

## **3RD YEAR UNDERGRADUATE DISSERTATION GUIDANCE NOTES FOR GEOGRAPHY RELATED DEGREES 2017/18**

### **Key Dates**

9 am, Tuesday 16th January 2018 (Semester 2, Week 1)	Start of Research Design in Geography course
12 noon, Thursday 1 <sup>st</sup> March 2018 (Semester 2, Week 6)	Submission of 2,500 word Dissertation Research Project Plan; Proposal form, Safety form (plus risk assessment if appropriate); and Ethics form.
22nd March 2018	Dissertation Research Project Plans returned to students
To be confirmed.	Publication of list of supervisors
October 2018	Dissertation Conference
Prior to start of Semester 2, 2018/19	Draft of dissertation ready
12 noon, 4 <sup>th</sup> April 2019 (Semester 2, Week 11)	Submission of Dissertation

### **Guidance Notes**

This handout provides guidance for the preparation of undergraduate dissertations and sets out the regulations governing submission.

### **INTRODUCTION**

All students reading for honours degrees in Geography are required to submit a dissertation. The dissertation is based upon independent research undertaken by an individual student. Supervision is provided by the teaching staff. The dissertation is worth 40 credits, and constitutes one sixth of the final degree assessment.

Candidates for joint honours degrees in the College of Humanities & Social Science that include Geography may choose to submit a dissertation in Geography or in the other subject of study. If the candidate elects to submit a dissertation in Geography, the regulations set out in this document apply; if the candidate chooses to submit in the other subject the regulations issued by the relevant school will apply. Students reading for joint honours degrees should inform their Personal Tutor of their choice.

### **LEARNING AIMS**

The dissertation allows you to pursue, in depth, a topic of your choice within Geography. The process of selecting a topic, deciding how to go about investigating it, collecting material, analysing data and writing the dissertation are all essential ingredients of DOING geographical research. Students generally find that preparing a dissertation gives them insight into the challenges and pitfalls of doing research, and that this helps them to develop a more critical and appreciative approach to other aspects of their studies. Most students find that the dissertation is one of the most rewarding parts of their degree programme.

The dissertation provides an opportunity to develop a range of skills including the ability to:

- work independently
- select and define a problem or question for research
- apply insights - substantive, methodological and philosophical - gained in other courses
- design an effective way of investigating the research problem
- review existing literature/research of relevance to the chosen topic
- collect relevant evidence from appropriate sources
- apply qualitative, quantitative and/or computing methods to analyse data
- interpret findings perceptively
- present a well-reasoned and lucidly-expressed argument
- write a research project fluently and succinctly
- prepare and use good quality illustrations where appropriate
- cite sources systematically within normal academic conventions

Many of these skills are highly transferable and are of great importance in a wide range of careers.

## **GETTING STARTED**

One of the most difficult aspects of preparing a dissertation is getting started! In this instance, we invite you to decide what to study, how to study it, and when (within 12 months) to do what. Many students find all this considerably harder than writing to short deadlines on titles issued by teaching staff. So, give yourself some time over the Christmas Vacation of your Junior Honours year to think about the field to which you want to devote a considerable amount of energy over the next twelve months. Come up with a *provisional* idea for a research topic and think about how you might investigate it. ***The importance of early planning cannot be over-stated!***

Whatever topic is chosen, it must involve some original research. This might involve fieldwork of some kind, whether in physical or human geography; it might involve archival work, the use of data banks, experimental methods, textual or visual analysis, interviews, participant observation and/or focus groups (to name the most common). The range of options is wide and you are encouraged to think creatively and imaginatively.

## **Research Project Plan**

The **Research Project Plan** (the degree assessment of the *Research Design in Geography* Course), is an individually written report of no more than 2,500 words to be submitted to the Undergraduate Secretary in the Geography office at Drummond Street by **12.00 noon on Thursday Week 6 of Semester 2.**

The Research Project Plan will contain an outline of your proposed dissertation project which you should begin over the summer between your third and fourth years and complete by the end of the second semester of your fourth year. The Research Project Plan will demonstrate both your academic and practical skills in thinking about how to manage a research project, so it must show your organisational skills as well as your intellectual abilities. It should discuss the aims of the work in terms of specifying the research question, presenting the background to this question, and outlining the programme of research that you plan to follow.

It will include a review of background literature (i.e. the wider context with respect to contemporary geographical theory - the question placed in the broader context of academic research) and a bibliography. The Research Project Plan should also include a description of the data you will need and a discussion of the potential sources for obtaining it. A description of the kinds of methods that you intend to use to undertake the research, and to carry out your analysis of the data, should also be included, as well as an assessment of some of the difficulties that you foresee in being able to carry out the plan. The report should also include a timetable to show workflow as well as milestones and their delivery times throughout the duration of the project. It should also attempt to consider and anticipate any potential problems or risks that may arise in the course of undertaking the research

The Research Project Plan must also demonstrate your ability to write in a manner that is acceptable (and comprehensible) to your academic peers. This means that we will be looking for evidence that you have conducted a bibliographic search and that you have read and understood the literature that you have consulted. The Plan needs a clear structure, and diagrams, tables, maps and other illustrations should be used where appropriate.

### **Dissertation Proposal Form**

Separate from the research plan, but on the same date (i.e. **12.00 noon on Thursday Week 6, Semester 2**), you *must* submit a [dissertation proposal form](#), signed on the reverse indicating that you have considered and understood any safety issues associated with your planned work.

The proposal form is a vital step for two reasons:

1. it ensures that you begin to think through the range of issues that are involved in carrying out dissertation research, and
2. it is used as a basis for allocating you to a supervisor.

### **Ethics Assessment Form**

All students *must* submit an [Ethics Assessment](#) form. This form is due at the same time as (and should be attached to) the Research Project Plan and Dissertation Proposal form (i.e. **12.00 noon Thursday Week 6, Semester 2**, *This form is reviewed by the staff member marking your dissertation project plan.* Additional information about Ethics considerations is provided in a separate section below.

The *Ethics Assessment Form* is a vital document for the following reasons:

1. it is a formal part of the University's commitment to the promotion of research that respects the dignity and preserves the well being of human research participants, other subjects and researchers;
2. it is used to determine if your research has taken sufficient account of ethical issues and can proceed as planned or if it needs revision; and
3. it is used as a basis for assessing if your research needs a more detailed ethics appraisal (the Full Ethics Review; your supervisor will let you know if this next step is necessary).

## SUPERVISION

The dissertation provides an opportunity to work independently. This does **not** mean that you should do absolutely everything on your own. Rather, you must make your own decisions about when and how to seek advice. The supervisor is an important person who is there to assist you in this process.

After provisional marks for the Research Project Plan and the Dissertation Proposal Forms have been published, lists will be posted that indicate which member of the teaching staff has been appointed to supervise each student's dissertation. If a member of staff takes research or study leave while you are preparing your dissertation, you will be allocated to another member of staff for the relevant period. All teaching staff are experienced researchers and are accustomed to advising students on many aspects of the preparation of a dissertation. An attempt is made to allocate students to supervisors according to broad research interests so that, for example, students researching physical geography topics are normally supervised by staff with research interests in physical geography. However, it is seldom possible to provide a perfect match. In part, this is because of the enormous range of topics being pursued and in part, it is a consequence of the Institute policy of distributing supervision responsibilities evenly among all members of staff. Your supervisor will be your 'first port of call' when seeking advice about your dissertation, and they are capable of working through technical and structural issues, regardless of the topic. However, you are also free to consult with anyone you choose, including other members of teaching staff in (and outside) the school.

Teaching staff are usually delighted to talk to enthusiastic students about exciting research projects. Most teaching staff advertise office hours, and all can be contacted via e-mail or pigeon-holes in the Drummond site office. You should have no difficulty arranging to see the staff with whom you wish to talk.

In the spirit of independent learning, THE INITIATIVE IN CONTACTING SUPERVISORS LIES WITH THE STUDENT. You are strongly encouraged to see your supervisor before the summer break between your Junior and Senior Honours years. This meeting should allow you to discuss your topic and clarify the programme of research. Some supervisors hold an initial meeting with all of the students allocated to them. After your initial meeting it is up to you and your supervisor to negotiate how to proceed. Some supervisors offer workshop sessions; others are available by appointment. You will be advised of key milestones and suggested dates in your 4<sup>th</sup> year.

Do not expect your supervisor to guide you through the preparation of the dissertation in the last few weeks before the submission deadline. It is up to *you* to get started in good time and to keep in touch with your supervisor throughout the twelve months from the submission of a provisional research proposal to the final submission of a dissertation.

It is important that you use your supervisor wisely. Your supervisor is not there for a weekly chat about whatever is on your mind. Experience suggests that most students make good use of a total of between two and four hours of their supervisor's time. Normally, you should not expect your supervisor to spend more than four hours helping you with your dissertation. So, before you meet with your supervisor make sure that you are clear about what you want to get out of the meeting. In many cases it will be useful to submit a written draft prior to the

meeting, for example, a draft outline of your proposed methodology or a draft outline of the whole dissertation.

Your supervisor is also one of the internal examiners of your dissertation. Consequently, it is not appropriate for your supervisor to read and comment on the whole of your dissertation prior to submission. However, if you would like feedback on part of the final draft, you are encouraged to submit a whole draft highlighting areas you would like supervisors to read **to a maximum of 1500 words, or ONE chapter**. However, to take advantage of this support, you must submit the draft FOUR weeks prior to the dissertation deadline. You should not expect your supervisor to provide line-by-line editing of a draft chapter, but he or she may be able to offer you some more general feedback.

## **SAFETY ISSUES**

Many dissertations entail fieldwork, in Britain or abroad, and/or the use of laboratories. In all of these activities it is essential that students pay proper attention to safety and related issues. You should review the guidance notes and complete the Fieldwork Assessment which can be found here: <http://www.ed.ac.uk/geosciences/intranet/safety/travelandfieldwork>

When using laboratories you must familiarise yourself with, and abide by, the relevant regulations. If you are working in the field, you must conduct yourself in a mature, responsible and prudent manner.

You are responsible for all travel arrangements and should seek Foreign Office advice for travellers as appropriate. If you plan to carry out field research abroad during the summer vacation between third and fourth year, you must organise yourself very quickly. Do not wait until April to investigate contacts and so on. If you have any questions regarding Health and Safety (including fieldwork you may be planning) please contact the **Health and Safety Manager for the School: <http://www.ed.ac.uk/geosciences/about/contact-us>**

THE SCHOOL OF GEOSCIENCES DOES NOT TAKE RESPONSIBILITY FOR THE WELL-BEING AND SAFETY OF STUDENTS CONDUCTING FIELDWORK IN THE UK OR ELSEWHERE. BEFORE YOU UNDERTAKE FIELDWORK YOU MUST READ THE UNIVERSITY SAFETY CODE FOR FIELDWORK. IT IS ASSUMED THAT STUDENTS WILL CONDUCT THEMSELVES IN A MATURE, RESPONSIBLE AND PRUDENT MANNER, AND BE ALERT TO THE DEMANDS THAT MAY BE MADE UPON THEM IN UNFAMILIAR CIRCUMSTANCES. IT IS THE RESPONSIBILITY OF THE STUDENT TO MAKE CAREFUL ASSESSMENT OF THE RISKS, AND TO MITIGATE THOSE RISKS.

## **ETHICS**

The University of Edinburgh is committed to promoting and facilitating the conduct of ethical research. Similarly, the School of GeoSciences attaches great importance to addressing the ethical implications of all research activities carried out by its members. Research undertaken by students for the undergraduate dissertation is no exception. The design of your research should, from the very outset, work to ensure that human subjects involved (and, for example, the environment) are shown respect and have their well-being preserved.

Attention to the ethical and legal implications of research for researchers, research subjects, sponsors and collaborators is an intrinsic part of good research practice. **All dissertations require ethics approval.** The first step in this process is completing the *Ethics Assessment Form*, which you submit with your dissertation project plan. This Form guides you through a consideration of the following key principles in relation to your research:

Researchers are obliged to:

1. Conduct research as capably as their knowledge permits.
2. Protect the dignity and preserve the well-being of human research participants.
3. Protect the environments in which research is conducted.

Meeting these obligations requires:

1. Respect for free and informed consent from research participants. This includes people who might be interviewed or whose property is used in research.
2. Respect for privacy and confidentiality of research participants. This respect begins with the identification of research subjects (and potentially property) and continues through analysis of data and dissemination of results.
3. Minimising the impact and possible risks of research. This applies whether the impact is on individuals, communities, or environments. It is a strong obligation when research subjects are vulnerable or when environments are particularly sensitive or of special scientific interest.
4. Protection of data to comply with agreed procedures regarding storage, archiving, and in some cases, destruction of data.
5. Operating with honesty and integrity in all our work.

[Guidance on ethics in research](#) is available on the School of Geosciences [web page](#). Once you have submitted the form with your dissertation project plan, it will be reviewed by the person who marks your project plan (that person is normally the supervisor of your dissertation). If any further ethics review is needed, you will be informed by your supervisor.

**IF IT IS EVIDENT THAT THEFT OR DECEPTION HAS TAKEN PLACE, YOUR DISSERTATION WILL BE AWARDED A MARK OF ZERO.**

## RESOURCES

All research projects are subject to resource constraints. You must meet all the costs of preparing a dissertation and this must be taken into account in the design of your research. There are a few scholarships available to support undergraduate dissertations at the University of Edinburgh. These include:

- [the Weir Fund](#),
- [Carnegie and College Vacation Scholarships](#)

## FURTHER INFORMATION

In preparing your dissertation we expect you to draw upon what you have learned in other courses. In addition to option courses which you have found particularly interesting, the two Junior Honours core courses are very important.

- *The Nature of Geography*, provides you with important background in the framing of research questions; and
- *Research Design in Geography*, provides you with a grounding in major research methods.

**PAST DISSERTATIONS:** The titles of dissertations completed by graduates are catalogued and copies of first class dissertations are held in the Geography Office and also provided on the Research Design and Dissertation Learn pages. These may be consulted by undergraduates by signing out a dissertation for up to one week. You may find it useful to look at past dissertations to gain a clearer sense of the nature and scale of the project.

**EQUIPMENT:** if you need any equipment for your project, you can arrange to take it out on loan. First, have a look at the Equipment [database](#) to see if we have what you need. You can make enquiries by emailing: [equip@geo.ed.ac.uk](mailto:equip@geo.ed.ac.uk).

## **ASSESSMENT**

Your dissertation will be marked internally by two members of staff, one of whom will be the supervisor. Each marker evaluates the dissertation independently; they both assign a grade to the dissertation and prepare a short report that highlights the strengths and weaknesses of the work. After the marking has been completed by both members of staff, the marks awarded are compared. If they differ, the markers are requested to discuss their evaluations with one another with a view to resolving this difference. In most cases, mark differences are small and can be resolved easily, in which case, the resolved marks are used in the classification of your degree. If the first and second marker's marks are 10 or more apart, a third marker will independently mark the dissertation, then review both markers' comments and marks before deciding the final mark.

External examiners may request the opportunity to read any dissertation. In addition, they are asked to review the full body of examinable work of any student whose mark profile falls just below a class boundary. This provides another opportunity for evidence to emerge in support of the award of the higher class of degree.

Independent double-marking is an important guarantee of consistency in assessment. In addition, all markers are asked to work to a common framework of criteria, which corresponds to the learning aims set out above. Thus, markers evaluate dissertations relative to the following criteria:

- evidence of originality and independent thinking
- the definition of the problem or question for research
- understanding of the relevant research context
- the quality of the research design

- the quality of any review of existing research
- use of appropriate sources
- use of appropriate methods
- the quality of the analysis
- the quality of the interpretation advanced
- the quality of argument in the dissertation
- the quality of the written presentation of the dissertation
- the quality and appropriateness of illustrative materials
- proper acknowledgement of sources.

Undergraduates in Geography are eligible for a number of dissertation prizes. The Institute of Geography awards the Alan Ogilvie Dissertation Prize to the student who submits the best dissertation in his or her year. The Institute of Geography also selects dissertations for competitions, including the Royal Scottish Geographical Society award for the best dissertation submitted by a geography student in Scotland. There are also some competitions for prizes in particular fields of study.

## **SUBMISSION REQUIREMENTS**

A good grasp of the methodological aspects of the dissertation is crucial for the development of the project. Submission of a methodology chapter to the supervisor during early autumn is strongly recommended.

Students are also strongly advised to have a draft of their dissertation ready before the start of semester 2. This will allow time for supervisory comments and for further work and refinement of the final document.

### **Submission Deadline**

The dissertation must be handed in - in person, to the Undergraduate Secretary, Kirsty Allan, in the Geography office at Drummond Street - no later than 12.00 noon on the Thursday of Week 11 of Semester 2 of the candidate's Senior Honours year. The dissertation must conform to the specifications set below.

**TWO** copies of the dissertation must be submitted, both in bound form.

**ONE** electronic copy of the dissertation must also be submitted, via Learn by 12.00 noon on the Thursday of Week 11 of Semester 2.

If the work is incomplete in anyway, it must be submitted as it stands.

The submission deadline is strictly enforced. Penalties for late submission are the same as for all other degree work (see the [General Information Handbook](#) for details). It is the student's responsibility to allow an adequate reserve of time that will enable them to cope with last-minute problems related to computing, printing and so on. This kind of problem does **not** constitute a sound basis for accepting late submissions without penalty. Extensions are allowed only in the most exceptional circumstances. If you consider that this might apply to you (for example, for serious medical

reasons), contact Student Support (ssc-geography@ed.ac.uk) as far ahead of the deadline as possible.

### **Length**

The text of the dissertation MAY NOT EXCEED 12,000 words, excluding appendices and references. An accurate word count must be included on the title page of the dissertation. Longer submissions will be penalised by lower marks. Many prize-winning dissertations are considerably shorter than 12,000 words: quality, not quantity, is the key.

### **Format**

The dissertation must be presented in bound form on good quality A4 paper. There is no standard form of binding, but all forms of binding require ample margins (3cm left and right). All pages must be secure, including figures and fold-outs. You must allow sufficient time for binding, prior to the submission deadline.

The text of the dissertation should be typed, with 1.5 or double-spacing (no more than 40 lines per page), the printing should be double sided. It should be divided into chapters, each chapter starting on a new page.

### **Figures**

Figures, which include maps, graphics, photographs and other visual materials, should be presented on A4 paper as far as possible, preferably with the standard margins. A sufficient spine margin must be maintained in all cases to allow for binding. If it is impossible to accommodate illustrations within this format, it is permissible to use fold-outs.

Where appropriate, figures should be mounted on A4 cartridge paper using a non-waterbased glue to avoid cockling (puckering). Staples should not be used. Remember to allow wide margins for binding.

All illustrative material should be of good quality and well-presented. The ability to use maps and other illustrations effectively is one of the criteria upon which dissertations are assessed. Sources of derived material must be acknowledged.

Figures should be explicitly referred to in the body of the text. The numbering system we recommend identifies each figure by chapter and by order within chapter, for example figure 3.12 refers to the twelfth illustration in chapter three. Each figure should have a caption and should be sufficiently annotated to allow the reader to grasp its significance.

### **Declaration of Originality**

The dissertation gives you the opportunity to carry out an original piece of research. This does not mean attempting to do something totally unrelated to anything tackled

in the past. Rather, it means evaluating and building upon the work of others to make an additional contribution to knowledge.

You will gain credit for using previous work thoroughly and creatively in the development of your own research. In so doing you should fully acknowledge your sources using standard academic conventions (see section on referencing below).

TO PRESENT OTHER PEOPLE'S WORK AS YOUR OWN CONSTITUTES PLAGIARISM AND IS A SERIOUS BREACH OF UNIVERSITY REGULATIONS. THOSE FOUND GUILTY OF PLAGIARISM STAND TO FORFEIT ANY CHANCE OF BEING AWARDED A DEGREE.

In the preliminary pages of the dissertation, you must include, and sign, a declaration of originality as follows.

*I hereby declare that this dissertation has been composed by me and is based on my own work'*

Signature: \_\_\_\_\_

### **The Abstract**

The abstract is a short statement summarising the contents of the dissertation. It is intended to brief potential readers about the work in its entirety. It is likely to be used by future students and by other researchers. It should take the form of a short factual statement identifying the topic of your study, the approach adopted and the findings.

### **Appendices**

Appendices may be used where original material is relevant to the dissertation but cannot appropriately be incorporated within the text. Everything that is vital to the argument of the dissertation should be included into the text; while data generated by the research but not essential to the argument may be better placed within appendices. For example, tables of original data from the research, interview schedules or excerpts from transcripts, might all constitute appendices. Appendices may not be used as a device for extending the main text.

### **References**

An important practice in academic writing is the comprehensive and systematic acknowledgement of sources. This enables others to read your work in a fully informed manner.

Your dissertation must follow normal academic practice in terms of the citation of sources. Whenever you quote you should give details of the source including the page number. Whenever you draw on the ideas or research evidence presented in a book or article you should acknowledge the source (author and date of publication), although page numbers are not essential unless you quote directly or reproduce statistical information.

Two main methods are used to reference sources: namely, the Harvard system and footnotes. In your dissertation you should make sure that you use one *or* other method systematically and consistently. Full details are given in the appendix of this document.

### **Text Sequence**

Dissertations should conform to the following sequence of contents (each number connotes a new, separate, page).

16. Title page bearing:
  - the title of the dissertation,
  - the degree for which it is submitted,
  - the anticipated year of graduation, and
  - the student's first name, initials and surname
  - an accurate word count
17. Declaration of originality
18. Abstract
19. Acknowledgements
20. Table of contents
21. List of figures
22. The body of the dissertation arranged in chapters
  - each chapter should begin on a new page
  - all pages must be numbered
23. Appendices, if required
24. List of references

## **APPENDIX: METHODS OF REFERENCING**

### **1. The Harvard system**

This system is used in most science publications and also in many social science publications. It involves placing minimum details of the sources cited in the text, with full details in a list of references at the end of the essay. Minimum details consist of the author or author's surname and the date of publication.

The following extract from Johnston (1983, p.79) exemplifies several aspects of this method.

There are strong links between such work, with its clear base in the humanistic approaches, and writing on landscape design and 'mental maps' in the behaviourist/positivist mould discussed in the previous chapter. This drew its inspiration from works such as that of the landscape architect Kevin Lynch (1960) in *The Image of the City* and on the creation of images (see Downs and Stea, 1977). Whereas such behaviourist investigations obtained their data from questionnaires and similar surveys, and manipulated these statistically, however, humanistic approaches have focused on texts and a presuppositionless approach. The nature of the texts varies widely. As already illustrated here, the landscape itself has been used by some as the repository of human meaning (see also Hugill, 1975). Literature, too has been used as 'a perspective for how people experience

their world' (Tuan, 1978, p194). It can provide three forms of aid to the humanist geographer, according to Tuan: it is a thought experiment revealing modes of human experience; it is an artefact, illustrating the cultural perceptions of an environment; and it is a model of geographical synthesis and writing. According to Pocock (1981a, p346) 'it is of the essence of literature to reveal the universal while apparently concerned with the particular': literature is the work (as are all works of art) of artists with particular 'perceptive insight' (Pocock, 1981b p15) regarding contemporary situations.

Note that the author's name sometimes forms part of the sentence itself, in which case the date is placed in brackets next to it. Elsewhere both the name and the date are placed in brackets at the end of the sentence. Titles are not usually reproduced in the text; if they are, they form an integral part of the sentence. Where two sources published in the same year by the same author are cited they are differentiated with a lower case letter (a, b etc.) immediately after the date.

At the end of the dissertation you should provide a list of all the references cited in the text. These should not include any sources that are not cited in the text.

If you use the Harvard system you will not need footnotes to acknowledge your sources. Footnotes might still be used to make points tangential to the main argument. The list of references should include the following details:

***For books:***

author's name, initials, date of publication, title, publisher, place of publication, edition (if not the first)

*example:*

Johnston, R J (1983) *Philosophy and Human Geography*. Edward Arnold, London.

***For journal articles:***

author's name, initials, date of publication, title of article, journal name, volume, pages

*example:*

Johnston, R J (1978) "Paradigms and revolution or evolution? Observations on human geography since the second world war", *Progress in Human Geography* 2, 189-206

***For chapters from edited collections:***

author's name, initials, date of publication, title of chapter, editor's name, title of book, publisher, place of publication, pages of chapter

*example:*

Burgess, Jacquie (1999) “Environmental Knowledges and Environmentalism”, In: Paul Cloke, Philip Crang and Mark Goodwin (eds), *Introducing Human Geographies*, Edward Arnold: London, pp. 141-150.

## **2. Footnotes**

This system is widely used in the humanities and also in the social sciences. It is sometimes preferred because it avoids cluttering the text with brackets. It entails placing a superscript numeral at the end of a quotation or sentence. This directs the reader to a footnote, either at the foot of the page, or at the end of the chapter. Footnotes should run in sequential order from the beginning to the end of each chapter of the dissertation.

The footnote contains details of the source. Here there are two possibilities. Either the footnote contains the same minimum details of the source as in the Harvard system. In this case, you will need a full list of references at the end of the dissertation. Alternatively, the footnotes include full details of the sources on their first occurrence, with the use of *ibid.* and *op. cit.* in later footnotes to refer back to details cited in earlier footnotes. Use *ibid.* (*ibidem* - in the same place) where consecutive footnotes refer to the same source. Use *op. cit.* (*opera citato* - in the work cited) after the author's name and date of publication if the source is fully described in a footnote earlier than the one immediately preceding it. In this case a list of references is not needed because full details of the sources cited are provided in the footnotes.

Noel Gourmelen and Dan Goldberg, Geography Dissertation Coordinators -  
September 2017