

THE HONG KONG POLYTECHNIC UNIVERSITY
Faculty of Business
Department of Logistics and Maritime Studies

GUIDELINE FOR RESEARCH-BASED SUBJECTS

Applicable to

LGT5202 Project (6 credits)
LGT5111 Practice of Operations Management (3 credits)
LGT5215 Practice of Global Supply Chain Management (3 credits)
LGT5415 Research Project in Global Business and Decision Analysis (3 credits)

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GUIDELINE FOR RESEARCH-BASED SUBJECTS

This guideline is to provide information and guidance about the research-based subjects– a required element in the master's degree programme – for students and their supervisors.

(1) INTRODUCTION

By choice of a research-based subject, you are required to submit a Project as a major part of your master's degree course according to the specified schedule. The Project (LGT5202) is a large task that will demand from your considerable individual effort and the application of a wide range of skills whereas the Practice Subjects (LGT5111/LGT5215/LGT5415) are small-scale research requiring similar skills of a Project but with less heavy workload. The Project is equivalent to *two* 'taught subjects' contributing 6 credits while a Practice Subject is worth 3 credits and equivalent to *one* 'taught subject'.

There are ***four distinct phases*** in the production of your project:

		3-credits Project (LGT5111, LGT5215, LGT5415)	6-credits Project³ (LGT5202)
1	Topic Outline ¹	Submission to intended supervisor(s) when obtaining their agreement of supervision	
2	Proposal ²	Semester 1 and 2: Friday of Week 4 Summer Term: Friday of Week 2	Friday of Week 12 of the first semester
3	Oral Presentation		Within the examination period
4	Final Report ²	The last day of the examination period	

Notes:

1. The Topic Outline does not count into the subject assessment. It serves to facilitate a more effective matching with a supervisor.
2. The Proposal/Final Project should be submitted via Turnitin on Blackboard. They will be used for assessment purposes and will be graded accordingly. The deadline for each submission will be notified in advance by the Project Co-ordinator.
3. For LGT5202, students are required to complete the guided study programme 'Research Methodology' online and complete a reflective essay after the online learning.

The research-based subject provides you with a unique chance to make a study in depth of a topic which is of interest to you. It allows you to show your abilities beyond those that are normally tested in classes. This is because you will be required to sift and critically evaluate large quantities of information; to take theoretical knowledge and apply it in a 'live'

situation; and to develop your own answers to a unique problem. Unlike much of the work you are asked to do on the course, there will be no pre-determined answer. In terms of the knowledge and skills you have developed in your previous studies it will be demanding. It will test your powers of *self-direction*, your ability to *organise yourself* and your capacity to *adapt to demanding working circumstances*. In addition, *your research will – if it is good – be very useful in showing current or potential employers the individual work of which you are capable*.

This Guideline details the requirements and regulations regarding your project and its related reports. To help you use your time effectively, the criteria used by examiners in marking projects are also given together with a few hints and checklists that may be useful. This document, however, does not cover all possible questions students may have. Therefore, if in doubt about anything concerning your project, ask your Project Supervisor or the Project Co-ordinator for advice.

(2) THE PURPOSE OF THE RESEARCH-BASED SUBJECTS

The research-based subjects are intended to determine your capabilities in several dimensions:

- Your ability to independently plan and conduct a sustained piece of work;
- Your ability to systematically and logically investigate a problem;
- Your ability to collect and critically evaluate related evidence or data;
- Your ability to effectively communicate the results of an investigation;
- Your ability to apply maritime transport and logistics related knowledge; and
- Your ability to present what you have done verbally and in writing.

The Degree Committee suggests one overriding objective for the research study:

“to test your ability to undertake an individual investigation and to present your findings in an orderly, reasoned and analytical manner”

Meeting the objective will get you a pass in a research-based subject, and may increase the

possibility of a good grade classification. However, there is more to undertaking a research study of any kind than simply passing. The main purpose of the research study must be that it provides *an additional learning experience* for you. The successful completion of your project should give you three benefits in addition to a pass:

- The capacity to work independently on projects in which you have to make most of the decisions;
- An in-depth knowledge of an area of work unique to yourself; and
- A work you can be proud of and that may well be useful in current and/or future job.

Because of these benefits and objectives, any ***plagiarism*** (see details later in this Guideline) will result in failure.

(3) EARLY PREPARATION FOR THE RESEARCH-BASED SUBJECTS

By the time the project is commenced you should have completed or mastered the following from your respective programme:

- The pre-requisite subject(s) specified in the Subject Description Form
- Appreciation of business problems, especially those relevant to the maritime transport and logistics industry
- Systems analysis and modelling
- Interpretation of accounting or financial statements
- Some of the practical features of ships, shipping, port and logistics environment
- Problem identification, e.g. from case studies in the majority of courses
- The production and control of extensive reports, e.g. from extended essays and other coursework in the various subjects.

(4) THE SELECTION OF A RESEARCH TOPIC

The following points should be borne in mind in the selection of your research topic:

- Try to strike a balance between the possibility of making a contribution to existing

knowledge and the probability of completing your research studies on time.

- Do not attempt a project which you will have difficulty in completing because of time, or data acquisition constraints. *Data availability and accessibility* are crucial.
- Postgraduates are required to display *original thinking and initiative* based on existing knowledge.
- Nearly all projects will require an extensive literature search, using the library facilities. A *good literature review is a starting point*, which logically links a theoretical issue with a real one you are looking at.
- Try to choose a topic that you are interested in. Maybe you have already written a seminar project on a subject which you felt you would like to know more about; or maybe you have contacts with a company which needs some investigation. If you are stuck for ideas, make use of the resources available to you. The research studies and extended essays written by students from other disciplines may prove useful, while current journals will indicate present areas of research interest in the field. You can also approach your lecturers who may be able to suggest research project topics, or even have areas of interest which you could help them investigate.
- The potential topic should be *narrow and specific* instead of broad and nebulous. When you first think of a topic you probably will not know much about it. This will give you a false impression that there is not a great deal to be said about a topic such as ‘The Expansion of Container Terminal Facilities in South China’ – don’t be fooled! There are at least five major divisions for this topic: what decisions are to be made; why these decisions are made; how they are made; where they are made; and who makes them. Equally, it is highly unlikely that you could investigate even the whole of Hong Kong’s container industry or even one terminal operator. You might be better off with simply an investigation of container logistics in one terminal in Hong Kong.

Start thinking about your research topic as soon as possible. There is inevitably a significant delay between your initial selection of a topic for research and your final formulation of a title. Some students have changed their minds so often in the early stages that they have left themselves insufficient time to complete their studies. Your time-management ability is a major contributor to the successful completion of a project.

(5) THE ROLE OF SUPERVISORS

The role of a supervisor is to guide and encourage students to plan, execute and report within the student's personal and time resources. It is *the responsibility of a supervisor* to monitor a student's progress at intervals not exceeding four weeks, prevent students from committing themselves to overly ambitious project aims and unrealistic data collection methods, to inform the Project Co-ordinator of each student's progress on the prescribed forms, and guide students to the best sources of theory, skills and data for the research in question. The role of the supervisor throughout the assessment role is to be controlled by moderators and the 3rd panel members (applicable to LGT5202) whose assessment role is primary.

The project assignment is the most important assignment given on the course. To reflect this, individual guidance by supervisors is the main method of tuition. The Project Co-ordinator will prepare and update this printed Guideline, which is given to each student. The Guideline is a reference to procedures, pitfalls and regulations on the research project. Even though the research project is intended to reflect the ability of the student to produce an individual piece of work, some responsibility lies, however, with the supervisor for guiding the student and trying to prevent projects from becoming confused, over-ambitious or failing to meet the submission deadline.

Once the general area of your project is agreed with the Project Co-ordinator if you have not already agreed upon a Project Supervisor, you will be given one. You must then make contact with your Project Supervisor to agree (i) your project title, (ii) a work schedule, and (iii) the type of help that can be given. All this must be done at an early stage.

Notes:

1. You should **prepare an outline** for the proposed research topic before approaching the intended supervisor. You are highly recommended to approach academic staff, with whom you want to conduct the project, to reach an agreement for the possible research topic before submitting the proposal in due course.
2. It is your responsibility to maintain contact with your supervisor and keep him/her informed of your progress or any problems you may have. Well before your Final Report is typed and printed/submitted, it is your responsibility that the draft is discussed with your supervisor.
3. If you intend to submit the final project to obtain professional qualifications from designated accreditation institutions, such as the Six Sigma Institute (SSI) or the Chartered Institute of Procurement & Supply (CIPS), it is your responsibility to seek

a supervisor with expertise in the relevant field and to ensure that your research topic meets the accreditation requirements. Please consult with your Project Co-ordinator if you encounter difficulty in finding a supervisor in a particular field.

(6) EXTERNAL CONTACTS

If you intend to use a *questionnaire* or *external survey* in part of your project, it must not be duplicated or used until it has been vetted by your supervisor. You should get a prior approval from the supervisor and report it to the Project Co-ordinator through filling in the *Request 1* in Appendix I.

(7) THE REQUEST FOR CHANGES

Any proposed changes in your project must be agreed with your supervisor, and the Project Co-ordinator informed via the official procedures – details of each case and the following up actions are as follows.

- In case where you want to change your *project title with the same supervisor* after the submission of the ‘Proposal’, you must immediately report it (together with its justification) to the Project Co-ordinator in a written form with your supervisor’s approved signature (see the *Request 2* in Appendix I).
- In case where you want to change your *project title as well as supervisor* after the submission of the ‘Proposal’, you must immediately report it (together with its justification) to the Project Co-ordinator in a written form with your existing and proposed supervisors’ signatures (see the *Request 3* in Appendix I).

Note: The above requests should be well justified. The Project Co-ordinator may not allow the changes unless those requests have acceptable reasons. However, you are **not allowed** to change a supervisor with the same project title after the Proposal has been accepted.

(8) HOW SHOULD YOU ACTUALLY BEGIN A RESEARCH STUDY?

Once you have chosen a topic to research, this topic will have to be considered carefully to ensure that it is feasible. One aspect of feasibility has already been referred to. You should not choose a topic which is too big for you to cope with in the time available. On the other hand, there is little point in choosing a topic for which data is going to be impossible to collect.

Check out these points with your (potential) supervisor:

- Are there a significant number of articles or books available on the topic? – this is a pivotal part of your literature review.
- Is the information available in Hong Kong, or will it have to come from elsewhere – in which case where will you get it from?
- Has the company or organisation or industry you have chosen to investigate given you permission to carry out a study?
- Does your data need to be collected over a long period?
- Do you know that data is available, or are you simply hoping that it will be?

In summary, those points indicate how important the *literature review*, *data availability and accessibility* and *research feasibility* are to your research. All these questions will affect your topic selection, and must be answered before you submit your Proposal.

Your research is likely to begin in the library. This is where you can find out what has already been written about your chosen topic. You are advised to move from the general to the specific. Thus you might begin in the 'Reference Section' examining the 'Handbooks' in the maritime transport and logistics fields. This might lead you to texts in the 'Loan and Reserve Sections' or more likely to the journals in the 'Serial Section' and 'CD ROM Section' of the library. Remember that if you locate a current issue of a journal with a topic closely related to your own, then it is quite likely that searching back through previous issues of the same journal will prove fruitful.

Whenever you find an article or other reference which might be useful to you, make a note of it or, better still, make notes about it. Many of us rely too heavily on the photocopier these days. We assume that having materials is the same thing as reading and knowing them. The

database method of making notes on books and journals is recommended.

The preliminary literature search will help you to select an aspect of your topic which is likely to be of greatest interest to you. What you should try to do is to formulate questions; some of which you will be seeking to answer in your research study. If one of these questions interests you more than the others, then this will be the one to develop into your research study title.

(9) THE PLAN

Even by the time you get to this point, you will still not have got the title for your research, nor have obtained final approval for your chosen topic. However, if you do carry out these lengthy preliminaries conscientiously, the actual conducting and writing of your research should be relatively easy. In fact, the work you have done up to this point should give you a clear indication of exactly how your research is to proceed.

Note: Do not try too hard to think up a title as the starting point for your preliminary literature search and review.

Having determined the provisional title of your research, you can move on to the objectives. Look at the various questions you have formulated around the topic. You know what your major question is, but some of the others may be closely enough related to be included in your statement of objectives. These objectives should, in turn, give a clear indication of the chapter by chapter format for the research topic. Following this step, you have to think of a *research methodology* – that is, a logical framework in order to achieve the planned objectives. Postgraduates have to pass through an established research approach, which is termed a methodology – a conceptual mechanism logically linking associated rationales.

Note: An excellent but concise introduction is Liz Buffa (1997), *Research Paper Smart: Where to find it, How to write it, How to cite it*, Random House, Princeton. This book explains basic functions of research, along with their practical advice.

In addition to guiding you through your research studies, your supervisor will also evaluate your work. They are more likely to be interested in your work if they have been involved with it throughout its production. You must, however, remember that the project is *yours* and that, although your supervisor will guide you, he or she will not be responsible for the work

which you will put in, or for the finished project.

(10) SOME USEFUL REFERENCES

The following selected materials provide you with an important insight into the crucial components of research related activities.

RESEARCH METHODOLOGY

Cooper D. and Schindler P.S. (2014), *Business Research Methods* (12th ed.), McGraw-Hill.

Punch, K. (2016), *Developing Effective Research Proposals* (3rd ed.), SAGE Publications.

Punch, K. (2014), *Introduction to Social Research: Quantitative and Qualitative Approaches* (3rd ed.), SAGE Publications.

Hart, C. (2018), *Doing a Literature Review: Releasing the Social Science Research Imagination* (2nd ed.), SAGE Publications.

Silverman, D. (2010), *Doing Qualitative Research: A Practical Handbook* (3rd ed.), SAGE Publications.

Creswell, D.W. & Creswell W.C. (2018), *Research design: qualitative, quantitative, and mixed methods approaches*,

Thousand Oaks, California : SAGE Publications, Inc.

Jankowicz, A. (2005), *Business Research Projects* (4th ed.), Thomson Business Press.

Sarantakos, S. (2013), *Social Research* (4th ed.), Palgrave.

Blaxter, L. (2010), *How to Research* (4th ed.), Open University Press.

Sapsford, R. and Jupp, V. (eds.) (2006), *Data Collection and Analysis* (2nd ed.), SAGE Publications.

Huff, A.S. (2009), *Designing research for publication*, Thousand Oaks: SAGE Publications

DATA SOURCES

Abstracts and Citation Indexes in the PolyU Library

Social Sciences Citation Indices	All business, accounting and economics articles. Start on page 19 of Volume 2B for explanation of how to use it.	Ref H1.A1.S.65
Data Base Hong Kong	Quoted company published data	Ref HF5263.D63
Business Directory of Hong Kong	Directors' names, titles and addresses	Ref HD2915.H6.B8
Theses for Higher Degree	Hong Kong University's theses abstracts	Ref LG51.H6.T44
Educational Software Directory	USA 8 bit teaching packages	Ref LB10287.E38
EconLit	References all major journals in business and economics	Electronic Database HB1.E266

In addition you will find a number of sources of statistical information relating to Hong Kong in the Reference Section of the Library.

Note: All the aforementioned are simply examples of what is available. You are required to fully use the library catalogue.

(11) FORMATS AND STRUCTURES

The following structures should be used in carrying out each stage of your project.

- Fully Justified Alignment
- Double Spaced Typescript (except the abstract and quotation sections)
- Times New Roman Font
- Font Size 12

PROPOSAL [see *Model 1* in Appendix II]

The Proposal produced for submission will be required to submit via Turnitin on Blackboard. The Proposal will consist of approximately **800 – 1000 words**.

It must include:

1. A short explanation of the research background:
 - what is the current situation and what has been done before
 - why it is interesting
 - what will be achieved
2. A clear description of the research objectives:
 - purposes of the research
3. A research methodology proposed to achieve the objectives, together with brief notes on why the chosen methodology is thought to be:
 - appropriate or relevant, valid and realistic given the time and resources available
4. An initial outline of the chapter and section headings are to be provided in sufficient detail to enable the proposed organisation of the Proposal to be assessed.
5. In addition to the aforementioned points, students may provide other related information. For example, the Proposal may contain a diagram displaying the theoretical framework and/or a network diagram helping your supervisors or Project Co-ordinator better understand your intention.

Note: This Proposal provides the Project Co-ordinator with supplementary evidence in grading the project.

FINAL REPORT

The Final Report must be formed as instructed in the following:

Page Format

- Page size / Type : A4 white (70 to 100 g/m²)
- Margins Top/Bottom : 2.3 cm [*Don't* use 'header and footer', except page numbers]
- Page numbering : Arabic numerals located bottom centre, in single sequence throughout, including pages that carry tables, figures, plates and appendices.
- Chapter numbering : In sequence from start to finish of the project
- Footnotes : Single spaced
- Printing : Single-sided

Line Format

- Justification : Fully justified, except in case of tables and figures
- Margins Left/Right : Left 3 cm; Right 2.3 cm
- Spacing : Text in double spacing; quotations in single spacing

Sequence of Items

Recommended sequence of items required in a single-volume project.

- Title Page
- Abstract
- List of Contents
- Lists of Tables and Illustrations
- Acknowledgements
- Main Text
- References / Bibliography
- Appendices

Contents

Title Page: A model title page is attached [see *Model 2* in Appendix II]

Abstract: The text should be approximately 300 words and should provide a synopsis of the project, stating the nature and scope of work undertaken and the contribution to knowledge in the subject. The abstract should appear on a single page and should be headed by the student's name in full and the title of project [see *Model 3* in Appendix II].

List of Contents: The list of contents should follow the abstract page. All relevant subdivisions of the project should be listed in sequence including the title of chapters, sections and subsections; appendices; the list of abbreviations and other functional parts of the whole project; the list of references.

List of Tables and Illustrations:

Tables should have a number and title, which should appear above the table. The number should precede the title, which should describe the content of the table. Tables within the text should be numbered in sequence, separate from illustrations. If a table occupies more than one page, its number should be given on each page, followed if necessary by 'continued'. The size should be large enough to allow the table to be reproduced without compromising legibility. Numerical tables may require a smaller character size than the main text.

Illustrations (i.e. Figures) should appear near to the first reference made to them in the text, and should be included in the list of illustrations with page numbers. A short title should appear above each illustration together with any other necessary information, e.g. meaning of codes, size and source of item reproduced. Illustrations should be numbered consecutively in a single sequence.

Large Illustrations if it is necessary, an illustration which is greater than A4 in size can be bound into the project. It should be produced on paper that can be folded to fit within the project or if too large then it should be placed in a pocket attached to the inside back cover of the volume. *Acknowledgements:* The acknowledgements should normally include the reason for undertaking the study, acknowledgements of assistance including that from supervisors

and colleagues and thanks for support from friends, family, etc.

References / Bibliography: Full bibliographical references should be given for all works cited in the text and should follow the system recommended in this Guideline. It is necessary to distinguish between a bibliography and a reference list. A bibliography lists all works and sources which have been read or consulted during the course of the research but will not necessarily be an exhaustive list of all material relevant to it. A list of references is confined to sources mentioned in the text, and this is usually considered more pertinent for a project—although sometimes important publications which have been consulted, but not specifically referred to in the text may be included.

Appendices: The appendices may contain materials of considerable length, lists, documents, commentaries, tables and other matters that if included in the project would interrupt the flow. The style should be consistent with the main text. If long appendices are divided into chapters these divisions should be detailed in the list of contents under the main heading of the appendix. Appendices should follow the main text of the project.

(12) ASSESSMENT

A. LGT5202 - Project

- i. The Final Report will be assessed by **the supervisor** [using **Form 1** as shown in Appendix III], and by **a moderator** [using **Form 2** as shown in Appendix III] who is appointed by the supervisor. In addition to these two assessments, students will also be appraised at the **Oral Presentation** [using **Form 3** as shown in Appendix III] by a selected panel consisting of the supervisor, the moderator and a 3rd panel member, who is also appointed by the supervisor. Finally, together with the assessment of proposal and reflective essay by the supervisor, all these marks are combined and the **final grade** for the Project is to be determined **by the Project Co-ordinator according to the assessment weighting set out in Form 4** in Appendix III.

B. LGT5111 - Practice of Operations Management

- i. The Research Proposal will be assessed by **the supervisor** [using **Form 1** as

shown in Appendix IV]. The Final Report will be assessed by **the supervisor and by a moderator** [using **Form 2** as shown in Appendix IV] who is appointed by the supervisor. Finally, all these marks are combined and the final grade for the subject is to be determined by the supervisor according to the assessment weighting set out in Form 3 in Appendix IV.

C. LGT5215 - Practice of Global Supply Chain Management

- i. The Research Proposal and Final Project will be assessed by **the supervisor** [using **Form 1** as shown in Appendix V], and by **a moderator** [using **Form 2** as shown in Appendix V] who is appointed by the supervisor. Finally, all these marks are combined and the final grade for the subject is to be determined by the supervisor according to the assessment weighting set out in Form 3 in Appendix V.

D. LGT5415 - Research Project in Global Business and Decision Analysis

- i. The Research Proposal and Final Project will be assessed by **the supervisor** [using **Form 1** as shown in Appendix VI], and by **a moderator** [using **Form 2** as shown in Appendix VI] who is appointed by the supervisor. Finally, all these marks are combined and the final grade for the subject is to be determined by the supervisor according to the assessment weighting set out in Form 3 in Appendix VI.

E. The following criteria may be adopted for assessment:

- i. Aims – whether the aims are clearly stated and have directed the Project
- ii. Planning – whether the Project has followed well laid out plans based on wide reading and showing evidence of original thought and innovative design
- iii. Research methodology – whether the Project has applied an appropriate methodology to achieve aforementioned research objectives
- iv. Execution of experimental work and collection of data – whether the work is careful, efficient and accurate
- v. Organisation and presentation of data – whether the data has been organised in a logical and meaningful structure and whether the presentation of results is original and imaginative
- vi. Interpretation of data, drawing conclusions, acknowledging limitations –

whether interpretations are properly qualified and justifiable, and demonstrate insight in suggesting limitations and further study areas which arise from the Project.

- vii. Organisation, layout, style and general appearance of the research project – whether the project is written clearly and is sufficiently comprehensive to indicate adequate effort in the study, and whether the referencing system and/or bibliography is appropriately used as recommended in this Guideline.

Note: For LGT5202, the moderator and the 3rd panel member may challenge the supervisor's mark giving reasons related to the assessment criteria above. The Project Co-ordinator will arbitrate and give final judgement in that event.

(13) ORAL PRESENTATION (APPLICABLE TO LGT5202 ONLY)

The Oral Presentation will be held for about 30 minutes. For the first 10 minutes, you are required to summarise your work in front of the panel members. In this initial part of the Oral Presentation, you are recommended to logically and systematically prepare such issues as research background and objectives, research methodologies employed, research results or findings and their implications and research limitations and contributions. For the next 20 minutes following your summary, the panel will be raising questions to determine your understanding of the work. It will be chaired by the selected 3rd panel member. The panel will question the student to ascertain:

- the extent to which the Project objectives were understood,
- the extent to which solutions to research problems were considered, compared and correctly adopted,
- the extent to which related issues with the chosen research methodology (e.g. the justification process, alternative approaches etc.) were understood,
- the extent to which data handling and analysis associated issues (e.g. the validity) were understood,
- the extent to which the limitations of the Project were appreciated. The matching of the plan to the report and the use made of various skills or information taught on the course may also be discussed and evaluated but only insofar as they affect the four headings above.

The panel members will seek to satisfy themselves that the student understood the research problem, considered adequately a range of solutions to that problem, executed the Project largely unaided and is aware of the limitations of the Project. Each member of the panel will award marks on these criteria and the final award will be an unweighted mean of the individual awards. The chairman of the panel is responsible for ensuring the range of questions is confined within the headings outlined above and for ensuring generally comparable rigour of questioning across students and panels in the interests of equitable assessment.

(14) REFLECTIVE REPORT (APPLICABLE TO LGT5202 ONLY)

Each student is required to submit an individual “Reflective Report”. The Self-reflective Report should be written on A4-sized paper, with 1-inch margin on all edges of each page, single-line spacing, in Times New Roman font size of 12, and at least 1,000 words (excluding references, tables and appendices). State the word count on the last page.

In the “Reflective Report”, students are required to:

1. Identify one research method learnt through the lectures and seminars on research methodologies and one business problem related to logistics, operations management, quality management and/or supply chain management that can be studied using the chosen research method.
2. Provide a detailed explanation of the research method and the business problem (300-500 words).
3. Briefly review the recent academic literature on applying the research method to study the business problem (300-500 words).
4. Present a specific example that applies the research method in academic research to study the business problem (300-500 words).
5. Assure the readability of the language in their essay submission.

* * * * *

(15) INTRODUCTION TO REFERENCING AND CITATIONS*

Objectives

1. To provide a rationale for adopting a proper approach to referencing
2. To introduce two widely used referencing systems
3. To discuss the use of quotations and paraphrases
4. To illustrate accepted methods of within-text citations

INTRODUCTION

A time-consuming but necessary task for those who want to conduct a scientific research is to become familiar with *the citation and referencing conventions* in their field of study. The desire to adopt a standard approach to writing such a project, and to help the reader to follow your ideas are two important reasons for including references and citations in your work. However, there are obviously a number of additional reasons which should be noted. These include providing a clear indication of where any secondary material in your project has come from, and allowing others to develop your work by consulting your sources in the original.

Another, equally important, purpose for paying close attention to accurate referencing and citations is to give your own work credibility. Your work achieves credibility when you show that you are familiar with the major sources in your field. This can be obtainable through including key definitions, references to important theories and models, or findings from others in your interested field.

A number of students often believe that their work has to be entirely original. In fact, this is far from being the case. Of course *originality is important, but only if it is shown to be firmly grounded in what has already been achieved in the domain*. You have to demonstrate your efforts by giving credit to the author for ideas and content which you have included in your work. Failure to acknowledge your sources leads to *plagiarism* and this warrants a section of its own in this Guideline.

* This section is largely based on Unit 5 of the *Academic Writing for Publication*, produced by the Department of English. We are grateful to the Department of English for granting their permission to use this source.

PLAGIARISM AND BIBLIOGRAPHIC REFERENCING

The University and the LMS view plagiarism and copying of copyright materials, without the licence of the copyright owner, as a serious disciplinary offence. Students should comply with the University's policy on plagiarism in continuous assessment, bibliographic referencing and photocopying of copyright materials.

- (i) Plagiarism refers to the act of using the creative works of others (e.g. ideas, words, images or sound, etc) in one's own work without proper acknowledge of the sources.
- (ii) Students are required to submit their original work and avoid any possible suggestion of plagiarism in the work they submit for grading or credit.
- (iii) At the Faculty of Business, for any significant pieces of written assignments or essays in continuous assessment (i.e., counting 15% or more of total assessment) for a subject, students are required to submit their own assignment to *Turnitin*, a plagiarism prevention software built in Blackboard, and to generate an Originality Report. They are required to provide a copy of the Report when handing in their essay.
- (iv) The University/Faculty views plagiarism, whether committed intentionally or because of ignorance or negligence, as a serious disciplinary offence. Excuses such as "not knowing what is required" or "not knowing how to do it" will not be accepted.
- (v) Depending on the seriousness of the plagiarism cases, they may be referred to the Student Discipline Committee for investigation and decision. If a student is found guilty of the alleged offence, penalties considered appropriate by the Committee may be imposed. These may include:
 - . suspension of studies for a specified period of time;
 - . expulsion for a specified period or indefinitely; and
 - . any other penalties as considered appropriate

REFERENCING

The authorised referencing style within the Department of Logistics and Maritime Studies (LMS) follows an alphabetised list and is referred to as the *Harvard Reference System* (but, see page 23-24 for law and insurance related subjects).

The Referencing System for Department of Logistics and Maritime Studies

Those projects which are concerned with the business, commercial and technical aspects of maritime transport and logistics should follow the ***Harvard Reference System***, while those maritime and transport law and insurance related projects are recommended to follow the general convention employed by Lloyd's law and insurance journals, i.e. citations appear in ***footnotes***, not in the text (for detail, see 'Notes for Contributors' of *The International Journal of Shipping Law* and *The International Journal of Insurance Law*). In particular, for the citation of cases in law and insurance, please consult your supervisors for common formats.

AUTOMATIC REFERENCING AND CITATION SYSTEMS WITH MS WORD 2007 AND ABOVE

In Microsoft Office version 2007 or above, the work on referencing and citation can be done automatically by the word processor. These functions are organized under the "References" menu item, and in a button group called "Citations & Bibliography". The styles that comes with the MS Word do not container bibliography style for Harvard referencing system. You can download the additional style file from BibWord (<http://bibword.codeplex.com/>)



Note: For information, an additional source is prepared by the PolyU English Language Centre. That is a website helping students to write the Final Year Project, although it is developed for undergraduates. This is accessible via <https://elc.polyu.edu.hk/fyp/>

APPENDIX I

Request 1 Request for Approval – External Contacts

Request 2 Request for Changes – Dissertation/ Project Title

Request 3 Request for Changes – Dissertation/ Project Title and Supervisor

Request 1

REQUEST FOR APPROVAL – EXTERNAL CONTACTS

Student Name	:	_____
Student No.	:	_____
Project Title	:	_____

Supervisor	:	_____
Date	:	_____

1. Justification – Why do you need external contacts?

2. External Organisations that you want to contact

3. Other Information

Approved & Signed by the Supervisor

Request 2

REQUEST FOR CHANGES –PROJECT TITLE

Student Name	:	_____
Student No.	:	_____
New Title	:	_____

Old Title	:	_____

Supervisor	:	_____
Date	:	_____

1. Justification – Why do you need the Project title changed?

2. Other Information

Approved & Signed by the Supervisor

Request 3

REQUEST FOR CHANGES –PROJECT TITLE & SUPERVISOR

Student Name	:	_____
Student No.	:	_____
New Title	:	_____

Old Title	:	_____

Proposed Supervisor	:	_____
Current Supervisor	:	_____
Date	:	_____

1. Justification – Why do you need the Project title and supervisor changed?

2. Other Information

Signed by the Current Supervisor

Accepted & Signed by the Proposed Supervisor

APPENDIX II

Model 1 Proposal

Model 2 Final Project's Title Page

Model 3 Final Project's Abstract

Model 1

PROPOSAL

Student Name : _____

Student No. : _____

Provisional Title : _____

Supervisor : (1) _____

(2) _____

(3) _____

Completion Semester: ***Semester 1 / Semester 2 / Summer Semester** of * **20XX-XX/ 20XX-XX**

** please circle the appropriate option.*

1. Research Background

2. Research Objectives

3. Research Methodology

4. Outline of the Chapters and Section Headings

5. Other Information

Model 2

SAMPLE:

AN EVALUATION OF THE MEASUREMENT OF PORT EFFICIENCY

by

HEUNG SIU LOK, ANGUS

A Dissertation/ Project submitted to The Hong Kong Polytechnic University
in partial fulfilment for the degree of

**Master of Science in
International Shipping and Transport Logistics**

Department of Logistics and Maritime Studies
Faculty of Business

December 2024

Model 3

An Evaluation of the Measurement of Port Efficiency

by

Heung, Angus

ABSTRACT

APPENDIX III – ASSESSMENT FORM FOR LGT5202

Form 1 Assessment for ‘Final Project’ by Supervisors

Form 2 Assessment for ‘Final Project’ by Moderators

Form 3 Assessment for ‘Oral Presentation’ by Panel Members

Form 4 The Final Grade of Project

Form 1

LGT5202 Assessment

FINAL PROJECT

by
Supervisors

Student Name	:	
Student No.	:	
Project Title	:	
Supervisor	:	

Criteria	Weight	Grade	Weighted Grade Point
<i>Research Problems and Objectives</i> Clearly and logically defined problems and objectives ?	10 %		
<i>Literature Review</i> Relevant literature review sufficiently and scientifically conducted ?	20 %		
<i>Research Methodology</i> Chosen methodology clearly defined and justified, and appropriate to the research problems and objectives ?	30 %		
<i>Evaluation and Interpretation of Data Collected</i> Associated data clearly evaluated and interpreted ?	20 %		
<i>References and Citations</i> Referencing system and citations appropriately used ?	10 %		
<i>Discussion / Implications & Contributions / Limitations</i> All these issues discussed logically & analytically ?	10 %		
TOTAL WEIGHTED GRADE POINT			

Grade	A ⁺	A	A ⁻	B ⁺	B	B ⁻	C ⁺	C	C ⁻	D ⁺	D	F
Grade Point	4.3	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0

Supervisor's Comments:

Signature: _____

Date: _____

Form 2

LGT5202 Assessment

FINAL PROJECT

by
Moderators

Student Name	:	
Student No.	:	
Project Title	:	
Moderator	:	

Criteria	Weight	Grade	Weighted Grade Point
<i>Research Problems and Objectives</i> Clearly and logically defined problems and objectives ?	10 %		
<i>Literature Review</i> Relevant literature review sufficiently and scientifically conducted ?	20 %		
<i>Research Methodology</i> Chosen methodology clearly defined and justified, and appropriate to the research problems and objectives ?	30 %		
<i>Evaluation and Interpretation of Data Collected</i> Associated data clearly evaluated and interpreted ?	20 %		
<i>References and Citations</i> Referencing system and citations appropriately used ?	10 %		
<i>Discussion / Implications & Contributions / Limitations</i> All these issues discussed logically & analytically ?	10 %		
TOTAL WEIGHTED GRADE POINT			

Grade	A ⁺	A	A ⁻	B ⁺	B	B ⁻	C ⁺	C	C ⁻	D ⁺	D	F
Grade Point	4.3	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0

Moderator's Comments:

Signature: _____

Date: _____

Form 3

LGT5202 Assessment

ORAL PRESENTATION

Student Name	:	_____
Student No.	:	_____
Project Title	:	_____
Supervisor (1)	:	_____
Moderator (2)	:	_____
Panel Member (3)	:	_____

Criteria	Weight	Grade	Weighted Grade Point
<i>Clear Expression</i> Presentation clear and logical enough to be understood ?	20 %		
<i>Background Knowledge</i> Topic related knowledge clearly presented ?	30 %		
<i>Justification of Chosen Methodology</i> Reasonable justification provided among alternatives ?	30 %		
<i>Research Limitations</i> Research limitations, if any, appreciated and recognised ?	10 %		
<i>Research Relevance</i> Does the student generally appreciate the relevance of the topic ?	10 %		
TOTAL WEIGHTED GRADE POINT			

Grade	A ⁺	A	A ⁻	B ⁺	B	B ⁻	C ⁺	C	C ⁻	D ⁺	D	F
Grade Point	4.3	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0

Panel's Comments:

Signature		
Panel Member (Chairman)	Supervisor	Moderator

Date: _____

Form 4

LGT5202 Assessment

THE FINAL GRADE OF DISSERTATION/PROJECT

Student Name	:	
Student No.	:	
Project Title	:	

Component	Point	Weight	Weighted Point
<i>Form 1</i>			
1. Supervisor's Total Weighted Grade Point		45 %	
<i>Form 2</i>			
2. Moderator's Total Weighted Grade Point		35 %	
<i>Form 3</i>			
3. Panel's Total Weighted Grade Point		20 %	
GRAND TOTAL WEIGHTED GRADE POINT (GTWGP)			

Grade	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	F
Grade point	4.3	4	3.7	3.3	3	2.7	2.3	2	1.7	1.3	1	0
Range	4.15 – 4.3	3.85 – 4.14	3.5 – 3.84	3.15 – 3.49	2.85 – 3.14	2.5 – 2.84	2.15 – 2.49	1.85 – 2.14	1.5 – 1.84	1.15 – 1.50	0.50 – 1.14	0.00 – 0.49

The Final Grade : _____

Signature:

Project Co-ordinator: _____ Date: _____

APPENDIX IV – ASSESSMENT FORM FOR LGT5111

Form 1 Assessment form by Supervisors

Form 2 Assessment form by Moderators

Form 3 Assessment form for the final grade

Form 1

LGT5111 Practice of Operations Management Assessment Form for Supervision

Name: _____
Student Number: _____
Topic: _____
Supervisor: _____

Please give each a score from 0 - 100

	Weight	Marks (0-100 each)
Topic - Significant, interesting and appropriate	10%	
Literature Review – Width and depth thoroughly covered	20%	
Methodology - Clearly defined, justified and appropriate	20%	
Results analysed / found – Clearly evaluated and interpreted	20%	
Recommendations & Discussion – Issues discussed logically and analytically; feasible recommendations	10%	
Presentation of the report – Well organised and good language	20%	
Total	100%	
	Grade	

	Weight	Marks (0-100 each)
Proposal	100%	

Grade	Marks Range
F	0.00-39.99
D	40.00-42.99
D+	43.00-46.99
C-	47.00-49.99
C	50.00-54.99
C+	55.00-59.99
B-	60.00-64.99
B	65.00-69.99
B+	70.00-74.99
A-	75.00-79.99
A	80.00-89.99
A+	90.00-100.00

Form 2

**LGT5111 Practice of Operations Management
Assessment Form for Moderation**

Name: _____
Student Number: _____
Topic: _____
Moderator: _____

Please give each a score from 0 - 100

	Weight	Marks (0-100 each)
Topic - Significant, interesting and appropriate	10%	
Literature Review – Width and depth thoroughly covered	20%	
Methodology - Clearly defined, justified and appropriate	20%	
Results analysed / found – Clearly evaluated and interpreted	20%	
Recommendations & Discussion – Issues discussed logically and analytically; feasible recommendations	10%	
Presentation of the report – Well organised and good language	20%	
Total	100%	
	Grade	

Grade	Marks Range
F	0.00-39.99
D	40.00-42.99
D+	43.00-46.99
C-	47.00-49.99
C	50.00-54.99
C+	55.00-59.99
B-	60.00-64.99
B	65.00-69.99
B+	70.00-74.99
A-	75.00-79.99
A	80.00-89.99
A+	90.00-100.00

Form 3

LGT5111 Practice of Operations Management Assessment Form for the final grade

Subject Code: LGT5111
Subject: Practice of Operations Management
Semester: Semester 1, 2025/26
Name: _____
Student Number: _____
Topic: _____

Project Co-ordinator	Supervisor	Moderator
Prof. Pan Kai		

Criteria	Weight (Supervisor)	Marks (Supervisor) 0-100 each	Weight (Moderator)	Marks (Moderator) 0-100 each
Topic - Significant, interesting and appropriate	10%		10%	
Literature Review – Width and depth thoroughly covered	20%		20%	
Methodology - Clearly defined, justified and appropriate	20%		20%	
Results analysed / found – Clearly evaluated and interpreted	20%		20%	
Recommendations & Discussion – Issues discussed logically and analytically; feasible recommendations	10%		10%	
Presentation of the report – Well organised and good language	20%		20%	
Total	100%		100%	
Grade				

Marks	Grade	Marks Range
0	F	0.00-39.99
40	D	40.00-42.99
43	D+	43.00-46.99
47	C-	47.00-49.99
50	C	50.00-54.99
55	C+	55.00-59.99
60	B-	60.00-64.99
65	B	65.00-69.99
70	B+	70.00-74.99
75	A-	75.00-79.99
80	A	80.00-89.99
90	A+	90.00-100.00

	Weight (Supervisor)	Marks (Supervisor) 0-100 each
Proposal	100%	

	Weighting	Weighted Marks
--	-----------	----------------

Supervisor:	64%	
Moderator:	36%	

Total Weighted Marks:	
Final Grade:	

APPENDIX V – ASSESSMENT FORM FOR LGT5215

Form 1 Assessment form by Supervisors

Form 2 Assessment form by Moderators

Form 3 Assessment form for the final grade

Form 1

**LGT5215 Practice of Global Supply Chain Management
Assessment Form for Supervision**

Name: _____
Student Number: _____
Topic: _____
Supervisor: _____

Please give each a score from 0 - 100

	Weight	Marks (0-100 each)
Topic - Significant, interesting and appropriate	10%	
Literature Review – Width and depth thoroughly covered	20%	
Methodology - Clearly defined, justified and appropriate	20%	
Results analysed / found – Clearly evaluated and interpreted	20%	
Recommendations & Discussion – Issues discussed logically and analytically; feasible recommendations	10%	
Presentation of the report – Well organised and good language	20%	
Total	100%	
	Grade	

Grade	Marks Range
F	0.00-39.99
D	40.00-42.99
D+	43.00-46.99
C-	47.00-49.99
C	50.00-54.99
C+	55.00-59.99
B-	60.00-64.99
B	65.00-69.99
B+	70.00-74.99
A-	75.00-79.99
A	80.00-89.99
A+	90.00-100.00

	Weight	Marks (0-100 each)
Proposal	100%	

Form 2

**LGT5215 Practice of Global Supply Chain Management
Assessment Form for Moderation**

Name: _____
Student Number: _____
Topic: _____
Moderator: _____

Please give each a score from 0 - 100

	Weight	Marks (0-100 each)
Topic - Significant, interesting and appropriate	10%	
Literature Review – Width and depth thoroughly covered	20%	
Methodology - Clearly defined, justified and appropriate	20%	
Results analysed / found – Clearly evaluated and interpreted	20%	
Recommendations & Discussion – Issues discussed logically and analytically; feasible recommendations	10%	
Presentation of the report – Well organised and good language	20%	
Total	100%	
	Grade	

Grade	Marks Range
F	0.00-39.99
D	40.00-42.99
D+	43.00-46.99
C-	47.00-49.99
C	50.00-54.99
C+	55.00-59.99
B-	60.00-64.99
B	65.00-69.99
B+	70.00-74.99
A-	75.00-79.99
A	80.00-89.99
A+	90.00-100.00

Form 3

LGT5215 Practice of Global Supply Chain Management Assessment Form for Final Grade

Subject Code: LGT5215
Subject: Practice of GSCM
Semester: Semester One, 2025/26
Name _____
Student Number: _____
Topic: _____

Project Co-ordinator	Supervisor	Moderator
Prof. Song Miao		

Criteria	Weight (Supervisor)	Marks (Supervisor) 0-100 each	Weight (Moderator)	Marks (Moderator) 0-100 each
Topic - Significant, interesting and appropriate	10%		10%	
Literature Review – Width and depth thoroughly covered	20%		20%	
Methodology - Clearly defined, justified and appropriate	20%		20%	
Results analysed / found – Clearly evaluated and interpreted	20%		20%	
Recommendations & Discussion – Issues discussed logically and analytically; feasible recommendations	10%		10%	
Presentation of the report – Well organised and good language	20%		20%	
Total	100%		100%	
Grade				

	Weight (Supervisor)	Marks (Supervisor) 0-100 each
Proposal	100%	

Marks	Grade	Marks Range
0	F	0.00-39.99
40	D	40.00-42.99
43	D+	43.00-46.99
47	C-	47.00-49.99
50	C	50.00-54.99
55	C+	55.00-59.99
60	B-	60.00-64.99
65	B	65.00-69.99
70	B+	70.00-74.99
75	A-	75.00-79.99
80	A	80.00-89.99
90	A+	90.00-100.00

	Weighting	Weighted Marks
Supervisor:	70%	
Moderator:	30%	

Weighted Marks:	
Final Grade:	

APPENDIX VI – ASSESSMENT FORM FOR LGT5415

Form 1 Assessment form by Supervisors

Form 2 Assessment form by Moderators

Form 3 Assessment form for the final grade

Form 1

**LGT5415 Research Project in Global Business and Decision Analysis
Assessment Form for Supervision**

Name: _____
Student Number: _____
Topic: _____
Supervisor: _____

Please give each a score from 0 - 100

	Weight	Marks (0-100 each)
Topic - Significant, interesting and appropriate	10%	
Literature Review – Width and depth thoroughly covered	20%	
Methodology - Clearly defined, justified and appropriate	20%	
Results analysed / found – Clearly evaluated and interpreted	20%	
Recommendations & Discussion – Issues discussed logically and analytically; feasible recommendations	10%	
Presentation of the report – Well organised and good language	20%	
Total	100%	
	Grade	

Grade	Marks Range
F	0.00-39.99
D	40.00-42.99
D+	43.00-46.99
C-	47.00-49.99
C	50.00-54.99
C+	55.00-59.99
B-	60.00-64.99
B	65.00-69.99
B+	70.00-74.99
A-	75.00-79.99
A	80.00-89.99
A+	90.00-100.00

	Weight	Marks (0-100 each)
Proposal	100%	
Research Progress	100%	

Form 2

**LGT5415 Research Project in Global Business and Decision Analysis
Assessment Form for Moderation**

Name: _____
Student Number: _____
Topic: _____
Moderator: _____

Please give each a score from 0 - 100

	Weight	Marks (0-100 each)
Topic - Significant, interesting and appropriate	10%	
Literature Review – Width and depth thoroughly covered	20%	
Methodology - Clearly defined, justified and appropriate	20%	
Results analysed / found – Clearly evaluated and interpreted	20%	
Recommendations & Discussion – Issues discussed logically and analytically; feasible recommendations	10%	
Presentation of the report – Well organised and good language	20%	
Total	100%	
	Grade	

Grade	Marks Range
F	0.00-39.99
D	40.00-42.99
D+	43.00-46.99
C-	47.00-49.99
C	50.00-54.99
C+	55.00-59.99
B-	60.00-64.99
B	65.00-69.99
B+	70.00-74.99
A-	75.00-79.99
A	80.00-89.99
A+	90.00-100.00

Form 3

**LGT5415 Research Project in Global Business and Decision Analysis
Assessment Form for the Final Grade**

Subject Code: LGT5415
Subject: Research Project of GBDA
Semester: Semester One, 2025/26
Name _____
Student Number: _____
Topic: _____

Project Co-ordinator	Supervisor	Moderator

Criteria	Weight (Supervisor)	Marks (Supervisor) 0-100 each	Weight (Moderator)	Marks (Moderator) 0-100 each
Topic - Significant, interesting and appropriate	10%		10%	
Literature Review – Width and depth thoroughly covered	20%		20%	
Methodology - Clearly defined, justified and appropriate	20%		20%	
Results analysed / found – Clearly evaluated and interpreted	20%		20%	
Recommendations & Discussion – Issues discussed logically and analytically; feasible recommendations	10%		10%	
Presentation of the report – Well organised and good language	20%		20%	
Total	100%		100%	
Grade				

	Weight (Supervisor)	Marks (Supervisor) 0-100 each
Proposal	100%	
Research Progress	100%	

Marks	Grade	Marks Range
0	F	0.00-39.99
40	D	40.00-42.99
43	D+	43.00-46.99
47	C-	47.00-49.99
50	C	50.00-54.99
55	C+	55.00-59.99
60	B-	60.00-64.99
65	B	65.00-69.99
70	B+	70.00-74.99
75	A-	75.00-79.99
80	A	80.00-89.99
90	A+	90.00-100.00

	Weighting	Weighted Marks
Supervisor:	60%	
Moderator:	40%	

Weighted Marks:	
Final Grade:	

APPENDIX VII

Staff Profiles and Research Areas

Staff Name	Research Areas	Telephone	Email*
Prof. LAI, Kee Hung Mike	Logistics and Shipping Management, Quality Management, Sustainability Issues	2766 7421	mike.lai
Ir Prof. CHENG, T.C. Edwin	E-business and E-commerce, Information Systems Management, Innovation and Technology Management, Operations Management, Quality Management, Scheduling Science, Supply Chain Management	2766 5215	edwin.cheng
Prof. YEUNG, Cheong-Leung Andy	Operations Management, Logistics and Supply Chain Management, Quality Management	2766 4063	andy.yeung
Prof. WANG, Yulan Amanda	Supply Chain Management, Socially Responsible and Sustainable Operations, Behavioural Operational Issues, Operations-marketing Interface and Operations-IS Interface	2766 4683	yulan.wang
Prof. PANG, King Wah Anthony	Operations Management, Supply Chain Management, Optimization & Heuristic Algorithms	2766 4126	anthony.pang
Prof. YANG, Dong	Empirical Study, Big Data Analysis, Multi-modal Data Modeling and Fusion, Technology Innovation in Transportation, Trade (International Shipping) and Regional Economic, Emerging Trade Corridor, Port System Evolution, and etc.	2766 7413	dong.yang
Prof. CZERNY, Achim I.	Air Transport; Transport Economics; Regulatory Economics; Industrial Organization	2766 6003	achim.czerny
Prof. JIANG, Li	Data-driven Operations, Incentive-driven Information Sharing, Omni-channel Design and Analysis, Modelling Behaviour Operations	2766 7405	l.jiang
Prof. LO, K.Y. Chris	Quality Management, Sustainability in Operations, Innovation Management, Social Media Analytics, AI and Big Data Analytics	2766 7414	chris.ky.lo
Prof. NG, Chi To Daniel	Engineering Management, Scheduling, Hotel Logistics, Optimisation, Logistics and Supply Chain Management	2766 7364	daniel.ng
Prof. SONG, Miao	Inventory and Pricing, Logistics and Supply Chain Management, Stochastic and Robust Optimization	2766 5087	miao.song
Prof. WANG, Hans Shuaian	Big Data in Shipping, Sustainable Maritime Transportation, Urban Transport Network Modeling, Green Logistics and Supply Chain Management	2766 7419	hans.wang
Prof. XU, Zhou	Logistics, Transportation, Shipping, and Supply Chain Management, Operations Research, Algorithms, and Artificial Intelligence, Business Analytics, Data Science, and Information System, Coding for Business	3400 3624	zhou.xu
Prof. YE, Hengqing	Stochastic Modeling, Machine Learning/AI, Healthcare Studies, Investment Analysis	3400 3615	hq.ye
Prof. ZHU, Ling	Maritime Law, Marine Pollution Law, Multimodal Transportation Law	2766 4897	ling.zhu
Prof. BRRAR, Surinder	Global Shipping and Logistics, Operations Management, Supply Chain Management	2766 7365	ssurinder.brrar

Guideline for Research-based Subjects (LGT5202/LGT5111/LGT5215/LGT5415)

Staff Name	Research Areas	Telephone	Email*
Prof. CHOY, Petrus	Contract Management, Quality Management, Risk Management and Derivatives, Shipping Finance	3400 3625	petrus.choy
Prof. HUNG, Yick Hin	Operations Management, Supply Chain Management, Quality Management	2766 7392	y-h.hung
Prof. LEE, Edward	Supply Chain Strategies, Operations Management, Quality Management	2766 7354	edward.yc.lee
Prof. LI, Stephen	Admiralty & Shipping Law, Shipboard Operation & Management, International Maritime Conventions	2766 5009	stephen.yk.li
Prof. WONG, Raymond	Supply Chain Management, Global Sourcing and Supply, Global Business, Supplier Development	3400 3619	raymond-lm.wong
Prof. YEE, Dewey	- -	3400 3592	dewey.yee
Prof. ZOU, Yingying	Maritime Law, law of Transport Logistics	2766 7444	yingying.zou
Prof. GUO, Xiaomeng	Supply Chain Management, Operations and Marketing Interface, Behavioral Operations, and Game Theory Application	2766 7921	xiaomeng.guo
Prof. JIANG, Changmin	Transportation Sectors, Economic and Policy Analysis	2766 7418	changmin.jiang
Prof. PAN, Kai	Stochastic and Discrete Optimisation, Robust and Data-driven Optimisation, Energy Market, Smart City Operations, Marketing, Supply Chain, Transportation, Information Systems	2766 5545	kai.pan
Prof. WAN, Yulai Sarah	Transportation Economics and Policy, Seaport Competition, Air Transport Management, Airport Pricing and Regulation, Airline Competition and Strategic Alliance, Environmental Issues in Aviation	2766 7868	sarah.wan
Prof. WU, Shining	Sharing Economy, Strategic Consumer Behaviour, Queueing Theory and its Applications, Data-driven Optimisation	2766 7402	sn.wu
Prof. XIAO, Guang	Operations Management, Supply Chain Management, Integrated Risk Management, Socially Responsible Operations	2766 5628	guang.xiao
Ir Prof. YIP, T. L.	Shipbroking and Ship Chartering, Marine Traffic Impact Assessment, Fluid Mechanics	2766 4631	t.l.yip
Prof. BAI, Xingyu	Inventory and Supply Chain Management, Revenue Management, Asymptotic Analysis, Approximation Algorithms	3400 3621	xingyu.bai
Prof. BU, Jinzhi	Inventory Control and Supply Chain Management, Dynamic Pricing and Revenue Management, Asymptotic Analysis, Data-driven Algorithm	2766 7415	jinzhi.bu
Prof. FENG, Zhichao	Applications of Revenue Management in Online Advertising and Retail Operations, Queueing Theory and its applications, Process Analysis	3400 3531	zhi-chao.feng
Prof. GUAN, Xinyi	Data-driven Optimisation, Robust Optimisation, Pricing and Revenue Management	2766 4782	xinyi.guan
Prof. JIANG, Shenyang	Supply Chain Management, AI, Digitalisation	3400 3623	shenyang.jiang
Prof. LI, Lei	Supply Chain Management, Operations Management, Not-for-profit Operations	3400 3418	leihk.li
Prof. LIU, Yan	Decision Making Models, Information Systems, Supply Chain Management	2766 7393	yan.y.liu
Prof. SUN, Qinghe	Maritime Logistics, Supply Chain Resilience	2766 7407	qinghe.sun

Guideline for Research-based Subjects (LGT5202/LGT5111/LGT5215/LGT5415)

Staff Name	Research Areas	Telephone	Email*
Prof. WANG, Xiaoyu	FinTech, Blockchain, Data-driven Analytics, Supply Chain Finance, Data Economics, Consumer Privacy	2766 7369	xiaoyuhk.wang
Prof. ZHOU, Yusheng	Sustainable Shipping Management, Maritime Behavioural Analysis, Autonomous Shipping, Human-Machine Interaction	3400 3627	yusheng1.zhou
Dr CHENG, Pui Sze Miyuki	Research methods	2766 4614	miyuki-pui-sze.cheng
Dr DING, Yanyan	Synergies of Energy, Mobility, Supply Chain Systems	3400 3551	yanyan.ding
Dr GAO, Jing	- -	3400 3616	jing.gao
Dr LANG, Hao	Transport Economics, Operations Management, Urban Studies	2766 4392	david.lang
Dr LEE, Enoch	Air Transport Management, Ride-sharing Operation, Stochastic Modelling, Activity-based Transportation Simulation	2766 7482	enoch.lee
Dr LI, Lu	<i>To be updated</i>	3400 3384	lu-louise.li
Dr LIU, Shuai	Operations and Supply Chain Management	3400 3552	samuel-shuai.liu
Dr LUO, Zhenwei	Inventory and Supply Chain Management, Queueing Theory	3400 3614	zhen-wei.luo
Dr QI, Jingwen	Ship Operation Management, Green Shipping, Multilevel Optimisation, Emission Reduction, Emission Regulation Design	3400 3611	joanne-jingwen.qi
Dr WU, Yiwei	Shipping Operations Management, Green Shipping, Logistics and Supply Chain Management	2766 5061	yi-wei.wu
Dr ZHAO, Hui	Shipping Management, Big Data Analysis in Shipping, Shipping Economics and Revenue Management	2766 4615	sally-hui.zhao
Dr ZHENG, Yijie	<i>To be updated</i>	3400 3550	yijie.zheng
Dr HAU, Jacky	Logistics, Procurement, Quality, and Supply Chain Management	2766 7399	jacky.wh.hau
Mr SUN, Po Wan Brian	Maritime Information Technology, Shipboard Monitoring Systems, Warehousing Logistics	2766 7401	brian.pw.sun
Dr TONG, Judy	Port Planning and Operations, Shipping Route and Vessel Berthing Optimisation, New Energy Development and its applications in Navigation, Port Operations, Process Analysis	2766 4087	judy.fa.tong
Dr TSANG, Patrick	Logistics, Supply Chain Management, Emerging Operations Management, Applied Operations Research, Data Analytics	2766 4064	Patrick-ht.tsang
Ms LO, King Shuen Kingship	Operations Management, Supply Chain Management, Applied Statistics	3400 3419	kingship.lo

Note: * email addresses are in the following format – xxx@polyu.edu.hk

APPENDIX VIII

Harvard Referencing Guide

Written by

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(<https://elc.polyu.edu.hk/referencing/harvard.aspx>)

The Harvard referencing system

Referencing is a standard practice for acknowledging information sources in academic writing at university. Whenever you write an assignment that requires you to find and use information, you are expected to reference all the sources of information and ideas included in your writing.

This webpage provides guidelines for using the **Harvard referencing system**. There are two components to a Harvard reference:

1. an in-text reference in the body of your assignment:
Chan (2011) explores a range of themes and ideas ...
2. full reference details in your reference list:

Chan, D.P., 2011. *Business in China*. Hong Kong: Dragon Press.

Use the menu at the top to explore the different parts of the Harvard referencing system.

Part 1 Basic rules

Why do we reference?

Most academic assignments require wide reading so that previous and current thinking about a particular topic can be identified. It is important to show your reader that you have sought out expert, reliable sources to help support and develop your thinking on your topic. The referencing in your assignment should:

- **demonstrate** good research practice
- **show** the range of ideas and approaches you have found and thought about
- **acknowledge** where those ideas came from
- **tell** your reader where they can locate the sources you have used

Referencing also helps you to avoid plagiarism. If you present someone else's ideas, and/or the way they express their ideas, as if they are your own work, you are committing plagiarism. Plagiarism can be unintentional due to poor referencing, but the consequences are always serious. Accurate referencing helps you to avoid this.

In-text references

1. When to reference

Every time you include someone else's words, ideas or information in your assignment, an in-text reference must be provided. Insert an in-text reference whenever you:

- **paraphrase** someone else's ideas in your own words
- **summarise** someone else's ideas in your own words
- **quote** someone else's ideas in their exact words
- **copy** or **adapt** a diagram, table or any other visual material

2. How to reference

An in-text reference is provided each time you refer to ideas or information from another source, and includes the following details:

the **author's family name** (do not include given names) + the **year of publication** + **page numbers** when needed.

There are two main ways to present an in-text reference:

a) Integral referencing

The reference is in the body of your sentence, with the author's family name integrated into the sentence structure, and the date is given in brackets. This type of reference is often used when you want to give prominence to the author.

Lam (2010) argues that Hong Kong needs to further assimilate into the Pearl River Delta economy if its long term growth is to be assured.

b) Non-integral referencing

The reference is enclosed in the sentence in brackets. This type of reference is often used when you want to give prominence to the information.

The Hong Kong economy expanded by 2.3% in the third quarter of 2011 (**Census and Statistics Department, 2012**).

3. Including page numbers

Page numbers should be included when you:

- use a direct quote from a particular source
- copy tables or figures, or present specific information like dates/statistics

Cheung (2012, p.48) notes that "universities in Hong Kong need to strengthen their academic credentials" if they are to compete in the world economy.

You can also include a page number when you take an idea from a particular page. However, it would not be appropriate academic style to include a page number in all or most of your in-text citations if you are only taking ideas from a source.

4. Use of "et al."

Where there are several authors (more than four), only the first author should be used followed by "et al." (which is Latin for *et alia*) meaning *and others*:

Wong et al. (2005) found that the majority ...
or as a non-integral reference:

Recent research (**Wong et al., 2005**) has found that the majority of ...
The following chart shows how to format in-text citations for Harvard referencing style:

Type of citation →	Integral		Non-integral	
Number of authors ↓	First citation in text	Subsequent citations in text	Citation in brackets, first	Citation in brackets,

			citation in text	subsequent citations in text
One author	Chan (2010) argues ...	Chan (2010) argues ...	(Chan, 2010)	(Chan, 2010)
Two authors	Chan and Leung (2010) suggest ...	Chan and Leung (2010) suggest ...	(Chan & Leung, 2010)	(Chan & Leung, 2010)
Three authors	Tsui, Leung and Collins (2010) find ...	Tsui, Leung and Collins (2010) find ...	(Tsui, Leung & Collins, 2010)	(Tsui, Leung & Collins, 2010)
Four authors	Wong et al. (2010) mention ...	Wong et al. (2010) mention ...	(Wong et al., 2010)	(Wong et al., 2010)
Groups (easily identified by abbreviation) as authors	The Hong Kong Housing Authority (HKHA, 2008) states ...	The HKHA (2008) states ...	(The Hong Kong Housing Authority [HKHA], 2008)	(HKHA, 2008)
Groups (no abbreviation) as authors	Animals Asia (2007) defines ...	Animals Asia (2007) defines ...	(Animals Asia, 2007)	(Animals Asia, 2007)
With page number for quotation	Chan (2010, p.15) argues ...		(Chan, 2010, p.15)	

5. Other expressions used in referencing

The terms *ibid.* and *op. cit.* are used to avoid repeating the same reference details in-text i.e. the body of your text and in your Reference List.

ibid. is Latin for *ibidem*, which means 'in the same place'. You can use *ibid.* when your next citation is the same as the last one.

op. cit. is also Latin and stands for *opere citato*, which means 'in the work cited'. You can use *op. cit.* when the same reference is cited somewhere else in your text, but is not the most recent citation.

Look at the example below:

The advantages of having effective referencing skills are well-recognised in terms of students having greater control over their written work (Walker, 2009), achieving and sustaining higher grades (Choi, 2010) and in developing competence as a writer (Lau, 2009). But, students need to "... be mindful of the importance of referencing and be consistent in their use at all times ..." (Aziz, 2010, p.11). However, it can be hard for some students to distinguish between Western surnames and Western given names, and Aziz (*ibid.*, p.12) states that "... students need to read more widely to understand the differences between Western and Chinese names". The findings of some researchers (Walker, *op. cit.*) show that reading in the target language is essential for sustained academic progress.

6. Ellipsis and Square brackets

Ellipsis refers to dots in the middle of a sentence. Their purpose is to let the reader know that some part of a quotation has been left out. If it is necessary to interrupt a quotation you are citing in order to clarify something, you should enclose your remarks in square brackets.

Original: "Students in the university should study outside class, in all credit bearing subjects, for at least 6 hours a week."

With text omitted and clarification: "Students in the university [The Hong Kong Polytechnic University] should study ... for at least 6 hours a week."

Sample text with in-text referencing and reference list

Harvard in-text referencing uses author's surname and year. Include a page number (or paragraph number for online sources) for direct quotations. The reference list is in alphabetical order.

Until recently, development in the textile and clothing industry has focused on "technological and cost aspects" (HKRITA, 2012, para.5). According to Chen and Burns (2009, p.255), emphasis has been placed on keeping the price of the "final product low and increasing efficiency in production". Tukker et al. (2011) further point out that designers, manufacturers and retailers have paid less attention to other dimensions of the offering, e.g. ownership and related business models, as well as consumer wishes and values. Hence, the products are designed and produced according to regularly changing trends that enable quick profit (Lee & Chen, 2009), rather than radically rethinking the ways of designing and manufacturing the offering that is based on consumer needs and sustainability as proposed by Park and Tahara (2011).

References

-
- Print journal by 2 authors
- Chen, H. and Burns, D.L., 2009. Environmental analysis of textile products. *Clothing and Textile Research Journal*, 24(3), pp.248-261.
- Internet source
- Hong Kong Research Institute of Textiles and Apparel, 2012. *HKRITA features latest innovations in ITMA 2011*. [online] Available at: <<http://www.hkrita.com/newsletter/issue21/coverstory.htm>> [Accessed 31 March 2014].
- Electronic journal by 2 authors
- Lee, S. and Chen, J., 2009. Mass-customization methodology for an apparel industry with a future. *Journal of Industrial Ecology*, [e-journal] 16(1). Available at: <<http://www.jindeco.edu.eu>> [Accessed 31 March 2014].
- Book by 2 authors
- Park, P. and Tahara, K., 2011. *Quantifying producer and consumer-based eco-efficiencies for the identification of key ecodesign issues*. Hong Kong: Blacksmith Books.
- Print journal by 9 authors
- Tukker, A., Emmert, S., Charter, M., Vezzoli, C., Stive, E., Andersen, M.M., Geerken, T., Tischner, U. and Lahlou, S., 2011. Fostering change to sustainable consumption and production: An evidence based view. *Journal of Cleaner Production*, 16, pp.1218-1225.

The reference list

1. What it does

The reference list provides full bibliographic details for all the sources referenced in your essay so that readers can easily locate the sources. Each different source referenced in your essay must have a matching entry in your reference list.

It is important to note that the reference list is not a bibliography. A bibliography lists everything you have read, while a reference list is deliberately limited to those sources for which you have provided in-text references. A bibliography is not needed unless specifically requested by your lecturer.

2. How it looks

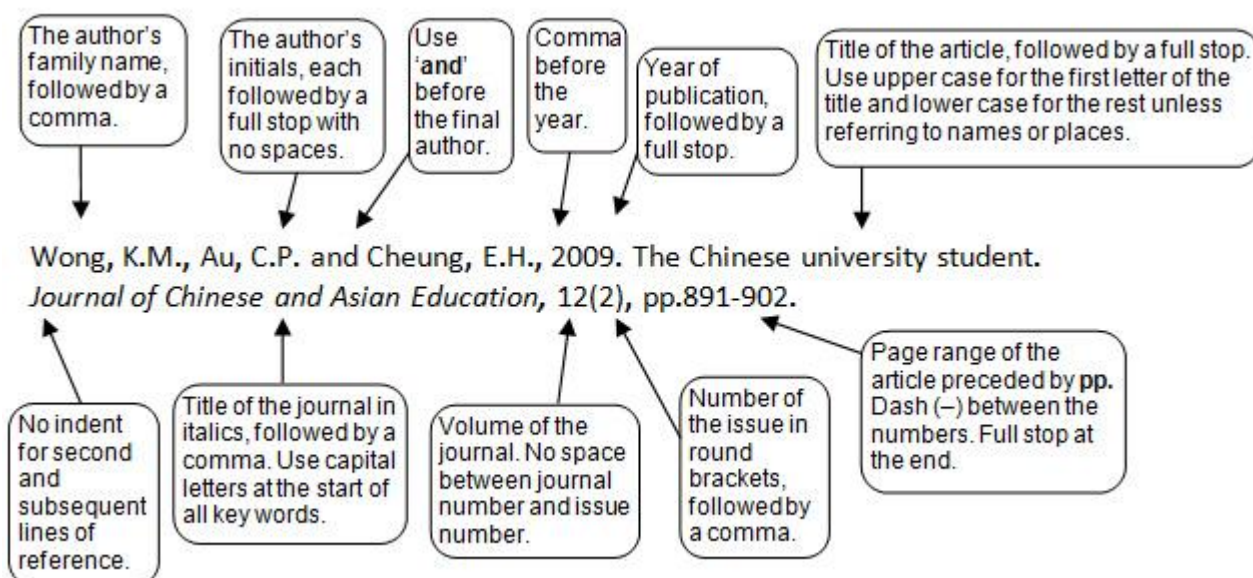
The reference list is titled "**References**" and must be:

- arranged alphabetically by author's family name (or title/sponsoring organisation where a source has no author).
- a single list where books, journal articles and electronic sources are listed together. Do not divide into separate lists.

The main elements required for all references are the **author's name(s)**, **year**, **title** and **publication information**. The basic reference formats are shown in the following examples. These should be followed exactly, paying special attention to details of capitalisation, punctuation, use of italics and order of information.

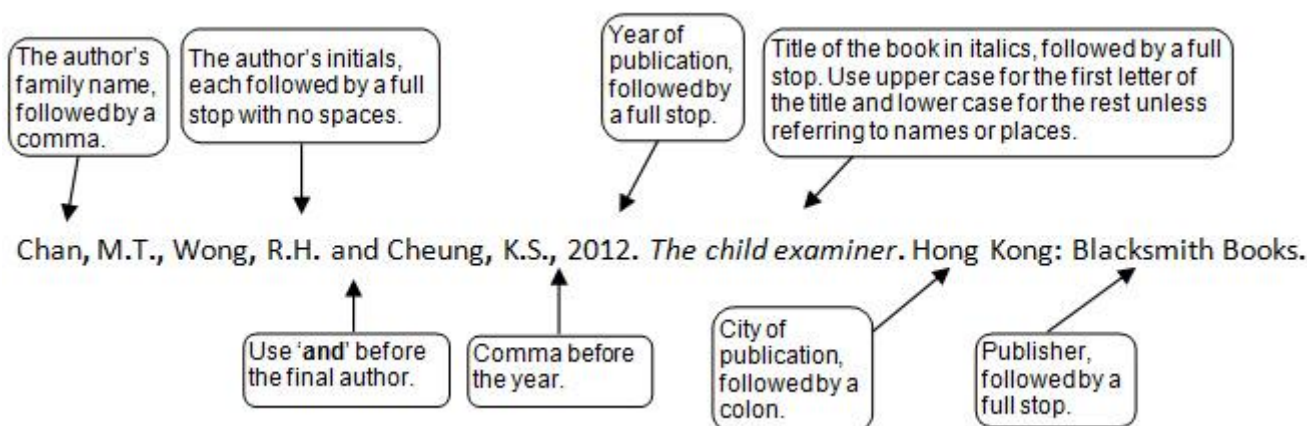
3. Journal article format

First author's surname, Initials., Second author's surname, Initials. **and** Third author's surname, Initials., Year of publication. Title of article. *Name of journal*, Volume number(Issue number), **pp.**Page range of article.



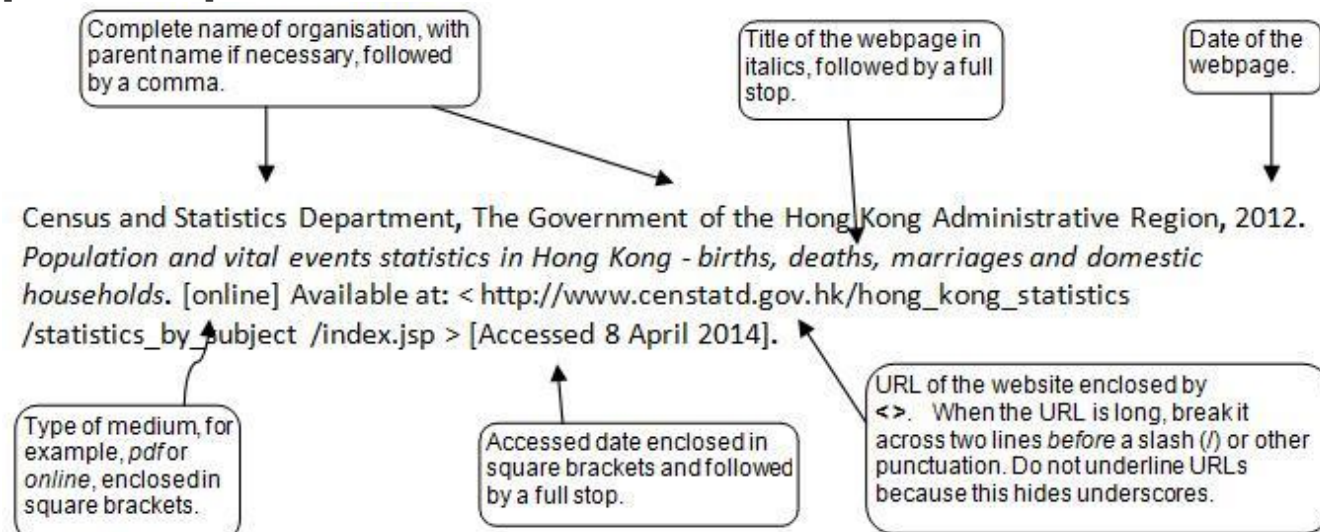
4. Book format

First author's surname, Initials., Second author's surname, Initials. **and** Third author's surname, Initials., Year of publication. *Title of book*. City of publication: Publisher.



5. Internet source format

Organisation, Year of publication. *Title of article*. [type of medium] **Available at:** <url> [Accessed date].



Frequently asked questions

1. How do I cite two or three authors?

When there are two or three authors for a reference, include all their family names in the in-text reference, in the same order that they are listed in the original source. For example:

- According to Choi, Fang and Lee (2012), students in Asia are more studious than their North American counterparts.
- Wong and Morrison (2011) strongly support the use of technology in the classroom.
- Asian students devoted on average 16 hours per week to out-of-class study compared to 10 hours for North American students (Choi, Fang & Lee, 2012).

2. How do I cite more than three authors?

If there are four or more authors, you should only use the first author's family name in the in-text reference followed by the abbreviation "et al.". For example:

- This is supported by Wilson et al. (2011) in their educational change study.

However, all the authors' names must be included in your reference list, in the same order that they are listed in the original source.

3. How do I cite when there is no author and/or no date?

When no person is mentioned, include the title of the source or the authoring/sponsoring organisation in place of the author.

For example:

- The centre aims to improve students' communication skills to enable them to attain excellent results in their academic and professional lives (English Language Centre, 2012).
- Oral presentations, like written assessment tasks, should contain an introduction, body, and conclusion ('Making the most of oral presentations', 2011).

When no year of publication is given, use the abbreviation "n.d." which stands for 'no date' in place of a year, or give an approximate date preceded by "ca." which stands for 'circa'.

However, be cautious about using sources without dates. A source with no date *might* not be reliable.

4. How do I cite information from one author (Author 1) which I have found in a book or journal article by another author (Author 2)?

Sometimes you will need to refer to authors whose work you encounter secondhand (i.e. mentioned in other people's work) rather than firsthand. You should mention both authors (Author 1 and Author 2) in your in-text reference, but would only list the actual item you read (Author 2) in your reference list.

For example, if you read an idea by Choy (Author 1, published in 2008) in a source by Martins (Author 2, published in 2012) you would need to mention both authors in your in-text reference. For example:

- One scholar (Choy, 2008, cited in Martins, 2012, p.143) states that ...
- Choy (2008, cited in Martins, 2012, p.143) states that ...

However, in the reference list you should only list Martins (Author 2, the source you read) and not Choy (whose idea you read about in Martins).

5. How do I cite multiple sources by the same author published in the same year?

If an author has published more than one item in the same year, place a lower case letter of the alphabet next to the dates in your in-text referencing to distinguish between these separate publications. For example:

- Preston argues that a man paints with his brain, not his hands (2011a) and reiterates this elsewhere (2011b).

You must also include these lower case letters in your reference list entries as well. The order in which you attach the letters is determined by the alphabetical order of the titles of these sources.

6. What if there are two authors with the same family name?

Occasionally you will need to reference two different authors who share the same family name. To avoid ambiguity, include the author's first initial after their family name in the in-text references. For example:

- Urban deprivation in Hong Kong has been seen to increase in the first decade of this century (Chan, E., 2010). Whether this will affect the language skills of fresh graduates in Hong Kong is still disputed (Chan, C., 2010).

7. How do I present exact quotations?

Short quotations of fewer than thirty words should be enclosed in double quotation marks (" ... ") and be accompanied by an in-text reference including a page number (where possible).

For example:

- Research indicates that "students in Hong Kong devote on average 5 hours a week to their English studies from the age of four" (Leung, 2010, p.31).

Longer quotations of more than thirty words should be presented without quotation marks and indented (using Tab key) at the left.

For example:

According to Obama (2006), America: should be more modest in our belief that we can impose democracy on a country through military force. In the past, it has been movements for freedom from within tyrannical regimes that have led to flourishing democracies; movements that continue today. This does not mean abandoning our values and ideals; wherever we can, it's in our interest to help foster democracy through the diplomatic and economic resources at our disposal. (para.45)

8. Where exactly do I put the full stop when quoting and/or citing?

Full stops must always be placed at the very end of a sentence, after the quotation and/or in-text reference. For example:

- According to Mooney (2011, p.88), "exam pressure in Hong Kong has lessened slightly in the past decade".
- Research indicates that students in Hong Kong have had four mobile devices before their 18th birthday (Samson, 2012).

9. Can I cite two or more sources at the same time?

Yes. Use a semi-colon to separate the sources in the in-text reference, and list the items alphabetically according to their authors' family names. For example:

- Social networking has had a major impact on young people (Chan & Erickson, 2012; Lam & Mok, 2008).

If referencing multiple sources by the same author, present the items in chronological order (oldest to most recent) and separate them with commas. For example:

- Burns (2006, 2009, 2012) argues that there should be more universities in Hong Kong.

10. Can I paste the URL of a webpage into my essay as an in-text citation?

No. Follow the author-date in-text referencing conventions for all sources. If you are unsure how to reference a website because there is no author or date information, follow the guidelines provided for referencing sources without authors or dates.

11. How do I cite e-mail messages?

E-mail messages from individuals should be cited as personal communications. Because they do not provide recoverable data, personal communications are **not** included in the reference list. Cite personal communications in text only. Give the initials as well as the surname of the communicator, and provide as exact a date as possible. For example:

- E. Cartman (personal communication, June 28, 2015) reveals that ...
- ... (Marsh, S., personal communication, May 5, 2015).

12. How do I cite images such as photographs from websites?

All images including graphs, charts, maps, drawings and photographs are referred to as figures. You need to label the image as a figure and place a caption directly below the image, which includes the title and author of the image, and its year of publication. For example:

- Figure 1: Flamingos standing and feeding in a pool near salt beds, Netherlands Antilles (Volkmar K. Wentzel, 2015)

The in-text citation would be like this:

- Figure 1 shows that ...

Your reference would be as follows:

- Wentzel, V. K., 2015. *Flamingos standing and feeding in a pool near salt beds, Netherlands Antilles*. [photograph] Available at: <<http://natgeofound.tumblr.com/>> [Accessed 5 July 2015].

Part 2 Referencing guide

Type of source	In-text references	Reference list
Books	Surname of author, year of publication, (page number for direct quotations) <u>Example:</u> Wong (2009) points out that ...	Surname of author, Initials., Year of publication. <i>Title</i> . City of publication: Publisher. Wong, B.K., 2002. <i>Fostering creativity</i> . Oxford: Blackwell.
Chapters in an edited book	Cite the author(s) of the chapter in the text of your paper, not the author(s) of the book, year of publication <u>Example:</u> Carter, Hughes and McCarthy (1998) argue that ...	Surname of author, Initials., Year of publication. 'Title of chapter', in Surname of editor, Initials., ed., <i>Title of book</i> . City of publication: Publisher, pp. Page range of chapter. Carter, R., Hughes, R. and McCarthy, M., 1998. 'Telling tails: Grammar, the spoken language and materials development', in Tomlinson, B., ed., <i>Materials development in language teaching</i> . Cambridge: CUP, pp.67-86.
Books with different editions	Surname of author, year of publication <u>Example:</u>	Surname of author, Initials., Year of publication. <i>Title</i> . Edition number. City of publication: Publisher. Finney, T.K., 2012. <i>Fostering creativity</i> . 3rd ed. Oxford:

	Finney (2012) identifies Blackwell.	
	...	
Books with no date	Surname of author (n.d.) <u>Example:</u> Nelson (n.d.) identifies ...	Surname of author, Initials., n.d. <i>Title</i> . City of publication: Publisher. Nelson, T.Z., n.d. <i>Language matters</i> . Bristol: Simpsons.
ebooks and pdfs	Surname of author, year of publication <u>Example:</u> Tsang (2004) ascertains ...	Surname of author, Initials., Year of publication. <i>Title</i> . [type of medium] City of publication (if known): Publisher. Available at: <URL> [Accessed date]. Tsang, S., 2004. <i>A modern history of Hong Kong</i> . [ebook] London: I.B.Tauris. Available at: <http://books.google.com.hk/books> [Accessed 10 April 2014].
Journal articles (with author)	Surname of author, year of publication, (page number for direct quotations) <u>Examples:</u> Poon et al. (2003) argue that students should refer to sources properly ... (use <i>et al.</i> when citing 4 or more authors) Lam (2005, p.19) mentions that "students need to be mindful of the importance of referencing" ... 'Title of article', year of publication	Surname of author, Initials., Year of publication. Title of article. <i>Name of Journal</i> , Volume number(Issue number), pp. Page range of article. Poon, L.S., Lee, J.C., Chan, A.B., Jones, J.E. and Smith, J.F., 2003. Re-evaluating the effects of computer games on young people. <i>Journal of Applied Social Psychology</i> , 12(3), pp.88-100. Lam, L.S., 2005. Referencing. <i>Journal of Applied Social Psychology</i> , 14(2), pp.19-26. Title of article. Year of publication. <i>Name of Journal</i> , Volume number(Issue number), pp. Page range of article.
Journal articles (no author)	<u>Example:</u> Many organisations already use this method ('Organisational change in the 21st century', 2012). Surname of author, year of publication	Organisational change in the 21st century. 2012. <i>Perspectives in Management</i> , 12(3), pp.28-29. If the article has a DOI , use it in your reference. If there is no DOI , include the journal homepage URL in your reference.
URLs and DOIs	<u>Examples:</u> Anderson-Clark, Green and Henley (2008) believe that students should ...	Surname of author, Initials., Year of publication. Title of article. <i>Name of journal</i> , [e-journal] Volume number(Issue number), pp. Page range of article. doi: # [Accessed date]. Anderson-Clark, T., Green, R. and Henley, T., 2008. The relationship between first names and teacher expectations for achievement motivation. <i>Journal of Language & Social Psychology</i> , [e-journal] 27, pp.94-99. doi:10.1177/0261927X07309514 [Accessed 8 April

	Surname of author, year of publication	2014].
	<u>Example:</u> ... and this has been formulated by Halonen et al. (2010) who ...	Surname of author, Initials., Year of publication. Title of article. <i>Name of journal</i> , [e-journal] Volume number(Issue number). Available at: <url> [Accessed date].
Electronic journals		Halonen, S.J., Simpson, R.R., Jolly, D.G., Au, P.R., Bagot, F.P. and Chui, J.J., 2010. Computer games and personal development. <i>Family Forum</i> , [e-journal] 12(3). Available at: <http://www.ff.comgamperdev.org> [Accessed 31 March 2014].
	Name of organisation, year of publication, (paragraph number for direct quotations)	Name of organisation, Year of publication. <i>Title of article</i> . [type of medium] Available at: <url> [Accessed date].
Internet sources (electronic only sources)	<u>Example:</u> The Hong Kong Housing Authority (HKHA, 2011, para.6) maintains that ...	The Hong Kong Housing Authority, 2011. <i>Housing in figures</i> . [pdf] Available at: <http://www.housingauthority.gov.hk/en/pdf/about-us/publications-and-statistics/HIF2011.pdf> [Accessed 2 April 2014].
	Name of department/company, year of publication	Name of department/company, Year of publication. <i>Title of article</i> (Number of document – if given). City of publication: Publisher.
Government/ Company reports	<u>Example:</u> The Equal Opportunities Commission (2010) has reported that ...	Equal Opportunities Commission, 2010. <i>Preventing and dealing with sexual harassment</i> . Hong Kong: Equal Opportunities Commission.
	The Coca-Cola Company (2015) announced...	The Coca-Cola Company, 2015. <i>2014 Annual report</i> . [pdf] Available at: <http://www.coca-colacompany.com/investors/annual-other-reports> [Accessed 5 July 2015].
	For a film or DVD, use the surname of the director and year of release.	For a film the suggested elements should include: <i>Title of film</i> . Year of release. [type of medium] Directed by Initials. Surname of director. Country of origin: Film studio.
	<u>Examples:</u> The ups and downs of a Hong Kong family through the eyes of ... (Echoes of the rainbow, 2010).	<i>Echoes of the rainbow</i> . 2010. [film] Directed by A. Law. Hong Kong: Mei Ah Entertainment.
DVDs or films	... as was shown by numerous films in the 1980s (Great films from the 80s, 2005).	<i>Full title of DVD or video</i> . Year of release. [type of medium] Country of origin: Film studio or maker. (Other relevant details).
	(non-integral citation recommended) It is suggested that a non-integral reference should be used for youtube sources.	<i>Great films from the 80s: A selection of clips from Warner Brothers top films from the 1980s</i> . 2005. [DVD] New York: Warner Brothers.
YouTube videos		Screen name of contributor, Year. <i>Video title</i> , <i>Series title</i> . (if relevant) [type of medium] Available at: <URL> [Accessed date].
		HongKongPolyU, 2011. <i>PolyU milestones</i> . [video online]

	<u>Example:</u> ... celebrated its 70th anniversary in 2007 (HongKongPolyU, 2011). Surname of author, year of publication.	Available at: <http://www.youtube.com/watch?v=8XsfWmFyrNg> [Accessed 8 April 2014].
Newspaper articles (with author)	<u>Example:</u> Van der Kamp (2012) believes that ...	Surname of author, Initials., Year of publication. Title of article. <i>Name of newspaper</i>, Day Month, p.Page number(s). Van der Kamp, J., 2012. Just leasing more land won't open up the property market. <i>Sunday Morning Post</i>, 1 April, p.15.
Newspaper articles (no author)	Name of newspaper, year of publication <u>Example:</u> <i>Sunday Morning Post</i> (2012) points out that ... Surname of author, year of publication	<i>Name of newspaper</i>, Year of publication. Title of article. Day Month, p.Page number(s). <i>Sunday Morning Post</i>, 2012. Put pedestrians first, not cars. 1 April, p.14. Surname of author, Initials., Year of publication. Title of article. <i>Name of newspaper</i>, [type of medium] Day Month. Available at: <URL> [Accessed date].
Online newspaper articles	<u>Example:</u> Cross (2013) opines that ...	Cross, G., 2013. News of a children's commission will bring good cheer to Hong Kong. <i>South China Morning Post</i>, [online] 24 December. Available at: <http://www.scmp.com/comment/insight-opinion/article/1389081/news-childrens-commission-will-bring-good-cheer-hong-kong> [Accessed 26 December 2013].
Magazine articles	Surname of author, year of publication <u>Example:</u> Pringle (2011) illustrates that ... Surname of author, year of publication	Surname of author, Initials., Year of publication. Title of article. <i>Name of magazine</i>, Volume number(Issue number), p.Page number(s). Pringle, H., 2011. Lofty ambitions of the Inca. <i>National Geographic Magazine</i>, 219(4), p.34. Surname of author, Initials., Year of publication. Title of article. <i>Name of magazine</i>, [type of medium] Day Month. Available at: <URL> [Accessed date].
Online magazine articles	<u>Example:</u> Toobin (2013) comments that ...	Toobin, J., 2013. Same-sex marriage, the legal deluge. <i>The New Yorker</i>, [online] 24 December. Available at: <http://www.newyorker.com/online/blogs/comment/2013/12/same-sex-marriage-the-legal-deluge.html> [Accessed 26 December 2013].
Translated work	Surname of author, year of publication, (page number for direct quotations) <u>Examples:</u> Freud (1914) stated that ... Freud (1914, p.109) stated, "...".	When quoting from a foreign language work in the main body of the text, the quote should be provided in English. Surname of author, Initials., Year of publication. Title. Initials. Surname of translator. City of publication: Publisher. Freud, S., 1914. <i>The psychopathology of everyday life</i>. Trans. A.A. Brill. London: T. Fisher Unwin.
Chinese sources	Surname of author, year of publication,	Do a romanisation of the author's name and title of book/article. If readers cannot read Chinese, add a

	(page number for direct translation of the book/article's title in square brackets. If quotations) there is no official translation, list the item at the <u>end</u> of the reference list alphabetically. <u>Example:</u> Xiao (2008) shows that ... According to Xiao (2008, p.37), "...". Surname of author, year of publication	Surname of author, Initials., Year of publication. <i>Title</i> [Translation of book/article's title]. City of Publication: Publisher. Xiao, L., 2008. <i>Zhongguo su miao yi shu</i> [The art of Chinese drawing]. Shanghai: Mei Shu Chu Ban She. When quoting from a foreign language work in the main body of the text, the quote should be provided in English.
Foreign sources	<u>Example:</u> Kundera (1984) derides ... Surname of author, year	Surname of author, Initials., Year of publication. <i>Title</i> [Translation of book/article's title]. City of Publication: Publisher. Kundera, M., 1984. <i>L'Insoutenable légèreté de l'être</i> [The unbearable lightness of being]. Paris: Gallimard. You are advised not to cite university lecture notes: to do so is often deemed unacceptable. You ought to locate, read and cite the sources and references provided in the Reading List or References in the lecture notes.
Lecture notes	<u>Example:</u> Jenkins (2010) implies that ... Surname of author, year	However, the following guidelines may assist you should you need to cite lecture notes: Surname of lecturer/author, Initials., Year. Title of lecture notes, <i>Module/Subject code</i> <i>Module/Subject title</i>. Name of institution, unpublished. Jenkins, J., 2010. Developments in computer-assisted learning. <i>MM2355 Management</i>. The Hong Kong Polytechnic University, unpublished.
Online dissertations and theses	<u>Example:</u> Yuen (2009) points out that ... Surname of author, year	Surname of author, Initials., Year. <i>Title of dissertation/thesis</i>. Level. Name of Institution. Available at: <URL> [Assessed date]. Yuen, W.L., 2009. <i>An investigation of the politeness phenomena in hotel service encounters</i>. Ph.D. The Hong Kong Polytechnic University. Available at: <http://theses.lib.polyu.edu.hk.ezproxy.lb.polyu.edu.hk/bitstream/handle/200/5346/b23429835.pdf?sequence=1> [Assessed 26 December 2013].
Laws	When citing the Basic Law, use name of the law, article number and year of publication. <u>Example:</u> The Basic Law Art 27 (1997) affirms that ... When citing Hong Kong legislation, use name of the ordinance and year of edition.	Basic Law Art Article number, The Basic Law of the Hong Kong Special Administrative Region of the People's Republic of China, Year of publication. <i>Basic Law Art 27, The Basic Law of the Hong Kong Special Administrative Region of the People's Republic of China, 1997.</i> <i>Name of ordinance, Cap Chapter number s Section number, Laws of Hong Kong, Year of edition.</i> <i>Employment Ordinance, Cap 57 s 14, Laws of Hong Kong, 2007.</i>

Conference papers available online	<u>Example:</u> As stipulated by the Employment Ordinance (2007), ... Surname of author, year of publication <u>Example:</u> Abdoli and Kanhani (2009) discuss ...	Surname of author, Initials., Year of publication. <i>Title of paper</i>. Paper presented at title of conference, Location of conference, Day Month. Available at: <URL> [Accessed date]. Abdoli, F. and Kahani, M., 2009. <i>Ontology-based distributed intrusion detection system</i>. Paper presented at the 14th International CSI Computer Conference, Tehran, Iran, 20-21 October. Available at: < http://ieeexplore.ieee.org.ezproxy.lb.polyu.edu.hk/xpls/icp.jsp?arnumber=5349604> [Accessed 5 July 2015].
Online forum, discussion group, or blog post	Surname of author, year of publication <u>Example:</u> Gates (2015) suggests that ...	Surname of author, Initials., Year of publication. <i>Title of post</i>, [type of medium] Day Month. Available at: <URL> [Accessed date]. Gates, B., 2015. <i>Setting targets to save lives</i>, [blog] 2 July. Available at: <http://www.gatesnotes.com/Health/The-Best-Investment-for-Improving-the-World> [Accessed 5 July 2015].
Speeches available online	Surname of presenter, year of broadcast <u>Example:</u> President Obama (2009) announced that ...	Surname of presenter, Initials., Year of broadcast. <i>Title of speech</i>, [type of medium] Day Month. Available at: <URL> [Accessed date]. Obama, B., 2009. <i>Remarks by the President on procurement</i>, [online] 4 March. Available at: < http://www.whitehouse.gov/the-press-office/remarks-president-procurement-3409> [Accessed 5 July 2015].
Images from websites (See p.10 for details)	All images are referred to as figures. <u>Example:</u> Figure 1 shows that ...	Surname of author/artist, Initials., Year of publication. <i>Title of image</i>. [type of medium] Available at: <URL> [Accessed date]. Wentzel, V.K., 2015. <i>Flamingos standing and feeding in a pool near salt beds, Netherlands Antilles</i>. [photograph] Available at: <http://natgeofound.tumblr.com/> [Accessed 5 July 2015].
References with missing details		If there is no obvious publication date, aim to establish the earliest likely date, for example, 2010? = probable year c. 2010 = approximately 2010 201- = decade certain but not year 201? = probable decade If you cannot identify the name of an author, city or publisher, use the following terms: Anon. = author is anonymous or unidentifiable

s.l. = no city of publication (Latin: <i>sine loco</i>) s.n. = no named publisher (Latin: <i>sine nomine</i>)
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