



General Sir John Kotelawala  
Defence University

# FACULTY OF GRADUATE STUDIES



# INFORMATION HANDBOOK

# Key Appointments

a. **Chancellor**

General Gerard Hector de Silva (Retired) RWP VSV USP ndc

b. **Vice Chancellor**

Major General Milinda Peiris RWP RSP VSV USP ndc psc MPhil (Ind)  
PGDM

c. **Deputy Vice Chancellor (Defence & Administration)**

Brigadier W Chandrasiri RSP USP psc

d. **Deputy Vice Chancellor (Academic)**

Professor MHJ Ariyaratne

MBBS (Col), MS (Col), FRCS (Eng), FRCS (Ed), Senior Fellow PGIM (Col),  
FCS (SL)

e. **Dean, Faculty of Graduate Studies**

Brigadier RGU Rajapakshe, RSP, psc

BSc (DS) KDA, MSc (DS) Kelaniya, MASSS (NDU) Washington DC

f. **Registrar**

Mr VD Kithsiri

Executive Master of Business Administration (USJP), BSc (USJP), Post  
Graduate Diploma in Management (USJP)

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## A Glimpse at General Sir John Kotelawala Defence University

**G**eneral Sir John Kotelawala Defence University (KDU) was initially established as the “General Sir John Kotelawala Defence Academy” by the Parliamentary Act No 68 of 1981. The Academy was elevated to university status by the Sir John Kotelawala Defence Academy (Amendment) Act No 27 of 1988. Consequently, it was renamed as General Sir John Kotelawala Defence University on 11 October 2007.



At present, the degrees awarded by the university are recognized by the University Grants Commission of Sri Lanka, and KDU is also a member of the Association of Commonwealth Universities (United Kingdom).

The university is located in Ratmalana, 12 km away from Colombo, in a 48 acre land, which was once the residential estate of Late General Sir John Kotelawala, a former Prime Minister of Sri Lanka.

In 1979, Sri Lankan Armed Forces recommended to the Government of Sri Lanka the need for a course of higher studies, which would enable young officers to gain higher academic qualifications. Accordingly, a study team comprising of officials from the Services as well as the Universities was sent to India where they visited the National Defence Academy and the Indian Military Academy.

In 1980, General Sir John Kotelawala PC CH KBE LLD (Honoris Causa) having understood from the then Commander of the Army Lieutenant General JED Perera of the necessity of a suitable location for the proposed Defence Academy, expressed his willingness to donate the Kandawla Estate with its moveable and immovable property to the Government to establish the Defence Academy. This offer was gladly accepted and initial steps were taken to set up the Academy. By this time, Sir John Kotelawala was promoted to the rank of General, and when he died on 2 October 1980, the Government and the Services decided to honour him by naming the Academy as the General Sir John Kotelawala Defence Academy (KDA).

The Academy was formally declared open by His Excellency the President JR Jayawardene on 11<sup>th</sup> October 1980. However, due to lack of resources and infrastructure facilities, the officer cadets of the first few KDA intakes had to follow their degree programmes at the University of Colombo and the University of Moratuwa from February.

As the time passed by KDA gathered mementos in the numbers enlisted, defence fields of studies and improvement of infrastructure. Today KDU is a fully fledged university matching or going beyond the standards of any reputed university.

## Faculty of Graduate Studies

a. The **Faculty of Graduate Studies at General Sir John Kotelawala Defence University** was established as the **MSc section** in 2001 to provide an opportunity for Tri services and Police officers to obtain a prestigious degree qualification, MSc (Defence Studies) Degree in Management. The first Master of Science (Defence Studies) Degree in Management programme commenced on 22 March 2001, and the first Bachelor of Science (Defence Studies) Degree in Management Programme commenced on 10 July 2003. These courses were designed by a forum of senior academics and professionals from reputed Universities in Sri Lanka to ensure high academic standard and enable participants to complete the degree in two years while in service. Further, these courses cover important functional and peripheral areas of Management.

b. The MSc Section was renamed as **Staff Development and Career Advancement Division** in 2004, **Institute of Postgraduate Studies (IPGS)** in 2007, and **Faculty of Graduate Studies (FGS)** in 2012 respectively.

c. Presently, the Faculty of Graduate Studies of General Sir John Kotelawala Defence University is engaged in conducting External Postgraduate / Undergraduate Degree Programmes and various Diploma / Certificate programmes for Officers and Other Ranks of Tri Services and Police as well as for Public and Private Sector personnel.

d. The Faculty of Graduate Studies ensures personal and professional growth of participants through interactive sessions, experimental learning, and independent research projects and course components are designed to facilitate and enhance the knowledge base, develop skills and transform attitudes and approaches to problem solving.



# Facilities and Resources at KDU

## Library Facilities

Candidates who are registered in KDU to follow postgraduate degrees have access to library facilities at KDU. The Library enhances academic success by providing postgraduate students with access to high quality resources and services in aid of course work and researches. The prime role of the library is to provide a suitable learning environment and to facilitate a variety of resources in multiple disciplines / formats which enhance learning and research activities of the University.

The Library possesses a collection covering a vast area of knowledge in the fields of Medical, Engineering, Economics, Management, Law, Geography and History. At present the library collection encompasses over 25000 books pertaining to various disciplines.



The KDU library provides excellent services such as inter library loan service, book reversion facilities and arranges membership in other libraries like British Council Library and American Centre Library and reference services for the betterment of the member.

Library provides following subscription databases and information networks to facilitate research activities of the University.

### Subscription Databases

- Individual society Membership for Institute of Electrical & Electronic Engineering (IEEE)
- Hinari Research Database.
- Britannica online Academic edition
- Jstor Research Database - Trial version
- Ebscohost

### Information Networks

- HELLIS – Health Literature Libraries and Information Services Network.
- SLSTINET – Sri Lanka Scientific & Technical Information Net.

## m-Learning Platform and IT Facilities

With the enhancement in new technologies at KDU, the Faculty of Graduate Studies has introduced a new m-learning platform for postgraduate students. This package benefits students who are unable to participate in lectures due to their personal and official commitments. They can connect themselves to the lectures live from their working / living places through the m-learning package.



The University provides a wide range of computing resources and support services. The students can get free access to IT facilities from the University computer lab and students can utilize computing facilities for research, course work, and general work. Students can get free WiFi facilities inside KDU for browsing internet to support their studies.



# **Courses Offered by FGS**

## **Postgraduate Courses**

1. Doctor of Philosophy
2. Master of Philosophy
3. Master of Science in Management
4. Master of Science in Security and Strategic Studies
5. Master of Science in Civil and Structural Engineering
6. Master of Science in Disaster Risk Reduction and Development
7. Master of Science in Electrical Engineering
8. Master of Science in Electronics and Telecommunication Engineering
9. Master of Laws
10. Master of Business Administration in Logistics Management
11. Master of Business Administration in E-Governance



# Instructions for Submission of Continuous Assessments

- a. FGS expects the highest professional, academic and scholarly standards in student's assignments. Therefore, haphazard, incomplete or hurried assignments will not qualify for marking.
- b. Marks obtained for assignments will be added to the examination marks; FGS expects the students to work hard, consider these assignments seriously and concentrate on them. Assignments are potentially powerful learning resources for communication.
- c. Assignments call for a significant degree of knowledge, analysis and critique. Therefore, the students must prepare in advance for their assignments thoroughly and well. Assignments should not be completed in a rush.
- d. Students must try out different drafts and work hard on them.
- e. There are no extensions on assignment due dates. Students are responsible for submitting their assignments on due date.

## **Do's**

- a. Always enclose every single assignment on a separate folder.
- b. Fill in the following details on the first page of the folder.
  - Registration Number
  - Name
  - Course Code and Title
  - Semester
  - Name of the Resource Person
- c. Always submit your assignment to the Staff at the Faculty of Graduate Studies.
- d. Always submit your assignment on or before the last date of submission.
- e. You may have your assignment handed over by someone else on your behalf.

## **Don'ts**

- a. Never hand over any assignment to unauthorized staff members at KDU personally known or unknown to you.

- b. Never mail assignments.
- c. Never use one folder for more than one assignment.

### **Specifications for Assignments**

- a. Students must always use only A4 size paper to answer their assignments.
- b. Leave a 1” Margin on all four sides.
- c. Students must type or word process their assignment answers. If a student is unable to do so, he / she must write the answer very neatly and legibly. Assignments with illegible handwriting will not be marked.
- d. We recommend the 1 1/2” line spacing formats.
- e. Students must be creative in approaching and answering questions.
- f. If a student uses another author’s idea, he / she must cite that author / publication with references.

**ADVANCED WATER AND WASTEWATER  
TREATMENT**

**CE9013**

**TOPIC OF THE ASSIGNMENT  
NAME OF THE STUDENT**

**REGISTRATION NO: KDU/.....**

**LECTURER: .....**

**NAME OF THE DEGREE**

**PROGRAMME NO.... – YEAR .... – SEMESTER ....**

## Declaration Form

1. I declare that this assignment is my own work.
2. I have acknowledged ideas of other authors (if any) following standard acknowledgement practice.
3. I am aware of the consequences of cheating and malpractice.
4. I am willing to answer any query raised by any Academic Staff Member in relation to this report at any time during the course.
5. I understand that the decision relating to mark on this report is purely based on my performance and that it is first and final.

Date:

.....

Signature

.....

Name

## Specimen Letter for Handing Over Assignments

(Address)

..... (Your Ref)

.....  
.....

DEAN  
FGS  
KDU

**SUBMISSION OF.....(Subject Name)**

1. Assignment of .....(Module) or (Research) is forwarded herewith for (making / approval) please.

.....  
(Signature)

.....  
(Name in upper case)

.....  
(Rank)

.....  
(Registration No)

# Rules Pertaining to the Conduct of Examinations

## Instruction for the Candidates

1. Candidates shall be present at the Examination Hall at least 30 minutes before the commencement of each paper and shall enter the Hall only when they are requested to do so by the Supervisor.
2. No Candidates shall be admitted to the Examination Hall 30 minutes after the commencement of the examination nor shall a Candidate be allowed to leave the Hall until the examination has come to an end.
3. On admission to the Examination Hall the candidates shall occupy the seats allocated to them and display the Identity Card on the right hand side of the desk for verification.
4. No Candidates shall have on his person or in his cloths or on any object that is not permitted to be brought to the Examination Hall any notes, signs, diagrams or formulae. Cellular Phones, electronic drives or any other unauthorized materials, parcels, file covers, bags etc which the candidate has brought with him should be kept at a place indicated by the Supervisor or Invigilator.
5. A candidate shall bring into the Examination Hall his Student Record Book or his National Identity Card which should bear the candidate's photograph.
6. A Candidate may be requested by the Supervisor to declare any items in his possession or person.
7. No Candidate can either lend or borrow any materials from any other Candidate or attempt to communicate in any manner with another Candidate or copy from the script or any other source of any other Candidate. No Candidate shall attempt to obtain help from another Candidate or any other person. No Candidate shall attempt to help another Candidate or conduct himself negligently so that another Candidate has the opportunity of copying.
8. Candidates shall write only on the writing book/paper issued on that particular date and session with the authorized seal and signature of the Supervisor or Invigilator.
9. Examination stationery (i.e. writing book/paper, graph paper, drawing paper, ledger paper, précis paper etc) will be supplied as and when necessary. No sheet of paper or answer book supplied to a Candidate may be torn, crumpled, folded or otherwise mutilated. No papers other than those supplied to him by the Supervisor/Invigilator shall be used by the Candidates. Log tables or any other materials provided shall be used with care and left behind on the desk. All material supplied, whether used or unused, and question papers that are not permitted to be removed shall be left behind on the desk and not removed from the Examination Hall.
10. Every Candidate shall enter his Index Number on the answer book and every continuation sheet before using such answer book or continuation sheet. No Candidate shall write his name or any Identifying mark on the answer scripts. Any Candidate who inserts on his script an Index Number other than his own is liable to be regarded as having attempted to cheat.
11. All calculation and rough work shall be done only on paper supplied for the examination and shall be cancelled and attached to the answer script. Such work should not be done on question papers, record books or any other paper. Any Candidate who disregards these instructions runs the risk of being considered as having written notes or outline of answers with the intention of copying.

12. Every Candidate shall conduct himself in the Examination Hall and its precincts so as not to cause disturbance or inconvenience to the Supervisor or his staff or to other Candidates. On entering and leaving the Hall, he shall conduct himself as quietly as possible. A Candidate may be excluded from the Examination Hall for disorderly conduct.

13. No Candidate shall submit a practical or field book, dissertation or project study or answer script which has been done wholly or partly by anyone than the Candidate himself.

14. Candidate shall bring their own pens, ink, mathematical instruments, drawing instruments, erasers, pencils and calculators, if permitted. No Candidate shall bring a programmable calculator into the Examination Hall. Non programmable calculators may be used for a particular question paper with express permission of the Supervisor. Candidates should not write anything on the calculator.

15. No person shall impersonate a Candidate at the Examination nor shall any Candidate allow himself to be so impersonated by another person.

16. The Supervisor/Invigilator is empowered to require any Candidate to make a statement in writing on any matter which may have arisen during the course of the Examination and such statement shall be signed by the Candidate. No Candidate shall refuse to make such a statement or to sign it.

### **Examination Offences**

Examination Offences may be categorized as any one or more of the followings:

1. Possession of unauthorized documents, or materials or electronics or other devices.
2. Removal of examination stationery or similar materials from the Examination Hall.
3. Misbehavior conduct in the Examination Hall.
4. Attempting to copy, copying and plagiarism.
5. Attempting to obtain/ obtaining improper assistance from any other during the courses of an examination.
6. Impersonation and cheating.
7. Entry or leaving or attempting to leave without obtaining the permission from the Supervisor.
8. Attempting to influence or threatening the Examiner.
9. Aiding and abetting in the commission of the above offences.
10. Other types of misconduct.

### **Punishments for Examination Offences**

The BOM may impose any one or more of the following punishments, as it seems appropriate.

1. Removal of the candidate from the degree programme and discharge from the University and/or Service.
2. Ask candidate to join next programme by paying Re-registration fee.
3. Delay the final year results by one year.
4. Suspend attendance for the Convocation.
5. Cancellation of results of particular year/semester/subject module and/or suspend any Class/Award/Distinction.
6. Any other punishments decided by BOM.
7. Not to recruit for any of Academic/Administrative or Non Academic post of the University.

# Guide to Write Dissertations and Theses

## CHAPTER 1

### Major Components of Dissertation or Thesis

The research component of all postgraduate degrees (Masters, MPhil and PhD) 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 shall 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 will be formulated according to the guidelines of Faculty of Graduate Studies (FGS), KDU. The main body of the dissertation or thesis shall consist of an Abstract, Introduction, Literature Review, Materials and methods or Methods, Results, Discussion or Results and Discussion, References and Appendices. Chapter 1 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 shall indicate why the research work is important and its significance. It shall 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 Acknowledgments

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 shall 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 either intends to solve or address. Briefly describe the scope of your work and the objectives (general and specific objectives).

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 area of research with the sources of information.

## **1.4 Literature Review**

The Literature review shall focus on the existing information on the research problem and how other researchers have already attempted 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 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 shall 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 others 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 and 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 to get 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. So that it will benefit other researchers who wish to continue research in the same direction.

Particularly the MPhil and PhD candidates shall focus on methodological foundation and theoretical foundation as required based on the discipline.

## **1.6 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 the chapter 2 of this document. In the maps clearly indicate, the coordinates and location map of the area concerned. The researcher has to carefully follow the guidelines described in chapter 2.

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 shall be rich in references relevant to the work carried out and will help in interpreting the results. The discussion shall 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 hypotheses 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 has 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 with 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**

After the recommendations, 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.

### **1.10.1 Exceptions**

However, there may be an exception for the discipline of Law where Oxford Standard for Citation of Legal Authorities (OSCOLA) is needed (7<sup>th</sup> edition is available now). 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.

## **1.2 Other Important Aspects to Follow**

### **1.2.1 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 derive 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 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 free and can be download from 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.

## 1.2.2 Copyright Material

Students should get permission from the relevant institute, 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 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.

## CHAPTER 2

### Guidelines to Format the Dissertations and Thesis

#### 2.1 Background Information

Faculty of Graduate Studies (FGS) of General Sir John Kotelawala Defence University (KDU) offers postgraduate degree programs leading to Master degrees, (MBA, LL.M, MSc), Master of Philosophy (MPhil) and Doctor of Philosophy (PhD). These programs involve course work and a research component and the medium of instruction shall be 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 throughout the document without any grammar mistakes and spelling mistakes (use spell checker). The margins should be 1.25” for the left margin in order to have space for binding and 1” for all the other margins. All chapters need not start on a new page but sections and sub sections shall not start on new pages. The entire text of the main body text shall be justified.

##### 2.2.1 Headings and Sub Headings

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

##### 2.2.2 Abbreviations

The abbreviations for specific terms used in the dissertation has 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 and LL.M) dissertations shall be **20,000 words** and BSc degree shall be **10,000 words**. For MPhil 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 shall 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 much 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 shall 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 Paper Type 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 leaf should be left blank and be of a thick (**230g. cm<sup>2</sup>**) quality paper.

## 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

The format for the spine of the thesis is illustrated in **Appendix 2.1.1**. The title of the thesis is to appear 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 of 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 shall 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 copy 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**

Next 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**

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

## 2.6 Abstract

On this page title of the dissertation/thesis has to be given with the name and address of the author below it. The summary shall not exceed **750** words (2 pages). **Appendix 2.7** illustrates the specimen abstract. Single spacing shall be used in the abstract. The font 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 shall be written with correct scientific and language norms and shall use **Times New Roman bold italics, font size 13**.

Margins of the body text shall 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 shall include the following chapters;

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

## 2.8 Tables, Figures, Maps and Plates

### 2.8.1 Tables

The candidate has to be careful in preparing tables. Only the relevant data shall 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 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 shall be written in **Times New Roman Font size 12 bold** Arabic numbering should be used in numbering tables. Spacing in tables shall be **single spacing** with **Times New Roman Font size 11**.

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

<b>Table 2.1: Water requirements for the proposed project</b>	
	<b>M<sup>3</sup> per day</b>
During construction phase	175
During operational phase	175
Other	-
<b>Total</b>	<b>350</b>

### **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 have to 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 (p223) or if range of pages (pp 223-224); E.g. (Gamma, E., et al., 1995 p 223) following 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 Harvard system 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.

## 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, BSc 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 Copy

The final hard bound copy in the respective colour should be prepared by the candidate after the Viva Voce examination after inclusion 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 copy.

## 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 students 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

(Times new roman 16 bold)

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

**By**

**DHAMMIKA HETTIARACHCHI**

(Times new roman bold 16)

(Times new roman 16 Bold)

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

**(Name of the degree)**

**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 2016**

(Times New Roman Bold 16)

## Appendix 2.3 - Specimen for the Signed Declaration by the Candidate

### DECLARATION

(Times of New Roman 16, Bold)

(Times of New Roman 12)

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.

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 font size 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**

(Font size 16)

**ON**

**INCORPORATION OF EXAMINERS COMMENTS**

(Times New Roman- Font Size 16)

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

(Times New Roman- Font Size 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.

Chapter	Item	Page No.
	Title page	i
	Declaration by the Candidate	ii
	Declaration by the Supervisor/s	iii
	Certification of the Supervisor/s on incorporation of examiner's comments	iv
	Abstract	v
	Acknowledgement	vii
	Table of Contents	ix
	List of Tables	x
	List of Figures	xi
	List of Appendices	xii
	List of Abbreviations	xiii
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2	Literature Review	4
3	Materials and Methods	15
4	Results	21
5	Discussion	55
6	Conclusions	70
7	Recommendations	75
	References	95
	Bibliography (if available)	105
	Appendices	120

## Appendix 2.6.2 - Format for ToC as an Example

### TABLE OF CONTENTS

(Times New Roman 16 Bold)

Item	Page No.
Title Page.....	i
Declaration by the Candidate.....	ii
Declaration by the Supervisor/s .....	iii
Certification of the Supervisor/s on incorporation of Examiner’s comments.....	iv
Abstract.....	v
Acknowledgement .....	vii
Table of Contents .....	viii
List of Tables .....	xi
List of Figures.....	xiii
List of Appendices.....	xix
Abbreviations.....	xxii
1.0 Introduction .....	1
1.1 Background Information .....	3
1.1.1 Problem Identification .....	5
1.1.2 Significance of the study .....	
1.2 General Objectives .....	
1.2.1 Specific Objectives .....	
1.3 Scope of the study .....	
Etc.....	
2.0 Literature Review .....	
2.1 .....	
2.2 .....	
2.2.1 .....	
2.3 .....	
Etc.....	
3.0 Materials and Methods .....	
3.1 .....	
3.2 .....	
3.2.1 .....	
3.3 .....	
Etc .....	
4.0 Results .....	
4.1 .....	
4.2 .....	
4.2.1 .....	
Etc.....	
5.0 Discussion .....	
5.1 .....	
5.2 .....	



5.3	
6.0	Conclusions .....
6.1	
6.1.1	
6.2	
6.3	
Etc.....	
7.0	Recommendations .....
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7.2	
Etc....	
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Using insert table of content function in the word, it could be easily inserted into your document.

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6.1	Reptiles recorded from the study area	48
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6.3	Number of households within katana North, East and west. Liyanegemulla GN division	49

All text- Times New Roman- 12

## Appendix 2.6.4 - Table of Figures – Style as an Example

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<b>Figure</b>	<b>Title</b>	<b>Page</b>
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2.3	Study Area	19
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5.1	Soils of the study area	40
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5.4	Landuse types of the Study Area (within 500 m radius).	42

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## Appendix 2.6.5 - List of Appendices - Style as an Example

### LIST OF APPENDICES

(Times New Roman- Font 16- Bold)

Appendix No.	Title	Page
1	Geo-Technical survey/soil investigation	101
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
7	Technical Specifications of the water treatment plant	
8	Water Quality reports of water samples of the hotel And NWSDB report on capacity of the Pearltea water source	
9	Benefit to the society	

All text- Times New Roman- 12

## Appendix - 2.6.6 List of Abbreviations - Style as an Example

### **ABBREVIATIONS**

(Times New Roman- Font 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- FONT SIZE- 16)

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## CHAPTER 3

### 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 cited in the body 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 free software available in the web and details could be obtained by typing "Viper plagiarism scanner" for searching download.

##### 3.1.2 Author Date System or Harvard System

Many degree awarding institutes formulate set of guidelines in preparing 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) 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 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 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 register at Faculty of Graduate Studies (FGS) of General Sir John Kotelawala Defence University (KDU), the reference list of the **research report / Dissertation/ thesis/ other documents** shall follow the Harvard style. This chapter describes how to cite the sources in text and how to prepare the list of references which belong to 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 some one's words directly written within quotation marks, source has to be given as In-text citation with page number/s and include the reference 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 reference.

#### 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 not have directly **cited them or not in the text of your document**.

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 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.

## Reference Management Software:

You can use reference management software such as End Note desktop and End Note- 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 are compatible.

Information on endnote X7 could be obtained from endnote.com and 30 day trial version could be downloaded from <http://endnote.com/downloads> that could be used by the students to organize their reference lists properly.

## Other Free Software

Mendeley is user friendly software that students can download to prepare their reference list. If EndNote software is unavailable, you can try downloading this software to prepare your reference list. The web site 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 number of formats such as PDF files, HTML files/web page or in both formats.

If it is downloaded as PDF files, that could be referenced as the printed journal format. **However where it is 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 always the article could be found online easily. Even though the doi is not mentioned in the Harvard style, when DOI is available, the candidate could use this 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: 8<sup>th</sup> 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: 8<sup>th</sup> September 2015].

### 3.2.2.2 Database Items

There are full text of journals articles, newspapers, and other publications through searchable databases. Such databases could be accessed only through the Library Resource Database. Journals in full text databases also 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, so URLs are not generally included when citing database resources.

#### REFERENCE LIST EXAMPLE:

Saunders, D A (2006): Case studies on diabetic foot ulcers, *Journal of Canadian Health Sciences* , 3 (3), pp 164-189, Available from Informit Full Text Database, ISSN: 0738-8533/2015MS000461 [Accessed: 11<sup>th</sup> May 2012].

#### **IN TEXT EXAMPLE:**

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

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

### **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, M N S (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 necessary guidelines to indicate how,

- I. Author name appears in the text when cited
- II. Single page citation and range of page citations should appear in the

citation

- III. Two or more references of the different authors to be cited in chronological form
- IV. To indicate the work published by the same author in the same year
- V. To use quotations for phrases originally appeared in the text of an author
- VI. To use secondary source of information in the text and how to list it in the reference list
- VII. Citations of electronic journals and listing them in the reference list
- VIII. To use Digital object Identifiers and
- IX. To cite a journal article from full text database

**TABLE 3.1 JOURNAL PAPERS- CITATIONS AND REFERENCE LIST**

	<b>IN TEXT EXAMPLES</b>	<b>REFERENCE LIST ELEMENTS</b>
	<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 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 Hufmann (1992, p 204) and Sonders <i>et al.</i> (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.
	<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>TABLE 3.1 JOURNAL PAPERS- CITATIONS AND REFERENCE LIST</b>	
<b>IN TEXT EXAMPLES</b>	<b>REFERENCE LIST ELEMENTS</b>
<b>Using quotations for phrases 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 Sorbon et al (1998 p 328) which refers to community based studies for health sector trends, <b>or</b> Huffmann (199 p 321) cited in Sorbon et al 1998 p 328)	Sorbon, K K; Ingrid, W E P; Sara W E and Peter, W K S (1998): Health sector trends for communicable diseases based on social studies, <i>Journal of Health Sciences</i> 50 (3) pp 325-423.
<b>Multiple sources- Use semicolons to clearly separate multiple sources.</b>	
There are many publications on water quality surveying techniques; Faith et al (2008); World Health Organization (2004) and Curtis (2007) etc.	Faith A; Fitzpatrick, Ian R Waite; Patricia J; D'arconte, Michael R; Meador, Molly A; Maupin, A And 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 I- 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, JAWRA, Journal of The American Water Resources Association, 37,(1), pp 125–137, DOI: 10.1111/j.1752-1688.2001.tb05480.x



<b>TABLE 3.1 JOURNAL PAPERS- CITATIONS AND REFERENCE LIST</b>	
<b>IN TEXT EXAMPLES</b>	<b>REFERENCE LIST ELEMENTS</b>
<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 space policy</i> . 49 (3). pp.163-168. Available: <a href="http://www.journals.elsevier.com/space-policy/">http://www.journals.elsevier.com/space-policy/</a> [Accessed: 5 <sup>th</sup> June 2015].
<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 Sri Lanka, <i>Environmental International</i> , 38 (5), pp 566-578, Available from: <a href="https://doi.org/10.1016/j.envint.2008.09.012">doi:10.1016/j.envint.2008.09.012</a> [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 Proceedings Paper (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 reference list is given below:

#### Referencing Method

- Surname, initials.
- Year of proceedings Publication (Year in brackets)
- Title of Paper/Article:
- In Proceedings 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 p289) 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 (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:
- In Proceedings 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
- 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 & 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 list of references for printed proceedings, electronic proceedings and for unpublished proceedings.

<b>TABLE 3.2: CONFERENCE PROCEEDINGS – CITATIONS AND REFERENCING</b>		
	<b>IN TEXT EXAMPLES</b>	<b>REFERENCE LIST ELEMENTS</b>
<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 (2009 p 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.
3	Reid, Norton and Mathew (2014) discussed .....	Reid, T K; Norton, D C; Matthew, C (2014): A full scale evaluation of ultra-fine microfiber cloth medium to achieve a 0.1 mg/l total phosphorus limit, <i>proceedings of the water environment federation</i> , WEFTEC 2014: session 101 through session 107, pp. 2405-2416(12)
<b>Electronic proceedings</b>		
1	Balakrishnan (2006 p 23) 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>XVth Biennial International Conference on Infant Studies</i> , Kyoto, Japan. 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.
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### 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 The 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 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)
- 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 Book

#### 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
- 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:

Barthes (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 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</i> , V 1.2, Washington D C , Flat World education, Inc. p 398
<b>Edited book</b>		
	Brown et al ed., (2010 p123) illustrated .....	Brown, K; Burgess, J; Festing, M and Royer, S Eds.(2010): <i>Value Adding Webs and Clusters – Concepts and Cases</i> . Munich and Mering: Rainer Hampp 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 to treat? An empirical perspective. In: Hollin, C.R. ed. <i>Handbook of offender assessment and treatment</i> . p. 3-15.Chichester: Wiley.
<b>E book</b>		
	As discussed in Travis (2012 P 25) .....	<a href="#">Travis S</a> (2012): <i>Deformations of algebras in non commutative geometry</i> Version 2, Cirnell University Library, available from <a href="#">arXiv:1212.0914</a> [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.
	<u>Immanuel Kant</u> (2015 P 34) discussed.....	<u>Immanuel Kant</u> (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).

##### INTEXT 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 is described under 3.4.1. If an organization takes the responsibility of the document, the name of that organization has to take the place of the author and the term “Anon” should not be used.

**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) .....

#### 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%20Commission%2010%202015.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](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].

### 3.5.4 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) give 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</i> . DFID Knowledge and Research Services Contract R8337.
<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, ISBN 978-92-9257-101-6 (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].
	As indicated in Coast conservation Department (1992) .....	Coast Conservation Department. (1992): <i>Coastal 2000: A Resource Management Strategy for Sri Lanka's Coastal Region', Volume II</i> . Available at: <a href="http://www.crc.uri.edu/download/SLCoast2000II.Pdf">www.crc.uri.edu/download/SLCoast2000II.Pdf</a> , [Accessed: 5 <sup>th</sup> October 2015]
<b>Documents with no author</b>		
	Anon (2006 p 23) 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 / Dissertations print, Referencing Method

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

#### IN TEXT CITATION 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 Central province of Sri Lanka on 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 thesis (in italics)*
- Type of degree/ thesis.
- Institution
- Available at: URL
- [Accessed: the date viewed in square brackets].

#### IN TEXT CITATION 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

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 responsible for the web page; e.g. [Sri Lanka Tourism.com](#), [Drugs.com](#).etc. Also it may be impossible to find the date of publication but you may find the date, but may be available the last updated (You may often find it at the top or bottom of the page)

#### Referencing Method for Web Site

- 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 CITATION 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 CITATION 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 presentation' [PowerPoint presentation].
- *Module code:*
- *Module title.*
- Available From: URL
- [Accessed: the date viewed in square brackets].

#### IN TEXT CITATION 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 CITATION 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 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 CITATION 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 News Paper 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 newspaper* (in italics, in Title Case)
- Date and month of publication
- Page references

#### IN TEXT CITATION 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 News Paper Articles (Online)

- Author/s Surname/s and initials.
- Year of publication (in brackets)
- Title of article (in single quotation marks)
- *Name of 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 CITATION 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 You Tube Videos

#### Referencing Method

- Name of person posting video
- Year video posted (in brackets)
- Title of film or programme (in italics)
- Available From: URL

#### IN TEXT CITATION 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].

- [Accessed: the date viewed in square brackets].

### 3.6.8 TV Programs

#### Referencing Method

- Title of episode (in single quotation marks)
- Year of transmission (in round brackets)
- *Title of programme / series (in italics)*
- Series and episode numbers (if available)
- Name of channel
- Date of transmission (day/month)

#### IN TEXT CITATION 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 Magazine: (in italics)*
- [Online]
- Date: (The blog entry was written)
- Available From: URL
- [Accessed: the date viewed in square brackets].

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

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

**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 the information that you received 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**

	MATERIAL TYPE	IN TEXT EXAMPLE	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 ( D Corke 2005, Personal communication, 23 <sup>rd</sup> August).	No need to include
4	Interview	The title for the research was confirmed during an interview (S P Dawsons 2011, personal communication, 11 January	No need to include
5	Telephone call	The Professor's statement on research methodology was confirmed during a phone interview (S Gorden 2013, personal communication, 11 January)	No need to include

### 3.6.9 Summary Table with More Examples for Other Sources

<b>TABLE 3.6: QUICK GUIDE FOR OTHER SOURCES.</b>			
	<b>MATERIAL TYPE</b>	<b>IN TEXT EXAMPLES</b>	<b>REFERENCE LIST ELEMENTS</b>
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 23) discussed about the methodology on ....	Nirosh D Aluthge (2015): <i>The influence of the Bovine Fecal Microbiota on the shedding of Shiga toxin-producing Escheichia coli (STEC) by Beef cattle</i> , M Sc Thesis, Faculty of The Graduate College at the University of Nebraska, Available at <a href="http://digitalcommons.unl.edu/foodsci/diss/55/">http://digitalcommons.unl.edu/foodsci/diss/55/</a> [Accessed on 04.11.2015]
3	Web pages	Atmospheric composition of earth is described in NASA Science web page.	National Aeronautics and space administration (NASA) : <i>NASA Science</i> , Available from <a href="http://science.nasa.gov/">http://science.nasa.gov/</a> , [Accessed 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	Armitage et al (1983) discussed on biological indicators....	<u>Armitage, P.D; Moss,D; Wright, J F; Furse, M T</u> (1983): <i>The performance of a new biological water quality score system based on macro invertebrates over a wide range of unpolluted running-water sites</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].

<b>TABLE 3.6: QUICK GUIDE FOR OTHER SOURCES.</b>		
<b>MATERIAL TYPE</b>	<b>IN TEXT EXAMPLES</b>	<b>REFERENCE LIST ELEMENTS</b>
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 Science, <i>Science</i> 11 July 2014: (226), <i>DOI:10.1126/science.345.6193.226-c</i> ]Available from: <a href="http://www.sciencemag.org/search?author1=Rob+Knightandsortspec=dateandsubmit=Submit">http://www.sciencemag.org/search?author1=Rob+Knightandsortspec=dateandsubmit=Submit</a> , [Accessed on 02.11.2015].

## **Bibliography**

British Standard Harvard, (BS ISO 690:2010): Available on:

<http://www.lboro.ac.uk/media/www/lboroacuk/content/library/downloads/advisesheets/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]

## **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
- MPhil - Master of Philosophy
- MSc - Master of Science
- OSCOLA - Oxford Standard for Citation of Legal Authorities
- PhD - Doctor of Philosophy

## Common Instructions to Students

### 1. Effective date of the degree

The effective date of the degree should be reckoned as the date on which BOM confirms the final results.

### 2. Use of Library facilities

a. KDU Library hours are as follows:

<b>Weekdays (Monday to Friday)</b>	<b>0830 hrs to 1600 hrs</b>
<b>Saturdays</b>	0900 hrs to 1300 hrs 1330 hrs to 1645 hrs
<b>Sundays &amp; Public Holidays</b>	Closed

b. It is mandatory that all students read and familiarize with the instructions provided in the guidelines for the use of the Library.

### 3. Conduct of Lectures

a. Lectures will be conducted at the Faculty of Graduate Studies lecture hall, which is situated in front of the KDU entrance.

b. Lectures will be conducted every other weekend. The timings are as follows:

- 0830 – 1230 Morning Session.
- 1330 – 1730 Afternoon Session.

c. All students are expected to be present at least **ten (10) minutes** prior to the beginning of each session.

### 4. Attendance

a. All students are required to follow the rules pertaining to attendance as given below, and failing that a student will not be permitted to sit for the end semester exams:

b. Every student is required secure an attendance percentage of 50% of the lectures conducted during an academic year. They are also required to attend more than 50% of lectures in each subject module with two (02) or more credits.

### 5. Officers' Mess

a. All students are required to abide by the KDU Mess rules. (Copy of the mess rules can be obtained from the KDU Mess).



- b. Mess facilities will be available to all students of the tri-services. Police, public service officers and private sector students should apply for honorary membership at the KDU mess.
- c. Lunch will be provided for those students who request and obtain a token after direct payment before 0830 hrs of the day.
- d. Snack / Tea in the morning and the afternoon will be provided for students on direct payment basis.

## 6. **Liquor**

All students are required to refrain from consumption of liquor during lunch hour on lecture days. Bar facilities are available on cash payment basis during other approved bar hours.

## 7. **Dress Code**

- a. During the weekends the following dress code is to be followed;
  - Open collar short / long sleeves shirt and pair of slacks / trousers (T Shirts and Jeans are strictly prohibited)
  - Shoes with socks.
  - Ladies: Decent dress (T shirts and Denims not allowed).
- b. During working hours (weekdays) students who enter the University should wear their respective services working dress or long sleeve shirt with tie. Ladies should wear a saree or a business suit.
- c. Dress for all ceremonial functions will be notified as and when such functions are scheduled.

## 8. **Parking of Vehicles**

- a. All students are required to park their vehicles at the University Car Park.
- b. Welfare of all OMT / TA / drivers will be the responsibility of respective students.

## 9. **Out of Bound Area**

The areas of KDU other than FGS building, library, cafeteria and the Officers' Mess are out of bounds for all students.