Masters Dissertation Project Handbook
(Including Diploma Project Report)

The University of Manchester

2006-2007

School of Informatics

IMPORTANT NOTICE TO STUDENTS
This handbook contains important information about Masters Dissertations and Diploma Project Reports.
You are expected to have thoroughly read this document and be fully familiar with its contents.
If there is anything which you do not understand or is not clear, you should contact the
Dissertation Co-ordinator or your Programme Leader as soon as possible and seek clarification.
The University of Manchester – School of Informatics  

Document History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
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<tr>
<td>9</td>
<td>October 2006</td>
<td>Minor changes</td>
</tr>
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<td>8.1</td>
<td>November 2005</td>
<td>Approved by PG Board of Studies and school board</td>
</tr>
<tr>
<td>8</td>
<td>September 2005</td>
<td>Major rewrite</td>
</tr>
<tr>
<td>7</td>
<td>25 January 2005</td>
<td>Refinement to mark allocation scheme and draft list of chapters: Allan Ramsay</td>
</tr>
<tr>
<td>6</td>
<td>19 November 2004</td>
<td>Major rewrite.</td>
</tr>
<tr>
<td>5</td>
<td>02 December 2003</td>
<td>Major rewrite. New examination scheme, enforcement of size limit.</td>
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<tr>
<td>4</td>
<td>20 November 2002</td>
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<tr>
<td>3</td>
<td>30th September 2001</td>
<td>New scheme. Integration Diploma and MEnt.</td>
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<tr>
<td>2</td>
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<td>New scheme.</td>
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<td>Scheme approved by PG Board of Studies and DAB.</td>
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This document provides a description of the School procedures and guidance to students undertaking a Masters project or Diploma project. The School reserves the right to change the content, format, delivery and assessment procedures without notice prior to the start of an academic year and with reasonable notice and regard to students, once the academic year to which this handbook relates has started. Under certain circumstances (such as illness or resignation of staff), it may be necessary to amend arrangements without due notice, but the School will take all reasonable steps to ameliorate problems and will bring such events to the notice of the appropriate MSc/ME/MRes Board of Examiners.

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CONTENTS

1. INTRODUCTION .................................................................................................................. 4
2. STAFF .................................................................................................................................. 4
   2.1. DEPARTMENT CO-ORDINATOR ............................................................................. 4
   2.2. ADMINISTRATIVE STAFF .................................................................................... 4
3. TIMETABLE .......................................................................................................................... 4
4. THE STUDENT'S RESPONSIBILITY ................................................................................... 5
5. ROLES OF THE EXAMINERS ........................................................................................... 7
   5.1. THE SUPERVISOR ..................................................................................................... 7
      5.1.1. CONTACT WITH SUPERVISOR ........................................................................ 7
      5.1.2. RESPONSIBILITY OF THE SUPERVISOR ....................................................... 7
      5.1.3. SUPERVISOR ABSENCE ................................................................................ 9
   5.2. THE INDEPENDENT EXAMINER .............................................................................. 9
      5.2.1. ROLE OF THE INDEPENDENT EXAMINER .................................................. 9
      5.2.2. MEETING THE INDEPENDENT EXAMINER ................................................ 9
      5.2.3. THE EXTERNAL EXAMINER ........................................................................... 9
6. REGULATIONS .................................................................................................................... 10
   6.1. COURSEWORK OFFENCE AND PENALTIES ......................................................... 10
   6.2. PLAGIARISM ................................................................................................................ 10
      6.2.1. COPYING AND COLLUSION ........................................................................ 10
      6.2.2. REPEATED SUBMISSION ............................................................................. 10
      6.2.3. FABRICATION OF RESULTS ........................................................................ 10
   6.3. EXTENSION TO THE SUBMISSION DEADLINE ...................................................... 11
7. PROJECT INFORMATION .................................................................................................... 11
   7.1. STYLES OF PROJECTS ............................................................................................ 11
   7.2. UNACCEPTABLE PROJECTS ..................................................................................... 12
   7.3. ASSESSMENT OF ACCEPTABILITY ......................................................................... 12
   7.4. BCS ACCREDITATION ............................................................................................. 13
8. PREPARATORY WORK ......................................................................................................... 13
   8.1. PREPARATORY WORK REPORT ............................................................................. 13
   8.2. PREPARATORY WORK REPORT SUBMISSION DEADLINE .................................. 14
   8.3. PREPARATORY WORK REPORT ASSESSMENT ..................................................... 14
   8.4. FEEDBACK FORM ...................................................................................................... 15
   8.5. PROGRESSION RULES ............................................................................................... 17
9. MASTERS DISSERTATION .................................................................................................. 17
   9.1. DISSERTATION SIZE ............................................................................................... 17
   9.2. DISSERTATION STRUCTURE .................................................................................. 17
   9.3. DISSERTATION SUBMISSION .................................................................................. 18
   9.4. DEMONSTRATION .................................................................................................... 18
   9.5. DISSERTATION ASSESSMENT ............................................................................... 18
   9.6. PROGRESSION RULES ............................................................................................. 19
   9.7. GRADUATION ............................................................................................................ 19
   9.8. RESUBMISSION ........................................................................................................ 19
10. DIPLOMA REPORT ........................................................................................................... 20
   10.1. DIPLOMA REPORT SIZE ....................................................................................... 20
   10.2. DIPLOMA PROJECT REPORT CONTENT ............................................................. 21
   10.3. DIPLOMA REPORT SUBMISSION DEADLINE ..................................................... 21
   10.4. DIPLOMA ASSESSMENT ......................................................................................... 21
   10.5. GRADUATION ......................................................................................................... 22
   10.6. RESUBMISSION ...................................................................................................... 22
APPENDIX 1 ............................................................................................................................ 23
APPENDIX 2 ............................................................................................................................ 25
APPENDIX 3 ............................................................................................................................ 30
APPENDIX 4 ............................................................................................................................ 33
APPENDIX 5 ............................................................................................................................ 43
1. Introduction

This document provides information on the Dissertation component of the School of Informatics' Masters Taught Postgraduate Programmes (MSc, MRes, MEng). The document also provides guidelines for the Diploma Project Report and the Preparatory work. It is in your own best interest to familiarize yourself thoroughly with this information, so that you are aware of the regulations and procedures relating to the assessment of MSc Dissertations. This document should be read carefully in conjunction with the descriptions of the taught course units (see the "Postgraduate Taught Programmes Handbook", which is available on the School's intranet).

2. Staff

2.1. Dissertation Co-ordinator

The Dissertation Co-ordinator, Dr Antonella de Angeli, is the member of the academic staff responsible for the administration of Masters Dissertations and Diploma Reports. It is her task to collate the Masters projects available each year and to allocate these projects to students. If a student faces problems that might affect his or her ability to successfully complete the Dissertation/ Diploma report, they should contact the Dissertation Co-ordinator for advice as soon as the problem is identified. Extensions for retrospective problems will not be granted if there has been an undue delay in advising the Dissertation Co-ordinator of the problem. The Dissertation Co-ordinator is the only person able to grant an extension to a submission date. Programme Leaders, personal tutors and supervisors do not have this authority.

2.2. Administrative staff

Administrative support for the Masters Dissertations and Diploma reports is provided by Ms Val Schofield. Queries regarding the submission of Preparatory Work, Dissertations and Diploma reports should be directed to her in the first instance.

3. Timetable

The following shows the approximate timetable for the operation of Masters Dissertation projects and Diploma reports.
### Semester 1

<table>
<thead>
<tr>
<th>Week 1</th>
<th>MEnt first meeting/contact with supervisor</th>
</tr>
</thead>
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<tr>
<td>18th October 2006</td>
<td>List of projects posted on the intranet</td>
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<tr>
<td>23rd October 2006</td>
<td>Own project submission deadline</td>
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<tr>
<td>13th November 2006</td>
<td>Project selection by students</td>
</tr>
<tr>
<td>14th December 2006</td>
<td>Project Allocation (except for MEnt, allocation done on intake and work starts immediately)</td>
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### Semester 2

<table>
<thead>
<tr>
<th>Week 1: 29th Jan- 2nd Feb 2007</th>
<th>First meeting/contact with supervisor</th>
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<tbody>
<tr>
<td>3 pm on 24th April 2007</td>
<td>Project Preparatory Work submission deadline</td>
</tr>
<tr>
<td>Examination Board:</td>
<td>Assessment of Preparatory Work</td>
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<tr>
<td>Mid June 2007</td>
<td>Examination Board decision:</td>
</tr>
<tr>
<td></td>
<td>Masters/Diploma/Fail</td>
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<tr>
<td>3 pm on 3rd August 2007</td>
<td>Diploma Report submission deadline</td>
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<tr>
<td>3 pm on 7th September 2007</td>
<td>Masters Dissertation submission deadline</td>
</tr>
<tr>
<td>Examination Board:</td>
<td>Masters and Diploma Results</td>
</tr>
<tr>
<td>November 2007</td>
<td>Degree Ceremony</td>
</tr>
<tr>
<td>December 2007</td>
<td></td>
</tr>
<tr>
<td>3 pm on 1st March 2008</td>
<td>Dissertation and Diploma Report re-submission deadline</td>
</tr>
<tr>
<td>Examination Board:</td>
<td>Masters and Diploma Results for resubmissions</td>
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<tr>
<td>June 2008</td>
<td>Degree Ceremony</td>
</tr>
<tr>
<td>July 2008</td>
<td>Degree Ceremony</td>
</tr>
</tbody>
</table>

### 4. The Student’s Responsibility

Students should note that they are responsible for their work and that the role of the supervisor is to provide guidance and advice. Students may NOT expect their supervisors to provide detailed feedback on more than one draft of each chapter or to correct spelling, grammar, punctuation etc.
It remains the sole responsibility of the student to ensure that all requirements of the dissertation are met.

The responsibilities of the student normally include:

**Administration of Dissertation Process:**

- arranging meetings with his/her supervisor(s) (taking account of any periods of holiday or work-related absence during the supervision period)
- keeping appointments with his/her supervisor(s), or informing his/her supervisor(s) where this is not possible
- discussing with his/her supervisor(s) the type of guidance and comments s/he finds most helpful
- ensuring a professional relationship with his/her supervisor is maintained at all times
- maintaining a suitable record of supervision meetings, including dates, action agreed and deadlines set
- preparing adequately for meetings with his/her supervisor(s)
- attending and participating fully in any courses related to the dissertation element of the programme provided by the School
- discussing issues arising from feedback and taking appropriate action
- maintaining the progress of the work as agreed with his/her supervisor(s)
- raising problems or difficulties with his/her supervisor(s)
- making his/her supervisor(s) aware of any circumstances likely to affect his/her work
- giving his/her supervisor(s) due warning and adequate time for reading any drafts
- being familiar with University / Faculty / School regulations and policies that affect him/her
- submitting the masters’ dissertation title and ethical approval form to the relevant office by the due date specified

(http://www.humanities.manchester.ac.uk/infoforstaffstudents/academicservices/pgteaching/ethicalapproval/)

**Writing-up:**

- ensuring that the final dissertation is written in accordance with requirements relating to the correct use of English language and presentation of tables, references, figures etc.
- where necessary, arranging for the completed dissertation to be proof-read, ensuring that this is done in adequate time to allow submission by the required date
- checking the completeness and accuracy of the text of the dissertation / project submitted
- ensuring that submitted work is their own (i.e. avoiding plagiarism)
• ensuring adequate time for the binding of the dissertation

Completing:
• submitting the dissertation to the appropriate office by the submission date specified
• informing his/her supervisor of the need for formal extensions or interruptions to the period of study and to ensuring that such extensions or interruptions are applied for in the appropriate way

5. Roles of the Examiners

5.1. The Supervisor

Each student is allocated an individual supervisor, who is normally a member of the academic staff of the School of Informatics, to oversee the progress of the Dissertation/Diploma project. The role of the supervisor is to provide intellectual guidance and offer advice on the planning of the project.

Note that a student cannot ordinarily change supervisor once they have been allocated. However, the scope of the project may be modified with the agreement of the supervisor. The dissertation coordinator must be given the new project description within a week of the change agreed in order to check its compliance with eligible Master projects. Only in exceptional circumstances can a student be reallocated a different supervisor. You should contact the Dissertation Coordinator for advice if you want to request a change of supervisor.

5.1.1. Contact with supervisor

Student and supervisor should agree the frequency and duration of their contact during the different phases of the Dissertation/ Diploma project. Students must keep a record of the meetings, the notes on the discussions and decisions regarding their project and any other feedback relating to the project work. For further details regarding the School’s policy on levels of supervision for students, please see Appendix 1.

5.1.2. Responsibility of the supervisor

Responsibilities of the dissertation supervisor normally include:

Choice:
• discussing the choice of dissertation or project topic with the student to make sure that the project / research is feasible within the time available
• advising on the writing of any outline and proposal required and the selection and submission of a title

Planning:
• discussing the design and adequacy of methods
• giving guidance about the nature of the dissertation / project and, where possible, suggesting dissertation / project reports of former students as examples

Execution:
• giving guidance on search techniques and on necessary reading
• giving guidance on the planning of empirical work
• giving guidance on the development of chapters
• giving guidance on conventions of dissertation writing
• assisting the student in managing the timetable of the project
• assisting the student in identifying when problems are liable to be encountered and how they might be tackled
• identifying any health and safety requirements related to the project which must be adhered to and to ensure proper risk assessments are conducted where required
• making the student aware when progress on the dissertation is below the standard expected and giving guidance on how the problem should be rectified
• informing students who require additional help with language skills, where such help can be sought
• drawing to students attention policies and regulations relating to the conduct of research, including ethical considerations

Writing-up:
• responding to first drafts of chapters in reasonable time with constructive feedback, normally within three weeks of receipt
• ensuring that the student is aware of policies and regulations relating to the reporting of research and the implications of misconduct and plagiarism

Completing:
• giving advice on the necessary completion dates for successive stages of the work so that the dissertation may be submitted by the published submission date
• advising the student about the need to submit formal requests for interruptions/extensions as required
5.1.3. Supervisor Absence

It is the responsibility of the supervisor to assign a secondary supervisor if they are absent from the School of Informatics for any period longer than 3 consecutive weeks. The secondary supervisor will normally be a member of academic staff. The supervisor must inform both the student and the Dissertation Co-ordinator of the arrangements that have been made.

The secondary supervisor assigned during a period of absence cannot be the Independent Examiner (see below). The Dissertation Coordinator will check this.

5.2. The Independent Examiner

5.2.1. Role of the Independent Examiner

An Independent Examiner will be nominated to act as a second examiner for Preparatory Work, Dissertations and Diploma reports. The Independent Examiner is normally a member of the academic staff of the School of Informatics.

5.2.2. Meeting the Independent Examiner

In order to ensure the independence of examiners, students may not consult the Independent Examiner on any matter concerning the Dissertation. The Independent Examiner will not normally be a student’s personal tutor.

5.3. The External Examiner

The External Examiner is an independent senior academic from another UK university who is responsible for monitoring the quality and standards of the degree programmes offered by the School of Informatics. The External Examiner has access to all Course Unit descriptions, guidelines, Preparatory Work, and Dissertations/Diploma reports. The External Examiner attends all meetings of the MSc/MEnt/MRes Boards of Examiners associated with the degree programmes.

6. Regulations

The following should be read carefully in conjunction with the School of Informatics Handbook and section 8 of the Postgraduate Taught Programme Handbook.
6.1. Coursework offence and penalties

Masters Dissertations and Diploma reports should represent new and original work. All cases of academic malpractice that are identified will be treated as a disciplinary matter and will be referred to a Faculty committee for the imposition of an appropriate penalty. Examples of academic malpractice include:

6.2. Plagiarism

The submission of material copied from another source (textbooks, academic papers, Internet resources etc) as if it were the student’s own work. Students are strongly advised to consult the School’s guidelines “Referencing and Citing for Computation Students” (see Appendix 5), for advice on referencing the work of others.

Warning: Phrases or sentences in your assessed work may be checked against material accessible on the world wide web, using commonly available search tools. The University also subscribes to an online plagiarism detection service specifically designed for academic purposes. You must therefore submit an e-version of your Preparatory Work and Dissertation/Diploma report via the relevant WebCT pages. You will not be notified if your work is to be checked in this way.

6.2.1. Copying and Collusion

This occurs where two or more students submit substantially the same piece of work in whole or part. All students involved in a case of copying and collusion will be punished in the same way, irrespective of how the breach in regulations occurred. This imposes significant responsibilities on students to ensure the integrity of their own work.

N.B: The Masters Dissertation and Diploma report represent individual pieces of work. Where a particular Dissertation/Diploma report forms part of a wider investigation involving more than one student, all students involved must acknowledge any joint activity and clearly identify their own contribution.

6.2.2. Repeated submission

An item of coursework may be submitted on only one occasion. Where it is submitted for multiple assessments, it will be deemed to have been copied from another source. An exception to this regulation is that material assessed in the “INFO61003: Research and Professional Development” Course Unit may be submitted as part of a student’s Dissertation/Diploma report.
6.2.3. Fabrication of results

A student claiming to have achieved results that they have not obtained will be deemed to have fabricated those results. For example, falsely claiming to have completed an implementation or providing false information on the evaluation of the results of a project are classified as fabrication of results.

6.3. Extension to the Submission Deadline

Where there are circumstances outside a student’s control that will delay the submission of their Preparatory Work report or Diploma report or Dissertation, a request for an extension to the submission deadline can be made. Any such request must be made as soon as the expected delay is known.

Applications for extensions will be considered only upon receipt of a fully completed “Coursework Extension Request” form (available from Reception (Room F11) on F-floor in the MSS building). The completed form, together with any supportive documentary evidence (for example medical certificates) should be submitted to Val Schofield (F12). You will be advised of the outcome of your application as soon as a decision has been made. The Dissertation Co-ordinator is the only person authorised to grant an extension to a submission date. Programme Leaders, personal tutors, and supervisors do not have this authority.

A student submitting his/ her Dissertation/ Diploma report after the submission deadline without having been granted an extension will be deemed to have failed.

7. Project Information

7.1. Styles of Projects

The following styles of project are allowed:

- System Development. The student would generally be expected to capture and analyse requirements, design, implement, test, and evaluate a computer-based system.

- Research Project. The student would be expected to carry out some original research in a topic closely related to the construction, deployment, engineering or evaluation of computer-based systems or information systems. Research projects come in many shapes: they may involve devising new algorithms, testing existing algorithms in new contexts, developing new software development methodologies, investigating ways of assessing the
uptake of systems in business contexts, evaluating the cognitive and social impacts of information artefacts etc. For any such project, however, there must be clear success criteria, risk analysis and contingency plan. The nature of these criteria will be as varied as the nature of the projects themselves, but a project which, for instance, simply describes a new system’s development methodology without showing how to obtain concrete evidence about whether it is good or bad will not be acceptable.

All projects, regardless of type, are expected to show a systematic approach to problem solving using appropriate engineering and/or scientific techniques, including the use of a qualitative/quantitative approach, methodology and risk/contingency planning. All projects are expected to involve the practical and/or theoretical application and extension of material that has been, or is being, studied as part of the student’s degree course. For any project, it is important that criteria for testing the success of the project are specified and that the final result of the work is systematically evaluated with respect to these criteria.

7.2. Unacceptable Projects

The following types of projects are deemed to be unacceptable:

- The development of a taught course, where the primary work involves the development of teaching materials using standard tools (such as PowerPoint).
- A project consisting solely of:
  - a discursive essay or
  - a literature survey or
  - a critical evaluation of existing software products or Web sites.
  - The ‘trivial’ application of tools. This includes all project types and specifically rules out the development of simple web sites for organisations where the sole implementation method is to use a tool such as Dreamweaver, Front Page or E-shop. However, such a project may exceptionally be run where there is a considerable evaluation element that leads to significant and meaningful conclusions about the design of the website or a significant critique of the tools.
- A project where there are no clear criteria of success.

7.3. Assessment of Acceptability

The supervisor is responsible for advising on the compliance of the project to the guidelines given in the previous section. Moreover, as part of the assessment of the Preparatory Work, both supervisor and the independent examiner check the compliance of the project to the above guidelines and will explicitly state whether it meets the requirements regarding compliance and standard of written English. Where necessary and based on the feedback
produced at Preparatory Work level, the Dissertation Coordinator will consult with the supervisor to ensure that compliance occurs.

7.4. **BCS accreditation**

The School of Informatics is seeking BCS accreditation for the MSc in Informatics only. Students on all other programmes should have complied to the BCS requirements during their undergraduate degrees.

MSc Informatics students considering accreditation by the BCS should discuss this with their supervisor in order to ensure that their projects comply with the BCS criteria.

The artefact resulting from the project must be demonstrated to the supervisor before the dissertation submission deadline.

8. **Preparatory Work**

During Semester 2, as part of the assessment of the INFO61003: Research and Professional Development Course Unit, students are expected to produce a written “Preparatory Work” report, which is assessed by both the supervisor and independent examiner. This report is designed to assist students in the preparation of their Dissertation/ Diploma report.

8.1. **Preparatory Work Report**

The precise content of the Preparatory Work report will depend upon the nature of a particular project but will typically include:

- Requirements and specifications.
- Success criteria.
- Project plan (for the overall project including dissertation stage).
- Initial survey of the relevant literature.
- Initial study of the relevant research methods, design methodology, and implementation tools.

The length of the report should not exceed 20 pages (excluding cover page, table of contents abstract and list of references). Any additional material may be given in appendices with a limitation of 10 pages. Students must make every effort to be concise in their writing and to avoid inclusion of unnecessary materials. A strict size limit will be enforced; excess pages will not be marked.
It is expected that the structure of the report should follow the list of chapters given below. However, the exact format of the report will depend upon the nature of the project: students should consult their supervisor for a more precise list of material to be included:

1. Abstract: a summary of the report;
2. Introduction: outlines the scope of the investigation and the problem to be solved;
3. Background: discusses relevant background material and related approaches to the area of investigation;
4. Specification: identifies what the project involves, what will be done, how it will be done, what tools will be used, what will be delivered, and how the work will be evaluated;
5. Success criteria: identifies how the project will be evaluated;
6. List of references;
7. Appendix: a project plan including all major deadlines and deliverables up to the submission of the dissertation.

The format of the Preparatory Work report should follow the Dissertation structure (see Appendix 2) and presentation guidelines (see Appendix 4).

8.2. Preparatory Work Report Submission Deadline

Students must submit two hard copies of their "Preparatory Work" report, which must be submitted to the Central Reception Point on F-floor (MSS building) by no later than 3.00pm Tuesday 24 April 2007. You are also required to submit an e-version of your report, which must be submitted via the WebCT page for INFO61003 by 3.00pm Tuesday 24 April 2007. Personalised Coursework Submission Forms can be collected from MSS/F7 from Tuesday 17 April onwards. These should be completed and submitted with the two copies of the report.

8.3. Preparatory Work Report Assessment

The Preparatory Work report will be assessed according to the standards expected of the actual Masters Dissertation with respect to substance, soundness of contents, and quality of textual presentation. The marking sheet used by supervisors and independent examiners is given overleaf – note the report is marked out of 100 (60 marks for the supervisor and a further 40 marks for the independent examiner, who does not mark the conduct of work). Pages in excess of the 20 page limit for the main text and 10 page limit for appendices will not be marked.
8.4. Feedback form

Feedback on each of the assessed criteria will be provided. Additionally, there are two tests for eligibility of the work. These do not contribute to the mark for the Preparatory Work report, but, if the report does not pass these two tests, then students should see their supervisor immediately to ensure that they are addressed before the submission of the final report. Additional support for students whose command of English is deemed to be unsatisfactory is available from the University Language Centre — please refer to Section 1.3.2. of the Postgraduate Taught Handbook for further details.

### CONDUCT OF WORK (Supervisor only)

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<thead>
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<td>Has the student defined and carried out the tasks appropriate at this stage of the project?</td>
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<tr>
<td>□ Yes □ No</td>
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<td>Examiner’s comments:</td>
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<tr>
<th>Aptitude</th>
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<tbody>
<tr>
<td>Has the work been carried out with competence and the student demonstrated ability and interest?</td>
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<tr>
<td>□ Yes □ No</td>
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<tr>
<td>Examiner’s comments:</td>
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### REPORT (Supervisor and Independent Examiner)

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<th>Technical merit</th>
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<tbody>
<tr>
<td>Is the ground covered by the report substantial?</td>
</tr>
<tr>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Is the content sound?</td>
</tr>
<tr>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Does it show comprehension of the project?</td>
</tr>
<tr>
<td>□ Yes □ No</td>
</tr>
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Clarity and completeness of background investigation:

□ Excellent □ Good □ Satisfactory □ Poor

Examiner’s comments:
<table>
<thead>
<tr>
<th>Quality of Text</th>
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<tbody>
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<td>Is the text well structured and accurate? □ Yes □ No</td>
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<tr>
<td>Is the text of dissertation quality? □ Yes □ No</td>
</tr>
<tr>
<td>Clarity and completeness of text:</td>
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<tr>
<td>□ Excellent □ Good □ Satisfactory □ Poor</td>
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<tr>
<td>Examiner’s comments:</td>
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<table>
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<th>Level of preparation</th>
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<tbody>
<tr>
<td>Does the report exhibit a clear understanding of the project? □ Yes □ No</td>
</tr>
<tr>
<td>Assessment of the clarity and achievability of the plan of work:</td>
</tr>
<tr>
<td>□ Excellent □ Good □ Satisfactory □ Poor</td>
</tr>
<tr>
<td>Examiner’s comments:</td>
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<table>
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<th>Eligibility</th>
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<tbody>
<tr>
<td>Is the student's command of written English satisfactory? □ Yes □ No</td>
</tr>
<tr>
<td>If the student's written English appears to be inadequate for producing a</td>
</tr>
<tr>
<td>satisfactory final report they are advised to take a course to improve it, e.g. at</td>
</tr>
<tr>
<td>the English Language Teaching Centre. Students will not fail the preparatory</td>
</tr>
<tr>
<td>work report simply on the grounds of poor written English, but they should be</td>
</tr>
<tr>
<td>advised that this may seriously affect the marking of their final report.</td>
</tr>
<tr>
<td>The project complies with Masters/ Diploma requirements: □ Yes □ No</td>
</tr>
<tr>
<td>Where a project does not comply with requirements (e.g. if it is a &quot;development&quot;</td>
</tr>
<tr>
<td>project involving only very straightforward use of proprietary tools, or a</td>
</tr>
<tr>
<td>&quot;research&quot; project with no clear success criteria) then the student should be</td>
</tr>
<tr>
<td>advised to make appropriate changes immediately. Again, students will not fail</td>
</tr>
<tr>
<td>the preparatory work report simply because their project does not comply with</td>
</tr>
<tr>
<td>the Masters requirements, but they will fail the final project assessment if the</td>
</tr>
<tr>
<td>problem is not fixed.</td>
</tr>
</tbody>
</table>

| Any other examiner's comments (e.g. problems with references etc):          |
8.5. Progression Rules

Progress to the Dissertation/Diploma phase of the postgraduate programme is determined by a candidate’s examination performance in Semester 1 and Semester 2. The MSc / MEnt / MRes Boards of Examiners in June 2007 will make their decision on a candidate’s progression based on their examination performance. For further details, please refer to Section 5 of the Postgraduate Taught Programme Handbook.

9. Masters Dissertation

Students who pass at Masters level should start full-time work on their dissertation project immediately upon receiving their results in June and continue until the Dissertation submission deadline on 7th September 2007.

Students are advised that it is in their own best interest to begin full-time work on their Dissertation project immediately following the end of the examination period. Please note that, due to the marking of examination scripts, this is a busy period for academics and therefore supervision may not be available before the Board of Examiners meeting.

9.1. Dissertation Size

The typical length of Dissertations is 100 pages. Given the wide variety of topics it is difficult to generalise, but the range should be 80-120 pages (not including appendices). Students must make every effort to be concise in their writing and to avoid inclusions of unnecessary materials in both main text and appendices.

A strict size limit will be enforced; excess pages will not be marked:

- Maximum 120 pages for the main text (complying to the format provided in Appendix 4);
- Maximum of 60 pages for the appendices.

9.2. Dissertation Structure

The structure of the Masters Dissertation will vary from project to project. Students should consult their supervisor about the structure and appropriate content of their Dissertation. However, a general framework which will fit most projects is outlined in Appendix 2.
9.3. Dissertation Submission

Two hard copies of the Dissertation must be submitted, together with an e-version, which must be submitted via WebCT. Along with each Dissertation a fully completed Personalised Coursework Submission Form must be submitted, together with one copy of a Notification of Submission Form. All of these forms will be available for collection approximately one week before the submission deadline. Further details of the location from which they can be collected will be provided as soon as it is available.

The deadline for submission of the Dissertation is 3.00 pm on Friday 7th September 2007. A student submitting his/her Dissertation after this deadline without having been granted an extension will be deemed to have failed.

9.4. Demonstration

MSc Informatics students seeking a BCS accreditation must demonstrate their artefact to their supervisor before the dissertation submission deadline. The demonstration form must be completed and signed by both supervisor and student following the demonstration. Further details of the location from which they can be collected will be provided as soon as it is available.

Note that the demonstration is not part of the assessment of the dissertation, but an essential part of the BCS accreditation process.

9.5. Dissertation Assessment

The supervisor and the independent examiner assess Masters Dissertations using the following mark allocation scheme:

<table>
<thead>
<tr>
<th></th>
<th>Aims and Objectives</th>
<th>Clarity and accuracy of project aims, objectives and success criteria</th>
<th>10%</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Background and Review</td>
<td>Clarity, accuracy and completeness of background investigation, literature survey, and/or critique of similar projects, each as appropriate to the nature of the project</td>
<td>10%</td>
</tr>
<tr>
<td>3</td>
<td>Technical ability</td>
<td>Application of analysis, design and implementation skills to the chosen problem, including rationale for the decisions made at each stage</td>
<td>20%</td>
</tr>
<tr>
<td>4</td>
<td>Originality</td>
<td>Demonstration of independent thinking and originality in analysing and solving the problem (including the construction of artefacts as appropriate to the nature of the project)</td>
<td>20%</td>
</tr>
<tr>
<td>5</td>
<td>Evaluation</td>
<td>Quality of product testing and evaluation strategy as appropriate to the nature of the project</td>
<td>10%</td>
</tr>
</tbody>
</table>
9.6. Progression Rules

The MSc/MEnt/MRes Boards of Examiners in November 2007 will make one of a number of decisions based on both a candidate’s examination performance and the assessment of their Masters Dissertation. The main decisions are summarised as follows:

1. To pass at “Masters” level a candidate’s Dissertation mark must be $>= 50\%$.
2. To pass at “MSc/MEnt/MRes with Distinction” level both the candidate’s average examination mark and Dissertation mark must be $>= 70\%$.
3. To pass at “MSc/MEnt/MRes with Merit” level both the candidate’s average examination mark and Dissertation mark must be $>= 60\%$.
4. If the Dissertation mark is $>=40\%$ but $<50\%$, a candidate can chose to resubmit their Masters Dissertation by 1st March 2007 or to be awarded a postgraduate Diploma.
5. If the Dissertation mark is $<40\%$, the candidate fails at Masters level.

9.7. Graduation

The MSc/MEnt/MRes Boards of Examiners in November 2007 makes the following recommendations:

- Masters students whose Dissertation mark is $>= 50\%$ may automatically graduate in December 2007.
- Masters students whose Dissertation mark is $>= 40\%$ but $<50\%$ and have chosen the award of a postgraduate Diploma may automatically graduate in December 2007.

9.8. Resubmission

Graduation in December 2007 is not permitted for Masters students whose Dissertation is $>= 40\%$ but $<50\%$ and have chosen to resubmit their Dissertation. Students who resubmit their Dissertation will not be eligible for distinction or merit.
In such cases, a student has to resubmit their report by 1st March 2008 in order to possibly graduate in July 2008 pending the decision of the June 2008 meeting of the MSc/MEnt/MRes Boards of Examiners.

At the recommendation of the Board of Examiners, students will normally be allowed one resubmission of a failed dissertation or project and this will normally be within four months of the date of the publication of the result. The Board of Examiners, in agreement with the External Examiner may, exceptionally, decide not to allow resubmission and the Faculty will agree that the grounds for not allowing a resubmission are justified.

The maximum mark to be awarded for resubmitted dissertations or projects will normally be 50% for the Masters degree and 40% for the Postgraduate Diploma.

10. Diploma report

Students who pass the examination component of the programme at Diploma level should begin full-time work on their Diploma report immediately upon receiving their results in June and to continue until the Diploma report submission deadline on 3rd August 2007.

Students are advised that it is in their own best interest to begin full-time work on their Dissertation project immediately following the end of the examination period. Please note that, due to the marking of examination scripts, this is a busy period for academics and therefore supervision may not be available before the Board of Examiners’ meeting.

If the decision of the Board of Examiners’ is that a student is required to proceed at Diploma level, the scope of the work can be reduced for the Diploma report. Students should contact their supervisor to discuss the reduced scope of their Diploma report as soon as they are aware that they have to submit a Diploma Project report instead of a Dissertation.

10.1. Diploma Report Size

The length of the report should not exceed 60 pages. Students must make every effort to be concise in their writing and to avoid inclusions of unnecessary materials in both main text and appendices.

A strict size limit will be enforced; excess pages will not be marked:

- Maximum 60 pages for the main text (complying to the format provided above);
- Maximum of 30 pages for the appendices.
10.2. Diploma Project Report Content

The precise content and structure of the Diploma Project report depends on the student’s topic of study, but will typically be similar to the Preparatory Work report with an in-depth analysis of one (or more) of the following topics:

- Survey of the relevant literature;
- Requirements;
- Design and implementation tools.

10.3. Diploma Report Submission Deadline

Two hard copies of the Diploma report must be submitted, together with an e-version, which must be submitted via WebCT. Two copies of a Personalised Coursework Submission Form must also be submitted. These forms will be available for collection approximately one week before the submission deadline. Further details of the location from which they can be collected will be provided as soon as it is available.

The deadline for submission of the Diploma report is 3.00 pm on Friday 3rd August 2007.

A student submitting their Diploma report after this deadline without having been granted an extension will be deemed to have failed.

10.4. Diploma assessment

The supervisor and the independent examiner assess Diploma reports using the following mark allocation scheme:

<table>
<thead>
<tr>
<th></th>
<th>Aims and Objectives</th>
<th>Clarity and accuracy of project aims, objectives and success criteria</th>
<th>10%</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Background and Review</td>
<td>Clarity, accuracy and completeness of background investigation, literature survey, and/or critique of similar projects, each as appropriate to the nature of the project</td>
<td>10%</td>
</tr>
<tr>
<td>3</td>
<td>Technical ability</td>
<td>Application of analysis, design and implementation skills to the chosen problem, including rationale for the decisions made at each stage</td>
<td>20%</td>
</tr>
<tr>
<td>4</td>
<td>Originality</td>
<td>Demonstration of independent thinking and originality in analysing and solving the problem (including the construction of artefacts as appropriate to the nature of the project)</td>
<td>20%</td>
</tr>
<tr>
<td>5</td>
<td>Evaluation</td>
<td>Quality of product testing and evaluation strategy as appropriate to the nature of the project</td>
<td>10%</td>
</tr>
<tr>
<td>6</td>
<td>Understanding</td>
<td>Demonstration of understanding of the work carried out and its theoretical and practical significance, critique of project plan, lessons learnt</td>
<td>10%</td>
</tr>
</tbody>
</table>
10.5. Graduation

The MSc/MEng/MRes Board of Examiners in November 2007 makes the following recommendations:

- Diploma students whose diploma mark is $\geq 40\%$ may automatically graduate in December 2007.

10.6. Resubmission

Graduation in December 2007 is not permitted for Diploma students whose Diploma report mark was $\geq 30\%$ but $<40\%$. In such cases, a student has to resubmit their report by 1\textsuperscript{st} March 2008 in order to possibly graduate in July 2008 pending the decision of the June 2008 meeting of the MSc/MEng/MRes Board of Examiners.
Appendix 1

School Policy on Levels of Supervision
MSc Dissertations

No less than 4 meetings between dissertation allocation and submission of preparatory work and no less than 5 meetings between submitting preparatory work and submission of the dissertation. Meeting times to be agreed mutually by the student and supervisor. The first meeting should be no later than the week following the release of the examination results. In exceptional circumstances where the student is working away from the University, a mutual arrangement for meetings should be agreed between the student and the supervisor. Group meetings are acceptable where they deal with common aspects of students work.

Students may commence work on their dissertation pending the results of their examinations. However, there is no guarantee that their supervisor will be available during this period due to the marking of examination papers.

Feedback from preparatory work to be distributed centrally. Students collect feedback and should then arrange to meet with their supervisor to discuss feedback received and plan accordingly.

Supervisors are expected to review the submitted material when given in plenty of time, but students should not expect supervisors to review more than 25 pages per week.

It is the student's responsibility to attend meetings with their supervisor. If either party is unable to make the meeting, they are responsible for reorganising another scheduled time. A record should be kept of meetings scheduled and attended.

Students have the right to appeal if they do not receive adequate supervision and should be aware that appeals/complaints about supervision can be made at any stage, but the earlier dissatisfaction is registered the better. Problems should be reported to the Dissertation Coordinator in the first instance but formalised complaints/appeals should be addressed to the Head of School. The onus for reacting to poor supervision is placed on the student.

Diploma Reports

No less than 3 meetings between preparatory work and submission. Meeting times to be agreed mutually by the student and supervisor. The first meeting should be no later than the week following the release of the examination results. In exceptional circumstances where the student is working away from the University, a mutual arrangement for meetings should be agreed between the student and the supervisor. Group meetings are acceptable where they deal with common aspects of students work.

It is the student's responsibility to attend meetings with their supervisor. If either party is unable to make the meeting, they are responsible for reorganising another scheduled time. A record should be kept of meetings scheduled and attended.

Students have the right to appeal if they do not receive adequate supervision and should be aware that appeals/complaints about supervision can be made at any stage, but the earlier dissatisfaction is registered the better. Problems should be reported to the Dissertation Coordinator in the first instance but formalised complaints/appeals should be addressed to the Head of School. The onus for reacting to poor supervision is placed on the student.
Appendix 2
Dissertation Structure
Dissertation Structure

The structure presented below provides a framework which will fit most projects, and which ensures that students will not omit any important issues. However, the importance of each chapter (size and content) is likely to vary from project to project. Therefore, in some cases it may be appropriate to devote several chapters to a particular topic, or to add chapters on topics not mentioned below. Students should consult their supervisor about the structure and appropriate contents of their dissertation.

Abstract

The abstract should provide a stand-alone overview of the entire dissertation. Specifically in one page it should present the background to the investigation, the problem, the aims, how the investigation was undertaken and the outcome (s). The contribution of the student should be stated briefly but precisely, i.e. what has been done. References should not be included in the abstract if possible.

Chapter 1: Introduction

This chapter should provide an overview of the dissertation with more detail. The contribution of the student should be stated precisely and in detail. The structure of the dissertation should be given, detailing where each chapter fits within the overall dissertation and what each contributes; it may be useful to provide a diagram showing dependencies and relationships between chapters. Chapter 1 is often the last chapter to be written. It is recommended that Chapter 1 is 5-10 pages long.

Chapter 2: Background

This chapter is concerned with presenting the background to the area of investigation and establishing the context of the problem. Often this background consists of a survey and review of literature associated with the problem. The literature should not simply be represented but critically analysed. The sources for this chapter could be journal and conference papers, theses, research monographs, textbooks, web sites and product information. The sources of all material must be properly and correctly referenced. Chapter 2 should end with a clear statement of the problem to be investigated and why it is interesting and worthy of investigation related to the background presented.

Chapter 3: Success Criteria

This chapter is concerned with establishing the circumstance under which the work would be regarded as successful. The nature of these criteria depends on the type of project being investigated. These criteria could be obtained from a number of sources:

1. Interviews;
2. Market and product analyses;
3. A customer or the student’s supervisor;
4. Literature sources.

The chapter should indicate the ways in which the criteria have been obtained and the method of investigation. Once obtained the criteria should be expressed and detailed in an appropriate form. The criteria should be specified in sufficient detail to make it possible to determine whether they have been achieved.

**Chapter 4: Design**

This chapter is concerned with presenting the design of the system, experiment or case study and justifying how it will meet the identified criteria. It is likely to consist of three parts:

1. How and why the design has been carried out - the approach and notation used, etc;
2. The conceptual level design;
3. Communication and description of the design.

Any alternative design methods you considered may be discussed with justification for the approach taken as appropriate.

The design should be expressed and detailed in a suitable form and a justification of how it satisfies the requirements should be given.

**Chapter 5: Realisation**

This chapter focuses on what was actually done. Exactly what comes here will depend very heavily on the nature of the project. For example: for a project that involves construction of a software system, this chapter will contain a description of the implementation, showing how it arises from the design, illustrating its output, outlining particularly interesting elements of the program, and so on. For a project concerned with developing new styles of user interface, this chapter will contain a description of the interfaces and of the experiments that were carried out to compare them. For a project that investigates the use of a new software development methodology, this chapter will contain a specification of the methodology and a report on the case studies that were carried out to investigate its utility.

The content of this chapter will thus vary greatly, depending on the project. It is concerned with describing what was done and therefore depends critically on the nature of what the student did.

**Chapter 6: Evaluation/Testing**
The purpose of this chapter is to evaluate both the work done and the approach taken. The evaluation may be considered in two stages:

E.1. **testing and evaluation**: Chapter 3 contains a set of criteria by which the success of the project can be evaluated. Chapter 6 should review the work described in Chapter 5 with respect to these criteria. This review should contain **evidence** to back up any claims being made. As ever, the nature of the evidence will vary depending on the nature of the project, but unsupported assertions such as ‘the program performed well’, ‘the method is better than existing methods’, ‘the interface was very user-friendly’ do not constitute satisfactory evaluation.

E.2. **reflection**: has the approach taken been a valid one – reflection on the process/method involved in performing the investigation, what lessons have been learned etc.

At each stage, evidence and justification should be produced. This can be obtained from a number of sources: if the aim was to improve performance or accuracy then it is relatively easy to evaluate; in other cases the evaluation may be via a user set, this is often of particular importance in projects that involve user interfaces, web-based activity, etc. Depending on the type of project, it may be necessary to show how the solution produced - usually small and prototypical - would scale up.

**Chapter 7: Conclusions & Further Work**

This chapter should present conclusions about the investigation and outline further work. The chapter should reiterate what has been done in the investigation, and shown in the dissertation.

The lessons learned from the overall investigation should be presented with appropriate examples. The evaluation together with new ideas should naturally lead to further work that would “improve” the presented work in some sense. The **further work** section should be substantial and realistic in that this is an important part of a scientific investigation. Often the depth of further work is a good indication of how well the student is aware of the topic of investigation. Bland statements such as ‘the system would be better if it had a spoken language front-end’ or ‘The system would be better if it learnt from experience’ should be avoided. The **further work** should describe specific incremental improvements to the work described in Chapter 5, and should not include general statements that would apply to any similar piece of work.
References

Students should have read all the references cited in their dissertation and referenced into their reference section. Do not copy references from elsewhere without reading the reference first.

Care should be taken when citing web articles (manifestos, white papers, etc.) that have not been published in the scientific literature. In particular, such articles have not been peer reviewed and thus the opinions stated must be regarded as being un-refereed. In a similar way, product literature should not be considered as being an objective critique of the work or product being advertised.

References to web sites must be separated from other references.

The document “Referencing and Citing for Informaties Students” (see Appendix 5) provides detailed information about referencing and avoidance of plagiarism. Whilst there are other referencing styles, this document describes the School’s preferred method. Make sure that you read this document carefully.

General

The dissertation need not follow exactly the outline structure given above. Any dissertation, however, should enable the reader to see what the problem the student wanted to tackle was; how it arose from the (theoretical and practical) context; how other people have approached it; how the student planned to solve it; how they carried out their plan; and whether they succeeded. If any of these elements is missing or unclear, the dissertation will not be a satisfactory report on the work carried out.
Appendix 3

Guide to Scientific Writing
The Preparatory Work, Masters Dissertation and Diploma Report should have a purpose and tell a story.

Similarly each chapter should have a purpose which contributes to the Preparatory Work, Masters Dissertation or Diploma Report's purpose; each section should contribute to the chapter's purpose; each paragraph to the section; and each sentence to the paragraph.

Each sentence should contribute to the overall purpose of the Preparatory Work, Dissertation or Diploma Report. If a sentence does not fit in its current place then consideration should be given as to whether it contributes, if it does then an alternative location for it should be considered, if there is no alternative then it is usually indicative of a poor structure. If the sentence does not contribute it should be removed.

A number of internal dependencies, forward or backward, within the text are usually indicative of a poor structure. In this case the structure should be reviewed.

**Scientific Writing**

All opinions and conclusions must be justified by you or referenced to their source, results should be fully presented and discussed, and experiments should be presented in enough detail to be repeatable by the reader.

When approaches and results are being evaluated this must be done based on given criteria, thus results are only “good” with reference to stated criteria. Similarly one approach is “better” than another only with reference to stated criteria. As far as possible these criteria should be measurable and quantifiable.

Sentences should be short and to the point; the use of subjective adjectives (e.g. nice) should be avoided. Long sentences often lead to misunderstanding or ambiguity and should be avoided.

**Internal Chapter Structure**

Each chapter should have an introduction stating its purpose within the dissertation and why it is placed at that point, and outlining what is to be covered in the chapter and why.

Each chapter should finish with a summary describing what it has presented and what is to follow.

Chapters should not be overly long – it is important to show summaries of ideas and not simply repeat everything that has been read. A chapter of longer than 20 pages should usually be avoided. When a chapter is more than 30 pages it should generally be split into two (or more) chapters.
Proof Reading & Quality of English

It is extremely important that you carefully proof read your work. This should catch most typing errors that are not spelling errors, for example “form” instead of “from”.

Proof reading means also checking for inconsistencies, disparities, missing paragraphs, unintelligible sentences, bad formatting of text, graph and drawings, etc.

The dissertation is expected to be written in English as practised by a native speaker. If English is not your first tongue then you should consult your supervisor to determine if you need additional help in this regard. This may involve outside help.

Note: the quality of the English in your dissertation/diploma is your responsibility solely. If you required, the English Language Teaching Centre organises classes in academic writing.

Spelling and Grammar Checking

You must spell check all parts of the dissertation/diploma report. Spelling errors are the most common cause for students having to do minor corrections. A number of tools are available for grammar checking, for example in MS WORD. Such tools should be used where available.

Note: this is not instead of proof-reading but as well as!

Additional guidelines include:

- In general, the text should be left and right justified;
- All chapter/(sub)section headings should be in bold-font – with increasingly less eye-catching presentation;
- All figures/tables should be numbered and included in the table of contents;
- All tables/figures must be referenced in the text;
- The author should not normally refer to him/herself explicitly by using the first person, i.e. we should read the “author”, “s/he”, etc. instead of “I”, “my”, etc.
Appendix 4

Guidelines for the presentation of Taught Masters Dissertations
GUIDANCE NOTES FOR THE PRESENTATION OF TAUGHT MASTERS DISSERTATIONS

These Guidance Notes have been produced for The University of Manchester. Candidates are advised NOT to follow the format of any dissertations previously submitted to the founding institutions (UMIST or The Victoria University of Manchester), as these may have been produced under earlier rules for presentation which are no longer acceptable.

If any part of what follows is not clear, or if anything in particular is not covered, please contact the appropriate Graduate Office* for advice before the dissertation is bound.

* Detailed arrangements vary across the University and this will be either a School or Faculty Office. Candidates are advised to check the administrative processes for their degree with their Programme Director.

Please note that this document can be provided in a range of alternative formats (eg large print) on request from the appropriate Graduate Office.

FAILURE TO FOLLOW THE INSTRUCTIONS BELOW MAY RESULT IN THE DISSERTATION BEING REJECTED BY THE EXAMINERS.

Candidates are also advised that examiners can and will reject a dissertation if the quantity of typographical errors indicates careless proof-reading.
1. GENERAL

All dissertations must be written in English; quotations, however, may be given in the language in which they were written. In exceptional circumstances variation of this requirement may be approved by the University for candidates to submit a dissertation predominantly in their language of research. Two identical copies must be submitted in typewritten or printed form on paper of international standard size A4 (210 x 297mm). No other paper size is acceptable for the main text of a dissertation. Paper of a larger size may be used for maps, plans, diagrams or other illustrations forming part of the dissertation if the supervisor agrees that this is required. Where such large sheets are used, or non-paper materials are submitted as part of a dissertation, they must be placed in a pocket inside the back cover of the dissertation or, if substantial, in a separate volume or folder bound and lettered as described in section 4: supplementary items cannot be accepted in any other form.

A dissertation may include reprints of material published by the candidate as sole or joint author. If reprints are to be bound into the dissertation, they must be included in the dissertation pagination, according to the instructions below, or placed in a pocket inside the back cover of the dissertation.

Candidates must consult their programme director for guidance on the length of the dissertation and for information on submission deadlines.

2. FORMATTING

Double or 1.5 spacing with a minimum font size of 12 must be used for the main text; single-spacing may be used for quotations, footnotes and references. Pages may be single or double-sided.

General guidance on bibliographic citations and references can be obtained from the programme director, and must be consistent throughout the dissertation.

To allow for binding, the margin at the binding edge of any page must be not less than 40mm; other margins must be not less than 15mm.

Page numbering must consist of one single sequence of Arabic numerals (ie 1, 2, 3 ... ) throughout the dissertation. Page numbers must be displayed on all pages EXCEPT the title page. The pagination sequence will include not only the text of the dissertation but also the preliminary pages, diagrams, tables, figures, illustrations, appendices, references etc, and will extend to cover all volumes in a multi-volume dissertation. Roman numerals must not be used for page numbering.
3. REQUIRED PAGES

The following items (a-f) must be included as preliminary pages of the dissertation in the order given.

(a) TITLE PAGE

A title page giving:

- the full title of the dissertation;
- a statement as follows: 'A dissertation submitted to the University of Manchester for the degree of xxx in the Faculty of xxx' (please see Appendix 2 for a list of correct degree titles);
- the year of submission (not including the month);
- the candidate's name (the same as the name under which he or she is currently registered, or was last registered, at the University); and
- the name of the candidate's School (except for the Faculty of Life Sciences).

Please refer to Appendix 4 to see a sample title page.

Where a dissertation consists of more than one volume each volume must contain a title page in the form set out above but including also the appropriate volume number, and the total number of volumes eg Volume I of III.

A dissertation which is referred for re-examination must bear the year of resubmission on both the spine and the title-page and not the year of the original submission; a new Notice of Submission Form and the appropriate fee are always required (see Notice of Submission Form for dates and fees).

(b) LIST OF CONTENTS

A list of contents, giving all relevant sub-divisions of the dissertation and a page number for each item.

In a multi-volume dissertation the contents page in the first volume must show the complete contents of the dissertation, volume-by-volume, and each subsequent volume must have a contents page giving the contents of that volume.

The final word count, including footnotes and endnotes, must be inserted at the bottom of the contents page.
(c) OTHER LISTS

Lists of tables, figures, diagrams, photographs, abbreviations etc. If a dissertation contains tables it is recommended that a separate list of each item, as appropriate, is provided immediately after the contents page(s). Such lists must give the page number of each item on the list.

(d) ABSTRACT

All programmes EXCEPT MRes:

A short abstract describing the contents of the dissertation. This must be short (not more than 300 words), with emphasis on major observations and deductions rather than on methods. It must be designed to be read independently of the rest of the dissertation and references to the dissertation and other literature will not normally be included.

MRes:

This must be a short summary of the research presented in the dissertation, including a brief rationale for the study, details of the methods employed, a summary of the results, and an indication of the wider implications of the research.

(e) DECLARATION

A declaration stating:

EITHER: that no portion of the work referred to in the dissertation has been submitted in support of an application for another degree or qualification of this or any other university or other institute of learning;

OR: what portion of the work referred to in the dissertation has been submitted in support of an application for another degree or qualification of this or any other university or other institute of learning.

(f) COPYRIGHT STATEMENT

The following three notes on copyright and the ownership of intellectual property rights:

(1) Copyright in text of this dissertation rests with the author. Copies (by any process) either in full, or of extracts, may be made only in accordance with instructions given by the author.
Details may be obtained from the appropriate Graduate Office. This page must form part of any such copies made. Further copies (by any process) of copies made in accordance with such instructions may not be made without the permission (in writing) of the author.

(2) The ownership of any intellectual property rights which may be described in this dissertation is vested in the University of Manchester, subject to any prior agreement to the contrary, and may not be made available for use by third parties without the written permission of the University, which will prescribe the terms and conditions of any such agreement.

(3) Further information on the conditions under which disclosures and exploitation may take place is available from the Head of the School of [insert name of your School here] (or the Vice-President and Dean of the Faculty of Life Sciences for Faculty of Life Sciences' candidates.)

(g) OTHER PAGES (not compulsory)

The preliminary pages may also include the following:

Dedication, acknowledgement, list of abbreviations and similar: these will normally appear after the compulsory pages listed in section 3 above. Short items may be combined on the same page.

It is helpful, particularly to external examiners, if a brief statement is included giving the candidate's degree(s) and research experience, even if the latter consists only of the work done for this dissertation. This may be untitled or it may be headed 'Preface' or 'The Author' or similar.

4. BINDING AND PRESENTATION

The University will accept for examination taught Masters dissertations in two different types of binding.

The two approved binding options are listed below. Dissertations in ring binding, spiral binding or any other non-approved bindings will NOT BE ACCEPTED.

- Standard hard-binding: sewn, with gold lettering on the spine
- Soft-Binding: acetate or plain card front cover, soft plain card rear cover, glued spine, or channel bound, with gold lettering on the spine
Candidates are advised to consult their programme director as to the preferred option for their programme.

The spine must be inscribed in gold lettering with:

- the degree for which the dissertation is submitted;
- the name of the candidate;
- the year of submission (or resubmission); and
- if the dissertation is in two or more volumes, the volume number and the total number of volumes (please note that it is not recommended that any single volume of a dissertation is thicker than approximately 6cm - if it is greater than this, it is recommended that the dissertation is split into two (or more) volumes)

These must run from the top of the spine as follows. Please note writing on the spine with a gold pen is NOT acceptable:

Example of spine:

Front Cover

<table>
<thead>
<tr>
<th>MSc (OR: MSc Dissertation)</th>
<th>GILBERT K CHESTERTON (OR: Gilbert K Chesterton)</th>
<th>Vol I of II (as and if appropriate)</th>
<th>2005 (at bottom)</th>
</tr>
</thead>
</table>

Back Cover

The forename(s) and surname/family name on the spine and title-page must be the same as those under which the candidate is currently registered, or was last registered, at the University. Give first forename in full, other forenames (if any) as initials, then surname.

In all cases, all other instructions on the presentation of dissertations (information required on the title page, preliminary pages, etc) contained in these Guidance Notes must be observed, and identical binding must be used for both copies of the dissertation.

Once examination of the dissertation has been completed and the examiners’ recommendation has been approved by the appropriate School or Faculty Board, candidates will receive a communication from the appropriate Graduate Office informing them of the outcome of their examination. If the result is not published as successful then the communication will explain the next step to be taken by the candidate.

The appropriate Graduate Office must be in receipt of two correctly bound copies of the final dissertation before a result can be published.
5. ACCESS/RESTRICTION

Both copies of successful dissertations submitted by candidates on taught Masters programmes will be forwarded to the programme director or Graduate Office, as applicable, for lodging in the appropriate Library once examination has been completed.

Normally the author of the dissertation is not expected to place any restriction on access to his or her work, and, in signing the Declaration on the Notice of Submission form, a candidate authorises access to the dissertation.

If, however, it is considered that because of some exceptional circumstances access to the dissertation should be restricted in some way, the candidate must:

(a) sign the Declaration and submit the Notice of Submission form to enable arrangements for the examination to be made;

(b) ask at the appropriate Graduate Office for a Dissertation Restriction Form;

(c) consult the Supervisor about the need for, and nature of, a restriction (the supervisor’s signature will be required on any completed Restriction form);

(d) if a restriction is to be applied, complete the Dissertation Restriction Form as appropriate and submit it with the dissertation; this form will then supersede that part of the Declaration on the Notice of Submission Form in which the candidate authorised unrestricted access to the dissertation.
SAMPLE TITLE PAGE

TITLE OF DISSERTATION

A dissertation submitted to The University of Manchester for the degree of

............
in the Faculty of xxx

YEAR OF SUBMISSION
(OR YEAR OF RESUBMISSION)

CANDIDATE'S NAME

CANDIDATE'S SCHOOL
(except Faculty of Life Sciences' candidates)
PLEASE NOTE THE FOLLOWING:

The staff in the Graduate Office will use the following checklist to ensure all instructions detailed in these Guidance Notes have been adhered to when accepting dissertations. If any section is missing, out of order or not correct the dissertation will be rejected. It is the candidate's responsibility to ensure that the instructions are followed exactly. If a candidate is unsure about any aspect of binding or the preliminary pages he or she must contact the appropriate Graduate Office for advice.

Dissertation Submission Checklist:

<table>
<thead>
<tr>
<th>Correct Binding</th>
<th>Two identical copies (including binding) to be submitted with correct gold lettering on the spine</th>
</tr>
</thead>
</table>

Preface pages should be in the following order:

<table>
<thead>
<tr>
<th>Title Page – see Appendix 4</th>
<th>All of these should be included:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of dissertation</td>
<td>Official Wording – see section 3 (a)</td>
</tr>
<tr>
<td>Correct Faculty – see Appendix 2</td>
<td>Year of Submission</td>
</tr>
<tr>
<td>Candidate’s Name</td>
<td>School (except Faculty of Life Sciences)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contents Page</th>
<th>Page numbers given for each listing</th>
</tr>
</thead>
<tbody>
<tr>
<td>(including any list of tables/figures etc)</td>
<td></td>
</tr>
</tbody>
</table>

Abstract

Declaration

Copyright
| (this may go on the same page as the Declaration) |

Pagination
| All pages must be numbered; page numbers must be displayed on all pages, except the title page |

- 42 -
Appendix 5
Referencing and Citing for Informatics students
Referencing and Citing for Informatics Students
The University of Manchester
School of Informatics

This guide is divided into three sections. The first defines plagiarism and its academic importance. The second, what referencing and citing are, and how and when to reference and cite. The final part provides examples of how references should be laid out.

What is plagiarism?

Plagiarism is the theft or use of someone else's work without proper acknowledgement, presenting the material as if it were one's own. **Plagiarism is a serious academic offence and the consequences are severe.**

Plagiarism is a serious offence and will always result in imposition of a penalty. In deciding upon the penalty the University will take into account factors such as the year of study, the extent and proportion of the work that has been plagiarised and the apparent intent of the student. The penalties that can be imposed range from a minimum of a zero mark for the work (with or without allowing resubmission) through the down grading of degree class, the award of a lesser qualification (eg a pass degree rather than honours, a certificate rather than diploma) to disciplinary measures such as suspension or expulsion see Undergraduate and Postgraduate Handbooks for more details.

Coursework, dissertations and essays submitted for assessment must be the student's own work, unless in the case of group projects a joint effort is expected and is indicated as such.

Unacknowledged direct copying from the work of another person, or the close paraphrasing of somebody else's work, is called plagiarism and is a serious offence, equated with cheating in examinations. This applies to copying both from other students' work and from published sources such as books, reports or journal articles or from any other source. It is as serious to use material from the World Wide Web or from a computer based encyclopaedia or literature archive as it is to use material from a printed source if it is not properly acknowledged.

Use of quotations or data from the work of others is entirely acceptable, and is often very valuable provided that the source of the quotation or data is given. Failure to provide a source or put quotation marks around material that is taken from elsewhere gives the appearance that the comments are ostensibly one's own. When quoting word-for-word from the work of another person, quotation marks or indenting (setting the quotation in from the margin) must be used and the source of the quoted material must be acknowledged.

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1 With thanks to University College Northampton library and the School of Management, Oxford Brookes from whose document much of the information contained here has been adapted.
Paraphrasing, when the original statement is still identifiable and has no acknowledgement, is plagiarism. Taking a piece of text, from whatever source, and substituting words or phrases with other words or phrases is plagiarism. Any paraphrase of another person's work must have an acknowledgement to the source. It is not acceptable to put together unacknowledged passages from the same or from different sources linking these together with a few words or sentences of your own and changing a few words from the original text: this is regarded as over-dependence on other sources, which is a form of plagiarism.

It is not acceptable to simply copy sections of text from one or more sources, even with references. Coursework is designed to test understanding and the ability to collate and interpret information and copying text does not demonstrate this ability.

Referencing websites is generally discouraged. However if it is decided to be necessary, the website address and the date the website was consulted must be recorded.

Direct quotations from an earlier piece of the student's own work, if unattributed, suggests that the work is original, when in fact it is not. The direct copying of one's own writings qualifies as plagiarism if the fact that the work has been or is to be presented elsewhere is not acknowledged. (Note, it is formally stated that some coursework, such as Masters dissertations, cannot reuse work already submitted to obtain a degree).

Sources used should be listed in full in the reference section at the end of the piece of work and in a style as follows.

**Section 1 – Referencing and Citing in the Text.**

**Referencing**
When researching a piece of written work you will frequently read other peoples' ideas, theories or data that you will want to make reference to in your own work.

**Citing**
Making reference to other authors in your own work is called **citing**. The names of the authors who are cited in your text are listed in alphabetical order at the end of the written work. This is a **reference list**.

The process of citing authors and producing a reference list can be done in one of two common styles – the **Harvard** or the **Numeric**. A consistent approach to references should be adopted when citing in the text and in the reference section. This guide describes the Harvard Referencing System as it is the mostly commonly used.

**Why reference?**
- To show evidence of the breadth and depth of your reading;
- To acknowledge other peoples' ideas correctly;
- To allow the reader of your work to locate the cited references easily, and so evaluate your interpretation of those ideas;
- To avoid plagiarism.

**What is the difference between a Reference List and a Bibliography?**
Reference list - this list provides all the information about the published works - books, journals and newspaper articles etc., you have mentioned within your text. It is organised alphabetically by the family names of the authors (or originators). The list appears at the end of the work and gives full details of the author’s name, what the work is called, the date of publication and where it was published.

Bibliography – a list of all works read in the course of your preparatory reading. This includes material that has been helpful for reading around the subject area but has not been referred to directly in the text. It is still important to acknowledge this work. This list is also arranged alphabetically by authors’ family name and is located after the reference list.

See Section 2: Formats for conventions that apply to all different types of work – books, journals, newspapers, conferences etc.

Some people mix the list of references from within the text (references) and the references to wider reading (bibliography) together in one list, which they call the Bibliography. This is discouraged, because it creates difficulties for your examiner, who has to sort out which is which, in order to be clear about the accuracy of your referencing.

CITING IN YOUR TEXT
The Harvard System (sometimes called the Name and Date System) uses the family name of the author of the work you wish to cite and the date it was published. These are incorporated into the text of your work each time you make reference to that person’s ideas.

Citing a single author
The author and the date of publication are provided

**For example:**
Smith (1993) has suggested that ..... OR
Some commentators suggest that ..... (Smith, 1993), whilst others believe more complex relationships exist.

Citing more than one author
If there are two authors, the names of both should be given in the text and in the reference list. When citing and referencing use the same format for both, and words are preferable to symbols. For example, Smith and Jones not Smith & Jones.

If there are more than two authors, the name of the first author only should be given in the text, followed by the abbreviation ‘et al.’ (meaning ‘and others’ in Latin).

**For example:**
Bennet et al. (1997) showed that ..... 

Note that *et al.* is in italics and is followed by a full stop.
In your reference list, however, you will list all the authors who compose the *et al.*

**For example:**

Note that in the reference list the family name and initial are inverted.

**Distinguishing several publications in the same year by an author**
Sometimes you will find that an author has published two or more books, journal articles, etc. in a given year. It is important to distinguish between the different publications by adding letters (a, b, c, etc.) to the date in the text.

**For example:**
Johnson (1991a) has progressed both experimental and practical aspects of software technology to the point where they provide a serious challenge to Pacific Belt dominance (Johnson, 1991b).

In the reference list the articles are presented alphabetically: 1991a, then 1991b and so on.

**For example:**

**THE REQUIRED INFORMATION**
You will find all the information that you need to build up a reference from the title page of the book or document you are citing. Remember to
- Keep the order of authors' names the same as on the title page
- Cite the first named place of publication.

Note that when citing the place of publication the following applies:
- If a text was referenced as published in Manchester it would be assumed this was in the UK. If a text was published in the US it would be referenced as Manchester, N.H. (abbreviation for New Hampshire).

Note that edition dates are not reprint dates (new editions will have new text and must be cited as such). The copyright sign will often indicate the date of production. If the work to be referenced has not originated from a commercial publisher and lacks obvious title page data – for example, papers presented at conferences but not published – then the appropriate information should be obtained from any part of the document.

A book's editor is referenced in exactly the same way as an author, adding (ed.).

**For example:**

Note, the capitalisation of the title should be the same as on the source.
Corporate Authors
Sometimes it is not possible to name an individual as an author. For example, where there has been a shared, 'corporate' responsibility for the production of the material. In such cases the 'corporate name' becomes the author (often called the 'corporate author').

Corporate authors can be government bodies, companies, professional bodies, clubs or societies, international organisations.

For example:

The 'corporate author' appears in the text in the same way as authors.

Chapters in edited books
An edited book will often have a number of authors for different chapters. To refer to a specific author's ideas (from a chapter), cite him or her in the text, not the editors. In the reference list indicate the chapter details and the book details from which it was published.

For example:

Note the use of 'in' to link the chapter to the book, and the use of page numbers.

Whitehead's name would appear as the author in your text, and in the reference list. The year of publication is only given once in the reference list.

Secondary sources
A journal article or book someone else cites that you have not seen is called a secondary source.

- You should try and find the bibliographic details of the source yourself (for example, by using the bibliographic CD-ROM services available in the UNIVERSITY OF MANCHESTER library) and cite them in the normal way. It is important that when criticising ideas you do it 'first hand'.
- If you are unable to locate the bibliographic details of the secondary source, you may cite it in your text using the text that is your primary source.

In your text and reference list you must link these two items with the term 'cited in'.

The format is:
Author of original work's family name, initials, (Year of original publication), Title of original work. Place of publication: Publisher. Cited in Author/editor surname, initials. (Year) *Title*. Place of publications: Publisher.
For example:


Note that only the primary source title is italicised and both years are included.

No publication details given
Occasionally you will find documents that lack basic publication details. It is common practice to indicate that this information is not available by using a series of generally accepted abbreviations:
- author/corporate author not given use (Anon.)
- no date use (n.d.)
- no place (sine loco) use (s.l.)
- no publisher (sine nomine) use (s.n.)
- not known use (n.k.)

For information on citing and referencing other types of documents, including journals and conference papers, see Section 2 – Formats for Printed Materials.

QUOTATIONS
If you quote from a publication directly, then you must place the page number within the citation. In the reference list, however, it is not necessary to indicate the page number.

(a) Short Quotations
Short quotations, meaning the use of a phrase or part of a sentence. Short quotations used within the text require the use of single quotation marks.

For example:
Whilst it is possible that poor parenting has little effect on primary educational development, 'it more profoundly affects secondary or higher educational achievement' (Healey, 1993, p. 22).

(b) Longer Quotations
Quotations that are one sentence or more should be distinguished from the rest of the text by indenting the quotation by an equal amount from both side margins and placing in single space format (as opposed to the rest of the text which should be in 1.5 or double spaced format). Note the example below of a long quotation set with text. You may also use a smaller font size to further distinguish the quoted text.
Indented quotations do not have to be placed in quotation marks.
For example:

The rise of capitalism and the expansion of the world market have made international trade an essential part of modern society. The industrialised core has developed, and continues to maintain its lifestyle, by exploiting the labour and resources of the periphery. Because the developed countries hold the power they dictate the terms, not only with regard to pricing but also the uses to which resources are put.

The resource depletion cost of individual people in the North is much greater than that in the South: 80 per cent of the world’s resource consumption is by 20 per cent of the people. This 20 per cent live mainly in the North. Since many resources are transferred (at prices favourable to the purchaser) from the South to the North, much of the cost is paid in the South.

(Kirby et al, 1995 p.4)

This uneven development is the central argument of the neo-Marxist point of view.

Never split a quotation in your text. If it does not fit completely on a page then start a new one so that the whole quotation is kept together.

SECTION 2 – FORMATS FOR PRINTED AND OTHER MATERIALS

There are many different types of material that you may use that will need referencing. Each different type has an accepted style for presentation in the reference list and/or bibliography. The following examples give the format style and are followed by an example.

Note the way that punctuation has been used, as well as quotation marks, italics and upper and lower case. The examples given below are only one of many accepted styles, but you should follow these examples exactly to reference to an accepted departmental standard.

Printed material

Books
Author/editor surname, initials. (Year) Title. Edition. Place of publication: Publisher.

For example:
Note

- The title of the book uses capital letters for each word in most cases, however, the capitalisation should always be listed in the same way as it is on the source, and there is a full stop at the end of the title.
- The title is in italics.
- The date is the year of publication not printing.
- The edition is only mentioned if other than the first.
- The place of publication is the city, not the country.

Journal articles

Author surname, initials. (Year) 'Title of article', Journal name, Volume number, Issue or Part number, first and last page numbers.

For example:

Note

- The title of the paper is between single quotation marks and is in the lower case, with a comma following.
- Journal name is italicised.
- Best practice is to write the name of the journal in full. You may sometimes see abbreviations of journal names. It is not good practice to use a mix of full and abbreviated forms.
- p. indicates only one page and pp. indicates a range of pages.

Corporate author

The format is the same as for a book but uses the 'corporate' (company, business, organisation) author in place of a named author.

For example:

Government Publications

Available data may vary for these. Where possible should include Government Department/Institute. Subdivision of department or institute (if known). (Year) Title of document. (Name of chairperson, if it is a committee). Place of publication: Publisher.

For example:

Conference papers

Conference papers are often in manuscript form, CD-ROM or electronic, and distributed at conferences. Thus it is necessary to include the name, place and date of the conference.

For example:

Conference papers are often published in book form or as a special issue of a journal. In this case, treat the reference as you would a normal book or journal paper, but include the fact that it is the publication of conference proceedings, if this is mentioned in the publication information. Page numbers should also be included where available.

Author, Initial. (Year) Title of conference paper. In: conference proceedings title, including date. Place of publication: Publisher.

For example:

Newspapers
Journalist name, Initial. (Year) Title of news item. Name of newspaper. Date. Page number.

For example:

Note that the name of the newspaper is italicised.
If it is a news article and does not specify an author, the newspaper name is used in the text and instead of the author in the reference list.

For example:

Legislation and Law Reports
Names of parties involved in the case. [Year] Volume number/Abbreviated name of law report/Page number on which the report starts.

Dates are given in square brackets not round.

For example:
Holgate v Duke [1984] 2 All ER 660

Statutes
The usual method for citing an Act of Parliament is to cite its title in your text. The country of origin is normally regarded as the ‘author’, but this does not need to be stated if you are referring to the law of the land you are actually in.
Title of statute, year of statute. Place of publication: Publisher.

For example:
Data Protection Act 1984 London: HMSO.
Statutory instruments
In this case it is also not necessary to put in the country of origin if it is the UK. Short title of the statutory instrument. Year (SI year: number). Place of publication: Publisher.

For example:

Theses

For example:

Patents

For example:

British Standards
Corporate author. (Year) Title of standard. Number of standard. Place: Publisher.

For example:

Unpublished Material
Some printed materials are not published by recognised publishers and may not be widely available. In this case, it is necessary to indicate this, and if the document is archived – for example, a manuscript or personal letter – its location should also be included.

For example:

Electronic and other material types

Internet
World Wide Web
It would normally be expected that most references in a piece of coursework were to published literature that has been subject to peer review. This means that they can be taken by the reader as quality material that has had the benefit of endorsement by experts other than the authors themselves. In science, publications are not fully acceptable until they have undergone peer review. Most quality journals and reputable publishers operate a peer review system. Electronic sources such as web-based scientific journals are also typically subject to peer review. However, at
present most pages on the web are not peer reviewed, so should be used with caution. In general an authoritative published and peer reviewed text is preferable to a personal opinion found on an individual's homepage or to a news group contribution.

Author/editor, initials. (Year) Title [online]. (edition). Place of publication: Publisher (if known). Available from URL [Accessed date].

For example:

The 'accessed date' is the date on which you viewed or downloaded the document. Stating the access date allows for the possibility that website may be subject to change or revision. It is recommended that you keep a record of the document as you used (provided this is permitted).

Some organisations place information on the internet without citing a specific author. In these cases authorship should be ascribed to the smallest identifiable organisational unit (in the same way that material is cited for a corporate author).

Electronic Journals on the WWW
Author, initials. (Year) 'Title', Journal title [online], volume (issue), location within host. Available from: URL [Accessed date].

For example:

'Location within host' may have to be used to indicate where an item can be found within a cited address. For example, the page, paragraph, or line number (when these are fixed within the document) - 'pp19-29' or line '120-249'. Other locations could be a specific labelled part, section or table, or any other host-specific designation.

CD-ROM (Full Text)
Author, initials. (Year) Title. Title of full text database. [CD-ROM], volume, date, page.

For example:

Note that this format is for full-text CD-ROM. If your reference is a bibliographic reference only you should try to find the full version of the article and refer to that.
Other electronic sources
There are a variety of other electronic resources that can be cited. For example:

Mailbase/Listserve email lists
Personal electronic communications (e-mail)

For further information on electronic references:

http://www.nlc-bnc.ca/iso/tc46sc9/standard/690-2e.htm

Software Code Copying

Copying and reusing a piece of code is covered in a separate section because the rules are not as straightforward as copying and reusing a piece of text. When a coursework or project involves the generation or use of code, the person who assigns the work will determine whether reusing a part of a code is acceptable. In most cases, if one can find the code for virtually a complete solution, reuse is probably not an option as the student won't be able to demonstrate their abilities. When reusing is acceptable then the citation format follows the formatting guides described in Sections 1 and 2. In addition, the following rules apply:

- The report should state what percent of the code is taken or derived from other sources.
- Unmodified reused code should be cited as comments in the code itself and in the header of the main program (e.g., "Portions of this code are taken from ...”).
- Modified reused code should be cited in the header part of the code (e.g. "Portions of this code are derived from ...”). The modifications should be cited as comments next to the modified lines.
- If appropriate, one might include reference to other's material in the "Help, About" box in the software itself - many commercial companies do this.
Bibliography


Acknowledgement

With thanks to University College Northampton library and the School of Management, Oxford Brookes from whose document much of the information contained here has been adapted.