HONR2004 Project on Social Awareness
Guidelines Governing the Format of Proposal and Project Report

(A) PROPOSAL

1. Submission

1.1 Each group should complete the ***HONR2004 Project on Social Awareness - Project title and proposal submission form*** and submit to the HC General Office according to the announced deadline.

1.2 The form should be typed. Handwritten form will not be accepted.

1.3 Handwritten signature/e-signature are both acceptable.

1.4 Each group should submit the form in both

    i) Hard copy to ***HC General Office; and***

    ii) Soft copy *in **Adobe PDF*** to ***UMMoodle***. Please name your document to "***HONR2004-Section No._Proposal submission form***"

2. Format and Content of Proposal

2.1 The proposal must be *single-line* spacing, *at least 2 pages long,* not including the project title, if any.

2.2 The proposal should be written in English with *12-point, Times New Roman.*

2.3 The project proposal should consist of the following contents:

    i) Purpose of Study: explain the research purpose, issue, problem and argument

    ii) Theory: describe the theoretical principles, if any, and framework that would support this project

    iii) Research Questions: formulate research questions that can help achieve the objectives

    iv) Methods: describe how the research problems and questions would be investigated

(B) PROJECT REPORT

1. Submission

Students should finalize and submit the project report in ***Adobe PDF*** to ***UMMoodle*** according to the announced deadline. Embedded multimedia files or hyperlinks to external files may be included.

Hard copy is not required.

2. Format

2.1   Project Report Cover

  2.1.1   A report cover should contain the following information:

  i)   Project title

  ii)   Name of students as registered with the University of Macau (UM)

  iii)   Student Numbers

  iv)   Name of supervisor, and consultant (*if any*)

2.2   Declaration

  2.2.1   The declaration notice should appear on a single page after the page of report cover.

  2.2.2   Each group should submit *only one* declaration (*please refer to the sample in the webpage of HONR2004 Project on Social Awareness*).

2.3   Main Text

  2.3.1   The paper must be of International Standard of *A4 size* (297mm X 210mm).

  2.3.2   Left margin should be *4 cm*; the remaining margins should be *2.5cm.*

  2.3.3   *Single-line* spacing must be used throughout the manuscript.

  2.3.4   The report should be written in English with *12-point, Times New Roman.*

  2.3.5   The report should contain *15* to *20* pages, excluding cover page, declaration page, acknowledgement page (*if any*), table of contents, and appendices.

2.4   The project report has to include the following contents:

  i)   *Purpose of Study*: explain the research purpose, issue, problem and argument

  ii)   *Theory*: describe the theoretical principles, if any, and framework that would support this project

  iii)   *Research Questions*: formulate research questions that can help achieve the objectives

  iv)   *Methods*: describe how the research problems and questions would be investigated

  v)   *Findings*: what the student group found after completion of the study

  vi)   *Conclusion and Discussion*: what important or new information or implications is/are revealed and concluded; what recommendations and/or questions can be raised for the future discussion

  vii)   *References*