

**Faculty Of Administrative Science And Economics  
Department of Business and Management  
Department of Accounting  
Department of Banking and Finance  
Department of International Relations & Diplomacy**



# **List of Assignments Required for Academic Research and Writing**

**Faculty Of Administrative Science And Economics**  
**Department of Business and Management**  
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**Department of Banking and Finance**  
**Department of International Relations & Diplomacy**



**Dear Students,**

Please allow me to welcome you again to Tishk International University.

Academic Research and Writing is a foundational course designed to equip you with essential skills for success across all disciplines. It focuses on developing clear, structured writing, critical thinking, and effective research techniques. These skills are crucial not only for passing this course but also for performing well in assignments, projects, and papers throughout your academic journey. Hence, please study and don't hesitate to ask any question at any time. Passing this course without a clear understanding will leave a gap, which would affect your performance throughout your study.

It is quite important to enlighten you about essential matters:

- **Using AI and humanisers will be caught and rejected.** My goal is to help you overcome your fear, discover your weakness, and work on it.
- **AI = Zero with no chance to resubmit.**
- Late submissions for any reason except for those accepted by the department will not be marked.
- Formatting is highly important in academic research and writing. Hence, make sure to write using proper formatting. **Download journal articles to see the formatting and style in order to make familiarize yourself .**
- Formal language is highly important. Any informal way of writing will affect your overall marks.
- Planning is essential in academic writing, hence, don't rush to write without gathering planning and gathering enough data to carry the assignment.
- Citation is highly important here, so make sure to cite whatever information you rely on in your explanation
- When you cite, make sure to rely on the academic sources such as Journal articles, conference papers, books, thesis, dissertations as well as any official reports.
- You may use academic websites and databases to search for the articles such as ResearchGate, Academia, Google scholar, Emerald, SpringerLink, Scopus, ScienceDirect, to name a few.
- You may also use google search bar, however, avoid taking information for any source you find. Avoid websites as much as possible.
- Spend an adequate amount of time on the assignment and produce good-quality work to deserve a good mark.
- Please abide by all the instructions given in the assignment.
- Make sure to write your name and group as well (A, B, ACC, IRD)

### Submission:

- Submit your paper in a Word file format online (Turnitin) and printed copy. **I will provide you with the Turnitin Class ID and Enrolment key to submit your assignment to the Turnitin.**

## Assignment One

### Detailed Explanation of Research Components

**Due Date:** Wednesday, 5<sup>th</sup> of February 2025

You are required to complete an individual assignment to deepen your understanding of **essential research components**. Follow the instructions carefully to ensure your submission meets the academic and practical expectations outlined below.

#### Instructions:

#### 1. **Select a topic:**

Choose one of the following topics for your assignment:

##### 1. **Literature Review, Theoretical, Conceptual Framework, and Research Gap**

- ✚ Discuss the meaning and purpose of a literature review.
- ✚ Explore the structure of a literature review and provide guidance on writing and organizing it (e.g., thematic or chronological approaches).
- ✚ Explain theoretical and conceptual frameworks, highlighting their distinctions with examples.
- ✚ Identify and discuss the importance of a research gap, providing examples from existing studies.
- ✚ Identify the common mistakes in writing literature reviews and how to avoid (e.g., summarizing without critical analysis).

##### 2. **Background of the Study and Problem Statement: Meaning and Method of Writing**

- ✚ Define the terms "background" and "problem statement" and how they are different.
- ✚ Discuss how to craft a meaningful and concise Background and problem statement. (Structure).
- ✚ Include examples of strong and weak problem statements and discuss common mistakes.
- ✚ Explore the relationship between the problem statement and the study objectives.
- ✚ Highlight how to justify the significance of the problem and its implications.

**3. Research Approach: Qualitative, Quantitative, and Mixed Methods:**

- ✚ Compare qualitative, quantitative, and mixed-method approaches.
- ✚ Provide criteria for selecting an appropriate approach for research.
- ✚ Include a comparison table highlighting differences in data types, analysis techniques, and applications available.
- ✚ Explore the limitations and challenges of each approach.
- ✚ Discuss ethical considerations unique to each approach (e.g., confidentiality in qualitative interviews).

**4. Data Collection and Data Analysis: Types of Data, Collecting, and Analyzing Them:**

- ✚ Discuss types of data (e.g., primary vs. secondary, tertiary, qualitative vs. quantitative data).
- ✚ Identify and explain the data collection methods (e.g., surveys, interviews, experiments).
- ✚ Explain common data analysis techniques for qualitative and quantitative (e.g., thematic analysis, statistical methods).
- ✚ Highlight the meaning of sampling method and techniques.

**5. Citation and Reference Styles and the Issue of Plagiarism:**

- ✚ What is the meaning of Citation and referencing.
- ✚ Explain the purpose of citation and referencing in academic writing.
- ✚ Compare popular referencing styles (e.g., APA, MLA, Chicago) with examples.
- ✚ Provide guidance on tools and techniques for managing references (e.g., Zotero, EndNote).
- ✚ Discuss the ethical implications of plagiarism and how to avoid it.

**6. Submission Process of Research Articles and Publishing Venues:**

- ✚ Outline the steps in submitting research articles, including formatting, writing a cover letter, and responding to reviewers.
- ✚ Discuss criteria for selecting publishing venues, such as journal indexing and impact factors.
- ✚ Explore the issue of predatory journals and how to identify credible publishing opportunities.
- ✚ Include tips for crafting an effective abstract and cover letter.
- ✚ Emphasize the importance of interpreting reviewers' feedback and revising articles accordingly.

After selecting the topic, you need to conduct research:

- ✚ After selecting the topic, start collecting data from academic sources about these topics.
- ✚ Download them to your laptop and read them. Highlight all the relevant ideas that are important for your assignment.
- ✚ Investigate the selected topic thoroughly **using academic sources, books, and journal articles.**
- ✚ Use Google scholar to search for articles about the topics.
- ✚ You may also use google search bar, but you need to make sure it is a good source. Avoid website as much as possible.
- ✚ In anyway, searching is a skill, so search for the keywords in the topic you choose and place it in the search bar. You may add the word “PDF” in the search bar to assist in finding academic sources.
- ✚ Don't rely on one source only as it affects the quality of the assignment.

Google Scholar

Articles  Case law

Google scholar is very famous academic search bar. (just an example of many)

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### **Start Writing:**

The bullet point provided for you in each topic helps you to make your assignment focused. It also helps you to limit your research. **So, make sure that the content explains these bullet points.**

**Own words and based on your understanding. Support your understanding with previous research.**

### **General Formatting Guidelines:**

- ✚ Your paper should be approximately **5 pages in length**, excluding the reference list and the cover page.
- ✚ Use a consistent font **(Times New Roman, 12-point) and 1.5 Spacing for your paper.**
- ✚ Include page numbers and use headings/subheadings to organize your content.
- ✚ Ensure your work is neatly formatted, well-organized, and follows specific style **(APA 6<sup>th</sup> styles for Citations and References).**
- ✚ Use Microsoft word to cite, but don't copy form the source you have taken from directly.
- ✚ Below I will show you how to do it.

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# How to cite:



When you like a paragraph in an article, and you wish to take it, you may find a citation placed such as (Omar, 2025). Go the last part of the article and find the full information of the citation (References).

Then go to word. Above you will find **References**. Select references and choose “**insert citation**” – “**Add new source**”.

Now start coping the information you got to the empty blanks. Make sure to select the type of source (Book, article, website etc.)

#### ✚ See below:

Oversight by the House of Representatives is a critical area of study in democratic nations, as it is the duty of this representative body to counterbalance executive power through scrutiny of its actions and policies [5]. Given the extensive authority vested in the government, it is imperative that such power is subject to optimal oversight, both through political supervision by the House of Representatives and judicial oversight by the courts. The difference between the supervision by the House of Representatives and the judicial power institutions on the power of the Government, lies in its nature. Supervision by the House of Representatives is more active, while supervision by the judiciary is more passive[6].

✚ Now, here you can see numbers five and six. **These are the citations**. You cannot copy them to your assignment directly. **You need to scroll down till the end of the article.** You will find the following. **(See number five and six below. They have the full information)**

#### References

1. M. R. Rizki, “Kajian Fungsi Legislasi Dewan Perwakilan Rakyat Di Masa Pandemi,” *Magnum Opus*, vol. 5, no. 1, pp. 29–41, 2022.
2. M. S. Bilder, “The Soul of a Free Government: The Influence of John Adams’s A Defence on the Constitutional Convention,” *J. Am. Const. Hist.*, vol. 1, no. 1, pp. 1–40, 2023, doi: 10.59015/jach.axbf8835.
3. H. W. Dicky Eko Prasetyo, “Ius Constituendum Pengujian Formil Dalam Perubahan Konstitusi,” *AL-MANHAJ J. Huk. dan Pranata Sos. Islam*, vol. 4, no. 1, p. 2, 2022.
4. U. S. Radic and A. Kuswandi, “Hubungan Kemitraan Pemerintah Daerah Dan Dewan Perwakilan Rakyat Daerah Dalam Penyusunan Apbd Di Kabupaten Indramayu,” *Governance*, vol. 9, no. 2, pp. 113–123, 2021, doi: 10.33558/governance.v9i2.3167.
5. B. D. Anggono and R. Wahanisa, “Corruption Prevention in Legislative Drafting in Indonesia,” *WSEAS Trans. Environ. Dev.*, vol. 18, pp. 172–181, 2022, doi: 10.37394/232015.2022.18.19.
6. M. Zamroni, “General Principles of Good Governance in Indonesia: What are The Legal Bases?,” *Varia Justicia*, vol. 15, no. 1, pp. 1–8, 2019, doi: 10.31603/variajusticia.v15i1.2464.

✚ **The reference starts with** the **name** then **article title**, **journal name (before the word “Vol”)**, **page taken from** and **date of publication**. (As you can see above)

### Another example:

The knowledge assumed of the reader varies greatly from book to book, even at undergraduate level. Some authors, such as Rose (2007), who is aiming at the mature student, give very simplistic advice, while others, particularly in discipline-specific works, provide much more complex models. Storey (2004: 72–82), writing for history students, distinguishes between the Analytical and Narrative essay, providing models for each; while in literature, Fabb and Durant (2005: 67–76) offer several different techniques for arguing a case (causation, correlation and coincidence; assembling description or comments; classification; providing contexts for texts; comparing texts; building an organisation around a word). Macmillan and Weyes (2007a:96–7) also suggest a series of different structural approaches (chronological; classification; common denominator; phased; analytical; thematic; comparative/contrastive).

This is another way of citation. Don't worry. Scroll down and search for the name and full information. (In References)

After scrolling down, you will find all the information about the publication and the names of the writers. Use this information and add them to the word file. (I will explain also, don't worry)

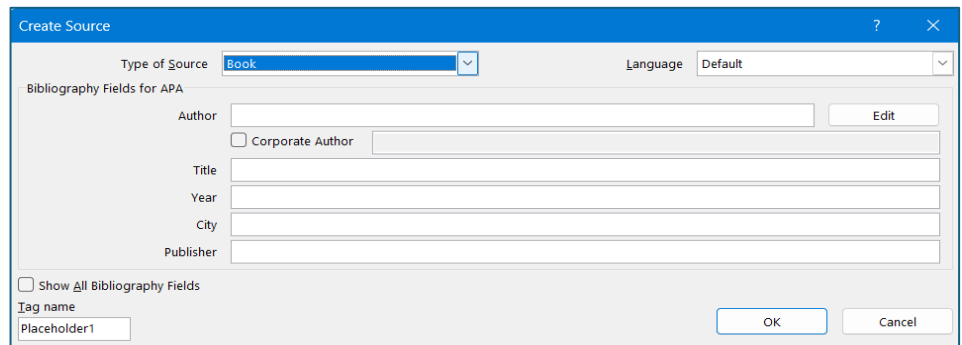
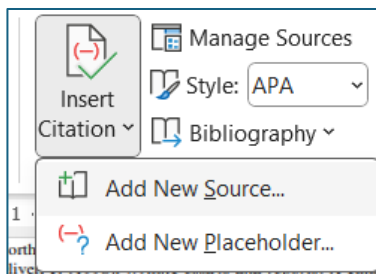
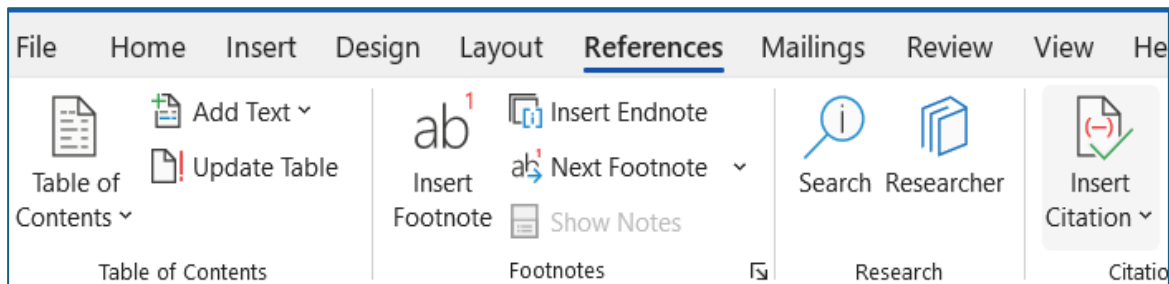
#### Bibliography of Academic Style Manuals Consulted

- Allison, B. (1997). *The student's guide to preparing dissertations and theses*. Kogan Page.
- Bailey, S. (2006). *Academic writing: A handbook for international students*. Routledge.
- Barrass, R. (1996). *Students must write: A guide to better writing in coursework and examinations*. Routledge.
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- Brown, R. B. (2006). *Doing your dissertation in business and management: The reality of researching and writing*. Sage.
- Chambers, E., & Northedge, A. (1997). *The arts good study guide*. Open University Press.
- Cottrell, S. (2003). *The study skills handbook*. Palgrave, Macmillan.
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- Macmillan, K., & Weyes, J. (2007a). *How to write essays and assignments*. Pearson Education.
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- Rose, J. (2007). *The mature students' guide to writing* (2nd ed.). Palgrave.
- Smith, P. (1994). *How to write an assignment: Improving your research and presentation skills*. How To Books.
- Soles, D., & Lawler, G. (2005). *The academic essay: How to plan, draft, write and revise*. Studymates.
- Storey, W. K. (2004). *Writing history: A guide for students*. Oxford University Press.
- Strong, S. I. (2006). *How to write law essays and exams*. Oxford University Press.
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- Walliman, N. (2004). *Your undergraduate dissertation: The essential guide for success*. Sage.
- Warburton, N. (2007, 2006). *The basics of essay writing*. Routledge.
- White, B. (2000). *Dissertation skills for business and management students*. Thompson Learning.
- Woods, P. (2006, 1999). *Successful writing for qualitative researchers*. Routledge.

**Now I got the information.**

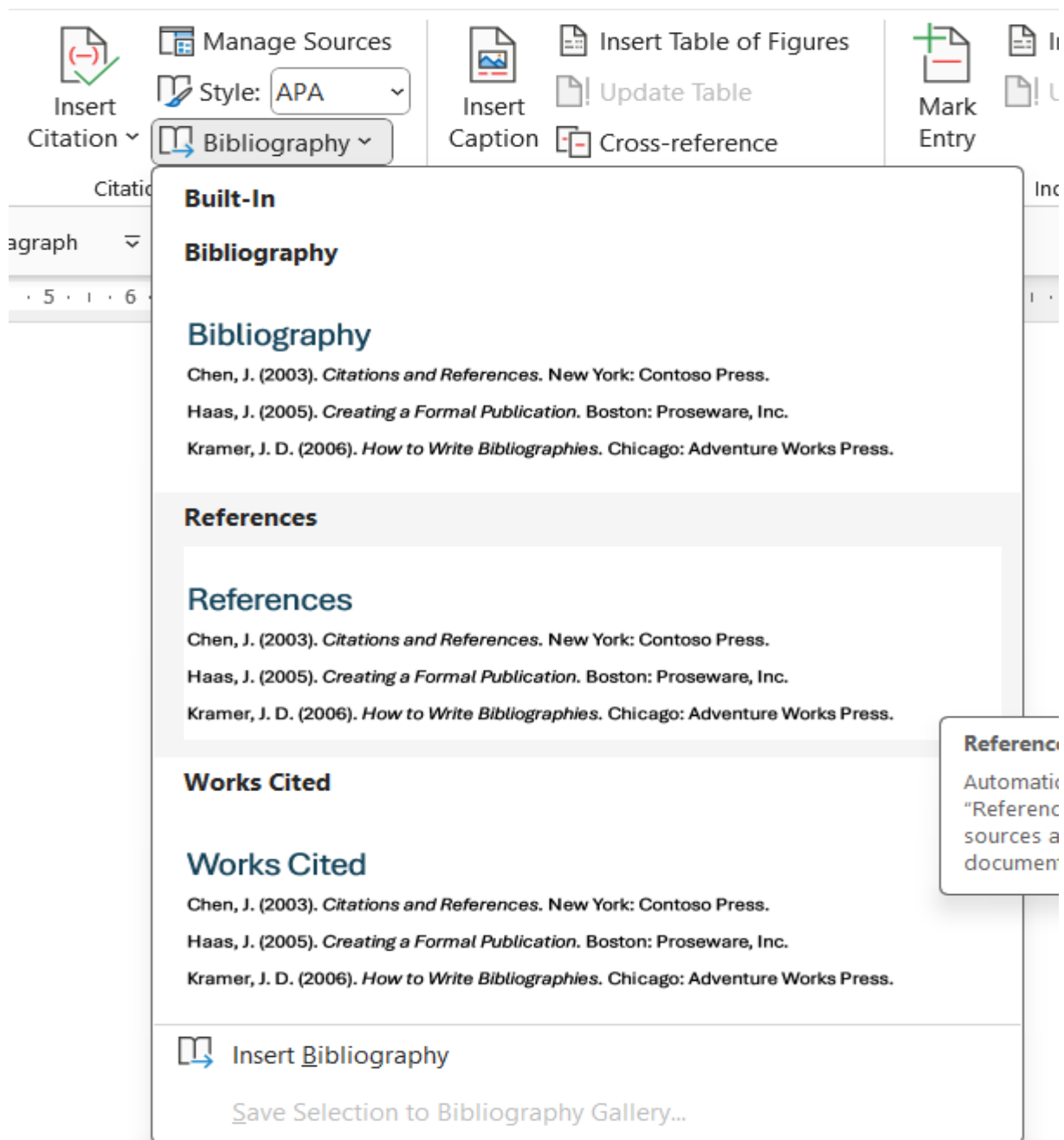
**Go to word file.**

**Just fill in the information of the article to these empty places. These are the steps. After adding, you will find the citation added to the text in the word file. (Done)**



## How to include the list of reference at the end of my assignment

**In one click**, you will find all the reference you cited at the end of your assignment. In the same place, you find the word “Bibliography”. Press and follow the instruction added below.



The screenshot shows the Microsoft Word ribbon with the 'References' tab selected. The 'Bibliography' group is expanded, showing a gallery of options. The 'Bibliography' option is selected, and a dropdown menu is open, displaying three styles: 'Bibliography', 'References', and 'Works Cited'. Each style shows a preview of the resulting list. A tooltip for the 'References' style is visible on the right side of the gallery.

**Built-In**

**Bibliography**

**Bibliography**

Chen, J. (2003). *Citations and References*. New York: Contoso Press.

Haas, J. (2005). *Creating a Formal Publication*. Boston: Proseware, Inc.

Kramer, J. D. (2006). *How to Write Bibliographies*. Chicago: Adventure Works Press.

**References**

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Haas, J. (2005). *Creating a Formal Publication*. Boston: Proseware, Inc.

Kramer, J. D. (2006). *How to Write Bibliographies*. Chicago: Adventure Works Press.

**Works Cited**

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Haas, J. (2005). *Creating a Formal Publication*. Boston: Proseware, Inc.

Kramer, J. D. (2006). *How to Write Bibliographies*. Chicago: Adventure Works Press.

**References**

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Insert Bibliography

Save Selection to Bibliography Gallery...

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# **Formatting**

## 1. Cover page

Include a cover page (with TIU Logo) with the following:

- + Your name
- + Course title
- + Assignment title (Detailed Explanation of Research Components)
- + The chosen topic
- + Date of submission

## 2. Introduction

- + Generally, introduce your topic and share the aim and the structure of your assignment.
- + Don't forget APA in-text citation

## 3. Heading

- + Add different heading for each of the points you are discussing in your assignment regarding the topic
- + Don't forget APA in-text citation

## 4. Another heading

- + You have many bullets point, so you might need several main headings.
- + Don't forget APA in-text citation

### 3.1 Sub-heading

- + Sub-heading is used for topics belong to bigger major topic.
- + Don't forget APA in-text citation

## 5. Conclusion

- + Summarize your entire assignment in two paragraph or less.

## 6. Reference

- + Here, you may add all the sources you have read and relied upon formatted in APA 6<sup>th</sup> as explained above.

*All the best*

## Assignment Two

### Crafting Your Own Research Paper

**Due Date:** Thursday, 13<sup>th</sup> of February 2025

Apply the concepts learned in writing this assignment to produce a concise research paper on a topic of your choice.

Citation is important here. Remember, Academic writing is about facts, so supporting arguments with citation is a must.

**AI = Zero with no chance or resubmit**

#### Instructions for the author:

##### 1. Topic Selection

- ✚ Choose any topic in any field that interests you to write about.
- ✚ I don't have any specific topics. Hence, feel free to choose.
- ✚ Ensure that the topic has enough depth to be explored in a 5-page paper.

##### 2. Title

- ✚ Title can be written after you understand exactly what you want to write about and the goal you need to achieve.
- ✚ Title can change or get modified after you finish your writing process.

##### 3. Abstract

- ✚ Abstract is a summary of the entire article you want to write and explaining in 200-250 words what have you done, why (problem or the goal), how (collecting data from sources and analyse them to understand the issue and solution) and the results.
- ✚ Leave this to be the last thing you do.



#### 4. Introduction

- ✚ Introduce the topic, providing necessary background information.
- ✚ Clearly state the objective of your research, explaining the significance and the structure of the research.

#### 5. Problem Statement

- ✚ In the problem statement, you need to write what push the researcher to do research about the topic. (explaining a new topic, find the reason for an issue, etc...)
- ✚ You might search for the topic of interest and see how article wrote the problem.
- ✚ Discuss the importance of the research and the risk of not conducting a research on the topic.

#### 6. Methodology

- ✚ In this part, you explain what your research design is. Since you are going to search from online sources. Hence, your study adopts qualitative approach since your data is written. And for data collection, you may write about the library method of collecting data since all your data is based on articles and other published sources.
- ✚ You may also search for articles to see how they wrote the method part.

#### 7. Literature Review

- ✚ This part is the core of the entire assignment as you would add all the headings and subheadings and all the topics you need to discuss. Here, you need to mention what previous studies stated about the topics ( how they define and explain it, features, advantages and disadvantages as well as the challenges, or any other topic)
- ✚ **For example**, if you discuss about the future of robots in the medical field. Your literature review might include the following headings:

- ❖ Definition of robotics
- ❖ Features of robots
- ❖ How robotics work
- ❖ Uses of robotics in the medical field
- ❖ Challenges and risks of using robotics in the medical field.
- ❖ Opportunities for better use of robotic in the medical field.

**ALL must be based on what previous sources (Citations) wrote, not just your own word.**





## **8. Conclusion**

- ✚ Summarize your research findings and their implications.

## **9. Citation and References**

- ✚ Follow all the instructions I provided to cite in text and provide the list of reference at the end of the assignment.
- ✚ Ensure that all sources you've referenced in your paper are cited Using APA 6<sup>th</sup>.
- ✚ Include a reference list at the end of your paper.

### **General Formatting Guidelines:**

- ✚ Your paper should be approximately 5 pages in length, excluding the cover page and reference list.
- ✚ Use a consistent font (Times New Roman, 12-point) and 1.5 Spacing for your paper.
- ✚ Include page numbers and use headings/subheadings to organize your content.

### **Submission Guidelines:**

- ✚ Ensure your paper is free of grammatical and typographical errors.
- ✚ Avoid Plagiarism
- ✚ Try to read articles take note on similar and different ideas. Then, report them to show that you are analysing not just describing what others stated.
- ✚ Submit your paper in a Word file format online and printed copy.

*All the best*