

## **Guidance for the Presentation of Taught Dissertations for UG and PGT Provision**

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# Guidance for the Presentation of Taught Dissertations for UG and PGT Provision

## 1. INTRODUCTION

This document gives guidance on the presentation of UG and PGT dissertations. The University's '[Policy on Submission of Work for Summative Assessment on Taught Programmes](#)' states that "all typed summative assessment, including dissertations, should be submitted online and subjected to plagiarism detection software, where appropriate" and that "Schools may specify instances where the use of online submission and/or plagiarism detection software is inappropriate. Details of the alternative arrangements in these specific instances must be published to students". **The expectation across the University is therefore that dissertations are produced and submitted electronically.** However, should a School consider online submission inappropriate and require the hard copy binding of dissertations, the costs of doing so must be borne by the School concerned and students must be made aware of the requirement.

## 2. GENERAL INFORMATION

- 2.1. All dissertations must be written in English. Quotations, however, may be given in the language in which they were written. In exceptional circumstances, a candidate may apply to the University for approval to submit a dissertation predominantly in a language other than English. Any such request must be fully justified on academic grounds and will only be considered where the language is directly linked to the dissertation, i.e. if the language itself is the object of study, if the literature or material studied is produced in that language, or if the language is spoken in the region being studied.
- 2.2. A short (no more than 300 words) abstract of a dissertation must be provided. For dissertations written predominantly in another language this must be presented in English as well as the other language.
- 2.3. A dissertation, normally at PGT level, may include reprints of material published by the candidate as sole or joint author. If reprints are to form part of the dissertation, they must be included in the dissertation pagination according to the instructions in this document.
- 2.4. Students must ensure that material in dissertations that is taken from another source is appropriately referenced and not, intentionally or otherwise, presented as their own original work. Material that is taken from other sources and not correctly referenced will be investigated by the University to make sure that it is not the result of cheating or other academic malpractice. Information on academic malpractice and its consideration by the University, including guidance for students, is available at:  
<http://www.staffnet.manchester.ac.uk/tlso/policy-guidance/assessment/process-of-assessment/academic-malpractice/>
- 2.5. Students must ensure that material in dissertations is free of any copyright restrictions. Guidance on copyright is available here:  
<http://subjects.library.manchester.ac.uk/copyright/students>
- 2.6. It is the student's responsibility to ensure that the dissertation is checked for typographical errors. Anybody involved with proofreading a dissertation should be checking solely for grammatical/spelling errors. The University statement on

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proofreading is available at:

<http://documents.manchester.ac.uk/display.aspx?DocID=23469>.

- 2.7. Students must ensure that they are familiar with any local regulations on word count and be aware of the penalties that will be subject to if they do not adhere to them.

### 3. FORMATTING

- 3.1. For the main text, double or 1.5 spacing with a minimum font size of 12 must be used; single-spacing may be used for quotations, footnotes and references.
- 3.2. General guidance on bibliographic citations and references can be obtained from the programme director and must be consistent throughout the dissertation. However, there is no set format stipulated.
- 3.3. Page numbering must consist of one single sequence of Arabic numerals (ie 1, 2, 3 ...) throughout the dissertation. Page numbers must be displayed on all pages **EXCEPT** the title page, though this is counted as page one. The pagination sequence will include not only the text of the dissertation but also the preliminary pages, diagrams, tables, figures, illustrations, appendices, references etc, and will extend to cover all volumes in a multi-volume dissertation. Roman numerals **must not** be used for page numbering.
- 3.4. The main text of the dissertation should normally be left-justified to aid accessibility and readability.
- 3.5. Figures or images used in the dissertation must be of sufficient size and clarity.

### 4. REQUIRED PAGES

- 4.1. The following items (a-f) **must** be included as preliminary pages of the dissertation **in the order given**.

#### a. TITLE PAGE

A title page giving:

- i. the full title of the dissertation;
- ii. a statement as follows: 'A dissertation submitted to The University of Manchester for the degree of xxx (Title of the degree, e.g. Master of Arts)<sup>1</sup> in the Faculty of xxx (Name of the Faculty)<sup>2</sup>;
- iii. the year of submission (*not including the month*);

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<sup>1</sup> Details of the titles of degrees can be found within the University's General Regulations: [General Regulations](#) (Regulation XI – Titles of Degrees and other Distinctions)

<sup>2</sup> Details of the University's Faculty and School titles can be found on the website: [University structure](#)

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- iv. the candidate's student ID number; and
- v. the name of the candidate's School.

*Please refer to Section 5 for a sample title page.*

Where a dissertation consists of more than one volume each volume must contain a title page in the form set out above but including also the appropriate volume number and the total number of volumes e.g. Volume I of III.

PGT dissertations which were referred for re-examination must bear the year of **resubmission** on the title-page and not the year of the original submission.

### **b. LIST OF CONTENTS**

A list of contents, giving all relevant sub-divisions of the dissertation and a page number for each item.

In a multi-volume dissertation the contents page in the first volume must show the complete contents of the dissertation, volume-by-volume, and each subsequent volume must have a contents page giving the contents of that volume.

***The final word count, including footnotes and endnotes, MUST be inserted at the bottom of the contents page.***

### **c. OTHER LISTS**

Lists of tables, figures, diagrams, photographs, abbreviations etc. If a dissertation contains tables, it is recommended that a separate list of each item, as appropriate, is provided **immediately after the contents page(s)**. Such lists **must** give the page number of each item on the list.

### **d. ABSTRACT**

#### **i. All programmes EXCEPT MRes:**

A short abstract describing the contents of the dissertation. This must be short (not more than 300 words), with emphasis on major observations and deductions rather than on methods. It must be designed to be read independently of the rest of the dissertation and references to the dissertation and other literature will not normally be included.

#### **ii. MRes:**

This must be a short summary of the research presented in the dissertation (not more than 300 words), including a brief rationale for the study, details of the methods employed, a summary of the results, and an indication of the wider implications of the research.

### **e. DECLARATION**

A declaration stating that the dissertation is the student's original work unless

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referenced clearly to the contrary, and:

**EITHER:** that no portion of the work referred to in the dissertation has been submitted in support of an application for another degree or qualification of this or any other university or other institute of learning;

**OR:** what portion of the work referred to in the dissertation has been submitted in support of an application for another degree or qualification of this or any other university or other institute of learning.

### **f. INTELLECTUAL PROPERTY STATEMENT**

All **four** of the following notes on copyright and the ownership of intellectual property rights must be included as written below:

- i.** The author of this dissertation (including any appendices and/or schedules to this dissertation) owns certain copyright or related rights in it (the “Copyright”) and s/he has given The University of Manchester certain rights to use such Copyright, including for administrative purposes.
- ii.** Copies of this dissertation, either in full or in extracts and whether in hard or electronic copy, may be made **only** in accordance with the Copyright, Designs and Patents Act 1988 (as amended) and regulations issued under it or, where appropriate, in accordance with licensing agreements which the University has entered into. This page must form part of any such copies made.
- iii.** The ownership of certain Copyright, patents, designs, trademarks and other intellectual property (the “Intellectual Property”) and any reproductions of copyright works in the dissertation, for example graphs and tables (“Reproductions”), which may be described in this dissertation, may not be owned by the author and may be owned by third parties. Such Intellectual Property and Reproductions cannot and must not be made available for use without the prior written permission of the owner(s) of the relevant Intellectual Property and/or Reproductions.
- iv.** Further information on the conditions under which disclosure, publication and commercialisation of this dissertation, the Copyright and any Intellectual Property and/or Reproductions described in it may take place is available in the [University IP Policy](#), in any relevant Dissertation restriction declarations deposited in the University Library, and The [University Library’s regulations](#).

### **4.2 OTHER PAGES (not compulsory)**

The preliminary pages may also include dedications, acknowledgements and similar. These must appear after the compulsory pages. Short items may be combined on the same page.

It is helpful if a brief statement is included giving the candidate’s degree(s) and relevant experience, even if the latter consists only of the work done for this dissertation. This may be untitled or it may be headed ‘Preface’ or ‘The Author’ or similar.

**5. SAMPLE TITLE PAGE**

**TITLE OF DISSERTATION**

A dissertation submitted to The University of Manchester for the degree of ..... in  
the Faculty of xxx

**YEAR OF SUBMISSION  
(OR YEAR OF RESUBMISSION)**

**STUDENT ID NUMBER**

**CANDIDATE'S SCHOOL**

**6. DISSERTATION SUBMISSION CHECKLIST**

**PLEASE NOTE THE FOLLOWING:**

The staff in the School Office may use the following checklist to ensure all instructions detailed in these Guidance Notes have been adhered to when accepting dissertations.

If any section is missing, out of order or not correct the dissertation may be rejected. (The School may accept the incorrect version for examination but inform the student that no result will be released until a properly completed version has been submitted after the examination process has been finalised).

*It is the candidate's responsibility to ensure that the instructions are followed exactly.*

If a candidate is unsure about any aspect of the presentation of the dissertation, they must contact the relevant School Office for advice.

**Preface pages should be in the following order:**

**Title Page** – see Section 5

All of these should be included:    Title of dissertation  
Official Wording – see section 4 (a)  
Correct Faculty  
Year of Submission (or Resubmission)  
Candidate's Student ID number  
School

**Contents Page**                                  Page numbers given for each  
(including any list of tables/figures etc)    listing

**Abstract**

**Declaration**

**Copyright**  
(this may go on the same page as the  
Declaration)

**Pagination**                                  All pages must be numbered;  
page numbers must be displayed  
on all pages, except the title page

## Guidance for the Presentation of Taught Dissertations for UG and PGT Provision

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Lead contact:	Teaching and Learning Manager (Policies and Degree Apprenticeships), Teaching and Learning Delivery, Division of SAS  <a href="mailto:teaching-policy@manchester.ac.uk">For any queries or questions relating to this document, please direct your email to teaching-policy@manchester.ac.uk</a>