

## Guidelines for the presentation and submission of academic written reports

The following guidelines are applicable to written reports submitted by students in MBA programmes.

All semester reports are to be submitted punctually (postmark!) to the post-office or the public post and should include a completed flyleaf cover.

### Layout:

- Semester papers are to be word processed.
- For correction purposes, please allow a left margin of 4 cm.
- The text should be spaced at 1.5 (approx. 36 lines per page).
- All proportional letter types (e.g. Arial) are acceptable; letter size 12.
- Pages should be numbered progressively. Only commonly used abbreviations may be included in the text.

### References:

- Be clear and consistent in the referencing of the project.
- Identify **one** system of referencing and use it consistently. One system which can be recommended is the Harvard Referencing System. Referred texts are denoted by author, date and page in the main body of the text, e.g. (Palmer, 1995, p. 10) Please note that the full reference, (author, date of publication, title, publisher, place of publication, etc.) must be included in the bibliography.

### Bibliography:

Publications should be presented alphabetically by author. When more than one publication by a single author is to be referenced, they are to appear chronologically according to the dates of publication.

#### • Book

Author, Initials (publication date): title in full, name of publisher, place of publication **e.g.:**  
Palmer, J. (1988): European Without America? The Crisis in Atlantic Relations, Oxford University Press, Oxford

#### • Article

Author, Initials (publication date): title of essay. In: title of Journal, volume, number of part, pages of the article **e.g.:**  
Hill, C. (1953): The Transition from Feudalism to Capitalism. In: Science and Society, Vol. 2, No. 17, pages 4-8

#### • Work in an anthology

Author or editor, Initials of author or editor (publication date): Title. In: editor, title, place of publication, publisher, pages **e.g.:**  
Adedeji, A. (1991): Evaluation as a Paradigma for Educational Research. In: House, E.R. (editor) New Directions in Education, Lewes, The Falmer Press, pages 53-67

- **Internet:** Sources always with link, date and content on a file