

## UoS Undergraduate Dissertation Guidelines

Please note the following:

1. Please use the Dissertation Guidelines to ensure you prepare the Dissertation according to the university requirements.
2. These are the normal chapter sequences and word count( Total word count is 8,000-10,000 words):  
Chapter One – Introduction-1500 words  
Chapter Two – Literature Review-3500 words  
Chapter Three – Research Methodology-1500 words  
Chapter Four – Data Analysis and Findings-2000 words  
Chapter Five – Conclusions and Recommendations-1500 words

Each Chapter begins on a new page and should have an **introduction** and a **conclusion** (apart from chapter 1-no introduction)

3. **Chapter One - The Introduction** should have the following sub-headings:
  1. Background to the Research
  2. Organisational Background
  3. Significance of the Problem
  4. Statement of Purpose
  5. Statement of the Problem
  6. Aim(s) and Objectives (Ideally, **one** main aim and **four** objectives)
  7. Research Questions
  8. Dissertation structure (sign-posting)
4. **Chapter Two - the Literature Review** must be guided by the research questions. It provides the secondary data used to support the primary data, as you respond to each research question in Chapter Four – Data Analysis
5. **Chapter Three - Research Methodology** Chapter should contain:
  - +Research Philosophy; Research Approach; Research Strategy– which is a case study strategy.
  - +Research Design
  - +Data Collection Methods
  - +Data Collection Instruments
  - +Sampling
  - +Reliability
  - +Validity
  - +Ethics
  - +Limitations of the research
6. **Chapter Four should be titled Data Analysis and Findings.** The primary data is used to answer the research questions, supported by the Literature reviewed in chapter 2.
7. You should use clear graphs, Tables, Figures to illustrate your findings.
8. Label all Figures, Tables, graphs,
9. All tables should fit on one page; do not let your tables run into another page.
10. **Chapter Five is titled Conclusions and Recommendations.** This summarises your findings, and links back to the research purpose (re-state the aim and say how each objective was achieved). Make practicable recommendations and they should also be drawn from the discussion of the findings.