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INTRODUCTION



This guidebook describes in detail the procedures and format which your thesis must fulfil before the final submission. Throughout this document, the word “thesis” is used broadly to refer to either Masters Theses or PhD Dissertations.

As you begin to prepare your thesis following the guidelines given, we would like to emphasize that Universiti Sains Malaysia upholds the policy of ensuring all candidates for higher degrees are trained to practice highest standards of intellectual honesty and integrity. This means that ideas and data of other researchers that you used must be duly acknowledged in your thesis by citing the quoted materials and providing the full references in the reference list. **Failure to do this will make you liable for plagiarism.** Please remember that a writer may unconsciously commit plagiarism but nonetheless it does not absolve him/her from the charge.

In view of the severity of plagiarism, upon submission of ten (10) copies of their theses for examination, Universiti Sains Malaysia requires that all graduate students sign a form declaring the originality of their research work and that it has not been submitted or published elsewhere.

 (MPSU 208th 12 September 2002, Senate 160th 12 October 2002)

GENERAL REGULATIONS FOR THESIS

Submission and Examination Procedures

Appointment of Examiners

STAGE 1	STUDENT	SUPERVISOR	SCHOOL	Institute of Graduate Studies [IPS]	[MPSU]/SENATE
	Download, Fill, Print and Submit <u>Notice of Submission of Thesis Form</u> to School	Signs <u>Notice of Submission of Thesis Form</u>	Determines Examiners using <u>Notice of Submission of Thesis Form</u>	Notifies and Appoints Examiner	Endorse Appointment of Examiners
	Submits <u>Thesis Submission - Final 3 copies Form</u>		Signs <u>Thesis Submission - Final 3 copies Form</u>		

Notice for Submission

STAGE 2	STUDENT	SUPERVISOR	SCHOOL	Institute of Graduate Studies [IPS]	Examiners
	Downloads, Fills, Prints and Submits the <u>Submission of 10 Copies of Thesis</u>	Signs <u>Submission of 10 Copies of Thesis Form</u>	Dean signs <u>Submission of 10 Copies of Thesis Form</u>		
	Submit 6 copies of the thesis to the school		Distributes to the Dean, Assistant Registrar, Supervisors		
	Signs and submits <u>Declaration Form, Submission Form</u> together with 4 copies of thesis to IPS			Receives 4 copies, check if student has paid all fees and exam fees	Sends Thesis to Examiners <u>1 month for Masters/ 2 months for PhD to be examined</u>
				Schedule viva upon receiving all examiners' reports	Submits Report
			Prepares for Viva		

GENERAL REGULATIONS FOR THESIS

Submission and Examination Procedures

⚡ Viva and Submission of Final Copies ⚡

	STUDENT	SUPERVISOR	SCHOOL	Institute of Graduate Studies [IPS]	University Graduate Studies Council [MPSU]/SENATE	
STAGE 3				Notifies Examination Panel. Notifies Student. Notifies School		
				↓ VIVA Thesis Examination Panel Convenes		
	Makes Corrections as recommended by Thesis Examination Panel	→		The Secretary of the Examination panel will pass the list of correction done by the supervisor and examiners.		
	↓ Submit corrected thesis to supervisor and dean for endorsement	→	Endorses Corrections	→	Dean Endorses Corrections	
	Submits <u>Thesis Submission - Final Three (3) copies Form</u>	→	Signs <u>Thesis Submission - Final Three (3) copies Form</u>	→	Signs <u>Thesis Submission - Final Three (3) copies Form</u>	
	Submits Final 3 Copies with the Submission Form and a CD of the thesis	→		Obtains endorsement from the University Graduate Studies Council [MPSU]	→	MPSU endorses results SENATE Confirms results

STEP BY STEP GUIDE TO THE THESIS SUBMISSION

Notice of Thesis Submission

Your notice of thesis submission should be sent to the Institute of Graduate Studies at least three (3) months before the submission of your thesis. Kindly fill the form and submit it to the Dean of your school, and this form will be forwarded to the IPS. The procedures for thesis submission are as follows:

Step 1: Download from the IPS website, fill, and print the information required in the [Notice of Thesis Submission](#)

Step 2: Please ensure that your title is correct and print out the form.

Step 3: Submit the form to your Supervisor for approval.

Step 4: Your Supervisor will then submit the form to your School's Dean for nomination of examiners.

Step 5: The Dean will forward the form to IPS for appointment of examiners.

Step 6: Check with IPS on the status of your notice of thesis submission.

The notice of submission is valid up to 6 months upon receipt by IPS. If you fail to submit your thesis within the stipulated time, you have to put in a fresh application.

GENERAL REGULATIONS FOR THESIS SUBMISSION AND EXAMINATION

Submission of 10 Copies

Remember:

The submission of your thesis for examination MUST be made within your period of candidature. The 10 copies of the thesis must be in red soft cover for Masters and blue soft cover for PhD. No spiral binding is allowed.

Step 1: Download, Fill, and Print the [Submission of Thesis Form](#).

Step 2: Obtain the signature of your Supervisor and the Dean of your School.

Step 3: Ensure that you have paid all your tuition fees and examination fees. Proof of payment is the clearance statement from the Student Accounts Section, Bursary (see example in [Appendix 1](#)).

Step 4: Submit the 10 copies as follows:

- (a) 4 copies to IPS together with [Submission of Thesis Form](#), [Examination Fees Receipt](#), and [Declaration Form](#). Make sure you submit the coloured version of your plates, figures and graphs if you have them in your thesis.
- (b) 6 copies to the Dean's Office at your School. The School will distribute the 6 copies to the Dean, Assistant Registrar, and Supervisors.

Step 5: Please check the IPS website for the viva schedule.

GENERAL REGULATIONS FOR THESIS SUBMISSION AND EXAMINATION



Submission of the Final Thesis (3) Copies

Step 1: Examiners are given 1 month to examine a Master's thesis and 2 months for a PhD dissertation.

- Once your thesis has been examined, you will be required to attend a viva voce.

SCALE 1 -The candidate is awarded a PhD/Masters Degree.

2 -The candidate is awarded a PhD/Masters Degree subject to changes/corrections to the thesis as listed in the Board of Examiners report.

3 -The candidate is allowed to resubmit the thesis after the candidate has made changes/corrections to the thesis as listed in the Board of Examiners report. The candidate maybe required to attend another viva voce.

4 - The candidate is not eligible to be awarded a PhD/Masters Degree and is not allowed to resubmit the thesis for examination.

Step 2: After the viva, the Thesis Examination Panel will inform you of the outcome and necessary corrections.

You must get the list of corrections from the secretary of the thesis examination panel after the viva.

Step 3: Once the corrections have been completed and verified by the Dean of your School, download and fill out the [Thesis Submission \[Final Three \(3\) copies\]](#)

Step 4: Obtain the signature of your Supervisor and the signature and stamp of Dean of the School.

Step 5: Make 1 copy of your thesis. For Masters, the 3 copies of the thesis must be in red hard bound cover with gold lettering; for PhD. the 3 copies of the thesis must be in black hard bound cover with gold lettering.

Submission of thesis in CD format

Step 1: Make 3 copies of the final corrected thesis in PDF format in one file on [CD](#).

Step 2: Check and ensure the information on the CD label regarding your personal and research details are complete.

WRITING STYLE



The following styles are accepted. Please refer to your school/program for the preferred style. Below are the different style manuals and please click on the links to the websites on how to use the particular style. You are required to use the adopted style consistently throughout your thesis.

APA

Publication Manual of the American Psychological Association (APA Style Manual). 5th ed. Washington: American Psychological Association, 2001

<http://owl.english.purdue.edu/owl/resource/560/01/> APA Formatting & Style Guide at Purdue

[Using American Psychological Association \(APA\) Format](#) - Purdue University Online Writing Lab

Chicago

University of Chicago (2003). The Chicago Manual of Style. 15th ed. Chicago: University of Chicago Press.

http://www.chicagomanualofstyle.org/tools_citationguide.html

[The Chicago Manual of Style FAQ](#). Chicago: University of Chicago Press.
<http://www.press.uchicago.edu/Misc/Chicago/cmosfaq.html>.

[Examples of Chicago-Style Documentation](#). Chicago: University of Chicago Press, 2003.

<http://www.press.uchicago.edu/Misc/Chicago/cmosfaq.html>.

Colombia

Walker, Janice R. and Taylor, Todd (2002). [Columbia Guide to Online Style](#). Columbia: Columbia University Press. http://www.columbia.edu/cu/cup/cgos/idx_basic.html

Havard

HOLLAND, M., 2003. [Harvard system](#). Online. Bournemouth University.
http://www.bournemouth.ac.uk/library/using/harvard_system.html

<http://libweb.anglia.ac.uk/referencing/harvard.htm>

Legal

[Introduction to Basic Legal Citation](#) - by Peter W. Martin, Cornell Law School

WRITING STYLE

Writing Guides

There are many websites available offering guidance on how to write using a particular style. Below we list several of these websites

Slade, Carole (2000). *Form & Style: Research Papers* (11th Ed). Boston: Houghton Mifflin Co.

[Elements of Style](#) - Online version of the book of English grammar by William Strunk Jr.

[Style & Writing Guides Resources](#) - Internet Public Library

Government documents

[Uncle Sam - Brief Guide to Citing Government Publications](#) - Government Publications Department, the University of Memphis.

[U.S. Census Bureau: Suggested citation styles for Internet information](#)

LAYOUT AND ARRANGEMENT OF CONTENTS

Preliminaries

Title Page, Acknowledgements, Table of Contents

Every thesis is composed of 4 parts namely the Preliminaries, the Text, the Reference Material and the Appendices. Each part is arranged in a numerical sequence of chapters.

Title Page (Must contain the following):

- Title of Thesis.
- Full name of Candidate.
- Thesis submitted in fulfilment of the requirements for the Degree of (Doctor of Philosophy Master of Science, and **Master of Social Science** or Master of Arts).
- Month and Year thesis was submitted for examination to IPS (3 hard bound copies)
- DO NOT number this page.
- See sample in [Appendix 3](#)

Acknowledgements

- This is a statement of appreciation to supervisors (s), source of scholarship, assistance obtained during research etc.
- Number this page "ii".

Table of Contents*

- Comprises the titles of parts, sections or chapters and their subdivisions.
- Must be worded exactly as in the text. Must have Headings (1, 2, 3 and so on), sub - headings (1.1, 1.2, 1.3) and sub sub-headings (1.2.1, 1.2.2 and so on).
- Further divisions to be indicated by small letters in parenthesis e.g. 1.2.1(a), 1.2.1(b) and so on.
- Number this page "iii".
- See [Appendix 4](#)*

LAYOUT AND ARRANGEMENT OF CONTENTS



■ ■ List of Tables^x Figures^x and Plates. List of Symbols and Abbreviations, Abstract^x

List of Tables^x Figures^x and Plates

- Must be worded exactly as in the text.
- Page number begins with "iv" and so on.
- See [Appendix 5^x](#) and [6^x](#)

List of Symbols and Abbreviations

- If applicable, this should appear after the [List of Tables^{*}](#), [Figures^{*}](#) and Plates.
- Page numbered in Roman numeral accordingly.

[Abstract^x](#)

- An [abstract^x](#) is a summary of the entire thesis and should contain a brief write-up of the problem statement, objective, methodology, and summary of the findings in context of the whole study.
- Must be in Bahasa Malaysia and English.
- The Bahasa Malaysia abstract appears first.
- Both versions must have their respective titles.
- Not more than 400 words and double spacing.
- Placed immediately before Chapter 1.
- Page numbered in Roman numeral accordingly.
- See [Appendix 7](#).

LAYOUT AND ARRANGEMENT OF CONTENTS



This section outlines the contents of your thesis; please refer to your School for the appropriate format and layout according to your discipline. The text is made up of chapters with a number of sections and subsections. All these sections must begin on a new page. It usually comprises of: Introduction, Materials and Methods, Results and Discussion, Recommendation for Future Research, Summary and Conclusion.

Text

Introduction

- Gives a background and highlights the problems under investigation by describing the status of the problem(s) conceptually or theoretically.
- Sets forth the scope and objectives of the study.
- Outlines plan of action or research protocol. Can include a fully-referenced review of the existing literature.
- Note: A separate chapter may be written specifically for literature survey under the heading Literature Review.

Materials and Methods

- Contains detailed description of experiments carried out.
- Experimental methods should be described so that another researcher will have no difficulty replicating them.

Results

- Consists of results obtained from the study.
- Can be presented as a series of figures, tables etc. with a descriptive text.
- Analysis of data such as statistical analysis can be stated.

Discussion

- Discusses the outcome of research in relation to results obtained and existing evidence/reports.

Summary and Conclusion

- Recapitulation of the study's findings.
- Discussion of the findings.
- Recommendation for future research.
- Conclusion of the study.

LAYOUT AND ARRANGEMENT OF CONTENTS

Reference Materials

References

- Start on a fresh page.
- The title REFERENCES to be centred in capital letters.
- Five (5) cm from the top.
- List begins four (4) spaces from the heading.
- Single spacing within entry.
- Double-spacing between entries.
- 3-space indentation for entry exceeding a single line.
- Refer to [Appendix 8](#) for details

References are the list of materials cited in your thesis and is listed according to the appropriate style used in your discipline.

USM allows for different reference styles specific to your discipline; however we stress on consistency and appropriate utilization of the chosen style throughout your thesis.

Please discuss with your supervisor regarding which style to adopt for your thesis, or select one reference system from among the reputable publications in your field.

We recommend that you use the bibliographic management software [EndNote](#) available from the [USM Library](#) website or use any other tools such as BIBTEX.

Appendices

- Referred to in the text.
- Comprises of supplementary illustrative materials, original data, and quotations too long for inclusion in the text or lengthy experimental methods.
- Words APPENDICES to be centred in capital letters.
- Do not number this page.
- Must be listed in the [Table of Contents](#).

List of Publications (If Available)

- List of all the publications (including conference articles from the research work).
- List only accepted publications.
- Manuscript that has been accepted but not published must be printed as 'in press'.
- Use the same style as the references.
- Obtain written permission to borrow any copyrighted material. You need to keep your own file of permission letters for any copyrighted materials used in your dissertation or thesis.

LAYOUT AND ARRANGEMENT OF CONTENTS

Thesis Format

Length of Thesis

- Generally, PhD dissertations and Masters theses should not exceed 80,000 and 50,000 words respectively. [MPSU 208 (12 Sept. 2002), Senate 160 (12 Oct. 2002)]

Printing

Remember: All copies must be clean and legible. Consult IPS if you are uncertain about the acceptability of the paper selected.

- Use 80 gm, A4 size (210 x 297 mm), and white paper.
- Print on one side only.
- Computer paper or carbon copy are NOT allowed

Cover

• **The cover (3 hard bound copies) must contain the following:**

- Full thesis title
- Your full name
- UNIVERSITI SAINS MALAYSIA
- Year of submission
- All printed in gold, font size of 18, Times New Roman and capitalized.

Binding

• The final 3 copies must be bound in black for PhD theses and red for Masters theses, buckram or rexine with stiff boards

• **The spine must contain:**

- Your full name
- Full thesis title
- Year of submission
- Degree
- All printed in gold, capitalized and appropriate font size Times New Roman

Label for CD cover

The CD must have the following on the label:

- Your full name
- Full thesis title
- Year of submission
- Degree

LAYOUT AND ARRANGEMENT OF CONTENTS



Margins

All Text, Tables, Figures and their captions must conform to the following margins:

- Top edge: 2.5 cm
- Bottom edge: 2.5 cm
- Right side: 2.5 cm
- Left side: 4.0 cm

Typing cannot be done below the bottom margin except to complete a footnote or last line of a chapter, subdivision or caption.

A new paragraph must have at least 2 full lines in a page. Otherwise begin on the next page.

LAYOUT AND ARRANGEMENT OF CONTENTS



Subdivision

- Text in each chapter may be divided under headings and sub-headings such as 1.1, 1.2, 1.3 etc and 1.1.1, 1.1.2 etc.
- All subdivisions begin from the left margin.

Notes and Footnotes

- Font sizes for notes and footnotes must be smaller than general text.
- Footnotes are not encouraged for the Sciences, Engineering, Medical and Business; and should be kept to a minimum.

LAYOUT AND ARRANGEMENT OF CONTENTS

As general guideline we suggest you refer to the style book used in your discipline for tables, figures and plates. The following are just the basic guidelines.

■ ■ ■ ■ Tables

- Properly centred within the margin. Numbered in relation to chapter, e.g. in Chapter 1, tables should be numbered Table 1.1, Table 1.2 and so on.
- Numbered in Arabic numeral (Table 1.1, Table 1.2 etc) and a caption.
- Number must correspond with text.
- Place tables near to related discussion in text.
- Put heading above the table.
- Single-space all tables.
- Align all of the decimals in any column.
- Tables too large to fit the margins may be reduced to a smaller size of the same font. The table number and title should be in the same font size as the rest of your manuscript. Format all tables consistently throughout, including the appendix tables.
- Tables too long or too wide for a single page (vertically or horizontally) may be continued on to the following page. The heading should be e.g. "Table 1-1. Continued" (do not repeat the table title). Column and row headings must be repeated for continued tables.
- Notes (if any) belong in the bottom row of the table. Do not vertically list your table notes (at the bottom of the table): instead let them wrap automatically, like paragraph text (do not put a hard return after each entry).

■ ■ ■ ■ Figures

- Can be illustrations, photographs, graphs or anything other than tables and script.
- Line diagrams should be drawn with the aid of a computer or with mechanical aids using black permanent ink or equivalent on white paper.
- Unless necessary, the use of colour in graphs and figures is discouraged.
- Put heading below the figures.
- Put only 1 blank line space between the figure and figure heading.
- Minimize clutter. Label subparts of figures as A and B, not (A) and (B).
- If a figure and all of its subparts run more than one page, the entire figure heading (including descriptions of all subparts) must appear at the bottom of the first page of the figure. Any additional pages of subparts of this figure get only this heading at the bottom of the page.

LAYOUT AND ARRANGEMENT OF CONTENTS

Plates

- Photographs are regarded as plates.
- Put heading below the plates.
- Numbered in sequence and in relation to Chapter e.g. Plate 1.1, Plate 1.2 and so on for photographs in Chapter 1.
- Photographs should be scanned especially the final copies or photographed on photographic paper.

Copyright of tables or figures

- Any table or figure that is borrowed from copyrighted publication, you need to secure permission and give a complete source (the full reference PLUS the table or figure number and page number where it appeared in the original). For tables, this goes in the notes row (the last row) of the table. For figures, this goes at the end of the figure heading.

Forms

1. [Notice of Submission of Thesis](#)
2. [Thesis Submission – Ten \(10\) Copies](#)
3. [Thesis Submission – Final Three\(3\) Copies](#)

FAQ

1. I intend to submit my thesis in June but my candidature expires in April. What should I do?

The regulation states that your candidature status must be Active when you submit your thesis. In your case, you have to apply for an extension of your candidature period at least two months before your candidature expires i.e. latest by February. For extension, you have to fill up the IPS/HEP-03 form, obtain the signatures of your Supervisor and Dean and submit the form to IPS. You will be informed of the outcome by IPS once your application has been approved.

2. I submitted the Notice for Thesis Submission in November but am unable to submit my thesis three (3) months from my first notice. Should I submit another Notice after the first notice has expired?

The first notice is valid for six (6) months. Therefore, you only need to submit the notice for the second time after the expiry period of six months.

3. I have been given six months to do my corrections after my viva. What happens if I cannot finish my corrections within the stipulated time?

You have to write in officially to the Deputy Vice Chancellor (Academic Affairs), stating your reasons.

4. Do I have to pay the thesis examination fee again if I have to resubmit my thesis?

Yes, but the re-examination fee is half the designated Examination fees.

5. How many copies of the thesis should I hand in to IPS if I have to resubmit my thesis?

You need to submit 7 copies together with the thesis resubmission form (available from IPS) which has been signed by your Supervisor and the Dean of your School, to IPS.

6. Who signs the section for Dean's signature in the IPS/Exam-03 Form if my Supervisor is the Dean of the School?

The Dean of IPS will sign that particular section.

7. How do I get permission from my company to attend my Viva?

IPS can issue an official letter to your company confirming the date of attendance of the viva.

THESIS EXAMINATION FEES

Appendix 1 Exam Fees

Thesis Examination Fees (all fees in Malaysian Ringgit)

Registered	<i>Masters</i>		<i>PhD</i>	
	Local	International	Local	International
< 1997	200	200	300	300
1998	200	300	300	450
1999 >	300	450	500	750
2007 >	750	1000	1000	1500



**JABATAN BENDAHARI
UNIVERSITI SAINS MALAYSIA
11800 Minden, Pulau Pinang,
Malaysia**

MUSTAHAQ: RESIT INI MESTI DISERAHKAN KEPADA JABATAN INI
SEMASA MENUNTUT KEMBALI WANG CAGARAN

No:
RESIT RASMI

Amaun Bayaran: RT/03/07?2571

Amaun Bayaran: ISHAH

Tarikh:

RM

Amaun Bayaran

YURAN TESIS

Diterima daripada:

Perihal Bayaran

Mod	Bank	Rujukan	Amaun	Bayaran untuk	Amaun
				YURAN TESIS	

RESIT INI SAH HANYA SETELAH PENJELASAN BAYARAN DIPERAKUI OLEH BANK
RESIT INI DICETAK OLEH KOMPUTER DAN TANDANGAN TIDAK DIPERLUKAN

TITLE PAGE



Appendix 3
Title Page

**CHARACTERIZATION, MODELING AND THE REABILITY
STUDIES OF MIXED EFFLUENT IN A CLOSED DRAINAGE
SYSTEM IN THE PRAI INDUSTRIAL ZONES I AND II, PENANG,
MALAYSIA**

by

NORLI BINTI ISMAIL

**Thesis submitted in fulfillment of the requirements
for the degree of
Doctor of Philosophy**

April 2003

Appendix 3 (i)

Title Page: Bahasa Malaysia Thesis

**KESAN SEBATIAN BIOAKTIF DARIPADA ORTHOSIPHON
GRANDIFLORUS DAN DRYMOGLOSSUM PILOSELLOIDES
KE ATAS MIKROORGANISMA PATOGEN**

oleh

PIPIK TAUFIK

**Tesis yang diserahkan untuk
memenuhi keperluan bagi
Ijazah Sarjana Sains**

April 2003

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ABSTRACT

Appendix 7 Abstract

CHARACTERIZATION, MODELING AND THE REABILITY STUDIES OF MIXED EFFLUENT IN A CLOSED DRAINAGE SYSTEM IN THE PRAI INDUSTRIAL ZONES I AND II, PENANG, MALAYSIA

ABSTRACT

To verify the status of the wastewater circulating within the closed drainage system (CDS) running through Prai Industrial Zones (PIZ 1 and 2 and to identify it's major polluters, a study was conducted on the pollutant load, pollutant characterization and the wastewater flow pattern. The CDS receives various types of wastewater from industries located in the area. The wastewater has been extensively analyzed for the 23 parameters stipulated in the Environmental Quality Act (EQA) 1974, under Sewage and Industrial Effluent, Regulations 1979, for Standard B. Nine parameters, which are biochemical oxygen demand (BOD 5), chemical oxygen demand (COD), suspended solids (SS), cadmium (Cd), lead (Pb), zinc (Zn), copper (Cu), sulphide and oil and grease (O&G) were higher than the limits of Standard B. One compound was identified as a priority pollutant, which is 1,2-benzenedicarboxylic acids bis (2-ethylhexyl) ester as listed under United State Environmental Protection Agency (EPA) hazardous wastes for commercial chemical products. The downstream condition of the CDS located at MPSP pumping station A is dependent of the upstream CDS within the PIZ 1 and 2 and the outfalls (factory discharge outlets) conditions. In this study about 387.8 mg/L COD concentration was the average diffluent discharged by factories within the studied area, which reflects the water quality in the CDS before it goes to the pumping station to be released to the Penang Straits. This condition also illustrates that some of the factories within the studied area are still discharging their effluents exceeding the regulated standard limit.

REFERENCES / BIBLIOGRAPHY

Appendix 8 References / Bibliography

References/Bibliography

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Book

Family name, first initial(s). (year) Title. City of publication: Publisher. Page number of your quotation
Adams, A.D. (1906) Electric transmission of water power. New York: McGraw. P.1

British Standards Institution (1990) BS5605:1990 Recommendations for citing and referencing published material. Milton Keynes:BSI.

Coffin, J M. (1999) Molecular Biology of HIV. In: K.A. Crandell, (ed). The Evolution of HIV, Baltimore: Johns Hopkins Press. Pp.3-4.

Website with no author

Title of website (year as appearing on site) [Online]. [Date accessed]. Available from World Wide Web : < url of site>

Feminist Collections A Quaterly of Women's Studies Resources (2002) [Online], [Accessed 9th May 2002]. Available from World Wide Web:
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Hawking, S. (2000) Profesor Stephen Hawking's website [Online]. [Accessed 9th May 2002]. Available from World Wide Web: <http://www.hawking.org.uk/home/hindex.html>

Thesis

Use the title page of the thesis:

Family name, first initial(s). (year) Title. Type of qualification, academic institution Gill, M.R. (1997) The relationship between the physical properties of human articular cartilage and tissue biochemistry and ultrastructure. Ph.D thesis, University of Leeds.

Chapter in an edited book

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Patent

This information is found on the title page of the patent: Name of originator. (year) Title of patent document. Patent code. Patent number Philip Morris INC. (1981) Optical perforating apparatus and system. European patent application 0021165 A1. 1981-01-07.

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Conference Paper

Family name, first initial(s). (year) Title of paper. In :Editor(s) of conference proceedings if known. Title of conference, date of conference, location of conference. Place of publication: publisher. Page number(s).

Robertson, J.(1986) The economics of local recovery: In: The Other Economics Summit, 17/18 April 1986, Tokyo. London: The Other Economics Summit.

Electronic journal article

Use information from the web site and the article:

Family name, first initial(s). (year) Title of article. Journal title. [Online]. Volume (issue number) [Date accessed], page number of your quotation. Available from World Wide Web: <url of site>

Royall C.P., B.L. Thiel & A.M. Donald. (2001) Radiation damage of water in environmental scanning electron microscopy. Journal of Microscopy. [Online]. 204(3), [Accessed 9th May 2002], p. 185. Available from World Wide Web: <http://www.blackwell-synergy.com/>

Journal article

Use the title page of the journal volume or issue and the article: Family name, first initial(s). (Year) Title of article. Journal title. Volume (issue number), page number of your quotation

Walker, J R (1998) Citing serials: online serial publications and citation systems. Serials-Librarian, 33(3/4), p.343-356.

CD-ROM

Use the accompanying material : Title (year). [CD-ROM]. City of publication: Publisher.

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