Procedure No.	15.1	
Procedure	Dissertations: Presentation, binding and storage	
Date	June 2018	
Version	10	
Author	Audrey Stranders	

General Presentation

- All work should be printed single-sided;
- All work must be submitted in Arial 12 point font;
- All work must be double line spaced;
- Pages must be numbered [Numbering should be at the bottom of the page to the right and the title page should be omitted from the numbering.];
- Tables, graphs, photographs, images etc. referred to should ideally be presented in the body of the text rather than as appendices;
- The use of numbered paragraphs (report format) is not recommended;
- To ensure that text is freely visible on the page and does not disappear into the bound margin, the left hand margin should be set at 3.54cm.

Referencing

- The dissertation must be referenced using the Harvard method as set out in the College's *Guide to the Harvard System of Referencing.*
- Footnotes should not be used for referencing purposes. Footnotes can be used to provide additional information that supports the argument, but may be tangential to the main flow of the paper.

Confidential and Marking

- Each student's college ID number must appear on the front page and in the header of every page of the work.
- The student's name must not appear anywhere on the work, including in any appendices.

Sympathetic Marking

- Students entitled to sympathetic marking considerations because of a learning support need, which must be registered with Learning Support, will be given an electronic logo.
- A page displaying the logo should be placed in the front of the work, but not be bound in.
- When using Turnitin, the logo should appear in the header of all pages, but be removed for the bound work.

Anonymity of research participants (if applicable)

- It is imperative that it is not possible to identify any research participant whether by name, description or distinguishing features.

Title Page

What information goes on this:
- Title
- Student college ID number
- Date
- Word count*

See Appendix I Dissertation: Title page layout.

* Word count **excludes** Title page; Contents; Acknowledgements; Abstract; Lists of illustrations, tables or graphs; Bibliography and Appendices. It **includes** the body of the text and quotations.

Word count may be +/- 10% of the stipulated figure e.g. 8,000 words may be anything in a range from 7,200 to 8,800 words. If a word count range has been given e.g. 8,000-9,000 the work **must** be within those constraints.

Order

The dissertation / project should follow the format below. It may be necessary to include additional sections. Each section of the dissertation should be started on a new page.

- Title page
- Acknowledgements / dedication (optional)
- Contents
- List of illustrations and figures (if used)
- Hypothesis / research question
- Abstract
- Introduction
- Literature review/Background review
- Methodology
- Results / findings and analysis
- Conclusions and recommendations
- Bibliography
- Appendices (e.g. information sheet, sample consent form, sample completed questionnaires) [numbering format I, II, III, IV etc.]

Binding

- To ensure that text is freely visible on the page and does not disappear into the bound margin, the **left hand margin should be set at 3.54cm.**
- All dissertations must be bound before submission.
- The LRCs shall undertake the binding of dissertations/projects for a fee.
- Binding cover colours shall be HCFHE corporate blue with the college logo embossed in silver.

- Appointments for binding may need to be made at peak periods with LRC staff.
- **It is the student's responsibility** to ensure that all materials are present, correct and in the right order, before being presented for binding.
- It may be possible to de-bind a dissertation once it has been bound, but this will attract a fee (see below).

Submission

Dissertations/projects will be submitted as follows:
- 1 copy, bound [this is the control copy, which subsequently becomes the library copy] handed to the course tutor.
- 1 electronic copy (tested with college anti-plagiarism/similarity checking software)
- These are to be accompanied by the following, which should be inserted into the bound copies, **but not themselves bound in**:
  - Ethics / research approval form (if relevant) evidencing approval to undertake the research and anonymised to show the submitting student's College ID number, not name (1 with each copy).
  - Sympathetic marking logo, if relevant.
- Students may choose to bind an additional copy for their own benefit. This is not a requirement.

De-binding

De-binding may occur if:
- the student realises immediately that an error has occurred and that materials may have been erroneously included or excluded;
- the student hands in well in advance, but subsequently realises that a section or other detail had been omitted, s/he may retrieve their work any time up to the hand-in time. However, a SU representative may accompany the student to watch de-binding process and remove originally submitted materials.

De-binding will attract a fee. If the same cover cannot be reused, the student will incur a further binding fee.

Assessment

Students submit their dissertation/project to their tutor. The paper copy is filed, the electronic copy is marked and verified; the work goes before the Assessment Board.

The Assessment Boards meet three times per year to ratify assessment decisions and grades.
- The marked electronic copy of the dissertation will be returned to the student.

- The second (file) copy of all dissertations that are confirmed by an Assessment Board to have achieved a grade of 60% or above will be lodged with the LRC and added to the catalogue of available reference stock.
- An electronic copy of the dissertation will become part of the LRC's eThesis collection.

<u>Following Assessment</u>

Students wishing to have an unmarked 'clean' copy for their own records may arrange to have an additional copy bound by the LRC following the guidance for binding detailed above and upon payment of a fee.

<u>Cataloguing</u>

Within **one month** of the decision by the Assessment Board, the Programme Manager should deliver the file copy of the dissertation/project to the LRC with:
   a) the student's name pencilled on each one, or
   b) a list of names against the students' college ID numbers, so that LRC staff can match authors/titles.

Dissertations are catalogued and added to stock. All are classified as THESES, but different series according to degree subject. They are Reference materials and are issued to students for reference only in the library, even by their authors. Once received, they are the property of the LRC. They are searchable via the iPAC, library catalogue.

Old dissertations (8 years +) are subject to withdrawal to maintain an up to date collection. Dissertations on unique topics may be stored for longer periods at the discretion of the Librarian.

Dissertations may be photocopied in accordance with copyright laws i.e. 5% of the whole.

Students can withhold the right to copy and should submit their wishes to the LRC in writing.

Appendix I   Dissertation: Title page layout

Dissertation title pages should be laid out as detailed below. Text should be centered and *no* page number be present.
Please note that this is for guidance, actual measurements do not need to be followed.

Title

Student ID number

Date
Word count

Example:

Investigation into the effect
of x on y

9500123456

June 2018

Word count 9,532