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GENERAL INFORMATION

1	Document category		Rules and regulations	
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PLEASE READ BELOW BEFORE REFERRING TO THIS DOCUMENT

Instructions for document users with access to College SharePoint System

All MCAST employees can access current, controlled and approved documents related to the Quality Management System from the College website and Intranet system.

Document users who do have access to online documents are therefore encouraged **NOT** to retain printed hard copies of the Quality Management System documents.

If however a hard copy of the document is required, the user is to ensure that the printed document is the current revision.



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Continuous Improvement

Procedures are meant to be 'living' documents that need to be followed, implemented and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated!

*Contact your Document Controller on Ext 7121 **today!***

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1. PURPOSE OF DOCUMENT

- 1.1 The purpose of this document is to provide the guidelines for the development and submission and grading of MCAST dissertations.

2. APPLICABILITY

- 2.1 These guidelines are applicable to MCAST MQF/ EQF Level 6 and 7 programmes

3 DISSERTATION GUIDELINES

3.1 Introduction

- 3.1.1 Undergraduate Students are expected to complete a dissertation as part of their final degree studies. Masters Students are expected to complete a dissertation in their final leg of studies. The recommended mode of moderating a dissertation shall be through a viva session, where the indicative grading provided by the Student's supervisor will be taken into consideration. The student's final dissertation that is formally submitted in hard bound and soft copy shall be that which includes any changes requested by the viva as well as the subsequent Degree Ratification Board.
- 3.1.2 Students will be required to follow the Research Ethics Policy and Procedure referenced below when conducting their research. This procedure refers the Institute Research Sub-Committee (IRC) that is responsible for approving the research project once a Research Proposal has been submitted to the IRC by the Student. Students shall not commence their research before they have approval in writing to proceed by the IRC. The IRC shall, in turn, seek ethics approval from the Research Ethics Committee before giving the final approval to the Student. Students should be very cautious in attempting to change their research theme once they have submitted their Research Proposal to the IRC, as this will cause delays that may result in the Student failing the research module.

Reference Document:

Doc 074: Research Ethics Policy and Procedure.

- 3.1.3 The Research Proposal, also called the 'Initial Proposal Form (Statement of Intent)', is a vital initial part of the Student's research endeavour. Students will normally be requested to submit at the end of their MQF Level 5 academic year, an 'Initial Research Proposal Form' (refer to document referenced to below that outlines plans for their early stages of research. Additionally, students are required to submit a detailed research proposal before entering the final year of the Level 6 programme that may be a continuation of their earlier research. In both cases, students shall seek approval from the IRC before commencing the research. The 'Initial Research Proposal Form' also includes summarized guidelines for ethical standards that are explained further in the 'Research Ethics Policy and Procedure'.

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- 3.1.4 The Institute Director shall assign a dissertation Supervisor to support the student during the duration of the dissertation process. In cases where the Director, in consultation with the student, considers that the necessary expertise is not available in-house, the student is required to fill in the appropriate section in the 'Initial Research Proposal Form (Statement of Intent)' justifying and requesting prior approval of the proposed external dissertation Supervisor. The Student will also be required to ask the expert being nominated as an external dissertation Supervisor to submit to the Institute Director a CV including an attestation of their expertise. The Institute Director will determine, in consultation with the IRC, whether the choice of external dissertation Supervisor is justified and appropriate, or not. The Student cannot enter into commitments with the external Supervisor prior to the written approval of the Institute Director, after consulting with the IRC". The final decision is that of the institute director.

Reference Documents:

Doc 074: Research Ethics Policy and Procedure

Doc 164: Initial Research Proposal Form (Statement of Intent)

- 3.1.5 Final Level 6 dissertation submissions shall (unless specified otherwise) follow the following schedule. The Student is to:
- Submit 2 spiral-bound copies of the dissertation to the Institute concerned together with an online submission for plagiarism checks, by the first Friday of June. The online submission should be done in the form of a Digitalised Version of the dissertation including the section titles as bookmarks (refer to Appendix 4 for instructions)
 - Collect 1 corrected spiral-bound dissertation copy by the 15th of July from the Institute concerned during office hours.
 - Subsequently, submit 2 hard-bound copies and 1 PDF soft copy of the final corrected dissertation (in line with Clause 14.1.1) by the last Friday of September to the Institute concerned. One hard-copy of the dissertation will be kept in one of the MCAST Library and Learning Resource Centres, generally, the one closest to the Institute Campus where it was generated, while the other hard copy will be kept by the Institute concerned.

Students that fail their dissertation shall be provided with the following options to remedy their situation, following a decision by the MCAST Degree Ratification Board. This will be one of the following:

- In cases of a marginally incomplete submission, Students will be given an extension till the 15th September (or the next working day if the date falls on a weekend) to resubmit their work. The research theme is to remain unchanged. The maximum grade achievable shall be a Pass, or 59% (Grade D). Students will still have the facility to graduate with their existing class cohort. In cases of extenuating circumstances, the Student's grade will not be capped at a Pass. As students will only have one chance to resubmit their work, they may opt to forfeit submission in September in favor of a later submission in the June window of the following year thus graduating the following year.
- In cases of a significantly weak submission or no submission, Students will be requested to repeat their research project entirely over an additional academic year. The Degree Ratification Board may request that the Student enters a new or revised research stream here. The maximum grade achievable shall be a Pass, or 59%. In cases of extenuating circumstances, the Student's grade will not be capped at a Pass.

If the student (a) does not submit the dissertation on time or (b) the student fails the dissertation during the first submission, the final mark of subsequent submissions of the dissertations (as approved by the Degree Ratification Board) will be capped.

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In cases where MCAST allows for extension periods to dissertation submissions due to extenuating circumstances (for both full-time and part-time qualifications) the dissertation result shall not be capped.

3.1.6 Undergraduate (MQF Level 6) dissertations which are not accompanied by a tangible outcome in the form of a model, prototype or an actual product, shall normally be between 10,000 to 15,000 words in the main text that is excluding the abstract, the bibliography and the appendices. Masters (MQF Level 7) dissertations shall be between 15,000 to 25,000 words in length. For Students carrying out their research within Level 5, this will follow similar structural expectations to Level 6 research, but with the following points of notice:

- a) A Level 5 research endeavour is considered to be a complete research project in itself, with the same ethical expectations, need for a Research Proposal and approval by the IRC, and such.
- b) Students should target researching Level 5 that is then enhanced and concluded at Level 6. For this aim, the outcome of the Level 5 research should follow a similar structure to the final L6 dissertation but with lesser volume/content. Level 5 research should be strongest in secondary research (i.e. literature review) and in developing and piloting a successful research project through a robust research methodology. It is then the Level 6 research that will enhance the existing literature and methodology, and focus predominantly on applying rigorous primary research and critically analyzing the outcomes of this research.

For the Level 5 research project, each student (or student team if it is group research) is required to evidence the research carried out through a Research Poster that is suitable for presentation in a Poster Exhibition. Research Posters aim to summarize the research concisely and visually to help the students present their work, and to generate discussion and encourage further research. The Research Poster should be a blend of text, tables, graphs and pictures, and should include the following that is compiled by the Student in an electronic format advocated by MCAST:

- Important text should be clear, relevant, and readable from up to 3 metres away.
 - Titles should be bold, short and interesting.
 - Word count would be from around 300 to 500 words.
 - Effective use of graphics, colours and fonts is required.
 - A consistent and neat layout is required.
 - The Poster is to include the name of the College (MCAST), Institute, Student/s and Lecturers/Mentors.
- c) There will be programmes where the Level 5 poster exhibit can be of substantial content and rigour such that this exhibit, and its presentation, would take the place of a report or write-up as the final product of that research, as determined by the lecturer concerned.
 - d) Students may opt to change their research stream when progressing from Level 5 to level 6, but must be aware of the disadvantages that starting over again will bring about.



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- 3.1.7 Students on programmes where a tangible outcome is expected as an integral part of the final major project, such as in the institute for the Creative Arts, shall present a relevant 5,000 – 6,000-word dissertation. This number excludes the abstract, the bibliography and the appendices. The dissertation shall be of direct relevance to the product. This means that the designed product, model or prototype must be intelligently supported by a relevant argument. This writing will thus follow the same guidance offered above and must also include the Abstract, Introduction, Literature Review and other main chapters, as well as the Bibliography and the Appendices.
- 3.1.8 The Student Researcher is encouraged to:
- Seriously consider the advice of the supervisor/tutor at all times;
 - Attend all tutorial sessions as these give an opportunity to ask questions and discuss issues with the dissertation supervisor/tutor;
 - Read regularly and take note of all relevant information and instructions;
 - Work out a timetable of dissertation activities and scheduled meetings with the dissertation tutor to ensure that the final objective of a good dissertation by the prescribed deadline is met;
 - Become well familiar with library resources both in print and electronic format through visits to the library and use of the online library catalogue and library web pages.
- 3.1.9 The Supervisor is not authorized to provide dissertation grading (result) prior to the final oversight of the dissertation by the respective Committee / Board. Hence, Supervisors are only allowed to give general feedback to the student (following oversight by the Committee / respective Board).
- 3.1.10 The list of Boards required to provide oversight of the dissertation result grading is provided in Document 188 'College Board Procedures', para 9.1.
- 3.1.11 Due to the rigor of the multi-staged dissertation grading process, candidates may only appeal on procedural grounds and not the academic decision on the grading (result).

3.2 Research Proposal

- 3.2.1 The Student researcher is required to submit an Initial Research Proposal (Statement of Intent) on the appropriate template. (refer to documents referenced below).

When completing the penultimate year of the course (i.e. 2nd year in the case of 3-year programmes and 3rd year in the case of 4-year programmes), the Student may be required to submit his early research in the form of a Detailed Research Proposal, to be continued through further research when in Level 6. At latest, the Detailed Research Proposal is to reach the IRC by the end of the third full week of September of the final year of the Level 6 programme.

Reference Documents:

Doc 164: Initial Research Proposal Form (Statement of Intent)

Doc 181: Research Proposal Form (Internal and External Senior Researcher)

3.3 Dissertation Meetings with the Supervisor and Dissertation Logbook

- 3.3.1 The Student is expected to keep a Dissertation Logbook (refer to document referred to below) of the work carried out towards the development of the dissertation and a record of the meetings with the dissertation supervisor. As a general rule at least ten (10) Student-Supervisor meetings are expected over the research period.

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The Student is to ensure that the Dissertation Logbook is correctly documented and maintained. The logbook is to be submitted together with the dissertation at the end of the dissertation period. Students are to request written supervisor feedback and signatures to each logbook input that they will make, relating to the various individual meetings that take place throughout the academic period. Supervisors will add their comments and feedback/direction to the descriptions and inputs made by the Student in each logbook entry. Students have to actively seek out their supervisor to ensure that this feedback/direction is regularly provided and the logbook adequately documented.

The Institute reserves the right not to accept the dissertation for evaluation if the logbook is not filled in correctly and each meeting duly signed off by the Student and Supervisor.

Reference Documents:

Doc 067 : Dissertation Log Book

3.4 Dissertation Structure, Layout, Font Size and Line Spacing

3.4.1 The following section provides information regarding the design of the front cover, dissertation chapter structure, layout, font size and line spacing. No page designs are to be included within the dissertation.

3.4.1.1 Front cover

For details of front cover and binding of dissertation copies, refer to section 3.8.2 and Appendix 2.

3.4.1.2 Front page

This page is to include in font size 14 and 1.5 line spacing:

1. MCAST logo positioned in top right corner
2. Dissertation title (bold font) and full justified
3. Student's name and surname (italics)
4. Supervisor name and surname (italics)
5. Month, the year when the dissertation is submitted.
6. The following text: 'A dissertation submitted to the (*name of Institute*) in partial fulfilment of the requirements for the degree of (*degree title*).

Refer to Appendix 3 for Sample of Front Sheet

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3.4.1.3 **'Authorship Statement' page**

Note: Plagiarism occurs when someone else's work is used by the Student without acknowledging it. Dissertations are to be uploaded through Unicheck. Refer to MCAST regulations regarding plagiarism (Doc 099).

This page is to include in font size 12 and 1.5 line spacing:

Text 1: This dissertation is based on the results of research carried out by myself, is my own composition, and has not been previously presented for any other certified or uncertified qualification

Text 2 : The research was carried out under the supervision of (name of dissertation tutor – Title, Name and surname)

Signature and date

3.4.4.4 **'Copyright Statement' page**

This page is to include in font size 12 and 1.5 line spacing

Text 1: In submitting this dissertation to the MCAST Institute of..... I understand that I am giving permission for it to be made available for use in accordance with the regulations of MCAST and the Library and Learning Resource Centre. I accept that my dissertation may be made publicly available at MCAST's discretion.

Signature and date.

3.4.4.5 **'Acknowledgments' page**

This page is to include:

- in font size 12 and 1.5 line spacing
- the list of people that the Student would like to thank on the completion of the dissertation. For example 'Mr. Name Surname, who supported me during my dissertation work as my tutor'.

Acknowledgements should be kept to a maximum of five people.

3.4.4.6 **Abstract Page**

This page forms part of the first section of the dissertation and should therefore have a font size of 12 and 1.5 line spacing

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3.4.4.7 'Contents' Page

This page is to include in font size 12, with 1.5 line-spacing the main items of the dissertation indicating the page from where each item starts.

The contents would normally include in the following order:

Authorship Statement (and corresponding page number in Roman Numerals)
 Copyright Statement (and corresponding page number in Roman Numerals)
 Dedication (one or two line short statement and corresponding page number in Roman Numerals)
 Acknowledgements (and corresponding page number in Roman Numerals)
 Abstract (and corresponding page number in Roman Numerals)
 Table of Contents (and corresponding page number in Roman Numerals)
 List of Figures (and corresponding page number in Roman Numerals)
 List of Tables (and corresponding page number in Roman Numerals)
 Glossary of Terms (and corresponding page number in Roman Numerals)
 List of Abbreviations (and corresponding page number in Roman Numerals)
 Chapter 1: Introduction (and corresponding page number in Numerical format)
 Chapter 2: Literature Review (and corresponding page number in Numerical format)
 Chapter 3: Research Methodology (and recommended page number in Numerical format)
 Chapter 4: Analysis of Results and Discussion (and corresponding page number in Numerical format)
 Chapter 5: Conclusions and Recommendations (and corresponding page number in Numerical format)
 List of references (and corresponding page number in Numerical format)
 Bibliography (and corresponding page number in Numerical format)
 Appendices (and corresponding page number in Numerical format)

The table of contents may be created automatically in Microsoft Word by assigning a **Heading** type to the title of each section. Refer to 3.4.4.8 B for more information on headings.

Refer also to Appendix 1 for sample of contents page.

3.4.4.8 Subsequent Pages

A. Font

The font of all the remaining text (following the contents page) is to be Arial, font size 12, double-line spacing and printed on one-sided pages.

Double spacing should be used between paragraphs (please refer to APPENDIX 6 for instructions on how to apply such formatting in MS Word)

B. Headings

Chapter Headings (example: Chapter 1: Introduction) should be written on the same page as the rest of the content for that Chapter. Four headings should be used and not more.

Main Headings (**Heading 1**: Headings within chapter) should be centered, size 14 and bold followed by a 2cm line spacing with p.t.6 after paragraph.

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It is normal for chapters to have sub-sections (1, 1.1, 1.2, 1.2.1, 1.2.1.2, etc.) to display text in a more readable format. These are to be marked by sub headings and should be:

- (**Heading 2:** Headings within chapter) justified aligned, size 12, bold, followed by a 2cm line spacing with pt 2 after paragraph);
- (**Heading 3:** Headings within chapter) justified aligned, size 12, bold, italics, followed by a 2cm line spacing with pt 2 after paragraph);
- (**Heading 4:** Headings within chapter) justified aligned, size 12, bold, italics, followed by a 2cm line spacing with pt 2 after paragraph);

C. Margins

A wide left-hand side margin of 3.7 cm is to be included throughout the dissertation. All other margins are to be set at 2.5 cm

D. Quotations

Quotations of more than three lines must:

- begin on a new line;
- be preceded and followed by a 2cm line spacing;
- have a 1.5 line spacing (for the lines forming part of the quotation);
- be indented 2.5 cm from the left side margin;
- be justified (left and right);
- include the author's name, date and page number referring to parent text.

E. Page Numbering

Pages are to be numbered consecutively, in bottom right corner, using Roman numbers for the initial pages and natural numbers starting from the first page of Chapter 1.

F. Tables and Figures

Tables and figures should be given a title at the top.

Tables and figures are to be labelled and numbered throughout the dissertation (example: Table 1: Title of table or Figure 1: title of figure). Refer to Appendix 5 examples 1 and 3.

- The captions are to be written under the table or figure with the following formatting:
 - Center Alignment,
 - Font size 10pt
 - Font type Arial
- The number of the table or figure is to be written in bold and italics,
- The name of the table or figure is to be written in italics.
- Tables and Figures are to be presented in the middle of the page

Tables are to be presented as follows:

- Table is to be presented in the middle of the page
- Font size 12, Font type Arial

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- Line spacing within the table: 1.15 Line Spacing
- Information within the table is to be presented with a center alignment
- Titles and the variables within the table are to be presented in bold.
- Students choose the ***table grid light style***.

Refer to Appendix 5 example 1

Formatting of SPSS Table:

Tables which were generated through SPSS are to be presented as follows:

- Table is to be presented in the middle of the page
- Font size 12, Font type Arial
- Line spacing within the table: 1.15 Line Spacing
- Titles and the variables within the table are to be presented as center aligned, bold. Text colour: #264A60
- The rest of the text within the table is to be presented as right aligned, text colour black
- The tables grid is to be left as it was generated by SPSS

Refer to Appendix 5 example 2

Formatting of Figures

Figures are to be presented in Font size 9pt or 10pt, Font Type Arial.

Refer to Appendix 5 examples 3 and 4

G. Representing Numbers in Text

When writing a dissertation, all numbers between zero (0) and nine (9) should be written in words and not as numbers. Numerals should be used from 10 onwards.

Example: *The sample comprised of 10 specimen. These were separated in two piles of five.*

3.5 Guideline for Content of Main Sections

3.5.1 Abstract (400 – 500 words – not included in total word count)

This section should clearly state what the study is about, summarizing how it was carried out and what the results were. References are not to be included in the abstract. It should present only the essentials of the work in general.

3.5.2 Introduction

In this section, the Student is expected to state clearly:

- a) the 'problem' or 'question' being researched;
- b) why this topic was chosen;

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- c) what motivated the Student to choose this topic;
- d) why did the Student investigate it the way they did;
- e) what problem did the Student wish to explore;
- f) what is the context for the research?

- Percentage amount of words in section: 10 % of Dissertation*

3.5.3 Literature Review

The main purpose of a literature review is to show the reader that the Student studied and analyzed viewpoints of other researchers on the problem under consideration. A literature review is not just a summary of the books read but rather a thorough analysis of other viewpoints on the problem being analysed.

- Percentage amount of words in section: 25 % of Dissertation*

3.5.4 Research Methodology

This section should present the chosen research methods and explain why these methods were effective.

- Percentage amount of words in section: 20 % of Dissertation*

3.5.5 Analysis of Results and Discussion

This section includes critical discussion about the Student's findings and shows how these findings support the original objectives laid out for the dissertation, which may be partially or fully achieved, or even exceeded. The Student may also include new areas of an investigation prompted by developments in the research dissertation. Above all, it is required to present strong arguments which show how findings may offer a valid contribution to the development of the subject of the selected research area or issues related to it.

- Percentage amount of words in section: 25 % of Dissertation*

3.5.6 Conclusions and Recommendations

In this chapter, the Student has to evaluate the significance of the work done and give recommendations for any further investigations.

- Percentage amount of words in section: 20 % of Dissertation*

*Note: A concession of +/- 5% on the percentage amount of words in sections shown above applies.

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3.5.7 List of References

This section demonstrates what sources were used and cited when conducting research. All sources presented in a reference list should be sorted alphabetically.

3.5.8 References

The student is requested to make good and accurate use of the referencing style adopted by each respective institute.

Examples of referencing and in-text citation are available in the following documents:

Reference Document

Doc 099 Academic Integrity Policy and Procedure

ANNEX_DOC_099_REV_A Guide to Referencing for Academic Integrity

The student should note that these are intended to act as guidelines and are not a substitute for the actual and full reference style guides (e.g. APA 7th; Harvard; IEEE 2018).

Bibliography (Optional)

A bibliography is a list of all of the sources used (whether referenced or not) in the research process.

3.5.9 Appendices

Interview summaries, sample questionnaires, and references should be placed in this section.

For easier referencing, figures, tables, graphs, photos, diagrams, etc., should be inserted within the main text such as the literature review, the experimental process or procedure, the results and discussion chapters. These need to be labeled and numbered as per instructions in par 3.1.4.7 F.

Appendices are usually used to present further details about the results. Appendices may be a compulsory part of a dissertation, but they are not treated as part of the dissertation for purposes of assessing the dissertation. So any material which is significant to judging the quality of the dissertation or of the project as a whole should be in the main body of the dissertation (main text), and not in appendices.

3.6 Timeframes for Dissertation Tutorials

- 3.6.1 Scheduled dissertation tutorial sessions are expected to start immediately after the beginning of the academic year. These tutorial sessions are meant to facilitate the choice of the students' research topic and the drafting of their Statement of Intent. '

A minimum of 10 tutorial sessions is advised over the academic year.

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3.7 Grading Criteria

- 3.7.1 The Assessment and Grading Criteria are available via the set of forms listed below via MCAST Website ([here](#)).

Title	Level	Document number
Dissertation Assessment Criteria and Grading Rubric – General Dissertation (MQF 6)	MQF 6	DOC 374
Dissertation Assessment Criteria and Grading Rubric - Institute for the Creative Arts – Artefacts (MQF 6)	MQF 6	DOC 375
Dissertation Assessment Criteria and Grading Rubric - Institute of Information and Communication Technology (MQF 6)	MQF 6	DOC 376
Dissertation Assessment Criteria and Grading Rubric – Institute of Engineering and Transport – Projects (MQF 6)	MQF 6	DOC 377
Dissertation Assessment Criteria and Grading Rubric - Masters Taught Programmes - Academic Research (MQF 7)	MQF 7	Doc 382
Dissertation Assessment Criteria and Grading Rubric Masters Taught Programmes - Project Action Research (MQF 7)	MQF 7	Doc 383

3.8 Final Dissertation Printing

- 3.8.1 Before final printing, students must ensure that their final dissertation text includes any corrections that their dissertation tutor and/or the Institute academic staff would have indicated.

The final submission is to be presented as follows:

1. The cover must be Hard Bound (colour and lettering as per 3.8.2 below);
2. The internal contents must be printed on standard 80g/m², A4, white paper;
3. Internal content printing should be single sided.

3.8.2 Hard Bound Presentation and Front Cover

- Undergraduate: The hardbound should be in a **black** cover and is to have all script printed in **gold** lettering.
- Masters: The hardbound should be in a **dark blue** cover and is to have all script printed in **silver** lettering
- Doctoral: The hardbound should be in a **burgundy (dark red)** and is to have all script printed in **gold** lettering (*for the full MCAST doctoral regulation see Doc008 or LN302 of 2021*)

On the front top-part (middle position) of the cover the Student must write the TITLE of the dissertation in BLOCK LETTERS using Arial font size 17pt.

On the front lower-part (right-hand corner) of the cover the Student must write the following, not in block letters but using capital letters using Arial font size 14pt:

Student Name and Surname
Programme Name

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Month, Year

On the spine of the cover, the following data shall appear positioned from left to right:

The Title of the Dissertation (*in Capital Letters*)

STUDENT NAME AND SURNAME (*in BLOCK letters*)

Year (Leave 5cm clear space from the bottom edge of the spine)

As specified in Clause 3.1.5, two hardbound copies and 1 PDF soft copy of the dissertation must be submitted by the Student to the Institute. The Institute is to ensure that one copy of the dissertation will be kept in one of the MCAST Library and Learning Resource Centres, generally the one closest to the Institute Campus where it is generated, while the other hard copy will be kept by the Institute concerned.

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Reference Document

Document 034: Request for Exemption Embargo for Dissertation Publication

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APPENDIX 1: SAMPLE OF CONTENTS PAGE OF DISSERTATION

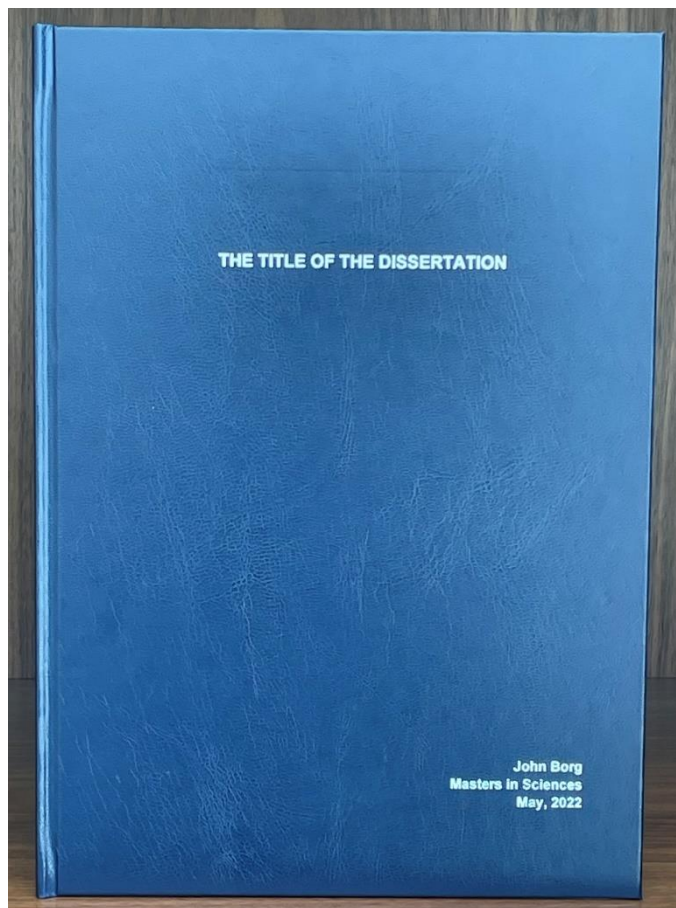
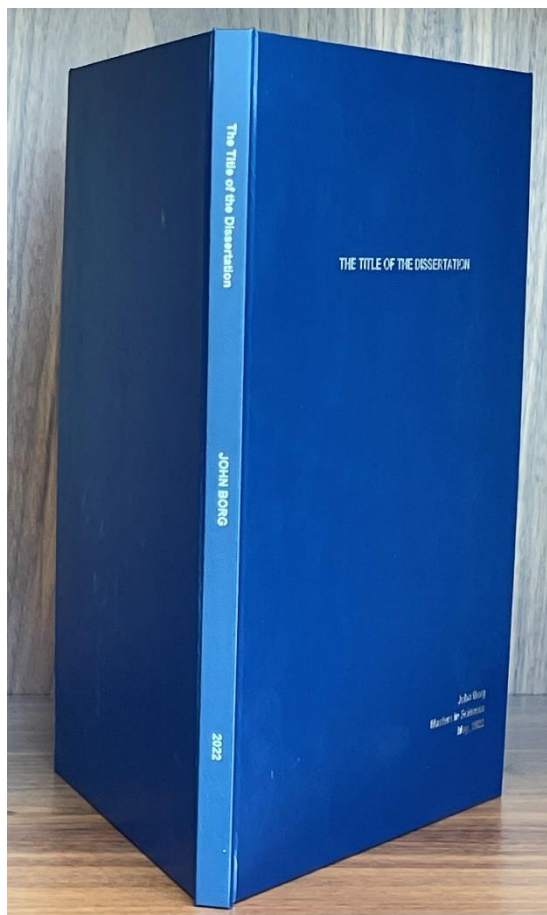
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APPENDIX 3: SAMPLE OF FRONT PAGE



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APPENDIX 4: DIGITALISED PDF

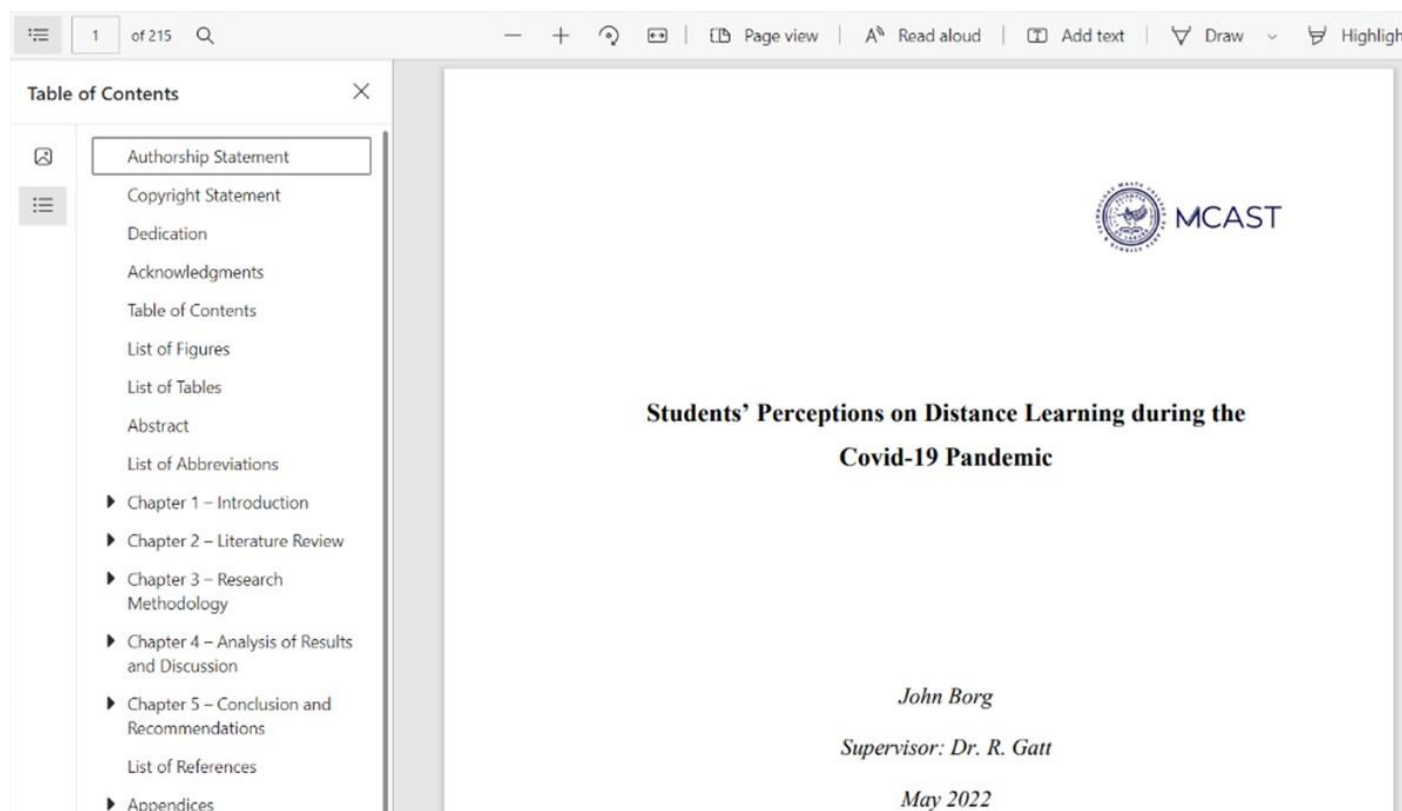
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APPENDIX 5: FORMATTING OF TABLES AND FIGURES

Example 1: Formatting of table

Age Groups	Frequency	Percent	Valid Percent	Cumulative Percent
16-20 years	100	98.2	98.2	95.2
21-25 years	5	4.8	4.8	100.0
Total	105	100.0	100.0	

Table 1: Age of Participants

Example 2: Formatting of SPSS table

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	16-20 years	100	95.2	95.2	95.2
	21-25 years	5	4.8	4.8	100.0
	Total	105	100.0	100.0	

Table 2: Age of Participants

Example 3: Formatting of Figures

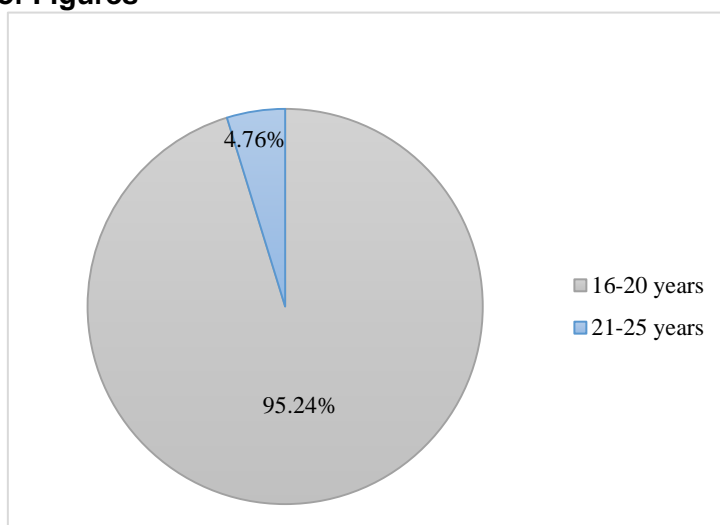


Figure 1: Age of Participants



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Example 4: Formatting of Figures

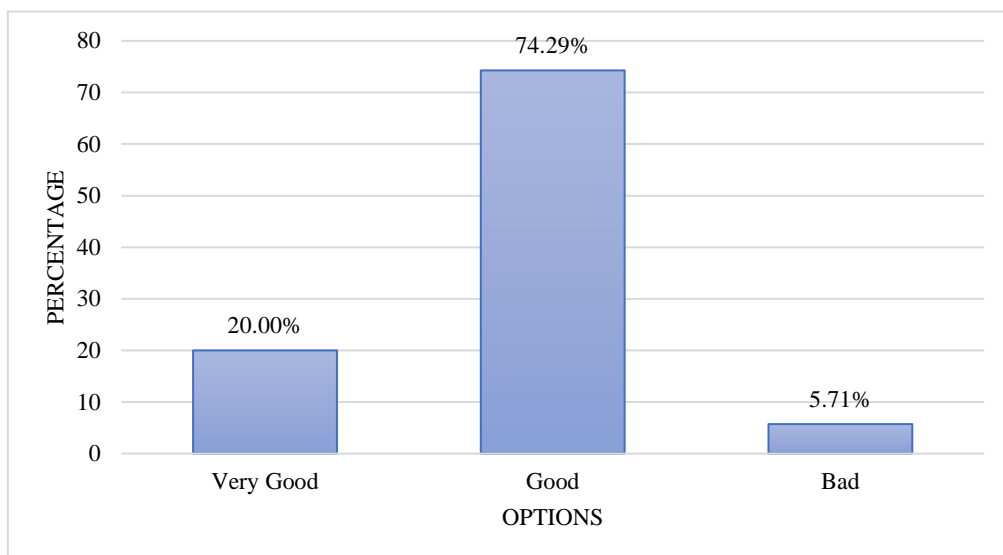


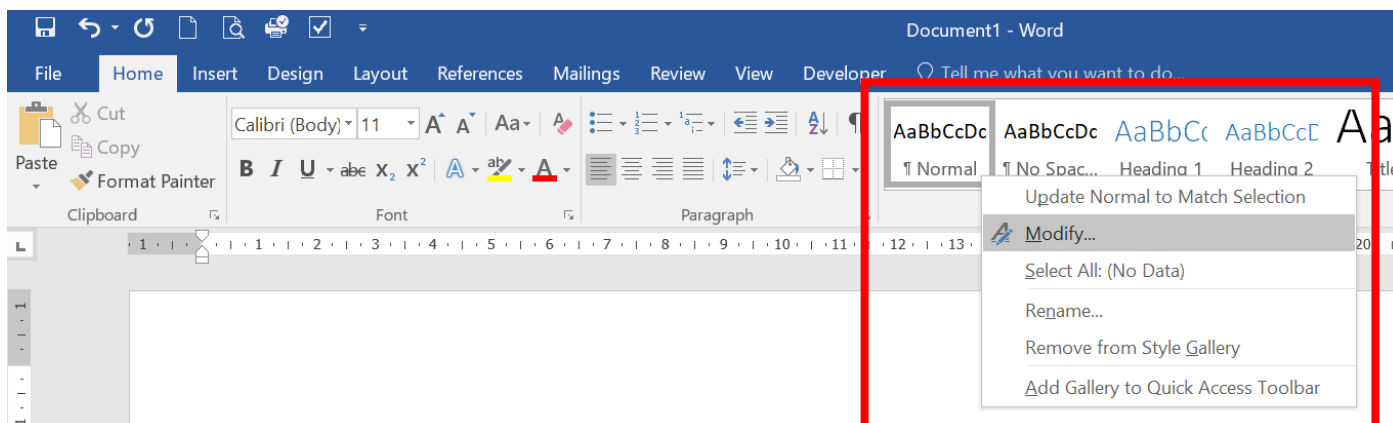
Figure 2: The level of I.T. skills of respondents

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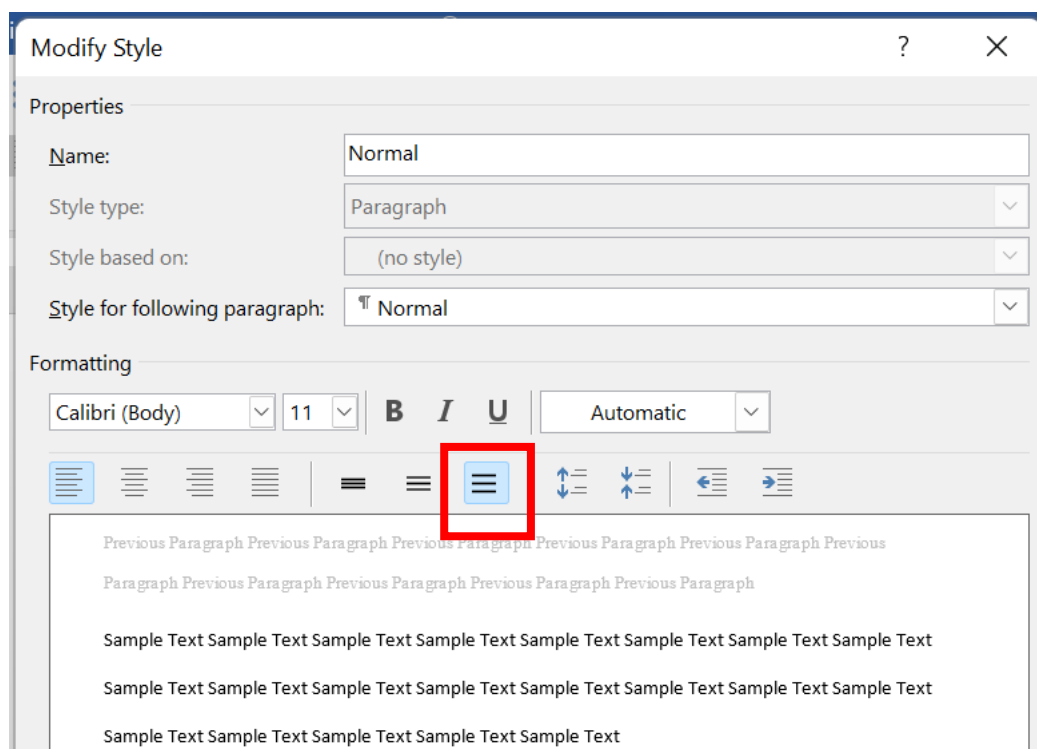
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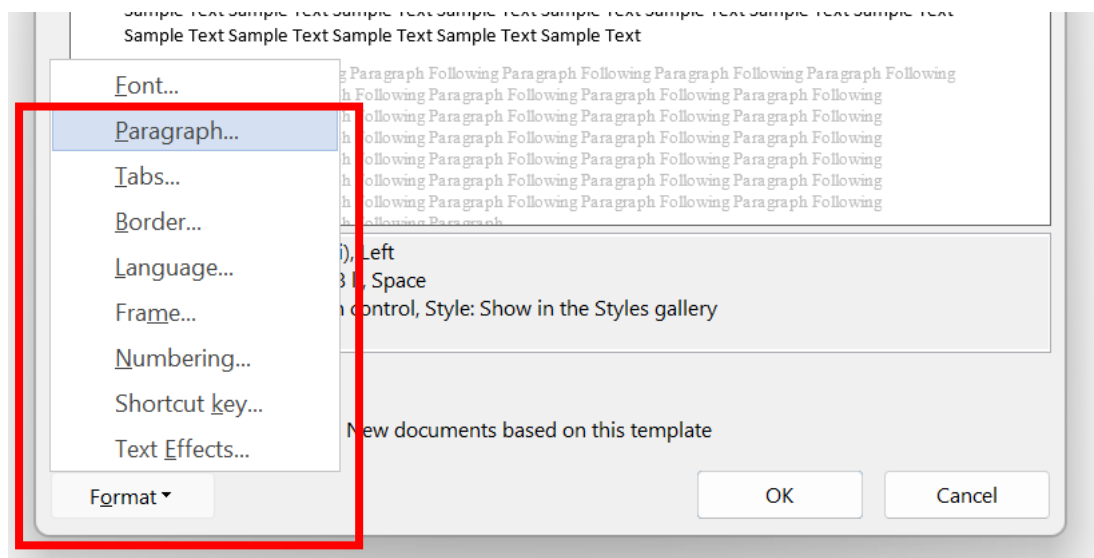


- From the Modify Style Menu Click on the Double Spacing Icon.



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iii. Then click on **FORMAT** (bottom left of Modify Style Menu) and choose **PARAGRAPH**.



iv. There adjust the **AFTER** spacing to 0 pts. Always press **OK** to save changes.

