

**GUIDE TO FINAL YEAR ACADEMIC PROJECT  
REPORT PREPARATION**

**FACULTY OF AGRICULTURE  
UNIVERSITI PUTRA MALAYSIA**

## **FOREWORD**

This document is prepared to provide guidance on the final year project report writing for Bachelor of Agricultural Science, Bachelor of Horticultural Science, Bachelor of Agriculture (Animal Science) and Bachelor of Agriculture (Aquaculture) students.

The aim of the publication of this document is to standardize the final year report writing for all the programs in the faculty. The write-up is brief and concise, but holistic and in special cases, a specific or in-depth reference may be required.

Hopefully this document will give the required guidance to all the students concern.

Faculty of Agriculture

2022 / 2023

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## **ARRANGEMENT OF TOPIC IN THE FINAL YEAR REPORT**

The report should be scientific in nature. It must contain the following topics or sections ;

1. Title page
2. Endorsement / Certification
3. Acknowledgement
4. Content
5. List of Tables, Graphs and Pictures
6.
  - a. Abstrak (Abstract in Bahasa Malaysia)
  - b. Abstract
7. Introduction
8. Literature Review
9. Materials and Method
10. \* Results
11. \* Discussion
12. Conclusion
13. References
14. Appendices

\* Results and Discussion can be combined under one topic

## **1. TITLE PAGE**

The title page should consist of the followings :  
(refer to Attachment I)

- a. Project Title
- b. The Name of the Author
- c. Academic Session (year)

## **2. ENDORSEMENT**

The report should be endorsed using the format as in Attachment II

## **3. ACKNOWLEDGEMENT**

All the individuals that provide help or assistance during the conduct of the project should be acknowledged by spelling out their full names. The acknowledgement should be brief and concise not exceeding 1 page.

## **4. CONTENT**

The content should list all topics from introduction till the Appendices. Topics and page numbers must tally with the respective topic and page number in the text.

## **5. LIST OF TABLES, GRAPHS AND PICTURES**

All tables, graphs and pictures (if applicable) in the text should be numbered, caption and page number should be provided, and is listed under three separate headings.

## **6. ABSTRAK / ABSTRACT**

In this section, the report should be summarized to less than 250 words containing only the essential and pertinent information and conclusive, not speculative results obtained in the study. The abstract should be written both in Bahasa Malaysia and English. Font in Bahasa Malaysia should be italicized.

## **7. INTRODUCTION**

The section should introduce the topic and justify why the study should be conducted. Relevant references can be given when stating the justification of the study. You can also state the general or overall objectives of the study. Finally the specific or detailed objectives of the study should be given.

## **8. LITERATURE REVIEW**

This section deals with past and recent research reports relevant to the study that can provide the approach to be taken by the current researcher. Reports referenced by the current researcher can be from books, journal articles, yearly reports, published abstracts and through personal communication with other researchers. If reference is made to abstracts, the journal which provide the abstract should be cited.

## **9. MATERIALS AND METHOD**

Explanation on all the materials, methodology and experimental design should be covered in this section. Method to analyze data (statistical analysis) should be describe in detail but method to calculate certain parameter should be included, only if necessary.

## **10. RESULTS**

This section contains the experimental results in written form / brief explanation, tables, graphs and pictures.

As a reminder, pictures can be expensive to reproduce in colors, therefore the numbers should be limited. Schematic drawing or flow chart should be provided only if it helped in the explanation of the results. Numeral data should be represented in the forms of tables, graphs or bar charts. Raw data or ANOVA tables should be included in the Appendices.

## **11. DISCUSSION**

This is the most important section for you to highlight and give the explanation on the results obtained in the study or project. The results can further be substantiated by including findings by other researchers and also provide directions for future research work. Speculative and new hypothesis can also be put forward.

## **RESULTS AND DISCUSSION**

Both these topics can be combined and written under one heading.

## **12. CONCLUSION**

In this section, all the highlights or important findings should be summarized and also your brief opinion should be stated. As a guideline, the conclusion should provide answers to the specific objectives stated in the introduction section.

### 13. REFERENCES

**Format on writing references in the text:** if possible the references should be current or recent, that is, they should be at least 10 years down the line. The written articles being referred to should state the name of author (authors) with the initials being left out and inclusive of the year of publication. If there are 2 authors, the names of both authors (without initials) should be stated, for example, Abdullah and Halim (1980). If there are more than 2 authors in the article, the *et al* can be used after naming the first author (without initials) for example, Abdullah *et al* (1972).

If there are more than one articles being referred to on the subject matter, you opt for either option :- 1) arrange the articles according to the authors name in alphabetical order, for example: (Abdullah *et al*, 1972a; Abdullah *et al*, 1972b) or (Abdullah *et al*, 1972a; Abdullah *et al*, 1972b) or (Abdullah *et al*, 1972a,b), or 2) arranged according to the year of publication, for example :

Research has illustrated the emphasis on better understanding of volatility (Campbell, *et al*, 2001; Duffee, 1995; Cheung and Ng. 1992; Christie, 1982).

**Format on writing the reference list (Bibliography) :** Arrangement of references should be in alphabetical order and the name should be written followed by the initials. Besides the names of the author (authors), the reference should include the year of publication ; the full title of the article; the abbreviated name of the journals such as those listed in the "World List of Scientific Periodicals" ; volume number ; and, page numbers (Students are requested to refer to the main or noted journal in each agriculture discipline, for example, for the Soil Science discipline, the journal to be referred to is Soil Science Society of America journal). If the reference is in the form of a book, the publisher and place of publication should be stated. All the names of authors should be stated or duly acknowledged (*et al*. cannot be used in the reference list). The list of authors should be repeated in full, if there are more than one articles being referred to which are written by the same authors.

All the publications being referred to in the main text of the report should be listed in this section, and vice-versa.

Examples :

#### **Journal Articles**

Abdul Baki, A.A. 1969. Metabolism of barley seed during early hours of germination. *Plant Physiol.* 44:733-738.

Abdul Baki, A.A. 1980. Biochemical aspects of seed vigour. *HortSci.* 13:630-633.

Attallah, Y.H. and L.D. Newsom. 1966a. Ecological and nutritional studies on *Coleomegilla maculate* De Geer (Cleoptra : Coccinellidac). I. The development of an artificial diet and a laboratory rearing technique. *J. Econ. Entomol.* 59:1173-1179.

Attallah, Y.H. and L.D. Newsom, 1966b. Ecological and nutritional studies on *Coleomegilla maculaoe* De Geer ((*Cleoptra* : *Coccinellidac*). III. The effect of DD, toxaphene, and endrin on the reproductive and survival potentials. *J. Econ. Entomol.* 59:1181-1187.

### **Monograph / Book**

Turner, H.N. and S.S.Y. Young, 1969. *Quantitative Genetics in Sheep Breeding*, Ithaca: Cornell University Press.

Chin, Y. 2004. *The Problems with Floating Exchange rates*, PhD Thesis, Universiti Putra Malaysia.

Bledisloe, Y. 2005. *Development in Pre-School Education, 1946-2004*, University of Otago, New-Zealand.

### **Book Chapter**

Chan, T.K. 1992. Plasmids of enterobacteria. In *Pathogenesis of Bacterial Infections*, ed. A. Ramirez and S. Aquino, pp. 235-243. Kuala Lumpur: Protea Press.

Harrington, J.F. 1973. Problems of seed storage. In: *Seed Ecology* (ed. By F. Heydecker), pp.351-363. Butterworth, London.

### **Report**

International Rice Institute. 1966. *Annual Report 1966*. IRRI, Los Banos, Philippines, 302 pp.

World Health Organisation. *Energy and protein Requirements; WHO Technical Report Series N811*: Geneva, 2004.

### **Personal Communication**

Mad Nasir Shamsuddin, Dean, Faculty of Agriculture, Universiti Putra Malaysia, personal communication. 1 September 2010.

### **Thesis**

Chin, Y. 2004. *The Problems with Floating Exchange rates*, PhD Thesis, Universiti Putra Malaysia.

Bledisloe, Y. 2005. *Developments in Pre-School Education, 1946-2004*, University of Otago, New Zealand.

## **Internet Reference**

VandenBos, G., S. Knapp, and J. Doe. 2001. Role of reference elements in the selection of resources by undergraduates [Electronic version].  
Journal of Bibliographic Research, 5:117-123.

Document without author and year :-

GVU's 8<sup>th</sup> WWW user survey. 9n.d.Retrieved 20 August 2005 from  
[http://www.cc.gatech.edu/gvu/user\\_surveys/survey-1977-10/](http://www.cc.gatech.edu/gvu/user_surveys/survey-1977-10/)

University Document:-

Vice President. 2005. University of Calgary Research Policies and Procedures Handbook.  
[http://www.ovpr.uga.edu/rpph/rph\\_misn.html](http://www.ovpr.uga.edu/rpph/rph_misn.html). Retrieved 23 February 2005.

## **14. APPENDICES**

This is an additional section, although not required, to complete the final year report. Normally, included in this section are the raw data, calculation of certain parameters, ANOVA tables, detailed description of analytical or modified procedures, etc.

## **OTHER MATTERS OF CONCERN**

- a) Tables : All the tables should be numbered and the caption should be placed at the top of the table. All tables should be referred to in the text.
- b) Pictures : Black and white or colored pictures should be prepared on a separate page and the caption should be at the bottom of the pictures. For pictures, the word "Plate I. \_\_\_\_\_" should be used in the caption. Photocopied or Xeroxed pictures are not acceptable.
- c) Graphs : For the line graphs, the lines should be clear (in bold form). All the graphs should be numbered and the caption should be placed at the bottom of the graphs. All the graphs should also be referred to in the text.
- d) Units and abbreviation / acronyms : Use standard abbreviation of SI or metric units. Also use standard acronyms when writing the report.
- e) Usage of scientific names : Scientific names for plants and animals should be italicized and underlined.
- f) Paper : Use 215 mm x 300 mm white paper. The report should only be one-sided and double spaced. The left margin should be 40 mm, and the right, top and bottom margin 25 mm.
- g) Submitted report : Students are required to submit 3 hard cover bound reports (for student, supervisor and department) and a soft copy for the library.
- h) Color : The hard cover should be dark green in color.

**ATTACHMENT 1 : TITLE PAGE**

NITROUS OXIDE EMISSION FROM AN UPLAND CROPPING  
SYSTEM IN THE HUMID TROPICS

BY

MOHAMMAD IBRAHIM KHALIL

A project report submitted to Faculty of Agriculture, Universiti Putra Malaysia, in fulfillment of the requirement of PRT 4999 / AKU 4999 / SHW 4999 (Final Year Project) for the award of the degree of Bachelor of Agricultural Science / Bachelor of Horticultural Science / Bachelor of Agriculture (Aquaculture) / Bachelor of Agriculture (Animal Science)

Faculty of Agriculture  
Universiti Putra Malaysia  
2022 / 2023

**ATTACHMENT II : ENDORSEMENT / CERTIFICATION PAGE**

The project report entitled \_\_\_\_\_

Is prepared by \_\_\_\_\_ and submitted to the Faculty of Agriculture in fulfillment of the requirement of PRT 49999 / AKU 4999/ SHW 4999 (Final Year Project) for the award of the degree of Bachelor of Agricultural Science/ Bachelor of Horticultural Science/ Bachelor of Agricultural (Aquaculture)/ Bachelor of Agriculture (Animal Science).

Student's name :

Student's signature :

\_\_\_\_\_

\_\_\_\_\_

Certified by :

\_\_\_\_\_  
(Supervisor's signature)  
(Name of supervisor)  
(Name of Department)

Date : \_\_\_\_\_

**ATTACHMENT 1II : COVER PAGE**

NITROUS OXIDE EMISSION FROM AN UPLAND CROPPING  
SYSTEM IN THE HUMID TROPICS

MOHAMMAD IBRAHIM KHALIL

FACULTY OF AGRICULTURE  
UNIVERSITI PUTRA MALAYSIA  
SERDANG, SELANGOR DARUL EHSAN  
2022/2023

**ATTACHMENT 1V : SPINE OF THE BOUND REPORT**

	<p><b>NAME OF STUDENT</b></p> <p><b>BACHELOR OF AGRICULTURE SCIENCE</b></p> <p><b>2022 / 2023</b></p>	
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