SCHOOL OF SOCIAL SCIENCES, ECONOMICS

HE4099 GRADUATION PROJECT REPORT FORMAT

ASSESSMENT OF GRADUATION PROJECT

1.   EXECUTIVE SUMMARY

In addition to the final report, every group is required to submit separately an **executive summary** (cap at 8 pages). Graduation project will be marked based on the submitted executive summary. Hence, it must include the following sections, which are the assessment criteria for graduation project.

A	**Research Question** *Students should discuss the research question(s) in detail. The discussion should highlight the significance of the research and clearly set out the research question(s).* *Good empirical research questions should be theoretically grounded. They should be built on previous research and have the potential to result in some further research. They should have some prospect in making an original contribution to knowledge.*
B	**Literature Review** *Students should provide a critical review of the existing literature. The review should not only survey the results and research issues of the existing literature, it should also identify gaps in the literature or unresolved issues in the area of research which this GP attempts to address.*
C	**Methodology** *A detail discussion of the research methodology. It is required that a rigorous methodology has been adopted that gives credibility to the results obtained. Most GPs carry out an applied research project, in which case a rigorous methodology typically involves considerations to* - *how and what data are obtained* - *any limitation in the data that may somewhat qualify the results* - *the models formulated to shed light on the research question(s)* - *credibility of the results should be demonstrated by performing some robustness checks where appropriate* - *estimation procedures*
D	**Results** *Present results clearly and concisely. A detail discussion of the results highlighting the significance of the findings, such as their implications for policy, additional insights into a particular problem, etc. Wherever relevant, students should also discuss any qualification of the results arising from, for example, unobserved data, confounding factors, possible alternative explanations of observed relationships, etc.*

Format Details
The length of the executive summary is limited to 8 pages (excluding cover page). Type in 1.5 lines spacing, <u>print double sided</u> on A4 bond (white) paper with equal left and right margins of 2 cm. A Times New Roman (font size 12) is required and the print should be at least near letter-quality. ==*The examiner will not read any pages exceeding the page limit.*==

==*Acknowledgment of supervisor in the executive summary is not necessary and <u>should not</u> be included.*==

2. FINAL REPORT

Present the report in a format similar to that of a paper submitted to an academic journal.

==*Please remove the acknowledgement of supervisor in the final report submitted for marking. You can include the acknowledgement in the e-copy to the Library.*==

The length of the main body of the report (i.e. excluding charts, diagrams, appendices, tables and references) must not exceed **7,000 words**. Type in 1.5 lines spacing and print in <u>double sided</u> on A4 bond (white) paper with equal left and right margins of 2 cm. A Times New Roman (font size 12) is required and the print should be at least near letter-quality.

The report will typically comprise the following sections:

I. **Preliminaries**
   a. title page
   b. summary/abstract

II **Body**
   a. Introduction
   b. main text
   c. conclusion
   d. footnotes (if any)

III **References**
   a. Bibliography
   b. Appendix (if any)

I. Preliminaries

Start each element of this section on a new page and number the pages in small Roman numerals (e.g. i, ii, iii, ... etc). The title page should show all particulars of the graduation project as illustrated in Appendix I below. The summary or abstract is a highly condensed version of the graduation project and serves to highlight the main points in a concise manner. These include the objective and motivation of the study, data (if applicable) and methodology, the results, and conclusion.

II. Body

The body of the text is the most important part of the report. Organise this part into sections with appropriate headings and sub-headings. The Introduction presents a preview of the organization of the final report.

The main text discusses the data/information obtained in the study and the analysis of the data/information. If it is an empirical piece of work, it presents the methodology, sample and data, results, interpretation, analysis and implications of the results and limitations of the study. In other words, the main text documents the actions and outcomes of the graduation project.

III. References

The conclusion derives directly from the results. It summarizes the findings in light of the objective of the graduation project. It should also comment on the possibility of future work in the area. Footnotes may be used to explain or amplify materials in the main body, acknowledge quotations or sources, and provide cross-references to other sections of the body. Footnotes should not distract the reader and should be used only when necessary and infrequently. They should be serially numbered throughout the text, using superscript Arabic numerals. They should then appear in an appendix at the end of the text (after the bibliography), or at the bottom of the relevant pages.

The bibliography lists all references (e.g., articles, reports and books) referred to in the text in a systematic manner (i.e., alphabetically). Place appendices, if any, at the end of the report. They usually provide information and data relating to the project that may not be of immediate interest to a normal reader, but may be useful for documentation and reference (e.g., computer printouts, survey questionnaire, newspaper cuttings, photographs, ... etc.).

Format Details

Pagination, Headings, Tables

Starting from the first page of the main text, pagination should be made serially, using centred, Arabic numerals at the bottom of each page. This consecutive numbering also applies to tables, figures, list of references (footnotes) and appendices (if any).

All headings and sub-headings should be in bold characters. The (first-level) headings should be in caps and centred. The second-level headings should be flushed with the left margin and have the initial letters of key words in caps. The third-level and lower-level headings need not be bold-faced, but they must be underscored.

An example of the format for headings is in Appendix II below.

Number all tables and figures serially, using Arabic numerals, with each category being numbered separately. Headings of tables and figures, which should be concised and sufficiently clear, must be in caps, bold-faced, centred, and placed at the top of the table or figure. All tables and figures should, as far as possible, appear in appropriate places within the body of the text (and on separate pages). A reference to each table and figure must appear in the text.

Citations

Reference to specific works should be cited, at an appropriate point in the text, by the author's last (family) name, year of publication and relevant pages where appropriate, using square brackets, e.g.,

<div align="center">(Lim, 1997); (Foster and Rosenzweig, 1994, p. 225).</div>

Reference to institutional works should, where possible, use acronyms or short titles, e.g.

<div align="center">(MAS 1995/6);</div>

Where there are three authors or more, only the name of the first author and "*et al.*" should be given in the citation, e.g.,

<div align="center">(Dreze et al, 1995).</div>

But in the bibliography, the names of all authors should appear. Where there are more than one work published by an author in the same year, they should be distinguished by use of letters (*a, b, c, ... etc.*) attached to the year, both in the citation and in the bibliography, e.g.,

<div align="center">(Hanushek 1996a, 1996b).</div>

Bibliography

The bibliography lists all references cited in the text in alphabetical order according to the last (family/surname) name of the first author. All details necessary to identify the particular work unambiguously must be provided, such as the name(s) of the author(s), title of the work, title of the journal (if applicable), place of publication and publisher (for books), date of publication, and relevant pages (where appropriate). List institutional works by the full name (not merely acronyms) of the institution. For joint authorship, the second and subsequent authors should have their last (family) name preceded by their initials. List multiple works by the same author(s) in chronological order of publication.

Type all references in single-space with double spaces between individual works. Titles of journals, books, monographs, proceedings, etc., must be in italics (or underlined). Journal titles must not be abbreviated. Title of journal articles and those of contributions to edited collection of works or in conference proceedings should be given between double quotations.

The following are examples of the format of references in the bibliography for different categories of citations.

Journal articles

Foster, Andrew and M.R. Rosenzweig, 1994, "A Test for Moral Hazard in the Labor Market: Contractual Arrangements, Effort, and Health," Review of Economics and Statistics 76(2), pp. 213-227.

Lim, Chong Yah, 1997, "NWC: The Politics of Consensus", Accounting and Business Review, 4(2), pp. 187-199.

References with same author, same year

Hanushek, Eric A., 1996a, "Assessing the Effects of School Resources on Student Performances: An Update," Rochester, NY: Rochester University, mimeo.

Hanushek, Eric A., 1996b, "Measuring Investments in Education," Journal of Economics Perspectives 10:4 (Fall), pp. 9-30.

Books

Dreze, Jacque, A.K. Sen, and A. Hussain, 1995, The Political Economy of Hunger: Selected Essays. London: Oxford University Press.

Articles in Books

Deaton, Angus, 1995, "Data and Econometric Tools for Development Analysis," in Jere R. Behrman and T. N. Srinivasan, eds., Handbook of Development Economics, Vol. 3A. Amsterdam: North-Holland Publishing Co., pp. 1785-1882.

Reports

Monetary Authority of Singapore. Annual Report 1995/6 (Singapore: MAS)

D. OTHER INFORMATION

Plagiarism

The School takes a serious view of students who plagiarize any previous work e.g. previous GP Reports, journal articles and books. All direct quotes and references to published literature must be appropriately acknowledged. Heavy penalties are imposed for plagiarism.

Free-rider Problem

Students are expected to organize their GP tasks so as to ensure an equitable distribution of workload among the group members.

Information Privacy

All data collected for the GP should be used only for the intended project. Disclosure of collected information to other parties is prohibited and will result in heavy penalty.

Use of Libraries Outside of NTU

Students must first refer to the librarian at the Information Desk (email: library@ntu.edu.sg; tel: 6790-6312) in Lee Wee Nam Library to ascertain if the materials are actually not available. Only then the librarian (not the supervisor) will issue a letter seeking permission for students to use other libraries. Please note that such a letter will only be issued at the Information Desk.

Use of School Letterhead

Students should not use the School's letterhead to send letters to outside organizations e.g. for conducting surveys for the GPs. Supervisors should ensure that, if the School's letterhead is used, the GP Group's supervisor should sign the letter and request that replies be returned to the supervisor's own mail box.

Group Number

Students are reminded to take note of their Group Number at the time of registration. The Group Number must be quoted in all correspondence with the administration office.

Penalties

Appropriate penalties, including failing the subject, will be imposed for any non-compliance with the Student Guidelines, particularly the following:
- Failing to register for GP or registering for GP without meeting eligibility requirements
- Failing to notify School concerning change of supervisor/GP group membership
- Failing to submit GP report for grading by the deadline except under extenuating circumstances
- Failing to comply with the 7000 word limit for the GP report.

APPENDIX I - Format for the Executive Summary (This can be the cover page.)

GP Project Number: HE_XXXXXXX_XX

GP Project Title:

Submitted by:

<Name of student 1>   <matriculation no.>
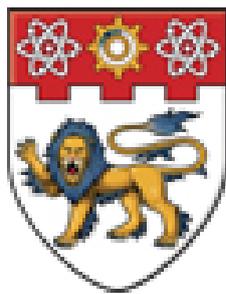<Name of student 2>   <matriculation no.>
<Name of student 3>   <matriculation no.>

A.   RESEARCH QUESTION

A.   LITERATURE REVIEW

B.   METHODOLOGY

D.   RESULTS

GP Project Number: HE_XXXXXXX_XX

NANYANG TECHNOLOGICAL UNIVERSITY

SCHOOL OF SOCIAL SCIENCES

<PROJECT TITLE>

Submitted by:

<Name of student 1>	**<matriculation no.>**
<Name of student 2>	**<matriculation no.>**
<Name of student 3>	**<matriculation no.>**

**A Graduation Project submitted to the School of Social Sciences,
Nanyang Technological University in partial fulfillment
of the requirements for the Degree of Bachelor of Arts in Economics**

Academic Year: 20XX/20XX

<u>APPENDIX III</u> – Format of Headings

Example of first-level heading – it should be in bold caps and centered:

FIRST-LEVEL HEADINGS

Example of second-level heading – it should be flushed with the left margin and in bold with the initial letters of key words in caps:

Second-Level Headings

 Example of third- and lower-level heading – it should be flushed with the left margin and underlined. The initial letters of key words must be in caps:

<u>Third-Level Headings</u>

- END -