

**MASTER'S DISSERTATION
PRESENTATION GUIDELINES
2016/17**



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Indicate whether the document is for public access or internal access only Indicate whether the document applies to collaborative provision? <i>(Strikethrough text, as appropriate)</i>	Public Access Internal Access Only Applies to Collaborative Provision
Summary: This document defines the format and presentation requirements for Dissertations submitted as the Independent Study for taught Master's programmes awarded by the University of Winchester, as defined in the Academic Regulations for Taught Programmes. Programmes may set additional requirements, as appropriate for their subject.	

MASTER'S DISSERTATION PRESENTATION GUIDELINES

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1. INTRODUCTION

These Guidelines govern the presentation of the Dissertation form¹ of the Independent Study for all taught Masters' programmes.

If any part of this document is not clear, or if you consider anything that is not covered, please seek advice from your Supervisor or your Faculty Office for advice before the dissertation is soft-bound for examination.

If you wish to deviate from any instruction given below, you must request permission from your Supervisor in advance of submitting your Dissertation.

Failure to follow the instructions below, or gain approval from your Supervisor in advance for exemption from these instructions, may result in the examiners' failing your Dissertation.

¹ For other forms of assessment for the Independent Study, please consult your Module/Programme Handbook for presentation instructions

2. INSTRUCTIONS

General Requirements	Details
Language	The Dissertation must be written in English; Quotes in a language other than English may be included and shall normally be accompanied by an English translation, with the exception of subjects where there is an expectation of knowledge of primary languages, eg Greek and Latin for Biblical studies. In these cases, a translation is not required. If unsure, please consult your Programme Leader.
Copies to be submitted	<p>Normally, 2 identical soft-bound copies shall be submitted for examination but your Programme may require you to submit an electronic copy in place of or in addition to one or two soft-bound copies. Please refer to your Programme/Module Handbook for details.</p> <p>1 electronic copy, including any typographical and spelling corrections notified by the markers, must be submitted post-confirmation of award.</p>
Paper type and size	<p>A4 (210 x 297mm) white paper of 80gsm in weight.</p> <p>Exceptions</p> <p>Paper of a larger size may be used for maps, plans, diagrams or other illustrations forming part of the Dissertation, if the supervisor agrees that this is required. Where such large sheets are used, or non-paper materials are submitted as part of a dissertation, they must be placed in a pocket inside the back cover of the Dissertation or, if substantial, in a separate volume or folder.</p> <p>For material that cannot be secured to the Dissertation, please seek advice from your Supervisor.</p> <p>A Dissertation may include reprints of material published by the student as sole or joint author. If reprints are to be bound into the Dissertation, they must be included in the Dissertation pagination, according to the instructions below, or placed in a pocket inside the back cover of the Dissertation.</p>
Word Count	<p>Please consult your Programme or Module Handbook for guidance on the length of the Dissertation (including what is and is not included in the word count and the penalties for exceeding or undershooting the word count, if any). If you have any queries, please contact your Supervisor, in the first instance.</p> <p>The word length will vary in accordance to the subject of study but will normally be no more than 20,000 words.</p> <p>Word count: This must appear on the title page for the copies submitted for examination ONLY.</p> <p>Reference to the word count must be deleted prior to submitting the electronic version.</p>
Deadline for submission	The deadline for submission of the Independent Study is normally the last working day of September (for students who started their programme in September/October) or the first working day of February (for students who started their programme in January). If you have any queries about your submission deadline, please consult your Faculty Office.

Formatting	Details
Font size, type, colour and spacing	<ul style="list-style-type: none"> • The Dissertation must be word-processed in black ink. • Use size 11 or 12 Calibri font for the main text. If another font type or size is required, please seek approval from your Supervisor. • Use 1.5 line spacing for the main text. • Use single line spacing for quotations, footnotes and references, although 1.5 or double spacing may be used, if necessary, in the interests of legibility, particularly if lines contain mathematical formulae, diacritic marks or strings of capital letters, which may require additional space. • Text must be 'Left Aligned' (ie not 'Right Justified'). • Printing should be on both sides of the page.
Margins	<p>The margin at the binding edge of any page must be not less than 40mm; other margins must be not less than 20mm. This allows for subsequent hard binding. <i>(Take care that the wider margin is correctly set for the binding edge of the page.)</i></p>
Pagination	<p>Page numbering must consist of one single sequence of numerals (ie 1, 2, 3 . . .) throughout the Dissertation. Page numbers must be displayed on all pages (bottom, right hand corner of the page) within the recommended margins, EXCEPT the title page.</p> <p>This means that the pagination sequence will start on the page immediately following the title page and end on the last page of the appendices (ie preliminary pages, text of Dissertation, diagrams, tables, figures, illustrations, references and appendices are all numbered).</p> <p>The pagination will extend, sequentially, to cover all volumes in a multi-volume dissertation.</p> <p>Roman numerals (ie I, II, III or i, ii, iii etc) must not be used for page numbering.</p>
References/ Sources	<p>General guidance on bibliographic citations, references and sources should be obtained from your Supervisor. Referencing must be accurate, follow one referencing system that is in frequent use in the subject area, and must be consistent throughout the Dissertation.</p>

Layout of Dissertation	Details
<p>Page sequence</p>	<ul style="list-style-type: none"> • Title page (including Word Count for soft-bound copies only) • Declaration and Copyright Statement (this is the first numbered page, ie page 1, and all following sections will be numbered sequentially) • Acknowledgements (optional) • Abstract • List of Contents (please ensure this is a right hand page) • Other Lists – eg Lists of Tables, Figures, Graphs, Illustrations, Maps and Accompanying Material (where appropriate); • Text of Dissertation • Bibliography and Sources/References (as appropriate for the subject) • Glossary (if appropriate) • Appendices (if appropriate) <p>Further details of the above are itemised below.</p>
<p>Title Page</p>	<p>A title page with items centred as follows and with the text in brackets replaced appropriately and presented without brackets:</p> <p style="text-align: center;">UNIVERSITY OF WINCHESTER</p> <p style="text-align: center;">[the full title of the independent study and any subtitle]</p> <p style="text-align: center;">[the student’s full name]</p> <p style="text-align: center;">[the title of the degree (eg, MA in Contemporary Studies)]</p> <p style="text-align: center;">[the month and the year of the submission #]</p> <p style="text-align: center;">This Independent Study has been completed as a requirement for a higher degree of the University of Winchester.</p> <p style="text-align: center;">The Word Count is: [total] ∞</p> <p>* Where a Dissertation consists of more than one volume each volume must contain a title page in the form set out above but including, immediately after the full title of the Dissertation, the appropriate volume number with the total number of volumes eg Volume 1 of 3, Volume 2 of 3, Volume 3 of 3.</p> <p># A Dissertation, which is resubmitted for re-examination, must bear the year of resubmission on the title page and not the year of the original submission, if different.</p> <p>∞ Reference to the word count must be removed prior to submitting the electronic copy after examination. For details about what is included in the word count, see ‘Word Count’ on page 3 above (<i>Cntl + Click on page number to follow link</i>).</p> <p>Please see Section 5 on page 12 for a sample Title page. (<i>Cntl + Click on page</i></p>

Layout of Dissertation	Details
	<i>number to follow link)</i>
Declarations	<p>These can all appear on one page or on separate pages if one page is not enough.</p> <p>The first Declaration must state:</p> <p>EITHER: No portion of the work referred to in the Dissertation has been submitted in support of an application for another degree or qualification of this or any other university or other institute of learning.</p> <p>OR: 'X' portion of the work referred to in the Dissertation has been submitted in support of an application for another degree or qualification of this or any other university or other institute of learning.</p> <p>The second Declaration confirms ownership of the work stating:</p> <p>EITHER: I confirm that this Dissertation is entirely my own work</p> <p>OR: I confirm that 'X' portion of the work referred to in the Dissertation was produced in collaboration with the following: <i>(include a statement giving details of the collaboration and indicating the proportion of the work that is attributed to the student).</i></p>
Copyright Statement	<p>The following paragraph regarding copyright should also appear:</p> <p>Copyright in text of this Independent Study rests with the author. Copies (by any process) either in full, or of extracts, may be made only in accordance with instructions given by the author. Details may be obtained from the appropriate Faculty Office. This page must form part of any such copies made. Further copies (by any process) of copies made in accordance with such instructions may not be made without the permission (in writing) of the author.</p> <p>The Declaration, Copyright Statement and Intellectual Property Rights Statement can all appear on one page or on separate pages if one page is not enough.</p> <p>There is no legal requirement to include a copyright notice. Whether a notice is used or not will not change the fact that copyright exists in the work. However, it is recommended that you include a copyright statement on your work to deter copyright infringement.</p> <p>The University recommends the following wording is used:</p> <p>Copyright © [year of submission] [full name]</p> <p>This copy has been supplied on the understanding that it is copyright material and that no quotation from the dissertation may be published without proper acknowledgement. Copies (by any process) either in full, or of extracts, may be made only in accordance with instructions given by the author. Details may be obtained from the Faculty Office, University of Winchester.</p>

Layout of Dissertation	Details
	<p>This page must form part of any such copies made. Further copies (by any process) of copies made in accordance with such instructions may not be made without the permission (in writing) of the author.</p> <p>No profit may be made from selling, copying or licensing the author's work without further agreement.</p> <p>If your work can be broken up into several pieces, then the above copyright statement should appear on each part. If it would normally be viewed as a whole, then one copyright statement will suffice.</p> <p>You are advised to add the following statement</p> <p style="padding-left: 40px;">This copy has been supplied on the understanding that it is copyright material and that no quotation from this source may be published without proper acknowledgement.</p> <p>to each of the following items:</p> <ul style="list-style-type: none"> • Leaflets, commercial documents - at the bottom or on the reverse of the work • Web pages - on every page. • For AV recordings - on the CD/DVD/cassette and on any accompanying sleeve or booklet * • Photographs and designs - at the bottom or on the reverse of the work <p>* For sound recordings, it may also be appropriate to add the phonogram copyright notice, e.g. Copyright © 2017 [full name], © 2017 [full name]</p>
Intellectual Property Rights	<p>Please read the Intellectual Property Policy on the Freedom of Information pages of the University website. While the academic fair use clause in the law of Intellectual Property allows quotations from written texts (as long as they are referenced fully and clearly), there are more difficulties with images, photographs and music. Still images captured from publicly available films may be used with reference to the source. Other images, photographs and music are likely to be subject to copyright protection. If so, the materials must be licensed for publication or the materials removed from the Dissertation after examination and before submitting an electronic copy to your Faculty. If removed, it should be replaced with the source information so that a reader could find the original material.</p>
Dedications and Acknowledgements (optional)	<p>Dedications and acknowledgements (or similar) are at the discretion of the student. However, it is common practice to include acknowledgements to any sponsors of your work and to your supervisor(s).</p>
Abstract	<p>A short abstract providing a synopsis of the nature and scope of the work undertaken and the contribution made to the subject. This must be short (not more than 300 words), single-spaced and designed to be read independently of the rest of the Dissertation and references to the Dissertation and other literature will not normally be included.</p> <p>The Abstract should include the following information:</p>

Layout of Dissertation	Details
	<p style="text-align: center;">UNIVERSITY OF WINCHESTER</p> <p style="text-align: center;">ABSTRACT</p> <p style="text-align: center;">[the full title of the Dissertation and any subtitle]</p> <p style="text-align: center;">[the student's full name]</p> <p style="text-align: center;">[the full degree title for which the Dissertation is submitted]</p> <p style="text-align: center;">[the month and the year of the submission]</p> <p>[text of abstract c 300 words left aligned]</p> <p>Keywords: [include up to 6 key words]</p> <p>Please go to Section 5 on page 12 for a sample Abstract page. <i>(Ctrl + Click on page number to follow link)</i></p>
List of Contents	<p>A list of contents should provide all the relevant headings and sub-headings of the Dissertation and a page number for each item.</p> <p>In a multi-volume Dissertation the contents page in the first volume must show the complete contents of the Dissertation, volume-by-volume, and each subsequent volume must have a contents page giving the contents of that volume.</p> <p>Please go to Section 5 on page 12 for a sample List of Contents page. <i>(Ctrl + Click on page number to follow link)</i></p>
Other Lists	<p>A separate list should be provided for each of the following (if applicable): Tables, Figures, Diagrams, Graphs, Photographs and Accompanying Materials. Each list should start on a new page and must give the page number of each item on the list.</p> <p>Please go to Section 5 on page 12 for a sample Other Lists page. <i>(Ctrl + Click on page number to follow link)</i></p>
Chapters (optional)	<p>Normally divided into Introduction, Chapters, and Conclusion.</p> <p>Dividing the text into chapters, or including an introduction or conclusion, is at the discretion of the student. (The Introduction and Conclusion do not normally count as Chapters)</p> <p>If chapters are used, they should be:</p> <ol style="list-style-type: none"> a) numbered b) left aligned c) headed in bold d) each chapter should start on a new page
Tables, Figures, Diagrams, Graphs or similar accompanying material	<p>Tables, Figures, Diagrams, Graphs, Photographs or other accompanying materials should be numbered and referenced.</p> <p>A separate list should be provided for each category in accordance with instructions regarding 'Other Lists'</p> <p>Please go to Section 5 on page 12 for a sample Other Lists page. <i>(Ctrl + Click on</i></p>

Layout of Dissertation	Details
	<i>page number to follow link)</i>
Illustrations	Illustrations should be numbered and referenced. Photographs should be copied into the text (through scanning or photocopying), and not glued in.
Maps and Plans	Maps and plans should be numbered and referenced. Each should appear with a scale and a north arrow. They should be copied into the text (through scanning or photocopying), and not glued in.
Quotations	<ul style="list-style-type: none"> a) Short quotes may be included in the text in single quotation marks and referenced. b) Longer quotes, normally defined as three lines of text or longer, should be separately indented and referenced. c) Quotes in a language other than English may be included and shall normally be accompanied by an English translation, with the exception of subjects where there is an expectation of knowledge of primary languages, eg Greek and Latin for Biblical studies. In these cases, a translation is not required. If unsure, please consult your Programme Leader.
Bibliography, References or Sources	The term used for this section may vary according to custom and practice in the research area. General guidance on this and the form for bibliographic citations should be obtained from your Supervisor and must be consistent throughout the Dissertation.
Glossary (optional)	It may be useful to include details of an alphabetical list of terms with their definitions for newly introduced, uncommon or specialized terms used in Dissertation.
Appendices	These are supporting materials only and are not formally examined. They do not form part of the word count unless explicitly required by the Programme.

Presentation for Examination	Details
What and where	<p>Normally, 2 identical soft-bound copies shall be submitted for examination but your Programme may require you to submit an electronic copy in place of or in addition to one or two soft-bound copies. Please refer to your Programme/Module Handbook for details.</p> <p>Submitted to the Programme Administrator in your Faculty Office together with an assessment cover sheet.</p>
Soft-Binding	<p>The Reprographic Department at the University will soft-bind your Dissertation as follows:</p> <p style="padding-left: 40px;">Front cover: clear plastic Back cover: black card Spine: bound with black tape</p> <p>The title page should be visible through the plastic cover sheet.</p> <p>The binding can accommodate up to 300 sheets so you are advised to discuss your requirements with staff in the Reprographics Department to ensure the best results for your Dissertation.</p> <p>If you are using another Bindery, please follow the format detailed above.</p> <p>Alternatively, you may use spiral-binding.</p> <p><i>If your Dissertation is submitted in ring binding or any other non-approved binding it will NOT BE ACCEPTED.</i></p>

Presentation following Confirmation of Award	Details
What and where	<p>After examination, the soft-bound copies will be returned to you.</p> <p>Before submitting a final electronic copy (as a PDF file), you must:</p> <ul style="list-style-type: none"> a) correct any typographical or spelling errors identified by the examiners; b) check with your Supervisor whether there any ethics and/or confidentiality issues to be resolved. This may require you to remove any infringing Intellectual Property and replacing it with links and/or removing sensitive data; c) remove the reference to the word count on the title page. <p>The electronic copy an, together with a copy of the abstract, should be submitted as soon as possible and no later than 8 weeks after the confirmation of your Master's award by the Exam Board to the Programme Administrator in your Faculty Office. A disclaimer, signed by you and your Supervisor, confirming that there are no outstanding ethics/confidentiality issues to be resolved should accompany the submission.</p>
Electronic Copy	<p>The electronic copy should be submitted on a CD or a memory stick and include:</p> <ul style="list-style-type: none"> a) the whole Dissertation as a PDF; and b) the Abstract as a separate PDF.
Copyright	<p>The copyright of the Dissertation is vested in the student, except for those sections already declared as jointly owned.</p>

3. LIST OF DEGREE TITLES AND THEIR ABBREVIATIONS

MA	Master of Arts
MBA	Master of Business Administration
MRes	Master of Research
MSc	Master of Science
MTh	Master of Theology

4. SAMPLE PAGES: TITLE, ABSTRACT, CONTENTS, OTHER TABLES AND CHAPTERS

Samples of the above are presented on the following pages in the required format for submission, including footnotes and page margins.

A word version of these template pages is available for you to download from the [Document Store Intranet page](#) and use for your own Dissertation to avoid setting up all the formatting yourself.

Please note:

- a) the notes in '*red italics*' should be deleted as they are purely for information or guidance;
- b) *text in blue* should be retained and changed from blue to black OR replaced with your own wording and changed from blue to black OR deleted if not required;
- c) the word count should be included on the soft-bound copies of the Dissertation only;
- d) the **word count must be removed** from the title page of the **final electronic copy** submitted after examination.

UNIVERSITY OF WINCHESTER

The Practical Application of Instructions for
Dissertation Submission and its Effect on the
Success Rate of Master's Degree Students

Volume 1 of 3

Ivor Dunne Goode

MA in Historical Studies

September 2015

This Dissertation has been completed as a requirement
for a higher degree of the University of Winchester.

The Word Count is: [total]²

² *Whole line to be removed after examination when submitting the final electronic copy*

DECLARATION AND COPYRIGHT STATEMENT

Declaration:

Insert declaration as appropriate *(see page 7 of the Master's Dissertation Presentation Guidelines)*

Copyright:

Insert copyright information as appropriate *(see page 7, as above)*

Intellectual Property Statement: *(if appropriate – see page 8, as above)*

Insert statement of any licensed permissions OR source information for excerpts removed where permission was not sought/licensed.

ACKNOWLEDGEMENTS *(optional)*

Dedications and acknowledgements (or similar) are at the discretion of the student. However, it is common practice to include acknowledgements to any sponsors of your work and to your supervisory team.

UNIVERSITY OF WINCHESTER

ABSTRACT

The Practical Application of Instructions for
Dissertation Submission and its Effect on the
Success Rate of Master's Degree Students

Ivor Dunne Goode

Master of Arts in Historical Studies

September 2015

A short abstract providing a synopsis of the nature and scope of the work undertaken and the contribution made to the subject. This must be approximately 300 words, single-spaced and designed to be read independently of the rest of the Dissertation and references to the Dissertation and other literature will not normally be included.

Keywords: *[Dissertation, Formatting, Layout, Presentation, Binding]*

LIST OF CONTENTS *(use this page if only one volume)*

	Page Number
Declaration and Copyright Statement	1
Acknowledgements	2
Abstract	3
List of Contents	4
List of Tables	6
List of Figures	6
List of Graphs	6
List of Illustrations	6
List of Maps	6
Chapter 1 Include Title of Chapter	7
Chapter 2 Include Title of Chapter	x
Chapter 3 Include Title of Chapter	x
Chapter 4 Include Title of Chapter	x
Chapter 5 Include Title of Chapter	x
Chapter 6 Include Title of Chapter	x
Bibliography and Sources/References <i>(as appropriate for the subject)</i>	x
Glossary <i>(if applicable)</i>	x
Appendices <i>(if applicable)</i>	x

LIST OF CONTENTS VOLUME 1

(if dissertation is contained in a single volume, delete this page)

The Bibliography, Glossary and Appendices, where required, should appear in the final volume.

	Page Number
Volume 1	
Declaration and Copyright Statement	1
Acknowledgements	2
Abstract	3
List of Contents	5
Lists of Tables, Figures, Graphs, Illustrations and Maps	6
Chapter 1 Include Title of Chapter	7
Chapter 2 Include Title of Chapter	x
Chapter 3 Include Title of Chapter	90
Volume 2	
List of Contents	x
Lists of Tables, Figures, Graphs, Illustrations and Maps	x
Chapter 5 Include Title of Chapter	x
Chapter 6 Include Title of Chapter	x
Bibliography and Sources/References <i>(as appropriate for the subject)</i>	x
Glossary <i>(if applicable)</i>	x
Appendices <i>(if applicable)</i>	x

Each subsequent Volume should include a contents page for that Volume only. Ensure that the numbering continues sequentially from the previous volume, see example below.

LIST OF CONTENTS (VOLUME 2)

List of Contents	91
Lists of Tables, Figures, Graphs, Illustrations and Maps	x
Chapter 5 Include Title of Chapter	x
Chapter 6 Include Title of Chapter	x

LIST OF TABLES

	Page Number
Table 1 Insert Name of Table	x
Table 2 Insert Name of Table	x
Table 3 Insert Name of Table	x

LIST OF FIGURES

	Page Number
Figure 1 Insert Name of Figure	x
Figure 2 Insert Name of Figure	x
Figure 3 Insert Name of Figure	x

LIST OF GRAPHS

	Page Number
Graph 1 Insert Name of Graph	x
Graph 2 Insert Name of Figure	x
Graph 3 Insert Name of Figure	x

LIST OF ILLUSTRATIONS

	Page Number
Illustration 1 Insert Name of Graph	x
Illustration 2 Insert Name of Figure	x
Illustration 3 Insert Name of Figure	x

LIST OF MAPS

	Page Number
Map 1 Insert Name of Graph	x
Map 2 Insert Name of Figure	x
Map 3 Insert Name of Figure	x

CHAPTER 1 – TITLE OF CHAPTER

Each chapter should start on a new page but you are not required to have a heading so may delete sample heading above.³

³ In order to ensure that each Chapter starts on a new page, insert a Page Break at the end of the previous chapter either by holding down the 'Ctrl' button and clicking the 'Return' key or selecting 'Page Break' from the 'Insert' toolbar. Don't just keep clicking the 'Return' key until you find yourself at the top of a new page.