

## 7. Dissertation Format Guide

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### **1. Summary:**

A dissertation or thesis is a protracted piece of educational writing primarily based totally on unique studies, submitted as a part of an undergraduate or postgraduate degree. Because of the converting nature of studies writing, it's far vital to expand a sensible guiding principle for college students and studies scholars. This is because of the reality that maximum of the scholars or capacity researchers do now no longer have mastery in right educational writing. This bankruptcy facilitates them to put together a complete and thorough dissertation or thesis.

In this chapter, the key aspects of writing a dissertation or a thesis. The author provides a step by step direction in creating a comprehensive dissertation or thesis. The following are the some of the topics included in the CHAPTER: Section One which provides the background and introduction of the study, In Section Two, author provides a comprehensive discussion of related literature in the study, Section Three which describes the research methodology used in the study, In Section Four, author provides a summarized result of the study, Section

Five which presents the research findings and a detailed discussion about the findings in relation to the literature. Section Six, summarizes the key findings while proposing possible recommendations for implementation and conclusion.

Every institution has a format or guideline of preparing a dissertation or thesis. Therefore, every student or researcher should take into consideration the guidelines provided by their institutions. This chapter provides broad practical guidelines to prepare a research proposal and dissertation or thesis report. It is a step by step guide for writing a dissertation or thesis.

## **2. Objectives:**

Your dissertation will be one of the most important and substantial pieces of writing you will produce during your academic career. As the culmination of your degree, your dissertation will focus on a specific topic you find interesting, encompass much of the knowledge you have built throughout your course, and showcase your understanding of academic conventions.

These guidelines are provided to formally expose you to the various ethical and technical issues involved in writing up your work and the format you are required to adhere to while submitting your work as Ph. D thesis /M Phil dissertation/ Master Degree dissertation.

## **3. Overview Of The Process:**

As a graduate degree such as a doctorate, master's degree, bachelors (Honors) degree, or a postgraduate diploma are required to follow the guidelines and specifications established by your department and University for the completion of your dissertation and also comply with the requirements of the Graduate Council concerning the physical format of your manuscript as established in these instructions.

Never use as a precedent dissertations or theses on file in the University Libraries or in your academic department because the manuscript requirements have changed over the years.

If you require assistance with the presentation and submission of your thesis or dissertation, your supervisors and department/faculty are your principal sources of support. However, several other service divisions at the University are also able to assist you.

Before beginning work on a dissertation, you must receive approval of the proposed subject matter from the research guide of concern faculty of your program. Your University/College/Institutes has responsibility for both the content and written style of the manuscript. Style, including footnote and bibliographic form is at the discretion of your guide, so long as consistency is maintained throughout the manuscript.

#### **4. Introduction:**

The dissertation is the final stage of the master's degree and provides you with the opportunity to show that you have gained the necessary skills and knowledge in order to organize and conduct a research project. It should demonstrate that you are skilled in identifying an area, or areas, suitable for research: setting research objectives; locating, organizing and critically analyzing the relevant secondary data and authoritative literature; devising an appropriate research methodology; analyzing the primary data selected and drawing on the literature in the field; drawing conclusions and if appropriate making relevant recommendations and indications of areas for further research.

A dissertation is the written report of a research study undertaken in fulfillment or partial fulfillment of a graduate degree such as a doctorate, master's degree, bachelor's (honors) degree, or a postgraduate diploma. It is an undertaking that

allows you to explore areas or problems in detail and develop and utilize your thinking and analytical skills.

This CHAPTER intended to guide you through the dissertation process. It can only offer suggestions; there is nothing that can be said which will guarantee the production of a fine piece of work, but these are suggestions which, through time, have been found to be both practical and effective. You should read this guide before starting your dissertation and consult it as necessary throughout the process. This will help you to make a start to your dissertation and make more effective use of your meeting sessions with your supervisor.

### **5. Aims Of The Dissertation:**

The aims of the dissertation are to:

- put into practice theories and concepts learned on the programme,
- provide an opportunity to study a particular topic in depth,
- show evidence of independent investigation,
- combine relevant theories and suggest alternatives,
- show evidence of ability to plan and manage a project within deadlines

After completion of the dissertation students should be able to:

- define, design and deliver an academically rigorous piece of research,
- understand the relationships between the theoretical concepts taught in class and their application in specific situations,
- show evidence of a critical and holistic knowledge and have a deeper understanding of their chosen subject area,
- appreciate practical implications and constraints of the specialist subject,
- understand the process and decisions to be made in managing a project within deadlines.

## **6. The Dissertation:**

You will be advised of the deadline for submitting a dissertation proposal by your programme Supervisor. For some programmes in the School where research methods are a taught course, then the research proposal may be separately assessed. Regardless if this is the case or not, you must receive confirmation from your academic supervisor that your research proposal is approved before you continue with your dissertation.

### **The Research Proposal:**

The research proposal is an important working document and which over the next few months becomes transformed into the dissertation. You will see that the main sections replicate the structure of the dissertation. A copy of the Research proposal used by your program.

Used correctly, the proposal will become your road map through the dissertation process. Because of a wide variety of circumstances, the focus of your research may change. If this happens then you should change your proposal document.

### **Writing And Structuring Your Dissertation:**

The structure of a dissertation depends on your field, but it is usually divided into at least four or five chapters (including an introduction and conclusion chapter).

**Preliminary Pages.** The following preliminary pages precede the main text of the dissertation.

- **Title Page:** The title gives a clear and concise description of the topic/problem and the scope of the study. The title page will show the title; the author's full name; the degree to be conferred; the university, department, and college in which the degree is earned; and the month and year of approval. Margins for

the title page and the entire document are left—1.5 inches; right, top, and bottom— 1 inch. Also, the title should be in all capitals.

- **Abstract:** The dissertation should contain an abstract of up to 350 words. A good abstract is difficult to write and can only be completed after the full dissertation has been written. It represents a brief summary of the results of the dissertation research. By summarizing the results of the research, it allows other people to get an idea of what was accomplished without having to read through the whole dissertation. The abstract, is a concise summary description of the study, including statement of the problem, purpose, scope, research tradition, data sources, methodology, key findings, and implications. The abstract is written after the dissertation is completed.

The page numbers before the text are in Roman numerals. The abstract page is the first page to be numbered, but as iii. All Roman numerals should be centered between the left and right margins, and 1 inch from the bottom of the page. The title of the page, “ABSTRACT,” should be in all capitals and centered between the left and right margins, and 2 inches from the top.

- **Acknowledgements:** These pages are optional, although most dissertations include a brief acknowledgement of the contributions of committee members, colleagues, friends, and family members who have supported the students’ research. “ACKNOWLEDGMENTS” should be capitalized and should appear centered between the left and right margins, 2 inches from the top. Text should begin two-line spaces after “ACKNOWLEDGMENTS.”

### **Table of Contents Page:**

An outline of the entire dissertation, listing headings and subheadings with their respective page numbers, the table of contents lists all chapters and major sections within chapters and all back matter with page numbers.

The heading “TABLE OF CONTENTS” is centered between the left and right margins, 2 inches from the top of the page. The listing begins one double space below and even with the left margin. Leader dots are placed from the end of each listing to the corresponding page number. All major titles are typed exactly as they appear in the text. When a title or subtitle exceeds one line, the second and succeeding lines are single-spaced and indented two spaces. Double spacing is used between major titles and between each major title and its subtitle.

The table of contents may be followed by any of the following,

- \*List of tables
- \*List of figures
- \*List of illustrations
- \*List of symbols

### **Dissertation Chapters/ Main Text**

The main text is divided into five major chapters. Each chapter can be further subdivided into sections and subsections based on the formatting requirements for each college. Order and format of dissertation chapters may vary by institution and department.

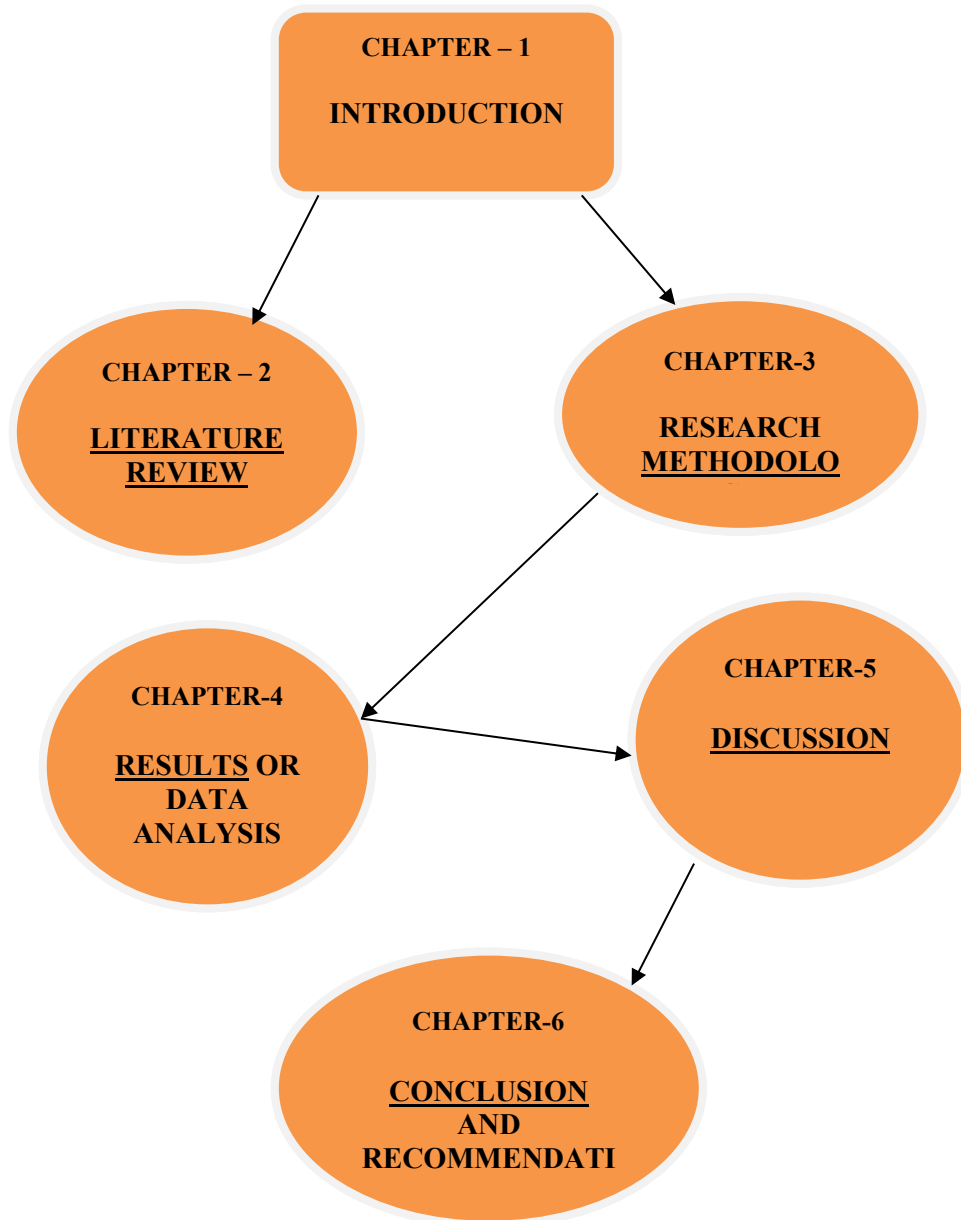
- CHAPTER 1: AN INTRODUCTION
- CHAPTER 2: LITERATURE REVIEW / THEORETICAL FRAMEWORK
- CHAPTER 3: METHODOLOGY
- CHAPTER 4: RESULTS / DATA ANALYSIS
- CHAPTER 5: DISCUSSION
- CHAPTER 6: CONCLUSION AND RECOMMENDATIONS

**Supplementary Pages:** Supplementary pages follow the body text, including reference materials and other required.



- \*References (required)
- \*Appendices (required)

**Outline Of Dissertation Format:**



**Chapter 1: Introduction**

The Introduction describes the content, scope, and organization of the review as well as the strategy used in the literature search. The introduction to the

dissertation should set out the background to the research study and address the following areas:

**.The context in which the research took place:**

- What is the background, the context, in which the research took place?
- Why is this subject or issue important?
- Who are the key participants and/or ‘actors’ in the area under investigation?
- Are there important trends or pivotal variables of which the reader needs to be made aware?
- A clear and succinct statement of the aims and objectives that the dissertation is going to address.

Have you presented a clear and unambiguous exposition of your research aim, the objectives you will address to meet this aim and your research questions?

**Why this study was carried out:**

- Was this study undertaken for example in order to test some aspect of professional or business practice or theory or framework of analysis?
- Was the research carried out to fulfill the demands of a business organization?

**The Dissertation is to be organized**

You should write your dissertation with the idea in mind that the intended reader and reviewer has some shared understanding of the area being investigated, however, underpinning concepts and arguments still need to be included as otherwise the depth of research will be compromised. In this way, you will not be tempted to make too many implicit assumptions, i.e. by making the erroneous assumptions that the reader has your degree of knowledge about the matters in question or can follow, exactly, your thought processes without your spelling

them out. It should be a document which is ‘self-contained’ and does not need any additional explanation, or interpretation.

This chapter may be between 500 to 750 words although in some subjects or topics the justification of the subject and scope may change the length of this chapter.

## **Chapter 2: Literature Review / Theoretical Framework**

Before you start on your research, you should have conducted a literature review to gain a thorough understanding of the academic work that already exists on your topic. This means:

- Collecting sources (e.g. books and journal articles) and selecting the most relevant ones
- Critically evaluating and analyzing each source
- Drawing connections between them (e.g. themes, patterns, conflicts, gaps) to make an overall point

In the dissertation literature review chapter or section, you shouldn’t just summarize existing studies, but develop a coherent structure and argument that leads to a clear basis or justification for your own research. For example, it might aim to show how your research:

- Addresses a gap in the literature
- Takes a new theoretical or methodological approach to the topic
- Proposes a solution to an unresolved problem
- Advances a theoretical debate
- Builds on and strengthens existing knowledge with new data

This section is clearly related to the problem statement, purpose, and research questions; states up front the bodies of literature that will be covered and why;

reviews primary sources that are mostly recent empirical studies from scholarly journals and publications, as well as secondary sources; it is logically organized by theme or subtopic, from broad to narrow; synthesizes findings across studies and compares and contrasts different research outcomes, perspectives, or methods; notes gaps, debates, or shortcomings in the literature and provides a rationale for the study; and it also provides section summaries.

Remember that your literature review should lead and justify the research objectives and questions of your dissertation. Your literature review should not just be a catalogue of authors, frameworks and ideas but should attempt to introduce a critical evaluation of those authors work. The literature review will be around 3,000 to 4,000 words

### **Chapter 3: Methodology**

In this chapter, we describe how you conducted your research, allowing your reader to assess its validity. You should generally include:

- The overall approach and type of research (e.g. qualitative, quantitative, experimental, ethnographic)
- Your methods of collecting data (e.g. interviews, surveys, archives)
- Details of where, when, and with whom the research took place
- Your methods of analyzing data (e.g. statistical analysis, discourse analysis)
- Tools and materials, you used (e.g. computer programs, lab equipment)
- A discussion of any obstacles you faced in conducting the research and how you overcame them
- An evaluation or justification of your methods

Your aim in the methodology is to accurately report what you did, as well as convincing the reader that this was the best approach to answering your research questions or objectives.

This chapter situates the study within a particular methodological tradition, provides a rationale for that approach, describes the research setting and sample, and describes data collection and analysis methods. This provides detailed description of all aspects of the design and procedures of the study.

### **Research Sample And Data Sources:**

This section explains and justifies the sample used and how participants were selected (including population and sampling procedures) and describes the characteristics and size of the sample, and provides other pertinent demographic information; and outlines ethical considerations pertaining to participants, shedding light on how rights of participants were protected, with reference to conventions of research ethics.

### **Data Collection Methods:**

This section describes all data collection methods, tools, instruments, and procedures, including how, when, where, and by whom data were collected.

### **Data Analysis Methods:**

This section describes all methods and tools used for analysis of data (Manual and/or Computational).

The term ‘Methodology’, particularly when employed in the social sciences, does not just mean method, but also the governing philosophy behind the methods employed. The conclusion of this chapter should provide a summary of the main points that have been covered. The conclusion should also direct the reader as to how the contents of this chapter link in with the contents of the next chapter or your findings. This chapter will be usually being between 1,000 and 2,000 words.

## **Chapter 4: Results / Data Analysis**

This chapter presents the results of the analyses, usually in order by research question and any results of further analyses (that is, analyses that were not proposed but which were carried out). Results should be presented without interpretation; interpretation is reserved for the discussion in next chapter.

This chapter presents the evidence and results of primary research which you have undertaken. Depending upon your subject area this can be in the form of detailed quantitative models, hypothesis testing to some basic analysis using basic descriptive statistics or qualitative techniques dealing with structured content analysis, textual analysis, to case study descriptions.

The main part of this chapter is the presentation of the data that you obtained. Even projects of relatively moderate dimensions will generate a large amount of data which has to be considered. This data must be organized in a logical and coherently ordered whole so that your thought processes and interpretation are clear to the reader.

The dissertations included detailed modeling or quantitative analysis will clearly need to show

all relevant assumptions, relationships and methods. Your academic supervisor will be able to advise on the level of detail required in the main body of dissertation. The Graphs, diagrams, pie-charts etc. are all useful ways of presenting research results. Keep your review to those items which are relevant to your research question and not just everything I found out.

Not all dissertations contain quantitative data. In many situations, students will have made extensive use of qualitative research techniques such as focus groups and/or in-depth unstructured interviews. While quantitative data lends itself to

graphs, tables and so on, qualitative data, and the way it is presented create particular challenges for students.

The analysis of qualitative data should be based on the research questions and issues that you explored during your fieldwork. For instance, you may have addressed six or seven critical questions in a series of interviews. Each of these questions should be examined separately, rather than describing each focus group in turn. This provides a degree of logical flow and development to the analysis.

Many students make the mistake of providing a very superficial, descriptive analysis of qualitative data. This does not allow you to demonstrate that the research you undertook was of a substantive nature. Tables can also be included that reflect the respondent's overall attitudes, perceptions and views about the themes.

### **Structure For Results Section Is Given:**

#### **Order of Presentation for Nomothetic Studies**

1. Descriptive Statistics (includes means, standard deviations, frequencies, etc. for all variables in the study).
2. Preliminary Statistical Analyses (correlation matrices, etc.)
3. Statistical analyses to answer research questions/hypotheses.
4. Note: for single-subject, small n, and qualitative studies develop the order of presentation with the dissertation chair.

#### **Statistical Analyses to Answer Research Questions/Hypotheses**

1. Use questions/hypotheses as an outline to organize results.
2. Each question/hypothesis should be restated followed by the results of the tests of assumptions and then by the data analyses which provide answers to that question/hypothesis.

3. Report statistical power of the test and effect sizes.

### **Organize Data Into Tables And Figures**

1. Each Table or Figure must be referenced in the text.
2. Tables and Figures should include complete information so that they can be understood without reference to the text.
3. Place tables and figures as soon after their first mention in the text as is possible.

### **Chapter 5: Discussion**

Results are interpreted in light of the research questions and discussed in conjunction with other literature. Limitations of interpretation and implications for further research may be presented.

This section provides an in depth interpretation, analysis and synthesis of the results/findings. Analysis is a multilayered approach; seeking emergent patterns among findings can be considered a first round of analysis. Examining whether the literature corresponds with, contradicts and/or deepens interpretations constitutes a second layer of interpretation.

Issues of trustworthiness are incorporated as these relate to and are applied throughout the analysis process. Discussion may include interpretation of any findings that were not anticipated when the study was first described.

Establishing credibility means that you have engaged in the systematic search for rival or competing explanations and interpretations.

This section restates the study's limitations and discusses transferability of the findings to broader populations or other settings and conditions.



In the introduction to the dissertation you described the context of the research. In the literature survey you analyzed the work of previously published authors and derived a set of questions that needed to be answered to fulfill the objectives of this study.

In the research methodology section you showed the reader what techniques were available, what their advantages and disadvantages were, and what guided you to make the choice you did. In the results section, you present to the reader the outcome of the research exercise.

This is the heart of the dissertation and must be more than descriptive.

This chapter develops analytic and critical thinking on primary results and analysis with reference to theoretical arguments grounded in the literature review. You should try to highlight where there are major differences and similarities from the literature or between different groups.

Where a model or framework of analysis has been used or is being developed you should highlight the main relationships as well as explaining the reason and significance behind features or decisions being discussed.

## **Chapter 6: Conclusion And Recommendations**

Conclusions are based on an integration of the study findings, analysis, interpretation, and synthesis. Concluding statements end the dissertation with strong, clear, concise “takeaway messages” for the reader.

Clearly stated and focused concluding statements reflect an integration of the study findings, analysis, interpretation, and synthesis.

This chapter presents a set of concluding statements and recommendations. Conclusions are assertions based on findings and must therefore be warranted by

the findings. With respect to each finding, you are asking yourself, “Knowing what I now know, what conclusion can I draw?”

Conclusions are not the same as findings; neither are conclusions the same as interpretations. Rather, conclusions are essentially conclusive statements of what you now know, having done this research, which you did not know before. Conclusions must be logically tied to one another.

There should be consistency among your conclusions; none of them should be at odds with any of the others.

In this chapter, you will bring together the work of the dissertation by showing how the initial research plan has been addressed in such a way that conclusions may be formed from the evidence of the dissertation. No new material or references should be placed here.

The conclusions should make a statement on the extent to which each of the aims and objectives has been met.

You should bring back your research questions and state clearly your understanding of those questions. Be careful not to make claims that are not substantiated from the evidence you have presented in earlier chapters

Recommendations are the application of those conclusions. Recommendations are actionable; that is, they suggest implications for policy and practice based on the findings, providing specific action planning and next steps. Recommendations support the belief that scholarly work initiates as many questions as it answers, thus opening the way for further practice and research. Recommendations for research describe topics that require closer examination and that may generate new questions for further study.

Recommendations must have implications for policy and practice, as well as for further research.

In other words, we organize this section with headings:

- Explicitly discuss the implications of the results. Integrate your results with the theoretical background and very relevant literature findings.
- Relate to literature review-point out (a) consistencies and (b) inconsistencies with results of those studies reported in the literature cited.
- Did findings provide support or differ from extant theoretical positions.
- It is appropriate to speculate on the meaning of the results as long as it is made explicit that that is what the writer is doing.

This final section offers the researcher an opportunity to reflect on the overall process, review the findings that have emerged, and share any new learning and insights that she or he has developed over the course of the research and writing process.

How do you personally value the research experience? What are the lessons you have learned from conducting the study? What insights, knowledge, and inspiration have you derived from conducting this study?

### **Appendices:**

Appendices contain all research instruments used, as well as any relevant additional materials such as sample interview transcripts, sample coding schemes, summary charts, and so forth. Each item that is included as an appendix is given a letter or number and listed in the table of contents.

### **References:**

The list of references includes all works cited in the dissertation in alphabetical order by author and in proper format.

All sources that are quoted, summarized, or paraphrased, as well as all other sources of information (text, visual, electronic, personal, etc.), must be correctly cited using parenthetical citation format within the dissertation.

All sources must also be correctly listed on the references page. Proper citation serves several purposes: It attributes work fairly to the author, places the dissertation within the context of the literature in the field, and provides readers with a quick resource for locating and accessing sources that were used.

## **7. Style And Format:**

- Word length: 12,000 to 15,000 words maximum. Excludes abstract, references i.e. main text only. If you are writing a dissertation by translation/commentary the source text for your translation should be 6,000 words (+/- 10%) and your commentary should be 6,000 to 7,000 words (excludes abstract, references and appendices).
- Page Size: The recommended page size is A4.
- Margins Setting (File, Page setup, margins): Top 2.54cm Bottom 2.54cm, Left 3.17cm Right 3.17cm.
- Line Spacing (Format, Paragraph, Indents & spacing)- One and a half spacing, not single or double.
- Page Numbering: View, Header & Footer, Insert page Numbers: For sections from Acknowledgements to start of Main Text page number format is i) ii) iii) ..and so on continuously. For Main Text page format is 1,2, 3 and so on continuously With position on page centered aligned.
- Text: Times New Roman
- Font: 12 point font
- Alignment: Justified
- Cover Page & Title Page: As per the format given below the page.
- Declaration: As per the format given below the page.

- **Certificate:** As per the format given below the page. The certificate shall be followed by the Guide's signature and academic designation.
- **Abstract:** Abstract should be one page synopsis of the dissertation typed one and a half line spacing.
- **Font Style:** Times New Roman and **Font Size:** 12. The abstract is a very brief summary of the thesis contents. It should be about one page long not more than 300 words. The 300-word statement should describe the problem addressed by your thesis, a description of the work completed and a summary of any findings or lessons learned.
- **Acknowledgement:** In the "Acknowledgement" page, the student acknowledges the guidance and assistance of the Research advisor and other members. Courtesy demands that he / she also recognizes specific contributions by other persons or institutions such as libraries and research foundations. Sometimes the nature of the contribution is described (For example, permission for the use of equipment, facilities and documents).

## **8. Citation And References:**

The University has a policy which covers all Honours students and all master's students in relation to a reference system.

It is important that you get your citations and references correct. You must always cite the source of your material; in adequate citation could leave you open to the suspicion of plagiarism.

### **End Of Text Referencing:**

The list of references is placed at the end of the dissertation as follows:

For a journal: Smith, S. (1997) "The Effects of Shoe Size on Consumer Behavior", *Journal of International Shoe Manufacturers*, Vol. 34, No. 45, pp 23-45.

For a textbook: Smith, S. (1997) *Strategy, Marketing and Consumers*, Paisley, Academic Free Press, 7th edition.

All references should be typed in alphabetical order at the end of thesis.

## **9. Plagiarism:**

Plagiarism means using the work of others in preparing an assignment and presenting it as your own without explicitly acknowledging or referencing,

where it came from. Plagiarism can also mean not acknowledging the full extent of indebtedness to a source.

In publishing, plagiarism is illegal; in other circumstances, it is, at the least, unethical. You may quote or paraphrase the words or ideas of another if you document your source.

Although you need not enclose the paraphrased material in quotation marks, you must document the source.

Paraphrased ideas are taken from someone else whether or not the words are identical. Plagiarism can also occur unconsciously or inadvertently.

Direct copying is definitely plagiarism. Paraphrasing of another work without attribution is also plagiarism.

Submitting someone else's work or ideas without acknowledgement or attribution is not evidence of your own grasp of the material and cannot earn you marks.

Paraphrasing a passage without citing the source is permissible only when the information paraphrased is common knowledge in a field. (Common knowledge refers to historical, scientific, geographical, technical, and other type of

information on a topic readily available in handbooks, manuals, atlases and other references).

### **Examples Of Plagiarism:**

Taking sentences/paragraphs from sources such as journal articles, books, reports, proceedings, theses, and Internet, mixing them to camouflage the source, changing some of the words, or rearranging the sentences is plagiarism.

Picking sentences from various sources to form paragraphs is also plagiarism. Similarly, if there is a thesis/report already submitted and is closely aligned with your work, copying sections such as literature survey, methodology, theory, etc., with or without changes is also plagiarism. You must carry out your own literature survey,

write your own interpretation of theory or methodology after reading the relevant material or quote from earlier reports or the relevant material using quotation marks.

### **10. Submission:**

Four hard copies of the dissertation, written and bound in the approved manner, a copy on a CD-ROM (using MS Word format), together with the TURNITIN report should be submitted to the School Office in room MB 1.62 by the published deadline. In the case of a company-based dissertation, a third copy will need to be provided to the organization studied.

Where students are submitting from overseas, then they will be required to send an electronic version by email to arrive by the due date and time with hard copies being sent to arrive at the School Office a maximum of 5 days later.

It is the responsibility of the student to use a reputable carrier and a guaranteed service. The dissertation deadline will be strictly observed. Dissertations can be submitted earlier.

Requirements for Submitting Ph D/M S [By Research]/M Phil dissertation as per norms of University/Organization/Institutes:

1. Covering letter (through proper channel)
2. Dissertation Submission form (with Fee Receipt)
3. Hard copy (4 copies).

#### **11. Assessment:**

All dissertations will be read by two internal examiners including the academic supervisor. For company-based dissertations the company will not be involved in the assessment process.

In addition, some dissertations may be read by an External Examiner to ensure a uniform standard is maintained. An agreed mark will be awarded for the dissertation. The following common standards apply:

- The dissertation must be presented using a coherent and thoughtful level of English.
- An informed description of events or data is not enough. There must exist an analysis of the information collected, and this must be directed towards answering the research questions raised by the dissertation.
- The dissertation must show an awareness of the relevant literature.



The document should be capable of showing that the author has learnt something new, either from reviewing the literature or from undertaking an empirical investigation, or both.