NOTES AND GUIDELINES

EC4401 HONOURS THESIS

ACADEMIC YEAR 2018/2019, SEMESTER 2

The Honours Thesis (HT) is equivalent to 15MC with effect from Semester 1, AY 2009/2010. Please refer to the notes and guidelines for the preparation and submission of the Honours Thesis. Students are required to write a scholarly report of not more than 40-typed pages (including bibliography and appendices) on current economic issues, or on theory or methodology in economics based on their research.

NOTES AND GUIDELINES FOR THE PREPARATION & SUBMISSION OF THE HONOURS THESIS

(a) Deadline for Final Submission (please refer to Annex C for overview of HT/IHT deadlines)

Mon, 8 Apr 2019 by 5pm [Week 12];

Upload final thesis report to Turnitin via IVLE for plagiarism checks before submitting the printed version. Similarity index should NOT exceed 24%.

After uploading to Turnitin, students to submit 3 sets of Final Softbound that will be graded to Ms Lina at the Dept of Economics. 40-typed pages to be printed on double-sided & in plastic comb binding. Please remove the acknowledgement page from the printed version.

Marks penalties will be imposed accordingly for late final submission of HT/IHT softbounds that is without approved extension. Marks penalties will start after the original deadline above (excludes Sat, Sun & Public Holiday) & inclusive of the day student submit the final softbound thesis.

Please note that the deadline for submission to the Dept is fixed and penalties will apply in the event of late submission. Any student who experiences problems in connection with completion of the HT should write-in to the HT Committee through his supervisor in Week 11 (Mon).

It is the student’s responsibility to submit the appeal for extension form with valid reasons and supporting documents which is subject to the HT Committee’s approval on a case-by-case basis or exceptional circumstances, such as medical condition or family issues, and not due to difficulties obtaining data or printing issues etc.

(b) Penalties

Page Limit

The thesis should not be more than 40-typed pages and between 11 and 13 points for fonts. The 40-typed page limit includes everything (all inclusive) from cover page to bibliography to relevant appendices must stay within the 40-typed page limit, regardless of whether it is acknowledgement, abstract, table of contents, list of tables/figures/diagrams/formulas/applications, footnotes, bibliography, appendices, etc. Students should try their best to follow the guidelines as reasonably as possible.

For theses exceeding the 40- typed pages the following penalties will apply:

<table>
<thead>
<tr>
<th>Penalties for Exceeding Page Limit</th>
<th>Penalties will Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 5 pages</td>
<td>Deduct 2 marks*</td>
</tr>
<tr>
<td>6 - 10 pages</td>
<td>Deduct 4 marks*</td>
</tr>
<tr>
<td>&gt; 10 pages</td>
<td>Deduct 10 marks*</td>
</tr>
</tbody>
</table>

HTs exceeding the page limit by more than 20 pages will be rejected.

Penalties for Late Submission of HTs (without approved extension)

<table>
<thead>
<tr>
<th>Penalties for Late Submission of HTs (without approved extension)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 5 working days</td>
</tr>
<tr>
<td>6 - 10 working days</td>
</tr>
<tr>
<td>&gt;10 working days</td>
</tr>
</tbody>
</table>

*[Marks refer to the average of the supervisor’s and assessor’s marks.]

Submissions which are more than 14 working days late will be rejected.

(c) Plagiarism

Reproduction of sentences, paragraphs or pages from another writer’s works without proper attribution is treated as a serious offence by the Department. Heavy penalty points will be imposed in such cases of plagiarism.

(d) The HT Format

1. The HT should be typed on A4 paper on double-sided and with double spacing. Dot matrix type of characters should not be used.

2. There should be a space of at least 2.5cm from the left/right edge and 2.5cm from the top/bottom.

3. Footnotes should appear on the same page at the bottom of the page, and should be numbered consecutively at least within each chapter.

4. Tables and figures (to be numbered) should appear immediately following the text at the point of first reference.

5. Appendices (if any) and bibliography (in single spacing) should be put at the back of the HT.

6. There should be an abstract of not more than 150 words (see Annex B) to be inserted immediately before the Table of Contents.

7. There should be a Table of Contents as well as a list of all the tables and a list of figures that appear in the HT.
NOTES AND GUIDELINES

8. Page numbering should be in Roman lower-case numerals (i, ii, iii etc.) to cover preface, acknowledgements, table of contents and list of tables and figures. Thereafter the page numbers should be in Arabic numerals (1, 2, 3 etc.) and run throughout the HT to the end.

9. The HT should be bound in plastic comb binding (double-sided), and
   (a) on the Title Page of Honours Thesis (see Annex A), please include the following:
      Title of Honours Thesis
      by (Author’s Name)
      Honours Thesis in Part Fulfilment for the Honours B.Soc.Sci. Degree
      Presented to the Department of Economics
      National University of Singapore (Academic Session)

10. When in doubt, consult the department for a model copy of the HT softbound.

11. The page number for the first page of each chapter, as well as preliminaries, should appear at the bottom of the page.

12. For the rest of the pages, the page number should appear at the top right hand corner (2cm from the top, 2.5cm from the right).

(e) General Guidelines for the Preparation of Chapters
1. Chapter Heading
   (i) Numbering of chapters will be in Arabic numerals.
   (ii) Chapter headings will be centralised.
   (iii) Chapter headings will be in capitals.
   (iv) There will be no underlining of chapter headings.

2. Section Heading
   (i) Section headings may be numbered using the double numeration system where the number of the section will consist of the number of chapter, a decimal point and the number of the section within the chapter.
   (ii) Section headings will not be in capitals.
   (iii) Section headings will be in bold print.
   (iv) There will be no underlining of section headings.

3. Sub-Section Heading
   (i) Sub-section headings will be located at the left margin.
   (ii) Sub-section headings if numbered, will follow the same system adopted for the section headings. For example, a subsection may be numbered 2.3.5.
   (iii) Sub-section headings will not be in capitals or bold print.
   (iv) Unnumbered sub-section headings will be underlined.

4. Table (Figure) Heading
   (i) Tables (Figures) will be numbered by chapter number and table (figure) number.
   (ii) Every table (figure) will have a title.
   (iii) The title will be centralised.
   (iv) The title will be in capitals.
   (v) There will be no underlining of titles.

5. Notes to Tables
   (i) Notes to contents in tables are to be numbered sequentially.
   (ii) These notes will be provided directly below the tables.

6. Source(s) of Data
   (i) Source(s) of data provided in table(s) are to be provided directly below the respective table(s) after the notes to the table(s), if any.
   (ii) If data presented have been computed, appropriate information should provided (in place of source of data) directly below the table(s).
   (iii) Similar information should be provided in the case of figures presented.

7. Documentation
   Almost all works rely on primary and secondary sources of data and information. Law and ethics require that these sources be acknowledged. All HT writers should follow the following format for documentation:

   The author-date system: authors’ names and publication dates are given in the text, usually in parentheses and keyed to a list of works cited. This list - the bibliography, to be arranged alphabetically - is placed at the end of the HT.

   The following illustrate the author-date system:
   (i) Form. The basic reference in this system consists of the last name of the author and year of publication of the work.
       e.g.: Smith (1978); Smith & Jones (1979)
       Where you are citing two publications of Smith in 1978, the following should be adopted: Smith (1978a); Smith (1978b).
   (ii) A specific page, section, equation or other division of the cited work should be as follows:
       Smith (1978, 74) Smith (1978, Sect 2.5)
       Smith (1978, 80-85) Smith (1978, eq [25])
NOTES AND GUIDELINES

(iii) Where the reference is to a volume and page numbers, the following form is adopted:

(iv) Where the reference is to a volume only, then use the following:
Smith (1978, vol 3)

(v) Where a work does not carry the names of individual authors, but is published or sponsored by government, agency, corporation, etc., then it is to be cited thus:
Monetary Authority of Singapore (1983)
World Bank (1991)

(vi) Where two or more references are cited, then the following form should be used:
(Smith, 1973; Chan 1973; Wong 1972a)

(vii) Material obtained from the web should be cited in the text and added to the bibliography giving as much information as possible about the source and authors

(viii) Citation of material derived from interviews, letters, should be cited as follows:
(letter to the author, 11 June 1991)
(interview, 11 June 1991)

8. Footnotes
Under the author-date system sources of materials are incorporated in the text as indicated above. Footnotes, typed in single-spaced, and placed at the bottom (foot) of the page, numbered consecutively in each chapter, thus become explanatory notes. These are to be used to explain (related) facts etc. which you feel do not belong directly in the text. They may also incorporate or elaborate upon certain ideas.

9. Bibliographies
The bibliography, arranged alphabetically, may be divided into sections, should you see the need for it. All details of the published work should be included. Please adopt the following forms:


(i) Books and journal titles must be in italics or underlined.

(ii) Note that a single-author entry comes before a multi-author entry beginning with the same name.

(iii) Two or more works by the same author and published in the same year are distinguished by letters after the date:
Smith, John (1975a)
Smith, John (1975b)

(iv) Two or more works by the same author but published in different years should be listed chronologically.
TITLE PAGE OF HONOUR THESIS (SAMPLE)

MODULE ALLOCATION AND THE
CENTRALISED ONLINE REGISTRATION SYSTEM:
AN ECONOMIC ANALYSIS

by
YEONG KHEE YONG

Honours Thesis in Part Fulfilment for the Honours B. Soc. Sci. Degree
Presented to the Department of Economics,
National University of Singapore 2004/2005
ABSTRACT OF HONOUR THESIS (SAMPLE)

ABSTRACT

(not more than 150 words)

KEYWORDS (6 words):