

# Final Year Project Handbook

Revised: NOV 2024

**FACULTY OF COMPUTING AND INFORMATICS  
MULTIMEDIA UNIVERSITY**

These notes are intended to guide students and faculty staff involved in CPT6314 & CPT6324 (Project I & Project II) operating as part of the degree programs in the Faculty of Computing and Informatics, Multimedia University.

**Final Year Project Handbook  
November 2024**

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The information contained in this handbook is accurate at the time of printing but is subject to change without prior notice.

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## TABLE OF CONTENTS

TABLE OF CONTENTS .....	3
1. INTRODUCTION .....	3
2. GRADING AND ASSESSMENT .....	4
3. THE FYP REPORTS.....	5
3.1. WARNING NOTICE .....	5
3.2. SUBMISSION OF REPORTS .....	5
3.3. INDIVIDUAL REPORTS .....	5
3.4. THE INTERIM REPORT (FYP 1).....	5
3.4.1. SUGGESTED CONTENTS OF THE INTERIM REPORT .....	6
3.4.2. SUGGESTED ORDER OF THE INTERIM REPORT .....	7
3.5. THE FINAL REPORT (FYP 2).....	10
3.5.1. SUGGESTED CONTENTS OF THE FINAL REPORT .....	10
4. GUIDELINES FOR REPORT PREPARATION .....	11
5. REFERENCES AND CITATIONS .....	19
6. OTHER POINTS TO NOTE ON WRITING REPORT.....	20
APPENDICES .....	20
APPENDIX A: CITATION STYLE FOR REFERENCE LIST.....	20
APPENDIX B: FORMS AND MISCELLANEOUS INFORMATION.....	28

## 1. INTRODUCTION

The project is the most important part of the degree programme. Students must successfully undertake this project in order to obtain the said degree. This guide is created solely to aid students and staff to have a better understanding of project's requirements.

Students are strongly advised to have read and understood this guide before they begin to embark the project.

Every student undertaking a degree programme is required to complete an individual project under the supervision of a staff member. Even group projects will have individual scopes for each member of the group.

This document is intended to explain what doing a project is about, how you should go about doing a project, how the project proposal should be written, how the project will be assessed, and other helpful information.

On this computing / IT project, you are required to demonstrate the ability to do independent work, in the form of a project, as well as taking taught courses. The project is intended to give you the opportunity:

- i. To study a particular area of your specialisation in depth.
- ii. To explore new topics beyond the taught areas independently and to work on a particular problem within this area.
- iii. To give you the necessary training and experience in project research, development, and management.
- iv. To communicate your findings and results.

In doing your project, you are expected:

- i. To demonstrate an understanding of the particular problem you are addressing on.
- ii. To identify and apply appropriate formal techniques adopted in project development such as the problem analysis, design models and development methods, all of which should be reflected in the documentation of your project dissertation.
- iii. To manage your time critically and submit the needed project deliverable's.
- iv. To produce relevant project reports with a high degree of accuracy, originality and creativity in presenting its content.

## 2. GRADING AND ASSESSMENT

You will receive a grade for final year project (FYP) 1 course: CPT6314 and another grade for final year project (FYP) 2 course: CPT6324. The assessment will be based on your general effort, written reports, and presentations. It is important that you demonstrate good project management, application of technical knowledge and skills, can explain your work well in the presentations, and document your work clearly in the reports to obtain good marks in the final assessments.

The following tables describe the components of the grade:

### Final Year Project 1 (100%)

Categories	Percentage
Project Management	20
Execution	50
Report	20
Oral Presentation	10

### Final Year Project 2 (100%)

Categories	Percentage
Project Management	20
Execution	35
Research Paper / Commercialisation Proposal	5
Report	30
Poster Presentation	10

### 3. THE FYP REPORTS

#### 3.1. WARNING NOTICE

**TAKE NOTICE that the unauthorized copying, reproducing, sharing and/or downloading of any copyrighted material or an attempt to do so, whether by use of the University's facilities or outside networks / facilities, whether in hard copy or softcopy format, shall constitute an infringement under the Copyright Act 1987 and shall be a strict liability offence.**

#### 3.2. SUBMISSION OF REPORTS

Please take note that **no submission** will be accepted **after the stipulated deadline**. Therefore, kindly ensure that you submit the soft copy of your report in eBwise and to the moderator, within the stipulated deadline. Students who are caught to have plagiarized will be STRICTLY penalized; a failed grade.

#### 3.3. INDIVIDUAL REPORTS

Each student needs to produce individual report regardless of whether the project is done individually or in group. This includes Interim (FYP 1) report. Meaning that, for group projects, the members of the group CANNOT submit the exact same copy of the report for evaluation. For group projects, the supervisor will normally divide the project into different scopes for each member of the group. Therefore, you are expected to report on the tasks that have been assigned to you in relation to the project. No parts of the report should be the same. This is to let the students to experience the practical aspect of technical writing during their undergraduate program. In addition, each student will be evaluated individually for the report.

#### 3.4. THE INTERIM REPORT (FYP 1)

- Each student must submit the following items on the stipulated deadline in eBwise.
  - Softcopy of FYP Interim Report along with minimum of six (6) meeting logs, Turnitin Similarity Index Report (Overall Similarity Index  $\leq 20\%$ ) etc.
- Please refer to eBwise for details of various deadlines for FYP.
- You must attach the soft copies of the Final Year Project1 Meeting Log sheets as an appendix to the report.
- The recommended structure of this report is discussed below, together with suggestions on the appropriate contents of each section.
- There is a great diversity in the types of projects undertaken by students, and that may influence the weight or emphasis given to the various sections of your report.

### 3.4.1. SUGGESTED CONTENTS OF THE INTERIM REPORT

The following are the suggested contents of the Interim Report (FYP 1):

Content	Description
<b>Declaration</b>	Student should declare with signature saying the report has been done by them and no plagiarism has been done. Please refer to Figure 3 and Figure 4.
<b>Acknowledgements</b>	
<b>Abstract</b>	In one page, certainly not more than two, summarize the main features of your project; describe what problem you are solving and how you propose to solve it. This brief overview should give a snapshot of the overall structure of your final year project.
<b>Table of Contents</b>	
<b>Chapter 1: Introduction</b>	Give an overview description of the project. How did the problem present itself to you in the first place? Describe the nature of the problem in detail. Define the project objectives (in an itemized manner) and goals and outline the scope of your project. Introduction should cover problem statement, project objectives, deliverables (application-based)/expected findings (research-based), scope, and organization of the chapters.
<b>Chapter 2: Background Study / Literature Review</b>	<p>Describe what you have discovered in your literature search or market survey. Does this problem exist anywhere else? Who is working on it? How have others solved it? Give references to some of the main articles/books/Web pages discussing this problem. The background study covers the related applications (application-based).</p> <p>The literature review must be relevant and cover current major concepts of the research project (research-based).</p>
<b>Chapter 3 Requirements Analysis / Theoretical Framework</b>	<p>For application-based projects, describe the system requirements and use technical drawings or tools to represent the requirements (e.g., UML diagrams, context diagrams, Entity-Relationship diagram etc.).</p> <p>For research-based projects, describe the main theoretical concepts of the domain to be investigated in the project. Discuss problems to be further investigated or ideas to be proven in the research project.</p>
<b>Chapter 4: System Design / Research Methodology</b>	<p>Outline your approach in detail for solving the problem. Describe the proposed solution methods and the progress, you have achieved.</p> <p>For application-based projects, translate the system requirements into technical representations for the solution (e.g.</p>

	<p>sequence diagrams, structure charts, interaction diagrams etc).</p> <p>For research-based projects, describe the approach to obtain the results, that will prove the concept as described in Chapter 3. Describe how the prototype or simulation works, using technical diagrams.</p> <p>Reference on your formal specifications and design documents can be placed in the appendix.</p> <p>Discuss the implementation of a prototype or proof-of-concept of your solution and describe its behaviour.</p>
<b>Chapter 5: Implementation Plan</b>	Lay out the project implementation plan for the next semester. Discuss the project's target and milestone dates. If you will be implementing your project in discrete stages, describe them.
<b>Chapter 6: Conclusion</b>	Summarise what have been achieved related to the objectives, and what is to be achieved in the next phase of the project. You can also describe issues experienced during the project such as problems encountered.
<b>References</b>	Include here all references of materials you have referred to within your report. You must cite all references at the appropriate places in the report where needed (Note that it is compulsory to prepare the citation in APA style, see Section 4 for details).
<b>Appendices</b>	<p>Some of the highly technical details from the above sections can be placed in the appendix and referenced from the body of the report. Include all relevant technical documentation, such as specification documents, design documents, and prototype code listings.</p> <p>Soft copies of the Final Year Project1 Meeting Log sheets should be attached as an appendix as well.</p>

In summary, the Interim Report is written in the style of a working document rather than a finished report. It introduces your problem, looks at what others have done in this area, presents a proposed solution, and describes an implementation plan.

### 3.4.2. SUGGESTED ORDER OF THE INTERIM REPORT

The suggested order of the Interim Report is given below:

Cover of the Interim Report  
 Title Page of the Interim Report  
 Copyright page of Interim Report  
 Declaration Page of Interim report  
 Acknowledgements  
 Abstract  
 Table of Contents  
 List of Tables  
 List of Figures

List of Abbreviations/Symbols  
List of Appendices

---

## FOR RESEARCH BASED PROJECTS:

### Chapter 1: Introduction

- 1.1 Background of the Research
- 1.2 Problem Statement
- 1.3 Research Purpose
- 1.4 Objectives of the Research
- 1.5 Research Questions
- 1.6 Project Scope
- 1.7 Significance of the Research
- 1.8 Summary

### Chapter 2: Literature Review

- 2.1 Introduction
- 2.2 Literature Review on selected topics
  - 2.2.1 Subtopic literature review
- 2.3 ...
- ...
- 2.6 Summary

### Chapter 3: Theoretical Framework

### Chapter 4: Research Methodology

- 4.1 Introduction
- 4.2 Proposed Methodology
- 4.3 Research Framework

### Chapter 5: Data Analysis Plan

### Chapter 6: Conclusion

### References

### Appendices

- Appendix A: FYP I Meeting Logs
- Appendix B: Turnitin Similarity Index Page
- Appendix C: If needed, include technical documentation, such as specification documents, design documents, and prototype code listings

---

## FOR APPLICATION BASED AND APPLICATION AND RESEARCH BASED PROJECTS:

### Chapter 1: Introduction

- 1.1 Overview
- 1.2 Problem Statement
- 1.3 Project Objectives
- 1.4 Project Scope
- 1.5 Project Limitations



1.6 Methodology	
1.7 Target Audience	
1.8 Summary	
Chapter 2: Literature Review	
2.1 Overview	
2.2 Title	
2.2.1 Sub title	
2.3 ...	
...	
2.6 Summary	
Chapter 3: Requirements Analysis	
3.1 Overview	
3.2 Fact-Finding Techniques	
3.2.1 Justification	
3.2.2 Questionnaire Design	
3.2.2.1 Analysis on results	
3.2.3 Observation	
3.2.3.1 Analysis on results	
3.3 Requirement	
3.2.1 Functional Requirements	
3.2.2 Non-functional Requirements	
3.2.3 User Requirements	
Chapter 4: System Design	
4.1 Overview	
4.2 Rich Picture Diagram	
4.3 Use Case Diagram	
4.4 Activity Diagram	
4.5 Class Diagram	
4.6 Sequence Diagram	
4.7 Interface Design	
4.7.1 ...	
4.8 Summary	
Chapter 5: Data Analysis Plan	
Chapter 6: Conclusion	
References	
Appendices	
• Appendix A: Gantt Chart	
• Appendix B: FYP I Meeting Logs	
• Appendix C: Turnitin Similarity Index Page	
• Appendix D: If needed, include technical documentation, such as specification documents, design documents, and prototype code listings	

### 3.5. THE FINAL REPORT (FYP 2)

- Each student must submit the following items on the stipulated deadline in eBwise.
  - Softcopy of FYP Final Report along with minimum of six (6) meeting logs, Turnitin Similarity Index Report (Overall Similarity Index  $\leq 20\%$ ) etc.
- Please refer to eBwise for details of various deadlines for FYP.
- You must attach the soft copies of the Final Year Project 2 Meeting Log sheets as an appendix to the report.
- The recommended structure of this report is discussed below, together with suggestions on the appropriate contents of each section.
- There is a great diversity in the types of projects undertaken by students, and that may influence the weight or emphasis given to the various sections of your report.

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#### 3.5.1. SUGGESTED CONTENTS OF THE FINAL REPORT

The suggested order of the Final Report is given below:

Cover of the Final Report  
Title Page of the Final Report  
Copyright page of Final Report  
Declaration Page of Final report  
Acknowledgements  
Abstract  
Table of Contents  
List of Tables  
List of Figures  
List of Abbreviations/Symbols  
List of Appendices  
Abstract

---

#### FOR RESEARCH BASED PROJECTS:

Chapter 1: Introduction  
Chapter 2: Literature Review  
Chapter 3: Theoretical Framework  
Chapter 4: Research Methodology  
Chapter 5: Data Analysis and Results  
Chapter 6: Discussion  
Chapter 7: Conclusion and Recommendations

---

#### FOR APPLICATION BASED AND APPLICATION AND RESEARCH BASED PROJECTS:

Chapter 1: Introduction  
Chapter 2: Literature Review

Chapter 3: Requirements Analysis

Chapter 4: System Design

Chapter 5: Implementation

Chapter 6: Testing

Chapter 7: Conclusion

References

Appendices

- Appendix A: Project Gantt Chart (updated from FYP1)
- Appendix B: FYP 2 Meeting Logs
- Appendix B: Turnitin Similarity Index Page
- Appendix C: If needed, include technical documentation, such as specification documents, and design documents

#### 4. GUIDELINES FOR REPORT PREPARATION

This section describes the publication guidelines for preparation of the Interim Report described in the previous section.

Type	Guidelines
<b>Length of Interim Report</b>	A typical interim report is within the range of 9,000 to 12,000 words, double-spaced which is approximately 40 pages. This limit does not include the preliminary pages and appendices.
<b>Cover and Title Page</b>	<p>The cover of the Interim Report must contain the project id and title, student id and name, programme of study, university name, and month and year of submission.</p> <p>See Figure 1 for the cover page, and Figure 2 for the title page.</p> <ul style="list-style-type: none"><li>• Top, Bottom, Left and Right margin: 25.4 mm</li></ul>
<b>Document Layout</b>	<p>The following are the guidelines for preparing your Interim Report:</p> <ul style="list-style-type: none"><li>• Line spacing: Line spacing is one and half spacing. Double-spacing for the next paragraph and should start with a paragraph indents (12.7mm). For tables or charts, single spacing should be used.</li><li>• Font:<ul style="list-style-type: none"><li>○ Thesis body:<ul style="list-style-type: none"><li>▪ All normal Arial font (not bold and narrow type)</li><li>▪ Alignment: justified</li></ul></li><li>○ Chapter heading: Arial (14 pt.-Bold)</li><li>○ Sub-heading: Arial (12 pt.-Bold)</li><li>○ Sub-sub-heading: Arial (12 pt.-Bold)</li></ul></li></ul>

	<ul style="list-style-type: none"> <li>Any typographical errors must be carefully corrected. Any pages that contain poorly made corrections will be rejected.</li> <li>The minimum-sized page margins are as follows: <ul style="list-style-type: none"> <li>Left: 38 mm</li> <li>Right: 28 mm</li> <li>Top: 28 mm</li> <li>Bottom: 28 mm</li> </ul> </li> <li>Page numbers are to be placed at least 15-20 mm from the edge of the page at the bottom centre of the page. Every page except the title page must be numbered. <ul style="list-style-type: none"> <li>Title page is “i” but is not numbered.</li> <li>Preliminary pages are to be numbered in lower case Roman numerals (ii, iii, iv etc).</li> <li>The text pages (starting from Introduction) are to be numbered in Arabic numerals and all pages must be numbered consecutively, irrespective of chapters.</li> </ul> </li> </ul>
<b>Illustrations</b>	<p>Illustrations can be a real enhancement to your report, breaking up long blocks of text and providing relief for both the eye and the mind. The original of an illustration is preferred, but reduced scale black-and-white or colour is acceptable. If the original is too big, the size can be reduced up to 50%. For all materials, the minimum left margin is 38 mm.</p>
<b>Quoted Materials</b>	<p>If you take an illustration or more than a few words of text from a book or other source, you must quote it and give the source. Using the words or pictures of others without explicitly acknowledging them is plagiarism, a serious violation of scientific ethics. When you use the words of others, you must place quote marks around the material that you have taken and follow the quote with a reference to the work from which the material was taken. There are many forms of reference. One of the most common is to use the author’s name followed by the year of publication and the page number containing the quoted material. This reference will then be included in the Bibliography at the end of your report. For example: An algorithm is defined as a “well ordered sequence of primitive operations that halts in a finite amount of time.” (Smith 1995, p.123)</p>
<b>Result Presentation</b>	<p>One of the most important parts of the report is the presentation of results. However, do not simply include massive printouts of raw data. That will be virtually unintelligible to a reader. Instead, organize and present your data in a way that focuses on and highlights the important ideas. It may be a table, chart, or graph, but be sure to spend adequate time preparing high-quality visualization aids that enhance your final report.</p>

All your tables, charts, figures, and graphs should be numbered and have titles. **Figure captions should be placed below the figures, while table captions must be placed above the tables.**

An example of figure numbering scheme:

Figure 1.2. Graph of Average Running Time  
where the digit 1 in the figure number is the chapter where the figure is contained, the digit 2 is simply a sequential number within the chapter that uniquely identifies this figure, and “Graph of Average Running Time” is the title of this figure.

All figures and tables should be placed after their first mention in the text. They should be referred in the text, for example:

Figure 1.3 depicts the icon often used to represent delight.



Figure 1.3: A smiley

The caption for the figure is placed after the image.

Table 1.1: The caption should be placed before the table

A	B	C	D
(1)	0.279	0.312	-
(2)	1.68	0.168	0.025

Illustration, tables, or figures requiring more than one page should have the number of caption and the “continued” at the top of each additional page. For example:

Table 3.1 (continued)

Here are some other things to remember when presenting your results:

- All rows and columns should have an appropriate title.
- All units should be clearly indicated.
- Tables should be referred to in the text by their table number.
- The analysis and meaning of the values contained in the table should be fully elaborated in the body of the text.
- Make the visual large enough so that all the text and data values can be easily read.

	<ul style="list-style-type: none"> <li>Where appropriate, use colour to highlight your chart and make it easier to understand and interpret.</li> </ul>
<b>Diagrams</b>	<ul style="list-style-type: none"> <li>Diagrams can include graphs and figures. They can be numbered together or separately with photographs. Diagrams should be easy to understand. Every diagram should be numbered using an Arabic number at the bottom (chapter number followed by figure number) and should be given an informative title. Pictures should be pasted on the page, numbered and titled. <ul style="list-style-type: none"> <li>Every diagram should have a relevant title and must be numbered.</li> <li>Coordinate units (abscissa) should be written clearly in the graph.</li> <li>All the data points and lines should be clear - generally they should not be more than 2 or 3 curves in every diagram.</li> <li>The types of the different data points must be shown in a legend.</li> <li>Every diagram should be referred to and elaborated in the text.</li> </ul> </li> </ul> <p>The gridlines should be in appropriate intervals.</p>

Each candidate will be given a Project ID Number by FYP Committee. The Project ID Number consists of the following codes:

<b>THE PROJECT ID</b> <b>CCCCC-SS-TTTT-NNNN</b> e.g. FYP01-IS-T2430-0001	
<b>CCCCC</b>	refers to course name
<b>SS</b>	Refers to specialisation: SE = Software Engineering DS = Data Science CS = Cybersecurity GD = Game Development IS = Information Systems
<b>TTTTT</b>	stands for the term the student enrolled for FYP (e.g. T2430)
<b>NNNN</b>	stands for students Project ID Number (in chronological order) i.e. 0001

## FINAL YEAR PROJECT INTERIM REPORT

<APPROVED PROJECT ID>  
<APPROVED PROJECT TITLE>

<STUDENT'S ID>  
<NAME IN CAPITAL LETTERS>

<PROGRAMME OF STUDY>  
<SUBMISSION MONTH AND YEAR>

Figure 1: Layout for the Cover Page of the Report

<APPROVED PROJECT ID>  
<APPROVED PROJECT TITLE>

BY

<STUDENT'S ID AND NAME IN CAPITAL LETTERS>

PROJECT INTERIM REPORT SUBMITTED IN PARTIAL FULFILMENT OF THE  
REQUIREMENT FOR THE DEGREE OF  
<PROGRAMME OF STUDY>

in the

Faculty of Computing and Informatics

MULTIMEDIA UNIVERSITY  
MALAYSIA

<Submission Month and Year>

Figure 2: Layout of Title Page of the Report



© <Year of Report submission> Universiti Telekom Sdn. Bhd. ALL RIGHTS RESERVED.

Copyright of this report belongs to Universiti Telekom Sdn. Bhd. as qualified by Regulation 7.2 (c) of the Multimedia University Intellectual Property and Commercialisation Policy. No part of this publication may be reproduced, stored in or introduced into a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording, or otherwise), or for any purpose, without the express written permission of Universiti Telekom Sdn. Bhd. Due acknowledgement shall always be made of the use of any material contained in, or derived from, this report.

Figure 3: Layout Copyright page of the Report

## DECLARATION

I hereby declare that the work has been done by myself and no portion of the work contained in this report has been submitted in support of any application for any other degree or qualification of this or any other university or institution of learning.

---

Name of candidate:  
Faculty of Computing & Informatics  
Multimedia University  
Date: DD: MM: YYYY

Figure 4: Layout Declaration page of the Report

## 5. REFERENCES AND CITATIONS

It is mandatory to follow The American Psychological Association (APA) citation style for the report.

The APA reference style is used which includes the following categories: periodicals, books, brochures, book chapters, technical and research reports, proceedings of meetings and symposia, doctoral dissertations and master's theses, unpublished work, reviews, audio visual media, and electronic media.

Any material taken/referenced from another source must be identified, and a brief reference to its source included in the text. A complete reference to the document should be included in the Bibliography at the end of your report.

Every reference quoted or cited in the report must be included in the list of references and numbered accordingly. Citation is required for statement which expresses a fact that goes beyond the common knowledge of the readers.

A reference list cites works that specifically support a particular article. The reference list must be double spaced, and entries should start with a paragraph indent; entries will then be typeset with hanging indents.

Accepted abbreviations in the reference list for parts of books and other publications are:

DESCRIPTION	ABBREVIATION
Chapter	Chap.
Edition	Ed.
Revised edition	Rev. ed.
Second edition	2nd ed.
Editor (Editors)	Ed. (Eds.)
Translator(s)	Trans.
no date	n.d.
Page (pages)	p. (pp.)
Volume (as in Vol. 4)	Vol.
Volumes (as in 4 Vols.)	Vols.
Number	No.
Part	Pt.
Technical Report	Tech. Rep.
Supplement	Suppl.

## 6. OTHER POINTS TO NOTE ON WRITING REPORT

- A project report should be written with the intended group of readers in mind. It should be in a logical form with a convincing explanation to persuade the reader to accept the conclusion of the report. It should be written clearly and be easy to understand. Avoid excessive technical language and do not use slang. As far as possible, all statements should be supported by numbers and data.
- The writer should be able to defend all statements by referring to reliable research or the research findings.
- Symbols or nomenclature used should be defined. Standard symbols or acronym normally accepted in the engineering field can be used. International System Units (S.I) should be used. If you use other units, SI equivalent units should be in brackets.
- Equations and formulae should be typed. You are encouraged to use equation editors e.g. Microsoft Equation. Avoid using more than the necessary lines by giving alternatives, for example:

$(y/x) = ax + b$  is preferred compared to:

$$\frac{y}{x} = ax + b$$

## APPENDICES

Appendices, including nomenclature for specialized notation, must be useful and must be referred to in the text. It consists of supplementary illustrative materials, original data and equations as well as quotations too long for inclusion in the text or not immediately useful to an understanding of the subject. It provides the reader with detailed information that would be distracting to read if put in the text.

### APPENDIX A: CITATION STYLE FOR REFERENCE LIST

The American Psychological Association (APA) reference citations in text is used to provide information for readers to locate the source of information listed in the alphabetical selected bibliography or references at the end of dissertation or thesis.

#### 1. IN-TEXT CITATIONS

The APA format uses an author-date method for citing sources.

If you do NOT quote a source directly, you need only the author's last name and the year of publication in your in-text citation. If you DO quote a source directly, you also need to include the page number for the reference.

### SHORT QUOTATIONS:

For quotation less than 40 words long, it should be incorporated into the text and enclosed by double quotation marks [" "]. For example:

As Smith (2020) concludes, "There is significant evidence to suggest that X equals to Y" (p. 123).

OR

More recently, scientists have found "significant evidence to suggest that X is Y" (Smith, 2020, p. 123).

### LONG QUOTATIONS:

For quotations over 40 words long, it must be placed as a block of text set apart from the rest of the paragraph. Block quotations should start on a new line, be indented 5 spaces from the left margin, and be double spaced (like the rest of the essay). Omit quotation marks. Your citation should come at the end of the quotation, as follows:

More importantly, Smith's (2020) evidence suggesting that X and Y are the same is quite compelling:

Abcbda bdab cdabcd abc dabc dabcd ab cdab cda bcd  
abcdabcd abcd abc dab cda dabcd bcda bcdab abcb cdab  
cdab cd abc dabcd bcdabcd cdabc abdbacba cdabcd  
abcd ababa baba baba bababd bcd abcd bcdab cdabcd  
abcd. (p. 123)

### PARAPHRASE AND SUMMARY:

When you paraphrase or summarize another source, you must acknowledge that source. You should, where possible, include the page reference for the ideas you are paraphrasing/summarizing. For example:

Smith (2020, p. 123) insists Y and X are the same.

## 2. REFERENCING BOOKS

### A WORK BY TWO AUTHORS:

Name both authors; use the word "and" in the text and use the ampersand in parentheses.

- **With signal phrase:** The study by Jones and Smith (2024) concludes . . .
- **Without signal phrase:** Their study concludes that X is Y (Jones & Smith, 2020)

#### A WORK BY THREE TO FIVE AUTHORS:

Name all authors the first time you cite the source; in subsequent citations, use only the first author's last name and the phrase "et al".

- **With signal phrase:** The study by Jones, Smith, Ali, Rushdie and Murakami (2023) concludes . . .
- **Without signal phrase:** Their study concludes something and something else (Jones, Smith, Ali, Rushdie & Murakami, 2023)
- **In subsequent citations, with signal phrase:** The study by Jones et al. (2023) concludes . . .
- **In subsequent citations, without signal phrase:** Their study concludes something is somewhere (Jones et al., 2023)

#### A WORK BY SIX OR MORE AUTHORS:

Use the first author's last name followed by "et al" in the signal phrase or parentheses.

- **With signal phrase:** The study by Powell et al. (2020) argues . . .
- **Without signal phrase:** Their study concludes the Abcabcab (Powell et al., 2020)

#### A WORK BY AN ORGANIZATION OR AGENCY:

Use the organization's name as if it were an author.

- **With signal phrase:** The Canadian International Development Agency (2021) notes that . . .
- **Without signal phrase:** Since 2011, Canada's budget for international development has increased by 10% (Canadian International Development Agency, 2021).

#### TWO OR MORE WORKS BY THE SAME AUTHOR IN THE SAME YEAR:

Use lower-case letters (a, b, c) with the year to distinguish between entries.

- Smith's study (2020a) suggests that . . .

### ORDER OF SEVERAL WORKS BY THE SAME FIRST AUTHOR

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Use the following rules to arrange the entries:

*Single author entries by the same author are arranged by year of publication, the earliest first*  
Kim, K. S. (1991) Kim, K. S. (1994)

### INDIRECT SOURCES:

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When you need to use a source cited in another source, name the original in your signal phrase and include the secondary source in both your in-text citation and your references list.

- Dorosz argues that . . . (as cited in Smith, 2020, p. 123).

### BOOK WITH SINGLE AUTHOR:

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Last Name, Initials. (Date). *Title of Book*. City: Publisher.

Smith, J.A. (204). *Great Dogs of North America*. (4<sup>th</sup> ed.). Toronto: Dog Press.

### BOOK – TWO AUTHORS:

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Last Name, Initials, & Last Name, Initials. (Date). *Title of Book*. City: Publisher.

Smith, J.A., & Jones, J.C. (2002) *Great Dogs of North America*. Toronto: Dog Press.

### BOOK – MULTIPLE AUTHORS:

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Last Name, Initials, Last Name, Initials, Last Name, Initials, & Last Name, Initials. (Date). *Title of Book*. City: Publisher.

Smith, J.A., Dorosz, C., Mann, T.T. (2008). *The Way it Is*. Toronto: ABC Press.

Last Name, Initials. (Date). Title of Chapter. In Initials Last Name (Ed.), *Title of book* (pp. range). City: Publisher.

Smith, J.A. (1999). Dogs of Canada. In P.A. Jones (Ed.), *Dogs* (pp. 34- 56). City: Publisher.

#### CHAPTER IN EDITED BOOK:

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#### ABSTRACT:

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Last Name, Initials. (Date). Title [Abstract]. *Periodical Title*, volume, page.

Smith, J.A. (2004). Great Labradors [Abstract]. *Dogs for All*, 14, 12.

#### ENTIRE EDITED BOOK:

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Last Name, Initials, & Last Name, Initials. (Eds.). (Date). *Title of work*. City: Publisher.

Smith, J.A., & Jones, J.C. (Eds.). (2002). *Dogs of the World*. Toronto: Dog Press.

#### REFERENCE BOOK WITH NO AUTHOR:

Title (ed.). (Date). City: Publisher.

Dogs of North Canada (2<sup>nd</sup> ed.). (2001). Toronto: Dog Press.



## REVIEW OF A BOOK:

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### 3. REFERENCING JOURNALS, E-BOOKS AND WEBSITES

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#### JOURNAL ARTICLE – SINGLE AUTHOR:

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Last Name, Initials. (Date). Title of article. *Title of Periodical*, volume, page number range.

Smith, J.A. (2004). Great Labradors. *Dogs for All*, 14, 12-50.

Last name, Initials. (Date). Title of review [Review of the *book/article* Title]. *Journal Title*, volume, pages.

McDonald, K. (2005). Dog Days [Review of *Great Dogs of North America*]. *New York Review of Books*, 25, 13-15.

#### JOURNAL ARTICLE – MULTIPLE AUTHORS:

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Last Name, Initials, Last Name, Initials, & Last Name, Initials. (Date). Title of article. *Title of Periodical*, volume, page number range.

Smith, J.A., Jones, J.C., & Campbell, S.D. (2002). Great Labradors. *Dogs for All*, 12, 9-16.

#### ONLINE PERIODICAL (WITH DOI):

Last Name, Initials. (Date). Title of Article. *Title of Periodical*, volume number, page range. doi: 000000000/000000.

Smith, J.A. (2004). Great Labradors. *Dogs for All*, 14, 12-50. doi: 99.1234/1234567898836.

#### ONLINE PERIODICAL (NO DOI):

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Last Name, Initials. (Date). Title of Article. *Title of Periodical*, volume number, from URL.

Smith, J.A. (2004). Great Labradors. *Dogs for All*, 14, from <http://www.dogs.com/docs>

#### ONLINE PERIODICAL (NO DOI; EXISTS AS PRINTED AND ELECTRONIC VERSIONS)

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Smith, K. (2008). The world is round. [Electronic version]. *Earth and Planetary Studies*, 66, 123-132.

#### ARTICLE FROM A DATABASE (I.E., RETRIEVED FROM LIBRARY'S ONLINE DATABASE):

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Last Name, Initials. (Date). *Title of work*. Retrieved month day, year, from source.

Smith, J.A. (2005). . (2004). Great Labradors. *Dogs for All*, 14, 12-50. Retrieved January 17, 2006, from Zoological Record database.

#### ONLINE NEWSPAPER ARTICLE

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Last Name, Initials. (Year, Month Day). Title of Article. *Name of Newspaper*. Retrieved URL.

Summerji, P. P. (2008, August 1). New Crime Legislation Criminal. *Nowhereville Times*. Retrieved from <http://nowherevilletimes.ca>

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## REFERENCE LIST

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### ORDER OF REFERENCE IN THE REFERENCE LIST

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#### *Alphabetize names*

Arrange entries in alphabetical order by the surname of the first author, using the following rules for special cases:

#### *Alphabetize letter by letter*

Alphabetize the prefixes M', Mc, and Mac literally, not as if they were all spelled Mac. Surnames that use articles and prepositions (de, la, du, von, etc.) are alphabetized according to different rules for different languages. Alphabetize entries with numerals as if the numerals were spelled out

#### *Single author entries precede multiple author entries*

Kaufman, J. R. (1991)

Kaufman, J. R., and Wong, D. F. (1989)

#### *References with the same first author and different second or third authors*

Kaufman, J. R., Jones, K., and Cochran, D. F. (1982)

Kaufman, J. R., and Jones, K. (1980)

#### *References with the same surname are arranged alphabetically by the first initial.*

Eliot, A. C. (1983)

Eliot, G. R. (1980)

#### *References by the same author (or by the same two or more authors in the same order) with the same publication date.*

They are arranged alphabetically by the title (excluding A or The) that follows the date. Exception: If the references with the same authors published in the same year are identified as articles in a series (e.g. Part 1 and Part 2), order the references in the series order, not alphabetically by title

Lowercase letters - a, b, c, and so on - are placed immediately after the year, within the parentheses

Kaufman, J. R. (1980a). Control ...

Kaufman, J. R. (1980b). Roles of ...

#### *Order of works with corporate authors or with no author, or agency, association, or institution as author*

Alphabetize corporate authors, such as associations or government agencies, by the first significant word of the name. Full official names should be used (e.g. American Psychological Association, not APA). A parent body precedes a subdivision (e.g. University of Michigan, Department of Psychology).

If there is no author, the title moves to the author position and the entry is alphabetized by the first significant word of the title.

#### *Entry of non-western names (Authors and Corporate Bodies)*

For the entry of non-western names, reference is made to Mohammed M. Aman (Ed.). (1980).

*Cataloguing and classification of non-western material:*  
Concerns, issues and practice: London: Oryx Press.

## APPENDIX B: FORMS AND MISCELLANEOUS INFORMATION

(All forms are downloadable at the FYP eBwise)

- Meeting Log: Each student must submit FYP Meeting Log sheet to supervisor at every meeting. The Meeting Logs (soft copies) must be attached as an appendix to FYP reports.
- FYPI Interim Report Submission Form: Each student (whether group or individual project) must submit this form in eBwise within the stipulated deadline, along with the following.
  - Softcopy of Project: FYP Interim Report with a minimum of six meeting logs, Turnitin Similarity Index Report page (Overall Similarity Index  $\leq 20\%$ ) etc. in the appendices.