

Dissertation Style Sheet

Faculty of Arts - Honours Dissertation Guidelines

The Faculty is to adopt a clearer notion and coherent guidelines to govern its B.A (Hons.) dissertation, which carries the value of twelve ECTS or ten ECTS in the case of students studying Philosophy.

1. A clear definition

'Every dissertation shall be either a record of original work or an ordered expression of existing data with regard to a particular subject'.

2. Proposed Length

Normally 12-18,000 words, exclusive of Notes, Bibliography, and Appendices, subject to Departmental Guidance.

3. **Name of Candidate, title of dissertation, name of supervisor** to be submitted to Departmental Secretary for inclusion in student's transcript.

4. **Proposed Criteria for Grading Total:** 12 ECTS or 10 ECTS in the case of Students studying philosophy. For guidance only

(a) Language & Literacy presentation (b) Method of Research (c) Contribution (academic content)

5. Presentation of Dissertation

Extract from M.A Regulations, 1999, Reg 13

(1) Dissertations shall meet the following specifications:

(a) Paper Size: International Standard Size A4 (29.7 cm x 21 cm)

(b) Typing : Double spacing for the main text. Single spacing for footnotes. Single spacing may also be used for long quotations in the main text. Left-hand margin of 3.5 cm. Top and right-hand margin of 1.5 cm. A top margin of 5 cm to be left on the first page of every division, ie. chapters, bibliography, etc. Footnote/s should appear at the bottom of the relevant page or after every chapter;

(c) Pagination : The main text, including the introduction (if any), the bibliography and any appendices of the dissertation shall have Arabic numerals; the title page, dedication (if any), preface, acknowledgements, table of contents, etc. preceding the main text, shall have Roman numerals;

(d) Binding : Three unbound copies of the dissertation shall be submitted. After a successful defence, two copies of the dissertation as approved by the Board of Examiners, shall be sewn and bound as follows:

in cloth (preferably black) with stiff boards and good quality end papers; with lettering (preferably in gold) on the front and spine showing:

- (i) the name of the student
- (ii) the title or short title of the dissertation
- (iii) the degree for which the dissertation is submitted; and (1v) the year of submission.

Maps, diagrams, graphs, printed material, etc. should be bound with the dissertation, but if this is not possible they should be presented separately in special folders or volumes and numbered.

(e) One bound copy of the dissertation shall be deposited in the University library and the second bound copy shall be deposited in the Department concerned; and

(f) Layout of title page.. Title of dissertation and subtitle (if any) followed by the name of the student, the subject, and the date of submission, e.g. "A dissertation presented to the Faculty of Arts in the University of Malta for the degree of Master of Arts in (name of subject e.g. History)", followed by month and year of submission.

(2) The dissertation shall include a declaration signed by the students that the work is their own original work.

6. **Three soft-bound copies** (check exact number of copies to be submitted with the departmental secretary) are to be submitted to the departmental secretary by the end of May for examination.

7. After successful completion of examination, candidate is to hand in **two hard-bound copies**

- one for the Department
- one for the Library

Candidate's result will not be published before these two copies are handed in.
