

Visualization - Marking Criteria for Seminar Reports

Student Name:

Report Topic:

1. Report Format and Structure					
Report includes: title, summary, figures/tables, references section. Structure of main body of report makes sense - subsections are logical and in the appropriate order. Layout is easy-to-read. Figures/tables have appropriate headings and are referred to in the body of the text.	1	2	3	4	5
2. Summary/Abstract					
Gives good overview of report and its purpose. 250 word limit. Makes sense independently of report.	1	2	3	4	5
3. Introduction and Background					
Purpose of the report is given. Appropriate background information is included for target readers to understand the body of the report.	1	2	3	4	5
4. Body of Report					
Discussion is clear and informative. Discussion of benefits, future developments/applications, limitations, etc is informative, clear and insightful. Appropriate conclusions are made.	1	5	10	15	20
5. References					
Appropriate references are used. Citations within the text are correct and a consistent format is used for listing the references at the end of the report.	1	2	3	4	5
6. Written Communication					
Report is written in the style suitable for a formal report. No spelling mistakes or grammatical errors. Writing style is clear and effective. Use of figures/tables is appropriate and effective.	2	4	6	8	10
Total Mark (out of 50 marks)					

Referencing style to use

Use the author/date system of references. Within the text, refer to the authors' name (without initials) and year of publication.

Examples for a single author:

“... since Peterson (1993) has shown that”

or

“ ...this is in agreement with the results obtained by several authors (Kramer, 1994; Smith, 1995; and Brown, 1999)”

Examples for two authors:

“...Smith and White (1999) reported that....”

or

“This was later found to be incorrect (Amir and Ahmed, 2000).”

Examples for three or more, use the first author's name and then et al.:

“..Moore et al. (1990) stated that”

or

“...similar results were reported recently (Smith et al., 2003).”

All publications cited in the text should be presented in a list of references following the text of the manuscript. Note that ALL authors should be listed here. The list of references should be arranged alphabetically, by the first author names and given in the following format:

Text Book:

Bell, S. and Morse, S., 2003. *Measuring Sustainability: Learning By Doing*. Earthscan Publishing Ltd., London, UK.

Pauli, G., 1998. *Upsizing: The Road to Zero Emissions*. Interleaf Publishing Ltd., Sheffield, England.

Chapter or Section from a Book:

Aguilar, B. and Klocker, J., 2000. *Costa Rican Coffee Industry*. In: *Quantifying Sustainable Development*, Hall, C. (ed). Academic Press, Orlando, Florida, p.595-628.

Adams, M.R. and Dougan, J., 1981. *Biological Management of Coffee Processing Wastes*. *Tropical Science*, 23 (3): 177 – 195.

Akiyama, T. and Varangis, P.N., 1990. The Impact of the International Coffee Agreement on Producing Countries. *The World Bank Economic Review*, 4(2): 157-173.

Conference Proceedings:

Ananda-Alwar, R.P., Krishnamurthy Rao, W. and Ramaiah, F., 1990. Coffee Pulp House Effluents and Their Treatment Methods Before Discharge into Natural Water Courses. In: *Proceedings of Pollution Management in Food Industries*, Association of Food Scientists & Technologists, Mysore, India, p.189-194.

Barbier, B., Hearne, R.R., Gonzalez, J.M., Nelson, A. and Castaneda, O.M., 2003. Trade-offs Between Economic Efficiency and Contamination by Coffee Processing: A Bioeconomic Model at the Watershed Level in Honduras. In: *Proceedings of the 25th International Conference of Agricultural Economists*, August 16-22. (*from a CD*)

Government Publications (many government publications will still have specific authors – find them if you can):

Forastieri, V., 1999. *The ILO Programme for Occupational Safety and Health in Agriculture*. International Labour Organization, Geneva, Switzerland.

Sheng, T.C., 1989. *Soil Conservation for Small Farmers in the Humid Tropics*. FAO Soils Bulletin No. 60. Food and Agriculture Organization of the United Nations. Rome, Italy.

United Nations, 2001. *Indicators of Sustainable Development: Guidelines and Methodologies*. United Nations Press, New York.

Online Publications (Journals, Books, Conference Proceedings or Gov Documents):

Lal, R., 1995. *Sustainable Management of Soil Resources in the Humid Tropics*. United Nations University Press, Tokyo, Japan.
<http://www.unu.edu/unupress/unupbooks/uu27se/uu27se00.htm>

Mörner, J., Bos, R., and Fredrix, M., 2002. *Guidance on Alternative Strategies for Sustainable Pest and Vector Management*. World Health Organization, Geneva, Switzerland.
http://www.who.int/water_sanitation_health/resources/en/Organicpescont.pdf

Okafor, N., 1998. An Integrated Bio-system for the Disposal of Cassava Wastes. Proceedings of the Internet Conference on Integrated Bio-Systems. United Nations University. <http://www.ias.unu.edu/proceedings/icibs>

Rice, R.A. and Ward, J.R., 1996. Coffee, Conservation and Commerce in the Western Hemisphere. Natural Resources Defence Council, Weadon Progressive & The Smithsonian, Washington, D.C.
<http://www.nrdc.org/health/farming/ccc/cptinx.asp>

Generic Website:

Anonymous, 1999. Coffee Origins. ICoffee Internet site. Accessed June 23, 2002.
<http://www.icoffee.com.au/history.htm#Evolution/Origins%20Of%20Coffee>

UNEP, 2002. Cleaner Production Assessment in Industries. Production and Consumption Branch. United Nations Environment Programme. Accessed March, 2002. http://www.unepie.org/pc/cp/understanding_cp/cp_industries.htm

FLO, 2002. The World Coffee Crisis. Fair Trade Labeling Organization, Internet. Accessed May 20-23, 2002. <http://www.fairtrade.net/pdf/english/Coffee.pdf>

FAO, 2002. Statistical Database, Food and Agriculture Organization. Accessed May, 2002. <http://apps.fao.org/default.htm>