

Master of Public Administration (MPA) Programme
Nanyang Centre for Public Administration
Nanyang Technological University

PM6999 CAPSTONE PAPER GUIDELINES
SEMESTER 2, AY 2019-2020

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I. Objective of the Capstone Paper

The PM6999 Capstone Paper is a required component of the Master of Public Administration Programme to fulfil graduation requirement. It has 6 Academic Units.

Its main objective is to develop participants' ability for analysis and independent research. In addition, it combines the knowledge gained from the coursework with professional experience to obtain deeper insights into public administration or related issues.

II. Nature of the Capstone Paper

The PM6999 Capstone Paper provides an opportunity for participants to demonstrate both analytical ability and writing skills. Under the supervision of the faculty, participants are expected to write a paper that identifies and addresses a critical gap in knowledge about a particular issue in public policy or management, which is relevant and significant.

The papers can be client-based or non-client-based, and they can be a policy analysis paper, a reform paper, or a case study. Students are encouraged to consider various analytical approaches learned in the MPA programme to address the problems chosen.

Participants are strongly encourage to take up the prescribed electives **PM6105 Research and Statistical Methods in Policy Analysis** or **PM8139 Statistical Methods for Policy Analyses** which provide a comprehensive guide on how to complete the Capstone Paper.

III. Procedures to Complete Your Capstone Paper

1. Identifying a Topic

Ideas for a Capstone Paper topic may come from coursework, work experience or other activities. It is recommended that participants start, and continuously refine, a list of the possible topic as they progress through their coursework. Ideas might be built on a combination of term papers, subject project work, readings, lecture material and the participants' working experience.

2. Selecting a Supervisor

The participants are encouraged to explore their research ideas with their course instructors, who may be willing to become their supervisors. To facilitate this process, a directory of research interests of teaching staff (Appendix 1) is available to participants. Participants can also seek the help and advice from NCPA Deputy Director (Graduate Education) when necessary.

Role of the Supervisor

The supervisor's role is primarily one of providing guidance and advice throughout the preparation of the capstone paper. It remains the sole responsibility of the participants to ensure that all requirements and deadlines relating to the capstone papers are met.

We encourage the participants to discuss with their supervisor on a regular basis during the course of completing the capstone paper. Participants must anticipate that their supervisor will need a fair amount of time to read and comment on your draft. Therefore, plan accordingly to synchronise your schedule with your supervisor's to complete the capstone paper promptly.

3. Submitting PM6999 Capstone Paper for Examination

When the capstone paper is ready for examination, participants should submit the following:

- i. Email a soft copy to mpa@ntu.edu.sg. The file name should be in the following format: STUDENT NAME_CAPSTONE AY2019.
A scanned completed copy of Appendix 2 – SUBMISSION OF PM6999 CAPSTONE PAPER should also be included.
- ii. A copy must also be uploaded onto NTULearn through Turnitin.

When submitting the capstone paper for examination, there must be NO MENTION of the supervisor's name on the title page, and there should NOT have an acknowledgement page. When the capstone paper has been passed and approved, the supervisor's name and acknowledgement page can be included when sending for hardcover binding (optional).

Format of Hard Bound Copies (Optional)

Participants may choose to bind your completed capstone paper. The hardbound copies with NTU logo should adhere to the following guidelines:

- a) The capstone paper must be printed on A4-papers (210mm x 297mm) on one side only with double spacing and bound with hard covers.
- b) There must be a margin of at least 4cm (1.5") from the left edge, 2.5 cm (1") from the right, 2.5 cm (1") from the top and 2.5 cm (1") from bottom.
- c) Page numbers are to appear on either the upper right-hand corner, top centre or bottom centre of the page. Every page must be numbered and all page numbers should appear in the same location on every page, Page numbers must also fall within the margins noted in (b).
- d) The paper should be approximately 15,000 words (including footnotes, but excluding appendices, bibliography, charts, tables, etc.). There is no maximum page limit but verbosity is discouraged.
- e) The Capstone Paper must be organised in the following order:

Title Page
Acknowledgements
Abstract
Table of Contents
List of Tables
List of Figures (optional)

Text: Chapters 1,2,.....

References (listing must be in alphabetical order)

Appendices

- f) The title and name of author must be printed in block letters on the cover of the capstone paper. The format for the hardcover is provided in Appendix A.
- g) The format of the Title page is shown in Appendix B.
- h) The format for the Table of Contents is shown in Appendix C.

For binding your capstone paper, please choose dark blue with gold lettering not exceeding 16 points.

Recommended Vendor for hard binding of capstone paper

Ultra Supplies

- (i) No. 1 Queenways, #03-38, Queenways Shopping Centre
Contact Telephone Number: 6479 6074
- (ii) NTU School of Humanities and Social Sciences Building
Level B1 (next to lift lobby of HSS Auditorium)

Please note that the vendor has the NTU logo template to be included on the hardcover.

IV Important Notes and Deadlines

- b) Prior registration is required.
Participants must register capstone paper under the course code and title **PM6999 Capstone Paper** during the first two weeks of the Semester if he/she plans to submit the capstone paper in the same semester for examination. Registration is done through the same Course Registration System where participants register for their other courses.
- c) In order to confer by July 2019, the following must be submitted to NCPA by **24 April 2020**:
 - i. Email a soft copy to mpa@ntu.edu.sg. The file name should be in the following format: STUDENT NAME_CAPSTONE AY2019.
A scanned completed copy of Appendix 2 – SUBMISSION OF PM6999 CAPSTONE PAPER should also be included.
 - ii. A copy must also be uploaded onto NTULearn through Turnitin.
- d) Participants must complete their coursework and capstone paper within their maximum period of study.

A Summary of Capstone Paper Procedures

Steps	Requirements	Guidelines/Deadlines
1. Identification of topic and supervisor	Participants are to identify their topic and supervisor.	You can use <i>Directory of Research Interests of Teaching Staff</i> as a guide.
2. Confirmation of your supervisor	Participants are required to inform NCPA the name of their supervisor.	Within 5 working days after registering PM6999 in your course registration system.
3. Registration of PM6999 Capstone Paper	Registration of PM6999 is required during the first 2 weeks of the semester through NTU Course Registration System	Course registration is only allowed during the first two weeks in each semester.
4. Submission of examination copies of capstone paper	<ul style="list-style-type: none"> Email a soft copy to mpa@ntu.edu.sg. The file name should be in the following format: STUDENT NAME_CAPSTONE AY2019. A scanned completed copy of Appendix 2 – SUBMISSION OF PM6999 CAPSTONE PAPER should also be included. A copy must also be uploaded onto NTULearn through Turnitin. 	In order to confer by March 2019, capstone paper must be submitted to NCPA by 24 April 2020 .

Directory of Research Interests of Teaching Staff

Instructors	Research Interests	Contact Information
Prof Liu Hong	Global talent mobility; Contemporary China; Sino-Southeast Asia relations; Belt and Road Initiative	Office: SHHK-05-56 or NCPA Tel: 6592 7570, 6790 4109 Email: liuhong@ntu.edu.sg
Adjunct Prof Goh Nguen Wah	Singapore Public Administration/public policy; Govt/politics of Singapore; News media & public policy/politics.	Office: NCPA, S3.2-B4-25 Tel: 9369 0262 Email: NWgoh@ntu.edu.sg
Assoc Prof Wang Jue	Science and technology policy; technology commercialization and entrepreneurial activities; development of high tech industries; policy evaluation	Office: SHHK-05-06 Tel: 6513 8130 Email: wangjue@ntu.edu.sg
Assoc Prof Li Mingjiang	Chinese Foreign Relations; China's Relations with East Asian Nations and the United States; Asian regional economic cooperation; The South China Sea Disputes; China and global governance	Office: S3-B4-C33 Tel: 6790 5850 Email: ismjli@ntu.edu.sg
Assoc Prof Chen Chung-An	Policy analysis, social policy, happiness and public policy, human resources management, organisational behaviour, work motivation, public service motivation, nonprofit organizations	Office: SHHK -05-15 Tel: 65922499 Email: cchongan@ntu.edu.sg
Assoc Prof Chia Wai Mun	Cost benefit analysis and nonmarket valuation	Office: SHHK -04-66 Tel: 67904290 Email: aswmchia@ntu.edu.sg

Directory of Research Interests of Teaching Staff

Instructors	Research Interests	Contact Information
Asst Prof Bao Te	Behavioural Finance, Behavioural Economics, Experimental Economics, Chinese Economy, Real Estate Economics	Office: SHHK -04-49 Tel: 65921768 Email: baote@ntu.edu.sg
Asst Prof Kim Soojin	Public Budgeting; Financial Management and Performance; Contracting Out of Public Services; Institutional Influence on Policy Choices	Office: SHHK -05-02 Tel: 65138179 Email: sjkim@ntu.edu.sg
Dr Chew Soon Beng	Labour markets analysis, wage system, social security, labour unions and competitiveness.	Office: NCPA Email: asbchew@ntu.edu.sg
Dr Yu Wenxuan	Citizen Participation, Government Transparency, Government Performance Management, Public service delivery, E-government and Strategic Management	Email: yuwxn@gmail.com

MASTER OF PUBLIC ADMINISTRATION

SUBMISSION OF PM6999 CAPSTONE PAPER TO SUPERVISOR

Section 1: To be completed by Candidate.

Please scan and attach this form when you submit your Capstone Paper to NCPA.

Name of Student	
Matriculation Number	
Email Address	
Topic / Title	
Supervisor Name	

Section 2: To be completed by Supervisor.

Please forward this form to NCPA office.

1. The above mentioned candidate in this document has completed the writing of his/her PM6999 Capstone Paper to my satisfaction. In my opinion the mentioned paper is ready for examination.
2. Remarks (attached separate sheet if necessary):
Name of Supervisor:
Signature & Date:

For NCPA office use.	Date Received

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Appendix A : Cover of Dissertation

Colour of hard cover : Dark Blue



ECONOMICS IMPACTS BY HIGH WAYS

MARY LIM SAN

NANYANG CENTRE FOR PUBLIC ADMINISTRATION

2020



Year where capstone paper has passed



**NANYANG
TECHNOLOGICAL
UNIVERSITY**

SINGAPORE

ECONOMIC IMPACTS BY HIGH WAYS

Submitted by:

MARY LIM SAN

Supervisor:

PROFESSOR CHEN LIN

A capstone paper submitted in partial fulfilment of the requirements for

THE DEGREE OF MASTER OF PUBLIC ADMINISTRATION

In the College of Humanities and Social Sciences,

Nanyang Centre for Public Administration

NANYANG TECHNOLOGICAL UNIVERSITY

(2020)

Appendix C: Sample of Content

Acknowledgements

Generally, acknowledgements page is at the beginning of the capstone paper. The purpose of acknowledgements is to provide your statement that declares something to be factual, valuable or appreciated. With acknowledgement in capstone paper, you express your gratitude to the person or institution for the valuable contributions in the writing of your capstone paper.

Abstract

The abstract is a summary of the whole capstone paper. It presents all the major elements of your work in a highly condensed form. It is suggested a maximum size of 400 words for the abstract. The structure of the abstract should represent all major elements of the capstone paper including:

- 1) Your research questions;
- 2) Your research methods or research activities implemented;
- 3) Your research results. The primary function of the abstract is to present what you discovered. Therefore, approximately the last half of the abstract should be dedicated to summarizing and interpreting your results.

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List of Tables

- This page must list the name of each table included in the body of your capstone paper;
- Please give a descriptive title to each table (not 'Table 1' etc.);
- Please assign a number to each table. Generally, the first table in chapter 1 should be with a number of Table 1.1.; the first table in chapter 2 should be with a number of Table 2.1.; and so forth;
- It should give the number of the page that it appears on.

Examples:

Table 2.1. GDP per capita of Singapore, 1965 – 2019.....5

Table 3.3. Population of Singapore, 1965 – 2019.....8

List of Figures

- This page must list the name of each figure included in the body of your capstone paper;
- Please give a descriptive title to each figure (not 'Figure 1' etc.);
- Please assign a number to each figure. Generally, the first figure in chapter 1 should be with a number of Figure 1.1.; the first figure in chapter 2 should be with a number of Figure 2.1.; and so forth;
- It should give the number of the page that it appears on.

Examples:

Figure 2.1. The change of the size of Singapore Civil Service.....5

Figure 3.3. Growth in Singapore's Export Markets.....8

References

References should be cited in two different places. At the point at which a document is referred to in the text of your capstone paper and in a list at the end of your capstone paper – the bibliography.

It is strongly recommended to use APA 6th as the format of references. Please refer to the following hyperlink for APA style <http://www.apastyle.org/>

It is also strongly recommended to use the software of Endnote to store and manage your references, and use it to format citations and bibliographies in your capstone paper.

Endnote can be downloaded from NTU library for free! <https://blogs.ntu.edu.sg/lib-learning/workshops/endnote/>