# NATIONAL TEXTILE UNIVERSITY, FAISALABAD



# **Guidelines for Preparation of MS and PhD Thesis**

# NATIONAL TEXTILE UNIVERSITY, FAISALABAD

# **Guidelines for Submission of MS and PhD Thesis**

#### 1 General

The thesis must be written either in American or British English, which should be divided into three parts.

**Part 1** Preliminary pages placed before the text including title pages, dedication page, certificate page, acknowledgements, table of contents, list of notations, list of abbreviations, list of tables, list of figures, list of photographs/plates, list of appendices and abstract;

<u>**Part 2**</u> Text of the thesis comprising various chapters, sections and subsections including Introduction, Review of Literature, Experimental, Results and Discussions, Conclusions and Suggestions, Tables, Figures, Charts and References; and

Part 3 End matter including list of references, appendices and published papers.

#### 2 Length of Research Thesis

The MS and PhD thesis should not normally be longer than 30,000 words and 40,000 words or more than 150 and 200 pages respectively, when bound with its appendices and references. If there are sound academic grounds and the request is made sufficiently early, then permission for submission of a longer thesis may be granted by the authority.

## **3** Paper Size and Typographical Detail

#### 3.1 Methods of Production

Thesis must be presented in a permanent and legible form in typescript. Typing should be of even quality, with clear black characters without any border lines, logos, insignia and monograms. Drawings should normally be black ink (see 7.4 below). Copies produced by xerographic or comparably permanent processes are acceptable.

#### 3.2 Paper

International A4 size paper must be used. Paper must be of good quality and of sufficient opacity for normal reading of 80 gsm weight. Only one side of the paper must be used.

#### 3.3 Layout

Margins at the binding (left-hand) edge must be 40 mm (1.5") and other margins 20 mm (0.75"). The page format should be single column with one and a half spacing used between the lines. Sentences should be separated by single space. All text pages should be justified.

#### 3.4 Font and Font Size

The recommended font is Times New Roman and the recommended text font size is 12point.

#### 4 Pagination

#### 4.1 Page Numbering

Pages must be numbered consecutively through the thesis, starting at the first page of the Introduction, including all pages whether textual or otherwise, and finishing at the final page of the list of references, if any. For multi-volume theses a single sequence of numbering must be used for all pages containing chapters, appendices etc.

#### 4.2 **Position of Page Numbers**

Page numbers shall be in Arabic numerals and shall be located centrally at the bottom of the page, approximately 10 mm (0.4") above the edge. Preliminary pages, starting from the Title Page, must be numbered using lower-case Roman numerals.

#### 5 Preliminary Pages

The following pages are to be placed in the order given below before the text of the thesis.

#### i Title Page

The title page should described the exact title of the thesis, full name of the candidate, the statement "submitted in partial fulfillment of the requirement for the degree", field of study, concerned department/institute, faculty and the month any year of approval. A specimen of the title page is given in **Appendix-1** 

#### ii Dedication

If a candidate desires to dedicate his/her thesis to any person or organization, it should be so stated on this page. Alternatively, a relevant verse from the Holy Quran, preferably related to the topic of the thesis, as selected by the candidate, may be put on this page. A specimen of the dedication page is given in **Appendix-2**.

#### iii Certificate Page

A certificate signed by the thesis Examiners, including the candidate's Supervisor(s), Director Graduate Studies & research, and Dean of the concerned Faculty, indicating the approval of the thesis, should be put on this page. A specimen of the certificate page is given in **Appendix-3**.

#### iv Acknowledgements

A brief acknowledgement, in just one page, only to those persons and organizations who have assisted the candidate in his/her thesis work, or provided relevant data/information/laboratory or research facilities and tools etc. should be given on this page.

#### v Table of Contents

It should contain the numbers and heading of all the preliminary pages following the chapters, sections and subsections of the text, including references and appendices, described consecutively, and should indicate the page where the item starts. It should be typed with single line spacing, and with the same font and size of both the capital and lower case characters/letters as followed in the text of the thesis. A specimen of the table of contents page is given in **Appendix-4**.

#### vi List of Notations

All standard notations in English or Greek characters appearing frequently in the text should be described in the list of notations in alphabetical order with the descriptions in capitals preceding those in lower case characters. All other notations appearing only once in the text need not be given in this list but should be defined at the place where they appear in the text. This list should be typed with single line spacing. A specimen of the list of notations page is given in **Appendix-5**.

#### vii List of Abbreviations

The list should contain all the abbreviations used in the thesis and should be typed with single line spacing. The abbreviations must be listed in <u>the alphabetical order</u>. A specimen of the list of abbreviations page is given in **Appendix-6**.

#### viii List of Tables

The number and heading of each table, including the page number where it appears in the text, should be provided, consecutively and chapter-wise, in the list and should be typed with single line spacing.

#### ix List of Figures

The number and caption of each figure, including the page number where it is located in the text, should be provided consecutively and chapter-wise, in this list and should be typed with single line spacing.

#### x List of Photographs/Plates

The number and caption of each photograph/plate, including the page number where it is located in the text, should be provided, consecutively and chapter-wise, in this list and should be typed with single line spacing.

#### xi List of Appendices

The number and title of each appendix including the page number where it is located should be provided, consecutively, in this list and should be typed with single line spacing.

#### xii Abstract

The thesis must contain an abstract, preferably not exceeding 200 words, bound in to precede the thesis. The abstract should appear on its own, on a single page. The format should be the same as that of the main text. The abstract should provide a synopsis of the thesis and shall state clearly the nature and scope of the research undertaken and of the contribution made to the knowledge of the subject treated. There should be a brief statement of the method of investigation. Where appropriate, an outline of the major divisions or principal arguments of the work and a summary of any conclusions reached may be given.

#### 6 Text

#### 6.1 Introduction

Chapter 1 of the thesis must be an Introduction, so headed, defining the relation of the thesis to other work in the same field and referring appropriately to any findings, propositions or new discoveries contained in the thesis and to any important points about sources or treatment.

#### 6.2 Chapters and Sections

Theses should be divided as appropriate into chapters, sections and subsections. The system of headings must be consistent and should provide a clear indication of changes in content, emphasis and other features that occur at each stage of the work.

#### 6.3 Headings

It is recommended that all headings be emboldened. The recommended style is 14-point with capitalized initial letters for chapter headings; 12-point with capitalized initial letters for section headings; 12-point italicized for subsection-headings. All headings should be on separate lines from the text. Each chapter must begin on a new page. Chapter number should be given on the top center of the page and the related heading just below it. <u>Both</u>

#### should be underlined

#### 6.4 Chapter, Section and Subsection Numbering

Arabic numerals should be used in the format 1, 2 etc for chapters, 1.1 etc for sections and 1.1.1 etc for subsections. There should be no further subdivision.

#### 6.5 Note Numbering

References cited in the text should be identified by numbers, preferably typed on the same line as the text, in square brackets, immediately following the relevant word or phrase in the text. For footnote identification, superscripts are recommended. Identifications of references, footnotes and any endnotes with comments at the end of a chapter rather than the foot of a page must be distinguishable. For this reason it is recommended that references are not identified by superscripts.

#### 7 Tables, Figures and Equations

#### 7.1 Tables and Figures

Tables, figures etc. shall be numbered either consecutively throughout the thesis – Table 1, Figure 1 etc., or within individual chapters Chapter – Table 1.1, but not within sections or subsections. Within the text, tables should be referred to as Table 1 or Table 1.1 etc. Table should be window fit while figure should be centralized.

#### 7.2 Captions

The numbers and caption should be at the top of the tables while for figures, at their bottom. Caption of table should be left align but of figure centralized. Both captions should be normal, not bolded and not italicized

#### 7.3 Equations

Equations placed on separate lines from the text should be numbered whether or not they are referred to in the text. Numbering should appear in round brackets at the right hand side of the page and be ordered consecutively either throughout the thesis as (1) etc, or in each chapter (1.1) etc. Equations should be referred to in the text as equation (1) or (1.1) etc.

#### 7.4 Use of Colour

Colour may be used in diagrams and figures. However, it is recommended that such use be kept to a minimum, being reserved for situations where it is essential for clarity. The use of colour must be the same in all presentation copies of the thesis.

#### 8 Maps, Illustrations, Computer Printouts, Published Papers

#### 8.1 Binding

Whenever practicable diagrams, maps, illustrations, computer printouts, published papers and tables should have a binding margin of at least 40 mm (1.5") and should, if possible, be bound into the thesis near the appropriate text.

#### 8.2 Photographic Prints

Photographic prints should be on single weight paper or permanently mounted on cartridge paper for binding and should be securely fixed in the thesis.

#### 8.3 Other Illustrative Material

Other material that cannot conveniently be bound into the text such as, maps, slides, computer discs, sound or video-tape, should be packaged in such a way that it can be bound with the thesis. If the amount of such material is substantial then it should be gathered into a supplementary volume and packaged in a rigid container similar in format to the bound thesis. Computer printout should be burst before binding.

#### 8.4 Packaging of Unbound Material

If material that cannot conveniently be submitted in bound form constitutes the whole of a thesis then it should be packaged and labeled and titled as required.

#### 8.5 Marking Unbound Material

Each item of unbound material, and its packaging must be marked with the author's name, initials and qualification for which the work is submitted in such a way that it can readily be linked with the thesis; it should contain appropriate instructions for use.

#### 8.6 Guards

Guards for plates, diagrams and other inserted material should be provided where necessary.

#### 9 End Matter

#### 9.1 References

Lists of references, arranged in the order in which the references are identified in the project should be given in the end of the project. Each listed reference should enable the reader to identify the work cited and to locate the specific passage referred to. All references should be given as per IEEE style. Guidelines for citation of references in the thesis are given as **Appendix 8**.

#### 9.2 Appendices

Appendices, labeled A, B etc., should be treated as additional chapters and should normally follow the main text and reference list. The style of appendices must be consistent with the style of the main text. Appendices may consist of supporting material of considerable length or of lists, documents, commentaries, tables or other evidence that if included in the main text, would interrupt its flow. Long appendices may be divided into sections, labeled as Appendix A.1 etc., with corresponding subsection numbering, which must be entered in the table of contents.

#### 9.3 Published Papers

If publications of the author are to be bound into the thesis then they should appear after the Appendices and so-cited in the Contents list.

#### **10** Additional Material

In addition to the bound copies of the thesis, students may submit an electronic copy of additional materials in support of, but not integral to, the examination of the thesis. Such materials might be survey data, natural language corpora, experimental data, electronic prototypes, source code, visualizations or additional multimedia data. Such submission should be on CD/DVD, readable on the Microsoft Operating System, labeled with the title of the thesis, student name, School/Institute and University, and date of submission. Accepted formats for data to the included in additional materials can be obtained for the library and will be updated on a regular basis. Documents or text included in additional materials should be Postscript or Portable Document Format (PDF). The additional material will be passed to the examiners, but they will not be obliged to use it in the examining process An electronic copy of the thesis may be included, but it should be noted that this submission is additional to, and does not replace, the submission of paper based, bound copies of the thesis.

#### **11 Presentation Binding**

#### 11.1 Cover

The thesis shall be bound within boards in black buckram. The binding shall be of a fixed kind in which leaves are permanently secured. The boards shall have sufficient rigidity to support the weight of the work when standing upon a shelf.

#### 11.2 Spine Title

- The spine of the work shall be lettered in gold in at least 24 pt (8 mm) type to show:-
- The title of the degree e.g. PhD on the head of the spine.
- The candidate's name (initials followed by surname) reading from the top to the bottom of the spine.
- The year of submission at the foot of the spine.
- The number of each volume, eg. Vol 1, across the spine above the year of submission where the work consists of more than one volume.

When on a library shelf, the degree title should read horizontally at the top of the spine, the year of submission should read horizontally at the bottom of the spine and the name should read vertically from the top of the spine to the bottom and be placed centrally on the spine.

#### 11.3 Front Cover

The title of the thesis, candidate's name, degree, university's name, month and year of submission shall appear on the front cover. The letters shall be at least 24-point (8 mm) type, similar to that on the spine. A specimen of the front cover is given in **Appendix-7** 

**Title of Thesis** 

A thesis submitted by

(Name of Student) (\*\*-NTU-\*\*\*\*)



In partial fulfillment of the requirement for the degree of

Master of Science

in

----- Engineering

Directorate of Graduate Studies & Research

Faculty of Engineering & Technology

# NATIONAL TEXTILE UNIVERSITY, FAISALABAD

September 20\*\*

# **DEDICATION**

#### APPENDIX 2

This modest effort is dedicated to my

Parents

&

Teachers

#### CERTIFICATE

# NATIONAL TEXTILE UNIVERSITY, FAISALABAD

This thesis written by Mr/Miss\_\_\_\_\_ under the direction of his/her supervisors and approved by all the members of the thesis committee, has been presented to and accepted by the Director, Graduate Studies and Research, in partial fulfillment of the requirement of the degree of Master of Science \_\_\_\_\_.

Co-Supervisor (Name)

Supervisor (Name)

External Examiner

Internal Examiner

Director, Graduate Programs

Director, Graduate Studies & Research

Date:

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APPENDIX 4

# LIST OF NOTATIONS

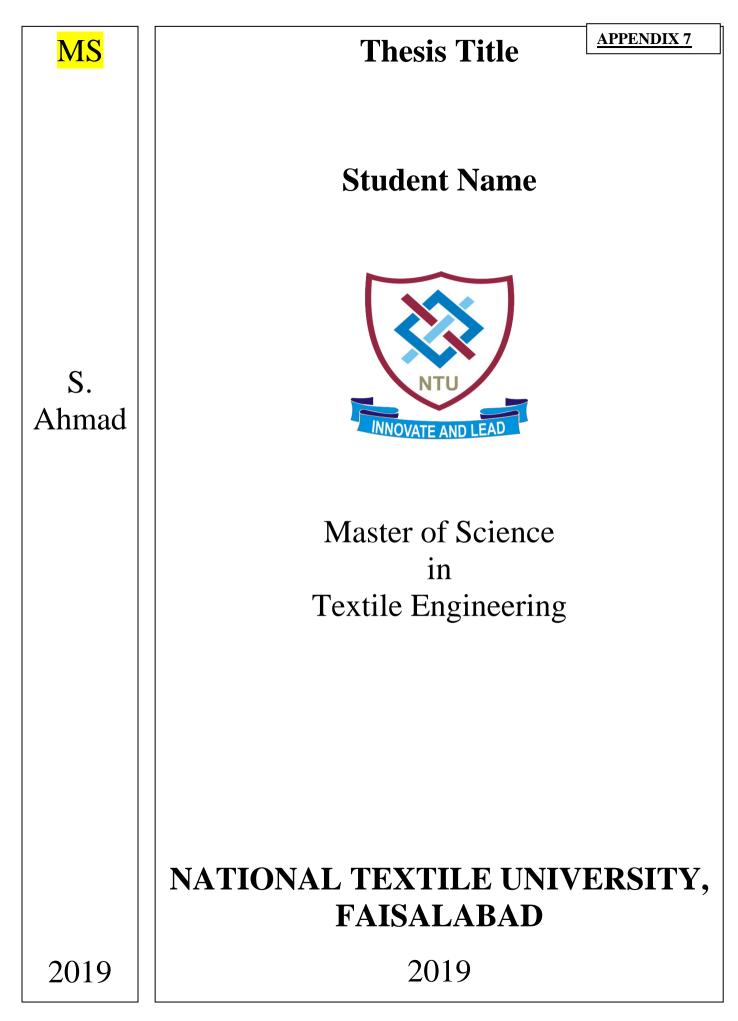
# APPENDIX 5

A B E	= = =	Area Breadth Modulus of Elasticity
a b	=	Shear span Width of section
α β	=	Factor for modified frequency Factor for depth of compression block

# LIST OF ABBREVIATIONS

# APPENDIX 6

ACI	=	American Concrete Institute
ASME	=	American Society of Mechanical Engineers
HEC	=	Higher Education Commission
IEP	=	Institute of Engineers Pakistan
ISO	=	International Organization for standardization
NTU	=	National Textile University
PEC	=	Pakistan Engineering Council



#### Guidelines for Citation of References in the Research Thesis and other Academic Assignments

These guidelines follow the principles given in the *Information for Authors : IEEE Transactions, Journals and Letters* published by the Institute of Electrical and Electronics Engineers (IEEE) in 2003 and the *Reference Guide: IEEE Style*, University of Illinois at Urbania Champaign, College of Engineering, 1998. An additional source of information on the citation of electronic resources was *Numeric Referencing*, University of Wales, Swansea, 2004.

IEEE Style uses a notation method of referencing when referring to a source of information within the text of a document. In its simplest form, a citation is given consisting of a number enclosed by square brackets. The full details of the source are given in a numerical reference list at the end of the document.

#### **Citation within the Text**

#### Indicating the relevant reference in the text

A number enclosed in square brackets, eg. [1] or [26], placed in the text of the essay, indicates the relevant reference. Citations are numbered in the order in which they appear in the text and each citation corresponds to a numbered reference containing publication information about the source cited in the reference list at the end of the publication, essay or assignment. Once a source has been cited, the same number is used in all subsequent references. No distinction is made between print and electronic references when citing within the text.

Each reference number should be enclosed in square brackets on the same line as the text, before any punctuation, with a space before the bracket.

Here are some examples of this kind of referencing :

"...end of the line for my research [13]." "The theory was first put forward in 1987 [1]." "Scholtz [2] has argued that....." "Several recent studies [3, 4, 15, 16] have suggested that..." "For example, see [7]."

It is not necessary to mention either the author(s) or the the date of the reference unless it is relevant to your text. It is not necessary to say " in reference [26] ... " "In [26] ... " is sufficient.

#### Citing more than one reference at a time

When citing more than one source at a time, the preferred method is to list each reference number separately with a comma or dash between each reference:

**Preferred** [1], [3], [5] [1] - [5]

Although the following method is also acceptable:

```
Acceptable
[1, 3, 5]
[1-5]
```

#### **Personal Communications**

Personal communications include conversations, letters, interviews, e-mails and telephone conversations. IEEE style states that you cite only published works, forthcoming published works, and unpublished materials available to scholars in a library, a depository, or an archive.

For interviews or other "non-recoverable" information, no citation number is necessary. This does not mean that an attempt to identify the author is unnecessary, but that it needs to be done in the text itself.

"In a personal interview with Bill Gates, he suggested that he would soon rule the world." "In a letter to the author, Professor Mueller detailed his experiinnces with using this data collection software."

### Creating a reference list or bibliography

A numbered list of references must be provided at the end of the paper. The list should be arranged in the order of citation in the text of the assignment or essay, not in alphabetical order. List only one reference per reference number. Footnotes or other information that are not part of the referencing format should not be included in the reference list.

The following examples demonstrate the format for a variety of types of references. Included are some examples of citing electronic documents. Such items come in many forms, so only some examples have been listed here.

#### **Print Documents**

#### How to Cite Books?

**Note:** Every (important) word in the title of a book or conference must be capitalised. Only the first word of a subtitle should be capitalised. Capitalise the "v" in Volume for a book title. Punctuation goes inside the quotation marks.

#### **Standard format**

[#] A. A. Author/editor, *Title: Subtitle* (in *italics*), Edition(if not the first), Vol.(i multivolume work). Place of publication: Publisher, Year, page number(s) appropriate).

#### Single author

[1] W.-K. Chen, *Linear Networks and Systems*. Belmont, CA: Wadsworth, 1993, pp. 123-135.

[2] S. M. Hemmington, Soft Science. Saskatoon: University of Saskatchewan Press, 1997.

#### **Edited work**

[3] D. Sarunyagate, Ed., Lasers. New York: McGraw-Hill, 1996.

#### Later edition

[4] K. Schwalbe, *Information Technology Project Management*, 3rd ed. Boston: Course Technology, 2004.

[5] M. N. DeMers, *Fundamentals of Geographic Information Systems*, 3rd ed. New York : John Wiley, 2005.

#### More than one author

[6] T. Jordan and P. A. Taylor, *Hacktivism and Cyberwars: Rebels with a cause?* London: Routledge, 2004.

[7] U. J. Gelinas, Jr., S. G. Sutton, and J. Fedorowicz, *Business processes and information technology*. Cincinnati: South-Western/Thomson Learning, 2004.

#### Three or more authors

**Note:** The names of all authors should be given in the references unless the number of authors is greater than six. If there are more than six authors, you may use *et al*. after the name of the first author.

[8] R. Hayes, G. Pisano, D. Upton, and S. Wheelwright, *Operations, Strategy, and Technology: Pursuing the competitive edge*. Hoboken, NJ : Wiley, 2005.

#### Series

[9] M. Bell, et al., *Universities Online: A survey of online education and services in Australia*, Occasional Paper Series 02-A. Canberra: Department of Education, Science and Training, 2002.

#### **Corporate author (ie: a company or organisation)**

[10] World Bank, Information and Communication Technologies: A World Bank group strategy. Washington, DC : World Bank, 2002.

#### **Conference** (complete conference proceedings)

[11] T. J. van Weert and R. K. Munro, Eds., Informatics and the Digital Society: Social, ethical and cognitive issues: IFIP TC3/WG3.1&3.2 Open Conference on Social, Ethical and Cognitive Issues of Informatics and ICT, July 22-26, 2002, Dortmund, Germany. Boston: Kluwer Academic, 2003.

#### **Government publication**

[12] Australia. Attorney-Generals Department. *Digital Agenda Review*, 4 Vols. Canberra: Attorney- General's Department, 2003.

#### Manual

[13] Bell Telephone Laboratories Technical Staff, *Transmission System for Communications*, Bell Telephone Laboratories, 1995.

#### Catalogue

[14] Catalog No. MWM-1, *Microwave Components*, M. W. Microwave Corp., Brooklyn, NY.

#### **Application notes**

[15] Hewlett-Packard, Appl. Note 935, pp. 25-29.

**Note:** Titles of unpublished works are not italicised or capitalised. Capitalise only the first word of a paper or thesis.

#### **Technical report**

[16] K. E. Elliott and C.M. Greene, "A local adaptive protocol," Argonne National Laboratory, Argonne, France, Tech. Rep. 916-1010-BB, 1997.

#### Patent / Standard

[17] K. Kimura and A. Lipeles, "Fuzzy controller component, " U. S. Patent 14,860,040, December 14, 1996.

#### Papers presented at conferences (unpublished)

[18] H. A. Nimr, "Defuzzification of the outputs of fuzzy controllers," presented at 5th International Conference on Fuzzy Systems, Cairo, Egypt, 1996.

#### Thesis or dissertation

[19] H. Zhang, "Delay-insensitive networks," M.S. thesis, University of Waterloo, Waterloo, ON, Canada, 1997.

[20] M. W. Dixon, "Application of neural networks to solve the routing problem in communication networks," Ph.D. dissertation, Murdoch University, Murdoch, WA, Australia, 1999.

#### Parts of a Book

Note: These examples are for chapters or parts of edited works in which the chapters or parts have individual title and author/s, but are included in collections or textbooks edited by others. If the editors of a work are also the authors of all of the included chapters then it should be cited as a whole book using the examples given above (Books). Capitalise only the first word of a paper or book chapter.

# [#] A. A. Author of Part, "Title of chapter or part," in *Title: Subtitle of book*, Editi Vol., A. Editor Ed. Place of publication: Publisher, Year, pp. inclusive page numbers.

#### Single chapter from an edited work

[1] A. Rezi and M. Allam, "Techniques in array processing by means of transformations, " in *Control and Dynamic Systems*, Vol. 69, Multidemsional Systems, C. T. Leondes, Ed. San Diego: Academic Press, 1995, pp. 133-180.

[2] G. O. Young, "Synthetic structure of industrial plastics," in *Plastics*, 2nd ed., vol. 3, J. Peters, Ed. New York: McGraw-Hill, 1964, pp. 15-64.

#### **Conference or seminar paper (one paper from a published conference proceedings)**

[3] N. Osifchin and G. Vau, "Power considerations for the modernization of telecommunications in Central and Eastern European and former Soviet Union (CEE/FSU) countries," in *Second International Telecommunications Energy Special Conference*, 1997, pp. 9-16.

[4] S. Al Kuran, "The prospects for GaAs MESFET technology in dc-ac voltage conversion," in *Proceedings of the Fourth Annual Portable Design Conference*, 1997, pp. 137-142.

#### Article in an encyclopaedia, signed

[5] O. B. R. Strimpel, "Computer graphics," in *McGraw-Hill Encyclopedia of Science and Technology*, 8th ed., Vol. 4. New York: McGraw-Hill, 1997, pp. 279-283.

#### **Study Guides and Unit Readers**

**Note:** You should not cite from Unit Readers, Study Guides, or lecture notes, but where possible you should go to the original source of the information. If you do need to cite articles from the Unit Reader, treat the Reader articles as if they were book or journal articles. In the reference list or bibliography use the bibliographical details as quoted in the Reader and refer to the page numbers from the Reader, not the original page numbers (unless you have independently consulted the original).

[6] L. Vertelney, M. Arent, and H. Lieberman, "Two disciplines in search of an interface: Reflections on a design problem," in *The Art of Human-Computer Interface Design*, B. Laurel, Ed. Reading, MA: Addison-Wesley, 1990. Reprinted in *Human-Computer Interaction (ICT 235) Readings and Lecture Notes*, Vol. 1. Murdoch: Murdoch University, 2005, pp. 32-37.

#### How to Cite Journal Articles?

**Note:** Capitalise only the first word of an article title, except for proper nouns or acronyms. Every (important) word in the title of a journal must be capitalised. Do not capitalise the "v" in volume for journal article. You must either spell out the entire name of each journal that you reference or use accepted abbreviations. You must consistently do one or the other. Staff at the Reference Desk can suggest sources of accepted journal abbreviations. You may spell out words such as volume or December, but you must either spell out all such occurrences or abbreviate all. You do not need to abbreviate March, April, May, June or July. To indicate a page range use pp. 111-222. If you refer to only one page, use only p. 111.

#### **Standard format**

[#] A. A. Author of article. "Title of article," *Title of Journal*, vol. #, no. #, pp. panumber/s, Month year.

#### Journal articles

[1] E. P. Wigner, "Theory of traveling wave optical laser," *Phys. Rev.*, vol. 134, pp. A635-A646, Dec. 1965.

[2] J. U. Duncombe, "Infrared navigation - Part I: An assessment of feasability," *IEEE Trans. Electron. Devices*, vol. ED-11, pp. 34-39, Jan. 1959.

[3] G. Liu, K. Y. Lee, and H. F. Jordan, "TDM and TWDM de Bruijn networks and shufflenets for optical communications," *IEEE Trans. Comp.*, vol. 46, pp. 695-701, June 1997.

[4] J. R. Beveridge and E. M. Riseman, "How easy is matching 2D line models using local search?" *IEEE Transactions on Pattern Analysis and Machine Intelligence*, vol. 19, pp. 564-579, June 1997.

[5] I. S. Qamber, "Flow graph development method," *Microelectronics Reliability*, vol. 33, no. 9, pp. 1387-1395, Dec. 1993.

[6] E. H. Miller, "A note on reflector arrays," *IEEE Transactions on Antennas and Propagation*, to be published.

#### How to Cite Electronic documents?

**Note:** When you cite an electronic source try to describe it in the same way you would describe a similar printed publication. If possible, give sufficient information for your readers to retrieve the source themselves. If only the first page number is given, a plus sign indicates following pages, eg. 26+. If page numbers are not given, use paragraph or other section numbers if you need to be specific. An electronic source may not always contain clear author or publisher details. The access information will usually be just the URL of the source. As well as a publication/revision date (if there is one), the date of access is included since an electronic source may change between the time you cite it and the time it is accessed by a reader.

#### How to Cite E-Books?

#### **Standard format**

[#] A. Author. *Title of E-book*. Place: Publisher, Date of original publication. [Form Available: Source.

[1] L. Bass, P. Clements, and R. Kazman. *Software Architecture in Practice*, 2nd ed. Reading, MA: Addison Wesley, 2003. [E-book] Available: Safari e-book.

[2] T. Eckes, *The Developmental Social Psychology of Gender*. Mahwah NJ: Lawrence Erlbaum, 2000. [E-book] Available: netLibrary e-book.

#### Article in online encyclopaedia

[3] D. Ince, "Acoustic coupler," in *A Dictionary of the Internet*. Oxford: Oxford University Press, 2001. [Online]. Available: Oxford Reference Online, http://www.oxfordreference.com. [Accessed: May 24, 2005].

[4] W. D. Nance, "Management information system," in *The Blackwell Encyclopedic Dictionary of Management Information Systems*, G.B. Davis, Ed. Malden MA: Blackwell, 1999, pp. 138-144. [E-book]. Available: NetLibrary e-book.

#### How to Cite E-Journals?

#### Standard format

[#] A. Author, "Title of Article," *Title of Journal*, vol., no., p. page numbers, month ye [Format]. Available: Database Name (if appropriate), article number (if given), inter address. [Accessed date of access].

#### Journal article <u>abstract</u> accessed from online database

[1] M. T. Kimour and D. Meslati, "Deriving objects from use cases in real-time embedded systems," *Information and Software Technology*, vol. 47, no. 8, p. 533, June 2005. [Abstract]. Available: ProQuest, http://www.umi.com/proquest/. [Accessed May 12, 2005].

**Note:** Abstract citations are only included in a reference list if the abstract is substantial or if the full-text of the article could not be accessed.

#### Journal article from online full-text database

**Note:** When including the internet address of articles retrieved from searches in full-text databases, please use the <u>Recommended URLs for Full-text Databases</u>, which are the URLs for the main entrance to the service and are easier to reproduce.

[2] H. K. Edwards and V. Sridhar, "Analysis of software requirements engineering exercises in a global virtual team setup," *Journal of Global Information Management*, vol. 13, no. 2, p. 21+, April-June 2005. [Online]. Available: Expanded Academic ASAP Int'l Ed, Article A131127489, http://infotrac.galegroup.com. [Accessed May 31, 2005].

[3] A. Holub, "Is software engineering an oxymoron?" *Software Development Times*, p. 28+, March 2005. [Online]. Available: ProQuest, http://il.proquest.com. [Accessed May 23, 2005].

#### Journal article in a scholarly journal (published free of charge on the internet)

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#### A reference list: what should it look like?

The reference list should appear at the end of your paper. Begin the list on a new page. The title *References* should be either left justified or centered on the page. The entries should appear as one numerical sequence in the order that the material is cited in the text of your assignment.

Note: The hanging indent for each reference makes the numerical sequence more obvious.

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