



UNIVERSITI KUALA LUMPUR

**FINAL YEAR PROJECT
HANDBOOK**

POLICY AND PROCEDURE

FINAL YEAR PROJECT HANDBOOK

POLICY AND PROCEDURE

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2nd Edition May 2012
FYP Central Committee

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1.0 INTRODUCTION

Final Year Project (FYP) is compulsory for all undergraduate programmes in UniKL. The Final Year Project Handbook – Policies and Procedures is intended to provide a complete guidelines for student in planning, implementing and documenting a project work.

2.0 OBJECTIVES

The aim of FYP is to provide the opportunity for students to apply and integrate theoretical knowledge and principles, taught in the programme, in solving problems. It also provides the opportunity for the students to demonstrate independence and originality, as well as to plan and organize a project over a certain period of time. Throughout this course, students should also be able to:

1. Document all findings and problems encountered during the implementation.
2. Apply practical hands-on techniques in process, quality control and related analysis in their specialized program.
3. Demonstrate the procedures and methods of project implementation.
4. Execute the sequence in various steps required to produce / manufacture / test / solve / improve real life industrial projects problems.
5. **Discuss findings** and results of the project.
6. Produce a technical report and make a presentation.

3.0 FINAL YEAR PROJECT MODULE

FYP module shall be offered for Diploma and Bachelor Degree programmes in one semester and two semesters, respectively. The details of these modules are as in Table 1.

Table 1. FYP Module

PROGRMME LEVEL	CODE	NAME	CREDIT
Diploma	WPD 39806	Final Year Project	6
Bachelor	WPB 49804	Final Year Project 1	4
Bachelor	WPB 49906	Final Year Project 2	6

3.1 FINAL YEAR PROJECT DURATION

FYP for Diploma programmes (WPD 39806 Final Year Project) duration is for one semester; while, for Bachelor degree programmes the duration is for two semester (WPB 49804 Final Year Project 1 and WPB 49806 Final Year Project 2).

3.2 PROJECT SCOPE

Projects should be challenging and meet the programme requirements where students should be able to demonstrate variety of skills, including the ability to plan, perform the necessary studies and analysis, time and resource management, work independently and present the project outcomes in oral and written .

The university always encourages projects which are related to industrial problems to provide students with experience of the actual problems faced in the industry. However, projects could also be performed based on the following mode:

- i) laboratory experimentation
- ii) design / build and test
- iii) analytical work
- iv) numerical simulations
- v) industrial based projects
- vi) any other mode subjected to programme requirements

3.3 PROJECT PROCESS

Student may work in group or individual in implementing a project.

3.3.1 PROJECT SUPERVISOR ASSIGNMENT

Each student / group will be assigned to one project supervisor with respect to the specialization area of the project. Student is not allowed to change their supervisors without the approval of FYP Coordinator.

3.3.2 FINAL YEAR PROJECT TITLE

Final Year Project title can be proposed either by the academic department or students.

3.3.3 FINAL YEAR PROJECT TITLE BY ACADEMIC DEPARTMENT

FYP titles and synopsis shall be published by Academic Department. Students shall fill up the Project Registration Form and submit to respective FYP Coordinator.

3.3.4 FINAL YEAR PROJECT TITLE BY STUDENT

Student may also propose project title by submitting the Project Registration Form collectively with the proposal document enclosing the following information:

- Project Title
- Project Objective
- Project Synopsis
- Project overview and technical specifications
- Project Costing

All related document shall be submitted to the respective FYP Supervisor.

3.3.5 PROJECT REVIEW

The Project Review Panel (FYP Supervisors / FYP Committee) will make decision on the project proposal within 2 weeks after the submission of Registration Form.

3.3.6 PROGRESS REPORT

Student shall use the log book or any other medium to write all related activities and findings throughout the duration of FYP. All activities must be recorded and verified by the respective supervisor. Student should meet their Supervisor at least 5 times per semester to discuss issues related to the project work which may include the following;

- i) Project progress
- ii) Problems encountered and recommended solutions
- iii) References (journal, article, books, websites etc. The detail references must be written in complete)
- iv) Schematic diagrams and related equipment used
- v) Summary of work completed
- vi) Other suggestions / recommendations

3.3.7 FINAL YEAR PROJECT PRESENTATION

Student shall present their complete project outcome as scheduled by Campus. Failure to attend the presentation will cause student to receive the failure grade (F).

3.3.8 FINAL YEAR PROJECT REPORT

Student shall submit FYP complete report which shall include all the recommended amendment by panel of assessors within the time period specified by campus.

Final FYP Report (WPD 39806 FYP and WPB 49806 FYP 2) shall be submitted in hard cover format. Failure to submit the final report will cause student to receive the failure grade (F). Refer to Appendix A3 – Process Flow for Implementation for details.

3.4 FINAL YEAR PROJECT ASSESSMENT CRITERIA

3.4.1 WPD 39806 Final Year Project

Final Year Project assessment is based on the following criteria depending on the nature of the project.

Project Based:

i) Progress Report	30%
ii) Presentation & Product Demonstration	35%
iii) Final Project Report	35%
Total	100%

Research Based:

i) Progress Report	20%
ii) Presentation	30%
iii) Final Project Report	50%
Total	100%

3.4.2 WPB 49804 Final Year Project 1

Final Year project 1 assessment is based on the following criteria:

Progress Report	30%
Presentation	35%
Project Proposal	35%
Total	100%

3.4.3 WPB 49906 Final Year Project 2

Final Year Project 2 assessment is based on the following criteria depending on the nature of the project.

Project Based:

i) Progress Report	30%
ii) Presentation & Product Demonstration	35%
iii) Final Project Report	35%
Total	100%

Research Based:

i) Progress Report	20%
ii) Presentation	30%
iii) Final Project Report	50%
Total	100%

3.4.4 PROGRESS REPORT

The assessment shall be performed on individual basis. Student shall write a complete note on the project work progress. A complete comments and actions to be taken shall be recorded and endorsed by group members and their respective supervisor.

(Refer to Institute FYP guideline)

3.4.5 PROJECT PRESENTATION

The evaluation shall be performed on individual / group basis. Panel of assessors shall be appointed by FYP Coordinator to assess the presentation. The overall marks obtained by student shall be the aggregate marks given by the assessors.

(Refer to Institute FYP guideline)

3.4.6 FYP FINAL REPORT

FYP Final Report assessment shall be carried out on individual basis. The report shall be assessed by the appointed assessors.

(Refer to Institute FYP guideline)

3.4.7 GRADES

3.4.7.1 INCOMPLETE (I):

Student whom fails to make the presentation and/or to complete the project work within the stipulated duration shall be given "Incomplete" (I) status due to the following reasons;

- Illness and supported by Medical Officer verifications Officer or
- Other acceptable reasons subjected to the approval of Dean of Campus

For such cases, the student is required to make the presentation of his/her project as scheduled by the Campus or to complete the incomplete project within the duration as determined by FYP Committee.

3.4.7.2 FAIL (F)

A fail grade (F) shall be given if students:

- 3.4.7.3 Fail to attend at least 6 times per semester of meetings with supervisors, or
- 3.4.7.4 Fail to "Present and Defend" FYP Outcomes, or
- 3.4.7.5 Fail to submit FYP final report within the stipulated period or
- 3.4.7.6 Fail to obtain at least 40% overall marks

4.0 ROLES AND RESPONSIBILITIES

4.1 STUDENT ROLES RESPONSIBILITIES

Once a project title has been approved, student shall be responsible to:

- 4.1.1 Consult their group supervisor and discuss on the objectives, project requirements, the deliverables as well as the budget limitations.
- 4.1.2 Plan their group work (Gantt chart or equivalent) to be used as a basis to monitor the progress of their project.
- 4.1.3 Meet their group supervisor as per the schedule time table established by the respective project coordinator to seek advice and to review the progress of their project.
- 4.1.4 Ensure all data and documentation related to their project has been safely saved and backup.
- 4.1.5 Adhere to student absenteeism rules and regulation as stipulated in the University Rules and Regulations.

4.2 PROJECT SUPERVISOR ROLES AND RESPONSIBILITIES

- 4.2.1 Project supervisor shall set the requirements of the project.
- 4.2.2 Project supervisor shall guide students in the planning and implementing of the project; as well as recommend approaches, techniques and methods appropriate to achieve the project's objectives.

4.3 FYP COORDINATOR ROLES AND RESPONSIBILITIES

- 4.3.1 FYP Coordinator shall be responsible to monitor and ensure the planning and implementation of FYP run smoothly.
- 4.3.2 The coordinator will collect and organize the suggested project titles, publish as well as assign project titles to the students upon approval from the FYP Committee.
- 4.3.3 The Coordinator shall organize the presentation sessions, to ensure evaluation forms from supervisors and assessor are kept for 2 semesters.

4.4 FYP COMMITTEE ROLES AND RESPONSIBILITIES

- 4.4.1 To supervise the FYP planning and/or implementation.
- 4.4.2 To endorse all project titles proposed by project coordinator and students before being published to students.

5.0 PLAGIARISM

- 5.1 Students who fail to acknowledge other people ideas or works intentionally or unintentionally shall be categorized as committing plagiarism.
- 5.2 Students who committed plagiarism shall be penalized under academic misconduct code with the penalty can be any one or a combination of the followings:
 - 5.2.1 reprimanding students in writing;
 - 5.2.2 re-doing the project work with reduced marks
 - 5.2.3 reducing 50% of FYP marks
 - 5.2.4 suspension for one semester
 - 5.2.5 expulsion from the University

6.0 FYP REPORT GUIDELINES

6.1 Forms and Conditions of the Report

The report must be printed on A4 white, unlined paper. Printing must appear on only one side of each sheet unless such illustrations as charts, drawings or photographs need to be printed on facing pages for clarity. Computers or word processors are recommended for writing report.

6.1.1 Language

Report shall be written in English.

6.1.2 Cover page

Title of project, name of student, name of programme, academic semester and University Kuala Lumpur on the cover page shall be typed in bold capital letters. The minimum font size shall be 12 point. The above information shall be typed at centerline.

6.1.3 Typing

The entire text of the report, headings, and page numbers must be typed using Times New Roman or Arial. The font size acceptable for the general text is 12 point and 1.5 spacing. Should not be scripted or italicized except for scientific names and terms in different languages. Footnotes and text in Tables should be at least 8 point. Bold print can be used for headings. Erased parts must be clean.

6.1.4 Margins

Top edge	:	25 mm
	:	40 mm (for 1 st page of new chapters, all preliminary pages & reference page)

Right side	:	25 mm
------------	---	-------

Left side	:	40 mm
-----------	---	-------

Bottom edge	:	25 mm
-------------	---	-------

The margins are meant to facilitate binding and trimming. A new paragraph at the bottom of a page must have at least full lines of type or else it should begin on the next page.

6.1.5 Pagination

Use lowercase Roman numerals to number the introductory pages (title page, acknowledgements, dedication, etc.) with the title page bearing no number but included in the sequence. A *Table of Contents* is required, and on it shall be listed all preliminary pages, chapter headings, bibliography and appendices (if any). Placement of page numbers must be consistent (bottom-centre or upper-right corner) and always 40 mm from the edge of the page. (See the page arrangement guidelines at the end of this document).

6.1.6 Citation

Citation is when you refer to the work of other authors in your report. Each citation will require a details reference of the source and it should be able to be traced.

6.1.7 Footnotes

Footnotes shall be separated from the text by a 50 mm line that is 2 spaces below the text and begins at the same left margin as the text. The 1st footnote shall begin 2 spaces below that line, and a single space also shall be left between each footnote on the same page.

6.1.8 Bibliography

A bibliography is a list of relevant references you have used in preparing your report. It must be appended to the report.

For the form of entries in your bibliography, kindly refer to the attachment.

6.1.9 Length of Report

The maximum numbers of pages for a project report are as follows:

- Bachelor :120 pages
- Diploma : 100 Pages

These limits include tables, figures and other illustration in the text but do not include references and appendices.

6.1.10 Binding

When the final report has been completed and all necessary signatures obtained, it shall be properly bound. All reports must be bound in hard cover with gold lettering.

7.0 REPORT ARRANGEMENT

Generally a report is composed of three (3) main parts - the preliminary pages or front matter, the text or main body and References and appendices.

7.1 The preliminary pages or front matter

This includes the title, declaration, approval, copyright, dedication, acknowledgement, table of contents, list of tables, list of figures and abstracts.

7.2 The text or main body

Usually consists of chapters with a number of headings and subheadings.

7.3 References and appendices

References mean a list of works cited from published books, public document, journals, articles, thesis, magazines, films, videos, slides, maps, unpublished materials and electronic materials including websites.

Appendices, including nomenclature for specialized notation, must be useful and must be referred to in the text. It consists of supplementary illustrative materials, original data and equations as well as quotations too long for inclusion in the text or not immediately useful to an understanding of the subject. It provides the reader with detailed information that would be distracting to read if put in the text.

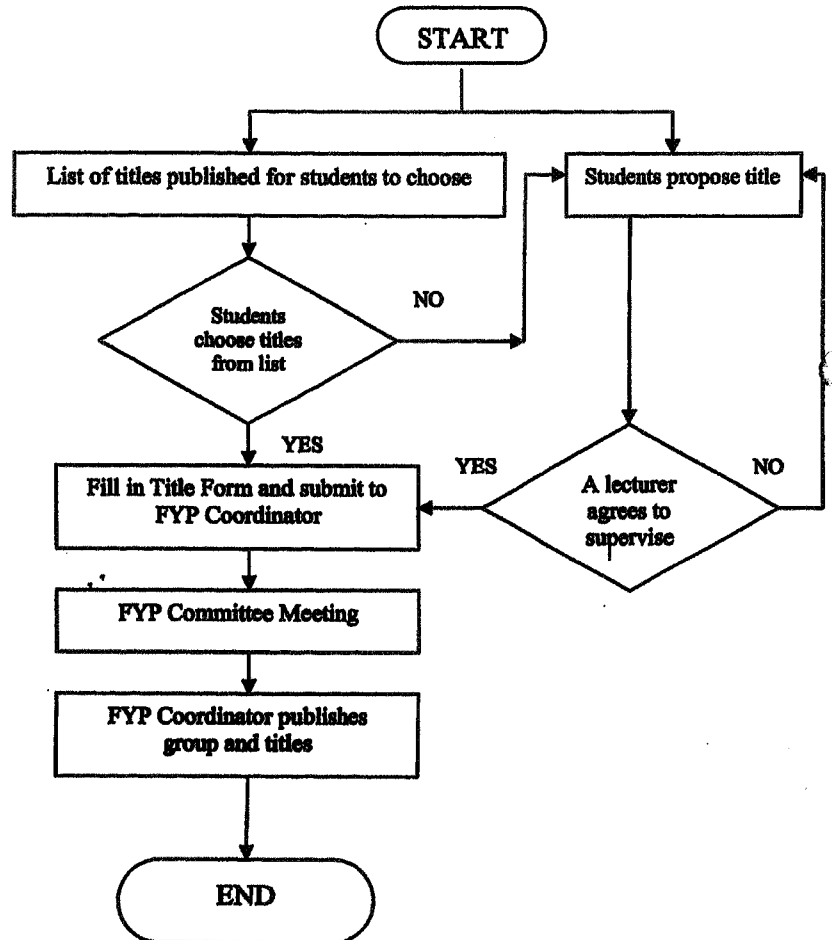
7.4 Order of Pages and Numbering for the Report

NO.	REPORT COMPONENTS	TYPE OF PAGE NO.	REMARK
1.	Title page	Lower-case Roman	Number ("i") assigned
2.	Dedication page*	Lower-case Roman	Numbered consecutively
3.	Acknowledgement*	Lower-case Roman	Numbered consecutively
4.	Preface*	Lower-case Roman	Numbered consecutively
5.	Table of Contents	Lower-case Roman	Numbered consecutively

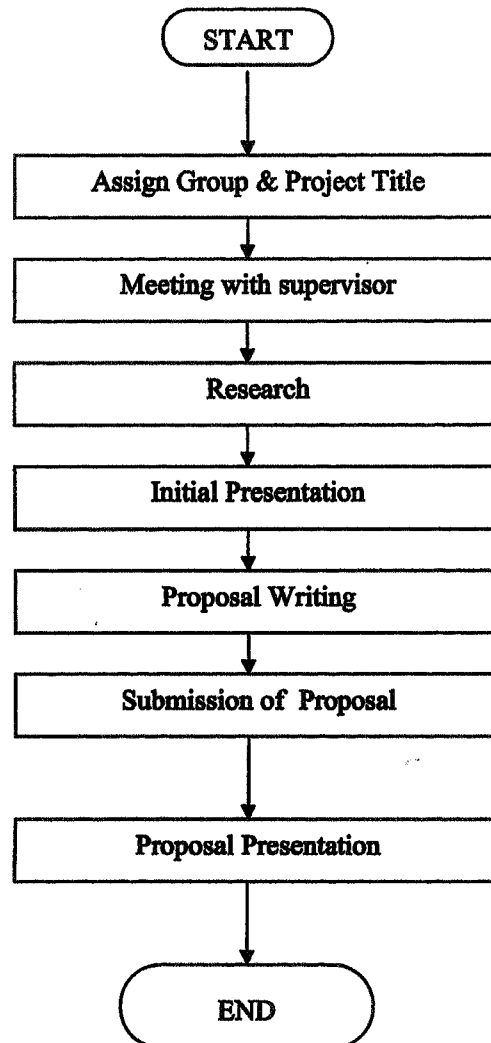
NO.	REPORT COMPONENTS	TYPE OF PAGE NO.	REMARK
6.	List of Tables	Lower-case Roman	Numbered consecutively
7.	List of Figures	Lower-case Roman	Numbered consecutively
8.	List of Plates	Lower-case Roman	Numbered consecutively
9.	List of Symbols and/or Abbreviation (may be included as appendix)	Lower-case Roman	Numbered consecutively
10.	Introduction (optional; may be 1 st chapter or section)	Arabic numerals	Begin with "1" and numbered consecutively
11.	Body of Dissertation / Thesis (divided into chapters or sections)	Arabic numerals	Numbered consecutively
12.	Bibliography / List of References	Arabic numerals	Numbered consecutively
13.	Appendix*	Arabic numerals	Numbered consecutively

- *These elements are optional; all others are required.
- PLEASE NOTE: ALL pages must be numbered.
- (Refer to Appendix B1 – B12)

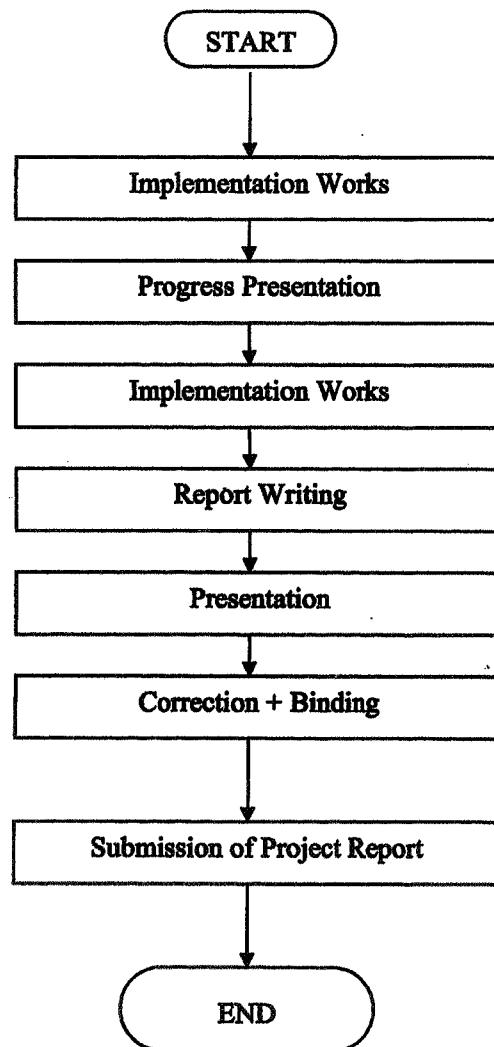
Appendix A1: Process Flow Chart for Project Registration



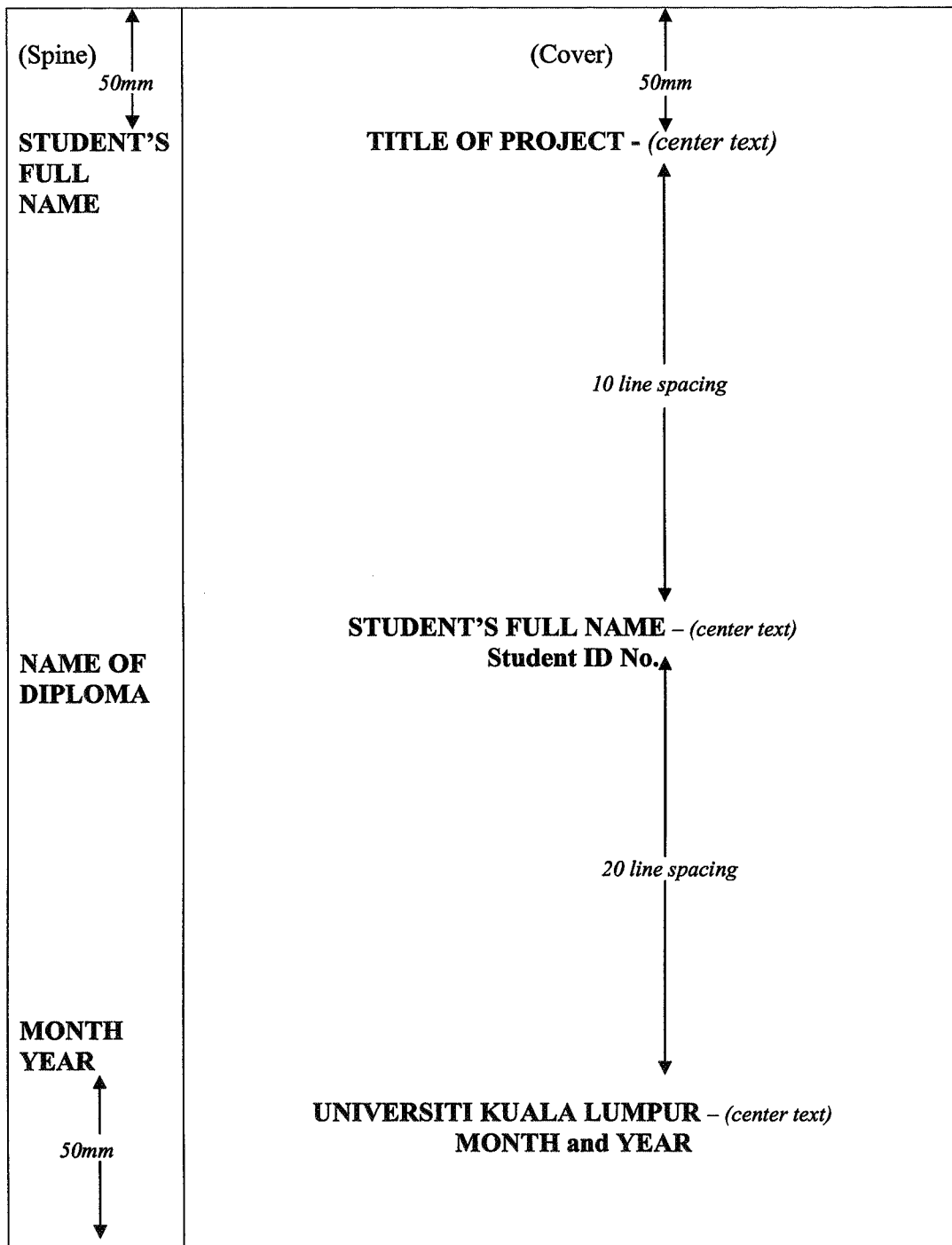
Appendix A2: Process Flow Chart for Feasibility Study



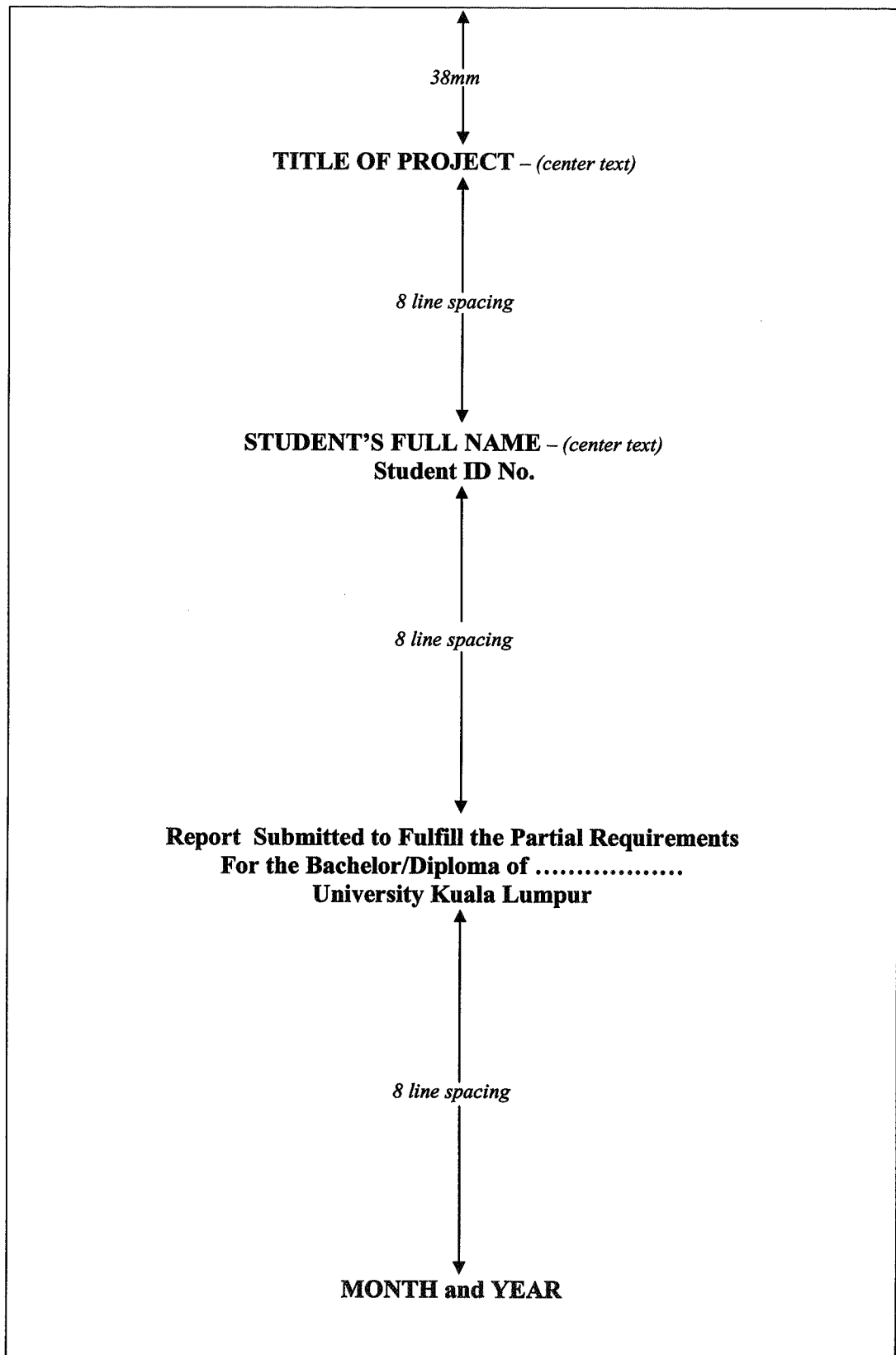
Appendix A3: Process Flow Chart for Implementation



Appendix B1: Spine & Cover of the Report



Appendix B2: Title Page



Appendix B3: Declaration Page

4 line spacing

DECLARATION PAGE

6 line spacing

I declare that this report is my original work and all references have been cited adequately as required by the University.

12 line spacing

Date: day/month/year

Signature:.....
Full Name:.....
ID No.:.....

ii

Appendix B4: Approval Page

	↑ 4 line spacing ↓
	APPROVAL PAGE – center text
	↑ 6 line spacing ↓
	We have Supervised and examined this report and verify that it meets the programmed and University' requirements for the Bachelor/Diploma in
	↑ 10 line spacing ↓
Date: day/month/year	Signature:..... Supervisor's Name:..... Official Stamp
	↑ 10 line spacing ↓
Date: day/month/year	Signature:..... Co-Supervisor's Name:..... (Optional) Official Stamp
	iii

Appendix B5: Acknowledgement

4 line spacing

ACKNOWLEDGEMENT

6 line spacing

I would like to thank the following.....

iv

Appendix B6: Table of Contents

TABLE OF CONTENTS

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Declaration	ii
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List of Tables	vi
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CHAPTER 1: INTRODUCTION

CHAPTER 2: LITERATURE REVIEW

CHAPTER 3: MATERIALS AND METHOD

CHAPTER 4: RESULTS AND DISCUSSION

CHAPTER 5: CONCLUSION

References

Appendix

Appendix B7: List of Tables

LIST OF TABLES	
	<i>Page No.</i>
Table 1: Title	
Table 2: Title	
vi	

LIST OF FIGURES	
	<i>Page No.</i>
Figure 1: Title	
Figure 2: Title	

Page No. (Roman)

Appendix B9: Abstract

ABSTRACT

(Summary)

Page No. (Roman)

Appendix B10: Main Body (Chapters)

CHAPTER 1: INTRODUCTION

Appendix B11: References

REFERENCES

(Example)

Roberts, (2002), Finite Element Modeling of Stiffened and Unstiffened Orthotropic Plates, *Computers and Structures Journal*, 63(1), 105.

Whitney, (1987), *Structural Analysis of Laminated Anisotropic Plates*, Technomic Publishing.

Page No. (Arabic)

Appendix B12: Appendices

APPENDIX A: TITLE

A-1

Appendix C : Harvard Referencing System Guidelines

1. HOW TO CITE

1.1 Direct Citing

Use one of the following direct reference format to cite the author works:

- One author = Beaumont (2002, pp.33-35) states that ...
- More than one author, different work = Jones (1998) and Smith (1999) believe that ...
- Two authors, same work = Jones & Smith (1998) suggests that ...
- More than two authors for the same work = Jones et al (1998) believe that ...
- One author, different years = Jones (1992, 1995) found that ...
- Several works by one author in one year = Jones (1992a) suggests that ... Jones (1992b) found that ...
- If you are using a direct quote in its entirety, you should keep the quote in quotation marks and cite it as follows: "... (Jones, 2002, p30)

1.2 Indirect Citing

You begin with statement in your own words and then referencing the authors in brackets. You may use one of the below format:

- One author = ... (Jones, 1993)
- More than one author, different work = ... (Jones, 1994; Smith, 1996)
- Two authors, same work = ... (Jones and Smith 1998)
- More than two others = ... (Jones et al, 1995)
- Several works by one author = ... (Jones, 1994)
- Several works by one author in one year = ... (Jones, 1992a)... (Jones, 1992b)

2.0 PAGE NUMBERS

To cite page numbers, you need to write p.25 for one page and p.p.25-35 for a range of pages.

3.0 SECONDARY SOURCES

To cite secondary sources, you may need to refer to someone's work that is referenced in a book; this would be a secondary source. For example, research carried out by Jones (1966 cited in Smith, p.145)... Here, Jones is the work you wish to refer to and Smith is where you found his work.

4.0 REFERENCING BOOKS

Books with 1 author. For example:

Authors. Year. *Title of book*. Edition. Place: Publisher.

Beaumont, J. Whitaker. 1991 *The Environment*. SI: Butterworth-Heinemann

Books with 2-4 authors. For example:

Authors. Year. *Title of book*. Edition. Place: Publisher.

Beaumont, J. Whitaker, B. & Pederson, L. 1993 *Managing the Environment*. SI: Butterworth-Heinemann

Books with more than four authors. For example:

Author et al. year. *Title*. Edition. Place of publish: publisher.

Tickle, F. et al. 2002. *Quality Management: Introduction to Quality*. SI: Quality Management and Training Publications.

Books which are edited. Add 'ed' in the reference as below example:

Authors. ed., year. *Title*. Edition. Place of publish: publisher.

Bocij, P. et al. ed. 2005. *Business Information Systems: Technology Development and Management for the E-Business*. 3rd Edition. SI: FT Prentice Hall.

Chapters from an edited book. For example:

Chapter author. Year. Title of chapter. In: book author. Year. *Title*. Place of publish: publisher. Chapter numbers or first-last pages.

Smith, J. 1975. A source of information. In: Jone, W. *One hundred and one ways to find information about health*. Oxford: Oxford University Press. Ch.2.

A book with multiple works by the same author in the same year. For example:

Example: Surname. Year (followed by a, b, c, etc). *Title*. Place of publish: publisher.

Soros, G., 1966a. *The road to serfdom*. Chicago: University of Chicago Press.

5.0 REFERENCING E BOOKS, JOURNALS AND WEBSITES

E-book. Type the source (e.g. e-book) in [...] brackets, where it was found, URL and the date accessed. The URL should be underlined. For example:

Author, year, *title*. [e-book] Place of publication: Publisher. Available at: URL [access date]

Scott, W.D. 2006. *Employee Motivation: How to Raise Business Profits*. [e-book]. SI: NAP. Available at: http://www.ebook.com/ebooks/Business/Employee_Motivation%3B_How_To_Raise_Business_Profits [accessed 28 November 2008].

An article from a journal. For example:

Author, Year. Title of article. *Title of journal*. Volume number (issue number), page numbers

Ford, M. 2008. Adoption of Quality Practices in a Multidivisional Environment: a Longitudinal Study. *Quality Management Journal*. 15 (4). P.p 7-16.

Journal articles from an electronic source. For Example:

Author, Year. Title of article. *Title of journal*, [type of medium] Volume number (issue number), page numbers (if available). Available at: URL [Accessed date]

Ford, M. 2008. Adoption of Quality Practices in a Multidivisional Environment: a Longitudinal Study. *Quality Management Journal*. 15 (4). P.p 7-16. Available at: ASQ. URL: <http://www.asq.org/pub/qmj>. [28 November 2008]

Journal abstract from a database. For Example:

Author. Year Title of article. *Title of journal*. [medium], volume number (issue number). Page numbers (if available). Abstract only. Available at: URL [accessed date].

McCannon, M. 2008. The Quality-Quantity Trade-off. *Eastern Economic Journal*. [e-journal]. 34 (1). P.p. 95-100. Abstract only. Available at: www.palgrave-journals.com/eej/journal/v34/n1/abs/9050009a.html [accessed on 28 November 2008]

Newspaper article. For example:

Author, year. Title of document. *Title of newspaper*, day, month. Page number. Column line.

Parrott, M. 2008. Sustainable by Design. *Quality World*. November. P17. 11.

Online newspaper article. For example

Author, year. Title of document. *Title of newspaper*, [medium]. Available at: URL [accessed date].

Sabbagh, D. 2007. Channel 4 Faces Test of Quality by Ofcom. *The Times Online* [internet]. Available at: http://business.timesonline.co.uk/tol/business/industry_sectors/media/article1934870.ece [accessed on 28 November 2008].

From a website. For example:

Authorship, year. *Title of web page*. [medium] (date of update). Available at: URL [accessed date]

The CQI. 2008. *CQI launches Chartered Quality Professional*. [online] (updated 1 September 2008). Available at: <http://www.thecqi.org/qualityworld/news.cqp.shtml> [accessed 28 November 2008].

6.0 REFERENCING PUBLICATIONS AND OFFICIAL DOCUMENTS

An act of Parliament. For Example:

Short title, year. (chapter numbers), place of publication: publisher

Education and Inspections Act 2006. (c.40). London: OPSI

A command papers and other official publications. For Example:

Authorship (which may be part of the title). Year. *Title*. (command number). Place of publication: publisher.

Royal Commission on civil liability and compensation for personal injury. 1978. (Pearson Report). London: HMSO.

A publication from a website. For Example:

Author, year. *Title of document* [type of medium]. Place of publish: publisher. Available at: URL [accessed date].

The CQI. 2008. *Diploma in Quality (assurance and Management) Syllabus*. [online]. London: The CQI. Available at: <http://www.thecqi.org/education/h1-2-1.shtml> [accessed on 28 November 2008].

An annual report of a company. For Example:

Corporate author, year. *Full title of annual report*. Place of publication: publisher.

The CQI. 2007. *Annual Reports 2007*. London: the CQI.

An annual report from the internet. For Example:

Corporate author, year. *Title of annual report*. [type of medium] Available at: URL [accessed date].

The Chartered Quality Institute, 2007. *Annual Reports 2007*. [online]. Available at: <http://www.thecqi.org/about/a14.shtml>. [accessed 11 Nov 08]

British or International standard. For Example:

Corporate author, year. *Full title of standard*. Place of publish: publisher.

British Standards Institution, 1990. *BS 5555:1990 Recommendations for wiring identification*. Milton Keynes: BSI.

A conference paper. For Example:

Authorship, year. Full title of conference paper. In: editor/name of organisation, *Full title of conference*. Location, date, publisher: place of publication.

Brown, J., 2005. Evaluating surveys of transparent governance. In: UNDESA (United Nations Department of Economic and Social Affairs), *6th Global forum on reinventing government: towards participatory and transparent governance*. Seoul, Republic of Korea 24-27 May 2005. United Nations: New York.

Rosam, I. 2008. Figure 1a. How different management functions work together. [online]. Available at: <http://www.thecqi.org/qualityworld/c4-1-171.shtml> [accessed on 28 November 2008]

7.0 REFERENCING PICTURES, TABLES AND GRAPHS

A picture, image or photograph. For Example:

Artist/author name, year of production. Title of image. [medium] (collection details)

Mears, P. 1994/5. Typical QI Tools Used in Reason for Improvement. [book].

A picture, image or photograph from an electronic source. For Example:

Artist/photographers name, year of production. Title of image. [medium] (collection details).
Available at: URL [accessed date].

Rosam, I. 2008. Figure 1a. How different management functions work together. [online].
Available

Reference:

www.thecqi.org/.../Harvard%20Referencing%20System.doc

Appendix D: APA Referencing System Guidelines

1. IN-TEXT CITATIONS

The APA format uses an author-date method for citing sources.

If you do NOT quote a source directly, you need only the author's last name and the year of publication in your in-text citation. If you DO quote a source directly, you need also to include the page number for the reference.

Short Quotations:

For quotation less than 40 words long, it should be incorporated into the text and enclosed by double quotation marks [" "]. For example:

As Smith (2008) concludes, "There is significant evidence to suggest that the earth is round" (p. 123).

Or

More recently, scientists have found "significant evidence to suggest that the earth is round" (Smith, 2008, p. 123).

Long Quotations:

For quotations over 40 words long, it must be placed as a block of text set apart from the rest of the paragraph. Block quotations should start on a new line, be indented 5 spaces from the left margin, and be double spaced (like the rest of the essay). Omit quotation marks. Your citation should come at the end of the quotation, as follows:

More importantly, Smith's (2008) evidence suggesting that the earth is round rather than flat is quite compelling:
abcdabcdabcd abcdabcdabcd abcdabcdabcd abcdabcdabcd abcdabcdabcd bcdabcdab
abcbcdabcdabcdabc dabcdabcdbcdabcdabc dabcdabcdabcdababababababababd
bcdabcd bcdabcdabcd abcd. (p. 123)

Paraphrase and Summary:

When you paraphrase or summarize another source, you must acknowledge that source. You should, where possible, include the page reference for the ideas you are paraphrasing/summarizing. For example:

Smith (2008, p. 123) insists the earth is not flat.

2.0 REFERENCING BOOKS

A Work by Two Authors:

Name both authors; use the word "and" in the text and use the ampersand in parentheses.

- **With signal phrase:** The study by Jones and Smith (2006) concludes . . .
- **Without signal phrase:** Their study concludes the earth is round (Jones & Smith, 2006)

A Work by Three to Five Authors:

Name all authors the first time you cite the source; in subsequent citations, use only the first author's last name and the phrase "et al".

- **With signal phrase:** The study by Jones, Smith, Ali, Rushdie and Murakami (2003) concludes . . .
- **Without signal phrase:** Their study concludes the earth is round (Jones, Smith, Ali, Rushdie & Murakami, 2003)
- **In subsequent citations, with signal phrase:** The study by Jones et al. (2003) concludes . . .
- **In subsequent citations, without signal phrase:** Their study concludes the earth is round (Jones et al., 2003)

A Work by Six or More Authors:

Use the first author's last name followed by "et al" in the signal phrase or parentheses.

- **With signal phrase:** The study by Powell et al (2007) argues . . .
- **Without signal phrase:** Their study concludes the earth is round (Powell et al., 2007)

A Work by an Organization or Agency:

Use the organization's name as if it were an author.

- **With signal phrase:** The Canadian International Development Agency (2006) notes that . . .
- **Without signal phrase:** Since 1996, Canada's budget for international development has increased by 10% (Canadian International Development Agency, 2006).

Two or More Works by the Same Author in the Same Year:

Use lower-case letters (a, b, c) with the year to distinguish between entries.

- Smith's study (2007a) suggests that . . .

Indirect Sources:

When you need to use a source cited in another source, name the original in your signal phrase and include the secondary source in both your in-text citation and your references list.

- Dorosz argues that . . . (as cited in Smith, 2008, p. 123).

Book with single author:

Last Name, Initials. (Date). *Title of Book*. City: Publisher.

Smith, J.A. (2004). *Great Dogs of North America*. (4th ed.). Toronto: Dog Press.

Book – Two authors:

Last Name, Initials, & Last Name, Initials. (Date). *Title of Book*. City: Publisher.

Smith, J.A., & Jones, J.C. (2002) *Great Dogs of North America*. Toronto: Dog Press.

Book – Multiple authors:

Last Name, Initials, Last Name, Initials, Last Name, Initials, & Last Name, Initials. (Date).
Title of Book. City: Publisher.

Smith, J.A., Dorosz, C., Mann, T.T. (2008). *The Way it Is*. Toronto: ABC Press.

Chapter in edited book:

Last Name, Initials. (Date). Title of Chapter. In Initials Last Name (Ed.), *Title of book* (pp. range). City: Publisher.

Smith, J.A. (1999). Dogs of Canada. In P.A. Jones (Ed.), *Dogs* (pp. 34-56). City: Publisher.

Abstract:

Last Name, Initials. (Date). Title [Abstract]. *Periodical Title*, volume, page.

Smith, J.A. (2004). Great Labradors [Abstract]. *Dogs for All*, 14, 12.

Entire Edited Book:

Last Name, Initials, & Last Name, Initials. (Eds.). (Date). *Title of work*. City: Publisher.

Smith, J.A., & Jones, J.C. (Eds.). (2002). *Dogs of the World*. Toronto: Dog Press.

Reference Book with no author:

Title (ed.). (Date). City: Publisher.

Dogs of North Canada (2nd ed.). (2001). Toronto: Dog Press.

Review of a Book:

Last name, Initials. (Date). Title of review [Review of the *book/article Title*]. *Journal Title*, volume, pages.

McDonald, K. (2005). Dog Days [Review of *Great Dogs of North America*]. *New York Review of Books*, 25, 13-15.

3.0 REFERENCING JOURNALS, E-BOOKS AND WEBSITES

Journal Article – Single author:

Last Name, Initials. (Date). Title of article. *Title of Periodical*, volume, page number range.

Smith, J.A. (2004). Great Labradors. *Dogs for All*, 14, 12-50.

Journal Article – Multiple authors:

Last Name, Initials, Last Name, Initials, & Last Name, Initials. (Date). Title of article. *Title of Periodical*, volume, page number range.

Smith, J.A., Jones, J.C., & Campbell, S.D. (2002). Great Labradors. *Dogs for All*, 12, 9-16.

Online Periodical (with DOI):

Last Name, Initials. (Date). Title of Article. *Title of Periodical*, volume number, page range.
Doi: 000000000/000000.

Smith, J.A. (2004). Great Labradors. *Dogs for All*, 14, 12-50. doi:
99.1234/1234567898836.

Online Periodical (no DOI):

Last Name, Initials. (Date). Title of Article. *Title of Periodical*, volume number, from URL.

Smith, J.A. (2004). Great Labradors. *Dogs for All*, 14, from <http://www.dogs.com/docs>

Online Periodical (no DOI; exists as printed and electronic versions)

Smith, K. (2008). The world is round. [Electronic version]. *Earth and Planetary Studies*, 66, 123-132.

Article from a Database (i.e., retrieved from library's online database):

Last Name, Initials. (Date). *Title of work*. Retrieved month day, year, from source.

Smith, J.A. (2005). . (2004). Great Labradors. *Dogs for All*, 14, 12-50. Retrieved January 17, 2006, from Zoological Record database.

Online Newspaper Article

Last Name, Initials. (Year, Month Day). Title of Article. *Name of Newspaper*. Retrieved URL.

Summerji, P. P. (2008, August 1). New Crime Legislation Criminal. *Nowhereville Times*. Retrieved from <http://nowherevilletimes.ca>

Reference:

American Psychological Association (2001). *Publication Manual of the American Psychological Association* (5th ed.). Washington: American Psychological Association.