



THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

Dissertation Handbook

for

Postgraduate Schemes

October 2008

CONTENTS

1.	Introduction	1
2.	The Dissertation Process: preparation, progress and assessment	1
3.	Dissertation Supervision	7
4.	Dissertation Moderation	8
5.	Format and Presentation of Dissertations	8
6.	Binding of Dissertations	10
7.	Normal Period for completion of a Dissertation	11
8.	Diagram of the Process for Dissertations	12
9.	Synopsis Form	13
10.	Progress Report Form	20
11.	Dissertation Submission Form	21
12.	List of Binderies	22
13.	Rough Sketch of a Bound Dissertation	23

Appendix I : **Guidance Notes on Avoiding Plagiarism, on Bibliographic Referencing and on Photocopying of Copyright Materials (extracted from The Hong Kong Polytechnic University Student Handbook 2008/2009)**

Sections 2.1.4, 2.1.8 and 2.5.3 are regulations already in force. Students should familiarise themselves with the regulations. They can refer to the Regulations of Postgraduate Schemes from time to time and contact their Academic Supervisor(s) or the Faculty Office in case of query.

For ease of reading, only the masculine pronoun has been used throughout this Handbook. Women students should not take the omission of “she”, “her” or “hers” as being other than an editorial convenience.

1. INTRODUCTION

With the exception of the regulations stipulated in Sections 2.1.4, 2.1.8 and 2.5.3 which must be complied with, this Dissertation Handbook serves as a guideline to students and staff. Departments may have different or additional conditions set out to assist students in preparing their dissertations.

The dissertation is a very significant component of a Master's programme. It carries a weight equivalent to three or four taught subjects and represents around 420 - 560 hours of student effort. Since students usually continue with their jobs while they work on their dissertations, the subject of the dissertation is preferably related to the student's employment.

The dissertation should be an exposition of a student's own work and ideas. Where others have had an input (e.g. in a team situation) this should be clearly identified. Plagiarism is unacceptable. Expulsion may be imposed in cases of proven plagiarism (See Appendix I).

Since the subject areas of dissertations are so diverse it is impossible to define a standard approach to content, but included, should be an introduction and definition of objectives, a literature survey, a review of the problem followed by a description of the student's approach to solving the problem, the results or findings, an intellectual analysis of the results or findings, and finally a logical review of the conclusions drawn.

Students are encouraged to initiate dissertation topics relating to their employment. However, students may take up campus based dissertations in cases of difficulty.

With effect from 2000/2001, individual Scheme may decide whether dissertation is compulsory or optional. It is also up to the individual Scheme to decide whether the provision of flexibility for dissertation requirements to become optional will be implemented *en bloc* or as from the new intake in 2000/2001. Students should consult their Dissertation Coordinator for details.

2. THE DISSERTATION PROCESS: PREPARATION, PROGRESS AND ASSESSMENT

The procedures for preparing a dissertation can be divided into three different stages. The entire process is summarised in a diagram on page 12.

Students wishing to write a dissertation proposal must register on a dissertation subject.

2.1 Proposal

- 2.1.1 Each department hosting an award may arrange an Award Dissertation Seminar in the first week of each semester. At this time the Dissertation Coordinator will circulate a list of staff research interests and possible topics to students. In some departments, academic supervisors are assigned by the Dissertation Coordinator and in others students may identify a relevant academic supervisor themselves. Only students who have registered on the dissertation subject will be assigned supervisors and permitted to submit proposals.
- 2.1.2 The purpose of these Dissertation Seminars is to enable participants to identify and define a problem for valid research, to develop their abilities to identify and evaluate appropriate research methods, and to provide a framework from which participants can begin their own research work. The content of some of the seminars will include research methods, research design, analysis of data, presentation of findings, and ethical and legal considerations. Staff members active in research will participate and interact with students in answering questions and leading discussion on major issues.
- 2.1.3 Subsequent to the Dissertation Seminar, the student will prepare a dissertation proposal in a standard format using a synopsis form (Form AS125 see pages 13 to 19) in consultation with his academic supervisor. This standard form is available from the Dissertation Coordinators and can also be downloaded from the AS Homepage at “www.polyu.edu.hk/~as”.
- 2.1.4 Students are expected to submit their dissertation proposal to the Dissertation Coordinator for approval by the relevant Award Dissertation Committee no later than the last teaching day of the semester in which the student first registers for dissertation.
- 2.1.5 Before the proposal is handed in, all the relevant sections must be completed and signed by the relevant parties. The proposal shall be typewritten. When a proposal is not found to be acceptable, a student may be requested to resubmit it.
- 2.1.6 A dissertation proposal should consist of the following:
 - 2.1.6.1 objectives
 - 2.1.6.2 content which includes innovative features, challenge, academic value and applicability
 - 2.1.6.3 methodology
 - 2.1.6.4 references

- 2.1.6.5 scheduled programme of work
- 2.1.6.6 description of facilities required and justification
- 2.1.6.7 starting date
- 2.1.6.8 expected completion date
- 2.1.7 After the proposals have been approved by the Dissertation Supervisors, the Dissertation Supervisors will pass them to the Dissertation Coordinator for endorsement by the Award Dissertation Committee no later than the first day of the next semester.
- 2.1.8 Regulations concerning dissertation registration
 - 2.1.8.1 Once a dissertation proposal is approved the student shall proceed at once to carry out the work. The maximum number of dissertation proposals which a student may submit is two.
 - 2.1.8.2 Students should be aware that approval to commence a dissertation is by no means automatic. There will be cases where a student is not permitted to proceed with a dissertation and therefore such students will be required to leave the Schemes on completion of the requirements for a Postgraduate Diploma award.
 - 2.1.8.3 The normal period for completion of a dissertation is 2 to 3 semesters depending on the Scheme the student is registered for (See page 11). Students are required to pay for all of the 9 credits the dissertation carries in the first semester when he enrolls on the dissertation. Fees paid will not be refunded even if the student withdraws from his dissertation or from the Scheme during the course of his registration. The registration period for the dissertation is set at a maximum of 4 semesters from the date of registration, subject to the regulations on the maximum period of registration and subject to satisfactory reports on progress from the academic supervisor. The minimum period for the dissertation work to be completed is unlikely to be less than 1 semester. Break of study is normally not permitted once a student registers for dissertation and students are expected to pursue their dissertation in consecutive semesters.
 - 2.1.8.4 Students enrolled on the Postgraduate Scheme in Applied Science may register on their dissertation when they have achieved a Grade Point Average of 2.0 or above and accumulated passes in 12 credits.
 - 2.1.8.5 Students enrolled on the Postgraduate Scheme in

Construction may register on their dissertation when passes in two subjects have been accumulated.

- 2.1.8.6 Students admitted in 1997/98 or before and are enrolled on the Postgraduate Scheme in Engineering may register on their dissertation when passes in two subjects have been accumulated.
- 2.1.8.7 Students admitted in 1998/99 or after and are enrolled on the master's programme within the Postgraduate Scheme in Engineering will be advised to register for their dissertation after completion of their fourth subject. However, they will not be allowed to register for their dissertation if they have achieved a Grade Point Average of less than 2.5 at the time of registration.
- 2.1.8.8 Students enrolled on the MSc in Quality Management within the Postgraduate Scheme in Business and Management may register on their dissertation once they have completed "MM501 Research Methods".
- 2.1.8.9 Dissertation registration for students enrolled on the Postgraduate Scheme in Health Care will be permitted after they have passed "RS517 Research Methods and Data Analysis".
- 2.1.8.10 Subject to satisfactory reports on progress from the academic supervisor, students whose dissertation proposal has been approved will continue to register on their dissertation until either the completion of their dissertation or the normal dissertation registration period expires.
- 2.1.8.11 The student should plan to submit the completed dissertation well before the final deadline and at least several months before the end of the normal period.

2.2 Progress Reports

- 2.2.1 Students are expected to submit a progress report (Form AS126 see page 20) to the Dissertation Coordinator via their academic supervisor at least once every semester to ensure smooth progress of the dissertation.
- 2.2.2 Students should inform their academic supervisor(s) immediately when difficulties arise.

2.3 Early Warning

Upon request from the Dissertation Coordinator, a student who fails to progress to his academic supervisor's satisfaction will receive a warning letter from the department hosting the award.

2.4 Submission of Dissertation before Assessment

2.4.1 Under normal circumstances, with the agreement of the supervisors, students may prepare for assessment after satisfactory progress.

2.4.2 FOUR unbound copies of the dissertation shall be submitted, together with a Dissertation Submission Form (Form AS127 see page 21), to the academic supervisor and one copy shall be kept by the student one month prior to the end of the semester.

2.5 Assessment

2.5.1 Oral examination

After submission of the unbound copies of the dissertation the academic supervisor shall make arrangements with the assistance of the department on a mutually convenient time and place for an oral exam at which the other assessors will be present.

2.5.2 Assessment panel

The assessment panel will consist of three categories of member, namely:

2.5.2.1 the supervisors (academic, professional and co-supervisor if relevant)

2.5.2.2 a second assessor who is a subject expert from the department, from another department in the University, or from industry, to be nominated by the Award Dissertation Committee and approved by the Scheme Chairman or by the Scheme Coordinator for those Schemes where approval authority has been delegated to the Scheme Coordinator; and

2.5.2.3 a moderator appointed by the Scheme Chairman or Scheme Coordinator to provide quality control.

2.5.3 Regulations concerning dissertation assessment

2.5.3.1 The date set for the oral examination shall allow sufficient time for the examiners to read the submission and should normally be no later than one month after submission of the dissertation.

- 2.5.3.2 After conducting the oral examination the assessment panel will jointly allocate a grade guided by the following weightings which may vary depending on the nature of the project. Individual awards may modify key items and the recommended weightings according to the needs of each award.

Progress 20%	Report 50%	Oral 30%	Total 100%
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- 2.5.3.3 After the assessment of the dissertation is complete the academic supervisor shall write a report on the outcome using a standard outline report form. This report must be signed by all who participated in the assessment of the dissertation and be forwarded to the Award Dissertation Committee via the Award Coordinator or the Dissertation Coordinator.
- 2.5.3.4 The report shall contain a date by which the student should submit his final dissertation to the host Department which would arrange to send the bound copies to the Library. The deadline for submission of the report of the assessment panel to the Award Dissertation Committee is TWO WEEKS before the meeting of the Subject Assessment Review Panel (usually January for Semester 1 and June for Semester 2).
- 2.5.3.5 Departments may at their discretion allow students to complete their dissertations during the period between June and August by conducting the assessment then. In such cases these results shall be processed at the meeting of the Subject Assessment Review Panel held in late August to allow students to graduate in the following November.
- 2.5.3.6 Applications to defer submission should NOT normally be considered or approved except under exceptional circumstances such as illness. In such cases, students' applications for deferment of study can be considered.
- 2.5.3.7 If a student wishes to delay the submission of the completed dissertation beyond the normal period but within the maximum period of 4 semesters, he may apply on the advice of the supervisor. The application must be recommended by the relevant Dissertation Coordinator and must be approved by the Scheme Chairman.

- 2.5.3.8 When permission is granted to extend the dissertation registration beyond the normal period, the student shall be required to pay a fee which is set out in the Student Handbook, which shall entitle him to register for one additional semester.

3. DISSERTATION SUPERVISION

The amount of effort required by students in the dissertation should clearly be reflected in the quantity and quality of the final submission. In assessing the standard of dissertations supervisors will be seeking to ensure that the student has met with the aims of this part of the programme.

3.1 Role of Academic Supervisor

- 3.1.1 The student and academic supervisor should contact each other from time to time to discuss progress against his agreed programme. The responsibility for arranging meetings between student and academic supervisor is shared by both parties.
- 3.1.2 The academic supervisor will provide guidance to complement that available within the student's employing organization and advise the student about the style of presentation of the dissertation. Academic and professional supervisors will liaise as circumstances require. The academic supervisor will be available for consultation on a regular basis both at the University and at the student's workplace according to circumstances.

3.2 Role of Professional Supervisor

- 3.2.1 The role of the professional supervisor is to be able to assess the student's effort in the workplace and assist in the conduct of the oral examination and provide assurance that the candidate's work has been independently done. Students should approach a prospective professional supervisor and explain their requirements and should obtain his agreement to act as professional supervisor.
- 3.2.2 If the work for the dissertation forms part of a group endeavour within the student's organization, it is essential that the student's personal contribution can be identified and that the professional supervisor can speak for the part which the student has played.
- 3.2.3 In cases where no suitable professional supervisor can be found, the relevant Scheme Committee will appoint a second academic supervisor to take the place of the professional supervisor. If the dissertation topic is based in the student's workplace, visits to the student's place of work by the academic supervisor(s) will be necessary.

4. DISSERTATION MODERATION

- 4.1 For every dissertation the Scheme Committee will appoint a moderator who will participate in the assessment. The moderator should:
 - 4.1.1 ensure that proper procedures are followed;
 - 4.1.2 achieve consistency of assessment; and
 - 4.1.3 arbitrate between examiners' assessments if necessary.
- 4.2 It is the responsibility of the Award Coordinator to liaise with the Scheme Coordinator to ensure that moderators are appointed by the Scheme Committee in a timely manner. Normally, the moderator should be an academic staff member of The Hong Kong Polytechnic University.

5. FORMAT AND PRESENTATION OF DISSERTATIONS

5.1 Style

- 5.1.1 The text shall be placed on one side or both sides, the latter being encouraged wherever possible.
- 5.1.2 Pagination of the body of the text is to be in Arabic numerals in the upper right hand corner of the page. The pagination begins with the first page of the first chapter and runs through material following the body of the text. Pages with tables, maps, photographs etc. are to be numbered as well.
- 5.1.3 Pagination of material preceding the body of the text is to be in small Roman numerals.
- 5.1.4 The body of the text is to be double spaced; footnotes are to be single spaced.
- 5.1.5 Footnotes shall be placed at the bottom of each page rather than at the end of each chapter or at the end of the dissertation. A line shall be drawn beneath the text across the page to separate the text from the footnote. Care should be taken to complete a footnote on the page where it is mentioned in the text, in order to avoid continuing it on the following page. Footnotes may be numbered consecutively through a chapter or start with number one - (1) - on each page, which is the most practical of the two methods of numbering.

- 5.1.6 References shall be presented alphabetically, using the reference citation format for academic journal papers, conference papers, research reports and books in an internationally accepted format used by the discipline in which the study lies. (See Appendix I for more advice)
- 5.1.7 The dissertation shall be submitted on A4 size paper (210 mm x 297 mm) of good quality. There shall be a margin (before trimming) of 40 mm at the left hand (binding) edge, 25 mm at the top and right margins and 15 mm below the last line of footnotes.
- 5.1.8 All physical measurements reported in the dissertation shall be in the SI system of units (Système Internationale d'Unités). Where, for example, in the review of literature, quantities are expressed in other units, the corresponding SI values should also be quoted.

5.2 Material Preceding the Body of Text

- 5.2.1 A blank sheet.
- 5.2.2 Title page of dissertation - this shall not be numbered and should be identical with the cover.
- 5.2.3 Copyright notice (if any)
- 5.2.4 An abstract of not less than two hundred and not more than five hundred words shall be a part of each dissertation and will contain information on all the substantive features of the work. The top page of each abstract shall contain the following statement:

Abstract of dissertation entitled:

submitted by _____

for the degree of MSc/MA in _____

at The Hong Kong Polytechnic University in (month and year).

- 5.2.5 Acknowledgements - should be made to supervisors and to persons who have provided special assistance.
- 5.2.6 A table of contents should be provided which lists the abstract and all main sections thereafter. Material preceding the body of the text shall be paginated using small Roman numerals. Arabic numerals shall be used for the main body of the text.

- 5.2.7 A list of Illustrative Materials should be provided, if needed. The listing of page references for illustrative materials such as tables, maps and figures will immediately follow the table of contents on a separate page or pages having the same style as the table of contents page. Illustrative materials shall have titles and be numbered in Arabic numerals.

5.3 Material Following the Body of the Text. (This shall be numbered in Arabic numerals)

- 5.3.1 Appendix or appendices
- 5.3.2 Bibliography
- 5.3.3 Oversize maps etc. in map pockets

6. BINDING OF DISSERTATIONS

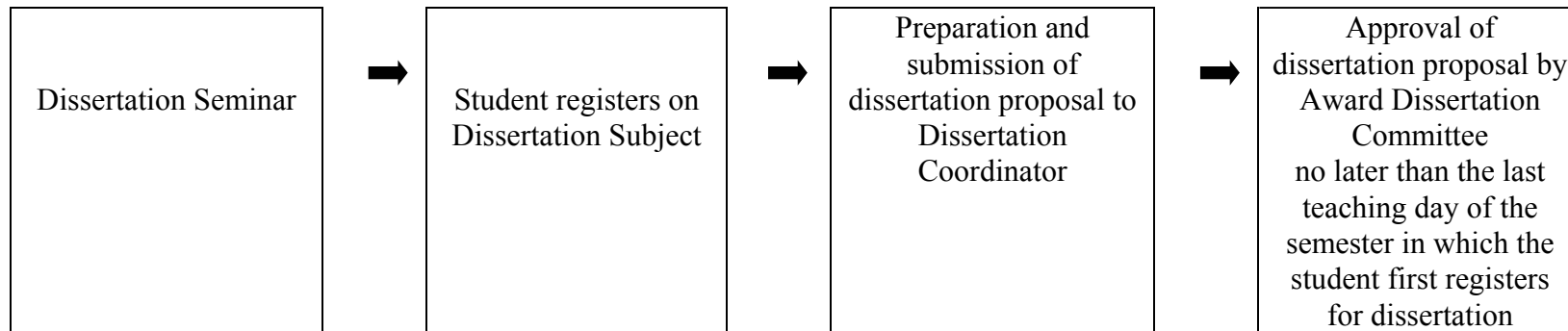
- 6.1 After assessment students will have their dissertations bound by outside binderies at their own expense. A list of outside binderies providing such service, together with a rough sketch of a bound dissertation, is set out on pages 22 and 23.
- 6.2 All dissertations should be bound with hard covers, with silver blocking on the front cover and on the spine. The colour should be navy blue.
- 6.2.1 Of the THREE final copies submitted, one of these may be in a temporary heat-sealed “Perfect” binding with the title, name of author, degree and date. Two of the final copies will be bound and will be lodged in the University Library and with the host department. These copies shall be bound, in one volume with its title page preceding the abstract, between boards with the title, name of author, degree, and date to be lettered in silver on the front cover and spine in accordance with the standard layout approved by the Librarian.
- 6.2.2 One electronic copy, either in Microsoft Word (2002 or above) or in Adobe Acrobat PDF (7.0 or above) format, on CD or DVD discs, should be sent to the University Library for digitisation for permanent retention.
- 6.2.3 These final copies of the dissertation shall be checked and approved by the academic supervisor or Dissertation Coordinator. This shall be done within one month of the dissertation oral examination.

Normal Period for Completion of a Dissertation

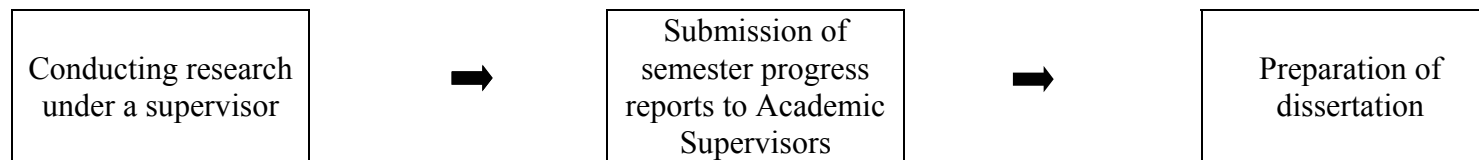
Scheme	Normal Period for Completion of a Dissertation (Number of semesters)
88002 Pg Scheme in Applied Science	3
88003 Pg Scheme in Construction	3
88004 Pg Scheme in Engineering	3
88005 Pg Scheme in Business and Management	2
88007 Pg Scheme in Health Care	3

The entire process of dissertation is summarised below

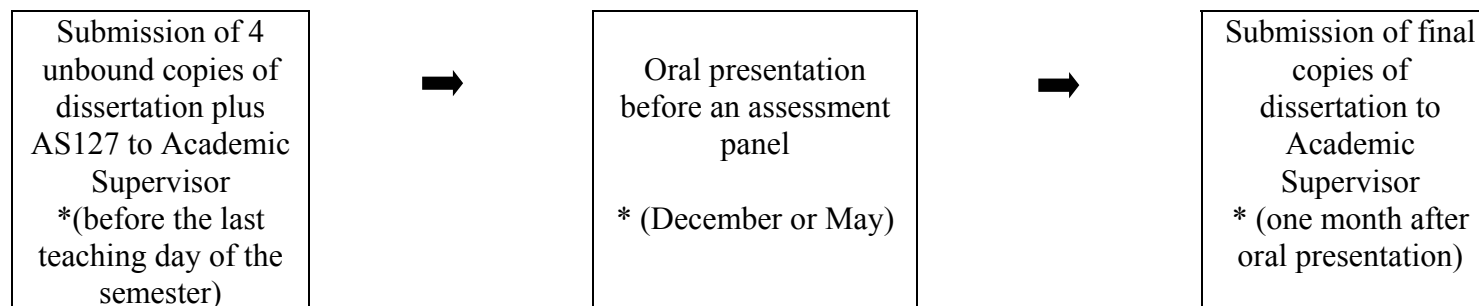
I. Proposal Stage



II. Progress Stage



III. Assessment Stage



* Indicative dates



This form is downloadable from the AS Homepage at "www.polyu.edu.hk/~as".

Postgraduate Schemes Synopsis

Dissertation Proposal for MSc/MA in _____

This form should be typewritten. All sections should be completed in full. Sections 1-3 are to be completed by the student. In signing this form the Award Dissertation Committee confirms that the student is registered on dissertation, the proposal is of an acceptable academic standard and that the university resources necessary for the dissertation will be made available. The completed form should be sent to the Dissertation Coordinator for approval by the relevant Award Dissertation Committee no later than the last day of a semester.

Section 1 : Student Details

Student's name :

PolyU ID No. :

Tel No. :

Fax No. :

Subjects taken so far (include title, grade, and academic year for all subjects for which a grade has been obtained)

Section 2 : Supervisor Details

Academic Supervisor's Name, Qualifications and Department :

Professional Supervisor's Name, Qualifications, Position, and Affiliation :
(or Second Academic Supervisor's Name, Qualifications and Department)

Professional Supervisor's Address :

Tel. No. :

Fax No. :

Section 3 : Details of Dissertation Topic

Dissertation title :

Signature of student :

Date :

Section 4 : Comments of Academic Supervisor

Signature :

Date :

Section 5 : Comments of Professional Supervisor/2nd Academic Supervisor

Signature :

Date :

Section 6 : Decision of Award Dissertation Committee

Approved/Referred back for improvement/Rejected

Signature :
Chairman, Award Dissertation Committee

Date :

Objectives of the Project

Content

(Innovative features, challenge, academic value and applicability of the project)

(Cont'd)

(Cont'd)

Methodology

References

Scheduled programme of work

Description of facilities required and justification

(Also detail any other supporting facilities obtained elsewhere)

Expected completion date :

Student's Signature



This form is downloadable from the AS Homepage at “www.polyu.edu.hk/~as”

Postgraduate Schemes Dissertation Progress Report

This report is to be completed by the student then endorsed by the academic supervisor who will forward it to the Dissertation Coordinator every semester.

Student's name : _____ Student number _____

MA/MSc in _____

Academic supervisor's name : _____

Dissertation title : _____

Start date : _____ Expected completion date : _____

Student's report

Briefly describe progress since last report (or since commencement):

Please explain any problems you have identified and suggest appropriate action :

Signed : _____ Date : _____

Academic supervisor's comments

Progress is generally satisfactory / unsatisfactory (delete as appropriate)

Comments :

Signed : _____ Date : _____

This form is downloadable from the AS Homepage at “www.polyu.edu.hk/~as”

**Postgraduate Schemes
Dissertation Submission Form**

Section 1 : To be completed by student

Students' Name :	PolyU ID No.:
MSc/MA in :	
Proposed Dissertation Title :	
Name and department/company of all academic and professional supervisors:	
Signature :	Date :

Section 2 : To be completed by Academic Supervisor

#	<input type="checkbox"/> I agree that the dissertation is ready for submission. <input type="checkbox"/> I do not agree that the dissertation is ready for submission. My specific views on the shortcomings have been made known to the student. <input type="checkbox"/> I am satisfied with the title proposed by the student. <input type="checkbox"/> I have amended the title proposed by the student as shown above.
Signature :	
Date :	

Section 3 : To be completed by Chairman of Award Dissertation Committee

The Award Dissertation Committee has nominated _____ as a second assessor for this dissertation.
Signature :
Date :

Section 4 : To be completed by Scheme Coordinator

4.1 I *approve/do not approve the appointment of the second assessor as proposed
4.2 I *appoint/recommend the appointment of _____ as the moderator for this dissertation.
Signature :
Date :
(4.1 to be observed only if the Scheme Coordinator is the delegated approving authority. 4.2 Scheme Coordinator to appoint if he is the delegated approving authority.)

Section 5 : To be completed by Scheme Chairman only if authority has not been delegated to the Scheme Coordinator

I *approve/do not approve the appointment of the second assessor as proposed.
I approve/do not approve the appointment of the moderator as proposed.
Signature :
Date :

* Please delete as appropriate.

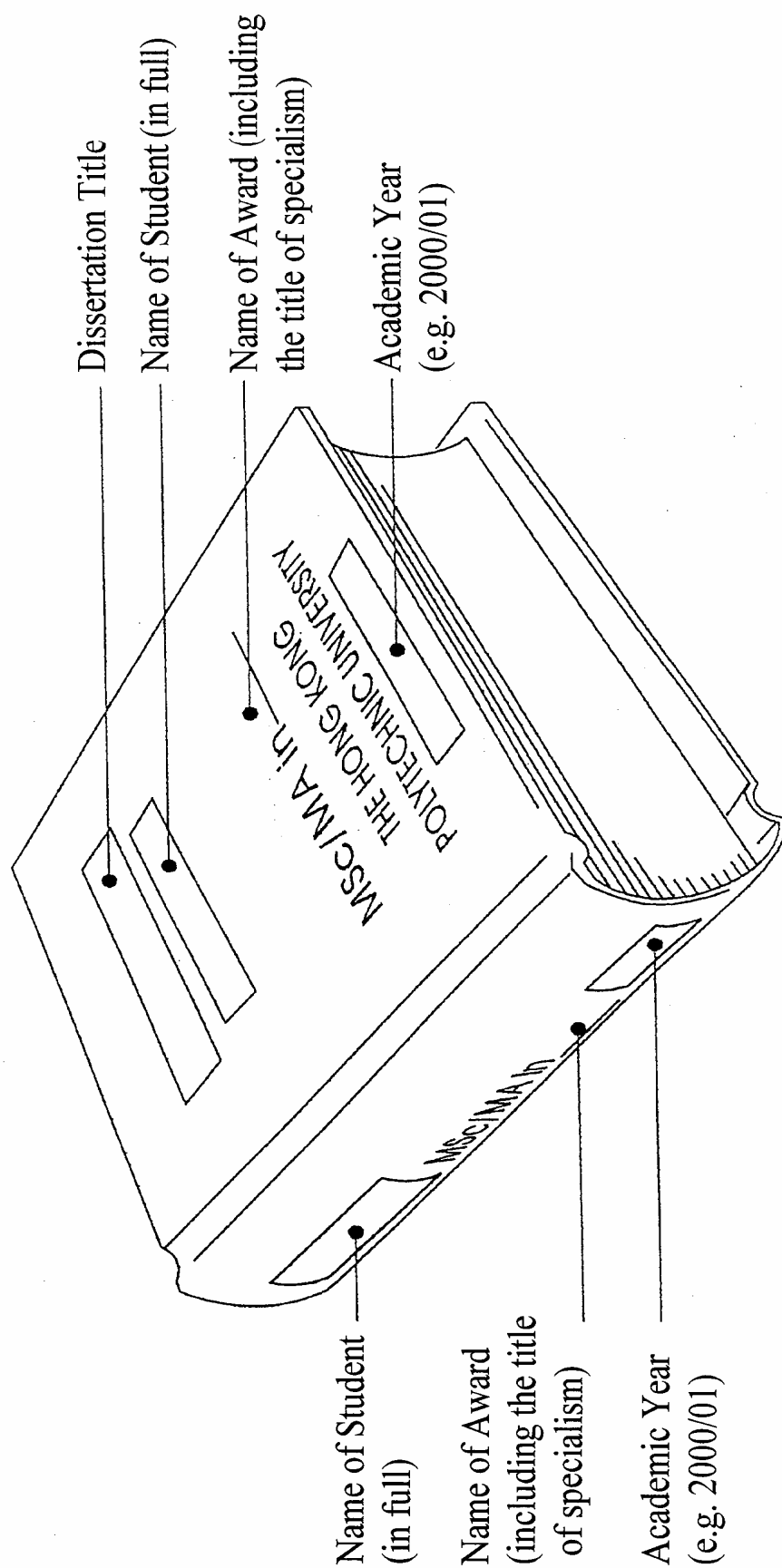
Please ‘√’ as appropriate.

BINDING OF MSc/MA DISSERTATION

1. Students will have their dissertations bound by outside binderies at their own expense. Section 3 shows a list of outside binderies providing such service.
2. All dissertations should be bound with hard covers, with silver blocking on the front cover and on the spine. The colour should be navy blue. A rough sketch of a bound dissertation is shown on the next page.
3. List of binderies providing dissertation binding service:

	Name of bindery	Address	Telephone
i.	Mei Tak Book Binding	Shop 3D, G/F Kam Fu Building 2-8 On Fu Road Tai Po New Territories	2656-4198
ii.	Pupil Ready Service	Upper Basement 27 Hing Hon Road Sai Ying Pun Hong Kong	2546-2950
iii.	Ngai Mei Book Shop	G/F 27B Hing Hon Road Sai Ying Pun Hong Kong	2547-1581

Rough Sketch of a Bound Dissertation



Guidance Notes on Avoiding Plagiarism, on Bibliographic Referencing and on Photocopying of Copyright Materials

The University views plagiarism and copying of copyright materials, without the licence of the copyright owner, as a serious disciplinary offence. These guidance notes aim to help students of the University comply with the Institution's policy on plagiarism in continuous assessment, bibliographic referencing and photocopying of copyright materials.

What is plagiarism?

'To take (words, ideas, etc.) from someone else's work and use them in one's own work without admitting one has done so.' (*Longman Dictionary of Contemporary English*, 1987)

'... The action of using or copying someone else's idea or work and pretending that you thought of it or created it.' (*Collins Cobuild English Language Dictionary*, 1987)

'... The taking and using as one's own of the thoughts, writings, or inventions of another.' (*Shorter Oxford English Dictionary*, 1973)

'To steal or pass off (the ideas or words of another) as one's own: [to] use (a created production) without crediting the source: [to] commit literary theft: [to] present as new and original an idea or product derived from an existing source.' (*Webster's Ninth New Collegiate Dictionary*, 1987)

'The appropriation or imitation of another's ideas and manner of expressing them ... to be passed off as one's own.' (*Macquarie Dictionary*, 1985)

The above definitions all suggest that plagiarism involves the idea of intending to plagiarise; it is important to realise that this dishonest intention will be assumed. Excuses such as "having forgotten" to insert quotation marks, or "not having remembered" that an idea was someone else's, or "having thought the reader would understand" that a passage was a paraphrase of someone else's words cannot be accepted. In a similar way, it will be assumed that those who walk out of a shop carrying goods which they have not paid for, and do not intend to pay can be accused of shoplifting.

In short, it is the students' responsibility to avoid any possible suggestion of plagiarism in their work. The golden rule is "if in doubt, acknowledge" - this should be followed in all "grey areas", i.e. cases in which you are not sure whether the acknowledgement of a source is necessary or not.

You can visit the website at <http://edc.polyu.edu.hk/PSP/student.htm> for more detailed explanations on plagiarism.

How are Sources Referred to?

There are two ways of referring to a source: by using direct quotations, or by paraphrasing the author's words. Each of these is exemplified below.

Using Direct Quotations

- A quotation integrated with the text, e.g.

‘The coal reserves,’ said Thomas J. Johnson (1982, p.21) ‘will not deplete as rapidly as oil reserves’, and this claim is already being borne out by experience.

- A quotation presented as an indented paragraph, e.g.

Conflict within the marketing channel required its own definitions, and one of the first of these was established by Stern and Gorman (1969, p.58). Their view was that a conflict was a process of system changes: ‘... a change occurs in the task environment or within a channel member’s organization that eventually has implications for the channel members ... when the other affected members perceive the change as cause of frustration, a conflict situation emerges.’

Note the use of the three-full-stop device (...), separated by one space from the preceding and/or following words, to indicate a word or words have been omitted from the original. (The assumption is, of course, that the omission has not changed the sense of the author’s words.)

Secondly, note the use of square brackets, [], to indicate that a word has been added or replaced to clarify (but not of course to alter) the author’s original meaning, e.g.

Original	Registers are, then, types of text, not types of discourse, since they are not defined in terms of what kind of communication they represent.
-----------------	---

Quotation	‘... [registers] are not defined in terms of what kind of communication they represent’ (H.G. Widdowson, 1973).
------------------	---

Thirdly, note that where the original itself includes a word or words between inverted commas or quotation marks, a quotation should reproduce this by using double inverted commas between single ones, or vice-versa, e.g.

Original	One obvious development within a pedagogical grammar would be to use Searle’s illocutionary acts to fill in Halliday’s ‘relevant models of language’.
-----------------	---

Quotation	As Widdowson (1973) points out: ‘One obvious development within a pedagogical grammar would be to use Searle’s illocutionary acts to fill in Halliday’s “relevant models of language”’, but this suggestion has yet to be followed up. (Alternatively: “... Halliday’s ‘relevant models of language’”.)
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Fourthly, note that italics in the original may be reproduced by underlining in a quotation. If the underlining is not the original’s, then this should be made clear. The usual method is to add a note in brackets after the quotation: (my emphasis), (my underlining) or (emphasis added). If one wants to make it quite clear that the emphasis is the original’s, one can add: (emphasis as in the original).

Paraphrasing the Author's Words

Paraphrasing is not simply altering a word here and there, but rather rewording the original - either to shorten/summarise or to expand/clarify. Paraphrasing often leads into 'grey areas' where one may be unsure of whether or not plagiarism could be alleged, so remember the golden rule: 'if in doubt, acknowledge'. In particular, a lengthy piece of paraphrasing (say, several paragraphs) should remind the reader at frequent intervals -at least once per paragraph - of the source.

- Paraphrasing which shortens/summarises, e.g.

Original	'There are many abusive parents for whom [therapy] groups may be the only answer, not only because of the quality of services offered, or the potential benefits they promise, but chiefly for the fact that a group of this type is the only service that some abusive parents will attend and participate in.' Blizinsky, M. (1982, p.311)
-----------------	--

Paraphrase	Martin Blizinsky (1982, p.311) believes that therapy-group sessions may be the only answer for some abusive parents, being the only programme in which they will participate.
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- Paraphrasing which expands/clarifies, e.g.

Original	'Although photosynthesis is the principal autotrophic process, chemosynthesis also occurs.' I. Pearson (1978, p.135)
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Paraphrase	As Pearson points out (<i>English in Biological Sciences</i> , 1978, p.135), although photosynthesis -the process by which plants make their own food with the help of sunlight -is the major self-feeding process, synthesis involving chemical reactions also takes place.
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How to Cite Bibliographic References?

The following guidance notes, which aim to help students with bibliographic referencing, address the question of how, rather than whether, to acknowledge the sources.

Bibliographic references identify the work in question (usually either a book or an article), and give sufficient information on the author, title, publisher and date of publication for this identification to be quite clear and unambiguous. Such references are normally written according to fixed conventions, which it is sensible to follow; one set of these conventions is outlined below.

For books: author's surname first, followed by the initials of his/her other name(s), then by the full title of the book *underlined*; this underlining will be replaced by italics in printed text (as opposed to typescript or handwriting). There then follows the place of publication -usually a city -then the name of the publisher, and lastly the date of publication, e.g.

Crane, D. *Invisible Colleges*. Chicago: University of Chicago Press, 1972.

Where there is more than one author, the examples are:

- Crystal, D. and Davy, D. *Advanced Conversational English*. Harlow: Longman, 1975.
- Brazil, D., Coulthard, M. and Johns, C. *Discourse Intonation and Language Teaching*. Harlow: Longman, 1980.

Where the book is a collection (of articles or monographs) rather than a single text, the examples are:

- Pride, J.B. ed. *Sociolinguistic Aspects of Language Learning and Teaching*. Oxford: Oxford University Press, 1979.
- Richards, J.C. and Nunan, D. eds. *Second Language Teacher Education*. Cambridge: Cambridge University Press, 1990.

For articles in a collection: similar to book references, but the author and title of the article come first, e.g.

Pennington, M.C. A professional development focus for the language teaching practicum. In Richards, J.C. and Nunan, D. eds. *Second Language Teacher Education*. Cambridge: Cambridge University Press, 1990.

For articles in a journal (serial): much as above, except that information on the journal replaces that on the book (collection), e.g.

Stieg, M.F. The information needs of historians. *College and Research Libraries*, 1981, 42(6), 549-560.

The figures '42(6)' mean 'volume 42, no.6'; the figures '549-560' mean 'pages 549 to 560'. Note also that capital letters are not usual in the titles of articles (though in those of books, of course, they are).

Bibliographic references can be placed as footnotes to the text, or far better, listed alphabetically (by author) in a 'bibliography' at the end of the text. If a bibliography is used, references in the text need only state the author(s) and the publication date, e.g.

Conflict within the marketing channel required its own definitions, and one of the first of these was established by Stern and Gorman (1969).

If the bibliography contains two or more publications by the same author(s) in the same year, identify them as 1969a, 1969b, etc.

If the text does make references to books/articles in this way, then the bibliography should put the publication date after the author's name, rather than at the end, e.g.

Crane, D., 1972. *Invisible Colleges*. Chicago: University of Chicago Press.

Finally, minor differences from the above conventions may be found, as between one published bibliography and another, but these are unimportant; what does matter is that consistency in following one set of convention is ensured. Not only should the information in the bibliography be correct in every detail (author's name and initials, publisher's name, etc.), complete typographical accuracy - spacing, punctuation, etc. is also very important. Thorough proofreading is essential here, as in the rest of the text, and is a measure of the care that has been taken; conversely, a text full of "typos" (typographical errors), misspellings, inconsistencies, etc. is not only evidence of carelessness but also very irritating for the audience -the reader -and thus obviously counter-productive.

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- It is also an offence if a person who, without the licence of the copyright owner, distributes otherwise than for the purpose of trade or business to such an extent as to affect prejudicially the owner of the copyright, an infringing copy of a copyright work, the person will also be liable in the same way as mentioned above.

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