

CENTRAL UNIVERSITY

**GUIDE FOR WRITING AND PRESENTING
UNDERGRADUATE LONG ESSAY**

2024

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1.0 INTRODUCTION

Academic institutions have guidelines for student research reports at all levels where student research is required. The research report (long essay) is executed by the student under the direction of a faculty supervisor or a team of supervisors. It provides the student the opportunity to pursue independent research in an area of interest. This may involve an evaluation of a policy-oriented issue, an empirical project or a critical evaluation of practices in organisations/institutions.

This manual is a guide to writing and presenting research reports for undergraduate students at Central University. Students are advised to read the entire manual in the first instance and subsequently refer to relevant sections when dealing with specific aspects of the research and its process. Students are to follow the guidelines closely from the beginning of the research process. Students who fail to do this are likely to have their work rejected at various stages of the assessment process. This may cause the student to print and bind the work several times, leading to extra cost and delay in graduating.

1.2 GENERAL REQUIREMENTS

The long essay is a partial requirement for the award of bachelor's degrees by Central University. No bachelor's degree will be conferred until the approved conditions or specifications for the writing of the long essay is met.

The long essay contains research findings which are contributions to knowledge. These reports must be properly written and presented. A long essay submitted for an undergraduate degree must not be fewer or exceed the number of pages from the **Introduction to the References** prescribed by the university.

Recommended number of pages

The recommended number of pages is set out as follows:

Programme	Minimum	Maximum
Bachelor's degree long essay	40 pages/10,500 words	65 pages/15,000 words

Stages of submission of long essay

There are four stages of submitting a long essay.

Stage I

Submit two signed soft cover bound copies to the Faculty/School through the Head of Department for assessment. The submission **MUST** be accompanied by a Similarity Report with a score not exceeding 20 percent. A Similarity Report provides a summary of matching or highly similar text found in a submitted paper e.g. Turnitin report. The University's library will assist students in running the Similarity Report to ascertain this score. Any submission with a similarity score of more than 20 percent will be rejected and returned to the affected student for revision/rework to meet the recommended threshold before acceptance.

Submit one corrected soft cover bound copy to the Faculty/School through the Head of Department for consideration and approval by the Faculty Board.

Submit **two hard-cover bound** copies in the approved colour and an **Electronic Copy** to the Faculty/School through the Head of Department. The departments will keep the electronic copies of the long essay in a repository.

Finally, candidates may have to successfully defend their project works in order to graduate. In this regard, Schools/Departments are to organise seminar presentations to provide hands-on experience to prepare them for this all-important assignment.

Bachelor's degree - Light Green

All footnotes should be incorporated into the main text. **There should be no endnote and endnote references at the end of each chapter.**

Pagination

Page numbers from the abstract to the list of tables/figures, etc, should be in Roman numerals and page numbers in the remaining text should be in regular numerals.

All page numbers within the text, from the abstract to the end of the report, should be placed at the bottom and centred.

Recommended English spellings

All spellings in the report must conform strictly to the British (UK) standard. American spellings are not acceptable. For example, **colour** instead of **color**; **programme** instead of **program**; **analyse** instead of **analyze**; **centre** instead of **center**, etc.

FORMAT FOR PRESENTING LONG ESSAY

All long essays shall consist of three categories of material, namely: the **Preliminaries or Front matter**, the **Text or the Main Body** of the report, and the **Back Matter** (References and Appendices).

2.1 PRELIMINARIES

The preliminaries are the spine, outside cover, declaration, abstract, acknowledgements, dedication (optional), table of contents, list of tables, list of figures, list of plates and list of acronyms where appropriate.

Outside cover

On the Outside Cover, CENTRAL UNIVERSITY must be printed at the top of the cover (12 single spaces or 5cm. from the top of the page), the TITLE OF THE REPORT (long essay) in the middle of the page, the author's FULL NAME (without titles) and the YEAR of presentation printed at the bottom half of the page (four blocks). An example of the information which must be presented in vertical order is specified in the brackets below:

[NAME OF UNIVERSITY]

[TITLE OF LONG ESSAY]

[FULL NAME OF CANDIDATE (WITHOUT TITLES)]

[YEAR]

As an illustration, the Outside Cover of Cynthia Fiadonu Ahiabile's long essay will be like this:

CENTRAL UNIVERSITY



THE IMPACT OF ORGANISATIONAL CULTURE ON THE
IMPLEMENTATION OF CORPORATE STRATEGIC PLAN: A CASE OF
CENTRAL UNIVERSITY, GHANA

CYNTHIA FIADONU AHIALE

2010

Note that the use of 'BY' and titles such as Mr., Mrs., Rev, etc. are **not** acceptable on the Outside Cover.

Inside cover

The next page is the INSIDE COVER or the TITLE PAGE. The page consists of FIVE BLOCKS OF WORDS. The first block is, CENTRAL UNIVERSITY and is set off at five single spaces from the top of the page and centred between the margins. The second block is TITLE of the LONG ESSAY /PROJECT REPORT. The third block is the FULL NAME of the candidate. The next block indicates the DEPARTMENT and the FACULTY of the UNIVERSITY to which the long essay /project report is submitted and the degree/diploma for which the long essay /project report is required. The fifth block states the MONTH and the YEAR (on one horizontal line) in which the report is submitted. The title page is page one (in ROMAN NUMERALS) of the Preliminaries or Front Matter but it is NOT numbered or written in the report.

An example of the information which must be presented in vertical order is specified in the brackets below:

[NAME OF UNIVERSITY]

[TITLE OF LONG ESSAY /PROJECT]

[BY]

[NAME OF CANDIDATE (WITHOUT TITLES)]

[INDEX NUMBER]

A Long Essay submitted to the Central Business School, Central University in partial fulfilment of the requirements for the award of Bachelor of Science degree in (*State area of specialisation*)

[*Month and Year*]

For example, the Inside Cover of Cynthia Fiadonu Ahiable's long essay will be like this:

CENTRAL UNIVERSITY

THE IMPACT OF ORGANISATIONAL CULTURE ON THE
IMPLEMENTATION OF CORPORATE STRATEGIC PLAN: A CASE OF
CENTRAL UNIVERSITY, GHANA

BY

CYNTHIA FIADONU AHIABLE

[INDEX NUMBER]

A Long Essay submitted to the Central Business School, Central University in partial fulfilment of the requirements for the award of a Bachelor of Arts Degree in Human Resource Management

DECEMBER 2010

Note that 'BY' should be used here. However, titles are still **not** acceptable.

Declaration page

In all cases, the top half of the page should be for the candidate's declaration and the second half for the supervisor(s). This page is numbered **two** (in lowercase Roman numerals) in the report.

The **Declaration** page should contain the following statement:

DECLARATION

For Bachelor's Long Essay

Candidate's Long Essay

I hereby declare that this long essay is the result of my own original work and that no part of it has been presented for another degree in this university or elsewhere.

Candidate's Signature..... Date.....

Name:.....

Supervisor's Certification

I hereby certify that the preparation and presentation of the long essay were supervised in accordance with guidelines on supervision of long essay laid down by the Central University.

Supervisor's Signature Date.....

Name:.....

NB: The names of the student and the supervisor must be typed.

Abstract

The abstract should contain a brief summary of what the report is about and what the main conclusions are. It should not exceed two hundred and fifty (250) words or one page. It should be developed in well-structured paragraphs. Note that the Abstract should not, unless under special circumstances contain symbols, References; Tables of figures; Acronyms or abbreviations; Many technical terms and any information not contained in the long essay itself. This page is numbered **three** (in lowercase Roman numerals) in the report.

The abstract should be written in three paragraphs as follows:

- Paragraph 1 – A short introduction followed by the main objective of the study.
- Paragraph 2 – Research Methods. This must include the location of the study, study design, sample size, sampling procedure, method of data collection and method of data analysis.
- Paragraph 3 – Major findings, conclusions and recommendations of the study.

Acknowledgements

This section provides the student with the opportunity to express his/her gratitude to those who directly assisted him/her to successfully complete the long essay. These may be mentors, supervisors, organizations, officials, chiefs, and colleagues, among others. It is **unacceptable** to acknowledge any Deity, for example, God, Allah or any other supernatural powers in documents of this nature.

The page must be placed immediately after the abstract page and numbered **four** (in lowercase Roman numerals).

Dedication

This is not a requirement but may be allowed. It should be noted that the dedication page is **not another acknowledgements page. It should contain at most two lines, consisting of just a few words.** For example:

To my family or In memory of my father.

Again, it is **unacceptable** to dedicate documents of this nature to any Deity.

Table of contents

The TABLE OF CONTENTS (not just Contents) should be typed in upper case letters. All chapter headings should be in upper case letters and made **bold**; subheadings should appear in sentence case and not bolded. Sub-sub headings or paragraph headings should not be included in the Table of Contents. The corresponding pages of headings and sub-headings should be indicated. An example of the Table of Contents is illustrated as follows:

TABLE OF CONTENTS

Content	Page
DECLARATION	ii
ABSTRACT	iii
ACKNOWLEDGEMENTS	iv
DEDICATION	v
LIST OF TABLES (If any)	vi
LIST OF FIGURES (If any)	vii
LIST OF PLATES (If any)	viii
LIST OF ACRONYMS/ABBREVIATIONS (If any)	ix
CHAPTER ONE: INTRODUCTION	1
Introduction	1
Background to the study	1
Statement of the problem?	
Objectives of the study	?
Research questions/Hypotheses (where applicable)	?
Significance of the study	?
Delimitation (Scope) of the study	?
Definition of terms (if any)	?
Organisation of the study	?
CHAPTER TWO: LITERATURE REVIEW / REVIEW OF RELATED LITERATURE	?
Introduction	?
(Provide appropriate subheadings as in the report)	
CHAPTER THREE: RESEARCH METHODS	?
Introduction	?
Study design	?
Population	?

Sample and sampling procedure	?
Instruments	?
Data collection procedure	?
Data analysis procedure	?
CHAPTER FOUR: RESULTS AND DISCUSSION	?
Introduction	?
(Provide appropriate subheadings)	
Limitations of the study	?
CHAPTER FIVE: SUMMARY, CONCLUSIONS AND RECOMMENDATIONS	?
Introduction	?
Summary	?
Conclusions	?
Recommendations	?
REFERENCES	?
APPENDICES	?
A	?
B	?
C	?

List of tables/list of figures/list of acronyms

List of Tables and List of Figures should show the Table or Figure numbers, their captions (titles) and page numbers. The List of Tables and List of Figures should be on separate pages in the report. They should be placed after the Table of Contents. Examples are shown below:

LIST OF TABLES

Table	Page
1 Levels of culture and their interaction	?
2	

LIST OF FIGURES

Figure		Page
1	Population representation	?
2	Respondents' background by sex	?
3	Respondents' background by age groupings	?
4	Respondents' by years with institution	?
5	Existing culture profile of CU	?
6	Strategic alignment at CU	?
7	Culture and strategic alignment at CU	?

3.0 MAIN TEXT OR MAIN BODY OF REPORT

Headings

- a. Centre all Chapter headings.
- b. Chapter headings must be typed in upper case and made bold.
- c. Sub-headings must be in sentence case and should be flushed to the left margin and made bold. Sub-sub headings should also be flushed to the left margin but not made bold.
- d. There should no numbering of sub-headings and sub-sub headings in the report.

Tables, Figures and Plates

- a. **Table number and caption**
 - In the text, **the number and caption (title) of a table should appear on top of the table and made bold.**
 - Table caption should be brief but clear and explanatory. There should be no full stop or period after the table caption.
 - The caption should be in initial capital.

Citing tables and figures

- Always mention and describe the table or figure of analysis before you present the table or figure itself. In the text, cite tables and figures by their numbers.
Example: "as shown in Table 1", "as demonstrated in Figure 1".
- **DO NOT refer to a table or figure as "the table below, the table above, Table 1 above or Table 1 below".**
- Anytime a table is cited, the table must be in initial capital (e.g. Table 1).

- As much as possible tables should be placed on the same page or not far away from the analysis/discussion of the tables. **However, do not leave large spaces in the report because a table or figure cannot fit a particular space.**

Discussing tables and figures

Tell the reader what to look for. Discuss only the highlights and do not attempt to comment on every item in the table.

Presentation of tables

- **Tables are not to be drawn with vertical and horizontal lines forming cells.** However, two horizontal lines may be needed for the top and bottom parts of the table. See examples below. If a table spills over to the next page, there should be an indication such as: **Table 1 continued.**
- Tables should normally be drawn using portrait format. However, large tables may be drawn in landscape format. In such cases the table should read from left to right of the page.
- Tables, Figures and Plates should **not** be enclosed in border lines.
- Tables and figures should **not** be allowed to spill into the margins.

Numbering of tables and figures

- Use regular numerals to number all tables and figures consecutively throughout the report.
- The same set of data should not be presented in both table and figure formats

Examples of setting of tables in the report:

Table 1: Training methods used during staff training programme

Training Methods	Number	%
Lectures	167	55.2
Discussions	61	20.1
Demonstrations	60	19.8
Audio Visuals, Overhead Projectors, etc	10	3.3
Case Study	1	0.3
Role Play	4	1.3
Total	303	100

Source: Survey/Field Data (2012)

Table 2: Participants' Assessment of Training Materials

Assessment	Good	Average	Poor	Total
	%	%	%	%
Ease of understanding	52.6	45.5	1.9	100
Readability	74.6	19.7	5.7	100
Subject matter	42.3	55.0	2.7	100
Layout/illustration	38.0	55.0	7.0	100

Source: Survey/Field data (2012)

Shapes of tables

Type tables in portrait format. However, if the table cannot fit across the page, turn the table sideways (Landscape), and it must read from left to right. Where necessary, run the table over several pages. Type tables in double space and use the same font type and size as the rest of the text. You should not use single space or reduce the font size in typing the table. However, in exceptional cases, you may use single space or reduce the font size up to 10 so that the table can fit one page.

Presentation of figures

- Any illustration which is not a table is considered a figure. Examples of figures are graphs (e.g. line, bar charts and scatter graphs); charts and drawings.

Figure number and caption (title)

Caption for figures should be written below the figure and made bold. The captions should be single spaced if longer than one line. They should be self-explanatory. Examples are given below:

Examples of figures in the report

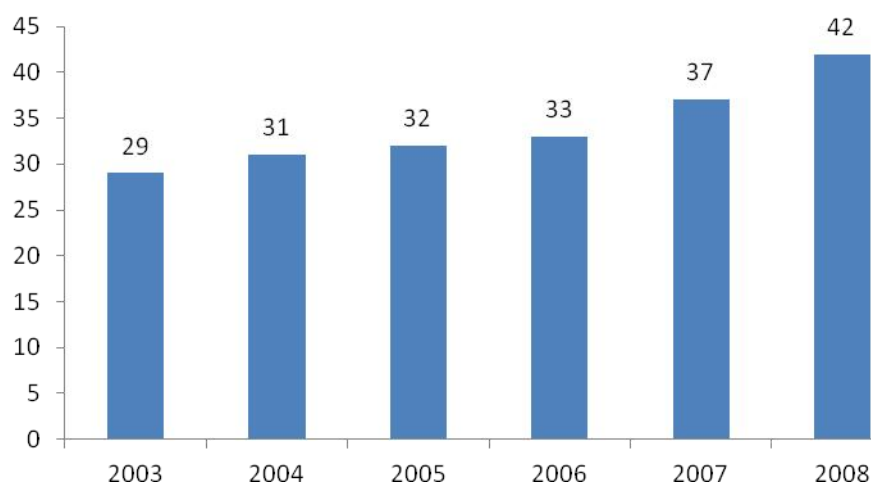


Figure 1: Financial intermediation degree in Ghana from 2003-2008

Source: Field data, 2012

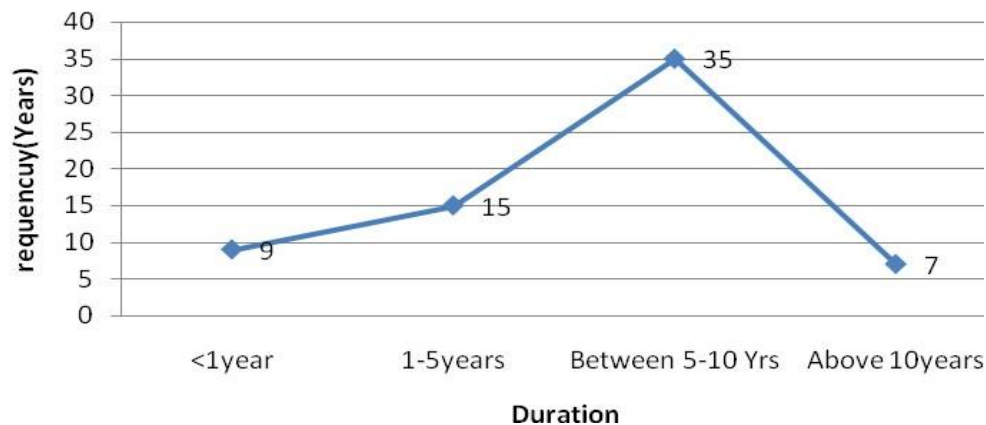


Figure 2: Number of years respondents have worked in the institution

Source: Survey data (2012)

BACK MATTER – REFERENCES AND APPENDICES

Referencing style

The recommended standard referencing style for all long essays is the American Psychological Association (APA) Referencing style (7th edition).

Appendices

Appendices or Appendix (singular) come immediately after the references in the main text. Information to be placed in the Appendices will include the following:

- Verbatim instructions to participants
- Questionnaires
- Interview guide or protocol
- Sample of informed consent form
- Additional graphs and data sheets
- Cover letters sent to appropriate stakeholders
- Official letters of permission to conduct research

Number the Appendices consecutively if there are more than one using regular numerals (e.g. Appendix 1, Appendix 2) or with alphabets (e. g. Appendix A, Appendix B).

GUIDE FOR WRITING THE BACHELOR'S LONG ESSAY

MAIN TEXT

The main text consists of the following:

CHAPTER ONE	-	INTRODUCTION
CHAPTER TWO	-	LITERATURE REVIEW/REVIEW OF RELATED LITERATURE
CHAPTER THREE	-	RESEARCH METHODS
CHAPTER FOUR	-	RESULTS AND DISCUSSION
CHAPTER FIVE	-	SUMMARY, CONCLUSIONS AND RECOMMENDATIONS

CHAPTER ONE: INTRODUCTION

This chapter explains what the problem is and why it is important to study it. The following sub-headings are used:

Background to the study

Statement of the problem

Objectives of the study

Research questions/hypotheses/assumptions (Whichever applicable)

Significance of the study

Delimitation of the study

Specify delimitation in terms of the scope of study, population and geographical location.

Definition of terms (if any)

Organisation of the study

CHAPTER TWO: LITERATURE REVIEW

- This chapter provides support for the study. The opening paragraph of the chapter should provide an overview of what is covered in the chapter.
- Appropriate subheadings must be provided in reviewing the literature. The chapter must be broken into sections to cover the important aspects of the review such as: Theoretical framework, Conceptual framework and Empirical review. Provide a summary of major findings of the literature review (i.e. the state of the art) indicating the linkage with your study at the end.

- Sources of material for the Literature Review should include: Books, Periodicals (Journals, Newspapers & Magazines), Electronic Sources (Internet), Reports, Conference Proceedings, Databases, Theses/ long essays, Long Essay Abstracts, Research papers, Dictionaries, Encyclopaedias, Handouts, Pamphlets, Annual Reports, Government Publications, etc **NOTE:**

The literature review is not simply a collection of notes from books or journals. You should digest and critique what you read and write in your own words as much as possible. Do not just pool together materials from different sources.

CHAPTER THREE: RESEARCH METHODS

This chapter explains how the study was conducted. The introductory paragraph should provide an overview of what is covered in this chapter. The following sub-headings are used in this chapter:

Study design

- Describe the type of study and design (e.g. survey, experiment, action research).
- Explain rationale for the design.
- Indicate the strengths and weaknesses of the design.

Population

- Define/ describe population.

Sample and sampling procedure

- State sample size and how sample was selected.
- Give rationale for the selection procedure and the sample size.
- Provide background characteristics of the sample, for example age, gender, educational/professional qualification (if applicable).

Instrument(s)

- Describe how instrument was developed.
- Specify how item format was determined.
- Describe pre-testing/field-testing/pilot testing of instrument if a new or adapted (modified) instrument is used.

- Show how validity was determined.
- Indicate how reliable the instrument is (provide the reliability coefficient where necessary).
- Describe the strengths and weaknesses of the instrument(s) used.

Data collection procedure

- Describe pilot study (if done).
- Describe how the main data was collected step by step.
- Indicate when data was collected and how long it took.
- Indicate who collected the data and how training was done if assistants were used.

Data analysis procedure

- Describe the scales of measuring tool used
- Indicate and justify the statistical tools used for each hypothesis/ research question/objective.
- Explain how the analysis was done for each research hypothesis/research question.

CHAPTER FOUR: RESULTS AND DISCUSSION

- The opening paragraph of the chapter should provide an overview of what is covered in the chapter.
- Present the results with their discussion by research questions or hypotheses.
- The discussion should include the interpretation of the findings in reference to the literature/previous findings, theory or through logical deduction.
- Evaluate each finding and examine implications with respect to the current theoretical position on the issue as well as managerial practice.
- State and discuss other unintended findings from your study (if any).
- **Limitations of the study**

Specify the limitations of your study in terms of:

- | | | |
|-------------------|---|-------------------------------------|
| Internal validity | - | research design shortcomings |
| External validity | - | how generalisable are the findings? |

Measurement issues -	how reliable and valid are the instruments used?
Statistical problems -	did the data meet the statistical assumptions?
	did the sample size limit the statistical power?

CHAPTER FIVE SUMMARY, CONCLUSIONS AND RECOMMENDATIONS

The opening paragraph of the chapter should provide an overview of what is covered in the chapter

Summary of findings

- Give an overview of the research study and methodology.
- Provide a summary of the key findings of the study.

Conclusions

- This section is based on the results and findings and not a restatement of the results of the study or a summary of the discussion.
- The researcher states precisely his/her position regarding the hypotheses/questions.
- The researcher indicates whether the findings confirmed or disconfirmed the hypotheses or questions.
- The researcher indicates his/her overall opinions regarding the study (i.e. What is new? What has the study brought to the fore? What is the general feeling concerning the results and findings of the study? Indicate whether the original problem is better understood or resolved as a result of the study).

Recommendations

- Make recommendations for policy and practice. The recommendations should be based on the findings of the study.
- Give suggestions for future research.

CITING REFERENCES IN TEXT-BASIC RULES

There are two formats for in-text citations: (a) parenthetical citations, and (b) nonparenthetical citations.

Parenthetical citations

Parenthetical references in the text include author's surname (do not include suffixes such as Jr., Dr., Prof.) and the year of publication

1. If the author's name is not part of the running text (narrative), include the author's last name (Surname) and publication date within parentheses.

e.g. . . . (Oliver, 1999).

Customer loyalty is defined as a deeply held commitment to re-buy or re-patronise a preferred product/service consistently in the future (Oliver, 1999).

2. If a source has two authors, cite both names every time the reference appears in the text, and use the ampersand “&” instead of the regular “and”.
... (Dewdney & Ross, 1994).

e.g. Customers who are behaviourally loyal to a firm display more favourable disposition towards the firm relative to competitors (Leverin & Liljander, 2006).

3. If a source has three or more authors, mention the first author’s name (surname) followed by “et al.”. The “et al.” must not be italicised.

E.g., Covid-19 and the Russia-Ukraine war have had a profound negative impact on the Ghanaian economy (Samari et al., 2023).

Non-parenthetical citation

In a non-parenthetical citation, the author’s name is outside the parenthesis. Here, the author’s name is part of the narrative or running text and only the year is in parenthesis. The sentence will read correctly even if the year is omitted. Where there are two or more authors, write “and” in full and not the ampersand (i.e., &).

Sole author: Amoako (2012) found

Two authors: Dewdney and Ross (1994) argue. . .

Three of more authors: Anabila et al. (2023) posit....

If a source has a group (corporation, government agency, association, etc.) as an author, the name is usually spelt out in every text citation. However, if the name is long and the abbreviation is easily recognisable or understandable, spell it out for the first text citation and abbreviate for subsequent citations. See examples below:

First text citation:

Parenthetical: (Association of Chartered Institute of Bankers [ACIB], 2012)

1. Non-parenthetical: Association of Chartered Institute of Bankers (ACIB, 2012)

Subsequent citations:

Parenthetical: (ACIB, 2012).

1. Non-parenthetical: ACIB (2012) found that. . . .

CITING REFERENCES IN TEXT: Special Occurrences

Authors with same Surname

If a reference list includes publications by two or more primary authors with the same surname, first author’s initials should be included in all text citations even if the year of publication differs

Work with no Identified Author or with an Anonymous Author

If a work has no identified author, cite the first few words of the reference list entry (usually the title) and the year.

- Use Double Quotation for the title of an article, a chapter or web page

... on free care ("Study Finds", 2007)

- Italicize the title of a periodical, a book, a brochure or a report

... the book *College Bound Seniors* (2008)

- For Anonymous authors,

(Anonymous, 1998)

Citing two or more works within same parenthesis in text

Order the citations of two or more works within the same parenthesis alphabetically as they appear in the reference list.

Two or more works of the same authors should be arranged by the year of publication. Author's surname should be used once and for each subsequent work only the year should be used.

Training materials are available (Department of Veterans Affairs, 2001, 2003); Past research (Gogel, 1990, 2006, in press); (Kotler, 2008, 2010, 2012)

If the same author has the publications in same year, add the suffixes a, b, c and so forth after the year. The year should be repeated in the text citation.

e.g. Several studies (Derryberry & Reed, 2005a, 2005b; Rothbart, 2003a)

Two or more works by different authors should be cited in alphabetical order by the first author's surname.

e.g. Clear evidence provided (Helber, 1995; Krause et al., 2006)

Secondary sources

When the original work is out of print, unavailable through usual sources or not available in English then use secondary sources. It should be cited secondary source in the reference list and in text both original work and secondary source should be indicated.

e. g. Smith and Walter (as cited in Mills, 1985) reported ...

Specific Parts of a source

Indicate the page, chapter, figure table or equation at the appropriate point in the text reference

- (Thennakoon, 1963, p.96)
- (Chen, 1982, Chapter 2)

Personal Communication

Personal communications are not cited in the reference list. Include many details in the text (such as Initials and the surname of the communicator, the exact date etc.)

- M. Greene (personal communication, September 29, 2005)

CITING REFERENCES IN TEXT: Quotations

Short quotations

If the quotation is fewer than 40 words, use quotation marks around the quote and include page numbers (if page numbers are unavailable use paragraph numbers)

- He stated, “The impact of technology on student learning is best observed when conducting focus groups” (Gallati, 1988, p.38), but he did not go into much more detail.
- Gallati (1998) contended that “the impact of technology on student learning is best observed when conducting focus groups” (p.38).

Long quotations

If the quotation comprises 40 or more words, display it as a separate block of text without the quotation marks. The block should be indented about a half inch from the left. Entire quotation should have double space. If there are additional paragraphs in the quotation, it should be indented the first line of each additional paragraph. See example below:

Co-presence does not ensure intimate interaction among all group members. Consider large-scale social gatherings in which hundreds or thousands of people gather in a location to perform a ritual or celebrate an event. In these instances, participants are able to see the visible manifestation of the group, the physical gathering, yet their ability to make direct intimate connections with those around them is limited by the sheer magnitude of the assembly. (Purcell, 1997, pp. 111-112).

No single direct quotation should comprise more than 150 words.

REFERENCES LIST

EXAMPLES OF REFERENCES BY TYPE (APA STYLE 7th EDITION)

Referencing books

Aaker, D. A. (1992). *Developing business strategies*. University of California.

Allen, I. E., & Seaman, J. (2007). *Online nation: Five years of growth in online learning*. Sloan Consortium.

Bak, P. (1997). *How nature works: The science of self-organized criticality*. University Press.

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Surnames and initials for up to 20 authors should be provided in the reference list. Here, surnames and initial(s) of the first 19 authors should appear in the reference for the source (separated by a comma), followed by ellipsis (...) and the final author. There is no need to use the ampersand in this case. For example:

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