**ASSIGNMENT No. 1**

Q.1 Explain in detail the research process. Develop a research plan on a topic from educational planning, policy and leadership studies.

#### **Introduction**

**Background:**

Provide an overview of the current state of technology integration in secondary education.

Highlight the importance of understanding the impact of technology on student learning outcomes.

**Statement of the Problem:**

Clearly articulate the research question: How does technology integration affect student learning outcomes in secondary education?

**Objectives:**

Identify specific objectives such as exploring the types of technology used, assessing the perceived impact on student engagement, and evaluating academic performance.

#### **Literature Review**

**Review Relevant Literature:**

Examine existing studies on technology integration in secondary education.

Identify key theories, models, and frameworks related to the impact of technology on learning outcomes.

**Identify Gaps:**

Determine gaps in the current literature that the research aims to fill.

Specify the unique contribution of the proposed study to the existing body of knowledge.

#### **Theoretical Framework**

**Select a Theoretical Framework:**

Choose a theoretical perspective that aligns with the research question.

Justify the selection based on its relevance to educational planning, policy, and leadership studies.

#### **Research Design**

**Type of Study:**

Decide on the research design (e.g., quantitative, qualitative, or mixed methods).

Justify the chosen design based on the research objectives.

**Participants:**

Define the target population (e.g., secondary school students, teachers, administrators).

Describe the sampling strategy.

**Data Collection:**

Specify data collection methods (e.g., surveys, interviews, classroom observations).

Develop data collection instruments.

**Data Analysis:**

Outline the data analysis procedures (e.g., statistical analysis, thematic analysis).

Address how the results will be interpreted.

#### **Ethical Considerations**

**Informed Consent:**

Describe how informed consent will be obtained from participants.

**Confidentiality:**

Outline measures to ensure the confidentiality of participant information.

**Ethical Approval:**

Discuss plans for obtaining ethical approval from relevant institutional review boards.

#### **Timeline**

**Research Timeline:**

Develop a realistic timeline for each phase of the research, from literature review to data analysis and reporting.

#### **Budget**

**Resource Allocation:**

Estimate the budget required for research-related expenses (e.g., travel, data collection tools, participant incentives).

#### **Expected Results and Contributions**

**Anticipated Findings:**

Provide a brief overview of the expected results based on the research question and objectives.

**Contributions to Knowledge:**

Highlight the potential contributions of the study to educational planning, policy, and leadership.

#### **Dissemination Plan**

**Publication Strategy:**

Outline a plan for disseminating the research findings through academic journals, conferences, or other platforms.

**Policy Implications:**

Discuss how the results can inform educational policies and practices.

#### **Conclusion**

**Summary:**

Summarize the key elements of the research plan.

**Significance:**

Reinforce the significance of study in advancing knowledge in the field of educational planning, policy, and leadership.

**Q.2** **How hypotheses can be formulated in historical research? Develop five hypotheses on a research topic of EPM domain.**

**Introduction**

Strategic project orchestration has been a critical driver driving organisational success and innovation in the changing environment of enterprise project management (EPM). The function of project management has grown dramatically over the years as firms negotiate the intricacies of today's global marketplaces. This study digs into the historical evolution of project management approaches within the EPM domain, with the goal of identifying major trends, causes, and transformational moments that have changed how projects are conceived, managed, and executed inside big companies.

The incorporation of successful project management methods is frequently seen as a vital aspect in attaining organisational objectives, whether it be the delivery of products, the implementation of systems, or the execution of strategic initiatives. The evolution of project management in corporate settings includes not just developments in technique but also responses to external economic, technical, and organisational issues, ranging from classic waterfall processes to agile and iterative approaches of the present day.

**Formulate historical hypotheses**

**Identify a Research Topic:**

Choose a specific topic within the EPM (Enterprise Project Management) domain that interests you and has sufficient historical data. For example, you might focus on the adoption of project management methodologies in large organizations over the past few decades.

**Review Existing Literature:**

Conduct a literature review to understand the existing scholarship on your chosen topic. This will help you identify gaps in knowledge and areas where hypotheses can be formulated.

**Analyze Historical Evidence:**

Examine historical documents, records, and artifacts related to your topic. This might include project management reports, corporate archives, and communication records.

**Consider Variables and Relationships:**

Identify variables that may have influenced the historical development of your topic. Consider the relationships between these variables and how they may have impacted the outcomes.

**Formulate Hypotheses:**

Based on your analysis, create hypotheses that suggest potential relationships between variables. Ensure that your hypotheses are specific, testable, and framed in a way that allows for historical investigation.

**Develop five hypotheses related to the EPM domain**

**Hypothesis 1:**

*During periods of economic downturn, organizations are more likely to adopt agile project management methodologies to enhance flexibility and adaptability in response to market uncertainties.*

**Hypothesis 2:**

*The implementation of a standardized project management framework, such as the Project Management Body of Knowledge (PMBOK), is positively correlated with improved project success rates in large enterprises over the past two decades.*

**Hypothesis 3:**

*The introduction of collaborative project management tools in the EPM domain has led to increased team efficiency and communication, resulting in a higher rate of project success compared to periods when such tools were not widely adopted.*

**Hypothesis 4:**

*Organizations that invest significantly in project management training and certification programs for their employees demonstrate a higher level of project success and a lower rate of project failure compared to those with less emphasis on professional development.*

**Hypothesis 5:**

*The evolution of project management practices in the technology sector is closely linked to the development and integration of innovative project management software, and periods of technological advancements coincide with shifts in project management methodologies.*

Remember, these hypotheses serve as starting points for your research. The next steps involve testing these hypotheses through a thorough examination of historical evidence and critical analysis. Adjustments to hypotheses may be necessary as your research progresses and new insights emerge.

**Q.3** **Differentiate pre experimental designs with true experimental designs. Also discuss the threats.**

**Definition**

Pre-experimental designs are the simplest form of experimental research designs. These designs lack the rigorous control over variables found in true experimental designs. They are often used when researchers cannot manipulate independent variables due to practical or ethical reasons.

**Characteristics**

**No Random Assignment:** Participants are not randomly assigned to different groups. Instead, the groups are often formed based on convenience or some other non-random method.

**Limited Control:** There is limited control over extraneous variables that might affect the results.

**One-Shot Case Study:** One common type of pre-experimental design is the "one-shot case study," where there is only one group of participants, and the treatment is introduced to observe its effects.

**Threats**

**Internal Validity Issues:** Because of the lack of random assignment and control, it's challenging to establish a cause-and-effect relationship between the independent and dependent variables. Other factors might influence the results.

**History Threat:** External events or historical factors may influence the results, making it difficult to attribute changes solely to the manipulated variable.

**Maturation Threat:** Changes in participants over time may be confused with the effects of the treatment.

### **True Experimental Designs**

**Definition:** True experimental designs are characterized by random assignment of participants to different experimental conditions. They involve rigorous control over extraneous variables to establish cause-and-effect relationships.

**Characteristics**

**Random Assignment:** Participants are randomly assigned to different experimental conditions or groups.

**Controlled Conditions:** Researchers have greater control over extraneous variables to isolate the effects of the independent variable.

**Manipulation of Variables:** The researcher deliberately manipulates the independent variable to observe its effect on the dependent variable.

**Threats**

**Demand Characteristics:** Participants may change their behavior because they perceive what the study is about and want to comply with the expectations.

**Hawthorne Effect:** Participants may alter their behavior simply because they are aware they are being observed.

**Sampling Bias:** If the sample is not representative, the results may not generalize to the larger population.

**Testing Effect:** The act of measuring a participant's behavior may affect their subsequent behavior in the study.

In both pre-experimental and true experimental designs, it's crucial for researchers to be aware of these threats to validity and take steps to minimize or control them. The choice between these designs often depends on the specific research question, ethical considerations, and practical constraints.

**Q.4** **Discuss in detail documentary analysis. Also deign a study as an example.**

**Introduction**

Climate change is one of the most pressing global challenges of our time, with far-reaching implications for the environment, economies, and societies. As the discourse surrounding climate change evolves, understanding how it has been portrayed in the media is crucial for grasping societal perceptions, influencing factors, and potential trends. This study employs documentary analysis, a qualitative research method, to delve into the representation of climate change in mainstream media over the past two decades.

**Key Steps in Documentary Analysis**

**Selection of Documents:** Choose relevant documents that align with the research objectives. Documents can be primary sources (original documents) or secondary sources (interpretations or analyses of primary sources).

**Familiarization:** Review the selected documents to become familiar with their content, context, and the potential insights they may provide. This step is crucial for developing an understanding of the material.

**Coding and Categorization:** Systematically analyze the content by coding and categorizing information. This involves identifying themes, patterns, or recurring ideas within the documents. Coding may be done manually or using qualitative analysis software.

**Interpretation:** Interpret the coded data to draw meaningful conclusions. This step involves synthesizing the information to identify overarching themes, relationships, or trends present in the documents.

**Validation:** Validate findings by cross-referencing with other sources, consulting experts, or using triangulation methods to ensure the reliability and validity of the analysis.

**Analyzing Climate Change Discourse in Media Documents**

**Methodology**

**Document Selection:** Choose a sample of newspaper articles, editorials, and opinion pieces related to climate change from reputable media sources published between 2000 and 2020.

**Familiarization:** Read and become familiar with the selected documents, noting key themes, language, and perspectives.

**Coding and Categorization:** Code the documents for recurring themes such as climate science, policy, skepticism, activism, and economic implications. Use qualitative analysis software for efficiency.

**Interpretation:** Analyze the coded data to identify patterns and trends in the discourse. For example, examine how the emphasis on certain themes has shifted over time, or if there are notable differences in the framing of climate change between different media outlets.

**Validation:** Validate findings by comparing results with scientific reports on climate change, consulting experts in climate science and communication, and reviewing public opinion surveys on climate-related issues.

**Potential Challenges**

**Bias in Document Selection:** The choice of media sources may introduce bias. It's important to include a diverse range of sources to capture a comprehensive view of the discourse.

**Changing Language:** The language used to discuss climate change may evolve over time. Researchers should be attentive to shifts in terminology and ensure consistency in coding.

**Interpretation Subjectivity:** Interpretation of qualitative data can be subjective. Including multiple researchers in the analysis process and employing inter-rater reliability checks can enhance the study's rigor.

Documentary analysis is a flexible and powerful research method, allowing researchers to explore a wide range of topics by examining existing materials. Careful consideration of research questions, document selection, and analytical methods is crucial for conducting a robust documentary analysis study.

**Q.5** **How growth studies are conducted? What factors must be consider while designing such studies? Develop five research problems for such studies.**

**Introduction**

Growth studies, also known as longitudinal or developmental studies, provide researchers with a unique lens through which to investigate the dynamic nature of individual and group changes through time. These studies, which span fields such as psychology, sociology, education, and medicine, provide vital insights into the intricacies of human growth, behavior, and societal trends. We will dig into the methodology, concerns, and aspects that influence growth studies in this introduction, followed by the creation of five research issues that show the diversity and importance of longitudinal research.

### **Context and Significance**

Knowing the growth trajectory is critical for understanding the complex interplay of biological, psychological, and environmental elements that shape individuals and societies. Growth studies contribute significantly to evidence-based knowledge, whether they investigate cognitive development, socioemotional changes, or the impact of treatments. Researchers can identify patterns, trends, and outliers that shape theories, policies, and actions by using rigorous procedures.

### **Methodologies and Approaches**

Longitudinal designs are frequently used in growth studies, which monitor people over lengthy periods of time to capture subtle changes over time. Cross-sectional comparisons, mixed-methods techniques, and complex statistical analyses broaden and deepen the insights acquired. Ethical factors including participant wellbeing and cultural sensitivity highlight the duty that comes with longitudinal research, ensuring that the benefits exceed the hazards.

### **Factors Shaping Growth Studies**

Sample selection, measuring techniques, data collection timeliness, attrition and retention tactics, and a deep knowledge of cultural and socioeconomic backgrounds are all critical variables impacting the design and implementation of growth studies. These factors add to the robustness and validity of findings, ensuring that they are not just academically rigorous but also ethically sound.

### **Research Problems**

**Impact of Early Childhood Interventions on Educational Attainment:**

*Rationale:* Assessing the enduring effects of early childhood interventions provides insights into the long-term educational success of individuals.

**Psychosocial Development in Adolescents in the Digital Age:**

*Rationale:* Examining the influence of digital technology on psychosocial development over time addresses a pressing concern in contemporary society.

**Career Trajectories and Work-Life Balance Over a 20-Year Period:**

*Rationale:* Investigating the evolution of careers and work-life balance offers a holistic perspective on professional trajectories.

**Health and Wellness Across the Lifespan in Different Cultural Contexts:**

*Rationale:* Understanding health and wellness patterns across diverse cultures provides a comprehensive understanding of the contextual influences on well-being.

**Impact of Socioeconomic Status on Cognitive Decline in Aging Adults:**

*Rationale:* Exploring the relationship between socioeconomic status and cognitive decline contributes to our understanding of disparities in cognitive aging.

In summary, growth studies play a pivotal role in unraveling the mysteries of human development and societal dynamics. The following exploration into methodologies, considerations, and research problems sets the stage for a deeper understanding of the multifaceted nature of longitudinal research.

**ASSIGNMENT No. 2**

**Q.1** **Describe in detail the methodology for planning a research in educational planning and management.**

**Introduction**

Education is a cornerstone of societal progress, and effective planning and management within educational systems are crucial for fostering positive learning outcomes and shaping the future of our communities. As our global society becomes increasingly interconnected and dynamic, the challenges facing educational planners and managers have grown in complexity. This research endeavors to address a critical gap in our understanding of [specific aspect or issue] within the realm of educational planning and management.

**Define the Research Problem**

Clearly articulate the research problem or question that you aim to address in the field of educational planning and management.

Ensure that the problem is relevant, significant, and has the potential to contribute to the existing knowledge in the field.

**Review of Literature**

Conduct a comprehensive literature review to understand the existing research in the chosen area.

Identify gaps, controversies, and areas where your study can make a meaningful contribution.

Formulate research questions or hypotheses based on the literature review.

**Define Objectives and Research Questions**

Clearly state the objectives of your research. What do you intend to achieve with this study?

Formulate specific research questions or hypotheses that align with the research objectives.

**Select a Research Design**

Choose an appropriate research design based on the nature of your study (e.g., experimental, quasi-experimental, descriptive, case study).

Justify why the selected design is the most suitable for addressing your research questions.

**Population and Sample Selection**

Define the target population for your study. This could be students, teachers, administrators, or institutions.

Clearly specify the criteria for sample selection and the sampling method (random, stratified, convenience).

**Data Collection Methods**

Identify and justify the data collection methods you will use (e.g., surveys, interviews, observations).

Develop or select research instruments such as questionnaires or interview guides.

Discuss the reliability and validity of your chosen instruments.

**Data Analysis Plan**

Specify the statistical or analytical methods you will use to analyze the data.

Justify why these methods are appropriate for answering your research questions.

If applicable, describe any software or tools you will use for data analysis.

**Ethical Considerations**

Clearly outline the ethical considerations of your study, including issues such as informed consent, confidentiality, and participant rights.

If your study involves human subjects, obtain approval from an ethics review board.

**Timeline**

Develop a realistic timeline for your research, outlining key milestones and deadlines.

Consider potential challenges and build flexibility to accommodate unforeseen issues.

**Budget**

Estimate the budget required for your research, including expenses for data collection, analysis, and dissemination.

Identify potential funding sources or allocate resources if applicable.

**Data Collection**

Implement your data collection plan, ensuring that data is collected rigorously and consistently.

Monitor the progress of data collection and adjust as necessary.

**Data Analysis**

Analyze the collected data using the specified methods.

Interpret the results and relate them back to the research questions or hypotheses.

**Conclusion and Recommendations**

Summarize your findings and draw conclusions based on the results.

Provide recommendations for practitioners, policymakers, or further research.

**Report Writing**

Prepare a comprehensive research report, following the appropriate format and structure.

Clearly present the methodology, results, and conclusions.

**Dissemination**

Share your research findings through academic publications, conferences, or other relevant channels.

Contribute to the knowledge base in the field of educational planning and management.

**Q.2** **How questionnaire can be constructed? Describe different types of questionnaires.**

### **Steps to Construct a Questionnaire**

**Define the Objectives:**

Clearly articulate the purpose of the questionnaire.

Specify the information you want to gather and the research objectives.

**Identify the Target Audience:**

Understand the characteristics of the respondents.

Tailor questions to the knowledge and experience level of the audience.

**Choose the Questionnaire Format:**

Decide between open-ended and closed-ended questions.

Open-ended questions allow for free-form responses, while closed-ended questions provide predefined response options.

**Create an Introduction:**

Write a brief and engaging introduction explaining the purpose of the survey.

Assure respondents about the confidentiality of their responses.

**Organize Questions Logically:**

Group related questions together.

Start with easy and non-threatening questions to build rapport.

**Use Clear and Simple Language:**

Avoid jargon or technical terms that might confuse respondents.

Use simple and direct language to ensure clarity.

**Balance the Question Types:**

Mix different types of questions to gather both qualitative and quantitative data.

Include multiple-choice, Likert scale, ranking, and open-ended questions.

**Pilot Test the Questionnaire:**

Test the questionnaire with a small group to identify any confusing or ambiguous questions.

Refine the questionnaire based on feedback.

**Include Demographic Questions:**

Collect basic demographic information to analyze responses based on different characteristics.

**Provide Clear Instructions:**

Clearly instruct respondents on how to answer each question.

Include examples if necessary.

**Ensure Neutral Wording:**

Avoid leading or biased questions that may influence responses.

Use neutral language to maintain objectivity.

**Use a Mix of Question Scales:**

Employ a variety of scales, such as Likert scales, to capture the intensity of opinions.

Use consistent scales throughout the questionnaire.

### **Types of Questionnaires**

**Structured Questionnaires:**

Have a fixed set of questions with predefined response options.

Suitable for quantitative research.

**Unstructured Questionnaires:**

Allow for open-ended responses without predefined choices.

Suitable for qualitative research to gather in-depth information.

**Multiple-Choice Questionnaires:**

Include a list of options, and respondents choose the most appropriate one.

Useful for gathering specific information in a structured format.

**Likert Scale Questionnaires:**

Use a scale (e.g., strongly agree to strongly disagree) to measure attitudes or opinions.

Provide a continuum for respondents to express their degree of agreement or disagreement.

**Ranking Questionnaires:**

Ask respondents to rank a set of items in order of preference or importance.

Useful for understanding priorities.

**Close-Ended vs. Open-Ended Questionnaires:**

Close-ended questionnaires have predetermined response options.

Open-ended questionnaires allow respondents to provide free-form responses.

**Attitude and Opinion Questionnaires:**

Focus on understanding respondents' beliefs, feelings, and perceptions.

Utilize scales or open-ended questions.

**Demographic Questionnaires:**

Collect information about respondents' characteristics, such as age, gender, income, etc.

**Q.3** **How random sampling can be differentiated from stratified random sampling? Explain with examples.**

Random sampling and stratified random sampling are both methods used in statistical research to select a subset of individuals from a larger population.

### **Random Sampling**

**Definition**

Random sampling involves randomly selecting individuals from the entire population without any specific criteria or categories. Every individual in the population has an equal chance of being selected.

**Example:** Suppose you have a population of 1,000 students in a school, and you want to survey their opinions on a new school policy. You could assign each student a number and use a random number generator to select 100 students. This way, every student has an equal probability of being chosen.

### **Stratified Random Sampling**

**Definition**

Stratified random sampling involves dividing the population into subgroups or strata based on certain characteristics that are important to the study. Then, individuals are randomly selected from each stratum.

**Example:** Let's say you are conducting a survey in the same school, but you know that the school has students from different grades (freshmen, sophomores, juniors, and seniors). To ensure that you have representation from each grade, you can use stratified random sampling. You would first divide the population into four strata based on grade level and then randomly select a certain number of students from each grade.

**Comparison**

**Random Sampling:**

Simple and straightforward.

Assumes that the population is relatively homogeneous.

**Stratified Random Sampling:**

Considers the diversity within the population.

Ensures representation from different subgroups.

Requires information about the characteristics of the population.

Random sampling treats the entire population as one group, while stratified random sampling divides the population into subgroups and then randomly samples from each subgroup. The choice between these methods depends on the goals of the study and the characteristics of the population under investigation. Stratified random sampling is often preferred when there are known differences within the population that could impact the study results.

**Q.4** **Describe characteristics of a good research question. Develop ten research questions on a researchable topic EPM area.**

**Introduction**

In the dynamic landscape of contemporary business and technology, effective project management stands as a linchpin for organizational success. Enterprise Project Management (EPM), with its multifaceted approach to planning, executing, and controlling projects, has emerged as a pivotal discipline in ensuring that organizations achieve their strategic goals efficiently and effectively. As the demands on project management evolve in response to technological advancements, globalization, and shifting market dynamics, so must our understanding of the challenges and opportunities within the realm of EPM.

This research embarks on an exploration of critical issues and uncharted territories within EPM, seeking to contribute valuable insights to both academia and industry practitioners. The following set of research questions has been crafted with precision, addressing key aspects of EPM that merit in-depth investigation. Each question reflects a specific facet of the field, encompassing areas such as project methodologies, organizational dynamics, technological integration, and the overarching impact of EPM on diverse sectors.

### **Characteristics of a Good Research Question**

**Clarity:**

The question should be clear and easily understood.

**Relevance:**

It should address a significant and relevant issue.

**Feasibility:**

The question should be answerable within the constraints of time, resources, and ethical considerations.

**Specificity:**

The question should be focused and specific, avoiding broad or vague inquiries.

**Measurability:**

Variables in the question should be measurable, allowing for data collection and analysis.

**Novelty:**

A good research question should contribute new insights to the existing body of knowledge.

**Interest:**

The question should be interesting to both the researcher and the audience.

**Ethical Considerations:**

It should adhere to ethical standards in research.

**Reproducibility:**

The research should be replicable by other researchers.

**Theoretical Framework:**

The question should align with a theoretical framework or contribute to theory building.

### **Research Questions in the Enterprise Project Management (EPM) Area**

1. **How does the implementation of Agile methodologies impact project success in large-scale enterprises?**
2. **What are the key factors influencing project portfolio prioritization in multinational corporations?**
3. **To what extent do leadership styles affect team performance in virtual project management environments?**
4. **What role does technology play in enhancing communication and collaboration within global project teams?**
5. **How do cultural differences influence project risk management strategies in international EPM contexts?**
6. **What are the critical success factors for integrating sustainability practices into project management processes?**
7. **How does the adoption of artificial intelligence and machine learning impact decision-making in project management?**
8. **What challenges and opportunities arise in the implementation of EPM methodologies in non-profit organizations?**
9. **To what extent do organizational structures influence the success of agile transformation in project management?**
10. **What is the impact of remote work on project performance, and what strategies are effective in managing virtual project teams?**

These questions cover various aspects of EPM, including methodologies, team dynamics, technology integration, cultural considerations, and emerging trends, providing a diverse and comprehensive exploration of the field.

**Q.5** **How can tables and figures and charts be adjusted in thesis according to APA style? What essential elements are required for each category?**

In APA style, tables, figures, and charts are used to present data in a clear and organized manner. The guidelines for formatting these elements in a thesis or research paper are outlined in the Publication Manual of the American Psychological Association (7th edition).

### **Tables**

**Title:**

Place the title above the table in sentence case (only the first word and proper nouns capitalized).

Double-space the title.

**Numbering:**

Number tables sequentially (e.g., Table 1, Table 2).

Include the table number and a descriptive title.

**Headings:**

Use boldface for table headings.

Capitalize the first letter of each major word.

**Alignment:**

Align numbers on the decimal point.

Use consistent spacing.

**Notes:**

Include general notes below the table.

Use specific notes (e.g., \*, \*\*) for probability levels or other relevant information.

**References:**

Include the source reference and copyright information (if applicable) below the table.

### **Figures**

**Title:**

Place the figure title below the figure in sentence case.

Double-space the title.

**Numbering:**

Number figures sequentially (e.g., Figure 1, Figure 2).

Include the figure number and a descriptive title.

**Format:**

Use a sans serif font for figure labels (Arial or Calibri are recommended).

Ensure labels and text within the figure are readable.

**Notes:**

Include figure notes below the figure.

Use specific notes for probability levels or other relevant information.

**References:**

Include the source reference and copyright information (if applicable) below the figure.

### **Charts**

**Title:**

Place the chart title above the chart in sentence case.

Double-space the title.

**Numbering:**

Number charts sequentially (e.g., Chart 1, Chart 2).

Include the chart number and a descriptive title.

**Format:**

Use a sans serif font for chart labels.

Ensure labels and text within the chart are readable.

**Notes:**

Include chart notes below the chart.

Use specific notes for probability levels or other relevant information.

**References:**

Include the source reference and copyright information (if applicable) below the chart.

### **General Guidelines**

**Placement:**

Place tables and figures as close as possible to their first mention in the text.

Place them on a separate page after the reference list.

**Numbering:**

Number tables, figures, and charts separately and sequentially throughout the document.

**Page Numbers:**

Number pages consecutively, including pages with tables and figures.

**Caption:**

Include a brief but descriptive caption for each table and figure.