Solent University

SCHOOL OF …

**Name of your degree**

**Academic year of submission**

**Your name**

***“The title of your dissertation”***

Supervisor : Name of your supervisor

Date of submission : Month Year

Acknowledgements

Write a paragraph here acknowledging everyone who has helped you while you have been preparing the content of your dissertation.

This may be you supervisor or other academic staff that have provided guidance and support, other students or colleagues with whom you have collaborated on any research or project work, interviewees, librarians, or perhaps any external bodies that have given you assistance, such as access to data or the opportunity for hands on experience.

Abstract

The abstract is a summarised version of your complete paper, so write it at the very end. A reader could get the main ideas from just the abstract, or use the abstract to decide whether to read the rest of the paper.

Briefly outline what your paper aims to do.

Briefly outline the results and the conclusions you have drawn from them.

Note: Any pages which come before the content of your dissertation are given using roman numerals, with the traditional numbering starting with the Introduction on page 1. This is achieved by inserting a continuous section break at the heading for your introduction, then setting the page numbers differently for each section.

Contents

Description page number

Acknowledgments

Abstract

Contents

List of Tables and Figures

1. **Introduction** 1
2. **Literature review** 2
3. **Methodology** 3

3.1 Subsection 1 3

3.1.1 Sub-subsection 1 3

3.1.1 Sub-subsection 2 ?

3.2 Subsection 2 3

1. **Results** 4
2. **Discussion** 5
3. **Conclusions** 6
4. **Recommendations** 7
5. **Reference list / Bibliography**  8
6. **Appendices** 9

9.1 Appendix A A1

9.2 Appendix B B1

List of Tables

Description page number

1. Title for your first table 4
2. Title for your second table ?
3. Title for your third table ?

**List of Figures**

1. Title for your first figure 3
2. Title for your second figure ?
3. Title for your third figure ?

Note:

‘Figures’ refers to all charts, graphs, photographs, drawings and other illustrations. Number everything in the sequence it appears in the text

1. Introduction

Paragraph. Explain the purpose of your paper – set out the position you are taking on the topic and give a little background to your area of research (though not the literature survey which comes next). Outline the main points you will cover.

New paragraph. Leave a line space between each paragraph, or, if you know how to, set the spacing after the line to 6pt or 10pt.

The introduction should be approximately 10% of your total word count.

2. Literature Review

Paragraph. In this section you give a summary of the research you have done in your topic area.

Paragraph,

Indented quotation – must be 2 or more lines long. Notice there are no quotation marks on an indented quote. Remember to reference your quotation. (Name, Year, p.?)

Paragraph with quotation in text: ‘It must have quotation marks. Use single quotes to show these are the original words.’ (Name, Year, p. ?).

Paragraph that includes another quotation: Notice that you can use a quotation as ‘part of the sentence’ (Name, Year, p.?). You do not need a comma before the quote if it is grammatically part of the sentence.

Each paragraph should contain a complete idea. Introduce a point, discuss it, refer to your reading.

4. Methodology

Paragraph. Here you will describe the scope of your research and all of your research methods. Start by describing the process you went through in selecting particular methods of research.

Paragraph. Make sure you also describe any limitations or shortcomings in your research methods.

Paragraph. Check your brief – you might not be expected to include a methodology.

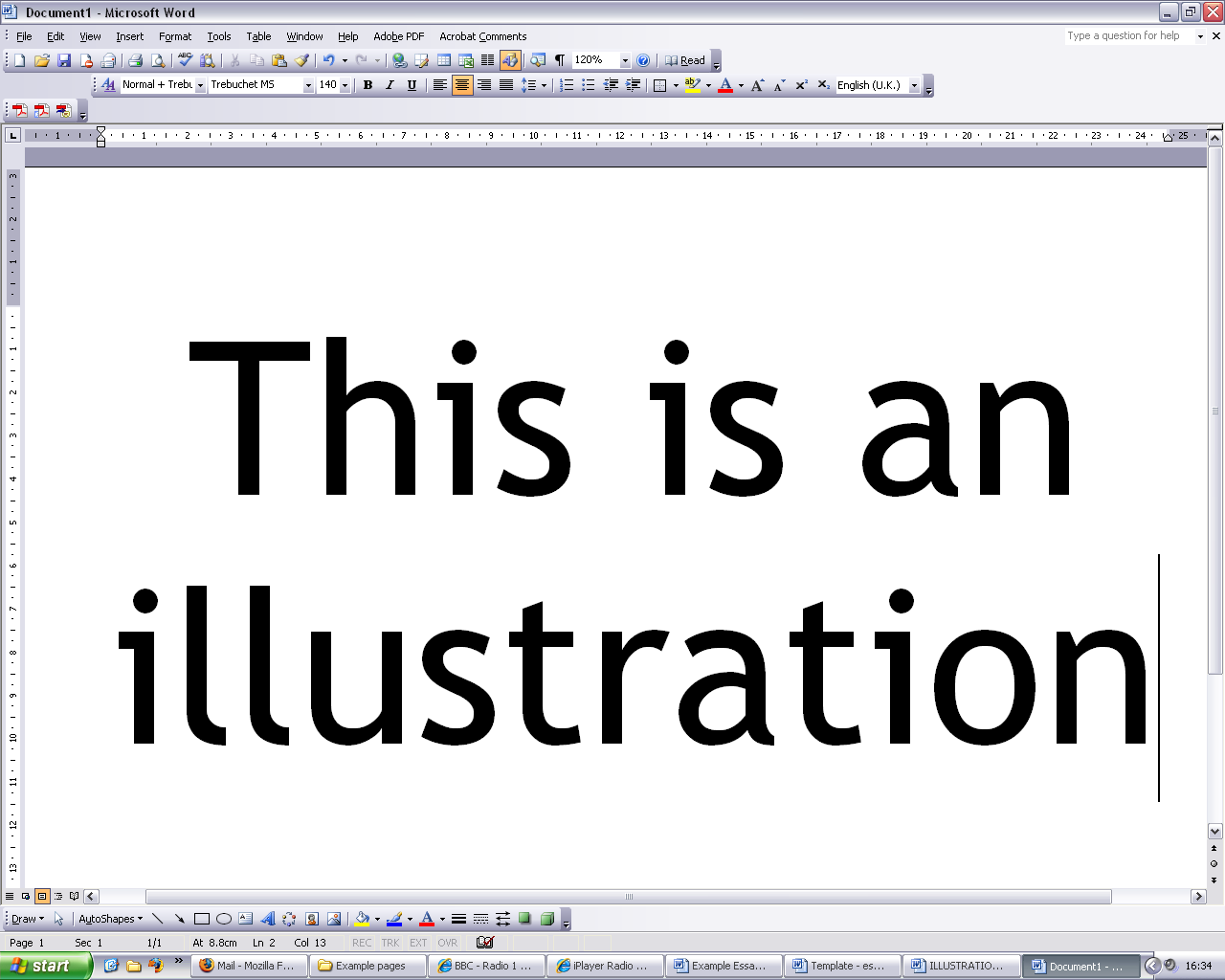
**4.1 Subsection heading**

Paragraph. If you have different elements to your research, perhaps separate case studies, or a variety of testing procedures, you may want to describe them in separate subsections. Notice that subsections are numbered within the section.

**4.1.1 Sub-subsection**

You can continue to add further subsections if these are necessary. However, try to avoid if possible as the structure may get too complex.

If you are using graphs, charts or illustrations, write a paragraph introducing the figure here and then make sure each figure is numbered sequentially.



**Figure 1: Write a descriptive title for your illustration or graph here**

5. Results

Paragraph. Here you will detail all of the results you collected. You may choose to use tables or graphs to show your results.

Paragraph. If you are using a table of information, write a paragraph introducing the figure here. Make sure each table is numbered sequentially.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Table of information** | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Table 1: Write a descriptive title for your table here**

Paragraph. You may only need brief, connecting text between your tables of results.

Paragraph. If you have carried out purely qualitative research, it might make more sense for you to combine your results and discussion section.

6. Discussion

Paragraph. In this section you give your own explanation of what the results of your research show. You need to make interpretations and judgements in this section.

Paragraph. Refer back to your literature review and show how your own results fit with what you might have expected to see from previous work.

7. Conclusions

Paragraph. In this section you apply your own reasoning and judgement on the findings of your research in order to draw conclusions.

Paragraph. Show how all the different elements you have examined fit together, influence each other, or have an impact on each other.

Paragraph. This should also be about 10% of your word count.

8. Recommendations

Check your brief – you may not be expected to include recommendations.

If you are, the recommendations arising from this report are as follows:

1. Make sure you number your recommendations.
2. You may also want to give levels of priority or suggested dates for implementation of your recommendations
3. However, do find out whether your supervisor or Schoo expect your dissertation to include a recommendations section.

9. Reference list / Bibliography

SURNAME, Initial., YEAR. *Title*. Place of publication: Publisher

SURNAME, Initial., YEAR. *Name of Webpage*. Available: http://? [accessed: Day Month YEAR]

NAME OF UNIVERSITY/NEWSPAPER/WEBSITE, YEAR. *Name of Webpage*. Available: http://? [accessed: Date Month YEAR]

And so on. These should all be in alphabetical order, so they are easy for the reader to find.

Note:

A ‘**Reference List**’ is a list of citations for all sources you have referred to in the body of your dissertation.

A ‘**Bibliography**’ is a list of all sources you have used in preparing your dissertation, whether you have referred to them in the paper or not.

Check whether your Schoolrequires you to include a reference list or a bibliography (in some cases they may want to see both, if so, put them on separate pages).

Make sure your list is given in **Alphabetical** order of the Author’s surnames, or the Name of the company or institution providing the website if no author is given.

If you need more information, visit the tutorial on succeed@solent: [https://learn.solent.ac.uk/**succeed/referencing**](https://learn.solent.ac.uk/succeed/referencing)

10. Appendices

10.1 Appendix A: Title

An appendix is for anything you feel is useful for your reader to see, but which isn’t essential for understanding your dissertation. It is optional.

Paragraph.

|  |  |
| --- | --- |
| **Column heading 1** | **Column heading 2** |
| Write table text here. | Write table text here. |

Note: Notice that the sequence of your appendices is given using letters ‘Appendix A’, ‘Appendix B’, etc.

Also, the numbering of the pages in your appendix is done at the bottom of the page as ‘A-1, A-2’/ ‘B-1, B-2’ etc.

To get this separate numbering, you need to insert a continuous break at the heading of the appendix, this will start the numbering again. Then click into the footer and uncheck the box which says ‘same as previous’. You should then be able to change the letter next to the number (e.g. ‘A-1’ changed to ‘B-1’)to match the letter of your Appendix.

If you have any difficulty doing this, just ask at the help desk on Floor 2 of the library and the Advisors will be happy to assist.

10.2 Appendix B: Title

Paragraph.

Paragraph.

|  |  |
| --- | --- |
| **Column heading 1** | **Column heading 2** |
| Write table text here. | Write table text here. |

10.2 Appendix C: Title

Paragraph.