



# Supplement

AIU Format to be used for the Student's  
Coursework submitted to AIU

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Please note the universally accepted standard in college and university papers is **12pt Font either Arial or Times New Roman**. A different size is used in our sample simply to provide students with a handy document they can look at quickly and use appropriately whenever the need arises for such.

# **Number of Pages of Your Document**

At AIU students control their academic process; nevertheless the Academic Department strongly suggests that you maintain communication with our University to clarify all doubts and questions in regards to your studies.

The following is a guide of the number of pages that must be submitted for each assignment, as recommended by AIU:

- Essay on a Multidisciplinary book “Seminar”: 3-10 pages
- Developed major course in phase II: 15-25 pages
- Thesis proposal: 3-10 pages
- Final Thesis: 50-100 pages

Remember that AIU expects to receive assignments which are original views, opinions, analysis, discussion and conclusions of the student about the elected subject. It is not convenient to copy text from the Internet that are not relevant and/or of support for your assignment.

It is strongly recommended that students support their assignments based on graphics, statistics, photos, etc. to be included in their work.

It is equally essential that the student properly cites their references used in-text and bibliography for development of their work.

We encourage our students to check their work via Turnitin through their student section before submitting it for evaluation at AIU. This is a tool to see the authentication of your assignments.

We ask you that the AIU LOGO will be included in each page of your assignment.

JOHN DOE  
ID UM234BBW1001

COURSE NAME: 000AIU FUNDAMENTALS OF KNOWLEDGE II

Student's Profile

My Life in Shanghai, China

ATLANTIC INTERNATIONAL UNIVERSITY 5  
JOHN DOE  
ID UM234BBW1001

Pragmatic Human Interactions  
Between Managers and employees

A Final Thesis Presented to  
The Academic Department  
Of the School of Business and Economics  
In Partial Fulfillment of the Requirements  
For the Degree of Master in Business Administration

ATLANTIC INTERNATIONAL UNIVERSITY

# General Structure of a Paper

## Table of Content

### Introduction: Purpose of the topic

Definition & Rationale for its selection [Approximately One Page]

### Description

Describe the Components of the topic & how they relate to modern world [Approximately One Page]

### General Analysis

Additional relevant details about the topic [Approximately One Page]

### Actualization

Describe how the specific topic applies to reality. A clear illustration of how it is related to real life. [Approximately One Page]

### Discussions

Pros and cons of the topic on a local, national and international level [Approximately One Page]

### General Recommendations

Your suggestions and comments  
[Approximately One Page]

### Conclusion: A new perspective

Connect everything you mentioned with something new, provide a likely outcome. Include as many conclusions that are a result of their research [At least One Page]

### References:

List, in alphabetical order, of all books, journals, newspapers, documents, and other sources consulted to complete the paper [About a page] {Look at the following page for actual format}

While it is recommended to use the same above titles, they must NOT be underlined.

# **References throughout the text**

**You must use at least one reference in each page. If you use more than one, it is better, of course. The reason for that is your university document is always a research project, and you must indicate what others have said about your topic before you. Make sure you read authors who have solid track records or reputations on your topic, and provide the reference in either one of the following ways:**

Dr. Valcin (2000) mentioned..... (if it is an indirect quotation)

OR

Dr. Valcin (2000, p. 7) mentioned, “you must use at least one reference..... (in the event of a direct quotation).

## **APA Style and other handy support**

APA style (with the manual published by the American Psychological Association) is a writing and formatting standard universally accepted and recommended in most colleges and universities in the United States of America. For reason of convenience, however, we will not make this a requirement for our students, as there are many points of confusion and/or disagreement about several aspects of this system. The APA style mostly tries to unify how to write and present manuscripts for publication. We make mention of this here solely so that our students can be aware of its existence just in case. Any student who is interested can acquire the manual at any local bookstore.

Other important sources for writing techniques, particularly for theses, can be found in English at the following web sites. Remember that those tips are the properties of scholars who uploaded them on the net and are not to be reproduced, copied, distributed, or the like, without proper authorization.

<http://www.usask.ca/cgsr/thesis/>  
<http://www.middlebury.edu/~lib/thesisguidepg/thesisguide.html>  
<http://www.rpi.edu/library/instruction/guides/styleguides.html>



# **Final Thesis Outline**

Table of Contents (all titles of this outline / plan)  
Acknowledgements (to people who helped you out)  
Abstract (a short summary of your thesis) [one page]

## **Chapter 1: General Introduction**

Contextual Data  
Background Information

## **Chapter 2: Definition of the Investigation (or Issue)**

Statement of the Issue  
Description of the Issue

## **Chapter 3: Dynamics of the Anticipated Solution**

Goal(s) and Objective(s) of the Investigation  
Methodology

## **Chapter 4: Overall Outcomes**

Strategy and Techniques  
Results

## **Chapter 5: Analysis**

Interpretation of Results  
Questions about alternatives

## **Chapter 6: Conclusion**

General Discussions  
Recommendations

References  
Appendices

While the above outlined may be modified, it is highly recommended that students use it even though they should change, add or remove wherever feasible.

## **Self-Assessment Checklist to determine the worth of your assignments**

Before you submit any paper, please use this page to determine on your own whether you did a good job or not. If there are more than 2 items you cannot verify within your document, then, please make the appropriate corrections in order to earn credit for the assignment.

- \_\_\_\_\_ I have a cover page quite similar to the sample on Supplement.
  - \_\_\_\_\_ I have verified my assignment through TURNITIN and I have obtained a percentage less than 30%
  - \_\_\_\_\_ I included a table of contents with a corresponding page number for each item.
  - \_\_\_\_\_ I included an abstract of the document (only for the thesis).
  - \_\_\_\_\_ I followed the outline proposed in the Supplement with all or most sub-titles.
  - \_\_\_\_\_ The length of my introduction and my conclusion is commensurate with the size of my document.
  - \_\_\_\_\_ I used references throughout the document as suggested in the Supplement.
  - \_\_\_\_\_ My references are listed in alphabetical order at the end as suggested in the Supplement.
  - \_\_\_\_\_ Every title mentioned in the text appears in my list of references or vice-versa.
  - \_\_\_\_\_ I have a detailed illustration of the point of view I am trying to defend.
  - \_\_\_\_\_ I used a set of appendices at the end with graphics or other types of supporting documents.
  - \_\_\_\_\_ I used graphs, charts, and/or statistics to further scientifically clarify my ideas.
  - \_\_\_\_\_ I have at least 50 pages of text (15 minimum if not a thesis) except if advised otherwise.
  - \_\_\_\_\_ Every section of my document followed a logical sequence (1, 2, 3...)
  - \_\_\_\_\_ I included a section consisting of *unbiased* recommendations and/or suggestions about the topic.
  - \_\_\_\_\_ I have avoided all fancy fonts, drawings, or decorations.
  - \_\_\_\_\_ I have used a simple, clear, and easy syntax that is accessible to all.
  - \_\_\_\_\_ I had a Spell-checker such as Microsoft Word (or other) review my text for spelling mistakes.
  - \_\_\_\_\_ I had a Spell-checker such as Microsoft Word (or other) review my text for grammatical mistakes.
  - \_\_\_\_\_ I hereby attest that the work I am submitting is totally my own to the best of my knowledge.
- \_\_\_\_\_
- \_\_\_\_\_

## **Online Publication Requirement**

With the continuous pressure to lower barriers and open labor markets our world continues a path to ever increasing globalization. Those who are able to identify opportunities will hold the keys to success not only for themselves but for their families, businesses, communities and countries. That is why it is of utmost importance that all assignments be published by the student on the World Wide Web.

Publishing your work online allows other professionals, institutions public and private, colleagues, and employers access to your work for potential opportunities that would otherwise not exist. By providing some form of contact information you will enable possible communication with you either for advice or other networking opportunities.

**Each assignment submitted to AIU must be published online and the address submitted along with the assignment for review.**

**The published assignment must include the following information.**

- **Student Name:** John Doe
- **Name of School you are enrolled in:** (School of Business and Economics, School of Science and Engineering or School of Social and Human studies)
- Submitted as partial fulfillment of academic requirements for Atlantic International University Link to the University: <http://www.aiu.edu>