



## CONTENT AND ORGANISATION OF THE DISSERTATION

### Guidelines for writing the preliminary pages of your dissertation

#### Preliminary Pages

Preliminary pages are in order:

1. the title page;
2. declaration of authenticity;
3. abstract;
4. dedication (optional);
5. table of contents;
6. lists of tables, figures, illustrations, symbols and abbreviations;
7. acknowledgments (optional).

The preliminary pages are counted in sequence. Any page with a major heading on it (title page, abstract, table of contents, etc.) is counted, but no page number is typed on the page. Second pages to the abstract, table of contents, lists and acknowledgements are numbered with lower case Roman numerals centred within the thesis margins.

#### Title Page

The title page is “i” (Roman numeral) of the dissertation manuscript (page number not shown). A sample title page is shown in Figure 1.

- The title of the thesis or dissertation is typed in all capital letters.
- The title should be placed in the same size and font as that used for major headings throughout the manuscript.
- The title should be double spaced and arranged in an inverted pyramid, where possible.
- There should be no initials, abbreviations or acronyms, and numerals, formulas, superscripts, subscripts and symbols should be avoided in the title.
- The title page includes the **full legal name** of the author. The name is not typed in all capital letters.

- The **statement** “A dissertation submitted in partial fulfilment of the requirements for the degree of Bachelor in European Studies (Honours) at the Institute for European Studies” appears in the middle of the title page.
- Below, the full name of the **institute** is listed on the title page.
- The name of the **institution**, “University of Malta,” is listed a double space below the department name.
- The **date** appears on the title page a double space below the institution. On the month and year appear, with no punctuation separating them. The month indicates the **last month** in the semester the degree is granted: December, May or August.

### **Authenticity Declaration**

This declaration available on the website should be used as a template. The full name of the student, as it appears on the title page, should be used.

### **Abstract**

The abstract is page iii, unnumbered. It is a concise, carefully composed summary of the contents of the thesis or dissertation. In the abstract, the author defines the problem, describes the research method or design, and reports the results and conclusions. No diagrams, illustrations, subheadings or citations appear in the abstract. The abstract is limited to not more than **500 words**, (approximately 1 ½ pages double-spaced).

### **Dedication**

The dedication is an optional entry; enumeration continues in sequence, but no page number appears on the page. It follows the abstract and precedes the table of contents. Often only one or two lines, it is centred within the top and bottom margins of the page and within the thesis margins. It is not labelled “Dedication” and it is not listed in the table of contents.

## Contents or Table of Contents

The table of contents follows the abstract (or dedication if one is used).

- The word CONTENTS (or TABLE OF CONTENTS) is placed two inches/5.1cm from the top of the page in all capital letters.
- Following a triple space, the table of contents begins.
- The table of contents lists the preliminary pages beginning with the abstract (page iii). It does not list a dedication, if it is used, nor is the table of contents actually listed in the table of contents; these pages are, however, counted. The lists of figures, illustrations and tables, if used, are included.

All main sections and all first-level subheadings of the manuscript are listed in the table of contents. In manuscripts with numerous sub-headings, it is not recommended to list other than first-level subheadings. Page 1 begins the text. The numbers, titles, and subheading of chapters or sections used in the table of contents must agree **exactly** in wording and capitalization with the way these divisions appear in the text.

The table of contents reflects the relationship of the chapters and subheadings. Chapter titles appear in all capital letters, as do titles of appendices. First-level subheadings have only the first letter of major words capitalized. Subheadings are neither underlined nor italicized in the table of contents. If the table of contents continues to a second page, it is not labelled "Table of Contents continued". Main headings are followed by a double space in the table of contents; all subheadings are single-spaced.

## Lists

The enumeration continues in sequence; no number appears on pages with MAIN HEADINGS. A list of tables, a list of illustrations, a list of figures, a list of symbols, a list of abbreviations, or a glossary may be used. All lists follow the table of contents.

As noted for entries in the table of contents, the listing of tables and figures must agree exactly in wording, capitalization, and punctuation with the title or caption of the table or figure. Capitalization in lists must be consistent and must agree with textual entries.

A list of symbols and abbreviations or a glossary does not replace defining terms, symbols or abbreviations upon their first occurrence in the text.

## **Acknowledgments**

The enumeration continues in sequence; no number appears on the first page. Acknowledgments are optional. The word ACKNOWLEDGEMENTS is placed at the top of the page in all capital letters. Following a triple space, the acknowledgements begin. The text must be double-spaced.

In the acknowledgements, students may wish to recognize special assistance from academic members of staff, friends or family members who may have helped in the research, writing or technical aspects of the thesis or dissertation. Research funding, grants, and/or permission to reprint copyrighted materials should be acknowledged. Individuals employed to prepare the manuscript (proof readers, typists, editors) are not to be acknowledged.

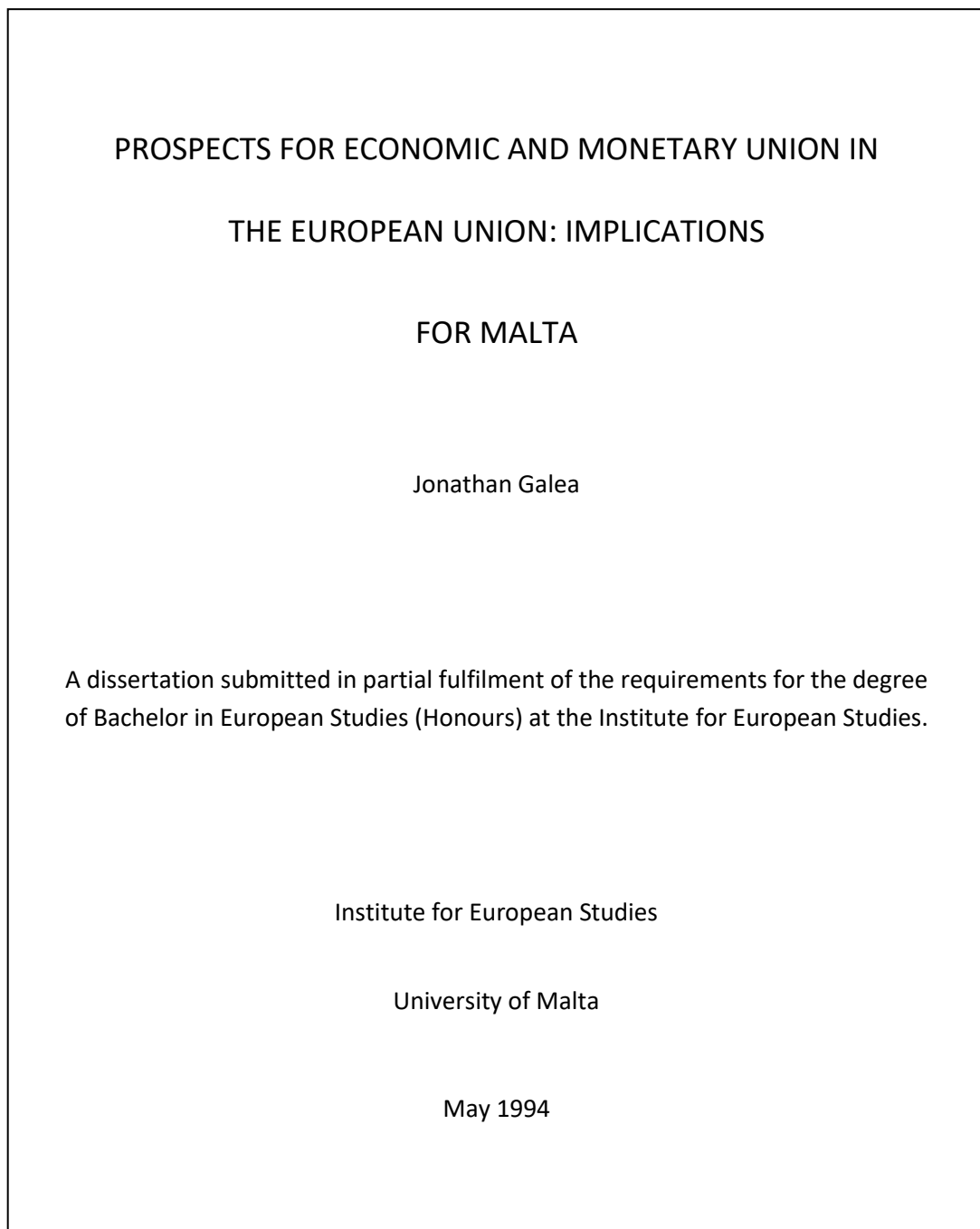
## **Other Information**

- **IMPORANT: All pages which come after the “Acknowledgements” page have to be numbered using ordinary numbers (1, 2, 3, 4, etc.). Moreover, numbering should start from “1” (i.e. after the “Acknowledgements” page, the next page should be numbered page “1”, and should not continue on the numbering from the previous page).**

The dissertation text should be written in the following way:

- font Times New Roman in size 12
- 1.5 line spacing

**FIGURE 1**



*Last updated: 11/09/2023*