SIMAD UNIVERSITY

RESEARCH PROJECT MANUAL

FIRST EDITION

PREFACE

This manual is intended to guide the SIMAD UNIVERISTY undergraduate students on their graduation projects to ensure that research is conducted effectively and that projects are presented in a standard format.

It contains three sections. Section A presents the steps that the students must take before embarking on the project. It lays out the major roles that faculty and students must play during the project. The section covers such topics as requirement for the registration, project evaluation, and assignment of supervisory committee and rules and punishments regarding plagiarism. Section B presents detailed technical requirements such as the size of the page, spacing, citation, page numbering and size and style of the font. Finally the format and sequence of the project book elements such the preliminary pages main body and the attachments are covered in section C.

SECTION A

Policies Governing Research Project

1. REGISTRATION FOR PROJECT

1.1 A student may register for project only:

1.1.1 In the final semester

1.1.2 And already passed Research methodology course in the Class.

1.2 The student must have a project advisor or Supervisor who is appointed by the faculty**.** The proposal must be endorsed by the Supervisor before it is submitted to the faculty for approval.

2. SUPERVISOR

Students cannot choose their Supervisor unless otherwise stated, the faculty can only appoint project Supervisor for students. Students must have their own Supervisor before the approval of the project proposal. The following points give details on the supervisor selection process:

2.1 A student must have a project Supervisor from the faculty.

2.2 Student has to submit and get approved project topic from his/her Supervisor.

2.3 The faculty can either choose a *part-time or full-time* Supervisor from within the University or outside.

3. STEPS TOWARDS PROJECT COMPLETION

Following are the recommended steps toward the completion of the project:

3.1 The student should arrange meetings with the Supervisor on a regular basis to consult or discuss ways to accomplish the project. *Progress reports* should be prepared and submitted to the Supervisor periodically.

3.2 When the project has been completed, the student has to furnish an *unbound* draft copy of the final report to the Supervisor for comments.

3.3 The final report must be revised according to the Supervisor’s comments until it is considered satisfactory and eventually approved by the panel

3.4 Once the advisor has approved the final report, the student has to register for an oral examination defense

3.5 The faculty dean then appoints the oral examination committee.

3.6 Once the oral examination is finished, the student has to revise the project according to the oral examination committee's comments.

3.7 The student should make all necessary corrections and rectifications and submit the final copy with hard cover after the approval of the supervisor and submit four copies to the faculty.

3.8 The Faculty will prepare a list of students who pass the oral examination for graduation approval.

4. PROJECT RESULT

The oral examination committee (panel) can approve whether the students has passed through a majority opinion. The grade given to the project may be either S (satisfactory) or U (Unsatisfactory). If a student receives a U for the project, further revisions of the project and reexaminations are required. The student is entitled to sit for one more oral examination in which the mark awarded by the examination committee is final (either "S" or "U"). If the student receives a U from the oral examination, he/she will not be eligible for graduation.

4.1 If the student cannot pass his/her oral examination, he/she will attain a grade of **U**.

4.2 All work including the oral examination result must be finished before the expiration of the permitted period for the completion of the requirements for the degree.

4.3 A student must submit the 4 complete and approved copies of the project to the faculty within 3 weeks after the oral examination; otherwise, results will not be issued until submitted.

4.4 A student who does not show up or fail in the oral examination will attain a grade of **U** and must re-take the oral examination.

5. SUPERVISOR'S RESPONSIBILITIES

The following are the requirements of supervisors.

1. Work with the student for the entire length of the project.
2. Encourage students toward the completion of the project.
3. Consider serving on the oral examination committee for the project.
4. Report student attendances and progress to the faculty if necessary

6. ROLE OF THE FACULTY

The faculty will fully oversee the process of the project supervision through evaluation forms, interviews and observations. The following are the details:

1. The faculty will evaluate and screen the submitted projects.
2. The faculty will organize oral examination session for evaluation purpose.

7. PLAGIARISM/FALSIFIED INFORMATION

Plagiarism (reporting the work of others) or submitting falsified information is unacceptable in the graduation project. The penalty for plagiarism or submission of falsified information will result in a suspension of one full year.

SECTION B
TECHNICAL REQUIREMENTS

1.0 INTRODUCTION

This section of the research project manual or guide deals with the basic technical requirements of the research project which include language, the type of paper to be used, font style, paragraphing, pagination, layout for tables and figures.

2.1 PROJECT FORMAT

The following format is applicable to the project:

2.1.1 LANGUAGE

The projects must be written in the standard American English. Whenever non English terms are used, the student must follow this rule: use italics for the foreign expression and provide an English translation within brackets; foreign words listed in the Oxford and Webster's English dictionaries are exempted from this rule.

2.1.2 PAPER

The paper used should have the following specifications:

Size A4	: 21.0 cm x 29.7 cm
Make	: Acid-free paper with minimum 80 gm weight
Colour	: White

2.1.3 Software and Printing Machine

Students are allowed to use any word processor familiar to them. They can also use any type of printer for the final copy provided the color of the main text must be black.

2.1.4 Font size

The size of the font should be 12 point for the main text. As for tables and figures, however, 10 point font size is permissible

2.1.5 Font Style

Times New Roman should be used.

2.1.6 Paragraphing and Line Spacing

The spacing of the lines for the main text should be double space. For all line-to-line, paragraph-to-paragraph, text-to-numbered, bullet lists, among sentences within lists, among subheadings and the text. No indentation is required (justified) except for bullets.

Single spacing has to be used in the following cases:

a. Acknowledgements
b. Table of Content, use double spaces among the chapter headings
c. List of Tables and Figures.
d. For the English Abstract and its translation to Somali.
e. Any quotations more than 50 words (must be indented six spaces in either sides)
f. Titles of figures and tables
g. Bibliography (among different entries: double-spacing)
h. Appendix

2.1.7 Headings

Chapter headings, which is all textual, should be centered and written in uppercase bold. The font size for chapter headings should be 14 point. Subheadings can be up to three levels: from level two to four. These levels have the following requirements.

Level 1: font size 14-point, bold, centered, UPPER CASE (Chapter Heading)

Level 2: font size 12-point, bold, left aligned, UPPER CASE (Text Heading)

Level 3: font size 12-point, bold, left aligned, Title Case (Text Subheading)

Level 4: font size 12-point, bold, italics, left aligned, Title Case (Text Sub-subheading)

Level 5: font size 12-point, italics, left aligned, Title Cases, underlined (Text Sub-sub-subheading)

2.1.8 Bulleted and/or Numbered Texts

Choose either bullets or numbered texts for uniformity purposes. These must be indented 12 mm from the left margin.

The following margins should also be observed for the whole text:

LEFT 3.8 cm

TOP 2.5 cm

RIGHT 2.5 cm

BOTTOM 3.0 cm

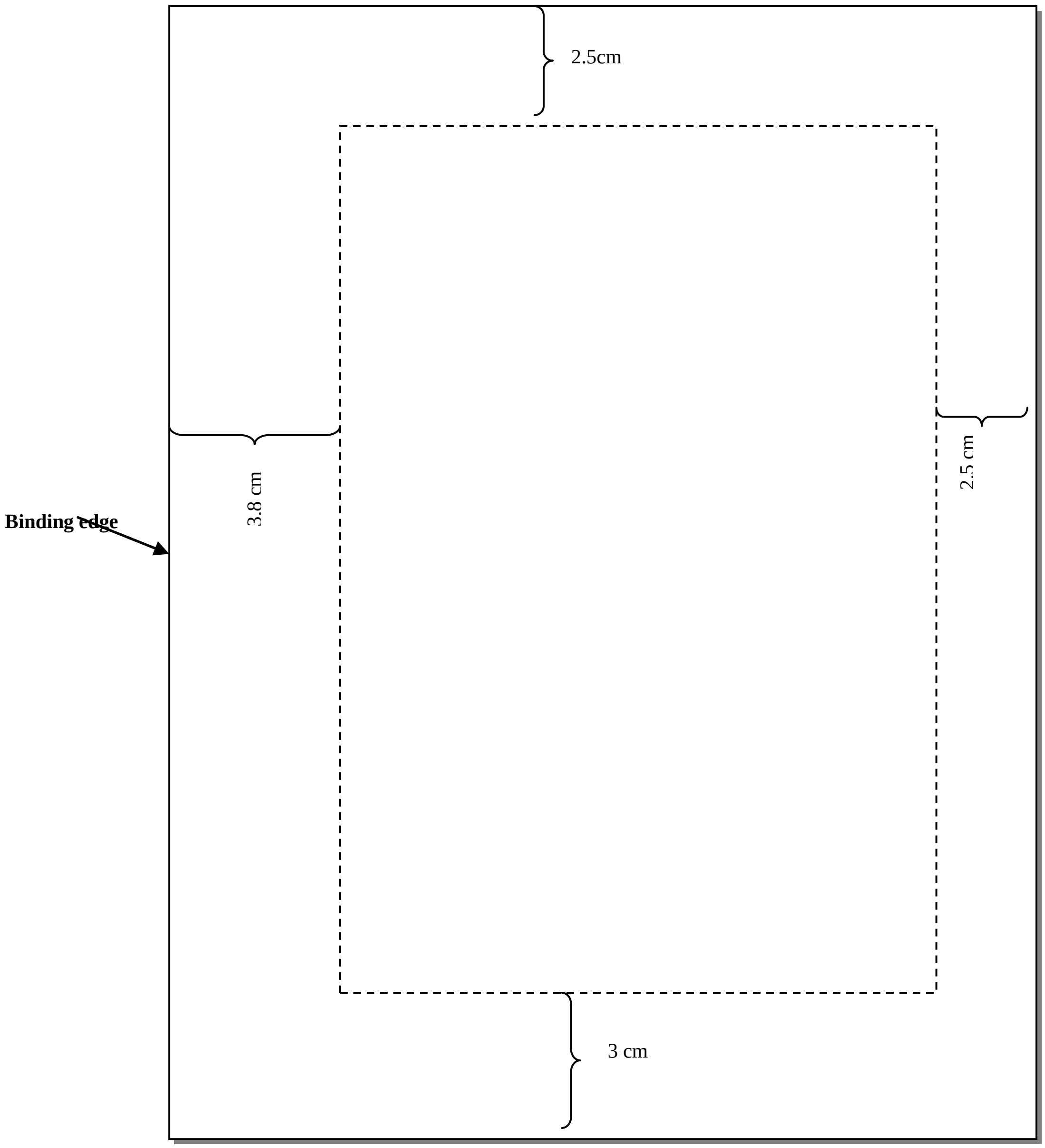

Figure 1: Margins for the whole project book.

2.1.9 Page Numbering

Avery single paper of the project book must be numbered, bottom center except for the title page which is counted but not numbered. For preliminary pages, use the small roman numerals.

2.1.10 Tables

Tables require titles and numbering with Arabic numerals based on the running chapter.

2.1.11 Figures

Figures have the same requirements as tables; however, the title of the figure must appear at the bottom.

2.1.12 In-Text Citations

When the students are citing in the text of the paper, they must use the author's name followed by the date of publication. For example, if you were to cite Sigmund Freud's book The Interpretation of Dreams, you would use the following format: (Freud, 1900). The extended information on the source should then appear in the reference section.

2.1.13 References

References should begin on a new page. Title the new page "References" and centre the title text at the top of the page.

- ✓ All entries should be in alphabetical order.
- ✓ The first line of a reference should be indented to the left margin. E.g. each additional line should be indented (usually accomplished by using the TAB key.)
- ✓ The reference section should be double-spaced.
- ✓ All sources cited should appear both in-text and on the reference page. Any reference that appears in the text of your report must be cited on the references page, and any item appearing on your reference page must be also included somewhere in the body of your text.
- ✓ Titles of books, journals, magazines, and newspapers should appear in italics.

SECTION C
PROJECT REPORT SEQUENCES

1. INTRODUCTION

This part of the manual describes the organisation and details of the different parts of the project from cover page to the appendix.

ORGANISATION

The project book should be organised in the following manner:

a. TITLE PAGE
b. ABSTRACT (in English and Somali)
c. DECLARATION A
d. DECLARATION B
e. APPROVAL SHEET
f. DEDICATION PAGE (OPTIONAL)
g. TABLE OF CONTENTS
h. LIST OF TABLES AND FIGURES
i. LIST OF ABBREVIATIONS
j. BODY OF THE TEXT
k. REFERENCE
l. APPENDICES

2. TITLE PAGE

The cover must have its font size between 18 uppercase additionally the following order must be observed: title, name of student, Faculty name, university Name and year of submission.

LEADERSHIP STYLES AND EMPLOYEE COMMITMENT OF SIMAD UNIVERSITY

BY

MOHAMED AHMED

A GRADUATION PROJECT SUBMITTED IN PARTIAL FULFILLMENTS OF THE REQUIREMENTS FOR THE DEGREE IN BACHELOR OF ACCOUNTING

FACULTY OF BUSINESS AND ACCOUNTANCY

SIMAD UNIVERSITY

MONTH, YEAR

3. ABSTRACT A (ENGLISH)

The abstract is the second page of report paper and should immediately follow the title page.
It should begin on a new page. The student must make sure that the word Abstract is centered at the top of the page and the body should be italicized. The abstract must be short and should be not more than 250 words. The abstract begins with a brief summary of the Introduction, and then continues on with summaries of the Method, Results and Discussion.

4. ABSTRACT B (SOMALI)

5. DECLARATION

Use the prescribed text in the appendix for declaration page and take note that this page should be numbered, text is justified and type in double space.
The heading DECLARATION is centered and in capital letters in 14-font size.

CHAPTER ONE

INTRODUCTION

1.1 BACKGROUND OF THE STUDY

The background of the project introduces the salience, status and the theoretical framework necessary to carry out the study. It also clearly broadly describes the prevailing conditions of the study problem at the local, national and global levels. This is intended to clarify what the study is all about. It should entice the interest of the readers. The background of the research balances four important perspectives. These are:

1. Historical (global, regional and national level)
2. Theoretical/applications
3. Conceptual and;
4. Contextual perspectives.

The length of the background varies for the proposal and reporting of the project.

1.2 STATEMENT OF THE PROBLEM

In this section of the project proposal/report, the study problem addressed by the study is clearly delineated. The problem addressed by the study can have one or more of several forms. It could be that some existing theories or models seem not to be working as previously held. It also may be that some phenomena had been understudied in previous studies and thus requires a closer look. Or there may be a serious situation that requires a more specific profound study. Furthermore, the students should show that;

1. The problem is so serious that study is worth undertaking by including opinions of professionals or academics or politicians.
2. The problem is connected to business, technological, political and social issues by presenting relevant data.

Finally the student must be able to summarize the study problem statement in a single sentence.

1.3 PURPOSE OF THE STUDY

In this part of the project book, the researcher is required to clarify the need for the current research. Why is it necessary after all? The broader goals that need to be attained at the conclusion of the study must be shown clear cut.

1.4 RESEARCH OBJECTIVES

The objectives are the narrow goals that derive from the overall purpose of the study. They include the specific goals to be reached after carrying out the research. Furthermore, the research objectives themselves must be attainable at the basic level. The aim is like where you intend to go to, while objectives represent the specific steps taken to reach that place.

1.5 RESEARCH QUESTIONS/ HYPOTHESIS

1.5.1 Research questions

Questions serve as the tools utilised to enquire into the situations described in the research problems. There can be any number of questions, but they must be focused on the one specific research problem. There should be some agreement between research objectives and questions.

1.5.2 Hypotheses

Hypotheses are formulated prior to running statistical tests to prove or disprove existing theories and explanations. If there is no intention to carry out statistical tests, propositions and assumptions can suffice. Consult your supervisor whether it is appropriate to use hypotheses.

1.6 THE SCOPE OF THE STUDY

The scope identifies the boundaries within which the study is being conducted. Such limits as content, geography and the period within which the research is conducted form the basic research scopes which have to be clearly identified and observed.

1.7 SIGNIFICANCE OF THE STUDY

Significance or importance of the study claims that the study is necessary for the improvement over the existing conditions. The results of your research must help improve the knowledge, practice and policy conditions of the prevailing context.

1.8 Operational definitions of variables

The operationalization of the variables at hand is important for delineating the measured aspects of the study. For instance, if your research has a variable called size, you need to define how you measure the size. Is it in terms of number of employees, total company assets or market capitalization or sales volume?

CHAPTER TWO

REVIEW OF RELATED LITERATURE

2.0 INTRODUCTION

This part of the chapter presents what is being reported in which section.

2.1 CONCEPTS, OPINIONS, OR IDEAS FROM AUTHORS/ EXPERTS

This section introduces what prior literature has said about the subject matter to be studied now. The wording should be in a way such that the expression belongs to the student but the concept is preserved as originated by its author

The order of the literature citation is best arranged in the following order: international, regional and then local perspectives. The student must make sure to discuss those points relevant to the current study only. These must be aligned with current study research questions, objectives or hypotheses. Finally this chapter is closed with the literature gap. This means what previous literature could not have achieved or has remained inconsistent throughout.

2.1.1 Theoretical / Conceptual/Applications Perspectives

This section deals with the theory or theories chosen as a guideline for variable identification. The theory must be introduced first. Make sure the papers cited are authored by the leading researchers in the field. In the case where theory is certainly not available to be selected, conceptual framework with literature support must be constructed. Make sure that the interactions of your variables are shown in a figure.

CHAPTER THREE

METHODOLOGY

3.0 INTRODUCTION

Introduce the contents of the following sections.

3.1 RESEARCH DESIGN

This part of the book should clearly show the design (strategy) required for the accomplishment of research objectives. The choice of qualitative vs. quantitative approach must be shown here. What method is necessary to acquire the data? Should it be experiment, survey, interview, content analysis? This will entirely depend on what type of data are required for the study, is primary or secondary data?

3.2 RESEARCH POPULATION

The population that contains the subjects for the study must be identified. This could be number of years, companies, transactions, people, or any other similarly observable phenomena. The selected number of things for study will form the target population. Description of the target population and why it is chosen is also required.

3.2.1 Sample Size

The sample is a section within the bigger population selected for the study. This smaller section is chosen normally because it is inconceivable in most of times to study each and every single unit of the population. The rationale and procedure for sample size must be indicated together with authoritative support.

3.2.2 Sampling Procedure

To arrive at appropriate number of subjects for study, sampling procedure technique is employed. Such techniques as random sampling, purposive sampling or stratified sampling may be used. The student must indicate the rationale behind the choice of the particular sampling procedure applied with literature support.

3.3 RESEARCH INSTRUMENT

The particular instrument chosen for data collection must be clearly indicated. The reason for the choice plus literature support is also required. Instrument chosen can be a questionnaire, interview, an index score or any other type of instrument.

3.3.1 Validity and Reliability of the Instrument

It is required that the instrument chosen can help acquire the data reliably. This must be clearly indicated in this part of the book. The results obtained and conclusions drawn as a result of using this particular instrument must be valid for academic and professional use. The validity of the instrument can be ascertained by using the help of some experts in the fields studied.

3.4 DATA GATHERING PROCEDURES

This part of the book lays out the plan used to collect the data using the instrument chosen. This is the time to mention the manner in which the data were acquired. For instance was it collected by hand or is it a mailed questionnaire and so on? The level of response attained must also be mentioned.

3.5 DATA ANALYSIS

The data collected above are then analyzed. The analysis is done through the use of some techniques and applications. These need to be mentioned here: For instance, Microsoft Excel 2007 or SPSS version17.

3.6 ETHICAL CONSIDERATIONS

The confidentiality of the data collected must be preserved. If the data collected are sensitive in nature the respondent firms and/or individuals must remain anonymous.

3.7 LIMITATIONS OF THE STUDY

The limitations of the study certainly limit the reliability of the results produced. These limitations must be pronounced clearly in this section of the book. This is done to warn the audience to place limited trust on the validity of the conclusions drawn.

CHAPTER FOUR
FINDINGS AND DISCUSSIONS

4.0 INTRODUCTION

This part of the chapter introduces the sections below.

4.1 DEMOGRAPHIC DATA

In here the students are required to present the general makeup of the sample selected and the nature of the data collected. Use of table for further clarification is an added advantage.

4.2 DATA PRESENTATION AND ANALYSIS

In this part of the chapter, major analysis and presentation of the research data are presented in detail.

4.2 MAJOR FINDINGS

In this part of the project, Start with narrative statements of the data in answer to the specific research questions then a graphic or tabular presentation of the data, in addition, the major findings are presented in summary form.

4.4 DISCUSSIONS

This paragraph presents the analysis and discussion of the data presented. Frequent reference to previous research with similar findings and arguments as well as those with different arguments and findings is required. The researcher should offer the interpretations and practical implications of the research findings with consideration on the results of similar studies. The researcher also should present in this portion, the similarities of disagreements of the findings with other researchers. In other words, the researcher should present the link up what he/she has done with what other researchers have done. Findings of the study are stated but usually the statistics are not included.

CHAPTER FIVE

CONCLUSION AND RECOMMENDATIONS

5.0 INTRODUCTION

This section introduces the contents of the chapter sections.

5.1 CONCLUSIONS

After the data were collected, analyzed and discussed, then conclusion can be drawn. The conclusion can be in a bulleted form or laid out in one or two paragraphs.

5.2 RECOMMENDATIONS

The recommendations come after the study was concluded. These recommendations may be suitable for a variety of audiences such the academics, the industry and the public at large.

REFERENCES

Guided by American Psychological Association (APA) version Five

APPENDICES

APPENDIX A: INTRODUCTION LETTER
APPENDIX B: CLEARANCE FROM DISCIPLINARY COMMITTEE
APPENDIX C: RESEARCH INSTRUMENTS