

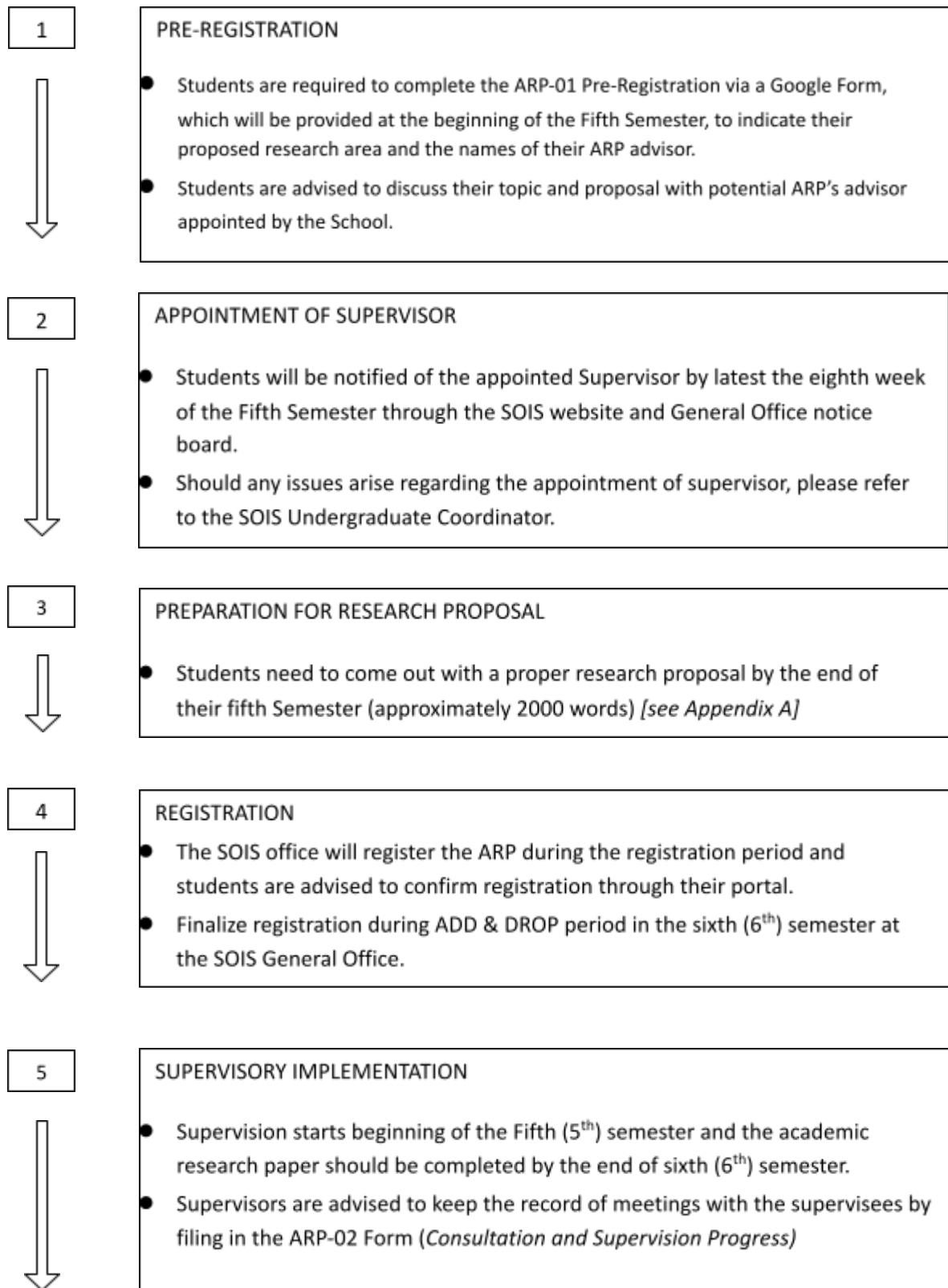


**School of International Studies
(SoIS), College of Law,
Government & International
Studies (COLGIS)
Universiti Utara Malaysia**

Guidelines for Academic Research Paper

Bachelor Degree of International
Affairs Management (BIAM)

FLOW CHART OF UNDERGRADUATE ACADEMIC RESEARCH PAPER FOR INTAFF STUDENTS



6



FINAL SUBMISSION OF ACADEMIC RESEARCH PAPER

- Students must submit a completed Academic Research Paper by the end of week 14th of the semester to the SOIS Office in three (3) copies (two (2) HARD-BOUND (maroon colored) and one (1) RING-BOUND) (*see Appendix 1*). The completed ARP will be sent to reviewer nominated by the ARP Committee for evaluation purposes. Student are advised to refer to the Academic Affairs Department (HEA) notification on IMPORTANT DATE FOR ACADEMIC PROJECT PAPER.
- The front page of the RING-BOUND THESIS (reviewer's version) should state ONLY the title of the ARP, student's name and matric number (without supervisor's name)

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EXTENSION

- Any request for extension [incomplete/*Tidak Lengkap* - TL grade] must be applied by using ARP-03 Form (Extension of Submission), supported by the Supervisor before submitting to SOIS Office before or on the last date of teaching. The *approval will be granted* upon successful verification by the Office.
- Extension period of four (4) weeks or one month from the last date of teaching will be granted. TL grade must be obtained within four [4] weeks after the last date of teaching.
- If TL grade is obtain after the first four (4) weeks, but not exceeding the second four (4) weeks, students will receive one grade lower than what he/she deserves.
- If TL has not been obtained within the deadline of eight (8) weeks, F grade will be awarded to students automatically through ASIS System Monitoring.

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MARKING AND PEER REVIEW PROCESS

- Academic Research Papers will be marked by the student's supervisor and reviewed by another academic from within the same school appointed by the Undergraduate Students Research Paper (ARP) Committee. The reviewer's evaluation contributes 40% and the supervisor's evaluation 60% of the final assessment, which constitutes 100% of the overall grade.
- Reviewers are given one week to complete and submit the evaluation form upon receiving the student's ARP from the Office.

TRANSMISSION OF MARKS

- The Department Examination Committee shall review the marks submitted by the supervisor and the reviewer, and determine the final grade in accordance with the prescribed allocation, namely 60:40 for the final assessment.
- Supervisor will transmit marks through the ASIS System Monitoring upon receiving the final marks from the Department Examination Committee.
- The Dean of SOIS will transmit the ARP marks to the Academic Affairs Department after all the marks are entered by the supervisor through the ASIS System. At this stage, as part of the initiative to maintain the quality system, the Dean will consult the Deputy Dean and Undergraduate Chair before the final transmission is made.

Academic Research Paper Guidelines for Undergraduate Study

Writing an Academic Research Paper: What is it?

The Academic Research Paper module is for final year students. It is a core requirement for Bachelor of International Affairs Management (BIAM) students. An academic research paper offers the opportunity for students to undertake independent research and to produce an in-depth study of a specific topic within the field of international relations. It further enables students to explore a topic in more depth than an assignment essay. In undertaking an academic research paper, students need to adhere to the following steps:

- consider what area of research they are interested in pursuing, that relates to one of the modules taken prior
- narrow down their research interest to a specific topic, which is to be done in consultation with their supervisor
- formulate their own research problems and carry out the research projects themselves. Under no circumstances should students use a third party to undertake the research or writing process on their behalf. Students are not allowed to work on a joint project or to work on exactly the same topic as another student.
- identify specific research questions
- decide what type of research methodologies will be used for data collection and according to what time frame
- analyse and write up the data in a critical manner

An Academic Research Paper should:

- be a piece of small-scale research which can be completed within one semester
- be both challenging and enjoyable to do
- be organised into chapters and with a contents page, references and bibliography
- often, but not always, link theory with practice
- include some form of empirical research rather than be entirely dependent on secondary research sources. This is to be done with the guidance of the supervisor.

Course Objectives

On completion of an academic research paper, students should be able to:

- demonstrate the ability to conduct a major social science (international relations) inquiry using specific research methodologies and secondary data.
- demonstrate academic written skills of a reasonably high standard

Structure and Argument

An academic research paper should be a sustained argument that is the result of a student's reading, thinking and information-gathering. When done well, readers of an academic research paper will find the students' presentation and framing of the topic engaging, convincing and thought-provoking. A strong paper will utilise a selection of concepts, theoretical ideas, observations, statistical findings and call upon faculties of criticism and imagination in order to arrive at defensible conclusions about a topic that is challenging and puzzling to the student.

Academic research papers tend to be formatted in the following manner. First, there is a discussion of a larger problem or issue. This is then followed by a smaller-scale piece of empirical research (example 1: the larger issue is why more men than women study international relations as adult students, and the smaller-scale piece of research explores the same issue but zeroes in on one particular higher education institution; example 2: the larger issue is online staff development training and its correlation to staff performance while the smaller-scale research explores the same issue but with regards to a particular workplace). The small-scale empirical research is intended to shed some light on the larger issue, with the larger issue providing the context within which the small-scale research is situated.

Requirements and Format for the Academic Research Paper

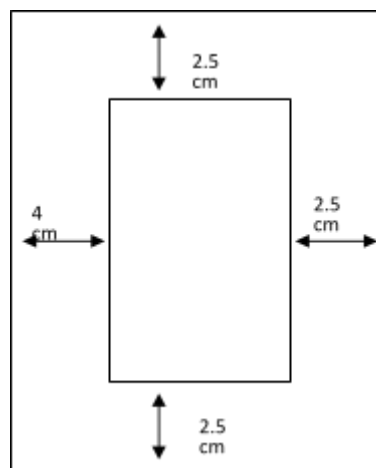
1. Requirements

- 1.1. Maximum length of paper is between 12,000-15,000 words, which only include the main text and exclude the endnotes, appendices, and bibliography. There is no minimum number of words. The academic research paper will be evaluated based on the quality instead of length.
 - 1.1.1. Students may include interview/ focus group/ survey questions as appendices but the transcripts are not necessary.
- 1.2. Students may write either in Bahasa Malaysia or English, subject to the supervisor's consent.
- 1.3. Three (3) copies (**two** HARD-BOUND-maroon colored and **one** RING-BOUND) of academic research paper must be submitted to SOIS General Office. All copies of Academic Research Paper must be printed in **SINGLE-SIDED pages** using A4 size paper. One HARD-BOUND copy will eventually be given to the supervisor after the evaluation process. Student must take into consideration the time it takes to get their paper bound by the printer, which typically takes anywhere between 3-10 working days.

- 1.4. The academic research paper should be submitted no later than the end of week 14 of the semester.
- 1.5. For the academic research paper to be considered for final submission, students are required to submit a complete chapterization of their work. This should clearly outline the structure of the research, including all intended chapters and sub-sections, to ensure coherence, consistency, and alignment with the approved proposal. Only submission with a full and complete chapterization will be accepted for evaluation and assessment.
- 1.6. The text should be typed **using Times New Roman** using font size 12 and double spacing. Long quotations should be indented, single-spaced and in block quotations. No quotation marks should be used.
- 1.7. Penalties
 - 1.7.1. Three marks shall be deducted from the final mark of the academic research paper for every additional 1,000 words (or part thereof) beyond the word limit.
 - 1.7.2. One mark shall be deducted from the final mark of the academic research paper for each additional day (or part thereof) beyond the deadline.

2. Format

- 2.1. For binding purpose, the left margin should be 4.0 cm wide. The top, bottom and right margins should be 2.5 cm wide. (Refer to diagram **below**). The top margin of the first page in each chapter should be 5 cm.



- 2.2. An academic research paper should contain three main divisions: the preliminary pages or front end; the text or main body, usually divided into parts – chapters and sections; and the supplementary pages, or back end.

The preliminary pages include elements such as the title page, dedication, abstracts in English and Bahasa Melayu, acknowledgements, declaration form, table of contents, list of tables, figures and abbreviations. The supplementary pages consist of references and appendices or annexes.

Table 1 (**see next page**) is an example of how elements in a project paper from preliminary or front end to back end are arranged. We recommend that the example is used as a guide, although not every academic research paper will include all the items listed.

Table 1: Elements of an Academic Research Paper

NO	ITEM	REMARKS
1	Blank	Leaf
2	Title page	Not to be paginated but counted as one (i). Subsequent preliminary pages are paginated with small Roman numerals (ii, iii, iv,...) and are numbered consecutively. (Appendix 2)
3	Permission to Use	Permission to use should be addressed to: Dean, School of International Studies, College of Law, Government and International Studies (COLGIS), Universiti Utara Malaysia, 06010 Sintok, Kedah Darul Aman (Appendix 3)
4	Declaration	To be signed by student. (Appendix 4)
5	Certificate of Acceptance	To be signed by supervisor/s. (Appendix 5)
6	Abstract	Listed in Table of Contents (Two versions are required – English and Bahasa Melayu; both are listed). (Appendix 6)
7	Acknowledgement	To be paginated. (Appendix 7)
8	Table of Contents	Not listed in Table of Contents. (Appendix 8)
9	List of Tables	Listed in Table of Contents. (Appendix 9)
10	List of Figures	Listed in Table of Contents. (Appendix 10)
11	List of Abbreviations	Listed in Table of Contents. (Appendix 11)
12	Main body (chapters)	To be paginated with Arabic numerals (0,1,2,3,...).
13	References/ Bibliography	To be paginated, continuing the Arabic numerals (0,1,2,3,...).
14	Appendices/Annexes	First sheet to be counted but not paginated (Insert a leaf with only the word APPENDICES in the centre of the page, followed by the actual appendices which are paginated).
15	Blank	Leaf

- 2.3 The number of the page should be at the **bottom right hand corner** of the page. The page number must appear on all pages of the paper, excluding the title page.

- 2.4 Page number should be in Arabic numerals (0,1,2,3,...), and runs consecutively throughout the academic research paper. For the preliminaries (preface, acknowledgements, table of contents, etc), page number (if any) should be in Roman lower case numerals (i, ii, iii,...).
- 2.5 Endnotes should be numbered consecutively throughout all chapters and should appear on separate pages at the end of the entire text. Students may use footnotes or parenthetical citations but must not mix citation styles. Recommended stylebooks: APA Style manuals.
- 2.6 The bibliography or references should be in single spacing and placed after the endnotes (if endnotes are used). The bibliography or references is encouraged to be organized into categories such as books, journals, newspapers, and other relevant sources to ensure clarity and systematic presentation.
- 2.7 Tables, figures and maps should have appropriate titles at the top, be numbered consecutively and appear immediately following the text as the first point of reference.
- 2.8 The format for references or bibliography should follow the American Psychological Association (APA 7th Edition) citation style or any other standardized references format approved by supervisor.
- 2.9 There should be an abstract of no more than 300 words in one page and double spacing just before the Table of Contents. The abstract should be given both in English and Bahasa Melayu; the version to appear first will be of the same language used in writing the academic research paper.
- 2.10 The academic research paper must be bound in MAROON, with gold lettering of font size 16. The front cover should have the following inscriptions:

TITLE OF THE ACADEMIC RESEARCH PAPER

STUDENT'S NAME

SCHOOL OF INTERNATIONAL STUDIES

UNIVERSITI UTARA MALAYSIA

MAY 20XX

2.11 The student's name, the title or an abbreviation thereof, and academic year should appear on the spine of the academic research paper [Appendix 2].

2.12 The title page following the hard cover should have the following inscriptions:

- (i) Title of the ARP
[must be typed 6cm from the upper ledge]
- (ii) Name of the Author & Matric Number
- (iii) School / Department
- (iv) Month/Year
[For details, see **Appendix 3**]

3. Plagiarism

In submitting assessed written work it is important to beware of plagiarism, which is the unacknowledged use of other people's ideas and/or written work as well improper referencing. Universiti Utara Malaysia regards plagiarism as a very serious issue. Penalties for those found guilty include suspension or expulsion (for further details on what constitutes plagiarism, please refer to the university's academic rules handbook, specifically general prohibitions 5.1, 5.2, 6.1, 6.2. 6.3). Students are required to submit their work through Turnitin, a plagiarism detection software accessible via the UUM Learning Zone. They are also encouraged to consult their supervisors for further clarification. The Turnitin report, together with the consultation logbook, must be included during the final submission.

4. Extensions

Extensions will only be granted in extenuating personal, medical or academic circumstances. Students need to fill in the *ARP-03 Form (Extension of Academic Research Paper Submission Form)*, supported by the supervisor before submitting it to the SOIS Office to obtain an Incomplete (TL – *Tidak Lengkap*) grade. The Incomplete (TL) grade must be redeemed within the first four weeks after the Semester last date of teaching. If the Incomplete (TL) grade is redeemed after the first four (4) weeks, but not more than the second four (4) weeks' time, students will receive one grade lower from what they are entitled to (Refer to Academic Affairs Department circular). Student is entitled for grade F if incomplete (TL) grade is redeemed after the eight (8) week.

5. Marking and Peer Review

Academic Research Papers will be marked by the student's supervisor and peer reviewed by another academic from within the same school appointed by the Undergraduate Students Research Paper (ARP) Committee. The marking criteria will be based on a standardised assessment rubric. Students are required to submit one copy of RING-BOUND THESIS (reviewer's version) without supervisor's name stated. The front page must state the title of the ARP, student's name and matric number only. The peer reviewer will be responsible for providing comments, recommendations, and an evaluation of the work. The final thesis evaluation will be based on a **60:40 assessment distribution**, with **60%** allocated to the **main supervisor** and **40%** to the **reviewer**.

The **supervisor** will assess the student through both the **thesis defense presentation** and the **written thesis**, using the **same evaluation rubric** to ensure consistency.

Final Grading Structure (100%)

1. Written Thesis (100%)
 - o Supervisor's Evaluation: 60%
 - o Peer Reviewer's Evaluation: 40%

6. Supervision

The students are responsible for interacting with their supervisors in a professional manner, and for doing their part in maintaining positive working relationships. Should any issues arise between the students and supervisors, an appropriate course of action may be taken by way of requesting for a change of supervisor in accordance with the following procedure:

- the student submits the *ARP-04 Form (Change of Supervisor)* to the SOIS Undergraduate Coordinator for a change of supervisor
- the SOIS Undergraduate Coordinator will process the request, which will involve consulting with all relevant parties
- the SOIS Undergraduate Coordinator forwards the request and a recommendation (including pertinent comments as may apply) to the Head of Department for endorsement.

6.1 Thesis Defence

The Thesis Defence session will be arranged by the supervisor between **Weeks 12–14** or when the student is deemed ready. The purpose of this session is to evaluate the student's writing progress and to assess the clarity, coherence, and academic quality of the Academic Research Paper. Students are required to have all chapters completed at the time of the Thesis Defence.

7. Ethical Research Guidelines

- i. As a rule there should be no covert research or deception about aims of research.
- ii. Respondents / informants should know that they are the subjects of research, and participation should be voluntary.
- iii. Participants must not be hurt, physically or psychologically, by the study.
- iv. In participant observation studies, observation may be conducted without the subject's knowledge if the activities observed are public for all to see, including the researcher.
- v. Once verbal contact with the subject is initiated and personalized knowledge is sought, the subject should be informed of the research project and permission to continue the study must be sought.
- vi. The researcher should ensure and preserve confidentiality of information collected if the respondent or informant requires it. (This may not be relevant to all studies, i.e.: in some oral history studies, people may wish to be identified.)
- vii. If you are unsure or unclear about the ethical considerations of your research project, please consult your supervisor and / or the SOIS undergraduate coordinator.

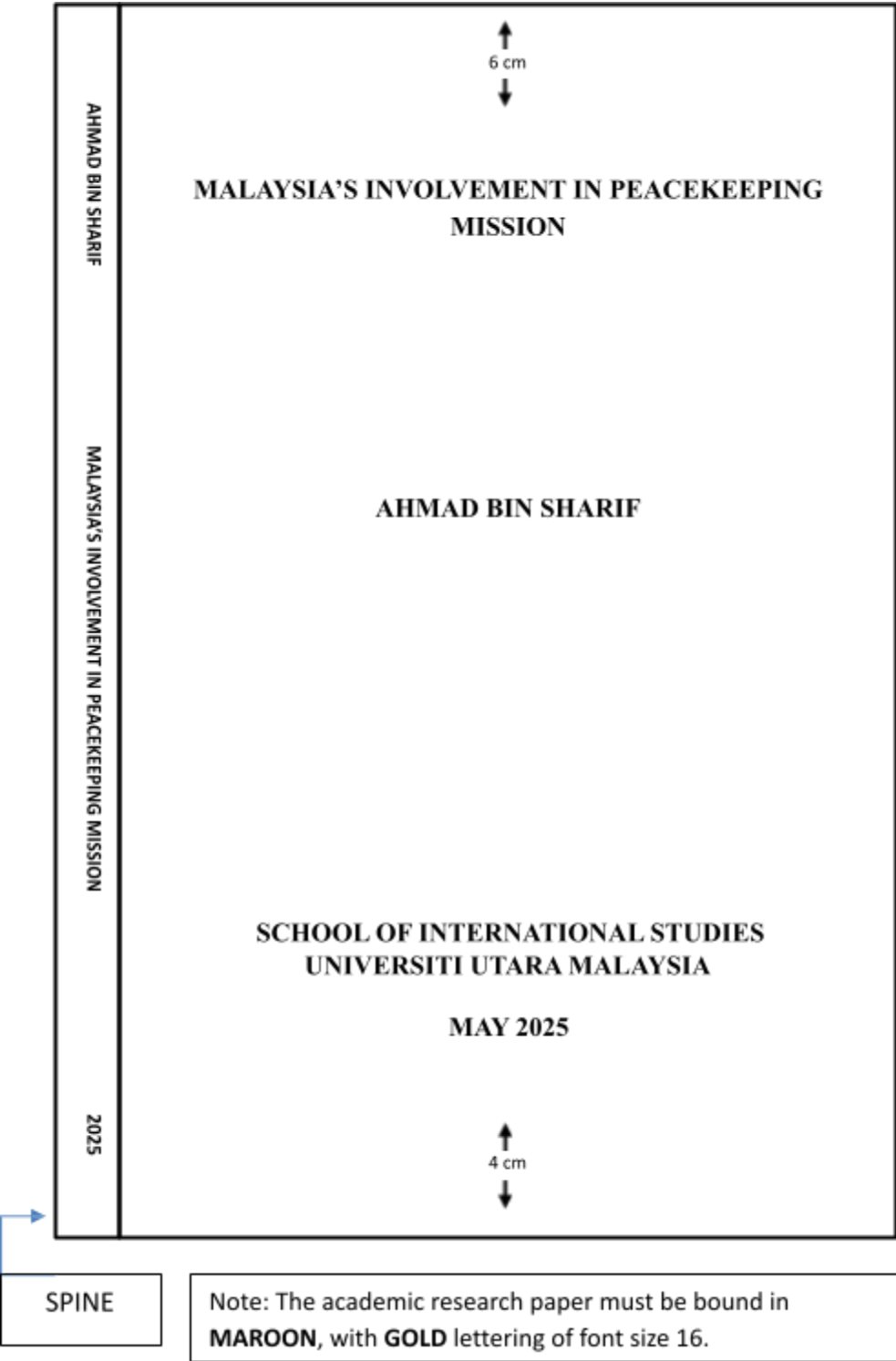
[Should there be any problem or further enquiries, please refer to SOIS Undergraduate Coordinator]

APPENDIX A : KEY ELEMENTS OF THE RESEARCH PROPOSAL

The proposal should include the following components:

- 1) Background of the study
- 2) Statement of the problem
- 3) Research questions
- 4) Research objectives
- 5) Objectives of the study
- 6) Significance of the study
- 7) Theoretical framework
- 8) Research methodology
- 9) Literature review
- 10) Chapterization

APPENDIX 1 : FRONT PAGE



APPENDIX 2 : TITLE PAGE

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**MALAYSIA'S INVOLVEMENT IN PEACEKEEPING
MISSION**

**AHMAD BIN SHARIF
245121**

**AN ACADEMIC RESEARCH PAPER
IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR THE DEGREE OF BACHELOR OF INTERNATIONAL
AFFAIRS MANAGEMENT (HONOURS)**

**SCHOOL OF INTERNATIONAL STUDIES
UNIVERSITI UTARA MALAYSIA**

MAY 2025

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Note: Everything should be written in CAPITAL and BOLD. All of the pages, from here on (starting at the second page) will be paged with roman (i) but this page number must not written.

APPENDIX 3 : PERMISSION TO USE



PERMISSION TO USE

All rights reserved. Not to be reproduced and or make copies of any part of the chapter, illustrations and contents of this Academic Research Paper in any form or means whether electronic, mechanical, recording or otherwise without prior written permission of the Dean, School of International Studies, Universiti Utara Malaysia.

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Note: This page should be numbered using roman numerals (no.ii)

APPENDIX 4 : DECLARATION

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DECLARATION

I hereby declare that this thesis is my own work except for excerpts and a summary of each chapter of which was explained by me. I also give these rights to the School of International Studies, College of Law, Government and International Studies, Universiti Utara Malaysia for the purpose of publication if found suitable.

Date of Submission:

(Name &
Signature)

iii

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Note: This page should be numbered using roman numerals (no.iii)

APPENDIX 5 : CERTIFICATE OF ACCEPTANCE

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CERTIFICATE OF ACCEPTANCE

Having examined the Academic Research Paper entitled
written by [NAME], Matric No.[] and be accepted as
meeting the graduation requirements Bachelor of
of International Affairs Management
(Honours).

Recommended by:

Name of
supervisor: Date:

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iv

Note: This page should be numbered using roman numerals (no.iv)

APPENDIX 6 : ABSTRACT

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ABSTRACT

An abstract should include following components: summary of background, problem statement, objectives, research methods and findings [not more than 300 words].

Keywords : (choose three to five keywords ONLY)

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v

Note: Abstract must be prepared in both, English and Bahasa, in two (2) different pages (no.v and vi)

APPENDIX 7 : ACKNOWLEDGEMENT

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ACKNOWLEDGMENT (IF ANY)

[You may wish to use a dedication to thank those who are close to you for their support of your efforts...]

vii

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Note: Acknowledgment must not exceed TWO (2) pages, but may be written in some PARAGRAPHS and a SINGLE SPACING. (no.vii)

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APPENDIX 11 : LIST OF ABBREVIATIONS

LISTS OF ABBREVIATIONS

ARF ASEAN Regional Forum

GCC Gulf Cooperation Council

GDP Gross Domestic Product

IGOs Inter-governmental Organizations

MNCs Multinational Corporations

NGOs Non-governmental Organizations

WFP World Food Programme

Note: LIST OF ABBREVIATIONS should be arranged in an alphabetical order A-Z.