



MA Cultural Astronomy and Astrology and Ecology and Spirituality

Dissertation Handbook

2022-2023

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Key staff:

Dissertation Module Tutor: Frances Clynes

Dissertation Forum Tutor: Garry Phillipson

Programme Director: Nick Campion

Key documents:

The MA Writing Guide

The MA Referencing Guide

The Dissertation Assessment Template

Working with your Supervisor

The Administrative Process

Formally, you may not begin working on your dissertation until you have successfully completed all 120 credits of taught coursework (Part 1 of the MA). After you have completed your final module, your marks will be submitted and approved at an Exam Board. This may take several months. If your marks are satisfactory, Registry will then write to you and invite you to formally enrol on the Dissertation. Technically this is known as progressing from Part 1 (the taught modules) to Part 2 (the Dissertation).

However, if you have ideas for your dissertation prior to formal completion of Part 1, we encourage you to develop them.

Ecology and Spirituality students

There are separate Moodle pages for Ecology and Spirituality, and Cultural Astronomy and Astrology. If you are an Ecology and Spirituality student, you will be officially enrolled on the Dissertation on the Ecology and Spirituality Dissertation moodle page, and this is where you will submit your Dissertation. However, for convenience, we have put all important information on the Cultural Astrology and Astronomy moodle page and you will be enrolled manually in to this.

The Academic Process

Your tutors will be happy to talk to you about your dissertation ideas as you near the end of Part 1. However, you will need to choose a topic and work out an outline. If you are unsure about how to choose a topic, a good starting point is to discuss with your tutors those ideas that have particularly interested you in your modules and read the Choosing a Topic section in this handbook.

Getting Started

It is never too early to begin thinking about potential topics for your dissertation, and your course tutors will usually be very happy to discuss your ideas with you. Bear in mind, though, that your taught modules – 120 credits of taught coursework (Part 1 of the MA) - will expose you to new ideas and information, so your final module may radically alter your plans.

What is a Dissertation?

The dissertation (also sometimes referred to as a thesis) is an extended essay, on the successful completion of which you will be awarded the degree of MA. The dissertation gives you the opportunity to follow up your own interests and to use your initiative in terms of what you wish to research, how you wish to tackle it, and how it is to be presented. You will carry out an independent research study in your chosen discipline, though your supervisor will help to ensure that your research idea is viable, that it meets the requirements for your discipline, that it is likely to be completed within the time limit and that it is likely to yield the results that you anticipate. The dissertation will result in a document of 15,000 words, though you may supplement this with photographs, maps or other images that you and your supervisor consider appropriate to your chosen topic.

Originality and Relationship to Previous Work

You are expected to produce a piece of original research. However, this does not mean that you have to think of a topic that has nothing to do with your previous work. The reverse is true in that your taught modules are all preparation for the dissertation, in terms of acquiring information, research skills and theoretical understanding. Your dissertation topic may be more or less closely related to one of your essays or modules, for example, you may extend research you have already begun in one module. You cannot use the same words or data, as the University would then be in the position of marking the same work twice, although you can gather new data.

Whether your topic is an extension of previous work or not, you are expected to rely on work done in previous modules. For example, in the Foundations module you learn about classical, modern and postmodern philosophies and definitions of astrology, cultural astronomy and cosmology; in the Researching Contemporary Cosmologies module you learn about the theoretical foundation, strengths and weaknesses of qualitative research methods; in the Astrology, History, Spirit and Soul module you learn about historiographical

theories; in the Sacred Geography module you learn about theories of place and space and so on.

Faculty Dissertation Seminars

The seminars are open to all enrolled students in both MAs and they consist of students presenting their dissertation research as well as students who are not yet enrolled in the dissertation module presenting ideas for their future dissertation. This is the place where the faculty of the MAs come together, to discuss, share and debate. Coming to these seminars will enable you to see first-hand what is required for a dissertation as well as give you an opportunity to share with your fellow students and tutors some of your own dissertation thinking.

The Forum for Research Ideas

In the MA CAA and the MA in Ecology and Spirituality, you will be required to formulate your ideas on one of the Forums on the Dissertation page on Moodle. Your ideas do not have to be well worked out, and you can just post some initial thoughts. Any staff member may respond, but the main responder is the Dissertation Forum Tutor, Dr. Garry Phillipson.

There are separate Forums for Cultural Astronomy and Ecology and Spirituality

Once your ideas have developed you will be allocated a supervisor in order to reflect the specific area of focus of the dissertation and provide effective and knowledgeable support. At some stage, working with your supervisor you will need to complete the full Dissertation Proposal Form (see below).

Choosing a Topic

There are some considerations you should bear in mind when thinking about your dissertation topic. These are:

- Your academic strengths and weaknesses: what modules and essays you have done well
- Staff expertise: we can supervise most projects, but on rare occasions a topic may be outside our expertise
- Time and resources available: can you complete the research project within the available time?
- Relevance to the MA: remember the key terms – astrology, astronomy and cosmology for the MA in CAA and ecology and spirituality for the MA in Ecology and Spirituality. Your topic must address one (or more) of these.
- Assessment criteria for the MA dissertation:

You need to ask yourself further questions concerning your project topic, such as:

- Will it sustain my interest?
- Are the data easily available, or might my sources dry up?
- If the project involves travel or other expenses, do I have sufficient resources, in terms of both time and money?
- What are the methods I will need to use to gain access to information?
- What are the ethical implications of what I intend to research for my project?
- Is my timetable realistic in terms of gathering data and writing it up?
- If I am using multi-media do I have the skills and backup necessary?
- Am I familiar with the theoretical (academic) material relating to my topic?
- What else has been done in this area?
- Does the scope of the project need to be narrowed down or better focused?

You will no doubt think of many other relevant questions once you get started.

Very general topics should be avoided, as should those requiring a very long period of data collection. You will need to complete and submit your dissertation within the overall maximum period of study you are allowed for the MA. Please check your submission date with the Dissertation Module Tutor if you do not know it.

Word Length and suggested length of different sections

Your final dissertation should be 15,000 words in length with a margin of only +/- 5%. Your footnote citations and bibliography plus any appendices are not included in this word count. However, headers and image captions are. Your dissertation should contain no more than 10% of the word count as quotations.

There is no absolute rule for the length of different sections of your dissertation. However, the following is a guide:

Introduction 1500 words.

Literature review 2000 words.

Methodology 1500 words.

Research 8000 words.

Conclusion 2000 words.

The Dissertation Proposal form

The Dissertation Proposal Form is found on the MA CAA Dissertation Moodle page. It includes full instructions. You work on this proposal form with your supervisor. Your proposal gives a detailed summary and background to your research plans. It enables the supervisor to assess and advise you on your chosen topic, approach and methodology.

A typical proposal format includes the following:

1. Title Page: Title of dissertation, your name, one paragraph summary.
2. Research Aims or Questions. You should say something about why you want to do this particular project, what makes it a suitable topic to study, its relevance and any special considerations of a practical or ethical nature.
3. Literature review. You need to locate your project in terms of wider academic debates, particularly in your chosen discipline or subject area. You may find a gap in the literature which you consider needs filling, and which justifies your research. You may be taking a stand in opposition to some widely held views or, wish to try out someone's ideas in a different context. Remember that no work exists in a vacuum, and you need to be aware of who else is working in your area of study and what has already been achieved. All works mentioned must be fully referenced. You should identify important primary sources as well as significant secondary sources.
4. A detailed account of the content and methodology of your project. Although it is understood in many disciplines that the methodology cannot be over-specified in advance: if this is the case you should discuss the way that you will approach your study initially, the sorts of methods that you anticipate using, and your strategy for developing the methodology over the course of your study. You should indicate some sort of timescale for your project.
5. Some mention of expected outcomes and the means by which you intend to present your project. If you wish to include videos, audio tapes or other multi-media this should be explained and justified

The proposal form must be immaculately presented with grammar, spelling and references checked. Please refer to the Referencing Guide. When you and your supervisor think it is ready then you must send it to the Dissertation Module Tutor for approval. You must get this approval before you begin your research work in earnest.

Your Supervisor

Once your ideas are taking shape on the forum you will be allocated a supervisor. This will be the tutor who is considered to be the most suitable for helping you develop your ideas. It is crucial that you talk to your supervisor on a regular basis while preparing your dissertation. After initial contact has been made, it is then your responsibility to make regular appointments with your supervisor. Supervisors can read and comment upon outlines, draft chapters, and any other related work. However, they are not permitted to provide feedback on more than 20% of the text which will comprise the completed dissertation. That said, your supervisor is a resource like the library – use both effectively.

Your supervisor will keep a log of your meetings. They will send this to you after every meeting for you to see the agreed steps that you need to undertake before your next meeting. You will be asked to electronically sign this form and return to your supervisor.

It is up to you to contact your supervisor when you have questions, drafts to read, or need to talk. Your supervisor is expected to respond in a timely manner. See below for more details.

Supervisory Time

The total amount of supervisory time which you receive should not normally exceed 25 hours. This includes time spent by your supervisor on preliminary work in identifying a dissertation topic, communication by phone, e-mail, video calls, as well as reading drafts, and up to 15 hours of group seminars.

Ethical Considerations

If you plan to use fieldwork, you MUST gain the university's permission. This permission is gained by completing the E1 Ethics form, available on the Dissertation Moodle page. Your supervisor will help you complete this form. In

addition, there is help under the topic ETHICS on the Dissertation Moodle page. Once you have this completed you send it to the Dissertation Module Tutor who will check it in detail before it is sent to the university for presentation at the Ethics Committee meeting. There can be several revisions of this form before it is finally accepted by the university. Work on this form alongside your Dissertation Proposal Form as it can take several months before you get ethical clearance for your research. You are not able to conduct any field work involving human participants until your E1 form has been approved by the university. The date for these Ethics Committee meetings are given on the Dissertation Moodle page.

Carrying out your research

While carrying out your research, you will often require help from people in other institutions, such as universities, libraries, museums, and so on. Make sure you have the necessary permission from these people to use (and perhaps reproduce) any material you wish to study and include in the dissertation. These people/institutions should be acknowledged in your dissertation.

It is essential that you maintain contact, wherever possible, with your supervisor in case any serious problems arise. You should discuss your research schedule with your supervisor in advance, in particular identifying whether there are any periods when they will be away or unavailable.

Format, Presentation and Structure of Dissertation

How you present your work will depend on what is included in your dissertation, but the following notes give some general guidelines. You should consult your supervisor if in doubt.

The bulk of your project will be in the form of written work. This should be presented as professionally as possible, fully referenced (conforming to the Referencing Guide standards), typed (see below) and with pages numbered. A typical piece of written work will contain the following:

Title Page

If you have more than one piece of work each should have a title page, set out as in the example below:

Divination and Healing: Study of the Contemporary Notions of Sickness and Health in Sub-Saharan Africa and Spiritualist Churches in Britain

Huw Jones

Dissertation submitted in partial fulfilment
of a Master of Arts in Social Anthropology
University of Wales Trinity Saint David
2020

Abstract

On a separate page you should include an abstract of your project which summarises, on no more than one side of A4, your project. Abstracts typically include the research aims or questions, rationale, methods, findings and a summary of your conclusions or the contributions of your research. If you have used a variety of media, these can be mentioned in your abstract.

Acknowledgements

On a separate page you should give formal thanks to people who have helped you with your dissertation research – informants, supervisors, advisors, people from other institutions, anyone who loaned you material, helped with references, proof-read chapters, edited text, baby-sat, etc.

Table of Contents

You must have a table of contents. This will be a list of your chapter headings and the pages on which they occur. Make sure that your pages are clearly numbered throughout! You may also give sub-headings and their page numbers. If you have illustrations, these must be separately listed by figure/table/plate. Illustrations or tables should be listed separately. All appendices should be included.

You can include sub-headings in the text and include these in the contents page if you wish.

Introduction

Your introduction should include your research question, your academic rationale (what is interesting or important about your research? What is the main previous scholarship? Are there any key primary sources?), and a summary of your research method (text/literary/library based, or field work: if

fieldwork, will you be conducting interviews and/or questionnaires, or conducting site surveys?)

Literature Review

Include a literature review of the main primary and secondary sources. In the case of site surveys primary sources may be limited, but could include guide-books, travel guides, local histories, web pages, blogs and so on.

Methodology

If you are conducting field work you need a methodology section, exactly as you would have completed when you conducted a field work project in a module. You do not need a methodology section if you are conducting text/literary/library based research, although you will, as a general requirement, need to be aware of the nature and, if relevant, reliability, of your various primary and secondary sources. See the table below.

Main Text

Your main text will contain an account of, and discussion of, your research. If you are conducting fieldwork this should be fairly clearly structured into (a) research and findings and (b) discussion of research in relation to previous scholarship, ie in your literature review.

If you are conducting text/literary/library-based research then the structure does not need to be so rigid, as it is more usual to discuss your research in relation to previous scholarship as the text unfolds.

Conclusion

The conclusion is very important. This is your contribution to scholarship. You need to summarise your findings in relation to previous scholarship and consider whether and how your findings challenge or add to previous scholarship. You may also reflect on any issues that arose when you conducted your research: did you encounter any difficulties? Are there any lessons to learn from this? Do not introduce new material.

Style

The style should be simple and straightforward with complex ideas expressed as clearly and directly as possible. Any technical terms should be explained or defined on first use and any scholarly literature introduced in an accessible manner.

Bibliography

All authors referred to or cited in your work must be correctly and fully attributed. A bibliography should contain all the sources mentioned in your text but excluding those you have read but not actually referred to. You should consult the Referencing Guide for further information.

Structure & Sequence: Qualitative Research

If you are undertaking fieldwork, i.e. using interviews, questionnaires, or other anthropological methods, then for simplicity the dissertation should be planned around this template.

<i>Component</i>	<i>Description</i>
Title Page	Title of dissertation, award, university college's name, your name and date of submission.
Abstract	Brief summary of dissertation.
Acknowledgements	Thanks to any individuals or organisations for help received.
Statement of Originality	Declaration that the dissertation is an independent work in which sources of material have been acknowledged.
Table of Contents	List of chapters and/or sections with page numbers.
Introduction	Outline of aim of dissertation and treatment of the subject. Academic rationale and justification.
Literature Review of Previous Work	Location of study in the context of existing scholarly literature.
Methodology	Discussion of how and why the research was conducted, including, where appropriate, an assessment of the strengths and weaknesses of the approaches used in the study, referring to the literature on qualitative research.
Results (in the case of fieldwork)	Presentation of the data/information.
Findings	Discussion of the evidence in the case of literary research.
Summary and Conclusion	Restatement of main points, identifying the dissertation's contribution to knowledge and understanding as well as indicating scope for further research.
Bibliography	Alphabetical list of sources.

Appendices	Supplementary material. Please note Appendices should be kept to the minimum and be supplementary material, such as your full field work or questionnaires. However, such appendices do not form a part of your marked work.
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Structure & Sequence: History and Text Based

If you are undertaking a library-based dissertation then for simplicity the dissertation should be planned around this template.

<i>Component</i>	<i>Description</i>
Title Page	Title of dissertation, award, university college's name, your name and date of submission.
Abstract	Brief summary of dissertation.
Acknowledgements	Thanks to any individuals or organisations for help received.
Statement of Originality	Declaration that the dissertation is an independent work in which sources of material have been acknowledged.
Table of Contents	List of chapters and/or sections with page numbers.
Introduction	Outline of aim of dissertation and treatment of the subject. Academic rationale and justification.
Literature Review of Previous Work	Locate yourf research in the context of existing scholarly literature.
Methodology	It is not usual to have a methodology section in historical and text-based research. However, if it is helpful to discuss issues raised by your approach you may do so.
Description and review of the evidence in the case of text/literary/library based, research.	Presentation of your research. Include reference to previous scholarship.
Summary and Conclusion	Restatement of main points, identifying the dissertation's contribution to knowledge and understanding as well as indicating scope for further research.
Bibliography	Alphabetical list of sources.
Appendices	Supplementary material. Please note Appendices should be kept to the minimum and be supplementary material.

	However, such appendices do not form a part of your marked work.
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Submitting your Dissertation

You must submit your dissertation by your due by date. If you are unsure of this date, ask the Dissertation Module Tutor. Aim to complete your work six weeks before your due date for submission. This gives your supervisor time to advise you and gives you time to do re-reads and edits. Good time management is considered an essential part of being a postgraduate student. This cannot be overstated (just ask the current dissertation students!). It is your responsibility to submit your work on time.

You will want to write and re-write, cut and paste, edit and re-edit, probably several times. Start writing your main text as soon as possible (e.g. literature reviews, historical survey, etc). You can always change bits and pieces later. Remember that 'last minute' editing always takes longer than you envisage. Prepare the final version of your contents page last of all, since page numbers will change as you edit.

You must submit an electronic version. The procedure for submitting your dissertation on Turnitin is outlined on the Dissertation Moodle page. However, if you are in doubt then ask your supervisor. You will also need to provide a summary of the dissertation of not more than 300 words (this may be the same as the abstract), a signed declaration stating to what extent the dissertation is the result of your own independent work or investigation, and a signed declaration that the dissertation has not already been accepted and is not concurrently being submitted for any other academic award.

These forms, along with the cover sheet are available on the MA CAA Moodle Dissertation page.

Presentation – Style Sheet

Print Size

All dissertations, whether for the purpose of examination or for deposit in libraries, must be presented in permanent and legible form in typescript or print. We recommend that the characters employed in the main text (but not necessarily in illustrations, maps etc.) should be 12pt and definitely not less than 8pt. Typing should be of even quality with clear black characters and capable of photographic reproduction.

Page Layout

Double or one-and-a-half spacing should be used in the main text, but single spacing should be used in the Summary (Abstract) and in any indented quotations and footnotes. All pages must be consecutively numbered.

Margins

Binding edge – not less than 40mm.

Other margins – not less than 20mm.

Illustrations/Maps/Other Material

Drawings and sketches should be in black ink; unnecessary detail should be omitted, and the scale should be such that the minimum space between lines is not less than 1mm. They should be clearly labelled Fig. 1, Fig. 2, etc.

Colour graphics for charts, diagrams etc. and colour photographs may be used, but candidates must in all cases ensure that material is capable of being photocopied.

Diagrams and maps

Should be submitted in a portfolio of reasonable size and should bear the particulars stated necessary for the volume. Candidates may submit non-book material such as audio or video files with their thesis, if such material forms a useful addition to, or explanation of, work contained in the written submission and if such material constitutes the most appropriate method of presenting the information concerned. Any material of this type should be enclosed in a container which is suitable for storage on a library shelf and which bears the same information as that required on the spine of the thesis, so placed as to be readily legible when the container is in its stored position. Candidates considering the submission of audio or video files as adjuncts to their thesis should consult their supervisor and the library staff for advice at an early stage of their project.

Paper Size

A4 paper should be used.

Uploading on Turnitin

You should upload your dissertation as a Word Document. The link for uploading is on the Dissertation Moodle page.

Assessment of your Dissertation

All dissertations are independently assessed by two internal examiners and sent to the external examiner for review. The dissertation is assessed on both the quality of presentation and its academic merit.

(i) Quality of presentation

Considerable care and attention is required to ensure a high standard of presentation. Pay particular attention to: the proper integration of all references, maps, diagrams, tables, photographs, etc; the quality of maps and diagrams; pagination for cross-references; grammar and spelling; always proof-read for typing errors.

(ii) Originality of the work

Credit will be given for originality of thought and ideas. Where a dissertation relies heavily on a small number of earlier pieces of work, the extent to which this is justified within the overall context of the work is taken into account.

(iii) Background reading

The dissertation must demonstrate a full awareness of the relevant scholarly (secondary) literature, and the objectives of the dissertation must be placed within the context of earlier studies.

(iv) Research design and methodology

The dissertation will be judged on the appropriateness of the research design and methodology (in the case of qualitative research), which must be fully explained in the text. If there are any problems, drawbacks or limitations, ensure that you show an awareness of them and say precisely how they have affected your work, diverted your original aims, and so on. Unresolved issues, inconclusive areas of enquiry, etc. will generally not be penalised if full awareness and justification is made explicit in your text. That is, you should, where possible/appropriate, critically incorporate any highly problematic areas into your writing rather than allowing them to affect the successful completion of your research.

(v) Analysis, interpretation and conclusions

Assessment is made of the incisiveness of the analysis undertaken and the interpretations advanced. In the conclusion, the principal findings should be highlighted and examined in the context of previous studies. Where

appropriate, consideration should be given to ways in which the study might have been improved and/or could be further developed.

Evaluation Summary

While specific research topics will bring their own emphases in terms of assessment, all dissertations should fulfil the following criteria:

Address a valid question pertinent to the field.

Situate the research within a theoretical or methodological framework.

Include an opening thesis statement setting out the question(s) to be addressed and the structure of the dissertation.

Include in each chapter a statement of the issue to be addressed or question asked in that chapter and, at the end, a concluding statement.

Provide any supporting material in the form of annexes and appendices.

In addition, the following should be taken into account. To what extent does the coursework do the following?

- Make use of appropriate primary and secondary sources?
- Demonstrate the ability to critically evaluate sources and evidence?
- Demonstrate an awareness of different theoretical perspectives or methodological frameworks?
- Provide a clear, reasoned and well-supported argument?
- Demonstrate originality and independence of thought?
- Deal with complex issues both systematically and creatively?
- Communicate reasoned and balanced conclusions clearly?
- Suggest areas for further research?
- Convey any new insights into the field?
- Contain full and accurate references following the required system and a bibliography consistent with the chosen style of referencing?
- Express ideas clearly and avoid spelling, punctuation and grammatical errors?

Most of the above criteria are expected in any MA essay. The additional criteria to note for Dissertations are:

- Suggesting areas for further research?
- Conveying any new insights into the field?

Feedback

We will send you feedback on the dissertation after your mark has been confirmed by the University Exam Board.

How to attract high marks for your Dissertation

	How to get good marks in your dissertation	How to get poor marks in your dissertation
1	Make a timetable with your supervisor of meetings and goals which takes you up to 8 to 6 weeks before you are submitting	Do not worry about a timetable and just go with the flow of your reading.
2	Get into JSTOR and the Library and make sure that you are comfortable doing all the searches that you may need in the future	Work with just the PDFs I already have and not worry too much about the library.
3	Print out the Referencing Guide and from day one make sure that you are using the correct style. – HINT consider using RefWorks – free online software from the university.	Think that you are OK with this and do not need to attend to any referencing guidelines.
4	Send your supervisor POLISHED work so that they can focus on your scholarship and really help you develop your arguments.	Send rough drafts to your supervisor so their time is wasted trying to understand your work, or correcting referencing and bad structure. Thus you waste one of your most valuable resources.
	Writing your Dissertation	
1	Include an introduction which clearly sets out a rationale for your research project, based on previous key secondary and primary sources.	Fail to include a rationale for your research project, based on previous key primary and secondary sources in your introduction.
2	Use theories and information which you have studied or acquired in previous modules.	Fail to use theories and information which you have studied or acquired in previous modules.
3	Include a clear literature review of previous secondary sources which will provide a foundation for your own research.	Fail to include a clear literature review of secondary sources which will provide a foundation for your own research.
4	If you are using field work include a clear methodology section which sets out your research method and	If you are using of field work, fail to include a clear methodology section which sets out your research

	discusses its strengths and weaknesses, reference previous secondary sources.	method and discusses its strengths and weaknesses, reference previous secondary sources.
5	When you are documenting your research, refer back to key texts in your literature review.	When you are documenting your research, fail to refer back to key texts in your literature review.
6	Make sure that your conclusion both summarises your own findings and refers back to previous scholarship.	Fail to make sure that your conclusion both summarises your own findings and refers back to previous scholarship.
7.	Make full use of your supervisor.	Fail to make full use of your supervisor.
8.	Use the MA Referencing Guide.	Do not use the MA Referencing Guide.
9.	Follow all the advice you are given.	Ignore the advice you are given.

Bibliography of Relevant General Sources and Style

There are many useful books on dissertation writing. Those listed below are recommended but, if you do not find them helpful, the university college library stocks alternative titles.

Allison, B. *The Student's Guide to Preparing Dissertations and Theses*. (London: Kogan Page, 1997).

Anderson, J. & Poole, M. *Assignment and Thesis Writing* (Third Edition). (Milton Keynes: Jacaranda Wiley, 1998).

Bell, Judith, *Doing Your Research Project* (Berkshire, UK: Open University Press, 2005) *eBook from Library*.

Blair, L. *Writing a Graduate Thesis or Dissertation*. (Rotterdam, Sense Publishers, 2016).

Day, T. *Successful Academic Writing*. (New York, Palgrave Macmillan, 2013).

Deane, M. *Inside Track: Academic Research, Writing and Referencing*. (Harlow, Longman, 2010).

Dunleavy, P. *Authoring a PhD: How to Plan, Draft, Write and Finish a Doctoral Thesis or Dissertation*. (Basingstoke, Palgrave Macmillan, 2003).

Gibaldi, J. & Achtert, W.S. *MLA Handbook for Writers of Research Papers* (Third Edition). (New York, The Modern Language Association of America, 1988).

Johnson, A. P. *Academic Writing: Process and Product*. (Maryland, Rowman & Littlefield, 2016).

[Modern Humanities Research Association] *MHRA Style Book: Notes for Authors, Editors, and Writers of Theses* (Fourth Edition). (London: Modern Humanities Association, 1991).

Pugh, D. S. and E. M. Philips. (5th ed.) *How to Get a PhD: A Handbook for Students and their Supervisors*. (Berkshire, Open University Press, 2010).

Swetnam, Derek, *Writing Your Dissertation: How to Plan, Prepare and Present Successful Work*, 3rd ed. edn. (Oxford: How to Books, 2000). *a downloadable eBook*.

Turabian, K.L. *A Manual for Writers of Term Papers, Theses, and Dissertations* (Sixth Edition). (Chicago: University of Chicago Press, 1996).

Watson, G. *Writing a Thesis: A Guide to Long Essays and Dissertations*. (London: Longman, 1987).

Wisker, G. *The Postgraduate Research Handbook: Succeed with your MA, MPhil, EdD and PhD*. Basingstoke, Palgrave Macmillan, 2008).