QS & POQ Modules
Essay and Dissertation Guidelines

Dr Florian Reiche

F.Reiche@warwick.ac.uk

1. Page one of the essay / dissertation should include student ID, essay / dissertation title (exactly as previously submitted), total word count and word count for illustrations (see point 5 below), and possible acknowledgements.
2. Use font size 11, line spacing 1.5 and justified alignment, in Arial, Times New Roman, or Calibri.
3. Use Harvard style referencing, that is, "(name, date, p./pp. ##)" in the text, plus complete list of references at the end of the essay / dissertation. All references have to appear in the list of references, and all elements in the list of references have to appear at least once in the text. In-text references count towards the word length.
4. Do not use footnotes for explanatory text. If you do so, these will count towards the word limit.
5. A page counts as 400 words. Any table or figure counts proportionally with respect to the space it occupies. For example, a table or figure taking up half of a page counts as 200 words. Illustrations should not count for more than 30% of your whole essay / dissertation.
6. The list of references and appendix are not included in the word count.
7. The penalty for exceeding the word limit will be a deduction of 3 (UG) and 5 (PG) marks for every ten percent (or part thereof) over the word limit specified in the assessment information in the module handbook. The limit is absolute and there is no percentage leeway.
8. The essay / dissertation appendix should contain at least:
   a. Any statistical outputs that are relevant to your essay / dissertation, but not essential to it (keep essential illustrations in the essay / dissertation itself);
   b. A full copy of syntax. The syntax may contain comments using relevant # or * signs at the beginning of the line to distinguish them;
   c. Possibly, other useful information, such as a description of your data, if you did not use a standard dataset, or extracts from your dataset's documentation.

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