M.T.L. Dissertation Style Guidelines

(a) **Paper size**: International Standard Size A4 (29.7x 21cm). Print on both sides of the page.

(b) **Page Margins**: Use margins of at least 2.5cm (or 1 inch)

(c) **Typing:** The font style should be clear and easy to read. Use a sans serif type such as Arial or Calibri (font size 12). The font colour should be black throughout. It is suggested that text is aligned to the left. This will avoid extra spacing between words.

(d) **Page Numbering:** The main text, including the bibliography and any appendices of the dissertation shall have Arabic numerals; the title page, dedication (if any), acknowledgements, table of contents, etc. preceding the main text, shall have Roman numerals. Page numbers should be centred at the bottom of the page.

(e) **Layout of title page:** Title of dissertation and subtitle (if any), followed by the name of the student, the subject, and the date of submission. For example, 'A dissertation presented in the Faculty of Education at the University of Malta for the degree of Master in Teaching and Learning', followed by month and year of submission.

(f) **Keywords:** Include three to six keywords to help readers find your dissertation.

(g) **References**: Students should follow a standard academically-recognised style, such as APA, Chicago or Harvard (See also document Citation/Referencing Style). The chosen style must be indicated in the dissertation.

(h) **Headings**:

   a. 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

   b. Second level headings (for instance Introduction) should be in bold with an initial capital letter for any proper noun

   c. Third level headings should be in bold italics with an initial capital letter for any proper nouns

   d. Fourth level headings should be in italics with an initial capital letter for any proper nouns

(i) **Word Limit:** Research based dissertations should be of approximately 25,000 words (+/- 10%). Project based dissertations should include a project report of 10,000-15,000 words.

   References, quotations, footnotes, appendices, tables and figures are **NOT** to be included in the word count.

(j) **Tables and Figures:** 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.

(k) **Spelling and punctuation:** Use British style consistently.

(l) A **digital copy** of the dissertation shall be submitted for examination.