



**CRITERIA REGARDING THE DISSERTATION IN PARTIAL FULFILMENT OF  
MASTER OF ARTS (RESEARCH ON ISLANDS AND SMALL STATES)**

1. These criteria were adopted by the Board of the Islands and Small States Institute on 14 July 2006.
2. These criteria are established in line with Article 16 of the Master of Arts in Islands and Small States Studies – Master of Arts (Research on Islands and Small States) – Degree Course Regulations, Education Act (CAP. 327)  
*(Available at: <http://home.um.edu.mt/registrar/regulations/faculties/iss/MA-ISS-web.pdf>)*
3. The MA (ISSS) dissertation must embody the results of the candidate's own research and observations.
4. The dissertation shall not be less than 29,000 words and not exceed 30,000 words, excluding appendices, references, glossaries and footnotes. The thesis should incorporate an abstract of not more than 500 words. The text must be typed/printed on A4 sheets, on one side only, in double spacing, and the presentation must follow the American Psychological Association (APA) referencing style, as shown below.
5. The candidate will be required to submit, by the established deadline, one copy of the thesis in electronic form via VLE, and one printed and temporarily bound copy of the dissertation for examination by the board of examiners.
6. After the viva voce examination, and after incorporating any amendments as the Board of Examiners may require, the candidate shall submit two additional copies of the dissertation, hard bound. The title of the thesis, the name of the candidate, the designation of the degree and the date on which the candidate was admitted to the Master's degree, shall be printed on the front cover. One of the copies is copy shall be deposited in the Library of the University of Malta, and the other copy shall be retained by the Islands and Small States Institute. A digital version of the thesis shall also be submitted to the UM library, following instruction uploaded on the website of the Islands and Small States Institute. (<https://www.um.edu.mt/library/dissertations/etdguidelines>)

# GUIDELINES OF STYLE FOR THE MA(ISSS) DISSERTATION AND ASSIGNMENTS

## GENERAL

- **Font:** Use of a Sans-Serif font (such as Calibri)

## TITLE PAGE

- **Title of Paper:** 16 pt bold, upper case, bold, 16 pt, centred , followed by two line spaces,
- **Name of Author/s:** Title case (all nouns start with a capital letter), 14 pt, centred, followed by some line spaces
- **Text:** Dissertation submitted in partial fulfilment of the award of the degree Master of Arts (Research on Islands and Small States): Sentence case, 12 pt.
- **Date:** Month of submission of dissertation

## DECLARATION OF AUTHENTICITY

- **On a separate page:**
- **Font Size:** 12 pt except for heading which can be bold and of a larger font size.
- **Text:** I confirm that this dissertation is all my own work and does not include any work completed by anyone other than myself, except where due reference has been made.
- **Signature:** This statement is to be signed by the candidate

## ACKNOWLEDGEMENTS

- **On a separate page:**
- **Font Size:** 12 pt except for heading which can be bold and of a larger font size.
- **Text:** Acknowledge and assistance or support given to the candidate.

## CONTENTS PAGE

- **Font Size:** 12 pt except for heading which can be bold and of a larger font size.

## MAIN BODY OF THE DISSERTATION

- **Font Size:** 12 pt not bold, except for headings.
- **Spacing:** Double line spacing for paragraphs and skip same space for new paragraphs.

## HEADINGS

- **Dissertation Title:** 16 pt, bold, upper case, centred
- **First level headings:** 12 pt, bold, upper case, left range
- **Second level headings:** 12 pt, bold, title case
- **Third level headings:** 12 pt, sentence case, italic
- **Fourth level headings.** 12 pt, sentence case, italic followed by full-stop, and followed by the first sentence of the paragraph (run on).

## TABLES AND DIAGRAMS

Tables and diagrams are to be consecutively numbered and centred, and included in an appropriate place in the text. The titles of tables and diagrams are to be placed on top, 12 pt bold, title case.

## CITATIONS

The referencing style to be adopted is American Psychological Association (APA). Citations (publications to which reference is made in the text) are to be entered in the text at the appropriate place by stating the surname of the author/s and the date of publication e.g. (Brown, 2001) or (Brown, 2001; Green, 2002) or (Brown, 2001: 33) where the number after the colon indicates the page number (the page number should be entered when an author is quoted, or when reference is made to a specific section of the publication). If there are more than two authors of a single publication, cite the first author only and add *et al.* e.g. (Brown *et al.*, 2001).

## REFERENCES

The referencing style to be adopted is American Psychological Association (APA). The publications cited are to be listed in the references section at the end of the dissertation, in alphabetical order of the authors' surnames. Do not divide the list of references into many sections, such as, books, articles, etc. List all publications together, as this makes it easier to trace the author of the cited publication.

### STYLE OF REFERENCES

**Guideline about APA referencing style is available here:**

[http://student.ucol.ac.nz/library/onlineresources/Documents/APA\\_Guide\\_2017.pdf](http://student.ucol.ac.nz/library/onlineresources/Documents/APA_Guide_2017.pdf)

The following style is suggested for the references:

#### 1. In text citation:

When citing in text within an assignment, use the author/s (or editor/s) last name followed by the year of publication

##### **Example:**

Water is a necessary part of every person's diet and of all the nutrients a body needs to function, it requires more water each day than any other nutrient (Whitney & Rolfes, 2011).

or

Whitney and Rolfes (2011) state the body requires many nutrients to function but highlight that water is of greater importance than any other nutrient.

or

Water is an essential element of anyone's diet and Whitney and Rolfes (2011) emphasise it is more important than any other nutrient.

##### **Reference list entry:**

Whitney, E., & Rolfes, S. (2011). *Understanding nutrition* (12th ed.). Australia: Wadsworth Cengage Learning.

## 2. Books

- Author/s or Editor/s last name (surname) appears first, followed by initials (Bloggs, J.).
- Year of publication in brackets (2010).
- Full title of the book. Capitalise only the first word of the title and the subtitle, if any, and proper names. Italicise the title. Use a colon (:) between the title and subtitle.
- Include the edition number, if applicable, in brackets after the title or subtitle (3rd ed.) or (Rev. ed.). Note: No full stop, after the title, if there is an edition.
- Place of publication. Always include the city and 2-letter state code when published inside the USA, and the city & country, if published outside the USA (Fort Bragg, CA or Auckland, New Zealand or Benalla, Australia or Weybridge, England). If there are two or more places included in the source, then use the first one listed.
- Publisher's name. Provide this as briefly as possible. Do not use terms such as Publishers, Co., or Inc. but include the words Books & Press. When the author and the publisher are the same, use the word Author as the name of the publisher.

### Examples:

- Stein, R. (2001). Rick Stein's seafood. London, England: BBC.

### Examples: chapter in a book

- Palmer, F. (2007). Treaty principles and Maori sport: Contemporary issues. In C. Collins & S. Jackson (Eds.), Sport in Aotearoa/New Zealand society (2nd ed., pp. 307-334). South Melbourne, Australia: Thomson.

## 3. Journal articles

- Author/s last name (surname) first, followed by initials.
- Year of publication in brackets. (2012)
- Title of article. Capitalise only the first word of the title and the subtitle, if any, and proper names. Use a colon (:) between the title and subtitle.
- Title of the serial/journal in full in italics.
- Volume number, in italics. Do not use "Vol." before the number.
- Issue number. This is bracketed immediately after the volume number but not italicised.
- Month, season or other designation of publication if there is no volume or issue number.
- Include all page numbers.
- Include any Digital Object Identifiers [DOI].

### Examples:

Huy, C., Becker, S., Gomolinsky, U., Klein, T., & Thiel, A. (2008). Health, medical risk factors and bicycle use in everyday life in the over-50 population. *Journal of Aging & Physical Activity*, 16(4), 454-464.

## 4. Internet/web sources

- Where possible, include similar information, in the same order, as you would for other types of information and other sources (who, when, what) and then add the electronic retrieval information required for people to locate the material you cited (where).  
Author/s of the document or information – individual or organisation/corporate author.
- Date of publication. If no date is available use (n.d.).

- Title of the document or webpage in italics.
- Complete & correct web address/URL.

*Note: APA 6th ed. does not require a retrieval date for most online information, although, the APA manual states to include a retrieval date for material that may change over time (e.g. Wikis) (p.192).*

## **5. Various types of information sources**

- Act (statute / legislation)
- Blog post
- Brochure / pamphlet
- Conference Paper
- Dictionary
- DVD / Video / Motion Picture
- E-book
- Figures
- Magazine
- Moodle
- Music recording
- Newspaper article
- Personal communication
- Podcast
- Software
- Television
- Thesis
- Wikis

## 6. Notes:

- If an author has more than one publication in a given year, enter a, b, c etc after the year e.g. Brown. B. (2004a).
- If different publications by the same author are cited, list them in year order, with the earlier year first.
- Do not divide the list of references into many sections, such as, books, articles, etc. List all publications together, as this makes it easier to trace the author of the cited publication.
- If a work has three (3), four (4), five (5) or more authors, groups as authors, similar information referred to more than one author or if you site secondary source or if you use direct quotes please find information in APA guideline

## 7. Other

- **Acronyms:** When an organisation is mentioned for the first time give its name in full followed by the acronym in brackets e.g. United Nations (UN). Subsequently, only the acronym only may be used. It is a good idea to present a list of acronyms in the dissertation.
- **Footnotes:** Avoid footnotes when possible. If you wish to cite a reference, do not put it in a footnote, but place the author and year of publication in brackets e.g. (Black, 1987) in the appropriate place in the text, then give the full details of the publication in the references list.
- **Numbers:** One to twenty in words, 21 and onwards in figures. A series of numbers is to be given in figures
- **Short forms:** Write kg/km in full, e.g. a 60 kilometre radius. Except in tables write per cent and not %.
- **Spelling:** Use English (UK) spelling and use English (UK) spell-check

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