



## **Ph.D. THESIS FORMAT AND SUBMISSION GUIDELINES**

### **Formatting Guidelines**

Maximum word limit: 100,000 words. Footnotes are not included in the word count. The front page (with name and title, etc.), abstract, table of contents, references (bibliography) and appendices are not included in the word count.

Text exceeding the word limit will not be read.

### General Text:

- The font style should be clear and easy to read, in both digital and print format
- Font size should be Calibri 12 for the entire text except for the title on the title page, and footnotes
- Black font is used throughout the thesis
- It is suggested that the text is aligned to the left. This will avoid extra spacing between words
- Page numbers are centered at the bottom of the page. Roman numbers should be used for the first few pages up to just before first chapter (usually the Introduction), where Arabic numbers should be used.

### Titles:

- Use style Heading 1 for the main titles, Heading 2 for sub-titles, and Heading 3 in case you have any other title level that you wish to include in the table of contents
- Heading 1 is usually bold and font size should be either 14 or 16 point
- Heading 2 can be set to font size 14 point
- Sub-titles should be numbered.

### Tables/Figures/Illustrations:

- If you intend to include an automatic table of tables/figures/illustrations, it is important to add captions to your tables/figures/illustrations, with source where applicable.
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The order of the thesis should be:

- Preliminaries:
  - Half-title
  - Title-page, naming the full title of the thesis, the candidate's name, and year of submission
  - Abstract, generally of c. 500 words. The abstract must contain no footnotes. It is suggested that the abstract also includes your original contribution to knowledge
  - Preface – This is 'the introductory address of the author to the reader, which explains the purpose and scope of the thesis. It may also include acknowledgments where appropriate
  - Table of Contents, listing with page numbers the titles of all chapters and their sub-divisions
  - Table of Statutes
  - Table of International Instruments
  - Table of Cases
  - List of illustrations/figures/maps/tables/graphs/etc.
  - List of Abbreviations (if necessary)
  
- Introduction
- Literature Review that focuses narrowly on the research question and identifies gaps in knowledge
- Methodology, that argues and justifies methods chosen, ethical concerns (if relevant), as well as the strengths and weaknesses in the study
- Substantive chapter/s documenting emergent findings which are original and contribute to knowledge in the chosen field of study
- A general conclusion and discussion of the key findings, implications for legal reform (if relevant), and suggestions for future research
- Bibliography. Full citations should comply with the OSCOLA referencing style (the Oxford Standard for Citation of Legal Authorities), and the University of Malta Digitization Guidelines.

**Avoid the narrative that says a lot and nothing or is purely descriptive**

Spelling & Punctuation:

Avoid spelling and grammatical errors and ensure consistency in punctuation throughout the text. In the use of foreign words, appropriate use of diacritics should be observed. It is the candidate's sole responsibility to ensure that the thesis meets the standards of proper English.

### Citation of decided cases:

Any reference is to be given in full only in the list of judgments at the beginning of the thesis. Subsequent reference to particular judgments need only be as detailed as necessary to connect the judgment referred to, to the detailed citation in the list of cases

### Appendices:

These should contain all the relevant data which clarify the text but which cannot be incorporated within it.

### **Submission of Thesis for Examination**

The thesis pages must be printed back-to-back with a margin of 4.0cm to 4.5cm on the left-hand edge of each page, to allow for binding. The main text should be presented in one and a half or double line spacing, with quotations and footnotes in single spacing.

Students are to submit three spiral-bound copies and one digital copy of their thesis for examination. Students are required to submit one copy of the Submission form available at [https://www.um.edu.mt/data/assets/pdf\\_file/0010/121105/submissiondissertationorthesis.pdf](https://www.um.edu.mt/data/assets/pdf_file/0010/121105/submissiondissertationorthesis.pdf), signed by themselves and their supervisor indicating that the thesis is being submitted for examination.

The thesis must be uploaded on VLE for a plagiarism check through Turnitin, prior to submission for examination. Info regarding Turnitin is available at <https://www.um.edu.mt/itservices/vle/pds/students>.

Furthermore, students are also required to submit separately one copy of the Declaration of Authenticity form available at [https://www.um.edu.mt/data/assets/pdf\\_file/0017/254321/authenticityformdocumental.pdf](https://www.um.edu.mt/data/assets/pdf_file/0017/254321/authenticityformdocumental.pdf)

### **Binding of Final Copy of Thesis**

Following a successful defence of the thesis, two hardbound copies of the thesis as approved by the Board of Examiners shall be submitted to the Faculty together with a digital copy of the final version which must conform to the standards set by the University of Malta Library guidelines available at:

[https://www.um.edu.mt/data/assets/pdf\\_file/0006/404970/ETDnotes20190701.pdf](https://www.um.edu.mt/data/assets/pdf_file/0006/404970/ETDnotes20190701.pdf)

The result will not be published before the submission of the final copies and a copy of the Board of Examiners' report will be sent to the student and supervisor following publication of the final classification.

The thesis pages must be printed on one side only with a margin of 4.0cm to 4.5cm on the left-hand edge of each page, to allow for binding. The main text should be presented in one and a half or double line spacing, with quotations and footnotes in single spacing.

The cover of the final hardbound copies should be black and the outside front board shall bear in a gold print, the thesis title, which shall be in at least 24pt (8mm) type. The name and surname of the candidate, the designation of the appropriate degree (Ph.D.) and the year of submission are to be printed at the bottom right hand corner.

The spine of the thesis shall bear, in a gold print, the title, the surname and initials of the candidate, the designation of the appropriate degree (Ph.D.) and the year of submission. This information shall normally be printed along the spine in such a way as to be readable when the volume is lying flat with the front cover uppermost.

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