Style Guidelines for FYP (GP) Paper

This document provides the format and styles, and submission requirements for the FYP (Graduation Project). To be consistent with other programmes, such as Sociology and English, in the School, we have taken reference and incorporated their requirements for the paper. The students should consult their supervisors if they have any questions regarding specific format and style requirements.

I. FYP paper format

- Each paper should have a cover page, the template of which is provided at the end of this document. The cover page should not be numbered.
- The abstract of the paper should be put in the second page, which should be numbered as page 1. It should range from 100 to 150 words. 4-6 key words and a word count should also be provided in this page under the abstract. “Graduation Project Number” should also be provided on the top of the abstract page.
- FOR THE SOFT COPIES ONLY, the third page can be acknowledgements. This is optional. This page should appear ONLY in the soft copies sent to the library and uploaded to Edventure and NOT on either of the hard copies.
- Table of Contents should be provided in the fourth page, or in the third page if there are no acknowledgements.
- Length of the GP: The GP should NOT exceed 10,000 words, including table of contents, footnotes, tables, figures, references, appendices and the body of your report. Interview schedule (i.e. list of questions) MAY be included in an appendix. If they are, they SHOULD form part of the word count. Interview transcripts should NOT be included in your report. You should use relevant quotes within the report, but please do not attach entire transcripts.
- Title page, abstract page and the acknowledgement page should be single- sided. They DO NOT form part of the word count. The rest of the GP should be double- sided with 1.5 line-spacing, font 11, Times New Roman, and 1.25 inch margins.
- The paper should use footnotes. Tables and figures should come after the text. The text should be followed first by tables and figures, and then references, and then appendices.
**Citations in Text:**

Basic form for citations in the text includes the last name of the author(s) and year of publication. Include page number when you quote directly from the work or refer to specific passages.

- If author’s name is in the text, follow it with the publication year in parentheses: When Chu (1977) studied...
- If the author’s name is not in the text, enclose the last name and year in parentheses: When the study was completed...(Jones 1994)
- If the page number is to be included it follows the year of publication after a colon: ... Chavez (1966:16)
- For three authors, give all last names in the first citation in the text; afterwards use the first name and et al.; for more than three names, use the first author’s last name plus et al.: (Smith, Garcia and Lee 1954) (Snow et al. 1989)
- Quotations in the text must begin and end with quotation marks; the citation follows the end quote mark and precedes the period. "In 1999, however, the data were reported by more specific job types which showed that technologically oriented jobs paid better" (Hildenbrand 1999:47).

**Reference List (Bibliography):**

References follow the text and footnotes in a separate section headed “References.” All references cited in the text must be listed and vice-versa. List references in alphabetical order by author’s last names.

**Examples of References for books**

**One Author**


**Two Authors**

Herrera-Sobek, María and Helena María Viramontes. 1995. *Chicana (W)rites: On Word*
Chapter in Book


Examples of References for journal articles:

One Author


Two or More Authors


Online sources:


Examples of References for newspapers and magazines:

Jana, Reena. 2000. "Preventing culture clashes - As the IT workforce grows more diverse, managers must improve awareness without creating inconsistency." InfoWorld, April 24, pp. 95.

Examples of References for newspapers:

Rimland, Bernard. invite autism?"

Los Angeles Times, April 26, A13. 6. Academic Integrity and Honesty
II. FYP Submission:

FYP Hard Copy Submission to Division
The submission deadline is usually scheduled on the following Monday after recess week for both normal submission and early submission batch.

Students are required to submit 2 sets of hard copy thesis to division by 12noon on the scheduled date.

Penalty for late submission
Late submission can be accepted within one week with deduction of 2 marks per day.
Late submission without a legitimate reason will not be accepted after one week.

Penalty will be imposed for late submission if the reason and supporting documents given are deemed “not legitimate” after reviewed by FYP coordinators.

The penalty for special cases of late submission will be reviewed by FYP coordinators, thereafter reported to the HOD and approved by the HOD.

FYP Soft Copy Submission to DR-NTU
Students should submit two sets of hardcopy FYP thesis following deadline set by division. After which, students are required to upload 1 softcopy of their FYP report to NTU’s Digital Repository - (DR-NTU) at http://repository.ntu.edu.sg/ within one week.

DR-NTU is an online digital archive that stores and provides access to academic and research publications of staff and students of NTU. Students' work will be stored in the restricted portion of the Repository where access is given to only NTU staff and students. Please strictly follow the guideline for submission of your FYP report to DR-NTU system.

DR-NTU link: DR-NTU Submission Guideline