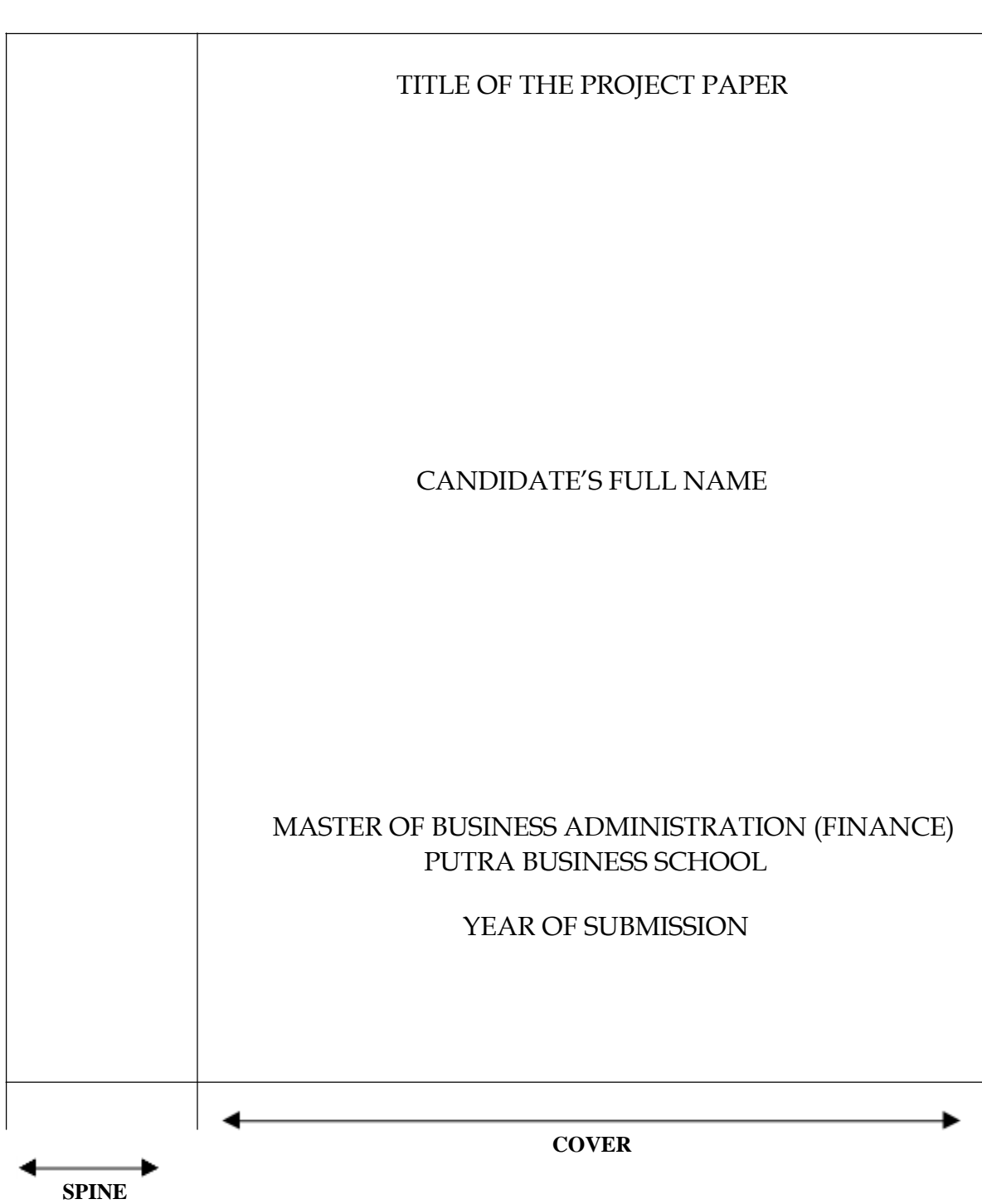
- a. Name of candidate;
- b. Programme and Specialisation for which the work is submitted; and
- c. Year of submission

The following particulars should be provided on the project paper cover, using 18-point gold block font:

- a. Title of project paper
- b. Name of candidate
- c. Programme and Specialisation
- d. Name of university; and
- e. Year of submission

APPENDIX A

Spine and Cover of the Project Paper



APPENDIX A1

TITLE PAGE

**THE EFFECT OF THE FIT BETWEEN THE PERSON AND THE
ENVIRONMENT ON JOB SATISFACTION AND JOB STRESS**

By

AHMAD BIN YUSOFF

**Project Paper Submitted in Partial Fulfilment of the Requirements for the Degree
of Master of Business Administration (Finance) at the Putra Business School**

November 2005

APPENDIX B

Format of the abstract

Abstract of project paper presented to the Senate of Putra Business School in partial fulfilment of the requirements for the degree of Master of Business Administration (Finance)

THE EFFECT OF THE FIT BETWEEN THE PERSON AND THE ENVIRONMENT ON JOB SATISFACTION AND JOB STRESS

By

AHMAD BIN YUSOFF

November 2005

Supervisor: Associate Professor Dr. Jamil Bin Bojei

In this study the fit between the individual and the environment was investigated to see how it influenced job satisfaction and job stress, both as a whole and as a separated fit. Also, the possibility that demographic factors and different industry factors might moderate the effect of that fit was examined. Results of this study indicated that the fit between the person and the environment had the strongest *positive* impact on job satisfaction whereas the fit between the person and the organisation had the strongest *negative* impact on job stress. At the same time, demographic factors as well as different industry factors were found to have a moderating effect on the relationship between the fit, job satisfaction and job stress.

APPENDIX C1

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APPENDIX D1

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

APPENDIX D2

Samples of APA Referencing Format

American Psychological Association (APA) (from the 5th edition of the *Publication Manual of the American Psychological Association*, (APA) 2001; used in management, the social sciences and education.) For detailed, specific information, check in the *APA Publication Manual* or visit the *APA Publication Manual* Web site: www.apastyle.org (no full stop after “org”).

Notice that APA style has changed several times; be sure to use the latest style. Especially watch your use of capital letters. You will need them for the first word in a sentence or title, for all proper nouns (e.g. names of people or publishing firms), for first person singular (I) when subject of a clause, and for all key words in a journal title. No other words, whether in titles of books or articles or anything else, have them. Look closely at the following examples to ensure you grasp the pattern.

Book

Moore, W.K. (2004). *Malaysia: A pictorial history 1400-2004* Kuala Lumpur: Archipelago Press.

Article in a book

Pratt, D. (1998). The role of religion. In M. C. McLaren. *Interpreting cultural differences* (pp.86-96). Norfolk: Peter Francis Publishers.

Journal article

Muir, C. (2002) Upgrading business literacy and information skills. *Business Communication Quarterly*. 63(3), 127-129.

Conference paper given but not published in proceedings

Wilkins F.G. *Structure of compounds*. Paper presented at the meeting of the Canadian Chemical Association, Ontario. June 2005.

Conference paper published in proceedings

Naharajah, S. Common carcogens, In *Structures of carcogens*, Proceedings of the international congress on carcinogenic compounds, Perth, Australia, Sept.3-5, 2005. Johnson B. Ed.; McGraw-Hill: Sydney, 2005.

Newspaper and non-scientific magazines article

Smith, J. B. Pollution problems. *Time*, August 22, 2005, pp.3-4.

Report with no named author

Air quality aspects of the development of offshore oil and gas resources; California Air Resources Board: Sacramento, CA, 1994.

Ph.D. dissertation

Wong, T.L.(2005). *Changes in Chinese negotiation skills*. Unpublished doctoral dissertation, University of Nottingham, Malaysia.

Internet citation

Stolberg, S.G, 1997. Bid to absolve saccharin is rebuffed by US panel, <http://www.junkscience.com/news/sac2.html> Brown, T. A.. (2004) (2nd ed.). Blackwell.