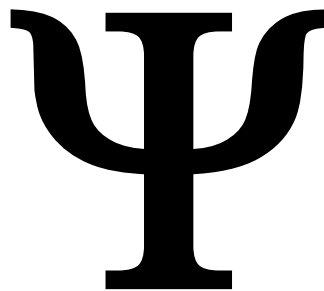


***Yr Athrofa Addysg a'r
Dyniaethau/Institute of Education
and Humanities***

**BSc (Hons) Applied Psychology
*BSc (Anrh) Seicoleg Gymhwysol***



Dissertation Handbook 2019-2020

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An Introduction to the Dissertation

What is a dissertation?

A dissertation is an extensive piece of work which gives you the opportunity to conduct your own research into one of the areas of Psychology that you have found most interesting. Over the past two years, you have been reading what others have studied and evaluating their conclusions. A dissertation should seek to take forward an existing area of research in a way which adds to the existing knowledge in the area. Through a detailed review of the psychological literature you will identify your own research question, explore it and reach your own conclusions.

Your dissertation is a maximum 10,000-word empirical report where the expectation is that you will thoroughly research the literature on your chosen topic, design and run an experiment to collect primary data, analyse and report these data appropriately, and then discuss your findings in relation to the extant literature – all of this carried out in a professional manner, both in the conduct of your research and the write-up of your dissertation.

Your dissertation is then marked by awarding marks according to a number of separate sections:

Literature Review (20% of overall mark)

Method Section (20% of overall mark)

Results Section (20% of overall mark)

Discussion (20% of overall mark)

Research proposal, Ethics form and reflective log (10% of overall mark)

Viva Voce (10% of overall mark) *adhering to APA conventions etc.*

As you can see from the above, the 80% is split across specific sections whilst the final 20% is more to do with the research proposal, ethics form and reflective log and the Viva Voce of the thesis.

Finally, your dissertation should ultimately be a rewarding and enjoyable experience. This will be easier to achieve by following the guidance given in this handbook, planning your workload, and making appropriate use of supervision through preparing well for meetings and submitting drafts at each opportunity.

Good luck with your dissertation!

The Psychology Programme Team

Managing the dissertation process

A dissertation is a lot of work. It is generally accompanied by highs and lows. And ultimately, you are in charge. **Remember it is your work and your responsibility!** Your supervisor will be there to advise you but you must remember that **a dissertation is a piece of independent research, with marks awarded for initiative.** It is vital that you keep on top of your work from day one of your dissertation.

There are several sections that make up the dissertation, clearly described in this handbook. A series of target dates and individual supervision meetings have been identified in this handbook. These will help to help you keep on track with your dissertation. It is your responsibility to ensure that you come to your individual supervision meeting with your relevant draft chapters so that you can benefit from feedback on these chapters.

We will not provide feedback on draft chapters submitted to us outside of these meetings.

The dissertation is a deceptive experience. As the submission deadline is so far away when you start, there is a danger of wasting time in the early stages of the process. You must engage in intensive dissertation activity early in the final year before the course work demands of other modules catch up with you. To this end, you will be encouraged to work towards a series of mini-deadlines.

Outcomes	Assessment Criteria
<i>Upon successful completion of this module, students will be able to:</i>	<i>To achieve each outcome a student must demonstrate the ability to:</i>
• Generate appropriate hypotheses and research questions • Carry out an empirical study involving primary data collection using appropriate tools • Analyse data using appropriate quantitative and/or qualitative methods • Present research findings appropriately • Use evidence-based reasoning to explore relevant practical, theoretical and ethical issues associated with a specific research question.	• Identify a suitable novel research hypothesis and research question. • Undertake psychological research independently, critically and discerningly • Use appropriate data analysis techniques • Communicate the results in a logical and academically rigorous manner • Present an academically rigorous final dissertation, given the time constraints of the module.

Reading for your Dissertation

Essential Reading

APA (2009). *Publication manual of the American Psychological Association* (Sixth Edition). APA: Washington, DC.

Forshaw, M. (2004). *Your undergraduate psychology project: A BPS guide*. Oxford: Blackwell.

Journal Articles

It is absolutely essential that your dissertation is informed by wider reading of the relevant psychological literature and theory. This will only be achieved by reading and reviewing a large number of journal articles relating to your field of interest. These journal articles will form the basis of your literature review and inform your dissertation research question. The type of journals you access will depend upon your chosen area of research but many relevant journals will be available in the library or as electronic journals.

Research Methods and Statistics Textbooks

The library has a large number of books on psychological research methods – both qualitative and quantitative. You will need to become familiar with your proposed method of data collection and analysis and we encourage you to read appropriate research methods and statistics books before you finalise your dissertation idea.

Dissertation Supervision

Each student will be allocated a Dissertation Supervisor who will oversee your dissertation progress and provide appropriate advice and guidance. You will receive a combination of individual and group supervision meetings, workshops and structured lectures at appropriate points during the course of your dissertation.

The dates and times of these meetings will be sent out through your student email and posted on Moodle. Regular attendance at meetings and lectures is absolutely essential and will be monitored closely.

YOU ARE ALLOCATED 6 HOURS WITH YOUR SUPERVISORS – 3 hrs in semester one and 3 hrs in semester two.

It is essential that you continue to work steadily on your dissertation throughout the course of the year and between these supervision meetings. You will then ensure that you receive maximum benefit from your supervision meetings in the form of constructive feedback and advice.

Ensure you consult Moodle regularly for important information about your Dissertation and times/dates of supervision meetings.

It is YOUR responsibility to ensure you access email/Moodle regularly and sign up for supervision or workshops in a timely fashion.

If the student has any COMPLAINT OR CONCERN regarding their supervision, it is their responsibility to report the problem to the Programme Director or Head of School.

Responsibilities of the Student and the Supervisor

Responsibilities of the Student

1. Consider the ethical implications of your work and submit the appropriate forms to the Supervisor and/or School's Research Ethics Committee (SREC).
2. Write and submit the *Dissertation Proposal* and *Ethics form* in a timely manner following an initial discussion with the supervisor.
3. Gain a thorough understanding of relevant psychological theory and evidence, proposed methods and the intended analysis.
4. Attend regular meetings and keep a note of contact and advice.
5. Adhere to the dissertation timetable and inform supervisor of any problems – the sooner, the better.
6. Ensure your written work follows APA style and is of a rigorous academic standard. This includes proof-reading your work for clarity, spelling, grammar and correct referencing.
6. Submit the dissertation (one copy plus electronic copy) on the specified date and time.

Responsibilities of the Supervisor

1. Help the student refine the original dissertation proposal. The emphasis must be on what is achievable. It may be at this stage that the supervisor believes the original dissertation proposal unworkable. If so, students should redraft and come back to the supervisor.
2. Discuss approaches to the literature review, research design and choice of appropriate methods.
4. Discuss the plan of action and appropriate timescales.
5. Meet with the student at agreed times and keep a note of contact, issues discussed and deadlines agreed upon.
6. Discuss progress and advise Dr Charlotte Greenway of any students causing concern. If your concerns are not dealt with to your satisfaction you can contact the Head of School, Ceri Phelps.
7. Discuss research findings and advise on appropriate analysis.
8. Read and comment on draft chapters if presented in time at allocated supervision meetings.

Dissertation Approval Process

1. Allocation of dissertation topic and supervisor

Please note that in exceptional circumstances a change in supervision arrangement may be necessary at short notice (e.g., due to staff illness). Where this occurs, students will be matched with the most appropriate available supervisor.

2. Completion of initial *Dissertation Proposal Form*

Every student must submit a completed *Dissertation Proposal* (available on Moodle) – you have already done this. Please note that this form will be returned without comment unless every section is completed – if you are unsure of something, refer to your research methods and statistics tests and have a go – do NOT leave sections blank.

	Deadline for Submission	Individual Supervision Meeting
Dissertation Proposal	Draft - Fri 21st June Final – Mon 22 nd July	Week commencing 30 th September
School Ethics Form	Final draft - Monday 28th October 11.59pm	Student to attend ethics workshop and speak with their supervisor
Dissertation Method and Introduction	You should have completed your method and introduction by Christmas	DO NOT collect data until you have had your methodology signed off by your supervisor

3. Ethical approval

Data collection must not, under any circumstances, take place until both your Dissertation Proposal and your Ethics Form and relevant materials have been given final approval by the SREC and final materials signed off by your supervisor. **All final data collection materials MUST be seen and approved by supervisors prior to data collection.**

Recruitment and data collection processes must, at all times, follow the BPS code of Human Research Ethics. The storage and handling of research data must also follow the processes approved in students' proposals.

Approval to run a study can be given by the School Research Ethics Committee (SREC) only. A sub-committee of the SREC will review all initial dissertation proposals. If full SREC approval is deemed necessary, further documents will need to be submitted through your supervisor. Regardless of the level of ethical approval required, ALL students must adhere to the following:

- You MUST obtain Ethics Approval from your supervisor and/or SREC before running your study.
- You MUST obtain approval of your actual questionnaire(s), interview schedules etc. from your supervisor before you run your study.
- You MUST obtain informed written consent from all participants and place a sample Form of Consent in an Appendix.
- You MUST provide a study debrief sheet to all participants at the end of the study. The amount of detail will vary depending upon the nature of the study and should be discussed with your supervisor. Student email addresses for follow-up questions must be included. If necessary, you must ensure that any other debriefing procedures necessary are carried out if any manipulation of mood, belief or attitude has taken place as outlined in your research proposal.
- You MUST obtain written permission from any organisation/s where you wish to collect your primary data and include this in an Appendix.
- For participants under 18, you MUST additionally obtain written consent from their legal guardians and place a sample Form of Consent in an Appendix. Also, if you have unsupervised contact with participants under 18, you MUST have successfully obtained a DBS check and include this in an Appendix.
- You MUST keep ALL primary data collected (e.g. completed questionnaires, transcripts of interviews, etc.), as the Examiners may ask to see such evidence.

Dissertation Submission

Final Deadline

Students must submit one hard copy of their dissertation to the supervisor and upload a copy to Turnitin by...

**Friday 27th March 2020. HARD COPY – 12pm
MIDDAY
(electronic copy via Turnitin 23.59pm)**

The hard copy must be bound (thermal or spiral bound) – please plan enough time to have done this.

The Cover Sheet MUST show

- Your Student Number
- Title of the dissertation
- ‘Dissertation in Psychology’
- The year of submission

This sheet is followed by the Declarations page (see Appendix A). You **MUST** sign all three parts of the Declarations.

Allow as much time as possible for the final stages.

Final amendments, word processing and formatting (for example tables), as well as doing a thorough job on the proof reading all take longer than you imagine. Furthermore, include the time required for binding in your schedule. Something will always go wrong to thwart your schedule.

A Note on Electronic Failure

Electronic failure, such as corrupted disks, lost memory sticks, memory failure, printer failure, etc., will no more be accepted as reasons for late submission warranting excuse from penalty than would the appeal that one’s pen had run out. You should anticipate these things and make suitable contingency plans. Please ensure that you back up your work consistently and store it in more than one location.

Keeping your dissertation on schedule

The target dates below for chapter completion are simply a guide to ensure that you keep on track with your dissertation. You should find yourself continuing to work and improve these sections throughout the year. Keep these dates in mind to monitor your own progress with your dissertation – if you fall behind it may be difficult for you to get back on track.

Presentation of Dissertation

Dissertation Progress	Target Dates	Dissertation Lectures
Study proposal	by October supervision meeting	Ethics (ALL STUDENTS) Monday 7 th October 4-5pm (TL11) - Stuart
Ethics form and all materials	by November supervision meeting	Methodology (Quant) Monday 14 th October 4-5pm (TL11) – Charlotte Methodology (Qual) Monday 21 st October 4-5pm (TL11) – Stuart
Method section completed	by December supervision meeting	Introduction, literature review, rationale Monday 25 th November 4-5pm (TL11) – Karen
Introduction section completed	by January supervision meetings	Results (Quant) Thursday 30 th January 11-1pm (TL14) – Charlotte Results (Qual) Monday 3 rd February 4-5pm (TL11) – Stuart
Results section completed	by February supervision meeting	Discussion (Quant) Monday 10 th February 4-5pm (TL11) – Charlotte Discussion (Qual) Thursday 13 th February 11-1pm (TL14) – Stuart
Discussion section completed	by March supervision meeting	Reflective logs Monday 16 th March 4-5pm (TL11) – Karen Viva Voce preparation Thursday 7 th May 11-1pm (TL14) – Karen
Final Supervision Meetings	Week beginning Monday 9 th March 2019	
Final submission of whole Dissertation (27.03.20)		

Please note that an important element of your dissertation assessment is presentation. You are expected to submit a dissertation that is presented in the correct format as set out below and in the APA manual. Deviation from these requirements will result in loss of marks.

Layout of text

The typescript should be written in Times New Roman and in 12-point font. The lines should be double spaced on A4 paper. Make sure both your left and right hand margins are 2.5cm wide.

Page numbering

Page numbers should be located at top right of the page. The entire work, including references and appendices, should be numbered consecutively from the first page of the first chapter. Preliminaries such as Table of Contents, Abstract and Acknowledgements, which obviously cannot be completed until the main work and its pagination is finished, should be numbered in lower case Roman numerals (i. ii. iii etc.). As an alternative, it is acceptable practice for all pages, including appendices, with the exception of the front or title page, to be numbered consecutively with Arabic numerals (1, 2, 3 etc.).

Tables and figures

All tables and figures should be numbered (Table 1:, Table 2: etc.) and labelled (e.g. Table 1: Mean scores and standard deviations across both groups). All tables and figures should be listed in the Table of Contents.

Example:

Table 1: Mean superordinate category evaluation scores

	English	Welsh
Great Britain	5.54 ^{***} (.71) <i>n</i> = 29	5.04 ^{***} (1.17) <i>n</i> = 28
The EU	4.76 ^{***} (1.22) <i>n</i> = 26	4.88 ^{***} (1.06) <i>n</i> = 31

Note: Asterisks indicate that measures are significantly above the midpoint (3) using one-sample *t*-tests. Standard deviations are reported in parentheses. ^{***}*p*<.001.

Quotations

These are generally to be avoided. Always paraphrase in your own words where possible. Should you need to quote a source (e.g. a definition), this should be placed in single inverted commas.

Example:

According to the definition of a group supplied by Johnson and Johnson (1987, p.8), group members need to be 'aware of the others who belong to the group', and they furthermore argue that 'positive interdependence' seems to be one key to successful intergroup relations.

The exact spelling and punctuation of the original should be followed. If the quotation is more than four lines long, it should be set as an extract and the whole quotation indented. The author or authors' name(s), date and page number are written in this case in brackets underneath.

Abbreviations (and acronyms)

These must be typed in full when first mentioned, with the abbreviation in brackets. The abbreviation can be used thereafter.

Example:

According to Lazarus' (Lazarus, 1991; Rosenberg, 1988) Cognitive Appraisal Model (CAM) ... In summary, those who advocate CAM propose that ...

Numbers

Use words for numbers up to ten. If a sentence starts with a number, this should be written as a word. However, when reporting data in text and in tables, always use figures.

Examples:

This behaviour has been recognised in children as young as eight, though it generally presents in the 12-14 age group.

Thirty two per cent of those tested...

Referencing

At this stage of your degree your referencing should be impeccable and adhere fully to APA style. Students are reminded that the Psychology Referencing Handbook can be found on Moodle. **Marks will be lost if there is any significant inconsistency to a student's method of setting out of citations and references. As with marks deducted for weaknesses of spelling and grammar, such a loss can bring an assignment down an entire grade.**

It is essential that you acknowledge all of the sources that you have used in your dissertation as it:

- (a) proves that your work has a factual basis;
- (b) allows the reader to identify and retrieve the sources for their own use;
- (c) shows the research you have undertaken to reach your conclusions.

Wherever you quote (that is, copy directly from another author) or use their ideas (paraphrase), you must acknowledge that you have done so. Failure to acknowledge your sources of information may result in your facing charges of plagiarism which may result in disciplinary action. Avoiding plagiarism is easy: **use your own words** and **give credit where credit is due**.

Consult the APA manual for all formatting and layout requirements

Structure of the Dissertation

The structure is as follows. **Each section must start on a new page.**

1. Title page
2. Declarations
3. Acknowledgements
4. Table of Contents
5. Abstract (approx. 150 words)
6. Chapter 1 – Introduction/Literature review (approx. 4,000 words)
7. Chapter 2 – Method (from 500- 1500 words)
8. Chapter 3 – Results (from 500-2000 words)
9. Chapter 4 – Discussion (approx. 3,000 words)
10. Reference List
11. Appendices

Title Page

The title itself should be a maximum of 15 words. Also include your student number, 'Dissertation in Psychology' and the year of submission.

Declarations

The Declaration Sheet (which can be found in Appendix A of this handbook) must follow the title page. The Declaration Sheet must be signed at the three appropriate spaces.

Acknowledgements

Here you thank those who you feel have supported you. This could be members of staff, any academics outside of UWTSD who have helped you (e.g. by supplying their questionnaire), those who have made your data collection possible and moral support from family and friends.

Table of Contents

This page is generated last, i.e. when the dissertation is finished and in its final version. It should include all chapters, the Reference List, List of Tables, List of Figures and a List of the Appendices – all with the appropriate page numbers.

Abstract

Your abstract must be approximately 150 words and include:

- a) The overall aims/hypotheses.
- b) A synopsis of the methods used.
- c) A brief description of the participants.
- d) A summary of the major findings.
- e) The conclusions based on the results.

Chapter 1 – Introduction/Review of Literature

This chapter should start with introducing your reader to the area you will be researching, summarising the background to the subject area in order to set the context for your research question. You will then go into considerably more detail, writing an extensive in-depth review of the literature, moving from the general to the specific. You must critically evaluate and synthesise existing literature, identify what others have concluded and where you intend to go with your study. Throughout your literature review, you should be building a strong and clearly explained rationale for your specific study question based on psychological evidence and theory. This section will finish with your aims and specific hypotheses. Remember that:

- a) Recent research and extensive use of journals is essential.
- b) Citing reports that go against your hypotheses as well as those that support it is essential.
- c) All sources must be acknowledged, be correctly cited, and all cited sources must appear in the References.
- d) Finish by honing in on your particular study and explain its **rationale**, but in more depth.
- e) You must state your specific study **hypotheses/research questions**.

Chapter 2 – Method

The Method includes several sub-sections. It must be written as concisely and precisely as possible. The purpose of this section is to allow the reader to understand exactly what you did and to decide upon the scientific validity and rigour of your chosen methods. It should provide enough information to allow the reader to replicate the study if they so choose, but should not include superfluous or unnecessary information that would not impact upon the study design (e.g. the colour of pens used to sign the consent form is not important, unless your research study is exploring the influence of colour on the consent process!).

Read a method section of a journal article to see the level of detail required for this chapter. Study guides on writing dissertations in Psychology will also be a useful reference source for your Method section.

1. Design

This is the section where you clearly describe the specifics of your study design. You must describe the nature of your study using the following points as a guide. If you have a more complex mixed methods design you may have to describe each element in turn. You must write in meaningful complete sentences and include clear operational definitions of all of your study variables.

1. whether the design is between- or within-subjects, or a mixed design
2. whether the study is, for example, correlational, experimental, qualitative ...
3. the independent and the dependent variables if quantitative
4. the intended analysis plan

2. Participants

1. Describe your participants i.e., who you were targeting for your research and why
2. Their mean age, the standard deviation, the age range and (if appropriate) male: female ratio (remember that you cannot provide mean scores or SDs for categorical variables – frequencies, percentages, or ratios are needed here).

3. If you have examined different groups, each group needs to be described in terms of the important demographic or psychosocial characteristics.

3. Materials

By the end of this section it should be clear exactly what materials you developed or used for this study, and how you identified, developed and adapted them (if necessary) for your own study. The description of the materials must be detailed enough to allow anyone to replicate your study and should include reference to example materials in your appendices.

1. If your study involves the manipulation of experimental stimuli (e.g. computer images or word lists) these must be fully explained. It must be clear from where you identified/obtained the stimuli set, how you adapted or developed the stimuli for your study, and specific details about how the stimuli were created for your study.
2. If you employed one or more questionnaires from other sources, you must fully acknowledge these. You must describe the nature of each questionnaire, including any sub-scales, example items, any reverse-coding or scoring instructions, and the psychometric properties of each validated scale. Here, you should report psychometric properties of the existing measures based on similar studies; you then need to report your own reliability statistics for your own study (remember that you will be expected to discuss the psychometric strength of your measures in your discussion).
3. If you have created your own questionnaire or scale then you need to justify why this was necessary (e.g., due to a lack of existing robust measures in the literature) and document the creation, piloting and psychometric testing of this scale. Again you will need to define how the scale is scored.
4. If your study is a qualitative design you need to describe how you developed your interview questions or topic guide, briefly describing key literature that has been used to inform the questions you have asked. You will need to summarise the topics being explored in your interview/focus group and refer readers to the full interview schedule/topic guide in the appendices. You must clearly document how you have ensured your questions are appropriate for your target group (readability, grammatical sense, and ethical sensitivity). If you have provided any other study materials (e.g., provision of additional written information about a particular issue) you also need to define the development of this clearly.

4. Procedure

This is where you describe what you did. The reader should be able to answer the following questions when he or she has read this sub-section.

1. Was there a pilot test, on how many participants, and if there were any weaknesses identified, were these rectified for the actual study?
2. How were participants approached? What was the sampling method?
3. Did participants give informed consent? What instructions did they receive? Had any organisation given permission to run the study? Was parental consent needed and given? Were they de-briefed? How?

4. How were the data collected exactly? Questionnaires? Interviews? And how were they returned? Filled in on the spot? A collection point?
5. What ethical issues were considered in the design of the study and how were these dealt with? (You will be required to include your approved School Research Ethics Form as an appendix in your final dissertation).

Chapter 3– Results

You will be expected to present your results using both descriptive data and inferential data. Descriptive data means information which ‘describes’ your group or groups and includes demographic data and the mean scores and standard deviations of your main results. Always start with demographic data. You have already presented some demographic data in the Participants sub-section (e.g. gender and age). Here you give further details as relevant (e.g. duration of employment, number of cigarettes smoked per day, number of years in a carer capacity etc.). Include the mean and standard deviation for each group you describe or the frequencies and percentages if using categorical data.

Inferential data means presenting the results of your statistical analysis that you have performed on your data. You must ensure that you not only use the appropriate statistical test but that you also report it appropriately.

Consult your Research Methods textbook and the Results sections of appropriate journal articles to see how to set out your results section and report the results of statistical tests.

Make use of tables and figures to summarise your data and display your findings in a meaningful way. However, it is very important that you **do not duplicate information just for the sake of it** – it is up to you to decide the most concise and meaningful way of displaying your results. **If you use tables and figures you must refer to them in the body of the text** e.g. *“As shown in Figure 1 the reaction times of the experimental group were significantly faster than those in the control group”*. Include the data central to your dissertation in the text; consign other secondary statistical material to appendices.

Report your main study findings in a clear, concise and systematic way: For each hypothesis, state:

1. Which hypothesis you are looking at.
2. What you’ve done before testing. For example, was any reverse-coding necessary? Did you recode several sub-items into one new target variable?
3. Which test you’ve performed and why. Name each new type of test you have used each time and give your reasons why you chose that test.
4. What the result was. Here you need to use the appropriate format to report the result.
5. Finish by accepting or rejecting the hypothesis, remembering to state clearly whether the result was ‘significant’ or ‘not significant’.
6. For each result, explain what this actually means in terms of your hypotheses and overall study aims, but only do so in brief.

Avoid repetition and redundancy in your reporting

Do not simply cut and paste output from SPSS into your results section! Create your own meaningful tables where necessary to demonstrate that you understand and are able to interpret your results.

Chapter 4 – Discussion

In this chapter, you refer to each of your findings and tell your reader what these mean in the context of your research. For example, you may have found evidence that perceived social support can reduce stress significantly. You will have presented the actual statistics in Chapter 3. Here in Chapter 4 you make it clear to your reader that you understand what these findings mean in the real world. Relate your figures back into real life and to the literature discussed in your Introduction.

Step 1: Remind your reader very briefly of what the study was about. Avoid repetition, keep it short.

Step 2: Give a brief summary of your first key finding, but do not simply repeat what you wrote in Chapter 3. How does your finding compare to the findings of others? Remember you have discussed these (also those that go against your hypotheses) in Chapter 1.

Do not repeat statistics in your discussion. At this stage you should be reporting *what* these statistics *mean* in psychological terms in relation to the aims and hypotheses of your study.

Step 3: Discuss whether you have found new evidence or more evidence to support a particular notion. Discuss the implications of these findings. (For example, is it fair to conclude based on your evidence that working women with children are more prone to stress than working women without children?). If your findings do not support past research, say so. Indicate why you think this might be.

Repeat steps 2 and 3 for each hypothesis/research question.

Step 4: Discuss the limitations of your study. This is essential. There is no such thing as ‘the perfect study’! However, this must be a constructive discussion acknowledging the limitations of an undergraduate study: do not destroy everything you have tried to do but be honest about what could have been done better in an ideal world. What would you do differently if you were to run the study again? What problems did you face (e.g. recruitment, biased samples, poor measures) and how could these have been overcome?

Step 5: Make suggestions of how your study could be taken one step further in future research. In other words, based on your findings, what might the next research question be?

Finally, you must summarise your project, and report the key implications of your study in terms of the psychological literature and its application to the real world.

Reference List

The Reference List should be *impeccable* and in APA style.

Appendices

An appendix usually includes detailed material (such as tables, questionnaires etc) that would be of interest to the reader but would interrupt the flow of the main text. We have noted throughout this document which documents you definitely need to include in the Appendices. These include:

- Copies of Questionnaires/Images used etc
- Copy of consent form
- Copy of debrief form if necessary
- Copies of letters of approval from outside organisations if appropriate

Label your appendices Appendix A, Appendix B etc in the order in which they are first mentioned in your main text.

Completion Checklist

On completion of your dissertation, ask yourself the following questions:

1. Is the meaning clear throughout? Are there any obscure passages?
2. Is the report well written (e.g. tenses, grammar, spelling, overlapping passages, punctuation, jargon)?
3. Are all terms clearly defined?
4. Are the aims and hypotheses of the study stated clearly?
5. Does the title indicate the nature of the study well?
6. Does the abstract give the reader a clear idea of what is in the report?
7. Has a sufficient amount of literature relating to the topic been studied? Have enough journal articles been consulted?
8. Is the literature referenced pertinent to the research? Is evidence displayed of the ability to identify key themes and issues in the literature and to compare, contrast, and critically review them?
9. Are the selected methods of data collection accurately described? Were they suitable for the task? Why were they chosen?
10. What ethical issues did your study raise and how were these dealt with?
11. Were variables that might influence the study recognised and either controlled in the research design or properly measured?
12. Which statistical techniques have been used? Were they appropriate for the task?
13. Are the data likely to be reliable? Could another researcher replicate the work?
14. Are the data analysed and interpreted or merely described?
15. Are the results clearly presented? Are there clear links between the primary and secondary data?
16. Are the aims fulfilled?
17. Have all hypotheses been clearly accepted and/or rejected?
18. Are conclusions based on evidence? Have any claims been made that cannot be substantiated?
19. Were limitations inherent in the study recognised and stated?
20. Are recommendations (if any) feasible?
21. Is the report written in APA style? Is the referencing perfect? Are there any omissions?
22. Is the report of the required academic standard at this level?
23. Are there any unnecessary items in the Appendices?

Assessment Strategy: The dissertation assessment form can be found in Appendix B. Take the time to look through this form and understand how your dissertation will be marked. This is the form that will be used to grade your dissertation. Each section of your dissertation is equally weighted and therefore every section needs to be of a high standard in order to get maximum marks. Each dissertation is marked by two members of staff in the School and is reviewed by external examiners.

Remember you can lose marks for an unclear writing style, incorrect referencing, and poor formatting. Take pride in the presentation of your work!

A Reminder about Academic Standards: Plagiarism, Collusion And Substantial Repetition.

You are all aware that all work submitted in Psychology is expected to follow the standard for academic writing in Psychology based upon the Publication Manual of the American Psychological Association. **There are also heavy penalties for work found to involve plagiarism, collusion or substantial repetition.**

Plagiarism

You must never attempt to pass off the work of others as your own. You must explicitly acknowledge others' ideas, phrases and forms of expression through correct citation of their work.

UWTSD is committed to upholding and safeguarding academic integrity and has adopted the use of Turnitin software for the detection of possible plagiarism, collusion or substantial repetition in any work submitted for assessment by a student. Please ensure you read and understand the University Turnitin Policy which is available on the University website and Moodle.

Collusion

The work that you produce for your dissertation should be your own. Collusion is the act of attempting to pass off (wholly or in part) another students' work as your own. Often this can result in action being taken against not just the student who has copied the work, but also the student whose work has been copied (because it may be impossible to know who has copied whom).

Substantial repetition

You are warned you that you must avoid 'substantial repetition' in your work. Substantial repetition is where a student copies his or her own work substantially from one assignment to another (or exam or dissertation).

Appendix A - Declaration/Statements page

Specimen Layout for Declaration/Statements page to be included in Dissertations

DECLARATION

This work has not previously been accepted in substance for any degrees and is not being concurrently submitted in candidature for any degrees.

Signed (candidate)

Date

STATEMENT 1

This dissertation is being submitted in partial fulfilment of the requirements for the degree of
.....(insert degree title)

Signed (candidate)

Date

STATEMENT 2

This dissertation is the result of my own independent work/investigation, except where otherwise stated.

Other sources are acknowledged by giving explicit references. A reference list is appended.

Signed (candidate)

Date

STATEMENT 3

I hereby give consent for my dissertation, if accepted, to be available for photocopying and for inter-library loan, and for the title and summary to be made available to outside organisations.

Signed (candidate)

Date

Appendix B: Dissertation Assessment Form

1st Marker:

2nd Marker:

Title:

Pnumber/Name:

1. **Introduction and Literature Review**

(To include evidence of breadth, currency and relevance of reading, theoretical models and clear aims and hypotheses).

2. **Method**

(To include choice, understanding and evaluation of primary research design, research tool, process, ethical considerations and how findings were to be analysed).

3. **Results**

(To include clear identification and evaluation of relationship of findings to hypotheses, appropriate analytical methods).

4. **Discussion**

(To include interpretation of findings, discussion of results in relation to previous literature, drawing dissertation together, critical and analytical aspect and limitations of research and relevant recommendations).

5. **Overall Presentation**

(To include style, clarity, word limit, grammar, spelling, conventions, referencing).

6. **Initiative (Supervisor report only)**

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Weightings

Section	Max	1 st marker	2 nd marker
Introduction and Literature Review	20%		
Method	20%		
Results	20%		
Discussion	20%		
Viva Voce	10%		
Research Proposal	10%		
Total			

Supervisor's Report/Comments:

2nd Marker Additional Comments:

Comment after consultation with other marker:

Final agreed mark

%