

FORMAT OF DISSERTATION DOCUMENT

1. GENERAL PRESENTATION OF DISSERTATION DOCUMENT

1.1. The following technical parameters apply:

- 1.1.1. The dissertation is written in English
- 1.1.2. Not exceeding 40,000 words, excluding title, abbreviations, contents and any other preliminary pages, references, appendices (if exceed by more than 25%, to first consult internal supervisor before submitting)
- 1.1.3. Laser quality printing on white A4 size paper between 70-100gsm weight
- 1.1.4. Typed and printed on one side only; when bound:
 - The text appears only on the right hand pages
 - Left margin 4 cm
 - Top, bottom and right margins 2.5 cm
 - Body text is aligned left, with all information including page number within text area.
- 1.1.5. Text to be fully printed, without carbon or stencil copies
- 1.1.6. Use Times Roman typeface with 12 point font:
 - Not scripted or italicized except for scientific names or foreign terms
 - Bold print for headings
 - Footnotes and text in tables should not be less than 10 point font
- 1.1.7. Double or 1.5 spacing applies throughout the text including between paragraphs and sections. Single spacing for:
 - Quotations
 - Explanatory footnotes
 - References, using indents
 - Multi-line captions, in tables and figures
 - Headings and sub-headings
 - Appendices, for questionnaires and letters
 - Formulae
 - Diagrams
- 1.1.8. Every page of dissertation numbered consecutively throughout, from title page to pages with tables, figures and appendices:
 - Page numbers set centrally at bottom page
 - Numbers are not placed in brackets, hyphenated or otherwise decorated
 - Pages preceding Chapter 1 to number with Roman numerals (I, ii, iii); the Title page is not numbered but counted as page i; Chapter 1 begins with page 1
 - If dissertation with several volumes, each will start anew with page one
- 1.1.9. Figures, tables and diagrams, etc. will be labelled and numbered separately.
- 1.1.10. Completed dissertation:
 - Securely bound in hard cover
 - Using 20 point font, gold lettered on front cover and spine with:
 - Title of dissertation
 - Name of candidate
 - For work submitted in fulfilment of the DBA degree
 - Year of submission (Refer to **Appendix 6A: Spine and Cover of Dissertation**)
 - 2 copies to be submitted to the ELMGS.

2. GUIDELINES FOR DISSERTATION: FORMAT

2.1. In general, the document comprises 3 sections:

- Preamble, with title page, certification of dissertation workings, permission to use, abstract, acknowledgements, table of contents, list of tables, list of figures and abbreviation.
- Main text or body, comprising chapters and chapters
- Supplement, with tables, bibliography and references and appendices

A summary of the format is as follows:

CATEGORIES	Notes
1. Blank page	
2. Title page	No page number entered, but treated as i. Subsequent pages are numbered ii, and so on.
3. Certification of Dissertation workings	
4. Permission to Use	
5. Abstract	
6. Acknowledgements	
7. Table of Contents	
8. List of Tables	
9. List of Abbreviations / Notations / Glossary of Terms	
10. Text of Dissertation, with Chapters	Page number begins with 1.
11. Bibliography & References	
12. Appendices	
13. Blank page	

2.2. PREAMBLE TO DISSERTATION

2.2.1. Title page

Consists of:

- Full title of dissertation (in uppercase)
- Full name of author (in uppercase)
- Degree for which the dissertation is submitted
- Name of HELP University (for submission of dissertation)
- Month and year of submission (Refer to **Appendix 6B: Title page**)

2.2.2. Certification of Dissertation Workings

Certification of the work done issued by the Dissertation Committee is included. The sheet, peach in colour, is signed by the Chairman of the Viva, External Examiner, Internal Examiner and the Supervisor/s must be obtained from ELMGS (Refer to **Appendix 6C: Certification of Dissertation**).

2.2.3. Permission to Use

Candidates are expected to insert in the front of their dissertation workings a statement to permit the use of the dissertation under specifically stated condition, addressed to the officer of HELP University to whom request for such permission should be directed (Refer to **Appendix 6D: Permission to Use**).

2.2.4. Abstract

An abstract must be included, which should relevantly identify and state clearly the purpose of the research, the methods used, the results obtained and the significance of the results or findings. The abstract should preferably be written in one single page, with single spacing, in one paragraph of between 250-300 words. Candidates should also include between three to five keywords at the bottom of the abstract.

2.2.5. Acknowledgements

Acknowledgements are written expressions of appreciation for the guidance and assistance offered / extended to the candidate by individuals and institutions or even any cases of collaborative workings, during the progress of the dissertation. This should not exceed 250 words.

2.2.6. Table of Contents

This table lists all chapters, sections and relevant subdivisions of the dissertation with the page number that follows a correct sequence. The page numbering used here must coincide with the corresponding pages within the dissertation. The title for each chapter must be in uppercase letter type without a terminal punctuation. Subdivisions of the titles should be in lower case letter type, except for the first letter in the beginning.

2.2.7. List of Tables

This list contains the number of each table, the title of the table and the page number that must coincide with the table as denoted within the dissertation.

2.2.8. List of Figures

This list contains the number of each figure, the title of the figure and the page number that must coincide with the figure as denoted within the dissertation.

2.2.9. List of Abbreviations

This list contains the non-standard abbreviations used by the author in the dissertation.

2.3. MAIN TEXT OF DISSERTATION

The body of the dissertation consists of the following parts:

2.3.1. Chapter 1: Introduction

This section outlines the following issues:

- Background of the study
- Problem statement
- Research questions
- Research objectives
- Significance of the study
- Organization of the dissertation

2.3.2. Chapter 2: Literature Review

This chapter sets out the literature and theories which relates to the dissertation topic. This lays the groundwork for the experimental and analysis section of the dissertation. The choice of literature will critically set the framework for conducting appropriate research in the dissertation.

2.3.3. Chapter 3: Methodology

This explains the methods and techniques for the research, as follows:

- Hypothesis / Developing the prepositions
- Research design
- Defining the necessary operations
- Measuring the variables
 - Collecting data
 - Sampling
- Data collection procedures
- Techniques of data analysis

2.3.4. Chapter 4: Results and Discussion

This chapter consists of analyzing the data obtained and stating the findings of the research. Any information derived herewith is supported by figures, tables and texts. Depending on the dissertation topic, the results and discussions may also be expanded to more than one chapter.

2.3.5. Chapter 5: Conclusion and Recommendation

The major findings are summarized here as guided by the research objectives. This section should explain the significance of the findings besides explaining the overall theoretical, practical and policy implications. This should also allow the candidate to stress the limitations of the study and to offer recommendations of areas for further research.

2.4. SUPPLEMENTS TO THE TEXT

2.4.1. Tables

Tables located within any one chapter should be labelled by a number that corresponds with that chapter it is intended for. Similarly, several tables in any chapter should be labelled in consecutive numbers, e.g. Table 3.1, Table 3.2.

The title must be inserted above the Table, left justified as follows: Table 3.1 Short title (*in italics*)

Should any Table extend beyond one page, the continued portion on the following page should indicate that it is a continuation. If there are any citations to the Table, a source of reference should be stated below the Table.

2.4.2. Figures

Figures, collectively comprising maps, charts, graphs, diagrams, photographs or related pictorial presentations should be labelled appropriately within the relevant Chapter e.g. figures in Chapter 3 should be sequentially numbered Figure 3.1, Figure 3.2, etc.

Following this, the Title is inserted below the figure, justified left as shown:

Figure 3.1
Short title (*in italics*)

2.4.3. Chapter layout

A Chapter can be divided into several major sections and subsections. A major section can be depicted as follows using the numerals, 1, 2, 3 etc. Subsections can be depicted as 1.1, 1.2, 1.3 or 2.1, 2.2, 2.3etc.

2.4.4. Equations

All equations are treated as text and accordingly numbered following the Chapter they appear in.

2.4.5. Footnotes

Footnotes exist to clarify certain terms, or to state conversion factors. It is not used to cite authority for specific statements or research.

The numbering of footnotes should begin with numeral 1 and continued consecutively throughout the same Chapter. The numbers do not continue into the next Chapter.

The footnotes are located at the foot of the pages.

The recommended font size is 10, which is smaller than the font used for the main text wordings.

2.4.6. References

References refer to a list of work cited for the dissertation.

3. WRITING CONVENTIONS

3.1. Units of Measurement

The International System of Units (SI) is used for presenting scientific data.

3.2. Research Ethics

Ethics in research involves all moral and professional issues relating to the conduct of research. The most serious breach in writing involves the offence of plagiarism. Plagiarism is defined as using another writer or author's original work, or ideas or written/printed texts as if it was your own, without acknowledging its original source.

HELP University uses a mechanism to verify the authenticity of the dissertation. Dissertation candidates are advised to ensure that in their research and subsequent writings, citations of sources of information are regularly used as a matter of habit.

3.3. Other Conventions

3.3.1. Numbers

All integers below ten should be fully spelt out unless they form part of a unit of measurement, e.g. 5 kg, 10 cm.

Sentences beginning with a number should be written in words. Numerals can be used for a series of figures being written, e.g. 5 balls, 15 bats, 20 gloves.

3.3.2. Brackets []

Brackets can be used within direct quotations, to enclose an explanatory note, for e.g. "The said year [2011], it was a tumultuous year of mishaps (Covey, 2012)".

3.3.3. Percentage

Candidates can use the symbol % in place of per cent, e.g. 33%. But if the candidate chooses to use the full term of 33 per cent, it must be consistently followed throughout the dissertation.

SPINE AND COVER OF DISSERTATION

<p>ROBERT LOUIS STEVENSON</p> <p>THE IMPACT OF LOCAL CULTURAL PRACTICES ON MULTINATIONAL CORPORATIONS IN DESIGNING WORK PROCESS FOR MALAYSIAN EXECUTIVES</p> <p>DBA 2012</p>	<p>THE IMPACT OF LOCAL CULTURAL PRACTICES ON MULTINATIONAL CORPORATIONS IN DESIGNING WORK PROCESS FOR MALAYSIAN EXECUTIVES</p> <p>ROBERT LOUIS STEVENSON</p>
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TITLE PAGE

**THE IMPACT OF LOCAL CULTURAL PRACTICES ON
MULTINATIONAL CORPORATIONS IN DESIGNING
WORK PROCESSES FOR MALAYSIAN EXECUTIVES**

By

ROBERT LOUIS STEVENSON

Dissertation Submitted to the
ELM Graduate School, HELP University, in
Fulfilment of the Requirement for the Degree
of Doctor of Business Administration

August 2014

CERTIFICATION OF DISSERTATION

We, the undersigned, hereby certify that

_____ ,

candidate for the degree of Doctor of Business Administration

has presented his/her Dissertation of the following title:

_____ ,

as it appears on the title page and front cover of the Dissertation.

That the said Dissertation is acceptable in form and content and displays a satisfactory knowledge of
the field of study as demonstrated by the candidate through an oral examination held on

Chairman for Viva Voce: _____ Signature: _____

Internal Examiner: _____ Signature: _____

External Examiner: _____ Signature: _____

Date: _____

NOTE: To be collected personally from ELM Graduate School.

PERMISSION TO USE

In presenting this dissertation paper in fulfilment of the requirements for a postgraduate degree from HELP University, I hereby understand and agree that:

- The HELP University's Learning Resource Centre is permitted to make it freely available for inspection.
- Copying of this dissertation in any manner, in whole or in part, for scholarly purposes is permitted by me and such permission may also be granted by my supervisor(s) or, in my absence by the Dean, ELM Graduate School, HELP University.
- Any copying or publication or use of this dissertation or parts thereof for financial gain shall not be given to me and to HELP University for any scholarly use which may be made of any material from my dissertation.

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