PART I

GENERAL GUIDELINES FOR PSM REPORT WRITING

CHAPTER 1.

GENERAL GUIDELINES FOR WRITING A THESIS

1.1 Introduction

This handbook is a reference material for students in Faculty of Information and Communications Technology, Universiti Teknikal Malaysia Melaka. The revisions will be made in view of the current changes and needs especially on the method of providing a good scientific writing presentation taking into account the requirements of the regulation of study at UTeM and the rapid development of information technology and computer. Revisions will be made based on suggestions and recommendations by Faculty Academic Committee and PSM (Bachelor project) Committee. A number of important relevant documents have been referred by the PSM Committee during the initial preparation of this guidance document.

The guidelines contained in this book are for use by UTeM students who need to prepare scientific reports / studies / research projects to meet the requirements of the Bachelor's Degree or PSM. The discussion in this whole guide also uses the word "thesis" for the purpose of scientific writing for the Bachelor Project.

1.2 Meaning of Thesis

The term "thesis" in this manual is described in INTRODUCTION on page 28.

1.3　Thesis Structure

The thesis contains several sections arranged in the order as displayed in Table 1.1

Table 1.1: Structure and sequence of thesis content

Section	Items	Status	Attachments	Items
–	Front cover of the thesis	Required	A	✓ Does not have a page number ✓ Left margin: 4.0 cm ✓ Right margin: 2.5 cm ✓ Top/bottom Margin: 2.5 cm ✓ Font size: 12 pt ✓ Font type: Times New Roman
1.4	Thesis Status Verification Form	Required	B	Unnumbered
1.5	Title Page	Required	C	✓ Page number - Small Roman number (i) ✓ Margin left: 4.0 cm ✓ Margin right: 2.5 cm ✓ Top/bottom margin: 2.5 cm ✓ Font size: 12 pt ✓ Font type: Times New Roman
1.6	Acknowledgment page	Required	D	✓ Page number - Small Roman number ✓ Font size: 12 pt ✓ Same margin size as Title Page ✓ Font type: Times New Roman
1.7	Dedication page	Optional	E	✓ Page number - Small Roman number ✓ Font size: 12 pt ✓ Font type: Times New Roman
1.8	Appreciation page	Optional	F	✓ Page number - Small Roman number ✓ Font size: 12 pt ✓ Font type: Times New Roman

1.9	Abstract	Required	G	✔ Page number - Small Roman number ✔ Has two versions - English and Bahasa Malaysia ✔ Has the same margin size as Title Page ✔ Font size: 12 pt ✔ Font type: Times New Roman
1.10	Content page	Required	H	✔ Page number - Small Roman number ✔ Has the same margin size as Title Page ✔ Font size: 12 pt ✔ Font type: Times New Roman
1.11	List of tables page	Required	I	✔ Page number - Small Roman number ✔ Has the same margin size as Title Page ✔ Font size: 12 pt ✔ Font type: Times New Roman
1.12	List of figures page	Required	J	✔ Page number - Small Roman number ✔ Has the same margin size as Title Page ✔ Font size: 12 pt ✔ Font type: Times New Roman
1.13	List of Symbols / Abbreviations / Nomenclature / Terminology page	Required	K	✔ Page number - Small Roman number ✔ Has the same margin size as Title Page ✔ Font size: 12 pt ✔ Font type: Times New Roman
1.14	List of attachments page	Required (If there is an attachment)	L	✔ Page number - Small Roman number (if available) ✔ Has the same margin size as Title Page ✔ Font size: 12 pt ✔ Font type: Times New Roman

1.15	Test	Required	-	✓ Page number - Arabic number and dan starting with number 1 ✓ Font size: 12 pt ✓ Font type: Times New Roman ✓ Contents are based on courses - refer to the PSM Writing Guide
1.16	References	Required	S	✓ Page number - Arabic numbers are contiguous from the text ✓ Font size: 12 pt ✓ Font type: Times New Roman ✓ Refer to the Reference Writing Guide for reference format
1.17	Attachments	Optional	-	✓ Page number - Arabic numbers are contiguous from the text

1.4   Approval of Supervisor

The approval of supervisor has to be obtained first before the submission of thesis for examination. Examples of Supervisor's approval can be found in **Appendix** B.

1.5   Title Page

Title page must have the information arranged in the following order:

✓ Full title of thesis;

✓ Full name of author as indicated on identity card or passport (international);

✓ The thesis's purpose statement

✓ Name of the Faculty / Institute / Center where the author is registered;

✓ University Name; and

✓ Months and Years submitted (If the examination result requires the thesis to be revamped and re-submitted for the second time examination, then the new month and year of submission shall be used)

The above information should be written using Times New Roman font size 12 pt. In addition, the Title Page must have a thesis purpose statement. It is a statement about the purpose of the thesis provided. Refer to Appendix C for the example of the Title Page along with the thesis's purpose statement.

1.6 Acknowledgement Page

The acknowledgment page contains recognition of the authenticity of the thesis. It should be signed by the author and supervisor of PSM. Examples of acknowledgment pages can be referenced in Appendix D.

1.7 Dedication Page (Optional)

Statement of dedication should be concise, that is not more than one paragraph and does not contain any number, chart or picture. Refer to Appendix E for the example of the Dedicated Page.

1.8 Appreciation Page (Optional)

This page should be written in one page only. Appreciation is recorded to individuals or organizations who have provided any assistance in the preparation of the thesis. Refer to Appendix E for sample Appreciation Page.

1.9 Abstract

Abstract should be written in two languages i.e English and followed by its translation in Bahasa Melayu on the next page. Abstracts should be concise, written in one spacing and justification and not more than 300 words in a single page. Abstract is not the same as synopsis or thesis summary. Abstracts are written with one paragraph. It should briefly state the field of thesis studies, problems to be solved, solutions, research processes; and the results obtained.

For writing made in English, the abstract should be in that language and followed by its translation in Malay. Refer to Appendix G for the example of Abstract.

1.10 Content Page

The content page should be started on the new page and contains a list of the structures contained in the thesis, namely Section, Chapter and the main breakdowns of the chapters. The thesis content is based on the course. Refer to "PSM REPORT CONTENT GUIDES" to find out the contents of the final report and Appendix H to write a report content page format.

1.11 List of Tables Page

This list contains all the table titles that are loaded in the thesis. The page number placed on the table should be listed in this list. Table number sequences should be made in chapters. Refer to Appendix I for sample Table List page.

1.12 List of Figures Page

Diagrams include diagrams, photographs, drawings, graphs, charts and maps. Same as the list of tables, page numbers and diagrams placed should be made in chapters. Refer to Appendix J for the Example List page.

1.13 List of Symbols / Abbreviations / Nomenclature / Terminology Page

This page lists symbols or abbreviations or nomenclature or terms found in text. The sequences of the order is as follows:

- Roman letters - alphabetical
- Greek letters - alphabetical
- Superscript - follow the alphabet
- Subscripts - follow the alphabet

Refer to Appendix K for the example of list of symbol.

1.14 List of Attachments Page

The thesis does not necessarily contain attachments. Where necessary, research data, tables, sample surveys, maps, photographs and so forth that are too long to be included in the text or are not needed directly to clarify the matters discussed in the text may be included in the appendix.

Appendices can be named as Appendix A, Appendix B and then relate to the type and quantity of materials included as attachments. Attachments can also be given specific titles. Refer to Appendix L for an example list of attachments.

1.15 Text

The text in the thesis should contain chapter's title and each title shall reflect the contents. Each chapter should be started on a new page. Chapters can be broken into sections title. The title and subtitle of the chapter must be numbered.

The text is written in paragraphs. Avoid writing long paragraphs. Each paragraph should describe one issue or matter and there should be continuity between one paragraph and another paragraph. The text should include:

i)   Introduction and background of research;

ii) Detailed description of the study carried out includes theories, models, materials and methods used;

iii) Analysis, design and development of prototype solutions as well as solutions for test methods and findings; and

iv) Summary or conclusions and findings implications (findings).

1.15.1 References in the Text

When information or ideas or queries are taken from a source, the author should state it in the text. References in this text should be written in one of the methods set out in Chapter 3.

1.15.2 Quotes in the Text

Quotes in the text should be written in separate paragraphs. Quotes written in other languages should use the italics. Examples of how to write citations are given in **Appendix M**.

1.15.3   Tables in the Text

The table displayed on the text must be numbered with Arabic numerals. Each table is given a title that is placed above the table at a spacing of a row and bolded. The table number should be associated with the chapter (Example Table 4.3 for the 3rd table in Chapter 4). See the example in Appendix N.

The table is best placed right after being referred for the first time in the text. Otherwise, tables should be collected in one suitable place. All tables should be listed on the page. The example of the list of tables is shown in Appendix I.

1.15.4   Figures in the Text

Illustrative materials such as maps, charts, drawings, graphs, diagrams and photographs are called "Figures". Each diagram should be clear and of high quality and given the Arabic numerals. The title of the figure is placed under the illustration material at a spacing of one line and the letter is bolded. The figures should be related to the chapter (Examples of Figure 4.3 for the 3rd figure in Chapter 4). See examples in Appendix O.

The Figure is best placed after being referred for the first time in the text. Otherwise, the figure should be collected in one suitable place. All figures should be listed in the Figure List page as in Appendix J.

Illustration materials in the form of floppy disks, slides or the like should be loaded in a specially made pocket and placed on the inside of the back cover. Illustrative materials in the form of plans, maps, charts, graphs and so on are to be minimized to fit into one page. Certain illustrative materials shall meet the following requirements:

- **Photographs -** Photographs used as illustrated materials should be attached in text by using a high quality glue or better method.
- **Press clippings and others** - Attach clear and high-quality copy only.
- **Map and Aerial Photographs** - Maps and aerial photographs to be displayed on the thesis should have the written permission of the Director General of National Mapping. Application must be made using the PPN form 14 available from the Library. See the example in Appendix P.

With the latest computer technology, illustrative materials should be recorded using scanners and printed using high quality color printers.

1.16 References

References are the referencing materials when preparing the thesis. Authors are reminded to list the material referenced in the text after reference page. This list is in accordance with one of the methods given in Chapter 3.

1.17 Appendix

Attachments allow authors to load materials that can illuminate the text by not disturbing the reader's focus. These materials include tables, charts, software programs and more. All attachments should be listed on the Appendix. Refer to the Appendix L.

CHAPTER 2.

GUIDE TO THE PREPARATION AND BINDING OF THESIS

1.18 Paper, Size and Binding

Use A4 size paper (210 mm x 297 mm), 80 grams, white and high quality. Binding is a hard shell and the color of the report is yellow (faculty color) as set.

1.19 Margins

In general the margin is the same for every page, which is 4 cm on the left (for easier binding) and 2.5 cm on top, right and bottom. Note: The frame in each attachment example is to illustrate the margin position and ignore the frame when writing your actual report.

1.20 Page Numbering

Number the pages in sequence as specified in Table 1.1. The page numbers should be written on the right-hand corner, 1.25 cm from the top edge and 2.5 cm from the right edge of the last digit of the number. Numbering pages must meet the following requirements:

i). The starting part of the thesis, beginning with the title page, should be numbered with Roman numerals (i, ii, iii etc); text portion and then use Arabic numerals (1, 2, 3 etc).

ii). The pertamatesis page is the title page, considered as a page i but not typed.

iii). The first page of the text part is considered to be page 1 but the number is not typed. Similarly, for each page of the beginning of Section or Chapter, not written next page numbers.

iv). If the thesis consists of several parts, the part separator page can be inserted but not numbered and not counted in page headers.

1.21 Numbering and Sub-Headings in Chapter

The chapters and sub-headings in the chapter need to be numbered. Numbers are numbered using Roman numerals, CHAPTER I, CHAPTER II, CHAPTER III, and so forth and subtitles in chapters using Arabic numerals. Sub-heading numbering structure in chapters is not diencoted but is arranged in order of sub-title level and does not exceed emp at stage as follows:

Chapter II	First Step (Chapter Title)
2.1	Second Step (sub-heading)
2.1.1	Third Step (sub-sub-heading)
2.1.1.1	Forth Step (sub-sub-sub-heading)

If the chapter title or sub-heading at any of the above stages exceeds a row, then the likelihood is the same as skipping the text.

The next sub-heading can be numbered with alphabets. Example of a page in Chapter is shown in **Appendix Q** and **Appendix R**. If the thesis has multiple parts, use capitalized words **PART ONE, PART TWO, PART THREE** and so on to separate each of these parts.

1.22 Typing

Thesis typing should use a computer and be typed with regular letters (not allowed in flowing letters). The author is advised to use a fixed and standardized font only for the entire thesis (except for the use of foreign language typed using italics). The font size (height) used in the text is not less than 0.2 cm for upper case and 0.15 cm for lowercase letters. If you are using Microsoft Word software, please use Times New Roman, 12 or larger. The spacing between the rows in the text is one and a half feet (1.5 spacing). The text in the thesis should be typed on the side of the page only.

The chapter title should be typed in uppercase and placed in the middle of the left margin with the right. Each chapter should be started on a new page. The chapters and sections of the chapter

should be titled. The title can be typed with bold and not necessarily outlined. The first letter of each word in the sub-heading must be capitalized. See examples in **Appendix Q** and **Appendix R.**

1.23 Spacing and Format

The author is advised to fulfill the following guidelines in determining the spacing in the text:

i. The spacing between the upper margin and the chapter number is 2.5 cm;

ii. The spacing between the chapters with the chapter title, and between the chapter title and the first line of the text is four (4) lines;

iii. The spacing between the sub-heading and the last line of the previous text is four (4) lines;

iv. The spacing between the sub-heading and the first line of the next text is two (2) lines;

v. The spacing between the paragraphs is two (2) lines;

vi. Start the sub-heading with the number from the left margin;

vii. Start the first line of the paragraph with a indent (1.2) indent (or 0.5 inch) from the left margin;

viii. Do not start the first line of the new paragraph below the side of the page;

ix. The spacing between the words in the queue should be the same, so the 'justified' format is allowed.

x. The spacing between the last verse and Table, Figure or Illustration is two (2) lines.

xi. The spacing between the periods (.) And the first letter of the next paragraph (in the same paragraph) is one (1) letter.

xii. The spacing after comma (,) is one (1) letter. Please see **APPENDIX Q** and **R** for more details.

1.24 Computer Print Manuscripts

The author should type the thesis by using the computer because any correction of the thesis can changes quckily and easily. Thesis prints should be made using laser printing machines or equivalent print quality.

1.25 Interpretation and Drawing

Interpretation and drawing shall be clear and may be copied satisfactorily without loss of any information.

1.26 Maximum Number of Pages

The mximum number of pages of the project report / dissertation / thesis is not more than 120 pages. The maximum limit is excluding attachments, tables, diagrams and other illustrations. If exceeding these limits, written approval from the Head of Department through their respective Supervisors is needed.

CHAPTER 3.

WRITING GUIDE FOR THE STYLE OF REFERENCING (HARVARD SYSTEM)

1.27 Introduction

The references cited in the text either the source of the reference have been published or not, should be recorded. The citations in the text must be associated with a reference list according to the Author and Year System (Harvard System).

1.28 Method of Writing References in the Text

When using this system, references in the text must be written in the name of the author only (without the short forms of the original name) as follows:

(a). Place the publication year in brackets after the name of the author referenced.
Example:

"According to Paredis (1993), a major part of scheduling in economics and engineering is the class of constraint optimization problems"

(b). If the author's name does not have to be written in a sentence, then write the name and year in parentheses. Example:

"Therefore, research on effective solutions for constraint optimization problems has become a popular research area today (Paredis, 1993)."

(c). If referenced source material is produced by two authors, write the names of both authors. Example:

"Maintenance scheduling has long been studied, for example in the production of power by Kralj and Petrovic (1995)....".

(d). For three authors or more, write et al. Example:

"Safaai Deris et al. (1997), using the approach on the University's timetable."

"Use lowercase letters (a, b, c) to identify two or more identical publication and authors issued in the same year. Example:

"Examples of software that use language constraints are ILOG Solver by Puget and Albert (1994a)."

"The use of objects is very widespread, especially in artificial intelligence programming (Puget dan Albert, 1994b)."

(e). Cross references are not allowed in thesis writing. The author should refer to the source of the original reference material.

1.29 Referencing Style Guide Using Author and Year System (Harvard System)

All materials referenced in the thesis should be listed in the Referenced List located at the end of the text. Sequence in the reference list should be arranged alphabetically. For the same author who has two or more publications, please state chronologically, for example, the 1964 publication by Scholfield prior to its publication in 1967.

1.30 Writing the Names of the Authors

The author's name is written in a family name system followed by another name abbreviation such as the following example:

i). Western Name

Example:

Name   :   John Neville Palvovic

Written as :   Palvovic, J.N.

ii). Melayu Name

Example:

Name   :   Mohd Noor B. Abdullah

Written as :   Abdullah, M.N.

iii). Arab or Arabian Name

Example (Use family name):

Name   :   Syed Muhammad Naquib Al-Attas

Written as :   Al-Attas, S.M.N.

Example (without family name):

Name   :   Malik

Written as :   Malik

iv). Chinese Name

Example:

Name   :   Tan Beng Keat

Written as :   Tan, B.K.

v). Indian Name

Example 1:

Name   :   Srinivasan Venkataranam

Written as :   Venkataranam, S.

Example 2:

Name	:	S.N. Gupta
Written as	:	Gupta, S. N.

1.31 Reference List Content

The thesis reference should contain the following information:

(a). The author or editor name followed by the year in brackets ( ) without being separated by any punctuation;

(b). The year is published in brackets ( ) followed by a stop sign (.);

(c). The title of the article is underlined or begins with the opening word (") and ends with the dot and word closure (");

(d). Published titles (journals and so forth) are printed in italic lines, followed by a stop sign (.);

(e). Number of volumes, if applicable, written in bold or with the abbreviation "Jil.", Followed by a stop sign (.);

(f). Number of editions / prints, if applicable, followed by a stop sign (.);

(g). Place of publication is followed by a colon (:);

(h). The publisher's name is followed by a period (.);

(i). The translator's name, if the translation material, is followed by a stop sign (.);

(j). Periodical publishing titles are written with italics, if regular publication, followed by a period (.)

(k). Abbreviations "in" and "hlm" Or "m.s." (If applicable);

(l). Number of series, if applicable, followed by a stop sign (.);

(m). The form of publication, if applicable, is followed by a stop sign (.);

(n). Writing a reference should be terminated by a stop sign (.).

1.32 Referencing Writing Format

References should be written in the reference list according to the following format with hanging indent of 0.25 inches:

Author's name (Year). "Title." Journal. Bil. hlm.

1.32.1 Examples of Referencing Formats

1.32.1.1 Individual and Group Authors

An example for one author:

Paredis, J. (1993). "Genetic State-Space Search for Constraint Optimization Problems."Proc. Of the 13th Int. Joint Cont. on Artificial Intelligence (IJCA193). San Mateo, USA: Morgan Kaufaman.

An example for two or more authors:

Puget, J.F and Albert, P. (1994a). "SOLVER: Constraints? Objects Descriptions."Technical Report. ILOG S. A.

Puget, J. F. and Albert, P. (1994b). "AC++ Implementation of CLP."Technical Report. ILOG S.A.

Pergantis, S. A., Cullen, W.R., Chow, D.T. and Elgendor, G. K. (1997). "Liquid Chromatography and Mass Spectrometry for the Speciation of Arsenic Animal Feed Additives."Journal of Chromatography A. 764. 211 - 222.

OR written as follows:

Pergantis, S.A., Cullen, W.R., Chow, D.T. and Elgendor, G. K. (1997). "Liquid Chromatography and Mass Spectrometry for the Speciation of Arsenic Animal Feed Additives."Journal of Chromatography A. Bil. 764. m.s. 211-222.

1.32.1.2 Editor / Organizer

Example:

Martin, A.M. (Ed.) (1991). "Peat As an Agent in Biological Degradation of Waste."London: Elsevier. 314 - 362.

Lees, R. H. and Thomos T.R., (Eds.) (1974). "Chemical Nomenclature Usage."Chishester: Ellis Horwood.

1.32.1.3 Author / Corporate Editor

Example:

Engineers Joint Council (1969). "Thesaurus of Engineering and Scientific terms."New York: Engineers Joint Council.

American Chemical Society (Ed.) (1978). "Handbook for Authors of American Chemical Society Publications."Washington, D.C.: American Chemical Society.

1.32.2　Type of Reference Materials

In thesis writing, the author will refer to various types of materials. The following example is a guide for writing references according to their type into the reference list.

i).　Book

Author's name (Year). "Book Title."Edition.　Place of publication:　Publisher.　m.s.

Example:

Theusen, G. J. and Fabrycky, W. J. (1984).　"Engineering Economy."6th. Ed. Englewood Cliffs, N. J.:　Prentice Hall.　150-178.

ii).　Articles in the book

Article's author name (Year).　"Title of the Article." dlm.　Author's Name of the book. "Title of the book." Place of publication:　Publisher.　hlm.

Example:

Sarmani, S. (1987).　"Pencemaran Radioaktif."Dlm.　Mohamad, A.B. "Perspektif Persekitaran."Petaling Jaya:　Fajar Bakti.　71-87.

iii).　Article in the journal

Author's Name (Year).　"Title of the Article." Titile of the journal.　Volume (number). Hlm.

Example:

Mikac, N. and Branica, M. (1994).　"Complexation of Trialkyllead with Diethyldithiocarbonate."Electroanalysis.　6.　37-43.

iv).　Thesis

Author's Name (Year).　"Title."Thesis, Name of the Institution.

Example::

Desa, M.I (1995).　"Bus fleet maintenance modeling in a developing country."Ph.D Thesis, University of Salford.

v).　Legislation

vi). Name of the county (Year). "Legal title.": Number of the Legislation

Example:

Malaysia (1983). "Perintah Monumen Lama dan Tapak Tanah Bersejarah.": P.U. (A)41 983.

vii). Standard

Name of the institution (Year). "Title of the standard." Publication placet: (Number standard)

Example:

British Standards Institution (1987). "Tongued And Grooved Software Flooring."London: (BS 1297).

viii). Patents

Owner's name (Year). "Title of the patents."(Number patents).

Example:

Lindgren, E. A. (1960). "Screen Room Air Inlet and Wave Guard."(U.S. Patent 2,925, 457).

ix). Trading catalog

Name of manufacturer (Year). "Title." Publication place: Note.

Example:

Howick partitioning Ltd. (1984). "Howick: Partitioning in Business."Redhil (U.K.): Trade brochure.

Please refer to Appendix S for reference list examples according to the Author and Year System

1.32.3   References from Internet

While the Internet provides a wide-ranging reference source, it is sometimes difficult to quote a website as a reference because the information required is from a different site area. Additionally, information on the Internet is usually not permanent and is constantly undergoing renewal from

time to time. Therefore, some information, such as author or date of publication, can be difficult to identify. When referring a web page that changes from time to time, it is important to note that the website's access date as well as the address of the website.

1.32.3.1 Website

Usage in the text

The author should quote the author's name / authoring body along with the date created or the last date it is revised.

Example:

(International Narcotics Control Board 1999)

In the Reference List

The author should include the following:

(i). Author (whether the individual or organization is responsible for the site)

(ii). Year (date of website created or updated date)

(iii). Website sponsor's name (if any)

(iv). Access date (day motnh year)

(v). The complete URL or Internet address is placed in sharp brackets (<>)

Example:

International Narcotics Control Board 1999, United Nations, accessed 1 October 1999, <http://www.incb.org>

1.32.3.2 Quotes from pages or documents in a web page

Usage in the text

The author should quote the author's name / authoring body along with the date created or the last date it is revised.

Example:

(Winston 1999) or (World Health Organisation 2013)

In the Reference List

The author should include the following:

    i). The author (whether the individual or organization responsible for the website)

    ii). Year (date of website created or updated date)

    iii). Title - in italics

    iv). Website sponsor's name (if any)

    v). Access date (day month year)

    vi). The complete URL or Internet address is placed in sharp brackets (<>)

Example:

Winston, J 1999, A look at referencing, AAA Educational Services, accessed 20 October 2002, <http://www.aaa.edu.au/aaa.html>. United Nations Web Services 2006,

World Health Organisation 2013, Financial crisis and global health, The United Nations, accessed 1 August 2013, <http://www.who.int/topics/financial crisis/en/>

1.32.3.3 Website with Author's Name

Quotes in text

If the author's name for a site is unknown, the site's quote should contain the title of the website with the date created.

Example:

(Improve indigenous housing 2007)

In the References List

Example:

Improve indigenous housing now, government told, 2007. accessed 8 February 2009, <http://www.architecture.com.au/i-cms?page=10220>

1.32.3.4 Website without Date

Quotes in text

If the date for a site is unknown, use the abbreviation n.d. (no date).

Example:

(ArtsNSW n.d.)

In the References List

Example:

ArtsNSW n.d., New South Wales Premier's Literary Awards, NSW Department of the Arts, Sport and Recreation, accessed 19 June 2007, <http://www.arts.nsw.gov.au/awards/LiteraryAwards/litawards.htm>

1.32.3.5 Online Journal

Usage in the Text

The author shall include the author's name along with the date the document is was created.

Example:

(Morris 2004)

In the References List

The author should include the following information:

Name of the author and abbreviation

    i). The title of the Article (placed between single quotation marks)

ii). The title of theJournal in italic

iii). Publishing's information

iv). Access date (day of the year)

v). The complete URL or Internet address is placed in sharp brackets (<>)

Example:

Morris, A 2004, 'Is this racism? Representations of South Africa in the Sydney Morning Herald since the inauguration of Thabo Mbeki as president'. Australian Humanities Re- view, Issue 33, August - October 2004, accessed 11 May 2007, <http://www.australianhumanitiesreview.org/archive/Issue-August-2004/morris.html >.

1.32.3.6 E-Book

Usage in the Text

Quotes should be made like a printed book.

Example:

(Lloyd 2005)

In the References List

The author should include the following information:

i). Name of author or editor.

ii). Date of publication

iii). Title in italics

iv). Electronic book format

v). Access date (day month year)

vi). The complete URL or Internet address is placed in sharp brackets (<>)

Example:

Lloyd, CB (ed.) 2005, Growing up global: The changing transitions for adulthood in developing countries, e-book, accessed 5 May 2007, < http://www.nap.edu/books/11174/html/index.html>

1.32.3.7 Newspaper

- **Newspaper sections from electronic databases with author's name**

Usage in the Text

Example:

(Pianin 2001)

In the References List

The author should include the following information:

   i).   Author's name.

   ii).   Year article published

   iii).   The title of the article (placed between single quotation marks)

   iv).   The title of the newspaper is in italic

   v).   The date the article was published (day, month, year, page - if any)

   vi).   Access date (day month year)

   vii).   The complete URL or Internet address is placed in sharp brackets (<>)

   viii).   the name of the database

   ix).   item number (if any)

Example:

Pianin, E 2001, 'As coal's fortunes climb, mountains tremble in W.Va; energy policy is transforming lives', The Washington Post, 25 February 2001, p. A03, accessed March 2001 from Electric Library Australasia

- **Newspaper sections from electronic databases without author's name**

Example 1:

(New York Daily Times 1830)

Example 2:

An account of the popularity of the baby tapir in The Independent (2013) stated that . . .

In the References List

If there is no author's name, the title of the newspaper will be listed first.

Example:

'Amending the Constitution', New York Daily Times, 16 October 1851, p. 2, accessed 15 July 2007 from ProQuest Historical Newspapers database.

'Baby tapir wins hearts at zoo', The Independent, 9 August 2013, Accessed 25 January 2014, <http://www.independent.ie/world-news/and-finally/baby-tapir-wins-hearts-at-zoo-30495570.html>

Online newspaper section

Usage in the Text

Example:

(Coorey 2007)

In the References List

If there is no author's name, the title of the newspaper will be listed first.

Example:

Coorey, P 2007, 'Costello hints at green safety net', Sydney Morning Herald, 10 May, accessed 14 May 2012, <http://www.smh.com.au/news/business/costello-hints-at-green-safety-net/2007/05/09/1178390393875.html>

CHAPTER 4.

GUIDE FOR THE WRITING OF NOTES AND FOOTNOTE

1.33 General Guide

Note is additional information inserted in a compilation. Footnotes are allowed and placed at the bottom of a page. It is used to describe or provide additional information on what is contained in the textual content of the page. Footnotes are recorded according to Arabic numerals and in order of 1, 2, 3 and so on.

1.34 Uniformity of Writing

The writing of a footnote is different from the reference writing in terms of the author's name and the use of the type of punctuation. In the footnote, the author's name is written according to the pronunciation and the natural order of the name. Comma punctuation marks or brackets are used to separate the author's name, article's title and publication's information. In reference writing, a fullstop is used for this purpose. The font size of the footnote is 10 pt. The difference between footnote and reference can be seen from the following format:

PART II

GUIDE FOR THE CONTENT OF PSM REPORT