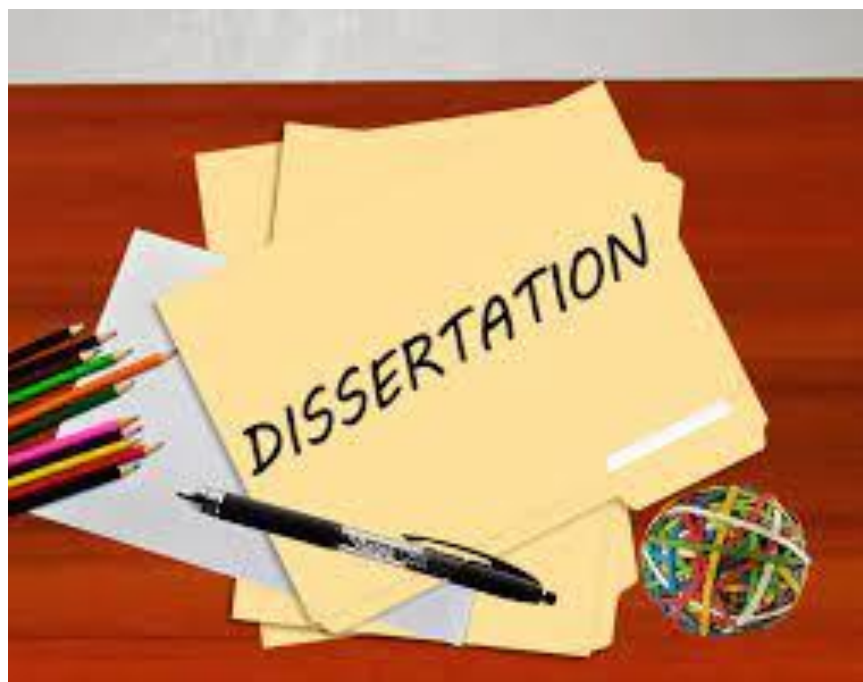




L-Università ta' Malta
Faculty of Economics,
Management & Accountancy

Department of
Public Policy

Undergraduate Dissertation Guidelines



B. A. (Hons) Politics and Governance
B.A. (Hons) Public Management

Updated version: June 2023



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1. GENERAL OVERVIEW

This booklet contains useful guidelines on the development and writing of your undergraduate Public Policy dissertation research. These guidelines are meant to be a guide and not necessarily instructive all the way, except when they cover stylistic matters.

The document is divided into four main sections: an overview of the research process; the content normally to be found in a dissertation; formatting and style; and dissertation templates together with some checklists. General guidelines such as these may not cover all circumstances. Some adjustments may be necessary in individual cases. It is therefore important that you consult the University guidelines (links below) and your research supervisor for specific advice and guidance on matters regarding the design and content of your study.

University Guidelines: Please refer to the University website.

General Regulations

University Research Ethics Committee

Research Ethics Guidelines

Plagiarism Guidelines

Registrar's Website for Students (forms)

Digital Dissertations



1.1 DISSERTATION TIMELINE

Undergraduate dissertation timeline

February-May

The dissertation process is initiated through Evidence-based policy study unit, wherein students are specifically trained on how to appraise past dissertations and write their own research proposals. As an integral part of the formal assessment for this study unit, students are required to present a **dissertation proposal**, not exceeding 2,000 words. A **ten-minute presentation** is to be delivered during one of the unit's sessions. Course lecturers and students will give feedback.

July

At the end of July, students' proposals are evaluated and approved by the **Dissertation Committee**. The student may propose a supervisor, but the final decision lies with the Committee. A supervisor is assigned to the student following confirmation. If a dissertation proposal is rejected, it is returned to the student for resubmission and approved by mid-September. Students are encouraged to meet their supervisors and begin research during the summer months.

August – April

Students are expected to work steadily on their research and writing related to their dissertation. It is the students' responsibility to communicate with their respective supervisors on a regular basis.

First week of May (the following academic year)

Hand in **complete dissertation draft** to the supervisor. Use the appropriate formatting, style and dissertation templates in this document. Make revisions based on the supervisor's final recommendations. View document: '*checklist for submitting drafts and final copies*' (refer to subsection 4.1).

End of May (the following academic year)

Dissertation- Final Submission

View document: '*Final Submission Guidelines*' (refer to subsection 4.10).

June and July

Departmental grading. External Examiner's review and assessment of dissertations.
Issue of official dissertation marks.

1.2 RESEARCH PROPOSAL FORM

UNIVERSITY OF MALTA
FACULTY OF ECONOMICS, MANAGEMENT AND ACCOUNTANCY
DEPARTMENT OF PUBLIC POLICY

1. STUDENT AND DISSERTATION DETAILS

Student Name and ID Number:	UM Email Address:
Course:	Year of Admission:
Proposed Title:	
Proposed supervisor and/or name of a suitably qualified person with whom the proposed study has been discussed.	

2. POLICY/SECTOR/ORGANISATION/INSTITUTION/EVENT/SITUATION

Provide some background information on the policy/sector/organisation/institution/event/situation under analysis for the purpose of this research.
--

3. MOTIVATION

What is it that prompted your interest in this subject? Is another organisation also interested in the subject?
Concisely explain the objectives of your research (ie, what is it that you would like to achieve through your research? What do you aim to explore and/or to understand and/or analyse?)

4. OUTLINE OF YOUR PROPOSAL

Please set out, as clearly and concisely, as you can, the leading question or hypothesis of your proposed study, and explain why you consider this research important.
Identify existing research on the subject and explain what your study could contribute to the present stock of knowledge. Attach a bibliography of journal articles, books, reports and other resources that you have read in preparing the proposal.
Explain what kinds of data you will collect and how you propose to collect it. What difficulties might you encounter in this regard?

5. SIGNATURE AND DATE

--

6. FOR OFFICIAL USE ONLY

Considered by Departmental Dissertations Committee on: Decision:

1.3 DISSERTATION TOPICS

Dissertations topics can be inspired by:

1. Course study units from other subject areas, linked into Public Policy topics (e.g. banking and finance, accountancy, economics, social policy, public policy)
2. Study unit reading and similar resources.
3. Public and private institutions observed from the perspectives on (1) and (2) above.

1.4 DIGITISATION OF DISSERTATIONS

It is important to use a text format that will eventually make digitization possible.

Please prepare your document on an up-to-date word processing file that can be later transformed to .pdf file. Lecturers, secretaries and library staff cannot and may not change any part of the dissertation.

Familiarise yourself with the digitization process as early as possible in your dissertation journey. Refer to the following link: <https://www.um.edu.mt/library/dissertations>.

1.5 RESEARCH ETHICS GUIDELINES

The University acknowledges its responsibility to protect the rights and welfare of human research subjects and acknowledges that it bears full responsibility for the performance of all research involving human subjects and for complying with laws and regulations that relate to such research.

The University recognises the need for appropriate additional safeguards in research involving subjects which are likely to be vulnerable to coercion or undue influence, such as children (under the age of 18), prisoners, mentally disabled persons or economically or educationally disadvantaged persons. An Ethics Committee approval will be required if your research involves the aspects above, including the use of sensitive personal data.

Check if your dissertation needs approval from the Ethics Committee by referring to the: Ethics Guidelines and Proposal form found on the University website.

Ethics approval may also be required for studies that involve, for example, the handling of dangerous materials or confidential official or corporate information. Please view the Ethics Committee Website <http://www.um.edu.mt/urec>

The Faculty Research Ethics Committee (FREC) shall consider the research proposals and forward their advice to the University Research Ethics Committee (UREC) on whether the proposal should be accepted or rejected. The research proposals and the FREC's advice will be submitted to the UREC office at least two weeks before UREC meeting.

Department of Public Policy, please contact:

B.A. (Hons) Politics and Governance



Ms Mariella Gambin, Tel 23403358 Email: mariella.gambin@um.edu.mt

B.A. (Hons) Public Management

Ms Lorna Genovese Tel: 23403987 Email: lorna.genovese@um.edu.mt

Ms Melanie Vassallo Tel:23402730 melanie.vassallo@um.edu.mt

1.6 PLAGIARISM

Plagiarism, that is, the wilful representation of another person's work, without the acknowledgement of the sources as one's own or the deliberate and unacknowledged incorporation in a student's work of material derived from the work (published or otherwise) of another, is unacceptable. Such practice will incur disciplinary action. Refer to the plagiarism guidelines on the University website.

1.7 FAILURE, RESUBMISSION

A student can fail a dissertation if the standards set by the Department are not met. In this eventuality, the student will have to resubmit his/ her work, subject to the penalties stipulated in the University's regulations. Deadlines for resubmission can be obtained in writing from the Department. Refer to the general guidelines on the University website.

2. DISSERTATION CONTENTS

2.1 DISSERTATION OUTLINE

The scheme set out below identifies the elements that normally feature in any research-based document, as well as a logical sequence of elements. It is not to be interpreted as a rigid framework: for example, students are encouraged to identify appropriate chapter titles that reflect the character of their work, rather than to reproduce woodenly the headings indicated here. Use your imagination and creativity, tempered by common sense and by your supervisor's advice.

TITLE PAGE
ABSTRACT Students must give a structured abstract of no more than 250 words in total (including keywords). See "Abstract Template" in this document.
ACKNOWLEDGEMENTS (view template)
TABLE OF CONTENTS (automated format with updated page numbers)
LIST OF TABLES (automated format with updated page numbers)
LIST OF FIGURES (automated format with updated page numbers)
LIST OF APPENDICES
CHAPTER 1 INTRODUCTION Research question or hypothesis Objectives of the study Relevance to scholarly understanding of the subject and/or to practical policymaking. Thesis Outline (by chapter)
CHAPTER 2 LITERATURE REVIEW Introduction Literature Themes and Critique 1, 2, 3... Summary of Literature Themes in table and text format Development of the Research Question/s (of this dissertation, from the literature) Summary (of the chapter, and link to next chapter)



CHAPTER 3 RESEARCH METHODOLOGY Introduction: the challenges presented by the study Research design Data Collection Methodology Data Analysis Methodology (per method of data collection) Methodological Limitations Summary (of the chapter, and link to next chapter)
CHAPTER 4 RESULTS AND DISCUSSION Introduction Results and Discussion (section for each data collection method) Recommendations for governance, policy management, leadership or professional development, as appropriate Summary (of the chapter, and link to next chapter)
CHAPTER 5 CONCLUSION Main Research Issues Summary of Results and Recommendations Knowledge Contribution to the Industry Recommendations for Further Research
REFERENCES
APPENDICES (<i>if applicable</i>)

Please note that the above is not an item-by-item requirement, nor a standard table of contents. Each study is unique. The foregoing points are intended to alert students to aspects of research that are generally considered significant.



2.2 DISSERTATION LENGTH – WORD COUNT

The total length of the dissertation is 10,000 words. This length excludes the title and contents pages, figures, tables, appendices and references. Refer to the general guidelines on the University website. Dissertations exceeding this length will require special written permission (email or letter) from the Dissertations Committee.

2.3 ACKNOWLEDGEMENTS

In this section, you should express thanks to those who assisted you in your research. These should be kept to a minimum and include academic supervisors and people who participated in the fieldwork.

2.4 INTRODUCTION

In the introduction, you should introduce the reader to the background of the study and the nature of the problem being considered. It should therefore set the study in context explaining why this study is important, highlighting significant issues, problems and ideas. The aim and objectives should be stated clearly in this chapter.

2.5 LITERATURE REVIEW

In a dissertation, a student is expected to provide a critical review of the existing literature on the research topic being studied. Your review should indicate that you have studied existing and recent work in the field. The literature review should be:

- **Source:** the main SOURCE OF LITERATURE can be derived from relevant books according to your research topic.
- **Relevant:** Literature used should support your arguments relating to your research question and aim and objectives of the study.
- **Up to date:** Recent literature (most literature used has to be published in the past ten years); however, it is important that seminal and important work is also included in the literature review, even if it is not recent.
- **Use the literature to explain your research.** Your aim should be to show why your research needs to be carried out, how you came to choose certain methodologies or theories to work with, how your work adds to the research already carried out.
- **Summarise** the work you read. Decide which ideas are important to your research, and which are less important and can be covered briefly or left out. Look for the major concepts, conclusions, theories, etc. that underlie the work, and look for similarities and differences with closely related work. Adapted from <http://www.languages.ait.ac.th/EL21LIT.HTM>



2.6 METHODOLOGY

For a comprehensive review of research methods refer to the following textbook and your study unit on PPL2045 Researching Policy.

- Saunders, M., Lewis, P., Thornhill, A., (2012). *Research Methods for Business Students*, 6th Ed. Pearson.

The purpose of the methodology is to demonstrate what you actually did in your research so that your reader may evaluate the design, procedure and findings of your study. It should give a well-documented outline of the methods used so that any other researcher can replicate the research and test it for viability. This is at the core of scientific research and this makes the methodology chapter one of the most important, if not singularly the most important, in any research project, for it is this capacity to verify the research findings by enabling others to conduct a repeat of the research that permits research to be objectively tested. The method section should be well-structured, written in concise, matter-of-fact manner and should provide answers to the following questions: What was observed? How? When? With what results? How were problems dealt with? What was your approach to data collection? What data analysis tools did you use?

Additional notes on Methodology:

- Review of Data Collection Methods (an in-depth discussion on the chosen methodology relevant to your area of research and a discussion why other methodologies were refuted/not applicable to your research)
- Secondary Data (analysis of the supporting data to be used in research such as published studies)
- Primary Data (where an in-depth description is given of the tools - such as fieldwork, document analysis, surveys carried out, when it was conducted, duration)
- Criteria for Sample Selection (detailed description of how the sample for your study was chosen. This applies for both qualitative as well as quantitative research)
- Pilot Study (prior to collecting the data on which you are going to base your research you need to test the tool for clarity, use of terminology – this is the pilot study any changes conducted to the original tool need to be documented)
- Methods of Analysis (discussion of the methods of analysis used, such as SPSS, Content analysis, deconstruction, textual analysis, semiotics, historical analysis etc.)
- Limitations (of the methods used, for example access to informants). You should also show how you have tried to overcome such limitations.

2.7 ANALYSIS AND RESULTS

The findings are analysed and the results are presented and discussed with reference to theories and ideas outlined in the literature review.

For a comprehensive review of qualitative methods refer to the following suggested textbooks and your study unit on PPL2045 Researching Public Policy.

- Bryman, A. (2012). *Social research methods*. OUP Oxford.
- Ratvitch, S., Mittenfelner Carl, N., (2016). *Qualitative research, Bridging the Conceptual, Theoretical and Methodological*, Sage, U.K.
- Silverman, D., (2011). *Interpreting Qualitative Data, A Guide to the Principles of Qualitative Research* 4th Ed., Sage, UK.
- Yin, R.K. (2014). *Case Study Research, Design and Methods*, 5th Ed. Sage, U.K.

2.7.1 Qualitative Data Analysis

For qualitative research these two software platforms provide excellent analytical tools:

1. **Mind Mapping**
 - a. Concept Mapping Online Software such as a. CMap<http://ftp.ihmc.us/> (free)
 - b. Google mind mapping tools, iTunes mind mapping tools
 - c. MindManager
2. **NVivo** or similar software available online, designed for the analysis of textual data – such as transcripts of interviews, articles and focus groups. NVivo works on a system of coding of phrases. The principle is similar to mind mapping.

There are several online software applications which will help you analyse your qualitative data. This section is relevant both for Literature Reviews and for Qualitative Data analysis of interview transcripts and focus groups transcripts.

Literature reviews synthesize the key studies and concepts in a particular area and show relationships between studies and suggest patterns in the body of literature. Good literature reviews require careful organization of the literature, which can be accomplished through mind-mapping techniques.

The steps to organising ideas in a literature review are similar to constructing a puzzle. Puzzle boxes hold individual pieces and show a picture of the completed puzzle. The individual pieces of the puzzle in the box are like the articles you gather related to your topic. Just as you would first spread all the puzzle pieces out to get a general impression, you read all material to get an overview of the range of concepts, studies and ideas covered. You organise individual ideas into larger groups or themes, just as you would group puzzle pieces according to colour and shape. "Mind-mapping" is a process to help you move from individual ideas (the puzzle pieces) in the literature review to grouping concepts/studies/ideas around major themes (the whole puzzle).



Write down all the ideas that you have identified from reading all the articles. At this point, do not worry about the order of the ideas or how they fit together. It is best to review all the studies to see what themes run through them and, as importantly, what themes are not covered. Identify the holes or omissions in the current literature that led to your dissertation topic.

The second step in mind mapping involves organising single concepts into groups or themes. Summarising each source individually, which is sometimes acceptable in short essays, is rarely appropriate for a dissertation. Unorganised literature summaries are a common cause of failure.

Identify links between ideas. After you write your ideas on a paper, connect the ideas with lines to show how they are related. This helps you distinguish the main ideas from the secondary ones. It gives you a visual picture of all the points in the literature review and how they fit together. Another useful trick is to use pencils to circle ideas that are related, using a different colour for each grouping and writing a note about how they are related.

The themes may be used as headings, which identify and group ideas. Now that individual points are organised into related groupings, you can begin to make logical connections between and among groups. It is these connections between studies, concepts and ideas, not just a summary of specific literature that builds the real strength of your literature review.

In terms of logically presenting your argument, decide whether to begin with the general and move to the specific (induction) or go from the specific to the general (deduction). Use a triangle as a visual guide to help you make the decision about how to present concepts and studies. Use an inverted triangle to represent inductive thinking or a regular triangle to represent deductive thinking. Draw a triangle on a piece of paper. Write your ideas inside the triangle as it makes sense to present them. If you start with the general point first, this will go at the bottom of the triangle and the more specific ideas would be written at the top of the triangle.

Mind-mapping can help you organise separate ideas from a vast literature search into a strong, well-organised literature review.

(Adapted from Heinrich, K. (2001), Mind-mapping: A successful technique for organising a literature review. Nurse Author & Editor, Spring 2001, pp.1-3.)

2.7.2 Quantitative Data Analysis

For a detailed review of quantitative data analysis, refer to the following book on Quantitative research:

- Saunders, M., Lewis, P., Thornhill, A., (2012). Research Methods for Business Students, 6th Ed. Pearson.



2.8 REFERENCES

See the section on “Formatting and Style” and “Dissertation Templates”. Full details of all the books and journal articles cited or referenced throughout the dissertation should be included in this section. A reader should be able to identify the exact source and refer to it directly. The Harvard method of referencing is the recommended system.

RefWorks is a bibliographic management software that allows University of Malta registered users to create a database of references by importing citations for books, articles from online databases (such as JSTOR, PsycInfo, IEEE and others) and the Library’s Online Catalogue. The references can then be used for creating bibliographies for dissertations, long essays, papers and assignments. RefWorks allows users to produce bibliographies formatted in any of the major bibliographic styles.

2.9 APPENDICES

Your working methods, data collection tools and results should be showcased in the main text. Appendices should only be used for, and limited to selective, supplementary material, which would be distracting if placed in the main body of the text.



3. FORMATTING AND STYLE

3.1 LANGUAGE

Select a consistent language format: English UK throughout.

3.2 WRITING STYLE

It is recommended, but not mandatory, that text should be written in the passive voice, using third person singular.

The style adopted and hence used in the dissertation needs to be discussed with your supervisor as the nature of the research may necessitate other formats.

3.3 SPELLING, GRAMMAR AND PLAGIARISM CHECK

- Good grammar and syntax are expected. It is recommended that dissertation drafts and final versions are proofread thoroughly.
- Always proofread your copies for good grammar and presentation before handing in any drafts to your research supervisor.
- Research supervisors will NOT act as your proof-readers. Refer to:
<http://www.um.edu.mt/urec/gpropform>
- Special attention should be given to the final version of your dissertation. It is your responsibility to ensure that a good piece of work is presented to the Examiners' Board.

3.4 CONTINGENCY

Be prepared for the unexpected such as hard disk failure, loss or corruption of diskettes and printer failure. Use online backups, computer-based back-ups (e.g. Dropbox) or USB copies and always keep updated printed copies of your work just in case you overwrite or lose your material.



3.5 GENERAL TEXT

Text should be double-spaced using one side of the page only. Leave 1 space between sentences. Commas and other punctuation marks are to be followed by a space.

Font	10pt to 12pt Times or Arial or other fonts that are clear and readable
Line Spacing	2.0 line spacing Check that your paragraphs are not preformatted to add extra spaces before and after the body of the text.
Margins	3.5 cm on the left margin 2.5 cm on the right margin 2.5 cm on the top margin* 2.5 cm on the bottom margin* * May include headers and footers in these margins.
Page numbers	Centred at the bottom of the page.
Roman Numbers	(i, ii....) should be used from the first pages. (excluding the title page) until the main body of the text where the Introduction commences on page 1.
Alignment	Headings – 'Left Aligned' Paragraphs and other text can be 'Justified' or 'Left Aligned'.
Paragraphs	No indentation, except for bullets and numbered lists. Start new paragraph after two returns.
In-text emphasis	Use italics or bold typeface.
Paper Type	White A4 sheets



3.6 HEADINGS

Please note the guidelines for the main Headings.

Print size	14, Bold typeface
Chapter titles*	Centre or left aligned. Use of capital letters – either all ' <i>Sentence Case</i> ' or ' <i>Capitalise each Word</i> ' format as set by Microsoft Word.
Headings*	Justified left. Use of capital letters – either all ' <i>Sentence Case</i> ' or ' <i>Capitalise each Word</i> ' format as set by Microsoft Word.
Sub-headings*	Use sub-headings together with a numbering system used in this document so as to give structure to your work. Use of capital letters – either all ' <i>Sentence Case</i> ' or ' <i>Capitalise each Word</i> ' format as set by Microsoft Word.
*In Word, pre-formatted chapter titles, headings, subheading, figures and tables as a 'chapter title' can be used to facilitate automatic content listing.	



3.7 HOW TO CITE 'IN-TEXT'

Cite publications in the text:

- (Adams, 2017) using the first named author's name or
- (Adams and Brown, 2017) citing both names of two, or
- (Adams et al., 2017), when there are three or more authors.

Citations may be placed at the end of a sentence (before the concluding punctuation) in brackets:

- Text: The theory was first developed by Browne (Gibbs, 2013).

Another way of including a reference in your text is to integrate the author's surname into your sentence, followed by the year of publication and page number, in parentheses:

- Text: Gibbs (2013, p. 89) states that Browne was the first to develop the theory of...

The following extract is an example of a paragraph using the Harvard system:

To cite a direct quotation

Write the text word for word and place quotation marks at the beginning and end of the quotation. The author, date and page number must be included.

Criticisms aside, Durkheim's work was an extraordinary contribution to the sociology of religion, perhaps more specifically to a greater understanding of the origins of collective morality. Gardner (1987, p. 74) makes an extremely important point about Durkheim when he writes "Durkheim had a lifelong interest in morality....

For Durkheim morality was the centre and end of his work and society itself was the end and source of morality". For Durkheim, the nature of morality was the nature of social solidarity. In *The Elementary Forms* Durkheim defined religion as the main expression of the deep moral sentiments inspired by society in individuals. His interest in the moral substratum of the modern social order expressed concern with the moral consequences of modernisation (Toles, 1993).

"Australia is a settler society" (Hudson and Bolton, 1997, p. 9). This statement created a reaction from

You could restate the original words/idea in your own words. The author, date and page number(s) must be included, as in the following example.

Wartime textile rationing was imposed through a coupon system, which meant garments now had two costs: their value in monetary units and in coupons (McKiernan, 1995, p. 152).

To reference an entire work

You do not need to include page numbers because it is the entire work you are referring to, as in the following example:

Larsen and Greene (1989) studied the effects of pollution in three major cities...

3.8 REFERENCING AND CITATION

References to other publications must be in Harvard style and carefully checked for completeness, accuracy and consistency.

At the end of the dissertation, a reference list in alphabetical order should be prepared:

For books	<p>Surname, Initials (year), <i>Title of book</i>, Publisher, Place of publication.</p> <p>e.g. Harrow, R. (2005), <i>No Place to Hide</i>, Simon & Schuster, New York, NY.</p>
For book chapters	<p>Surname, Initials (year), "Chapter title", Editor's Surname, Initials, <i>Title of Book</i>, Publisher, Place of publication, pages.</p> <p>e.g. Smith, G.T. (2005), "The early pathways: theory to practice – a continuum", in Stankosky, M. (Ed.), <i>Creating the Discipline of Knowledge Management</i>, Elsevier, New York, NY, pp. 15-20.</p>
For journals	<p>Surname, Initials (year), "Title of article", <i>Journal Name</i>, volume, number, pages.</p> <p>e.g. Smith, M.T. and Ferguson, R. (2005), "Political Campaigning in the twenty-first century", <i>Journal of Public Policy</i>, Vol. 22 No. 2, pp. 72-80.</p>
For published conference proceedings	<p>Surname, Initials (year of publication), "Title of paper", in Surname, Initials (Ed.), <i>Title of published proceeding which may include place and date(s) held</i>, Publisher, Place of publication, Page numbers.</p> <p>e.g. Lauder, R., Brown, M. and Cressey, N. (2014), "Connecting destinations with an ontology-based e-tourism planner", in <i>Information and communication technologies in tourism 2014 proceedings of the international conference in Ljubljana, Slovenia, 2014</i>, Springer-Verlag, Vienna, pp. 12-32.</p>
For working papers	<p>Surname, Initials (year), "Title of article", working paper [number if available], Institution or organization, Place of organization, date.</p> <p>e.g. Moizer, P. (2003), "How published academic research can inform policy decisions: the case of mandatory rotation of audit appointments", working paper, Leeds University Business School, University of Leeds, Leeds, 28 March.</p>
For newspaper articles (authored)	<p>Surname, Initials (year), "Article title", <i>Newspaper</i>, date, pages.</p>



e.g. Smith, A. (2008), "Money for old rope", *Daily News*, 21 January, pp. 1, 3-4.

For newspaper articles (non-authored)

Newspaper (year), "Article title", date, pages.

e.g. *Daily News* (2017), "Small change", 2 February, p. 7.

For electronic sources

If available online, the full URL should be supplied at the end of the reference, as well as a date that the resource was accessed.

e.g. Castle, B. (2005), "Introduction to web services for remote portlets", available at: <http://www-128.ibm.com/developerworks/library/wsrsrp/> (accessed 12 November 2007).

Stand-alone URLs, i.e. without an author or date, should be included either within parentheses within the main text, or preferably set as a note (roman numeral within square brackets within text followed by the full URL address at the end of the paper).



3.9 FIGURES

All figures (charts, diagrams, line drawings, web pages/screenshots, and photographic images) should be labelled and listed in the List of Figures at the beginning of the dissertation.

3.10 TABLES

Tables should be typed and included in the main body of the dissertation. The table should be clearly labelled in the body of the text with corresponding labels being clearly in the List of Tables at the beginning of the dissertation.

Ensure that any superscripts or asterisks are shown next to the relevant items and have corresponding explanations displayed as footnotes to the table, figure or plate.



4. DISSERTATION TEMPLATES AND CHECKLISTS

4.1 CHECKLIST FOR SUBMITTING DRAFTS AND FINAL COPIES

For draft chapters, final draft and final version submitted to supervisors and the department.

Before you submit any drafts or final documents go through this checklist carefully:

Have I made sure that the following are correct (see *guidelines* section in this document for each item)?

- Proof reading, including spell checks and grammar checks
- General formatting
- Chapter outline as specified in the guidelines for each chapter
- Word count as specified in the guidelines for each chapter
- Chapter titles
- Headings
- Subheadings
- Paragraph formats
- Figure and table titles
- In text referencing
- Reference list
- List of contents, figures, tables
- Passes plagiarism check in *Draft Submission* section on the specific study unit related to the respective course.



4.2 INTRODUCTORY PAGE TEMPLATE

(Soft Bound Version Submitted to the Department of Public Policy)

THE EUROPEANISATION OF THE MALTESE PUBLIC SECTOR

A dissertation submitted in part fulfilment of the requirements for the degree of
Bachelor of Arts in Politics and Governance, University of Malta

“This is to certify that the work I am submitting is my own. All external references and sources are clearly acknowledged and identified within the contents. I am aware of the University of Malta regulations concerning plagiarism and collusion.

No substantial part(s) of the work submitted here has also been submitted by me in other assessments for accredited courses of study, and I acknowledge that if this has been done an appropriate reduction in the mark I might otherwise have received will be made.”

Student Name: John Borg

ID Number: xxxxxxxx (M)

Date: 25/5/2023

Word Count: 10, 000

Dissertation Supervisor: Professor John Smith (on soft version only)



4.3 THESIS FRONT COVER TEMPLATE

(Final Hard-Bound Version of the Dissertation)

THE EUROPEANISATION OF THE MALTESE PUBLIC SECTOR

John Borg
B.A. (Hons) Public Management
or
B.A. (Hons) Politics and Governance

Department of Public Policy
Faculty of Economics, Management and Accountancy
University of Malta

2023



4.4 ACKNOWLEDGEMENTS TEMPLATE

Acknowledgements

You may wish to include a thank you note to those who helped you with your dissertation or research project.

Acknowledgements should be given to individuals who have provided substantive and supportive help with the research. This usually includes your academic supervisors and any person who was directly involved in your fieldwork, and your family.



4.5 ABSTRACT TEMPLATE

Supply a structured abstract of maximum is 250 words in total (including keywords) including the list below. The abstract should be written at the beginning of the research process.

Abstract

- Purpose
- Design/methodology/approach
- Findings
- Research limitations/implications
- Practical implications
- Originality/value
- Keywords: Give five (5) keywords that reflect the content and context of your work.



4.6 CONTENTS PAGE TEMPLATE

Table of Contents

- Abstract
- Declaration of Authenticity
- Acknowledgements
- List of Tables and Figures
- List of Abbreviations

Chapter 1: xxx

Chapter 2: xxx

4.7 BIBLIOGRAPHY TEMPLATE

Consult the section in this document on “Referencing and Citations”.
View public policy journals for sample reference sections.



4.8 DISSERTATION MEETINGS FORM

Keep a log of your discussions with the dissertation supervisor.

Date of Meeting	Points Discussed/Next Action



4.9 FINAL SUBMISSION GUIDELINES

Submission of the final Dissertation document should be done by the deadline in the following formats:

Two printed hard bound copies* of the dissertation are to be submitted in **May** at the Department of Public Policy's office.

One electronic copy in pdf format to be uploaded on the Turnitin system, located in the respective study unit, which checks for originality and plagiarism. The uploading on the Turnitin system is final and can be performed only once.

Please check your document thoroughly for spelling, grammar and originality.

It is the students' responsibility to organise the formats and make sure that the requested copies are ready by the dates set by the Department.

The Turnitin electronic copy will go to the Library.

*Undergraduate dissertation – black

Master dissertation – maroon

PhD thesis – dark blue

4.10 DISSERTATION GRADING CRITERIA

Your dissertation supervisor and the external examiner will award a grade for your dissertation according to the following criteria.

Presentation.....10%

- Evidence of planning of presentation as indicated by the way ideas have been organised.
- Readability, meaning flow and clarity
- Good use of English
- Referencing and good use of footnotes

Literature.....25%

- Evidence of wide reading
- Ability to integrate scholarly ideas into research strategy.
- Grasp of ideas and handling of material
- Ability to synthesise.

Research Strategies.....20%

- Reasoned choice of research strategy
- Correct or appropriate application of research instruments

Treatment of subject.....45%

- Originality
- Clarity of the research question or objectives
- Use of evidence
- Ability to analyse central issues of subject,
- Effective marshalling & analysis of evidence & primary data
- Clarity of findings & conclusions
- Contribution to discipline and learning using evidence.

The mark is reached by using the criteria above. The dissertation will be assessed by the dissertation board consisting of the main examiner, your supervisor, the external examiner and the dissertation chair.