

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

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### (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 purpose, issue, problem and argument
  - ii) Framework: describe the theoretical principles, if any, and framework that would support this project
  - iii) Questions of Study: formulate questions of study 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.*

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### 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 *2.5 cm*.

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) Explain the purpose, issue, problem and argument of the study
- ii) Describe the theoretical principles, if any, and framework that would support this project
- iii) Formulate the questions of study that can help achieve the objectives
- iv) Describe how the research problems and questions would be investigated
- v) 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*