



UNIVERSITY OF MALTA
L-Università ta' Malta

Electronic **T**hesis & **D**issertation (ETD) Guide

ETD Guidelines and Standards

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Part I: General Guidelines

Introduction

This guidelines manual sets the requirements for the submission of **Electronic Theses and Dissertations** (ETDs) to the University of Malta Library. The document should not be considered as the only source of information for the preparation of theses and dissertations. Students must follow the formatting instructions provided by their faculty or consult an approved style manual such as Chicago, ACS, AMA, APA, MLA and Oxford style manuals, which are all available at the University of Malta Library (UoML).

It is recommended that these guidelines are read before one starts typing the dissertation.

ETDs can be accessed from any computer with internet access through the UoM I.T. Services username and password.

Citations, References and Copyright

Citations and references should be in accordance with the referencing style manual used for the thesis/dissertation.

Students may make use of the work contained in a thesis/dissertation in accordance with the [copyright legislation](#). Author/s must be properly acknowledged and further distribution is prohibited without prior permission of the author.

Organisation of the Thesis/Dissertation document

Irrespective of the faculty/institute to which the thesis/dissertation is being presented, all documents must contain the following:

- Title Page
- Copyright Page (this will be inserted by the librarian)
- Declaration of Authenticity*
- Abstract
- Dedication (optional)
- Acknowledgements (optional)

- Table of Contents
- List of Figures (if figures are used in the document)
- List of Tables (if tables are used in the document)
- Nomenclature page - List of Abbreviations/Acronyms/Symbols (optional)
- Thesis/Dissertation main text (including introduction, chapters, conclusion and recommendations)
- Appendices (if needed)
- References/Bibliography
- Index (optional)

* The 'Declaration of Authenticity' should be duly signed, scanned and inserted as an image in your electronic thesis/dissertation.

General Document Formatting Requirements

Consistency

Although the library does not impose any formatting styles, all theses and dissertations must be consistent with respect to spacing, font style, font size and alignment. Heading styles should be used for all titles in the thesis/dissertation document. Headings promote consistency and will also allow the student to generate an electronic table of contents, which is a **requirement** for the electronic thesis/dissertation (ETD). When converted to PDF, a document with headings will create bookmarks, which are also **required** for the ETD. The bookmarks pane will help the reader to navigate from one chapter/section to another from any part of the document.

Portable Document Format (PDF)

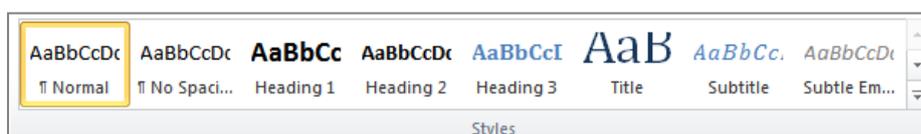
All ETDs must be submitted as a **single file** in Portable Document Format (PDF). The final PDF should contain **bookmarks** and a **hyperlinked table of contents**. The PDF file should be created using the 'Save As' feature in Microsoft Office Word.

Part II: Formatting Titles and Captions

Headings

It is important to format all the important titles and subtitles (the ones that will feature in the table of contents) using heading styles. Heading styles are necessary to create an automatically generated table of contents, and subsequently to create bookmarks in the PDF document.

The most commonly used headings are ‘**Heading 1**’, ‘**Heading 2**’ and ‘**Heading 3**’. ‘Heading 1’ should be used for the main chapter titles, ‘Heading 2’ for sub-titles, and so on. In Microsoft Office Word the headings are found in the ‘Styles’ section of the ‘Home’ tab.



Using Headings

To apply a heading style to a title, simply highlight the title and click on the heading style that you wish to use.

Formatting Headings

To change the formatting attributes of a particular heading, right click on the heading style you wish to edit, and then click ‘Modify’. Use the ‘Modify Style’ window to set the font style, size, colour, etc.

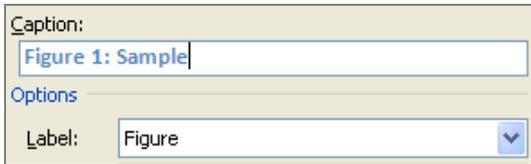
Tables and Figures

A caption is a numbered label that you can add to a figure, table, equation or any other object. It is important to add captions to your tables/figures, as these will help you to automatically generate a linked ‘List of Tables’ or ‘List of Figures’. In addition, if you add, move, or delete captions, you can easily update the caption numbers throughout the whole document.

Adding Captions

1. To add a caption to a table/figure, select the object, then click on the ‘References’ tab and choose ‘Insert Caption’.

2. The 'Insert Caption' window appears and from the label list choose the label that best describes the object. You can select 'equation', 'figure' or 'table' or you can add your own label.
3. Any text that should appear after the label should be added in the 'Caption' box.

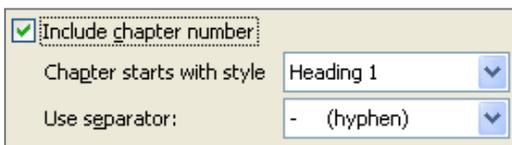


Including Chapter Numbers in Captions

1. To include chapter numbers in captions, you must first select the first chapter heading in your ETD.
2. Click on the 'Home' tab and choose 'Multilevel list' bullets from the 'Paragraph' group.



3. Choose a chapter-numbering list that includes the text 'Heading 1' or 'Chapter 1'.
4. To include the chapter numbers in captions, select the object to which you want to add the caption, click on 'References' > 'Insert Caption'. Then click on 'Numbering' and check the 'Include chapter number' tick box.



Updating Caption Numbers

Microsoft word does not automatically update caption numbers when an object is moved or deleted. In order to update caption numbers, highlight the whole document, then right click and click on the 'Update Field' option.

Part III: Inserting Page Numbers

Page Numbers

The page numbers for the first few pages (up until just before the first page of the Introduction) must be in Roman Numbers. The page number should not be printed on the title page. Subsequent page numbers must be in Arabic Numerals. In order to apply two different number types to the same document, one must create a **section break**.

Creating a Section Break

1. Click at the end of the page where you wish to create the section break.
2. From the 'Page Layout' tab, click on 'Breaks' and choose 'Next Page'.

Note: Switching on the 'Show/Hide' button  will show the hidden characters in the document. This will help you see where the section break is inserted.

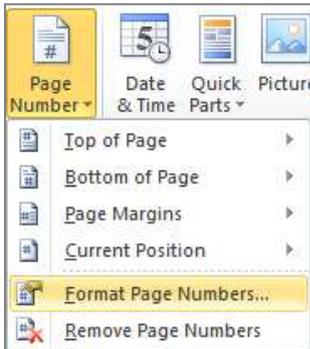
Section Break (Next Page)

Applying different page numbers to different sections

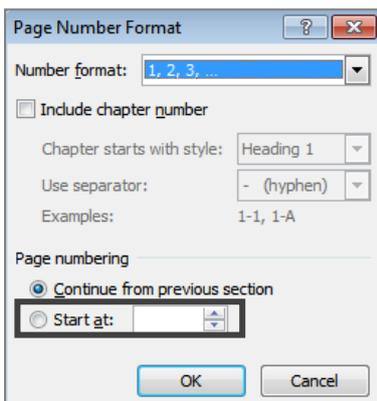
1. Click on any page in the first section of your document.
2. Click 'Insert' > 'Page Numbers'.
3. The page number should be inserted as footer in the centre of the page. By default, page numbers are inserted in Arabic format throughout the document.
4. Note that when you insert the page number the 'design' tab opens automatically. From the 'design' tab tick the 'Different First Page' option; this will remove the page number from the first page.



5. In order to change the number format to Roman numerals, double-click inside the footer to activate it, then click on 'Page Number' > 'Format Page Numbers...' Change the number format to Roman.



6. To set the page numbering to start again from 1 but in Arabic numerals, go to the Introduction page and double-click inside the footer, then switch off the 'Link to Previous' option from the Design ribbon. Finally, click on 'Page Number' > 'Format Page Number' and set it to start at 1.



Part IV: Creating the Table of Contents (TOC)

Table of Contents

A contents page or table of contents is crucial for any write-up. Creating the table of contents **automatically** is necessary for having links and bookmarks in the final document.

Inserting TOC

1. Create a blank page.
2. Click on 'References' > 'Table of Contents'.
3. Click on the TOC style that you wish to use.

Updating TOC

Make sure that you update the TOC if you make any changes in the document.

1. Right-click on the TOC and choose 'Update field'.
2. Choose 'Update page numbers only' or 'Update entire table', according to your needs.

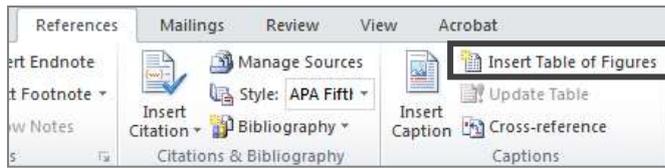
Note: You may edit the TOC manually, however any manual changes will be discarded if you update the TOC automatically.

Table of Figures

Similar to the TOC, the Table of Figures lists and links the figures that are included in your dissertation. Unless proper labelling of figures is carried out, the Table of Contents cannot be created automatically.

Inserting the Table of Figures

1. Open the 'References' tab.
2. Click 'Insert Table of Figures'.
3. Click 'OK' if you wish to keep the default settings for table of figures. Otherwise, make any necessary changes and click 'OK'.



Updating the Table of Figures

1. Right-click on the table of figures.
2. Choose 'Update field'.

Part V: Naming and Saving the ETD

Submission of ETD

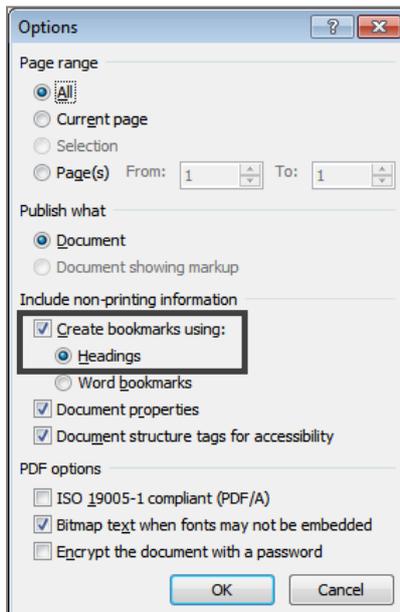
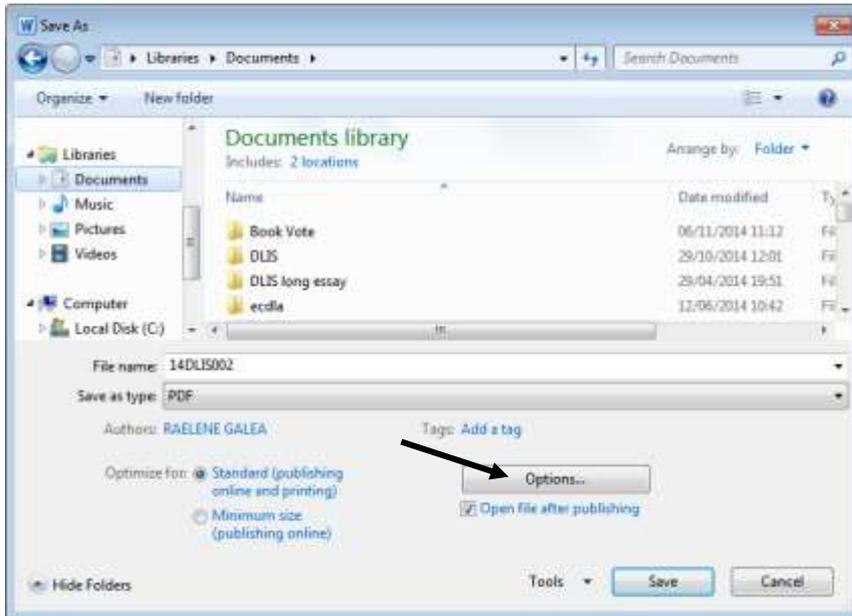
The electronic thesis/dissertation should be saved in PDF format on a CD and handed in to the faculty staff responsible for collecting dissertations. The CD should contain the **final** version of the dissertation (with corrections).

Important: The CD should only contain **one** file comprising the whole dissertation.

Saving in PDF format

Conversion to PDF should be done using Microsoft Office Word 2007 or later. If you are using an earlier version of word, or if the version you are using does not include the PDF add-in, kindly use the Open Access IT Services Workstations available at the Library or IT Services.

1. Click on the 'File' tab (or Office Window at the top left corner).
2. The filename should be in code format, for example 14DLIS001, 14DLIS002, etc. The first two digits represent the year when the dissertation is being submitted, in this case 2014. These are followed by a code representing the course, in this case DLIS represents Diploma in Libraries and Information Sciences. The last three digits are unique numbers representing individual students. **Codes should be collected from the respective faculty secretary.** No spaces or other text is to be included with the filename.
3. Click 'Save As' and from 'Save as Type' choose 'PDF'.
4. Then click on the 'Options' button and choose 'Create bookmarks using...Headings'.
5. Click 'Save'.



Part VI: Accompanying Material

Any accompanying material such as audio files, resource packs, video clips and so on, shall be saved on a **separate** CD. Accompanying files should be given the same codes as the main dissertation file, followed with the words 'accompanying material'.

For example, if the code of your dissertation is **14ABCDE001**, the filename for the accompanying material should be **14ABCDE001 accompanying material**. If you have more than one accompanying file kindly name them as: **14ABCDE001 accompanying material 01**, **14ABCDE001 accompanying material 02**, etc.

Contact Us

Should you have any queries please contact Raelene Galea, Maria Camilleri or Stefania Galea at dissertations.lib@um.edu.mt