

Dissertation Format

- **Language of the Dissertation**

The language of the dissertation is normally English, although some departments whose subject matter involves foreign languages may accept a dissertation written in other language than English.

- **Length**

The length of a dissertation varies between study level and country, but is normally around 10,000-12,000 words at undergraduate level, 15,000-25,000 words at master's level and up to 50,000 words or more at PhD level

- **Page and Text Requirements**

- **Page Size**

- 8½ x 11 inches, unless a musical score is included.

- **Margins**

- At least 1 inch for all margins.

- **Spacing**

- Body of text: double spacing
- Block quotations, footnotes, and bibliographies: give single space in each entry but double space between each entry
- Table of contents, list of tables, list of figures or illustrations, and lengthy tables: single spacing may be used

- **Fonts and point size**

- Use 10-12 font size. Fonts must be embedded in the pdf file to ensure all characters are visible properly

- **Body of Text, Tables, Figures, and Captions Requirements**

The body, header, page number and footer must have the same font. tables and diagram created with different software and inserted into the document may have different font.

Tables and figures it should be centered within the margins on the page. Tables and figures referred to in the text may not be placed at the end of the chapter or at the end of the dissertation.

Figure and table numbering must be continuous throughout the dissertation or by chapters (e.g., 1.1, 1.2, 2.1, 2.2, etc.). make sure that the number should not be same for multiple figures or tables.

Headings should be placed at the top of tables.

Captions should appear at the bottom of any figures. If the figure takes up the entire page, the caption should be placed alone on the previous page, centered vertically and horizontally within the margins.

Each page has a separate page number. When a figure or table title is on a previous page, the second page of the figure or table should say, for example, "Figure 2 (Continued)." In such an instance, the list of figures or tables will list the page number containing the title. The figure/table and the caption are viewed as one entity and the numbering should show connection between all pages. Each page must include a header.

Landscape orientation figures and tables must be placed correctly and bound at the top, so that the top of the figure or table will be at the left margin

- **Pagination**

The title page is counted as page number one and the copyright page as page number two but we don't write numbers on them. Lower case roman numerals (iii, iv, v, vi, etc.) are used for all subsequent pages up to the first page of the text (page 1 of Chapter I) and should be placed three quarters of an inch from the bottom edge of the paper, centered between the margins.

Beginning with page 1 of Chapter I, Arabic numbers are used and are continuous through the last page including all appendices. Page numbers for all pages in the chapter, including the first page of each chapter or major section, should be placed

three quarters of an inch from the top or bottom edge of the paper centered between the margins.

- **Title Page of Dissertation**

Title Page appear as follow

(Name)

(University)

(Course)

(Instructor)

(Date of Submission)

- **Copyright Page**

you will have the option to have your dissertation copyrighted when you submit it for publish

Copyright page have this format:

Copyright © BritainAssignment

The Copyright page is page 2, but page number should appear on copyright page

- **Table of Contents**

An organized listing of the chapters and major sections of your dissertation with page numbers- Table of content should be like this

I	THE RESEARCH OBJECTIVE	<i>Chapter Title</i>	1
	Introduction	<i>Level 1 Heading</i>	1
	The Problem	<i>Level 1 Heading</i>	3
	Sub-problems and Research Questions	<i>Level 2 Heading</i>	3
	Subtopic of Above	<i>Level 3 Heading</i>	4
	Definitions	<i>Level 1 Heading</i>	5
	Hypotheses	<i>Level 1 Heading</i>	7

- **Chapter Titles and Headings**

Chapter headings and titles appear as follows, leave two inches from the top of the page on beginning:

<p>CHAPTER II</p> <p>RELATED LITERATURE</p>

- **Heading within the chapter appear as follows**

Leave three lines (i.e. begin typing after two double spaces) before each heading and after each major section and chapter title. If one heading immediately follows another, leave only one blank line (a double space) between the two. Capitalize the first letter of each word of headings except for articles, conjunctions, and prepositions.

1st Most Important (Level 1 Heading)

2nd Most Important (Level 2 Heading)

3rd in Importance (Level 3 Heading)

4th in Importance (Level 4 Heading)

5th in Importance (Level 5 Heading): Head is part of the paragraph. Continue text . . .

- **Bibliographic**

if you have more than one work by the same author, do not repeat his or her name over and over.

Bibliographic appear as follows

Fusco, T., O’Riordan, S. and Palmer, S., 2015. Authentic leaders are.. conscious, competent, confident, and congruent: A grounded theory of group coaching and authentic leadership development. *International Coaching Psychology Review*, 10(2), pp.131-148.

Gaubatz, J.A. and Ensminger, D.C., 2017. Department chairs as change agents: leading change in resistant environments. *Educational Management Administration & Leadership*, 45(1), pp.141-163.

Ghobadi, S., 2015. What drives knowledge sharing in software development teams: A literature review and classification framework. *Information & Management*, 52(1), pp.82-97.

- **Structure of Dissertation:**

1. Title page
2. Copyright
3. Abstract

4. Table of Contents
5. Front Matter
6. Body of Text
7. Back Matter

- **Front and Back Matter**

Front matter may include:

- acknowledgments of help or encouragement from individuals or institutions
- a dedication
- a list of illustrations or tables
- a glossary of terms
- one or more epigraphs.
- Back matter may consist of:
 - Appendices
 - Bibliography
 - supplemental materials, including figures and tables
 - an index (in rare instances)