

HOW

the course paper must be formatted

- 1. The structure**
- 2. The citations**
- 3. The references**

REQUIREMENTS FOR COURSE PROJECT (TPU standard)

- 1. Recommended size:** 20-30 A4 pages, Times New Roman-14 or Arial-12 font, 1.5 line spacing.
- 2. Margins:** Top and Bottom: 20 mm, Left 30 mm, and Right 15 mm.
- 3. Indent:** equal throughout the text of the paper, equal to 5 characters (15-17 mm).
- 4. Numeration:** every page is numerated in the lower right corner. End-to-end numbering

REQUIREMENTS FOR COURSE PROJECT (TPU standard)

- 1. Structure:** course paper usually includes introduction, main body, practical section, conclusion and references.
- 2. Main body:** 2 chapters (divided for paragraphs and items) and practical section. Include theoretical and law information, examples and statistical data.

REQUIREMENTS FOR COURSE PROJECT (TPU standard)

- 3. Titles:** every chapter, practical section, introduction, conclusion and references begin from a new page. Those parts and the paragraphs titled on the separate line.
- 4. Numeration:** each chapter is numbered in Arabic numerals (for example, 1); each paragraph is numbered in the list of the chapter (for example, 1.1). Introduction, conclusion and references are not numerated

Course paper structure (example of Contents)

Content

Introduction.....	3-4
1. The concepts that describe the organizational structure of the enterprise.....	5-9
1.1. An organization	5
1.2. What is the organizational structure of a company?	5-6
1.3. Organizational structure	6-9
1.3.1. Chain of Command.....	6
1.3.2. Span of Control.....	6
1.3.3. Centralization.....	7
1.3.4. Mechanistic vs. Organic Organizational Structures.....	7-8
1.4. Making the organizational structure of a company.....	9
2. Classification of types of organizational structure.....	10-19
2.1. Functional Organizational Structure.....	10
2.2. Product-Based Divisional Structure.....	11-12
2.3. Market-Based Divisional Structure.....	13-14
2.4. Geographical Divisional Structure.....	15
2.5. Process-Based Structure.....	16
2.6. Matrix Structure.....	16
2.7. Circular Structure.....	17
2.8. Flat Structure.....	18
2.9. Network Structure.....	19
3. Analytical table of companies in Egypt and the used organizational structures.....	19-20
4. Conclusion	21
5. Recommendations	21-22
References	

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The course paper should be stitched, have a title page, designed according to the rules, and content page. It is possible to include such sections as Abbreviations, Glossary and Applications.

REQUIREMENTS FOR COURSE PROJECT (TPU standard)

Tables: Each has a number (table 1, 2, etc.), and a title below. It should reflect quantitative indicators having a unit of measurement relating to a certain period of time, territory. All tables should be referenced in the text. When borrowing, the citation is required.

Figures: Each has a number (Fig. 1, 2, etc.), a title placed under the figure.

Tables and figures (examples)

Table 20 – Gasoline price growth data [32]

Year	Gasoline price growth, %	Average value
2017	6,58	7,76%
2016	6,10	
2015	6,83	
2014	5,23	
2013	7,75	
2012	5,97	
2011	6,77	
2010	12,56	
2009	12,06	

Tables and figures (examples)

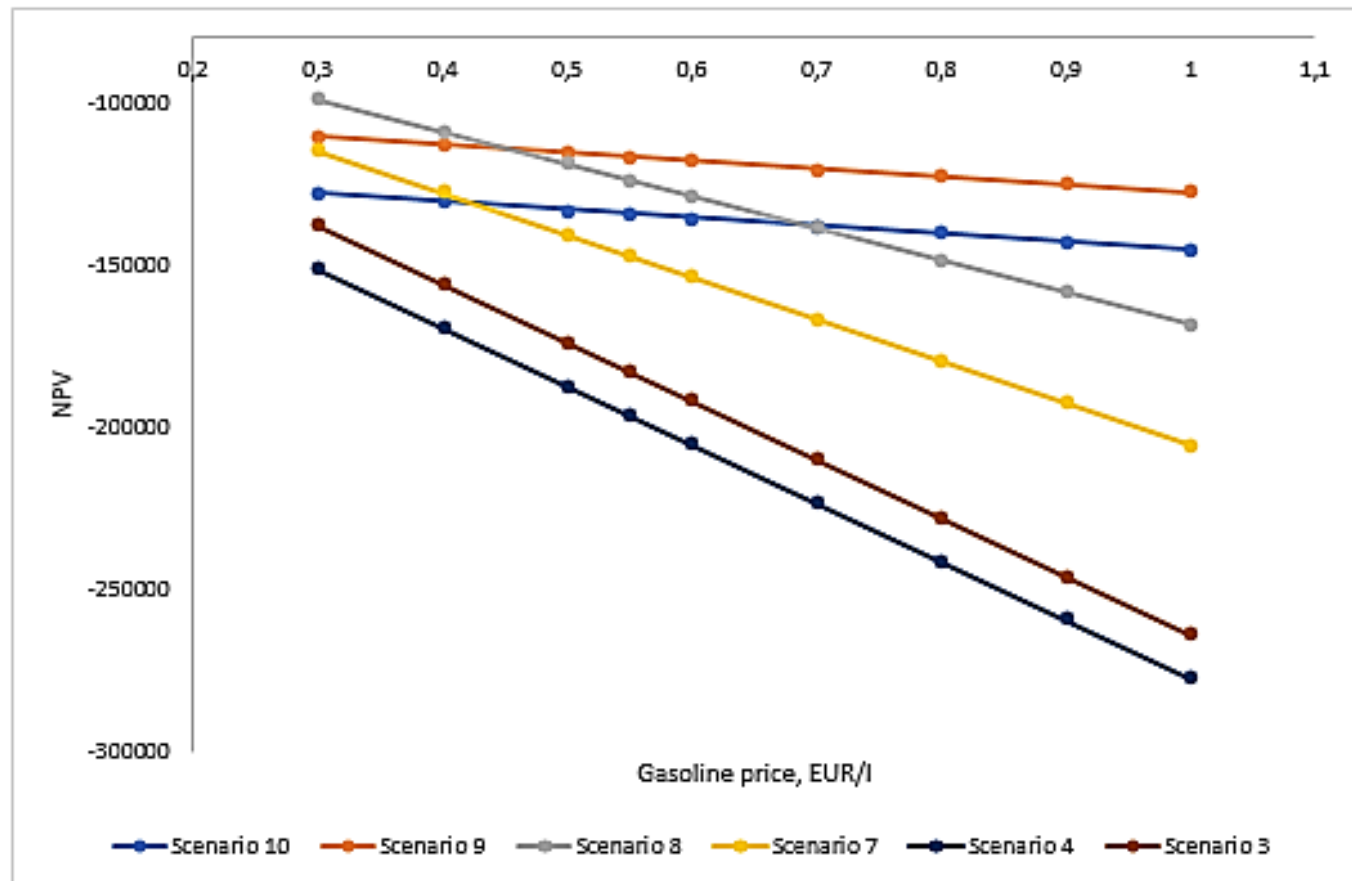


Figure 23. Sensitivity of NPV to gasoline price

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The own results and ideas of the author must be divided from the cited information as in the text so in the tables, figures and data. Every borrowed idea, factual material, quote from speeches, statistics should have links to authors and sources. Two internal citation forms are greeted:

- on the literature indicated in the list, indicating the number on the list and the page in the source;
- page by page, at the bottom of the page.

Citations formatting (examples)

Among different reasons why strategic plans fail, we found a failure to coordinate i.e., reporting and control relationships are not adequate so organizational structure is not enough flexible. Then failure to manage change because of the lack of vision on the relationships between processes, technology and organization. Companies tend to improve their organizational structures to be more effective and efficient. [1] ←

Economic characteristics

Inflation rate – a quantitative measure of the rate at which the average price level of a basket of selected goods and services in an economy increases over some period of time. It is the rise in the general level of prices where a unit of currency effectively buys less than it did in prior periods. [30] ←

Table 19 – Inflation data [31] ←

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References: The bibliography contains methodological, study, legal books and documents, statistical materials, scientific papers and monographs, articles and other sources. Each source in the list of references should be relevant (at least 70% of the 2015 release year and later)

Each source is described as follows:

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References for every source include:

- surname and initials of the author;
- title;
- publisher, place of publication and year (for monograph);
- name of the journal, year, number and pages (for the article);
- digest title, publisher, place of publication and year (for digests);
- document number and date of adoption, country and the authority (for laws, and decrees);
- URL and the date of access for the internet documents

References (example):

References

1. Frey, B.S., Stutzer A. Recent Developments in the Economics of Happiness// Journal of Economic Psychology. - 2014. - Vol. 42. - P. 189-191.
2. Frey, B.S. Happiness A Revolution in Economics// Journal of Economic Psychology. - 2010. - Vol. 31. - Issue 1. - P. 143-145.
3. Mentzakis E., Moro M. The poor, the rich and the happy: Exploring the link between income and subjective well-being// Journal of Socio-Economics. - 2009. - Vol.38. - Issue 1. - P. 147-158.
4. Dolan P., Peasgood T., White M. Do we really know what makes us happy? A review of the economic literature on the factors associated with subjective well-being // Journal of Economic Psychology. - 2008. - Vol. 29. - P. 94-122.
5. Davis L., North D. Institutional Change and American Economic Growth. Cambridge. 1971. – P. 6.
6. Yekti A., Hadi D., J. J., Hartono S. Technical Efficiency of Melon Farming in Kulon Progo: A Stochastic Frontier Approach (SFA). // International Journal of Computer Applications. Foundation of Computer Science. – 2015. – vol. 132. – № 6. - Pp. 15–19. URL: <http://dx.doi.org/10.5120/ijca2015907428>.