

Specifications and Guidelines

Introduction

After candidates have successfully obtained three Certificates of Advanced Education from world-leading universities by participation the SCLA Annual Executive Forum, they are eligible to receive the Specialist Diploma in Distribution Business Management (SDBM). The cost for submission is \$400.00.

Graduation Paper Support and Supervision

Learning is a partnership to which members of the DBM Association, university faculty, employers and students contribute. It is based upon trust and cooperation within a framework of responsibilities designed to foster an effective and profitable learning environment.

Many working practitioners may not have undertaken a formal education process for some time. Consequently, great care is taken to ensure that a range of study and personal support is provided to each of them.

The DBMA, on the basis of their professional expertise in the subject of distribution and logistics, appoints professional supervisors to each student.

Graduation Paper Proposal

Before starting the graduation paper, candidates will be asked to submit a brief written proposal which should include the following:

- Title of the graduation paper
- A description of the topic the candidate wishes to research, clearly indicating the specific problem(s) that they intend to address
- An outline of how the candidate will carry out the graduation paper, including the methods considered most appropriate and important for their work
- A requested time table for the candidate to complete the paper, allowing sufficient time for gathering data, analysis and writing

The proposal will help the candidates to clarify their ideas concerning the graduation paper and identify the way that the goal is to be accomplished. The proposal is to be discussed with and approved by each candidate's professional supervisor before writing begins, allowing the supervisor to offer advice and, where appropriate, and constructive criticism. This process will also provide candidates with an opportunity to ask questions and clarify all possible dilemmas and obstacles.

Graduation Paper Topics

It is important that candidates choose a topic which is of interest to them and relevant to their organization. Although the topics are not limited, they should fall into one of the following main areas of the supply chain:

- Demand Planning Responsiveness
- Inventory Management & Information Technology

- Customer Relationships
- Order Fulfillment & Distribution
- Product Development
- Manufacturing
- Procurement
- Supplier Collaboration
- Life Cycle Support & Reverse Logistics
- Transportation & Carrier Management
- Distribution Design, Material Handling & Support
- Logistics Strategy
- Human Resources
- Process Improvement
- Supply Chain Leadership

Candidates should make sure to define the problem both clearly and concisely and remember that the graduation paper will consist of 4,000 words and that there is a limited time in which to complete. Candidates should not try to go too wide in their investigation of the problem.

Graduation Paper Methodology and Timing

Once a topic has been chosen, candidates should then attempt to break it down into appropriate elements and put forward the methods that will be used to address each element. For example, if the graduation paper involves gathering empirical data, candidates may wish to devise a questionnaire or a format for a structured interview. As with any project, candidates should produce a plan that shows the time phasing of each element in relation to the overall time available for completion and be careful not to underestimate the time required for each phase, particularly writing.

The amount of time that candidates are able to devote to studying varies according to their personal circumstances. Under normal circumstances, the graduation paper should be completed within one year.

Graduation Paper Writing

The following guidelines will help candidates in writing their graduation paper:

- Approximately 4,000 words in length, excluding appendices.
- Typewritten on white paper.
- Include the following:
 - A statement of the goal(s) of the paper
 - The method(s)/approach(es) used and reason for choosing it/them
 - Findings and recommendations
 - Conclusions or benefits achieved
 - References
 - Appendices

Diagrams, graphs, etc. should be incorporated in the text of the paper.

Although candidates may have collected a significant amount of material, they have to be selective in what they include in the written paper and should be sure to reference all the materials used in the text. Examples of questionnaires, computer printouts, etc. should be included as appendices.

The graduation paper is written specifically for the practicing engineers and managers and should, therefore, be written in a style that is not only clear but also explicit.

Instructions for preparing the graduation paper are provided below.

Graduation Paper Submissions

The completed graduation paper (two hard copies and one copy electronic version) should be sent unfolded in a suitable envelope to the DBM Association. Candidates are to include their name and address on the back of the envelope.

The address for submission of the graduation paper is:

DBM Association
Specialist Diploma Program
2938 Columbia Ave. Suite 1102
Lancaster PA, 17603

Graduation Award

Successful candidates are awarded the Specialist Diploma in Distribution Business Management at the SCLA Annual Executive Forum, which certifies that the knowledge demonstrated by them fully satisfies all graduation requirements.

Graduates then are entitled to use either the full expression of the award or the abbreviation SDBM after their name in a manner compatible with the regulations of the DBM Association and cooperating Universities.

Instructions for Preparation of the Graduation Paper Manuscript

(2 blank lines)

Student Name

Company Name

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ABSTRACT

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Please follow the instructions printed in the model manuscript with regard to the placement of the title, author's name and affiliation, as well as the main text. Manuscripts should not exceed 15 pages and should contain at least 4,000 words.

1. INTRODUCTION

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All manuscripts must be prepared clearly and accurately on one side of A4 sheet using an IBM computer (or compatible) and a good quality (preferably laser) printer. Use Arial or similar font (typeface) with a 12 pt size. All text must be single-spaced. The preferred word processing is Microsoft Word for Windows.

2. FIRST PAGE OF MANUSCRIPT

(1 blank line)

The title of the graduation paper should be centered on the top line of the first page as shown in this model manuscript. The title should be 14 pt size in boldface in upper and lower case letters. Two line spaces separate the title from the author. The author's name should consist of initials and last name. It should be 12 pt upper and lower case letters. Author affiliation should consist of name of company using 12 pt sizes. PROFESSIONAL TITLES AND QUALIFICATIONS SHOULD NOT BE INCLUDED. The remainder of the manuscript from the abstract should be fully justified in single line spacing.

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3. Main Text

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3.1 Page Numbers

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Page numbers should be at the foot of each page and centered.

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3.2 Headings

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As shown in the model manuscript, first order headings should be boldfaced, in upper case letters and preceded by Arabic numbers (1, 2, 3, etc.). Second order headings should be boldfaced with upper and lower case letters and preceded by 1.1, 1.2, 1.3, etc.

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3.3 Paragraphs

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Leave one blank line between paragraphs.

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3.4 Figures, Tables and Photographs

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Figures and tables should be arranged throughout the text, preferably being included on the same page as they are first discussed. Alternatively, figures may be placed at the end of the manuscript. Leave two blank lines above and below figures or tables. Figures, table and photographs should be numbered consecutively and captioned. The caption consists of the number and a title that briefly describes the figure or table.

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3.5 Mathematics

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Equations (formulae) should be centered and set apart from the text. Use two or three blank spaces to separate equations from the text. If numbered, use Arabic numerals enclosed in parentheses flush right along the final base line of the equation. Do not include dots from the equation to the equation number.

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3.6 References

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All references should appear together at the end of the paper as shown in the example below. [1].
References are to be numbered in the order in which they are quoted in the text. [2].

(2 blank lines)

REFERENCES

(1 blank line)

[1] Hsieh, J.S. (1986) Solar Engineering, Prentice-Hall, New Jersey.

(1 blank line)

[2] Tong, P. and Pian, A. (1969) Variational Principle and the Convergence of the Finite Element Method Based on Assumed Stress Distribution, *International Journal of Solid Structures*, Volume 5, pp. 436-472.