



BASIC GUIDELINE FOR RESEARCH/THESIS REPORT WRITING

1. Research is generally an academic function, designed to stimulate intellectual inquiries through collection, analysis and interpretation of facts about a particular subject. In the academia, research is both symbolic and functional. Faculty of Maritime Governance and Policy and Faculty of Shipping Administration imbue in students the value and methodology of research as tools of interrogate strategic contribution to maritime security and development.
2. As yet there is no prescribed research/thesis report writing format adopted by these faculties following guidelines are intended to assist the students develop an orderly research/thesis report.
3. **Research/Thesis Proposal.** Research starts with submission of proposal. Students are required to submit research/thesis proposal of 5 to 10 pages on the assigned topics. The proposal is to show his/her understanding of the topic and how he or she intends to carry out the study.
4. **Outline of Research/Thesis Report.** In addition to the preliminary pages as listed in paragraph seven the thesis /report shall contain the following:
 - a. Introduction
 - b. Literature Review
 - c. Methodology
 - d. Model Development/ Theoretical Framework (when relevant)
 - e. Discussion/Analysis
 - f. Conclusion and Recommendation
 - g. Bibliography / Reference
 - h. Appendices (if applicable)
5. **Format of Research/Thesis Report.**
 - a. Word Limit. 20000± 10% words (exclusive of the preliminary pages, note, appendices and enclosure etc)
 - b. Paper Size. A4
 - c. Font Style. Times New Romans
 - d. FontSize. 12

- e. Page Margin.
 - (1) Top, Bottom and Right. 1.0 Inch
 - (2) Left. 1.5 Inch
 - (3) Header and Footer. 0.5 Inch

- f. Vertical Spacing.
 - (1) Before and After Heading: 1.5 Inch
 - (2) Between Paragraphs. 1.5 Inch
 - (3) Between Lines. 1.5 Inch

- g. Horizontal Spacing.
 - (1) First Line Indent. 0.5 Inch
 - (2) Indentation for Quotations more than 3 Lines. 0.5 Inch

6. **Use of English.** The research//thesis is to be written in simple but effective academic English in accordance with the rules of English Grammar. Indeed, choice of words and expressions, sentence construction, punctuation and so on are to conform with basic rules applicable to the use of English. In addition to this, students are to choose a particular spelling format and use it consistently throughout the report whether it is, the British or American spelling. Please note that irrespective of this rule, quotations should be left un-edited.

7. **Preliminary Pages.** The research/thesis report shall contain following Preliminary Pages explanation of which are enclosed herewith:

- a. Title Page.
- b. Topic Page.
- c. Certification Page.
- d. Attestation on Plagiarism and Other Forms of Academic Dishonesty.
- e. Dedication.
- f. Acknowledgement.
- g. Abstract
- h. Table of Contents.
- i. List of Tables and Figures.
- j. List of Appendices and Enclosures.
- k. Abbreviations and Acronyms.
- l. Definition of Terms (Where necessary).
- m. Bibliography/Reference.

8. **Citation/ Referencing.** The Chicago Referencing Style (CRS) shall be followed for the citation and referencing of the thesis / research report. Softcopy of the style is available in the dean office and the BSMRMU website.

9. **Penalty.** Students are to be mindful of penalties for certain offences as appended below:

- a. MissingDeadlines. 0.5 marks per day
- b. Word Limits Violation. 0.5 marks per 100 words.
- c. Plagiarism in Work. Maximum Grade obtainable C
- d. UnauthorizedChange of Topic. Maximum Grade obtainable B

10. All students are requested to follow the format and instructions given here.

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Enclosure:

- 1. Brief Introduction to Preliminary Pages.