

University of East Anglia

Faculty of Science

School of Computing Sciences

**Supplementary Information for
Undergraduate and
Postgraduate Taught
Students**

2012-13

Please note that this is supplementary information for students about the School and its courses. The *University Student Handbook (Taught Programmes)* should be used regarding University and course regulations, procedures and processes.

Contents

Welcome and introduction	3
Information about the School's facilities	5
Laboratories	5
Finding your way around UEA	6
Internal Mail	6
Checklist of things to do during your first weeks at UEA	6
Health and Safety	7
Student Representation and Feedback	8
Staff/student liaison group/committees	8
Finding Information	8
The Student Portal	8
Blackboard	9
School Websites	9
Learning and Teaching Service web pages	9
Your Adviser	9
Dissertation Supervisor	9
Attendance	10
Your Course	10
Lectures	10
Workshops and Seminars	10
Practical Classes	10
Year in Industry Courses	11
Study Abroad Courses	11
Business Information Systems Students	11
Assessment	11
Feedback	11
Dissertations	13
Dissertation Modules	13
Plagiarism and Collusion	13
Copying Guidelines	14
Photocopying	14
Copying of Software	14
Notes for International Students	14
Appendix 1 CMP Staff List	16
Appendix 2 Access to PC Labs Out of Hours	17
Appendix 3 Business Information Systems Degree Programme	18
Appendix 4 Guidelines for written work for PGT students	20

Welcome and Introduction

Dear Student,

Welcome to the School of Computing Sciences (CMP), a school which is committed to excellence in teaching and research. Our graduates are highly sought after by industry and commerce and our research is of international standing. Although we are a large school, we remain a friendly school aiming to provide a supportive environment in which to learn one of the most exciting and rewarding disciplines offered by this university. I trust you will thrive in this environment and will also be able to contribute to it by offering support and encouragement to your peers.

As Head of the School of Computing Sciences, one of my duties is to ensure that the School provides the best possible learning environment. I promise that I will do my best to ensure that:

We will always provide, at the right time and in an appropriate format, all the information you need about your course. For each unit of study you will receive a written statement of its main objectives and its syllabus. You will receive clear written instructions on each piece of course work at the time given in the appropriate assessment schedule. Changes in published schedules for course work will be kept to a minimum and be properly approved and published.

Staff will always strive to teach as timetabled and make any unavoidable rearrangements with as much notice and consideration as possible. Staff will also make themselves reasonably available to help you with problems whether by posted hours for consultation or through individual appointments.

Your personal adviser will provide the possibility to meet you at least twice in each Semester, within a week on request for non-urgent items and as appropriate for urgent matters. Where matters are urgent and your adviser is not available, you can expect help from other appropriate faculty. All meetings with advisers are on a confidential basis.

In all our dealings with you, you will be treated by all staff with proper care, personal consideration and appropriate confidentiality.

In return, we expect you to approach your academic work with due diligence. Attendance at all lectures and seminars is expected. All coursework set must be completed on time and to the best of your ability. Additionally, you are expected to read around your subject - you will not make a success of your university career without spending an appropriate amount of time on your studies.

We like to see our relationship with each of our students as a 'partnership'. We do our best to give you the highest quality training and to impart some of the excitement in one of the most absorbing and rewarding subjects, one that is changing the face of the world. In return, we expect you to be an active participant, to commit fully to your studies, to attend lectures, to participate in seminars, workshops and laboratory classes, to complete your coursework and then to provide us with feedback, helping us to make our teaching even better.

The School and University have classrooms with computers. However, you might be thinking about bringing a computer of your own. This is particularly useful for computing students. Student rooms have internet connections. The School and University also have wireless access and so laptops are

convenient. The software you need in the first year is either free or available with a discount, see web page <http://www1.uea.ac.uk/cm/home/schools/sci/computing/Links/Software>. CMP students can also obtain Microsoft Windows Operating System licences and other Microsoft Development software at no extra charge under the Microsoft Academic Alliance Agreement (MSDNAA).

The students who gain the most from their time at UEA not only work hard but also get involved with some of the myriad activities on offer at the University. Your time at the University is a precious opportunity to make new friends and to try new activities. Make use of some of the best sports facilities at any British University, join societies and clubs and enjoy the social life both in the University and in the City. Explore your spiritual side and develop your team and personal skills. It's going to be busy but you will look back fondly on your time at UEA as one of the very best times of your life.

I'm sure you will enjoy yourself here. We are a friendly, although hard-working, School. I look forward to welcoming you to CMP when you register in September.

Professor Vincent Moulton
Head of the School

School of Computing Sciences

This gives you specific information about the School of Computing Sciences (normally known as CMP) and should be read as a supplement to the *University Student Handbook (Taught Programmes)* online at <https://www.uea.ac.uk/learningandteaching/getting-started/handbooks>.

There will be changes from time to time to procedures and regulations and this information will be passed on to you through other means, either individually in writing, via email or notices to your pigeon holes, or through official notices on School Notice Boards, or via the University Intranet or your Portal pages. You must therefore check these sources regularly to ensure that you are up to date with all the information that you need to know.

The School of Computing Sciences is located on floor 2 of buildings S1, S3 and S5 (see campus map). From the Walkway enter the MTH/CMP main foyer and take the stairs to floor 2. To the left of the stairs are two notice boards. One contains photographs of faculty and support staff in the School. The second one has a plan of the floor plus a list of staff and their room number. Please note that some faculty will have the prefix BIO to their room number. They can be found in the BIO building which is through the D'Arcy Thompson Room which is signposted.

You may find the following staff in the School helpful to you:

Head of School	Professor Vincent Moulton
Teaching Director	Dr Geoff McKeown
Senior Adviser	Dr Pierre Chardaire
Disability Liaison Officer	Dr Pierre Chardaire
School Manager	Dr Timothy Southon
Head of School PA	Mrs Sue Koria
Local Support Office Staff	Miss Sidney Brouet
	Mrs. Helena Spurrell
Receptionist	To be appointed

The CMP/MTH Local Support Office is on floor 2, room 2.45.

You can find further information about the School of Computing Sciences and its activities on the School website and notice boards, including contact details for all members of staff. A list of Academic Staff with room numbers is attached as **Appendix 1**.

Laboratories

The Undergraduate PC Labs and the Lewin Lab can be found in the EDU building. Access to these are either from the Walkway through the CMP/MTH entrance, straight over the foyer and the bridge, turn left to the end of the corridor and down the stairs or via building F3 (see campus map). The labs are located on floors 01 and 02. PC Labs 3, 4 and 5 are also accessible out of hours and details of this and how to get access are outlined in **Appendix 2**. Please note that these labs are only available until **23:00 hours**.

The PGT students have their own lab on floor 2 of the School called the Peter Stocker Lab. This lab is located at the top of the stairs, room S2.28 and is available to students 24:7. Access out of office time is with your campus card and you will need to ensure your card is activated for entry into the building and to the lab.

In addition, there are two specialist labs. These are the Advanced Graphics and Haptics Lab (room S2.29) and the Apple Lab (room S3.2). You will be given access to these labs if and when your course requires you to do so.

In the EDU building, the undergraduate students have a small common room with laptop access. Some additional space has been made available on floor 1 on the bridge to the EDU building. Seats have been installed for your use.

You will have noted that this School has an acronym of CMP. All UEA Schools of study are known by a three lettered acronym and are located within a Faculty structure. Most of your modules will have CMP at the beginning of its code. Most of you will come across other School's acronyms e.g. MTH for the School of Mathematics or NBS for the Norwich Business School.

Floors

Once you have found your way around into the right school, you need to understand how the different floors are numbered. Much of the access round UEA is via the pedestrian 'Walkway'.

The floor on which you enter from the Walkway is floor 0 (except in BIO where the Walkway enters on floor 01!).

- One (two) floor(s) below the Walkway level is floor 01 (02)
- One (two) floor(s) above the Walkway level is floor 1 (2)

Rooms

The rooms on each floor are numbered in a way which was logical when UEA was built 40 odd years ago – and in most instances rooms are still numbered in this order. All rooms are located by information in the order:

School or building (3 letter acronym) **floor.number**

Example - You may find that some of your lectures are in a room called SCI 0.31, directions are as follows:

- Go along the Walkway to the entrance for the Schools of Mathematics and Computing Sciences
- Enter main foyer, you are on floor 0
- The entrance to the lecture theatre is SCI 0.31 is straight ahead in the foyer

Internal Mail

Internal mail is placed in the student pigeon holes situated off floor 1 on the bridge connecting the EDU Building. Please check your pigeon hole regularly. General Regulation 9 states that you should be in a position to respond to any notice or communication within forty-eight hours of it being made available to you. If you receive a parcel, the Local Support Staff will email you to collect it from their office, S2.45.

Check list of things you should do in your first week at UEA

- *Attend your registration event*
Your registration and induction programme will be published on the UEA blackboard site for new students.
- *Attend all the sessions on your School's induction programme*
These sessions have been organised to equip you with a basic understanding of UEA processes and your course requirements so that you will be fully prepared for the start of formal teaching.

- *Make sure that you meet with your Adviser*
You meeting with your Adviser will be published on the blackboard site. Please ensure you attend this meeting at the stated time. The following are some of the things you might wish to discuss with your Adviser during your first week:
 - the modules you will be studying during the Autumn semester and/or year
 - understanding your timetable and your course profile (the level-by-level description of the requirements of your course). Your course profile is available via your student portal page.
 - any issues which are concerning you about starting at University or which might affect your studies
- *Explore the UEA campus and find out where your first teaching sessions will be held*
A map of the UEA campus can be found on the website at <http://www.uea.ac.uk/about/gettinghere/campusmap>. Don't be afraid to ask for directions.
- *Read the ITCS Survival Guide*
Available on the web at www.uea.ac.uk/is/itsurvivalguide to enable you to make the most of UEA's IT resources.
- *Meet with your Student Buddy*
- *Register as a new patient at the UEA Medical Centre*
- *Attend the Freshers' Fair, Soc Mart and Sport Mart* and join those societies which interest you. This is a good way to meet people.
- *Familiarise yourself with the information available to you:*
 - Student portal (gateway to information held on websites within the UEA)
 - Blackboard (found in the academic section of the portal. You will see information about modules, coursework submission dates and return dates and reading lists)
 - School website <https://www.uea.ac.uk/cmp>
 - The Learning and Teaching Service web pages.
- *Have fun and make new friends!*
For many students coming to UEA it will be their first experience of independent living. We hope you will find it exciting, enjoyable and challenging. But don't be surprised if sometimes you feel homesick or lonely. Most people do experience these feelings when they start living in a new place. If these feelings are getting you down you should not hesitate to find someone to talk to: the Student Counselling Centre, the UEA Chaplaincy, the Student Night-Line or the Dean of Students' Office and your Adviser all offer student support. Contact details for all these organisations can be found in the *University Student Handbook (Taught Programmes)*.

Health and Safety

The student health and safety regulations are set out in the *University Student Handbook (Taught Programmes)*. In CMP, the Departmental Safety Co-ordinator is Mr. Peter Trollope (e-mail: p.trollope@uea.ac.uk). All accidents should be reported to the Departmental Safety Co-ordinator. Full information about Health and Safety in CMP can be found at <http://www.uea.ac.uk/cmp/Links/Safety+and+Security> and you are strongly advised to read this information.

Please ensure that when you enter a building you look for the emergency exits in case there is an evacuation or a drill. These will happen in all buildings and residences during the first few weeks of the semester.

Also please take care of your possessions. Over the years, lots of students lose their USB sticks/pen drives whatever you like to call them. Please put some id in a folder that is accessible, with either your name or registration no. If it is handed in, you will be emailed to say where you can collect it. If

you are working in a lab, **please remember to remove your USB stick from the PC before leaving the lab.**

Student representation and feedback

As stated in the *University Student Handbook*, each School Board has provision for student representation. In CMP there is scope for FY, Year 1, Year 2, Years 3/4, PGT and PGR representation. You will be emailed with a form in the first week inviting nominations. In addition to the School Board, there is also provision for student representation on the Teaching Committee, Health and Safety Advisory Group as well as the Staff/Student Liaison Committee (see below).

Staff/student liaison groups/committees

In CMP, we feel it is vital to hear your views about our courses and how you feel about the School in general. A very important forum for this is the Staff/Student Liaison Committee (SSLC), where matters of student interest (such as those concerning coursework, technical needs and social events) are discussed and resolutions of actions are proposed to the CMP Teaching Committee or School Board as appropriate. The Staff/Student Liaison Committee is chaired by the Senior Adviser, Dr. Pierre Chardaire. The Committee meets four times during the academic year, usually at 13:10 for an hour on Wednesdays. There is also a Blackboard module for this group which can be found in the Home tab under my organisations on your portal.

Please make your voice heard and even consider becoming a representative yourself when the call for reps is made at the beginning of the academic year.

The Sportspark run a Ziggurat Challenge that is an inter-school competition with different sporting events. Some Schools join up with other Schools, maybe because of a lack of gender or because there are not many students in the School. These events usually take place on Wednesday afternoons although some may happen on Tuesday evening. You will be emailed about these each week. There is provision for a couple of you to put yourselves forward as School Sports representatives who can co-ordinate the volunteers for these events. You will need to look at the Sportspark website for this information.

Finding information

All the information regarding your course can be found via the student portal and eVision. These are explained in *University Student Handbook (Taught Programmes)*.

The Student Portal

Campus computer workstations are set up so that the home page of the web-browser defaults to the UEA student portal. The student portal is a gateway to all information held on websites in the University and can be customised by the user. Here are some of the things you will find on the portal:

- University news and systems announcements
- Your email account
- Your student record and assessment record
- Your timetable
- Nominate a Referee
- Module enrolment and Course Profile information
- The name of your Adviser
- Links to other useful websites and Google search engine
- Blackboard
- Information for New Students website

Blackboard

You will find Blackboard in the Academic Section of the Portal. Blackboard contains information about your modules. There is one site for each module and only those modules you are enrolled on will show. Some teachers make more use of Blackboard than others, however the minimum information you can expect to see on Blackboard modules is a module outline, coursework submission and return dates and reading lists. If your teacher does not use Blackboard to provide additional information, teaching materials or other communications will be provided by other means such as handouts in the classroom.

School Websites

Each School has its own website. You can access school websites via the faculty tab. On CMP's website you will find information about the following:

- Information about academic staff and their research interests
- Teaching and module information
- School news, events and seminars
- Study abroad/year in industry
- Research Labs
- Further study at postgraduate taught or research level
- Career opportunities
- Business, enterprise and engagement
- Alumni

Learning and Teaching Service web pages

The Learning and Teaching Service home page can be found at:

<https://www.uea.ac.uk/learningandteaching>

Your Adviser

The role of your Personal Adviser is described in the *University Student Handbook (Taught Programmes)*. The principal role of the Adviser is to provide academic and pastoral advice to students and to monitor their academic progress. The following is a summary of an Adviser's academic duties and responsibilities:

- (1) to be available for academic advice and to monitor the academic progress of their advisees;
- (2) to be familiar with the University's Regulations for Undergraduate Degrees, the Instructions to Examiners (including any Appendices which apply to their School), and procedures relating to all student matters to a sufficient level to enable them to discharge their duties and responsibilities properly in respect of their own advisees without regular recourse to colleagues;
- (3) to draw to the attention of the Head of the School and the relevant Examinations Boards any factors which may affect the performance of an advisee in any part of an Assessment and which may assist the examiners in the performance of their duties.

You are therefore required to keep in touch with your Adviser and to let him/her know about any problems at an early stage.

Dissertation Supervisor

PGT students will also be allocated a dissertation supervisor. The role of the supervisor is to guide and support you while you are writing your dissertation. You are expected to meet with your dissertation supervisor regularly throughout the Spring Semester and over the summer months before you hand in your dissertation in September. Further details about your supervisor's and your responsibilities regarding the dissertation can be found in the dissertation handbook which will be given to you at the end of the Autumn Semester.

Attendance

Attendance at all sessions appearing on your timetable is compulsory unless indicated otherwise. Attendance may be monitored and absences will be recorded. Students whose attendance is unsatisfactory will be asked to meet with the Year Co-ordinator to discuss the matter. Students without an absence being authorised who continue to miss sessions will be referred to the Head of School. Persistent unsatisfactory attendance can result in disciplinary action being taken by the School.

PLEASE NOTE: Postgraduate students do not get the same Christmas and Easter vacations as undergraduate students. You are expected to be in attendance at all times unless you have prior permission from your Head of School to be absent.

Your Course

The various processes covering your course are outlined in the *University Student Handbook (Taught Programmes)* together with web links to University and Course regulations.

The University uses a wide variety of methods to help students develop the requisite knowledge and skills. For these, there will be obligations, commitments and a need for self-discipline.

There are different categories of module within your course profile as follows:

- **Compulsory** means you must take this module as part of the course on which you are registered. You will be automatically enrolled on modules which are compulsory for your course.
- **Option A (or B)** means that you can choose between the modules in this option range as specified
- **Free Choice** any module with the agreement of the Course Director.

Lectures

Lectures are compulsory. It has been found that there is a direct correlation between non-attendance at lectures and poor academic performance. All material given verbally or via handouts in a lecture is examinable. The notes in the lecture handouts do not cover all the material that you are required to know. In the lecture you will be required to listen and take notes as appropriate as the lecture notes provided will not be a verbatim record of all the material. Students will be expected to take additional notes. ***Please note that exam questions can relate to material taught in a lecture that does not necessarily appear in the printed notes.***

Workshops and Seminars

Workshops and seminars are compulsory; they are designed to consolidate knowledge and enable application of the material delivered in lectures. They are therefore an aid to revision and hence passing your exams.

Practical Classes

Practical and lab classes are compulsory as essential skills are learnt and developed during these sessions. Absence from practical classes may prevent you from demonstrating competency in the assessed skill to the required level.

Absence from a specific practical class may be allowed if a student has a valid reason supported by appropriate documentation, e.g. a medical certificate. If absence from a practical class is granted, it is then incumbent upon the student to speak to the module coordinator to arrange a time you can perform the relevant experiment. Please note that due to timetabling issues, the facility to 'make up' missed practical sessions may not always be available.

Year in Industry Courses

Students enrolled on programmes that include *a year in industry* must attend a programme of seminars to identify companies who provide placements and provide help preparing successful applications. The timetable is as follows:

Year 1	Topic
Autumn Term (Induction Programme)	Introducing the programme, key faculty and careers advisors.
Spring Term (Week 10)	Finding placements: where to look?
Year 2	
Autumn Term (Week 1)	The application process: CVs and covering letters.
Autumn Term (Week 2-5)	UEA Careers Fair
	Presentations from Employers
Autumn Term (Weeks 6-10)	One-to-one sessions with careers advisors to review applications.
Spring Term (Week 10)	Coping in industry: what is expected of you?

Some of these activities may not appear on your timetable – details will be emailed to you a week before the event is scheduled. These events are mandatory for students on year in industry programmes and attendance is monitored.

Study Abroad Courses

Many degree programmes in the Faculty of Science provide the opportunity to study abroad either through an exchange programme or through participation in the European Commission's SOCRATES/ERASMUS programme. If you are registered on one of these programmes you will be provided with information at the relevant time. However, if you are uncertain who to contact in the first instance, then you should see the relevant member of staff for your school in the EFRY Learning and Teaching Hub.

Business Information Systems Students only – please see further information in **Appendix 3**.

A list of degree programmes can be found on the CMP website under Courses.

Assessment

The *University Student Handbook (Taught Programmes)* provides you with information of the processes of assessment. In CMP the following methods are used:

- **Coursework** (e.g. lab reports, essays, problem sheets, presentations, course tests etc)
- **Examinations** (these are organised by the University Examinations Office). You will be informed of your examination timetable via email.
- **Projects or dissertations.**

This is not an exhaustive list of forms of assessments, but all students need to be familiar with the University regulations regarding coursework and examinations. Some modules are assessed by coursework only, many modules will be assessed by a combination of coursework and examination. Information about the assessment for each module is set out in the module outline.

Feedback

Students on some courses, such as Integrated Masters, year in industry or year abroad programmes, may be required to achieve certain minimum levels in each year in order to stay on the course.

Students will be notified if they have failed to meet the requirements and have had to be transferred to another course.

Progression requirements on all CMP BSc and BEng undergraduate programmes are set out in the UEA Common Course Structure and can be found at:

<http://www.uea.ac.uk/calendar/Common+Course+Structure>

Progression requirements on all CMP MComp undergraduate programmes are set out in the UEA Integrated Master's Regulations and can be found at:

<http://www.uea.ac.uk/calendar/MChem,+MComp,+MMath,+MNatSci,+MPharm,+MSci>

Please note there are specific progression requirements for BSc and BEng programmes including a year abroad or in industry, the BSc Applied Computing Science with a Foundation year, the BSc Actuarial Sciences and Stage 1 of the MComp programmes. These are summarised below.

a) Year Abroad and Year In Industry Programmes (BEng/BSc)

In order to progress to Stage 2 of:

- (1) G402 *BSc Computing Science with a year in North America*
- (2) G403 *BSc Computing Sciences with a year in Australia*
- (3) G401 *BSc Computing Sciences with a year in Industry*
- (4) G511 *BSc Computing for Business with a year in Industry*
- (5) HG6M *BEng Computer Systems Engineering with a year in Industry*

a student shall have an overall mark of 40% or more for each module taken in Stage 1 and shall have an overall aggregate mark of at least 55% for Stage 1 Assessment.

In order to progress to Stage 3 of:

- (1) G401 *BSc Computing Sciences with a year in Industry*
- (2) G511 *BSc Computing for Business with a year in Industry*
- (3) HG6M *BEng Computer Systems Engineering with a year in Industry*

a student shall have an overall mark of 40% or more for each module taken in Stage 1 and shall have an overall aggregate mark of at least 55% for Stage 1 Assessment.

b) Actuarial Sciences (N323/ N324)

In order to progress to Stage 2 and Stage 3 of:

- (1) N323 *BSc Actuarial Sciences with a year in Industry*
- (2) N324 *BSc Actuarial Sciences*

a student shall have an overall mark of 40% or more for each module taken in Stage 1 and 2 and shall have an overall aggregate mark of at least 55% for Stage 1 and Stage 2 Assessment.

c) MComp Programmes

In order to progress to Stage 2 and Stage 3 of:

- (1) G407 *MComp Computing Science*
- (2) G408 *MComp Computing Science with a year abroad*
- (3) G413 *MComp Computer Graphics*

a student shall have an overall aggregate mark of 60% or more for the Stage Assessment, and at least the module pass mark in at least 80 credits and the pass mark in all modules designated as core.

d) **Foundation Year Programme**

Students registered on *G414 BSc Applied Computing Science with a Foundation year* are expected to pass Stage 0 by passing all modules with at least the pass mark of 40%.

More detailed information on transfer to an alternative course at Stage 1 can be obtained from the course director, Dr. Graeme Richards or the Admissions Director, Dr Stephen Laycock.

You must ensure that you make yourself aware of all published Reassessment dates (published in the *University Student Handbook (Taught Programmes)*) and you are strongly advised **not** to book holidays or any other commitments during this week until you have received confirmation that you are not being referred to reassessment, which will normally be at the start of July. If you are referred to reassessment, you will be responsible for ensuring that you are available to sit the examination at the prescribed time. The dates of reassessment examinations cannot be changed.

Dissertations

All students taking a Masters Degree are required to undertake a Dissertation or Research Project. If your research requires you to undertake a survey you must obtain ethical approval prior to distribution of your survey from the UEA Survey Office. Further details are available at <https://www.uea.ac.uk/services/students/surveyoffice>.

Dissertation Modules

MSc students should be aware of the importance of passing their dissertation module. The research work is often of a type which cannot easily be repeated and involve levels of supervision which cannot be repeated.

Please keep your coursework safe and accessible, as you will be asked to submit it all for consideration by the External Examiners. Coursework should be handed in to the Zicer Learning & Teaching Hub. The External and Internal Examiners like to review all assessed work, coursework, examination scripts and dissertations when making their decisions. Your work will be returned to you following the Board of Examiners' meeting.

Plagiarism and Collusion

The process for plagiarism and collusion is explained in the *University Student Handbook (Taught Programmes)*. Below are examples of what you can do to avoid a charge of plagiarism or collusion:

- Make sure that you understand the University's definitions of plagiarism and collusion
- Make sure that your work is your own
- Acknowledge the work of others on which you have drawn (in footnotes or in the text)
- Do not lend your work to other students
- Keep your work secure
- Talk to your adviser and seek help, if you need it, about how to set out footnotes and prepare a bibliography

You are reminded that in producing essays and reports you are expected to write in your own words. Copying of text from other sources is only acceptable in exceptional circumstances (e.g. to present another individual's viewpoint) and you should give clear indication that the material has been reproduced. For text the section reproduced should be separated from your own words either using quotation marks or italics. The fact that the material has been reproduced should be clear and the author and source of the material given. The same applies to diagrams or photographs. Here the source should be given at the end of the figure caption beneath with a form of words such as 'Reproduced from Reference 1'.

Copying guidelines

Photocopying

The photocopying of material in copyright is restricted in law. The Library will advise you on detailed questions of copyright but the main restriction is that you may only copy relatively short extracts from books and written works, or single papers from journals for your own research or private study. The limitations on photocopying vary considerably between journals, so you should check first. If you are in any doubt about what you may copy you should consult the Library.

Copying of Software

Software is protected by copyright and you may not copy it, unless specifically empowered to do so by the copyright holder. In some cases software available in the School is covered by a site licence in which case you may copy it but only for use within the University. In other cases only a set number of copies of a piece of software have been bought and you are not permitted to copy this software under any circumstances. Your module organiser will be able to inform you if special arrangements have been made. Illegal copying of copyrighted software can lead to disciplinary action and substantial fines for the individual involved.

Notes for International Students

The Dean of Students' Office and the Centre for English Language and British Studies offer a wide range of support services for international students, and can help with many issues. However there are some additional points which are worth noting:

- If your first language is not English it can be difficult to adjust to an English-speaking environment and there is a temptation to mix mostly with students from your own country or native language and therefore to spend very little time listening and talking in everyday English. This causes problems, particularly when you have to understand and discuss issues with your dissertation supervisor/adviser. In the long term it means that you will have the burden of education in Britain without having the language skills to communicate effectively in ordinary spoken English. While we do not want you to distance yourselves from your co-linguists, it is important that you gain full competence in spoken English. A good discipline can be to speak only English while you are on campus, even if this is initially more difficult. Some people find that watching English videos or television helps (if it has reasonable dialogue). You may have better ideas.
- The way students are expected to interact with members of faculty is different in Britain from some other parts of the world. Here, the tradition is to ask questions and discuss issues with members of faculty, particularly your dissertation supervisor/adviser. If your dissertation supervisor/adviser explains something which you do not understand you should not say "yes..." and hope it will become clear later, as he or she will carry on, assuming you've understood - this causes everybody problems and frustration. Members of faculty expect students to say when they've not understood and they will give you further explanations, suggest suitable reading or suggest other work.
- In the UK personal names are usually written in the form <given name(s)> <family name> or as <initials. <family name>. Occasionally they are written in the reverse order, but in this case the family name is followed by a comma. To avoid confusion it is good practice to write your family name in capital letters.
- Forms of personal address are less formal in the UK than in many other parts of the world. When meeting members of faculty for the first time it is usual to address them as Dr (or Professor) <family name>, and similarly for others without academic titles as Mr/Mrs/Miss/Ms <family

name> - title is never used with a given name. After the initial meeting (or meetings) it is usual to use a person's given name.

APPENDIX I**SCHOOL OF COMPUTING SCIENCES**

Faculty	Email	Room	Tel.
Dr. Tony Bagnall	anthony.bagnall@uea.ac.uk	S2.23	3794
Dr. Gavin C Cawley	g.cawley@uea.ac.uk	BIO2.13	3258
Dr. Pierre Chardaire	p.chardaire@uea.ac.uk	S2.30	2647
Prof Stephen J Cox	s.j.cox@uea.ac.uk	BIO2.20	2582
Prof Andy M Day	andy.day@uea.ac.uk	S2.19	2604
Dr. Beatriz de la Iglesia	b.iglesia@uea.ac.uk	S2.11	2961
Prof Graham Finlayson	g.finlayson@uea.ac.uk	S2.32A	3347
Dr. Mark Fisher	mark.fisher@uea.ac.uk	S2.10	2671
Prof John R W Glauert	J.Glauert@uea.ac.uk	S2.08	2603
Dr. Scott Grandison	s.grandison@uea.ac.uk	BIO 2.12B	3260
Dr. Chris Greenman	c.greenman@uea.ac.uk	BIO2.18	2612
Dr. Richard W Harvey	r.w.harvey@uea.ac.uk	S2.24	3257
Dr. Steven Hayward	steven.hayward@uea.ac.uk	BIO2.14	3542
Dr. Katharina Huber	k.huber@uea.ac.uk	BIO 2.15	3211
Prof. Elena Kulinskaya	e.kulinskaya@uea.ac.uk	S2.03	2692
Mr. Ellis Kurland	e.kurland@uea.ac.uk	S2.01	2085
Dr. Rudy Lapeer	r.lapeer@uea.ac.uk	S2.33	2305
Dr. Stephen Laycock	s.laycock@uea.ac.uk	S2.12	3795
Dr. Pam J Mayhew	p.mayhew@uea.ac.uk	S2.07	3334
Dr. Geoff P McKeown	g.mckeown@uea.ac.uk	S2.32	2606
Dr. Ben P Milner	b.milner@uea.ac.uk	S2.06	3339
Prof. Vincent Moulton	v.moulton@uea.ac.uk	BIO 2.12C	2607
Dr. Aristidis Nikolouloupoulos	a.nikolouloupoulos@uea.ac.uk	S2.11a	3332
Dr. Joost Noppen	j.noppen@uea.ac.uk	S2.31	3738
Dr. Graeme Richards	g.richards@uea.ac.uk	S2.05	2588
Dr. Dan J Smith	dan.smith@uea.ac.uk	S2.04	2608
Dr. Barry-John Theobald	b.theobald@cmp.uea.ac.uk	S2.09	2574
Dr. Wenjia Wang	wenjia.wang@uea.ac.uk	S2.22	2577
Dr. Taoyang Wu	Taoyang.wu@uea.ac.uk	BIO 2.12A	2954
Administrative Staff			
Dr. Tim Southon	t.southon@uea.ac.uk	S2.44	3253
Mrs. Sue Koria	sue.koria@uea.ac.uk	S2.01A	2300
Miss Sidney Brouet	s.brouet@uea.ac.uk	S2.45	2280
Mrs. Helena Spurrell	h.spurrell@uea.ac.uk	S2.45	2844
CMP/MTH Receptionist		S2.45	
Support/Technical Staff			
Mr. Matthew Ladd	m.ladd@uea.ac.uk	S2.17	2610
Mrs. Heidi Prada	h.prada@uea.ac.uk	S2.18	3712
Mr. Binoop Pulikkottil John	B.Pulikkottil-John@uea.ac.uk	S2.17	1661
Mr. Russell Smith	r.a.smith@uea.ac.uk	S2.18	3292
Mr. Peter Trollope	p.trollope@uea.ac.uk	E01.105 (within E01.103)	2984

ACCESS TO PC LABS 3, 4 AND 5 OUT OF HOURS

PC Labs 3, 4 and 5 are available for use by CMP undergraduate students outside of normal working hours. Access is available between 8.30am and 11pm (Mon – Fri) and 9am – 11pm (Sat & Sun) with your campus card, except during timetabled lab classes which will be posted on the door of the lab. During working hours (i.e. 9am-5pm) the building will be open, however out of hours access to the building can be gained using your campus card at the door on ground level between the EDU building and the main Teaching Wall which you can access by going along the road under the glass bridge connecting ENV to ZICER (door situated opposite PC Lab 4).

Access to the labs for CMP undergraduate students is not an automatic right and is subject to a number of terms and conditions. Any student found to be in breach of the terms and conditions may have their access removed.

Terms and Conditions:

1. **Students in the labs out of hours are responsible for their own safety. We recommend you carry your mobile phone in case of emergencies. Each lab will display a poster containing all relevant emergency telephone numbers, including UEA Security and UEA Medical Centre. A white telephone connecting directly to the UEA Security Lodge is situated in the foyer area on Floor 01 in the EDU building next to the toilets.**
2. **In the event of a fire alarm you are required to evacuate the building immediately.**
3. **No student is permitted to access the labs outside the authorised hours. These are 8.30am-11.00pm (Mon-Fri) and 9.00am to 11.00pm (Sat and Sun).**
4. **No student is permitted to sleep in the labs OR in the Student Common Room.**
5. **The doors must never be propped open, or the locks tampered with in any way.**
6. **Students should always ensure they swipe in to the labs, and you must never provide access for another student or offer your campus card to anyone else to enable them to gain access.**
7. **No food or drink should be brought into or consumed in the labs.**
8. **All students must abide by the UEA terms and conditions of computer use which can be viewed at <https://www.uea.ac.uk/is/itregs/usepols>.**

At 11pm the computers will automatically log you off (following a warning) and you will be required to leave the building. Please ensure you remove all personal property from the labs when you leave. Any lost property found in the labs will be sent to the UEA Lost Property Office located in the Post Room. We recommend that you store a 'contact' file on any removable media (e.g. memory sticks), containing your name and contact telephone number, to enable us to return such items directly to their rightful owner.

Any queries regarding out of hours lab access (e.g. if you are experiencing difficulties with gaining access) should be directed to Mr Peter Trollope in the first instance (P.Trollope@uea.ac.uk).

BUSINESS INFORMATION SYSTEMS (BIS) DEGREE PROGRAMME

This short section of the handbook is intended for use only by students registered on GN54, BSc Business Information Systems.

BIS degree

Business Information Systems (BIS) is a degree taught jointly between the School of Computing Sciences (CMP) and Norwich Business School (NBS), although administered by CMP.

You are registered in the School of Computing Sciences and will be allocated an Adviser from the School. All your post will be sent to the School and any general queries should be directed to the CMP/MTH Local Support Office. Obviously, if you have an enquiry relating to a NBS module, then you should either get in touch with the module organiser or go to the NBS Local Support office on floor 0 of the Thomas Payne Building. Dr. Pam Mayhew is the Course Director for the Business Information Systems degree programme. If you have a specific question relating to the degree, and the CMP or NBS local support office cannot help, then please contact either your adviser or the Course Director.

BIS Modules

In your first year, you will take 6 modules. All but one of these modules run throughout the academic year. These are:

NBS-1P4Y	Introduction to Organisational Behaviour (All year)
NBS-1B1Y	Introduction to Business (All year)
NBS-1A2Y	Introduction to Financial and Management Accounting (All year)
NBS-1B2Y	Information Systems and Business Research (All year)
CMPS1M01	Computing Systems (Autumn only)
CMPC1M0Y	Programming I (All year)

Your timetable

You will be given information as to how access your online timetable during induction week.

Induction Week for BIS Students

Your first few days at UEA will consist of a series of induction lectures by the School of Computing Sciences. **BIS students** will also be expected to attend NBS lectures in that first week. Whereas the CMP induction lectures are very general in nature, the NBS lectures introduce the various modules and give you important information about reading lists, seminars, etc. **so it is imperative that you attend them.** You will be given full details at the Course Director talk on your first day.

BIS Students and the Library

Because BIS draws upon material from a large range of disciplines (computing science, management, sociology, ergonomics, accountancy, etc.) it can often be difficult to locate relevant material in academic journals. Some particularly interesting and relevant papers appear in journals whose titles may, at first suggest little relevance to your studies.

What follows is by no means an exhaustive list of appropriate journals you may find useful, but it is a start. NBS faculty may recommend additional journals to you for specific modules. Most of these are available electronically (E) and many are physically available in the library as a hard copy (HC). Journals with ** are particularly recommended for 1st years.

ACM Computing Surveys (E) (HC)
 ACM Transactions on Database Systems (E) (HC)
 ACM Transactions on Information Systems (E) (HC)
 ACM Transactions on Office Information Systems (HC)
 ACM Transactions on Software Engineering & Methodology (E) (HC)
 Accounting, Organisations and Society (E)
 (The) Accounting Review (E) (HC)
 Communications of the ACM ** (E) (HC)
 Computer (note: not 'The Computer Journal') (HC)
 Database (E)
 Interfaces (E) (HC)
 International Journal of Accounting Information Systems (E)
 Information Systems (E)
 International Journal of Accounting Information Management (E)
 International Journal of Information Management (E)
 Journal of Information Law & Technology (E) (HC)
 Journal of Management Information Systems (E)

Decision Support Systems (E)
 European Journal of Information Systems
 Harvard Business Review (E) (HC)
 IBM Journal of Research and Development (E) (HC)
 IBM Systems Journal (E) (HC)
 Information & Systems Engineering (E)
 Information Technology and People
 Information & Organisation (*formerly* Accounting, Management Information Technology) (E) (HC)
 Information Research (E)
 (The) Information Society (E)
 Information Systems (E) (HC)
 Information Systems Journal (E)
 Information Systems Management (E)
 Information Systems Research (E)
 Information Systems Security (E)
 Journal of Software and Systems Systems (E) (HC)
 Journal of Strategic Information
 Journals of the Association of Information Systems (E)
 MIS Quarterly (E) (HC)
 MIT Sloan Management Review (E) (HC)
 Organisation Science (E)
 Organisation Studies (E)
 Organisational Dynamics (E)
 Qualitative Research (HC)
 Software Engineering Journal (HC)

E-Journals

In order to find your required journal electronically (provided UEA subscribe to it), you should go to: <http://www.uea.ac.uk/is/er> and follow the electronic journals link which gives you a few alternative ways of locating it (A-Z list, Library Catalogue, etc.). It is worth spending some time getting used to this as it will be very useful to you over the next three years.

Electronic Journal Databases

Because of the diverse range of topics on which this degree draws, you will be constantly surprised how many different journals are relevant to your work. Rather than plough through all these journals individually, it may often be better to use some of the existing electronic journal databases to which UEA subscribes*. Each database may cover specific areas, so make sure that you are using an appropriate database.

* Individual databases may draw upon thousands of journal papers; for instance Ingenta draws upon 5490 journal publications to give you access to 469,112 individual papers.

GUIDELINES FOR WRITTEN WORK FOR PGT STUDENTS

The written word is one of the principal forms of professional and scientific communication. The main considerations for effective communication are:

- structure: present the material clearly in a logical order,
- clarity: describe the material unambiguously,
- audience: use appropriate language and style in order not to distract or irritate your audience.

Very often the people you are communicating with will not have any real grasp of the technical matters you are concerned with, but will judge you and your ideas largely on the basis of the quality of your writing and presentation, although the immediate penalties may not be as severe as in the example below:

The Commissioners ... observe that you make use of many affected and incongruous words... I am ordered to acquaint you that if you hereafter continue that ... way of writing and to murder the language in such a manner, you will be discharged for a fool.*

Report writing is an essential skill for all professionals. Your university training should be regarded as a good opportunity to learn the methodology of producing documents that are custom-built for the reader and are written in an unambiguous style. These skills are not acquired without considerable conscious effort, but the results are well worth it.

The notes in the rest of this section describe the School's guidelines for the presentation of written work. A more detailed treatment of these topics can be found in [Zobel 1997].

1. Introduction

Your work should conform to the guidelines below, unless provisions in these guidelines are specifically overridden by instructions in an assignment.

2. Guidelines

1. Written work that deviates from these guidelines is liable to be penalised.
2. Every piece of submitted work must have a standard cover sheet. A generic cover sheet is available on Courseware; an assignment-specific cover sheet should be used, if one has been issued, in preference to the generic sheet.
3. If the assignment specifies a word limit the front cover or footer of the first page must contain the word count [including bibliography], as reported by your word processor or LaTeX editor. (Reports which are slightly longer than the maximum stated in the assignment will not be directly penalised; reports which are substantially longer than the stipulated maximum - 10% or more, as a general guide - are liable to be explicitly penalised).
4. Pages (excluding any title pages or tables of contents) must be numbered.
5. Style guidelines for Microsoft Word:
 - (a) The running text should be in 12pt Times or a similar font, with spacing either 3pt before and 0pt after or 0pt before and 0pt after and a blank line between paragraphs
 - (b) Headings and subheading should be numbered.
 - (c) The following heading styles are suggested:

Title	18pt Times or similar, bold, centred spacing: 12pt before 6pt after
Heading 1	16pt Arial or similar, bold, flush left, spacing: 12pt before 3pt after,
Heading 2	14pt Arial or similar, bold, flush left, spacing: 6pt before 3pt after,

**Letter from the Secretary to the Commissioners of Excise to the Supervisor of Pontefract, 18th century. Quoted in [Gowers 1973], p.22.'*

Heading 3	12pt Times or similar, bold, flush left, spacing: 6pt before 3pt after
Heading 4	12pt Times or similar, italic, flush left, indent 0.75cm, spacing 6pt before 0pt after.

(d) Figures and tables should be numbered consecutively.

(e) Captions should be placed immediately below the figure or table. Examples:

Figure 3. Spectrograms of typical car noise.

Table 2. Single word error rates (after (Cox 2000)).

(f) The left and right margins of the A4 printed page should be 2.5cm; the top and bottom margins should be 2.5cm.

6. The LaTeX 'article' style, with a4 and 11pt options, is a suitable alternative and recommended means of achieving a suitable appearance.

Keeping it together

All work must be securely fastened, so that markers can read it without having to shuffle a pile of loose sheets.

For most pieces of work a staple in the top left corner is adequate to hold it together. Paperclips are ineffective and do not fasten your work securely.

Rules for the presentation of theses, dissertations and final year project reports are covered in the relevant guidance notes and unit handbooks.

Abbreviations, acronyms and numbers

Where symbols, acronyms and units are used in a report it is important that any which are not in everyday non-technical use are defined. Readers should not be left to guess at their meaning. Abbreviations are rarely used in reports, but, for example, if you have a report with a lot of statistics in it is acceptable to use "...c. 31% of processor waits ..." rather than "... approximately 31% of processor waits...'

Acronyms should be written out in full the first time you use them, e.g. "... Metropolitan Area Networks (MANs) grew at 20% annually in the early 1990s..."

Trademark and copyright symbols. You should not follow magazine and advertising practice and include registered trademark or copyright symbols in your reports (e.g. UNIX, not UNIX®). Numbers below 10 should normally be written in full, except where they appear in descriptions of numeric results etc. Numbers above 1,000 should use commas to separate groups of three.

Front matter

A separate title page or table of contents is not necessary or desirable for technical reports and essays of 5,000 words or fewer. These shorter works should be presented in the format of a technical paper similar to Smith [2005].

Appendices

Appendices should be used for material that is worthy but dull and would break up the flow of the report if it was included in the main body of the text. Typically things such as code listings, detailed experimental measurements or proofs, questionnaires, etc. are relegated to appendices.

3. References and citations

In all your work it is essential to show the sources of information on which your work is based and - in project reports, dissertations and theses - how your work is related to previous work in the same area. The information about each publication should be sufficient to allow a reader to easily find the publication in a library and to make an initial assessment of the publication's quality. The conventions described below are adopted from Cambridge University Press guidelines [January

2005]. The list of publication types and the information required are based on the BibTeX specification.

The notes in this section describe the standards and conventions for citations and references. They are applicable to all written work in the School. There are two parts:

Citation. This is the reference in the text to the work you are referring to

“...the remainder of this section is based on the work reported in [Farmer and Watro 1989a].

‘Some writers (e.g. (Vonk 1990)) see this as one of the principal classes of prototype...”

Gray’s (1978) pioneering work in this area ...”

Litwin (1980) developed the first linear hashing algorithm...”

References (or Bibliography). This is the section at the end of the report which lists the works cited, in alphabetical order.

3.1 Text citations

All citations must be given using the author-date (“Harvard”) system, which corresponds to the “APAlite” to LaTeX bibliography style.

Citations should give the author’s surname, the date of publication and, if required, a page number e.g. (Smith, 1996: 20).

For sources of figures and tables, give the author name and date in the caption; give the full detail in the reference list.

Several citations together should be listed in either date order (Smith 1996; Jones 1998; Williams in press).

Personal communications and unpublished data (e.g. lecture notes) should be cited in full in the text, and should not be included in the reference list (e.g. R. A. Smith, personal communication 1993).

Citations to works with two authors should give both names - use either ‘and’ (Smith and Jones 2000).

Citations to works with three or more authors should use et al., the abbreviation of the Latin *et alios* ‘and others’ (e.g. Garcia-Molina et al. 2000).

There are two reasons for preferring the author-year citation format: first, it means that you become more familiar with the names of researchers in the subject, second, it makes it easier for faculty to mark your work.

3.2 References section

The References section must contain only work that is cited in the text. There are never separate References and Bibliography sections.

All published works cited in the text (including sources for figures and tables) must be included in one alphabetical list of references at the end of the essay, report or dissertation.

All references in the reference list must be cited in the text.

The reference list should be headed ‘References’.

Ensure that every reference is complete, giving the following information:

<i>Type of work</i>	<i>Details required</i>
book	author(s)/editor(s), year, title, publisher (place of publication)
part of a book	author(s), year, title, chapter/pages. book editor(s), book title, publisher (place of publication)
conference paper	author(s), year, title, conference title, pages (URL/DOI)
journal paper	author(s), year, title, journal, volume (issue), pages (URL/DOI)
manual	organisation, year, title
technical report	author(s)/editor(s), year, title, institution
thesis	author, year, title, institution
Web site	author(s), year, site name/subject, URL

(Items in parentheses are not always available, but should be included if they are.)

3.3 Presentation of references

- Works by the same first author must be in alphabetical order by author, irrespective of the number of authors, e.g.
Smith
Smith, Jones and Wilson
Smith and Wilson;
- Works by the same author(s) in the same year should be distinguished by using lower-case a, b etc., e.g.:
Smith (1998a)
Smith (1998b)
- Forthcoming works should be listed as 'forthcoming' in the references list;
- Journal and conference titles may be either in full or abbreviated, but they should all be treated the same way and must be italicised;
- Book and journal titles must have maximum capitalisation (all significant words start with an upper-case letter) and must be italicised;
- Article and chapter titles should have minimum capitalisation (first letter only upper case) and are not italicised;
- Author names should be separated by 'and';
- Volume and page numbers should be given as numbers (e.g. 5, 93-122) and are not prefixed with 'Vol', 'p.' etc. Issues of a volume should be given in parentheses immediately after the volume number (e.g. 16(4), 23-29).

3.4 Web page references

Most papers in computing are now available online as well as in conventional printed format. The publication details are essential because academic papers are reviewed by suitably qualified experts before being accepted for publication. The number and quality of reviews, and the acceptance criteria vary, but well-respected international journals and conferences generally have more rigorous acceptance criteria, more and better quality reviews of papers. Reputable publishers of academic books have similar review processes. These processes provide a quality assurance mechanism for academic publications, which is generally lacking for other forms of publication.

If you are referencing a page that is not published conventionally you should include the page's author(s) if they are named (this acknowledges their contribution) and the title of the page.

If the page has a date of last modification you should use this as the publication date, otherwise you should add the month and year you consulted the site in parentheses at the end of the reference and otherwise treat the page as undated [see examples below].

Provide the URL or DOI (see below) of a paper as well as the conventional publication details.

If the page has no authors or editors listed you should treat the organisation publishing the page as the author.

Examples:

These three examples (CUP 2005; Raggett 2002 and Neilsen Norman Group n.d.) show various forms of reference for online publications.

Caldwell B., Chisholm W., Vanderheiden G., White J. (eds) (2004) Web Content Accessibility Guidelines 2.0, <http://www.w3.org/TR/WCAG20/>

CUP Book Production Guide: Science, Technology and Medicine, (2005)
<https://authornet.cambridge.org/information/productionguide/stm/text.asp>

Neilsen Norman Group, Intranet Usability Reports,
<http://www.nngroup.com/reports/intranet/> (viewed Jan. 2005)

Raggett, D. (2002) Getting Started with HTML, <http://www.w3.org/Markup/Guide/>

3.5 DOI

Many publishers have adopted the DOI (Digital Object Identifier) standard to provide unique references to their papers — if a DOI is available for a work you reference, you should include it as part of the reference, as it should remain valid even if the URL is changed.

Example:

Yan H. and Selker T. (2000) A Context-Aware Office Assistant, ACM International Conference on Intelligent User Interfaces, New Orleans, 276-279
<http://doi.acm.org/10.1145/325737.325872>

3.6 Example references

The examples below are references for a book (Ginsberg 1987), two journal papers - the second of which has its volumes divided into issues (Abdelbar and Hedetniemi 1998; Ozmutlu et al. 2004), a conference paper (Nishiura et al. 2003), a technical report (Sawhney 1997), a part of a book (DeWitt 1991), a thesis (Couvreur 1997), and a manual (Sun JSGF 1998).

Examples:

Abdelbar A.M., and Hedetniemi S.M. [1998] Approximating MAPs for belief networks in NP-hard and other theorems, *Artificial Intelligence* 102, 21-38

Couvreur C. (1997) *Environmental Sound Recognition: A Statistical Approach*, PhD thesis, Faculté Polytechnique de Mons, Belgium

DeWitt, D.J. (1991) The Wisconsin Benchmark: Past, Present and Future, in Gray, J. *The Benchmark Handbook*, Morgan Kaufmann, San Mateo

Ginsberg M. (1987) *Readings in Nonmonotonic Reasoning*, Morgan Kaufmann, Los Altos

Nishiura T., Nakamura S., Miki K. and Shikano K. (2003) Environment Sound Source Identification Based On Hidden Markov Model For Robust Speech Recognition, *EuroSpeech* 2003, 2157-2160

Ozmutlu S., Spink A. and Ozmutlu H.C. (2004) A day in the life of Web searching: an exploratory study *Information Processing and Management* 40(2): 319-345

Sawhney N. (1997) *Situational Awareness from Environmental Sounds*, Technical Report for Modeling Adoptive Behavior (MAS 738), Pattie Moes, MIT Media Lab

Sun JSGF, (1998) *Java Speech Grammar Format Specification*
<http://java.sun.com/products/java-media/speech/forDevelopers/JSGF/index.html>

3.7 References

Dunnett M. (1993) *Grammar and Style*, Duckworth, London

Gowers E. (1973) *The Complete Plain Words* (revised by B. Fraser), HMSO, London

Lamport L. (1999) *LaTeX: A Document Preparation System*, Addison Wesley. Reading, Mass.

Silyn-Roberts H. (1996) *Writing For Science*, Longman, London

Smith D. (2005) *Hints on Writing for Computing Assignments*, Technical Report UEA School of Computing Sciences, Norwich
<http://www1.uea.ac.uk/cm/home/schools/sci/computing/Links/Report%2BWriting>

Swap. M. (1995) *Practical English Usage*, O.U.P. Oxford

Zobel J. (1997) *Writing for Computer Science*, Springer, Berlin.