Membership via the Submission
of a Dissertation
Guidelines

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1.   DISSERTATION

As a route to membership, the Dissertation is an opportunity to display the depth of knowledge and experience equivalent to the Institute's professional qualifying exams.

The Dissertation should be an **original** research project related to international shipping, logistics, and supply chain management based on relevant literature and appropriate empirical work. You are required to appraise current research, deploy specialist techniques and critically appraise results to advance knowledge by presenting findings in a dissertation.

1.1.   Some frequently asked questions.

Q.   Is the Dissertation prepared individually?

A.   *The Dissertation will be undertaken on an individual basis and is unsupervised.*

Q.   Does the Dissertation have to be on any particular topic area?

A.   *You may submit a dissertation covering topics within your specialisation of the shipping sector that fall within the scope of the above-mentioned research areas. The Dissertation should be an **original** research project related to international shipping, international logistics, and international supply chain management based on relevant literature and appropriate empirical work.*

Q.   Should the Dissertation be company/organisation or research-based?

A.   *A dissertation may be conducted in association with an organisation. It will enable you to investigate and discover aspects of an organisation that can be used for both your and the organisation's development.*

Alternatively, the Dissertation may be research-based, whereby you research and report on the problems and solutions regarding your specialisation in the sector.

Q.   Can I undertake my Dissertation anywhere in the world?

A.   *Yes*

Q.   Can I base a dissertation on organisations or research outside the UK?

A.   *Yes. This is encouraged as the Institute is a global organisation.*

Q.   How much does it cost?

A.   *The Cost of Membership via Dissertation in total is £3,800, with payment two parts:*

Part 1) On submission of the dissertation proposal, a registration fee of GBP1,300 applies. The £1,300 proposal fee is non-refundable.

Part 2) On submission of the Dissertation, the applicant must pay the remaining part of the cost incurred with the 'Membership by Dissertation' Registration in the amount of GBP2,500.

Q. **How do I complete and submit the dissertation proposal?**

A. *A template with guidance to follow on preparing your research proposal is provided.*

Q. **What happens if my dissertation proposal is rejected?**

A. *If your dissertation proposal is not approved, you will receive feedback outlining the reasons for the rejection and any necessary improvements.*
In case of rejection, the registration fee of GBP 1,300 is non-refundable.
In case of improvements, and if you decide to resubmit a revised dissertation proposal, we encourage you to carefully review the feedback provided and make the necessary adjustments to increase the likelihood of approval upon resubmission. Resubmission is to be made within three months (90 days) and dissertations' proposals can only be resubmitted once.

Q. **How long should my Dissertation be?**

A. *The maximum dissertation length is 15,000 words, excluding appendices, diagrams and a list of references as appropriate.*

Q. **Will the panel assessing my work be experts in the chosen topic?**

A. *A suitable panel of no less than three experts will assess the dissertation proposal and full text. Subject specific expertise will be sought and will depend on the topic selected. However, the panel is primarily assessing the equivalency of your Dissertation against the level and standard of the Institute's professional qualifying examinations.*

Q. **What happens if I need extra time?**

A. *In the event of extenuating circumstances, a candidate may request an extension by completion of a Compassionate Consideration form with the justification for extra time explained. The panel will decide on any extensions granted.*

Q. **What happens if the panel rejects my Dissertation?**

A. *You will be given detailed feedback on your Dissertation and be given the opportunity to resubmit it. The resubmission must, however, be carried out within three months (90-days), and dissertations can only be resubmitted once.*

Q. **Do I have to sit any ICS exams?**

A. *No, however, the submission of a dissertation full text implies two Viva Voce (oral) sessions after the members of the panel assess your Dissertation. These will take the form of live online meetings with members of the panel.*

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The **Defence Session**. The first session concerns your defence of the Dissertation, followed by questions and answers and discussion with the panel members. This session will last a maximum of two hours.

The **Oral Interview session**. This session covers industry knowledge. This session will take about two hours.

Q. How is the second oral interview session on industry knowledge assessed? What knowledge is covered and how should I prepare?

A. The Second Oral Interview session in the Institute of Chartered Shipbrokers (is designed to assess your industry knowledge, professional understanding, and ability to apply key concepts to real-world shipping scenarios. Approach it with confidence, backed by a solid understanding of industry principles and current market trends.

Assessment Approach

- The oral interview is conducted by a panel of experienced professionals from the shipping industry.
- You will be tested on your ability to think critically, demonstrate practical knowledge, and articulate your answers clearly and confidently.
- The panel may present hypothetical scenarios, case studies, or direct questions to assess your depth of knowledge and professional judgment.
- Your responses should reflect both theoretical knowledge and practical application in global shipping markets.

What Knowledge Is Covered?

The ICS syllabus covers a vast range of topics within the maritime industry, requiring a broad and in-depth understanding of key principles. A strong foundation in shipping knowledge is essential, as it not only forms the basis for success in the oral exam but also plays a crucial role in real-world professional applications. While some areas provide the core framework of expertise, it is important to approach learning with a comprehensive mindset, ensuring a well-rounded grasp of the industry's technical, commercial, and legal dimensions.

Developing a thorough understanding of fundamental shipping principles enables candidates to engage in professional discussions with confidence, think critically about industry challenges, and present structured responses during assessments. A deep and applied knowledge of shipping enhances the ability to tackle complex scenarios, demonstrating both competence and adaptability in an evolving global industry.

How Should I Prepare?

To succeed in the Second Oral Interview, preparation should be structured, comprehensive, and practical. The exam is designed to assess your depth of industry knowledge, analytical thinking, and ability to apply concepts to real-world scenarios. However, there is no unique way to prepare for an oral interview since each applicant will have different ways of learning.

Below are key strategies to help you prepare effectively:
- Master the fundamentals of shipping; for instance, prepare concise summaries of these topics and create mind maps to link concepts together.
- Stay updated on industry trends and developments; for instance, follow shipping news from reliable sources like Lloyd's List, TradeWinds, BIMCO Reports, and The Baltic Exchange.

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- *Practice answering oral questions clearly and confidently; for instance, record yourself answering questions and analyse your tone, clarity, and response structure.*

- *Review Past ICS Exam Questions and Examiners Reports.*

- *Understand practical applications and industry scenarios, for instance, read real chartering case studies and follow shipping dispute resolutions to enhance practical knowledge.*

- *Improve communication and professionalism, for instance, join LinkedIn discussions, industry webinars, or ICS networking events to refine your industry communication skills.*

- *Simulate the exam environment, for instance, record your mock sessions and identify areas for improvement in clarity, confidence, and structure.*

- *Finally, plan your studies when you decide to apply for Membership by Dissertation. Any exam requires commitment, and your success will depend on it.*

By following these strategies, you will be well-equipped to demonstrate your shipping expertise and perform confidently in the Second Oral Exam session.

2. THE PROCESS

2.1. Choosing your topic

2.1.1. Rationale for the choice of topic ideas

Your chosen topic should be interesting or of particular value to you. The research process should be a learning exercise for you and a contribution to resolving problems facing an organisation (if appropriate) or within the industry in general.

For your Dissertation, you will be required to read suitable material such as academic commentaries (peer reviewed work), monographs, and textbooks on the particular area chosen for research, besides gathering any relevant information available on the internet that may not be peer-reviewed. You will sometimes encounter problems that will take time and energy to resolve. Consequently, you are more likely to remain motivated and enthusiastic if the topic has value and interest.

2.1.2. The topic

Once you have decided on an area of potential or interest, the next stage is to assess the feasibility of the study. This will involve carrying out a basic literature search to assess what previous work has been carried out. You will then need to consider whether the research is feasible regarding both topic choice and content within the available time.

The ideal topic combines an original idea of sufficient scope and depth with adequate supporting data. This data may be of either primary or secondary nature or both. The mere availability of data should not be a prime factor in considering a topic; conversely, some interesting dissertations may have to be rejected because data is inherently unavailable or because of the impossibly high costs of its collection. In some cases, alternative research locations and/or means of data collection may exist.

The more specific the Dissertation, the more focused it will be and the more likely you are to do well. It is suggested that you avoid dissertations based on global issues or companies due to the difficulties in gathering and analysing data.

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2.1.3.   Writing about your company

You might be fortunate enough to work for a company you can use for research for your Dissertation. Furthermore, you may wish to use your Dissertation to tackle a problem or opportunity facing your company.

Before discussing your Dissertation with your employer, you should be clear about the aims and objectives of the study and have a proposal for your methodology. You will need to consider questions such as: How will you collect the data? Which staff are involved? What are the timescales? What are the logistics of the research? What data is already available and accessible to you? What will your company gain from the Dissertation, and why might they want to help you? Finally, you must also discuss the issue of confidentiality regarding the existing data and the final report. Should your company wish that the report's elements are not for public scrutiny, you may decide not to proceed. The Institute reserves the right to publish the submitted Dissertation as a whole or in parts. Special approval is required from the Institute for the Dissertation to remain confidential prior to undertaking the Dissertation.

2.2.   Preparing and agreeing to your proposal

2.2.1.   The proposal outline

At all levels of study, benefits can be gained by systematic planning. At this stage, you should develop a realistic outline that clearly states your objectives and considers your resources and constraints.

The outline will need to describe the approach you intend to use. It will indicate whether the line of study you are planning is feasible or not and allow the panel to offer you constructive feedback.

At this stage, you must clearly state the aim of your investigation. A vaguely expressed interest in a topic generally leads to weakness in research, design and strategy. This does not mean that your definitions, at this point, must be firm and inflexible, but your intentions must be spelt out clearly, and the proposed investigations defined with imagination.

The following are some general points to consider before completing the proposal template.

a) You need to explain the general research area, why the topic is important, the intended approach of your investigation, limitations and key assumptions and contributions to be made by your Dissertation.

b) One of the most important elements of planning your Dissertation is ensuring that you have adequate access to the relevant material; this needs to be established clearly at an early stage. At the planning stage, you will need to anticipate what problems you might encounter with data collection – primary or secondary.

c) Although it is impossible at the outset to envisage the exact form and content of the written report, you should attempt a preliminary plan. At this stage, this will be a 'map' with a few major milestones.

d) The plan should not be undervalued since it provides a basic structure for the written report.

e) You will use the 'Membership by Dissertation Research Proposal' template provided to submit your dissertation proposal.

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2.2.2. Submission of the proposal

Submitting your proposal for approval before starting the Dissertation itself serves three principal purposes:

Firstly, it helps the panel to see what you intend to do; whether the work will fit the requirements of membership via Dissertation, and to advise you if it is achievable in the time frame you have;

Secondly, it ensures that there is sufficient time for the Institute to find relevant experts;

The third purpose of the proposal form is to help you focus on the Dissertation itself and the types of issues we expect the main report to address. The title will be tentative at the proposal stage, but it should give an idea of the focus of your work.

2.2.3. The submission date for your proposal

You are required to submit your dissertation proposal to the head office of the Institute of Chartered Shipbrokers (membership@ics.org.uk). Once this is approved, you will have six months to submit the full Dissertation. In the case of dissertation proposal resubmission, resubmission is to be made within three months (90 days) and dissertation proposal can only be resubmitted once.

3. WHAT A GOOD DISSERTATION SHOULD LOOK LIKE

The following information is a general overview of the structure and contents of a dissertation. Additionally, it summarises what should be demonstrated by the Dissertation and by you as a writer.

Cover

This should show your name, your job title and company (if you have used your company as a subject for your research) and the dissertation title and year of submission.

Author Declaration

This declaration serves to acknowledge that you are the author of the Dissertation.

Intellectual Property Rights / Copyright

The author retains the Copyright in the Dissertation (The Work) and asserts their moral right to be identified as the author of the Work. The author hereby grants the Institute of Chartered Shipbrokers an unrestricted irrevocable licence to publish and distribute the Work in whole or in part in perpetuity, for the non-commercial purposes of informing and educating its members and stakeholders.

The author retains the right to publish his/her work in reputable journals, ensuring that the research remains accessible to the wider academic and professional community. This right allows the author to seek publication in peer-reviewed journals, subject to any prior agreements, institutional policies, or ethical considerations regarding originality and copyright. By maintaining this right, the author ensures the dissemination and impact of their work within the industry and academia while upholding the highest standards of research integrity. However, the following statement to be added to the research paper at the time of publication "This paper results from the application for membership by dissertation of the Institute of Chartered Shipbrokers (ICS).".

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Access to Dissertation / Statement of Confidentiality

If your work has been approved to remain confidential, this must be stated on the declarations' page of the Dissertation.

Acknowledgements

Thank anybody you think deserves it, having contributed to your Dissertation in some way.

Contents

List(s) of Tables/Figures/Abbreviations and Acronyms, etc.

List of Appendices

Introduction

Put the Dissertation into its context. What drives you into your research?
Why you are doing it, whom you are doing it for, and how you are doing your research.

Here, you revise the body of the literature and carry out the analysis based on the proposed methodology while clearly focusing on your literature search.

Conclusions and Recommendations

This is perhaps the most important part. This is where you draw conclusions from your findings and identify further research areas worthy of investigation.

List of References

References are to be formatted using the Harvard style - i.e. author and date in the text, not in the footmarks. Information concerning the Harvard Style is provided in Appendix 1.

However, if you are submitting a legal dissertation, the OSCOLA referencing system may be used. Information about which reference system to use will be provided when you receive feedback on your dissertation proposal.

Bibliography

These are sources that might be of interest to the reader but are not mentioned in the text. Concerning the reference style to be used, refer to the '**List of References**' above.

Appendices

Any additional material should be placed here. However, they must be referred to in the main body of your Dissertation.

Layout requirements

Layout requirements are to be followed strictly.

The Dissertation should be word-processed, with one and a half-spacing, in Aptos 11 point.
Heading1 should be 16 point bold, Heading2 should be 13 point bold, and Heading3 should be 12 point bold. However, a template will be provided to assist with the dissertation formatting.

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4. PLAGIARISM, GENERATIVE AI AND ETHICS

The Institute treats plagiarism very seriously. A student proven to have committed such an offence may be jeopardising his or her membership application. It is your responsibility to ensure you understand what constitutes plagiarism and how to avoid it.

What is plagiarism?

Plagiarism means presenting someone else's work as if it were your own. The Institute views plagiarism as a form of cheating by copying. Using material taken from another writer, without clearly and explicitly giving credit to that writer at the location in the essay where the material is used, is considered plagiarism. Such material might consist of text, pictures, graphs, statistics, diagrams, photographs, or even facts that are not common knowledge. If the material is taken from some other source, that source must be cited at the point where it is used.

How can you avoid plagiarism?

You must give due acknowledgement whenever you use material that is taken from another source.

It is not sufficient simply to list a source in an appended bibliography or the body of the Dissertation. In order to avoid plagiarism, all sources must be precisely and accurately referenced following good academic practice. When a source is directly quoted word-for-word, the quoted passage should be placed within quotation marks or indented, and the source should be accurately referenced, according to the Institute's recognised referencing system.

There must be no ambiguity about where the quotation ends or begins.

The source of any data cited, such as figures, tables or charts, should be made explicit. When ideas or an argument are reproduced from a source in a general or paraphrased way, the source must be acknowledged. When submitted work is dependent upon a lecture or group discussion for its argument, this fact must be acknowledged.

Guidelines on the Use of Generative AI

Generative AI has rapidly emerged as a transformative tool in research, offering new writing and knowledge dissemination possibilities. While Generative AI tools can enhance productivity and creativity, their use must align with integrity, ethical responsibility, and intellectual rigour principles. These guidelines establish clear policies for Generative AI responsible use to ensure transparency, fairness, and adherence to institutional standards.

Acceptable Uses of Generative AI:

- *Writing Assistance* – Generative AI tools may be used to improve grammar, clarity, and structure but not to generate entire academic papers or assignments.
- *Research Support* – Generative AI tools may assist in literature reviews, summarising articles, and data analysis, but users must verify AI-generated information for accuracy.
- *Language Enhancement* – Generative AI tools may be used for paraphrasing and language translation, provided that they do not alter the meaning of the original work.
- *Administrative and Workflow Efficiency* – Generative AI tools may be used for citation formatting, reference management, and time-saving academic workflows.

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Prohibited Uses of Generative AI

The following practices are considered violations of research integrity and are strictly prohibited:

- *Plagiarism and Misrepresentation* – Submitting Generative AI-generated text as original work without disclosure or proper attribution violates academic ethics.
- *Fabrication of Research Data* – Generative AI tools must not be used to generate or manipulate research data, results, or sources in a deceptive manner.
- *Over-Reliance Without Critical Analysis* – Generative AI-generated content must be critically evaluated. Accepting Generative AI output without verification may result in inaccuracies and misinformation.
- *Unauthorised Use in Exams and Assessments* – Unless explicitly permitted, Generative AI tools must not be used during the two Viva Voce (oral) sessions.

Transparency and Citation Requirements

To ensure academic honesty, all Generative AI-generated content must be properly disclosed and cited. The following guidelines apply:

- *Acknowledgment* – If Generative is used to generate ideas, summaries, or sections of a paper, it must be disclosed in the methodology or acknowledgments.
- *Proper Citation* – When applicable, AI-generated content should be cited according to institutional or journal-specific citation guidelines. Example:
  - OpenAI. (2025). ChatGPT (Version 4.0) [Large language model]. Retrieved from [URL]

The Institute makes use of specialist AI and plagiarism detection software tools.

5.   SUBMISSION

Proposal submission

You must submit a dissertation proposal detailing those topics you wish to cover to the Institute using the ICS Membership by Dissertation Proposal template. A decision will be provided within 90 days.

First dissertation submission

Once your proposal is accepted, you will have 180 days to complete and submit the full Dissertation. Your Dissertation will be evaluated by a panel of up to three experts, and a decision made within three months.

If your Dissertation fails to meet the criteria set by the Institute, you will be given detailed feedback from the panel and invited to resubmit. You will have three months to complete and submit the amended Dissertation.

Both the Dissertation Proposal and the Dissertation submitted for Defence can be submitted electronically by email to the Institute as a word/pdf electronic file.

Once approved, a hardbound copy of the Dissertation must be submitted for inclusion in the Institute's library to:

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Instructions concerning the format of the hardbound copy will be provided. Nevertheless, the Dissertation should be bound SECURELY and printed on both sides of the paper. You are required to submit one hard copy and one electronic copy.

6.   ORAL EXAM GUIDELINES FOR CANDIDATES

Read "How Should I Prepare?" on page 4 of these guidelines.

Online Meeting & Conduct

- *Be Punctual* - Arrive early to avoid last-minute stress and to settle in before the exam starts.

- *Dress Professionally* - Wear appropriate attire as per the exam setting (formal or semi-formal).

- *Stay Calm and Confident* - Take deep breaths and maintain a positive attitude.

During the Exam

- *Listen Carefully* - Pay close attention to the examiner's questions before answering.
- *Structure Your Responses* - Follow a clear and logical structure—Introduction, Explanation, and Conclusion.
- *Speak Clearly* - Use clear, concise language and avoid unnecessary fillers (e.g., "um," "uh").
- *Justify Your Answers* - Support your responses by providing examples, theories, or real-world applications.
- *Ask for Clarification* - If you do not understand a question, politely ask for repetition or clarification.

Interaction with the Panel

- *Maintain Eye Contact* - Engage with the examiners to show confidence and attentiveness.
- *Stay Professional and Respectful* - Address the examiners formally and maintain polite communication.
- *Admit When Unsure* - If you do not know an answer, acknowledge it professionally rather than guessing randomly.

Closing the Exam

- *Summarise Key Points* - Briefly summarise your main arguments if given a chance.
- *Thank the Examiners* - Express gratitude for the opportunity before leaving.

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- *Reflect and Learn* - After the exam, review your performance to improve for future assessments.

7   LIST OF REFERENCES AND BIBLIOGRAPHY

References are very important. Citing sources strengthens the authority of an author's work by demonstrating that he/she has considered others' opinions and ideas to form his/her own. In addition, they give readers valuable information, indicating where they may go to get further information on that subject.

For many researchers, the list of cited references at the end of a relevant article or book is the single most valuable item they can come across in their research. Therefore, accuracy in citing references is highly regarded and essential in helping others locate the materials you used in your research.

Some students confuse a list of references with a bibliography. A list of references refers to works cited in the text. A bibliography is a selection of texts relevant to the work and recommended for further reading.

The aspects below must be considered when dealing with references.

CITING REFERENCES IN THE TEXT

a)   All references should be introduced in the text and listed in the **List of References**. All material taken from other sources must be referenced. Failure to do this will result in reduced marks and may lead to failure on the grounds of plagiarism.

b)   The citation of references in the text varies depending on the number of authors. Moreover, they should be inserted before punctuation or at a logical break in the sentence.

When considering one single author, include author's last name and date of publication; for example, 'According to Jones (1979)' or simply (Jones, 1979).

When considering two authors, include authors' last name and date of publication; for example, 'Ferch and Roe (1998)' or simply (Ferch and Roe, 1998).

When in the presence of three or more authors, use '*et al.*'; for example, 'Cockburn et al. 1995 have found that ......' or simply 'Cockburn *et al*. (1995) have found that ......'

c)   If more than one citation is used, please separate them with semicolons and list them alphabetically. For example (Boston 1981; Brown 1980).

d)   When adding a quotation in the text from a specific book or journal page, introduce the page number; for example Obando-Rojas *et al*. (1999, 41).

e)   If two or more works by the same author are used and have been published in the same year, please distinguish them by placing a, b and so forth after the year. For example (Carr 2000a; Carr 2000b). In the reference list provided at the end of the paper, they should be listed as follows:

CARR, N. G. (2000a). Hypermediation: commerce as clickstream, *Harvard Business Review* 78(1), pp.46-47.

CARR, N. G. (2000b). *Business and the Internet*. Harvard: Boston.

f)   In the presence of legal cases, the name of the case is italicised, and the year is placed in brackets as follows '*The State of New South Wales v. The Commonwealth*' (1915) 20 CLR 54. For a specific page reference, use 'at' instead of 'p.' as follows " '*Greutner v. Everard*' (1960) 103 CLR 177 at 181 ".

g)   Legal cases are only to be included in the reference list if they are essential to understanding the work. In this case, it is recommended that all cases be listed separately under a '**Cases'** subheading.

CITING REFERENCES AT THE END OF THE PAPER

BOOK

A typical reference for a book with a single author is:

DINWOODIE, J. (2000). *Management Careers and Education in Shipping and Logistics*. Ashgate: Aldershot, England.

CHAPTER IN BOOK

A typical reference for a chapter in a book with a single author is:

DINWOODIE, J. (1999). Learning through accident or academy? The potential of classroom based study for developing competencies in managers of ferry services, in Yercan, F. (ed.) *Ferry Services in Europe*, Ashgate: Aldershot, England, pp.118-149.

ARTICLE IN A JOURNAL

A typical reference for an academic paper with a single author is:

DINWOODIE, J. (2000). The perceived importance of employment considerations in the decisions of students to enrol on undergraduate courses in Maritime Business in Britain. *Maritime Policy and Management*, 27(1), pp.17-30.

A typical reference for an academic paper with two authors is:

FERCH, S. AND ROE, M. (1998). *Strategic Management in East European Ports, Plymouth Studies in Contemporary Shipping*, Ashgate: Aldershot, United Kingdom.

A typical reference for an academic paper with three or more authors is:

OBANDO-ROJAS, B. GARDNER, B. AND NAIM, M. (1999). A system dynamic analysis of officer manpower in the merchant marine. *Maritime Policy and Management*, 26(1), pp.39-60.

In the case of an Open Journal, the issue number is replaced by the Article Number.

CONFERENCE PROCEEDINGS

Typical references from papers included in conference proceedings are presented below. However, be consistent with the one you choose.

WANG, R. AND YING, S. H. (2002). Internet marketing management in the B2B e-business. In: Xia, G. P. (ed) *Proceedings of the sixth China-Japan international conference on industrial management*, China Aviation Industry Press: China, pp.386-390.

ASAKURA, Y., AND SASAKI, T. (1990). Formulation and feasibility test of optimal road network design model with endogenously determined travel demand. *Proceedings of the 5th World Conference on Transport Research*, Yokohama, Japan, July, pp.351-365.

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REPORT

Typical references from reports are presented below. However, be consistent with the one you choose.

EUROPEAN COMMISSION (2004). *First report on the implementation of the internal market strategy 2003-2006*. Office for Official Publications of the European Communities: Luxembourg.

TAN, H., GERSHWIN, S., AND ATHANS, M. (1979). *Hybrid optimisation in urban traffic networks*. MIT Report Dot-TSC-RSPA-79-7. MIT Press: Cambridge, MA.

UNPUBLISHED LITERATURE

A typical reference from unpublished literature is:

YANG, H., BELL, M. G. H., AND MENG, Q. (1997). *Equilibrium zone reserve capacity under network capacity constraints*. Working paper, The Hong Kong University of Science and Technology.

UNPUBLISHED PHD THESIS

A typical reference from an unpublished PhD Thesis is:

GARCIA-SIERRA, A. (2000). *An investigation into electronic commerce potential of small to medium-sized enterprises*. Unpublished PhD Thesis. Cardiff University.

MIMEO

A typical reference from a mimeo is:

BOND, S. A., HWANG, S., LIN, Z. AND VANDELL, K. (2005). *Marketing Period Risk in a Portfolio Context: Theory and Empirical Estimates from the UK Commercial Real Estate Market*. Department of Land Economy, University of Cambridge: Cambridge, United Kingdom (mimeo).

NEWSPAPER / MAGAZINE

A typical reference from a newspaper/magazine is:

Smith, A. (1996). Labour ditches plans to re-regulate buses. *Financial Times*, 30 December.

WEB PAGE / DOCUMENT

Typical references from web pages/web documents are presented below. However, be consistent with the one you choose.

Thompson, B. (2006). Why the net should stay neutral. [WWW] <URL: http://news.bbc.co.uk/1/hi/technology/4594498> [accessed 17 February 2006]

Thompson, B. (2006). Why the net should stay neutral. Retrieved from http://news.bbc.co.uk/1/hi/technology/4594498 [accessed 17 February 2006]

CD-ROM

A typical reference from a CD-ROM is:

Ward, M. 1997. Business in space. *New Scientist on CD ROM*, 154(2083), Inside Science [CD ROM]

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SPEECH

A typical reference from a speech is:

Blair, A. (2003). *Britain in the World*. Speech to FCO Leadership Conference. London, 7 January.

LEGAL CASE

A typical reference from a legal case is:

*The State of New South Wales v. The Commonwealth (*1915) 20 CLR 54.

GENERATIVE AI TOOLS

OpenAI. (2025). ChatGPT (Version 4.0) [Large language model]. Retrieved from [URL]

2. EQUATIONS

When dealing with 'Equations', the following issues must be considered:

a)   Equations should be written with the same word processor (MS Word) as the rest of the text;

b)   Hand-written symbols and notation(s) should be avoided; and

c)   Equations must be numbered sequentially with their numbers in parentheses and right justified.

3. TABLES AND FIGURES

When dealing with 'Tables and Figures', the following issues must be considered:

a)   They are to be numbered sequentially and must have an explanatory title aligned centre above the table;

b)   They should be referred to in the text as follows: Figure 1, Table 1. Example: 'As seen in Table 1 (Figure 1 or Graph 1)'. Do not use abbreviations such as Tab., fig. or Fig.

c)   Introduce Tables and Figures where appropriate so make the paper review and reading easier.

d)   Introduce the source of data. This must be aligned centre below the Tables and Figures.

4. STYLE

The Dissertation is to be written in English.

Clearly explain or avoid terminology that may be meaningful only to a local or national audience.

Use double "quotes" for quotations. Also, text within quotes goes in *italics*.

Punctuation should follow the British style, for instance, "*quotes precede punctuation*".

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All abbreviations/acronyms used in the abstract and/or text should be spelt out the first time they are introduced. After that, abbreviations/acronyms can be used if appropriate.

The '&' should not be used except for the publisher's names.

Numbers in the text should take the following forms:

a) For numbers above ten, write 300, 3000, 30000.

b) Spell out numbers equal or below 10 unless used with a unit of measure, for example, nine pupils but 9 mm.

c) For decimals, use the form '0.04' not '.04'.

5. NUMERIC SCALES

Reading numbers is not easy. Countries use different scales to create the names of big numbers.

The most used scales are the **short and long numeric scales**. However, there are differences between the two of them. For instance, the two scales are similar for numbers less than 1,000,000,000 (10^9); however, the two systems differ for numbers greater than or equal to 1,000,000,000 (10^9). The long scale is more descriptive because it is more divided.

SHORT NUMERIC SCALE

In the short scale, every new word greater than a million is one thousand times bigger than the previous term; the digits are grouped by three in this scale. So, for example, one million is 10^6, and one billion is 10^9. The next scale word is one trillion, which is 10^{12}.
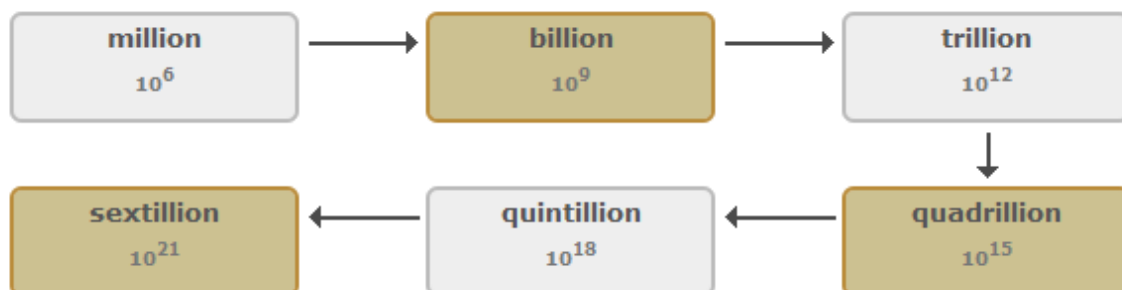
Source: Ulrich (2024)

LONG NUMERIC SCALE

On a long scale, every new word greater than a million is one million times bigger than the previous term. In this scale, the digits are grouped by six. For example, one million is 10^6, one thousand million is 10^9, and one billion is then 10^{12}. One trillion jumps to the 10^{18} position, as the previous scale position, 10^{15}, is occupied by another name matching one thousand billion, and the two-naming series go on alternatively.

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Source: Ulrich (2024)

The relationship between the numeric values and the corresponding names in the Numeric Scales is presented below. Therefore, you are welcome to identify which of the above-mentioned scales they use. See Table 1 concerning the relationship between the Short and Long-scales.

Table 1: Relationship between the Short and Long Scales

Value in scientific notation	Value in positional notation	Short scale Name	Long scale Name	Long scale Alternative name
100	1	one	one	
10^1	10	ten	ten	
10^2	100	hundred	hundred	
10^3	1,000	thousand	thousand	
10^6	1,000,000	million	million	
10^9	1,000,000,000	billion	thousand million	milliard
10^{12}	1,000,000,000,000	trillion	billion	
10^{15}	1,000,000,000,000,000	quadrillion	thousand billion	billiard
10^{18}	1,000,000,000,000,000,000	quintillion	trillion	
10^{21}	1,000,000,000,000,000,000,000	sextillion	thousand trillion	trilliard
10^{24}	1,000,000,000,000,000,000,000,000	septillion	quadrillion	

Source: Ulrich (2024)

References

ULRICH, A. (2024). Long and short numeric scales. Of Languages and Numbers. Retrieved from https://www.languagesandnumbers.com/articles/en/long-and-short-numeric-scales/ [accessed 12 March 2024].