



Information Sheet for Dissertations and Long Essays

All Undergraduate dissertations are to follow strictly the norms detailed in this information sheet. Adherence to the department's Text Conventions and Referencing System is mandatory and is taken into consideration when assessing the work submitted. Students are urged to familiarise themselves with this style early in the course and to adopt it when writing essays and other assignments.

1. LENGTH

BTheatre (Hons)

Option (a): 9,000 words, excluding Notes, Bibliography, and Appendices.

Option (b): Performance Research Project + a report of 4,500 words (excluding Notes, Bibliography, and Appendices)

From October 2024 onwards:

BTheatre (Hons) Long Essay

Option (a): 5,000 words, excluding Notes, Bibliography, and Appendices.

Option (b): Performance Research Project + a report of 2,000 words (excluding Notes, Bibliography, and Appendices)

BA (Hons)

9,000 words, excluding Notes, Bibliography, and Appendices.

2. TEXT CONVENTIONS & REFERENCING SYSTEM

Theatre Studies follows the [MHRA Style Guide](#) for text conventions, referencing as per the 'Citation by the Author–Date System' (see MHRA Style Guide, Section 11.4, p. 78), and all other format matters. **Students should in the first instance refer to the ['Referencing System and Text Conventions'](#).**

3. PRELIMS

The following order should be followed:

- i. Title-page: use the 'Title Page Template for UG Dissertations' available [here](#).
- ii. Abstract
- iii. Dedication (if any)
- iv. Acknowledgements (if any)
- v. Table of Contents
- vi. List of illustrations/maps/tables/graphs/etc.

4. SUBMISSION OF BTheatre (HONS) and BA (HONS) DISSERTATION FOR EXAMINATION

Students will submit their dissertation as an electronic copy via VLE. BA (Hons) dissertations are to be submitted by ***the working day closest to 15 May of the final year***. After the

examination, students will submit the final version of the dissertation in electronic format via email to the departmental secretary. Students need to also submit a signed declaration of authenticity. The signed declaration of authenticity will not be part of the dissertation but will be submitted as a separate document.

5. PRACTICALITIES

(a) During the first two weeks of the second semester of Year 2, students will attend a workshop to discuss ideas and possible themes/topics for their dissertation. By the third week of March of **Year 2**, students are to submit (to the departmental secretary) a short proposal including a tentative dissertation title. The department reserves the right to the final decision on the matter. Supervisors and research topics cannot be changed without the department's permission.

(b) Students are to consult their supervisor regularly. No consultation with the supervisor is to be sought after 1 May of the third year, that is, two weeks prior to the deadline for submission.

(c) The supervisor is expected to read and make remarks on each chapter of the dissertation submitted, once only, following which it is the student's responsibility to make the suggested changes and corrections. Towards the end, the student may submit to the supervisor the whole draft of the dissertation in time for the latter to give their final advice before 1 May.

(d) The supervisor's role is to guide and coach the student in research, methodology, and other skills, as well as to discuss content and interpretation, but it is not their role to proof-read the dissertation or correct errors of grammar or syntax.

(e) Supervisors will keep a log of meetings with students. This will include any appointments and deadlines missed by students without reasonable justification or notification.

(f) Students will complete a Supervision Report Sheet (obtainable online or from the departmental secretary) within seven days of each meeting. The report will detail progress since the previous meeting, content discussed during the meeting, and agreed course of action for the following meeting.

(g) Meetings may be substituted by other means of communication (e.g. email, Skype, zoom). Students are encouraged to make the most of their communication time with supervisors, to be prepared and to stick with any deadlines and tasks that have been agreed. Students should inform their supervisor of any problems that might potentially impact negatively their progress.

(h) It is the student's responsibility to be aware of the implications of plagiarism and of the University's policy on the matter. See the '[Plagiarism and Collusion Guidelines](#)'.

(i) Although registration for the dissertation study-unit is done in the third year, students are strongly advised to start work on it as early as possible and in particular to take advantage of the summer recess following their second year of studies.

Further Guidelines for BTheatre (Hons) and BA (Hons) Students

YEAR TWO

Semester 1

Week 1

At the beginning of your second year, your attention will be drawn to this Information Sheet and related documents so that you start preparing for your Theatre dissertation study-unit THS3194 or THS3094.

Semester 2

Early in semester 2 you will attend a workshop conducted by THS lecturers to discuss ideas and possible topics/themes for your dissertation.

March/April

By a date announced by the department, you will submit the following information in the Google Form on the Theatre Studies Resources page:

- (1) Tentative dissertation title.
- (2) Summary of proposed dissertation, to include:
 - (i) hypothesis, i.e. '*what*' you will be focusing upon (be as clear as possible),
 - (ii) '*how*' you will discuss your hypothesis (including the relevant bibliographical, historical, theoretical/philosophic detail).

The above should be presented in the form of a single paragraph not divided into sections or subsections (i.e. an unstructured proposal) and not in point form. Length 250–300 words.

The department reserves the right to the final decision on both research topic and supervisor. Following the submission of your proposal you will be assigned a supervisor. You will then meet your supervisor to plan the way forward.

May

By the first week of May or as otherwise indicated, you will submit the following information to your supervisor:

- (1) Updated title, updated proposal, and updated bibliography of dissertation.
- (2) Tentative chapter structure of dissertation, including tentative descriptions of each chapter.

You will meet your supervisor to discuss this material and to prepare for the next task. By the end of the penultimate week of the second semester, you will submit the following information to your supervisor:

- (1) Definitive dissertation title.
- (2) Definitive chapter structure (with titles and a summary of each chapter). You should aim to have five to six chapters (inclusive of Introduction and Conclusion). Ensure that the stipulated dissertation length is respected.

You should now be in a position to start individual work on your dissertation. Ideally, you would have already started the writing process.

Summer

Personal work on dissertation, including:

- (1) research/reading,
- (2) writing of dissertation according to your chapter structure. It is up to you (in consultation with your supervisor) to decide the sequence of chapter-writing (e.g. you might want to begin with Chapter 3 rather than Chapter 1).

Note: Though it is possible to anticipate deadlines, your supervisor will not be able to read chapters in July and August.

YEAR THREE

Semester 1

October

At the beginning of your third year, you will hand in at least one chapter. You are reminded to pay close attention to the departmental text conventions indicated above.

Semester 1 – Semester 2

During this period you are expected to work regularly on your dissertation in consultation with your supervisor. It is essential that you stick with deadlines and tasks you have agreed with your supervisor.

Semester 2

May

You will submit your dissertation by the working day closest to 15 May as per the indications above.