# Dissertation Submission Frequently Asked Questions

**Word Count**

- 8000 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'.

**Electronic Submission**

- Submitted to your Dissertation Learn page.

**What to Submit**

- 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
- Only one electronic submission is required.

**Coversheet**

- You must confirm you have read the front coversheet to declare the work as your own before you're able to upload your dissertation.

**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 san 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**

<div align="center">

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

</div>