Dissertation Submission Frequently Asked Questions

Word Count
- 8000 words (check programme handbook if different maximum word limit applies)
- MSc by Research students have a word count of 25,000 or 30,000 words.
- Bibliography, appendices, acknowledgements page (if you have one), table of contents and title page are not included in the overall word count
- Main text of the dissertation, footnotes, section headings, captions, figures/words in tables/diagrams are included in the overall word count

Abstract
- 200 word maximum abstract, not counted towards total word count
- 5 keywords maximum

Appendices
- If appendices are used, they should not be excessive, and should not be ‘essential reading’

What to Submit
- Print and staple 2 hard copies of your dissertation and submit them to the PPLS PG Office (Room 1.06, 1st floor DSB). This does not apply to online by distance learning students
- Email a PDF copy of your dissertation to pplspg@ed.ac.uk
- As per all coursework submission, only your examination number must be on the dissertation in order to maintain anonymity
- Each page must be numbered but you do not need to put your examination number on every page

Coversheet
- You must confirm you have read the front coversheet to declare the work as your own and submit this with your dissertation as a separate document.

Early submission & Late Penalties
- You can submit early
- The deadline must be met unless you have an extension
- Late submission penalties will apply

Margins & Layout
- Default margins on your processor will do fine, as long as there is appropriate space for reading on the inside after binding

Titles
- As long as you discuss a change of title from your research proposal with your supervisor, it will be ok to do so
Type or Print

- Consistent and clear type of laser print quality should be used for all copies for both text and illustrations.

Character Size & Styles / Fonts

- Should be at least 11 points, with body text (text other than headings) not exceeding 12 points.
- Where there is a choice of character style or font, a serif font – eg Times New Roman or Palatino – should be used for the main text and a sans serif font – eg Helvetica or Arial – for headings and labelling diagrams etc.

Word Spacing & Division

- Text should be set to ensure an even spacing between words for any particular line.
- Line spacing should be set for 1.5.

Title Page

Title of Thesis
Examination Number
Word Count
Name of Degree
The University of Edinburgh
Year of Presentation