**Graduate School of Management**

**Guidelines for the Format of the Research Projects**

1. Research Projects’ Structure

The structure of the Research Project should be as follows.

* + Title Page
	+ Table of Contents (in sufficient detail)
	+ Certification Page (indicating the contents of the Research Project as original and/or properly referenced)
	+ Acknowledgments (for any support or advice received)
	+ Summary (may be the same as the one submitted to the Academic Office
	+ Main Text
	+ Conclusions
	+ References
	+ Appendices (supporting material not in the text)
1. Language and length of the Research Projects

Research Projects should be presented in English. The length of a Research Projects, excluding the bibliography and any appendices, should be as follows.

* Master’s Thesis – 10,000 to 15,000 words
* Independent Final Report – 8,000 to 12,000 words
* Internship-based Case Study – 8,000 to 12,000 words
1. Format of the Research Projects

The finalized copies of the Research Projects should be submitted in Word document formatted according to the below rules.

* Paper size: A4
* Page margins: Left &Top – 35 mm; Right &Bottom – 25 mm
* Header – 12.5 mm; Footer – 12.5
* Font: **Times New Roman**
* Font Size: Chapter Titles – 14 point

Main Text – 12 point

 Footnotes, page numbers, sources, etc. – 9 point

* Space: Main Text – double spaced

footnotes/endnotes, charts/figures/captions, references, appendices, etc. – single spaced

* Alignment: Left
* Paragraph indentation: 5 – 10 spaces
* Each chapter has to start on a new page
* leave 2 lines between the previous section and the subtitle of the new section
* leave 1 line between paragraphs
* It is recommended that the Research Project follows the above structure

**It is recommended that the Research Projects follow the APA style**

**Master’s Thesis / Independent Final Report /**

**Internship-based Case Study Title Must Be Written with Only the**

**First Letter of Each Word in Capitals**

**(Articles and Prepositions Excluded):**

**Title Should Be Concise**

by

LAST NAME First Middle

 (as shown on your student ID)

52112345

March 2016

 (Month/Year of graduation)

Master’s Thesis / Independent Final Report /

Internship-based Case Study Presented to

Ritsumeikan Asia Pacific University

In Partial Fulfillment of the Requirements for the Degree of

Master of Business Administration

**Table of Contents**

**Certification Page *(Sample)***

I, Name as Shown on ID (Student ID 52112345) hereby declare that the contents of this Master’s Thesis / Independent Final Report / Internship-based Case Study are original and true, and have not been submitted at any other university or educational institution for the award of degree or diploma.

All the information derived from other published or unpublished sources has been cited and acknowledged appropriately.

LAST NAME, First Middle

YYYY/MM/DD

**Acknowledgements**

This page is optional for those whose contributions and supports are to be acknowledged.

This section is written in the first person. Here, the author expresses appreciation to persons and organizations who have contributed significantly to the completion of the study and the Research Project.

**Summary**

This is a summary of the research project. It must be written in English and may the same one submitted to the Academic Office.

The summary should state the problem, describe the methods and procedures used, and give the main results or conclusions of the research.

**Introduction**

1.1 Introduction

Begin Master’s Thesis / Independent Final Report / Internship-based case study here. The line spacing must be set to double-space and printed single side.

References

Hanging indentation should be used for the List of References (all lines after the first line of each entry should be indented from the left margin).

The List of References should include all sources cited in the Research Project arranged in alphabetical order. Entries should be alphabetized by the family name of the first author of each work. Family names should be printed first, followed by a comma and then by initials of other names.

For multiple works by the same author(s), entries should be listed in chronological order, starting from earliest to most recent.

Maintain the punctuation and capitalization that is used by the journal in its title.

Although there are several citation styles, APU recommends using APA style.

Books:

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

Articles:

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical*, *volume number*(issue number), pages. http://dx.doi.org/xx.xxx/yyyyy

Electronic Sources:

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Online Periodical, volume number*(issue number if available). Retrieved from http://www.someaddress.com/full/url/