# MSC AIS/INT/IWT Project Instructions (2011-12)

## 1. Selecting a Project, Arranging Supervision and Submitting a Project Proposal

Each student is required to undertake an individual project, under the supervision of a staff member, which should represent some 25-30% of the student's effort for the degree (60 credits). Projects are examined on only one occasion each year; the deadline for submission of project reports is **Monday 17 September 2012**.

Students are expected to come up with their own ideas for projects in consultation with a lecturer or choose one of the projects proposed by staff - a list of some ideas for projects can be found at:

http://www.dcs.bbk.ac.uk/intranet/r/doc/staff-interests.html

Both cases are subject to the constraint that the project relates to one or more modules on the MSc programme.

In order to arrange supervision for a project, a student should discuss possible projects directly with the lecturer who seems the most appropriate for the topic; lecturers' research interests are listed in the Section 3 and more details can be found on their personal webpages. However, do not feel you can only approach a lecturer with research interests directly related to the area you would like to pursue in your project. It can happen that a lecturer will be interested in discussing a possible project which, while not very directly related to their main research interests, nonetheless has an aspect of particular interest to that lecturer. If you feel uncertain about identifying a suitable supervisor for your project contact the Programme Director.

A student intending to submit a project report in a particular year must agree a one-page project proposal form with a supervisor and submit it for approval by the deadline noted below. A standard form for project proposals is available on the MSc project module on Blackboard – see Appendix A.

The project proposal should meet the following criteria:

- It identifies the objectives of the project.
- It describes the problem that the project will address and its relevance to the MSc Programme followed.
- It identifies an appropriate approach/methodology which will be followed during the project.
- It includes a project plan which shows how the project objectives can be met within the required timescale.
- It specifies College hardware or software that you hope to use in your project. This is particularly important if you intend to use something out of the ordinary. It enables the Systems Group to estimate the probable demand on their resources and to alert supervisors if there is likely to be a problem with this.

For *second year*, *part-time* students the deadline for submission of this proposal is **16 January 2012**, while for *full-time* students it is **12 March 2012**. Discussions with prospective supervisors need to be initiated well in advance of the submission deadline. There is a page recording which supervisors have agreed to supervise which students linked from

http://www.dcs.bbk.ac.uk/intranet/r/doc/studentprojects.php

so that you can see which staff members already have a full quota of students to supervise. Bear in mind, however, that a supervisor may already be in discussion with a number of potential project students well in advance of agreement of proposals, and so only by speaking with a potential supervisor can you be sure that it will be possible for that supervisor to consider supervising your project.

When you have agreed your proposal with your supervisor, **upload the proposal form on Blackboard and submit copies to the programme administrator and your supervisor by the submission deadline**.

Your supervisor will record the date of agreement of the proposal on the list linked from http://www.dcs.bbk.ac.uk/intranet/r/doc/studentprojects.php to indicate that s/he has agreed it. Do not proceed with your project without having agreed the proposal with your supervisor and that agreement has been recorded. **Students who proceed with their projects without having agreed a proposal with their supervisor risk having their projects refused for examination.**

The project proposal enables the examiners to form a judgment about whether the project, if carried out satisfactorily, would meet the requirements of the MSc and to flag any specialised resources needed. It is not expected that a project will necessarily follow the specification word for word, but, unless there is a good reason for doing otherwise, students should carry out substantially what the specification describes. If, for some reason, a student wants to change to a different project at a later date, they should submit a new proposal, again after consultation with the supervisor.

Project proposals are not tested for plagiarism. However, it is good practice to cite any sources used in the proposal as this might be helpful to potential project supervisors to get a better insight of what you are planning to do in your project.

## 2. MSc AIS/INT/IWT Project Deadlines

- Submission of project proposal (2nd year, part-time students): **Monday 16 January 2012**
- Submission of project proposal (full-time students): **Monday 12 March 2012**
- Submission of final project report: **Monday 17 September 2012**

## 3. Staff Research Interests

Staff carry out their research within two main research groups in the Department: Information Management and Web Technologies and Computational Intelligence, as

well as two main interdisciplinary activities: Life Sciences Informatics which researches computational methods for the acquisition, management, analysis and interpretation of biological and medical information, and the London Knowledge Lab which brings together computer scientists from Birkbeck and social scientists from the Institute of Education to explore the ways in which digital technologies and new media will shape the future of learning and knowledge. In addition, there are informal interest groups which emerge and evolve over time within and between the main research groups, for example in search engine technology, sensor networks, semantic web, computer vision, cluster analysis, adaptive systems and learning environments.

The research interests of individual staff members are as follows.

- Andrea Cali: semantic information integration, logics and databases, ontologies and databases with emphasis on query answering and optimisation, Deep Web.

- Trevor Fenner: Algorithms and data structures; combinatorial and probabilistic methods; graph theory; web models; programming languages; life sciences informatics.

- Sven Helmer: Native XML database systems; index structures; transactional management; data management for physics and astronomy.

- Roman Kontchakov: semantic data integration and ontology-based data access, ontology languages and description logics, the Semantic Web, and spatial and temporal knowledge representation and reasoning.

- Oded Lachish: algorithms and their applications, in particular sub-linear algorithms and property testing.

- Mark Levene: Web information retrieval and navigation; web data mining; adaptive web technologies; machine learning in games.

- Xuelong Li: Computer vision; pattern recognition.

- George Magoulas: Adaptive modelling from data; computational intelligence; intelligent adaptive systems; user modelling; personalised learning environments; nature-inspired learning; neural networks learning.

- Keith Mannock: Software engineering; information retrieval and hypermedia; programming languages.

- Nigel Martin: Information management, integration, analysis and mining, with a particular interest in bioinformatics and life sciences applications.

- Steve Maybank: Computer vision; CCTV surveillance; tracking; object recognition; statistics.

- Szabolcs Mikulas: Algebraic, modal and temporal logic, and its applications.

- Roger Mitton: Natural language processing; dictionaries; corpora; spell-checking for poor spellers.

- Alex Poulovassilis: Information access, integration and personalisation, learning environments.

- George Roussos: RFID, pervasive computing, wireless sensor networks.

- David Wilson: Maturity models in information systems development; strategy and cross-cultural issues in global information systems.

- Peter Wood: Query languages; rule languages; query optimisation; XML compression.

- Michael Zakharyaschev: Knowledge representation and reasoning; mathematical and computer science logic; modal, spatial, temporal and description logics.

- Dell Zhang: Machine learning; information retrieval; data mining.

## 4. The Aim of the MSc Project and How it is Assessed

Students are required to submit a project specification and a project report including program documentation. The main aims of the project are to offer students the opportunity to:

- develop a systematic understanding and critical awareness of an agreed problem relevant to the MSc programme as described in a project specification document

- plan and execute a major piece of programming work appropriate to the MSc programme

- critically present existing approaches in the problem area, place their own approach in the wider area and evaluate their contribution

- gain experience in communicating complex ideas/concepts and approaches/techniques to others by writing a comprehensive, self-contained report.

**Additional requirements exist depending on the Masters Programme**:

- For the MSc in Advanced Information Systems (AIS), MSc in Intelligent Technologies (IT) and MSc in Information and Web Technologies (IWT), the project should build on advanced topics in computer science in order to develop a system whose design is by no means obvious at the outset of the project.

- For the MSc in Advanced Information Systems, the project should relate to one or more of the modules taught on the programme.
- For MSc in Intelligent Technologies, the project should be in the area of one or more of the MSc IT modules. All projects should include a strong algorithmic component in the area of intelligent technologies.
- For MSc in Information and Web Technologies, the project should be in the area of any of the MSc IWT modules. All projects must include design, development and implementation in the area of information and web technologies.

To **pass** a project the markers assess whether the report meets the following criteria:

- *Background, research, and presentation of problem*: the report specifies a suitable problem, and discusses its requirements. It reviews the potential approaches and critically evaluates them.
- *Approach, design and implementation*: The approach that the student used to address the problem or questions is described. A suitable design methodology is chosen and there is an attempt to justify it. The key stages of the approach/methodology and the implementation are explained.
- *Testing, results, analysis and critical evaluation*: The report attempts to provide a clear and justified reflection upon the contribution and its limitations. It discusses how the software meets the specified requirements, and any problems identified.
- *Presentation of report, documentation*: The report is coherent in its style and structure. It communicates the student's contribution to the reader.
- *Any other aspect of special relevance for the project.*

For a **distinction**, a student would have to attempt a challenging project (this should be discussed and agreed with the potential supervisor) and to gain a high grade under each of the above headings. To award a distinction the markers assess the report according to the following criteria:

- *Background, research, and presentation of problem*: A problem is specified, and the potential approaches are reviewed and critically evaluated. The report clearly outlines the problem, its context and the technical/user requirements. It demonstrates that the student clearly understands the relevant research material and leads logically to a solution of the problem.
- *Approach, design and implementation*: The report provides a clear justification of the research approach. It discusses the various design methodologies in an authoritative way and provides a clear justification for adopting a particular one. It presents the various stages of approach/methodology and implementation in detail and executes them to a high standard.
- *Testing, results, analysis and critical evaluation*: The solution described demonstrates real insight into the problem/research questions. There is clear and justified reflection upon the contribution and its limitations. The key results are accurately analysed and stated and their relevance is explained. The

author critically assesses the results and draws relevant conclusions from the study.

- *Presentation of report, documentation*: Complex issues are explained clearly and concisely to a specialist audience. The content of the dissertation is well organised and structured in a way that demonstrates the links between the concepts presented. The report demonstrates that the student clearly understands the relevant research material and leads logically to a solution of the problem. The author uses various resources and cites most of the relevant sources using the appropriate consistent referencing style. The report is of professional quality, so there are very few, ideally no, typographic errors.

Work that meets some, but not all, of the criteria for distinction may be considered for a **merit**, at the discretion of the markers. A merit might be awarded for a respectable, if only partially successful, attempt at a challenging project, or for a less ambitious project carried out, and written up, to a high standard.

The separate examiners grade the project independently and then meet to arrive at an agreed grade. In addition, students might be called upon to make a presentation of their projects to a sub-committee of the Examination Board to demonstrate their grasp of the material.

## 5. Exploitation of Project Outputs

Students may choose to involve outside organisations, such as industrial or commercial companies (large or small), hospitals, schools, charities and so on, or their full-time employer. While this kind of “real-world” projects can provide valuable experience for students, they may carry a greater element of risk than “in-house” projects and need to be approached with more care. Students who prefer to work on their own project idea or an idea proposed by an external organisation should consult the College's “Financial Regulations and Procedures” with regards to exploitation of results (http://staff.bbk.ac.uk/fin/sectionglinks.pdf ). This document states that:

“Section G 14.2.1 (ii) Except as otherwise as agreed in writing, if a student in the course of studies, produces any original works (including computer software) which may be commercially exploitable, the College shall be entitled to the copyright in such works and shall use its best endeavours to secure royalties. These will be shared as set out in the detailed code of practice”.

These regulations also state: “Students are required to comply with the College procedures for notifying any invention, device, material, product or process, computer software or other potentially valuable result which it is considered might have commercial significance, whether patentable or not, developed or invented during the course of students' research or study at the College”.

## 6. Contact with Supervisors

Students are responsible for maintaining contact with their supervisors during the project. Since notions of optimal interaction between student and supervisor differ, it is best to agree *in advance* what form the interaction will take. Students are entitled to expect regular exchange of emails, regular meetings and feedback on drafts of the project report, provided these are submitted to supervisors in reasonable time. If supervision does not meet the agreed criteria, the Programme Director should be contacted.

The supervisor's role is to provide support and encouragement, to direct the student's attention to relevant literature, occasionally to provide technical assistance, to read and comment on the draft report and to give guidance on the standard and amount of work required.

This last point can be a source of difficulty between student and supervisor. Students naturally look to the supervisor for reassurance that their project merits an MSc. You must bear in mind that the supervisor can only give you his/her opinion. Whether a project is of MSc standard is a matter for the Examination Board to decide. It can happen, and occasionally does happen, that the supervisor thinks that a project deserves to pass but the other examiners disagree.

Make sure you allow enough time for writing the report. Some supervisors strongly recommend that you write the report as you carry out the project, rather than leaving the write-up until the end. The total time allocated to the report should be about a month for a full-timer, perhaps two or three months for a part-timer. There has to be time for the supervisor to read and comment on it and for the student to make changes (perhaps extensive changes) on the basis of the comments. Bear in mind that your supervisor is supervising several students and cannot be expected to give you full and prompt attention if you all produce your draft reports at the same time.

## 7. Writing and Submitting the MSc Dissertation

The project is judged on a project report of about 10,000 words (maximum 15,000 words) plus related technical submissions. This section contains information on how to write and submit your MSc AIS, INT and IWT projects.

### 7.1 The MSc report

You should lay the components of your document out in this order:

Title Page
Academic declaration
Abstract
Table of Contents
List of Figures and Tables
Acknowledgements
Main Report Material
References
Appendices

In the MSc report always use third person writing – the only exception is the Academic declaration section which should be in the first person. Type should be 11 pt for all text, 14 pt for chapter titles and 12pt for headings. In the title page you should use 16 pt for the title of the project, 14 pt for the author's name and 12 pt for affiliations. A smaller size than 11pt may be used for footnotes. Any readable font of the size specified can be used but you should be consistent. Margins should be of 25mm (bound and top edges) and a minimum of 20mm (other edges). Your text should be both left and right adjusted. No first line indents should be used and there should be a single blank line between paragraphs.

The page size for all documents is A4. Pages should be numbered from the beginning of the main text and should be centred at the bottom of the page. Page numbers lie outside the page boundaries (as a part of the bottom margin). The title of the document should appear as a running header on each page (centred). This header lies outside the page boundaries (as a part of the top margin). There should be no other running headers or footers (note that footers are not the same as footnotes). The title page and cover page should not be numbered.

### 7.1.1 Title page

The Title Page must show the title of the Project, identify the author by name, declare the purpose of the document, and give the date as shown below in this example Title Page:

Neural networks for time-series analysis and forecasting

A dissertation submitted in partial fulfilment of the requirements
for the MSc in Title_of_Programme_here

by First_Name Last_Name

Department of Computer Science and Information Systems
Birkbeck College, University of London

September 2012

### 7.1.2 Academic declaration

This page should contain the following sentences:

*"This report is substantially the result of my own work except where explicitly indicated in the text. I give my permission for it to be submitted to the JISC Plagiarism Detection Service. I have read and understood the sections on plagiarism in the Programme booklet and the School's website.*

*The report may be freely copied and distributed provided the source is explicitly acknowledged."*

### 7.1.3 Sections and subsections

Within the body of the report, sections and subsections should be in bold type, in 12 pt, and numbered with level numbers (for example, 4.4.2) to a depth of 3 at most. The first digit in the level number should be the same as the number of the chapter that contains it Level numbers in the appendices should have the appendix identification (which should be a capital letter) in the first position of the level number (for example, A.2.3 for section 2.3 in appendix A). First level headings (sections) can be capitalised or not capitalised, depending on which style you prefer but you should be consistent. They should be preceded by the equivalent of two blank lines and followed by a single blank line with subsequent text beginning on a new line. Second level headings (subsections) should be in lower case but with the first letter of all the main words capitalised. They should be preceded by a single blank line and followed by a single blank line with subsequent text beginning on a new line.

The first page of each chapter should contain the following heading: Chapter number (for example, "Chapter 2") and the chapter title in bold type, in 12pt capital letters.

### 7.1.4 Figures and tables

All figures should be numbered with consecutive arabic numerals after the word 'Figure'. The numbering should start afresh in each chapter, but the numeral should be prefixed with the chapter number (for example, Figure 3.2 for the second figure in chapter 3). All figures should have descriptive captions following the numeral and should be mentioned in the text. When referred to in the text, the word 'figure' should be spelt in full. Similar conventions should be used for tables, using the word 'Table' and using independent numbering from figures.

## 7.2. Software and programs

Code listings should be printed on A4 paper and included in the report, in an Appendix. **Use of open source code should be clearly stated in the text and in the Appendix. Any code reused from other sources should be clearly identified and referenced in the text and in the Appendix to avoid plagiarism**. This also applied to open source code. If you are unsure on which parts of your code need appropriate referencing do consult your project supervisor.

The production of computer software which can be executed and tested is an essential part of the project and should be submitted with the report. Any disks or CD submitted should be placed in a clear A4 plastic folder and attached securely to the back cover of the report. The disk or CD should include an ASCII file called README.TXT with description of the files provided and instructions on software execution. It is *your* responsibility to ensure that files transferred from your own machines are in the correct format and that any programs execute as intended on the School's systems prior to the submission date. Instructions on software use

should also be included in an Appendix of the report, entitled “Instructions for using the software”.

The code should also be included in the electronic copy of the report that you will submit, as plain text, a Word document, PDF, or RTF (see Section 7.3 of this document).

### 7.3. The submission of the MSc report

Projects are examined on only one occasion each year; the deadline for submission of project reports is **Monday 17 September 2012**. Two hard copies of the project report must be submitted to the Programme Administrator by the deadline, and one electronic copy uploaded on the Virtual Learning Environment (VLE) Blackboard. There is a penalty for late submission (see details in Section 7.4 of this document). There is no provision for late submission outside the arrangements described in Section 7.4.

**Two hard copies must be submitted to the Programme Administrator** (Room 263, Birkbeck Main Building Extension). The administrator will record the date on which you submit your copies.

**You must also upload an electronic copy of your report on the Virtual Learning Environment (VLE) Blackboard (www.ble.ac.uk - ITS user name and password are required) for your project to be marked.** The electronic version can be in one of the following formats: MS-Word, PDF, or RTF. The file name should begin PROJ_ followed by your surname and an initial, such as PROJ_SmithJ.doc This will be submitted to the JISC Plagiarism Detection Service, which will compare your report with millions of documents on the web, including projects produced by other students, highlighting any passages that appear to come from an existing source. (As a side-effect of this process, your project will be added to JISC secure database.) The results of this process will be passed on to the examiners. For more information about this service, see www.submit.ac.uk.

**Blackboard will accept electronic submissions by the cut-off deadline of 1 October 2012 but a penalty applies** (details in section 7.4 of this document).

If you undertake your project on a machine other than one maintained by the School, it is your responsibility to back up your work; software/hardware problems with non-School machines (including last-minute problems with printers) cannot be used as excuses for missing the submission deadline for the project.

**Simply failing to submit your project report without permission to defer (see Section 7.5), will be considered to be the same as failing the MSc project,** in the sense that it will count as one of the two attempts that you are permitted to make at passing that element of assessment**.**

## 7.4. Late Submission of Coursework and Projects[1]

Following recommendations of the Academic Board in March 2007 and of the Department's Teaching Committee in June 2007, the process laid out below has been implemented for dealing with late submission of items of assessment (including coursework and projects) in this MSc Programme.

(i) Extensions are not allowed. The module leader or Project tutor should specify an absolute cut off deadline for late submission and communicate it to the students together with the normal submission deadline. The absolute cut off deadline should be no more than 10 working days after the normal submission.

(ii) It is Departmental policy to accept and mark late items of assessment submitted before the cut off deadline (see point i). Students do not need to negotiate new deadlines and there is no need to obtain prior consent of the module leader or project tutor in order to submit late. The Department is unable to accept submissions after the cut off deadline.

(iii) Any type of assessment submitted late is given two marks: a penalty mark of 50%, assuming it is of a pass standard, and the "real mark" that would have been awarded if the work had not been late. Both marks are given to the student on a feedback sheet. If the work is not of a pass standard a single mark is given. For modules where coursework is compulsory to pass the module but it is not marked, coursework received before the absolute cut off deadline is not penalised.

(iv) If a student believes that they have good cause to be excused the penalty for late submission, they must make a mitigating circumstances claim (see the Mitigating Circumstances section in the Programme Handbook) for consideration by the Mitigation Sub-Committee (see point v below). The claim form and accompanying documentary evidence must be submitted within 7 days of the cut off deadline. If no such documentation is received prior to the meeting of the Mitigation Sub-Committee the "real mark" will not be considered and the penalty mark will stand. When circumstances, such as serious accident or illness, long-term hospitalization, prevent a student from submitting evidence in time, the absolute cut off deadline for submitting accompanying documentation is the first date of the examination period as specified by the College each academic year (typically examinations at Birkbeck start in the first week of May).

(v) All requests are held over and considered by a sub-group of the relevant Exam Board prior to a meeting of the full Exam Board. This sub-group, called the Mitigation Sub-Committee, will meet termly and/or prior to the full Exam Board, as appropriate, and its results are presented to the full Exam Board."

## 7.5. Project Deferral

Students can apply to defer the examination of their project to the following September (i.e. at the end of an extra year of study). Students for whom the project

[1] This section has been copied from the MSc Programme Booklet.

is the only part of the MSc programme that remains to be completed may enroll as project-only students, at one third of the regular fee, until the end of the term in which they submit their project. Regardless of when a project is submitted, it is examined only at the November meeting of the Examination Board. Students who wish to defer the MSc project should fill in a special form (see Appendix B). Although Registry's published deadline for deferral of September assessments is 1 August, in practice later requests for deferral can be considered. **The deferral form should be sent to the Programme Administrator by 31 August.** It is then considered and authorised within the Department before being forwarded to Registry.

## 8. Plagiarism

This document summarises information available on College's webpages and in the Programme Booklet.

### 8.1 What is plagiarism?

Plagiarism is defined as "copying a whole or substantial parts of a paper from a source text (e.g. a web site, journal article, book or encyclopedia), without proper acknowledgement; paraphrasing of another's piece of work closely, with minor changes but with the essential meaning, form and/or progression of ideas maintained; piecing together sections of the work of others into a new whole; procuring a paper from a company or essay bank (including Internet sites); submitting another student's work, with or without that student's knowledge; submitting a paper written by someone else (e.g. a peer or relative), and passing it off as one's own; representing a piece of joint or group work as one's own".

There are many ways of plagiarising the work of others. Some examples are given below.

- Copying chunks of text without using quotation marks and without appropriate acknowledgement; for example, cutting-and-pasting text from website encyclopaedias or online research papers, or copying papers written by students who did a similar project.
- Copying text and making very minor changes, and without appropriate acknowledgement. This is an example of unacceptable paraphrasing.
- Copying a picture or photo from the Internet, without appropriate acknowledgement. If you use images protected by copyright you must also obtain permission from the copyright owner. See your library for guidance.
- Using another person's numerical spreadsheet, software or results, without appropriate acknowledgement.
- Duplicating your own work, for example by submitting almost exactly the same work for two different assignments, e.g. a piece of coursework and the MSc project.
- Using code developed by another person without acknowledging the original author as the person who developed it.

The College considers plagiarism a serious offence, and as such it warrants disciplinary action. This is particularly important in assessed pieces of work where plagiarism goes so far as to dishonestly claim credit for ideas that have been taken by someone else. According to paragraph 3.2 of the College's "Procedures for Dealing with Plagiarism by Students on Taught Programmes of Study": "A student who knowingly assists another student to plagiarise (for example by willingly giving them their own work to copy from) is committing an examination offence." The College's procedure also identifies various types of plagiarism and is available online at the Registry's webpage: http://www.bbk.ac.uk/reg/regs .

### 8.2 Understanding plagiarism

To help students understand plagiarism, the College offers the learning module "Avoiding Plagiarism" on Blackboard. Students need to self-enrol.

If you are not sure about your understanding of plagiarism you can try the online test offered by the University of Essex at http://www.essex.ac.uk/plagiarism/ .

Typically, each piece of submitted coursework must have an "Academic Declaration" signed by the student(s), which certifies that the authors have read and understood the sections of plagiarism in the School Handbook and confirm that the work is their own, with the work of others fully acknowledged. Submissions must be also accompanied by a declaration giving us permission to submit coursework to a plagiarism-testing database that the College is subscribed.

The Academic Declaration text should include the following statements: *"This report is substantially the result of my own work except where explicitly indicated in the text. I give my permission for it to be submitted to the JISC Plagiarism Detection Service. I have read and understood the sections on plagiarism in the Programme booklet and the School's website.*

*The report may be freely copied and distributed provided the source is explicitly acknowledged."*

If you submit work without acknowledgement or reference of other students (or other people), then this is one of the most serious forms of plagiarism. When you wish to include material that is not the result of your own efforts alone, you should make a reference to their contribution, just as if that were a published piece of work. You should put a clear acknowledgement (either in the text itself, or as a footnote) identifying the students that you have worked with, and the contribution that they have made to your submission.

For an update on procedures for dealing with plagiarism in the School, students can consult the following document: http://www.dcs.bbk.ac.uk/intranet/s/policy/plagiarism-procedure.pdf

### 8.3 Avoiding plagiarism

The College offers the learning module “Avoiding Plagiarism” on Blackboard to all students. This module will help you understand plagiarism and explain in detail how one can avoid plagiarism. Instructions on how to enrol on this module are provided on Blackboard. Below some examples are given from this module.

### 8.3.1 Citing other peoples’ work properly

Citations give brief details of the source at the point in the text where the source is used.

Citations using the Harvard system show the author and date of publication and the page number for quotations. For example:

Oakshott (2001) argues that ...
Or
Oakshott (2001, p. 3) argues that "democracy is dead".

If a quotation is longer than two or three lines, it is often indented using block formatting. By convention, block quotations do not usually need quotation marks - check with your course lecturer for guidance.

For example:

Worsley (2002) argues that Karl Marx is still very influential:

> Karl Marx has probably affected the course of twentieth-century history more than any other single thinker. Because of this, his ideas have generated a vast output of writings (Worsley, 2002, p. 1).

Reference:
Worsley, P., 2002. Marx and Marxism. 2nd edn. London: Routledge.

### 8.3.2 Referencing

References include the full bibliographic information about the source, such as the author(s)'s name(s), date of publication, title of work, place of publication, and publisher. This information is usually given in the section called Reference List or Bibliography at the end of the text. The key principle is that you should give enough information to allow another person to find the source for themselves.

Here are some examples using the Harvard referencing system:

[when you are referring to a book]

Lewin, K., 1951. Field Theory in Social Science. New York: Harper and Row.

[when you are referring to a chapter in a book, where 'ed.' means editor, and 'edn.' means 'edition']

Piaget, J., 1970. Piaget's theory. In: P. Smith, ed., Handbook of child psychology. 3rd edn. New York: Wiley, 1970, pp. 34-76.

[when you are referring to a journal article]

Holmqvist, M., 2003. A Dynamic Model of Intra- and Interorganizational Learning. Organization Studies, 24(1), 95-123.

[when you are referring to a webpage]

W3C, Web Accessibility Guidelines and Techniques, available online at http://www.w3.org/WAI/guid-tech.html. Last accessed 12/05/2007.

**Independent of their type (e.g. book, article, webpage), all references are included at the end of a document in alphabetical order** starting from the author's name as in the example above.

### 8.3.3 Paraphrasing

Here are some examples from the plagiarism module that might help you to understand which forms of paraphrasing are acceptable and which are treated as plagiarism.

First, the original extract is give, taken from the book, Marx and Marxism, by Peter Worsley.

*Karl Marx has probably affected the course of twentieth-century history more than any other single thinker. Because of this, his ideas have generated a vast output of writings, ranging from texts written by revolutionaries aimed at telling people how to do revolution - how to carry on Marx's work of demolishing capitalism and creating a new socialist society - to the many hundreds of volumes dedicated to proving that Marx was wrong about practically everything.*

*Acceptable practice:* Worsley (2002) suggests that Karl Marx has had a significant impact on the course of twentieth-century history. He argues that Marx's ideas have led to a great deal of writing, across a spectrum from promoting his call for revolution to trying to show he was wrong in his analysis and predictions.

*Plagiarism:* Karl Marx, the inspiration for revolutionary activity in many countries, has probably affected the course of 20C history more than almost any other thinker. Because of this, his ideas have generated a vast output of writings, ranging from books written about revolution - how to demolish capitalism and create a new socialist society - to books dedicated to proving that Marx was wrong about practically everything.

*Copying the whole text without using quotation marks and without appropriate acknowledgement is considered plagiarism:* Karl Marx has probably affected the course of twentieth-century history more than any other single thinker. Because of this, his ideas have generated a vast output of writings, ranging from texts written by

revolutionaries aimed at telling people how to do revolution - how to carry on Marx's work of demolishing capitalism and creating a new socialist society - to the many hundreds of volumes dedicated to proving that Marx was wrong about practically everything.

## 9. Useful resources

Here are some resources on plagiarism, study skills, time management and referencing that can help you to better manage your project and avoid plagiarism.

***On Plagiarism***

- http://www.jiscpas.ac.uk/
- http://www.submit.ac.uk
- http://owl.english.purdue.edu/handouts/research/r_plagiar.html

***On Referencing Systems***

- http://www.ntu.ac.uk/llr/developing_skills/referencing_plagiarism/index.html
- http://www.uwe.ac.uk/library/resources/general/info_study_skills/refs.htm
- Neville, C., 2006. Referencing and Bibliography Workbook. University of Bradford Effective Learning Service. Available to download at: http://www.brad.ac.uk/acad/management/external/els/pdf/refandbib.pdf

***On Study Skills***

- http://www.brad.ac.uk/acad/management/external/els/informationsheets.php

***On Time Management***

- http://www.mmu.ac.uk/academic/studserv/learningsupport/docs/Time%20Management.pdf

# APPENDIX A

**Department of Computer Science and Information Systems**

**MSc** [write name of programme here]
**Proposal Form (2011/12)**

**Proposal**
The student should complete parts 1 (a) and 1 (b) below. They should put their supervisor's name and date the proposal was agreed with their supervisor in the last box below. They should **send the completed electronic copy of this form to the programme administrator (thomas@dcs.bbk.ac.uk) and upload it on Blackboard** no later than **16 January 2012** (deadline for Year-2 Part-time students) and **12 March 2012** (deadline for Full-time students). Expand the boxes where necessary.

**(a) Student details**

| | |
|---|---|
| **Name:**<br>**Tel (home):**<br>**Tel (work):**<br>**E-mail:** | **Address:** |

**(b) Project details**

| |
|---|
| **Title:** |
| **Objectives:** |
| **Description:** |
| **Method:** |
| **Work plan:** |
| **What hardware & software will you use to carry out the project? If using departmental computing facilities, you must contact the Systems Group (sg@dcs.bbk.ac.uk) before submitting your proposal to find out if the hardware/software is available or can be made available in DCS Labs.** |
| **Supervisor:** **Date agreed:** |

# APPENDIX B

**NOTIFICATION OF DEFERRAL FROM ASSESSMENTS***

**This form must be received and approved by the relevant Academic Programme Director / Academic Examinations Officer before 1 May for summer assessments, and in the case of September assessments by 1 August.**

**SECTION A: For Completion by candidate ( Please Print )**

| | |
|---|---|
| **Surname:** | **First Name(s):** |
| **Student Number:** | **Date of Birth:** |
| **Degree:** | **Year of Study:** |

**I wish to defer the following assessment(s)*:**

| Module Code | Module Title |
|---|---|
| | |
| | |
| | |
| | |
| | |

**State the reason and attach any supporting documentary evidence.** Continue on the reverse of this form if necessary:

**Signature of candidate**: _____ Date:_____

**SECTION B: For completion by student's School/Department**

I certify that the student named above has been granted permission to defer‡ the above assessments*

Authorising Academic: _____Signature: _____

Position: _____ Date: _____

‡ The Board of Examiners will be expected to agree a final decision for these assessment(s): to **repeat** all elements of assessment for the course unit / module or to **defer** specified elements.

***Please return the completed signed form to: The Examinations Officer, Registry, Malet St.***

* For the purposes of this form "Assessment" refers to any type of assessment whether by written examination and/or by submission of coursework/ project/ dissertation.