

Important Considerations for Writing Your Research Paper

General Points

- Avoid plagiarism by fully documenting sources.
- There is no room for decoration or drawings.
- Avoid use of personal pronouns (I, We).
- Supervisors should report work progress *monthly*.
- Regular meeting is a prerequisite for both parties (supervisor and student).
- Supervisor's report will be seriously considered, and thus grading will be affected.
- Any research submitted after deadline (announced later) will not be considered.
- Final version to be submitted must be printed out clearly (No hand-writing)

Length of Paper

- Length of your Research Paper should be between 20-25 pages, excluding the front matter pages and bibliography.

References

- The number of references cited should *not* be less than 10.
- References should be directly related to your research.
- References must be arranged alphabetically by authors' surname.

Numbering

- Assign a number (Arabic numerals 1, 2, 3, etc) to each page of the research paper.
- Place the number in the upper right-hand corner of the page, except title pages.
- Title pages must have their numbers at the bottom (centre) of the page.
- All pages before the body (front matter), except the title page, though counted, must be numbered with small Roman numerals (i, ii, iii, iv, v, etc)

Font Type and Spacing

- Font type is Times New Romans
- Font size is 14
- Spacing is 1.5
- Title Font Size is 18 Bold
- Subtitle Font Size is 16 Bold

Research sections should be arranged as follows:

1-Front Matter Pages include:

- Blank Page
- Title Page
- Dedication
- Acknowledgement(s)
- Lists of Tables or/and Figures (if any)
- Table of Contents

The Body consists of:

- An introduction
- Chapter 1
- Chapter 2
- Chapter 3
- Chapter 4 (if any)
- Summary & Conclusions
- Bibliography (References)