



GUIDE TO THE PREPARATION OF PROJECT PAPER

1. INTRODUCTION

This guide is intended for MBA students of Putra Business School (henceforth PBS) in the preparation of their project papers in terms of formatting and writing conventions. Students should refer closely to this guide and seek clarification with the staff of the Learning Liaison, Putra Business School (PBS) on specific matters relating to the preparation of their project papers.

2. PROJECT PAPER FORMAT

A project paper should contain three main parts: preliminary pages; text or main body (usually divided into chapters and sections); and supplementary pages, containing references, and appendices.

The preliminary pages include Title Page, Declaration Form, Abstract, Acknowledgements, Table of Contents, and Lists of Tables, Figures and Abbreviations.

The typical layout of a Project Paper is shown in Table 1 below:

Table 1

Typical Layout of a Project Paper

No.	Item	Remarks
1.	Blank Page	
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	
5.	Acknowledgements	
6.	Table of Contents	Not listed in Table of Contents
7.	List of Tables	
8.	List of Figures	
9.	List of Abbreviations or Glossary	

10.	Main Body	Paginated with Arabic numerals. Numbered consecutively from 1 onwards
11.	References	Paginated and continue with Arabic numerals
12.	Appendices	First sheet to be counted but not paginated. Insert a leaf with only the word APPENDICES in the centre of the page, followed by actual appendices which are paginated.
13.	Blank Page	

2.1. Title Page

The title page should include the following:

- i. PBS Logo
- ii. Full title of project paper (in uppercase)
- iii. Full name of student (in uppercase)
- iv. Program (with specialization) for which the project paper is submitted
- v. Name of Institution (Putra Business School)
- vi. Month and year of submission

(A sample of the Title Page is in **Appendix A**)

The title should describe the content of the project paper accurately and concisely, omitting words such as ‘An Investigation of’, ‘An Analysis of....’, or ‘A Study of...’, which are redundant. A project paper is already an investigation, analysis or a study of one kind or another. Typing should be single-spaced (See **Appendix B**).

2.2 Declaration Form

The declaration form should be written as shown in **Appendix C**.

2.3 Abstract

The abstract is a digest of the entire project paper and should be given the same careful attention as the main text. It should not include any references. Abbreviations or acronyms must be preceded by the full terms at the first use. The abstract should be written in one paragraph, one and half spacing, and should not exceed 350 words. It includes a brief statement of the problem, objectives of study, a concise description of the research methods and design, and a summary of the major findings including significance, recommendation, and conclusions. The abstract should be written only in English, and the format is shown in **Appendix D**.

2.4 Acknowledgements

Acknowledgements are written expressions of appreciation for guidance and assistance received from individuals and institutions. The acknowledgement can be written in the first person or the third person and should not exceed 250 words.

2.5 Table of Contents

The Table of Contents must list in and provides page references for all elements of the project paper. For the text, it indicates chapters, sections and important sub-divisions of each section. The numbering, sequence and format of material in the table of contents must be identical to the way this material appears in the text of the thesis. The title of each chapter should be written in full capital with no terminal punctuation. The title of a sub-division of a chapter or section should be in small letters with the exception of the first letter of significant words.

2.6 List of Tables

The list of tables follows the table of contents. This list includes the number of each table, the title and page number. The list should be in small letters, with the exception of the first letter of significant words

2.7 List of Figures

Figures include graphs, maps, charts, engineering drawings, photographs (plates), sketches, printed images, and any other form of illustration that is not a table. The exact titles or captions and their corresponding page numbers must be listed in sequence. Figures, including any in the appendices, should be numbered consecutively throughout the project paper. If the whole project paper contains only one or two figures, then a list of figures is not necessary.

2.8 List of Abbreviations or Glossary

If abbreviations and acronyms are used in the project paper, these must be explained in a List of Abbreviations, even though the full names are given at first use. This list should be the last item in the preliminary section. It serves as a ready reference to readers not familiar with the abbreviations used in the thesis. The list should be in small letters with the exception on the first letter of significant words.

2.9 Main Body

The body of a project paper normally consists of sections which are organized as chapters. A chapter may be divided into major sections and subsections. Main or primary headings within chapters are to be centred while sub-headings are left justified. The main sections and subsections of a chapter may be identified by numbers where the former is regarded as being the first level. For example, Sections 2.1 and 2.2 would denote two consecutive main sections in Chapter 2, and Sections 3.1 and 3.2 would denote two consecutive main sections in Chapter 3. A subsection would be found in a major section of a chapter, and is regarded as the second level. It should be numbered 2.1.1., 2.1.2 etc. The numbering style should be consistent throughout the project paper and should be limited to 3 levels.

2.9.1 Layout

The organization of chapters for the project paper can be categorized into three (3) types; Quantitative Research (using primary data), Quantitative Research (using secondary data) and Qualitative Research. These three types of project paper are described in **Appendix E1, Appendix E2 and Appendix E3**. Generally, the layout of a project paper includes the following:

Chapter 1: Introduction

This chapter introduces both the contextual and theoretical issues which motivate the research to be conducted. The chapter consists of background of study, and problem statement which describes theoretical issues currently in exists which need to be addressed, the development and formulation of research questions and objectives, scope of study and its significance that attempts to explain why the study is worth performing.

Chapter 2: Literature Review

This chapter encompasses a critical and comprehensive review of the literature related to the topic of research. It contains elements of critical evaluation/analysis of the existing literature culminating in an exposition of the gaps in the current knowledge of the research topic. This establishes the researcher's own position in the existing field of scholarship on the particular topic.

Chapter 3: Methodology

This chapter contains the description and justification of the research designs and methods used to achieve the objectives of study. It involves the evaluation of the choice method, population and sampling procedure, measurements, data collection procedure, issues of validity and reliability, and techniques employed in analyzing the data.

Chapter 4: Analysis and Findings

This chapter contains the analyses and interpretations of the results obtained. The interpretation of data involves logical and analytical reasoning to determine the trends, patterns and relationships. The chapter describes the data preparation, descriptive statistics resulting from the studies, and inferential statistics that explain the findings.

Chapter 5: Discussion, Implications and Conclusion

This chapter contains critical analysis, synthesis, and evaluation of data, and how these are synchronized with study objectives. The discussion usually constitutes a coherent picture which provides insights into the gaps identified in the literature and leads firmly supported conclusions. The chapter also includes the implications of study, limitations as well as recommendation for future research.

2.9.2 Tables

The tables are labelled according to the chapter in which they appear. For example, Tables in Chapter 3 are numbered sequentially: Table 3.1, Table 3.2, Table 3.3 etc. The Table number is placed above the Table title and body in bold font. The Table title appears one double-spaced below the Table number, left justified and in an italic form (See **Appendix F**).

If the table is more than one page, the continued table on the following page should indicate that it is a continuation. If the table contains a citation, the source of the reference should be placed below the table.

2.9.3 Figures

Figures such as maps, drawings, charts, graphs, diagrams, photographs, and plots should be labeled according to the chapter in which they appear. For example, figures in Chapter 3 are numbered sequentially: Figure 3.1, Figure 3.2, Figure 3.3 etc. The Figure number is placed above the Figure title and image in bold font. The Figure title appears one double-spaced below the Figure number, left justified and in an italic form (See **Appendix G**).

2.10 References

Reference is a term taken to mean a list of work cited. Refer to the recent 7th edition of APA (American Psychological Association) publication manual. APA manual 7th Edition writing style requires a reference list be double-spaced and that entries have a hanging indent (Samples of references are in **Appendix H**).

2.11 Appendices

Information or data that is too detailed for the main body of the project paper may be included as appendices. These are placed after the references. Appendices include original data, summary, sideline 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: Tables of results.

Appendices must be paginated consecutively with the main text. If there are three or less appendices, their details (such as number and titles) should be listed as items in the Table of Contents. If there are more than three appendices, the Table of Contents should include a List of Appendices with corresponding page numbers. The list itself should come immediately after the List of Figures.

3. WRITING RULES AND CONVENTIONS

3.1 Language

The project paper should be written in English. Language use should be consistent throughout the thesis, especially in terms of spelling (American or British). The Roman alphabet should be used unless otherwise required by the discipline.

3.2 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.

3.3 Footnotes

Footnote should be used sparingly, and it 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.

3.4 Citations in the Text

Sources must always be cited in the text. Each reference is referred to by the author's surname and date (year) inserted in the parentheses (bracket).

Example 1: According to Clark (2019) many issues.....or Many of the outstanding issues have been resolved (Clark, 2019).

Example 2: Colgan and Johnson (2018) argue that women's experience.....or Women's experience as trade union activists.....(Colgan & Johnson, 2018).

When there are more than two authors, it is convention to give the name of the first author followed by et al., which means 'and others.' If there is a same author published more than one work in the same year, then suffixes 'a', 'b' and 'c' are added. Example Jones (2019a, 2019b). If the same author with more than one articles is cited in the same sentence, then only date (year) is added. Example Jonathan (2015, 2018).

3.5 Units of Measure

Use internationally recognized units of measure, such as: 1 liter (1L)

20 milliliters (20mL)

5 kilograms (5kg)

20 kilometers (20km)

2.5 hectares (2.5ha)

3.7 metric tons (3.7t)

45 parts per million (45ppm) 12 grams (12g)

500 U.S. Dollars (USD500)

3.4 metric tons/hectares (3.4t/ha)

The numbers before the measurement units should not be spelt out, Eg. 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 re-organize the sentence or start with the spelt- out numeral.

3.6 Numbers

All integers less than ten should be spelt out unless attached to units of measure (Eg. 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.”

3.7 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.

3.8 Use of Symbol for Percentage

The symbol % may be used in place of the word percent, Eg. 27.3% and typed without a space. If the candidate prefers to write 27.3 percent, then consistency should be maintained throughout.

3.9 Direct Quotations

Direct quotations must be kept to a minimum and must be acknowledged. Direct quotations less than three lines in length can be indicated using double quotations marks. If the length of the quotation is three full lines or more, use indentation and include page numbers. Indented quotations should be single-spaced with no quotation marks.

Example of a direct quotation that is less than a sentence and is worked smoothly into the text:

As Hattersley and Mc Jannet (2015, p.121) explain, feedback, both giving and receiving, is an “essential” management skill.

Example of a direct quotation that is in full sentence:

As Hattersley and Mc Jannet (2015) state, “Giving and receiving feedback are essential managerial skills” (p. 121).

If the name of the author or authors quoted does not open the sentence, it is given at the end with the date and page number.

Many authors stress the importance of feedback because “giving and receiving feedback are essential managerial skills” (Hattersley & Mc Jannet, 2015, p. 121.)

Longer quotations are indented on the left side only or on both sides. Indenting shows that the text is quoted so quotation marks are redundant.

The Main Board was refurbished through the launch of four new sectors (consumer products, construction, industrial products, and trading and services), the introduction of a loans sector and the merging of the oil palm and rubber sectors as the plantations sector (Foong, 2014, p. 17).

3.10 Plagiarism

Plagiarism is taking the works of others and using them as if they were your own. Such works include words or ideas from printed literature such as journal papers, magazine articles, books, newspapers, web pages, computer programs, etc., published figures, tables, diagrams, illustrations, charts, maps, pictures or other visual materials; and information from interviews, etc.

Plagiarism comes in three forms:

- i. Copying full sentences or even paragraphs straight from the source as though they are the student’s own work,
- ii. Using the original wording from the source material without inverted commas or indentation, even if the source is acknowledged, and
- iii. Paraphrasing without acknowledgement.

Usually, a change in style alerts the reader to the possibility of plagiarism but it is also true that it sometimes goes by undetected. It is now possible to detect plagiarism by simply searching a small string of words on the Internet. Additionally, plagiarism-checking software programs, such as Turnitin, are also widely available. These programs produce Originality Reports, which list the percentage of similarity between the student’s words and the source. Even excerpts with minimal alterations will be detected. Plagiarism is considered a form of theft, and is under no circumstances acceptable in the world of scholarship.

The key to avoiding plagiarism is to make sure credit is given where it is due when incorporating another writer's work. Students should do this even when the original source is paraphrased or summarized. When quoting a published or verbal statement, it must be identical to the original and must be attributed to the original author. Always cite the authors whose published works or statements are used in the thesis. The usage of materials such as diagrams and figures which are available on the internet or published articles without the permission of the copyright owners is an infringement of copyright and is not allowed.

3.11 Use of Editorial Service

Some students employ professional editors to 'polish' their written work. This should be done before submitting the project paper. Be aware that some people who claim to be editors are not qualified, so check carefully before you commit yourself to an editor. PBS does not insist that all project papers be sent to professional editors (who charge a fee for their services). However, students should know that PBS accepts only project papers that are free from basic errors in spelling, grammar and punctuation. Supervisors cannot be held responsible for the grammatical errors in the student's project paper. Their main responsibility is to check the content of the project paper, and not the language used. Normally project paper submitted to PBS will be thoroughly checked to ensure that it conforms to the present Guide.

4. TECHNICAL SPECIFICATIONS

The project paper must only be printed on a letter-quality or laser printer. Only the original copy of a project paper or good and clean photocopies will be accepted. Copies with correcting fluid will not be accepted.

4.1 Thesis Title

The title of the project paper should not exceed 20 words.

4.2 Number of Pages

The number of pages should range between 20,000 to 40,000 words (between 80 to 160 pages double spaced) excluding references and appendices. Students must obtain written permission from PBS before submitting a project paper longer than the prescribed length.

4.3 Page Layout

The text should be presented in the portrait layout. The landscape layout may be used for figures and tables.

4.4 Type of Paper

White simile A4 size (210mm x 297mm) paper (80g) or paper of equivalent quality should be used. Students must include an extra blank sheet for the front and back of the project paper. Photocopies of the project paper must be on similar quality paper.

4.5 Typeface and Font Size

The text of the project paper, including headings and page numbers, must be produced using Times New Roman. The font size should be 12-point and should not be scripted or italicized 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.

4.6 Margins

The left margin should be at least 40 mm, and the right, top and bottom margins at least 25 mm. 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.

4.7 Spacing

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

- i. Footnotes (if absolutely necessary),
- ii. Quotations of three lines or more, indented and set in a block,
- iii. Multi-line captions (Tables, Figures)
- iv. Appendices such as Questionnaires, Letters, and
- v. Headings or Subheadings.

4.8 Pagination

All pages should be numbered consecutively throughout the project paper, including pages containing tables, figures and appendices. Page numbers should be centred centrally at bottom margins. Page numbers should appear by themselves and should not be placed in brackets, be hyphenated or be accompanied by decorative images. Text, tables and figures should be printed on one (1) side of each sheet only.

Preliminary pages preceding Chapter 1 must be numbered in lower case Roman numerals (i, ii, iii, etc.). The title page should not be numbered although it is counted as page (i). Page 1 is the first page of the Introduction (Chapter 1) but is not numbered. Subsequent pages should be numbered beginning with page 2. Arabic numerals (1, 2, and 3) are used on the pages of the text and supplementary sections.

4.9 Binding

Before making the required number of copies and binding the project paper, ensure that all necessary requirements have been met and signatures have been obtained. Check that all pages are in the correct order. The project paper should be bound with a **maroon** hard cover and the binding should be of a fixed kind in which pages are permanently secured.

5. SUBMISSION

- ✓ LLD008 Project Paper/Case Study Submission Form
- ✓ LLD009 Project Paper/Case Study Student-Supervisor Meeting Form
- ✓ LLD010 Project Paper/Case Study Check List Form
- ✓ 3 (three) hardcopies (comb binding)
- ✓ 1 Softcopy (CD)
- ✓ Turnitin Report (Result above 30% will not be accepted)
- ✓ Project Paper Case Study Supervision Sheet

Note:

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

Binding - Hardbound Maroon Color

(For students who achieved 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. Program and Specialization for which the work is submitted; and
- c. Month and 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. Program and Specialization,
- d. Name of Institution; and
- e. Month and Year of submission

APPENDIX A
Spine and Cover of the Project Paper

	<p>TITLE OF PROJECT PAPER</p> <p>STUDENT'S FULL NAME</p> <p>MASTER OF BUSINESS ADMINISTRATION (MANAGEMENT) PUTRA BUSINESS SCHOOL</p> <p>MONTH AND YEAR OF SUBMISSION</p>
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←→
SPINE

←→
COVER

**APPENDIX B
TITLE PAGE**

**EFFECTS OF KNOWLEDGE MANAGEMENT, ENTREPRENEURIAL
COMPETENCIES AND INNOVATIVENESS ON EMPLOYEE PERFORMANCE
IN THE AUTOMOTIVE INDUSTRY**

By

AHMAD SAYUTI BIN ABDULLAH

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

APPENDIX C

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)

AHMAD SAYUTI BIN ABDULLAH

Date:

APPENDIX D

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 (Management)

EFFECTS OF KNOWLEDGE MANAGEMENT, ENTREPRENEURIAL COMPETENCIES, AND INNOVATIVENESS ON EMPLOYEE PERFORMANCE IN THE AUTOMOTIVE INDUSTRY

By

AHMAD SAYUTI BIN ABDULLAH

December 2020

Supervisor: Prof Dr. Mohamad bin Abdullah

This study examined the effects of knowledge management, entrepreneurial competencies and innovativeness on employee performance in the automotive industry in Malaysia. An online survey questionnaire using Google form was employed in the data collection. A total of 770 questionnaires were randomly distributed to employees of four major automotive companies in the Kelang Valley area, and 433 responses were received given a response rate of 57.53 percent. Multiple regression analysis revealed that knowledge management and entrepreneurial competencies were positively and significantly related to employee performance. However no significant relationship was found between innovativeness and employee performance. The findings of this study contribute mainly to the current literature on employee performance in the Malaysian automotive industry where similar studies were generally scarce. The study concluded with a discussion of the theoretical and practical implications, the study limitations as well as suggestions for future research.

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(Quantitative Research using Primary Data)

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APPENDIX F

Samples of Tables

Table 4.1

Number of Employees

No. of Employees	Frequency	Percentage (%)
Less than 5	33	16.5
5 – 50	139	69.5
51 – 100	23	11.5
101 – 150	5	2.5
Total	200	100

Table 4.2

Means of Green Product Innovation

No.	Statement	Mean	SD
1.	Our new products use less or non-polluting/toxic materials	6.21	.807
2.	Our new products use environmentally friendly packing	5.59	1.096
3.	When designing new product, we take recycling and disposal at the end of life into account	5.68	1.095
4.	Our new products use recycle materials	5.92	.967
5.	Our new products use recyclable materials	5.94	1.113

Table 4.3

Fornell-Larcker Criterion Analyses for Checking Discriminant Validity of Second-Order Constructs of JP, KM and OC

	CE	JP	KM	OC	PSM
CE	NA				
JP	0.516	0.684			
KM	0.491	0.555	0.705		
OC	0.140	0.294	0.121	0.623	
PSM	0.565	0.512	0.567	0.274	NA

Note: The bolded diagonal values correspond to the “square root of the AVE of the constructs”.

Table 4.4

Structural Model: Test of Significance for Direct Relationships

Hypothesis	Relationship	Std. Beta	Std. Error	t-value	Decision
H1	KM -> JP	0.209	0.032	6.451**	Supported
H2	CE -> JP	0.260	0.035	7.368**	Supported

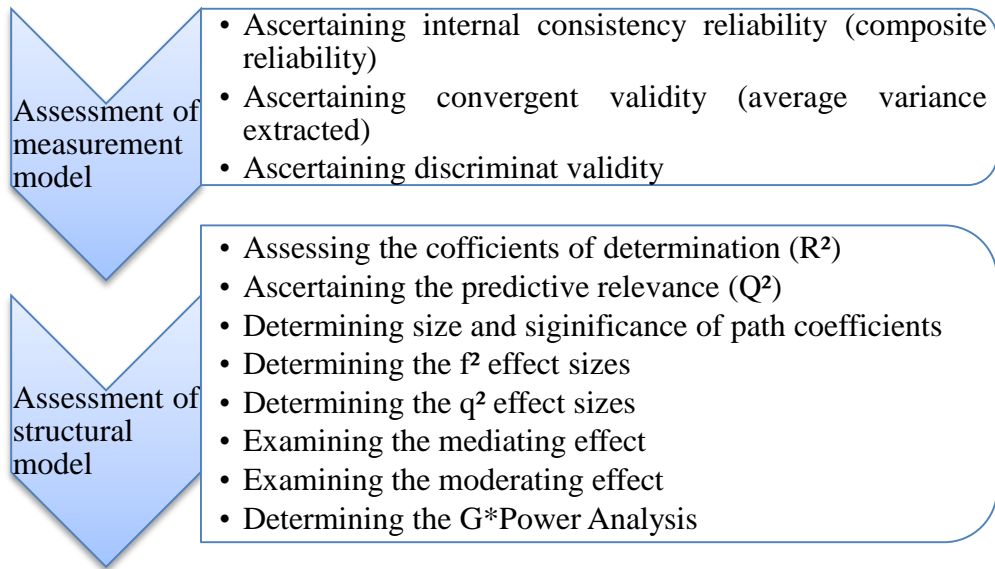
**p<0.01, *p<0.05 (n=682)

APPENDIX G

Samples of Figures

Figure 4.1

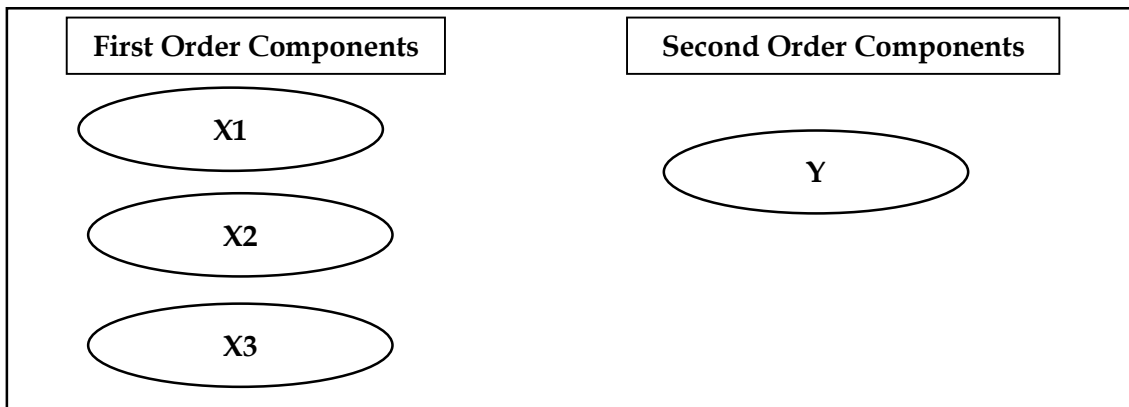
Two-Step Process of PLS Path Model Assessment



(Source: Henseler et al., 2009; Hair et al., 2014a)

Figure 4.2

Example of First and Second Order Component



APPENDIX H

Examples of References APA (7th Edition) Format

1. Journal Article

Girma, S., & Vencappa, D. (2014). Financing sources and firm level productivity growth: evidence from Indian manufacturing. *Journal of Productivity Analysis*, 44(3), 283–292.

Tsung-Hsien, K. (2011). How to improve organizational performance through learning and knowledge? *International Journal of Manpower*, 32(5/6), 581-603. <https://doi.org/10.1108/01437721111158215>

Yunis, M., Jung, J., & Chen, S. (2013). TQM, strategy, and performance: a firm-level analysis. *International Journal of Quality & Reliability Management*, 30, 690-714. <https://doi.org/10.1108/02656711311325638>

2. Authored Book

Hair, J. F. J., Hult, G. T. M., Ringle, C., & Sarstedt, M. (2014). *A Primer on Partial Least Squares Structural Equation Modeling (PLS-SEM)*. SAGE Publications.

Saunders, M., Lewis, P., & Thornbill, A. (2009). *Research methods for business students* (5th ed.). Prentice Hall.

Sekaran, U., & Bougie, R. (2013). *Research methods for business: A skill-building approach* (6th ed.). John Wiley & Sons. <https://doi.org/10.1102/87911049664>

3. Whole Edited Book

Maddux, J.E. (Ed.) (2012). *Handbook of positive psychology*. Oxford University Press.

<https://doi.org/10.1036/678111165553>

Quick, J.C. & Tetrick, L.E. (Eds.) (2013). *Handbook of occupational health psychology*. Cengage Learning.

4. Chapter in an Edited Book

Perry, J. L., & Vandenberg, W. (2018). Behavioral Dynamics: Institutions, identities, and self-regulation. In J.L. Perry & A. Hondeghem (Eds.), *Motivation in public management: The call of public service* (pp. 56-79). Oxford University Press.

<https://doi.org/10.1056/00342122-012>

Preacher, K.J., & Hayes, A.F. (2008). Contemporary approaches to assessing mediation in communication research. In A.F. Hayes, M.D. Slater, & L.B. Snyder (Eds.), *The Sage Sourcebook of advanced data analysis methods for communication research* (pp. 13-54). Sage Publication.

5. Unpublished Thesis or Dissertation

Othman, R. (2005). *Accountability and Levers of Management Control in a Contingency Framework: A Path Analytic Study of Local Governments in Malaysia* (Unpublished PhD Thesis). International Islamic University of Malaysia.

Abd Aziz, S. (2010). *The relationship between business model and performance of manufacturing SMEs in Malaysia* (Unpublished PhD Thesis). Universiti Utara Malaysia.

6. Published Thesis or Dissertation

Kumfer, W. (2015). *Analysis of the effects of demographic and drive behavior variables on traffic safety and crash prediction* (Publication No. 27552828) [Doctoral Dissertation, Texas Tech University]. ProQuest Dissertations & Theses Global.

Rekowski, C.B. (2012). *The personality correlates of driving while intoxicated* (Publication No. 26667354) [Master Thesis, East Carolina University]. Proquest Dissertations & Theses Global.

7. Conference Presentation

Abdul Hanan, S., King, M.J. & Lewis, I.M. (2013, May 15-17). *Drivers' intention to comply with the speed limit in school zones in Malaysia* [Conference presentation].

16th Road Safety on Four Continents Conference, Beijing, China.

