**Dissertation Presentation Guidelines**

* The dissertation must be presented in typewritten form.
* 2 copies of the dissertation must be presented in soft binders – this can be done in the library and binding costs approximately £5 per copy.
* 1 unbound copy of the dissertation must also be presented.

**Word Count**

Words which form part of the word count include:

* All words in the text of the assignment except for tables and diagrams.

Words which do not form part of the word count include:

* The Abstract (which should be approximately 250 words in length)
* The Reference List
* Appendices
* Word count must be recorded on the front sheet of each dissertation. Any dissertations that do not have a visible word count will not be accepted.
* Word count must be within 10% of the word limit. In practical terms this means not less than 9000 words and not more than 11000 words.
* If this is not achieved then the final mark awarded will be reduced by 10%
* The word count must be stated on the title page of the dissertation. If you do not do this the 10% reduction in marks will apply.
* If you breach the word count by 20% over or under the limit the dissertation will not be accepted for marking and you will receive a fail grade.

**Text**

* Text should be double spaced, except for quotations, headings and reference list which should be single spaced.

**Font**

* The same font should be used throughout and can be Times New Roman, Tahini, Arial or Calibri.
* Size 12 font must be used.

**Margins**

* Leave a margin of 1.5 inches on the left hand side of the page and a margin of 1 inch on the right hand side of the page.

**Page Numbering**

* Pages which come before the first page of the Introduction are numbered using Roman Numerals.
* Page 1 starts at the first page of chapter 1 – the Introduction