

# Masters in Open and Networked Higher Education (MONHE)

## MONHE Dissertation Writing Styles

The MONHE Dissertation writing styles must follow [the UM Library guidelines for dissertation document development](#).

Unless otherwise stated in the UM Library Guidelines for postgraduate dissertations:

- Line spacing should be at 1.5 line,
- Font style should be Calibri and font size 12 pts unless otherwise specified
  - First level headings – title of the chapter should be in bold with a font size of 16 and with an initial capital letter for any proper noun
  - Second level headings (for instance Introduction) should be in bold with an initial capital letter for any proper noun
  - Third level headings should be in bold italics with an initial capital letter for any proper nouns
  - Fourth level headings should be in italics with an initial capital letter for any proper nouns
- Quotations of more than thirty words should be single-spaced and form a distinct paragraph without indentation
- Tables and Figures: should be numbered and given a title below the right-hand side of the figure and table, with a font size of 11
- Citations and references must be consistent and accurately following the [7<sup>th</sup> Edition of the APA Referencing Style](#)
- Spelling and punctuation: Use British style consistently
- Word limit count – As stipulated in the MONHE study program bye-laws, the word limit of the MONHE dissertation is 20,000 words:
  - References and notes (inc. footnotes and endnotes) are to be included in the word count.
  - Quotations (from gathered data), appendices, tables and figures are NOT to be included in the word count.

For guidance on how to avoid plagiarism consult the relevant documents on the UM webpages:

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