All dissertations submitted are to follow strictly the norms detailed in this style sheet. Adherence to the Department’s ‘house style’ is mandatory and is taken into consideration when assessing the work submitted. Students are urged to familiarize themselves with this style early in the course and to adopt it whenever possible when writing essays and other assignments. No style sheet can answer every query that might arise when writing a dissertation. Where the style sheet fails to offer guidance, consult the supervisor. The most fundamental rule to keep in mind is consistency of style.

1. LENGTH.

B.A. (Hons): 15,000-18,000 words, exclusive of Notes, Bibliography, and Appendices.

M.A. (by research): 50,000-60,000 words, exclusive of Notes, Bibliography, and Appendices

M.A. in Hospitaller Studies: 25,000 words, exclusive of Notes, Bibliography, and Appendices

M.Phil.: up to 50,000 words, inclusive of Notes, Bibliography, but not Appendices

Ph.D.: 70-90,000 words. inclusive of Notes, Bibliography, but not Appendices

2. TYPESCRIPT.

(a) Spacing. Indent (five spaces) all paragraphs except the first. Use one-and-a-half spacing in the Text.

(b) Margins: Top, Bottom and Right-Hand side margin should be at least 2.45cm wide, while the left margin should be 4cm wide to allow space for binding.

(c) Quotations. Quotations of more than thirty words should be single-spaced and form a distinct paragraph without indentation. Do not use quotation marks in such cases.

(d) Quotation Marks. Use single quotation marks throughout, but doubles for a quote within quote.

(e) Dates. Use day, month, year without commas, abbreviating the months (except May, June, July): E.g.: 25 Dec. 1930. For decades, use 1650s, or fifties if the century is clearly identifiable.

(f) Textual Reference Numbers (for footnotes). Continuous for each chapter. Use superscript, without brackets, and following punctuation.

*While this style sheet is intended as a guide for the presentation of dissertations, History students are advised to familiarize themselves with it early in their studies and to adopt its norms when writing assignments.
(g) Italics. Use *italics* for: (i) book, journal, newspaper titles; (ii) words in a language that is different from the rest of the text; (iii) to emphasize a word or phrase (very sparingly).

(h) Spelling. Abide by Oxford English Dictionary.

(i) Abbreviations and acronyms. Consult supervisor.

3. FOOTNOTES AND REFERENCES.

These should be continuous for each chapter, and should be set at the foot of every page (NOT at the end of a chapter).

(a) For Books. Name of the author (name and surname) of the book, the title (in *italics*), place of publication, publisher, date of publication, and page numbers—in that order. E.g., Catherine Merridale, *Night of Stone: Death and Memory in Russia* (London, Granta Books, 2000), 116-19. (If you use initials instead of Christian name, leave a space after each initial, e.g., J. W. Konwitz). Note that all words in the title except prepositions and conjunctions should start with capital letters.

(b) For Articles in a Journal. Name and surname of the author of the article, the title of the article (within single quotes), the title of the Journal (*italics*), volume (in small Roman figures), number, year of publication (within brackets), and page number/numbers. E.g., Allison Hoppen, ‘The Finances of the Order of St John of Jerusalem in the Sixteenth and Seventeenth Centuries’, *Europe Studies Review*, iii, 2 (1973), 103-119.

(c) Chapter in a collective work. Name of the author (initials first) of the chapter, the title of the chapter (within single quotes), the title of the collective work (*italics*), name of the editor/s followed by (ed.) or (eds.), publisher, place and date of publication, the page number/numbers. E.g., F. Romano, ‘Between the Sixteenth and Seventeenth Centuries: The Economic Crisis of 1619-22’, in *The General Crisis of the Seventeenth Century*, G. Parker and L.M. Smith (eds.) Routledge, London 1978, 173-6.

(d) Newspapers. Simply cite the name of the newspaper (*italics*), and the date of the issue. E.g. The *Times of Malta*, 4 December 1950. If citing a feature article, letter, or other contribution of some importance follow the style of journals.

(e) Manuscripts. The style may vary according to the collection or the nature of individual manuscripts. However, a standard form would be to give the name of the archive, the paper series, and volume number, followed either by folio number/s, authorship, names of correspondents and date, etc., according to the nature of the manuscript. After a document has been cited once, use the abbreviated form for subsequent references. As a rule, the footnote must make it possible for the reader to trace the document. Consult supervisor.


(g) When referring to a work already cited, use the shortest abbreviated form. The author’s surname followed by page numbers is normally sufficient. E.g. Merridale, 212-22, or Hoppen, 116. If there is more than one author with the same surname, include initials to distinguish between them. If you are using more than one work by the same author, put the date of publication in brackets to distinguish between works. E.g., Merridale (2000), 162. If citing from the same author in succession, use *ibid.* and give the page number if different.
4. PRELIMS.

The following order should be followed:

i. Half-title.

ii. Title-page, naming the full title of the thesis, the candidate’s name, and year of submission.

iii. Dedication (if any).

iv. Preface, introducing the thesis and stating its purpose, ending with a list of acknowledgements.

v. Table of Contents.

vi. List of illustrations/maps/tables/graphs/etc.

5. BIBLIOGRAPHY.

Classified according to the nature of the sources, in the following order:

(i) Primary documents, sub-classified as Manuscripts, Printed Documents (such as government reports, statistics, etc.), Newspapers, Oral Testimonies.

(ii) Secondary Works, in alphabetical order according to Author’s Surname. Note that here the Surname precedes the Christian name (E.g., Merridale, Catherine). In the case of articles in journals or chapters in collective works, list by author of the article or chapter. There is no need to distinguish published books and articles in the list. Unpublished dissertations are to be listed here, but the title should not be italicized and instead be placed within single inverted commas, and is to be followed by the degree for which the work was presented, the name of the department and of the university, and the year of submission. (E.g., Zahra, Anthony, ‘The Sette Giugno in History, 1919-1979’, unpublished B.A. honours dissertation, Department of History, University of Malta, 1979). A brief critical comment explaining the relevance of each work should be included in brackets under each title. (E.g., This book explains the social undertones of the political crises under review. It was particularly useful because all other accounts of these events tend to focus exclusively on the role of political parties. For this reason it reaches conclusions that challenge those reached by such authors as Smith or Laferla).

6. TAPED INTERVIEWS.

Students who cite oral evidence are required to deposit in the Oral History Archive of the History Department copies of all taped interviews used as well as transcripts of such interviews. Failure to do so will invalidate such interviews as legitimate sources of research.

7. SUBMISSION OF THESIS FOR EXAMINATION

Four soft-bound copies of the thesis are to be submitted to the Head of Department, as well as an electronic copy in Word format on compact disc. In the case of B.A. (Hons.)/M.A. Preparatory students need to submit only three soft-bound copies of the thesis. B.A. (Hons) dissertations are to be handed in to the department’s secretary before the end of May of the final year. These will be returned to students after being examined and should be re-submitted hard-bound. It is normal practice that students give a copy of their dissertation to their respective supervisor.
8. PRACTICALITIES

(a) Not later than the beginning of the second semester of the second year, students are to submit a short proposal including the title of the dissertation and their preferred supervisor. However, the department reserves the right to the final decision on both issues. 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 15 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 be able to give his final advice before 15 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 his role to proof-read the dissertation or correct errors of grammar or syntax.

(e) Students should not choose for their research a very recent period (less than 30 years) especially when dealing with subjects of a contentious nature where conclusions are likely to be speculative due to the lack of evidence or hindsight.

(f) 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.

DF
May 2014