

Department of Geography

- *Bachelor of Social Sciences (Honours) in Geography**
- *Bachelor of Social Sciences (Honours) in Geography and Bachelor of Education (Honours) in Liberal Studies Teaching**
- *Bachelor of Social Sciences (Honours) in Geography and Bachelor of Education (Honours) in Personal, Social and Humanities Education Teaching**
- *Bachelor of Social Sciences (Honours) in China Studies – Geography Concentration**

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APPENDICES (SAMPLE MATERIALS)

Geography Major / Double Degrees

- (A) Sample Title Page
- (B) Sample Page of Acceptance
- (C) Sample Acknowledgement Page
- (D) Sample Table of Content

China Studies - Geography Concentration

- (E) Sample Title Page (Chinese)
- (E) Sample Title Page (English)
- (F) Sample Page of Acceptance (Chinese)
- (F) Sample Page of Acceptance (English)
- (G) Sample Acknowledgement Page (Chinese)
- (G) Sample Acknowledgement Page (English)

Ethical Approval

- (H) Application Form: Human Ethics – Fast Track

Consent Form

- (I) Honours Project Consent Form

SECTION A - HONOURS PROJECT REQUIREMENTS

1. Introduction

- 1.1 The Honours Project constitutes a very significant part (6 units) of the Bachelor of Social Sciences (Honours) degree in Geography and in the China Studies – Geography Concentration. Students are expected to engage themselves in a single, 9-10 month long, independent research activity and to spend about 6-9 hours each week on the Project throughout this period.
- 1.2 Each student will be assigned a Chief Adviser, who will be responsible for monitoring the student's progress on the Honours Project.
- 1.3 Topic selection for the project will take place towards the end of the third year of study (fourth year for GEOG-LST and GEOG-PSHET double degrees), under the guidance of the Chief Adviser. The project should be based on the analysis of a problem through fieldwork or through the analysis of secondary data. The project should demonstrate that you have developed geographical field, practical and analytical skills within the context of the chosen research topic. For Geography Major and Double Degrees students, the project is to be written in English, except under special circumstances. For China Studies students, the project must be on an aspect of China. It can be written in either English or Chinese, which is to be determined by the student in consultation with the Chief Adviser.
- 1.4 The normal scheduled interaction between each student and his or her Chief Adviser may vary according to the student and the nature of the topic selected. This interaction may take the form of individual or small group meetings. The role of the Chief Adviser is to provide advice when necessary and to oversee the thesis as a whole. It is important to remember that the honours project is your piece of work not the Chief Adviser and should reflect your work and thoughts.
- 1.5 The Honours Project is a research project, and therefore needs to have a component of original research. The students must undertake original data analysis, which may consist in fieldwork (which may for example involve interviewing people or collecting data if the honours project is a physical geography one), original GIS analysis, or original analysis of a dataset. Simply a literature review is normally not acceptable.

2. Assessment Scheme

- 2.1 Each Honours Project will be assessed by a Chief Adviser and a Second Examiner. In case of disagreement a third examiner will be called upon to resolve the issue, and the final grade will be decided by all three examiners.
- 2.2 The Chief Adviser monitors the progress of the student's project work on a regular basis as it is being performed and is strictly responsible for the "process" assessment. The Second Examiner will assess the "product" independently.
- 2.3 Both the Chief Adviser and the Second Examiner will assess the final project ("product") and will contribute equal weight to the "product" assessment.
- 2.4 The assessment will be based on the following general quantitative division:
 1. Process (10 - 20%)
 2. Product (80 - 90%)
- 2.5 Aspects of the project that are involved in assessment are as follows:
 - i) clarity of problem definition and statement of project objectives;
 - ii) review of literature relevant to the research topic;
 - iii) clear operational definition of methods and data required to meet the objectives of the research;
 - iv) relevance of the data collected and analyses performed to meet the research objectives;
 - v) the maturity, thoroughness, logic and clarity with which the results are presented and discussed;
 - vi) the soundness of the conclusions;
 - vii) the quality and relevance of any illustrative material such as maps and photos presented in support of the presentation of results and discussion;
 - viii) the overall presentation of the final project product; and the project process

3. Schedule for Honours Projects

Nature of Activity	Date
Honours Project Briefing and Lecture	Early April 2023
Active consultation with staff members for topic selection	April – May 2023
Tentative topic and supervisor selection form submitted to the Department	5:00 pm, 11 May 2023 (Thursday)
Assignment of Supervisor	June 2023
Submission of topic approved by Supervisor to the Department for record	29 September 2023 (Friday)
Application for Ethical Approval (for student projects utilizing human subjects)	31 October 2023 (Tuesday)
Submission of Honours Project to Department	5:00 p.m. 18 April 2024 (Thursday)
Submission of Honours Project to Department – 2 + 3 Programme	5:00 p.m. 19 September 2024 (Thursday)

4. Penalty for Late Submission of Honours Projects

Students who fail to submit his/her Honours Project by the deadline shall be subject to the following penalty:

- i) 1-3 calendar days late - downgraded by one sub-grade
(e.g. a “B+” grade project will be downgraded to “B”)
- ii) 4-7 calendar days late - downgraded by two sub-grades
(e.g. a “B+” grade project will be downgraded to “B-”)
- iii) 8-14 calendar day late - downgraded by one grade and the project shall receive a grade no higher than “C”.
(e.g. a “A”, “A-”, “B+” or “B” grade project will be downgraded to “C”)
(e.g. a “B-” grade project will be downgraded to “C-”)
(e.g. a “C+”, “C” or “C-” grade project will be downgraded to “D”)
(e.g. a “D” grade project will be regarded as fail.)
- iv) Submission of project 15 calendar days late or more shall receive an “F” grade.

5. Technical Requirements for the Preparation of the Honours Project

- 5.1 As a guideline, a typical thesis should be between 10,000 and 15,000 words in English, or between 15,000 and 22,000 characters in Chinese.
- 5.2 The required font size is #12 (using Microsoft Word). Footnotes may use the same size font or smaller, but should be no less than #10 font. For projects in Chinese which are word-processed, the #12-13 font size in Microsoft Word (Chinese Version) is recommended; but other font sizes may be used with prior approval of the Department.
- 5.3 There will be no first draft. That is, there will only be one submission, that of the final product, in order to help assure the independence of the students' work and comparability.
- 5.4 As far as practical all Projects should be word-processed on the computer for easy revision.
- 5.5 All typed Projects are to be double-spaced. (Except Title Page and Page of Acceptance.)
- 5.6 Margins are to be 1.5 inches for left and right margins, and 1 inch for the top and bottom margins respectively. Whether or not the right margin should be justified is decided by the Chief Adviser.

- 5.7 Students are required to upload the final project in either word or PDF format onto Moodle for submission and plagiarism checking on or before the set deadlines.
- 5.8 The project submission is signed by both the Chief Adviser and the Second Examiner.
- 5.9 Upon students' consent, the outstanding final projects may be printed by the Department and kept in the Geographic Resource Centre as reference copies.
- 5.10 The order of the materials included in the final project should be as follows (See samples attached):
- 1) Standard Title Page
 - 2) Standard Page of Acceptance
 - 3) Acknowledgement Page (if applicable)
 - 4) Abstract (also stating the total number of words of Honours Project).
 - 5) Table of Content/List of Tables/List of Figures (if required, see Major Section)
 - 6) Text
 - 7) Notes (if used)
 - 8) Appendix (if needed)
 - 9) Bibliography

Note that the title page is counted but not numbered. If the title requires 2 or more lines, single-space the lines and centre the lines. Do not use a period after a centred title.

- 5.10.1 Acknowledgements page is useful if one wishes to acknowledge assistance or support of public bodies such as libraries and government offices, or individuals. Consult your Chief Adviser if you have any questions as to whether this is applicable to your project.
- 5.10.2 Appendix or Appendices may be the appropriate place for tables, charts and illustrations, questionnaire data, statistics, and the like if you feel they are too big or disruptive to include in the text. If possible, place each appendix on a new page and number it. If there is only one appendix included in the Project, simply put down "Appendix" on the sheet.
- 5.11 For other technical information, please refer to Section B of the handbook.
- 6. Guidelines for the Chief Adviser and the Second Examiner**
- 6.1 Chief Advisers are expected to meet their students regularly, either individually or in the form of a small group tutorial and to supervise the progress of the students' projects throughout the period.
- 6.2 The Chief Adviser should leave their students ample scope to demonstrate their ability to work and think independently.
- 6.3 The role of the Chief Adviser is to help their students (a) to narrow their proposed topics to a manageable size, (b) to develop and clarify their views if necessary, (c) to advise their students on the use of various library resources, (d) to ensure that their students are provided with sufficient resources to complete their projects, and (e) to ensure that their students are working through their projects at an appropriate pace.
- 6.4 The Chief Adviser will normally be expected to review the introduction, conclusion, and bibliography as well as the organization of content materials of the student project.
- 6.5 The Chief Adviser should never copy-edit the entire project for the student prior to its formal submission because the project should be a true reflection of the student's ability and performance.
- 6.6 The Chief Adviser, however, may read a small portion of the student's draft project for stylistic changes or grammatical corrections. This should be decided by the Chief Adviser on the basis of the nature of the project, but normally would not exceed about five pages.
- 6.7 The Chief Adviser alone is responsible for the percentage of the grade assigned to continuous assessment. (For details concerning assessment, please refer to Section 2).
- 6.8 A Record of meetings with the students may be useful for future reference and for the preparation of the progress report.

6.9 The grade "YR" will be recorded at the end of the first semester to indicate that the Project is a year-long subject. At the end of the second semester the "YR" grade will be changed to whatever grade the students receive for their Honours Projects.

6.10 The Second Examiner is not expected to read any portion of the draft project for the student. And in the reading of the project, the Second Examiner is expected to mark the project independently rather than reviewing the marks of the Chief Adviser. The Second Examiner is not a second Chief Adviser.

7. **Guidelines for the Student**

7.1 The Honours Project is a **6-unit** Level VI course.

7.2 Each student should:

- a) work independently,
- b) implement the project plan and monitor its development,
- c) report to the Chief Adviser on the progress of the project at least once a month,
- d) observe all deadlines set for various purposes.

7.3 The deadline for the submission of the project should be strictly observed. Any late submission will be considered on a case-by-case basis, with penalties assessed as is deemed appropriate by the Department Examination Board. Application for extending the submission deadline will only be considered if the student encounters health problems, accidents or other emergencies with supporting documents (i.e. medical certificates) and application must be submitted on or before the deadline.

7.4 Remember that the project is your own responsibility. Do not expect your Chief Adviser to provide you with ideas, topics or sources or to copy-edit your text.

7.5 If your project is done on a computer, make sure to have a back-up system. Do not rely entirely on the hard disk or the floppy disk. Computer or computer-related problems will not be considered adequate reasons for late submission of a project. If you encounter any serious problem which may result in late submission, you should report in writing to your Chief Adviser and the General Office of the Department at least 48 hours before the deadline.

7.6 Note that proper acknowledgement of sources of information or ideas is extremely important. You should cite a source when you quote, paraphrase, or summarize another person's original idea. Any use of reference materials without proper acknowledgement of sources is a serious breach of ethics. Students are reminded to observe at all times the standards of conduct as stated in the University Student Handbook 2023-24 to bear in mind that "A student who is found to have committed an act of academic dishonesty such as plagiarism, submission of material(s) for assessment which is not the student's own work, the use of fabricated or copied data for assessment, shall receive an "F" grade for the course. In addition, the case may be submitted to the Student Affairs Committee for further action." (Section 4.2).

7.7 If an Honours Project is found to have a similarity rate of 35% or above, the Review Mechanism in the Department will be activated and a Review Panel will be formed to investigate the case in question with the student concerned. If plagiarism is confirmed by the Review Panel, an 'F' grade will be assigned to the student for the course. In light of the University's Procedures governing student academic integrity for Undergraduate Studies leading to the award of an HKBU degree, the Department will report the case, in writing, to the Academic Registrar via the Dean of the Faculty, accordingly. The Academic Registrar will inform the Quality Assurance Committee (QAC) and the QAC will report the case to the Senate.

7.8 Students are required to apply for Ethical Approval for their Honours Projects. Students can download the forms from the Graduate School website (<https://research.hkbu.edu.hk/support/policies-and-guidelines/research-ethics>):

- Ethics/Animal – Student

(https://research.hkbu.edu.hk/f/upload/422/REC_Animal_Student.doc)

- Ethics/Human – Student (Full Review)

(https://research.hkbu.edu.hk/f/upload/422/REC_Human_Full_Student.docx)

- Ethics/Human – Student (Fast Track Review)

(https://research.hkbu.edu.hk/f/upload/422/REC_Human_Fast_Track_Student.docx)

- Ethics/Safety – Student

(https://research.hkbu.edu.hk/f/upload/422/REC_Safety_Student.docx)

Upon completion of the form, students need to: (1) Send the duly completed application to the Chief Advisor for recommendation; (2) With the recommendation from the Chief Advisor, seek endorsement from the Head of Department, who will forward it to the Dean of the Faculty and the Research Ethics Committee (REC) via the Graduate School.

8. **General Guideline for Projects Written in Chinese**

中文論文格式

(一) 書寫方式

論文必須橫排打字。全文字數須在一萬五千至二萬二千字。

(二) 建議論文分章分節，並附有目錄。至於章節數碼之使用，可選擇中國數字、阿拉伯數字、羅馬數字、英文字母等，亦可交錯運用，但必須全文劃一，脈絡清楚、章節分明。

(三) 目錄

於首行低四格寫‘目錄’二字。目錄不宜過繁，列出各節條目即可，並附頁碼。例：

一、 引言	頁 1
二、 經典區域發展理論家對區域經濟的看法	3
(一) 中心向下理論 (Centre-down paradigm)	
(二) 自下而上理論 (Bottom-up paradigm)	
三、 中國的區域經濟思想	16
(一) 文革前	
(二) 文革期間	
四、 開放政策下的區域經濟	20
(一) 經濟特區	
(二) 沿海發展策略	
(三) 梯度理論	
五、 第八個五年計劃與十年發展規劃有關區域經濟的指導思想	25
六、 展望	30
七、 結語	35
附註	37
引用書目及論文	45
附錄	

(四) 正文

應另起新頁，不必再寫論文題目，第一行可由第一節條目開始，低四格書寫。節與節之間應隔一行，每段首句低二格，引文全段均應低三格，附註符號以‘1、2、3、’形式書寫。

- (五) 文中引用他人著述中之句子時，如篇幅較長或需要博引眾籍以陳述觀點論見，則宜與正文分別排列：將整段引文移入三格，以四百字原稿紙而言，通常是左三右一、左三右二，或左三右零。至於整段引文之首行是否再移入兩格，如起段般，以及引文是否在起訖處加上引號，由作者自行決定，但全文必須前後劃一。
- (六) 標點符號用法可參考《新華字典》所附“常用標點符號用法簡表”。注意書名號用《 》；文章篇名號用〈 〉；雙引號用“ ”；單引號用‘ ’等。每一標點符號佔一格位置。
- (七) 註釋及參考書目及文獻應另起新頁，首行低四格寫‘註釋’二字。‘參考書目及文獻’與‘註釋’。

在中文用法中，功能基本相同，可取一或兩者同時並用。它們的格式也基本相同。

註釋必須用中國數字或阿拉伯數字編號，並依照順序排列在正文之後。註號可加上括弧。註號應置頂格，與內容之間隔一格。

註釋除用以抒發己見、臚列相反意見、補充正文外，主要是用來說明所徵引材料之出處的。交代資料出處時須詳註出版資料，如：

胡鞍綱：《中國地區差距報告》(沈陽：遼寧人民出版社，1995)

李思名、邵一鳴、莫泰基主編：《中國社會發展》(香港：香港教育圖書公司，1995)

國家經濟貿易委員會研究所室：《1994年重大體制改革問答》(北京：煤炭出版社，1994)

顧朝林、趙曉斌〈中國區域開發模式的選擇〉，《地理研究》1995年14卷4期(1995年12月/頁8-21)

黃觀貴〈中國‘三廢’污染問題的現狀與前瞻〉，見李思名、邵一鳴、莫泰基主編：《中國社會發展》(香港：香港教育圖書公司，1995)，頁225-253。

- (八) 引用同一書刊或文章時，可用“同上”或略去已交代之出版資料兩種方式。
- (九) 論文之末，宜附參考材料目錄。先列書籍，次列論文；首述漢文，後及外文。排列之次序，可依作者姓氏筆劃多寡(外國作者則按姓名字母順序)，或漢語拼音，或據出版及發表年月先後等為序。如參考書目過長，可考慮剪裁成一“徵引材料目錄”，只列出在註釋中曾徵引者。

參考材料目錄應另起新頁，首行低四格寫“參考材料目錄”或“徵引材料目錄”字樣。作者姓名不可考者，悉置於書目之末，按篇名或書名之筆劃或漢語拼音排序。

9. **Checklist for the Honours Project**

- 1) Do you have your Project proposal approved?
- 2) Have you met your Chief Adviser on a regular basis?
- 3) Is the length of your project acceptable?
- 4) Have you double-spaced your text?
- 5) Have you set the proper margins for your Project?
- 6) Are the materials included in the Project put in the proper order?
(e.g. title page, acknowledgement page, etc.)
- 7) Have you properly acknowledged sources of information or ideas used in your Project and/or on your Acknowledgements page?
- 8) Have you included a page of acceptance in the final project?
- 9) Have you followed the specific requirements/style set by the Department of Geography?
- 11) Does your title page meet the standard requirement?
- 12) Have you uploaded the final project in either word or PDF format onto Moodle on or before the submission deadline?
- 13) Have you prepared the Consent Form?

SECTION B - NOTES FOR HONOURS PROJECT STUDENTS

Some Observations

Remember, your honours project while important, will be constrained by time, resources, and a variety of other factors. You are not expected to complete a doctoral dissertation or a master's thesis. To a considerable extent the honours project will have succeeded in its objectives if you are able to gain further familiarity with geographical research methodology and techniques. Be realistic in your objectives.

While to some degree you and your Chief Adviser may share a similarity of interests a good match is not always possible nor is it necessary. It is the policy of the Geography Department to ensure that each faculty has an equal share of honours project supervision. This ensures that each advisee will gain a fair share of the assistance which he/she should receive. For the purposes of the honours project each advisee requires the guidance of a geography faculty member regardless of his/her field of specialisation. All faculty members actively pursue research, all have intimate familiarity with the requirements of the honours project.

Precautionary points

Plagiarism or word theft is considered equivalent to a criminal offence in the academic world; so be original or reference material that is not yours. All Honours Projects will be checked with the internet-based plagiarism-prevention service Turnitin.

Students collecting data for analysis based on a social survey in the field or by mail must not use the name of the Department or the University on a letterhead or as a form of introduction. A standard letter of introduction will be prepared by the Department Head which students may use to identify and introduce themselves to interviewees or people in the private or government sector.

Collection and analysis of field data and writing and preparation of the Project are the sole responsibility of the student.

Institutions, government departments, etc. which provided assistance in terms of making data available should be presented in the final Project.

The Abstract

The abstract should follow the Acknowledgement page. The abstract should be less than 300 words (450 characters) and contain substantive information about the nature scope and results of the thesis project. Included in the abstract should be the main points made in the research project. Keywords should be used in the abstract which draw the readers' attention to the main content and ideas of the project. The abstract should also present the main conclusive points of the research.

A couple of examples of good abstracts are given below.

Example 1

The interannual variability of tropical convection related to the Southern Oscillation (SO) and regional climate anomalies is studied from satellite-derived estimates of highly reflective clouds (HRC) during 1971-87. The novel HRC data bank provides a particularly useful measure of tropical convection for the purposes of climate diagnostics, because of its length and continuity of record. For the first time, maps are presented of the patterns of correlation between the SO, as well as regional rainfall anomalies, and convection over the global tropics.

Throughout the year, the SO (high SO phase defined by anomalously high/low pressure at Tahiti/Darwin) exhibits a highly significant negative correlation with HRC in the equatorial Pacific but a much weaker positive correlation with Indonesia. The SO is correlated positively with HRC in the Amazon basin in boreal winter but negatively with HRC over central Africa throughout most of the year. The three equatorial convection centers tend to vary in unison, in particular those over the Amazon basin and central Africa, while the positive correlations of any of these centers with the SO are much weaker. Copious precipitation during the March-April rainy season of northeast Brazil is associated with a southward displaced low-pressure trough and embedded wind confluence, as well as a southward shift of the convection belt in the sector extending from South America across the Atlantic into equatorial Africa. During abundant Nordeste rainy seasons, as in the high SO phase, convective activity tends to be enhanced over Indonesia but reduced in the equatorial Pacific. Copious rainfall in Subsaharan West Africa (Sahel) tends to be associated with the high SO phase and thus intense convection over Indonesia and reduced convective

activity in the equatorial central Pacific. Another new finding is the strong inverse relationship of Sahel rainfall with the convection over central Africa. Abundant Indian summer monsoon rainfall is accompanied by enhanced convective activity over the Indian Ocean and Indonesia and reduced convection in the equatorial central Pacific, characteristics of the high SO phase.

Example 2

China’s agricultural reforms and open door policy adopted since 1978 have had an impact on the economic structure of the country, population characteristics, and urban development. This project examines the spatial implications of such changes in the light of the development of Zhujiang Delta located in the coastal region of South China. Market-oriented agricultural production, rural industrialization, migration of surplus farm labor, and the spread of small towns in the rural areas are some of the consequences of the reforms and are placed in the perspective of the coreperiphery theory of regional development. It is argued that the hybrid “Center-downward” and “Periphery-upward” approach in spatial development was adopted because it was politically more adaptable to the Chinese objectives of economic development, which continue to uphold Marxism, Maoism and Communist Party leadership. Through careful control of the destination of the rural migrants in conjunction with the policy of small town development, China hopes to establish a new spatial relationship between the core and the periphery on more equal footing. Currently the spatial structure of Zhujiang Delta displays a well-integrated network of towns of varying sizes being established to fill in gaps in the settlement hierarchy to effect spread of benefits from the core to its periphery. But contrary to expectations, spatial inequity in development persists as the core has advanced at a much faster pace than its periphery.

Tables

Tables are an important means of summarising information and are an important part of any geography thesis dealing with large amounts of information. Not only is the layout of the tables, important but information accompanying the tables. Such information includes (i) notes of the method of calculation of any variable/index appearing in the table; (ii) source of the table if the table has been taken from a publication. Tables should be referred to in the text by their number, e.g. the results are presented in Table 2 or precipitation varies with altitude (Table 2) supporting the idea that.....Attention should be drawn to tables where ever possible instead of spending several paragraphs describing results laboriously. Captions or table titles should appear at the top of the table.

Examples of well constructed tables appear below.

Example 1

Table 6.5: Regression and Correlation Coefficients For Log Ram Number-Snow Density Relationships

Source	a	b	c	Location
Bull (1956)	-0.6107	0.00531	0.80	Greenland
Keeler and Weeks (1967)	-0.8446	0.0064	0.94	Montana
Keeler (1968)	-0.7482	0.00599	0.89	Montana
Martinelli (1971)	-0.463	0.00421	0.68	Colorado
Weir and Owens (1981)	-0.477	0.0050	0.85	Mt Hutt
Prowse (1981) All samples	-0.408	0.0046	0.79	Craigieburn Range
Prowse (1981) interior Show	-0.392	0.0045	0.83	Craigieburn Range
Prowse (1981) Surface Wind Deposits	-0.485	0.0051	0.78	Craigieburn Range
This Study	-0.354	0.0041	0.77	Craigieburn Range

a = regression intercept
 b = regression coefficient
 c = correlation coefficient

Example 2**Table 1. Change in the Economic Structure of Zhujiang Delta Open Economic Zone, 1978-84**

Item	1978	1984	1978-84 percentage change
Agriculture production value (million yuan ^a)	2854	5629	+97.2
Cultivated land (million mou ^b)	9.186	8.661	-5.7
Major crop production			
Food grain (thousand tonne)	3469	4146	+19.5
Sugar cane (thousand tonne)	4198.3	6598.5	+57.2
Silkworm cocoon (thousand tonne)	21.9	13.3	-39.3
Pigs (thousand)	2774.8	3105.6	+11.9
Aquaculture products (thousand tonne)	204.6	324.3	+58.5
Industrial production value (million yuan)	3914	9808	+150.6
Village-township enterprise (million yuan)	1150	4892	+325.4
Foreign trades (million yuan)	803	1841	+129.3
Total commercial retailing value (million yuan)	2430	6426	+164.4
Total savings at year end (million yuan)	479	4168	+770.1

^a 1 yuan = US\$0.266 the current exchange rate.

^b 1 mou = 0.0667 hectare.

Sources: Guangdong Sheng Tongjiju 1985; 1986.

Example 3**Table 4.3. Frost observations at selected stations along a north to south cross-section^a**

	A		B		C		D		E	F
Mohe/1	Sept.	7	Aug.	11	June	5	June	28	93	63
Harbin/15	Sept.	29	Sept.	20	May	15	May	30	136	116
Beijing/61	Oct.	10	Oct.	4	Apr.	19	May	15	179	160
Shanghai/119	Nov.	21	Oct.	29	March	29	Apr.	16	236	213
Guangzhou/199	Jan	9	Oct.	12	—		Feb.	12	353	304

^a (A) Mean date of first frost; (B) date of recorded first frost; (C) mean date of last frost; (D) date of recorded latest frost; (E) mean duration of frost-free period (days); (F) duration of recorded shortest, frost-free period (days).

Maps

It is often said that maps are one of the basic tools of geography. Certainly large amounts of information can be portrayed on a map (i.e. a picture can save a thousand words) as long as the map is well designed. The main purpose of a map is to clarify to the reader what is being described. Besides the information presented on a map, a map should contain the following essentials:

- (i) a figure number, e.g. Figure 6
- (ii) a title which is brief and to the point
- (iii) a border of frame
- (iv) a key or legend showing what the map symbols or shading means
- (v) a scale
- (vi) a north point which usually is the top of the map
- (vii) a source indicating whether from another publication or from original field data.

A map should only be included if it is relevant to the issue being discussed and should follow the first reference to it the text on the next page. Maps should where possible be drawn on the same size paper as that of the text. Large maps may be included in a folder or envelope inside the back cover of the bound thesis.

All maps should only be prepared in black and white although colour may be used if absolutely necessary. Photocopied maps from published or unpublished sources are not acceptable. Lettering on the map should be neat and simple and generally parallel to the bottom edge of the page or parallel to any particular physical feature that is not aligned with the bottom edge of the page, e.g. river, mountain, chain etc.

Examples of well prepared maps are given below.

Example 1

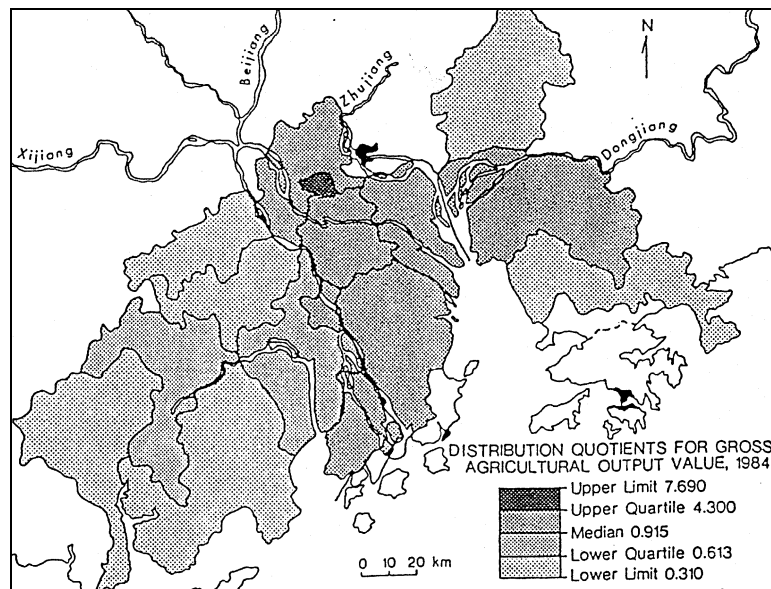


Figure 2. Distribution quotients of gross agricultural output value by countries, 1984.

Example 2

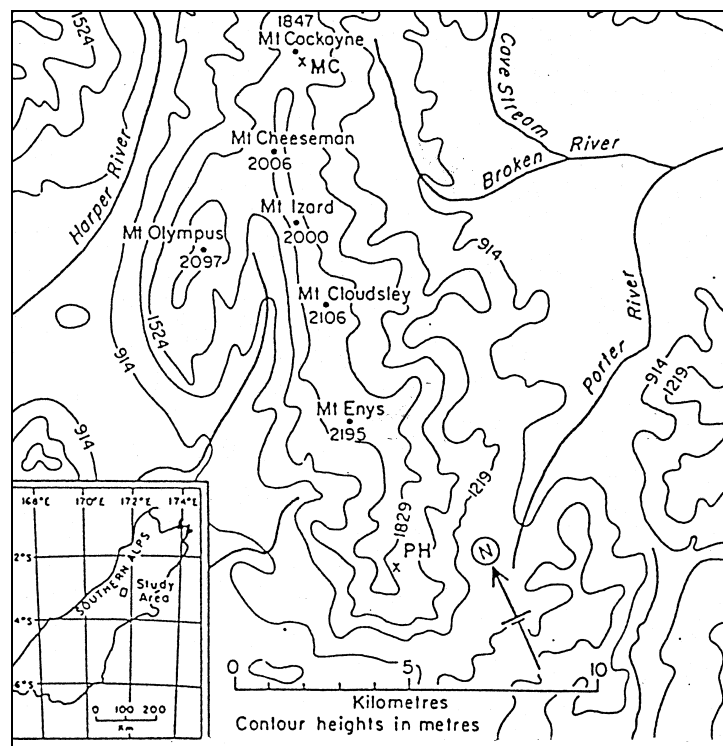


Figure 2.1:

Location of Study Area

- PH — Porter Heights Skifield
- MC — Mt Cheeseman Skifield
- BR — Broken River Skifield (location of meteorological site)
- CV — Craigieburn Valley Skifield

Example 3

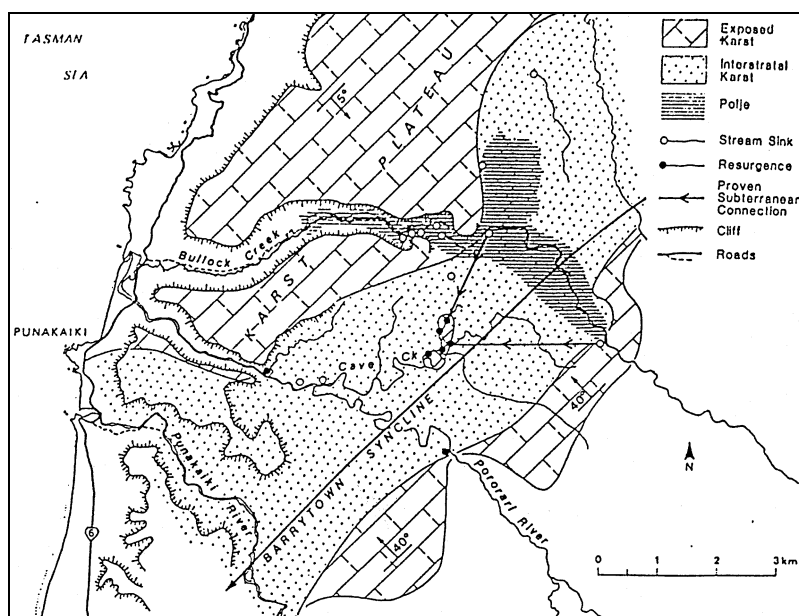


Figure 9.27 Bullock Creek on the west coast of the South Island of New Zealand was once a through valley, but uplift caused steeper hydraulic gradients and the stream has been captured underground. In flood, overflow reoccupies the antecedent gorge. Modified from Williams (1987b) with extra hydrological data from S. Crawford.

Measurement

Units of measurement to be used should be according to the System International (SI) metric units system. A table outlining the SI system with the associated units of measurements is given below. For example when measuring length metres, millimetres, micrometres or kilometres should be used. Do not use mixed systems of measurement such as F⁰/Km where two systems are mixed together.

If a traditional system of measurement is used when making reference to historical or cultural material then the metric equivalent should be given.

When using percentage in the text the word percent must be used eg. 3 percent not 3%. Also it is pointless giving percentage breakdowns in the text or in a table if the sample size is very small e.g. if 5 equals 100 percent (ie. if < 5 forget about percentage breakdowns).

Measure	Name of unit (symbol)	Value	Approximate conversions	
			From SI metric	To SI metric
Length	metre (m)	base unit	1 m = 39.37 inches	1 inch = 0.025 40 m
	micrometre (μm)	0.000 001	= 3.281 feet	1 foot = 0.304 8 m
	millimetre (mm)	m	= 1.093 6 yards	1 yard = 0.914 4 m
	kilometre (km)	0.001 m	*1 km = 0.621 4 mile = 0.540 0 nautical mile	1 mile = 1.609 m 1 nautical mile = 1 852 m
		1000 m		
Mass	kilogram (kg)	base unit	*1 g = 0.035 27 ounce	1 ounce avoirdupois = 28.35 g*
	milligram (mg)	0.000		1 pound = 0.453 6 kg
	gram (g)	001kg	1 kg = 2.205 pounds	1 stone = 6.350 kg
	tonne (t)	0.001 kg	1 kg = 0.157 5 stone	1 hundredweight = 50.80 kg
		1 000 kg	1 t = 19.68 hundredweights = 1.102 US tons = 0.984 2 ton	1 US ton = 907.2 kg 1 ton = 1016 kg
Time	second (s)	base unit		
	minute (min)	60 s		
	hour (h)	3 600 s		
	day (d)	86 400 s		
	year (a)			
Area	square metre (m ²)	SI unit	*1 cm ² = 0.155 0 square inch	1 square inch = 6.452 cm ²
	square centimetre (cm ²)	0.000 1 m ²	1 m ² = 10.76 square feet	1 square foot = 0.092 90 m ²
	hectare (ha)	10 000 m ²	= 1.196 square yards	1 square yard = 0.836 1m ²
	square kilometre (km ²)	1 000 000 m ²	* 1 ha = 2.471 acres	1 acre = 0.404 7 ha*
			* 1 km ² = 0.386 1 square mile	1 square mile = 2.590 km ²
Volume	cubic metre (m ³)	SI unit	* 1 cm ³ = 0.61 02 cubic inch	1 cubic inch = 16.39 cm ³ *
	cubic centimetre (cm ³)	0.000	1 m ³ = 35.31 cubic feet	1 cubic foot = 0.028 32 m ³
		001 m ³	= 1.308 cubic yards	1 cubic yard = 0.764 6 m ³

Volume (fluids only)	litre (l)	0.001 m ³	*1 ml = 0.035 20 fluid ounce	1 fluid ounce = 28.41 ml*
	millilitre (ml)	0.001 l	*1 l = 1.760 pints	1 pint = 0.568 3 l*
	megalitre (ML)	1 000 l (1 m ³)	= 0.220 0 gallon	1 gallon = 4.546 l*
			= 0.027 50 bushels	1 bushel = 36.37 l*
			1 MI = 0.810 7 acre foot	1 acre foot = 1.233 MI
Velocity	metre per second (m/s)	SI unit	1 m/s = 3.281 feet per second	1 foot per second = 0.304 8 m/s
	kilometre per hour (km/h)	0.277 7 m/s	= 2.237 miles per hour	1 mile per hour = 0.447 0 m/s
			= 1.944 knots	1 knot = 0.514 4 m/s
			= 3.600 km/h	1 km/h = 0.277 8 m/s
		1 km/h = 0.540 0 knot	1 knot = 1.852 km/h	
		1 000 mm/a = 39.37 inches per year		1 inch per year = 25.40 mm/a
Energy Work	joule(J), i.e. 1 kg m ² /s ²	SI unit	1 J = 0.238 8 calorie	1 calorie = 4.187 J
	kilojoule (kJ)	1 000 J	= 0.000 238 8 Calorie	1 Calorie = 4 187 J
	megajoule (MJ)	1 000 000 J	*1 kJ = 0.947 8 British thermal unit	1 British thermal unit = 1.055 kJ*
			1 MJ = 0.277 8 kWh	1 kWh = 3.600 MJ
Power	watt (W), i.e. 1 J/s, or 1 kg.m ² /s ²	SI unit	*1 m W = 0.014 33 calorie per minute	1 calorie per minute = 69.78 mW*
	milliwatt (mW)	1 000 W	1 W = 0.238 8 calorie per second	1 calorie per second = 4.187 W
	kilowatt (kW)	1 000 000 W		
	megawatt (MW)	W	*1 kW = 1.341 horsepower	1 horsepower = 0.745 7 kW*
Energy Flux Density	watt per square metre (W/m ²), i.e. 1 kg/s ³ ,	SI unit	*1 mW/cm ² = 0.014 33 calorie per square centimetre minute	1 calorie per square centimetre minute = 69.78 mW/cm ² *
	milliwatt per square centimetre (mW/cm ²)	10 W/m ²	1 W/m ² = 0.001 433 calorie per square centimetre minute	1 calorie per square centimetre minute = 697.8 W/m ²
			= 2.064 calories per square centimetre day	1 calorie per square centimetre day = 0.484 6 W/m ²
			= 0.753 2 kilocalorie per square centimetre year	1 kilocalorie per square centimetre year = 1.328 W/m ²
		= 0.753 2 kilolangley per year	1 kilolangley per year = 1.328 W/m ²	
		= 0.317 0 British thermal unit per square foot hour	1 British thermal unit per square foot hour = 3.155 W/m ²	
		1 kJ/m ² = 0.023 88 langley	1 langley = 41.87 kJ/m ²	
Density	kilogram per cubic metre (kg/m ³)	SI unit	*1 g/cm ³ = 0.036 13 pounds per cubic inch	1 pound per cubic inch = 27.70 g/cm ³ *
	gram per cubic metre (g/m ³)	0.001 kg/m ³	1 kg/m ³ = 0.062 43 pounds per cubic foot	1 pound per cubic foot = 16.02 kg/m ³
	gram per cubic centimetre (g/cm ³)	1 000 kg/m ³	*1 t/m ³ = 0.36 10 pounds per cubic inch	1 pound per cubic inch = 27.70 t/m ³
	tonne per cubic metre (tm ³)	1 000 kg/m ³		
Force	newton (N), i.e. 1 kg.m/s	SI unit	1 N = 100 000 dynes	1 dyne = 0.000 01 N
	kilonewton (kN)	1 000 N	1 N = 0.224 8 pound force	1 pound force = 4.448 N
	meganewton (MN)	1 000 000 N	1 N = 7.233 poundals	1 poundal = 0.138 3 N
		N	*1 kN = 0.100 4 ton force	1 ton force = 9.964 kN
Pressure and Stress	pascal (Pa), i.e. 1 kg/m.s ²	SI unit	1 Pa = 0.01 millibar	1 millibar = 100 Pa
	millibar (mb),for	(N/m ²)	1 Pa = 0.000 01 bar	1 bar = 100 000 Pa
	meteorological purposes only	100 Pa	1 Pa = 0.020 89 pound force per square foot	1 pound force per square foot = 47.88 Pa
			1 kPa = 0.145 0 pound force per square foot	1 pound force per square inch = 6.895 kPa
		1 kPa = 0.295 3 inch mercury	1 inch mercury = 3.386 kPa	
		*1 kPa = 7.501 millimetres mercury	1 millimetre mercury = 133.3 Pa	
		1 Mpa = 9.871 atmospheres	1 atmosphere = 101.3 kPa	
Temper- ature	kelvin (K)	base unit	$^{\circ}C = \frac{5}{9} (^{\circ}F - 32)$	$^{\circ}F = \frac{9}{5} (^{\circ}C) + 32$
	degree Celsius (° C)	K -- 273.1		
Angular	radian (rad)	SI unit	1 radian = 57° 18'	100° = 1.745 radians
	milliradian (mrad)	10 ⁻³ rad	1 radian of latitude = 6129 km on Earth,	100 km on Earth = 56 minutes of latitude
	degree (. . . °)	π /180 rad	approximately	= 0.016 29 radian
	minute (. . . ')	1/ 60°	1 rad/s = 2.063 x 10 ⁵ degrees per hour	1 degree per hour = 4.847 x 10 ⁻⁶ rad/s

* Not base SI units but derived from them.

Heading and Sub-sections

Headings should be precise so as to indicate to the reader what he is likely to find in the following text. As each chapter is likely to have a number of sub-sections which deal with various aspects of the overall material presented in the chapter there will be a number of different levels or orders of headings. The sub-headings should be logically linked, i.e., each sub-heading at a lower level should be logical linked to the one above it. A sub-heading's relation to the major chapter heading is shown by a numbering or system by font size which indicates the order or level of the heading. An example taken in part from the Annals of the Association of America Geographers may help to clarify this.

First Order Heading	2.0	<u>THE GEOGRAPHICAL OUTLOOK</u> The single characteristic to all geographers is their concept.
Second Order Heading	2.1	<u>PRIMARY GEOGRAPHICAL CONCEPTS</u> There are a number of concepts held to be basic in geography. Among these are the regional concept, the quantitative concept.....
Third Order Heading	2.1.1	<u>The Regional Concept</u> Just as geography is concerned with the whole earth, it is also concerned with regional entities which may be defined as.....
Fourth Order Heading	2.1.1.1	<u>The Theory of the Subregion</u> In the discussion of regional patterns Jones (1971) clearly stated the case for subregions.

An example of headings and sub-heading ordering and layout is given below:

CHAPTER FOUR: THE ROLE OF METEOROLOGICAL FACTORS IN AVALANCHE FORMATION

4.1 INTRODUCTION

4.2 PREVIOUS WORK

4.3 METEOROLOGICAL VARIABLES AND AVALANCHE PROBABILITY

4.3.1 Methods

4.3.2 Results

4.3.3 Influence of Individual Meteorological Variables on Avalanche Occurrence

4.3.3.1 Precipitation Related Variables

4.3.3.2 Temperature Related Variables

4.3.3.3 Wind Related Variables

4.3.3.4 Relative Humidity

4.3.4 Critical Levels For Dry Avalanche Formation

Appendices

The purpose of the appendix is for inclusion of material which is an important part of the project but is considered of not direct relevance to the discussion. Things likely to appear in the appendix are copies of survey schedules, questionnaires, etc, field results (i.e. not in summary form as would appear in a table in the text), details of any instrumentation/measurement technique used, lists of scientific symbols or computer programs designed by the student as part of the dissertation.

References and Referencing

The following material comes from Lynch et al (1983). The referencing system presented here is the Harvard System. It is up to you which system you use but the important thing to remember is be consistent in the style of referencing.

How to Reference (acknowledge, cite)

You will get much of your material for your research paper from others. Sometimes you will use the idea of other peoples, sometimes their information. In all cases you must acknowledge your sources. This is the basis of academic writing. You indicate by the use of references that you have done your research in the library. The more research you have done, the better your paper. You will prove your main idea is correct by using the expert opinion of others. To omit the acknowledgement of your sources amounts to literary theft, called **PLAGIARISM**. Plagiarism is presenting the ideas of someone else or words as your own. If you copy from a source (such as a journal, book or encyclopaedia) and hand in the work as if it is your own, you are plagiarizing deliberately. If you carelessly forget to include quotation marks or a reference to show whose words or ideas you are using, you are plagiarizing accidentally. Whether deliberate or accidental, plagiarism is a serious offence and may result in a zero grade for your honour project.

Writing a research paper, however, requires you to use ideas of other people in combination with your own. It is not plagiarism to use material from others when you acknowledge whose material it is.

That procedure is what honest research writing is all about. References are essential to allow reader to see which ideas are your own, and which ideas came from a different source. It is important to let the reader know that you have used words, ideas or facts from another writer: The reader may want to check the source to find out the context of the quote or paraphrase, or to see if the writer has said anything else of interest on the subject you are discussing in your essay. Also, the reader may not be willing to accept the truth or validity of a statement unless he is made aware that it was said by an accepted authority on the subject. The only time you do not need to use a reference for an opinion or fact is when it is common knowledge, that is, the opinion is widely held or the fact is widely known.

The Harvard System

To acknowledge ideas and information, you must put a reference in the text. There are two ways of doing this: the Harvard system, and the footnote system. The Harvard system or short reference system is preferred, although you may choose the footnote system. Be consistent with your choice.

In the Harvard System a short reference is given within the body of the text. Full information about the source is provided in a Bibliography. The reference can be given at the end of a sentence (see EXAMPLE 1), or within the sentence itself (see EXAMPLE 2).

EXAMPLE 1

a - quoting directly

Many have viewed the economy of Papua New Guinea as extremely static until very recently. Baldwin, for example, stated, "Nothing in Papua New Guinea" history has changed the structure of the economy so rapidly and radically as the construction of the Panguna Copper Mine" (Baldwin, 1978 : 52).

b - paraphrasing or quoting indirectly

Many have viewed the economy of Papua New Guinea as extremely static until very recently. Baldwin, for example, feels that it is projects such as the Panguna Copper Mine which have initiated economic changes (Baldwin, 1978 : 52).

EXAMPLE 2

Tindale on his map (Tindale, 1974b) calls the people Tati Tati although in his book (Tindale, 1974a : 206) he refers to the Latja Latja tribe.

You can see from the above examples that the following are the components of a short reference:

- a) The author's or authors' surname (s) followed by a comma;
- b) The date of publication followed by a colon (:);
- c) and the page number (where appropriate);
- d) The complete reference must be enclosed in brackets (parentheses).

EXAMPLE 3

(Broek and Webb, 1979 : 363)
 (Abrams, 1966 : 72)
 (Biggs, 1972 : 44)

If you are using the author's surname as part of a sentence in your text, it is not necessary to repeat the surname in the reference, as long as it is quite clear from the context who the author is.

EXAMPLE 4

Biggs maintains that, no matter whether a speaker is totally bilingual in two languages, he always knows which language he is speaking (1972 : 44).

For the following special cases follow the instructions below which appear in the *IASER Style Manual* (Skeldon, 1979 : 34-37).

- (1) It is necessary to sometimes include the author's initials as well as surname, to distinguish between authors of the same name.

EXAMPLE 5

Salisbury, R.F. (1969) and Salisbury, M.E. (1971) agree that -----

- (2) Where a reference contains the names of more than three authors the first surname only is used in the reference, followed by *et al* [an abbreviation of *et alii*, the Latin words meaning "and other people".

EXAMPLE 6

(Meadows *et al*, 1972) meaning Meadows and others.
 (Pritchett *et al*, 1980) meaning Pritchett and others.

- (3) Where there is more than one item by the same author in any one year a, b, c and so on are added to distinguish them. Titles are put in alphabetical order.

EXAMPLE 7

In 1977, Ronald Skeldon published two articles in academic journals – 'Volcanic ash . . .' in the *Journal of the Polynesian Society* and 'Regional associations . . .' in *Comparative Studies in Society and History*. 'Regional associations' would be referred to as Skeldon 1977a and 'Volcanic ash' as Skeldon 1977b, because R (for 'Regional') comes before V (for 'Volcanic'). (See also EXAMPLE 2).

Using Reference in Your Research Paper

Within the text of a research paper there are basically two types of references: the direct quotation and the indirect quotation.

Direct Quotations

A direct quotation uses the exact words of the writer you are quoting, that is you should copy every word, every capital letter and every punctuation mark, exactly as in the original. However, do not over-use direct quotes. A quotation must be a very appropriate and important one before you are justified in using it in your paper. Too many quotes may indicate that you have not mastered your subject matter, or that you have not taken the time to understand the material.

Quotes which are up to three to four lines long should be put inside quotation marks.

EXAMPLE 8

The distinction between dialect and language is often debated. Broek and Webb (1978 : 95) define dialect as 'the speech of a community, that is, an interactive group who understand one another and who share similar idiolects in pronunciation, vocabulary, and grammar.'

Quotes of a length greater than three to four lines should be indicated by indenting from the left hand side of your text.

EXAMPLE 9

The question of whether people are speaking a separate language or a dialect of a language is often debated.

Broek and Webb state,

In cases where it is difficult to decide whether or not a particular speech is a dialect or separate language, national or sectional feelings may brush aside academic distinctions and demand recognition as a language. Extreme dialects may be almost mutually unintelligible to other speakers of the language. They may be related to the speech in an adjacent country, or a vestige of speech no longer in common use. Also one may ask: At what point can a regional variation in accent and vocabulary justify the label of dialect? (1978 : 95)

SPECIAL CASES: Note the following special cases when using direct quotes.

1. If for some reason you find it necessary to leave out part of a sentence quotation - because it is irrelevant and would make the quotation unnecessarily long - then use three dots . . . to indicate this.

EXAMPLE 10

'The most useful way of making a world survey is to identify families of languages . . . showing relationships by origin and development' (Broek and Webb, 1978 : 98).

If more than one (1) sentence has been left out then use four dots to indicate this.

EXAMPLE 11

In countries with a long literary tradition, such as parts of Asia and Europe, the genetic association of related languages are easier to observe than where the literary record goes back only a few decades. . . . We can study the development of each into its modern equivalent in the voluminous literature written over the last thousand years (Broek and Webb, 1978 : 98).

2. If you add something to a quote, to explain an abbreviation or otherwise make the quote more intelligible, this addition should be enclosed in square [] brackets.

EXAMPLE 12

Again, he makes reference to what others have termed the Pidginization hypothesis: "all the languages of the south west coast of [of New Britain], though classified as AN and certainly containing AN elements, are only NAN [= Non-Austronesian] languages overlaid with a veneer of AN" (Capell 1962 : 375).

3. If a spelling mistake or other error has been made in the original text, you should copy the error. After the error, place the word (sic) in brackets, to indicate that the preceding word or statement is correctly quoted even though this seems unlikely, or is clearly incorrect.

EXAMPLE 13

'Papua New Guinea gained its Independent (sic) in 1975' (Student essay, 1983).

Bibliographies

There are two styles you can use here:

- 1) a list of references, which includes only those books, articles, etc., that you have quoted or referred to specifically in your essay; or
- 2) a bibliography, which includes all works you consulted in preparing the essay, whether or not you have actually referred to or quoted from them.

A bibliography is an alphabetically arranged list of sources of information - such as books, pamphlets, and articles - which you have used in the preparation of your research paper. A bibliography is essential in any kind of research paper, but especially when you are using the Harvard system, otherwise the reference in the text would be meaningless to the reader. The final bibliography cannot be made up until the research paper is completed. Now, with the writing completed, look through your paper noting all the different references. Every book or article appearing even once as a reference belongs in the bibliography. Full bibliographic information about each source must be given. This information is called a bibliographical entry. There are various formats which can be used for

bibliographical entries, but the key word to remember is CONSISTENCY - even in the punctuation you use. Settle on one method and keep to it always.

NB: For those using Chinese literature the 'Pin-yin' system is recommended for referencing. This is a system of romanization for Chinese publications.

Example: Books

Chang, X. 1989. *Zhongguo Dili* (China Geography). Beijing: Ditu Chubanshe (in Chinese) Journal Articles

Zhou, A. 1990. "Taming Chinese Rivers." *Dili Xuebao* (Geographical Journal), 7(2): 211-9 (in Chinese).

Bibliographical Entries

(1) For books:

- a. the author's name, surname first, followed by a comma.
- b. the author's first name or initials (see note below), followed by a full stop.
- c. date of publication (see note below), followed by a full stop.
- d. title of the book, in italics. Use the title page to find the full title of the book. Capitalise the first word and any other important words in the title. The title ends with a full stop.
- e. name of publisher (the press, not the printer), followed by a comma.
- f. the place of publication, followed by a full stop.

EXAMPLE 14

Bell, Coral. 1971. *The Conventions of Crisis. A study in Diplomatic Management.* Oxford University Press, Great Britain.

Klette, Immanuel J. 1967. *From Atlantic to Pacific. A New Interocean Canal.* Harper and Row, New York.

When a book is written by more than one author, all the author's names must appear in your bibliographic entry, in the order that you find them on the title page.

EXAMPLE 15

Broek, Jan O.M. and John W. Webb. 1978. *A Geography of Mankind.* McGraw Hill Series in Geography, McGraw Hill, U.S.A.

[Note the order of first name or initials for the second and any subsequent author or authors.]

NOTE 1: The first author's surname is the significant name for putting the entries in the correct order in the bibliography. Occasionally students become confused about which is the surname and which is the first name. Usually if there is no comma between the names, then the first name is followed by the surname, for example: Abel Smith; Graham Perry. This is the order you will find the names on the titles page of the book. If there is a comma between the names, for example: Perry, Graham or Smith, Abel, then the surname is first, followed by the first name. You will find this order used in bibliographies and on library catalogue cards. It is important that you can distinguish between these names, as it affects the final order of names in the bibliography.

NOTE 2: A further point of confusion in preparing a bibliographical entry for a book, may be in distinguishing the date of publication. The handout of Study of Society (1983 : 4) says:

Be careful not to be confused about the year of publication. This is a very important piece of information, so you must get it right, so you must be able to figure out what it is. The only time you are likely to make a mistake about the year of publication is with a book which has been reprinted several times, or has been issued in a second or later edition. The easiest way to explain this is to refer to a late version of Lucy Mair's book. In one copy, the page directly after the title page contains the following information:

EXAMPLE

FIRST EDITION 1965
SECOND EDITION 1972
REPRINTED 1975, 1977, 1980

This means that *An Introduction to Social Anthropology* by Lucy Mair was published first in 1965. Then, in 1972, a new edition (revised version) of the book

was published. Then in 1975 that revised version was reprinted without any changes; and the same thing happened in 1977 and again in 1980, when this particular copy was printed. If you wanted to cite this particular copy, you would refer to it as (Mair, 1972), because it is the edition which first appeared in 1972.

(2) For edited books

- a. editor's surname, initials.
- b. the word editor abbreviated and placed inside bracket (ed.).
- c. date of publication.
- d. title of book in italics.
- e. publisher and place of publication.

EXAMPLE 16

Valentine, C.A. and Bettylou Valentine (eds.). 1979.

Going Through Changes: Villagers, Settlers and Development in Papua New Guinea. Institute of Papua New Guinea Studies, Port Moresby.

(3) For articles

- a. author's surname, initials.
- b. date of publication.
- c. title of article in inverted commas.
- d. title of journal in italics (Use a capital letter for the first word and all other important words).
- e. volume number, followed by a comma.
- f. issue number (if any).
- g. page numbers on which the article appears.

EXAMPLE 17

Hackett, P. 1981. "Australian Migrant English". *TEFL/TESL Newsletter* 6, 1 : 4-7.

Imbu, Y. 1975. "The Enga Tree." *Oral History* 3, 5 : 62-67.

Kituai, A. 1982. "An Example of Pacific Micro-Nationalism." *Bikmaus* 3, 4 : 3-48.

(4) For a chapter in an edited book, or an essay in an edited volume:

- a. surname, first name of the author of the chapter or essay.
- b. date of publication of book or volume.
- c. the title of the chapter or essay in inverted commas, followed by a comma.
- d. the word "in".
- e. the editor's name, in the order: first name then surname.
- f. the abbreviation (ed.), to show that he is the editor, followed by a comma.
- g. the title of the book or volume, a comma.
- h. publisher, place of publication, a comma.
- i. page numbers, full stop.

EXAMPLE 18

Jackson, Richard. 1979. "The Awin: Free Resettlement on the Upper Fly River", in C.A and B.L Valentine (eds.), *Going Through Changes: Villagers Settlers and Development in Papua New Guinea*, Institute of Papua New Guinea Studies, Port Moresby, pp. 3-14.

(5) For Encyclopaedias:

- a. name of Encyclopaedia.
- b. date of publication.
- c. title of extract.
- d. volume number.
- e. publisher.
- f. page number

EXAMPLE 19

Colliers Encyclopaedia, 1968. "Frog", Vol. 10, Crowell - Collier Education Corporation, pp. 421-427.

EXAMPLE 20

Moore, W. 1968. 'Social Change', in P. Sills (ed.), *International Encyclopaedia of the Social Sciences*, Vol. 14, MacMillan and the Free Press, N.Y. pp. 365-75.

(6) For Dissertations/Theses:

EXAMPLE 21

Schwartz, T. 1957. 'The Paliu Movement in the Admiralty Islands, 1945-1954', unpublished Doctoral Thesis, University of Pennsylvania, Department of Anthropology.

Note that the title is inside single quotation marks and that the title is not underlined. Also note that the name of the university precedes the department.

(7) For typescripts and Mimeographed documents:

EXAMPLE 22

Mckillop, R.F. 1976. 'The Papuan separatists as a non-violent political movement.' Typescript.

EXAMPLE 23

Arthur, W. 1975. 'Returns to small-holder coffee production', Department of Primary Industry. Mimeographed.

The title is again inside quotation marks, and is not underlined.

(8) Bibliographical entries where the author is unknown:

In making up the bibliography the entry is alphabetized according to the first word of the title (disregarding "A", "An" and "The") (Turabian, 1963 : 87).

EXAMPLE 24

Atlas of Canada, 1970. Department of Mines and Surveys, Geographic Branch Ottawa.
or, using an institution or organization as the author:
UNESCO, 1952. *The Race Question in Modern Science*, Paris.

(9) For newspaper articles:

EXAMPLE 25

Where author is known:

Blair, W. B., 1968. "Aboriginal Houses Inferior houses", *Herald*, May 8, (Melbourne) p. 10.

Borthwick, W. 1980. "Health of Blacks Neglected: Minister", *Age* September 10, (Melbourne) p.22.

Where author is unknown:

"Rabaul on volcano alert", 1983. *Post Courier*, Nov. 1, (Port Moresby), p.3.

(10) For personal communications (pers. com):

EXAMPLE 26

Cahir, A. 1981. Personal Communication. 30.1.81.

Commonwealth Employment Service. 1980. Personal Communication, Robinvale Office. 2.7.80.

The Final Bibliography

The individual entries in your bibliography must be put in order. The order you will use in alphabetical, using the authors' surnames. Begin the bibliography on a new page. Here is a sample bibliography which contains the sources used in preparing this handout.

EXAMPLE 27

- 36 - (page number)

- Broek, Jan O.M. and John W. Webb. 1978. *A Geography of Mankind*. McGraw-Hill Series in Geography, McGraw-Hill, U.S.A.
- Bryant, J.J. 1981. *The Robinvale Aboriginal and Islander Community: Transition to Independence, Working Paper No. 13*. Department of Geography, Monash University.
- Guide to Writing an Essay*. 1983. Study of Society 12.101. Course Handout.
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- Skeldon, G. 1979. *Style Manual*. Institute of Applied Social and Economic Research, PNG.
- Turabian, Kate L. 1963. *Students Guide for Writing College Papers*. Phoenix Books, University of Chicago Press, Chicago.

EXAMPLE 28

- Atwater, M.M. 1952. The relationship of precipitation intensity to avalanche occurrence. *Proceedings of the Western Snow Conference* 20th meeting: pp.11-19.
- Atwater, M.M. 1954. Snow Avalanches. *Scientific America*, Vol. 190 (1): pp.26-31.
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- Bjornsson, H. 1980. Avalanche activity in Iceland, climatic conditions and terrain features. *Journal of Glaciology*, Vol.26, No.94: pp.13-25.
- Blalock, H.M. 1972. *Social Statistics* (2nd ed.) McGraw-Hill. New York. 583p.
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- Bois, P., Obled, C. and Good, W. 1975. Multivariate data analysis as a tool for day to day avalanche forecasting. *International Association of Hydrological Sciences Publication No.14* (Symposium of Grindewald, 1974 - Snow Mechanics): pp.391-403.

APPENDICES (SAMPLE MATERIALS)

Appendix A
Sample Title Page
(Geography Major)

9.7 cm

FACIES MAPPING IN THE
THREE FATHOMS COVE AREA

BY

WONG MEI LI, CHRISTINE

STUDENT NO. _____

5.5 cm

5.6 cm

5.4 cm

AN HONOURS PROJECT SUBMITTED IN PARTIAL FULFILLMENT OF THE
REQUIREMENTS FOR THE DEGREE OF

BACHELOR OF SOCIAL SCIENCES (HONOURS) IN GEOGRAPHY

14.5 cm

HONG KONG BAPTIST UNIVERSITY

MONTH / YEAR

Appendix A
Sample Title Page
(Double Degree)

9.7 cm

FACIES MAPPING IN THE
THREE FATHOMS COVE AREA

BY

WONG MEI LI, CHRISTINE

STUDENT NO. _____

5.5 cm

5.6 cm

5.4 cm

AN HONOURS PROJECT SUBMITTED IN PARTIAL FULFILLMENT OF THE
REQUIREMENTS FOR THE DEGREE OF

BACHELOR OF SOCIAL SCIENCES (HONOURS) IN GEOGRAPHY

AND

BACHELOR OF EDUCATION (HONOURS) IN LIBERAL STUDIES TEACHING

HONG KONG BAPTIST UNIVERSITY

MONTH / YEAR

14.5 cm

Appendix B
Sample Page of Acceptance
(Geography Major)

HONG KONG BAPTIST UNIVERSITY

Month / Year

We hereby recommend that the Honours Project by Mr CHAN Tai Man, David entitled "Hong Kong's Extreme Weather" be accepted in partial fulfilment of the requirements for the Bachelor of Social Sciences (Honours) in Geography.

Dr. John Jost
Chief Adviser

Dr. Allan P. K. Wong
Second Examiner

Overall Grade : _____

Appendix B
Sample Page of Acceptance
(Double Degree)

HONG KONG BAPTIST UNIVERSITY

Month / Year

We hereby recommend that the Honours Project by Mr CHAN Tai Man, David entitled "Hong Kong's Extreme Weather" be accepted in partial fulfilment of the requirements for the Bachelor of Social Sciences (Honours) in Geography and Bachelor of Education (Honours) in Liberal Studies Teaching.

Dr. John Jost
Chief Adviser

Dr. Allan P. K. Wong
Second Examiner

Overall Grade : _____

Appendix C
Sample Acknowledgement Page

Acknowledgements

Part of the work presented in this Honours Project was done in collaboration with Dr. William Miller while he was Visiting Scholar in the Department of Geography, Hong Kong Baptist University. The interviews described in Table 1 and Fig. 4 of Chapter 2 were done jointly with Dr. John Ellis. The survey described in Fig. 2 of Chapter 3 was performed by Miss Jane Wilson. All other field research described in this Honours Project was my own original work and was carried out by myself under the supervision of Dr. Howard Walters.

Student's signature

Date: _____

Appendix D
Sample Table of Content

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Appendix E
Sample Title Page (Chinese)
(China Studies)

10.2 cm

5.75 cm

5.3 cm

中國區域經濟發
展的指導思想

陳大文

學號 _____

5.4 cm

10 cm

畢業論文

香港浸會大學

7.7 cm

中國研究社會科學學士(榮譽)學位課程

地理專業
二xxx年x月

1.6 cm

5.45 cm

5.15 cm

10.5 cm

4.9 cm

Appendix E
Sample Title Page (English)
(China Studies)

10.2 cm

5.75 cm

5.3 cm

HONG KONG'S REPLACEMENT AIRPORT
AND FACTORS INFLUENCING
ITS LOCATION
BY
WONG MEI LI
STUDENT NO. _____

5.4 cm

10 cm

7.7 cm

A PROJECT SUBMITTED IN PARTIAL FULFILLMENT OF THE
REQUIREMENTS FOR THE DEGREE OF
BACHELOR OF SOCIAL SCIENCES (HONOURS) IN CHINA STUDIES
HONG KONG BAPTIST UNIVERSITY

GEOGRAPHY CONCENTRATION
MONTH / YEAR

1.6 cm

5.45 cm

5.15 cm

10.5 cm

4.9 cm

Appendix F
Sample Page of Acceptance (Chinese)
(China Studies)

香港浸會大學

我們一致通過地理專業學生 X X X 的畢業論文：< X X X X X
X > 作為結業要求的一部份，並推薦上述學生接受 中國研究社
會科學學士（榮譽）學位課程委員會審核。

(簽名) _____
指導老師XXX

(簽名) _____
校內評審委員XXX

二XXX年X月

總成績 : _____

Appendix F
Sample Page of Acceptance (English)
(China Studies)

HONG KONG BAPTIST UNIVERSITY

Month / Year

We hereby recommend that the Honours Project by Mr. X X X entitled " X X X X X X " be accepted in partial fulfilment of the requirements for the Bachelor of Social Sciences (Honours) in China Studies - Geography Concentration.

Dr. John Jost
Chief Adviser

Dr. Allan P. K. Wong
Second Examiner

Overall Grade : _____

Appendix G
Sample Acknowledgement Page (Chinese)
(China Studies)

謝辭

本畢業論文，承蒙 X 師 X X 先生悉心指導，得以完成，謹此衷心感謝。下列提供協助人士／機構併此致謝。

- 一． X X 圖書館
- 二． X X X 先生提供寶貴意見
- 三． X X X 協助問卷調查
- 四． X X X 協助作問卷調查分析

學生 (X X X)
日期

Appendix G
Sample Acknowledgement Page (English)
(China Studies)

Acknowledgements

I would like to thank my supervisor Dr. XYZ for suggesting the research topic and guiding me through the entire study. Thanks are also due to Miss ABC for her assistance in the survey and to Mr. LMN for assisting me in computing works.

Student's signature

Date : _____

Appendix H
Application form for Ethical/Safety
Clearance for Student Projects

The REC Application Form – Ethics/Human – Student (Fast Track Review) can be downloaded on the website of the Research Office (https://research.hkbu.edu.hk/f/upload/422/REC_Human_Fast_Track_Student.docx).

IMPORTANT NOTES

According to the Honours Project's work schedule, students are advised to apply for Ethical/Safety Clearance (for students' projects utilizing human subjects) by the end of October every year. Please seek **prior approval** from the Faculty of Social Sciences and the Research Ethics Committee (REC) **before** the commencement of the data collection.

APPLICATION PROCEDURES

To obtain ethical/safety clearance on your research project, you are required to submit the following documents to the Major Department for review and the Head's endorsement.

- The completed application form with the signatures of yours and your Chief Advisor
- Supplementary information in English (including the project summary regarding the project objectives and background information, and the question list of the survey/interview)

The applications, after being processed by the Major Department, will be submitted to the Faculty of Social Sciences for clearance. Students will be notified of the application result via email.

Appendix I
Honours Project Consent Form

Hong Kong Baptist University
Department of Geography

Honours Project (2023-24)
Project Consent Form

I agree/ do not agree (*please circle) that the Department of Geography may provide other students of the Geography Department with a copy of my project for purpose of private study or research, on the understanding that any such copy is not further reproduced or published in any form without my special written consent.

Author:

Field:

Student No.:

Title:

Signature: _____

Date: _____