CTL EUROCOLLEGE

FIELD STUDY:



FINAL PROJECT

► TITLE OF PROJECT ◄

► STUDENT NAME SURNAME ◄

Limassol, \blacktriangleright Year of completion dissertation \blacktriangleleft

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FIELD STUDY:



FINAL PROJECT

► TITLE OF PROJECT ◄

► STUDENT NAME SURNAME ◄

CONSULTANT PROFESSOR

[Dr. / Mr / Mrs Name Surname]

Limassol, \blacktriangleright Year of completion dissertation \blacktriangleleft

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[AKNOWEDGMENTS]

Acknowledge the help of faculty, professionals, or any other person aiding in your project's research. Your paragraph should start, for example, as ...

I would like to thank him / her [...] for [...].

1. Abstract

► The extent of the summary is determined according to the instructions of the supervisor. Usually, following the title page you must have a short abstract giving a descriptive summary of your project, informing the reader of what the project is about. The abstract should be short, not exceeding a page. The typical questions an abstract should answer are the following:

- What is the project about and what have been its goals and objectives?
- How the project was carried out and within what a population?
- What have been the outcomes and achievements of the project?

2. Table of Contents

A contents list should follow the abstract. The contents list should include all headings of chapters and the headings of sections within each chapter. Page numbers corresponding to all should be provided and be clear. Contents should also include the page numbers of the Bibliographic references and Appendices sections, which are described later in this document.

The numbering of the first pages are Latin (i, ii, iii, iv, v, vi, ...), while the Arabic numbering starts from the first chapter.

Chapter Numbering and Subchapters

A short introduction of what is following in a chapter as well as a conclusions section summarizing each chapter should be written for each.

Each chapter shows a new page and should be numbered. Subsections follow the flow of the text. Review the following example:

10. ► Chapter title ◄

10.1. ► Title subchapter ◄

10.1.1. ► Title subchapter ◄

| 1 | | |
|---|-------------------|-----|
| | Abstract | iii |
| 2 | | |
| | Table of Contents | iv |
| 3 | | |
| | List of Tables | V |
| 4 | | |
| | List of Charts | vi |
| 5 | | |
| | Abbrevation | vii |

| (| | |
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| 6 | Performance Condition | vii |
| 7 | | |
| , | Introduction | ix |
| 8 | | |
| | Literature Review | Х |
| 9 | | |
| | Methodology | xi |
| 10 | | |
| | ► Chapter title 1 ◀ | 1 |
| 10.1 | | |
| | ► Title subchapter ◄ | 1 |
| 10.1.1 | | |
| | ► Title subchapter ◄ | 1 |
| 11 | | |
| | ► Chapter title 2◄ | 2 |
| 12 | | |
| | Conclusion / Results / Epilogue | 5 |
| 13 | | |
| | Reference | 6 |
| 14 | | |
| | Appendices | 7 |
| 14.1 | | |
| | ► Appendix title ◄ | 7 |
| 14.2 | | |
| | ► Appendix title ◄ | 7 |

Presentation of Tables and Charts

Diagrams, Tables and Charts should be in full alignment with the text. All drawings and paintings bear a title printed in the language of the text. The same applies to any information displayed on them [the following examples are illustrative].

The title is in a paragraph above the graph and carries distinct numbering. After the title leave blank space. Particular attention should be paid if the data in <u>the table or</u> figure are taken by the student from some other source. In this case the source should be reported under the table or figure.

3. List of Tables

The list of tables is the same format as the table of contents.

Example:

Table 1:

No table of figures entries found.

4. List of Charts

The list has a corresponding chart format with the table of contents.

Examples:

| Figure1: 3 month expenditure Breakdown | 2 |
|--|---|
| Figure2: Pets | 4 |

5. Abbreviations

Summarizes all important abbreviations used in the text of the graduation

Examples:

4 WD: 4 pass wet- back fire tube boiler with Gun Burner

AAA: Authentication, Authorization, and Accounting

6. Performance Conditions

In case of using terminology of international references, which has been attributed officially to Greek language can be mentioned in this section yield in Greek which is considered more tests

Examples:

Ψυχολογία Psychology

Metadata Μεταδεδομένα

7. Introduction

► Input text

The following information should be provided.

- Case background
- Problem / situation/ Case statement
- Objectives and aims of the project
- A brief summary of the research and the tools employed
- A brief overview of the rest of the chapters in the report \blacktriangleleft

8. Literature Review

► The literature review is an overview of the previous work that has been conducted and published on a particular topic. Through your review of the literature, you should provide a clear picture of the major literature existent on your topic as well as the researchers, issues, and controversies that are associated with this topic. The several points that should be addressed in a literature review are:

- What do we already know in the immediate area/topic researched?
- What are the characteristics of the key concepts and theories developed?
- What are the relationships between these key concepts and theories to your project topic?
- Why study the research problem further?
- What contribution does your research aim to make to knowledge?

In summary you must identify the more important and significant literature and how your own work will add up to what has already been done.

9. Methodology

 \blacktriangleright You must start with stating your research objectives that have been created based on the outcomes of you literature review chapter. The scope of the research and the methodology tools employed should be discussed, while the connection with your project objectives should be clear.

The Research methods module should have already provided you with the variety of the different quantitative and qualitative tools that can be used to conduct an actual research. In specific, the following are the various methodological tools that can be used in isolation or in combination.

| Typical data collection methods | |
|---|--|
| Qualitative mode | Quantitative mode |
| Interviews in-depth (individual or group) | Experiment |
| Observation studies (e.g. participant) | Surveys (e.g. field survey social survey) |
| Text analysis | Analysis of data sets (e.g. population census) |
| Transcripts (e.g. audio, video for interaction studies) | Observation studies |
| | Questionnaires |
| | Content analysis of text |

10. ► Chapter title 1 ◄

► Remember that a short introduction of what is following in a chapter as well as a conclusions section summarizing each chapter should be written for each.

Each chapter shows a new page, while subsections follow the flow of the text. In the table of contents as in the main text tiering of sub up to the third degree, like the above example \blacktriangleleft

10.1. ► Title subchapter ◄

10.1.1.► Title subchapter ◄

11. ► Chapter title 2 ◄

The images and other graphics should be in full alignment as text. All drawings and paintings bear a title printed in the language of the text. The same applies to any information displayed on them [the following examples are illustrative].

The title is in a paragraph below the graph and carries distinct numbering. After the title leave a blank line, but not before the graph

Example Figure 1.

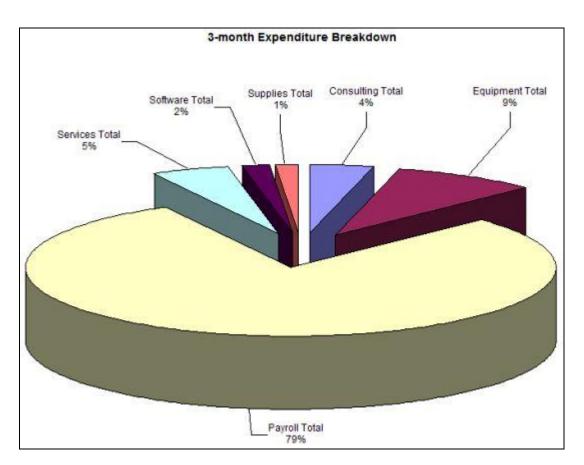


Figure2: 3 month expenditure Breakdown

Diversification for the tables is that the title preceding the table. Instruments must be in full alignment and follow the table. After the title of the chart or table leave a blank line.

Particular attention should be paid if the data in the table or figure are taken by the student from some other source. In this case the source should be reported under the table or figure.

Example Table 1

Table 1: Rate of consumption of water and electricity

| Days | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------|--------|---------|-----------|----------|--------|
| Electricity | 25% | 28% | 35% | 23% | 25% |
| Water | 22% | 39% | 28% | 50% | 42% |

Source: Brown, 1990



Example Figure 2.

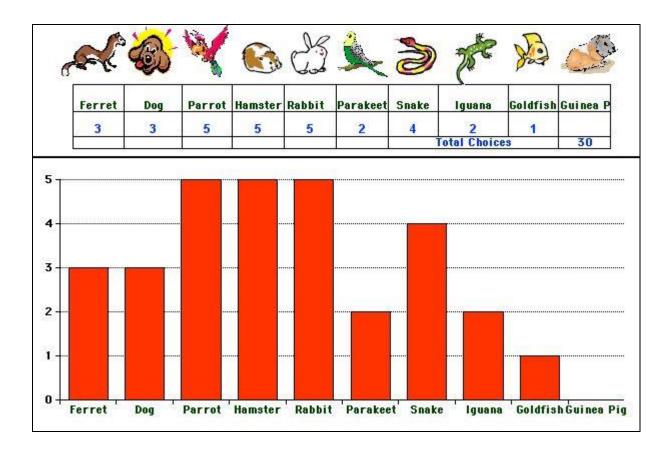


Figure2: Pets

►Text ... ◄

12. Conclusion / Results / Epilogue

▶ Presentation of data and Discussion of Finding

This chapter should provide all the findings of your research to achieve the project objectives. A clear and detailed analysis should be provided to give meaning to these findings. A discussion on what the outcomes of these finding mean and how they relate to your project objectives should be included.

Presentation and analysis of the survey should be written as clear and understandable as possible. Use charts and tables wherever possible, like in the examples

Table 1: Results

| Days | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------|--------|---------|-----------|----------|--------|
| Electricity | 25% | 28% | 35% | 23% | 25% |
| Water | 22% | 39% | 28% | 50% | 42% |

Source: Brown, 1990

13. References

This lists all the sources of information that you made use of during the project. The list of references and bibliography are often combined into one section called Bibliography.

The following is the list of all items that should be included in bibliography given that have also been referenced through your written project work.

- Published research papers in journals and conference proceedings.
- Books, book chapters and specific sections or pages in books.
- Web sites, pages and other online material.
- Recorded seminars, talks and presentations.
- Source code, libraries and other tools used in your project.

How to write the items of Bibliography and how to reference throughout your project is explained in a separate document Final Year Students Handbook. **PLEASE read carefully.**

You can find this document here

For fast and easy formatting of bibliographic sources can be done, using the following **Tools**

14. Appendix

14.1. ► Title Appendix ◄

Appendices may include tools used in research and / or any other informative material which cannot be integrated organically in the main part of the study i.e. questionnaires, excerpts from interviews, coding schemes, etc. The appendices provide important background information, including relevant information that should be present, but not as part of the main chapters. The following is a list of the different items that could be included in Appendices:

- Supporting documentation or data
- Additional data or diagrams
- Test results and test reports

In addition, appendices should include only what is directly relevant to the documentation or description of a project that could not be included in the main project chapters.

► Each appendix is displayed on a new page ◄

Appendices should be inputted at the end of your whole project document.

14.2. ► Title Appendix ◄