



## Stylesheet

### M.Phil. Philosophy

### Ph.D. Philosophy

This style guide is intended for the presentation of the M.Phil. transfer work and for Ph.D. theses in Philosophy. Adherence to the department's stylesheet is **mandatory** and will be taken into consideration when assessing the work submitted. All theses submitted are to follow strictly the norms detailed in this style guide.

Candidates are urged to familiarize themselves with this style guide 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 thesis. Where the style sheet fails to offer guidance, consult the supervisor. The most fundamental rule to keep in mind is consistency of style.

## Practicalities

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### Research Topic of Thesis

Interested applicants are to first approach the Head of Department to discuss their proposed area of research and to draft a research proposal as per template in Appendix I.

The Department is under no obligation to provide supervisor if the topic does not fall within its remit or if its members are unavailable. The University Regulations are clear on this:

“Applicants shall be accepted to register for the Ph.D. Degree after it is ascertained by Senate that the Faculty where the research will be carried out can provide suitable facilities for the proposed research as well as supervisors who can provide regular supervision taking account of their academic record and expertise and other commitments.” (Regulation 4, Doctor of Philosophy - Ph.D. - Degree Regulations, 2008)

## **Applying for the Ph.D. degree**

Once the research proposal is ready and an academic has agreed to act as principal supervisor, the prospective candidate is to apply online through the following link:

<http://www.um.edu.mt/apply>

## **Period of Study**

The period of study is 6 semesters for full-time candidates, and twice the time for part-time.

## **Supervision**

Candidates are to consult their supervisor regularly, and to provide a programme of works at the start of each semester.

The supervisor's role is to guide and coach the student in research, structure, and other skills, as well as to discuss content and interpretation. It is not their role to proofread the thesis or correct errors of grammar or syntax.

Candidates are to abide to the deadlines submitted in their programme of works and the supervisor is expected to read and make remarks on each chapter of the thesis submitted, following which it is the student's responsibility to make the suggested changes and corrections. If the student does not abide to the programme of works, the supervisor will refer this to the department.

## **Length**

Theses are expected to be of c.100,000 words excluding bibliography and appendices (if any).

Whether footnotes/endnotes are included or excluded as part of the word count depends on the manual of style: for Harvard, footnotes/endnotes are inclusive, while for Chicago they are excluded. (See Manual of Style below)

Whichever Manual of Style is adopted, footnotes/endnotes are to be kept to a minimum and if necessary, as brief as possible.

Students should keep in mind that if the footnote/endnote is important then its place should be in the text not as a footnote/endnote

# General Presentation of the Thesis

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## Manual of Style

The Department recommends the Harvard or the Chicago Manuals of style for assignments and dissertations. Both can be found on the University of Malta website here:

Harvard: [https://www.um.edu.mt/\\_data/assets/pdf\\_file/0007/353662/Harvard\\_Guide.pdf](https://www.um.edu.mt/_data/assets/pdf_file/0007/353662/Harvard_Guide.pdf)

Chicago: [https://www.um.edu.mt/\\_data/assets/pdf\\_file/0007/353887/Chicago\\_Guide.pdf](https://www.um.edu.mt/_data/assets/pdf_file/0007/353887/Chicago_Guide.pdf)

## Spacing

All paragraphs must be indented, except the first. One-and-a-half spacing must be used in the text.

All paragraphs and figures must have a minimum of 6 pt and a maximum of 10 pt between them. Although the space can be anywhere between 6pt and 10 pt, it must be consistent throughout the text.

## Margins

Students are advised to set the left and the right margins to at least 3cm (but not more than 4cm) to allow enough room for binding. The other margins (top and bottom) are to be set to 2.55cm.

## Spelling

The British spelling of the English language must be used throughout the text, and candidates are required to abide by the Oxford English Dictionary (also available online on <http://en.oxforddictionaries.com>).

## Font and Font Size

The font throughout the text should be Times New Roman.

It is advised that the font size be set to 12 throughout the text. A larger size can be used for the headings and sub-headings – the most important thing is that there is consistency throughout the text.

## Structure of Doctorate

The following structure should be followed in the thesis:

- i. Title-page, including the full title of the thesis, the candidate's name, the name of the supervisor/s, and month and year of submission
- ii. Dedication (if any)
- iii. Declaration of Authenticity
- iv. Acknowledgements
- v. Abstract
- vi. Table of Contents
- vii. List of Abbreviations
- viii. Introduction
- ix. Main body of text (divided into chapters)
- x. Conclusion
- xi. Bibliography
- xii. Appendices (if any)

Changes in the format of the structure must be discussed with your supervisor.

Some of the sections are defined more clearly below.

## **Front Page**

The front page is to include the title, your name and surname, the name and surname of the supervisor/s, and the month and year of submission at the bottom.

The statement below is to be included at the bottom, before the date:

*A thesis submitted in fulfilment of the requirements for the Degree of Doctor of Philosophy in Philosophy presented in the Department of Philosophy, Faculty of Arts, University of Malta.*

The above statement is to be adapted accordingly for the M.Phil. submission.

## Declaration of Authenticity

The statement below is to be used, and is to be signed at the bottom:

*I, the undersigned, \_\_\_\_\_ declare that this thesis is my original work, gathered and utilised especially to fulfil the purpose and objectives of this study, and has not been previously submitted to any other university. I also declare that the publications and archival material cited in this work have been personally consulted.*

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Name and Surname

## Table of Contents

It is advised that candidates prepare a built in (automatic) table of contents by setting the format of the headings and sub-headings at the onset, since this will be required later on when preparing the final version of the thesis for the University of Malta library.

The library has prepared a set of guidelines for the candidates to follow. These can be accessed online: <http://www.um.edu.mt/library/thesiss/etdguidelines>

## Page Numbering

All the pages in the thesis must be numbered, starting from the preface onwards. Roman numerals are to be used for the preface, up until the list of figures (or the last page before the Introduction). From the Introduction onwards, pages are to be numbered using Arabic numerals. Page numbering is to be continuous from the Introduction up until the end of the

## Submission of M.Phil. Work

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Candidates are to refer to Regulation 37 (1) of the Doctor of Philosophy - Ph.D. - Degree Regulations, 2008, which states that Senate may allow a transfer of registration from the M.Phil. to the Ph.D. Degree with the same research proposal if, after 12 months and not later than 24 months of full-time study, or the equivalent in part-time study, have elapsed and an *ad hoc* board appointed by the Board for the purpose ascertains that the student has the potential to reach the standard appropriate to that required of a doctoral degree and recommends transfer.

## **M.Phil. Transfer Process**

Before their submission deadline elapses, candidates are to make a request (see below) to the Faculty Doctoral Committee asking permission to submit their transfer work.

The committee will then appoint an *ad hoc* board to assess their work once it is submitted. The *ad hoc* board reports are then sent to Senate and the student will receive the outcome directly once a decision has been taken.

The M.Phil. transfer work is to be submitted to the secretary of the committee. Three copies are to be submitted in soft (spiral) bound.

It is the student's responsibility to inform the co-supervisor, if any, about the submission.

The guidelines for the M.Phil. transfer can be found here:

[https://www.um.edu.mt/\\_\\_data/assets/pdf\\_file/0007/377269/transfERMphiltophdguidelines.pdf](https://www.um.edu.mt/__data/assets/pdf_file/0007/377269/transfERMphiltophdguidelines.pdf) are attached in Appendix II.

## **Requests to the Faculty Doctoral Committee**

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Any type of requests are to be forwarded to the Faculty Doctoral Committee for approval first. All requests are to be in the form of a letter addressed to the Chairperson of the Faculty Doctoral Committee. All letters are to be signed and recommended by the principal supervisor and head of department. Reasons are to be given behind the request, and copies of any supporting documentation are to be attached to the letter.

All requests forwarded to the Faculty Doctoral Committee will require Senate's approval, and candidates will only be informed of the outcome following Senate's meeting.

### **Extension**

Candidates may request an extension of up to two years, irrespective of whether they are registered as full-time or part-time candidates.

The first request is to be of one year, and a second year is to be requested if needed.

### **Change in Title**

No changes in title can be made without the necessary approval. Candidates are to state both their old and new title in their letter of request.

## **Change in Status**

Candidates wishing to change their status from full-time to part-time and vice versa are to request permission from the Faculty Doctoral Committee.

Full-time candidates are reminded that they are not to be engaged in any full-time employment throughout their studies. They are to provide the university with a statement confirming that they are not engaged in more than 19 hours of employment per week.

## **Suspension of Studies**

Candidates are allowed a maximum of a one year suspension.

## **Other requests**

Any other requests are to be forwarded to the Faculty Doctoral Committee as stated above. The advice of the department is to be sought in all cases.

## **Submission of Thesis**

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Unless stated otherwise, all candidates will be required to submit 5 printed soft (spiral) bound copies of the thesis to the secretary of the Faculty Doctoral Committee by the stipulated deadline (towards the end of May). A PDF (.pdf) and WORD (.doc or .docx) version of the thesis is also to be forwarded to the secretary. This can be done via email, via Wettransfer ([wettransfer.com](http://wettransfer.com)) or submitted on a CD.

## **Format of Printed Version**

The thesis must printed on A4 paper, on both sides, in good quality colour, and spirally (soft) bound.

## **Viva Voce Examination**

The viva voce examinations are normally held within a maximum of three to four months within the date of submission. Candidates are reminded that it is their responsibility to make themselves available on the date of the examination.

## Final Version of the Thesis

Once the corrections recommended during the viva voce examination are carried out, all candidates will be required to submit 2 hardbound copies (dark blue cover, gold text) and a PDF version of their thesis, as per university regulations.

The front cover is to include the title (top, centre) and the name, course and month and year and submission at the bottom right.

These are to be submitted to the departmental secretary.

## Marking Criteria

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Examiners will be referring to Regulation 44 of the Ph.D. Regulations:

44. (1) The examination of doctoral theses shall take place in two stages:

- (a) submission by the student and preliminary assessment by the Board of Examiners; and
- (b) oral defence of the thesis.

(2) In assessing a thesis, the Board of Examiners shall require:

- (a) evidence that it represents a significant contribution to knowledge in a particular field of study;
- (b) evidence of originality;
- (c) evidence of the ability of the student to relate the subject matter of the thesis to the existing body of knowledge;
- (d) evidence of the ability of the student to apply research methods appropriate to the subject; and
- (e) a satisfactory level of literary presentation.

Ph.D. theses are not graded and can only receive a P (Pass) or F (Fail).

Candidates are advised to always consult the updated regulations available online on the University of Malta website: <http://www.um.edu.mt/registrar/regulations/general>

## Other Queries

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Any other queries, if not addressed by the supervisor, may be forwarded to Head of Department.