

Guidance for the Presentation of Dissertations: Master of Science (MSc) by Research & Master of Enterprise (MEnt)

Research Office Graduate Education Team
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1. INTRODUCTION

This guidance has been produced for The University of Manchester. Candidates are advised NOT to follow the format of any dissertations previously submitted to the founding institutions (UMIST or The Victoria University of Manchester), as these may have been produced under earlier rules for presentation which are no longer acceptable.

Candidates are advised that examiners can and will reject a dissertation if the quantity of typographical errors indicates careless proof-reading.

If any part of what follows is not clear, or if anything in particular is not covered, please contact the appropriate Graduate Office for advice before the dissertation is bound. Faculty contact details can be found in Appendix 1.*

Please note that this document can be provided in a range of alternative formats (e.g. large print) on request from the appropriate Graduate Office.

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 variation of this requirement may be approved by the University for candidates to submit a dissertation predominantly in their language of research.
- 2.2. For dissertations which are due to be examined, two identical copies must be submitted in typewritten or printed form on paper of international standard size A4 (210 x 297mm). No other paper size is acceptable for the main text of a dissertation. Paper of a larger size may be used for maps, plans, diagrams or other illustrations forming part of the dissertation if the supervisor agrees that this is required. Where such large sheets are used, or non-paper materials are submitted as part of a dissertation, they must be placed in a pocket inside the back cover of the dissertation or, if substantial, in a separate volume or folder bound and lettered as described in section 4: supplementary items cannot be accepted in any other form. For final submissions of the dissertations post examination, only electronic submission is required via eScholar and no paper copies are required.
- 2.3. A dissertation may include reprints of material published by the candidate as sole or joint author. If reprints are to be bound into the dissertation, they must be included in the dissertation pagination, according to the instructions below, or placed in a pocket inside the back cover of the dissertation.
- 2.4. Candidates must consult their programme director/supervisor for guidance on the length of the dissertation and for information on submission deadlines.

3. FORMATTING

- 3.1 Double or 1.5 spacing in a font type and size which ensures readability must be used for the main text (for example 10 point in a font such as Arial, Verdana, Tahoma and Trebuchet or 12 point in Times, Times New Roman, Palatino and Garamond); single spacing may be used for quotations, footnotes and references. Pages may be single or double-sided.
- 3.2 General guidance on bibliographic citations and references can be obtained from the programme director/supervisor, and must be consistent throughout the dissertation.
- 3.3 To allow for binding, the margin at the binding edge of any page must be not less than 40mm; other margins must be not less than 15mm.
- 3.4 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. 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, including the title pages. Roman numerals must not be used for page numbering.

4 REQUIRED PAGES

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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 Master of Science by Research/Master of Enterprise in the Faculty of xxx'
- iii. the year of submission (*not including the month*);
- iv. the candidate's name (*the same as the name under which he or she is currently registered, or was last registered, at the University*); and
- v. the name of the candidate's School.

Please refer to Appendix 2 to see 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 eg Volume I of III.

A dissertation which is referred for re-examination must bear the year of **resubmission** on both the spine and the title-page and not the year of the original submission; a new Notice of Submission Form and the appropriate fee are always required (*refer to the appropriate Graduate Office for details of fees*).

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

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

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independently of the rest of the dissertation and references to the dissertation and other literature will not normally be included.

e. DECLARATION

A declaration stating:

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. COPYRIGHT STATEMENT

The following four 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 any copyright in it (the "Copyright") and s/he has given The University of Manchester the right to use such Copyright for any administrative, promotional, educational and/or teaching purposes.
- ii.** Copies of this dissertation, either in full or in extracts, may be made **only** in accordance with the regulations of the John Rylands University Library of Manchester. Details of these regulations may be obtained from the Librarian. This page must form part of any such copies made.
- iii.** The ownership of any patents, designs, trade marks and any and all other intellectual property rights except for the Copyright (the "Intellectual Property Rights") and any reproductions of copyright works, 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 Rights 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 Rights and/or Reproductions.
- iv.** Further information on the conditions under which disclosure, publication and exploitation of this dissertation, the Copyright and any Intellectual Property Rights and/or Reproductions described in it may take place is available from the Head of School of [*insert name of school*].

4.2 OTHER PAGES (not compulsory)

The preliminary pages may also include the following:

- a.** Dedication, acknowledgement, list of abbreviations and similar: these will normally appear after the compulsory pages listed in section 3 above. Short items may be combined on the same page.
- b.** It is helpful, particularly to external examiners, if a brief statement is included giving the candidate's degree(s) and research experience, even if the latter

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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. BINDING AND PRESENTATION

5.1. The University will accept **for examination** Master of Science by Research/Master of Enterprise dissertations submitted in temporary soft-binding in addition to submission of dissertation bound in the normal way which is sewn and hard-bound or glued and hard-bound. Final versions of dissertations should only be submitted in electronic format; a print submission is not required.

5.2. The two approved binding options are listed below for pre-examination dissertations. ***Dissertations in ring binding, spiral binding or any other non-approved bindings will NOT BE ACCEPTED.***

a. Standard hard-binding: sewn or glued, with **gold lettering on the spine.**

b. Temporary soft-binding: acetate or plain card front cover, soft plain card rear cover, glued spine, or channel bound, with **gold lettering on the spine.**

Candidates are advised to consult their programme director as to the preferred option for their programme.

5.3 The spine must be **inscribed in gold lettering** with:

- a.** the degree for which the dissertation is submitted;
- b.** the name of the candidate;
- c.** the year of submission (or resubmission); and
- d.** if the dissertation is in two or more volumes, the volume number and the total number of volumes. Please note that it is not recommended that any single volume of a dissertation is thicker than approximately 6cm - if it is greater than this, it is recommended that the dissertation is split into two (or more) volumes.

These must run from the top of the spine as follows. Please note writing on the spine with a gold pen is NOT acceptable:

Example of spine:

Front Cover

MSc/MEnt (OR: MSc/MEnt Dissertation) (at top)	GILBERT K CHESTERTON (centred)	Vol I of II (as and if appropriate)	2005 (at bottom)
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Back Cover

The forename(s) and surname/family name on the spine and title-page must be the same as those under which the candidate is currently registered, or was last registered, at the University. Give first forename in full, other forenames (if any) as initials, then surname.

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- 5.4. **In all cases, all other instructions on the presentation of dissertations (information required on the title page, preliminary pages, etc) contained in this guidance must be observed, and identical binding must be used for both copies of the dissertation.**
- 5.5. Once examination of the dissertation has been completed and the examiners' recommendation has been approved by the appropriate School or Faculty Board, candidates will receive a communication from the appropriate Graduate Office informing them of the outcome of their examination. If the result is not published as successful then the communication will explain the next step to be taken by the candidate.
- 5.6. **The appropriate Graduate Office must acknowledge the receipt of the final electronic submission of the dissertation before an official degree result can be published.**

6. LIBRARY ACCESS/RESTRICTION

- 6.1 Electronic copies of the successful dissertation will be retained by the University for use as applicable. Access to dissertations is subject to the user agreeing to copyright undertaking. Normally, therefore, the author of the dissertation is not expected to place any restriction on access to his or her work, and, in signing the Declaration on the Notice of Submission Form, a candidate authorises access, as above, to the dissertation.
- 6.2 If, however, it is considered that because of some exceptional circumstances access to the dissertation should be restricted in some way, the candidate must indicate this at the point of final electronic submission:
 - a. Submit the Notice of Submission Form to enable arrangements for the examination to be made;
 - b. ask for a Dissertation Restriction Form from the appropriate Graduate Office;
 - c. consult the Supervisor about the need for, and nature of, a restriction;
 - d. complete the Dissertation Restriction Form as appropriate, if a restriction is to be applied, and submit it, signed by both the student and the supervisor, **with the dissertation**; this form will then supersede that part of the Declaration on the Notice of Submission Form in which the candidate authorised unrestricted access to the dissertation.

7. APPENDIX 1: [Faculty contact details](#)

8. APPENDIX 2

SAMPLE TITLE PAGE

TITLE OF DISSERTATION

A dissertation submitted to The University of Manchester for the degree of Master of
Science by Research/Master of Enterprise
in the Faculty of xxx

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

CANDIDATE'S NAME

CANDIDATE'S SCHOOL

9. DISSERTATION SUBMISSION CHECKLIST

PLEASE NOTE THE FOLLOWING:

The staff in the Graduate Office will use the following checklist to ensure all instructions detailed in this guidance have been adhered to when accepting dissertations.

If any section is missing, out of order or not correct the dissertation will be rejected.

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

If a candidate is unsure about any aspect of binding or the preliminary pages he or she must contact the appropriate Graduate Office for advice.

				<i>please ✓</i>
Correct version)	Binding	(examination	Two identical copies (including binding) to be submitted with correct gold lettering on the spine	<input type="checkbox"/>
Preface pages should be in the following order:				
	Title Page	– see appendix 3		<input type="checkbox"/>
	All of these should be included:		Title of dissertation Official Wording – see section 3 (a) Correct Faculty – see appendix 1 Year of Submission Candidate's Name School (except Faculty of Life Sciences)	
	Contents Page	(including any list of tables/figures etc)	Page numbers given for each listing	<input type="checkbox"/>
	Abstract			<input type="checkbox"/>
	Declaration			<input type="checkbox"/>
	Copyright	(this may go on the same page as the Declaration)		<input type="checkbox"/>
	Pagination		All pages must be numbered; page numbers must be displayed on all pages, except the title page	<input type="checkbox"/>