ENM308 Production Planning and Control 1

Guidelines for Preparation of Research Project

Please read this document carefully before beginning the project. You must take care about all the rules which will be mentioned below while preparing the project.

1) You will be expected to create a group which includes 4 students for this research project. Only one of the group members must submit the names of the students in the following link. http://goo.gl/forms/HXAx0LT The system will be open until October 8, 2015 and after that time it will close itself automatically. The students which are not placed in a group will be randomly assigned to groups.

2) A subject related to operations management will be assigned to each group randomly. Any request about changing the subject will not be put into consideration.

3) Each group is expected to prepare two reports. Deadlines for these two reports are last day of first midterm week (November 7, 2015) and last day of second midterm week (December 19, 2015) respectively. The reports must be prepared and submitted according to the outline given below.

4) Each group is also expected to make a fifteen minute-presentation about their research project. The presentations will be held in last two or three weeks of the semester. The groups will be randomly scheduled to lessons. The schedule and additional information about presentations will be provided in following weeks.

5) This research project will have a 20% overall weight. The weights of reports are considered as 30% and 25% respectively and the weight of final presentation is considered as 45%.

Outline for Reports

1) The report must be written by using MS Word and must be saved as either doc or docx format.

2) Use, Times New Roman font face and 11-point font. Give 2,5 cm margins on all four sides and give single line space between the lines.

3) The reports must be at least 5 pages and at most 10 pages (excluding the pictures, cover page and references)

4) Use a clear and understandable English, check your document in terms of grammar and spelling before submission. Minor mistakes will be ignored. However, the reports which are not understandable enough for evaluation will be put out of consideration and that group will have 0 point for that report.

5) You are allowed to use only scientific researches (books, peer-reviewed journal articles, conference proceedings, thesis, scientific research projects etc.). You are not allowed to use the information in web sites, blogs, forums, newspapers, magazines etc. You must definitely cite the original study. Here are some web sites for scientific publications. (Please note that most of these sites are accessible only from the university network.)

http://www.sciencedirect.com/
http://link.springer.com/
http://www.scopus.com/
https://tez.yok.gov.tr/UlusalTezMerkezi/

You can also use the libraries for books and book chapters.

6) The first page must be left as cover page. On that page, the member of groups and the subject must be written. Similarly, the last page must be left as reference page. All the cited studies must be given on that page. Both on reference page and in text, the references must be cited
according to APA format. You can access the APA format (in Turkish) from the following link. http://sbedergisi.ankara.edu.tr/apa60.pdf

7) After preparation, each group is expected to submit their study to Turnitin system before the deadline. Additional information about submission to turnitin system will be given in following weeks.

8) The turnitin system will close itself automatically and will not accept any submission after the deadline. In addition, the system will be busy especially in last minutes. For this reason please give special attention to submit your document before deadline. Any excuse will not be put into consideration.

9) You must use at least five different resources for first report. However, you can use only one resource for second report. You must use your own sentences while writing text. Avoid from direct quotation except mandatory cases.

10) Turnitin will calculate the similarity rate for each report. That rate must be less than 30%. Reports which have a similarity rate of more than 30% will be put out of consideration and that group will have 0 point from that report.

Contents of Reports and Presentation

**First Report:** In the first report you are expected to explain the subject with all possible details according to the outline given above.

**Second Report:** In second report, you are expected to explain an application about that subject (again with all possible details). There are numerous applications in the literature about most of the given subjects. However, there may be not any application for some subjects. If you are sure about that there is not any application about your subject, you are allowed to focus on novel extensions and/or improvements about that subject.

**Presentation:** The presentation will be a summary of first and second report. No additional analysis is expected from you for presentation.