



Final Year Project Students' Handbook

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1 The main project: Planning and Preparing Your Project

1.1 Introduction

At the beginning of each semester the Academic Dean requests the Faculty Members to submit project titles on their fields of expertise. Students are eligible to register in the Final Year Project during the last year of their studies and once all pre-requirements have been completed.

Undergraduate students choose their project title during their registration while the postgraduate students (MBA) choose their project title during the course Final Project Phase 1, in collaboration with the course Lecturer, the Academic Office and the Supervisor who proposed the Project Title.

“Final Year Project Application Form” provided to students by the Academic Office and this is returned back to Academic Office signed by the student and supervisor with the finalized project title described on the form.

Additionally a “Final Year Project Meeting Diary” should be recorded during the meetings and is available [here](#)

This document (Final Project Students’ Handbook) and the [Final Year Project Template](#) are available [here](#). Supervisors are responsible for informing Students regarding the handbook and providing them with any other required documents that may help students with the development of their Final Year Project.

The project is an opportunity to demonstrate the knowledge, skills, and competencies you have acquired throughout your studies. It allows you to apply theoretical concepts to a specific topic, conduct independent research, and present your findings in a clear and academic manner.

A successful project is not simply a collection of existing information. Instead, it should reflect critical thinking, analysis, and a meaningful contribution to the understanding of the chosen topic.

1.2 Selecting a Topic

Choosing an appropriate topic is one of the most important steps in the project process. Before making a final decision, consider the following questions:

- Is the topic relevant to your programme of study?
- Can you access sufficient academic literature and research data?
- Is the scope manageable within the available time and word limit?

- Does the topic allow you to investigate a problem, answer a research question, or provide new insights?

Your project should incorporate relevant theories, concepts, terminology, and subject-specific knowledge from your field of study.

1.3 Planning Your Project

Careful planning will help you complete your project efficiently and produce a well-structured piece of academic work.

Before you begin writing:

1. Identify and refine your research topic.
2. Conduct preliminary research to assess the availability of information.
3. Develop clear research questions and objective.
4. Prepare a detailed outline of the proposed chapters and sections.
5. Discuss the outline with your supervisor and incorporate any recommendations.

1.4 Working with Your Supervisor

Students meet with their Supervisor to finalize the project title and keep records regarding the progress of their project at College premises. Minimum **three** meetings per semester are mandatory to ensure progress tracking and support.

During the scheduled meetings, the Supervisor completes the “[Final Year Project Meeting Diary](#)”. The Diary includes information regarding the progress of the project at each phase together with expected deliverables for the next meeting. Both parties sign the document. If Students’ fail to meet these targets, they are warned of the delays so that they will increase their efforts. The Academic Office is informed accordingly.

Your supervisor will guide and support you throughout the project process by providing academic advice and constructive feedback.

Students are encouraged to:

- Schedule meetings regularly.
- Submit draft chapters for review.
- Reflect on and implement the feedback received.
- Raise any concerns or difficulties as early as possible.

Please note that the supervisor's role is to provide guidance rather than to edit or proofread your work. Students remain responsible for the quality, accuracy, formatting, and language of the final submission.

1.5 Writing Your Project

As you write your project, ensure that it:

- Demonstrates your understanding of the subject area.
- Uses appropriate academic terminology and referencing.
- Presents ideas logically and coherently.
- Critically analyses information rather than merely describing it.
- Contributes original thought, interpretation, or application to the chosen topic.

1.6 Final Advice

Start planning early and maintain regular communication with your supervisor throughout the project. If you experience difficulties in selecting a topic, arrange an initial meeting to discuss possible directions. Your supervisor will help you refine your ideas and identify a feasible research area, but the responsibility for choosing the topic remains yours.

Good planning, consistent progress, and critical engagement with your research will significantly enhance the quality of your final project.

No amendments are made to the template

Supervisor's name, Student name, registration number and programme of study of the student should be written on the project.

2 Project Assessment and Marking Criteria

Your project will be evaluated based on a range of academic and professional criteria. The assessment is designed to measure not only the quality of your written work but also your ability to conduct independent research, think critically, and communicate your findings effectively.

2.1 Background Reading and Literature Review

Demonstrate a thorough understanding of your chosen topic by consulting and incorporating relevant academic sources, books, journal articles, and other credible

literature. (You can find many sources [here](#)) Your project should show awareness of current research and acknowledge the work of other scholars through appropriate referencing.

2.2 Organization and Structure

Present your project in a logical and coherent manner. Each chapter should have a clear purpose, with smooth transitions between sections and a well-organized flow of ideas. A strong structure helps the reader understand your research and arguments.

2.3 Clarity of Expression and Academic Writing

Use clear, concise, and formal academic language throughout your project. Your writing should be grammatically correct, well punctuated, and easy to follow. Appropriate terminology related to your field of study should be used consistently.

2.4 Achievement of Research Objectives

Clearly define the aims and objectives of your project and ensure that they are addressed throughout the research. *The conclusions should demonstrate that the objectives have been successfully investigated and achieved.*

2.5 Appropriate Use of Data

Collect, present, and interpret data in a suitable manner using appropriate research methods. Tables, figures, graphs, and other visual representations should be used where necessary to support your analysis.

2.6 Evaluation and Critical Analysis

Go beyond describing information by analyzing, comparing, interpreting, and evaluating the data collected. Critical thinking is a key component of a successful project and demonstrates your ability to engage with the subject matter at an academic level.

2.7 Conclusions and Recommendations

Your conclusions should be logical, evidence-based, and directly related to your research findings. Where appropriate, provide practical recommendations or suggestions for further research, ensuring that they are well justified.

2.8 Completeness and Creativity

A high-quality project is comprehensive, addresses all required components, and demonstrates originality in its approach, analysis, or presentation. Creativity should enhance the project while maintaining academic standards.

2.9 Professional Conduct and Time Management

Students are expected to manage their time effectively, meet agreed deadlines, maintain regular communication with their supervisor, and demonstrate commitment and professionalism throughout the project process.

2.10 Overall Assessment

The final project grade consists of two components:

Assessment Component	Weight
Written Project	80%
Oral Presentation and Defence	20%

During the oral defense, students will present their research to an examination panel and answer questions related to their project. This assessment evaluates the student's understanding of the topic, ability to justify methodological choices, and capacity to discuss and defend the research findings confidently and professionally.

3 Writing Format and Style Guidelines

To ensure consistency and professionalism, all projects must comply with the following writing and formatting requirements.

3.1 Word Count

The required length of the written project varies according to the programme of study:

Programme	Word Count
Diploma	5,000 words
Bachelor's Degree	10,000 words
MBA	12,000 words

The word count includes the main body of the project but excludes the title page, declaration, acknowledgements, table of contents, references, bibliography, and appendices, unless otherwise specified by the Academic Department.

3.2 Font and Text Formatting

Students should use the following formatting throughout the document:

- **Font:** Times New Roman
- **Font Size:** 12 pt
- **Font Colour:** Black
- **Text Style:** Use lowercase text for the main body, except where capitalization is required by standard English grammar (e.g., headings, proper nouns, abbreviations).

3.3 Page Layout

All projects must be prepared on **A4 paper** with the following margins:

- Top: **2.5 cm**
- Bottom: **2.5 cm**
- Left: **3.5 cm**
- Right: **2.0 cm**

The text should be:

- **1.5 line spacing**
- **Fully justified (aligned left and right)**

3.4 Page Numbering

All pages, except the title page, should be numbered consecutively.

Page numbers should appear at the **bottom right corner** of each page.

3.5 Numbers and Numerical Data

- Numbers from **zero to ten** should be written in words unless they are used in tables, figures, statistics, percentages, or measurements.
- Numbers greater than ten should normally be written as numerals.
- Thousands should be separated using a comma (e.g., **1,000**).
- Decimal numbers should be written using a full stop (e.g., **6.54**).

3.6 Footnotes

Where footnotes are used:

- They should appear at the bottom of the page on which they are cited.

- Footnotes should be numbered consecutively throughout the project.
- Any emphasis within footnotes should be indicated using *italics*.

Students are encouraged to use footnotes sparingly and only when additional explanation is required.

3.7 Tables and Figures

All tables and figures must:

- Be numbered consecutively (Table 1, Table 2, Figure 1, Figure 2, etc.).
- Include a clear and descriptive title positioned above the table or figure.
- State the full source immediately below the table or figure where applicable.
- Include the corresponding source in the reference list or bibliography.

3.8 The final project submission

The final project submission deadline is the last day of classes for the respective semester.

The submission must include:

- **Two (2) hard copies** of the completed project.
- **One (1) electronic copy** (CD-R or another digital format approved by the Academic Department).
- “Final Year Project Meeting Diary” and the “Plagiarism Report – including AI” printed through Turnitin platform. (those documents are **submitted by the supervisor**, directly to the academic office, prior to the defence date and are attached as additional documents inside the hardcopy)

All submitted copies must be identical in content and formatting.

When an approval for submission is granted by the Supervisor, upon receipt, the Academic Administrators write the submission date, signs, and seals both hard copies and submitted documents with the official stamp and ensures that both name and registration number of the student is written on the submitted documents. Students are invited for a project presentation to defend their project work in front of an examination committee which consists of the Supervisor, the Academic Dean and one other member of the faculty or an external examiner (optional). The date of the oral defence is decided by the Dean and the

Supervisor. The Supervisor notifies the student and the other member of the examination committee if any.

3.9 Ineligibility for a project submission

If the project does not fulfil the criteria and plagiarism percentages (maximum 3 trials), the Supervisor does not grant an approval for submission and presentation. The Supervisor completes the “**Misconduct referral form**” and submits it to the Dean together with the plagiarism report, and other relevant evidences (e.g. written communication emails).

The Dean requests the Disciplinary Committee to meet and discuss the incident(s) upon completion of the examination period at the end of the semester. The Supervisor attends the meeting.

All students who are referred to the Disciplinary Committee are invited to the meeting and they are requested to explain the high percentage of plagiarism. The Committee decides the penalty and announced it orally to the student.

In case which the number of required meetings is not satisfied then students are also not eligible for submission and presentation.

3.10 Completion of the presentation

When the project is approved for submission, the Supervisor ensures that the final version strictly follows the official project template.

The supervisor should inform the student of the date and time of the project presentation. The student is required to deliver a presentation of no more than 20 minutes, covering the project implementation process, research objectives, methodology, and key findings. An additional 10 minutes will be allocated for a question-and-answer (Q&A) session.

Upon completion of the presentation, the committee fill in the “**Final Year’s Project Evaluation Form**” and agree the final mark providing their feedback to justify the outcome of their decision. The Academic Dean announces the result to Students orally.

Students can officially view their overall score on the ELMS platform. On successful completion of their project and all other programme requirements they are invited to participate in the Graduation Ceremony.

4 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.
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.

The use of references is not required when:

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.

4.1 Turnitin

All Supervisors have access to the Turnitin plagiarism prevention tool either by uploading submitted documents or sending an invitation to students for uploading documents themselves. Turnitin is used as a plagiarism prevention tool and maximum three (3) attempts are allowed prior to their manuscript's final submission. In case that the plagiarism percentage is higher than 30% including references the project is turned back to the student for correction within a timeframe of maximum one week. When re-submitted the Supervisor follows the same procedure for plagiarism check.

Turnitin can be found [here](#) and manuals how to log in can be found [here](#)

4.2 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.

5 AI Use Framework for Students in Higher Education

This framework aims to guide students in the ethical, transparent, and productive use of AI tools for academic and extracurricular purposes, while protecting academic integrity, data privacy, and personal development.

5.1 Acceptable Use Policy for AI Tools

Use of AI tools for:

- Text correction syntax and grammar
- Outlining/Mapping of a topic under investigation
- Exploring citation resources – be careful of validating the given resource,
- Generating pictures/videos/brochures/ presentation for the purpose of an assignment when the option of AI use is granted by the instructor.

5.2 Prohibited use of AI tools include:

- Creating Content for the purpose of Exams/Assignments/ Projects
- Submitting AI-generated essays as original work
- Using AI to impersonate others
- Generating content that violates plagiarism or university conduct policies

5.3 Transparency and Disclosure

Require students to disclose AI use in academic work when applicable.

Include a short AI usage statement in assignments:

“I used ChatGPT to help generate ideas for this paper. Final writing and structure are my own.”

5.4 Academic Integrity Alignment

Unauthorized or deceptive AI use (e.g., exam cheating, plagiarism) is treated as misconduct leading to a direct fail overall score and reported and such offence is reported to the Quality Assurance and Academic Department in written format.

5.5 Privacy & Data Awareness

Please take into consideration that

5.6 AI tools collect and store data (e.g., prompts, uploaded files).

Is recommended to use privacy-conscious AI platforms.

Do not share sensitive or identifiable information with third-party AI systems.

5.7 AI Literacy Training

- Integrate AI awareness modules into first-year orientation or digital literacy courses such as (Academic Writing/ Writing Skills /Research Methodology)
- What is AI? How does it work?
- Strengths and limitations
- Recognizing AI-generated content
- Provide resources on responsible AI research and writing.

5.8 Collaboration & Creativity

Promote constructive uses of AI for:

- Brainstorming

- Language support
- Coding assistance
- Research refinement

5.9 Regular Review & Update

Academic and Quality Assurance committees are reviewing and updating AI policies annually.

The reference of the following instructions is:

- Miao, F. H. W. R. H. H. Z., (2021). *AI and education: guidance for policy-makers*. Unesco. [Online]. Available at: <https://unesdoc.unesco.org/ark:/48223/pf0000376709> [Accessed:6 June 2026]
- Jisc (2021) *A pathway towards responsible and ethical AI in education*. Bristol: Jisc. Available at: <https://www.jisc.ac.uk/reports/a-pathway-towards-responsible-ethical-ai> (Accessed: 1 July 2026).

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

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

Bibliography: Referencing of a source both in your text and your bibliography

6.2 Books

6.2.1 Book / one author

In text:

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

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

6.2.2 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

6.2.3 Chapter/section of an edited book

In text:

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

Bibliography:

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.

6.3 Journal article

In text:

French *et al* (2006) concluded...

Bibliography:

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

6.4 Newspaper article

In text:

McElvoy (2003) accused the Government of bad faith.

Bibliography:

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.

6.5 Thesis or dissertation

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

In text:

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.

6.6 Electronic sources

6.6.1 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].

6.6.2 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.

In text:

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

Bibliography:

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

6.6.3 Article from online newspaper

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

In text:

Hygiene in NHS hospitals is described by Lister (2006)

Bibliography:

Lister, S. (2006) Basic hygiene is failing in a third of NHS hospitals. *Timesonline.co.uk*, March 22 2006 [Online]. Available at: <http://www.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.

In text:

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

Bibliography:

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].

6.6.4 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].

6.6.5 Digitized 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.

6.6.6 Blog

In text:

Mark Tran points out that....(Tran 2008)

Bibliography:

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].

6.6.7 DVD

In text:

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

Bibliography:

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

6.6.8 Music CD

In text:

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

Bibliography:

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

6.7 Legal sources

6.7.1 Case

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

In text:

The case of Hamilton (2000) proved that...

Bibliography:

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.

6.7.2 Statute

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

In text:

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

Bibliography:

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