

# PH.D THESIS/PROJECT/DISSERTATION GUIDELINES FOR DOCTOR OF PHILOSOPHY/ MASTER'S DEGREE COURSE

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## DISSERTATION WRITING--- AT A GLANCE

The dissertation is an individual piece of research writing based on an approved research topic. The dissertation has two aims.

**Firstly**, it should demonstrate extensive knowledge in the chosen topic areas.

**Secondly**, the dissertation should reflect a clear understanding of the relevant research methods

<b>1st Step</b>	<b>Choose the topic</b> for your dissertation. Make sure you will be able to find enough sources to investigate the topic you have chosen. You do not want to change the topic and be in a hurry in order to prepare your dissertation on time.
<b>2nd Step</b>	<b>Collect the sources.</b> The most important factor promoting successful <b>writing of your dissertation</b> is relevant information. Resort to the public library, your university library, the internet resources, latest research papers, etc.
<b>3rd Step</b>	<b>Make a plan</b> of your dissertation. It is necessary that you consult your supervisor on the plan of your dissertation.
<b>4th Step</b>	Compose the <b>introduction</b> of your dissertation. Say what you will be investigating and how you are planning to do it.
<b>5th Step</b>	<b>Present data</b> taken from the sources you have collected. Be very attentive when copying data from the source found.
<b>6th Step</b>	<b>Interpret data.</b> This point implies that you express your personal point of view on the basis of what you have read.

<b>7th Step</b>	<p>Draw a strong <b>conclusion</b>.</p> <p>To make a good conclusion means to answer the questions</p> <p>“What did you investigate?  Did you manage to achieve your purposes?  Did you face any difficulties?  What helped you overcome them?”</p> <p>Give your recommendations.</p>
<b>8th Step</b>	<p>Make <b>appendices</b>. It is extremely essential to make them if you want your grade to be high.</p>
<b>9th Step</b>	<p><b>Edit</b> the final dissertation.</p>
<b>10th Step</b>	<p><b>Present</b> it and enjoy fun.</p>

**HOW TO PREPARE A MASTER’S DISSERTATION, MFM/MFMT/MFMRI (Master of Finance Management) IVth SEMESTER,**

**FORMAT OF A DISSERTATION**

**A. THE FRONT OR PRELIMINARIES COMPOSED OF:**

1. The title page ( followed by a blank page)
2. Preface including acknowledgement
3. Table of contents
4. List of tables
5. List of illustrations
6. Abbreviation :
7. Executive summary

**B. THE TEXT COMPOSED OF:**

1. Introduction
2. Half title page
3. Main body of the paper usually consisting of well defined divisions , such as chapters
  1. Identifying the problem
  2. Extensive literature review
  3. Development of hypothesis
  4. Theoretical background
  5. Methodology
  6. Detailed plan of study
  7. Discussions
  8. Findings
  9. Conclusions
  10. Recommendations

### **C. THE REFERENCE MATTER CONSISTS OF:**

1. Footnotes
2. Reference
3. Bibliography
4. Appendix

### **A. THE FRONT OR PRELIMINARIES COMPOSED OF:**

The dissertation should be written in a professional manner. It should be double spaced and typed in good quality paper. It needs to be bound by hard cover with your name and ID on the cover page. The size of dissertation should be limited with in 30-40 pages. You must keep the copy of your dissertation for your own use because the dissertation you submit to your supervisor will not be returned.

#### **1. The title page:**

Title page is the first (**top/cover**) page of a dissertation i.e. hard, colorful, decorative it includes all suitably capitalized centered at the top of the sheet.

- The exact title of the paper
- The name and identity of the writer
- Target -Submitted as partial fulfillment of the requirement for the degree of Master of ... of the ... College
- Date : Year

#### **2. Half title page:**

Same as title page but in the text form not all capital or centralized

#### **3. Approved by:**

Signature space with:

- a. Name and designation of Supervisor
- b. Name and designation of head of institution

**4. Acknowledgement:** It is the **expression of indebtedness** to the persons, groups or organizations that helped in preparing this dissertation.

**5. Table of contents:** Gives **serial number, headings and page numbers** of various topics of the dissertation

**6. List of tables:** It consists of;

- Serial number of table,
- Detailed name of table
- Page number

7. **List of illustrations:** if there need list of illustration it should be placed on a separate page from list of tables. It consists of;

- Serial number of figure
- Detailed name of illustration
- Page number

8. **Abbreviations:** Should be mentioned before the main article in alphabetical order.

9. **Executive summary:** The synopsis is an abbreviated version of the whole dissertation with an emphasis on the conclusions. It is written only after finishing a dissertation. **Its length is about one-eighth or between five and ten percent of the dissertation.** It is designed chiefly for the busy executive who may not have time to read the whole dissertation.

## **B. THE TEXT, COMPOSED OF**

### **1. INTRODUCTION AND IDENTIFICATION OF THE PROBLEM**

The introduction of the dissertation proper orients the reader to the issue or problem dealt with in the dissertation. You can include anything that will help the reader understand the problem. The technique for the purpose involves the undertaking of the following steps generally one after the other:

- (i) Statement of the problem in a general way;
- (ii) Understanding the nature of the problem;
- (iii) Surveying the available literature;
- (iv) Developing the ideas through discussions; and
- (v) Rephrasing the problem into a working proposition.

### **2. EXTENSIVE LITERATURE REVIEW**

Once the problem is identified a brief summary of it should be written down. At this juncture the he/should undertake extensive literature survey connected with the problem.

For this purpose, the abstracting and indexing journals and published or unpublished bibliographies are the first place to go to. Academic journals, conference proceedings, government dissertations, books etc., must be tapped depending on the nature of the problem.

A good library will be a great help to the researcher at this stage. It needs to be started before undertaking the dissertation work and to be continued until the beginning of the writing dissertation.

Focusing on the researches into your subject carried out by outstanding publications, whose ideas serve you as the basis of your own work. The more extended is our list of the literature referred, the more argumentative your own work will be.

### **3. DEVELOPMENT OF HYPOTHESES:**

Hypotheses can be defined as an intelligent guess or assumption or conjecture of an investigator regarding the relationship between the variables of his interest. The hypothesis is a tentative answer to a question. As an example let us take the question "Why mothers do not breast feed their infants for 2 years'?"

In the light of his past observation as well as through preliminary reading, developed an impression that a very large number of mothers fail to feed their infants because they do not have enough breast milk after the first few months.

Developing working hypotheses:

(a) Discussions with colleagues and experts about the problem, its origin and the objectives in seeking a solution.

(b) Examination of data and records, if available, concerning the problem for possible trends, peculiarities and other clues.

(c) Review of similar studies in the area or of the studies on similar problems; and

(d) Exploratory personal investigation which involves original field interviews on a limited scale with interested parties and individuals with a view to secure greater insight into, the practical aspects of the problem.

**A good hypothesis has several basic characteristics:**

It should be testable.

It should be reasonable or logical.

It should be directly related to research problem.

It should be consistent with known facts or theories.

It states a relationship between variables.

It is stated as such as it can be accepted or rejected

**4. Theoretical background:** A brief section giving background information may be necessary, especially if your work spans two or more traditional fields. That means that your readers may not have any experience with some of the material needed to follow your thesis, so you need to give it to them.

5. **Methodology:** In this section one should describe the data( primary or secondary ) and the variables (dependent or independent , continuous or categorical, data collection methods ( telephone , interview , personnel interview , mailed questionnaire , structured or unstructured questionnaire, published statistics, data analysis techniques (graphical presentation , frequency, percentage , Chi-square analysis, ANOVA, regression ) data presentation techniques ).

#### **6. Detailed plan of the study**

This section will contain a preview of the dissertation layout. This is known as **chapterisation** such as:

**Chapter-1:** Introduction;

**Chapter-2:** Background of the situation;

**Chapter-3:** Findings and analysis;

**Chapter-4:** Identified problems and recommendations etc

**7. Discussion:** Comparing your findings obtained in the course of the research with points of view communicated by outstanding scientists presented in Literature Review.

#### **8. Findings:**

This is where the reader gets introduced to the data. Aspects of findings are singled out and described. The first step is to say “this is what was found with respect to this issue .... That was found with respect to other issues.

The aim is to be able to present relevant findings before going ahead to analyze those findings and see what implications they might have for the issues, problems or ideas that prompted the dissertation work.

First things first; let's see what we have found. Then and only then, as subsequent stage, will we move to considering what significant the data might have in the context of overall aims of dissertation.

### **9. Conclusions:**

Analyze the information in light of the problem and from there to reach a conclusion

To make a good conclusion means to answer the questions "What did you investigate? Did you manage to achieve your purposes? Did you face any difficulties? What helped you overcome them?" Give your recommendations

**10. Recommendations:** Recommendations are the suggested courses of action to be taken to overcome the problems involved with the investigated issue or situation.

## **REFERENCING**

The **Harvard** system cites the author's **surname** and **year of publication** in the text, e.g. (Bond, 2004), and provides a reference list (of these citations), in alphabetical order by author, at the end of the assignment. Reference to sources may be cited in the text in different ways depending on the nature of the sentence/paragraph that you are writing.

When you are making reference to an author and his work in the text of your essay, dissertation or other assignment, and you directly mention the author, this is followed by the date of the work in brackets (parentheses), and forms part of the sentence. If you make reference to a work or piece of research without mentioning the author in the text of your essay, then both the author's name and year are usually placed at the end of the sentence in brackets.

### **1. Where the author's name is cited in your essay**

In the sentence, put the author's name, followed by the year of publication, in brackets.

Cormack (1994) states that 'when writing for a professional readership, writers invariably make reference to already published works'.

In general, when writing for a professional publication, it is good practice to make reference to other relevant published work. This view has been supported in the work of Cormack (1994).

### **2. Where the author's name is not cited directly in the essay,**

Here both the author's name and year are usually placed at the end of the sentence, in brackets.

Making reference to published work appears to be characteristic of writing for a professional audience (Cormack 1994).

### **3. Where more than one author's work is cited in your essay**

Where reference is made to more than one author in a sentence, and they are referred to directly, these can be listed,

Jones (1946) and Smith (1948) have both shown.....

**4. Where more than one authors' works are not cited directly in your essay**

They can be listed at the end of the sentence, putting the author's name, followed by the date of publication, separated by semi-colons and within brackets.

(Jones 1946; Smith 1948)

**5. Where there are two authors for a particular work**

When there are two authors for a work, these should all be noted in your text.

White and Brown (1964) in their recent research paper found.....

Or

(Slater and Jones 1996)

(White and Brown 1966)

**6. Where there are more than two authors for a work**

Where there are several authors (more than two), only the first author should be used, followed by "and others" or "et al".

Green et al. (1995) found that the majority .....

Or Recent research has found that the majority of..... (Green et al. 1995)

**7. Where there is no author**

Use the title of the work and date of publication, (or you may use Anonymous or Anon). The title should be written in *italics*. Every effort should be made to establish the authorship, if you intend to use this work in an academic submission.

*Marketing strategy* (1999)

**8. Where there is no date(n.d)**

The abbreviation n.d. is used to denote this

Smith (n.d.) has written and demonstrated.....

Or (Smith n.d.)

**9. Page numbers**

Including page numbers, from where a reference is made, (particularly for quotations), will help the reader trace your sources.

Lawrence (1966, p.124)

Or (Lawrence 1966, p.124)

**10. Where there are several works by one author**

If you are referring to more than one publication from the same author to illustrate the same point where the works are published in different years, the reference may be cited with the earliest publication year first,

As suggested by Bloggs (1992, 1994).

Or (Bloggs 1992, 1994) ...

**11. If the same author is responsible for several works written over one year which you are quoting from,** these can be differentiated by adding a lower case letter after the year for each item.

Earlier research by Smith (1993a) found that ...but later research suggested again by Smith (1993b) that.....

**If several works published in the same year are referred to on a single occasion –**

or an author has made the same point in several publications, they can all be referred to by using lower case letters (as above),

Bloggs (1993a, b) has stated on more than one occasion that...

## **12. Quotations**

Where you are quoting portions of published text .If you want to include a statement from a published work in your essay, the sentence(s) must be included within quotation marks, and may be introduced to by such phrases as

...the author states that...or ...the author writes that ....

In order for a reader to trace the quoted section, it is good practice to give the number of the page where the quotation was found.

Additionally, highlight the quotation (especially if it runs to several lines) by placing it as an indented paragraph within your work and enclosing the quotation within speech marks. This clearly identifies the quotation as the work of someone else and not your own.

On the topic of professional writing and referencing, Cormac (1994, p. 32-33) states:

'When writing for a professional readership, writers invariably make reference to already published works'.

## **13. Edited works**

Where you are referring to the work of an author that appears as a chapter or part of a larger work edited by someone else

Within the text of your essay, the reference should be cited using the name of the author of the part or chapter of text to which you are referring, and not the editor of the whole volume. In his work on health information, Smith (1975) states...

In the reference list details of both the part and the entire document should be given

This is given in the reference list as,

Smith, J., (1975). A source of information. In W. Jones, ed. *One hundred and...*

## **14. Corporate authors**

Where you are referring to a publication by an association, company or a government department etc.

If the work is by a recognized organization and has no personal author, then the author of the work is usually cited under the body that commissioned the work e.g.

Department of the Environment

or Royal College of Nursing

It is acceptable to use standard abbreviations for these bodies, i.e. DoE or RCN in your essay text, provided the full name is given once at the first citing within the text, with the abbreviation in brackets. The full name is the preferred format in the reference list.

Some dissertations are written by groups or committees. Such dissertations can be cited by the name of the committee

Committee on Nursing (1972).

## **15. Second-hand references (secondary sources)**

Where an author mentions another's work, and you wish to refer to this other work, this is a secondary reference.

These should only be cited if you are unable to read the original work being referred to:



### **Indirectly**

(Brown 1966 cited in Bassett 1986)

### **Directly**

Research recently carried out by Brown (1966 cited in Bassett 1986) found that

White, as cited by Black (1994), suggests that...

In this citation, White is the primary source, and therefore the original; Black (the secondary) may have taken White's ideas forward and altered the meaning slightly, if not directly quoted. Therefore it would be prudent to try and access White's work and read the original.

When citing the reference in the reference list, cite only the work that you have read; i.e. for this the secondary source, Black (1994).

### **16. For Tables and Diagrams**

Where you are reproducing data from a diagram or table, or copying the entire table or diagram, in your essay, a reference should be made to the source.

A reference within the text of your essay to a Table taken from a book should include the author and page (Smith 2005, p.33) to enable the reader to verify the data. Where the source of the data is not the author's own, but obtained from another source, this is a second hand reference and needs to be cited thus (United Nations 1975 cited in Smith 2005, p.33)

Where the table is reproduced in its entirety, place the citation as a footnote to the table. Be particularly careful to note the original source of data, as well as the authorship of document you have found it in.

Fuller details should be included in the reference list at the end of the essay.

An example, you wish to

1. Quote from a table in this book in your text,
2. Reproduce the table in your essay
3. Reference the book in the bibliography

Television ownership in England (Percentage of households)

Date	1970	1980
Percentage	60	70

Source : National Statistics Office 1985

This book is: - Amazon, Robert. , 2005. *Management in the media: decision makers*. 4th ed. Harlow, England: FT Prentice Hall. The table is found on page 267.

1.....historical figures demonstrate that only sixty percent of households had televisions in Britain by the 1970s. (National Statistics Office 1985 cited in Amazon 2005, p. 267).

2.....Footnote positioned below the reproduced table.....

(National Statistics Office 1985 cited in Amazon 2005, p.267).

3 Amazon, R., 2005. *Management in the media: decision makers*. 4th ed. Harlow, England: FT Prentice Hall.

## **17. Compiling the Reference**

### **For books**

Author(s) surname(s) and initials

Year of publication of edition referred to (not printing or impression)

Full title of book/thesis/dissertation (including subtitle) in italics

Edition of book (if not first edition)

Place of publication

Name of publisher

Ulrich, W., 1983. *Critical Heuristics of Social Planning*. Chicago: University of Chicago Press.

Kirk, J. and Munday, R.J., 1988. *Narrative Analysis*. 3rd ed. Bloomington: Indiana University Press.

### **For books with multiple authors**

For books with two or three authors, of equal status, their names should be included in the author statement

The Authors surname and initials, listed in the order they appear in the document.

Year of publication of edition referred to (not printing or impression)

Full title of book/thesis/dissertation (including subtitle) in italics

Edition of book (if not first edition)

Place of publication

Name of publisher

For books with more than three authors

British Standard recommends for books with four or more authors, the name of the first author should always be included, with or without the names of the other authors. Where names are omitted "and others" or "et al" should be added.

However, within some subject disciplines, there is a convention to include all authors in the Reference List/Bibliography.

The first Author only surname and initials, followed by "and others" or "et al", if other authors are omitted

Year of publication of edition referred to (not printing or impression)

Full title of book/thesis/dissertation (including subtitle) in italics

Edition of book (if not first edition)

Place of publication

Name of publisher

Grace, B. et al., 1988. *A History of the World*. Princeton, NJ: Princeton University Press.

### **18. For books which are edited**

Author(s) surname(s) and initials, followed by ed. or eds.

Year of publication of edition referred to (not printing or impression)

Full title of book/thesis/dissertation (including subtitle) in italics

Edition of book (if not first edition)

Place of publication

Name of publisher

Keene, E. ed., 1988. *Natural language*. Cambridge: University of Cambridge Press.

Silverman, D.F. and Propp, K.K. eds., 1990. *The Active Interview*. Beverly Hills, CA: Sage.

### **19. For an e-book**

Author(s) surname(s) and initials

Year of publication of edition referred to (not printing or impression)

Full title of book/thesis/dissertation (including subtitle) in italics

Type of medium should be indicated in parentheses or square brackets, i.e. [e-book]

Edition of book (if not first edition)

Place of publication

Name of publisher

Available from, should include Web site address/URL and additional details of access, such as the routing from the home page of the source

Accessed, or cited ....date in square brackets

Fishman, Robert. 2005. *The rise and fall of suburbia*. [E-book]. Chester: Castle Press.

Available from: libweb.anglia.ac.uk / E-books

[cited 5 June 2005].

*Employment law and practice*. 2005. [CD-ROM]. London: Gee

Available from: libweb.anglia.ac.uk/ E-books

[cited 7 June 2005].

### **20. For chapters of edited books**

Chapter author(s) surname(s) and initials

Year of publication (of chapter)

Title of chapter

Place the word 'In' Editor(s) first name/ initials and surname(s) of the book, placing ed. or eds. after the last name

Title of the book (including subtitle) in italics

Edition of the book (if not the first)

Place of publication

Name of publisher

Year of publication (of book)

Page numbers if relevant, first page and last page e.g. pp. 3-8

Smith, J., 1975. A source of information. In W. Jones, ed. *One hundred and one ways to find information about health*. Oxford: Oxford University Press, 1998.

Samson, C., 1970. Problems of information studies in history. In S. Stone, ed. *Humanities information research*. Sheffield: CRUS, 1980, pp. 44-68.

Where you have several works by one author written over one year, these can be differentiated by adding a lower case letter after the date, remember that this also must be consistent with any citing in your text. In your reference list or bibliography, you do not need to repeat the surname.

Soros, G., 1966a. *The road to serfdom*. Chicago: University of Chicago Press.

----- 1966b. *Beyond the road to serfdom*. Chicago: University of Chicago Press.

You can also do this where you have several authors with the same surname, or you can include their initials in the citation in the text of your assignment.

Works by the same author should be displayed in chronological order, earliest first.

### **21. For journal articles**

Author(s) surname(s) and first name initials

Year of publication

Title of article

Name of journal, in italics

Volume number, in bold

Issue number in brackets (-)

Page numbers, first page and last page e.g. pp. 3-8

Note the page referencing is pp, unlike a citation within the text of your essay

Boughton, J.M., 2002. The Bretton Woods proposal, an indepth look.

*Political Science Quarterly*, 42 (6), pp.564-78.

### **22. For newspaper articles**

Author(s) surname(s) and first name initials

Year of publication

Title of article

Name of newspaper, in italics

Date, day and month

Page numbers of article

Slapper, Gary. 2005. Corporate manslaughter, new issues for lawyers. *The Times*, 3 Sep. pp.4-5.

### **23. For journal articles, taken from an electronic source**

Author(s) surname(s) and first name initials

Year of publication

Title of article

Name of journal in italics

Type of medium should be indicated in square brackets

Volume number in bold

Issue number in brackets (-)

Page numbers, only if these are part of the webpage presentation.

Available from, URL and other location and source details, which would help to retrieve the article

Accessed, or cited date in square brackets

Boughton, J.M., 2002. The Bretton Woods proposal, an indepth look.

*Political Science Quarterly*, [online]. 42 (6),

Available from: <http://www.pol.upenn/articles>, Blackwell Science Synergy.

[cited 12 June 2005].

Hamill, C., 1999. Academic essay writing in the first person: a guide for undergraduates. *Nursing Standard*, [online] 21 Jul., 13 (44), pp 38-40.

Available from: <http://libweb.anglia.ac.uk/ejournals/333>

[cited 12 June 2005].

Jenkins, R., 1989. Clashing with caching. ARIADNE, [Online] Issue 21, 10 September,  
Available at: <http://www.ariadne.ac.uk/issue21/web-cache/>  
[cited 2 December 2004].

Wright, A. and Cottee, P., 2000.  
Consumer understanding of US and EU nutrition labels.  
*British Food Journal* [online] 103 (8), pp. 615-629. Emerald.  
Available at: <http://www.emerald-library.com>  
[cited 8 September 2001].

Beaver, M., 2000. Errant greenhouse could still be facing demolition.  
*Building Design* [Online] 24 Nov., p3.  
Available at: [http://www.infotrac.london.galegroup.com/itweb/sbu\\_uk](http://www.infotrac.london.galegroup.com/itweb/sbu_uk)  
[cited 15 August 2003].

#### **24. For a journal abstract, found on a database**

If you need to cite a reference/abstract from a bibliographic database, where you have been unable to see the full text version, but still wish to include in your reference list or bibliography

Author(s) surname(s) and first name initials  
Year of publication  
Title of article  
Name of journal in italics  
Type of medium should be indicated in square brackets  
Volume number in bold  
Issue number in brackets (-)  
Page numbers, only if these are part of the webpage presentation.  
Abstract from, with details of source  
Available from, URL and other location and source details, which would help to retrieve the article  
Accessed, or cited date in square brackets

Boughton, J.M. 2002 The Bretton Woods proposal, an indepth look.  
*Political Science Quarterly*, [online]. 42 (6), Abstract from Blackwell Science Synergy database  
Available from: <http://www.pol.upenn/articles>, Blackwell Science Synergy.  
[Cited 12 June 2005].

#### **25. Referencing from the Internet**

The information needed for a complete and accurate reference should normally include:

Author's name(s) and initials (if more than two authors, use first followed by et al.) or corporate author

Year of publication

Title of document being cited (with an edition or version number if later than the first, if relevant) The title of a web page, normally the main heading on the page.

Medium or type of resource, in square brackets [Internet] to show that this is not a printed item.

Available from Location URL,

Together with any commands needed to locate the document, generally from the home page, routing or breadcrumb.

Accessed or cited date in square brackets, especially important in this context as a document is likely to change or move; you should also take a print of the front page.

*e-version of an annual dissertation document*

Marks & Spencer., 2004. *Annual dissertation 2003-2004*. [Online].

Available from:

<http://www-marks-and-spencer.co.uk/corporate/annual2003/>

[cited 4 June 2005].

*Online newspaper article*

Chittenden, M., Rogers, L. and Smith, D., 2003. Focus: 'Targetitis ails NHS.

*Times Online*, [internet]. 1 June

Available from:

<http://www.timesonline.co.uk/print/11-1506-669.html>

[cited 17 March 2005].

*Website information*

National Electronic Library for Health. 2003. *Can walking make you slimmer and healthier?* (Hitting the headlines article) [Online]. (Updated 16 Jan 2005)

Available from: <http://www.nhs.uk.hth.walking>

[cited 10 April 2005].

*Publications available from website*

Scottish Intercollegiate Guidelines Network. 2001. *Hypertension in the elderly*. (SIGN publication 20) [Internet]. Edinburgh: SIGN (Published 2001)

Available from: <http://www.sign.ac.uk/pdf/sign49.pdf>

[cited 17 March 2005].

Boots Group Plc. 2003. *Corporate Social Responsibility*. [Online]. Boots Group Plc.

Available from:

<http://www.Boots-Plc.Com/Information/Info.Asp?id=447>

[cited 23 July 2005].

Defoe, D., 1999. *The Fortunes and the Misfortunes of the Famous Moll Flanders*. [Online]. Champaign, Illinois: Project Gutenberg.

Available from:

<http://Promo.Net/Cgi-Promo/Pg/T9.Cgi?Entry=370&Full=Yes>  
[cited 18 November 2005].

Tosco Plc. 2002. *Annual Dissertation and Financial Statements 2002*. [Online]. Tosco Plc.

Available from:

[http://81.201.142.254/Presentresults/Results2001\\_02/Prelims/Dissertation/f](http://81.201.142.254/Presentresults/Results2001_02/Prelims/Dissertation/f)  
[cited 18 November 2005].

### **26. For E-Mail correspondence/discussion lists**

Particular care needs to be taken if you are quoting from these sources, as they may include personal e-mail addresses, and be from a restricted source. Permission should be sought before these sources are quoted.

Author (s) surname and first name initials or corporate name

(Email Address)

Year of publication

Title of message or subject from posting line, in italics

Type of medium should be indicated in square brackets [e-mail]

Recipient's name

Type of message

Correspondence address (if personal, obtain permission before including such details)

Date sent

Available from URL (e.g. details of where message is archived)

Date accessed

Jones. JONES@JONES.COM, 2005. *Mobile phone developments*. [Online]. Message to R G. Schmit (r.g.schmit@syy.ac.uk). Sent Monday 7 June 2005, 08:13.

Available from: [http://gog.defer.com/2004\\_07\\_01\\_defer\\_archive.html](http://gog.defer.com/2004_07_01_defer_archive.html)  
[cited on 7 July 2004].

### **27. Referencing other types of documents**

there are other types of documents, which you may wish to cite in your reference list or bibliography. Although there is no official Harvard guide for these, set out below are some suggestions.

### **28. Acts of Parliament**

The standard method of citing an Act of Parliament is by its short title, which includes the year followed by the chapter number in brackets.

Place of publication

Name of Publisher

*Higher Education Act 2004*. (c.8), London: HMSO.

For Act prior to 1963, the regal year and parliamentary session are included.

*Road Transport Lighting Act 1957*. (5&6 Eliz. 2, c.51), London: HMSO.

### **29. Statutory Instruments**

References to Statutory Instruments should include the following:

Short title

The abbreviation 'SI'

Year of publication

Number

Place of publication

Publishers name

*Public Offers of Securities Regulations 1995*. SI 1995/1537, London: HMSO

### **30. Command Papers and other Official publications**

Title

Cite the Command number as it appears on the document, the style for this has changed

Year

Place of Publication

Publisher

*Royal Commission on Civil Liability and Compensation for Personal Injury*, 1978 (Pearson Dissertation) (Cmnd. 7054) London: HMSO

Select Committee on Nationalized Industries (1978-9) *Consumers and the Nationalized Industries: prelegislative hearings* (HC 334 of 1978-9) London: HMSO.

### **31. Law dissertation**

Follow normal legal practice with:-

Name of the parties involved in the law case

Year of dissertation

Law dissertation series

Volume and number

Page reference

*R v White (John Henry)* [2005] EWCA Crim 689, 2005 WL 104528.

*Jones v Lipman* [1962] 1 WLR 832

### **32. Annual dissertation**

Corporate author

Year of publication

Full title of Annual Dissertation

Place of Publication

Name of Publisher

Marks and Spencer, 2004. *The way forward, Annual Dissertation 2003-2004*. London: Marks and Spencer.

### **33. DVD**

Authorship

Year of publication

Full title of DVD

Type of medium should be indicated in square brackets

Place of Publication



Name of publisher  
other relevant publication details

Warner Brothers., 2005. *Great films from the 80s: a selection of clips from Warner Brother's top films from the 1980s*. [DVD]. New York: Warner Brothers.

### **34. Video**

Authorship  
Year of publication  
Full title of DVD  
Type of medium should be indicated in square brackets  
Place of Publication  
Name of publisher  
other relevant publication details

Child Growth Foundation. 2004. *Health for all 3 the video Part 1*. [Video]. London: Child Growth Foundation.  
(Narrated by D B M Hall)

### **35. Dissertation**

Author  
Year of publication  
Title of dissertation  
Level or Qualification  
Name of University

Richmond, Julia. 2005. *Customer expectations in the world of electronic banking: a case study of the Bank of Britain*.  
Ph. D. Anglia Ruskin University.

### **36. Further Points to Note**

#### **Layout**

It should be remembered that the Harvard system lays down standards for the order and content of information in the reference, not the format or layout on the page. Many variations of layout are acceptable provided they are used consistently.

References may be read straight across the page, and for ease of reading the reference list or bibliography may be presented in three columns. ie.

Author	Year	Bibliographic information
--------	------	---------------------------

The title of the book or journal should be in *italics*, **emboldened** or underlined.

## **FOOTNOTE-BIBLIOGRAPHY**

The Turabian style is a citing and referencing is named after Kate Turabian from the University of Chicago who authored a manual to guide students in citing and referencing when writing research papers. i.e. Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations : Chicago Style for Students and Researchers*. 7th ed. Chicago: The University of Chicago Press, 2007.

The **first part** of the style is a **footnoting** system, where cited sources are indicated in the text by a **superscript** number (1), placed at the **end of the sentence** in which refer to the source, and the corresponding source details given in a footnote at the **bottom of the page**. **Full source** details are given the first time a source is footnoted, but **abbreviated** in subsequent references.

The **second part** is a bibliography at the end of the work. This should include all cited sources and any sources consulted, even if they don't appear in the footnotes. The form of the reference in the bibliography is slightly different to the form of the reference in the footnote - **see the examples** below. List the works in **alphabetical** order by the author's surname or the title where there is no known author.

### **MULTIPLE AUTHORS OR EDITORS**

If a source has multiple authors or editors, list all names (up to three) in a footnote; for four or more names, list the first name with '**et al.**' (e.g. John Smith et al.). This applies to **both full and abbreviated footnotes**. List all names in the bibliography, regardless of how many there are. List the surname first for the first author or editor, but first name first for the other names.

#### **1. BOOK (BY AUTHOR/S)**

##### **Example: as Footnote:**

#. *Sylvan Barnet, A Short Guide to Writing about Art, 8th ed. (New York: Pearson Longman, 2005), 130.*

#. *Tom Fraser and Adam Banks, The Complete Guide to Color (East Sussex: Ilex, 2004), 90.*

##### **Subsequent reference to the same source:**

#. *Barnet, A Short Guide to Writing about Art, 30.*

#. *Fraser and Banks, The Complete Guide to Colour, 45.*

##### **In Bibliography:**

*Barnet, Sylvan. A Short Guide to Writing about Art. 8th ed. New York: Pearson Longman, 2005.*

*Fraser, Tom, and Adam Banks, The Complete Guide to Colour. East Sussex: Ilex, 2004.*

#### **2. BOOK (BY EDITOR)**

##### **Example: as Footnote:**

*Shu Hung and Joseph Magliaro, eds., By Hand: The Use of Craft in Contemporary Art (New York: Princeton Architectural Press, 2007).*

**In Bibliography:**

*Hung, Shu, and Joseph Magliaro, eds. By Hand: The Use of Craft in Contemporary Art. New York: Princeton Architectural Press, 2007.*

**3. CHAPTER IN AN EDITED BOOK****Example: as Footnote:**

*Serge Guilbaut, "Disdain for the Stain: Abstract Expressionism and Tachisme," in Abstract Expressionism: The International Context, ed. Joan Marter (New Brunswick: Rutgers University Press, 2007), 29-50.*

**In Bibliography:**

*Guilbaut, Serge. "Disdain for the Stain: Abstract Expressionism and Tachisme." In Abstract Expressionism: The International Context, edited by Joan Marter, 29-50. New Brunswick: Rutgers University Press, 2007.*

**4. JOURNAL ARTICLE IN PRINT**

Information should be taken from the header and footer of the article.

**Example: as Footnote:**

*Phillip Sohm, "Caravaggio's deaths," Art Bulletin 84, no. 3 (2002): 453.*

*William H. Truettner, "Looking at Art with Lane Faison (1907-2006)," American Art 21, no. 2, (2007): 109-111.*

**In Bibliography:**

*Sohm, Phillip. "Caravaggio's deaths." Art bulletin 84, no. 3, (2002): 449-468.*

*Truettner, William H. "Looking at Art with Lane Faison (1907-2006)." American Art 21, no. 2 (2007): 109-111.*

**5. NEWSPAPER ARTICLE**

Omit page numbers because a newspaper may have several editions in which items may appear on different pages or may even be dropped.

**Example: as Footnote:**

*Robin Usher, "Wind Beneath Wings," The Age, November 30, 2007.*

**In Bibliography:**

Do not include in the bibliography (unless critical to your argument or frequently cited).

**6. NEWSPAPER ARTICLE**

Omit page numbers because a newspaper may have several editions in which items may appear on different pages or may even be dropped.

**Example: as Footnote:**

*Robin Usher, "Wind Beneath Wings," The Age, November 30, 2007.*

**In Bibliography:**

Do not include in the bibliography (unless critical to your argument or frequently cited).

**7. ONE SOURCE QUOTED IN ANOTHER**

If one source includes a useful quotation from another source, readers expect you to obtain the original to verify not only that the quotation is accurate, but also that it fairly represents what the original meant. If the original source is unavailable, however, cite it as "quoted in" the secondary source.

**Example: as Footnote:**

*Louis Zukofsky, "Sincerity and Objectification," Poetry 37 (February 1931): 269, quoted in Bonnie Costello, Marianne Moore: Imaginary Possessions. Cambridge, MA: Harvard University Press, 1981*

**In Bibliography:**

*Zukofsky, Louis. "Sincerity and Objectification," Poetry 37 (February 1931): 269, quoted in Bonnie Costello, Marianne Moore: Imaginary Possessions. Cambridge, MA: Harvard University Press, 1981*

**8. NON-PRINT SOURCES: VIDEO RECORDINGS**

**Example: as Footnote:**

*Maya Lin: a Strong Clear Vision, DVD, directed by Frieda Lee Mock (New York: New Video, 2003).*

**In Bibliography:**

*Maya Lin: A Strong Clear Vision, DVD, directed by Frieda Lee Mock. New York: New Video, 2003.*

**9. NON-PRINT SOURCES: CD-ROM OR DVD-ROM**

**Example: as Footnote:**

*Total Textures 5: Dirt and Graffiti, CD-ROM (3DTotal.com, 2005).*

**In Bibliography:**

*Total Textures 5: Dirt and Graffiti CD-ROM. Worchester, UK: 3DTotal.com, 2005.*

**10. ELECTRONIC BOOK**

**Example: as Footnote:**

*Jennifer Craik, The Face of Fashion: Cultural Studies in Fashion (London: Taylor & Francis, 1994), <http://www.netlibrary.com/Reader/> (accessed July 3 2006).*

**In Bibliography:**

*Craik, Jennifer. The Face of Fashion: Cultural Studies in Fashion. London: Taylor & Francis, 1994. <http://www.netlibrary.com/Reader/> (accessed July 3 2006).*

## **11. ONLINE JOURNAL (IF IN .PDF FORMAT, CITE AS FOR A PRINTED JOURNAL)**

### **Example: as Footnote:**

Anne Loxley, "Tracey Moffatt," *Modern Painters* 17, no. 1 (Spring 2004): 127-8,  
<http://web5.silverplatter.com/webspirs/start.ws?customer=c167477> (accessed July 4 2006).

### **In Bibliography:**

Loxley, Anne. "Tracey Moffatt." *Modern Painters* 17, no. 1 (Spring 2004): 127-8.  
<http://web5.silverplatter.com/webspirs/start.ws?customer=c167477> (accessed July 4 2006).

## **12 .WEBSITE**

Include as much information about the website as is available (author, title, owner of the site, URL, access date).

### **Example: as Footnote:**

National Gallery of Victoria, "National Gallery of Victoria," *National Gallery of Victoria*,  
<http://www.ngv.vic.gov.au/> (accessed November 21, 2007).

"Hedda Morrison Photographic Collection," *Powerhouse Museum*,  
<http://www.powerhousemuseum.com/heddammorrison/> (accessed November 21, 2007).

### **In Bibliography:**

National Gallery of Victoria. "National Gallery of Victoria." *National Gallery of Victoria*.  
<http://www.ngv.vic.gov.au/> (accessed November 21, 2007).

"Hedda Morrison Photographic Collection." *Powerhouse Museum*.  
<http://www.powerhousemuseum.com/heddammorrison/> (accessed November 21, 2007).

## **13. ONLINE EXHIBITION**

### **Example: as Footnote:**

National Library of Australia, "The Flower hunter: Ellis Rowan", *National Library of Australia*,  
<http://www.nla.gov.au/exhibitions/ellisrowan/home.html> (accessed June 30, 2008).

### **In Bibliography:**

National Library of Australia, "The Flower hunter: Ellis Rowan", *National Library of Australia*,  
<http://www.nla.gov.au/exhibitions/ellisrowan/home.html> (accessed June 30, 2008).

**SAMPLE TITLE PAGE**

**A  
PROJECT SYNOPSIS  
ON**

**“Project Name”**

**Submitted to**

**Banaras Hindu University,  
Varanasi**

**In the Partial Fulfillment of**

**MFM/MFMT/MFMRI (Master of Finance Management) IVth SAMESTER**

**Synopsis Submitted by**  
(Student Name)

**Under the Guidance of**  
(Dr. R.S. Meena)



**Faculty of Commerce  
Banaras Hindu University  
Varanasi-221005**

Submission date

**Dr. R.S. Meena**  
Associate Professor



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embodies the result of his investigation conducted during the period he worked as a regular P.G.  
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The Project/Dissertation is of the standard expected of a candidate for **MFM/MFMT/MFMRI**  
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**(R.S. Meena)**  
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