THE UNIVERSITY OF TRINIDAD AND TOBAGO

GUIDELINES FOR THE PRESENTATION OF POST-GRADUATE PROJECTS, MASTER’S THESES AND DOCTORAL DISSERTATIONS

March 2008
GUIDELINES FOR THE PRESENTATION OF MASTER’S PROJECTS, THESES AND DOCTORAL DISSERTATIONS

It is the responsibility of the candidate to know The University of Trinidad and Tobago’s* Regulations and Procedures for Post Graduate Master’s Programme and the Regulations and Procedures for M.Phil. /Ph.D. Degrees as applicable.

This guide is intended to assist candidates in the preparation of postgraduate projects, Master’s theses and doctoral dissertations for presentation to the University of Trinidad and Tobago.

Candidates submitting higher degree projects/theses/doctoral dissertations for examination are advised to consult with the professional staff of UTT Campus Libraries for further technical assistance.

* Hereinafter referred to as ‘the University’ or ‘UTT’.
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INTRODUCTION
This guide is intended as a supplement to the UTT’s *Regulations and Procedures for Post Graduate Master’s Programme* and the *Regulations and Procedures for M.Phil./ Ph.D. Degrees*.

It should be consulted in the early stages of thesis preparation by both candidates and supervisors, even though the procedures outlined here refer specifically to the final stages of preparation.

Candidates are advised that any project/thesis/dissertation that does not conform to the required format would not be accepted and the degree would not be conferred until the thesis/dissertation is deemed to be of an acceptable format.
GENERAL SPECIFICATIONS OF THE PROJECT/THESIS/DISSERTATION

A thesis/dissertation must be written in Standard English.

The research contained in the thesis/dissertation must contribute significantly to the knowledge of the subject area and provide evidence of original thought as demonstrated through the presentation of new findings or critical thought. Candidates are not allowed to submit a thesis comprising work for which a degree from this or any other university has already been conferred on him/her.

All work must be of a satisfactory academic standard suitable for publication as a thesis of the University.

NUMBER OF COPIES
The number of copies to be submitted are outlined in Sections I and II respectively of the University’s Regulations and Procedures for Post Graduate Master’s Programs and Regulations and Procedures for M.Phil./Ph.D. Degrees.

49. Four soft-bound copies of the dissertation and, in the required format, shall be submitted to the Student Affairs Section.

57. Students who are successful in the dissertation/thesis examination shall be required to submit to Student Affairs, four hard-bound copies and one digital copy, conforming to the requirements of the University Library, of their dissertation as a requirement for the award of the degree.

LENGTH OF THESIS
A thesis/dissertation submitted for examination shall be the length approved by the Board for Postgraduate Studies, Research and Development for the School in which the candidate is registered. A candidate wishing to exceed the prescribed limit must apply for permission through the Supervisor, to the Board for Postgraduate Studies, Research and Development
The following are prescribed:

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Final Project Type</th>
<th>No. pages</th>
<th>Maximum no. appendices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ph.D.</td>
<td>dissertation</td>
<td>150 pages</td>
<td>100 pages</td>
</tr>
<tr>
<td>M.Phil</td>
<td>thesis</td>
<td>100 pages</td>
<td>100 pages</td>
</tr>
<tr>
<td>M.Sc.</td>
<td>thesis</td>
<td>75 pages</td>
<td>50 pages</td>
</tr>
<tr>
<td></td>
<td>project report</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*note: all appendices exceeding the maximum stipulated amount are required to be stored electronically and attached to the work.

**COLLATION**
Candidates should note:

- All text and illustrative material should be clearly visible
- Good quality, white bond paper usually of 20lb weight of standard letter-size (8.5” x11”) should be used; the same grade of paper must be used throughout the thesis.
- Margins on each page should be as specified in this guide.

**PRODUCTION OF MANUSCRIPT**

(a) **Typeface**

- 11 pt. Arial or 12 pt. Times New Roman
- Larger size type/ bold font may be used for the title of the thesis, chapter headings (maximum 18pt)
- Limit the use of italic (script) print to foreign words, book and journal titles and special emphasis
- The same typeface must be used throughout the text
- Print quality should be set to maximum: black ink ONLY for text
- The project, thesis or dissertation must be printed on one side of the page, not both sides
- It is recommended that a sample page be submitted to the library for approval.
(b) Margins

- The top, bottom and right margins should not be less than 1” or 2.5 cm in width
- The left-hand margin should be 2” or 5 cm to allow for binding
- The only exception is that the first page of a chapter or section must have a margin of approximately 2” at the top.

(c) Spacing

- Double line spacing must be used
- Single spacing is permitted for long quotations, footnotes, endnotes, bibliographic citations, appendix items and sub-sections of the Table of Contents.

PAGINATION

Each chapter should begin on a new page.

The title page is not numbered.

The pages before the start of the text must be numbered in lower case Roman numerals (i.e., ii, iv, xii, etc.). The pages of the text must be numbered in a new sequence of Arabic numerals (i.e. 1, 2, 3 etc.) consecutively throughout the thesis.

All page numbers, Roman or Arabic, must be in an exact and consistent location, preferably at the top right hand corner of the page. Approximately three quarters of an inch down and three quarters of an inch upwards, at the top right hand corner.

Appendices should continue the sequence of Arabic numerals.

The numbering sequence should include all documentation that will be part of the bound volume, for example, maps, plans and diagrams.
ARRANGEMENT
The sequential arrangement of the project/thesis/dissertation is as follows:

Title page
Declaration Form for the reproduction of the Thesis
Abstract
Acknowledgements (optional but recommended)
Dedication (optional)
Table of Contents including Appendices
Glossary (if applicable)
List of Figures, Tables, Illustrations, Charts etc.
Preface (if any)
Text of thesis
References (including endnotes if used)
Bibliography (if any)
Appendices (if any)

TITLE PAGE
The title page (one page only) should bear the following information:

• The name of the University
• The officially approved title of the work
• The full name of the candidate as officially registered
• The year that the work is being submitted for examination.
• A statement that the work is being submitted in partial fulfilment of the requirements for the degree. The candidate is required to state the degree for which the thesis is being submitted.

PLEASE REFER TO APPENDIX.

ABSTRACT
The abstract shall summarise the content, the methodology used, the findings, and the significance of the results and conclusions of the research. The abstract should not exceed 300 words in length. The first page shall be numbered i (lower case Roman numeral).

PLEASE REFER TO APPENDIX.

Candidates are asked to indicate keywords that best reflect the subject of the thesis to facilitate the retrieval of information. These keywords should be placed at the end of the Abstract under the heading ‘keywords’.

Mathematical formulae, diagrams and other illustrative material should be avoided.
ACKNOWLEDGEMENTS (OPTIONAL)
The inclusion of acknowledgements (on a single page) is left to the discretion of the author. The acknowledgements page is a record of the author’s indebtedness to individuals or organisations and, should formally recognise any permission granted to use copyrighted material that appears extensively in the thesis.

DEDICATION
Dedication is permissible but optional.

TABLE OF CONTENTS
The project/thesis/dissertation does not contain an index; therefore the Table of Contents (mandatory) should act as an effective guide to the location of content by page number.

The Table of Contents should include the Abstract/ Acknowledgements/ Dedication Lists of Figures, Tables etc. that would appear before the text. The beginning page number of each chapter/section, bibliography and list of appendices should also be given.

Do not bold, italicize or underline in the Table of Contents

If the Table of Contents is more than one page, subsequent pages should be headed “TABLE OF CONTENTS (Continued).”

TABLES, FIGURES
A table or figure should appear in the text closely following the point where it is first discussed, usually no further than the following page.

Tables and figures (and their respective parts if any) must be captioned and correspond exactly to the titles that appear in the text.

Figure captions should be written directly below the corresponding figure.

Table captions are always written above the table, in bold font, centre aligned.

All captions must be listed in the List of Figures or Tables in the preliminary pages of the work.

PLEASE REFER TO APPENDIX. (details spacing, pagination etc.)

Tables and figures should be listed by number, titles and page number in the thesis.

These lists should be placed after the Table of Contents. Arabic numbers should be used in two separate sequences for the identification of the Tables and Figures.
QUOTATIONS
All quotations should conform to the specific guidelines outlined in the specific citation manuals cited above. Citation format should be consistent throughout the body of the project/thesis/dissertation.

ILLUSTRATIVE MATERIAL
Photographs or any other illustrative material incorporated into the thesis should be scanned and printed. Pages with photographs should be copied on a colour photocopier.

Candidates may submit non-book materials such as CDs, DVDs etc. with their project/thesis/dissertation if:

- such materials constitute useful additions to the work
- these are referenced in the written submission
- such methods constitute the most appropriate methods of clarifying or presenting the information concerned.

Material of this nature should be presented in a container that is suitable for storage on a library shelf and, that bears the same information as presented on the spine of the thesis/dissertation. All candidates considering the submission of such are advised to consult their respective Supervisors and the Librarian at the early stage of the project.

OVERSIZE MATERIAL
Oversize materials such as graphics, maps, charts etc. necessary to the exposition of the thesis may be reduced in size using photographic software to fit the standard thesis page, or could be included as a foldout.

A foldout is a page whereby the left side is bound into the thesis but the right side can be unfolded in one or more panels extending, when read, beyond the right side of the other thesis pages. The foldout should be carefully folded so that no folds fall outside the thesis margins. The page number should be numbered and placed in alignment with the pages of the thesis.

FOOTNOTES/ENDNOTES
Footnotes and endnotes are both acceptable. This is one system of source citations.

[Source citations are required in the text whenever you use a direct quotation, paraphrase another author’s work, use information that is not the result of your own research, or reproduce any illustrations, diagrams, drawings etc.]
This system uses superscript numbers in the text to indicate notes that may be placed at the bottom of the page, the end of each chapter or the end of the complete text but preceding the bibliography/references.

Footnotes should be single spaced and placed at the bottom of the appropriate page. Font size should regular and size no more that 10pt. However, for titles of work, italics can be used.

If the references are treated as endnotes, they are to be placed in sequence (by chapter) immediately preceding the bibliography.

Form and style will differ from discipline to discipline, but the form and style selected must be maintained throughout the thesis. The recommended Style Manual appropriate to the discipline, advises on the preparation and arrangement of footnotes and endnotes.

BIBLIOGRAPHY/REFERENCES
The bibliography is a list of information sources consulted or used in the writing/compiling of the thesis/dissertation. It is compulsory that all sources cited in the text be referenced. The bibliography/reference list (in addition to other references such as footnotes and endnotes) must conform to specific stylistic requirements.

The University recommends these citations styles for the following disciplines:

- **Science based subjects: APA**

- **Humanities based subjects: MLA**

APPENDICES
The appendix contains information that is relevant but complementary to the work but is not entirely essential to the entire understanding of the text. It may include statistical tables, material too long to be included in the text or in footnotes or endnotes. Appendices should appear in the back matter, following the text and preceding the notes, glossary, bibliography, and index.
The appendices should be numbered and should form part of the sequence of pages bearing Arabic numerals. Each appendix must have a title descriptive of its contents, and a list of Appendices must be included in the Table of Contents. (See arrangement)

**BINDING**

All projects/theses/dissertations that are to be deposited to the UTT Libraries should be permanently bound volumes that bear the following information:

On the front cover:

- The full or abbreviated title of the work
- The name of the degree for which the work is being submitted
- The full name of the candidate
- The University of Trinidad and Tobago
- The date of submission.

On the spine:

Lettering on the spine should be in gold

- The surname and initials of the candidate
- The name of the degree for which the work is being submitted
- The date of submission.

Example

<table>
<thead>
<tr>
<th>Surname, First Name (initial); Degree; Year of Thesis/Dissertation submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stevenson, G. Ph.D. 2008</td>
</tr>
</tbody>
</table>

This information should be presented along the length of the spine so as to be readable when the volume is lying flat with the front cover uppermost.

The binding of the thesis should be of good quality black art vellum or cloth with a hard cover. Lettering, 1/4” or 6mm, should be in (bold) gold.

10 September 2008