

**National University of Singapore
Department of Communications and New Media
Faculty of Arts and Social Sciences**

Guidelines for the Honours Thesis

The Honours Thesis (HT)

1. The HT is a scholarly exercise in which students formulate their own research problems and carry out the research projects themselves. Under no circumstances should students employ research assistants for their projects.
2. Supervisors may require that students have taken, or be taking, a particular module in order to be eligible to select a certain HT topic.
3. Students are encouraged to propose their own topics to potential supervisors.
4. Students are not allowed to work on a joint project or exactly the same topic.

Requirements and Format for the Honours Thesis

1. Requirements

- 1.1. **Maximum length** is 12,000 words (no minimum number of words), which only include the main text and exclude the endnotes, appendices, and bibliography. However, there is **no maximum word limit for qualitative research**. The thesis will be evaluated based on the quality instead of length.

1.1.1. Students may include the interview / focus group / survey questions as appendices but the transcripts are not necessary.

- 1.2. **2 copies** of thesis must be submitted to CNM General Office, **all thesis copies** must be printed in Double-Sided, **2 ring-bound copies** using **A4 size** paper on the HT deadline. One copy will eventually be given to the supervisor after the evaluation process.

Binding cost charged by printing companies varies depending on processing time. Students may approach the following companies for binding:

- a. NUS Co-op, NUS Forum
- b. Ultra Supplies, Tel: 6479-6074, Queensway Shopping Centre
- c. Any printing companies in Singapore

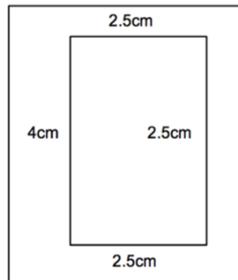
- 1.3. The HT should be submitted no later than **Friday of Week 13, 12pm**.
- 1.4. The text should be typed in letter quality **using font size 12 and double spacing**. Long quotations should be indented, single-spaced and in block quotations. No quotation marks should be used.

1.5. Penalties

- 1.5.1. **Three marks** shall be deducted from the final mark of the HT for every additional 1,000 words (or part thereof) beyond the word limit.
- 1.5.2. **One mark** shall be deducted from the final mark of the HT for **each additional day** (or part thereof) beyond the deadline.

2. Format

- 2.1. The left margin should be 4.0 cm wide. The top, bottom, and right margins should be 2.5 cm wide. Refer to the following diagram.



- 2.2. The number of the page should be at the **right hand corner** of the **top margin**, while the number of the first page of each chapter and the preliminaries (preface, acknowledgements, etc) should be in the **middle of the bottom margin**.
- 2.3. Page number should be in **Arabic** numerals and runs consecutively throughout the HT. For the preliminaries (preface, acknowledgements, table of contents, etc), page number (if any) should be in **Roman lower case** numerals
- 2.4. Endnotes should be numbered consecutively throughout all chapters and should appear on separate pages at the end of the entire text. Students may use footnotes or parenthetical citations, but must not mix citation styles. Recommended stylebooks: Chicago Style or APA Style manuals.
- 2.5. The bibliography and appendices should be in single spacing and be placed after the endnotes, if endnotes are used.
- 2.6. Tables, figures and maps should have appropriate titles at the top, be numbered consecutively and appear immediately following the text as the first point of reference. An excellent reference on these mundane matters can be found in the following:
- Frederick E. Croxton and Dudley, J. Cowden, 1960.
Practical Business Statistics, Chapter 6 - Presentation of Data.
- 2.7. The format for references and bibliography should follow either the Chicago Manual of Style or the American Psychological Association Manual of Style.
- 2.8. There should be an abstract of **no more than two pages and in double spacing** just before the Table of Contents.
- 2.9. The front cover should have the following inscriptions:

Title of the Honours Thesis
Student's Name

Department of Communications and New Media
National University of Singapore
AY20XX-20XX

2.10. The title page following the cover should have the following inscriptions:

<p style="text-align: center;">Title of the HT By Student's Name Supervisor: Name of supervisor An Honours Thesis submitted in partial fulfillment of the requirements for the Degree of Bachelor of Social Sciences (Honours) to the Department of Communications and New Media National University of Singapore AY20XX-20XX</p>

Guidelines on Research Ethics

1. As a rule there should be no covert research or deception about aims of research.
2. Respondents / informants should know that they are the subjects of research, and participation should be voluntary.
3. Participants must not be hurt, physically or psychologically, by the study.
4. In participant observation studies, observation may be conducted without the subject's knowledge if the activities observed are public for all to see, including the researcher.
5. Once verbal contact with the subject is initiated and personalized knowledge is sought, the subject should be informed of the research project and permission to continue the study must be sought.
6. The researcher should ensure and preserve confidentiality of information collected if the respondent or informant requires it. (This may not be relevant to all studies, e.g: in some oral history studies, people may wish to be identified.)
7. If you are unsure or unclear about the ethical considerations of your research project, please consult your supervisor and / or the honours coordinator.
8. **Students who are doing a thesis that deals with human subjects MUST get the ethical clearance to conduct their research from NUS-IRB or DERC BEFORE they conduct their study (non-negotiable).**