



MSc Thesis Guide

MSc in Industrial Management & Technology

30/01/24

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Purpose of the Guide

The present guide describes the procedures for the assignment, preparation, submission and examination/presentation of Diploma Theses for the Postgraduate Programme of Studies (MSc) in “Industrial Management and Technology” of the Department of Industrial Management and Technology (IMT), University of Piraeus.

The guide is provided to all academic community members of the IMT who are directly or indirectly involved in the preparation of a thesis. Although this document aspires to be a starting guide describing the main requirements for the preparation of a thesis, both students, faculty/associate members and administrative staff are expected to follow these guidelines and to comply with its provisions as well as with the pertinent provisions of the Programme’s Study Guide.

Furthermore, this guide aim, on the one hand, to help students who undertake the preparation of a thesis to understand what they are trying to achieve and, on the other hand, to lay the foundations for good cooperation with the supervisor. In order to achieve this objective, the thesis evaluation criteria are presented in detail, guidelines are given on how to compose it and the six main chapters (abstract, introduction, study of relevant literature, methodology, data analysis, conclusions, and further research proposals) that a thesis should consist of are analyzed.

This guide covers most of the issues related to the preparation of the theses, but it certainly does not cover all of them (especially as regards the details of the formatting of the theses). If issues arise that are not covered by the provided guidelines/rules, the relevant decisions/additions/amendments will be discussed by the MSC Coordination Committee and approved by the IMT Faculty Council.

The MSc Thesis

The MSc thesis or dissertation concerns the application of the scientific methods, tools and theories acquired during the course of the MSc programme. It must meet high academic standards, while enabling the student to undertake scientific initiatives, delving into specific aspects of the fields of knowledge investigated at the MSc.

In particular, one the main aims of the thesis is to ensure that the students have achieved the cognitive goals of the MSc programme. The MSc thesis is considered complete after the writing of the corresponding text and its public defense are concluded successfully. The thesis corresponds to 12 credit points (ECTS) and is usually conducted after the end of the 2nd semester.

The subject of the thesis may concern empirical, theoretical or applied topics and can involve scientific research through the collection of primary data (qualitative and/or quantitative) or a case study. It may be carried out in cooperation with a private or public organization associated with relevant subjects. It must be written in Greek or English and have an indicative length of 15,000 words (excluding bibliography and annexes).

The MSc thesis is a scientific work, which must contain elements of novelty in the fields of study of the MSc programme, through the creation of new knowledge, the exercise of independent critical thinking, or a combination of the above. Possible thesis subjects may involve the review and critical analysis of existing knowledge, the description and interpretation of a phenomenon or topic, the use of theoretical and methodological approaches in the investigation of a scientific area, the development of new, innovative techniques and tools for the investigation of a scientific area, etc.

The thesis, therefore, provides students the opportunity to organize and carry out an applied or theoretical scientific project and to demonstrate both their technical and administrative skills. The implementation of the thesis requires good preparation, good time management and goal-orientation. Students are encouraged to work closely and frequently with their supervisors in order to achieve the associated research objectives and to comply with these guidelines.

IMPORTANT OBSERVATION.

*The preparation and support of the MSc thesis must be completed within the prescribed period as specified in the applicable Guide of Studies of the MSc programme.
In order to publicly defend his/her thesis, the student must have settled his/her financial obligations.
The thesis text must also be checked for authenticity using the Turnitin software application.*

Assignment of MSc thesis

Thesis Supervision

The MSc thesis is expected to be carried out during the third semester of the programme. At any time after the beginning of the second semester and before the beginning of the third semester, the student submits an application to the Programme Secretariat, indicating the proposed title of the thesis in Greek and English, the proposed supervisor and the other two (2) members of the three-member evaluation committee, based on the relevance of the subject matter. The proposed supervisor(s) must sign the application. The Academic Coordinator (AC) of the MSc evaluates the application and recommends the evaluation committee and the supervisor to the Faculty Council. The Council then approves the final composition of the evaluation committee and appoints the supervisor.

The following are entitled to supervise MSc theses provided that they hold a doctoral degree:

- Faculty members, special teaching associates, laboratory teaching associates and special technical laboratory associates of the IMT Department or other Departments of the University of Piraeus or other Higher Educational Institution or Higher Military Educational Institution, with additional employment beyond their legal obligations, if the MSc programme has tuition fees,
- Emeritus Professors or retired faculty members of the Department or other Departments of the University of Piraeus or other universities,
- Collaborating professors,
- Appointed professors,
- Visiting professors or visiting researchers,
- Researchers and special operational scientists employed in academic institutions/research centers/institutes under the article 13A of Law 4310/2014 (A' 258) in Greece or abroad.

By decision of the Faculty Council, following the recommendation of the programme's AC, the supervision of theses may be assigned to faculty members of the Department who have not undertaken teaching work in the MSc, provided that they hold a doctoral degree.

The other two (2) members of the evaluation committee may be faculty members who teach in the MSc or researchers of grades A, B, C or lecturers in the MSc who hold a PhD degree. Committee members must study the same or a related scientific discipline as the subject of the programme.

Each faculty member may undertake up to six (6) MSc theses and in case of collaboration with another (co-)supervising faculty member up to nine (9) theses.

Responsibilities and Obligations of the Supervisor

The Supervisor of the thesis is responsible for:

- The early engagement of the student in order to develop the structure of the thesis and to ensure that the topic of the thesis is aligned with the learning objectives of the MSc,
- Providing guidance in the initial stages of the work regarding the problem formulation, the research objectives and the expected results,
- Providing continuous advice and suggestions during the implementation of the thesis and ensuring adherence to the agreed timelines and objectives, through frequent communication with the student,
- Providing extensive comments and suggestions for the development and shaping of the thesis text,
- The approval of the final text and its forwarding to the other members of the evaluation committee before public support and evaluation,
- The grading of the work according to the established standards, criteria and guidelines of the MSc,
- Informing the AC in case of failure in the examination of the thesis,

- The cooperation with the student in the case of providing a time extension for the completion of the thesis, if the time limit, as defined in the MSc Study Guide, has been exceeded.
- Ensuring that the final, corrected text has been forwarded to the Library's DIONI Digital Repository.

Thesis Preparation

Upon completion of the thesis assignment process, postgraduate students submit a workplan to their supervisor. The workplan should include the title of the project, a short introduction (approx.. half a page A4) with the current situation based on the literature, the project objectives, the implementation methodology (e.g. tools used, data collection and analysis methods etc.), and a full listing of any literature used for this project.

In order to ensure the preparation of high quality work, there must be continuous cooperation between the student and the supervisor, who monitors the progress of the work, guides the student and certifies the successful completion of the thesis. The postgraduate student should meet with the supervisor at regular intervals in order to check the progress of the thesis and to receive comments on points that may require changes. For the completion of the thesis the supervisor must ensure that the thesis is checked through the plagiarism system (Turnitin) provided by the University of Piraeus Library. The authenticity report will be communicated to the members of the three-member evaluation committee and to the MSc Secretariat. It is noted that ***MSc theses with copy rates >25%, as derived from the copy check software Turnitin, are considered plagiarism products and are treated according to the provisions of the MSc Internal Regulations.***

Successful completion of a thesis requires:

- Compliance with the academic criteria and requirements of the MSc
- Employment of appropriate research methodology, and data collection and processing techniques.
- Sound knowledge of the subject matter, including the ability to critically review previously published research papers.
- Summary of results and research findings.
- The inclusion of the study in the broader epistemological field.

The MSc thesis should be prepared according to the specifications and guidelines presented in this guide and its Annexes.

Thesis Evaluation

After the writing of the thesis is completed, the supervisor informs the members of the evaluation committee and forwards to them the thesis text and the results of the plagiarism check. With their agreement, the supervisor sends the MSc thesis Certificate of Completion to the Programme's Secretariat along with the proposed date for the support of the thesis before the Tripartite Evaluation Committee.

The examination of the MSc takes place on specific dates set by the Faculty Council at the beginning of each academic semester.

Only students who do not have any outstanding financial and/or academic issues in the MSc have the right to support the thesis before the evaluation committee. After the relevant check by the Secretariat, the student presents before the evaluation committee the main points of his/her thesis and the main conclusions drawn from it.

For the marking of the thesis, the evaluation committee takes into account the following criteria:

- Competence in composing the thesis abstract,
- Adequacy and scope of the literature review,
- Clarity in the presentation and formulation of the thesis objectives,
- Validity of data analysis methods and correct use of scientific methodology to address the problem,
- Critique and discussion of results - contribution to the advancement of science,
- Conclusions and possible future research on the subject,
- Quality of the thesis text (structure, accuracy, logic, etc.) and conformity with specifications, and

- Quality of oral presentation - adequacy of answers.

The supervisor, based on the originality of the thesis and in agreement with the other two members of the committee, may propose to the student the possibility of announcing the results of the thesis at a relevant conference and/or publishing them in a scientific journal. In this case, it should be clearly stated that the work was carried out within the framework of and funded by the MSc programme.

The MSc thesis, once evaluated by the examination committee, is submitted by the student himself/herself to the DIONI Institutional Repository of the University of Piraeus Library.

In case of failure in the evaluation of the thesis (grade <50%), the student may request to repeat the examination within two (2) months. In case of a new failure, the student will receive a certificate of attendance for the courses in which he/she has received a passing grade and will withdraw.

Academic Ethics

The IMT Department and the MSc Programme in Industrial Management & Technology have a clear position in favor of academic integrity and ethics. Indications of deviation from proper academic conduct related to the preparation of the MSc thesis will result in disciplinary and academic sanctions. An indicative (but not exhaustive) list of associated deviations is the following:

- Plagiarism, i.e. the deliberate presentation of part or all of the intellectual work of a third person/party as the work of the thesis author, without providing the required consent or appropriate reference.
- Falsification of data, i.e. the deliberate modification and/or manipulation of results so that their reliability is substantially affected.
- Fraud and misrepresentation, i.e. the deliberate attempt to deceive third parties in order to obtain an illegal or unfair advantage (such as, for example, the failure to mention the contribution of third parties).

In addition and as regards the above offences, the MSc Study Guide states that:

"In case a student commits a misconduct that falls under the law of intellectual property (Law 2121/93) during the writing of their project and/or the postgraduate thesis/dissertation, he/she is referred to the Ethics Committee of the Department and is required to remedy the misconduct according to the Committee's recommendations. In the event of refusal or failure to remedy the misconduct or the recurrence of a similar misconduct, the student shall be withdrawn from the programme and shall receive a certificate indicating the courses in which he/she has passed."

Finally, as mentioned earlier:

"For the completion of the MSc thesis, the supervisor must ensure that the thesis text is checked through the plagiarism system supported by the University of Piraeus Library. The report of the copy check will be communicated to the members of the Three-Member Evaluation Committee and to the MSc Secretariat. It is noted that theses with copy rates >25%, as derived from the authenticity check software Turnitin, are considered plagiarism products and are treated according to the provisions of the Internal Regulations of the MSc."

Thesis Structure

The MSc thesis or dissertation generally consists of three main parts: (a) the preliminary (introductory) part, (b) the main part, usually organized in chapters and sections, and (c) the final (concluding) part. The preliminary part includes the title page, the declaration of authenticity, any dedications, the abstract, the acknowledgements, the table of contents, the list of figures, the list of tables, and any abbreviations. The final part consists of the bibliography or references, and any appendices.

IMPORTANT OBSERVATION.

A typical thesis is between 50 and 100 pages, or about 15,000 words (excluding bibliography and appendices). The text should be written in Greek or English.

In the following, the indicative structure of a thesis is presented as an example for the organization of the different text sections, from the preliminary to the final part. Compliance with this structure is recommended, although not all theses/dissertations contain all of the following elements:

- **Title Page** (No page numbering is placed, but counts as 1 or i. The following pages are numbered and are included in the Table of Contents. A template for the Title Page is presented in APPENDIX 1); if the paper is written in Greek (English), there will be a Title Page in English (Greek) following the Title Page in the language of the paper (also without page numbering, but counting as 2 or ii).
- **Blank page.**
- **Declaration and Copyright Ownership Page** (The Declaration Page template is presented in APPENDIX 2).
- **Dedication page** (optional).
- **An abstract of** approximately 250-300 words (1 page) presenting the objectives, methodology, results of the work and a summary of the main findings with a statement of their significance; if the work is written in English, there will be an abstract in English after the abstract in the language of the work.
- **Keywords**, i.e. 4-5 keywords or key phrases, indicative and characteristic of the subject area, the subject matter and the field of investigation; they are placed on the same page as the Abstract and immediately after it; if the paper is written in Greek (English), the keywords in English (Greek) should also be listed after the corresponding abstract.
- **Acknowledgements page** where thanks are given to all those who contributed in any way to the preparation of the thesis.
- **Table of Contents** indicating the titles of the chapters and subchapters together with the corresponding pages; the Table of Contents should be automatically updated and fully up-to-date and correct in the final deliverable.
- **List of Figures/Figures/Images** i.e. a list of the figures, graphs and images incorporated in the text together with the corresponding pages; the List of Figures should be automatically updated and fully up-to-date and correct in the final deliverable.
- **Table List**, i.e. a list indicating the tables contained in the text together with the corresponding pages; the Table List should be automatically updated and fully up-to-date and correct in the final deliverable
- **List of Abbreviations, Symbols and Vocabulary** with an explanation of the abbreviations, symbols and technical terms used in the text; if the work is written in Greek (English), the words in the Vocabulary should also be recorded in English (Greek).
- **Chapter 1 - Introduction:** This chapter presents the purpose and objectives of the thesis, summarizes the research problem under investigation and justifies the development of the thesis, while a brief reference is made to the contents of the following chapters.
- **Chapter 2 - Literature Review:** This chapter includes a review of the relevant literature, assesses the current status and indicates any existing gaps that warrant the development of this thesis
- **Chapter 3 - Methodology:** This chapter presents in detail the methodology and tools used in the preparation of the thesis, such as data analysis tools, evidence-based scientific methodologies, etc. In addition, the methodology developed in the thesis, or the adaptations made to existing methodologies, is presented and explained, highlighting the novelty of the thesis and its added value in relation to past or similar work. This chapter may be structured in several sub-chapters.
- **Chapter 4 - Analysis and Presentation of Results:** In this chapter the methods used are described in detail; the main results and findings of the study are presented and a comparison with similar results is made (if appropriate).
- **Chapter 5 - Conclusions and Recommendations:** This chapter interprets the results, lists the main conclusions, presents the limitations of the study and provides suggestions for future research or work.
- **Bibliography:** A complete list of the bibliographic or online sources of information used to prepare the paper is provided. All literature cited should be present and referenced within the main text of the paper. For bibliography citation and referencing the use of Harvard style is recommended (Relevant instructions can be found in APPENDIX 3 as well as in <https://www.citethisforme.com/harvard-referencing>).
- **Appendices:** Appendices contain information useful, but not essential, to understanding the work. They may include, for example, copies of questionnaires, long tables, legislation, drawings, software code,

overall results in graphs, etc. Appendices should be numbered and clearly referenced within the text (e.g. Appendix 1, Appendix 2, etc.).

IMPORTANT OBSERVATION.

The pages of the preliminary part (from the Title Page up to the pages of the List of Abbreviations) must be numbered in Roman numerals (i, ii, iii, iv, etc.).

The pages of the main and final part (from Chapter 1 to the pages of the Annexes) must be numbered in Arabic numerals (1, 2, 3, etc.) starting with number 1.

Thesis Format

Every MSc thesis should be formatted according to specifications/instructions presented in this section. Deviations from the specifications are allowed only in individual elements of the text and only if they are absolutely necessary and fully documented, after consultation with the supervisor. All word processors are acceptable assuming the specifications are met. The most commonly used word processors are Microsoft Word and LaTeX (which acts as a document creation language). As a guide, the corresponding **MSc thesis Template File** can be used.

Page Size and Margins

The corresponding main specifications are:

- The page size of the thesis is set at A4.
- The margin shall be 3,5 cm on the tie side (including the gutter) and the margin on the empty, top and bottom sides shall be 2,5 cm (as in the MSc thesis template). The margin specifications aim at facilitating binding. The text must be placed within the above space.
- The orientation of the page is vertical (portrait). A horizontal orientation (landscape) can be used in specific parts of the text for placing images, tables, etc.
- Headers and footers should be 1.25 cm from the edge of each page. Any footnotes and page numbers should be placed within the space of the footer.

IMPORTANT OBSERVATION.

If you are using Microsoft Word to write your paper, start by setting the Page Size and Margins from the Layout > Margins > Custom Margins.

Font and Paragraph Formatting

The main specifications for the font are:

- The font must be Times New Roman 12pt.
- All text must use Times New Roman, including headers, footers, page numbers, page numbers, notes, captions, chapter titles, subchapters, section titles, etc. For these items the font size is different.
- Text emphasis (bold, italics, underline, etc.) should be used in a judicious manner. Headings in chapters or sections (level 1) should be in bold.
- The font size of footnotes and text in tables should not be less than 8pt.

IMPORTANT OBSERVATION.

If you are using Microsoft Word, the font settings are made from the Home > Fonts menu. You can also standardize the style of various text elements from the Home > Styles menu and apply the appropriate style depending on the element you are formatting.

The main specifications for formatting paragraphs are:

- The alignment of paragraphs must be justified.
- The first line of the first paragraph of each section or subsection must not be indented. In the remaining paragraphs of each section, the first line must be indented 1,25 cm.

- The line spacing in each paragraph should be 1.5 lines and the line spacing before and after each paragraph should be 6pt.
- Paragraphs should have Window/Orphan Control to avoid splitting the last or first line
- The following elements are exempt from the 1.5 line spacing rule and are implemented with single line spacing and a gap of usually 6pt before and after each paragraph:
 - Footnotes (footnotes),
 - Extensive quotations within quotation marks (quotations),
 - Captions for shapes, pictures, graphs, tables, etc.
 - Titles of modules, sub-modules, etc. (headings, subheadings, etc.) [appropriate spacing is used],
 - Bibliographical references in the Bibliography section,
 - Appendices.
- For printing, a laser printer should be used with colour printing where necessary.

IMPORTANT OBSERVATION.

If you are using Microsoft Word, the settings for paragraph formatting are made from the Home > Paragraph menu where you click the bottom right arrow or by right-clicking on each paragraph and selecting Paragraph.

Page numbering

The main specifications for page numbering are:

- All pages - except the Title Page - must be numbered.
- The pages of the preliminary part (from the Title Page up to the pages of the List of Abbreviations) must be numbered in Roman numerals (i, ii, iii, iv, etc.).
- The pages of the main and final part (from Chapter 1 to the pages of the Annexes) must be numbered in Arabic numerals (1, 2, 3, etc.) starting with number 1.
- The page numbering is placed on the footer, centrally aligned, without any other element such as brackets, hyphens or other decorative additions.
- The font of the numbers is Times New Roman 12pt.

IMPORTANT OBSERVATION.

If you are using Microsoft Word, the settings for inserting and configuring the page numbering are made from the Insert > Page Number > Bottom of Page and Insert > Page Number > Format Page Numbers.

Chapter Structure

A chapter can be structured into main sections and subsections, which are numbered. Main sections (which may correspond to the chapter itself) are considered as the first level of numbering and are numbered with Arabic numerals (1, 2, 3, etc.). Subsections and sub-subsections are considered as second and third level and are numbered by including the number of the higher level(s), e.g., 1.2, 1.3.1, etc. As a general suggestion, up to 3 levels of structure are recommended.

The style of the Headings of Sections, Subsections, etc., is defined as Heading 1, Heading 2, etc., and is configured from the beginning. The proposed styles, all of which are in Times New Roman font, of different sizes, are included in the MSc thesis template.

IMPORTANT OBSERVATION.

If you are using Microsoft Word, you can configure the header styles yourself from the Home > Tab Styles menu and specify the font and size, numbering style, punctuation, indentation, etc. Otherwise, you can use the ready-made styles of the MSc thesis template.

Tables

Tables are numbered sequentially in Arabic numerals throughout the text (including the main body and the appendices). It is suggested that they be numbered according to the chapter in which they are found, e.g., Table 1.1, 1.2, 2.4, A.3, etc. All tables should be listed in the Table List at the preliminary pages of the thesis.

Tables are placed in the text after the point where they are first referred to. The number of the table, its title and caption must be written in a single space font and placed above the table. Any bibliographical references and notes should be placed below the caption.

Figures and Illustrations

Figures and illustrations include pictures, graphs, charts, diagrams, photographs, drawings, etc. Each of these categories is numbered sequentially in Arabic numerals throughout the text (including the main body and Appendices). It is suggested that they be numbered according to the chapter in which they are found, e.g., Figure 1.1, 1.2, Figure 2.4, A.3, etc. All corresponding items should be included in the List of Figures and Illustrations at the preliminary pages of the paper.

Figures and illustrations are placed in the text after the point in the text where they are first referred to. The figure number, its title and caption shall be written in a single space font and placed either above or below the figure. Any bibliographic sources and notes should be placed below the caption. The dimensions of figures and figures should be adjusted to fit the margins of the pages.

IMPORTANT OBSERVATION.

If you are using Microsoft Word, to create the appropriate caption style for tables, figures or illustrations, and the corresponding field, go to the References > Insert Caption menu and do the appropriate actions. If you want to create a new label, in the drop-down box select New Label.

Equations

Any equations, and mathematical and/or chemical formulas are treated as text and numbered consecutively within each chapter using the chapter number. The numbering is placed in parentheses and the font is bold (e.g., **(14.1)**). If the detailed derivation of an equation must be given, this is usually done in an Appendix.

Footnotes

Footnotes should be used sparingly in the text, regardless of the scientific area of study, to provide clarification/explanation of a term, to indicate unit conversion formulas, etc., but not to place parenthetical references or citations. Instructions for parenthetical references (citations) are given below. Excessive use of footnotes distracts the reader's attention from the flow of the main text. If footnotes are required, Arabic numerals (1, 2, 3, ...) will be used as superscript. Footnote numbering should start with the number 1 and be continuous within each chapter or appendix, but not throughout the text. Finally, footnotes rather than endnotes are preferred.

IMPORTANT OBSERVATION.

If you are using Microsoft Word, to insert footnotes in your text, go to the References > Insert Footnote menu and do the appropriate actions. For more specific footnote numbering settings, under the Footnotes tab, click the lower right arrow to bring up the appropriate window (Footnote and Endnote).

Bibliography Citation & Referencing

In-text citations are necessary to point to the source of obtained information and text sections that are quoted in full. Quoted texts should be short (no more than two lines), enclosed in quotation marks and accompanied by the appropriate parenthetical citation. Quotation of longer text, even if it is within quotation marks, is identified as copying and highlighted by Turnitin software.

Each parenthetical citation points to a bibliographic reference, which contains the full bibliographic data of a source and is included in the Bibliography section, placed after the last chapter of the main text and before the

Appendices. The number of bibliographical references should be at least equal to the number of corresponding parenthetical citations.

For the formatting of parenthetical citations and bibliographic references, Harvard Style is recommended. Further instructions are given in Appendix 3.

IMPORTANT OBSERVATION.

In Microsoft Word, you can effectively manage your parenthetical and bibliographic citations from the References > Citations & Bibliography tab, by first selecting the style you want to use. Managing citations from Word, requires some familiarity. It is good to know that there are other systems for managing citations.



UNIVERSITY OF PIRAEUS
INDUSTRIAL MANAGEMENT & TECHNOLOGY DEPARTMENT
M.Sc. IN INDUSTRIAL MANAGEMENT & TECHNOLOGY
SPECILIZATION:

(THESIS TITLE)

(STUDENT'S NAME)

SUPERVISOR/SUPERVISOR: (SUPERVISOR'S NAME)

(LOCATION, YEAR)

APPENDIX 2 – Declaration Page

The following statement is part of the thesis and must be signed by the postgraduate student and the supervisor and submitted to the MSc secretariat.

According to the current Guide of Study of the MSc:

"In case a student commits a misconduct that falls under the law of intellectual property (Law 2121/93) during the writing of their project and/or the postgraduate thesis/dissertation, he/she is referred to the Ethics Committee of the Department and is required to remedy the misconduct according to the Committee's recommendations. In the event of refusal or failure to remedy the misconduct or the recurrence of a similar misconduct, the student shall be withdrawn from the programme and shall receive a certificate indicating the courses which he/she has passed."

STATEMENT

"This thesis is original and has been prepared exclusively for the purpose of obtaining this postgraduate degree".

"The copyright for the use of the non-original thesis material belongs to the postgraduate student and the supervising faculty member in full, i.e. each may use it without the consent of the other. The copyright to use the original part of the thesis belongs to the postgraduate student and the supervisor jointly, i.e. one of them cannot make use of it without the consent of the other. Exceptionally, the publication of the original part of the thesis in a scientific journal or conference proceedings by one of the two is permitted, provided that the names of both (or three in the case of a co-supervisor) are listed as co-authors. In this case, the non-co-author of the scientific article must be informed in writing beforehand. The publication in any form of material declared in the text as confidential is not permitted.

The Student

(Full Name and signature)

The Supervisor

(Full Name and signature)

APPENDIX 3 – Referencing and Citation

Harvard style is one of the best known standards for the compilation of the list of bibliographic sources (Bibliography) and the corresponding in-text or parenthetical citations (PCs). Through PCs, the source from which specific information has been obtained is indicated in the text. The full bibliographic references of the sources (BRs) are listed at the end of the paper so that the reader can use them for further research.

KEY OBSERVATIONS

- In the Bibliography section, all sources of information are listed first in alphabetical order and then in chronological order, from the most recent to the oldest (it is recommended that the bibliography be divided into foreign and Greek-language parts).
- The entries in the bibliography list must correspond exactly to the PCs, i.e. they must not exceed the PCs, nor must any bibliographic source cited in the text be absent.
- The title and subtitle of a source (book, thesis, conference, journal) is given in italics.
- In the PCs, all authors are mentioned unless they are more than three (3). In this case only the first one is mentioned followed by "et al." (and others).

Specific instructions regarding the use and form of PCs and BRs for basic types of bibliographic sources are given below. For cases not mentioned here, please consult the detailed guide at: <https://www.lib.unipi.gr/iguana/uploads/file/Harvard-Style.pdf>

CASES

— Book with one (1) author

BR: Surname, O. (year of publication) *Book title: subtitle*. Publication number, Place of publication: Publisher.

e.g. Sloggett, J. E. (1984) *Shipping finance: financing ships and mobile offshore installations*. 2nd ed., London: Fairplay Publication.

PC: Surname (year, pages), e.g. "Sloggett (1984, p. 87) states ..."

or (Surname, year, pages) , e.g. "Another approach (Sloggett, 1984, p. 87) stresses ..."

— Book with more than three (3) authors

BR: Surname, O., Surname, O. ... and Surname, O. (year of publication) *Book title: subtitle*. Place of publication: Publisher.

e.g. Press, W. H., Teukolsky, S. A., Vetterling, W. T. and Flannery, B. P. (2007) *Numerical recipes: the art of scientific computing*. Cambridge, UK: Cambridge University Press.

PC: Surname of 1st author et al. (year, pages), e.g. "Press et al. (2007, p. 55) suggest ..."

or (Surname of 1st author et al., year, pages), e.g. "It has been proposed (Press et al., 2007) ..."

— Book by a collective body/group/entity or organization

BR: Collective body (year of publication) *Title of book*. Place of publication: Publisher.

e.g. Ministry of Transport and Communications (2000) *Transport and new technologies*. Piraeus: University of Piraeus.

PC: Collective body (year), e.g. "The Department of Transport and Communications (2000) indicates ..."

or (Collective body, year), e.g. "... of an earlier survey (Ministry of Transport and Communications, 2000)."

— E-book with one (1) author

BR: Surname, O. (year of publication) *Book title*. Available at: url [Access date]

e.g. Milroy, S. (2002) *Net mobile web developers guide*. Avail. at: <http://www.sciencedirect.com/science/book/9781928994565> [19/3/2014]

PC: Surname (year), e.g. "According to Milroy (2002)..." or (Adjective, year), e.g. "... see (Milroy, 2002)"

— Thesis

BR: Surname, O. (year of submission) *Title of thesis*. Unpublished doctoral thesis. Name of institution.

e.g. Christou, E. (2001) *Food quality certificates: a survey of the Greek reality*. (Unpublished PhD thesis). University of Piraeus.

PC: See case 'Book with one (1) author'.

Article of a print magazine with one (1) author

BR: Surname, O. (year of publication) 'Title of article'. *Journal title*, volume (issue) no., pages. Doi:

E.g. Omar, A. M. (2013) 'The teachers' role in fostering independent learning in high schools in Zanzibar' *IFLA*, 39 (4), pp. 311-318. doi: 10.1177/0340035213509223

PC: Surname (year), e.g. "... based on the study by Omar (2013) ..."

or (Surname, year), e.g. "... as discussed in a related study (Omar, 2013)

— Electronic magazine article with one (1) author

BR: Surname, O. (year of publication) 'Title of article', *Title of journal*, Volume number (issue number), pages. DOI: or Available at: url [Access date].

e.g. Liu, P. (2014) 'Analysis and comparison on novel Sensor network security access technology', *Sensors & Transducers*, 162 (1), pp. 76-84. Available at: <http://web.b.ebscohost.com/ehost/search/advanced?sid=68da1823-e264-47a8-bc14-5f2ce9f24c7c%40sessionmgr111&vid=2&hid=125> [19/3/2014]

PC: See case 'Article of a print journal with one (1) author'.

— Conference Proceedings

BR: Surname, O. (year of issue) 'Title of paper', *Conference title*. Place and date of conference. Place of publication: Publisher, pages.

e.g. Kanellopoulou-Boti, M. (2006) 'Internet, libraries and the protection of privacy', *Knowledge management*. UOA, 1-3 December. Athens: UOA, pp. 84-94.

PC: See case 'Article of a print journal with one (1) author'.

— Print/electronic journal article or conference proceedings with more than three (3) authors

See case 'Book with more than three (3) authors' (for the order of authors)

See corresponding journal case with one author for the rest of the BR and the PC.