

# ETD Guidelines

University of Malta Library

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## Introduction

As per University of Malta (UM) General Regulations, students are required to submit an electronic copy of their dissertation for the Library. The Electronic Thesis/Dissertation (ETD) is to be submitted to the respective Faculty/Institute/Centre/School (FICS) with which students have followed their course of studies. The FICS will then forward ETDs to the Library and these will be uploaded to the UM's institutional repository, [OAR@UM](#). FICS reserve the right to select which ETDs to forward to the Library, based on the grade awarded.

PhD and grade A Masters' dissertations will be uploaded in Open Access, whilst other ETDs will be restricted only for UM registered users.

This booklet should serve as a reference guide for students who are submitting their dissertation. It is the students' responsibility to read through the instructions carefully and make sure that the ETD is presented according to the set standards.

\*\* These guidelines are also applicable for Projects that will be submitted for OAR@UM.

## 1. General Information

### *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.

### *Submitting your ETD*

The PDF version of your dissertation should be submitted to the FICS as per instructions provided by the same.

What you should submit:

1. A PDF file with all the chapters of the dissertation, including **Authenticity and research ethics form without student details**, which can be obtained [here](#).
2. A separate file with a signed **Authenticity and research ethics form with student details** (as per instructions provided by the FICS).
3. In case of projects, students are to submit a [Final Year Project Submission Form](#).

**Note: Do not include your personal email address or your ID card number, or any such details of third parties, on your dissertation file.**

### *Organisation of the Thesis/Dissertation document*

Irrespective of the faculty/institute/centre/school (FICS) to which the thesis/dissertation is being presented, all documents should contain the following:

- Title page (this should clearly show the thesis/dissertation title, author's full name, date of submission, and degree name e.g. BA (Hons) Accounting).
- Copyright page (this will be inserted by the Library – do not leave any blank pages)
- Authenticity and research ethics form (without student details)
- Abstract
- Dedication (optional)
- Acknowledgments (optional)
- Table of Contents
- List of Figures (if applicable)
- List of Tables (if applicable)
- Nomenclature page (if applicable)
- Thesis/Dissertation main text (including introduction, chapters, conclusion)
- References/Bibliography
- Index (optional)
- Appendices (if applicable)

## 2. Preparing your ETD

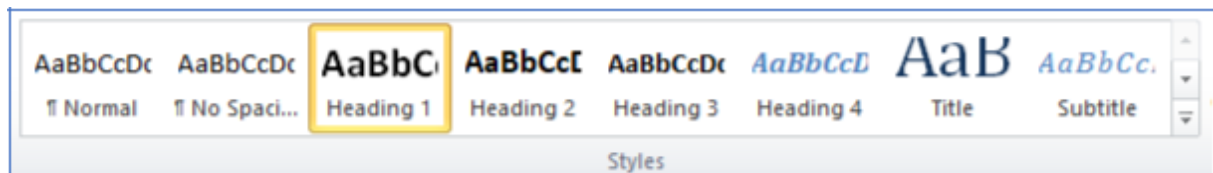
### *Document Formatting*

Although the library does not enforce any formatting styles, all theses and dissertations must be consistent with respect to spacing, font style, font size and alignment.

For Microsoft Word users, the use of Heading styles for the titles in your document will allow you to automatically generate an electronic table of contents, and also to create bookmarks. Even though they are not a must, a linked table of contents and bookmarks will give a professional look to your dissertation whilst allowing anyone who is reading your ETD to easily navigate from one chapter/section to another.

### *Using Headings*

To use headings, highlight the title to which you need to apply a heading style and then click on Heading 1, or Heading 2, etc. from the **Styles** section under the **Home** tab.



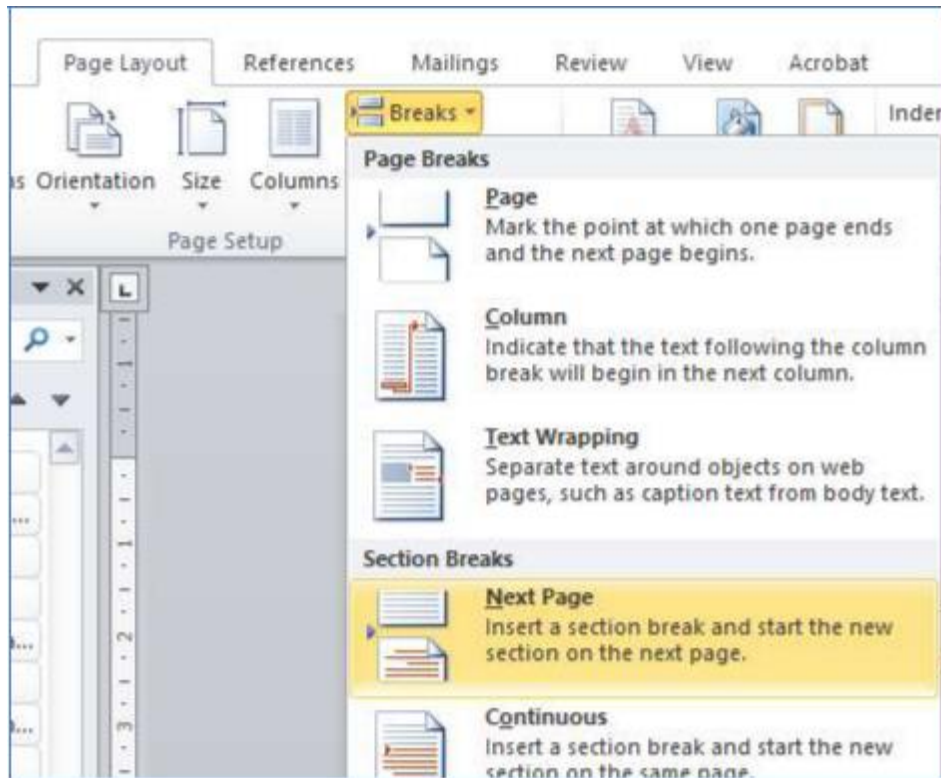
To edit the formatting attributes pertaining to a particular heading, right click on the heading and click **Modify**.


### *Page Numbers*

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

### *Inserting Section Breaks*

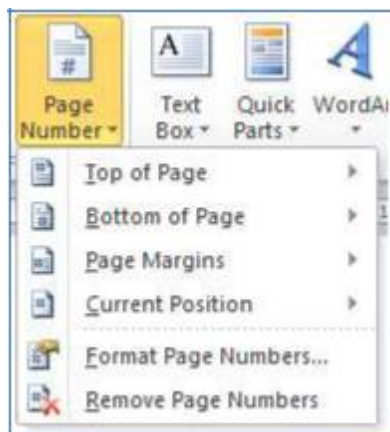
You will need to insert a section break on the page preceding your introduction page. To do this, place your cursor where you will be inserting the section break, then from the Page Layout tab click on **Breaks** and choose **Next Page** (under **Section breaks**).



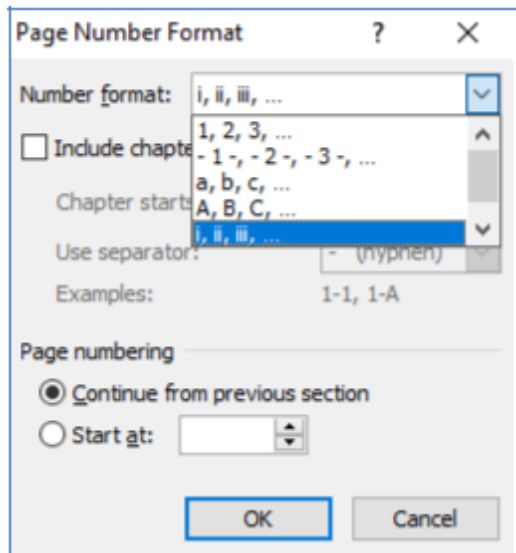
Note: you may wish to switch on the **Show/Hide** button  (from the **Home** tab) to be able to see the non-printable characters and know exactly where the section break is inserted.

### *Inserting Page Numbers*

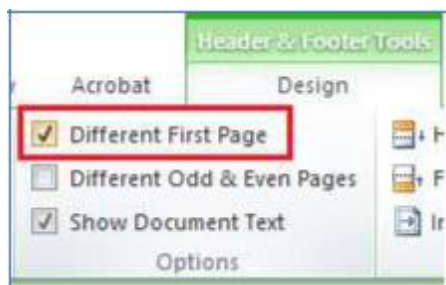
Click anywhere in section 1 of your document and insert the page numbers by clicking on **Insert > Page Number**. Arabic numerals are inserted by default.



To change to Roman numbers, click **Insert > Page Number > Format Page Numbers**. Change the number format and click **OK**.

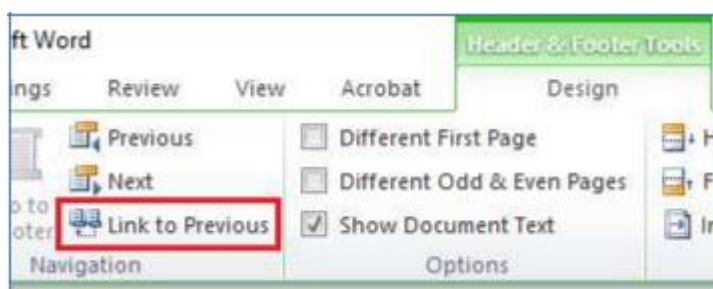


To remove the page number from appearing on the title page click on the **Design** tab and select **Different First Page** option.

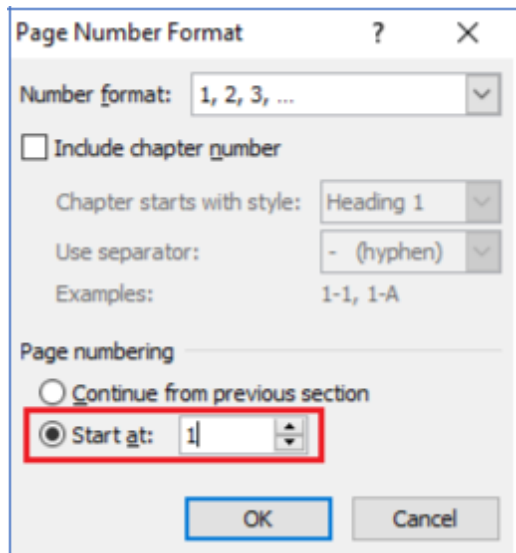


If you go to section 2 of your document (first page of the introduction), you will notice that the page numbers are in Roman numerals. Change this to start from **page 1**.

To do this, double-click inside the footer of section 2 and from the **Design** tab **deselect** the option **Link to Previous**.



Then click **Page Numbers > Format Page Numbers** and set the numbering to start at 1.



### *Generate the Table of Contents (TOC)*

The TOC can be automatically generated only if you have used headings for your titles and subtitles.

Generating the TOC automatically will also create links and allow you to include bookmarks in your document.

Click on the **References** tab and click on **Table of Contents**, then select an automatic table of contents from the drop-down menu.

### *Updating the TOC*

Any changes made to your document after you create the TOC would not be automatically reflected in the TOC. Thus, if you make any changes that may affect the titles of your document or the page numbers, you will need to update the TOC.

To update the TOC, right click on any item in the TOC and click **Update Field**. Then choose **Update entire table** and click **OK**.

## 3. Naming and Saving your ETD

It is important that the final version (with corrections) of your dissertation is submitted as a PDF file with the correct filename.

The ETD should be saved in PDF format and handed in to the faculty staff responsible for collecting dissertations.

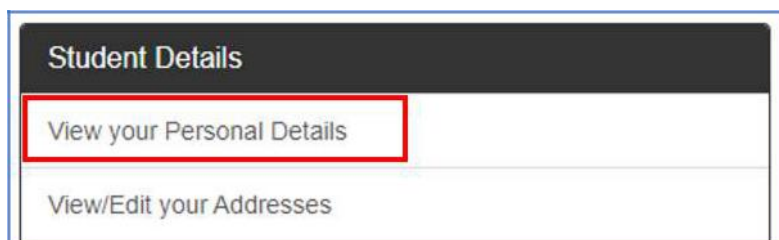
### *Naming your ETD*

The filename should be **STUDENTNUMBER\_1**. When one needs to submit more than one file, the number 1 after the underscore should be incremented by 1. For example **12345M\_1**, **12345M\_2**, **12345M\_3**.

For projects, please follow the same procedure, naming your project as **STUDENTNUMBER\_1** and the Final Year Project Submission Form as **STUDENTNUMBER\_2**.

### *Finding your student number*

On the eSIMS Portal, click on **View your Personal Details** as per the following figure.



On the following page, one can notice the student code, which represents the student number.



**Note:** The filename will eventually be changed through an automated procedure and a unique code is assigned to each PDF.

### *File formats*

Dissertation text should be presented as a PDF file. Any accompanying material should be saved as PDF where this is possible. The following file formats are also accepted:

Description	Extensions
<b>Document &amp; Text Formats</b>	
Portable Document Format	.pdf
PDF/A (ISO 19005)	.pdf
<b>Graphic Formats</b>	
JPEG	.jpg, .jpeg
Portable Network Graphics	.png

Any other formats which are not listed in the above list can be compressed as **ZIP (.zip)** or **7-Zip (.7z)**.



### *Important points to remember*

Any personal details such as email address, contact or ID number, or home address of any participants or of the author should be omitted or greyed out. The author's name and surname should be visible on the title page of the dissertation.

### Contact us

Should you require any further information please visit our [FAQs page](#) or contact us by sending an email on [dissertations.lib@um.edu.mt](mailto:dissertations.lib@um.edu.mt)