GUIDELINES FOR COMPLETION OF A RESEARCH PROPOSAL

Department of Public Administration & Management

FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES

TABLE OF CONTENTS

BIBLIOGRAPHY

Attachment A: The example of the research proposal document cover-page
Attachment B: Cover page plagiarism
Attachment C: Procedures and requirements for Master's and PhD registration.
Attachment D: Draft curriculum and closing dates regarding submission of M.Admin
Attachment E: Draft curriculum and closing dates regarding submission of Hons mini-dissertation

GUIDELINES FOR COMPLETION OF A RESEARCH PROPOSAL

This booklet is a mere guideline with regard to the format of the proposal. IT IS EXPECTED FROM STUDENTS TO STUDY RESEARCH LITERATURE AND APPLY THE PRINCIPLES FROM THEIR OWN PERSPECTIVE. All proposals should conform to certain prescribed requirements. The research proposal should be prepared as follows.

1. FORMAT

- Font type: Arial
- Font size: 11pt
- Line spacing: 1½
- Each page should have a margin on either side of the page of at least 2,5 centimetres.
- Pages must be numbered (bottom, right), except for page one on which the introduction commences.
- Length of the research proposal will be influenced by the topic.

All proposals must be structured in accordance with the following framework:

- **Cover page (example Attachment A).**
- **Title**
- **Table of contents**
- **Introduction**
- **Background and reason for the study**
- **Formulation of the research problem**
- **Formulation of a hypothesis**
- **Aim and objectives of the research**
- **Research methodology**
- **Keywords and concepts**
- **Chapter outline**
- **Timeframe**
- **Preliminary bibliography**

1.1 Title

The title of the document must be printed on the cover page, and the heading should be given before the introduction, providing the reader with a clear picture of the field covered by the document from the outset. The title should be stated in the least possible number of words and yet provide as much information about the study as possible.

1.2 Table of contents

Each document should be provided with a table of contents, which should be on the page following the cover page. It is often preferable to divide the text of a document into different divisions. This is done by means of headings that are indicated in the Table of Contents, for example:

1. COMMUNICATION: THE PULSE OF ORGANISATIONS
1.1 Levels of communication
1.1.1 Vertical communication
1.1.2 Horizontal communication

If there is a need to have further sub-divisions **on completion** of the threefold division, bullets should be used. These sub-divisions should **not** be reflected in the Table of Contents. In the text itself, linking sentences should be used between the different sub-divisions to ensure the flow of information. The same format should be used within the text (HEADINGS IN CAPITAL, sub-divisions in small caps).

1.3 Introduction

A scientific document always commences with an introduction in which the author explains the topic and demarcates it so that the reader knows exactly what will follow. Concerning this matter, familiarise yourself with the introduction of any scientific public management document. The introduction is written **after** the other sections of the proposal have been completed. Please note that everything that is written should contribute to the elucidation of the topic. The title of the proposal should be stated above the introduction. No references should therefore appear in the Introduction.

1.4 Background and reason for the study

Here a motivation must be given on why the topic justifies research. Prior to tackling any research project it is necessary to make an in-depth study (review) of the literature that is related to the subject (problem). Do a thorough study of related textbooks, journal articles, newspapers, published research articles, electronic sources, summaries of theses and proposals, proceedings of conferences and audio-visual sources that are available (Lues and Lategan, 2006).

1.5 Formulation of the research problem

The problem statement must be clear and concise. It has to derive from the topic and be linked to the hypothesis. A research problem states / identifies what it is that you want to research. It is a statement that communicates the main idea of your proposed research, and it indicates what problem you want to solve through your research project (Lues and Lategan, 2006).

1.6 Formulation of a hypothesis

This is a suggested, preliminary and specific answer to the identified problem. It must be seen as the point of departure for the research; it is an indication of what you want to know in order to address the problem.

The steps in formulating a hypothesis are the following:

- identify and formulate the research problem;
- identify a suggested answer to the problem;
- collect data from various sources;
- verify whether the collected data supports the hypothesis; and
- expand the existing theory or establish a new theory.

1.7 Aim and objectives for the research

The main aim here is to describe in a clear, concise and understandable manner what you want to achieve. It could, for example, be to prove something, to formulate solutions to existing problems, to describe, to explain, to predict or to investigate something. The aim is WHAT you want to do whilst the objectives state clearly HOW this will be achieved. The aim and objectives must be clear, specific, measurable and achievable (Lues and Lategan, 2006).

1.8 Research methodology

Documents should be prepared on a scientifically and academically well-grounded basis. You are therefore expected to acquaint yourself with the scientific research designs and methodology as it appears in the relevant literature that is available in all university libraries.

Here it is expected that you will give an indication of the design and methodology that will be followed for your research. Keep in mind that quantitative modes of inquiry include experimental and non-experimental designs, qualitative modes of inquiry include interactive studies. Once you have decided on the design you should provide a clear explanation of how data is to be collected. It may be either a literature study and/or an empirical data collection (Maree, Creswell, Ebersöhn, Eloff, Ferreira, Ivankova, Jansen, Nieuwenhuis, Pietersen, Plano Clark & van der Westhuizen, 2007).

1.9 Keywords and concepts

What is needed here is a list of keywords and concepts for which the reader should be on the lookout throughout the text. These words and concepts form the golden thread that can be followed through the course of the whole proposal.

1.10 Chapter outline

Within the scope of a research proposal, an outline is provided of what the student regards as the point of departure and final point of his/her research. Under this heading, a systematic exposition is given of all the chapters, along with a brief exposition of what the author envisages with each. In this regard, one can also assume that you should have a thorough knowledge of the subject to give substance to the scope. It is understood, however, that you cannot have all the relevant information at this early stage of your research. If questionnaires are to be used, information obtained from them will only be known at a later stage. In such cases, it should be explained in the scope that the findings can only be made clear after the questionnaires have been processed. From this it can be deduced that there is a high degree of correlation between the research method and the scope. In fact, it is an important requirement that all of the above-mentioned factors together create a total image of the research.

1.11 Timeframe

The timeframe and expected outputs from the project (e.g. qualifications, artifacts, conference contributions and publications) should be considered. This is where time management is of the essence. Wolfe (2003: Online) proposes the following **example** to capture the time management and duration of the project. Also revisit attachments C and D for closing dates regarding the submission of MPA proposals.

	20__												20__				
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	➔
Survey literature																	
Write research proposal																	
Gathering of data and execution of experiments																	
Write introduction																	
Revise introduction																	
Write materials and methods																	
Revise materials and methods																	
Write results and discussion																	
Revise results and discussion																	
Write conclusions and recommendations																	
Revise conclusion and recommendations																	
Add content, acknowledgements, graphs, appendixes etc.																	
Revise first draft																	
Proof reading																	
Printing, binding and handing in final manuscript																	

1.12 The body of the proposal

The above-mentioned information has focused mainly on the research proposal and this proposed structure should be directly applied in the resulting proposal. The following sections will be required to supplement the research proposal.

In the body of the proposal, the factual data, opinions and explanations regarding the topic are discussed. Do not write down “body” as a heading, but rather use the appropriate heading name. This section of the document, which is the largest, must form a systematic and logical unit. The author develops his/her arguments around the factual information and explanations regarding the topic in such a manner as to enable the reader to follow exactly how the author deals with the topic to reach a certain conclusion. As already mentioned, every aspect of the topic is discussed under a suitable sub-heading in the numbered chapters so that the most important components of the topic can be identified at a glance.

1.13 Conclusion

The factual information relating to the topic is debated (discussed/explained) in the "body" of the document. A Conclusion is then reached. The deductions made regarding the factual information and arguments (discussion/ explanation) that are given in the body of the document are provided point by point in the Conclusion by the author. The Conclusion is, in fact, a summary of the opinions of the author. No fresh arguments, new facts or sources should be contained in the Conclusion. Only in *exceptional* cases should citations be used in the Conclusion.

Because the Conclusion and the Introduction both deal with the same topic, a logical connection should be maintained between them - the one introducing the topic and the other drawing the conclusion.

1.14 Bibliography

A list of sources (books, periodicals, newspapers, reports and other media) used to obtain the facts must be provided on completion of the Conclusion. Sources of information can be located by consulting:

- online **library catalogues**: Ask local librarians;
- **bibliographies;**
- journal **indexes** and journals containing abstracts;
- computer **databases;** and
- **internet websites such as -**

Aardvark: http://www.aardvark.co.za. Search for South African sites via this search engine.
Ananzi: http://www.ananzi.co.za. Available with a directory of subjects.
AltaVista: http://www.altavista.com. The comprehensive coverage and wide range of power searching commands make it a particular favourite among researchers.
Google: http://www.google.com. Makes heavy use of link popularity as a primary way to rank websites. To search in title of documents only, use allintitle e.g. allintitle:"trade union".
Yahoo: http://www.yahoo.com. It is the largest web guide compiled by people.

2. GENERAL

2.1 Plagiarism

The Faculty regards all forms of educational misconduct in a very serious light. Educational misconduct includes any form of dishonesty or academic fraud, which involves the unauthorised use (copying/submitting in part or whole) of another person's work as one's own to gain any form of recognition. From 2008, all students registered for modules in the Faculty must use the cover page(s) provided on the following pages as a front page when handing in any assessments (excluding tests and examinations). This cover page will also be available electronically on Moodle/ILEARN (Attachment B).

2.2 Citations in text

Authors should protect themselves against allegations of using the work of others as their own by using references to indicate the source from which information was obtained. References can be made by means of direct citations, or indirectly when the author uses his/her own words to express other writer's thoughts. By limiting direct citations the quality of a document is enhanced. Citations should be used only in cases where the author cannot succeed in expressing the thoughts of another writer with the same impact in his/her own words. Even in these cases lengthy citations should be avoided. An author should preferably start a sentence in his/her own words and then make use of citations where necessary to reflect the additional points of view of other writers in a suitable manner.

- A direct citation from the work of another author must be placed in quotation marks. When such a direct citation contains a citation from another source, the latter should be distinguished by placing it between single quotation marks, i.e. "... '...' …".
- It is admissible to omit a word or words from a citation provided that the original idea of the author is not altered by the omission. Attention must be drawn to the omission by indicating the omitted parts by means of an omission sign consisting of three consecutive full stops, i.e."_..._".
- It may be necessary to explain a word in a citation or to give an opinion on it. Such explanation or opinion should be placed in comment immediately after the particular word.
- Citations should as far as possible be in the language of the original text, or if this is not possible it should be in the language of the document in which it is cited.
- If an author wishes to emphasise parts of a citation he/she may use italics or underlining to do so.
- Excessive and lengthy citations should be avoided because they impair the unity of the work. Citations should only be used if they are meaningful, i.e. where it is necessary to reflect the viewpoint of a particular author and it is impossible for the student to do so in his/her own words. Generally known and accepted facts need not be justified, even if the author has obtained them from another source.

2.3 Punctuation and language use

In the writing phase of your proposal, the objective should be to seize and retain the reader's interest and to write the most informative and legitimate paragraphs possible. It often happens that the sequence of words that we use for speaking is not the most effective for writing (Lategan and Lues, 2005: 107). The reason might be that when we speak we often compete for "speaking space" and therefore tend to put our main points first. For intellectual capacity, however, the context should be first (Goddard, 1998: 37). The following aspects are important pointers to apply when writing informatively.

- Particular attention should be given to language and style. An author should never use a word if he/she does not know its meaning. Avoid clichés and words that cannot be quantified such as "utterly", "very", "tremendously" and "at the end of the day".

- Avoid the use of cumbersome expressions such as "in connection with", and "have a bearing on". Be especially wary of clichés such as: "It is imperative for government officials to work efficiently," or "We need a smaller but more efficient civil service". Under no circumstances should pronouns like **I**, **we** and **you** be used.

- **Spelling mistakes in research proposals and resulting proposal of postgraduate students are unforgivable**. You should therefore be familiar with the spelling rules. Writing should be plain and simple, and literal translations as well as words that are not in general use should be avoided. Short sentences contribute to fewer errors.

- Preparation for writing a scientific document should be methodical to ensure scientifically accountable results. Information should be collected, stored and processed systematically. Specific steps should be followed to ensure that all factual information regarding the topic is collected and if necessary included in the document.
- In research and scientific research proposals the author is not referred to in the first person. Instead of using "I found …" rather use "It was found…". (Eunson, 1994: 101). However, it is best to avoid using this construction

too often, as Day (1998: 209) suggests that the active voice should rather be used as it is "usually more precise and less wordy than the passive voice".

- In a proposal the empirical research has already been done and therefore the text should be in the past tense.
- Be specific rather than general.
- Rather use short, familiar words and sentences than longer, less familiar ones (Eunson, 1994: 102).
- Use accurate words rather than vague ones (Goddard, 1998: 40). In this regard Day (1998: 210) is of the opinion that euphemisms should not be used, especially in scientific writing. The author refers to the example of laboratory animals that are not "sacrificed" but simply "killed" (1998: 210).
- If a proposal contains jargon (technical terms), provide a glossary at the end of the proposal (Eunson, 1994: 102). However, the research and proposals are written for an educated audience and therefore Day (1998: 215) suggests that only the unusual technical terms need explanation.
- Break up your text into paragraphs. Combine sentences into a paragraph which contains the development of one complete thought (Eunson, 1994: 20).

3. REFERENCES IN TEXT

The Harvard method of referencing should be used when giving recognition to a certain source. Examples of source references within texts are as follows:

Referencing or citation is to be used within research projects:
- for direct quotations;
- to validate ideas and opinions; and
- for paraphrasing or indirect quotations (Lategan and Lues, 2005:135).

- The **initials or first names of the authors are not used in the text**, except where there is more than one author with the same surname.
  E.g. can occur in various instances (Huskisson, 2002: 89).
- When the **name of the author is part of the sentence**, only the year of publication and the page number are placed in round brackets.
  E.g. according to Huskisson (2002: 90) maladministration can appear in …
- When **summarising an opinion of the author and there are no page references**, you refer to the entire book.
  E.g. Birdson (1990) made a strong plea …
- If a book has been written by **two authors**, both are mentioned.
  E.g. Redelinghuys and Steyn (2005: 112) saw the quantitative …

- In the case of **three authors**, all three are mentioned in the **first reference**, and thereafter only the first author's name is mentioned, followed by *et al.*
  E.g. 1st reference: variables can be discreet or continuous (Redelinghuys, Steyn and Benade, 2003: 200).
  2nd reference: The following guidelines can be followed, according to Redelinghuys *et al*. (2003: 213).

- In the case of sources with **more than three authors,** all the authors are mentioned in the **first reference**, and thereafter only the first author's name is mentioned, followed by *et al.*
  E.g. 1st reference: ... concerning financial policy (Wilson, Loeb, Walsh, Labouvie, Petkova, Luit and Waternaux, 2000: 451).
  2nd reference: Complaints by the public can be identified as symptoms of poor service delivery by Municipalities (Wilson *et al*., 2000: 455).

- The works of **authors who have written more than one book or article in the same year** are differentiated from each other by placing a small letter in the text after the date. This letter is repeated in the date in the bibliography.
  E.g. many public sector managers follow this approach (Huskisson, 2004a: 45; Huskisson, 2004b: 30).

- In the case of an **editor**, the name of the editor and year of publication are placed in round brackets in the text. ***Note that the "(ed.)" is not included in the text reference.**
  E.g. (Codagen, 2005: 67).

- When a **quote** is from a **secondary source**, both sources must be quoted in the text.
  E.g. Inter-governmental relations do seem to be an important variable as emphasised by Kuhn (cited in Harvey, 2006: 44).

- When referencing **different material from the same author**, arrange them in chronological order.
  E.g. Dwyer (2000: 19-20; 2003: 43) mentions that …

- When referring to **more than one source to prove the same fact**, all the sources are mentioned in the same reference.
  E.g. (Fisher, 1999: 12; Krikbush, 2005: 10; Chappel, 2001: 27; Laonde, 1997: 65).

3.1 Referencing government publications

- **Departments:** If reference is made to material from a government department and the author is known, treat the document like a book. If the author is not known, the department is assumed to be the author.
  E.g. (Department of Education, 2000: 13).

- **Acts: Constitution of the Republic of South Africa**, 1996 (Act 108 of 1996). The number and year need not be quoted in the second or further reference to an act.
  E.g. (Republic of South Africa. Constitution, 1996). The **Citation of Constitutional Laws Act, 2005** was published in the *Government Gazette* on 27 June 2005 and came into operation on the same day. The effect of this Act was to change the manner of referring to the Constitution as follows: Previously: The Constitution

of the Republic of South Africa, Act 108 of 1996 **Currently: The Constitution of the Republic of South Africa, 1996**

- **Government Gazettes:** (Country. Government Gazette, date of publication: page/s).

E.g. (Republic of South Africa. Government Gazette*,* 2002: 8).

- **White/ Green Papers:** (Country. White/ Green Paper name, Date: page/s).
  E.g. (Republic of South Africa. White Paper on Safety and Security, 1999: 15).

- **Bills:** (Country. Bill name, Date: page/s).
  E.g. (Republic of South Africa. Anti-terrorism Bill, 2002: 5).

- **Abbreviations:** The whole name of any subject-related jargon needs to be written in full in the first reference, followed by the abbreviation in brackets and thereafter only the abbreviation is mentioned.

E.g. 1st reference: ... concerning the Employee Employment Programme (EAP), ...
2nd reference: Motivated public officials can be attributed to the EAP.

3.2 Quoting from non-book resources

- **Video:** (Author (if available) date: video).
  E.g. (Jones, 2004: video).

- **Film:** (Title, year of publication: film).
  E.g. (Tsotsi, 2006: film).

- **Broadcast:** (Title, date: broadcast).
  E.g. (News at Ten, 2005: broadcast).

- **Personal communication:** (Surname and initial/s of person with whom the communication was, year: personal communication).
  E.g. (Endeman, L.C.P. 2003: personal communication).

3.3 Electronic material

Follow the "author - date" procedure as prescribed by the Harvard method for use during normal citing of information sources.

E.g. (Smith, 2002: Online). Note that the date in the reference is the **date published** rather than the date retrieved and you only need to provide the year.

3.4 Judicial documents

- **Court cases:** SA after 1947: Standard Bank v Neugarten 2005 3 SA 695 W:703C-D.

- **Criminal cases:** In criminal cases only the family name or abbreviation of the family name of the accused is used: Tsutso 2005 2 SA 666 SR668-669 K 1956 SA 353 A:668.

- **Second reference to court cases:** Only the name and page reference of the case is quoted in a second or further reference to court cases (**do not** use ibid. or supra): Standard Bank v Neugarten: 705 or Tsutso: 670.

- **Proclamations and Government notices:** GN 162 Government Gazette 2005:103(4157). Proc. 147 Government Gazette 2005:131(2123). Note that the reference to the Government Gazette should be provided (Vol. 103, No. 57). A second or further reference need only be: GG 162/2005.

Text references **to authors** should only include the surname, without initials, unless reference is made to more than one author with the same surname. Give page references rather than chapter references. Text references should preferably be placed at the end of a sentence or after a quotation. Avoid excessive references and substantiation or an excessive number of texts in a reference. Terms such as **op cit**. and **ibid**. are totally inadmissible. Explanations such as "my emphasis" must be placed within the parentheses of the reference immediately after the page reference.

4. REFERENCING IN THE BIBLIOGRAPHY

In the Bibliography (source reference list) complete bibliographic particulars of the sources are given. These sources are listed alphabetically according to the author or the title. **The title is either in italics, underlined or in bold.** Consistency in the choice of this format is very important. A bibliography can contain sources that you have consulted but which may not be referred to in the text (as you have done in this piece), while a Reference List cannot contain anything not referred to.

4.1 Books

Author(s) and date of publication:
Entries in the bibliography are made as follows:

- One author: Huskisson, J.M. 1999.
- Two authors: Steyn, B.L. and Benade, F.C. 2005.
- Three authors: Peters, E., Plow, E.G. and Tric, J.M. 2000.
- Editors: Use the abbreviation ed. for editor or eds. for editors, after the initials of the editor e.g. Louw, W.J. ed. 2004.

The date refers to the date of publication as it appears on the title page, on the reverse side of the title page, or in any other place in the publication.

Title

The full title, as it appears on the title page, is provided and is in italics in the bibliography.
E.g. *Public Management in South Africa.* A subtitle is separated from the title by means of a colon.
E.g. *Service delivery: an introduction and overview*.

Edition or print

Print and first editions of sources are not mentioned, only 2nd, 3rd, etc. The following abbreviation is used: 2nd ed.
E.g. Connolly, T.M. *Workstudy systems: a practical approach to implementation and management*. 2nd ed.

Place of publication

If there is more than one place of publication, only the first one is mentioned.

E.g. Greenstein, M. 2000. *Provisioning administration: security, risk management and control*. Boston:_______. If the place of publication cannot be established, the abbreviation [s.l.] (sine loco) in square brackets are used.

E.g. Greenstein, M. 2000. *Provisioning administration: security, risk management and control*. [s.l.]

Publisher

The initials of the publisher are not included.

E.g. Kotler, C. 1999. *Organisational behaviour*. London: Taylor & Francis. *If the publisher and the author are the same person, the publisher is not included.* If the publisher of a source cannot be determined, the abbreviation [s.n.] (sine nomine) in square brackets are used.

E.g. Kotler, K. 1999. *Consumer behaviour*. Britain: [s.n.]

Series

If the source being used is one of a series of sources, the entry is written between round brackets and is placed at the end of the description.

E.g. Rosandich, R. G. 2001. *Human resources development: Using workplace skills plans*. London: Chapman & Hall (Intelligent Engineering Series no. 1).

4.2 Contribution in a book

The surname and initials of the contributing author. Year of publication. Title of contribution. Followed by *In*: surname, initials of author or editor of publication followed by ed. or eds. if relevant. *Title of book.* Place of publication: Publisher, Page number(s) of contribution.

E.g. Bantz, C.R. 2003. Social dimensions of labour relations. *In*: Anderson, J.A. ed. *Annual review of human resources management and development.* Newbury Park, CA: Sage, pp. 502-510.

4.3 Journal article

The surname and initials of the contributing author. Year of publication. Title of article. *Title of journal*, volume number and (part number), page numbers of contribution, Month of publication. E.g. Granger, S. 2002. Intergovernmental relations: an analytical perspective. *Administratio Publica*, 12(6), pp. 17-19.

4.4 Newspaper article

The surname and initials of the contributing author. Year of publication. Title of article. *Title of newspaper*, Day and Month of publication, Page number of contribution.

E.g. Paton, C. 1998. Government tackles the issue of AIDS in the workplace. *Sunday Times*, 19 April, pp.7.

4.5 Conference paper

The surname and initials of the contributing author. Year of publication. Title of contribution. *Title of conference proceedings* including date and place of conference. Place of publication: Publisher, Page numbers of contribution.

E.g. Silver, K. 2001. Electronic mail: the new way to communicate in Provincial Departments. *9th international online information meeting,* London 3-5 December 2001. Oxford: Learned Information, pp. 323-330.

4.6 Publication from a corporate body

Name of issuing body, Year of publication. Title of publication. Place of publication: Publisher, Report Number (where relevant).

E.g. UNESCO, 2003. General information programme and UNISIST. Paris: Unesco, (PGI-93/WS/22).

4.7 Thesis

The surname and initials of the contributing author. Year of publication. *Title of thesis*. Designation (and type). Place of publication: Name of institution to which it was submitted.

E.g. Agutter, A.J. 2005. *The leadership significance of current Public Sector managers*. Thesis (PhD). Edinburgh: Edinburgh University. The name of a thesis is only in italics if it has been published. Quite often the date is actually the date of completion, rather than the publishing date.

4.8 Dictionary

Title of dictionary. Year of publication. Edition. Place of publishing: Publisher.

E.g. *Shorter Oxford dictionary*. 2003. 9th ed. Oxford: OUP.

4.9 Encyclopaedia

The surname and initials of the contributing author. Year of publication. Article title. *In*: *Title of encyclopaedia*, vol., page numbers.

E.g. Lessing, B.P. 2005. Health services. *In: McGraw-Hill Encyclopaedia of Science and Technology*, 12., pp. 346-347.

4.10 Personal communication

Surname, initials of person with whom the communication was. Year. Personal communication. Date, Place where communication took place.

E.g. Endeman, L.C.P. 2003. Personal communication. 15 July, Cape Town.

4.11 Government publications

Departments: Official name of country. Name of department. Date of publication. *Title of document*. Place of publication: Publisher.

E.g. Republic of South Africa. Department of Water Affairs and Forestry. 2002. *Guidelines for arbour week.* Pretoria: Government Printer.

Acts: Official name of country. Date of publication. *Title of act, number and year of act.* Place of publication:

Publisher.E.g. Republic of South Africa. 1982. *Skills Development Levies Act, 1999* (Act 9 of 1999). Pretoria: Government Printer.

Government Gazettes: Official name of country. Date of publication. *Title of government gazette* (Proclamation number). Government Gazette, no: vol, month day (Regulation gazette number).
E.g. Republic of South Africa. 2001. *Local government: Municipal Planning and Performance Management Regulations* (Proclamation No. R 796). Government Gazette, 22605: 434, August 24.

White/ Green Papers: Official name of country. Department. Date of publication. *Title of White/ Green Paper.* Place of publication: Publisher.
E.g. Republic of South Africa. Department of Home Affairs. 2006. *White Paper on International Migration.* Pretoria: Government Printer.

Bills: Official name of country. Department. Date of publication. *Title of Bill.* Place of publication: Publisher.
E.g. Republic of South Africa. Department of Justice. 2002. *Anti-terrorism Bill.* Pretoria: Government Printer.

4.12 Electronic material

No standard method for citing electronic sources of information has yet been agreed upon. The recommendations in this document follow the practices most likely to be adopted on the basis of the Harvard method of referencing, and are intended as a guide for those needing to cite electronic sources of information.

Elements to cite

Author/Editor. Year. Title. [online]. Place of publication: Publisher (if ascertainable). Available from: <URL>
[Access date].
E.g. Holland, M. 2004. *Harvard System* [online]. Poole, Bournemouth University. Available from: http://www.bournemouth.ac.uk/using_the_library/html/harvard_system.html [Accessed 22 August, 2006].

4.13 Seminars

BEKKER, J.C.O. 2005. Misconceptions on efficiency and effectiveness. Bloemfontein. Seminar of the South African Institute of Organisation and Methods.

NB: One chapter at a time must be handed in and NOT the whole document.

BIBLIOGRAPHY

Beukes, A. 2005. Referencing guidelines. *In:* Lategan, L.O.K. & Lues, L. eds. *Doing Research*. Bloemfontein: Tekskor, pp. 11-18.

Beukes, A.E. 2005. *The Harvard method of referencing: Guidelines for students of the department Quantity Surveying and Construction Management, University of the Free State.* Bloemfontein: University of the Free State.

Burger, M. 1992. *Reference techniques*. 8th revised ed. Pretoria: University of South Africa.

Day, R. 1998. *How to write & publish a scientific paper*. Melbourne: Cambridge University Press.

Erasmus, B.J. & Terblanche, C. 1996. *Manual for the writing of assignments*. Bloemfontein: Technikon Free State.

Eunson, B. 1994. *Writing and presenting reports*. New York: John Wiley.

Goddard, K. 1998. *Informative writing:* Your practical guide to effective communication. Great Britain: Bookcraft.

Holland, M. 2004. *Harvard system* [online]. Poole, Bournemouth University. Available from: http://www.bournemouth.ac.uk/using_the_library/html/harvard_system.html#HarvardSyst [Accessed 15 April 2005].

Lategan, L.O.K. & Lues, L. 2005. Doing Research. Bloemfontein: Tekskor

Lues, L. 2005. Report writing. *In:* Lategan, L.O.K. & Lues, L., eds. *Doing Research*. Bloemfontein: Tekskor, pp. 11-18.

Maree, K., Creswell, J.W., Ebersöhn, L., Eloff, I., Ferreira, R., Ivankova, N.V., Jansen, J.D., Nieuwenhuis, J., Pietersen, J., Plano Clark, V.L. & van der Westhuizen, C. 2007. *First steps in research*. Pretoria: Van Schaik.

Wolfe, J. 2003. How to Write a PhD Thesis. Sydney: School of Physics, University of New South Wales. [online]. Available from: <http://www.phys.unsw.edu.au/~jw/thesis.html> [Accessed 12 April 2005].

Attachment A: The example of the research proposal document cover-page

TITLE (BOLD, UPPERCASE, FONT SIZE 14, ARIAL)

by (small caps, not bold. Font size 11, Arial)

A.N. OTHER (UPPERCASE, BOLD. FONT SIZE 11, ARIAL)

(Student no.: 20050815) (small caps, not bold. Font size 11, Arial)

Research proposal submitted in partial requirement for the degree
Masters of Public Administration (MPA) (Sentence case, not bold. Font size 11, Arial)

in the (small caps, not bold. Font size 11, Arial)

FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES (UPPERCASE, BOLD. FONT SIZE 11, ARIAL)

DEPARTMENT OF PUBLIC ADMINISTRATION AND MANAGEMENT (UPPERCASE, BOLD. FONT SIZE 11, ARIAL)

at the (small caps, not bold. Font size 11, Arial)

UNIVERSITY OF THE FREE STATE (UPPERCASE, BOLD. FONT SIZE 11, ARIAL)

PROMOTER: Dr. Z.R. Shinga (Sentence case, not bold. Font size 11, Arial)

BLOEMFONTEIN (UPPERCASE, BOLD. FONT SIZE 11, ARIAL)

June 2007 (Sentence case, not bold. Font size 11, Arial)

Attachment B

FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES
COVER PAGE FOR INDIVIDUAL ASSESSMENTS

MODULE CODE:					
SURNAME:		**INITIALS:**			
STUDENT NUMBER:					
DUE DATE:					

DECLARATION BY STUDENT

I have read the University's Policy on the Prevention of Plagiarism and Dealing with Academic Writing Misconduct:

I understand that I must:

abide by all the directives of this Policy, the Assessment Policy, course guides, specific and general regulations and assessment requirements;

seek assistance if I am unsure about appropriate citation and referencing techniques;

accept responsibility for having full knowledge of the Policy;

submit only my own work for any form of assessment, except where:

the work of others is appropriately acknowledged; and

the assessor/moderator has required, or given prior permission for, group or collaborative work to be submitted;

refrain from intentionally or negligently deceiving the reader by preventing my own work from being copied by another student, who may or may not have an intentional or negligent aim to deceive the reader;

be aware that according to the Policy, measures for all Level Four violations and repeated Levels One, Two and Three violations are reported and investigated in accordance with the *UFS Statute* on Student Discipline (see Chapter XIII, pp 50 – 58); and

include with my assignment an electronic report of the software programme if required/where applicable.

											D	D	M	M	Y	Y	Y	Y
SIGNATURE	**STUDENT NR**										**DATE**							

MARK:	
PERCENTAGE:	%
COMMENTS FROM ASSESSOR:	

Attachment C

Procedures and requirements for Master's and PhD registration.

Detail regarding the process to register and complete a Master's thesis

Students wishing to complete a Master's thesis (i.e. a full thesis, not the dissertation that accompanies a structured Master's), must comply with the following procedures:

1) Submit his/her academic record as part of an application to the relevant department and on the basis of the academic record obtain permission from the head of the relevant department to proceed with the process.
2) The relevant department may also require the applicant to write a TALPS test, the results of which will be used, together with the student's academic record, to gain permission from the head of the department to proceed with the process.
3) Do the preregistration of the Master's.
4) Within 6 months of doing the preregistration, submit a research proposal to the relevant departmental committee dealing with Master's research proposals and do a presentation on the proposal to the committee. The 6 months can be extended by another 6 months if the student has to resubmit his/her proposal – see below for more detail on resubmission. Note that 6 (+6) months is the maximum – the student can at any time during the preregistration submit the research proposal.
5) Submission, resubmission and approval of research proposals by the departmental Master's committee should occur within the 6 (+6) months of the preregistration. If after the 6 (+6) month period no research proposal was approved, the student cannot continue with a Master's. (Of course, heads of departments can use discretion to allow continuation if sufficient grounds exist for doing so.)
6) The committee should then consider approval of the proposal. Once approval is granted, the student is allowed to continue with his/her study. If approval is not granted, the student can be given a date within six months to resubmit the proposal. Thus, the research proposal should be finalised and approved within one year of registration.
7) Following approval by the departmental committee, the title, the supervisor(s) and assessors must be submitted for approval at the first upcoming meeting of the Faculty's Research Committee. The internal supervisor should do the title registration and the registration of the supervisor(s) and assessors simultaneously.
8) The degree must be completed within the period prescribed by university regulations.

Detail regarding the process to register and complete a PhD thesis

Students wishing to complete a PhD must comply with the following procedures:

1) Submit his/her academic record as part of an application to the relevant department and on the basis of the academic record obtain permission from the head of the relevant department to proceed with the process.
2) The relevant department may also require the applicant to write a TALPS test, the results of which will be used, together with the student's academic record, to gain permission from the head of the department to proceed with the process.
3) Do the preregistration of the PhD.
4) Within 12 months of doing the preregistration, submit a research proposal to the relevant departmental committee dealing with PhD research proposals and do a presentation on the proposal to the committee. The 12 months can be extended by another 6 months if the student has to resubmit his/her proposal and do another presentation – see below for more detail on resubmission. Note that 12 (+6) months is the maximum – the student can at any time during the preregistration submit the research proposal.
5) Once the departmental committee granted approval of the proposal, the proposal is forwarded to the Faculty's Research Committee. This Research Committee sits twice a year to deal with new PhD research proposals (June and November). At one of these two meetings the student should again present his/her research proposal. The supervisor also attends this presentation. Once this committee grants approval, the student is allowed to register for his/her PhD.
6) If approval is not granted, the student may be requested to resubmit the proposal.

a. If changes required are small, the resubmission is done only in writing at the next meeting of the Research Committee (which is usually in March (following the November meeting) or September (following the June meeting)). The changed written proposal as well as a cover letter from the student setting out how the student addressed the issues raised by the committee must be submitted to the committee at least two weeks before the meeting.

b. If the changes required are more substantial the committee may require that along with the resubmission the candidate present the proposal again to the committee. The candidate has a choice: S/he can make the presentation at the immediate next meeting of the Research Committee (which is usually in March (following the November meeting) or September (following the June meeting)) or at the following meeting dealing with new PhD research proposals. Thus, for instance, should the candidate present for the first time in June and should the committee require that the candidate present the proposal again, the candidate can choose to present again either at the September or the November meeting.

c. Note however, that should the candidate's proposal be turned down for a second time at the March (or September) meeting, the candidate will not get an opportunity to present again in June (or November).

d. When the proposal is presented for the first time, the committee has the authority to reject the proposal outright if the proposal is academically seriously lacking. Outright rejection implies that the candidate cannot register for a PhD and also does not get a second opportunity to present the proposal again.

e. Rejection of the proposal at the second presentation of the proposal implies that the candidate cannot register for the PhD.

7) Once the Faculty's Research Committee approved the proposal, the title of the thesis as well as the supervisors will be registered. Assessors can be registered later.

8) Submission, resubmission and approval of research proposals by the departmental PhD committee and the Faculty's Research Committee should occur within the 12 (+6) months of the preregistration. If after the 12 (+6) month period no research proposal was approved, the student cannot continue with a PhD. (Of course, heads of departments or the Faculty Research Committee can use discretion to allow continuation if sufficient grounds exist for doing so.)

9) If, after the Faculty Research Committee accepted the proposal, the candidate makes small changes to the title of the thesis, the relevant departmental PhD committee and the Faculty's Research Committee must approve these changes. The student need not submit a new research proposal. Such small changes should not involve substantial changes to the topic. Should significant and substantial changes be made to the title and content of the thesis (i.e. a change of topic), the student may be required to submit a new proposal and undergo the full approval process anew.

10) The degree must be completed within the period prescribed by university regulations.

Detail required from a research proposal that accompanies a title registration

Please take note that when you register the title of your PhD or Master's thesis, that your submission is accompanied by a research proposal of maximum 15 000 words (excluding the bibliography) in which you cover the following aspects:

1) A problem statement and rationale for the study.

2) The primary objective of the study, possibly expanded upon with secondary objectives.

3) The method to be employed.

a. A consideration of the viability of the study in terms of the literature available, the data needed and the financial and other resources required to reach the stated objectives of the study.

4) A description of the contribution (value added) that the study will make.

Attachment D

Draft curriculum and closing dates regarding submission of M.Admin:

OUTCOME	RESPONSIBILITY	TIME FRAME
Define research topic in broad terms	Student: Submit research topic to the Department of Public Administration and Management	
Allocation of students to supervisors	Department of Public Administration and Management: Notify students of supervisor.	**Mid November**
Registration	Student: Visit Administration and submit proof of registration to the Department of Public Administration and Management	**January**
Compilation of framework	Student: Make appointment with supervisor and determine submission dates for respective chapters.	**January**
		February
		March
		April
		May
		June
		July
		August
		September
Progress evaluation.	Supervisor	**October**
		November
		December
		January 2nd year
		February
		March
		April
Registration of titles (KTR), appointment of assessors for M.Admin.	Supervisors: Give titles to Mrs. Fouche. Student: Complete 2 forms (A5) and (EW2) in hard copy and return to Mrs. Fouche.	**Early May**
Notice to assessors and appointing those who accept nominations.	Department of Public Administration and Management: Give names to Mrs. Fouche.	**First week June**
		July
Progress evaluation.	Supervisor	**August**
Notice to assessors regarding submission.	Administration	**September**
Project presentation.	Department of Public Administration and Management: Arrange session for presentation of research projects. Panel of supervisors: Attend the presentation session and comment on research findings and papers. Student: Present research project (PowerPoint) duration 20 minutes.	**1st week October**
Using comments of presentation session to finalize the proposal and submit pre-final proposal.	Student	**Mid October**
Final submission of proposal.		**1 November**
Notice to assessors regarding students who failed to submit.	Administration	**January**

Attachment E

Draft curriculum and closing dates regarding submission of Hons mini-dissertation:

OUTCOME	RESPONSIBILITY OF STUDENT	TIME FRAME
Research topics	Prepare and present a 10-minute PowerPoint presentation of the proposal.	**22 July 2016**
Writing an introduction and theoretical background	• Submit an introduction of the research report on Blackboard. • Submit the theoretical background of the research report on Blackboard.	• **5 August 2016** • **19 August 2016**
Research design and methodology	Submit the methodology section via Blackboard and discuss the research techniques, sample size, sample frame, and sample technique with the supervisor.	**26 August 2016**
Prepare for field work	Submit a final questionnaire and interview schedule in class.	**2 September 2016**
Data analysis	Work on analyzing data collected from the field. Submit data analysis section on blackboard.	**16 September 2016**
Findings and results	Submit findings and results section on blackboard.	**30 October 2016**
Conclusion and recommendations **Abstract**	Submit the conclusion and recommendations section on blackboard.	**14 October 2016**
Final submission of research report	Submit final research report with abstract on blackboard: • **1st Opportunity (all students submit).** • **2nd Opportunity (Only revised reports based on assessment of 1st opportunity submission).**	• **1 November 2016** • **15 November 2016**