

**SAGESSE UNIVERSITY
FACULTY OF BUSINESS ADMINISTRATION AND
FINANCE**

**GUIDELINES
EMBA PRACTICUM**

(FORM D)

Introduction

This guide has been created to assist graduate students in thinking through the many aspects of writing, formatting and editing a Practicum.

Size of the Practicum

The size of the Practicum should be A4. Oversized materials such as maps and tables etc. that are larger than the standard page size are only accepted after discussion with the Head of the English Section.

Paper

Durable paper such as Fabriano 80 g weight and size A4 should be used.

Ink

Ink must be black. Practicum must be laser printed.

Typeface

The Times New Roman typeface should be used.

The text font size should be 12, while the capital font size, in preliminary pages and major title headings should be 16.

Do not use bold face in preliminary pages and major headings such as chapters, appendices, and bibliography.

Organization of the Practicum

The Practicum includes three parts: preliminary pages, body or text, and end pages which comprise appendices, endnotes (if any), and bibliography.

Preliminary Pages

Blank page	Required
Title page	Required
Practicum approval page	Required
Practicum release form	Required
Acknowledgements	If any
Abstract	Required
Preface	Optional
Table of contents	Required
List of figures/ illustrations	If any
List of tables	If any

List of abbreviations	If any
Glossary	If any
Dedication	If any
Body of Text	Required; Organized according to conventions of specific disciplines
Literature review	
Methodology	
Results	
Discussion	
End Pages	Required; Organized according to conventions of specific disciplines
Appendix	If any
Footnotes and Endnotes	If any
Bibliography	Required
Index	Index

Each of these parts may be subdivided into sections and subsections. These should appear clearly in the table of contents.

Preliminary Pages

Preliminary pages have the following order:

- **Blank page** [Not numbered. Considered i]. **Mandatory.**
The first and last pages of the Practicum are blank.
- **Title page** [Not numbered. Considered ii]. **Mandatory.**
It includes University Name, full Practicum title, full student's name, a statement "A Practicum", place and date.

N.B. Students' name should include the First name, the Father's name and the Family name. While for married female students the First name, their Maiden name and the Family name.

- **Practicum approval page** [Not numbered. Considered iii]. The signatures should be **original** and in **black** on **both copies**.
- **Acknowledgments** [Numbered v] If any. [**Typing of the page numbers start with this page**].
- **Abstract. Mandatory.**
It should not exceed 350 words. It summarizes the Practicum's contents.
- **Preface.** Optional.
- **Table of contents. Mandatory.**
- **List of illustrations.** If any.
- **List of tables.** If any.
- **List of abbreviations.** If any.

- **Glossary.** If any.
- **Dedication** [Not numbered and not counted in the pagination of the preliminary pages]. Optional and placed before chapter 1 and without the word "dedicated".

Numbering of Pages, Figures and Tables

The preliminary pages are numbered in lowercase Roman numerals centered at the bottom of pages. The **first numbered page** will be the "ACKNOWLEDGMENTS" numbered "v", or the first page which appears after the release form and continues through all the preliminary pages.

Throughout the rest of the Practicum, all pages must be numbered with Arabic numerals placed in the center, at the bottom of the page.

All page numbers are placed **2 cm from the bottom** edges of the paper.

When the text or illustrative matter is presented in landscape the number of the page should remain at the center of the bottom of the page.

Figure and table numbering must be either continuous throughout the Practicum or by chapter that is 1.1, 1.2, 2.1, 2.2.

Margins

The margins in text pages should be:

- To the left side of the page : 1.4" (3.5 cm)
- To the right side of the page : 1" (2.5 cm)
- At the top of the page : 1.2" (3 cm)
- At the bottom of the page : 1.2" (3 cm)

Illustrative Materials, Tables, charts, graphs, etc., should not come closer than 2 cm from the top, right and bottom edges of the paper, and 2.5 cm from the left.

The **text** of the Practicum should be **left aligned, and not justified.**

Spacing

Text in title page, acknowledgments and abstract are single spaced. However, the Practicum must be double-spaced throughout, except in footnotes, block quotations, tables, etc. These are single-spaced within each entry but double-spaced between entries.

Only one double-space is left between paragraphs.

Subheadings are preceded by two double-spaces (i.e. four spaces). They are double spaced (i.e. two spaces) only in case there is no text between them. Tables and illustrations should be preceded and followed by two double-spaces (i.e. four spaces).

Indentation

All paragraphs should be indented 1.5 cm from the margin. Subheadings are not indented.

Major Headings and Subheadings

Major headings are the titles in the preliminary pages, "CHAPTER"s title, "NOTES", "REFERENCES" or "BIBLIOGRAPHY". They should be typed in capital letters, size 16, not bold and centered. If a chapter's title runs on more than one line it should be **single spaced**. The heading CHAPTER and its TITLE should be double-spaced.

Each subheading is preceded by its number as it appears in the Table of Contents of the Practicum.

Each subheading has a higher attention value than the one which follows it. They are designated as first-, second-, third- and fourth-level subheadings, and are differentiated as follows:

- First-level subheadings are in bold, regular typefaces: eg.
A. **First-Level Subheading**
- Second-level subheadings are in bold, italics typefaces: eg.
1. ***Second-Level Subheading***
- Third-level subheadings are in regular typefaces, underlined: eg.
a. Third-Level Subheading
- Fourth-level subheadings are in regular typefaces, underlined with dashes: eg
b. Fourth-Level Subheading

For listing of items, points or ideas, use bullets at beginning of line, after an indentation of 1.5 cm as for paragraphs. You can further subdivide them with dashes.

Footnotes and Illustrative Matter

Footnotes are typed at the bottom of the page, separated from the text by a separator. They are indented (1.5 cm) and preceded by the number (size 12) or (superscript) assigned to each in the text above. They are single-spaced if they run on more than one line and double-spaced between two notes.

Separate maps, if any, should be numbered.

Practicum in more than One Volume

A multi-volume Practicum should contain a title page in each volume. The volumes should be identified as Volume I, II, etc. Pagination is continued from first to the second volume. Title page in volume two will be identical to that in volume one with the word "Continuation" just below the title of the Practicum.

Brief Checklist

1. Is the student's name as it will appear on the student's diploma?
2. Is the title of the thesis exactly the same everywhere it appears in the thesis?
3. Is the Name of Faculty/ Department/ Program as listed in the year of graduation catalog?
4. Has the approval page been checked prior to signing?
5. Are all chapter headings of Font 16, all caps and NOT BOLD?
6. Is the text, in the body of thesis, left aligned?
7. Do margins comply with Thesis manual?
8. Are the signatures on approval page in black ink?
9. Does each copy have front and back blank pages?
10. Are all pages properly numbered, arranged in large envelopes?
11. Is the digital copy of thesis saved as one Microsoft-word and one PDF file?
12. Is the thesis delivered in black leather-bound with all information stamped in gold with the exact format and words as typed on the inside front page?
13. Does the back edge of the thesis include in golden letters: Sagesse University, short title of thesis, student's name, and date as per provided sample?as the approval page been checked prior to signing?

SAGESSE UNIVERSITY
FACULTY OF BUSINESS ADMINISTRATION AND
FINANCE

TITLE OF THE PRACTICUM

A Practicum Submitted in Partial Fulfillment
of the Requirements for the Degree
of the Executive Master of Business Administration
(EMBA)

FULL NAME

Sagesse University
2011

APPROVAL CERTIFICATE

TITLE OF PRACTICUM

BY

FULL NAME

Approved

Supervisor: _____ Date: _____

Academic
Department : _____ Date: _____

Dean: _____ Date: _____

DECLARATION

I hereby declare that this work is entirely my own work and that it has not been submitted as an exercise for a degree at any other University.

Copyright by Sagesse University, Lebanon

FULL NAME

ABSTRACT

(Maximum one page: 350 words)

Should contain:

- 1- Clear research question(s)
- 2- Methodology used
- 3- Main results
- 4- Whether main results support (or do not support) main theory(ies)
- 5- Up to five **Keywords** (e.g., corporate strategy, Middle East region, panel approach, etc.) should be placed below the abstract.

LIST OF TABLES

Table 1: Title.....(page)

LIST OF FIGURES

Figure 1: Title.....(page)

ACKNOWLEDGMENTS

(One page)

CONTENTS

ABSTRACT.....	III
LIST OF TABLES.....	VI
LIST OF FIGURES.....	IX
AKNOWLEDGMENTS.....	X

Introduction..... 1

General background about the topic.....	
1.1 General background about the topic.....	
1.2 Need for the study (importance).....	
1.3 Purpose of the study (objectives).....	
1.4 Brief overview of all chapters (outlines).....	

Chapter 1

REVIEW OF LITERATURE.....	
2.1 State of knowledge in the area of interest	
(all theories related to your topic, including books and journals)	
2.2 Previous research.....	
(empirical research: all important research studies that have been done before, related to your topic)	
2.3 Conclusion: main conclusion, from which you should draw out your research questions	

Chapter 2

PROCEDURES AND METHODOLOGY.....	
3.1 Introduction:.....	
(Start from the conclusion of chapter 2 by reminding the reader of how you obtained your research question(s) in addition to the objective(s) of your research)	
3.2 Hypotheses:	
(translated his/her research question(s) into hypotheses in the form of null and alternative)	
3.3 Selected variables:.....	
3.3.1 The independent variable(s).....	
3.3.2 The dependent variables.....	
3.4 Methodology used:.....	
3.4.1 Test the above hypotheses.....	
3.4.2 Decide about the data used (primary and/or secondary).....	
3.4.3 Pilot test.....	
3.4.4 Instrumentation.....	
3.4.5 Decide about the statistical package (SPSS, E-VIEW,...) and the statistical techniques to be used (Regression, ANOVA,...).....	
3.4.6 Conceptual framework for analyzing the data.....	

3.5 Conclusion

Chapter 3

FINDINGS.....

4.1 Introduction.....

4.2 Descriptive statistics.....

4.3 Main results.....

4.4 Discussion of the findings.....

4.5 Discussion of the hypotheses (rejected or supported?).....

4.6 Conclusions.....

Chapter4

Conclusions and Recommendations.....

5.1 Introduction.....

5.2 Main findings, analysis of main results and comparison with chapter 2.....
(i.e. compare your result(s) with main theories and previous results)

5.3 Limitation of the research.....

5.4 Managerial implications.....

5.5 Recommendations.....

BIBLIOGRAPHY

APPENDICES (A,B,C,...)

BIBLIOGRAPHY

(APA style)

The bibliography is not to be divided into categories of books, articles, and others. It should be listed alphabetically without division, examples:

Franklin, J. H. (2006). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological association.

Lynd, R. C., & Valencia, R. T. (1929). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological association.

Jackson, R. (1999). Running down the up-escalator: Regional inequality in Papua New Guinea. *Canadian/American Studies Journal*, 54, 175-84.

Weber, B. T., (2003, April 10). The myth maker. *Time*, 124, 26-33. .

Wrong, M. (2007, August 22). Misquotes are “Problematastic” says Mayor. *Toronto Sol*. P.44.

Revenue Canada. (2007) *Advanced gouging: Manual for employees (MP 55-222/11224)*. Ottawa: Minister of Immigration and Revenue.

As for information taken from the internet, the procedure should be followed in this manner:

Name of author(when available), title of article or document, year, the website, date visited or retrieved.

FOR TABLES AND FIGURES

Tables' insertion:

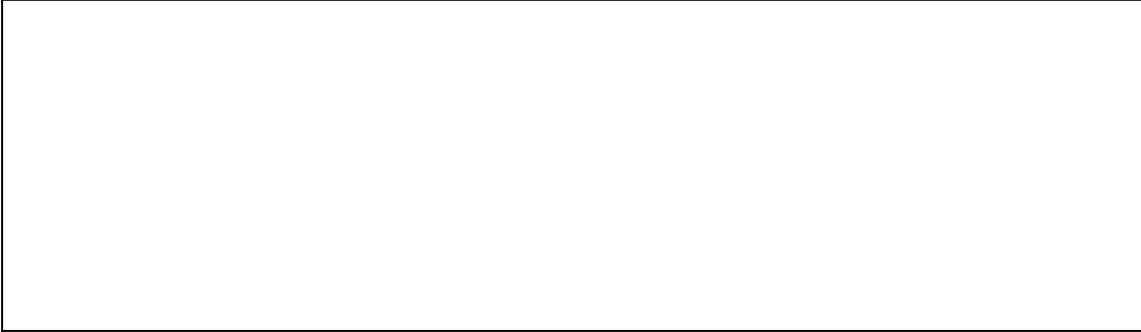


Table 1: Title
(Source)

Figures' insertion:



Figure 1: Title
(Source)

AVAILABLE SOURCES

JSTOR electronic database is available free of charge for students in the Faculty of Business Administration and Finance at Sagesse University and can be accessed on- and off- campus

Examples of referred articles from professional academic journals:

- Journal of Socio-economics
- Quarterly Review of Economics
- Review of Financial Economics
- Global Business and Economics Review
- Etc.