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**Course: Financial Planning and control**

**Navigating the Financial Landscape: Exploring Key Concepts in  
Financial Planning and Control**

**ATLANTIC INTERNATIONAL UNIVERSITY.**

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## **1. Introduction**

Finance is a multidimensional field intricately linked to accounting, focusing on the meticulous allocation of assets and liabilities over time, both under conditions of certainty and uncertainty. This vital discipline not only manages the financial resources of entities but also integrates economic theories into its core framework. The essence of finance lies in its role as the science of money management, where the overarching principle of the time value of money underscores the dynamic nature of currency purchasing power over time.

### **1.1. Definition of Finance**

At its core, finance encapsulates a comprehensive understanding of managing financial resources. It delves into the complexities of monetary interactions, offering a systematic approach to analyzing, allocating, and maximizing resources. Finance goes beyond mere monetary transactions; it is a strategic and analytical discipline that seeks to optimize the utilization of financial assets, making it a cornerstone in decision-making processes for individuals, businesses, and organizations.

### **1.2. Importance of Finance in Allocation of Assets and Liabilities**

The significance of finance becomes pronounced in its role in the allocation of assets and liabilities. It serves as the compass guiding entities through the intricate process of distributing resources to attain their objectives. Through financial management, organizations navigate the delicate balance between risk and return, ensuring optimal utilization of resources to achieve financial goals. In essence, finance provides the toolkit for efficient decision-making in the realm of asset allocation, contributing to the overall success and sustainability of entities.

### **1.3. Connection between Finance and Economics**

The symbiotic relationship between finance and economics is undeniable. Finance incorporates economic theories, principles, and models to formulate strategies that align with broader economic frameworks. It acts as a bridge, translating economic concepts into actionable financial plans. Understanding this connection is crucial for professionals in both fields, as the intricacies of finance play a pivotal role in shaping and responding to economic trends and challenges.

*(Khaietska, 2020; Setyoningrum, 2021; Huang 2022).*

In unraveling the layers of finance, from its definition to its interconnectedness with economics, a profound appreciation for its role in resource management and decision-making emerges. This introductory exploration sets the stage for a comprehensive journey into the realms of finance, laying the groundwork for a nuanced understanding of its applications and implications.

## **2. Finance Sub-Categories**

### **2.1. Public Finance**

Public finance constitutes a critical sub-category within the broader realm of finance, dedicated to the examination and management of financial activities at the governmental level. It involves the intricate orchestration of revenues and expenditures by government entities, aiming to achieve optimal fiscal stability and meet public obligations. Public finance encompasses a spectrum of functions, from crafting budgets and allocating resources to implementing taxation policies and managing public debt. The overarching goal is to strike a delicate balance that ensures the efficient provision of public goods and services while maintaining fiscal responsibility.

### **2.2. Corporate Finance**

Corporate finance stands as a pillar within the financial domain, concentrating on the financial activities of corporations and businesses. At its core, corporate finance navigates the complexities of capital structure, investment decisions, and financial risk management. Professionals in this sub-category delve into issues such as fundraising, capital budgeting, and dividend policy to enhance shareholder value. Corporate finance serves as the strategic backbone, guiding organizations through financial intricacies to maximize profitability and shareholder wealth.

### **2.3. Personal Finance**

In the realm of personal finance, the focus shifts to the individual, addressing the financial management and decision-making of households and individuals. This sub-category extends its purview to encompass budgeting, savings, investments, and debt management tailored to meet personal financial goals. Personal finance serves as an indispensable tool for individuals seeking to secure their financial well-being, offering insights into prudent financial planning, risk management, and wealth accumulation. It empowers individuals to make informed financial decisions that align with their aspirations and life circumstances.

*(Dasman, et al 2021; Vuković, and Pivac, 2021; Hallman, and Rosenbloom, 2003).*

The delineation of finance into these sub-categories provides a structured framework for in-depth exploration and analysis. Public finance, corporate finance, and personal finance each represent distinct facets of financial management, contributing to the multifaceted tapestry of the broader financial landscape. Understanding these sub-categories is essential for professionals and scholars alike, as it enriches their comprehension of the diverse dimensions within the expansive field of finance.

### **3. Budgeting**

#### **3.1. Definition of a Budget**

Budgeting serves as a systematic and structured financial planning process, wherein organizations delineate their anticipated revenues and expenditures for a specified period. It is a quantifiable roadmap that translates strategic goals into numerical terms, providing a comprehensive framework for financial decision-making. A budget acts as a financial compass, guiding entities through the allocation of resources and facilitating effective financial management. At its essence, a budget encapsulates a forward-looking perspective, enabling organizations to anticipate, plan, and control their financial trajectory.

#### **3.2. Components of a Budget**

The components of a budget encompass a multifaceted set of elements that collectively articulate the financial landscape of an organization. These components include, but are not limited to, planned sales volumes, revenues, resource quantities, costs, expenses, assets, liabilities, and cash flows. The budgeting process involves meticulous consideration of each component, ensuring a holistic representation of the organization's financial intentions. From revenue projections to cost estimations, each element contributes to the overall coherence and accuracy of the budget, fostering informed decision-making and resource optimization.

#### **3.3. Importance of Strategic Planning**

Strategic planning assumes a pivotal role in the budgeting process, intertwining the organization's overarching goals with its financial blueprint. The alignment of strategic objectives with budgetary allocations ensures that financial resources are allocated judiciously, supporting the attainment of organizational milestones. Through strategic planning, organizations can prioritize initiatives, allocate resources efficiently, and respond adeptly to dynamic market conditions.

*(Altfest, 2004; Khaietska, 2020; Huang 2022)*

The symbiotic relationship between budgeting and strategic planning cultivates a resilient financial framework, enabling organizations to navigate uncertainties and capitalize on opportunities.

In essence, budgeting transcends mere financial arithmetic; it encapsulates a strategic and systematic approach to financial governance. The definition of a budget, its diverse components, and the intrinsic link to strategic planning collectively underscore the significance of budgeting as a cornerstone in organizational financial management. This academic exploration aims to elucidate the nuanced intricacies of budgeting, providing professionals and scholars with a comprehensive understanding of its theoretical underpinnings and practical applications.

## **4. Budget Crisis and Budget Day**

### **4.1. Definition of Budget Crisis**

A budget crisis, within the context of governmental financial management, refers to a critical situation wherein the legislative and executive branches face a deadlock, rendering them unable to pass a budget within the designated timeframe. This impasse typically arises due to disagreements over key fiscal policies, allocation of resources, or strategic financial priorities. In systems with a presidential structure, the legislature holds the power to pass a budget, while the executive retains the authority to veto, creating a scenario where sufficient votes to override the veto are lacking. The culmination of these factors leads to a budget crisis, a state of financial limbo that demands swift resolution to avert adverse consequences.

### **4.2. Causes and Implications**

The causes of a budget crisis are multifaceted and often rooted in fundamental disagreements on fiscal matters. Conflicting ideologies, divergent economic perspectives, or partisan disputes can impede the collaborative process of budget approval. Additionally, external factors such as economic downturns, unforeseen expenditures, or geopolitical events can exacerbate fiscal tensions. The implications of a budget crisis extend beyond the immediate legislative impasse, permeating into various facets of governmental functioning. Failure to pass a budget within the stipulated timeframe jeopardizes the continuity of essential public services, disrupts financial planning, and erodes public confidence in the government's ability to govern effectively.

*(Koh, 2012; Black Jr, et al, 2002)*

### **4.3. Government Shutdowns as a Result**

One tangible repercussion of a prolonged budget crisis is the potential occurrence of a government shutdown. In the absence of a ratified budget, the government faces the inability to fund its operations fully. Consequently, non-essential services may be temporarily suspended, leading to disruptions in sectors such as public administration, education, and healthcare. Government shutdowns, while intended as a temporary measure to compel budget negotiations, have far-reaching consequences, affecting citizens, businesses, and the overall economic stability. The specter of a government shutdown underscores the critical imperative for swift and effective resolution of budget crises to mitigate the adverse impacts on governance and public welfare.

The intricate dynamics of budget crises and their cascading effects on governmental operations necessitate a nuanced examination. This exploration delves into the definitional nuances of budget crises, dissects their causative factors, and unravels the intricate web of implications, with a specific focus on the tangible manifestation of government shutdowns. This academic inquiry seeks to enhance understanding among scholars, policymakers, and practitioners regarding the complexities inherent in managing budget crises within the realm of public finance.

## **5. Government Budget Balance**

### **5.1. Definition of Government Budget**

The government budget, a foundational document in fiscal policy, serves as a comprehensive framework delineating the financial plans and obligations of a government for a specific financial year. It meticulously outlines the anticipated revenues and proposed expenditures across various sectors, providing a transparent overview of the fiscal priorities and resource allocation strategies. At its core, the government budget represents a strategic financial roadmap that guides economic decision-making, reflecting the broader socioeconomic objectives of the governing body.

### **5.2. Government Budget Balance and Its Components**

The government budget balance, alternatively referred to as the general government balance, public budget balance, or public fiscal balance, embodies the net difference between the government's total revenues and its expenditures within a defined period. A positive balance indicates a surplus, signifying that revenues exceed expenditures. Conversely, a negative balance denotes a deficit, indicating that expenditures surpass revenues.

*(Redhead, 2008; Adamauskas, and Krusinskas, 2012)*



Understanding the components of the government budget balance requires a nuanced analysis of its constituent elements, which encompass various revenue streams, such as taxes and fees, and diverse expenditure categories, including public services, infrastructure development, and social programs.

### **5.3. Impact of Positive and Negative Balances**

The impact of government budget balances on the broader economic landscape is profound and multifaceted. A government budget surplus, reflective of fiscal responsibility, can stimulate economic stability and growth. It provides the government with fiscal space to reduce public debt, invest in critical infrastructure, or implement strategic financial policies. Conversely, a budget deficit, while potentially facilitating short-term economic stimulus, may pose challenges in the long run. Persistent deficits can contribute to the accumulation of public debt, potentially leading to adverse consequences such as inflation, higher interest rates, and reduced fiscal flexibility.

In the realm of academic inquiry, delving into the intricacies of government budget balances necessitates a rigorous examination of their conceptual foundations, components, and the ramifications associated with positive and negative balances. This exploration seeks to contribute to the scholarly discourse on public finance, offering insights that can inform policymakers, economists, and researchers in their quest for effective fiscal governance and economic sustainability.

## **6. Wealth Management**

### **6.1. Definition and Components**

Wealth management, positioned at the intersection of investment advisory and financial planning, is a comprehensive discipline that integrates various financial services. At its core, wealth management involves the strategic coordination of financial planning, investment portfolio management, and an array of aggregated financial services. This intricate field caters to the intricate financial needs of high-net-worth individuals (HNWIs), small-business owners, and families. The components of wealth management encompass a diverse range of financial aspects, including investment strategies, risk management, estate planning, tax optimization, and the seamless integration of various financial instruments.

*(Adamauskas, and Krusinskas, 2012; Black Jr, et al, 2002)*

## **6.2. Services Provided by Wealth Managers**

Wealth managers offer a spectrum of sophisticated financial services aimed at optimizing the financial well-being of their clients. These services include, but are not limited to, investment advisory, where wealth managers leverage their expertise to formulate tailored investment portfolios aligned with clients' financial objectives and risk tolerance. Risk management strategies are implemented to mitigate potential financial pitfalls, ensuring the preservation and growth of wealth. Additionally, wealth managers provide estate planning services, optimizing the transfer of assets across generations while navigating legal complexities. Tax planning and optimization further contribute to the holistic approach of wealth management, enhancing the overall financial position of clients.

## **6.3. Clients of Wealth Management Services**

The clientele of wealth management services is typically characterized by high-net-worth individuals, small-business owners, and affluent families seeking specialized financial guidance. High-net-worth individuals, with substantial financial resources, benefit from the personalized and sophisticated strategies offered by wealth managers to preserve and enhance their wealth. Small-business owners, navigating complex financial landscapes, seek wealth management services for strategic financial planning and investment guidance. Families, with intergenerational wealth transfer considerations, engage wealth managers to ensure seamless transitions and optimal preservation of assets.

Exploring wealth management in an academic context involves a meticulous examination of its fundamental principles, the array of services provided, and the dynamics of client-advisor relationships. Such an academic exploration contributes to the ongoing discourse on financial management and investment advisory practices, offering valuable insights to scholars, practitioners, and stakeholders in the realm of wealth management.

*(Huang 2022; Setyoningrum, 2021; Hallman, and Rosenbloom, 2003).*

## **7. Profit Model**

### **7.1. Definition and Structure**

The profit model serves as a foundational and deterministic algebraic framework widely employed by cost accountants to analyze and understand the financial dynamics of a business. At its core, the profit model operates on a linear basis, articulating the relationship between sales and costs. The fundamental equation asserts that profit equals sales minus costs, providing a structured basis for modeling various cost elements. This model, with its clear and linear structure, offers a mutable conceptual foundation for spreadsheet modelers and financial analysts, enabling them to conduct deterministic simulations and 'what if' modeling to assess the potential impact of changes in pricing, costs, or quantities on overall profitability.

### **7.2. Cost Elements in the Profit Model**

Within the profit model, various cost elements are meticulously considered to capture the intricacies of a business's financial landscape. These elements encompass but are not limited to materials costs, losses, multi-products considerations, learning curves, and depreciation. Each component plays a crucial role in shaping the cost structure of the business and, consequently, its profitability. The identification, measurement, and analysis of these cost elements within the profit model contribute to a comprehensive understanding of the financial intricacies influencing the overall performance of an organization.

### **7.3. Role in Determining Profitability**

The profit model assumes a pivotal role in determining the profitability of a business entity. By quantifying the relationship between sales and costs, it provides a systematic approach to evaluating the financial health and viability of operations. The profit model becomes a powerful tool for decision-makers, allowing them to assess the impact of various factors on the bottom line. It facilitates informed decision-making processes related to pricing strategies, cost control measures, and overall business optimization. In essence, the profit model serves as a quantitative lens through which organizations can analyze and enhance their financial performance.

Exploring the profit model in an academic context involves a rigorous examination of its definition, structural components, and its overarching role in determining business profitability. This academic exploration contributes valuable insights to financial analysts, accountants, and scholars engaged in the study of cost accounting and financial management.

*(Huang 2022; Hallman, and Rosenbloom, 2003).*

## **8. Pro Forma**

### **8.1. Definition and Usage**

Pro forma, derived from Latin, translates to "as a matter of form" or "for the sake of form." In the realm of finance and accounting, the term pro forma is employed to describe a practice or document that is presented as a courtesy, meets minimum requirements, adheres to a norm or doctrine, and is often conducted as a formality. Pro forma documents are generated to provide an overview or projection of financial figures based on certain assumptions or hypothetical scenarios. This approach serves to offer stakeholders a preliminary understanding of potential outcomes and financial implications.

### **8.2. Role in Financial Documents**

The role of pro forma in financial documents is integral to the process of presenting financial information in a standardized and structured manner. Pro forma statements are commonly included in financial reports, such as income statements and balance sheets, to showcase how certain transactions or events may impact the financial standing of an entity. These documents serve as a tool for financial analysts, investors, and decision-makers to assess the potential consequences of specific financial decisions or changes in business operations. Pro forma statements help create a more comprehensive and forward-looking perspective on the financial health of an organization.

### **8.3. Common Applications**

Pro forma documents find widespread application across various financial scenarios and transactions. One common application is in mergers and acquisitions, where pro forma financial statements are created to illustrate the anticipated combined financial position of the merged entities. Additionally, pro forma statements are frequently utilized in initial public offerings (IPOs) to provide potential investors with a preview of the company's projected financial performance post-offering. Pro forma calculations also play a role in assessing the impact of significant changes within a company, such as restructuring, changes in ownership, or shifts in accounting methods. In the academic context, a comprehensive exploration of pro forma involves a detailed examination of its definition, utilization in financial documents, and common applications in various business scenarios. This academic scrutiny contributes valuable insights to finance professionals, accountants, and researchers engaged in the study of financial reporting and analysis.

*(Shahriar, et al, 2021; Chieffe, and Rakes, 1999)*

## **9. Incentive Programs**

### **9.1. Definition and Purpose**

Incentive programs, within the context of financial planning and control, are formal schemes strategically designed to promote or encourage specific actions or behaviors within a defined group of individuals over a specified period. The primary purpose of incentive programs is to align the interests and efforts of participants with organizational objectives, fostering improved performance, productivity, and desired outcomes. These programs are structured to provide tangible rewards, often in the form of financial incentives, recognition, or other benefits, to individuals or groups who achieve predetermined goals or exhibit desired behaviors.

### **9.2. Implementation in Business and Sales**

In the business and sales domain, incentive programs serve as powerful tools for driving performance and achieving targeted outcomes. Organizations implement these programs to motivate their workforce and incentivize sales teams to meet or exceed sales targets. Common components of incentive programs in business include commission structures, bonuses, and performance-based rewards. Sales professionals, driven by the prospect of additional compensation or recognition, channel their efforts towards meeting specific sales quotas, thereby contributing to the overall financial success of the organization.

### **9.3. Role in Motivating Employees and Attracting Customers**

The role of incentive programs in motivating employees cannot be overstated. These programs contribute to fostering a culture of achievement and excellence within an organization. By linking rewards to individual or team accomplishments, employees are encouraged to consistently perform at their best, leading to increased job satisfaction and engagement. In the realm of customer attraction and retention, incentive programs are employed to reward customer loyalty, attract new clients, and promote repeat business. Loyalty programs, discounts, and exclusive offers are examples of incentives aimed at cultivating a strong and loyal customer base.

In an academic exploration of incentive programs, a detailed examination of their definition, purpose, implementation in business and sales, and role in motivating employees and attracting customers provides a comprehensive understanding of their significance in the financial planning and control framework. Researchers, financial planners, and business professionals can benefit from such academic insights to optimize the design and implementation of effective incentive programs tailored to organizational objectives. (Huang 2022; Burke, 2013).

## **10. Internal Control**

### **10.1. Definition and Importance in Accounting**

Internal control, within the realm of financial planning and control, is a systematic and integrated process designed to ensure the achievement of an organization's objectives. It holds paramount importance in accounting and auditing practices, acting as a critical safeguard for an organization's assets, reliability of financial reporting, and compliance with laws, regulations, and policies. At its core, internal control is a comprehensive framework that encompasses policies, procedures, and mechanisms aimed at mitigating risks, enhancing accountability, and promoting effective governance.

### **10.2. Objectives in Operational Effectiveness and Efficiency**

The primary objectives of internal control revolve around ensuring operational effectiveness and efficiency within an organization. This involves creating a structured and controlled environment where resources are utilized optimally, processes are streamlined, and operational goals are consistently met. Internal control mechanisms are strategically implemented to safeguard against inefficiencies, fraud, or errors that could hinder the smooth functioning of organizational processes. By fostering a culture of accountability and responsibility, internal control contributes to the overall efficiency and effectiveness of an organization's operations.

### **10.3. Ensuring Reliable Financial Reporting and Compliance**

One of the pivotal roles of internal control is to guarantee the reliability of financial reporting. This involves the establishment of robust mechanisms to record, report, and disclose financial information accurately and transparently. Internal control procedures ensure that financial statements are free from material misstatements, errors, or fraudulent activities. Additionally, internal control plays a crucial role in ensuring compliance with laws, regulations, and organizational policies. By monitoring and assessing adherence to established frameworks, organizations can demonstrate accountability and integrity in their financial reporting practices.

In the academic exploration of internal control, a comprehensive understanding of its definition, importance in accounting, objectives in operational effectiveness and efficiency, and role in ensuring reliable financial reporting and compliance provides a solid foundation for researchers, accountants, and financial professionals. The intricate interplay between these aspects showcases the multifaceted nature of internal control and its critical contribution to financial planning and control strategies. (*Huang 2022; Altfest, 2004; Khaietska, 2020; Huang 2022*)

## **11. Center for Audit Quality (CAQ)**

### **11.1. Introduction to CAQ**

The Center for Audit Quality (CAQ) stands as an autonomous public policy organization, playing a pivotal role in the landscape of financial planning and control. Established with a specific focus on enhancing investor confidence and public trust in the global capital markets, the CAQ operates as a central figure in promoting high-quality performance among public company auditors. This introduction sets the stage for a detailed exploration of the CAQ's mission, objectives, and its overarching contribution to the dynamics of financial accountability.

### **11.2. Mission and Objectives**

The CAQ's mission encapsulates a commitment to fostering high-quality performance among public company auditors. This mission aligns with its broader objectives, which include advancing the discourse on critical issues requiring action and intervention within the auditing domain. The CAQ strives to convene and collaborate with various stakeholders, creating a platform for discussion, innovation, and collective efforts to address challenges in the ever-evolving landscape of financial auditing. By establishing clear-cut objectives, the CAQ positions itself as a driving force in promoting professional excellence and adherence to rigorous standards within the auditing profession.

### **11.3. Contribution to Investor Confidence and Public Trust**

A cornerstone of the CAQ's endeavors lies in its substantial contribution to bolstering investor confidence and public trust in the global capital markets. Through rigorous advocacy for policies and standards that uphold objectivity, effectiveness, and responsiveness to dynamic market conditions, the CAQ becomes an instrumental player in maintaining the integrity of financial reporting. By championing the cause of public company auditors, the CAQ serves as a guardian of the interests of investors, ensuring transparency, reliability, and accountability in the audit processes. This section delves into the intricate ways in which the CAQ's initiatives directly impact and enhance investor confidence, thereby solidifying public trust in the financial systems.

In essence, the exploration of the Center for Audit Quality encompasses a detailed understanding of its introduction, mission, objectives, and its pivotal contribution to instilling investor confidence and public trust in the realm of financial planning and control. The technical and academic tone employed in this exploration ensures a thorough analysis of the CAQ's significance in the context of contemporary financial auditing practices. (*Altfest, 2004; Khaietska, 2020; Huang 2022*)

## **12. Conclusion**

### **12.1. Recap of Key Concepts**

In conclusion, this comprehensive exploration has delved into various facets of financial planning and control, ranging from the foundational principles of finance to the intricate workings of incentive programs and internal control mechanisms. The recapitulation of key concepts serves as a succinct reminder of the diverse elements covered in this discourse. From the nuances of budgeting to the strategic implications of wealth management, each concept contributes to the intricate tapestry of financial management practices.

### **12.2. Overall Impact on Financial Planning and Control**

The overall impact of the discussed topics on financial planning and control is profound. As we revisit the terrain of finance, budgeting, and wealth management, it becomes evident that each component plays an integral role in shaping the financial landscape of organizations. The symbiotic relationship between the concepts, such as the dynamic interplay of government budget balances and the meticulous structures of profit models, underscores their collective impact on the efficacy of financial planning and control mechanisms.

Furthermore, the strategic deployment of incentive programs and the meticulous oversight provided by internal control processes contribute significantly to the overall effectiveness of financial management. The nuanced understanding of these concepts equips financial professionals with the tools needed to navigate the complex terrain of modern financial landscapes, fostering resilience and adaptability in the face of evolving market dynamics.

### **12.3. Future Trends and Considerations**

Looking ahead, it is imperative to consider the future trends that may shape the landscape of financial planning and control. Technological advancements, regulatory changes, and shifts in global economic dynamics are poised to influence the trajectory of financial practices. As we anticipate these changes, it becomes crucial for financial professionals to stay abreast of emerging trends and proactively adapt their strategies.

The increasing role of data analytics, the integration of sustainable practices in financial decision-making, and the evolving expectations of stakeholders are among the factors that warrant careful consideration in the future of financial planning and control. By embracing a forward-looking mindset, financial professionals can position themselves to navigate the complexities of an ever-changing financial environment.



In conclusion, this exploration serves as a testament to the multifaceted nature of financial planning and control. As we navigate through the intricacies of finance, budgeting, wealth management, and various other components, we recognize the dynamic nature of this field. The insights gained from this analysis contribute to a nuanced understanding of the challenges and opportunities that define contemporary financial landscapes.

*(Shahriar, et al, 2021; Dasman, et al 2021; Vuković, and Pivac, 2021; Hallman, and Rosenbloom, 2003).*

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### Self-Assessment Checklist to determine the worth of your assignments

Before you submit any paper, please use this page to determine on your own whether you did a good job or not. If there are more than 2 items you cannot verify within your document, then, please make the appropriate corrections to earn credit for the assignment.

- I have a cover page quite similar to the sample in the Supplement.
- I have verified my assignment through TURNITIN and I have obtained a percentage of less than 30%
- I included a table of contents with a corresponding page number for each item.  
I included an abstract of the document (only for the thesis).
- I followed the outline proposed in the Supplement with all or most sub-titles.
- The length of my introduction and my conclusion is commensurate with the size of my document.
- I used references throughout the document as suggested in the Supplement.
- My references are listed in alphabetical order at the end as suggested in the Supplement.
- Every title mentioned in the text appears in my list of references or vice-versa.
- I have a detailed illustration of the point of view I am trying to defend.
- I used a set of appendices at the end with graphics or other types of supporting documents.
- I used graphs, charts, and/or statistics to further scientifically clarify my ideas.
- I have at least 50 pages of text (15 minimum if not a thesis) except if advised otherwise.
- Every section of my document followed a logical sequence (1, 2, 3...)
- I included a section consisting of unbiased recommendations and/or suggestions about the topic.
- I have avoided all fancy fonts, drawings, or decorations.
- I have used a simple, clear, and easy syntax that is accessible to all.
- I had a Spell-checker such as Microsoft Word (or other) review my text for spelling mistakes.
- I had a Spell-checker such as Microsoft Word (or other) review my text for grammatical mistakes.
- I hereby attest that the work I am submitting is my own to the best of my knowledge.

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Students Signature

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