

Guidelines for the Preparation of Dissertations for Master's Degree Programmes

1. Approval of project

Students shall prepare, in consultation with members of staff, an outline of the project to be undertaken. The outline shall include a proposed title, a description of the aims of the project, an indication of the literature to be reviewed and the methodology to be employed, and a suggested timetable for the completion of the work.

Outlines shall be submitted for approval by the Course Committee by a date specified by the Course Committee. One or more supervisors shall be appointed for each student.

2. Restriction to access

Dissertations which received a mark of 70% or above are deposited in the University Library. Access to such dissertations shall not normally be restricted, but may be in exceptional circumstances. Candidates who wish to have access restricted, eg on the grounds of confidentiality or commercial sensitivity, shall apply for permission to the Course Committees at the time of submission of the project outline. Approval may be granted by the Course Committee for a period of up to two years in the first instance, during which time the contents of the dissertation (excluding the abstract) shall remain confidential. This may be extended, normally for no more than a further three years, by the Senate on the recommendation of the Faculty Board.

During the period of restriction, the written permission of the author shall be required for access to the dissertation.

A declaration on access in accordance with the Guidelines for the Presentation of Dissertations for Master's Degree Programmes shall be included in the final version of the dissertation.

3. Progress

Students shall report to their supervisors at least once a month and as required by their supervisors or by the Course Committee. The Course Committee shall monitor students' progress.

Students should raise any concerns or complaints about any aspect of programme delivery or supervision as soon as they arise.

4. Length of dissertation

The length of dissertation shall be within a range determined by the Course Committee as being appropriate for the nature of the project, but should normally not exceed 20,000 words (excluding tabulated data and diagrams).

5. Submission of dissertation

The Course Committee shall specify in programme regulations the date for submission of two copies of the dissertation for examination. The copies shall be securely bound. An electronic copy (using industry standard software) may also be required but shall not be the sole submission.

The format of dissertations shall be as described in the Guidelines for the Presentation of Dissertations.

6. Illness etc.

A student whose progress with the preparation of his or her dissertation is affected by illness or other sufficient cause shall notify the Course Director without delay but in any event before the submission date. Evidence of ill-health must be authenticated by the student's medical adviser. In extenuating circumstances the Course Committee may grant an extension to the deadline for submission of the dissertation.

Guidelines for the Presentation of Dissertations for Master's Degree Programmes

1. Paper quality and typographical detail

Paper

A4 size paper, of good quality, (1) should be used; only one side of the paper should be printed.

Methods of production

The presentation should be a permanent and legible form in typescript or print with uniform density of type (2) and drawings and sketches in black ink. Copies, produced by xerographic or comparably permanent processes, should be clearly legible and capable of photographic reproduction.

Layout

Margins at the binding edge should be not less than forty millimetres and other margins not less than twenty millimetres. Double or one-and-a-half spacing should be used in the typescript, except for indented quotations or footnotes where single spacing may be used.

2. Numbering of pages

Pages should be numbered consecutively through the dissertation, including appendices but excluding photographs and/or diagrams which are not embodied in the text. Introductory pages may be in numerals, separate from the main text.

Page numbers should be located centrally at the bottom of the page approximately ten millimetres above the edge.

3. Introduction of dissertation

The following preliminaries to the dissertation shall be presented in the order listed:

(a) Title page

The title page shall give the following information in the order listed:

- (i) the full title of the dissertation and the sub-title, if any;
- (ii) the total number of volumes if more than one, and the number of the particular volume;
- (iii) the full name of the author and full details of his or her degree;
- (iv) the Faculty, and the University's name;
- (v) the degree for which the dissertation is submitted;
- (vi) the year of submission of the dissertation.

(b) Contents

(c) Acknowledgments

The candidate shall acknowledge any assistance received. Where the dissertation project is undertaken in collaboration the candidate's individual contribution and the extent of the collaboration must be clearly indicated.

Although the copyright of the dissertation is vested in the candidate, articles which have appeared in journals to which the copyright has been assigned should not be included within the dissertation without the express permission of the journal.

(d) Summary (Abstract)

There shall be a summary of the work not exceeding 300 words in length. There should be a brief statement of the method of investigation where appropriate, an outline of the major divisions or principal arguments of the work and a summary of any conclusions reached.

(e) Abbreviations

Where abbreviations are used a key shall be provided. Abbreviations may be used at the discretion of the author. For an abbreviation not in common use, the term shall be given in full at the first instance followed by the abbreviation in brackets.

(f) Note on access to contents

Dissertations which receive a mark of 70% or above are deposited in the University Library in electronic form. The authors of such dissertations are required to include one or other of the following declarations in the final version of the dissertation presented to the Library:

'I hereby declare that with effect from the date on which the dissertation is deposited in the Library of the University of Ulster I permit the Librarian of the University to allow the dissertation to be copied in whole or in part without reference to me on the understanding that such authority applies to the provision of single copies made for study purposes or for inclusion within the stock of another library. This restriction does not apply to the copying or publication of the title and abstract of the dissertation. "IT IS A CONDITION OF USE OF THIS DISSERTATION THAT ANYONE WHO CONSULTS IT MUST RECOGNISE THAT THE COPYRIGHT RESTS WITH THE AUTHOR AND THAT NO QUOTATION FROM THE DISSERTATION AND NO INFORMATION DERIVED FROM IT MAY BE PUBLISHED UNLESS THE SOURCE IS PROPERLY ACKNOWLEDGED" or

'I hereby declare that for a period of -* years following the date on which the dissertation is deposited in the Library of the University of Ulster, the dissertation shall remain confidential with access or copying prohibited. Following the expiry of this period I permit the Librarian of the University to allow the dissertation to be copied in whole or in part without reference to me on the understanding that such authority applies to the provision of single copies made for study purposes or for inclusion within the stock of another library. This restriction does not apply to the copying or publication of the title and abstract of the dissertation. IT IS A CONDITION OF USE OF THIS DISSERTATION THAT ANYONE WHO CONSULTS IT MUST RECOGNISE THAT THE COPYRIGHT RESTS WITH THE AUTHOR AND THAT NO QUOTATION FROM THE DISSERTATION AND NO INFORMATION DERIVED FROM IT MAY BE PUBLISHED UNLESS THE SOURCE IS PROPERLY ACKNOWLEDGED."

* *Not more than two*

4 *Footnotes*

The manner of presentation of footnotes shall follow the accepted practice of the Faculty in which the author is enrolled.

5 *Diagrams, maps, illustrations, published papers, tables*

(a) *Binding*

Whenever practicable diagrams, maps, illustrations, published papers and tables shall have a binding margin of at least forty millimetres and should if possible be bound in the dissertation near the appropriate text.

(b) *Photographic print*

Photographic print shall be on single weight paper or permanently mounted on cartridge paper for binding and shall be securely fixed in the dissertation.

(c) *Other illustrative material*

Other material which cannot conveniently be bound in the text may be placed in a pocket to be attached to the inside back cover by the book binder. A list of the materials contained within the pocket must be securely affixed to it.

(d) *Numbers and captions*

The numbers and captions shall be at the bottom of the illustrations. The top of an illustration which is bound sideways shall be to the left of the page.

(e) *Tables*

Tables shall be numbered consecutively throughout the text. The method of numbering shall be distinct from that used for other material.

6. *End matter*

(a) *Appendices*

Appendices shall follow the main text and precede the index (if provided). Appendices may consist of supporting material of considerable length or of lists, publications, tables or other evidence which, if included in the main text, would interrupt its flow.

(b) *List of references*

In arranging the list of references, the author should adopt the accepted practice of dissertations submitted in his or her Faculty.

7. *Non-Book Media*

Work submitted in forms which cannot be incorporated in a pocket within the dissertation should be provided within an appropriate container and should have on the outside the following information:

- i) year of submission;
- ii) degree;
- iii) author's initials and surname.

A list of materials included in the container must be securely affixed to it.

Non-book media submitted with a dissertation may include slides, audiotapes, videotapes, computer print-outs, programmes on magnetic media and musical scores.

In the case of slides, audiotapes and videotapes these must be recorded by suitable processes on good quality material capable of preservation over a long period without appreciable deterioration of the content. They must also be suited to playback on equipment in use in the University. A candidate must seek guidance from the Information Services Department concerning specifications of such items. Similarly candidates intending to submit programmes on magnetic media must seek guidance.

8. *Alternative form of presentation*

In appropriate cases the Course Committee may permit a candidate, who so requests, to present a dissertation accompanied by material other than in written form. Such approval must be sought from the Course Committee at the time of approval of the dissertation project and the form which the candidate's presentation will take should be indicated.

NOTES

(1) *Recommended paper*

A4 71GSM

* Variations in GSM values (+5 GSM) will not impair quality.

Paper for mounting photographs or other material

Any paper, preferably white, not below 120 GSM and not above 200 GSM.

GSM = Grams per square metre: the higher the value the thicker the paper.

(2) *Methods of production*

The use of a word processor with laser printer or printer of equivalent quality is recommended.