WHAT YOU SHOULD KNOW ABOUT YOUR POST GRADUATE MAJOR PROJECT

General Information:

Please be advised that you are **ONLY required to Submit an electronic copy of your Post Graduate Major Project (Dissertation) Report to TURNITIN UK** to your Postgraduate Major Project Class

Please note the following guidelines:

- Please submit your complete Dissertation Report as **ONE file (either a PDF or WORD file) less than 40 Megabytes and less than 400 pages** by the published deadline.
- Please be aware that your **work can only be submitted ONCE to the Final Submission Class**
- Please ensure that you **upload the correct file (version and module)** as it cannot be removed or changed once submitted
- Please include an Abstract and Declaration page in your final submission
- The work of other authorities must be acknowledged using the Harvard Referencing System.
- The following documents are **NOT mandatory** in your final Submission:
    1. E-Vision Cover Sheet
    2. ARU LAIBS Dissertation Assessment Forms
    3. Ethics Application Stage 1 Form
- You **MUST include** the following in your Appendix:
    1. Supervisor log- signed by your supervisor for all meetings attended. Please scan and insert as an Image (jpeg, bmp, png).
    2. Letter of Approval from Organization (unless Anonymity was requested)- Please scan and insert as an Image (jpeg, bmp, png).
    3. Blank Questionnaire, Interview Questions
    4. Any other Appendix that is relevant and supports your work in the body of the report
- Do not include your name on any part of the assignment, only SID's should be used.
- Please ensure that you have received a **Digital Receipt from Turnitin UK**, this will be emailed to your ARU email account.
- Please consult your regulations booklets for procedures pertaining to extensions and mitigations.
- Back up your work in case of technical difficulties.
- The word limit for your Major Project - 30 credit module is **10,000 words**. See your Assessment Regulations book for guidance on word count.

  In accordance with Academic Regulation 11th Edition August 2018 Section 6.73- In determining the text to be included within the maximum word limit, the following items are excluded: abstracts; data; tables; figures; diagrams; in-text references/citations (eg: "(Baxter 2016: 73-84)")39; footnotes/endnotes used for reference purposes and kept within reasonable limits; list of references and/or bibliography; appendices.

  This Regulation only refers to the citation and not the full actual indented quotation which is therefore included in the word count

Layout of your dissertation:

Your Dissertation should be presented as follows, **ALL** dissertations should include the following (but they may include more):

Title Page – in accordance with the University format (please see attached)

Declaration Page

Acknowledgements

Abstract - in accordance with the University format (please see attached)
Set out on a page of its own immediately after the title page. The abstract is likely to be the last section to be written. It is a short (300 words maximum.) summary of the project (not an introduction) and should indicate the nature and scope of the work, outlining the research problem, key issues, findings and your conclusion/recommendations.

Table of Contents
An outline of the whole project in list form, setting out the order of the sections, with page numbers. It is conventional to number the preliminary pages (abstract, table of contents) with lower case Roman numerals (i.e. (i), (ii), (iii) etc.) and the main text pages (starting with the first chapter) in Arabic numerals (1, 2, 3, etc.) as shown below.

Contents	**Page**
List of Tables	i
List of Figures	ii
List of Abbreviations	iii
Acknowledgements	iv
Chapter 1 (Title)	1
(First Section heading)	
(Second etc.)	
(Third)	

List of tables and figures

You can present a list at the beginning of your dissertation/ project of the tables and figures you have included.

A table is a presentation of data in tabular form; a figure is a diagrammatic representation of data or other material. Tables and figures should be clearly and consistently numbered, either above or below the table or figure. Each table and figure should have a separate heading (caption). The reader should be able to understand what the table or figure is about from this heading / caption without referring to the text for explanations. The numbers of the tables and the figures you use in the text and in the lists at the beginning should correspond exactly.

Main body of document, appropriately structured *(this structure may vary depending on the nature of your dissertation.)*

Reference List

Appendices *(these should only contain material which is genuinely supportive of the argument in the main body of the dissertation*).

Supervisor Contact Log (completed)

Do remember that clear writing makes a good impression. If your grammar is poor, sentence construction clumsy, and spelling bad, then your communication with the reader will also be affected. You will not be penalised for poor English unless it is so bad that the meaning of what you have written cannot be understood.

Formatting of your dissertation:

You are required to use the following format:

- Use of Letter size paper.
- Type 1.5 or doublespaced. (You may want to use single spacing for indented quotes, footnote *materials* and the bibliography).
- Use one side of paper only.
- Margins *should* be approximately:
  3 cms on left hand side of page to allow for binding.
  At least 1 *cm* on the right hand side
  3 cms top *and* bottom.
- Pages *should* be numbered in a single sequence from the contents page onwards.
- Short quotations can run in the text within single quotation marks (double quotation marks reserved for quotations within quotations). Quotations longer than about 30 words should be set in from the side of the page (normally the indent should be more than the paragraph indent).
- Always write *in* complete sentences. Do not resort to note form.
- Do not use abbreviations in the text unless they are for the organisations *documents* etc which are commonly initialised or referred to by acronyms eg. BBC
- All abbreviations must be explained when they first appear and included in the front of the document following the contents page and the list of tables and figures.

Your document must be submitted as ONE file (as either a PDF or MS WORD file) less than 40 Megabytes in size and less than 400 pages.