

## **SUGGESTED STYLE FOR THE B.COM (HONS) DISSERTATION**

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### **FONT, SPACING, MARGINS AND PAPER SIZE**

**Font:** Suggested font: Times New Roman, throughout (**Note:** Another font may be chosen, as long as it is not too fancy. Some fonts, e.g. Tahoma, occupy more space than Times New Roman. The font sizes given below apply to Times New Roman. If Tahoma is chosen, a smaller font size is advisable).

**Spacing:** Double line spacing

**Margins:** Top, Bottom, Left, and Right Margins at 2.5 cm

**Paper Size:** A4 (210 x 297 mm). Orientation Portrait

### **TITLES/HEADINGS**

**Chapter Title:** 18 pt Caps, Bold, Centred

**Heading 1:** (for a section title): 14 pt, Bold, Caps, Left Range

**Heading 2:** (for a sub section title): 12, Bold, Title case, Left Range

**Heading 3:** (for a sub-sub section title): 12 pt, Italic, Sentence case

### **RUNNING HEADERS AND PAGE NUMBERING**

**Running Headers for chapters:** Optional. However if running headers are used, they are to be centred. The title of the chapter may be shortened in the running header. A slightly smaller pt size than the main text pt size is advisable for running headers.

**Page numbering:** It is suggested that (1) page numbering starts from the title page and (2) the numbers are to be centred, at the bottom. Make sure (double check) that the page numbers given in the contents page correspond to the actual page number.

### **FIGURES AND TABLES**

**Captions:** 12 pt Bold, Upper and Lower, Centred, consecutively numbered, preferably on top of table/figure.

**Style:** Tables and figures can be in black and white or in colour, with a professional appearance.

**Placement:** Tables and figures are to be inserted in an appropriate place in the text, so as they can easily be consulted when reference is made to them in the text.

### **REFERENCES AND CITATION**

References should be cited in the main body of the text as follows (Borg, 1998) or (Borg, 1986; Farrugia, 1987) or (Grech, 1997: 36) where the number after the colon refers to the page number.

No references other than those cited in the text are to be included in the References Section.

References shall be listed at the end of the dissertation, with the author's surname first, in alphabetical order. The references are to be listed in one section and not divided into different sections, e.g. books, journals, etc. Website references are to be properly dated by writing "accessed on [date]" at the end of the reference.

The following are examples of style that may be used for references:

#### **Books:**

Grech, M. (1997). *The Maltese Falcon*. Malta: Name of Publisher

#### **Chapters of Books:**

Borg, P. (1998). "The Maltese Dog." In Borg, S. (ed) *Name of Book in Italics*: 331-390. Malta: Name of Publisher.

#### **Journal articles:**

Abela, P. (1996). "The Maltese Cross," *Name of Journal in italics*, Vol. 3: 331-390

#### **Dissertation and reports:**

Abela, P. (1996). "The Maltese Question." Name of Report/Dissertation, Institution Issuing report or Department and University to which dissertation was submitted.

If you wish to add additional titles, which you have consulted but which you have not cited, you may do so by adding a section "Other Publications Consulted"

### **OTHER SUGGESTIONS:**

1. Give name in full, e.g. United Nations (UN), when mentioned the first time, with the acronym in brackets. Subsequently the acronym only may be used.
2. 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.
3. Numbers one to twenty are to be given in words, 21 onwards in figures. A series of numbers is to be given in figures
4. It is preferable to write kg/km in full, e.g. a 60 kilometre radius. Per cent is preferable to the symbol % in the main body of the text.
5. Use English (UK) spelling.

## **SUGGESTED DISSERTATION PLAN/LAYOUT**

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Title Page

Dedication (optional)

Acknowledgements

Table of Contents (including Appendices)

List of Acronyms

Chapter 1 – Introduction

Chapter 2 – Literature Review

Chapter 3 – Methodology

Chapter 4 – Results and Analysis

Chapter 5 – Implications and Conclusion

References (cited in the text) listed in alphabetical order of authors' surnames

Other Literature Consulted (optional)

Appendices (optional)