



GRADUATE THESIS GUIDE

Undergraduate programme in Industrial
Management & Technology

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1. Purpose of the Guide

The present guide describes the procedures for the assignment, preparation, submission and examination/presentation of Graduate Theses for the Undergraduate 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 aims, 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 IMT Faculty Council.

2. The Graduate Thesis

The graduate 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 undergraduate programme.

In particular, one of 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 the credit points (ECTS) of two elective courses and is conducted during the 4th year of study.

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 10,000 words (excluding bibliography and annexes).

The graduate thesis is a scientific work, which must contain elements of novelty in the fields of study of the 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 thesis must be completed within one year. The thesis text is checked for authenticity using the Turnitin software application.

3. Assignment of the thesis

3.1 Thesis Application

The graduate thesis is not compulsory and corresponds to two elective courses, "Project I" and "Project II", at the 7th and 8th semester respectively. The ECTS for both courses is the same with other elective courses. In order for a student of the 7th or higher winter semester to be able to conduct a thesis, he/she must not owe more than 6-8 semester courses from the 1st-6th semesters of study at the date of his/her application. If, according to the supervisor's judgement, the student who has undertaken a thesis does not make sufficient progress during the first semester of undertaking the thesis, or does not complete the thesis within one year, the decision to award the thesis is revoked by the supervisor, and the corresponding decision is communicated to the IMT Department Secretariat and to the student.

A student who chooses to conduct a thesis by selecting the two courses "Project I" & "Project II", must choose 2 additional elective courses, offered by the IMT Department or by another Department of the University.

3.2 Thesis Supervision

Potential thesis research topics (which must be relevant to the research and educational activity of the corresponding supervisors) are to be submitted before the 10th of October to the IMT Secretariat, which publishes them by written announcements and posting in a specific, special area on the IMT website. Students interested in any of these topics should express their interest to the respective supervisor, during the registration period of the elective courses of the 7th semester. The supervisor decides whether or not to assign the thesis, on the basis of the performance, personality and abilities of the student and after an interview with the interested student, and notifies the Department's Secretariat of his/her decision. The IMT Secretariat records the theses' assignments and forwards the final list to the Faculty Council, in order to appoint the respective 3-member evaluation committees. The total number of theses per academic year should not exceed the announced topics.

Faculty members of the IMT Department or of other Departments of the University of Piraeus, as well as appointed lecturers and visiting professors have the right to supervise graduate theses.

The final thesis is examined by a 3-member evaluation committee composed of faculty members and/or lecturers during specific examination periods (e.g. 15-30 of June, September and January) set by the IMT Faculty Council.

The maximum number of theses that may be supervised solely by a faculty member/lecturer or in collaboration with another faculty member/lecturer may not exceed 4 and 6 theses, respectively.

Thesis supervision for IMT faculty members corresponds to 2 hours of teaching/week, if they supervise at least 3 theses, and 1 hour of teaching/week, if they supervise 1 or 2 theses, for both the fall and spring semesters.

3.3 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.

Thesis Preparation

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 undergraduate 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 other members of the evaluation committee and to the Department's Secretariat. It is noted that ***graduate theses with copy rates >25%, as derived from the copy check software Turnitin, cannot be accepted for evaluation.***

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 graduate thesis should be prepared according to the specifications and guidelines presented in this guide and its Appendices.

Thesis Evaluation

After the writing of the thesis is completed, the supervisor informs the other members of the evaluation committee and forwards the thesis text and the results of the plagiarism check to them. The evaluation committee sets the exact date of examination, within the prescribed periods of with the periods prescribed by the IMT Faculty Council.

The examination of the thesis includes an oral presentation of the final text. The assigned grade is common for both "Project I" and "Project II" courses, and is communicated to the student after the oral presentation.

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.

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).

Thesis Structure

The graduate 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 30 and 50 pages, or about 10,000 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 & Illustrations** 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.
- **List of Tables**, i.e. a list indicating the tables contained in the text together with the corresponding pages; the List of Tables 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 **Graduate 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
UNDERGRADUATE PROGRAMME

(THESIS TITLE)

(STUDENT'S NAME)

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.

STATEMENT

"This thesis is original and has been prepared exclusively for the purpose of fulfilling the academic obligations of the courses "Project I" and "Project II" and is a product of personal work and study."

"The copyright to use the non-original thesis material belongs to the 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 material belongs to the 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 both (as well as the co-supervisor, if that is the case) are listed as co-authors. In this case, the non-contributing 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.