DISSERTATION HANDBOOK: Guidelines for MA students

School of Social Sciences, Law and Education

Table of contents

INTRODUCTION

This handbook has been designed to help you to structure and present your dissertation according to the appropriate academic convention (as per the 7th edition (2020) of the Publication Manual of the American Psychological Association - the **APA style**). It applies to all dissertations in the Department of Social Sciences. It also details supervision arrangements and information about how your dissertation will be assessed.

1   STRUCTURE OF DISSERTATION

You will find it a great help to have a framework of chapters or sections with indications of the proposed contents. This can be refined and modified as the work proceeds. A typical dissertation will have five or six chapters. The word count for the dissertation (excluding title pages, references and appendices) for each programme is below. The word limit is strict: 1% of the mark will be deducted for every 100 words, or part thereof, over the word limit.

- BA (Hons.) in Early Childhood Education: 8000-9000 words
- MA in Child, Family and Community Studies: 14,000 words
- MA in Criminology: 14,000 words
- MA in Social Care Leadership and Management: 14,000 words
- MA in Mentoring, Management and Leadership in the Early Years: 14,000 words

You are strongly advised to read a number of completed dissertations to appreciate the scale and quality required. Taught MA students can find full-text postings of 50+ theses with high 2.1 and 1st class honours classifications at: http://arrow.dit.ie/aaschssldis/

Carefully plan your dissertation. Give it a beginning, middle and an end. Type a draft (with the spelling and grammar checker turned on), then re-read and edit multiple times before typing the final version. Ask yourself if what you have written makes sense. Allow time to read a complete printout of your work. It is easier to spot errors on paper than on screen. Such revisions will improve structure, syntax and expression. Professional writers will frequently draft their work a dozen times! Blaise Pascal, the 17th century French mathematician, famously identified the difficulties in writing in a concise, legible style when he observed

"I have made this [letter] longer than usual, only because I have not had the time to make it shorter."

Your final text will consist of the following components (although structure may vary from this general outline):

1.1 Title Pages

These include the title page itself, acknowledgements, table of contents page, lists of table and figures, abstract.

These pages should be in roman numbering (i, ii, iii and so forth) (except for the title page, which is not numbered). Arabic page numbering (1, 2, 3 and so forth) should begin on the first page of your 'Introduction'.

See Appendix one for sample layout of the title pages.

1.2 Introduction

Briefly outline to your reader what you intend to do.

Why are you doing it? What exactly is the research question? What is the possible importance of the research?

Although the introduction is the first thing that a reader will read, the introduction is, in fact, usually written last.

1.3 Literature Review

What have others said, written or researched about your topic? What theories illuminate your topic? How does the literature relate to your research questions? What are the most important/controversial issues at present?

1.4 Research Methodologies

How will you approach the empirical work? What style and techniques have you chosen? Why? What samples tests, observations, and measurements will be needed? What are the advantages/constraints of the chosen method?

1.5 Results

What results have been found? What is your interpretation of this? Do findings support or refute a research question?

1.6   Discussion & Recommendations

Discuss your results with reference to your research questions and your literature review chapter. Are there any actions or recommendations to take? What future areas of research would be relevant?

1.7   References

Use APA style (see below).

1. 8   Appendices

Are there any extra details that the specialist reader could refer to if necessary?

Format for appendices

- Each appendix should deal with a separate topic
- Each appendix should be given a different label and a title depending on its content (for example, Appendix 1: Questionnaire)
- Begin each appendix on a separate page
- Give the label and title centred at the top of the page

1.9   Binding and submission instructions

Dissertations will be submitted for examination by way of upload to a *Brightspace* module.

Tutors will provide details of the deadline and the module title and code in *Brightspace*.
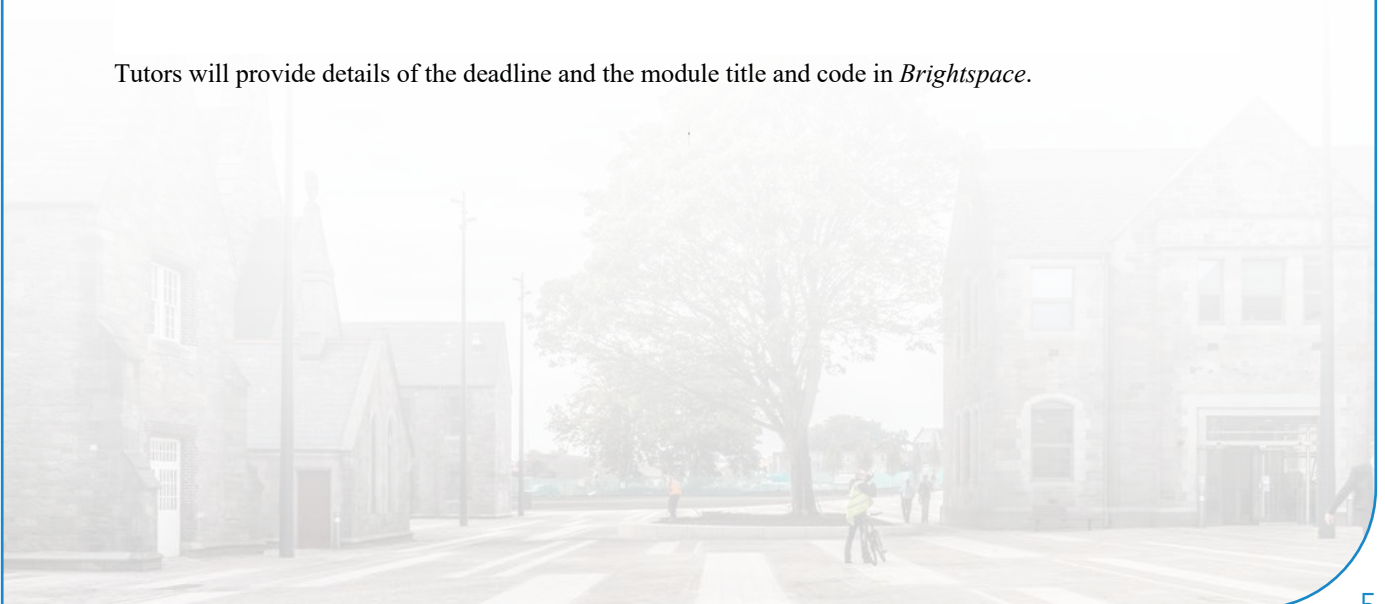
2   TYPING AND PRESENTATION FORMAT

Typing Format

- Use Times New Roman, Font size 12.

- Use one and half spacing with adequate margins.

- Page numbers begin on first page of text. Title page is not numbered.

- There is no space before a full stop. Text resumes two spaces after a full stop.

- There is no space before a comma, colon, or semi-colon. Text resumes one space after commas, colons, and semi-colons.

- To ensure that you can spot any errors in spacing it is useful to check your formatting with the formatting tab turned on. You will find this in the HOME tab in Word.
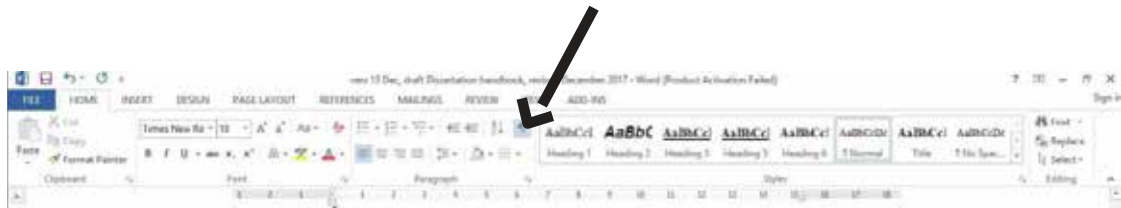
- Abbreviations and Acronyms. Abbreviations such as "e.g.", "etc.", "i.e." are not acceptable. One must write in full "for example", "and so on" and "that is." Acronyms are acceptable if one has previously indicated the full meaning of the acronym. Thus, to use "ESRI", one must have initially used Economic and Social Research Institute.

Presentation Format

- Use A4 size paper
- Justification: The text should be left justified (straight edges on left and ragged margin on right)

- Margins: at least one and a half inches on the left hand side, and at least half an inch on the other three sides.

- Number the pages (bottom centre)

- Print only on one side of the page

- Before submitting any completed piece of work, it should be photocopied and a reliable back-up file should be made

- Gender-specific language is to be avoided. Avoid using he, she, him, her, his, hers. Instead, where possible, use the neutral "one."

- Photographs and diagrams: All photographs and/or diagrams should be firmly fixed or printed on the appropriate page and should be provided with legends. Where possible graphs and diagrams should be printed in colour.

- Footnotes and indented quotations may be single line spaced. The footnotes in each chapter should be numbered consecutively, at the end of the page or chapter.

- Quotations should be used sparingly and judiciously. A useful rule of thumb is to include only those quotations that succinctly and comprehensively make a point in a way that you feel cannot be bettered.

Format for Headings

Each level of heading (primary, secondary, tertiary, and so forth) is formatted differently:

Level of heading	Format
1	**Centred, Boldface, Uppercase and Lowercase Heading** **(First Letter of Each Word Capitalised)**
2	**Left-aligned, Boldface, Uppercase and Lowercase Heading** **(First Letter of Each Word Capitalised)**
3	**Indented, boldface, lowercase paragraph heading with a full stop.** Begin body text after the full stop.
4	***Indented, boldface, italicized, lowercase paragraph heading with a full stop.*** Begin body text after the full stop.
5	*Indented, italicized, lowercase paragraph heading with a full stop.* Begin body text after the full stop.

Tables and Figures

The APA Publication Manual has detailed instructions for the construction of tables and figures. However, for most purposes, the formatting in the examples below is sufficient[1]:

[1] Images from guide published by Don Quick of Colorado State University.

For Figures
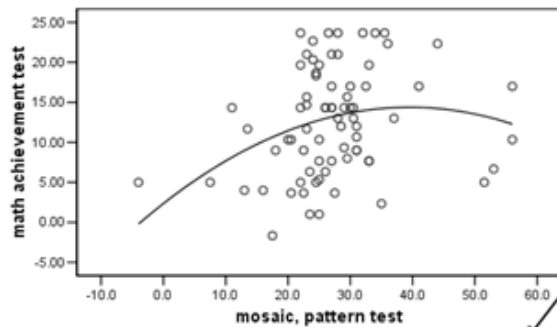
An example of a figure and caption in APA format.

Note: The figure number is italicized but the caption itself is not. Also, the caption text is sentence case (only the first word and proper nouns are capitalized and it ends in a period).

Figure. 1. Scatterplot showing a curvilinear relationship between mathematics achievement and mosaic pattern test score.

For Tables

3 REFERENCING FORMAT (IN THE TEXT)

Academic writing requires that you read and cite the work of others. Any material that is not your own must be sourced to the original author. Every book, article, thesis and all electronic material that has been consulted and cited should be included in the References. Only material which is publicly available should be cited so lecture notes, for example, should not be referenced. The use of quotations and references in the text is followed up by a list of references, alphabetically presented at the end of the work, which is known as the References. There are specific guidelines that you must follow for referencing in the text and in the References section. The referencing system adopted by the Department of Social Sciences is the American Psychological Association Style, or **APA Style**. What follows is a summary outline of the Publication Manual of the American Psychological Association, 7th Edition. An online tutorial can be found at:

https://apastyle.apa.org/learn/quick-guide-on-references

Endnote is a useful references management tool. The Library uses the free online version of *Endnote*, which you can sign up to at www.myendnoteweb.com

The Library has created a video guide on using this version of *Endnote*, which you can find on *Brightspace* at https://brightspace.tudublin.ie/d21/lor/viewer/view.d2l?ou=6606&loIdentId=232

3.1 EXAMPLES

a) After a summary of an author's work, or a reference to his/her work you must insert the author's surname and the date of publication.

(Murphy, 2020).

In the case of two authors, both are listed: (Wilson & Thomas, 2020).

As listing three or more authors would be quite cumbersome, in such cases list the first author followed by 'et al.' (from the Latin, meaning 'and others') for all citations:

(O'Brien *et al*., 2020).

When citing an author who has published two or more works in the same year, use lower case letters (a, b, c) with the year to distinguish them:

The Department of Education and Science (2019a) has reported that …

b) If you are including the author's name as part of your sentence you can put the date in brackets after it as follows:

> Benson (2020) has argued that …

c) A straightforward quotation:

> However, it has been noted that "this is a phenomenon which is not unique to Ireland" (Greene, 2020, p. 12).

d) When you are summarising someone else's ideas:

> Addis (2020) has argued that it is not just Ireland that has experienced such difficulties; other countries including Finland have also faced similar economic problems.

If you are citing a number of works to support an argument or position, they should be listed alphabetically, separated by a semi-colon:

> A considerable number of researchers have reported similar findings (Barry, 2012; Doyle, 2017; Zacchus, 2019).

e) Let's say you are reading a book by Dawkins, and in Dawkin's book there is a quote from another book by Darwin. You decide that you would like to include the quote by Darwin in your essay, but you have not read Darwin's' original source. You present this kind of material as follows:

> More evidence to support this assertion has been presented by research in the Galapagos Islands (Darwin, as cited in Dawkins, 2017, p. 254).

The page number given is the page number from the book by Dawkins from where you got the quotation from Darwin. Your References will contain the book by Dawkins.

f) If referencing from a newspaper, follow the same format as above. If there is no identifiable author, use the name of the newspaper, the date and page number if required:

> (The Irish Times, 19th January, 2017, p. 6)

g) Quotations

A short quotation of less than a line may be included in the body of the text in quotation marks but if it is longer (typically, 40 words) start a new line and indent it. All direct quotes of more than 40 words must be single spaced and indented. This makes it easier for the reader to establish what is sourced work and what is your own work. Include the page number if using a direct quote (note: inverted commas are not necessary in this instance, as the indentation of quote over 40 words makes it obvious as a quotation):

> Kilcommins et al.'s (2018) work on the victim in the Irish criminal process details the responsibilities of Gardaí. They note
>
> > The Victims Charter places significant recurring responsibilities on the Gardaí to provide information to victims. When a victim makes a complaint, s/he must be informed of the name, telephone number and station of the investigating Garda and the PULSE (Police Using Leading Systems Effectively) incident number (2018, p. 91).

h) Referencing Internet sites or online journals.

The suggested format for WWW page entries in the text is Constructor (person or organisation), year, page no. [if given]:

> Department of Health and Children (2016, p. 8).

Many webpages do not contain page numbers. Try to include a marker to help your reader find the relevant passage, for example a paragraph number:

> Department of Justice, Equality and Law Reform (2014, para 121).
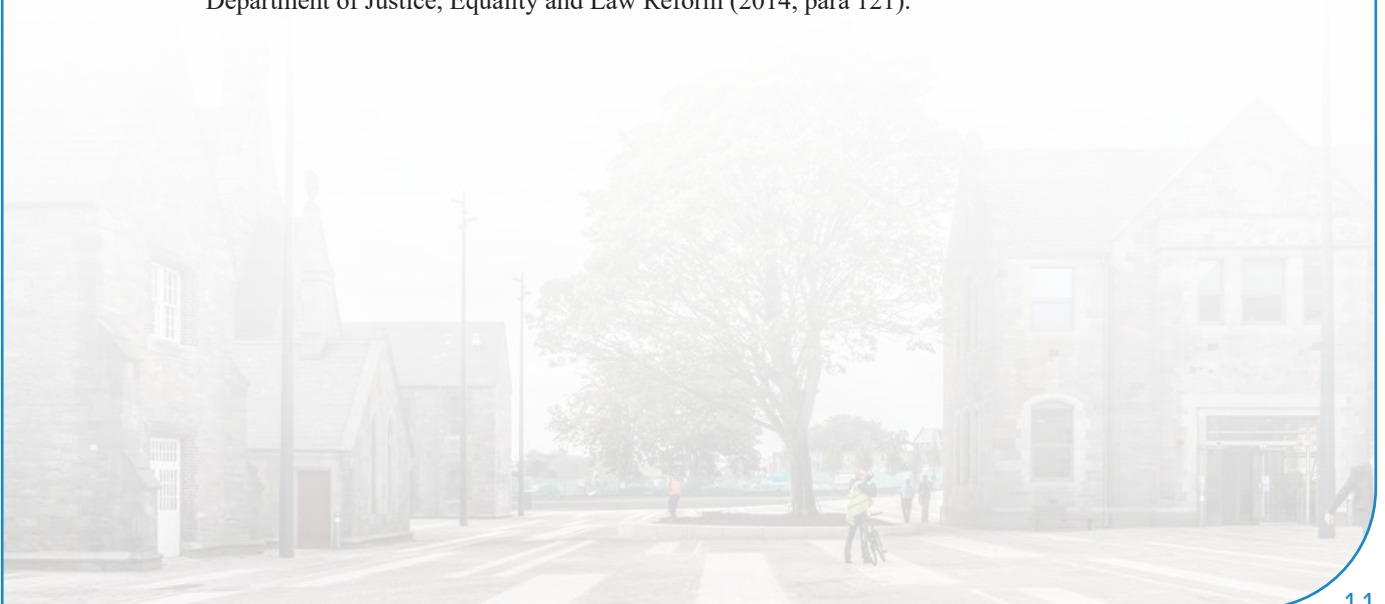
4   REFERENCING FORMAT (IN THE 'REFERENCES' AT END OF DISSERTATION)

'References' is a list of all the sources you quoted or paraphrased to prepare your paper. You should arrange entries in alphabetical order by the author's last name or, if there is no author, by the first main word of the title. It should start on a separate page at the end of your dissertation; label the page 'References', centred at the top of the page.

Use **hanging indent paragraph style** (align the first line with the left margin, and indent all subsequent lines one tab space from the left margin). Type all authors' names with the surname first, separated by a comma. Use only initials for the first and middle names, and an ampersand before the last author's name.

Examples

(a) Books

The title of the publication should be *italicised*. Capitalise only the first word, the first word after a colon and proper nouns.

Examples:

Ferguson, H., & Norton, J. (2011). *Child protection practice.* Palgrave.

Kessler, S., & Bayliss, F. (2015). *Contemporary British industrial relations*. Macmillan.
[in the case of two or more authors, note the comma before the ampersand '&'].

Where an organization is the author,

Department of Education and Science. (2016).

Where there have been multiple editions of a book, you should reference the edition of the book that you have read,

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th Ed.). American Psychological Association.

(b) Edited books

Where a book has been edited you must insert (Ed.) (if there is only one editor) or (Eds.) (for two or more editors) after their names:

Lenzer, G. (Ed.). (2018). *Violence against children: Making human rights real.* Routledge.

(c) Contributions in edited books

When quoting the work of a contributor to an edited book the following format should be used:

Gallagher, C. (2013). Social care and the older person. In K. Lalor & P. Share (Eds.), *Applied social care: An introduction for students in Ireland* (3rd ed.) (pp. 259-272). Gill and Macmillan.

(d) Journal articles

Include DOI (digital object identifier) if available (typically located on the first page of an article)

McCullagh, C. (2014). From offenders to scumbags: Changing understandings of crime and criminals in contemporary Ireland. *Irish Journal of Sociology*, 22(1), 8-27. https://doi.org/10.7227/IJS.22.1.2

(e) Newspapers

Marlowe, L. (2020, September 5). Historian-in-chief Macron marks 150 years of the French Republic. The Irish Times. https://www.irishtimes.com/news/world/europe/historian-in-chief-macron-commemorates-150-years-of-french-republic-1.4347017

(f) Websites

Corporation/Group/Organization's Name. (Year webpage was last updated/published, Month Day if given). *Title of page: Subtitle (if any).* url

World Health Organization. (2020, August). *Global research on coronavirus disease (COVID-19).* https://www.who.int/emergencies/diseases/novel-coronavirus-2019/global-research-on-novel-coronavirus-2019-ncov

(g) Dissertations

Author - last name, initial(s). (Year). *Title of thesis – italicised* [Doctoral dissertation or Master's thesis, Institution]. Archive name. http://www.xxxxxx

Example:

Barry, C. (2017). *Encountering death in the prison: An exploration of Irish prison staff experiences, emotions and engagements with support.* [Doctoral dissertation, Dublin Institute of Technology]. Arrow@TU Dublin. https://arrow.tudublin.ie/appadoc/77/

5   SUPERVISION, PLAGIARISM AND OTHER MATTERS

Protecting your work

Never trust a mobile device to store your work. Laptops die all the time. Always store your work securely, for example by emailing yourself a draft, or storing your work in the cloud.

Supervision

You will work with your supervisor to define the purpose and scope of your study so that you know exactly what is required. It is important that you choose a subject in which you are already interested and which will complement and support your other studies. It is important to note that the dissertation is fundamentally **your** responsibility; hence you must not place excess pressure on the supervisor or expect unreasonable assistance. Remember, a dissertation is a show case piece of work designed, carried out and written-up by a final year student.

It is vital that you prepare for each supervision session by listing the areas that need discussion and the precise points that should be cleared up as they arise. If advice is sought about a particular chapter or section ensure that your supervisor has been furnished with a draft copy in advance. Always try to space tutorials and amounts submitted; it is unreasonable to expect supervisors to deal effectively with thousands of words at short notice.

SUPERVISOR — STUDENT

ESTABLISH A SUPERVISION CONTRACT

Agree on terms of supervision, set a timeline, establish boundaries, roles and responsibilities.

ACADEMIC GUIDENCE

Assist students in development of research questions, theoretical framework, methodology, methods and analysis phase.

TAKE OWNERSHIP

Develop a research proposal based on your interest. Take responsibility for your work. This is your work.

CONSTRUCTIVE FEEDBACK

Read each chapter once, and provide detailed feedback.

CONTACT

Make regular contact with your supervisor, arrange meetings via email and allow sufficient time for feedback.

ACADEMIC EXPERTISE

Share your experiences and expertise. Suggest reading materials.

DO YOUR BEST WORK

When sending a draft, ensure that your work is grammatically correct and adheres to dissertation guidelines.

BE PREPARED

For every supervisory meeting, come prepared with material and ideas to discuss with your supervisor.

SUPPORT & ENCOURAGEMENT

Encourage students to work independently, be sensitive and approachable.

FOLLOW GUIDELINES

Follow the dissertation guidelines: this includes grammar, structure of your work, presentation format and referencing.

AVAILABILITY

Provide feedback speedily and regularly.

ENJOY THE LEARNING JOURNEY

- All students should ensure to arrange a meeting with the supervisor within the first week of the research process. It is important to discuss the appropriateness, feasibility and ethical issues relating to the study at an early stage. It is the student's responsibility to arrange the next meeting at the end of each supervision session, and to attend accordingly (meetings are usually face-to-face but may be online). It is not the supervisor's responsibility to contact / follow-up with a student should he/she not attend at supervision meetings. There is evidence to show that those students who fully use the supervisory support provided are among those who get the highest grades for their dissertations.

- Supervisor and student should agree (a) dates for submission of draft material and (b) turnaround time for feedback on drafts.

- Generally, the supervisor will read one complete draft of each chapter, and provide detailed feedback. This may be written directly on the draft, or may be sent electronically using 'track changes'.

- Extensions will only be considered in emergency situations.

- Each dissertation is double marked. The first reader reads and keeps written comments on the work. The second reader (who is also the person who has supervised the work) reads the work and confers with the first reader to agree a mark. In some cases, the external examiner may be requested to be a 3rd reader.

Plagiarism

The APA Publication Manual defines plagiarism as follows:

> Plagiarism is the act of presenting the words, ideas, or images of another as your own; it denies authors or creators of content the credit they are due. Whether deliberate or unintentional, plagiarism violates ethical standards in scholarship … Writers who plagiarize disrespect the efforts of original authors by failing to acknowledge their contributions, stifle further research by preventing readers from tracing ideas back to their original sources, and unfairly disregard those who exerted the effort to complete their own work. Writers who try to publish plagiarized work face rejection from publication and possible censure in their place of employment. Students who plagiarize may fail the assignment or course, be placed on academic probation, or be expelled from their institution (American Psychological Association, 2020, pp. 254-255).

In academia plagiarism is a serious offence and may lead to disciplinary action, for both students and lecturers.

For example, in Spring 2005 a Professor George Carney of Oklahoma State University was forbidden by his university to teach as he "stole passages from a slew of authors over the years, sometimes taking entire paragraphs word for word" (The Chronicle of Higher Education, 4th March 2005). In 2011, Karl-Theodor zu Guttenberg resigned as German defence minister after being engulfed by a PhD plagiarism scandal. In 2012, Pál Schmitt resigned as President of Hungary after Semmelweis University withdrew his doctorate because of plagiarism (The Guardian, 2nd April 2012).

Of course, students are expected to read the ideas of others and use them in their essays. However, the work must be fully referenced. All students will be required to submit their dissertations (and other assignments) to the plagiarism checking tool in the VLE *Brightspace* which will compare your text with all pages printed on the Internet, and all other assignments submitted by students in the thousands of other colleges using *Brightspace* worldwide. Where substantial matches occur, a plagiarism investigation will take place. Students who author their own work and properly reference their sources will not be penalised. Where plagiarism is confirmed, penalties will be applied as per the University's General Assessment Regulations.

Other forms of cheating

It is possible to purchase academic work on line, or to commission a bespoke piece of work, be it an undergraduate essay or a PhD chapter. Not only is this unethical and pedagogically self-delusional, firms that offer to write material for university students for a fee can be prosecuted in Ireland under Section 43A (Offence to provide or advertise cheating services) of the Qualifications and Quality Assurance (Education and Training) (Amendment) Act 2019.

Deadlines

It is crucial that you submit your dissertation on or before the scheduled date. See the Departmental Policy on Late Submission of Assignments at: http://www.dit.ie/llss/resources/socialsciences/

Assessment

Your supervisor and another internal examiner will examine the dissertation. A selection of theses is subject to assessment by the external examiner.

Confidentiality

All names in the dissertation should be changed. No participant should be identifiable in the write-up of the dissertation. Agency details will ordinarily be changed to ensure confidentiality of the organisation.

Interview transcripts should **not** be included in the appendices, due to the risk of interviewee being recognised.

Also, student mobile phone numbers should be redacted in the Information Sheets.

Marking format (as per TU Dublin's General Assessment Regulations)

$\geq 70\%$	First class honours
60 - 69%	Second class honours, First division
50 - 59%	Second class honours, Second division
40 - 49%	Pass
$\leq 40\%$	Fail

Dissertation assessment guidelines

Since projects vary to such an extent it is not possible to outline a single marking scheme which can be applied satisfactorily to all projects. Such a marking scheme could prove too restrictive or inadequate and there is a danger that it might be applied too rigidly. The following Guidelines are, therefore, set out to assist tutors in arriving at objective assessments of Dissertations.

1.   The normal criteria against which the assessment should be made are:

      a.   General presentation – organisation and structure. Style. Power of expression. Illustration. Clarity. Grammar. Spelling.

      b.   Research – Quality and extent of research. Design. Control. Methodology. Bibliography.

      c.   Analysis – Treatment of the evidence. Evaluation of the results.

      d.   Conclusions – Merits of conclusion drawn. Discussion of findings.

e.   Objectives – Extent to which objectives have been realised.

f.   Recommendations – Merits of recommendations and suggestions for further study.

2.   The initial assessment based on the criteria at (1) should be to determine the range of mark into which the assessment should fall:

Low Pass	40% - 44%
Good Pass	45% - 49%
Low 2.2 Hons	50% - 54%
Good 2.2 Hons	55% - 59%
Low 2.1 Hons	60% - 64%
Good 2.1 Hons	65% - 69%
Hons First 1.1	70% +

A further refinement is obtained by deciding whether the mark merited by the project falls in the lower or upper part of the range.

3.   To obtain 1st Class Honours a project should be exceptional, indicate fairly extensive research, ability to analyse and evaluate the results and to present the report with concrete recommendations. The stated objectives should be met and writing style should be clear with sophisticated arguments.

A project merits 2nd Class Honours when it is well organised, involves in-depth research, the data is competently organised and analysed and presentation is above average and the objective met.

A pass mark indicates that an adequate attempt has been made to gather and analyse the relevant material, that the student has an understanding of the data and makes an acceptable presentation.

Guidelines for data collection

Students are encouraged to consider a range of data collection methods such as *observation, documentary analysis, case studies, interviews* and *questionnaires.* Choice of method should be discussed with dissertation supervisors and be appropriate to the methodology and design of the research. The methodology design, as well as the methods used to collect and analyse data must be explained and justified in the dissertation.

The following are some general guidelines about data collection methods:

1. Observation is a useful method for gathering information on the environment and behaviour of people who may find it difficult to speak for themselves. It allows the researcher to record information directly as opposed to people's accounts. It can be used as a stand-alone method or in combination with other methods.

2. Documentary Analysis is an examination of key reports or records related to a social care issue/ practice.

3. Case Studies can be used to study an organisation, a service/programme, a client, family or an intervention. One could use an in-depth intensive study of a single case or a comparative study involving two/three cases.

4. Interviews are generally used in qualitative research, when you want to obtain detail and description of people's experiences. It is possible to choose to use a range of short interviews with a larger sample or to use more extended interviews with a smaller number of respondents. It is desirable to record interviews with an audio recorder, but permission to record the interview must be obtained from the participant. If the interviewee agrees to being recorded you can choose to transcribe the entire interview or to type selected excerpts. Relevant extracts from the interview should be included in the findings section of the dissertation to support your interpretation of the findings. It is not required to submit entire interview texts but it is necessary to include the interview questions in the dissertation (these may be included in the text or as an appendix). If the interviews are not recorded you must devise a mechanism for capturing the data accurately, for example by taking detailed notes or using a form of short hand.

5. Questionnaires will provide you with a snapshot of people's reported attitudes or behaviour rather than detail of people's experiences and behaviours. They can be administered in various ways and are useful for collecting data from a larger sample. While open-ended questions can be included to get more detailed opinions from participants they generally use pre-structured responses. An uncompleted copy of the questionnaire must be included in the dissertation.

Publication credit

In the event of progressing your dissertation to an academic publication, you and your supervisor should discuss authorship as early as possible. There are various conventions and guidelines (for example, the BSA, SAI, APA, as well as guidelines in individual institutions).

We have adopted the following policy:

- The student shall generally be the principal (first named) author.

- The substantial intellectual contribution of the supervisor should be acknowledged by listing him/her as an author.

- During the writing process student and supervisor will collaborate and agree on the final version to be submitted for consideration for publication.

- These arrangements should also apply to Conference presentations/proceedings.

- If work is published from a dissertation, it should be acknowledged that the work was undertaken while studying at TU Dublin.

- Any exception to these arrangements should be discussed and agreed within the supervision relationship.

Research ethics approval

Taught MA students are required to apply for research ethics approval from the Head of School prior to conducting any data collection. Their supervisor will assist in this process.

Storing your dataset

On submission of your dissertation, you are required to keep available your dataset (for example, SPSS spreadsheet; interview transcripts) for inspection/review until your results have been issued by the Examinations Office. You should store your dataset securely in a password protected file. You may be asked to produce this dataset (with names, agencies, locations de-identified) to be viewed by your Supervisor, Examiner, Head of Department or other University personnel as required. You should note this possibility, along with other limits to confidentiality, in your 'Participant Information Sheets'. Failure to produce a dataset on request may result in a mark for your dissertation being withheld from the Examination Board.

Useful References

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). American Psychological Association.

Barrass, R. (2005). *Students must write: A guide to better writing in course-works and examinations.* (3rd ed.)*.* Routledge.

Bell, J. (2014). *Doing your research project: a guide for first time researchers in education, health and social science*. (6th ed.). Open University Press.

Cotrell, S. (2013). *The study skills handbook.* (4th ed.). Palgrave.

Creme, P., & Lea, M.R. (2008). *Writing at university: A guide for students.* (3rd ed.). Open University Press.

Kane, E., & O'Reilly-de Brún, M. (2001). *Doing your own research: basic descriptive research in the social sciences and humanities*. Marion Boyars.

Murray, R. (2011). *How to write a thesis.* (3rd ed.). Open University Press.

Rose, J. (2012). *The mature student's guide to writing* (3rd ed.). Palgrave Macmillan.

Swetnam, D. (2009). *Writing your dissertation: How to plan, prepare, and present your work successfully*. (3rd ed.). How to Books.

TITLE OF DISSERTATION

Student's name (any previous qualifications)

Declaration of ownership: I declare that the attached work is entirely my own and that all sources have been acknowledged.

Signature: . . . .

Submitted to the School of Social Sciences, Law and Education, TU Dublin, in partial fulfilment of the requirements leading to the award of [name of award].

Word count (excluding title pages, references and appendices): xxxx

TU Dublin   October, 20xx

ACKNOWLEDGEMENTS

The Acknowledgements page is a means of expressing thanks to those who have assisted in the completion of the work. A common convention is to include your supervisor, other academics who may have had an input (for example, tutor), library and information services, family or other personal acknowledgements.

The acknowledgements should be fairly restrained and dignified. It is not really appropriate to refer to nights out with friends, or the support you received from your dog (even if this is true!).

TABLE OF CONTENTS

LIST OF TABLES AND FIGURES

ABSTRACT

One page abstract.
Use single line spacing

This should be a micro-summary, detailing nature of study, methodology, methods and brief details of participants and principal findings.
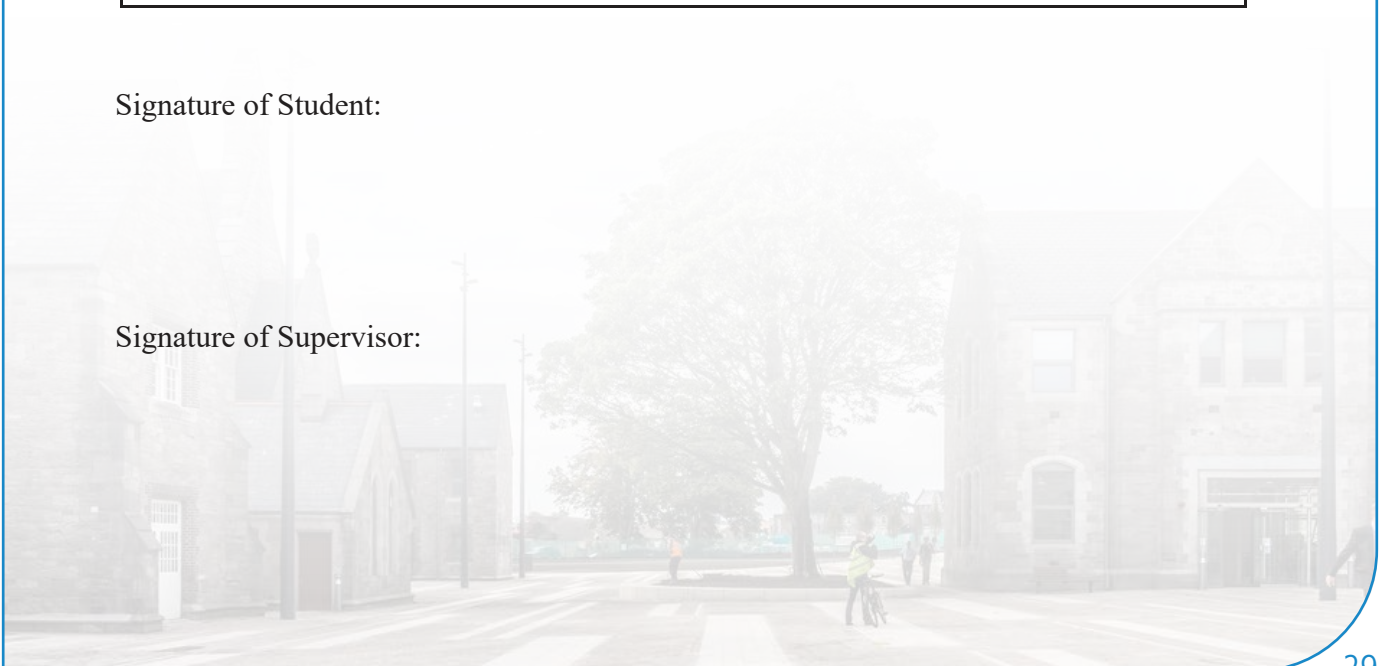
Appendix two: Dissertation supervision log-book

Dissertation Supervision Recording Logs

Name of Student:
Date of Supervision Meeting:
Progress since last meeting:
Material Submitted:
Agreed Tasks/Objectives for next meeting:
Comments:

Signature of Student:

Signature of Supervisor:

NOTES