**Submitting Your Dissertation**

You should aim for approximately 18,000 words in the main body of your dissertation. Substantial blocks of technical material, such as program code, experimental data, questionnaire responses etc. should be placed in appendices – if sections of this type of material are required in the main body to clarify the text, short excerpts can be used. Stylistically, you should use the following guidelines:

**Text**

1. Line spacing should be 1.5 lines

2. Text size should be 11 point or greater for main body text

3. Plain typefaces must be used. Typically, a sans-serif font (e.g. Arial, Franklyn) is used for headings and a serif font (e.g. Times New Roman, Garamond). Generally, there should be no more than two fonts used in the main text, although you can use other fonts for, e.g. program code or tables if you wish

**Diagrams and Tables**

4. You should number diagrams, tables etc, either sequentially or within chapters (e.g. Figure 2.3 is the third diagram in chapter 2)

5. All diagrams should have captions

**Contents Lists**

6. The dissertation pages should be clearly numbered, using a simple consecutive numbering style (i.e. not separate numbering for each chapter)

7. The dissertation should have a main table of contents and separate tables of figures, tables, charts etc. These should be linked to page numbers in the document

8. There should be a list of References at the end of the main body of the dissertation (before the appendices). See the library’s guide to referencing at

http://library.paisley.ac.uk/guides/referencing/RefBibIntro.htm for details of suitable referencing styles.

**Document Layout**

9. The general document structure should be:

a. Front sheet (download template from blackboard site: Course

Materials->Dissertation style)

b. Signed declaration of originality (download from Course Materials-

>Dissertation style)

c. Dedications (if used)

d. Abstract – no more than 200 words

e. Table of contents

f. Tables of figures, tables, charts etc, if used

g. Body of dissertation

h. Bibliograpy

i. Appendices

j. Your project specification

**Printed Copies**

10. Two printed copies must be submitted. One copy will go to each marker.

11. Printing should be on one side of the paper only

12. Submitted copies must be bound. A simple spiral binding is adequate and can

be done by the university print shop at a reasonable cost. You should use card or a heavyweight paper for front and back pages. Professional hard-back binding can be undertaken by commercial print shops: expect to pay £30-50. While you may think it worthwhile to have a copy bound in this way for your own use, it is not required by the university.

**Electronic Submission & Originality Check**

13. You are required to submit an electronic copy of the main text of your dissertation for an originality check using the Turnitin software. The dissertation text will be checked against a database of known academic papers, professional publications, books and other students’ dissertations for plagiarism.

It is **your responsibility** to ensure that the report is free from plagiarism by checking your document in Turnitin (use the **draft** submission point for Tunitin in the MSc Project module on Blackboard – you may upload your document as many time as you wish to this prior to your final submission.)

A submitted report which is shown to contain a significant amount of material from other sources will not be marked your work will be presented to the Faculty Plagiarism panel for consideration. If a significant amount of plagiarism is indicated you may be subject to disciplinary proceedings.

14. Note that although we provide the on-line service to allow you to check your own work for inadvertently copied material, we do not consider the on-line result as definitive, and will perform other checks for plagiarism if we consider this necessary.

15. If there are any issues flagged by the markers of your work regarding the originality of the material presented (e.g. originality of data), you may be requested to attend an interview in which you will be asked to answer detailed questions on the work you have submitted.