

Guidelines on word count, what counts in a word count and submission

Word limit: 10,000 words.

10% over or under the word limit is acceptable, but please be aware that we are not obliged to continue reading after the word limit is exceeded. This means that you are advised to make your point concisely and stick to the word limit, or see a potential drop in your mark.

The word limit does not include: your table of contents, acknowledgements, abstract, reference list or appendices.

Everything else is included in your word count, including content of all chapters including in-text references (Harvard method, see guide on Moodle page), and table or figure captions. Basically, your word count runs from Chapter 1 to the end of the final chapter.

Submission:

Please hand in **TWO** 'hard' copies at the Faculty Office in the Canterbury Building, (see below note re: binding). **Note the deadline for bound copies is 3 p.m.** You need **ALSO** to submit through the Turnitin link on Moodle by 11.59 p.m. on the same day. Both hard copies and electronic copies must be IDENTICAL, and must both be submitted on May 10th, 2019. NOTE: there will be NO staff, IT, central support after the end of the normal working day! Faculty staff will be there receiving ALL undergraduate dissertations until 3 p.m. that day.

Binding:

You must present one hard copy that is properly bound (this can be done at the oncampus Print Unit). How it is bound is your preference; the document does not need to be hard cover, soft is fine.

Your second copy can be simply photocopied and stapled, or put into a plastic folder – again, at your preference.

There is a cost to bind your work. The cost for soft binding is currently £2.50.

You will need to have your work ready for binding some days before the deadline. Contact Kevin (k.evans@uwtsd.ac.uk) in the Print Unit for more information.