

MEMO

To: All Seminar Series II Students, Master of International Business
From: Facilitator, Seminar Series II (MIB 8104)
Date: September 09 2026
Course: Seminar Series II (MIB 8104)
Academic Year: 2026/2027, Semester One
Subject: Revised Instructions for the Seminar Series Paper — Chapter One and Chapter Two

This memo sets out the length, structure and formatting requirements for your Seminar Series II papers .

1. Overall Formatting Requirements

- i. Font: Times New Roman, 12pt for body text; headings may be bolded at the same size.
- ii. Spacing: 1.5 line spacing throughout; justified alignment.
- iii. Referencing: APA 7th edition, applied consistently for in-text citations and the reference list.
- iv. The stated page lengths below refer strictly to chapter body text. The cover page and the reference list are excluded from the page count and do not count toward either chapter's limit.
- v. Each chapter begins on a new page.

2. Chapter One: Introduction — 4 pages

3. Chapter Two: Literature Review — 5 pages

5. Submission Checklist

- i. Cover page completed in full (course unit, course code, academic year, student name, student number, registration number, student email, facilitator's name).
- ii. Chapter One $\leq$ 4 pages of body text.
- iii. Chapter Two $\leq$ 5 pages of body text.
- iv. Reference list on a new page, APA 7th edition, excluded from the page count.
- v. Document proofread for parallel structure, tense consistency, and correct in-text citation format.

Assoc. Prof. Aaron ECEL. Ph.D

Internal examiner