



Stylesheet

M.A. (Research and Taught)

This style guide is intended for the presentation of postgraduate M.A. dissertations in Philosophy. Adherence to the department's stylesheet is mandatory unless following style sheets provided by specific lecturers. Adhering to the style sheet will be taken into consideration when assessing the work submitted.

Practicalities

Research Topic of Dissertation

Students are first to consult the Head of Department on their area of interest. If the area is feasible they will be asked to submit a short proposal including the title of the dissertation to the Head of Department. The department will then review the proposal and allocate a supervisor.

Period of Study

The period of study is 3 semesters for full-time candidates, and twice the time for part-time. The summer recess is not part of the period of study though students are encouraged to continue their studies during the summer months.

Supervision

Students are to consult their supervisor regularly. It is not the duty of the supervisor to chase the student.

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

The student is responsible for the content and presentation of his/her work (not the supervisor).

Length

Dissertations are expected to be of 50,000 (by research) and 25,000 (taught) 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

Plagiarism

Plagiarism refers to the act of copying other people's work and presenting it as one's own. This is nothing short than theft of intellectual property, and is to be condemned in the strongest terms possible. Students caught plagiarizing will be severely penalized.

Please consult The University's Plagiarism and Collusion, Guidelines for Students, Academics, Faculties, Institutes and Centre which can be found on the University's website and at

https://www.um.edu.mt/__data/assets/pdf_file/0009/95571/University_Guidelines_on_Plagiarism.pdf

General Presentation of the Dissertation

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

Chicago: https://www.um.edu.mt/__data/assets/pdf_file/0007/353887/Chicago_Guide.pdf

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 students are required to abide by the Oxford English Dictionary (also available online on <http://en.oxforddictionaries.com>).

The capitalising of most major words in a title is a practice common of the English language, and may be used. However, students are to note that this is not the practice for Romance languages (Italian, French, Spanish) where only names of places and people are capitalised. In German, proper nouns are always capitalised. When in doubt, students are to quote the title as it appears in the source.

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 Dissertation

The following structure should be followed in the dissertation:

- i.** Title-page, including the full title of the dissertation, the candidate's name, and month and year of submission
- ii.** Dedication (if any)
- iii.** Declaration of Authenticity
- iv.** Abstract
- v.** Acknowledgments
- 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, and the month and year of submission at the bottom.

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

A dissertation submitted in part fulfilment of the requirements for the Degree of Bachelor of Arts (Honours) in Philosophy presented in the Department of Philosophy, Faculty of Arts, University of Malta.

Declaration of Authenticity

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

I, the undersigned, _____ declare that this dissertation 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.

Name and Surname

Table of Contents

It is advised that students 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 dissertation for the University of Malta library.

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

Page Numbering

All the pages in the dissertation 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 dissertation.

Submission of Dissertation

Unless stated otherwise, all students will be required to submit 4 printed soft (spiral) bound copies of the dissertation to the departmental administrator by the stipulated deadline. A PDF (.pdf) and WORD (.doc or .docx) version of the dissertation is also to be forwarded to the secretary. This can be done via email, via Wetransfer (wetransfer.com).

Format of Printed Version

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

Requests for Extension

Any requests for extension are to be forwarded to the Head of Department. Students making a request for extension are to provide all the necessary documentation supporting their request. Once and if, the Head of Department approves the extension, the student is to make a formal request to the Student Requests' Committee.

Viva Voce Examination

The viva voce examinations are normally held between the second or third week of June to the first week of July or the third and fourth week of September to the first week of October.

This is not a hard and fast rule as it also depends upon when the external examiner is available to attend.

Final Version of the Dissertation

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

Marking Criteria and Grade Descriptors

The criteria adopted for the marking of the dissertation is as follows:

Presentation (including viva) and academic writing: 20%

Content: 80%

The grade descriptors for all study-units, including the dissertation, are as follows:

Descriptor	Mark Range	Grade
<i>Work of exceptional quality</i> Exceptional performance showing comprehensive understanding and application of the subject matter. Evidence of extensive additional reading/research/work.	90%-100%	A+
<i>Work of excellent quality</i> Superior performance showing a comprehensive understanding of the subject matter. Evidence of considerable additional reading/research/work.	80% - 89%	A
<i>Work of very good quality</i> Performance is typified by a very good working knowledge of subject matter. Evidence of a fair amount of reading/ research/work.	75% - 79%	B+
<i>Work of good quality</i> Above average performance, with a working knowledge of subject matter. Evidence of some reading/research/work.	70% - 74%	B
<i>Work of average quality</i> Considerable but incomplete understanding of the subject matter. Evidence of little reading/research/work.	60% - 69%	C+
<i>Work of fair quality</i> Basic understanding of the subject matter. No evidence of additional reading/research/work.	55% - 59%	C
<i>Work of rather low quality</i> Minimal understanding of the subject matter, with no evidence of additional reading/research/work.	50% - 54%	D+
<i>Marginal Pass</i> Marginal performance, barely sufficient preparation for subsequent courses in the same area.	45% - 49%	D
Narrow failure that however is not compensated by good performance in other units.	35% - 44%	F
Unsatisfactory, failing work in a non-compensatable study-unit.	0% - 44%	F

Unjustified absence for an assessment, or failure to hand in assigned work on time, or ineligibility to take assessment due to unapproved absence from lectures. Shall be considered as F with 0 marks in the calculation of the average mark.	0%	F
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The grade descriptors above are an extract from the General Regulations for University Undergraduate Awards, retrieved on 8 November 2019. Students are advised to always consult the updated regulations available online on the University of Malta website: <https://www.um.edu.mt/about/governance/statutesregulationsbyelaws/general>

Other Queries

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