

# **UEL-CN-7000 Mental Wealth; Professional Life (Dissertation)**

## **Weeks 5-6 – Reading Material**

### **Elements and Style of Dissertation**

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## INTRODUCTION

A dissertation is a formal piece of writing that describes a subject in great detail. The dissertation must adhere to the proper writing style in order to be simple to read and comprehend. The organization of the research contents makes up a dissertation framework. It has many sections that are each broken up into paragraphs. It is crucial to a research paper's conceptual flow and to guiding the reader through the concepts. Delivering a report can be done in a variety of ways. It should include:

- The dissertation should be written with a specific audience in mind and have a clear purpose.
- There are pre-designed layouts and clear writing.
- The dissertation must be factual and accurate, and it cannot include any opinions.
- A dissertation must have a clear organization, pointers, numbered headings, and sub-headings. Appendices are frequently included in dissertations.
- The dissertation should use graphs, tables, and charts to support its arguments.
- The summary usually includes highlighted elements from the dissertation.

## LEARNING OBJECTIVES

Students will have a better understanding of the by the end of this week:

1. To create a high-quality document, you must first comprehend the dissertation's structure.
2. A general outline and dissertation structure.
3. Start with the big picture and then focus on each chapter's main points to give a quick overview.
4. Your dissertation must have a number of essential components to achieve strict academic standards.

**PRELIMINARY PAGES**

The preliminary pages of the dissertation are described below in the order they appear in this part. The arrangement and numbering of the various manuscript parts are also shown in Figure 1.

***Approval Page*** An Approval Page is required on the copy of the dissertation that is submitted. The official name by which the student is registered at the institution must be used as the student's name on the approval page and title page. Formally, the name should come first, followed by the credentials for the degree, when typing the names of administrators, faculty, and committee members. The Approval Page is neither numbered nor included in the sequence of numbers.

***Title Page*** Roman numeral “i” is applied to the title page even if the number is absent from the page (see Figure 1 for details of numbering and sequencing of manuscript). The month and year of graduation are utilized as the date. The student's name must appear exactly as it does on their registration form with the school.

***Copyright Page (optional)*** For a charge, students have the option of registering a copyright. Only if the manuscript is being officially copyrighted is this page provided. The student is responsible for copyright.

***Dedication Page (optional)*** The dedication statement is now included if the student chooses to dedicate the paper.

***Acknowledgments Page*** This page is used to express gratitude to individuals who assisted in the completion of the graduate degree, especially the members of the dissertation committee, faculty, research assistants, and others. The use of any excerpts from works protected by copyright is authorized here together with credit for any grants received and any unique funding sources (Levin, 2012).

<i>Dissertation Components</i>	<i>Page Assignment</i>
Approval Page	No page number assigned

Title Page	Small Roman numeral (Assigned, not typed)
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*Copyright page	Small Roman numeral (Typed)
*Dedication page	
Acknowledgments	
Abstract	
Table of Contents	
List of Tables	
List of Figures	
List of Symbols and/or Abbreviations (if needed; may be included as an appendix)	

Body of manuscript (divided into chapters or sections; must include introduction, review of literature, methods, results, and discussion)	Arabic numerals, starting with 1
Separation sheet	
References	
Separation sheet (if an appendix or appendices follow)	
*Appendix	

Parts preceded by an asterisk (*) are optional; all others are required.
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Figure 1 Organization of Dissertation Elements

**Abstract** An Abstract is required for each dissertation that is submitted to the graduate program. To provide the reader a broad view, the Abstract should be the last section to be written. Although the student and dissertation committee decide on the Abstract's content, the following details are appropriate: (a) A succinct statement of the subject of the study, (b) A quick explanation of the techniques and processes used to collect the data, (c) A quick summary of the results, and (d) The study's conclusions and recommendations. Without using paragraph indents, type the Abstract as a single paragraph in block format without section headings or citations. Despite having a word limit of 350, the abstract should be brief.

**Table of Contents** The dissertation text and back matter are outlined in the Table of Contents. The Table of Contents should not contain preliminary pages, often known as front matter (abstract, list of tables, etc.). The wording should be exactly as it appears in the book. Students should identify all chapter titles and main divisions. The level of heading should be constant; for instance, if subordinate-level subheadings from one chapter are mentioned, then all chapters' subheadings should also be listed. The lower-level headings should be indented before each level of subheadings. Consistent double spacing should be used for the Table of Contents. Each heading's page number should be connected to it using tab leaders (Dawson, 2005).

Chapter headers, main subheadings within chapters, References, and any appendices that there may be, must all be listed in the table of contents. The page numbers for the References section and Appendix that are provided should correspond to the separation sheets that come before each of those sections. The Table of Contents entries begin on page 1 of Chapter 1 rather than any introductory pages with Roman numerals. Indicate the names of the appendices and, if necessary, use the same levels of headings as in the text. The number that should appear in the Table of

Contents is the number of the separation/title page for each Appendix. The Table of Contents numbers should match the text's page numbers.

***List of Tables/List of Figures*** A list of the tables and/or figures must be given if there are any. A separate list for tables and a separate list for figures are required. The relevant list also includes any tables or figures that are included in the appendix. Each title must be distinct from the others, and each title must be written exactly as it appears on the table or figure in the listings. This covers the material up to the first punctuation mark at the end. It is not necessary to include more explanation in the list.

***List of Symbols/List of Abbreviations/Nomenclature*** The title of this document should accurately describe its content, and it may also define any specific terminology or symbols used. This details could alternatively be included to an appendix.

## TEXT, TABLES AND FIGURES

The major body of the dissertation is referred to as the "text" for the discussion's purposes.

***Divisions*** The author should use headings to indicate the sections and subsections that have been broken up into different parts of the content. Heading levels should make sense and be constant across the text.

Level 1 headings, such as chapter headings, are those that are boldfaced and all capital (call caps). When only one level is utilized in the text, the student should use the Level 2 header. When a text uses two levels of headers, Level 2 and Level 3 headings should be used. When three levels of headers are employed, Level 2, Level 3, and Level 4 headings are used. Use at least two subsection headings within a section, or don't use any at all, to avoid having just one, exactly like in an outline. For instance, a main section with the Roman numeral I in an outline



may be subdivided into at least an A and a B subsection, or perhaps none at all, but never just an A subsection. If there aren't at least two subsections, the section hasn't been subdivided at all.

***References within Text*** The most recent edition of the Publication Manual of the Harvard Style's reference citation format is regarded as the UEL programs' approved method for citing sources and providing references.

Although footnotes are rarely used to cite sources, an explanation or reference note may be required on occasion. Text footnotes are typically used as content additions to acknowledge copyright permissions for the publishing of tables or figures. The reference section and the acknowledgements page should contain all other copyright acknowledgments. In most circumstances, the text itself would be a preferable place for the information included in content footnotes (Berndtsson et al., 2008).

## **Tables and Figures**

***Numbering*** Using Arabic numerals, tables and figures should be numbered sequentially from the beginning of the text to the finish, for instance, Table 1, Table 2, and Figure 1, Figure 2. Both should be numbered in accordance with the Harvard formatting convention, with the table or figure number appearing above the table in bold.

***Titles*** Tables and figures are regarded as separate from the text even though they are part of it, thus they must have their own titles. No two tables or figures should have the exact same title; titles must be indicative of the contents. Table and figure titles are put in italics with title case at the top, one double-spaced line below the table or figure number.

***Placement within the Body of the Manuscript***

The number should be used to refer to tables and figures rather than phrases like "the following table." After being named, each table or figure should be inserted into the text as soon as possible. If the table or figure takes up more than half a page, it should be placed on the page that comes right after the page where it is first mentioned. A table or figure that is less than half a page long may be included on the same page as its initial mention. The table or figure must be in numerical order in relation to other tables or figures and must appear after its first mention in the text. It must also be separated from the text by an additional line space. A table or figure should ideally appear at the top or bottom of the page if it is on the same page as text.

***Large Tables and Figures***

It is occasionally required to position huge tables or figures horizontally on the page to accommodate them. The margins and page numbers must match the remainder of the text if this is done. A lengthy table might also need to be split across two or more pages. If this is required, effort should be made to ensure that the separation is placed in a logical place and does not obstruct the table's data. The whole title should be included on the first page when a lengthy table or figure must continue onto other pages. The remaining portion of the table or figure and the label, Table X, would appear on subsequent pages (continued).

***Format*** The Harvard manual offers a number of tables and figure examples to show the typical format. The text must follow the same format throughout.

***Font*** Although the typeface used in a table should match the font used in the text, the font size may change based on how well the information "fits" within the margins.

Since a figure is regarded as an illustration, any sans serif font that is used in the figure's print as long as it is readable. The title of the figure must be in the same typeface as the text (Dawson, 2005).

## REFERENCES AND APPENDICES

A comprehensive list of all references used in the text must be included in the dissertation. The word **References** is typed in bold face characters within the left margin, one double space above the vertical left side of the page, and immediately preceding the reference list on a numbered separation page. On the first page of the reference list, the heading **References** is also typed in boldface characters.

There must be a reference entry in the reference list for each source that is cited in the text. Each element in the reference list must also correspond to at least one textual mention of that source. When it comes to author name spelling, name order when there are many authors, and publication date, there must be an exact match between text citations and reference list entries. The references are arranged alphabetically and formatted in accordance with the most recent Publication Manual for the Harvard referencing style.

### **Appendices**

A numbered separation page with the identification in the left margin and one double space above the page's vertical left edge is required before each appendix. Italicized boldface capital letters are used to type the header **Appendix** or **Appendices**. The appendices must follow any formatting guidelines that are applicable to the text. Commercial instruments and other documentation endorsed by the dissertation committee may be exceptions (Dawson, 2005).

## CONTENTS OF COMPLETED DISSERTATION

Even if each dissertation may have particular qualities of its own, the author should anticipate that the finished work will include the things on the list below. Where appropriate, the dissertation committee may offer exceptions to these requirements; nevertheless, the student should make sure that all such deviations have been discussed and approved by the dissertation committee (Levin, 2012).

- Approval Page
- Title Page
- Copyright Page (optional)
- Dedication Page (optional)
- Acknowledgments Page
- Abstract
- Table of Contents
- List of Tables (if five or more tables)
- List of Figures (if five or more tables)
- Body of Text

## CHAPTER 1 INTRODUCTION

The table of contents is followed by the introduction, which is the first chapter of your thesis or dissertation. It's crucial to grab the reader's attention at the outset. Give your study a clear emphasis, purpose, and direction before you begin.

## CHAPTER 2 REVIEW OF LITERATURE

An overview, a summary, and an assessment (or "critique") of the state of knowledge in a particular field of study make up a literature review. It might also explain methodological concerns and make recommendations for additional research.

## CHAPTER 3 METHODOLOGY

The methodology chapter, a crucial section of your thesis, dissertation, or research paper, outlines what you did and how you did it so that readers may assess the validity and dependability of your study. It ought to contain: the kind of research you carried out. How were your data gathered and analyzed?

## CHAPTER 4 RESULTS/ANALYSIS

One of your dissertation or thesis's most crucial chapters, the results chapter (also known as the findings or analysis chapter), explains to the reader what you've discovered in terms of the quantitative data you've gathered.

## CHAPTER 5 CONCLUSIONS AND DISCUSSION

The majority of your results should be interpreted in the Discussion and Conclusions sections. Compare your findings with those from previous research, discuss any results that aren't conclusive and explain them as best you can, and briefly outline your study's limits to demonstrate to reviewers and readers that you have thought about the study's flaws.

- Closing summary
- References
- Appendix

## SUMMARY

Writing a dissertation is a crucial moment in your academic career. It has several requirements since it has a lot of meaning. Generally speaking, this type of academic writing is designed to highlight your breadth of knowledge in your subject area, as well as your capacity to conduct research and draw conclusions. A dissertation or thesis is a lengthy academic writing assignment that must be delivered as part of an undergraduate or graduate degree program. It is based on original research. Although all dissertation forms are comparable, they vary depending on the discipline. There should be a title, an introduction, headers, a methodology section, a conclusion and discussion, and a references/bibliography section in every dissertation. Times New Roman, font size 12, double-spaced, is the most used font. The left margin is 1.5 inches, with 1 inch margins on the bottom, top, and right. Tables and figures must fit on the page; if not, you can shift the page to landscape format. Use Microsoft Word headers to change the table of contents.

**REFERENCES**

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