Aca_FEP_01_009_1

Final Project Students' Handbook

1. The main project

Your project is partially a demonstration of the knowledge you have acquired throughout your studies. No matter what is your topic, since it is a module/course of your program, you should use relevant concepts, terminology and subject related knowledge.

Your project should be both clearly readable and must contribute to knowledge. The latter means that your project work should add to existing knowledge and it is not a repetition of knowledge that is already existent and that is publicly known. It should also create interest for those that in the end will evaluate it and all others that will read it.

Planning is imperative before writing your actual chapters. For example you should spent some time to consider the topic you are going to investigate, whether it is feasible to acquire information on this topic and proceed with research as well as which will be the contents. Once an outline is created have your supervisor to review it. Then, as you write your project you should be showing your supervisor draft chapters in order to get feedback.

However, be reminded that your supervisor is not the editor or proof-reader of your work and therefore nor everything will be read, neither comment on every single detail will be given. Your supervisor is there to advise you on your progress and how to proceed further.

It is strongly recommended that you plan an outline and visit your supervisor as soon as possible. If there are difficulties choosing a topic an initial meeting with your supervisor is

advised but note that your supervisor is there to orient you to find a topic rather than propose topics to you.

2. Marking Criteria

The following criteria are taken into account when your project is evaluated by the examiners awarding you a grade:

- Background Reading (understanding of the subject area and acknowledgement of current literature)

- Organization and Structure of written work

- Clarity of Expression and quality of language and writing skills

- Key objectives identified and achieved.

- Appropriate Use of Data

- Evaluation and critical analysis of the data gathered.

- Reasonable and Well-Justified Conclusions

- Completeness and creativity.

- Time management, conduct with Tutor and accomplishment.

Your written project accounts for 80% of your overall grade and its oral defence in front of a panel 20%.

3. Policy Concerning Project Submission

Students who take independent study in the form of a project must comply with the following regulations:

- All projects must be submitted *prior to or at least* by the end date stated on the project and agreed with the project tutor.

- Upon submission the student must provide the project tutor with the exact number of copies (2 hard copies, 1 CDR) and in the form asked.

- A student who fails to submit his/her project on time will be given a

maximum of one week's extension and will be penalized by 10% of the total grade. Failure to submit the project beyond that period will automatically mean failure, and the student will have to retake the project.

- All projects must be submitted prior to the oral presentation agreed with the project tutor; if the student fails to attend the oral presentation no extra chance will given.

- A student who submits his/her work on time but gains a fail mark on the written work, will be given a week to make the appropriate amendments and resubmit it for marking.

- The opportunity to redo the written work after failing it will only be given to those students who have submitted their work within the agreed submission time.

- Students, who fail to complete their project requirements because of extenuating circumstances, will need to re-apply with the academic department, providing written evidence. The academic committee will assess the situation and inform the student accordingly.

4. Required Writing Font And Text Syntax Rules

The word length for a Diploma project is 5,000, for a Bachelor's Degree is 10,000 words and for Postgraduate Degree is 12000 words ± 5%.

- Use lowercase letters, in black color, Times New Roman font, size 12
- Footnotes are listed at the end of each page, with a single count for all the work. Emphasis within the text of the footnote is given by using italics at the end of the page.
- The **margins** of each A4 page are defined as follows: the top and bottom page margin 2.5 cm, while the left and right margins of 3.5 and 2.0 cm respectively.
- The space between rows (**spacing**) is 1.5 lines. The text should be fully aligned to the left-right.
- The pages should numbered at the bottom and right of the page.
- Numbers in the text from zero to ten should be put in words.

- Use of thousands separator in the form of a period (1,000), while numbers with decimals use decimal (6, 54).
- Tables take their numbering and title at the very top of the table. The form of the numbering is 1, 2 etc. Give the full reference to the source and include within the bibliography as well.
- Two (2) hard copies and one (1) CDR have to submitted to academic department.

Please remember that a consensual form (Final Project Application) between you and your project supervisor must be completed and handed back to the Academic Office.[1]

5. Plagiarism

The term plagiarism is declared ownership of projects and ideas of other authors. Whether it is intended or not, it is plagiarism whenever you use all or part of the work / ideas / concepts by other authors presenting them as our own.
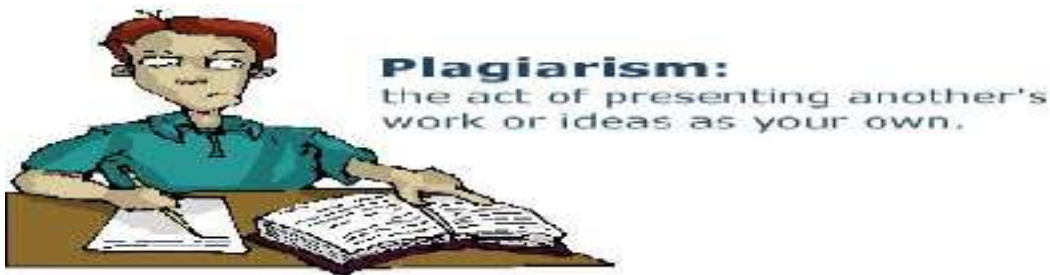
"The practice of taking someone else's work or ideas and passing them off as one's own: *there were accusations of plagiarism* ." [Online]. Available at: http://oxforddictionaries.com/definition/english/plagiarism [Accessed: 5 December 2016]

More specifically we plagiarism whenever:

1. We use the entire work, words or ideas of another author without reference to the source from which we drew this information.
2. We quote in full phrases or sentences from a source without the enclosed in quotation marks "..." without mentioning the source.
3. Paraphrasing; presenting with our own voice and style information or arguments of an author, without referring to the source.

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[1] Supervisors are requested to submit the actual form physically.

4. Falsify or misrepresent information or data from another source.
5. We undertake to do the work of another person or on the contrary, when relying on someone else to do our work.

<u>The use of references is not required when:</u>

1. When we express our own ideas and opinions. In case we use our own ideas which have been published in our previous work in the past, then you need to refer to them.
2. We use ideas, theories or other information which are public knowledge, in other words when they are known to the general public.

5.1. How to avoid plagiarism

When writing a work or research it is necessary to state the sources from which we derive information. It is important to provide complete and organized academic references for anything we use in our work.

More specifically we avoid plagiarism, whenever:

1. We quote in full phrases or sentences of other authors and enclose in quotation marks "..." while citing the source from which the learned.
2. We paraphrase; presenting with our own voice and style information or arguments of another author and refer to the source.
3. We summarize; referring to the so-called or ideas of another author without altering or misrepresent information and referring also to our source.

References allow the reader to refer directly to the original source to verify or to compare and contrast what we wrote in relation to the source.

Tool to check for plagiarism can be found here ► http://ctleuro.mywebreview.com/en/1-library/library-services/tools

6. Instructions to references

The System of referencing discussed and proposed in this document is the Harvard reference system. Please read carefully as evaluation of your final year project work will be partially based on the way you cite references both within your project as well as how you write the list of references used in the Bibliography section of your project. Various sources have been reviewed to provide detailed information on how to reference.

The reference of the following instructions is: An excellent detailed source that could be used is by: Fisher, D. & Harrison, T. (1998). *Citing References*. The Nottingham Trent University. UK: Blackwell. This is available in the library.

6.1. Bibliography

The reference list gives the full details of each reference used throughout your project. Each reference starts with the name of the author used in the main text and is followed by the reference details. For example:

References	Source
Abraham, S. (2008) *Eating disorders* . 6 th rev. ed. Oxford : Oxford University Press	**Book**
Ake, D. (2002) Learning jazz, teaching jazz. In: Cooke, M. and Horn, D. (eds.) *The Cambridge companion to jazz* . Cambridge : Cambridge University Press, p.255-269.	**Chapter from an edited book**
Ang, L. and Taylor, B. (2005) Managing customer profitability using portfolio matrices. *Journal of Marketing* , 12 (5), p.298-304.	**Journal article**
Benoit, B. (2007) G8 faces impasse on global warming. *Financial Times* , 29 May 2007, p.9.	**Newspaper article**
European Commission (2004) *First report on the implementation of the internal marketing strategy 2003-2006.* Luxembourg : Office for Publications of the European Communities.	**Report**
Garcia-Sierra, A. (2000) *An Investigation into electronic commerce potential of small to medium-sized enterprises.* Unpublished PhD thesis, Cardiff University .	**PhD thesis**

Huber, D.M. (2005) *Modern recording techniques* . 6 th ed. Dawsonera [Online]. Available at: http://dawsonera.com [Accessed: 30 July 2008].	**Electronic book**
Hunt, A. (2008) Explaining the credit crunch. *Economist* , 387 (8584), p.20 *EBSCOhost: Business Source Premier* [Online]. Available at: http://search.ebscohost.com [Accessed: 24 July 2008].	**Electronic journal** **(from database**)
R. v. Edwards (John) (1991) 93 Cr. App. R.48	**Law report**
Thompson, B. (2008) *Can the tech community go green* ? [Online]. Available at: http://news.bbc.co.uk/1/hi/technology/7240440.stm [Accessed: 24 July 2008].	**Web page**

6.2. Referencing of a source both in your text and your bibliography

1. Books

a) Book / one author

In text:

According to Bell (2010, p.23) the most important part of the research process is…

Bibliography:

Bell, J. (2010) *Doing your research project.* 5th ed. Buckingham: Open University Press.

b) Book / multiple authors

In text:

According to Bell et.al (2010, p.23) the most important part of the research process is…

Bibliography:

Bell, J., Jones, k., Motville, A., (2010) *Doing your research project.* 5th ed. Buckingham: Open University Press

c)   Chapter/section of an edited book

In text:

The view proposed by Taruskin (1988, p.137-207)

<u>Bibliography:</u>

Taruskin, R. (1988) The pastness of the present and the present of the past. In Kenyon, N. (ed.) *Authenticity and early music.* Oxford: Oxford University Press, p.137-20.

2. Journal article

<u>In text:</u>

French *et al* (2006) concluded…

<u>Bibliography:</u>

French, C., Ost, J. and Wright, D. (2006) Recovered and false memories. *The Psychologist,* 19 (6), p.352-355.

3. Newspaper article

<u>In text:</u>

McElvoy (2003) accused the Government of bad faith.

<u>Bibliography:</u>

McElvoy, A. (2003) Can they ever stop the spin? *The Evening Standard,* 30 July 2003, p.11.

If there is no author, use the title of the newspaper followed by the date.

4. Thesis or dissertation

Most theses or dissertations are unpublished. If published, it should be cited as a book.

Jones (1974) describes Faure's piano style …

Bibliography:

Jones, J.B. (1974) *The piano and chamber works of Gabriel Fauré.* Unpublished PhD dissertation. Cambridge University.

5. Electronic sources

a) Electronic book (e-book)

In text:

Griffiths (1995) points out that …

Bibliography:

Griffiths, P. (1995) *Modern music and after.* MyiLibrary [Online]. Available at: http://www.myilibrary.com [Accessed: 4 August 2008].

b) Article in electronic journal (e-journal)

If an electronic journal is available on a database e.g. EBSCOhost, Emerald, JSTOR, refer to this in your citation.

In text:

Hunt (2008) describes the sub-prime mortgage problem…

Bibliography:

Hunt, A. (2008) Explaining the credit crunch. *Economist*, 387 (8584), p.20. *EBSCOhost: Business Source Premier* [Online]. Available at: http://search.ebscohost.com [Accessed: 30 July 2008].

If an electronic journal is available on the publisher's web site only, and not as part of a database, cite the URL of the publication.

<u>In text:</u>

To keep sound in and out of your studio White (2008) advises…

<u>Bibliography:</u>

White, P. (2008) Practical soundproofing. *Sound on Sound,* May 2008 [Online]. Available at: http://www.soundonsound.com/sos/may08 [Accessed: 6 August 2008].

c)   Article from online newspaper

If the name of the journalist or writer is given, start with this.

<u>In text:</u>

Hygiene in NHS hospitals is described by Lister (2006)

<u>Bibliography:</u>

Lister, S. (2006) Basic hygiene is failing in a third of NHS hospitals. *Timesonline.co.uk,* March 22 2006 [Online]. Available at: http://ww.timesonline.co.uk/tol/news/uk/health/article744018.ece [Accessed: 24 July 2008].

If the journalist or writer isn't named, start with the title of the online newspaper followed by the date in round brackets.

<u>In text:</u>

Guardian.co.uk (2008) describes the human rights situation in China…

<u>Bibliography:</u>

Guardian.co.uk (2008) The human rights games. 8 August 2008 [Online]. Available at: http://www.guardian.co.uk/commentisfree/2008/aug/08/china.olympics20081   [Accessed: 11 August 2008].

d)   Organisation or personal web site

In text:

Yau (2001) provided information about the Chinese community.

Bibliography:

Yau,T.   (2001)   *Dragon   project.*   [Online].   Available   at:
http://www.geocities.com/dragonproject2000/ [Accessed: 1 August 2008].

For web pages where no author can be identified, use the web page's title. Where no author or title can be identified, use the web page's URL.

In text:

The process for compressing video files is described at
(http://www.newmediarepublic.com/dvideo/compression.html, 2008)

Bibliography:

http://www.newmediarepublic.com/dvideo/compression.html (2008) [Online]. [Accessed: 24 July 2008].

e)   Digitised books

Example of an extract from a book digitised:

Citation order is: Author; (Year of publication); *Title of book*; Edition; Place of publication: Publisher; Page nos. of extract; *Name of academic module*; [Online]. Available at: http://online.uwl.ac.uk [Accessed: date].

In text:

The principle method of compression, as described by Watkinson (2001), is…

Bibliography:

Watkinson, J. (2001) *An Introduction to digital audio.* 2nd ed. Oxford: Focal Press, p.1 -22. *Digital Recording.* [Online]. Available at: http://online.uwl.ac.uk [Accessed: 26 August 2008]

Please refer to *Cite them right* by Pears & Shields (2010) for further Blackboard examples.

f) Blog

<u>In text:</u>

Mark Tran points out that….(Tran 2008)

<u>Bibliography:</u>

Tran, M. (2008) Georgia: how much is the west to blame? *Mark Tran's Newsblog.*10 August 2008 [Online]. Available at: http://blogs.guardian.co.uk/news/2008/08/georgia_how_much_is_the_west_t.html [Accessed: 11 August 2008].

6. DVD

<u>In text:</u>

Hitchcock's portrayal of phobia in his 1958 film *Vertigo* (Vertigo, 2003).…

<u>Bibliography:</u>

Vertigo (2003) Directed by Alfred Hitchcock [DVD]. U.K. Universal.

7. Music CD

<u>In text:</u>

The band's finest album *(What's the story) Morning Glory* (1995)…

<u>Bibliography:</u>

Oasis (1995) *(What's the story) Morning Glory* [CD] London: Creation. RKIDCD007.

8. Legal sources

a)   Case

Citation order is: *Name 1 v Name 2* [year] vol. no./abbreviated form of law report/page no.

<u>In text:</u>

The case of Hamilton (2000) proved that…

<u>Bibliography:</u>

Hamilton v Al Fayed [2000] 2 All ER 224.

Note: Use square brackets if the year is essential to finding the case, round brackets if it isn't.

b)   Statute

Citation order is: Country (year) *Title of statute. Chapter no.* Place of publication: publisher.

<u>In text:</u>

The statute (Great Britain. *Data Protection Act 1998*) laid down…

<u>Bibliography:</u>

Great Britain. *Data Protection Act 1998. Chapter 29*. London: HMSO