

# HIGHER HOTEL INSTITUTE, CYPRUS



## Final Year Project Guidelines

### Culinary Arts III

#### CAMM 380



***Begin with the end in mind***

Stephen R Covey

*These guidelines are designed to guide and assist final year Culinary Arts students in fulfilling their Final Year Project.*

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## 1. INTRODUCTION

The Final Year Project is essential for acquiring the diploma. It is one of the most demanding intellectual exercises, and aims to develop in the student analytical skills and critical thinking.

In order to achieve this aim, the student will need to carry out research into current issues or problems related to his/her course of study. It tests the student's ability to:

- i. Define a problem or issue,
- ii. Understand all relevant arguments relevant to the problem/issue,
- iii. Present his/her own coherent critique of all the available works or materials,
- iv. Conclude and recommend, based on examination and analysis of data collected.

Writing a project requires both time and sustained attention on the topic that the student has chosen. In order to complete the project successfully, the student should do the following:

- i. Read extensively on the topic: books, journals, articles on websites, newspapers, seminar or conference papers, etc.,
- ii. Clearly define and confine the research to manageable limits – one cannot cover everything and you are not expected to do so,
- iii. Have a clear idea and stay focused on exactly what one is doing; it is easy to wander around and lose focus, and
- iv. Draw up a realistic action plan and stick to the programme.

## 2. DEADLINE DATES and PROCEDURES

Deadline Dates	
Title	5 <sup>th</sup> November 2018
Proposal	4 <sup>th</sup> February 2019
Final Year Project	3 <sup>rd</sup> May 2019

**FAILURE TO MEET THE DEADLINES AND YOUR ABSENCE FROM TUTORIAL CLASSES WILL MEAN THAT YOU WILL FAIL TO GRADUATE IN THE SAME YEAR!**

ALLOCATION OF MARKS	
Proposal	10%
Written Part	70%
Oral Presentation	20%

### Procedures for the aforementioned submission tasks

#### Submission of Title

1. Students should decide on the topic of their project after intensive research and, if necessary, with the help of Research Methodology Tutors. Consequently, they should complete the form "Submission of Working Title" in Appendix V.
2. The form should be submitted to the Archives Office and the Registrar Secretary (Ms Maria Charmani) by **5<sup>th</sup> November 2018**.
3. The Chairman of the Final Year Project Committee will collect the titles and call a meeting of all its members.
4. The Committee will evaluate the feasibility of the various working titles and distribute them to the corresponding supervising tutors. Thereafter, a list of the aforementioned will be submitted to the Director for final approval.

**NOTE:** The Final Year Project should have a precise title that reflects the focal point and area of the work. Special attention should be paid to the exact and clear wording of the working title, since students will not be allowed to change it after this stage, without written approval from the Final Year Project Committee.

5. Students will be informed of the approval of their proposed working title and their assigned tutor by **23<sup>rd</sup> November 2018**. In the case of non-approval of a working title, the student will have to submit a new proposed working title by **30<sup>th</sup> November 2018**.

### **Submission of the Proposal**

1. During the lessons “Research Methodology” the student will be tutored on how to successfully complete the Proposal. This should be submitted to the Archives Office and to the Registrar Secretary (Ms Maria Charmani), by **4<sup>th</sup> February 2019**.
2. The tutors will collect the Proposals of their assigned students from the Archives Office and grade them.
3. The grade should be submitted to the Chairman of the Committee by **14<sup>th</sup> February 2019**.

### **Submission of the Final Year Project**

1. Upon completion of their Final Year Project, students must submit two copies, one in hard, green binding and the other in plastic wire binding, to the Archives Office and the Registrar Secretary (Ms Maria Charmani), by **3<sup>rd</sup> May 2019**.
2. The tutors will collect the Final Year Projects of their assigned students from the Archives Office and grade them.
3. The grade should be submitted to the Chairman of the Committee by **20<sup>th</sup> May 2019**.

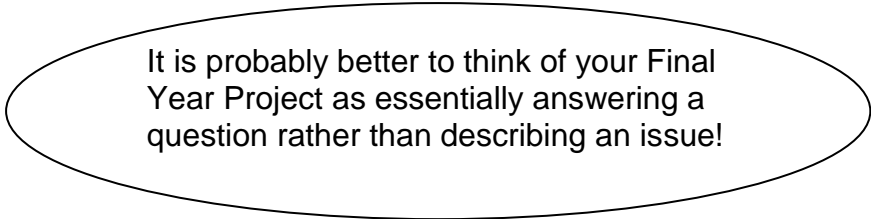
**NOTE: Students that fail to submit their project in hard, green binding will not be allowed to present their project.**

### 3. IMPORTANCE AND NATURE

The Final Year Project is a project undertaken by the final year Culinary Arts students. It is expected to be an individual piece of work of 5,000-7,000 words in length, on a subject of the student's own choice, provided that it is drawn primarily from one of the contributing Culinary Arts disciplines.

Whatever subject is chosen, the project should reflect the fact that you have developed academic knowledge, research skills and logical thoughts.

**Note: The project is NOT a description of a situation, but an analysis and evaluation of research and original thinking.**



It is probably better to think of your Final Year Project as essentially answering a question rather than describing an issue!

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**The Project counts for 8 ECTS (European Credit Transfer System) CREDITS, has a weight of 4,4% and is essential for acquiring the diploma. In order to pass the project requirements (proposal, written project, and oral presentation), students need to obtain a minimum grade of 50% in each of the three components. The project tutor must approve each component before the student is allowed to proceed to the next phase.**

Your Final Year Project indicates your abilities to select, research and then present a substantial piece of work that displays your intellectual abilities to the full.

A well-written project is a useful document to display to a potential employer when you enter the labour market. Moreover, the fact that you have researched and organised a substantial piece of work is a skill that you will be asked to deploy on many occasions in whichever career you choose to enter. You will have learnt to **'project manage'** a substantial piece of work and learn the techniques associated with writing and assembling a large document and these skills will assist you when it comes to similar ventures in the future.

## 4. SELECTION OF PROJECT TOPIC AND TITLE

### **Getting Started:**

**Most research begins with RESEARCH QUESTIONS.** Think about which topics you are interested in and what you would like to gain a deeper insight into. Consider the topics you have studied in your programme. Are there any RESEARCH QUESTIONS you feel you want to investigate further? These research questions may have arisen from queries you had in a lesson, and could not be answered by secondary sources or previous research.

Once you have decided on your research questions, begin looking for information relevant to the topic. Read everything you can about this issue since your project should demonstrate in-depth and extended study.

A working title, and if possible, a brief description of your intended project topic should be submitted, so that an allocation can be made to the most appropriate tutor. After your first consultation with your tutor, you may need to refine or to redefine your chosen subject area to ensure that it is manageable and feasible for a third year Culinary Arts student.

MAKE SURE THAT THE ISSUE IS RESEARCHABLE!!!

The golden rule for a Final Year Project is that **it must be located in a literature base**. This means that if the literature does not exist, then it will be difficult to conduct a project in this area.

It is very important to read widely on the subject of your project. Visit as many libraries as possible and use books, journals and the Internet.

However, you do need to **exercise a degree of caution when using the Internet** since some information found may be inaccurate and or irrelevant.

Remember that you will be required to undertake **in depth research**: small-scale survey, questionnaires, interviews, observation, case study...

In this case, it is particularly important to receive the advice of your tutor to ensure that what you intend to undertake is feasible and methodologically sound.

The choice of topic for your project may be based on a number of different considerations:

- A module or modules you have already studied during your studies at the Institute
- Knowledge gained from modules combined with external resources
- Experience gained from other work, study or interests over the past few years that you can research in a more formal way
- Career preferences or areas of expertise where you would like to specialise in, something that may give you an advantage in the job market.

## Understanding the five 'Ws'

When you start to think about your research project, ask yourself the five 'Ws':

- What is my research?
- Why do I want to do the research?
- Who are my research participants?
- Where am I going to do the research?
- When am I going to do the research?

## 5. CHEATING AND PLAGIARISM

Cheating and plagiarism are considered to be serious offences. One form of cheating is the falsification of data. Falsifying data is the distortion or misrepresentation of somebody else's ideas or words as one's own. Copying from books, articles or the Internet without proper referencing, citing or footnoting is plagiarism. Therefore, when using other people's writings, ideas or concepts clearly indicate who the author is through a standard referencing system. (see *Appendix I*) **Both plagiarism and cheating are unacceptable at all times and the project will be rejected.**

## 6. TUTOR SUPERVISION

Remember that the role of the tutor can be said to be **'to advise, to encourage and to warn'**. In the last analysis, the project is **your own** and you must be prepared to take ownership of it and be prepared to defend every word that you have written.

Interaction with your tutor is not an optional extra. **The surest way to fail a dissertation is not to touch base with your tutor.** Most of the students who think that they can complete a project without consultation think that the Final Year Project is an easy option and have totally underestimated the amount of work that is required (and are probably leaving it to the last minute).

Remember to take your *Student Tutor Meetings Form (Appendix III)* with you whenever you visit your tutor.

**PLEASE NOTE THAT REGULAR MEETINGS WITH YOUR TUTOR ARE COMPULSORY!**

**THE TUTOR MAY DECLINE TO ACCEPT YOUR FINAL YEAR PROJECT IF YOU HAVE NOT ATTENDED REGULAR MEETINGS WITH HIM/HER!**



## **7. PROJECT AND PROPOSAL FORMAT GUIDELINES**

Format refers to the overall appearance of the project. The information in this section explains how the project should look. Set the format guidelines up on a word processor and use them throughout the preparation of the document rather than attempting a major rearrangement of material at the last minute.

### **Length**

No particular length is prescribed for your project report but as a rule the following wordage (exclusive of appendices) is to be adhered to: 5000 – 7000 words. Seek advice from your tutor and remember, quantity is no substitute for quality.

As a rough guide, a single page of A4 paper (the size of this sheet), 1.5 spacing, contains about 350 words.

### **Paper Size**

The entire report must be submitted on A4 size paper.

### **Printing**

The report should be printed on one side of each page only. The print quality should be dark and clear.

### **Margins**

Margins should be:

Top margin:	30 mm
Bottom margin:	30 mm
Right margin:	25
Left margin:	38 mm (to allow for binding)

### **Justification**

Right and left margins should be justified (giving a straight edge to the text on both sides).

### **Lettertype requirements**

Font	Arial
Style	Normal
Size	14 for Headings, 12 for text, tables, etc
Spacing	1.5 lines

### **Page numbering**

Page numbers have to be CENTRED at the BOTTOM of EACH PAGE starting with the TABLE OF CONTENTS.

Remember the Title Page (Cover Page) is counted in the numbering, but bears no page number.

### **Paragraphing**

No indentation is necessary when starting a new paragraph. Separation of paragraphs is effected through 1 line (double) spacing.

### **Page Breaks**

Try to ensure that these occur in sensible places. There is no need to take a new page for each main section heading, but you should do so for new chapters. Never let a page break separate the last line of a paragraph. Try to ensure that, if possible, enumerated lists (a,b,c, etc) are not split across pages.

### **Sectioning**

Sections and subsections are used to organise the document into cohesive chunks for the reader. Give them meaningful headings. Never subdivide beyond three levels e.g. 3.1.1.2 is too much.

Below is an example of the numbering system:

1. Chapter 1 (Heading 1 Style)
- 1.1. Section 1 of Chapter 1 (Heading 2 Style)
- 1.1.1. Sub-Section 1 of Section 1 (Heading 3 Style)



## **8. PROJECT PROPOSAL**

“A Proposal is the presentation of an idea that you wish to pursue.”

### **Overview**

The proposal is a paper that must be submitted by each Culinary Arts third-year student prior to commencing any work on the research project.

Following approval each student may proceed to carry out the agreed research, and prepare the draft of the project under the supervision of an appointed tutor.

This document specifies:

- the purpose of the study,
- significance of the study,
- a review of the literature on the topic (a working bibliography should be attached),
- your research questions and
- how you will collect and analyse your data.

### **Proposal Requirements**

The following are individual parts of a proposal that must be prepared and submitted for approval.

1. Working Title
2. Context of Study
3. Literature Review
4. Aims and Objectives (research questions)
5. Methodology (how you will collect and analyse your data).

1. **Working Title:** The working title should contain essence of what the student intends to do. ***What is the project about!***

2. **Context of Study:**

It should include:

- Background information - social, economic, political, historical and cultural – to put the project in CONTEXT with other work completed in the field.  
It should be a summary of existing evidence that motivates your specific, proposed work.  
In other words it should answer the question WHERE? – The SETTING
- Reasons for choosing this topic – Purpose of the study
- Significance / Relevance: The need / importance of the study  
It should state why the topic is an important research in order to justify why the study should be conducted.
  - Why is this study necessary?
  - **Why is the project worth doing!**
  - Who will benefit from it?

***The writer should create reader interest in the topic.***

3. **Literature Review:**

A proposal must include a critical review of the literature you have studied for carrying out the research. In this section, you acknowledge the researchers whose works have formed a foundation for your research.

The purpose of the Literature Review is to convey to the reader what knowledge and ideas have been established on the topic, their strengths and weaknesses.

(A minimum of ten books, articles or reports that the student has consulted concerning the research topic, must be cited).

4. **Aims and Objectives:** *What you intend to accomplish!*

*Research questions*

A list and description of the objectives of the study or problems to be solved must be included. Objectives should be clear and precise.

**The aim is the overall driving force of the research and the objectives are the means by which you intend to achieve the aims. They must be clear and succinct.**

6. **Methodology and Sources of Data:** (how you will collect and analyse your data)

The student must describe and explain how he/she intends to set about the research.

**Length of Proposal**

The proposal must be typed in no more than 1 500 words.

For the correct format of the Proposal use the guidelines given in the section PROJECT and PROPOSAL FORMAT on page 9.

**Proposed Table of Contents (Example)**

1. Working Title
2. Context of Study
  - 2.1. Introduction – Background Information
  - 2.2. Problem description/Purpose of the study
  - 2.3. Motivation: Significance / Relevance
3. Literature Review
4. Research Aims and Objectives
5. Research Methodology
  - 5.1. About the Research
  - 5.2. Secondary Data
  - 5.3. Primary Data
6. References
  - 6.1. Books
  - 6.2. Journals
  - 6.3. The Internet



**Binding:**

The proposal should be bound in plastic wire binding.

## 9. GUIDE TO THE WRITTEN PART OF THE FINAL YEAR PROJECT

### **BE NEAT, ORGANIZED AND SYSTEMATIC THROUGHOUT**

Examiners are entitled to have their task of reading your work made as easy as possible. They expect you to know the accepted way of setting it out. If they catch you out in a simple error, resulting from UNTIDY notes, they are far more likely to search your work with a fine-toothed comb for other errors!!!

In all written work, a good standard of English and carefully compiled tables should be taken for granted but the examiner is concerned, above all, with the structure of your argument; you pass or fail on the analysis that is contained in the work.

### **RESEARCH and NOTE TAKING**

This is the crucial stage of your work. You will be relying almost entirely on your notes and worksheets when you write up the results and any errors you make in them will carry through to the final version. If you follow the simple rules given below, you will avoid hours of checking and chasing at the last minute.

- Your tutor will give you some references to the literature on your subject, but you must supplement these yourself.
- Always keep your notes tidy and file them systematically.
- Always put a full bibliographical reference, in the correct form, on every note; include the page numbers. Keep a card index of referenced, with full bibliographical details.
- If you copy a quotation into your notes, do so fully and without abbreviations. Check it thoroughly before you put the book away.
- Be particularly careful when you copy statistical tables. Set them out neatly in the notes and check every figure.

<b>Planning and researching</b>	<b>Composing</b>	<b>Reviewing</b>
<b>(everything you do before you actually start writing)</b>	<b>(writing)</b>	<b>(evaluating, rethinking, replanning and revising what you have written)</b>



## **DRAFTS**

You may have to submit many drafts before the work is passed for submission, but each draft should be written as carefully as if it were the final version. The following points are insisted on; drafts that break these rules will be returned for re-writing:

- All drafts must be tidily and legibly written in one and a half spacing with margins of at least 4 cm on the left-hand side and 3 cm on the right hand side and top and bottom. Use one side of the paper only.
- The appropriate number of words in the draft should be indicated. It is a waste of everybody's time to submit a draft which is two or three times as long as can be accommodated in the final version.

## **PLANNING YOUR FINAL YEAR PROJECT**

Poor Time Management skills are one of the major reasons for poorly graded or failed projects. Do not wait until you have done all of the reading before you start writing. Start drafting out your first chapter(s) once you have done some initial research into the area.

You should try to follow a specific timetable for the completion of draft chapters.

It takes time to settle down to writing a report after a lengthy period of investigation. The general pattern is to proceed slowly and to speed up as the final chapters are reached.

### **Note:**

The traditional writing style for research should be **impersonal**, in the **past tense** and in the **passive voice** (e.g. "a questionnaire was administered to the subjects who were given 30 minutes to complete it" or "It was found that..."etc.)

Here is a hypothetical Gantt chart for a project. Your planning is not likely to look exactly like this.

The bars indicate when most of the work is likely to take place. Notice that revising the front matter e.g. contents list, and the back matter e.g. reference list, is ongoing throughout the project. You need to get the bulk of your writing done by early April, to give yourself time to review and refine your work.

Month	Dec	Jan	Feb	Mar	Apr
Front Matter					
1. Introduction					
2. Literature Review					
3. Methods					
4. Results					
5. Discussion					
6. Conclusions					
Back Matter					

Getting your project into its final form, with all figures and tables in place, and all citations and references correct, takes longer than most people anticipate. Give yourself plenty of time.



## ORDER OF SECTIONS/STRUCTURE OF THE FINAL YEAR PROJECT

The Final Year Project is an important undertaking and students should use the structural guideline outlined below.

Just like any other document, it has a beginning, a middle and an end.

EXPECTED CONTENT:

<b>Front Matter</b>	<p><i>Acknowledgements</i></p> <p><i>Table of Contents</i></p> <p><i>List of Figures</i></p> <p><i>List of Tables</i></p> <p><i>List of Symbols and Abbreviations</i></p>
<b>Main Body</b>	
<b>1. Introduction:</b>	(Gives a background to the study, highlights its importance and sets out the study's objectives).
<b>2. Literature Review</b>	<p>(this contextualises your study within work that has gone before)</p> <ul style="list-style-type: none"> <li>• To do so, you must critically evaluate previous work and consider how it relates to yours – ‘relevance, strengths and weaknesses, reliability and accuracy.’</li> <li>• It is vital that you do <i>enough</i> research to do a good job, but that you draw the line. A literature review is likely to be 25 % or less of the body of your project.</li> <li>• You need to keep good records of your references as you go. Keep them in an electronic database or hard-copy indexing system with brief comments and a full citation.</li> </ul>
<b>3. Research Methodology</b>	This is an account of the methods that you used to gather your data and conduct your investigation. The sources from which data are gathered can be divided into Primary and Secondary.
<b>4. Analysis of Results and Discussion</b>	Synthesize your results in tables, graphs, charts, etc. and draw your conclusions as you go.
<b>5. Conclusions and Recommendations</b>	<p>Conclusions – summarizing what you found out</p> <p>Recommendations – how what you did might be improved, your suggestions for further work and the implications of the work you have done</p>
<b>Back (end) Matter</b>	<p>References / Bibliography</p> <p>Appendices</p>

## **EXPECTED CONTENT**

***Title Page*** (page 1) – Cover page  
*Not numbered, but counted*

The front page has to contain the title of the project, the registered name of the student and other details as illustrated in Appendix II

***Acknowledgements / Dedication*** (*not compulsory!*) (page 2)

This is conventional but...do not be tempted to make them too ornate or 'flowery'. Keep acknowledgements short and business-like.

It is conventional to acknowledge those who have been particularly supportive in terms of advice, access to source materials etc. but not persons who may have typed up the document (if not yourself).

***Table of Contents*** (page3)

The Table of Contents should include the full list of parts comprising the Project (list of tables, diagrams and abbreviations; chapters; bibliography and appendices).

Choose self-explanatory chapter and section titles and use DOUBLE SPACING for clarity. You should include page numbers indicating where each chapter begins. Try to avoid too many levels of subheading.

TABLE OF CONTENTS	PAGE
<i>Acknowledgements (if you wish)</i>	2
<i>Table of Contents</i>	3
<i>List of Tables (if any)</i>	4
<i>List of Figures (if any)</i>	5
<i>List of Abbreviations (if any)</i>	6
CHAPTER 1 <i>Aims and Objectives</i>	
Introduction	7
Objectives of the Study	11
Purpose of the Study (Background)- <i>if necessary</i>	
CHAPTER 2 ... <i>Literature Review</i>	
CHAPTER 3.... <i>Research Methodology</i>	
CHAPTER 4.... <i>Analysis of Results and Discussion</i>	
CHAPTER 5.... <i>Conclusions and Recommendations</i>	
<i>Bibliography and References</i>	70
Appendix/ces(I, II, III)	

25 % of Main Body

CHAPTER 3.... *Research Methodology*  
 CHAPTER 4....*Analysis of Results and Discussion*  
 CHAPTER 5....*Conclusions and Recommendations*

Note: These 3 Chapters are the MAIN BODY!

**List of Tables/Figures**

This is a list of all tables and figures that appear in the Project. Each table or figure should be numbered with the page on which they appear being noted.

A table is a presentation of data in tabular form;  
 A figure is a diagrammatic representation of data or other material such as photographs or maps.

Tables and figures should be clearly and consistently labelled either above or below them, and the reader should be able to understand their meaning without referring to the text for explanations.

**List of Symbols and Abbreviations**

When using abbreviations, a list of abbreviations should be arranged alphabetically.

## **Main Body of the Final Year Project**

It should be noted that students should support their claims with valid information gathered from reliable literature sources.

### **Make your chapters 'flow' well from one to the next**

Your project should appear logically well-connected so that you are taking the reader 'by the hand' and taking them from one stage of the argument to the next.

Be particularly careful to ensure that any survey work you do appears 'well connected' with the rest of your work and is derived from, and contributes to, the issues you have raised in the preceding chapters. A common failing of survey work is for it to appear as an 'add-on' which is not well integrated into the rest of the project.

### **Golden threads**

By 'golden threads' we mean the issues or questions that you have set for yourself at the start of your project and keep occurring throughout the project to 'tie it all together' Keeping a list of your 'golden threads' or recurring issues by your side as you write is a good way of ensuring that your chapters flow logically, e.g. by addressing a question at one level (e.g. in the literature) and then at another (recent developments, local case study, your own survey).

## **CHAPTER 1**

- **INTRODUCTION**

This is one of the most important components of the project. It should begin with a clear statement of what the project is about so that the nature and scope of the project can be understood. It should summarize everything you set out to achieve, provide clear summary of the project's background, relevance and main contributions.

The Introduction should set the scene for the project and should provide the reader with a summary of the key things to look out for in the remainder of the project.

- **AIMS and OBJECTIVES** (What did you set out to do?)  
*See Appendix V*

It is sometimes useful to analyse the main objectives of the project, and your argument for their choice.

Remember, most objectives emerge from existing literature cited. (The aims and objectives should not be listed, but discussed).

- **Background Knowledge**

In many, but not all project reports, it is appropriate to include an historical section which discusses the historical background to your topic.

However, you should be careful that this historical discussion does not overwhelm the rest of the project.

## **CHAPTER 2 - LITERATURE REVIEW**

### **A CRITICAL ACCOUNT OF PREVIOUS WORK IN THE AREA**

What else has been written about your research topic, your 'question' and opinions related to it?

A **literature review** is basically a summary of 'what the academic literature reveals' about the subject of your investigation. (The literature review discusses what has already been published on your topic.) **Use the Harvard Referencing System for Citation or Textual Reference.** *Appendix I*

Points to bear in mind are:

- As a starting point, a literature review should summarise the major authors/contributions in a field.
- However, it needs to **contextualise** each contribution. (contextualize: to consider something together with the situation, events, or information that relate to it, rather than alone).
- It also needs to **critically evaluate** each contribution.

In writing the literature review, your purpose is to convey to your reader what knowledge and ideas have been established on a topic, and what their strengths and weaknesses are. As a piece of writing, the literature review must be defined by a guiding concept (e.g., your research objective, the problem or issue you are discussing).

### **It is not just a descriptive list of the material available.**

Besides enlarging your knowledge about the topic, writing a literature review lets you gain and demonstrate skills in two areas:

**Information seeking:** the ability to scan the literature efficiently, using manual or computerized methods, to identify a set of useful articles and books.

**Critical appraisal:** the ability to apply principles of analysis to identify unbiased and valid studies.

*A literature review must do these things:*

Be organized around and related directly to the thesis or research question you are developing.

Identify areas of controversy in the literature.

Formulate questions that need further research.

### **IMPORTANT NOTE:**

The following chapters comprise the MAIN BODY of the project and are the most important. They comprise:

#### **CHAPTER 3.... *Research Methodology***

3.1. Introduction

3.2. Secondary Data Research (research based on literature)

3.3. Primary Research (research done by the student)

3.4. Research Limitations

#### **CHAPTER 4....*Analysis of Results and Discussion***

#### **CHAPTER 5....*Conclusions and Recommendations***

### **CHAPTER 3 – RESEARCH METHODOLOGY**

This is an account of the methods that you used to gather your data and conduct your investigation. Basically, you explain why a specific method was chosen pointing out its strengths in contrast with other methods. The sources from which data are gathered can be divided into Primary and Secondary.

#### ***Primary Data:***

Primary data is the data that is collected first hand from the original source for the purpose of making statistical inference.

The method used to collect this data can be an in depth survey (questionnaires and/or interviews), observation, case study or even 'desk research'.

You should justify the method you actually selected and should include some discussion of the alternative ways in which you might have gathered your data.

It is expected that a number of at least 100 questionnaires are completed by people randomly selected, and not exclusively from the Higher Hotel Institute Cyprus. The exact number of questionnaires answered should be noted.

If the primary research includes only interviews, a minimum number of 10 interviews are required in order to meet the research objectives. The interviewees should be knowledgeable in the area to be investigated. The names of interviewees could be mentioned alongside with their professional status.

You can proceed with the research by employing both questionnaires or interviews or a combination of the two methods. If the combination of the two is selected, then the number of interviews and questionnaires can be reduced to 50 and 5 respectively.

In order for the project to be awarded a high grade, the research should combine both qualitative and quantitative approaches, since mixed methods have greater legitimacy.

You must state why you have chosen the specified research methods, as well as how you selected your sample, thus ensuring that it is representative, and it responds adequately to your research enquiries.

### ***Secondary Data:***

Secondary Data analysis is an approach where the researcher analyses data that has already been collected usually by someone else.

### ***Limitations:***

You should include some mention of any difficulties in gathering data that you met, and how you overcame them.

## **CHAPTER 4 – ANALYSIS of RESULTS and DISCUSSIONS**

The evidence ('facts and figures') that you have collected as a result of your searches should be presented **and evaluated** at this point. Remember that 'facts and figures' do not necessarily 'speak for themselves' and have to be interpreted.

Remember, you should only include results which are relevant to the overall case that you are making in this chapter.

Data and results which you would like to record, but which are not strictly relevant to your argument should be consigned to an appendix. For instance, an appendix is the place for tables of 'raw data'.

## **CHAPTER 5 – CONCLUSIONS AND RECOMMENDATIONS**

The conclusion should be clearly tied to the aims and objectives, and even at times to the literature review, so that the reader can see that you have, in fact done what you initially said you were aiming to achieve. It is conventional to include a measure of self-criticism here, indicating what you might do differently if you were to do the research again, and also to provide suggestions for further research on your topic.

## **BIBLIOGRAPHY and REFERENCES**

Please use the HARVARD REFERENCING SYSTEM. See Appendix I

## **APPENDICES**

An appendix is a distinct group of related items such as, a questionnaire, a group of tables, or a group of graphs. It is useful device to make available to the reader such material that is related to the text. All appendices go to the end of the paper.

Do not make your appendices too voluminous – as a general guide, they should not be more than about ten pages. Many projects will not need to have an appendix at all. The best way to decide whether to move materials to an appendix is to decide if they represent work you wish to gain credit for.

Appendices need to be numbered (Appendix I, Appendix II) etc. and you may wish to name them as well e.g.

(Appendix I – Copy of Questionnaire)

The word APPENDIX should be written in bold capital letters and should not be abbreviated.

## **BINDING**

After your tutor has approved your Final Year Project, TWO copies should be submitted to the Registrar Secretary.

- **ONE** should be formally bound in hard cased, **GREEN** binding, subject to the Institute's specifications - *Appendix II*).
- The other should be in plastic wire binding.

Since the above mentioned copies are kept by the Institute, it is worth ensuring that you retain a copy of your work.



## ***APPENDIX I Harvard Referencing System***

### **Referencing and Bibliography**

When writing your project you will need to refer **in your text** to material written or produced by others. This procedure is called **citing or quoting references**.

**Failure to acknowledge your sources is likely to lead to a suspicion of PLAGIARISM – i.e. trying to pass off someone else’s work as your own!!!**

Consistency and accuracy are important to enable readers to identify and locate the material to which you have referred in your bibliography. The same set of rules should be followed every time you cite a reference. At the Higher Hotel Institute, Cyprus the Harvard Referencing System is used. You can find it in the Internet.

In other words: References need to be cited in two different places.

- Firstly at the point at which a document is referred to **in the text**;
- Secondly in a list at the end of the work - **the bibliography**.

The bibliography is a list of all books and articles that have been used, **alphabetical** presented at the end of the project.

CITATION or TEXTUAL REFERENCE (in the text)

**FROM BOOKS**

- Carlson (1981) obtained results which...
- A recent study (Carlson 1990) ...
- Zaki (2014) stresses the importance of ...
- Tull (2010) justifies the need for...
- .... as was investigated by Baker (2011)...
- Johnson (2003) claims that there are many factors .....
- In a popular study Harvey (1992, p.556) argued that...
- Matthews and Jones (1993) have proposed that...
- For 3 authors or more: Anderson *et al* (2003) concluded that....Latin ***et al*** (“and others”)     **However in the bibliography all authors are cited.**
- If the work is anonymous then “Anon” should be used:-  
e.g. In a recent article (Anon 1998) it was stated that...

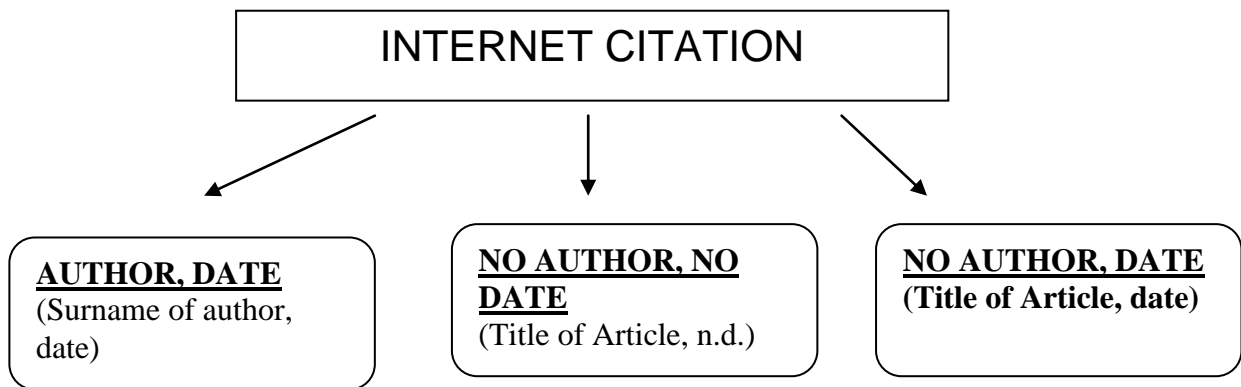
**DIRECT QUOTATIONS**

Brief quotations (about 30 words or less) can be included in text. **Use single quotations marks.**

- Stewart (1982, p. 6) said: 'Engineers are vital to the survival of the planet'.
- 'Engineers are vital to the survival of the planet' (Stewart 1982, p. 6).

NOTE:

**Never use the URL address in a citation!!!**



## **REFERENCE to a BOOK**

Author, Initials., Year. Title of book. Edition. Place: Publisher.

Redman, P., 2006. *Good essay writing: a social sciences guide*. 3rd ed. London: Open University in assoc. with Sage.

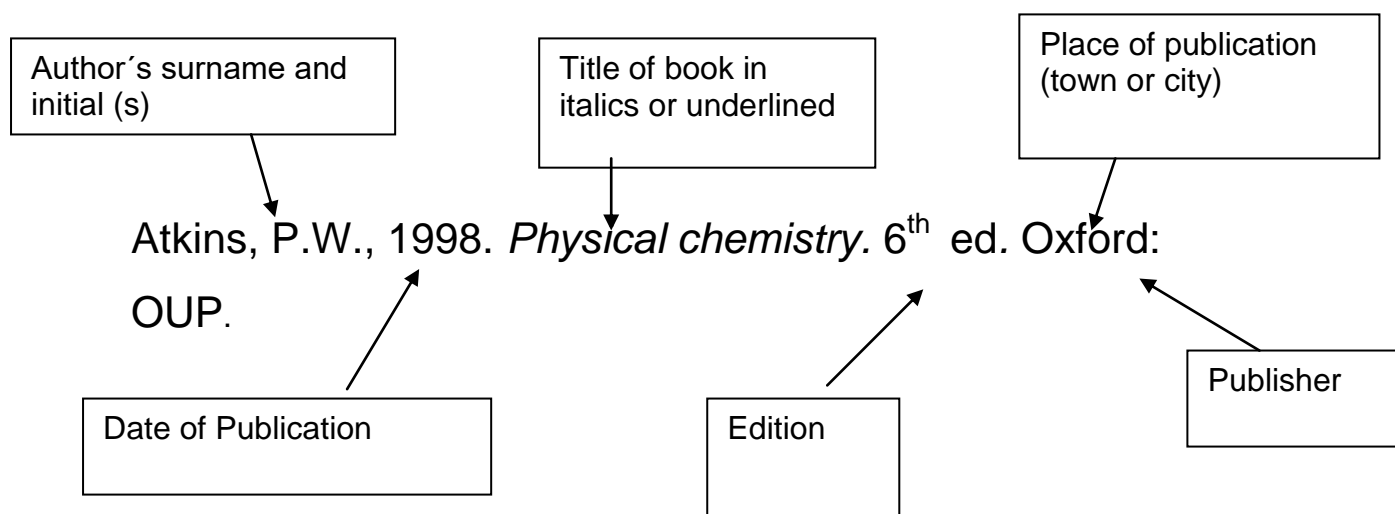
Extras to note

- **Author:** Surname with capital first letter and followed by a comma.
- **Initials:** In capitals with full-stop after each and comma after full-stop of last initial.
- **Year:** Publication year (not printing or impression) followed by full-stop.
- **Title:** Full title of book/thesis/dissertation in italics with capitalization of first word and proper nouns only. Followed by full-stop unless there is a sub-title.
- **Sub-title:** Follows a colon at end of full title, no capitalization unless proper nouns.  
Follow by full-stop.
- **Edition:** Only include this if not first edition use number followed by abbreviation ed. Include full-stop.
- **Place of publication:** Town or city and country if there may be confusion with UK place names. Follow by colon.
- **Publisher:** Company name followed by full-stop.

## REFERENCE to a BOOK

The preferred order of presentation for your reference list is:

- Surname of author(s) – comma - initial(s) - full stop - comma
- Year of publication - full stop
- Title (***italics***) - (full stop)
- Edition (if other than the first) - (full stop)
- Place of publication (city or town) (followed by a colon : )
- Publisher's name - (full stop)



## OTHER EXAMPLES

Author's SURNAME, INITIALS.,

Year of publication.

*Title.*

Edition. (if not the first) ed.

Place of publication:

Publisher.

### **Book with one author**

Adair, J., 1988. *Effective Time Management: How to save time and spend it wisely*. London: Pan Books.

### **Book with two authors**

McCarthy, P. and Hatcher, C., 1996. *Speaking Persuasively: Making the most of your presentations*. Sydney: Allen and Unwin.

Mercer, P.A. and Smith, G., 1993. *Private Viewdata in the UK*. 2nd ed. London: Longman.

### **Book with three or more authors**

Fisher, R., Ury, W. and Patton, B., 1991. *Getting to Yes: Negotiating an agreement without giving in*. 2<sup>nd</sup> ed. London: Century Business.

### **Book – second or later edition**

Barnes, R., 1995. *Successful Study for Degrees*. 2<sup>nd</sup> ed. London: Routledge.

## Electronic Referencing

For websites found on the internet the required elements for a reference are:

- Author, Initials.,      **OR**      TITLE.
- Year.
- Title of document or page. [type of medium].
- Available from: include web site address/URL(Uniform Resource Locator)
- **N.B. the URL should be underlined**
- [Accessed date] .

### **The title of a web page is normally the main heading on the page.**

It is good practice to keep a copy of the front page of any website you use

Note that the main differences between the print format and the electronic format are:

- Specification of the type of medium, in square brackets. It should almost always be [Online]
- Full specification of the URL, which indicates the type of online medium, eg. www  
The URL is UNDERLINED
- Specification of the date that the item was accessed, since electronic documents are often updated.

### **Examples:**

National electronic Library for Health. 2003. *Can walking make you slimmer and healthier?* (Hitting the headlines article) [online]. (Updated 16 Jan 2005) Available from: <http://www.nhs.uk.hth.walking> [Accessed 10 April 2005].

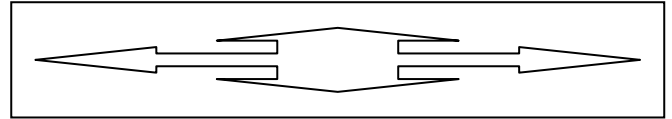
Young, C., 2001. *English Heritage position statement on the Valletta Convention*. [online]. Available from: <http://www.archaeol.freeuk.com/EHPositionStatement.htm> [Accessed 24 Aug 2001].

Marieb, E., 2000. *Essentials of Human anatomy and Physiology: AWL Companion Web Site*. [online]. 6th edition. San Francisco, Benjamin Cummings. Available from: <http://occ.awlonline.com/bookbind/pubbooks/marieb-essentials/> [Accessed 4th July 2001].

## Tables, diagrams, graphs and figures

**Note:**

Tables, diagrams, graphs and figures should be referenced if they are based on another's work. The reference would normally be given after the title of the diagram or table. These references for diagrams etc. must also be included in the reference list.



**Fig. 1: An Interesting Shape (Smith 1990).**

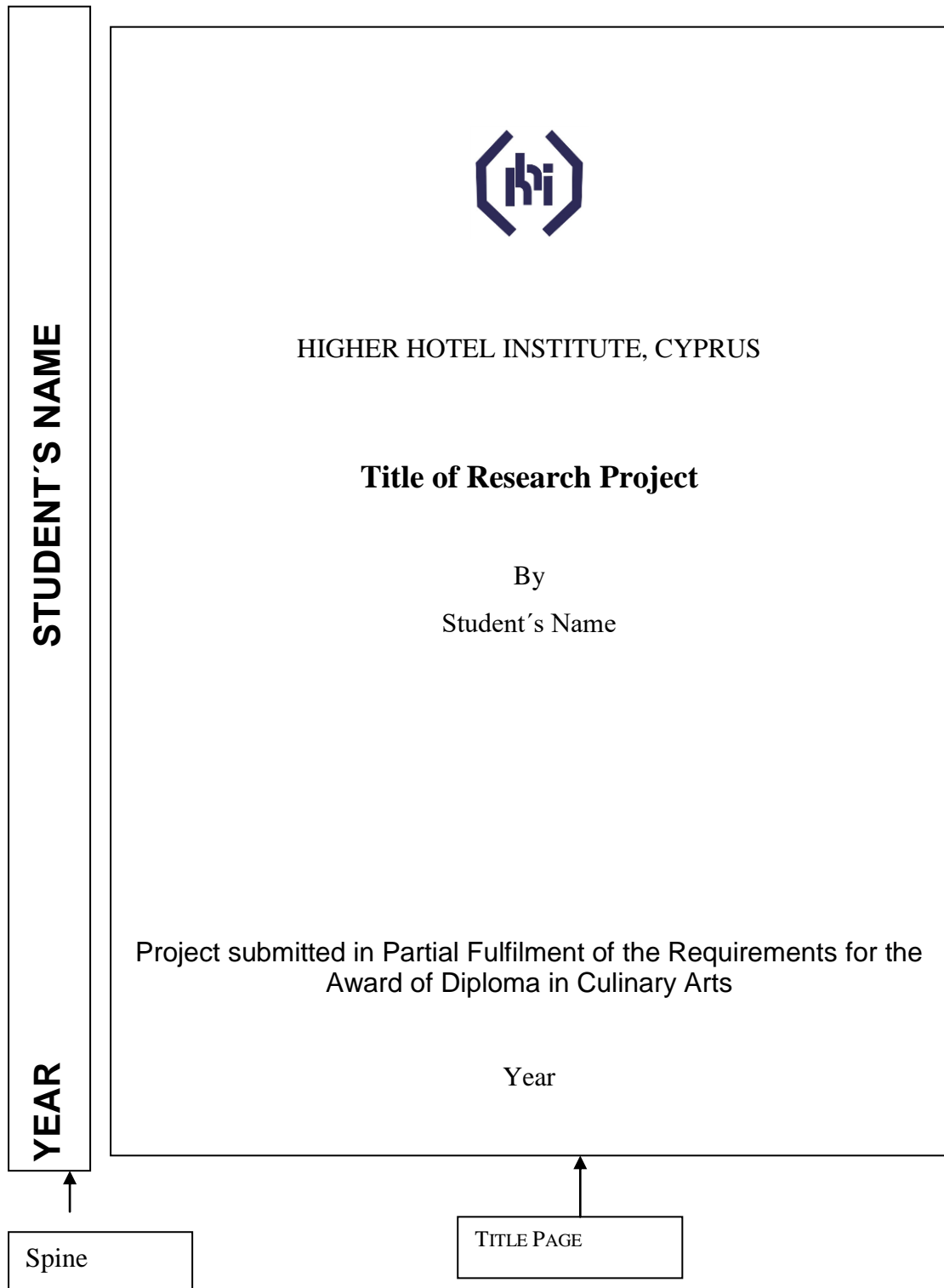
## CHEATING and PLAGIARISM

Cheating and plagiarism are considered to be serious offences. One form of cheating is the falsification of data. Falsifying data is the distortion or misrepresentation of somebody else's ideas or words as one's own. Copying from books, articles or the Internet without proper referencing, citing or footnoting is plagiarism. Therefore, when using other people's writings, ideas or concepts clearly indicate who the author is through a standard referencing system. Both plagiarism and cheating are unacceptable at all times.



*APPENDIX II Title Page*

**FRONT COVER OF FINAL YEAR PROJECT**  
**(Green Binding)**



## APPENDIX III Student – Tutor Meeting Schedule

🕒 Tutor copy and Student copy to be completed and initialled at each meeting... 🕒

Date of Meeting	Discussed	Action agreed for next meeting	Tutor's Initials	Student's Initials
.../.../...			.....	.....
.../.../...			.....	.....
.../.../...			.....	.....
.../.../...			.....	.....
.../.../...			.....	.....
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# **Presentation skills – a guide**

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Giving a presentation is a skill and with practice this skill can be improved upon. Most students are asked to do presentations at some time during their course; this guide should help but there is no substitute for practice.

**Your presentation should be 20 minutes long.**

## **The 3 Ps: Preparation, Planning, Practice**

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### **1. The first P is Preparation**

Ask yourself some questions: “What do I want the audience to LEARN or DO as a result of my presentation?” That helps focus the CONTENT.

“How can I keep the audience interested?” – don’t send them to sleep through boredom. People respond better to presentations if they are both interested in the topic and involved in the presentation itself. Think about questions your audience may have about the content of the presentation – and try to answer these during your presentation.

“Do I know my subject?” – It gives you greater confidence, if you know what you’re talking about!

KISS – Keep It Straightforwardly Simple – don’t try to explain huge amounts of theory in ten minutes – you’ll get lost and confused, your audience will get bored and frustrated.

### **2. The second P is Planning**

Any form of communication should have a structure.

Structure is important – your presentation should have a beginning, a middle and an end.

The beginning should tell your audience what you are going to tell them.

Begin positively – engage the audience!

How do you do this? Get them involved. Speak directly to your audience, use eye contact and show them that you are doing this presentation for them – that you want them to learn or do something new or better as a result of your input.

The middle bit is usually longest and can have several sections. Structure this with a logical sequence – moving from one area or topic to another using verbal and/or visual links.

Link each bit with a bridging point e.g.: “and now we’ll move on to the second issue....”

The end of your presentation should be a summary, a conclusion, a logical end to what has gone before. You could:

- Summarise – use key points, tell your audience what you have just told them – briefly
- Ask if anyone has any questions?
- Say “and now to conclude.....” or “I’ll finish off by.....”
- Thank your audience

Have a clear ending NOT “and that’s it.....” and shuffle off!

### **3. The third P is Practice**

- In front of the mirror, in front of the cat, to your partner, on your own
- DO try out the PowerPoint presentation before you use it!
- Practice your Pastry Arts skills presentation!

Try to get feedback on your performance – were you speaking too fast or too slow? Were your visual aids clear? Did you move logically from one point to another? Were you interesting? Or deathly?

When you’re presenting, talk like you’re talking to one person who happens to have a thousand eyeballs. Don’t get lost in the sea of faces, pick a person and tell them the story.

The audience wants you to succeed. This piece of advice is in every presentation guide out there — because it’s true. Your audience is expecting you to rock their socks. They’re expecting an A+.

### **A few hints and tips**

- Breathe slowly – it calms you down - begin the presentation by introducing yourself, and explaining WHY you chose your topic.
- Speak UP, voice DOWN. Yes your audience wants to hear you, so speak audibly but don’t shout
- Tone, pace and volume. Speaking in a monotone voice is very wearing on the audience – an instant turnoff
- The tone of your voice is important – be enthusiastic. Speak at your normal pace – too slow and the audience nods off, too fast and they don’t understand a word

- Always STAND. It gives you confidence and helps with voice projection
- Be aware of your gestures – if you conduct an orchestra while you speak, your audience will be distracted
- Use a prop - but don't play with it. Holding a pen or handout is a useful way of keeping your hands occupied. BUT – if you are nervous and the handout shakes, or you keep flipping the pen top, it will detract from your presentation
- Don't keep your hands in your pockets – it looks very unprofessional

## Using audio visual equipment - some useful things you can do

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- Use landscape rather than portrait
- 6, 7, 8 rule – no more than six lines to an acetate, letters no less than 7mm high, no more than 8 acetates for a 10 minute presentation
- Check your spelling!
- Use a consistent format
- Stop talking when you change transparencies
- Use pictures and diagrams - a picture is worth a thousand words...

### **Don't**

- Put more than one idea onto an acetate
- Write too much on the acetate, - keep it short and in point form
- Write right up to the edge - leave a margin
- Point at the screen
- Use too much colour
- Fidget
- Use humour unless you know your audience well

## Summary

- Prepare - thoroughly
- Plan - in detail
- Practice - lots
- Beginning, middle and end - each bit is important
- Use pictures, charts, graphs and diagrams - but only if they back up, or add value to your presentation

*APPENDIX V Form for Submission of Working Title*

**HIGHER HOTEL INSTITUTE CYPRUS**

**PROPOSED FINAL YEAR PROJECT**

<b>PROPOSED WORKING TITLE: FINAL YEAR PROJECT</b>	
<b>STUDENT DETAILS</b>	
<b>NAME</b>	
<b>SURNAME:</b>	
<b>TEL.:</b>	
<b>E- MAIL ADDRESS :</b>	
<b>PROGRAMME OF STUDY:</b>	
<b>CLASS:</b>	

**SIGNATURE**

**DATE**

.....

.....