

**RESEARCH PAPER (BEER3996) HANDBOOK**  
**BACHELOR OF SCIENCE (ECONOMICS)**  
**[BSc (Econ)]**

**DEPARTMENT OF ECONOMICS AND AGRIBUSINESS**  
**SCHOOL OF ECONOMICS, FINANCE AND BANKING**  
**COLLEGE OF BUSINESS**  
**UNIVERSITI UTARA MALAYSIA**

## **PART 1**

### **1. INTRODUCTION**

This handbook aims to help students of UUM's Bachelor of Science in Economics (BSc Economics) with the **BEER3996 Research Paper** course covering the process, form, format, content, references and appendices.

This handbook also takes into account current technologies in the preparation of the document, especially in the use of computer software in writing and processing data as well as utilising information from the internet. It is hoped that this handbook will serve as a guideline for uniformity in the production of scientific writings in the School of Economics, Finance and Banking (SEFB) in particular and Universiti Utara Malaysia as a whole.

### **2. INTRODUCTION TO RESEARCH PAPER**

A research paper is the product of a systematic effort designed to find answers to specific issues. It is carried out according to a sequence of steps in order to obtain the information for meeting the research objectives. This sequence of steps is known as the scientific method. The research report, prepared in accordance with the specified format, must be submitted to the SEFB within the prescribed period.

#### **2.1 Goal**

The research paper is undertaken independently under the guidance of a supervisor to develop the potential of students by utilising their knowledge and skills in their respective fields. It focuses on the use of scientific method in quantitative or qualitative research. It is an interesting exercise in the learning process as it trains students to pursue research in a more systemic and critical manner.

#### **2.2 Objectives**

The Research Paper course allows the student:

- 1) To identify the basic elements in preparing an effective research proposal.
- 2) To identify the basic elements needed in data collection and an effective analysis.
- 3) To apply the knowledge and skills needed for the development of a research proposal.
- 4) To apply the knowledge and skills needed in data collection.
- 5) To apply the knowledge and skills needed in writing a good report.

#### **2.3 Learning Outcomes**

At the end of this course, students will be able to:

- 1) Analyse and identify the steps involved in the development of an effective investigation.
- 2) Apply the quantitative, qualitative or mixed method of data collection.
- 3) Apply the quantitative, qualitative or mixed method of data analysis.
- 4) Produce a good research report.

### **3. BASIC REQUIREMENTS AND GUIDELINES FOR COMPLETING THE RESEARCH PAPER**

#### **3.1 Language**

The student is given the choice of writing in either Malay or English. The use of the language must be consistent throughout the report.

#### **3.2 Rules**

The student may register for the Research Paper course upon fulfilling the following conditions:

- 1) Obtained a pass in the BEER3043 Research Methodology course
- 2) Completed 100 credit hours
- 3) Additional conditions set by the SEFB from time to time

#### **3.3 Registration**

The student should register before the Research Paper course commences during the following semester (after meeting requirement 3.2). He/she is required to complete a registration form which is available at the SEFB Administration Office before the semester begins. An announcement regarding registration will be made by the Department of Economics and Agribusiness (DEA). The student must register for the course during the pre-registration session. Refer to Appendix A for the Registration Form.

#### **3.4 Assignment of a Supervisor**

The DEA will assign a suitable supervisor for the student based on the field of expertise of the supervisor. However, the student may propose the name of his/her first supervisor in the registration form.

#### **3.5 Change of Research Topic**

The research topic may be changed with the approval of the assigned supervisor.

#### **3.6 Change of Supervisor**

The student is not allowed to change the supervisor without a formal request in writing to the Dean of SEFB. Application for change of supervisor can be made at the latest only one month after the semester begins.

#### **3.7 Supervision Record**

The student must fill in and keep a Research Paper Consultation Record Form each time a meeting is carried out. One copy of the form must be submitted to the supervisor. Refer to Appendix B for the Research Paper Supervisory Form.

#### **3.8 Supervision and Preparation of Research Proposal**

The student must submit a research proposal to the supervisor no later than the fourth week of the academic semester. The purpose of preparing the research proposal is to guide the student to the relevant field and scope of the study. The student is required to prepare a research proposal of 10 to 15 pages (double spacing) that covers topics relevant to a quantitative or qualitative study, as follows:

- 1) Introduction
- 2) Problem Statement
- 3) Research Objective
- 4) Research Question
- 5) Significance of the Study
- 6) Literature Review
- 7) Research Model
- 8) Research Methodology
- 9) Research Activity Planner
- 10) References

The student must meet the supervisor at least once every two weeks or on the dates set by the supervisor to discuss the progress of the research. Failure to meet with the supervisor will affect the research progress and grades.

**Table 1: Research Paper Work Schedule**

<b>WEEK</b>	<b>ACTIVITY</b>	<b>REMARKS</b>
Semester 6: Based on notice issued by the DEA	Before the start of the semester break (usually the 6 <sup>th</sup> semester), the student intending to take the Research Paper course is required to register during the pre-registration session.	The student is also required to ensure that the research paper is registered in the academic system at the beginning of the following semester.  The name of the supervisor will be made known before the semester break.
1-2	Preliminary discussion with the supervisor	
3-4	Writing and submission of the research proposal (including amendments) to the supervisor	*Based on a report by the supervisor, a warning letter from the Dean of the SEFB will be issued if the student fails to complete the required research proposal. *Action by the supervisor
5-6	Writing of Chapters 1 and 2 (questionnaire, if any)	*A warning letter from the Dean will be issued to students who fail to show work progress as planned.
7-8	Writing of Chapters 2 and 3 (data collection)	*Action by the supervisor
9-10	Writing of Chapters 3 and 4	
11-12	Writing of Chapters 4 and 5	Students are required to apply for an Incomplete grade for failing to complete their reports.
13-14	Writing of Chapter 5 and editing Submission of research paper	

Notes:

1. All students are required to carry out the proposed research activities with the approval of the supervisors.

2. Marks will be awarded after the research paper, which has been properly bound, is submitted to the supervisor on the final day of week 14 of the academic semester.
3. Research papers submitted without going through the supervisory process will be given a grade F.
4. Students are required to sign the Report Submission Form in the presence of the supervisor during the submission of the bound report to the supervisor and to the SEFB Administrative Office.

### **3.9 Responsibilities of the Supervisor**

The research paper supervisors are DEA lecturers in the relevant fields of the research topics. Their main tasks, among others, are as follows:

- 1) To guide students in the preparation of the research proposal
- 2) To monitor the work progress of the students from time to time by using the Research Paper Supervisory Form. This form is to be filled by the students for every meeting (refer to Appendix B). All copies of the form should be submitted to the supervisor for record purposes
- 3) To advise students if the progress of the project or work does not meet the set standards and to recommend appropriate action
- 4) To report or notify the programme coordinator of problems concerning the students under their supervision

## **4. EVALUATION AND SUBMISSION OF RESEARCH PAPER**

### **4.1 Evaluation Components**

The evaluation of a research paper shall be based on the performance and ability of the student to prepare a research proposal, the research consultation and progress report (Research Paper Supervisory Form) and the final report. The components to be evaluated are as follows:

#### **1) Final report (100 per cent)**

The scores are given based on the prescribed grading rubric. Students are required to discuss the grading rubric with their supervisors.

### **4.2 Score Weight**

The scoring of the research paper project is as follows:

	<b>Type and Mode of Assessment</b>	<b>Percentage</b>
1.	Final report	100
	- Attendance/supervision (10)* Supervisor may deduct up to 10 marks for attendance	
	<b>TOTAL</b>	100

### **4.3 Submission of Research Paper**

Students who have completed the BEER3996 Research Paper must adhere to the following procedure:

- 1) Research papers must be submitted to the supervisors not later than the last day of the 14<sup>th</sup> week of the academic semester.
- 2) ONE (1) set of the printed report (bound according to specifications) and compact disc (CD) must be submitted to the supervisors.
- 3) ONE (1) set of the printed report (bound according to specifications) and compact disc (CD) together with the Research Paper Submission Form must be submitted to the SEFB Administrative Office.
- 4) An Incomplete grade may be awarded to students who have not completed any particular requirements, subject to the following conditions:
  - a) Applications for the Incomplete grade must be submitted to the Dean of the SEFB upon approval by the supervisor before the end of the 14<sup>th</sup> week of the academic semester.
  - b) The Incomplete grade must be redeemed within four (4) weeks of the deadline for submission.
  - c) If the Incomplete grade is redeemed after the expiry of the 4-week deadline as described in 2(b) above, but not later than the subsequent four (4) weeks, then the student will receive a grade lower than the grade he/she rightly deserves.
  - d) If the Incomplete grade is not redeemed after the expiration of the 8-week deadline, a grade F will be awarded to the student.

## **5. PREPARATION OF THE FINAL RESEARCH REPORT**

### **5.1 Content of Report**

Students may prepare their final reports covering the basics as listed below. However, the contents as listed below must be adapted to the form or method of study, namely either quantitative or qualitative. An example of contents in the final report may include the following items:

#### **CHAPTER 1: INTRODUCTION**

- Introduction
- Problem Statement
- Research Objective
- Research Question
- Significance of the Study
- Research Model
- Research Hypothesis
- Chapter Organisation
- Conclusion

#### **CHAPTER 2: LITERATURE REVIEW**

- Introduction
- Description/Definition of Concept
- Highlights of relevant previous studies
- Conclusion

#### **CHAPTER 3: RESEARCH METHODOLOGY**

- Introduction
- Type and Design of Study
- Data

- Selection of Variables
- Appropriate method of data analysis (Examples: ANOVA, Chi-square, Pearson Correlation, Regression)
- Conclusion

#### **CHAPTER 4: DATA ANALYSIS AND FINDINGS**

- Introduction
- Descriptive Data Analysis and Findings
- Empirical Data Analysis and Findings
- Conclusion

#### **CHAPTER 5: DISCUSSION, CONCLUSION AND RECOMMENDATIONS**

- Discussion
- Conclusion
- Limitations of the Study
- Recommendations

In addition, the research paper should also adopt proper scientific writing such as writing according to the specified format, correct usage of the language, creativity in presentation and authenticity of work (no elements of plagiarism).

### **5.2 Writing Format**

Refer to Part 2: Research Paper Writing Format

## **6. TECHNICAL SPECIFICATIONS OF A RESEARCH PAPER**

The report must be prepared using a computer and printed out using a printer. Students are advised to ensure that all amendments have been incorporated before printing the draft report.

### **6.1 Length of Research Paper**

The research paper should be at least 50 pages long, excluding appendices.

### **6.2 Typeface and Font Size**

The whole report, including the title page and pagination, should be done using the Times New Roman typeface. The font size is 12-point and not italicised except for scientific names and foreign words only. The title must be typed in **bold** letters. In certain instances, where permitted, the endnotes and texts in tables should not be less than 8-point.

### **6.3 Margins**

The left margin should be at least 4 cm. The right, top and bottom margins should be at least 2 cm. The determination of margins is to facilitate the binding process. All information, such as the title and figures, including page numbering, should be contained within these margins.

## **6.4 Spacing**

The report must be typed using double spacing. Triple spacing is required between paragraphs and sections. However, the following must be typed using single spacing:

- 1) Information in footnotes
- 2) Quotes exceeding three (3) lines edited in block form
- 3) References (except spacing between two references)
- 4) Headings for tables or figures
- 5) Attachments of questionnaire sample, correspondence, etc.
- 6) Headings or sub-headings

## **6.5 Paragraphs**

The first paragraph starts from the left, without indentation (tab). The second and subsequent paragraphs start with a 12.5 mm indentation from the left.

## **6.6 Pagination**

Page numbers should be placed at the bottom right corner of the page. Pages should be numbered consecutively, including pages for tables, figures and appendices. Every attachment must be distinguished using capital letters starting with the letter "A". Pages for the appendices should also be numbered consecutively from the previous page.

The pages prior to Chapter 1 should be numbered in lower case roman numerals (i, ii, iii). The title page is counted as page "i" but is not numbered on the page. Page 1 starts with the first page of the Introduction or Chapter 1.

## **6.7 Type of Paper**

Use the white 70/80 gsm simile paper or its equivalent. Paper size is A4 or measuring 210 mm x 297 mm.

## **6.8 Binding for Submission**

Students who have completed the report should have it bound in dark blue hard cover. The duly bound research paper should be submitted together with a soft copy as described in 4.3 (1) and (2). The soft copy in the form of a compact disc must be inserted in a specially designed pocket on the inside back cover of the report. Students must ensure that the signatures of the relevant parties are obtained before submitting the final report to the SEFB Administrative Office.

### **6.8.1 Front Page**

Refer to Appendix C.

### **6.8.2 Spine**

Refer to Appendix C.

## **7. CONSISTENCY IN WRITING**

### **7.1 Unit of Measurement**

Use the international unit of measurement, such as the SI unit:

1 litre (1 L)

20 millilitres (20 ml)

5 kilogrammes (5 kg)

12 grams (12 g)

45 parts per million (45 ppm)

Ringgit Malaysia 60 (RM60)

Numbers before a unit of measurement should not be written in words. For example, it is 5 kg and not five kg unless the number is at the beginning of a sentence.

### **7.2 Numbering**

All integers less than 10 should be written in words unless they are used with units of measurement (for example: 5 kg, 10 ml). Write as numerals for numbers 10 and above. If a sentence begins with a number, it should be spelled out. For example, “Three hundred and eighty-five farmers had been selected as respondents for the study.” Examples on the use of numbering:

- 1) For numbers less than 10  
There are four chairs, two tables and eight pairs of shoes in the room.
- 2) The number of taxis which have been approved over the last five years is 8, 53, 27, 38, 52 and 90.

### **7.3 Ellipsis**

The author uses the ellipsis to indicate the omission of words from a reference material. The ellipsis is composed of three (3) dots (...). When the ellipsis is placed at the end of a sentence, the fourth point is included to indicate a period.

For example:

Khadijah (1985: 4) wrote about the conference:

The conference in Kuala Lumpur... agreed that the education crisis, as described in the document, was indeed true...

### **7.4 Using the Percentage Symbol**

The % symbol may be used in place of the word ‘percentage’. For example, 27.3% typed without a space. Regardless if the writer chooses to use either the symbol or word, he/she must use the chosen style consistently throughout the research paper.

## **8. PLAGIARISM**

Plagiarism is defined as the “unacknowledged use, as one’s own work, of the work of another person”. Failure to acknowledge the source of the idea or expression of an idea shall constitute plagiarism.

The following are some instances which constitute plagiarism:

- 1) Copying whole passages of text and passing them off as one's own work. Quotes should be paraphrased using own words with proper citation of the source.
- 2) Ideas taken directly from materials without stating the source. These should be quoted by using quotation marks with proper citation of the source.

Plagiarism is a serious academic offence and liable to disciplinary action under the University Code of Conduct.

## PART 2

### WRITING FORMAT OF RESEARCH PAPER

The research paper generally has three (3) main sections:

NO.	SECTION	CONTENT
1.	First section	The first section contains the title, copyright, student declaration, confirmation of acceptance, acknowledgments/preface, table of contents, list of tables, list of figures, and list of abbreviations.
2.	Main section (text)	Usually divided into chapters.
3.	Final section	The final section contains references and appendices.

The following is an example of the arrangement of pages in a research paper. This arrangement is only a suggestion and a guide as not all research papers contain all the parts listed below (depending on supervisor's suggestions).

An example of arrangement of pages in a research paper (see Appendix I):

Item	Remarks
1	Cover (front page)
2	Blank page
3	Title page
4	Copyright page
5	Student declaration page
6	Confirmation of acceptance page
7	Acknowledgements/Preface
8	Table of contents
9	List of tables
10	List of figures
11	List of abbreviations
12	Abstract
13	Main section (chapter)
14	References
15	Appendices
16	Blank page

#### Title Page (Appendix D)

This page should contain the following:

- 1) Full title of the research paper in capital letters;
- 2) Full name of the author in capital letters;
- 3) Study/Degree programme; and
- 4) Month and year of submission

The title must provide a precise summary of the research paper content. Avoid using words like "This study...", "An analysis..." or "A research..." because that being carried out is clearly a study, an analysis or a research. The title should be typed using single spacing.

**Copyright Page (Appendix E)**

The following statement should be written on this page:

All rights reserved. No part of this research paper may be reproduced or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior written permission of the Dean of the School of Economics, Finance and Banking, Universiti Utara Malaysia.

**Student Declaration Page (Appendix F)**

This page contains the signature of the student declaring that the research paper is the student’s own work and effort. The following statement should be included on this page:

I hereby declare that this report is my own work, except where other sources of information have been used, they have been duly acknowledged. I also hereby relinquish the copyright to the School of Economics, Finance and Banking of the Universiti Utara Malaysia for purposes of its publication, if deemed suitable.

Signature of student: .....

Date: .....

**Confirmation of Acceptance Page (Appendix G)**

This page contains the signature of the supervisor verifying that the research paper has been examined and approved.

The following statement should be included on this page:

The research paper entitled ..... prepared by .....,  
Matriculation No. ...., has been reviewed and accepted, and fulfils a requirement for  
the award of Bachelor of Science in Economics with Honours.

Verified by:

.....  
Name and signature of supervisor

Date: .....

**Acknowledgments (Appendix H)**

Acknowledgments usually contain expressions of gratitude to all individuals and agencies for their assistance, insight and guidance throughout the research process.

**Table of Contents (Appendix I)**

The table of contents must be sequential and the page numbers must reflect the list/order of the main text.

**List of Tables and Figures (Appendices J and K)**

The list should show the full headings as indicated in the tables/figures/diagrams in the main text. The page numbers must reflect the page numbers where the tables/figures/diagrams are located.

**List of Abbreviations (Appendix L)**

The list contains abbreviations together with the full titles of the abbreviations. The list is arranged alphabetically from A to Z.

**Abstract (Appendix M)**

The abstract is a summary of the whole research paper which must be given due importance as the main text. Literature reviews are not included in the abstract. The full term of an abbreviation must be written the first time it is used. An abstract should not exceed 350 words. It covers a brief statement of the problem, research methodology and framework, summary of the main findings, and the conclusion of the study.

**References (Appendix N)**

References list out the sources of information used in the study such as books, journals, reports, magazines, newspapers and individuals. Students should consult the latest style for referencing their sources (see Appendix N for reference examples).

Refer to the APA style on footnotes at <http://kildekompaset.no/references/apa-6th-for-footnotes.aspx>.

**Tables**

Tables should be numbered consecutively using Arabic numerals (including those in the text or appendices). Tables are numbered by chapter. For example, Table 1.1, 1.2, 1.3, 2.2.

Table numbering, titles and descriptions should be typed in single spacing (see Appendix N). The style of writing used should remain consistent at all times. The source, if any, should be written below the table.

**Figures**

Figures shall include maps, charts, graphs, diagrams and images. All these are numbered consecutively, similar to tables (see Appendix). The captions should be typed in regular sentence case using single spacing.

Appendix A: Registration Form

# ACADEMIC RESEARCH PAPER REGISTRATION FORM

Name: \_\_\_\_\_

Matric No: \_\_\_\_\_ Tel No. \_\_\_\_\_

Programme: \_\_\_\_\_

Semester : \_\_\_\_\_

Final Semester/Session: ( ) 20 \_\_\_ / \_\_\_

Suggested Topic of Research: \_\_\_\_\_

\_\_\_\_\_

Synopsis of Research: \_\_\_\_\_

\_\_\_\_\_

Student's signature: \_\_\_\_\_

**RECOMMENDED SUPERVISOR (RECOMMENDATION FROM STUDENT)**

Supervisor name: \_\_\_\_\_

**Approved/Not Approved**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

(HEAD OF DEPARTMENT)

**NOTE:**

- a) You need to report to your supervisor once the official list of supervisor-student is announced.
- b) You need to fix a meeting schedule with your supervisor and plan your research duration.

**Appendix B: Research Paper Supervisory Form**



**UUM**  
Universiti Utara Malaysia

**School of Economics, Finance and  
Banking  
UUM COB**

**ACADEMIC RESEARCH PAPER SUPERVISIORY FORM**

Name: \_\_\_\_\_ Matric No. \_\_\_\_\_

Date of meeting: \_\_\_\_\_ Next date of meeting: \_\_\_\_\_

Discussion summary:

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Action to be taken:

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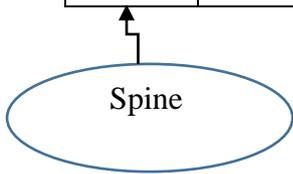
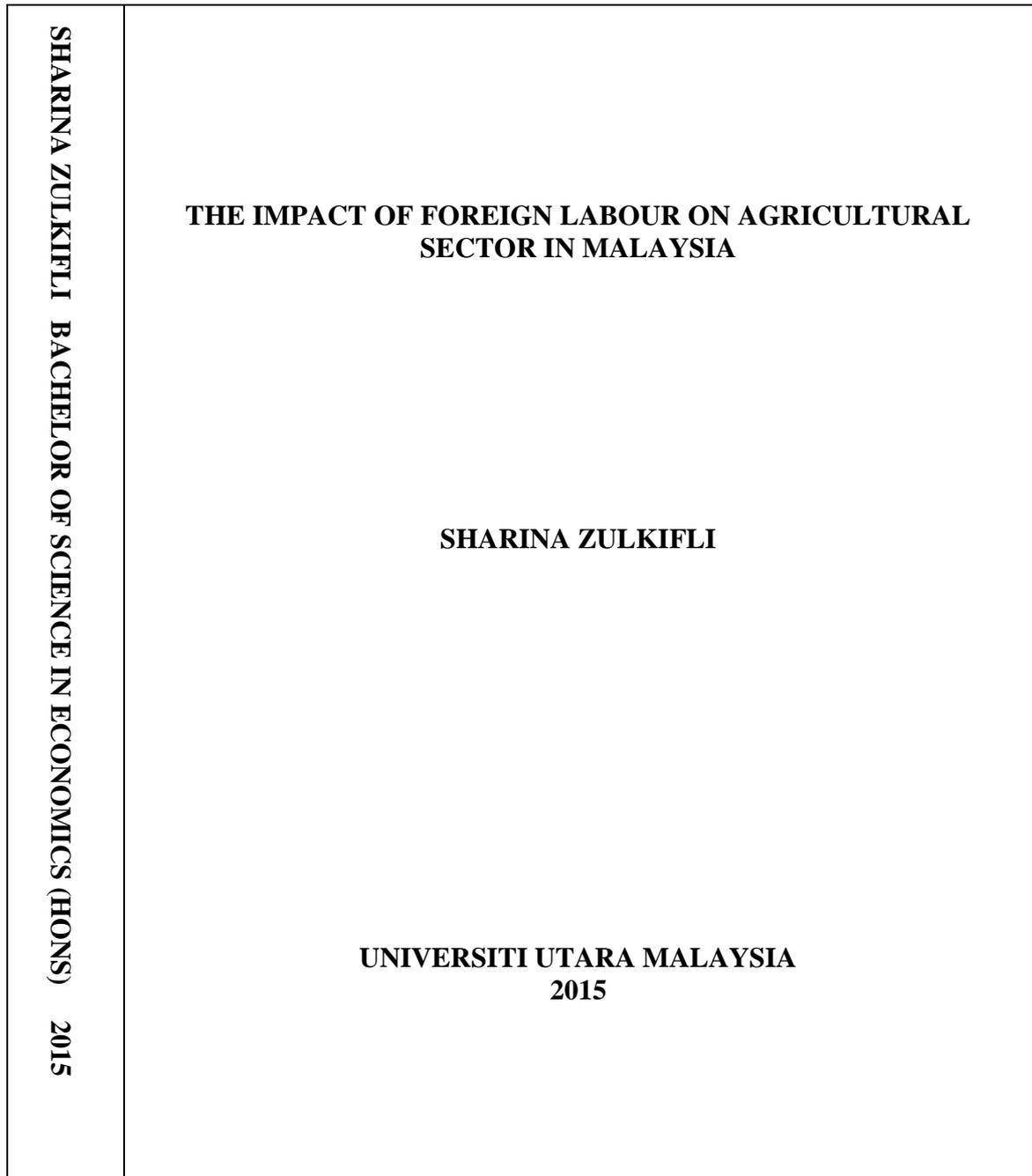
---

Student's signature: \_\_\_\_\_ Supervisor's signature: \_\_\_\_\_

Date:

Date:

**Appendix C: Front Page and Spine**



Note: All must be written in CAPITAL LETTERS and written in gold. Font size is Arial 18. The cover is dark blue.

**Appendix D : Title Page**

**THE IMPACT OF FOREIGN LABOUR ON AGRICULTURAL  
SECTOR IN MALAYSIA**

**SHARINA ZULKIFLI**

**THIS RESEARCH PAPER IS PRESENTED AS A PARTIAL FULFILMENT  
OF THE REQUIREMENTS FOR THE AWARD OF THE DEGREE OF  
BACHELOR OF SCIENCE IN ECONOMICS (HONOURS)**

**UNIVERSITI UTARA MALAYSIA  
MAY 2015**

Note: All must be written in **BOLD CAPITAL LETTERS**. This page starts with (i) but not written.

## Appendix E : Copyright Page

### **COPYRIGHT**

No part of this research paper may be reproduced or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior written permission of the Dean of the School of Economics, Finance and Banking, Universiti Utara Malaysia.

**Page number**



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## Appendix F : Student Declaration Page

### STUDENT DECLARATION

I hereby declare that this report is my own work, except where other sources of information have been used, they have been duly acknowledged. I also hereby relinquish the copyright to the School of Economics, Finance and Banking of the Universiti Utara Malaysia for purposes of its publication, if deemed suitable.

Signature of student: .....

Date: .....

**Appendix G : Confirmation of Acceptance Page**

**CONFIRMATION OF ACCEPTANCE**

The research paper entitled ..... prepared by  
....., Matriculation No. ...., has been reviewed  
and accepted, and fulfils a requirement for the award of Bachelor of Science in  
Economics with Honours.

Verified by:

.....  
Name and signature of supervisor

Date: .....

## **Appendix H: Acknowledgments**

### **AKCNOWLEDGEMENTS**

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Note: The aacknowledgement can not exceed two (2) pages, but can be written in a few PARAGRAPH (single spacing).

## Appendix I : Table of Contents

### TABLE OF CONTENTS

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1.4 ....	8
1.5 ....	9

#### CHAPTER 2 .....

#### CHAPTER 3 .....

#### CHAPTER 4 .....

#### CHAPTER 5

#### REFERENCES

Note: Table of contents should be written  
in 1.5 spacing commencing  
COPYRIGHT to APPENDICES (if any).

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## Appendix J: List of Tables

### SENARAI JADUAL (Example)

Table 1.1	Total of Foreign Worker in Malaysia, 2010-2013	4
Table 4.1	Descriptive Analysis	26
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### LIST OF FIGURES (Example)

Figure 1.1	Total of Foreign Worker in Malaysia, 2010-2013	4
Figure 1.2	Distribution of Foreign Workers in Various Economic Sectors, 2013	6
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## Appendix L: List of Abbreviations

### LIST OF ABBREVIATIONS (Example)

JPA	-	Jabatan Perkhidmatan Awam
KDNK	-	Keluaran Dalam Negara Kasar
SPSS	-	<i>Statistical Package for Social Science</i>

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Note: List of abbreviations should be arranged alphabetically from A to Z.

## Appendix M: Abstract Page

### ABSTRACT

The abstract is a summary of the whole research paper which must be given due importance as the main text. Literature reviews are not included in the abstract. The full term of an abbreviation must be written the first time it is used. An abstract should not exceed 350 words. It covers a brief statement of the problem, research methodology and framework, summary of the main findings, and the conclusion of the study.

X

## Appendix N : APA Citation Style Examples

### 1) In-text citation

Citation Type	In-text citation : First citation	In-text citation: Subsequent citation	In-text citation: First citation (Inside parenthesis)	In-text citation: Subsequent citation (Inside parenthesis)
One author	Porter (2010)	Porter (2010)	(Porter, 2010)	(Porter, 2010)
Two authors	Vogel and Collins (2006)	Vogel and Collins (2006)	(Vogel & Collins, 2006)	(Vogel & Collins, 2006)
Three authors	Zaid, Chan and Ho (2007)	Zaid et al. (2007)	(Zaid, Chan, & Ho, 2007)	(Zaid et al., 2007)
Four authors	Wilson, Nathan, O’leary and Clark (1996)	Wilson et al. (1996)	(Wilson, Nathan, O’leary, & Clark, 1996)	(Wilson et al., 1996)
Five authors	Uehara, Takeuchi, Kubota, Oshima and Ishikawa (2010)	Uehara et al. (2010)	(Uehara, Takeuchi, Kubota, Oshima, & Ishikawa, 2010)	(Uehara et al., 2010)
Six or more authors	Patterson et al. (2000)	Patterson et al. (2000)	(Patterson et al., 2000)	(Patterson et al., 2000)
Group/ Institution (With abbreviation)	National Institute of Mental Health (NIMH, 2003)	NIMH (2003)	(National Institute of Mental Health [NIMH], 2003)	(NIMH, 2003)
Group/ Institution (Without abbreviation)	University of York (2013)	University of York (2013)	(University of York, 2013)	(University of York, 2013)

### 2) Example in the reference list

#### Book

Pegrum, M. (2009). *From blogs to bombs: The future of electronic technologies in education*. Crawley, W.A: UWA Publishing.

O’Donoghue, T., & Clarke, S. (2010). *Leading learning: Process, themes and issues in international contexts*. London: Routledge.

Howitt, D., & Cramer, D. (2008). *Introduction to research methods in psychology* (2nd ed.).

Harlow, England: FT Prentice Hall.

Hallinan, M. T. (Ed.). (2006). *Handbook of the sociology of education*. New York: Springer.

Australian Bureau of Statistics. (2000). *Population by age and sex, New South Wales*, 30 June 2000 (ABS Cat.no. 3235.1). Canberra, Australian Capital Territory: Author.

### **Chapter in Book**

Groundwater-Smith, S. (2007). As rain is to fields, so good teachers are to students. Dalam S. Knipe (Ed.), *Middle years schooling: Reframing adolescence* (pp. 151-170). Frenchs Forest, N.S.W: Pearson Education Australia.

### **Electronic Book**

Chisum, W. J. (2006). Crime reconstruction [Adobe Digital Editions]. Retrieved from Ebook Library.

### **Electronic Book (Chapter)**

Mitchell, H. W. (1913). Alcoholism and the alcoholic psychoses. In W. A. White & S. E. Jelliffe (Eds.), *The modern treatment of nervous and mental diseases* (Vol. 1, pp. 287-330). Retrieved from PsycBOOKS.

### **Book by the same author and year**

Glenn, W. H., & Johnson, D. A. (1964a). *Calculating devices*. London: John Murray.

### **Reference Book**

Keyormarsi, K., O'Leary, N., & Pardee, A. B. (2007). *Cell division*. In *McGraw-Hill encyclopedia of science & technology* (9th ed., Vol. 3, pp. 618-621). New York: McGraw-Hill.

### **Journal Article**

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## Appendix O: Example of Table

Tables are numbered according to chapter.



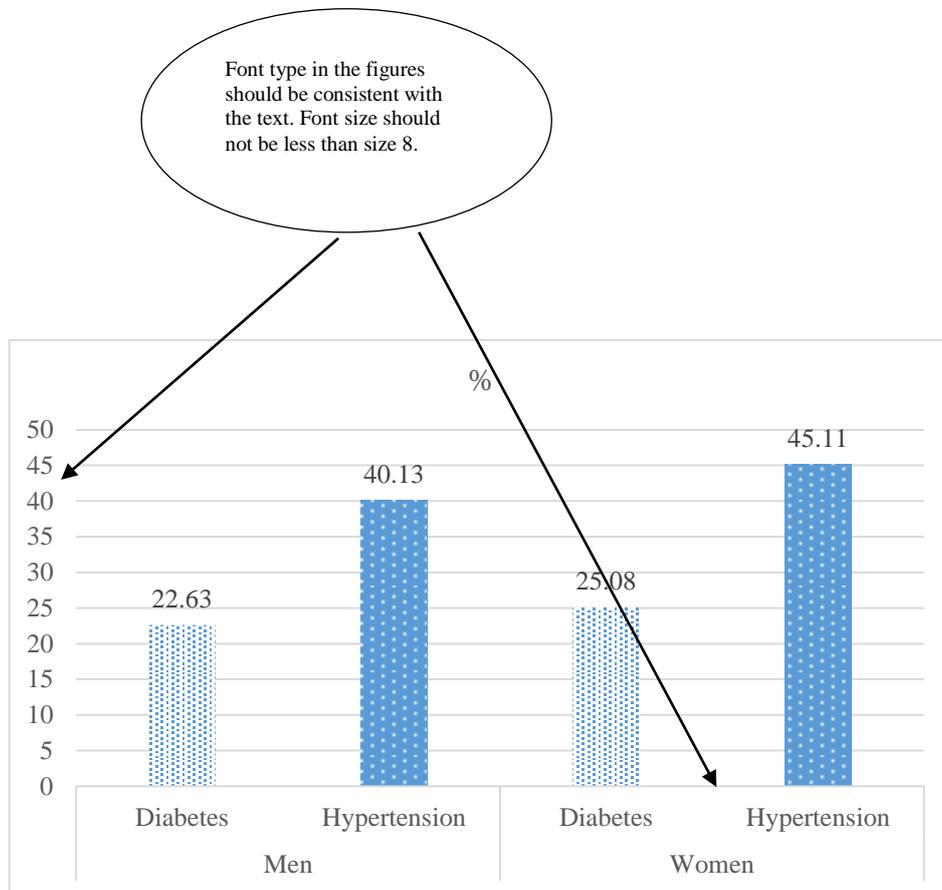
**Table 1.1: Number of Full-time Undergraduate Students in UUM by Gender, 2014**

Gender	Population		Sample	
	Quantity	%	Quantity	%
Men	5,017	29.10%	110	29.10%
Women	12,233	70.90%	267	70.90%
Total	17,250	100%	377	100%

Source: *Jabatan Hal Ehwal Akademik, UUM (JHEA UUM) (2014)*

Place source below the table

## Appendix P: Example of Figure



**Figure 4.3: The prevalence of NCDs by gender**  
Source: Samsudin (2013)

Figures are numbered according to chapter.

Last modified: 06 March 2016