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1. PREFACE

The implementation of Bachelor Dissertation (BD) is one of the undergraduate requirements for Bachelor of Human Development Science (BHDS), Bachelor of Human Development Science with Management (BHDSM), Bachelor of Human Development Science with Information Technology (BHDSIT), Bachelor of Consumer Studies (BCS) and Bachelor of Music (BM) at the Faculty of Human Ecology. BD is implemented for **two (2) semesters in the last two (2) semesters of study**. BD is divided into two (2) stages:

- a) FEM4959A/PSP4959A/MZK4959A

Credit: **3(0+3)**
Registration Status: **SP**
Grade: **S/TM**

- b) FEM4959B/PSP4959B/MZK4959B

Credit: **3(0+3)**
Registration Status: **YW**
Grade: **A-F** (Based on student commitment/achievement)

The main objective of BD is to provide exposure to students on the design, execution and scientific writing of a research project related to the programme of study under the supervision of an academic staff. The objective of BD is to provide students with the knowledge, training and skills to:

- a) Design a research using appropriate methodology in order to solve identified problems. (C5, LL)
- b) Conduct the research ethically based on the research proposal. (P5, EM)
- c) Interpret data and recommend solutions based on the results of analyses. (A3, CTPS)
- d) Prepare a research report according to scientific writing ethics. (C6, CS, EM)

The title of the research project must be relevant to the field of study currently being pursued at the Faculty. Although the titles of the research project may differ among students, students will receive the same training in the planning and carrying out activities related to their projects. These include developing research proposals, conducting research, managing and analysing data, interpreting data, writing the research findings and finally, presenting the findings in seminars.

2. RULES & REGULATIONS

- a) BD BRIEFING

Students shall be given a **BD Briefing** by the **BD Coordinator** in the **first week** of teaching. The following information shall be released during the briefing:

- i. Bachelor Dissertation Handbook (refer to FEM webpage-
<https://eco1.upm.edu.my/faildokumen>)
- ii. Bachelor Dissertation/Project Registration Form (PU/PS/BR06/AJR)
- iii. Bachelor Dissertation/Project Implementation Form (PU/PS/BR07/AJR)
* **Students are required to meet with the research supervisor at least six (6) times in each semester (semester A and semester B)**
- iv. BD Implementation Schedule for Final Year A and Year B

Students are required to **complete the PU/PS/BR06/AJR form** (nomination of research supervisor) **and submit it to the coordinator latest by Week 3 of teaching.**

b) **WARNING: PLAGIARISM**

A phenomenon prevalent among students is plagiarism. Students who are found guilty of plagiarism, be it partially or fully, will be given an "F" (fail) grade. Plagiarism refers to the practice of quoting a material from a particular source without acknowledging the original author. The material may be a sentence/paragraph/section or just a few sentences that are combined with their own words.

When making a complete quotation or a direct translation, the quotation should be specified in "....." (with quotation marks), followed by the author's name, year and page number, stated in parentheses.

Example:

They stated that “with the dead-end form of production and increasing external obligations, much of the Wollo peasantry was reduced to `acute poverty`. Households had...” (Allen & Thomas, 1992, p. 23).

When quoting a part of a paragraph/section and incorporating it with own words, the sentence should be followed by the author's name, the year (in parentheses) at the beginning of the sentence and ended with a page number at the end of the sentence.

Example:

Allen and Thomas (1992) stated that **“with the dead-end form of production and increasing external obligations”**, {own sentence or taken from others}, **“much of the Wollo peasantry was reduced to acute poverty”** (p. 23).

When giving an explanation to a definition, concept, hypothesis and etc. put forward by others using own words, the explanation should include the words/phrases such as "based on" or "according to", followed by the author's name and the year in parentheses.

Example:

According to Allen and Thomas (1992), many of the Wollo farmers fell into the extreme poverty group due to dead-end products and increase of external obligations, {own sentence or others"}.

or

Many Wollo farmers fell into the extreme poverty group due to dead-end products and increase in external obligations, {own sentence or others'} (Allen & Thomas, 1992).

Types of plagiarism

According to the book, "Doing Research: The Research Paper Guide" by Seylor (1999), plagiarism can be in the following forms:

- i. "Borrowing" other people's project paper.
- ii. Downloading a project paper from the Internet.
- iii. Submitting a project paper that contains no references and documentation.
- iv. Submitting a project paper with excerpts in the text but without a reference list, or submitting a project paper with a reference list without any excerpts in the text.
- v. Copying a paragraph from a source without placing any open/close quotation marks in the paragraph and citing the source.
- vi. Documenting only quoted materials, but not summarised materials.
- vii. Retaining too many sentences from the original text when summarising.
- viii. Referring to long excerpts without stating the beginning and ending of the original text.

Plagiarism can occur in two ways:

- i. Unintentional
Students do not know how to cite using proper documentation. Therefore, students are advised to obtain information on how to write sources and references. This handbook explains the correct way to write references and documentation.
- ii. Intentional
Students intentionally "borrow" part of a project paper without making a reference to the original source. They may add a little introduction or conclusion to the original work. This is considered as plagiarism as the student is not the original author of the paragraph or chapter.

Ways to avoid plagiarism

The main way to avoid plagiarism is to give credit to the work done by others in the thesis. Students should acknowledge the work done by others even when the original source has been summarised.

Students are encouraged to use the latest edition of the American Psychological Association (APA) format when making any references in their thesis.

c) RESEARCH ETHICS

The research ethics are based on Part C: Ethics and Discipline in Research as stated in the university research guidelines “Universiti Putra Malaysia Rules (Research) 2012”.

In general, any research conducted by lecturers, students or staff shall comply with the research ethics and discipline as stipulated by the University, any local or foreign government and any third party that sponsors the research.

All human-related research must adhere to the following research ethics and discipline, which include:

- i. In accordance with the ethics and standard procedures for human-related research as prescribed by the World Health Organization (WHO) or other bodies accredited by the University
- ii. Respect for human dignity
- iii. Obtain written consent or agreement from research subjects
- iv. Minimises damage and maximises gain to human
- v. Obtain approval from the University Research Ethics Committee or any other Committees established by the University

Lecturers, students or staff conducting a research on politics, social and environmental issues should be aware of and pay attention to political, social and environmental issues that may tarnish the University's reputation.

Lecturers, students or staff should also pay attention to safety aspects that include organisms, humans and animals that are genetically, politically, socially and environmentally modified.

Any violation of the provisions relating to research ethics and discipline by lecturers, students or staff may be viewed as a research misconduct by the University Research Ethics Committee and may be subject to disciplinary action by the University Disciplinary Committee.

3. FEM4959A/PSP4959A/MZK4959A: PROJECT PROPOSAL

a) PREPARATION OF A PROJECT PROPOSAL

Students are required to complete three (3) tasks in the Semester A:

- i. Prepare a draft of the project proposal in Week 10.

- ii. Presents the project proposal in Weeks 12 to 14.
- iii. Submit the complete proposal latest by Week 17 to the general office of the department to be handed over to the research supervisor.

*** The requirement for the 'S' grade is when students complete all three of the above.**

b) GUIDELINES IN PREPARING A PROJECT PROPOSAL

The complete draft of the proposal should consist of 3 main chapters i.e.:

Chapter 1 – Introduction

Chapter 2 – Literature review

Chapter 3 – Methodology

together with references and appendices. The required components in the research proposal are as shown in Appendix A.

c) IMPLEMENTATION PROCESS

The implementation process is as follows:

i. Selection of title and research supervisor

Students must choose a title after holding a discussion and obtaining the consent of relevant research supervisor. Students must complete the Dissertation/Bachelor Project Registration Form (PU/PS/BR06/AJR) by Week 3. Research supervisors must ensure that the research carried out by students comply with the Research Ethics.

ii. Preparation of the draft of the proposal paper (consultation with the research supervisor).

iii. Requirements for presentation of project proposal:

- **Meetings with research supervisors at least six (6) times** (record meetings using Dissertation/Bachelor Project Implementation Form (PU / PS / BR07 / AJR)).
- **Research supervisor's consent to present** the project proposal (fill in the research supervisor's consent form).

iv. The format of the presentation is according to the research supervisor/department. Examples of the presentation are oral/poster/one-to-one/ seminar).

v. Preparation of the complete proposal paper (refer to research supervisor).

vi. Submission (please refer to no. 3 (e)).

d) EVALUATION SCHEME

The evaluation is based on the following:

- i. Introduction: Objective (general & specific), Problem statement, Importance of the research, Hypothesis (if any), Concept outline/Concept definition etc.
- ii. Literature Review/Review of Past Studies
- iii. Methodology
- iv. Research design/Methodology, Data collection (sampling, instrument & procedure), Data analysis, Research ethics etc.
- v. References and Appendices
- vi. Originality of writing (Research supervisor to ensure that students submit the softcopy for 'turnitin' report generation).

The evaluation of student progress during the first semester of the BD course is based on the development of the aspects of the research proposal, commitment and consultation with the research supervisor.

Distribution of marks by semester (refer to Appendix B).

e) SUBMISSION OF A PROJECT PROPOSAL

Students are required to submit:

- i. Project proposal draft of at least 15 pages to research supervisor (prior to presentation).
- ii. The complete proposal contains chapters 1, 2, 3 and references of at least 30 pages to be submitted to the general office of the department for submission to the research supervisor.

If students fail to meet the BD requirements in the first semester, students will not be allowed to proceed with FEM4959B / PSP4959B / MZK4959B.

4. FEM4959B/PSP4959B/MZK4959B: FINAL PROJECT REPORT

a) PREPARATION OF PROJECT REPORT

Students are required to complete **three (3)** tasks in Semester B:

- i. Prepare draft of BD report (submit to research supervisor before the presentation in Week 12)
- ii. Present research findings between Week 12 and Week 15.
- iii. Submit the complete BD report that has been bound after the presentation in Week 17 to the general office (refer to no. 4(e)).

b) GUIDELINES IN WRITING PROJECT REPORT

The evaluation of the project is based on the final report and the progress and achievements of the students. Specific guidelines must be adhered to by students when writing their project report to ensure uniformity in the writing of the final report.

The report must be written in a scientific and academic format. The report can be written in Bahasa Melayu or English.

Examples of the order of contents for the final BD reports are as follows:

- Cover Page (refer to Appendix E)
 - Supervisor Verification (refer to Appendix F)
 - Student Declaration (refer to Appendix G)
 - Abstract (refer to Appendix H)
 - *Abstrak* (refer to Appendix I)
 - Acknowledgements (not exceeding 1 page) (refer to Appendix J)
 - Table of Contents (refer to Appendix K)
 - List of Tables (refer to Appendix L)
 - List of Figures (refer to Appendix M)
 - List of Abbreviations (refer to Appendix N)
 - Chapter 1 (Introduction)
 - Chapter 2 (Literature Review)
 - Chapter 3 (Research Methodology)
 - Chapter 4 (Findings and Discussion)
 - Chapter 5 (Conclusion, Implication and Recommendations)
 - References/Bibliography (refer to Appendix O)
 - Appendices
-
- **Supervisor Verification**
Research supervisor is required to verify the authenticity of the written report prepared by the student.

 - **Student declaration**
Students are required to make a declaration of the research and written report that has been prepared.

 - **Abstrak and Abstract**

A brief report on the research carried out **in not more than 350 words**. The abstract should be written in Bahasa Melayu (in ordinary text) and English (in italic) and vice versa, if the BD is written in English. The abstract must describe the important aspects of the text such as the objective(s) of the research, the methodology, the results, the conclusion and the important implications of the research. Refer to Appendix H and Appendix I for examples of abstracts in Bahasa Melayu and English. Single spacing should be used.

 - **Acknowledgements**
BD is original work written by students. As such, students should identify organisations/individuals that have helped make the project successful and state the types of assistance received (for example, in collecting data, coding and/or analysing data, and in editing the written work).

- **Table of Contents**
The Table of Contents outlines the text by stating the beginning of a title or subheading. Each title and sub-header in the Table of Contents must be identical with the one written in the report. Pages for "ACKNOWLEDGEMENTS", "LIST", "TABLE", and both "ABSTRAK" and "ABSTRACT" should be written in Roman Numeral (for example: i, ii, ..., n) while subsequent pages are written in Arabic Numeral (for example: 1,2, ..., n).
- **List of Tables**
The list is required if the written report contains tables. The title of the table in the report should be written at the top of the table. Each title must be identical with the one in the report.
- **List of Charts**
This list is required if the written report contains charts. The title of the chart should be written at the bottom of the chart. Each title must be identical with the one in the report.
- **List of Abbreviations**
This list is required if the written report contains abbreviations. Thus, the full form of the word representing the abbreviation should be stated in this section.
- **Chapter 1 (Introduction)**
The introduction should include:
 1. Introduction
 2. Problem statement (and research questions if applicable)
 3. The importance of the study
 4. Objectives of the study
 5. Hypothesis (if necessary)
 6. Conceptual and operational definitions of key terms (such as independent variables and dependent variables)
 7. The conceptual framework of the study
- **Chapter 2 (Literature Review)**
The literature review of the study should cover research and relevant information that reflect the importance of the study. References are available from books, journals and various reports. Unscientific writing such as those published in magazines and newspapers is not recommended. References should be limited to materials written between the last 5 and 10 years except for philosophical, historical, theoretical and classical studies. Priority should be given to local references.
- **Chapter 3 (Study/ Research Methodology)**
The methodology/method used is the part of the report that describes the research design used in the study. The description should include:
 1. Study location
 2. Sampling
 3. Equipment or instrumentation (including pre-test, scoring, and reliability and validity of the instrument, where appropriate)
 4. Measurement of variables
 5. Data analysis method

6. Hypothesis control (if any) and limitations

- **Chapter 4 (Research Results and Discussion)**

This section contains the results of the study and explains the data analysis method. Discussion is important to give emphasis on the results obtained. These include the differences or similarities in the results of the present study with other relevant studies as well as to whether the hypothesis is supported or rejected. Only relevant and necessary tables and diagrams should be included. Avoid presenting the same data in different forms.

- **Chapter 5 (Summary, Implications and Suggestions)**

This chapter is a discussion on the implications of the results attained, theoretically and practically. This chapter also provides suggestions for future research.

- **References/ Bibliography**

There are five types of citations, i.e. **(i)** citations from printed books or articles; **(ii)** citations from seminars and meetings; **(iii)** citations from Doctoral and Master's Dissertations; **(iv)** electronic or online references; **(v)** citations from audiovisual media; and **(vi)** in-text citation. Refer to Appendix O for examples of writing citations.

i) References from books or articles

There are several important aspects that students need to follow:

- a) References should be arranged alphabetically.
- b) The methods for writing references from journals, books, reports and other sources vary according to the style of writing chosen by the student.
- c) The names of all authors cited must be included.
(In the reference list, et al., should not be used).

If a student wishes to write the bibliography using a different format, prior approval must be obtained from the research supervisor.

o **How to write references from journal articles:**

Journal article, one writer

Author, A. A. (year). Title of article. *Title of Journal, volume number*(issue number), pages.

Example:

Bella, B. A. (2001). Characteristics of troubled adolescents. *Psychological Bulletin, 116*, 820-830.

Journal article, two authors

Author, A. A., & Author, B. B. (year). Title of article. *Title of Journal, volume number*(issue number), pages.

Example:

Chomsky, J., & Parker, T. (2000). The ADA and the hiring process

in organizations. *Consulting Psychology Journal: Practice and Research*, 35(1), 17-35.

Journal articles, three to six authors

Author, A. A., Author, B. B., & Author, C. C. (year). Title of article. *Title of Journal*, volume number(issue number), pages.

Example:

Papalis, K., Gregory, M., & Reseir, Z. (1998). Didactic adjustments in fathers' speech to their 3-month-old infants. *Journal of Psycholinguistic Research*, 19(3), 545-690.

Journal articles, more than six authors

Author, A. A., Author, B. B., Author, C. C., Author, D. D., Author, E. E., & Author, F. F. (year). Title of article. *Title of Journal*, volume number(issue number), pages.

Example:

Wilt, A., West, S., Sandros, N., Troy, J., Cowen, L., & Leesch, L. et al. (2001). An experimental evaluation of theory based mother and mother child programs for children of divorce. *Journal of Consulting and Clinical Psychology*, 12, 802-838.

Notes:

- After the sixth author's name and initial (examples: A., J. and L.), use et al. to show the names of other authors in the article.
- In thesis writing, use the first author's last name (for more than six authors) as in (Wilt et al., 2001).

o **How to write references from books:**

Author, A. A., Author, B. B., & Author, C. C. (year). *Title of book*. Place: Publisher.

Example:

Rohani, A. (2001). *Perkembangan Kanak-kanak: Penilaian secara portfolio*. Serdang: UPM Press.

Notes:

- If the book has more than six authors, use the format as described to write a reference for a journal article.
- If the author is from Malaysia, start with the author's name, followed by his or her family name as the initial (example: Rohani, A.). ...

Other examples of writing references from books:

Book, third edition, with a name Junior (Jr.)

Molly, L. R., & Larcy, P. M., Jr. (1987). *People in organizations: An Introduction to Organizational Behavior* (3rd ed.). New York: McGraw-Hill.

Books, group of authors (government agencies) as publishers

Australian Bureau of Statistics. (1997). *Estimated resident population by age and sex in statistical local areas, Queensland, August 1996* (No.3157.1). Canberra, Australian CaDBI Territory: Author.

Edited book

Girsch, K. P., & Melcy, L. N. (Eds.). (1995). *Children of Color: Psychological Intervention's with Minority Youth*. Wisconsin: Jerry-Barsh.

Rozumah, B., & Rumaya, J. (Eds.). (2001). *Pengantar Perkahwinan dan Keluarga*. Serdang: UPM Press.

Notes:

For a book that has only one author and one editor, write the name of the editor in parentheses after the title of the book.

Book with no author or editor

Merriam-Webster's collegiate dictionary (11th edition). (1995).
Springfield, MA: Merriam-Webster.

Book, revised edition

Merriot, R. (1991). *Meta-analytic procedures for social research* (Rev. ed.). Newbury Park, CA: Sage

o **Manual for Diagnosis and Mental Disorders Statistics**

American Psychiatric Association. (1994). *Diagnostic and Statistical of mental disorders* (4th ed.). Washington, DC: Author

Notes:

- The organisation stated in the above example refers to both the writer and publisher.
- Write the edition number of the reference used along with Arabic numbers (example: 1, 2 and 4) in parentheses.
- In thesis writing, write the name of the organisation and the name of manual in full and in italic. Examples are as follows:
DSM-III (1980) third edition
DSM-III-R (1980) third edition, revised edition
DSM-IV (1994) fourth edition *DSM-IV-TR* (1980) for revised texts.

o **Encyclopedia or Dictionary**

Porrew, S. (Ed.). (1989). *The new Grove dictionary of music and musicians* (9th ed., Vols. 1-27). London: Macmillan.

Notes:

If the reference work involves a huge editorial committee, then list the name of the chief editor followed by **et al.**

o **Books written in languages other than English**

Mansor, M. A. (1997). Deusch von kram pliiio. [*Kaunseling teori, proses dan kaedah*] Hamburg: Van Kramer Hirsch.

ii. References from seminars and meetings

o Working papers contributed in a seminar, edited articles and book chapters

Lieci, M. H. & Mussolini, R. M. (1991). A motivational approach to self: integration in personality. In R. Dorris (Ed.), *California Symposium on Sexuality: Vol 43. Perspectives in Sexuality* pp. 259-289). Los Angeles: University of South California Press.

Notes:

- Ensure that the name of the seminar is capitalised as shown above (*capitalize each word*).
- If the name of a country, state and district is stated in the in the name of the university, avoid repeating the location of the publisher.

o Working papers contributed to a seminar but unpublished

Wilsmith, T. D., Jean, L. M., & Chiler, C. K. (1990, June). Relaxation therapy for polypharmacy use in elderly insomniacs and noninsomniacs. In T.L. Rosenthal (Chair), *Reducing medication in geriatric populations*. Seminar conducted at *Kongres Tingkahlaku Perubatan Kebangsaan Pertama*, Uppsala, Sweden.

Notes:

- State the month in which the seminar was held.

o Unpublished working papers presented at a meeting

Neir, P., & Cloney, L. (1998, February). *Early data on the Trauma Symptom Checklist for Children (TSC-C)*. Working Paper presented at the meeting, *Masyarakat Profesional dalam Membanteras Keganasan Terhadap Kanak-Kanak*, San Diego, CA.

o Poster session

Ruby, J. & Fulton, C. (1999, July). *Beyond redlining: Editing software that works*. Poster session presented at the *perjumpaan persatuan Penerbitan Schilarly*, Washington, DC.

Notes:

- State the month the poster session was held.

iii. References from Master's Theses and Doctoral Dissertations

o Doctoral Dissertations abstracted from *Dissertation Abstracts International (DAI)* and obtained from UMI.

Laurice, M. M. (1999). Employee assistant programs supervisory referrals: Characteristics of referring and nonreferring supervisors. *Dissertation Abstracts International*, 98 (02), 784B. (UMI No.9986743).

Doctoral Dissertations abstracted from *Dissertation Abstracts International (DAI)* and obtained from universities.

West, R. (1990). Unconscious transference and mistaken identity: When a witness misidentifies a familiar but innocent person from a lineup (Doctoral Dissertation, Harvard University, 1992). *Dissertation Abstracts International*, 98, 398.

o **Unpublished Doctoral Dissertation**

Knot, L. W. (1998). *Interpersonal analyses of bulimia: Normal weight and obese*. (Unpublished doctoral dissertation). University of Missouri-Columbia.

o **Unpublished Master's Thesis and originated from outside of the United States**

Alraham, P. N. (1995). *Fathers' participation in family work: Consequences for father's stress and father-child relations*. Unpublished master's thesis, University of Victoria, Victoria, British Columbia, Canada.

iv. **References from electronic sources**

The writing of online references has not been agreed upon by librarians and researchers. However, *Web Extension to American Psychological Association Style (WEAPAS)*, after taking into consideration the different types of authors (e.g. "nick name", "modifier", "webmaster", "maintainer" and "editor"), the change of date, title and information (that is frequently updated), suggests that writing of electronic references should start with the author's name, year, date the information is downloaded, title when being downloaded and link or homepage address as the following:

o **How to write references from online documents**

Author, A. A., Author, B. B., & Author, C. C. (year). Title of article. *Journal Title*, xx,xxxxxx. Month, day, year (downloaded), Retrieved from source.

Example:

VandenBos, G. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. *Journal of Bibliographic Research*, 5, 117-123.

If the information or format of the article used as reference **has changed or is likely to change**, add **the date and URL of the downloaded document** as the following:

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research*, 5, 117-123. Retrieved October 13, 2001, from <http://jbr.org/articles.html>

o **How to write references from online documents:**

Author, A. A (year). *Title of document*. Retrieved month, day, year, source.

Example:

McDickens, A. (2000). Skinbeads: Is it a form of rebellion?
Retrieved December 31, 2001, from web site of University of Wisconsin-Madison, Institute for Social Behavior:
<http://www.ilt.madison.edu/publications/papers/skins1.html>

o **How to write references from a private online document, with no author or date:**

GVU's 8th WWW user survey. (n.d.). Downloaded March 8, 2001, retrieved from the web site http://www.cc.gatech.edu/gvu/user_surveys/survey-1997-10

Note:

- If the author's name is not stated, start with the title of the document.

o **How to write references for documents from a university programme or web site:**

Chan, C., McTosh, D., Morrey, F., & Romen, D.H. (1998).
Technology and education: New wine in new bottle: Choosing pasts and imagining educational futures. Retrieved July 31, 2001, from the University of Wisconsin-Madison web site, Institute for learning Technologies:
<http://www.ilt.madison.edu/publications/papers/newwine1.html>

For more information on ways to write online references, refer to the American Psychological Association (APA)(n.d/1998) *How to Cite Information from the Internet and the World Wide Web* [WWWdocument]. URL <http://www.apastyle.org/elecref.html/>

o **Audio recording**

Ayu, A. R., (Speaker). (1999). *Personaliti dan penyesuaian dalam kehidupan berpasangan*. Casette Recording No. 207-467-88A-B). Kuala Lumpur. Malaysian Psychological Association.

Notes:

- State the name and role of the person. (example) Ayu is the speaker in the recorded audio.

- Explain the medium of recording immediately after the title (for example: cassette recording). Provide numbers in parentheses if any.
- Provide the location and name of the distributor of the audio recording (for example: Malaysian Psychological Association).

vi. **In-text Citations**

- o Write the author's name followed by the year of publication in parentheses.

Example: (Smith, 1986)

- o If the author's name is mentioned in the text, include only the year of publication in parentheses.

Example: Taylor and Smith (1986)

- o When citing work published by three or more authors, list all the authors and state the year when mentioning it for the first time in the text. For the second and subsequent citations, write the first author's name followed by et al. Alternatively, et al. can be underlined or written in italic.

Example: First time:

(Wong, Aminah, Ahmad & Rama, 1981)

Second and subsequent citations:

(Wong et al., 1994), or

(Wong et al., 1994), or

(Wong *et al.*, 1994)

The reference list should only contain a list of the materials that the student refers to. Ensure that all of the references are listed in the bibliography.

- o For electronic or online citation, state the source, page number of the chapter, figure or table in the text; for example:

(Cheek & Buss, 1981, p. 332) or (Shimamura, 1989, chap. 3)

For electronic sources with no page number, use the paragraph symbol followed by the paragraph number, if any. If there is no page number or paragraph number, use the subheading and paragraph number after the title, for example:

Rohani (section 3.39)

or

(Myers, 2000, 5)

or

(Beutler, 2000, Conclusion section, para. 1)

*****Reminders**

- a) Students are reminded to include only the references that they have personally read.
- b) Students are not encouraged to cite from indirect sources. For example:

... Tasket et al. (1956) reported that in 1954, 5750 pregnant women who received antenatal treatment at the General Hospital, Kuala Lumpur, suffered from anemia (as cited in Tee, 1984).

The original source written by Tasket et al. (1956) should have been read by the student if the citation is to be included in the student report.

- **Related Appendices**

The appendix should include information and data related to the study, but it may not be appropriate or too long to be included in the report such as questionnaire forms, procedures, etc. The table used in the discussion should be written in the text and not in the appendix unless the table is too long.

Other suggestions

- a) **Table:** Limit the number of your tables. Several tables can be compiled into one to include several similar information. For example, the background of the respondents can be displayed in one table. It is not necessary to present a table for each variable. In some cases, the table can be replaced with a brief description. Each table should be placed on a new page except for small tables, and two tables can be placed on the same page. The table must be displayed on the following page after it is discussed in the text. Only horizontal lines need to be created in the table. Each table must be given a title. If the table is too long, it can be extended to the next page by writing "(cont'd)" at the end of the title on the new page.
- b) **Photo:** Coloured or black and white photos attached should be borderless. Paste them on the paper with a description written below them. Avoid printing white pictures on glossy paper. Images copied from other sources are not accepted.
- c) **Figures:** They should be drawn on a white paper with black Indian ink, and the figures are taken or used to make copies. All graphs must be numbered, and the titles written under the figures.
- d) **Units and abbreviations:** Use metric units and abbreviations according to the "International System of Units".

For example:

Grams (g)
Milligrams (mg)
Centimetres (cm)

e) **Use of scientific names:** Scientific names should be written in italic or underlined.

f) Each paragraph must consist of more than one sentence.

c) WRITING FORMAT OF THE FINAL REPORT

- i. The final report should be typed single-sided on a 21cm x 29cm (A4) paper. Thick white paper (70-80 grams, "white bond paper") should be used.
- ii. The reports should be typed, double-spaced and justified. However, for tables, long quotations, footnotes, and bibliographies, single-spaced lines are allowed.
- iii. The font size must not be smaller than 10. Acceptable font sizes are:
 - Microsoft Word: CG Times 13 pt, Times New Roman 12 pt, Courier 12 pt, Palatino 12 pt or New York 12 pt.
 - IBM Wordperfect: Courier 10cpi, CG Times 13 pt, Universe 12 pt or Palatino 12 pt.
- iv. The title of each chapter should be typed using the uppercase in the middle of the page. The following subheadings-should be typed according to the level of the title (Refer to Appendix D). The sample cover page is as shown in Appendix C.
- v. The space for the title page for each chapter should be 6.5cm (2.5 ") on the top, 4cm (1.5") on the left and 2.5cm (1 ") on the right and bottom. The space between the heading/title and the first row of each chapter is six lines.
- vi. Leave no less than 2.5cm (1") on the right, top and bottom, and 4cm (1.5") on the left. All text including page numbers must be within this margin.
- vii. The first line of each paragraph must be indented five spaces except for abstract and subheadings (except for subheading for level 5 and the reference lists).
- viii. The page number should be placed at the top right, middle or upper middle. All page numbers must be typed at the same place. Page numbers should be written as the following:

Title page (no page number)

2. Research Supervisor Verification page (no page number)
3. Student Declaration page (no page number)
----- use lowercase Roman letters in this section-----
4. Abstract (in Bahasa Melayu and English language) (use lowercase Roman letters i and ii)
5. Acknowledgement page (use lowercase Roman letters iii)
6. List of Tables, Figures and Abbreviations (separate pages) (use lowercase Roman letters subsequently)
7. Related appendices (use lowercase Roman letters subsequently)
----- use numbers for the main section of the report -----
8. Introduction (start with number 1)
9. Literature Review (continue with the next page number)
10. Research Methodology (continue with the next page number)
11. Findings and Discussion (continue with the next page number)
12. Conclusion, Implications and Recommendations (continue with the next page number)
13. References/ Bibliography (continue with the next page number)
14. Appendices (if any) (continue with the next page number)

ix. Start the sections listed below with a new and separate page number:

Each page, other than the Title page, the Supervisor Verification page and the Student Declaration page, should be numbered. Use Arabic Numeral (i.e. 1, 2, 3, 4, 5, etc.) for the main section or content of the report. Use lowercase Roman letters (i.e., i, ii, iii, iv, v, etc.) for pages preceding the main section.

- Title page (refer to Appendix E)
- Supervisor Verification (refer to Appendix F)
- Student Declaration (refer to Appendix G)
- Abstract (refer to Appendix H)
- *Abstrak* (refer to Appendix I)
- Acknowledgements (not more than one page) (refer to Appendix J)
- Table of Contents (refer to Appendix K)
- List of Tables (refer to Appendix L)
- List of Figures (refer to Appendix M)
- List of Abbreviations (refer to Appendix N)
- Chapter 1 (Introduction)
- Chapter 2 (Literature Review)
- Chapter 3 (Research Methodology)
- Chapter 4 (Findings and Discussion)
- Chapter 5 (Conclusion, Implications and Recommendations)
- References/ Bibliography (refer to Appendix O)
- Appendices

x. The draft and final reports must be typed using a computer. All of the requirements described above must be complied with.

d) EVALUATION OF FINAL YEAR ACADEMIC PROJECT

Marking Scheme

Students are expected to demonstrate initiative, ability, understanding, maturity and creativity throughout the whole process of conducting the research project. Student achievement and work will be examined by the Research Supervisor and Appraiser (who are appointed to evaluate the student presentation). Seventy percent (70%) of the scores will be given by the Research Supervisor, and the remaining thirty percent (30%) by the Appraiser. The detailed divisions are as listed in the table below:

Aspects	Examiners	Marks (%)
Project proposal	Research Supervisor	10
Work progress throughout the project	Research Supervisor	20
Project proposal presentation	Appraiser	15
Presentation of the findings	Appraiser	15
Final report	Research Supervisor	30
Final report (bound)	Research Supervisor	10
TOTAL		100

Aspects evaluated are:

- i. Abstract
- ii. Introduction
- iii. Literature Review
- iv. Research Methodology
- v. Finding and Discussions
- vi. Conclusion, Implications and Recommendations
- vii. References and Appendices
- viii. Originality of the Writing

Refer to Appendix B for the distribution of marks by semester.

e) SUBMISSION OF A PROJECT REPORT

The research supervisor reviews the final report and recommends corrections (if any). The student will need to make the corrections (if any), and the final report will be reviewed the research supervisor before the it can be bound.

Student is required to submit three (3) hard copies of the final report and one (1) soft copy to the Department's general office as listed below:

- i. **Two (2)** hardbound copies in colour
 - o *Golden Brown* (code 2627) - BCS
 - o *Medium Blue* (code 2621) - BHDS, BHDSM, BHDSIT
 - o *Maroon* (code 2624) – BM
- ii. **One (1)** hard copy (comb bound)
- iii. **One (1)** hard disk copy (in pdf format)

APPENDIX A: COMPONENTS OF DRAFT PROPOSAL

1. Title page

Suggested title (indicating the main variables to be studied and population), student name, programme, institution and name of the research supervisor.

2. Table of Contents

Table of contents is provided to show the outline of the proposal.

3. Introduction

The introduction should consist of:

- a. Introduction
- b. Statement problem (and research questions if applicable)
- c. Significance of the research
- d. Research objective
- e. Hypothesis (if applicable)
- f. Conceptual and operational definitions of key terms (such as independent and dependent variables)
- g. Research conceptual framework

4. Literature Review

Theories and research that indicate the extent of knowledge related to the problem statement being studied. This section summarises past research and the implications for future research.

5. Methodology

- a. **Subject** – Describes the population of selected respondents (the characteristics underlying the selection, size, etc.). The sampling method can be described either here or in the procedural section.
- b. **Instrument (materials and equipment)** – Describes the instruments to be used including the reliability and validity, if applicable, and the purpose of using the instrument. If a new measurement is used in the study, explain the procedure to design and evaluate the instrument as well as the proposal of the pilot test. Explain any special instrument used in the study if any.
- c. **Procedure** – Explains the step-by-step procedures (including selection of sample, data collection, etc.) on how the research will be conducted.
- d. **Design and analysis** – Explains the computer programmes and statistical programme that will be used.

6. References

References are listed alphabetically and written in a specific reference style.

7. Appendices

Include the instruments used and the results of the pretest.

APPENDIX B: MARK DISTRIBUTIONS BY SEMESTER

	First (%)	Second (%)	Total (%)
Project Proposal	10	-	10
Presentation	15	15	50
Writing Progress:			
• Chapters 1,2,3 & Instrument	10	-	10
• Chapters 4 & 5	-	10	10
Final Report	-	30	30
Final Report (bound)	-	10	10
TOTAL	35	65	100

APPENDIX C: SAMPLE OF THE COVER PAGE

2^{1/2}"

**RELATIONSHIPS BETWEEN PARENT-ADOLESCENT
RELATIONSHIP, LONELINESS AND INTERNET ADDICTION
AMONG ADOLESCENTS IN PULAU PINANG**

(UPPERCASE, MIDDLE, BOLD, 18-POINT GOLD COLOUR)

5 1/2"

NURUL FARIHA BINTI JAMALUDIN

(UPPERCASE, MIDDLE, BOLD, 18-POINT GOLD COLOUR)

8 3/4"

**DEPARTMENT OF HUMAN DEVELOPMENT AND FAMILY STUDIES,
FACULTY OF HUMAN ECOLOGY, UNIVERSITI PUTRA MALAYSIA**

2013/2014

UPPERCASE, MIDDLE, BOLD, 18-POINT GOLD COLOUR)

APPENDIX D: TYPES AND LEVELS OF TITLES

Level 1	————→	MIDDLE, UPPERCASE
Level 2	————→	Middle, Bold, Uppercase & Lowercase
Level 3	————→	Side, Bold, Uppercase & Lowercase
Level 4	————→	<u>Side, underline, Uppercase & Lowercase</u>
Level 5	————→	<u>Space, underline, lowercase ends with a fullstop</u>

Suggested level for subheadings

2 levels – levels 2 and 3

3 levels – levels 2, 3 and 4

4 levels – levels 2, 3, 4 and 5

5 levels – levels 1 until 5

APPENDIX E: SAMPLE OF A TITLE PAGE

<p>2½"</p>	<p>2½"</p> <p>RELATIONSHIPS BETWEEN PARENT-ADOLESCENT RELATIONSHIP, LONELINESS AND INTERNET ADDICTION AMONG ADOLESCENTS IN PULAU PINANG (UPPERCASE, MIDDLE, BOLD, 12-POINT)</p> <p>5½"</p> <p>BY HOO HOOI YING</p> <p>(UPPERCASE, MIDDLE, BOLD, 12-POINT)</p> <p>8¾"</p> <p>The project is a course requirement for a Bachelor of Science (Human Development) from the Faculty of Human Ecology, Universiti Putra Malaysia</p> <p>June 2014 (Month and Year thesis is submitted)</p>
------------	--

APPENDIX F: SAMPLE OF SUPERVISOR VERIFICATION

2¼”	<p>Projek bertajuk “Perkaitan Antara Hubungan Ibu Bapa-Remaja, Kesepian dan Ketagihan Internet Dalam Kalangan Remaja di Pulau Pinang” telah disediakan oleh Hoo Hooi Ying dan diserahkan kepada Fakulti Ekologi Manusia sebagai memenuhi syarat untuk mendapatkan Bacelor Sains (Pembangunan Manusia).</p>
8¾	<p>Diterima untuk diperiksa oleh:</p> <p>_____</p> <p>(Nama Penyelia)</p> <p>Tarikh: _____</p>

APPENDIX G: SAMPLE OF STUDENT DECLARATION

2¼”	<p>Saya mengisytiharkan bahawa projek ini adalah berdasarkan hasil kerja saya sendiri dengan bantuan mendapatkan maklumat daripada sumber-sumber yang diberitahu di dalam pengakauan. Saya juga mengisytiharkan hasil kerja saya ini tidak pernah dihasilkan oleh mana-mana pelajar bachelo UPM serta institusi pengajian yang lain.</p>
8¾	<p>Disahkan oleh:</p> <p>_____</p> <p>(Nama Pelajar)</p> <p>Tarikh: _____</p>

APPENDIX H: SAMPLE OF ABSTRACT

RELATIONSHIPS BETWEEN PARENT-ADOLESCENT RALATIONSHIP, LONELINESS, AND INTERNET ADDICTION AMONG ADOLESCENTS IN PENANG

***By
Hoo Hooi Ying***

The main purpose of this study was to determine the relationships between parent-adolescent relationship, loneliness, and internet addiction among adolescents in Penang. There were a total of 461 adolescents participated in this study where they were randomly drawn by using cluster sampling. The data were collected through a set of self-administered questionnaire. Parent Attachment from Inventory Parent and Peer Attachment (Armsden & Greenberg, 1987) was used to determine parent-adolescent relationship. UCLA Loneliness Scale (Version 3) (Russell, 1996) was used to measure loneliness. Internet Addiction Test (Young, 1998) was used to measure internet addiction. The finding demonstrated that parent-adolescent relationship and internet addiction was negatively correlated ($r=-.259$, $p=.000$). In addition, loneliness is positively correlated with internet addiction ($r=.213$, $p=.000$). Furthermore, significant gender difference was found in internet addiction ($t=3.489$, $p=.001$) among adolescents. Lastly, this study concluded that gender, parent-adolescent relationship, and loneliness were significant predictors for internet addiction among adolescents, where parent-adolescent relationship was the strongest predictor. Findings of this study suggest that positive and strong parent-adolescent relationship is vital in preventing problematic or addictive behavior among adolescents. Educationists should work together to induce adolescents in proper internet use. It is recommended for future research to take account of the predictive factors for adolescents' internet addiction. Furthermore, future research could be expanded in various states in Malaysia with increased sample size in order to provide greater generalization and yield a more reliable data.

APPENDIX I: SAMPLE OF ABSTRAK

PERKAITAN ANTARA HUBUNGAN IBU BAPA-REMAJA, KESEPIAN DAN KETAGIHAN INTERNET DALAM KALANGAN REMAJA DI PULAU PINANG

Oleh
Hoo Hooi Ying

Kajian ini bertujuan untuk menentukan perkaitan antara hubungan ibu bapa-remaja, kesepian, dan ketagihan internet dalam kalangan remaja di Pulau Pinang. Terdapat 461 remaja yang terlibat dalam kajian ini di mana mereka dipilih melalui persampelan kelompok. Data dikumpul dengan borang soal selidik. *Parent Attachment* dari *Inventory Parent and Peer Attachment* (Armsden & Greenberg, 1987) telah digunakan untuk mengukur hubungan ibu bapa-remaja. *UCLA Loneliness Scale* (Versi 3) (Russell, 1996) telah digunakan untuk mengukur kesepian. *Internet Addiction Test* (Young, 1998) telah digunakan untuk mengukur ketagihan internet. Hasil kajian menunjukkan hubungan ibu bapa-remaja dan ketagihan internet mempunyai perhubungan negatif ($r=-.259$, $p=.000$). Di samping itu, kesepian mempunyai perhubungan positif dengan ketagihan internet ($r=.213$, $p=.000$). Tambahan pula, terdapat perbezaan signifikan ketagihan internet ($t=3.489$, $p=.001$) antara remaja lelaki dan perempuan. Kajian ini telah menyimpulkan bahawa jantina, hubungan ibu bapa-remaja, dan kesepian merupakan prediktor signifikan terhadap ketagihan internet dalam kalangan remaja, di mana hubungan ibu bapa-remaja adalah penyumbang terbesar. Hasil kajian ini mencadangkan hubungan ibu bapa-remaja yang positif dan kuat adalah penting untuk mencegah ketagihan internet dalam kalangan remaja. Adalah disarankan kajian masa depan untuk mengambil kira faktor-faktor yang lain dalam penyelidikan ketagihan internet remaja. Kajian akan datang boleh diperluaskan di lebih banyak negeri di Malaysia dengan saiz sampel yang besar untuk meningkatkan generalisasi dan menghasilkan data yang lebih dipercayai.

APPENDIX J: SAMPLE OF ACKNOWLEDGEMENTS

Alhamdulillah, segala pujian kepda ALLAH S.W.T dan syukur ke hadrat Illahi, segala usaha dan pengorbanan yang dilakukan, telah terhasil kajian ini dengan jaya dan lancarnya.

Ucapan jutaan terima kasih dan sekalung penghargaan kepada penyelia projek, Dr. Husniyah Abd Rahim @ Abd Wahab yang telah memberi dorongan, bimbingan, teguran dan nasihat yang amat berharga sehingga saya dapat menghasilkan projek tahun akhir ini. Ucapan terima kasih yang tidak terhingga juga kepada Prof. Madya Dr. Mumtazah Othman dan Puan Naimah Mohd Salleh sebagai penyelaras dalam memberikan maklumat dan cadangan sepanjang proses menyiapkan kajian ini. Tidak lupa juga kepada semua pensyarah terutamanya di Jabatan Pengurusan dan Pengajian Pengguna yang telah memberi semangat dan bimbingan sepanjang saya mengikuti pengajian ini di Fakulti Ekologi Manusia.

Jutaan terima kasih untuk insan yang teristimewa buat ayahanda serta ibunda tercinta Jamaludin Sarijau dan Mariam Salleh di atas pengorbanan, dorongan, kasih sayang dan doa restu yang diberikan. Sekalung penghargaan juga kepada peniaga di Melaka Tengah, Melaka yang telah memberi kerjasama bagi pengumpulan data. Ribuan terima kasih juga kepada insan yang teristimewa yang banyak memberi dorongan dan semangat sepanjang pengajian di sini. Khas buat teman-teman seperjuangan yang sentiasa memberi dorongan, tunjuk ajar serta semangat yang kuat untuk menyiapkan projek ilmiah tahun akhir ini terutama rakan-rakan Bacelor Pengajian Pengguna sesi 2010-2014. Istimewa buat sahabat yang dikasihi Norliyani, Halimah, Farahizzati, Zakiah, Siti Hajar dan Siti Balqis terima kasih di atas dorongan dan sokongan anda yang tidak putus-putus.

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APPENDIX N: SAMPLE OF ABBREVIATIONS

MBMB	Majlis Bandaraya Melaka Bersejarah
KWSP	Kumpulan Wang Simpanan Pekerja
PMR	Penilaian Menengah Rendah
SPM	Sijil Pelajaran Malaysia

**APPENDIX O: SAMPLE OF FORMAT FOR REFERENCES / BIBLIOGRAPHY
APA FORMAT (American Psychological Association)**

Book

Moos, R. & Moos, B. (1974). *Family Environment Scale Manual*. Palo Alto, C.A: Consulting Psychologist Press.

Miller, D.F. (1996). *Positive Child Guidance*. New York: Thomson.

Journal

Rozumah, B. (1996). Ecological predictors of the parenting behavior of Malay mothers. *Pertanika Journal Science & Humanities*, 4(1), 29-39.

Ramsey, P.G. (1995). Changing social dynamics in early childhood classrooms. *Child Development*, 66(3), 764-773.

Thesis/Disertation

Rumaya, J. (1997). *Marital quality as a function of gender-role egalitarianism among the Malay-Muslim students couples in the Midwest region of the United States of America*. Unpublished Doctoral Dissertation, Michigan State University, U.A.S.

Abdullah, A.M.M. (1992). *Faktor-faktor psikososial terpilih berhubung tentang penyalahgunaan dadah: Analisis korelasi dan perbandingan antara penyalahguna dadah dengan bukan penyalahguna dadah*. Unpublished Doctoral Dessertation, Universiti Malaya, Kuala Lumpur.

Report

Bank Data Negeri/Daerah (1998). Jabatan Perangkaan Malaysia. Kuala Lumpur: Malaysia.

Air Quality Aspects of The Development of Offshore Oil and Gas Resources (1994). California Air Resources Board. Sacramento: CA.

Online article

VandenBos, G. (2001). Role of reference elements in the selection of resources bya psychology undergraduates [Electronic version]. *Journal of Bibliographic Research*, 5, 117-123.

atau

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources bya psychology undergraduate. *Journal of Bibliographic Research*, 117-123. Retrif October 13, 2001, dari <http://jb.org/articles.html>.

Fredrickson, B.I. (2000, March 7). Cultivation positive emotions to optimize health and well-being. *Prevention & Treatment* 3, Article 0001a. Retrif November 20,2000, from <http://journals.ap.org/prevention/volume3/preoo3001a.html>.

Glueckauf, R.L., Whitton, J., Baxter, J., Kain, J., Vogelgesang, S., Hudson, M. (1998, July). Videocounseling for families of rural teens with epilepsy – Project updata. *Telehealth News*, 2(2). Retrif dari <http://www.telehealth.net/subscribe/newslettr4a.html1>.

Online document

Chou, L.M McClintock, R., Morretti, F., & Nix, D.H. (1993). *Technology and education: New wine in new bottles: Choosing pasts and imagining educational futures*. Retrieved August 24, 2000, dari Columbia University, Institute for Learning Technologies Web site:

<http://www.ilt.columbia.edu/publications/papers/newwinel.html>.

GVU's 8th WWW user survey. (n.d). Retrieved August 8, 2000, dari

<http://www.cc.gatech.edu/gvu/usersurveys/survey1997-10/>

Internet reference (book)

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.