



General Sir John Kotelawala  
Defence University

**FACULTY OF GRADUATE STUDIES**

# GUIDE TO WRITE DISSERTATIONS AND THESIS

(Masters, MPhil and PhD)



General Sir John Kotelawala  
Defence University



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**General Sir John Kotelawala Defence University**

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“ It's not that I'm so smart,  
it's just that I stay with problems longer ”

Albert Einstein



## Abbreviations

CD-ROM	-	Compact Disc Read-Only Memory
DOI	-	Digital Object Identifiers
DVD-ROM	-	Digital Versatile Disk - Read Only Memory
E Mail	-	Electronic Mail
FGS	-	Faculty of Graduate Studies
KDU	-	Kotelawala Defence University
LLM	-	Master of Law
MA	-	Masters of Arts
MPhil	-	Master of Philosophy
MSc	-	Master of Science
OSCOLA	-	Oxford Standard for Citation of Legal Authorities
PhD	-	Doctor of Philosophy

## MAJOR COMPONENTS OF DISSERTATION OR THESIS

The research component of all postgraduate degrees (MPhil and PhD, Masters) shall comprise of postgraduate student's own research work. It has to contribute to enhance the existing knowledge with evidence of originality and with new findings. The research submitted for the degree should not be a full or part of work already submitted for another degree to this university or to ANY other university or an institution by the candidate. However, the candidate can incorporate components of his own publication/s which have not been submitted for the conferment of another degree.

The following sections of this chapter will summarize the headings under which the document is formulated according to the guidelines of Faculty of Graduate Studies (FGS), Kotelawala Defence University (KDU). The **main body** of the dissertation or thesis shall consist of an Abstract, Introduction, Literature Review, Materials, Methods, Results, Discussion, References and Appendices. Chapter one of this document is confined to a brief description on major items in the body of the text.

The guidelines for format of cover pages, table of contents, list of tables, list of figures, list of plates, and maps, abbreviations and appendices etc. are described in chapter 2 of this document.

### 1.1 ABSTRACT

The abstract should indicate why the research work is important and its significance. It should briefly describe the Objectives, the Methodology including a description of the "study area". The major findings of the results and a brief discussion and conclusions have to be highlighted. Use numbers or values whenever required.

The abstract of the document has to be written in a way that the reader gets an idea of the overall work of the researcher. Generally the citations and tables are not included in abstracts. Information in the title shall not be repeated.

### 1.2 ACKNOWLEDGEMENTS

This section shall incorporate the financial and technical co-operation received on material; supplies etc. and the intellectual co-operation received from others, for example from supervisors.

### 1.3 INTRODUCTION

Introduction should be written based on the entire work of the research. It has to focus on the thesis questions. Structure the introduction with suitable sub-titles based on logical sequence.

The need for the proposed research should be stated either as a hypothesis or as a research question. Write a statement of the goals of the research work indicating why this research was conducted incorporating the problem that the research intends to solve or address. Briefly describe the scope of your work and the objectives (general and specific objectives).



## **MAJOR COMPONENTS OF DISSERTATION OR THESIS**

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All cited work has to be relevant to the goals of the research. Give sufficient background for the reader to understand such as the context and significance of the question. There should be a proper acknowledgement of the relevant previous work being addressed in the areas of research with the sources of information.

### **1.4 LITERATURE REVIEW**

The Literature review should focus on the existing information on the research problem and how other researchers have already tried to solve similar problems.

Make use of the important publications already referred during the research work. Summarize the findings and approaches to highlight your work. Summarize the findings of other authors depending on the relevance to your work and incorporate them under different subheadings based on a logical sequence. Repetition of same information has to be avoided. In a good thesis, the length of the literature review should be around 20 to 25% of the entire document.

The number of research papers that have been referred during the research will indicate the strength of the background knowledge about the research carried out. Therefore it is worthwhile to screen the work of the other scholars relevant to your work and cite them correctly. One has to be extremely careful to give the source information of the work referred in the thesis by incorporating them in to the reference list to avoid plagiarism. The citation and referencing procedure using Harvard referencing system is discussed in chapter 3 of this document in detail.

However the Harvard style is not used in Legal dissertations/thesis in countries that follow the British System of Legal education, including Sri Lanka. Instead they use the oxford referencing style; Oxford Standard for Citation of Legal Authorities (OSCOLA). Therefore, it is allowed to follow OSCOLA referencing style for legal dissertations/thesis with supervisor's recommendation and approval of the Faculty Board & the Senate.

### **1.5 MATERIALS AND METHODS/METHODOLOGY**

This section varies from thesis to thesis depending on the subject area and the field of study. It may be absent in a theoretical thesis. Therefore, the exceptions are allowed in the disciplines of Law, Social Sciences and Management under the guidance of the supervisors.

The researcher has to describe clearly the methods used to carry out the research work and the data or readings. The research may focus on qualitative or quantitative methods depending on the nature of the project. All the procedures used in Data Collection, Methodology and the Data Collection Formats used, have to be incorporated in the appendices.

By referring to the methodology, another researcher should be able to use the same methods adopted for other similar investigations. Therefore, Methodology section of the thesis has to be written clearly. It will benefit other researchers who wish to continue research in the same direction.

Particularly, the MPhil and PhD candidates should focus on Methodological Foundation and Theoretical Foundation as required based on the discipline.



## 1.6 RESULTS/RESULTS AND DISCUSSION

Very often, the results and discussion are combined. This is allowed in the KDU dissertations and thesis. This depends mainly on the subject area (e.g. discipline of Law).

Under results, the researcher has to present the findings in a logical sequence under different sub headings. The graphs, tables, maps, plates etc. have to be clearly presented with very clear descriptions.

The formats to be followed in presenting the data in tables, figures, maps and plates etc are clearly described in chapter 2 of this document. The maps clearly indicate the coordinates and location map of the area concerned. The researcher has to follow the guidelines described in chapter 2 carefully.

The data analysis procedures, the statistical analysis of data, appropriate statistical tests used in data analysis, the units of the parameters, experimental conditions used to obtain the set of results etc have to be presented very clearly in the results section for the reader to get a clear idea of the findings. Wherever relevant, indicate the measurement errors and standard errors.

## 1.7 DISCUSSION

This section should be rich in references relevant to the work carried out and will help in interpreting the results. The discussion should include the description on major patterns in observations, the relationships, trends and generalizations and how these are in agreement with the findings of other researchers. Pinpoint the exceptions identified in the generalized patterns and the mechanisms underlying the predictions of the work. It is important to discuss the multiple hypothesis rather than limiting to your favored ones.

The results need discussion in order to indicate the possible variations or differences from findings of other researchers or the findings that are similar. The reasons for agreement or disagreements with the results of the other workers also have to be indicated with possible justifications. This will help to find out the consistency with current theories of other workers and to find out whether the research findings suggest new theories or mechanisms.

## 1.8 CONCLUSIONS

The most important findings of the thesis have to be summarized under this section. Summarize interpretations, insights, findings mechanisms and theories etc that originated through the research. Be careful not to repeat what is said in the abstract, introduction and discussion.

## 1.9 RECOMMENDATIONS

Based on the research findings, make recommendations to the relevant stakeholders to make use of the results and take remedial actions to solve problems. Suggest further research to fill the gaps in the focused research area.

## 1.10 REFERENCES AND BIBLIOGRAPHY

The references you have cited have to be listed in an alphabetical order (Appendix 2.7.1) as described in Chapter 3 following the Harvard style guidelines adopted by FGS of KDU. The references are listed after the recommendations of the study.

## MAJOR COMPONENTS OF DISSERTATION OR THESIS

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### 1.10.1 EXCEPTIONS

However, there may be an exception for the discipline of Law where Oxford Standards for the Citation of Legal Authorities (OSCOLA) (7th edition). The supervisor has to provide required guidelines to the candidate under such circumstances with the approval of the Faculty Board.

### 1.11 APPENDICES

The materials to be included in appendices are, questionnaire formats, survey data, supplementary tables, any additional thesis data, information, etc. These appendices have to be incorporated in the dissertation/thesis at the end of the document after the reference list. Refer chapter 2 for details.

### 1.12 OTHER IMPORTANT ASPECTS TO FOLLOW

#### 1.12.1 PLAGIARISM

One has to be very careful to incorporate the sources of the original information taken from other researchers when writing papers, dissertations or thesis by citing the references. It is very important to incorporate such citations to prepare the reference list to avoid plagiarism.

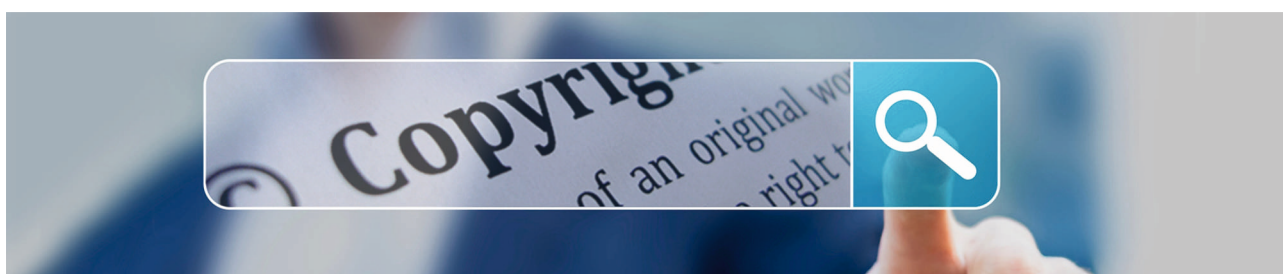
Plagiarism is not just copying someone else's work or original ideas but using someone's ideas and deriving information from existing source without giving the due credit to the original researcher. The material used could be plates, pictures, figures, piece of music or art etc. Other than copying something from a document. As plagiarism falls under the intellectual property rights and copyright laws, it is illegal.

Therefore, it is always important to give the source of information in your document as a citation, followed by the reference list.

To avoid plagiarism, students themselves can check the document with the Turnitin software available at the KDU library. Also, there are many software packages available freely and can be downloaded from the Internet to screen for plagiarism. Students are advised to check the entire document through the Turnitin software before getting the final printout for submission. Also, refer chapter 2 of this document for further information.

#### 1.12.2 COPYRIGHT MATERIAL

Students should get permission from the relevant institution, or from the persons who own the copyright authority of any material; document, article, or video clip etc. in order to use them in the dissertation/thesis. Therefore, prior to the incorporation of such material, permission has to be obtained from the relevant source and clearly indicate it in the Dissertation/Thesis in the relevant places.



## GUIDELINES TO FORMAT THE DISSERTATIONS AND THESIS

### 2.1 BACKGROUND INFORMATION

Faculty of Graduate Studies (FGS) of General Sir John Kotelawala Defense University (KDU) offers postgraduate degree programs of Master degrees (MBA, LLM, MSc) leading to Master of Philosophy (MPhil) and Doctor of Philosophy (PhD). These programs involve course work and a research component and the medium of instruction is English. At the end of their research work they have to submit a research report and dissertation or a thesis. This chapter will provide the guidelines to format the document.

### 2.2 GENERAL GUIDELINES

The main body of text of the dissertation/thesis shall be clear, written in British English without any grammar mistakes and spelling mistakes (use spell checker). The left margin should be 1.25" in order to have space for binding and 1" for all the other margins. All chapters need to start on a new page but sections and sub sections should not start on new pages. The entire text of the main body should be justified.

#### 2.2.1 HEADINGS AND SUB HEADINGS

Main headings of the chapter should be Times New Roman bold with the font size 14. The other entire sub headings should be Times New Roman (font size – 13) **bold**.

#### 2.2.2 ABBREVIATIONS

The abbreviations for specific terms used in the dissertation have to be included after the list of Figures

### 2.3. WORD COUNTS, PAGE NUMBERING AND PAPER TYPE AND SIZES

#### 2.3.1 WORD COUNT

The minimum word count for Master degrees (MSc, MBA, LLM and MA) dissertations shall be **20,000 words**. For M Phil degree the minimum word count shall be **60,000** whereas for PhD degree thesis the word count shall be **100,000** words. The word count should not include words in the declaration formats, acknowledgement, literature review, list of references, bibliography (if available) and appendices.

##### 2.3.1.1 EXCEPTIONS TO WORD COUNTS

However, in some scientific work or in specialized research areas, the dissertations and thesis may contain valuable information based on their theoretical findings or experimental findings. Under such instances the word count shall not be considered where value of original findings is more important than the length of the document. This has to be given due considerations by the supervisors and examiners.



### 2.3.2 PAGE NUMBERING

The page numbers should appear at the top middle/centre part of the thesis placed 10 mm below the top margin of the page. The preliminary pages shall be numbered in **Roman letters (e.g. i, ii, iii ...)** from the title page to the end page of the list of abbreviations (see **Appendices 2.6.1 to 2.6.6**). Page numbering shall be done using **Arabic numerals (e.g. 1, 2, 3 ...)** from **introduction** to the end of the list of Appendices.

### 2.3.3 PAPERTYPE AND SIZES

To print the dissertation, good quality **A4 size (210 X 297 mm)** white paper (**80 GSM**) shall be used for the entire document. A laser quality printer has to be used to maintain the quality of the document. For maps and special type of figures and long tables, different sized papers could be inserted by folding them to suit the size of the thesis. The first and last page should be left page blank and it should be a thick quality paper (**230g. cm<sup>2</sup>**).

## 2.4 FRONT COVER FORMAT AND OTHER PRELIMINARY PAGES

### 2.4.1 FRONT COVER

**Appendix 2.1** Illustrates the format for the **cover page**. The title of the dissertation should strictly be the title approved by the Senate. Cover page should contain the following information:

- Top- Full title of the research (Times New Roman font 20 Bold)
- By (Times New Roman font 18 Bold)
- Middle- Full name of candidate (Times New Roman font 18 Bold)
- Bottom left- MBA / LLM / MSc / MPhil or PhD (Times New Roman font 18 Bold)
- Bottom right- Year of Submission (Times New Roman font 18 Bold)

### 2.4.2 THE SPINE

**Appendix 2.1.1** The format for the spine of the thesis is illustrated in **Appendix 2.1.1** The title of the thesis appears at the center and top of the spine (**Times New Roman Font size 14 Bold**). The name of the candidate appears on the next line and the last line contains the degree and the year (**Times New Roman Font size 14 Bold**).

### 2.4.3 TITLE PAGE

**Appendix 2.2** illustrates the **title page** which includes the Full title, full name of the candidate, statement – The thesis submitted to the KDU for the award of the degree of Masters/Doctor of Philosophy/ Master of Philosophy. Font sizes are given in the Appendix 2.2

### 2.4.4 SIGNED DECLARATION BY THE CANDIDATE

**Appendix 2.3** illustrates the **signed declaration by the candidate** stating that “The work described in this thesis was carried out by me under the supervision of ..... and report on this work has not been submitted in whole or in part to any other university or institution for another Degree or Diploma.



#### 2.4.5 SIGNED DECLARATION BY THE SUPERVISOR/S

**Appendix 2.4** illustrates the **signed declaration by the supervisor/s** with the date certifying the work of the candidate stating

“I/ we certify that the above statement made by the candidate is true and that this thesis is suitable for submission to the University for the purpose of evaluation”

Student will get the approval from the supervisor/s before the submission of the thesis for evaluation by getting his or her signature/s on this page.

#### 2.4.6 SIGNED DECLARATION BY THE SUPERVISOR/S CERTIFYING INCORPORATION OF EXAMINERS COMMENTS (FOR THE FINAL BOUND)

**Appendix 2.5** illustrates the Specimen for the **certification of the supervisor/s** on incorporation of examiner's comments. This page has to be incorporated into the thesis only at the submission of the final hard bound of the thesis after the incorporation of all the comments made by the examiners.

#### 2.4.7 TABLE OF CONTENTS (ToC), LIST OF TABLES, FIGURES, PLATES, APPENDICES AND LIST OF ABBREVIATIONS

Following page is the **Table of Contents**. Each item of the text in ToC has to be numbered using Arabic numerals up to 3 decimals. The list of Tables, figures and plates and list of appendices should follow the ToC. The list of abbreviations also has to be clearly stated on a fresh page. **Appendices 2.6.1 to 2.6.5** illustrate the order of items and the styles to prepare List of Tables, Figures, Appendices and Abbreviations in the entire thesis.

### 2.5 ACKNOWLEDGEMENT

Acknowledgements should be written in a fresh page in Times New Roman (font size- 12).

### 2.6 ABSTRACT

On this page, the title of the dissertation/thesis has to be given with the name and address of the author below it. The summary should not exceed **750** words (2 pages). **Appendix 2.7** illustrates the specimen abstract. Single spacing should be used in the abstract. The font size should be Times New Roman 12.

### 2.7 MAIN BODY TEXT

The text should be computer printed with double spaced typing (**font size-12, Times New Roman**) for the entire body of the main text.

Sub headings should be written with correct scientific and language norms and **Times New Roman bold italics, font size 13**.

Margins of the body text should be complied follow the following format:

- Top and bottom – 1 inch
- Right side - 1 inch
- Left side - 1.2 inches leaving space for binding



Main body of the text should include the following chapters;

- Introduction
- Literature Review
- Materials and methods (or Methodology)
- Results
- Discussion } Depending on the subject, results and discussion could be combined
- Conclusions
- Recommendations
- References
- Appendices

## 2.8. TABLES, FIGURES, MAPS AND PLATES

### 2.8.1 TABLES

The candidate has to be careful in preparing tables. Only the relevant data should be included in the Tables. Large number of tables with massive amounts of additional information which are not directly relevant to the candidate's work should not be incorporated into the appendices. **All the tables given in the text have to be referred to in the text.**

The title of the table should be written meaningfully. The Table caption should appear on the top of the Table. Table caption should be written in **Times New Roman Font size 12 bold** Arabic numbering should be used in numbering tables. Spacing in tables should be **single spacing** with **Times New Roman Font size 11**.

The tables of chapter 1 should be numbered as **Table 1.1**; E.g. Table 5 in Chapter 1 should be numbered as **Table 1.5**. Similarly Tables in Chapter 2 should be numbered as **Table 2.1** etc. The following table indicates how tables have to be presented in your document.

Table 3.1: Water requirements for the proposed project

	M <sup>3</sup> per day
During construction phase	175
During operational	175
Other	
Total	350



### 2.8.2 FIGURES

The Figure captions should be descriptive and meaningful and shall appear **below the Figure**. As in the table captions, the figures has to be labeled with the corresponding chapter numbers. For example; Figure 5 in Chapter 1 has to be labeled as **Fig. 1.5**. Figure 6 in Chapter 3 has to be labeled as **“Fig 3.6. Light characteristics of the equipment”**. Figure caption shall be written in **Times New Roman Font size 12 Bold. Figure numbers shall be written in Arabic.**

### 2.8.3 MAPS

The maps included in the thesis should appear in colour or with clear symbols to indicate different parts of the map. Index map should appear in the right corner of the map layout to indicate the location. The layout map shall contain the map scale, coordinates, north arrow, legend and the map title. The maps have to be printed on suitably sized paper and folded and incorporated into the document to suite the size of the document. The numbering of the maps also has to follow the same pattern of numbering as in Figures and Tables having the chapter number first and the map number next. For example 6<sup>th</sup> Map appearing in Chapter 3 has to be indicated as follows below the map: **Map 3.8 Study area located in the Kegalle district.**

### 2.8.4 PLATES

The candidate has to decide the most important plates to be included in the body text. Only the relevant plates referred in the text have to be incorporated into the report. Any additional plates could be incorporated in the appendices. Only good quality photographs and plates have to be used to maintain high standards.

All the plates have to be numbered in **Arabic numerals** and plate title shall appear below the plates in **Times New Roman Font size 12 Bold**. Numbering of plates also shall follow the same as in Tables, Maps and Figure title numbering. For example, Plate 2 in Chapter 4 shall be numbered as **Plate 4.2**. The titles of the plates also have to be written in a meaningful way. The candidate has to decide the most important plates to be included in the body text and additional plates could be incorporated in the appendices.

## 2.9 CITATIONS, FORMULAE, AND SCIENTIFIC NAMES

Citations should be written as author, year and the page number (p 223) or if range of pages (pp 223-224); E.g. (Gamma, E., et al., 1995 p 223) following the updated version of the Harvard style. Equations should be serially numbered on the right hand side and formulae should be clearly printed and all symbols in the equations should be clearly mentioned. For Legal research, legal terms shall be written in Latin. Scientific names of species should be written in italics (e.g. *Microcystis aeruginosa*).

## 2.10 LIST OF REFERENCES

References shall be written using the updated version of the Harvard style and written in alphabetical order (see **Appendix 2.7.1**). Details of the referencing procedure are given in chapter 3 on **in-text** citation method and preparation of **list of references** of different elements such as journals, books, E books, reports, web sites etc.



## GUIDELINES TO FORMAT THE DISSERTATIONS AND THESIS

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### 2.11 APPENDICES

The order of listing of appendices shall be in accordance with the order in which they are referred in the text. All the appendices have to be numbered properly as Appendix 1, Appendix 2 etc, with the relevant headings (Times New Roman – font size 14 **bold**) and titles of the appendices have to be clearly mentioned. All the appendices should be numbered, titled, and should give explanatory notes.

### 2.12 DRAFT THESIS COPY

For the evaluation purpose of the thesis, initially, the candidate has to submit the thesis in a spiral bound format in **four copies for Masters degree and five copies for MPhil and PhD degree** to the FGS. Two copies will be sent to the evaluators, one copy will remain with the FGS. One copy shall remain with the candidate for the Viva Voce. The candidate shall bring that copy for the Viva Voce for his/her reference.

The draft copy of the dissertation/thesis (to be sent to the evaluators) should contain all the pages prepared according to the appendices of this chapter other than the **Appendix 2.1.1 and 2.5**

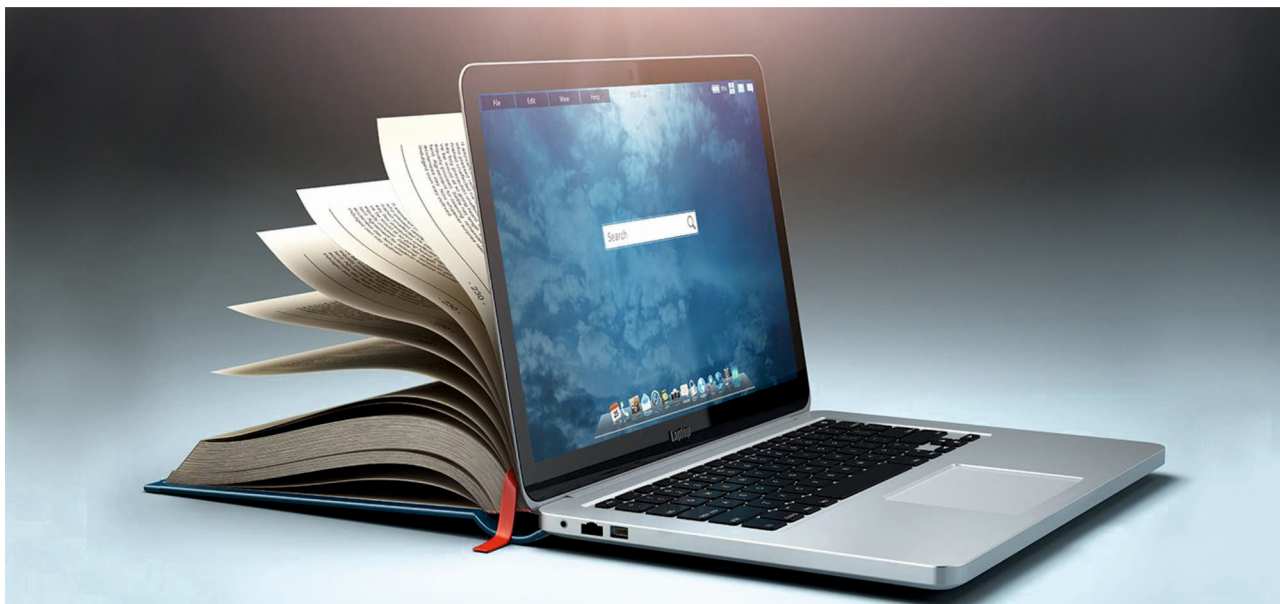
### 2.13 FINAL HARD BOUND

The final hard bound copy should be prepared in the respective colour by the candidate after the Viva Voce examination after including of relevant comments made by the two examiners with the supervisor's approval or examiner's approval. All the Appendices in Chapter 2, except **Appendix 2.4** have to be incorporated into the final bound.

### 2.14 SPECIFIED COLOURS AND BINDING

Specified number of copies should be submitted to FGS, bound with cloth, rexine or with a material with equivalent quality. Cover of the thesis has to be in the colour given below with **gold lettering**. To maintain consistency of the color of the final bounds submitted by candidate to KDU, binding has to be done through the KDU printing press.

- MSc- Dark Blue (Navy Blue)
- MPhil- Dark Green (Green Bank)
- PhD – Dark Red (Raspberry)





**APPENDIX 2.1- SPECIMEN COVER PAGE- LETTERING GOLD IN THE FINAL COPY AFTER VIVA VOCE**

**POPULATION DYNAMICS IN AN AQUATIC WATER  
BODY IN KEGALLE, SRI LANKA**

(Times New Roman Bold 16)

**By**

**DHAMMIKA HETTIARACHCHI**

(Times New Roman Bold 16)

**Master of Business Administration/ Master of Philosophy/  
Doctor of Philosophy etc.**

**(name of the degree)**

(Times New Roman 16 Bold)

**2<sup>nd</sup> June 2021**

**APPENDIX 2.1.1- SPECIMEN SPINE**

Times New Roman – Font size 14- Bold (Without the outline)  
**(Lettering gold)**

**Population Dynamics in an Aquatic Water Body in Kegalle Sri Lanka  
Dayasiri Mapatuna PhD 2004**



**APPENDIX 2.2- SPECIMEN TITLE PAGE**

**POPULATION DYNAMICS IN AN AQUATIC WATER BODY IN  
KEGALLE, SRI LANKA**  
(Times New Roman Bold 16)

by

(Times New Roman 16)

**DHAMMIKA HETTIARACHCHI**

(Times New Roman Bold 16)

*The Thesis/ Dissertation/ Research Report submitted to*

**GENERAL SIR JOHN KOTELAWALA DEFENCE  
UNIVERSITY,  
SRI LANKA**

*In partial fulfillment of the requirement for the award of the degree  
of*

(Times New Roman 14)

**Doctor of Philosophy**

(Times New Roman Bold 16)

**15<sup>th</sup> September 2021**

(Times New Roman Bold 16)



**APPENDIX 2.3- SPECIMEN FOR THE SIGNED DECLARATION BY THE CANDIDATE**

**DECLARATION**  
**(Times of New Roman 16 Bold)**

I hereby declare that the work described in this report/dissertation/ thesis was exclusively carried out by me under the guidance of supervisors given below and I certify that the report on this work has not been submitted in whole or in part to any other university or institution for another degree or Diploma.

(Times of New Roman 12)

Date ..... ..

**Name of the candidate**  
**(Times New Roman 12)**

I/we certify that the above statement made by the candidate is true.

**Certified by**

1. Supervisor (Name) .....  
(Signature) ..... Date .....
2. Supervisor (Name) .....  
(Signature) ..... Date .....
3. Supervisor (Name) .....  
(Signature) ..... Date .....



## APPENDIX 2.4- SPECIMEN FOR THE SIGNED DECLARATION BY THE SUPERVISOR/S

### **CERTIFICATION OF THE SUPERVISOR/S** (Times New Roman Bold 16)

(At the submission of the thesis in temporary bound form for the purpose of evaluation)

I/ we certify that this Report/Dissertation/Thesis is suitable for submission to the University for the purpose of evaluation

1. Supervisor (Name) .....  
(Signature) ..... Date .....
2. Supervisor (Name) .....  
(Signature) ..... Date .....
3. Supervisor (Name) .....  
(Signature) ..... Date .....

**APPENDIX 2.5- SPECIMEN FOR THE CERTIFICATION OF THE SUPERVISOR/S ON INCORPORATION OF EXAMINER'S COMMENTS**

**CERTIFICATION OF THE SUPERVISOR/S**

(Times New Roman Bold 16)

**ON**

**INCORPORATION OF EXAMINERS COMMENTS**

(Times New Roman Bold 16)

(At the Final submission of the thesis in Hard Bound Form)

(Times New Roman Bold 12)

This is to certify that Mr. /Mrs. /Ms. ....  
has incorporated the relevant corrections according to the comments made by the examiners.

**Certified by:**

1. Supervisor (Name) .....  
(Signature) ..... Date .....
2. Supervisor (Name) .....  
(Signature) ..... Date .....
3. Supervisor (Name) .....  
(Signature) ..... Date .....



**APPENDIX 2.6.1: ORDER OF THE ITEMS IN THE THESIS and NUMBERING STYLE AS AN EXAMPLE.**

<b>Chapter</b>	<b>Item</b>	<b>Page No.</b>
	Title page	i
	Declaration by the Candidate	ii
	Declaration by the Supervisor/s	iii
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	Abstract	v
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1	Introduction	1
2	Literature Review	4
3	Materials and Methods	15
4	Results	21
5	Discussion	55
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APPENDIX 2.6.2: FORMAT OF ToC AS AN EXAMPLE

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1.1.1 Research Problem .....	5
1.1.2 Significance of the study .....	
1.2 General Objectives .....	
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1.3 Scope of the study .....	
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2.0 Literature Review .....	
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4.0 Results .....	
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4.2.1	
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5.0 Discussion .....	
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**APPENDIX 2.6.2: FORMAT OF ToC AS AN EXAMPLE**

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6.0 Conclusions .....  
6.1  
6.1.1  
6.2  
6.3  
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7.0 Recommendations .....  
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7.2  
Etc....  
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2	Hazard analysis and critical control points	102
3	Location of the borer holes and the contour details	103
4	Preliminary cost estimate for extension	105
5	The analysis report of treated effluent from the waste water treatment plant	106
6	Technical specifications of the waste water treatment plant	107
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9	Benefit to the society	
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## APPENDIX: 2.6.6 LIST OF BREVATIONS -STYLE AS AN EXAMPLE

### **ABBREVIATIONS**

(Times New Roman 16 Bold)

CBO	Central Business Organization
CEA	Central Environmental Authority
CMC	Colombo Municipal Council
EPL	Environmental Protection License
IEE	Initial Environmental Examination
PAA	Project Approving Agency
PP	Project Proponent
SLTDA	Sri Lanka Tourist Development Authority
UNDP	United Nations Development Program

All text- Times New Roman- 12



APPENDIX 2.7 - SPECIMEN FOR THE ABSTRACT

**MODELING WAVE DAMPING AND SEDIMENT TRANSPORT WITHIN A  
PATCH OF VEGETATION**

**Gangfeng Ma**

Department of Civil and Environmental Engineering,  
Old Dominion University,  
USA

Vegetation canopies control mean and turbulent flow structures as well as suspended sediment processes in the coastal wetlands. In this study, a three-dimensional hydrodynamic and sediment transport model is developed for studying flow/wave-vegetation-sediment interactions. The model is based on the non-hydrostatic model NHWAVE.

The vegetation effects on turbulent flow are accounted for by introducing additional formulations associated with vegetation induced drag and turbulence production in the governing equations.

The sediment concentration is obtained by solving the advection-diffusion equation with sediment exchange at the bed. The turbulent flow and suspended sediment are simulated in a coupled manner. The model is validated against the laboratory measurements of partially vegetated open channel flows.

It is shown that the model can well predict the vegetation effects on the flow field. The model is then employed to study near shore sediment suspension influenced by a patch of vegetation, which is located in the surf zone.

The turbulence generated by wave breaking is greatly damped by the vegetation patch, resulting in considerably less sediment pickup from the bottom in the surf zone. Within the vegetation patch, most suspended sediments are restricted in a thin layer near the bottom. The net sediment transport is in the shoreward direction, in contrast to the seaward net transport of sediments in the un-vegetated surf zone.

**KEYWORDS**

NHWAVE; vegetated flow; sediment transport; nearshore sediment flux

**available from :** <https://journals.tdl.org/icce/index.php/icce/article/view/7175>

DOI: <http://dx.doi.org/10.9753/icce.v34.sediment.17>

**accessed on:** 21.06.2016



## APPENDIX: 2.7.1 REFERENCES -STYLE AS AN EXAMPLE

### REFERENCES

(Times New Roman- Bold Font 16)

Anon (2013): *A proposed new strategy for water resources development in Sri Lanka.*

Report Submitted to NWSDB Available from <http://www.e-booksdirectory.com/listing.php?category=6>[Accessed on 06<sup>th</sup> Sept. 2007].

Balakrishnan, R (2006): Why aren't we using 3d user interfaces, and will we ever?  
*IEEE Symposium on 3D User Interfaces*, 25<sup>th</sup> –26<sup>th</sup> March 2006, p 23. Available from:  
doi:10.1109/VR.2006.148 [Accessed: 8<sup>th</sup> June 2010]

Brown, K; Burgess, J; Festing, M and Royer, S Eds.(2010): Value Adding Webs and Clusters – Concepts and Cases. Munich and Mering: Rainer Hampp Verlag.

Cameron, H T and Sanjaya, W E P (2009): Guide lines for Environmental sustainability criteria in Sri Lanka, *Journal of Environmental Sciences*, 25 (3), pp 308-325

Curtis, G Cude (2007): Oregon water quality index a tool for evaluating water quality management effectiveness, *JAWRA, Journal of The American Water Resources Association*, 37,(1), pp 125–137, DOI: 10.1111/j.1752-1688.2001.tb05480.x

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<https://www.gov.uk/government/publications/2010-to-2015-government-policy-water-quality/2010-to-2015-government-policy-water-quality>, [Accessed on 16.10.2015].

Faith A; Fitzpatrick, Ian R Waite; Patricia J; D'arconte, Michael R; Meador, Molly A; Maupin, A And Martin E. Gurtz (2008): *Revised methods for characterizing stream habitat in the national water-quality assessment program*, Available from  
<http://pubs.usgs.gov/wri/wri984052/>, [Accessed on 12<sup>th</sup> Oct 2015]

Horton, RM; Coffel, ED; Winter, J M and Bader, DA (2015): Projected changes in extreme temperature events based on the NARCCAP model suite. *Geophys. Res. Lett.*, early on-line,  
doi:10.1002/2015GL064914 [Accessed: 8<sup>th</sup> September 2015].

IUCN (2002): *Workshop Report for the Development of a National Strategy for Incorporating Traditional Knowledge into Development Practices. A Stakeholder Workshop organized jointly by IUCN Sri Lanka and the National Science and*

*Technology Commission of Sri Lanka (NASTEC), IUCN Sri Lanka Office. Available at*  
[http://www.iucn.org/about/union/secretariat/offices/asia/asia\\_where\\_work/srilanka/publication/](http://www.iucn.org/about/union/secretariat/offices/asia/asia_where_work/srilanka/publication/),  
[Accessed: 5<sup>th</sup> October 2015]

APPENDIX: 2.7.1 REFERENCES - STYLE AS AN EXAMPLE

**REFERENCES**

(Times New Roman- Bold Font 16)

Kumar, A (2004): *A text Book of Environmental Science*. India. Sarasgraphics, New Delhi-110064. P 324

Lalsons, K and Perera, S (2009): Water quality in upland Hydropower reservoirs of Sri Lanka. *Vidyodaya Journal of Sceince*, 30 (6). pp.398-435

*Nat Geo Wild (2015): World's deadliest snakes*, National Geographic Channel, Sunday 18 October 2015 at 8:00pm

Samantha H, T (2006b): Modified Criteria for Environmental Protection License. *Journal of Environmental Sciences* 29 (3) pp 210-214

Samantha, H T (2006a): Criteria for Environmental Protection License. *Journal of Environmental Sciences* 29 (3) pp 204-209

Seibel, R and Saffran, J (2006,): Tune or text: The effect of text on melody recognition. *XVth Biennial International Conference on Infant Studies, Kyoto, Japan*. p 23. Available from [http://www.allacademic.com/meta/p94581\\_index.html](http://www.allacademic.com/meta/p94581_index.html) [Accessed: 8<sup>th</sup> June 2009]

Sorber, T H; Kanthi, S S; Viraj J K M and Huffmann, J K H (1998): Poverty elevation strategies for the rural community of Sri Lanka, *Journal of Socio economic studies* 76 (3) pp 230 - 255

Space Report (2013): Greater insight into government budgets around the world, and discussion of differing worldwide patterns of budget growth or reductions, Available from <http://www.spacefoundation.org/education/resources/space-report-education>, [Accessed: on 12<sup>th</sup> Oct. 2015].

Tester, J W (2008): "The future of geothermal energy as a major global energy supplier" In: H Gurgenci and AR Budd (eds), *Proceedings of the Sir Mark Oliphant International frontiers of science and technology Australian geothermal energy conference*, 5 January 2010, Geosciences Australia, Canberra, Available from [http://www.ga.gov.au/image\\_cache](http://www.ga.gov.au/image_cache)

Vigitha, S U (2012): Semiconductor research in science. *Journal of technological Engineering* 68 (3) pp203-215

Wang, S A; Sobel, A; Fridlind, Z; Feng, J.M; Comstock, P; Minnis, S and Nordeen, M (2015): Simulations of cloud-radiation interaction using large-scale forcing derived from the cindy/dynamo northern sounding array. *J. Adv. Model. Earth Syst.*, early on-line, doi:10.1002/2015MS000461 [Accessed: 8<sup>th</sup> September 2015].



## APPENDIX: 2.7.1 REFERENCES - STYLE AS AN EXAMPLE

### REFERENCES

(Times New Roman- Bold Font 16)

Wilkinson, R (1999): Sociology as a marketing feast. In: M. Collis, L. Munro, and S. Russell (Eds.), *Sociology for the New Millennium. 7-10 December 1999*, Australia, Melbourne. The Australian Sociological Association, Monash University, Melbourne, Churchill, VIC: Celts. , pp. 281-289.

World Health Organization, Geneva (2008): *Guidelines for drinking water quality, third edition, Volume 1- recommendations, Geneva*, World Health Organization ISBN 924 154 638 7.

“ There is no secrets to success.  
It is the result of preparation, hard work,  
and learning from failure. ”

Colin Powell

## GUIDE TO PREPARE REFERENCE LIST IN HARVARD STYLE

### 3.1. INTRODUCTION

#### 3.1.1 GOOD ACADEMIC PRACTICE

Reference list is the list of all the material cited in a document. Referencing is meant for **acknowledging the other's work** in your document (report/ dissertation or thesis etc.). Failure to acknowledge other's work or ideas, statements etc. used in your document is considered as an **academic fraud or dishonesty (a form of plagiarism)**. Therefore it is **essential to give the source of information** taken from others and cite in the body of the text.

To avoid plagiarism you can check your own document using Turnitin software which is available at the KDU Library. Evaluation copies of the software also could be downloaded from the web or **Viper plagiarism scanner** (plagiarism free software download) could be used to screen your document before submitting it for evaluation. Viper is a free software available in the web and details could be obtained by typing "Viper plagiarism scanner" to searching and download.

#### 3.1.2 AUTHOR- DATE SYSTEM OR HARVARD SYSTEM

Many degree awarding institutes formulate a set of guidelines to prepare a list of cited references in documents. The **author-date system** which is commonly known as the **Harvard Style** is standardized by the British Standards Institution (BSI) and British Standard Harvard, (BS ISO 690:2010). This style is used in citing and referencing published material in dissertations thesis and other such documents. There are a number of Harvard referencing styles.

The cited references shall be listed at the end of the document following the guidelines. To avoid unnecessary problems, students are advised to read the guidelines given in this chapter carefully **in citing the other's work and in preparing the reference list of the cited work**.

Harvard style is based on two requirements;

1. References shall be cited in the main body of the text in an appropriate manner.
2. The reference list of the cited work shall appear at the end of the document arranged according to the alphabetical order following the specified Harvard style.

#### 3.1.3 FGS KDU GUIDELINES FOR HARVARD REFERENCING STYLES

The candidates registered at Faculty of Graduate Studies (FGS) of Sir John Kotelawala Defence University (KDU), shall follow the Harvard Style for the reference list of the **research report/Dissertation/thesis/other documents**. This chapter describes how to cite the sources in text and how to prepare the list of references for different categories of publications (journals, E journals, books, E books, etc) in a Harvard style reference list.



### 3.1.4 SOME TECHNICAL POINTS

#### PARAPHRASING:

If you incorporate someone else's ideas in your own words, in your document, it is essential to give the source of information (In-text citation with page number/s) and include the reference in the reference list.

#### QUOTATIONS:

When you use someone's words directly within quotation marks, the source has to be given as In-text citation with page number/s and the reference should be included in the reference list.

#### COMMON KNOWLEDGE:

Facts, thoughts and ideas commonly known; such as Colombo city is located in Western Province of Sri Lanka, need not to be cited or referenced.

#### REFERENCE LIST AND BIBLIOGRAPHY

You have to be aware of the difference between the two terms; **Reference list** and the **Bibliography**. The reference list includes all the sources/items **you have cited directly** (in-text citations) in your document. However the **bibliography** is the list of sources you have used for background reading in preparing your document but you may have directly **cited them or not in the text of your document**.

#### REFERENCE LIST

This should appear at the end of your document on a separate page. You have to include only the references **you have cited in your document**. List the references alphabetically by author / editor / corporate author, irrespective of the format (journal, book, e-book, website etc.) of the source used.

#### BIBLIOGRAPHY:

Students often include references in the reference list that were not cited in their text. This is due to the above reason. That could be avoided by giving such references in a separate bibliography if it is really necessary. If the bibliography is inserted in your document, the listing has to be done in the same way as the reference list. You have to discuss with your supervisor whether to insert a separate bibliography also in the document.

#### REFERENCE MANAGEMENT SOFTWARE:

You can use reference management software such as EndNote desktop and EndNote-Web to format your references properly.

Endnote desktop is a computer package usually installed in the relevant institute that helps you to organize your references. Endnote web is the web-version of this program, available to use off-campus and both versions are compatible with each other.

Information on endnote X7 could be obtained from [endnote.com](http://endnote.com) and 30 day trial version



could be downloaded from <http://endnote.com/downloads> and could be used by the students to organize their reference lists properly.

### **OTHER FREE SOFTWARE**

Mendeley is userfriendly software that students can download to prepare their reference list. If EndNote software is unavailable, you can try downloading Mendeley to prepare your reference list. The website to download Mendeley software is <https://www.mendeley.com/download-mendeley-desktop/>

## **3.2 CITATION AND REFERENCING GUIDELINES FOR JOURNALS**

### **3.2.1 JOURNALS (PRINTED)**

#### **REFERENCING METHOD**

- Surname, initials
- Publication (Year in brackets)
- Title of article
- Title of Journal in italics
- Volume No
- Issue Number in Brackets (if given)
- Page numbers of the article (The number of the first and last pages on which the article appears)

#### **IN-TEXT CITATION EXAMPLE:**

##### **ONE AUTHOR**

As (Gamage 1999, p 23) indicated.....

##### **TWO OR THREE AUTHORS**

Increase in funds for environmental protection criteria has to be revised as stated by Cameron and Sanjaya, (2009, p 308). This matter was further discussed in Cameron and Sanjaya, (2009, p310). Gamlath K K (2009 pp 203,208) has described a strategy for the same. As shown in the above example if two different pages of the same author/s are cited it has to be indicated with page numbers. If more than one page is cited, it has to be indicated as: (2009, pp 203,208).

##### **MORE THAN THREE AUTHORS**

Sorber et al (1998, P 234) stated that poverty elevation is a problem .....

**REFERENCE LIST EXAMPLE:**

**ONE AUTHOR:**

Gamage, H S (1999): Power crisis in rural areas of Sri Lanka, *Journal of socio economic studies* 23 (4) pp 22- 245.

**TWO OR THREE AUTHORS**

Cameron, H T & Sanjaya, W E P (2009): Guide lines for Environmental sustainability criteria in Sri Lanka, *Journal of Environmental Sciences*, 25 (3), pp 308-325

**MORE THAN THREE AUTHORS:**

Sorber, T H; Kanthi, S S; Viraj J K M and Huffmann, J K H (1998): Poverty elevation strategies for the rural community of Sri Lanka, *Journal of Socio economic studies* 76 (3) pp 230 - 255

**3.2.2 JOURNAL ARTICLES (ELECTRONIC/ONLINE)**

Many journals are available in electronic format and such articles can be downloaded in a number of formats such as PDF files, HTML files/web page or in both latter formats.

If it is downloaded as PDF files, they could be referenced as the printed journal format. **However whenever available Universal Resource Locator-URL and the date on which the candidate accessed it has to be mentioned in the reference as given below.** If the page numbers are not available, that could be omitted.

**REFERENCING METHOD**

- Surname, Initials
- Publication year in brackets
- Title of article
- Title of journal - italics
- Volume number
- Issue Number (if given)
- Page number/s of the article (The number of the first and last pages on which the article appears)
- Available from: URL (e- journal web address)
- [Accessed: the date viewed in square brackets]

**IN- TEXT EXAMPLE:**

Samson (2005 P 168) discussed .....



**REFERENCE LIST EXAMPLE:**

Samson, J B (2005): Future directions in space studies, *International Journal of space policy*. 49 (3). pp.163-168. Available: <http://www.journals.elsevier.com/space-policy/> [Accessed: 5<sup>th</sup> June 2015].

If the journal article you are citing is in HTML file/web page, use the above format.

**3.2.2.1 DIGITAL OBJECT IDENTIFIERS (DOI)**

Certain publishers and databases use DOI which is a unique permanent identifier given by the publisher. With this DOI, the article could always be found online. Even though the doi is not mentioned in the Harvard style, when DOI is available, the candidate could use the DOI instead of the web address as given in the following example:

**IN -TEXT EXAMPLE:**

As Horton et al indicated in their studies.....  
As Wang et al discussed .....

**REFERENCE LIST EXAMPLE:**

Horton, RM; Coffel, ED; Winter, J M and Bader, DA (2015): Projected changes in extreme temperature events based on the NARCCAP model suite. *Geophys. Res. Lett.*, early on-line, doi:10.1002/2015GL064914 [Accessed: 8th September 2015]  
Wang, S A; Sobel, A; Fridlind, Z; Feng, J.M; Comstock, P; Minnis, S and Nordeen, M (2015): Simulations of cloud-radiation interaction using large-scale forcing derived from the CINDY/DYNAMO northern sounding array. *J. Adv. Model. Earth Syst.*, early on-line, doi:10.1002/2015MS000461 [Accessed: 8th September 2015].

**3.2.2.2 DATABASE ITEMS**

There are full texts of journal articles, newspapers, and other publications available in searchable databases. Such databases could be accessed only through the Library Resource Database. Journals in full text databases are usually available via subscription by the library. Therefore, it is necessary to cite the database name and the date of access.

Library-subscribed resources usually have URLs that will not work independently. Hence, URLs are not generally included when citing database resources.

**IN-TEXT EXAMPLE:**

(Saunders 2006, p. 171) .....

Articles retrieved from databases are usually in pdf form and have page numbers.

**REFERENCE LIST EXAMPLE:**

Saunders, D A (2006): Case studies on diabetic foot ulcers, *Journal of Canadian Helath Sciences* , 3 (3), pp 164-189, Available from Informit Full Text Database, ISSN; 0738-85332015MS000461 [Accessed: 11th May 2012].

**3.2.3 TRANSLATION JOURNAL**

The entire journal may be translated into another language. Under such circumstances the name of the author (translator) and the title of the journal in translated language have to be followed by the original journal data for citations.

**REFERENCING METHOD**

- Author (translator)
- Year of publication
- Title of journal: (from translated language)
- Page Numbers of the translated journal

**ORIGINAL JOURNAL DATA**

- Surname, initials.
- Publication Year in brackets
- Title of article:
- Title of Journal in italics:
- Volume No.:
- Issue Number in Brackets (if given)
- Page numbers of the article (The number of the first and last pages on which the article appears).

**IN -TEXT EXAMPLE:**

Singh (1970 p 29) discussed the chemical nature of certain substances.....

**REFERENCE LIST EXAMPLE:**

Singh, MNS (1970): Gen Chem. USSR (Engi. Translation). 25- 1005 *Zh Obschch. Khim*, 67 (2) 25 -997 (Translation journal data followed by original journal data).



### 3.2.4 SUMMARY TABLE WITH MORE EXAMPLES FOR IN TEXT CITATIONS OF JOURNALS (PRINTED AND OTHER) AND STYLE OF WRITING THE REFERENCE LIST IN HARVARD SYSTEM

**Table 3.1** illustrates how the in-text citations will be done and how it appears in the Reference List. This table will provide the necessary guidelines to indicate how

- I. How the author's name appears in the text when cited
- II. How single page citation and range of page citations should appear in the citation
- III. How to cite two or more references of different authors in chronological form
- IV. How to indicate the work published by the same author in the same year
- V. How to use quotations for phrases originally appeared in the text of an author
- VI. How to use information from secondary sources in the text and how to list them in the reference list
- VII. How to cite electronic journals and list them in the reference list
- VIII. How to use Digital Object Identifiers
- IX. How to cite a journal article from a full text database

TABLE 3.1 JOURNAL PAPERS- CITATIONS and REFERENCE LIST		
	IN -TEXT EXAMPLES	REFERENCE LIST ELEMENTS
<b>Author's name in the part of the sentence</b>		
1	The government sources indicated that the increase in funds for environmental protection criteria has to be revised as stated by Cameron & Sanjaya, (2009, p 309)	Cameron, H T and Sanjaya, W E P (2009): Guide lines for Environmental sustainability criteria in Sri Lanka, <i>Journal of Environmental Sciences</i> 25 (6), pp 308-325
2	According to Lalsons & Perera (2009, pp 399-400), the blooming and eutrophication in the upland hydropower reservoirs is mainly due to accumulation of phosphorus and Nitrates in the shallow reservoirs.	Lalsons, K and Perera, S (2009): Water quality in upland Hydropower reservoirs of Sri Lanka. <i>Vidyodaya Journal of Science</i> , 30 (6). pp.398-435
<b>Chronological format (The two references of different authors are cited here chronologically - The oldest source first and the latest one second).</b>		
3	According to Huffmann (1992, p 204) and Sonders et al. (2005, p 127), the criteria adopted for fluid mechanics has to be considered further before come to a conclusion.	Huffmann, K F (1992): Criteria for Fluid mechanics, <i>Journal of Mechanical Engineering</i> , 25 (3) pp 125-146.  Sonders, F E; Gihan, T Y and Saunders, F T (2005): Novel thinking for fluid mechanics. <i>Journal of Mechanical Engineering</i> 38 (5) pp. 203-209.



## GUIDE TO PREPARE REFERENCE LIST IN HARVARD STYLE

TABLE 3.1 JOURNAL PAPERS- CITATIONS and REFERENCE LIST		
	IN -TEXT EXAMPLES	REFERENCE LIST ELEMENTS
<b>Two or more works of the same author published in the same year</b>		
4	Samantha (2006a, p 208, 2006b, p 212) indicated requirements to develop new criteria to issue Environmental Protection Licenses to clients.	Samantha, H T (2006a): Criteria for Environmental Protection License. <i>Journal of Environmental Sciences</i> 29 (3) pp 204-209
		Samantha H, T (2006b): modified Criteria for Environmental Protection License. <i>Journal of Environmental Sciences</i> 29 (3) pp 210-214
<b>Using quotations for phrases that originally appeared in the text of an author (Do not begin a sentence with a quotation but integrate it into the sentence)</b>		
	As observed in the present study, a statement of Vigitha (2012, p 204) states that “semiconductors can do wonders in technology”.	Vigitha, S U (2012): Semiconductor research in science. <i>Journal of technological Engineering</i> 68 (3) pp203-215
<b>Author citing another author (secondary citing)- However secondary citing is not encouraged. It is allowed only when the original paper is not available. Primary source shall be in the reference list</b>		
	Huffmann (1999 p 321), as cited by Sorbonet al (1998 p 328) which refers to community based studies for health sector trends, <b>or</b>  Huffmann (1999 p 321) cited in Sorbon et al1998 p 328)	Sorbon, K K; Ingrid, W E P; Sara WE and Peter, W K S (1998): Healthsector trends for communicable diseases based on social studies, <i>Journal of Health Sciences</i> 50 (3) pp325-423.
<b>Multiple sources- Use semicolons to clearly separate multiple sources.</b>		
	There are many publications on water Faith A; Fitzpatrick, Ian R Waite; quality surveying techniques; Faith et al Patricia J; D'arconte, Michael R; (2008); World Health Organization (2004) Meador, Molly A; Maupin, A And and Curtis (2007) etc.	Martin E. Gurtz (2008): <i>Revised methods for characterizing stream habitat in the national water-quality assessment program</i> , Available from <a href="http://pubs.usgs.gov/wri/wri984052/">http://pubs.usgs.gov/wri/wri984052/</a> , [Accessed on 12 <sup>th</sup> Oct 2015]  World Health organization, Geneva (2008): <i>Guide lines for drinking water quality, third edition, Volume 1- recommendations, Geneva</i> , World Health Organization ISBN 924 154 638 7  Curtis, G Cude (2007): Oregon water quality index a tool for evaluating water quality management effectiveness, <i>JAWRA, Journal of The American Water Resources Association</i> , 37,(1), pp 125–137, DOI: 10.1111/j.1752- 1688.2001.tb05480.x
<b>Citations from electronic journals</b>		
	Samson (2005, p 169) described the future directions in space crafts.	Samson, J B (2005): Future directions in space studies, <i>International Journal of spacepolicy</i> . 49 (3). pp.163-168. Available: <a href="http://www.journals.eelsevier.com/space-policy/">http://www.journals.eelsevier.com/space-policy/</a> [Accessed: 5 <sup>th</sup> June2015].



TABLE 3.1 JOURNAL PAPERS- CITATIONS and REFERENCE LIST	
IN -TEXT EXAMPLES	REFERENCE LIST ELEMENTS
<b>Digital Object Identifiers (DOI)</b>	
Jhonson (2009, p565-566) discussed the distribution of chronic Kidney disease in tropical countries and pesticide release to environment.	Jhonson, S T (2009): Statistics of Chronic Kidney Disease in SriLanka, <i>Environmental International</i> , 38 (5), pp 566-578, Available from: doi:12.1236/I.envint.2008.09.012 [Accessed: 8 <sup>th</sup> June 2009].
<b>To cite a journal article from full text database</b>	
Saunders (2006 p 165) described the foot ulcers due to diabetic disease.....	Saunders, D A (2006): Case studies on diabetic foot ulcers, <i>Journal of Canadian Health sciences</i> , 3 (3), pp. 164-189, Available from Informit Full Text Database, ISSN; 0728-8433. [Accessed: 11 <sup>th</sup> May 2009].

### 3.3 CONFERENCE PAPERS (PRINTED, ELECTRONIC AND UNPUBLISHED)

#### 3.3.1 CONFERENCE PROCEEDINGS PAPER (PRINTED)

If you wish to cite a conference or seminar paper published in proceedings (printed), the general format for in- text citation and the reference list is given below:

#### REFERENCING METHOD

- Surname, initials
- Year of proceedings Publication (Year in brackets)
- Title of Paper/Article
- Editor's Surname, initials. Ed. **(if available)**
- Title of conference or proceedings in italics
- Date of conference in italics
- Location of conference in italics
- Place of publication
- Publisher
- Page numbers of the article (The number of the first and last pages on which the article appears)

#### IN -TEXT EXAMPLE:

Mertins et al (2007 p 358) discussed .....

Wilkinson (1999 p 289) indicated sociological aspects relevant to .....

Prescott and Nicholas (1988 p 23) indicated that .....

#### REFERENCE LIST EXAMPLE:

Mertins, K; Finke, I; Orth R and Will, M (2007): Organizational Knowledge Management. From Strategy to Operational Implementation. In: Dimitrov, D. (Ed.): *Proceedings of the International Conference on Competitive Manufacturing*

## GUIDE TO PREPARE REFERENCE LIST IN HARVARD STYLE

(COMA). Stellenbosch, South Africa, 31. January-2. February. Stellenbosch: Global Competitiveness Centre in Engineering, Department of Industrial Engineering, University of Stellenbosch, pp. 355-361.

Wilkinson, R (1999): Sociology as a marketing feast. In: M. Collis, L. Munro, and S. Russell (Eds.), *Sociology for the New Millennium. 7-10 December 1999*, Australia, Melbourne. The Australian Sociological Association, Monash University, Melbourne, Churchill, VIC: Celts. , pp. 281-289.

Prescott, N and Nichols, L M (1998): International Comparison of Medical Savings Accounts. In: N. Prescott, ed. *Choices in Financing Health Care and Old Age Security, 8 November 1997, Singapore*. Washington, D.C.: World Bank Publications, pp. 19-32.

### 3.3.2 CONFERENCE PROCEEDINGS PAPER (ELECTRONIC)

#### REFERENCING METHOD

- Surname, initials
- Year of proceedings Publication (Year in brackets)
- Title of article/paper
- Editor's Surname, initials. Ed. **(if available)**
- Title of conference or proceedings in italics
- Date of conference in italics
- Location of conference in italics
- Publisher
- Available from: URL (e- journal web address)
- [Accessed: the date viewed in square brackets]

#### IN -TEXT EXAMPLE:

Tester (2008, p 9) indicated.....  
Fan et al (2000, p 25) suggested that .....

#### REFERENCE LIST EXAMPLE:

Tester, J W (2008): „The future of geothermal energy as a major global energy supplier“, In: H Gurgenci & AR Budd (eds), *Proceedings of the Sir Mark Oliphant International frontiers of science & technology Australian geothermal energy conference*, 5 January 2010, Geosciences Australia, Canberra, Available from [http://www.ga.gov.au/image\\_cache/GA11825.pdf](http://www.ga.gov.au/image_cache/GA11825.pdf) [Accessed 9<sup>th</sup> Feb 2010].

Fan, W; Gordon, M D & Pathak, R (2000): 'Personalization of search engine services for effective retrieval & knowledge management', *Proceedings of the twenty-first international conference on information systems*, 24 June 2004, pp. 20-34. Available from: ACM Portal: ACM Digital Library [Accessed: 8<sup>th</sup> June 2009]



### 3.3.3 CONFERENCE PROCEEDINGS PAPER (UNPUBLISHED)

#### REFERENCING METHOD

- Author or Presenter
- Publication Year in brackets
- Title of paper
- Paper presented at Title of conference, (Title of conference in italics)
- Location
- Date of conference
- Unpublished

#### IN-TEXT EXAMPLE:

Brown and Castle (2004) discussed the obstacle detection framework by analyzing .....

Secker (2011) discussed .....

#### REFERENCE LIST EXAMPLE:

Brown, S and Caste, V (2004): 'Integrated obstacle detection framework'. Paper presented at *IEEE Intelligent Vehicles Symposium*, IEEE, Detroit, MI, unpublished.

**SECKER, J. (2011):** Why, why, why delila? paper presented at *delila dissemination event*, senate house, london 26 July, unpublished.

### 3.3.4 SUMMARY TABLE WITH ADDITIONAL EXAMPLES FOR CITING REFERENCES FOR PROCEEDINGS AND REFERENCE LIST FOR CONFERENCE PROCEEDINGS.

**Table 3.2** illustrates in-text citation method and preparing the list of references for printed proceedings, electronic proceedings, and unpublished proceedings.

TABLE 3.2: CONFERENCE PROCEEDINGS - CITATIONS and REFERENCING		
	IN -TEXT EXAMPLES	REFERENCE LIST ELEMENTS
<b>Printed Proceedings</b>		
1	Wetland conservation techniques are discussed in IUCN (2004) .....	IUCN (2004):, Wetland Conservation in Sri Lanka. <i>Proceedings of the National Symposium on Wetland Conservation and Management</i> , Colombo, Sri Lanka. p. 75.
2	Mertins et al (2009p 336) discussed.....	Mertins, K; Will, M; Meyer, C (2009): InCaS: Intellectual Capital Statement. Measuring Intellectual Capital in European Small and Medium sized Enterprises. In: Stam, C. (Ed.): <i>Proceedings of the European Conference on Intellectual Capital (ECIC)</i> . INHolland University of Applied Sciences, Haarlem, The Netherlands, 28.-29. April 2009. Reading: Academic Publishing Ltd., pp. 355-362.

## GUIDE TO PREPARE REFERENCE LIST IN HARVARD STYLE

TABLE 3.2: CONFERENCE PROCEEDINGS - CITATIONS and REFERENCING		
	IN -TEXT EXAMPLES	REFERENCE LIST ELEMENTS
<b>Printed Proceedings</b>		
3	Reid, Norton and Mathew (2014) discussed ...	Reid, T K; Norton, D C; and Matthew, C (2014): A full scale evaluation of ultra-fine microfiber cloth medium to achieve a 0.1 mg/l total phosphorus limit, proceedings of the water environment federation, WEFTEC2014: session101through session 107, pp. 2405-2416(12)
<b>Electronic proceedings</b>		
1	Balakrishnan (2006p23) discussed.....	Balakrishnan, R (2006): Why aren't we using 3d user interfaces, and will we ever? <i>IEEE Symposium on 3D User Interfaces</i> , 25 <sup>th</sup> -26 <sup>th</sup> March 2006, p 23. Available from:doi:10.1109/VR.2006.148 [Accessed: 8 <sup>th</sup> June 2010]
2	Siebel (2006) indicated that.....	Seibel, R and Saffran, J (2006,): Tune or text: The effect of text on melody recognition. <i>Xv th Biennial International Conference on Infant Studies, Kyoto, Japan</i> . p 23. Available from <a href="http://www.allacademic.com/meta/p94581_index.html">http://www.allacademic.com/meta/p94581_index.html</a> [Accessed: 8 <sup>th</sup> June 2009]
<b>Unpublished paper</b>		
1	Brown and castle (2004) discussed.....	Brown, S and Caste, V (2004): Integrated obstacle detection framework'. Paper presented at the <i>IEEE Intelligent Vehicles Symposium</i> , IEEE, Detroit, MI. Unpublished.
2	In Langley (2008) the latest environmental issue on global warming .....	Langley, D (2008): <i>Global Warming or Global Meltdown? Global Environmental Summit</i> , May 2008, Zurich, Switzerland. Unpublished conference paper. Northwestern University Library, Evanston, 2008. Print.

### 3.4 BOOKS

#### REFERENCING METHOD

- Author/s' Surname/s and initials
- Publication Year in brackets
- Book Title in italics
- Book Edition (if not 1st)
- Place of publication (town/city)
- Publisher name
- Page numbers from which you have taken information



### 3.4.1 BOOKS WITH SINGLE AUTHOR

#### IN-TEXT EXAMPLE:

Kumar (2004 p 154) environmental impact assessment criteria.....

#### REFERENCE LIST EXAMPLE:

Kumar, A (2004): *A text Book of Environmental Science*. India. Sarasgraphics, New Delhi-110064. P 324

### 3.4.2 BOOKS WITH 2 OR THREE AUTHORS:

#### IN-TEXT EXAMPLE:

Russel & Ginn (2004 p 125) discuss the soil investigation techniques and.....

#### REFERENCE LIST EXAMPLE:

The names of authors with their initials have to appear in accordance with the way they appear in the book.

Russel, B J & Ginn, J S (2004): *Practical handbook of soil, vadose zone and ground water contamination, Assessment prevention and remediation*. Second edition, USA, Lewis publisher, CRC press LLC.pp 123-124

### 3.4.3 BOOKS WITH MORE THAN 3 AUTHORS

#### IN-TEXT EXAMPLE:

Gamage et al (2009) discuss the GIS techniques which could be used for.....

#### REFERENCE LIST EXAMPLE:

Gamage, S K; Samanthi, F R; Vijithamuni, V K and Saraswathi, F M (2009): *GIS for Sri Lankan Scientists*. 3<sup>rd</sup> Edition, Sri Lanka, Saman publishers.pp135



### 3.4.4 REFERENCING AN EDITED BOOK

#### REFERENCING METHOD

- Surname and initials of the editor/s
- Publication year in brackets
- Title of chapter: (not in italics)
- Series title and volume if applicable
- Edition – if not the first
- Place of publication
- Publisher

#### IN-TEXT EXAMPLE:

Weber et al ed., (1998 p 27). on cross cultural .....  
Gamanayake ed., (2006 p 148) discuss the quality assurance techniques .....

#### REFERENCE LIST EXAMPLE:

Weber, W; Festing, M and Dowling, P J (Eds.). (1998): Cross Cultural and Comparative International Human Resource Management, Special Issue of Management International Review. (Vol. 38).

Gamanayake, T L, ed. (2006): *The guide lines for academics on quality assurance procedures*. Sri Lanka. Lake House publisher. pp 128-130

### 3.4.5 CHAPTER IN AN EDITED BOOK

#### REFERENCING METHOD

- Surname and initials of the author writing the chapter
- Publication year in brackets
- Title of chapter: (not in italics)
- In: Surname and initials of the author writing the book or (eds.)
- Book title - italics
- Chapter page numbers
- Edition – if not the first
- Place of publication
- Publisher

#### IN-TEXT EXAMPLE:

Cooke & Philip (2001) discussed .....

#### REFERENCE LIST EXAMPLE:

Cooke, D J & Philip, L (2001): To treat or not to treat? an empirical perspective. in C.R. Hollin (ed.), *handbook of offender assessment & treatment* (pp. 3-15). Chichester: Wiley.



### 3.4.6 E-BOOKS

#### REFERENCING METHOD

- Author/s Surname/s and initials
- Publication Year in brackets
- Book Title in italics
- Book Edition (if not 1st)
- Place of publication (town/city)
- Publisher's name
- Available from: URL (web address)
- [Accessed: the date viewed in square brackets]

#### IN-TEXT EXAMPLE:

In Leonas (1922, p. 23) describe .....

#### REFERENCE LIST EXAMPLE:

Leonas, L B (1922): *General Biology*, H. Holt and company 1922 ISBN/ASIN: B00085PA70 p 616

Available from <http://www.e-booksdirectory.com/listing.php?category=6>  
[Accessed on 06<sup>th</sup> Sept. 2007].

### 3.4.7 TRANSLATED BOOKS

#### REFERENCING METHOD

- Author/s Surname/s and initials
- Year
- Title of book (italics)
- Translated by (translator's name)
- Place of publication
- Publisher

#### IN-TEXT EXAMPLE:

Bathes (1985) discussed .....

#### REFERENCE LIST EXAMPLE:

Barthes, R (1985) *The semiotic challenge*. Translated by Richard Howard. Berkeley: University of California Press.

**3.4.8 BOOKS PUBLISHED BY CORPORATE AUTHORS, (GROUPS, COMMITTEES, COMPANIES, INSTITUTIONS)**

**REFERENCING METHOD**

- Publications by Government departments, Committees
- Year of publication in brackets
- Title of the book in italics
- Country
- Name of issuing body
- Place of publication
- Publisher

**IN-TEXT EXAMPLE:**

Conservation strategies for the coastal belt of Sri Lanka are summarized in Sri Lanka, Department of coast Conservation, (1977 p 32):

**REFERENCE LIST EXAMPLE:**

Department of coast Conservation, (1977): *Conservation strategies in the coastal zones of Sri Lanka*. Sri Lanka, Government Press.

**3.4.9 SUMMARY TABLE WITH MORE EXAMPLES FOR CITING REFERENCES AND PREPARING REFERENCE LIST FOR BOOKS.**

TABLE 3.3: BOOKS- CITING AND REFERENCING		
	IN -TEXT EXAMPLES	REFERENCE LIST ELEMENTS
<b>Printed books</b>		
1	The facts on challenging the social world are discussed in Steven (2013).	Steven, E B (2013): <i>Sociology and challenging the social world, comprehensive edition, V 1.2</i> , Washington D C, Flat World education, Inc. p398
<b>Edited book</b>		
	Brown et al ed., (2010, p. 123) illustrated .....	Brown, K; Burgess, J; Festing, M and Royer, Seds. (2010): <i>Value Adding Webs and Clusters –Concepts and Cases</i> . Munich and Mering: RainerHampp Verlag.
<b>Chapter in an edited book</b>		
	Cook and Phillip(2001, p. 10) discussed .....	Cooke, D J and Philip, L (2001): To treat or not totreat? An empirical perspective. In: Hollin, C.R.ed. <i>Handbook of offender assessment and treatment</i> . p. 3-15.Chichester: Wiley.



TABLE 3.3: BOOKS- CITING AND REFERENCING	
IN -TEXT EXAMPLES	REFERENCE LIST ELEMENTS
<b>E book</b>	
As discussed in Travis (2012, p. 25) .....	Travis S (2012): <i>Deformations of algebras in non commutative geometry</i> Version 2, Cirmell University Library, available from arXiv:1212.0914 [math.RA] [Accessed: 07.10.2015].
<b>Translated book</b>	
Gisèle (2015, p. 45) discussed.....	Gisèle S (2015): <i>The French Social Sciences and Humanities in Translation</i> , translated from French by Maggie L, United States, United Kingdom, Argentina, French Embassy in USA.
Immanuel Kant (2015, p. 34) discussed.....	Immanuel Kant (2015): <i>Natural Science</i> , Translated from German By Lewis White Beck, Jeffrey B. Edwards, Olaf Reinhardt, Martin Schonfeld, and Eric Watkin S, Edited By Eric Watkins, Cambridge University Press, 978-0-521-36394-5 - ISBN: 9781107552142
<b>Books published by cooperate authors</b>	
Global environmental coordination (1994, p. 23) discuss .....	Global Environment Coordination (1994): <i>Facing the Global Environment Challenge: A Progress Report on World Bank Global Environmental Operations</i> . Washington, DC: Global Environment Coordination Division, Environment Dept., The World Bank.

### 3.5 COOPERATE AUTHOR OR ORGANIZATIONS AS AUTHOR (REPORTS BY ORGANIZATIONS WITHOUT AUTHOR) AND DOCUMENTS WITH NO AUTHOR

Some organizations (international or local), private or government may take the responsibility of the work/ reports published. Under such circumstances, when there is no individual author mentioned in such documents, it is referred to as the corporate author or as the organizations as the author. Under such circumstances, the responsible organizations take the place of the author.

#### 3.5.1 COOPERATE AUTHOR -PUBLICATIONS/REPORTS PRINTED REFERENCING METHOD

- Name of government department / organization
- Year (in brackets)
- Title in italics
- Place of publication
- Publisher (Series – if applicable)

#### IN- TEXT EXAMPLE:

Special financial regulations were documented in Ministry of finance (2014).....  
The water quality studies described in Mahaweli Authority (2012)....

**REFERENCE LIST EXAMPLE:**

Ministry of Finance (2014): *Annual report 2014*, Sri Lanka. Mahaweli Authority of Sri Lanka (2012): *Limnology project at Mahaweli reservoirs*, Annual Report 2012, University of Sri Jayewardenepura, Nugegoda, Sri Lanka. Sri Lanka, Department of Irrigation. p.137.

**3.5.2 COOPERATE AUTHOR -PUBLICATIONS/REPORTS (ONLINE) REFERENCING METHOD**

- Name of government department
- Year: (in brackets)
- Title: in italics
- Place of publication
- Publisher (Series – if applicable)
- Available at: URL
- [Accessed: the date viewed in square brackets]

**IN -TEXT EXAMPLE:**

IUCN (2012) discussed the development of a national strategy for .....  
Draft frame work for a national water resources policy is discussed in National Academy of Sciences of Sri Lanka (2008).

The draft framework for water resources is discussed in National Academy of Science, Sri Lanka (2008, p 24).

**REFERENCE LIST EXAMPLE:**

IUCN (2002): *Workshop Report for the Development of a National Strategy for Incorporating Traditional Knowledge into Development Practices. A Stakeholder Workshop organized jointly by IUCN Sri Lanka and the National Science and Technology Commission of Sri Lanka (NASTEC), IUCN Sri Lanka Office. Available at [http://www.iucn.org/about/union/secretariat/offices/asia/asia\\_where\\_work/srilanka/publication/](http://www.iucn.org/about/union/secretariat/offices/asia/asia_where_work/srilanka/publication/), [Accessed: 5<sup>th</sup> October 2015]*

National Academy of Sciences of Sri Lanka (2008): *Draft Framework for a National Water Resources Policy with Special Reference to Groundwater*, Occasional Publication No. 1-2008. Available at [http://www.nas-srilanka.org/nassl/publicationshtm#proposed\\_National\\_Science\\_and\\_Technology\\_Policy](http://www.nas-srilanka.org/nassl/publicationshtm#proposed_National_Science_and_Technology_Policy), [Accessed: 5<sup>th</sup> October 2015]



### 3.5.3 NO AUTHOR-PRINTED DOCUMENTS

If the author of the document cannot be found, **use anonymous or Anon**, title of the work and date of publication. Some students use “Anon” for the documents with cooperate authorship which described under 3.4.1. If an organization takes the responsibility of the document, the name of that organization has to be taken the place of author and should not use the term “Anon”.

#### IN-TEXT EXAMPLE:

Water resource development strategy described in Anon (2013, p. 93) .....

#### REFERENCE LIST EXAMPLE:

Anon (2013): *A proposed new strategy for water resources development in Sri Lanka*. Report Submitted to NWSDB.

### 3.5.4 GOVERNMENT REPORTS AND ACTS OF PARLIAMENT

The government reports are often published through departments. Therefore authors’ of such documents will be the respective department such as department of Education, Coast conservation department etc.

#### REFERENCING METHOD

- Name of government department
- Year of publication (in round brackets)
- Title (in italics)
- Place of publication: publisher
- Series (in brackets) - if applicable
- If referencing an online version replace Place of publication: publisher with
- Available at: URL
- [Accessed: date]

#### IN-TEXT EXAMPLE:

According to the directives mentioned in the University Act No 16 (1978) .....

The Scheme of recruitment to the grade of works engineer is given in University Grants Commission (2015).

As indicated in Department for environment food and rural affairs, UK (2015) .....

## GUIDE TO PREPARE REFERENCE LIST IN HARVARD STYLE

### REFERENCE LIST EXAMPLE:

The University Act No. 16 (1978): *Faculty of Graduate Studies ordinance No.03 of 1987*, Section 48A (1) of the Act University Grants Commission (2015): *Scheme of recruitment to the post of works Engineer (Civil) Grade 1*, Commission circular No. 10/ 2015, Available at: [http://www.ugc.ac.lk/attachments/1564\\_Commission\\_10\\_2015.pdf](http://www.ugc.ac.lk/attachments/1564_Commission_10_2015.pdf), [Accessed on 16.10.2015].

Department for environment food and rural affairs, UK (2015): *Policy paper 2010 to 2015 government policy: water quality*, Available at: <https://www.gov.uk/government/publications/2010-to-2015-government-policy-water-quality/2010-to-2015-government-policy-water-quality>, [Accessed on 16.10.2015].

### 3.5.5 SUMMARY TABLE WITH MORE EXAMPLES FOR COOPERATE AUTHOR OR ORGANIZATIONS AS AUTHOR

When citing reports (local and international), students often deviate from the Harvard guidelines. Therefore table 3.4 illustrates in text citing and referencing method.

TABLE 3.4: COOPERATE AUTHORS, LOCAL and INTERNATIONAL REPORTS ETC.		
	IN- TEXT EXAMPLES	REFERENCE LIST ELEMENTS
<b>Printed publication</b>		
	In CEB (2002) describe.....	CECB (Central Engineering Consultancy Bureau). (2002): <i>Environmental Impact Assessment Report: Proposed Water Resources Development Works Across Menik Ganga at Kuda Gal Amuna. Project</i> , Sri Lanka, Department of Irrigation. p.137.
	In NARA (2002) example for .....	NARA (National Aquatic Resources Research and Development Agency). 2002): <i>Draft Report on Socioeconomic and Ecological Profile of the Fishery Management Area off Yala National Park</i> .p. 35.
	Department for International Development (DFID). (2007) illustrates .....	Department for International Development (DFID). (2007):, <i>Diffuse Agricultural Pollution. Impacts and Options for Mitigation', Final Report. Prepared by Mott MacDonald in conjunction with the International Water Management Institute, Sri Lanka and Drainage Research Institute, Egypt. DFID Knowledge and Research Services ContractR8337.</i>
<b>Online reports</b>		
	Power sector development is described in ADB (2015) .....	ADB (2015): <i>Assessment of power sector reforms in Sri Lanka, Country report</i> , Mandaluyong City, Philippines: Asian Development Bank, 2015, ISBN978-92-9257-101-6 (Print), 978-92-9257-102-3 (e-ISBN)Publication Stock No. RPT157618-2, Available at <a href="http://www.adb.org/countries/sri-lanka/publications">http://www.adb.org/countries/sri-lanka/publications</a> , [Accessed: 5 <sup>th</sup> October 2015].





TABLE 3.4: COOPERATE AUTHORS, LOCAL and INTERNATIONAL REPORTS ETC.		
	IN -TEXT EXAMPLES	REFERENCE LIST ELEMENTS
<b>Online reports</b>		
	As indicated conservation Department (1992) .....	Coast Conservation Department. (1992): <i>Coastal2000: A Resource Management Strategy for Sri Lanka's Coastal Region', Volume II.</i> Available at: www.crc.uri.edu/download/ SLCoast 2000II. October 2015]
<b>Documents with no author</b>		
	Anon (2006 p23) stressed the strategy for .....	Anon (2006): <i>Strategic planning for coastal zone</i> , A report submitted to Coast conservation department.

### 3.6 REFERENCING OTHER SOURCES

#### 3.6.1 THESIS/DISSERATATIONS PRINT, REFERENCING METHOD

##### REFERENCING METHOD

- Author/s Surname/s and initials
- (Year)
- Title of the thesis (in italics)
- Type of the degree/ thesis
- Institution

##### IN -TEXT EXAMPLE:

Heavy Metal Concentration in Ground Water as Discussed in Thomas (1996 p 86) indicates ...

##### REFERENCE LIST EXAMPLE:

Thomas, W E (1996): Impact of Heavy metals in ground water sources of North on Central Province of Sri Lanka health issues, Ph D Thesis, University of Peradeniya, Sri Lanka

#### 3.6.1.1 THESIS/DISSERTATIONS RETRIEVED FROM WEB, REFERENCING METHOD

- Author/s Surname/s and initials
- Year in brackets
- Title of the thesis (In italics)
- Type of the degree/ thesis
- Institution
- Available at: URL
- [Accessed: the date viewed in square brackets]

**IN-TEXT EXAMPLE:**

Al-Mulla (2013 P 33) Discussed Methodology For .....

**REFERENCE LIST EXAMPLE:**

Al-Mulla, Aymen Faraoun (2013): *In silico drug design of biofilm inhibitors of staphylococcus epidermidis*, Masters degree, University Of Baghdad, Genetic Engineering and Biotechnology Institute, Baghdad, Available <http://www.openthesis.org/documents/In-Silico-Drug-Design-Biofilm-601735.html>, [Accessed 5<sup>th</sup> Oct 2015]

**3.6.2 INTERNET AND AUDIO/VISUAL MATERIAL**

**3.6.2.1 WEB PAGES AND WEBSITES**

A web page is an individual page in a web site. In a web site many web pages are located. It may be difficult to find the actual author of a web page. Therefore, you can mention the organization which responsible for the web page; e.g. Sri Lanka Tourism.com, Drugs. com. etc. Also it may be impossible to find out the date of publication and the last date of updated (You may often find it at the top or bottom of the page)

**REFERENCING METHOD FOR WEB SITES**

- Author (the person or organisation responsible for the site)
- Year (in brackets) if available
- Title of Webpage (in Italics)
- Available From: URL
- [Accessed: the date viewed in square brackets].

**IN-TEXT EXAMPLE:**

APA (2014) describes the difference between the web site and the web page which will be useful in reference list preparation. Sri Lankan heritage is given in Sri Lanka. Com web site.

**REFERENCE LIST EXAMPLE:**

American Physiological Association -APA (2014): *What a tangled web: website versus web page*, Available from: <http://blog.apastyle.org/apastyle/2014/10/what-a-tangled-web-website-versus-webpage.html> [Accessed on 15.10.2015].

Sri Lanka Tourism (2015): *Heritage*, available from [http://www.srilanka.travel/heritage\\_discover\\_the\\_past](http://www.srilanka.travel/heritage_discover_the_past), [Accessed on 12.09.2015]



### TO CITE A PAGE OR DOCUMENT WITHIN A WEBSITE

- Author/ authoring body name (the person or organisation responsible for the site)
- Year (date created or last updated)
- Title (in italics)
- Name of sponsor of site (Web site)
- URL or Internet address (pointed brackets)
- Accessed day month year (the day you viewed the site)

#### IN-TEXT EXAMPLE:

Fishman (1993) described methods to be used to analyze samples of water ...

Thomas (2010) discussed in his bird study, about ...

#### REFERENCE LIST EXAMPLE:

Fishman, M J Ed. (1993): *Methods of analysis by the U.S. Geological Survey National Water Quality Laboratory; determination of inorganic and organic constituents in water and fluvial sediments (USGS)*, Available from: <http://pubs.er.usgs.gov/publication/ofr93125?currow=843>, [Accessed: 12th Oct. 2015].

Thomas Schaefer (2010): *Video monitoring of shrub-nests reveals nest predators: capsule jays garrulus glandarius are the most common predators, but carnivorous mammals and some other species also predate nests*, (Taylor and Francis), Published online: 29 Mar 2010 Available From: <http://www.tandfonline.com/doi/abs/10.1080/00063650409461349> [Accessed: 12th Oct. 2015]. **DOI:** 10.1080/00063650409461349

### 3.6.3 POWERPOINT PRESENTATIONS IN WEB REFERENCING METHOD

- Author/s or Tutor/s Surname/s and Initials
- Year of Publication (in brackets)
- Title of the Presentation' [PowerPoint presentation]
- Module code
- Module Title
- Available From URL
- [Accessed: the date viewed in square brackets]

#### IN-TEXT EXAMPLE:

Mark (2009) illustrated the concepts of digital elevation model and .....

**REFERENCE LIST EXAMPLE:**

Mark Van Krevland (2009): Digital Elevation Models overview and selected TIN algorithms, 7.5 ECTS, Geographic Information systems, Available From <http://www.cs.uu.nl/docs/vakken/gis/> [Accessed: 12<sup>th</sup> Oct. 2015].

**3.6.4 MAP**

**REFERENCING METHOD**

- Author (usually the organization responsible for publishing the map)
- Year of publication (in brackets)
- Title in Italics
- Scale
- Series Title and Number (if part of a series)
- Place of Publication

**IN-TEXT EXAMPLE:**

The river network of the western province of Sri Lanka is illustrated in Map 25 (Survey Department, 1995).

**REFERENCE LIST EXAMPLE:**

Survey Department, Sri Lanka (1998): *River net work in western province*, scale: 1 :50000, Survey Department, Sri Lanka.

**3.6.5 ARTICLE IN AN ONLINE MAGAZINE REFERENCING METHOD**

- Author/s Surname/s and Initials
- Year of Publication (in brackets)
- Title of Article
- Title of the Magazine: (in italics)
- Volume No.(if available)
- Issue No. in brackets (if available)
- Pages (if available)
- Available From: URL
- [Accessed: the date viewed in square brackets]

**IN -TEXT EXAMPLE:**

Space report (2013) illustrates .....



**REFERENCE LIST EXAMPLE:**

Space Report (2013): Greater insight into government budgets around the world, and discussion of differing worldwide patterns of budget growth or reductions, Available from <http://www.spacefoundation.org/education/resources/space-report-education>, [Accessed: on 12<sup>th</sup> Oct. 2015].

**3.6.6 NEWSPAPER ARTICLES (PRINTED)**

**REFERENCING METHOD**

- Author/s Surname/s and Initials (if available)
- Year of Publication (in brackets)
- Title of Article (in single quotation marks)
- Name of the Newspaper (in italics, in Title Case)
- Date and month of Publication
- Page References

**IN-TEXT EXAMPLE:**

Chandani (2015) discussed about rise in defense allocation ....

**REFERENCE LIST EXAMPLE:**

Chandani Kirinde (2015): “Defence allocation rises, education up four fold, President’s budget slashed”, *Sunday Times*, 11<sup>th</sup> October 2015, p 1.

**3.6.6.1 NEWSPAPER ARTICLES (ONLINE)**

- Author/s Surname/s and Initials
- Year of Publication (in brackets)
- Title of article (in single quotation marks)
- Name of the Newspaper (in italics, in Title Case)
- Date and Month of Publication
- Page References
- [Online]
- Available at: URL (include the web page's full address, not just the generic website)
- [Accessed: the date viewed in square brackets]

**IN-TEXT EXAMPLE:**

Leaders of the democratic party .... In ( Harischandra 2015) .....

**REFERENCE LIST EXAMPLE:**

Harischandra, Gunaratna (2015): “SF: Govt. seems to be conniving with big crooks”, *The Island*, 15<sup>th</sup> October 2015, p 1, [online] Available at: <http://www.island.lk/> [Accessed: on 15<sup>th</sup> Oct. 2015].

**3.6.7 YouTube VIDEOS**

**REFERENCING METHOD**

- Name of the Person Posting the Video
- Year of Posted (in brackets)
- Title of the Film or Programme (in italics)
- Available From: URL
- [Accessed: the date viewed in square brackets]

**IN -TEXT EXAMPLE:**

The forest birds of Sri Lanka are illustrated in Gihan (2008).

**REFERENCE LIST EXAMPLE:**

Gihan De Silva W (2008): *Forest birds of Sri Lanka*, Available from: [https://www.youtube.com/watch?v=u\\_4yJCgZ7tU](https://www.youtube.com/watch?v=u_4yJCgZ7tU), [Accessed on 15.10.2015].

**3.6.8 TV PROGRAMS**

**REFERENCING METHOD**

- Title of the Episode (in single quotation marks)
- Year of the Transmission (in round brackets)
- Title of the Programme / series (in italics)
- Series and the Episode Numbers (if available)
- Name of Channel
- Date of Transmission (day/month)

**IN -TEXT EXAMPLE:**

Worlds Deadliest Snakes Are Illustrated In Nat Geo Wild (2015)...

**REFERENCE LIST EXAMPLE:**

*Nat Geo Wild (2015): Worlds deadliest snakes*, National Geographic Channel, Sunday 18 October 2015 at 8:00pm



### 3.6.9 BLOG OR WEBLOG

According to Techtarget (2000-2015), "A blog (short for weblog) is a personal online journal that is frequently updated and intended for general public consumption".

#### REFERENCING METHOD

- Author/s Surname/s and Initials
- Year of Posting (in brackets)
- Title of Blog Entry: (In italics)
- Title of the Magazine: (in italics)
- [Online]
- Date: (The blog entry was written)
- Available From: URL
- [Accessed: the date viewed in square brackets]

#### IN-TEXT EXAMPLE:

LINDSAY (2015) describes .....

#### REFERENCE LIST EXAMPLE:

Lindsay Kolowich (2015): 17 of the best examples of beautiful blog design, where marketers to grow [online] 18<sup>th</sup> September 2015, available from: <http://blog.hubspot.com/blog/tabid/6307/bid/34143/12-inspiring-examples-of-beautiful-blog-homepage-designs.aspx>, [accessed on 15<sup>th</sup> Oct 2015].

### 3.6.10 CD-ROMS AND DVDS

CD-ROMS and DVDs may be published either by individual authors or government or other organizations. If it is a government or other organization, the author shall be the agency or government organization. If it is a personal publication there will be an author.

#### REFERENCING METHOD

- Author/s Surname/s and Initials/ agency
- Year of Publication (in Brackets)
- Title: in italics
- Edition: (if available)
- Place of Publication
- Publisher (if ascertainable)
- Available from: Supplier/Database identifier or number (optional)
- [Accessed date] (optional)

#### IN TEXT EXAMPLE:

As indicated in U.S. Environmental Protection Agency. (2002), the laws .....



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### REFERENCE LIST EXAMPLE:

U.S. Environmental Protection Agency. (2002): *Climate Change, Wildlife, and Wildlands: : a Toolkit for Teachers and Interpreters*, USA, Environmental protection agency, EP 1.2:C 61/11/Toolkit - U.S. Government Documents, Available from: <http://library.columbia.edu/subject-guides/usgd/federal/cdlist/epa.html>, [Accessed on 16.10.2015].

### 3.6.11 PERSONAL COMMUNICATION

The Full details of information that you receive through personal communication such as via e mails, faxes, letters, lecture presentation etc could be cited as personal communication as illustrated in table 3.5. However, in order to site such information, one has to get the permission from the person cited in your text to incorporate in the document. However, you do not need to enter it in the reference list.

TABLE 3.5 PERSONAL COMMUNICATIONS			
	MATERIALTYPE	IN -TEXT EXAMPLES	REFERENCE LIST
1	E mail	An email (J. A Wikrama 2003, personal communication, 2 August)Confirmed the methodology of the study.....	No need to include
2	Letter	S Samarasekera expressed his views on the analytical methods of the research in his letter (S samaranayake 2011, personal communication, 17 September)	No need to include
3	Fax	D Corke, indicated comments on the presentation based on the research work in the fax Personal communication, August).	No need to include
4	Interview	The title for the research confirmed during an interview (S P dawsons 2011, personal communication, 11 January	No need to include
5	Telephone call	The Professor's statement research methodology confirmed during a phone interview (S Gorden 2013, communication, 11 January)	No need to include



### 3.6.12 SUMMARY TABLE WITH MORE EXAMPLES FOR OTHER SOURCES

TABLE 3.6: QUICK GUIDE FOR OTHER SOURCES.			
	MATERIALTYPE	IN -TEXT EXAMPLES	REFERENCE LIST
1	Thesis (Hard copy)	Holmes, p 95 stated that food dependence in tropical calanoids	Holmes, L (2003): <i>Food dependence on calanoids</i> , PhD Thesis, Brevaria University.
2	Thesis (from web)	Nirosha (2015 p discussed about methodology on ....	Nirosh D Aluthge (2015): <i>The influence of the Bovine Fecal Microbiota on the shedding of Shigatoxin-producing Escheichia coli(STEC) by Beef cattle</i> , M Sc Thesis, Faculty of The Graduate College atthe University of Nebraska, Available at <a href="http://digitalcommons.unl.edu/foodscidiss/55/">http://digitalcommons.unl.edu/foodscidiss/55/</a> [Accessed on 04.11.2015]
3	Web pages	Atmospheric composition of earth is described in NASA Science web page.	National Aeronautics administration (NASA) <i>Science</i> , Available <a href="http://science.nasa.gov/">http://science.nasa.gov/</a> , on 04.11.2015]
4	Web sites	APS (2015) discussed the AJP cell physiology	American Physiological Association APS (2015): cell physiology, Available From: <a href="http://ajpcell.physiology.org/">http://ajpcell.physiology.org/</a> [Accessed on 02.11.2015].
5	Document within a web page	Armitageetal (1983) discussed on biological indicators....	Armitage, P.D; Moss, D;Wright, JF; Furse, MT (1983): <i>The performance of a new biological water quality score system based on macro invertebrates over a wide range of unpolluted running-watersites</i> , Science Direct, Available from: <a href="http://www.sciencedirect.com/science/article/pii/0043135483901884">http://www.sciencedirect.com/science/article/pii/0043135483901884</a> [Accessed on 02.11.2015].
6	Power point presentation in the web		Marc Van Kreveld (2009): Introduction to GIS, available from: <a href="http://www.cs.uu.nl/docs/vakken/gis/">http://www.cs.uu.nl/docs/vakken/gis/</a> , [Accessed on 02.11.2015].
7	Article in online magazine	David et al (2014 p 8) discussed micrbiomes.....	David, A. Relman; Jack A. Gilbert, and Rob Knight (2014): The promise of the microbiome: Function and dysfunction in humans and beyond <i>Science</i> , <i>Science</i> 11 July 2014; (226), DOI:10.1126/science.1251133 Available from: <a href="http://www.sciencemag.org/search?author1=Rob+Knight&amp;sortspec=date&amp;submit=Submit">http://www.sciencemag.org/search?author1=Rob+Knight&amp;sortspec=date&amp;submit=Submit</a> , [Accessed on 02.11.2015].

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British Standard Harvard, (BS ISO 690:2010): Available on: <http://www.lboro.ac.uk/media/wwwlboroacuk/content/library/downloads/advicesheets/citation-harvard.pdf> [Accessed on: 15th Oct 2015]

Techtarget (2000-2015): Blog weblog definition, (TechTarget), Available on: <http://searchwindevelopment.techtarget.com/definition/blog> [Accessed on: 15th Oct 2015]