

Guideline for the Training Research Report

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This Guideline has been given to students.

Front Pages <i>(Front Pages should be numbered using Roman numerals)</i>	
Title page	Title, name and registration number of the candidate, degree program, relevant Department and month and year of submission. (No page number is given)
Declaration by Candidate and approval of the Academic Supervisor	A declaration to the effect that the Training Research Report contains no material that has been accepted for the award of any other degree or diploma in any university or equivalent institution and that to the best of the candidate's knowledge and belief, the Research Report contains no material previously published or written by another person except where due reference is made in the text of the Research Report.
Acknowledgment	Acknowledgment statement.
Abstract	Presenting the research problem, objectives, methodology, main results, and conclusion (max one page).
Contents	List of chapter titles and sections, list of tables and figures.
Abbreviations	Used abbreviations and their explanations should be provided.
Main Text: Page numbering should start from Chapter one to the last page. Page number should appear on the bottom of the page, in the right corner, in Arabic numbers, without a dot.	
Chapter 1 – Introduction	Background to the research problem, problem statement, research questions/general hypothesis, objectives of the research and the limitations of the study.
Chapter 2 – Literature Review	Review of theoretical, empirical and methodological literature and identify literature gap/s (Journal articles and other publications should be reviewed).
Chapter 3 – Research Methodology	Overview of the organization in the context of research problem, conceptual model, working hypothesis, methodology to test hypothesis, data collection and analysing methods. (This

	section can be decided by the respective department according to the subject).
Chapter 4 – Results and Discussions	Results of the analysis, interpretation and discussion of the compatibility of the results with the research objectives.
Chapter 5 – Conclusion	Relevance to the research objectives. Practical implication.
References	APA Reference System is recommended.
Appendixes	At the end of the training research report, attachments can be presented, if they enhance the value of the work.
<i>Note: However, both academic supervisor and students are free to deviate from the above format depending on the discipline and type of analytical approaches used in the study.</i>	

Technical Pointers for the Training Research Report

Final report must be printed on the standard A4 paper, with the following page settings:

1. Font 12
2. Line spacing 1.5
3. Margins: left-25mm, right– 20mm, top– 20mm, bottom– 20mm
4. Page numbering should start from Chapter one to the last page.
5. Page number should appear on the bottom of the page, in the right corner, in Arabic numbers, without a dot.
6. Every new Chapter should start in a new page with the heading. Paragraphs and subsections should start in the same page after one or two line spacing.
7. The subsection and paragraph headings should only start with a capital letter. All headings must be bolded.
8. The sections, subsections and paragraphs should be numbered using Arabic numbers. Numbering of subsections should start over in every section (e.g. 2.1, 2.2, 3.1, and 3.2). If the text is separated into paragraphs, they should be numbered using the same principle (e.g. 2.1.1, 2.1.2, 2.1.3).
9. Every table, picture or graph should have a capture with the source identified. If the table or a graph was created by the student, he/she must identify what sources did he/she based them on (i.e. Source: Survey Data or Source: Calculations by the Author). For example:

10. Tables, graphs and pictures must be numbered and have names. These objects must have numbers if there is more than one of each (e.g.:Table1, graph1 or by the sections: table 2.2, graph 2.3).

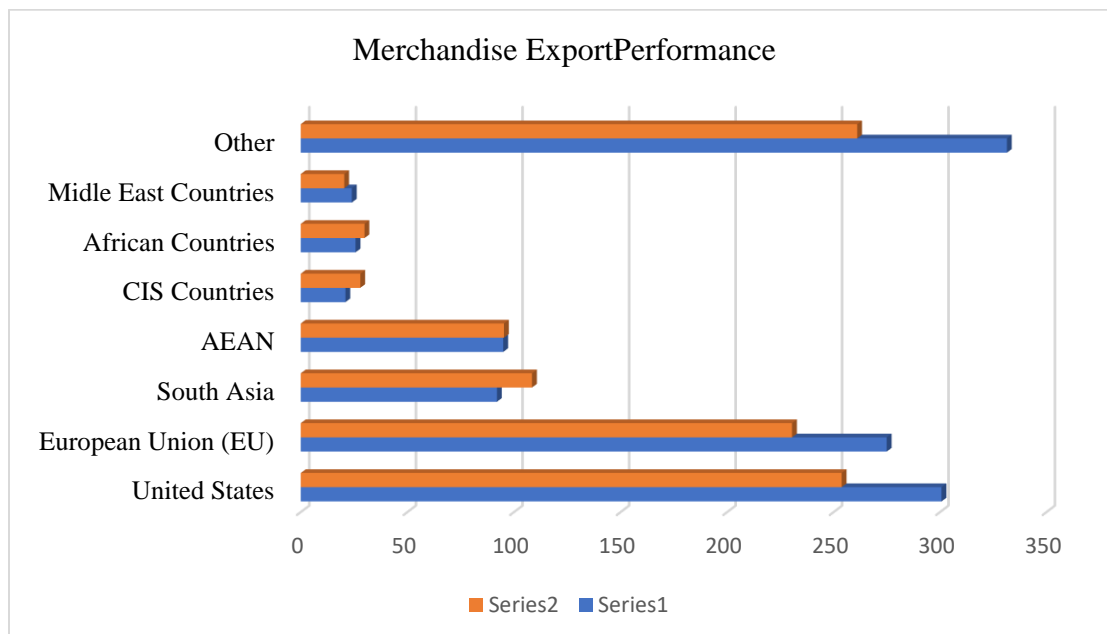
For examples;

Table 2.2: Comparison of Region-wise Merchandise Export Performances (Values in US\$ Mns)

Region	2022	2023
United States	300.71	253.79
European Union (EU)	274.96	230.47
South Asia	91.99	108.45
AEAN	94.95	95.29
CIS Countries	20.92	27.91
African Countries	25.69	29.88
Midle East Countries	23.95	20.36
Other	331.43	261.09
Total	1164.6	1027.24

Source: CBSI, SL Customs, 2023

Figure 3.1: Comparison of Region-wise Merchandise Export Performances



Note: Values in US\$ Mns

Source: CBSI, SL Customs, 2023

11. If the table or a graph do not fit in one page, there should be an additional indication on both pages, for instance "Table 5 is continued in the next page" and "continuation of table 5".

12. Make sure the research report is carefully checked for grammar and syntax and spelling mistakes before submission. The use of British English and spelling is recommended.

13. At first submission for evaluation, two (2) spiral bound copies together with a digital form (CD) must be submitted to the Department. The final draft of thesis should be presented in a binder) to the Department.

14. The thesis shall consist of words not exceeding **15, 000**.

15. The report signed by the candidate and approval of the supervisor/s for submission is essential.