



Writing your Dissertation

GENERAL GUIDLINES

❖ A dissertation should

1. not exceed **60 pages**,
2. be written in accordance with the **APA style, 7th edition**,
3. use **Times New Romans Font, size 12, and be double-spaced**.
4. **Include:**
 - **A Title Page**
 - **Acknowledgments**
 - **List of Figures (if any)**
 - **List of Abbreviations (if any)**
 - **Table of Contents**
 - **Abstract+ Keywords**
 - **5 chapters:**
 1. Chapter 1: Introduction
 2. Chapter 2: Literature Review
 3. Chapter 3: Methodology
 4. Chapter 4: Analysis and Discussion
 5. Chapter 5: Conclusion:
 - Findings
 - Limitations
 - Recommendations
 - **References**
 - **Appendices (Appendix A/Appendix B...)**

❖ How to format a dissertation to APA guidelines: The APA formatting rules

▪ **Page Layout**

- Ensure every page in your document is with margins of at least 1 inch (2.5 cm) on all sides. Other than the title, the front, the acknowledgments, the list of figures, the list of abbreviations, the table of contents, and the abstract pages; all pages of the dissertation should be numbered right the way through to any appendices at the back, with lower case roman numerals.

▪ **Main Text**

- The whole text should have flush left and right justification.
- The first line of all paragraphs should be indented by 0.5 inch. The only exception is the paragraph of the abstract.
- Pages should be balanced. This means no single line of the text should appear alone at the top or bottom of a page. The thesis should be double spaced throughout, even in block quotes (more than 4 lines) and references.
- No words should be hyphenated.
- Lists or seriation should be separate sentences identified by a lower case letter followed by a period. The first word is capitalized. Items should be separated by semi-colons and last ends with a period. If bullets are used, then these should be small squares or circles.

▪ **Headings**

- The heading should be within, not below, the margin. There is no need to set the heading at a specific distance from the top of the page.
- TITLE of the chapter should be on a separate unnumbered page, uppercase.
- Consistent numbering of headings must be included.
- Heading 1: **Flush Left, Boldface, Title case (uppercase)**
Heading 2/3/4/5...: **Indented, Boldface, lowercase, but words initials capitalized (except articles, prepositions, and conjunctions)**

▪ **Quotations**

- Any direct quote of 40 words or more must be styled in block format and indented half an inch.
- All quotes must end with a period before the citation in parentheses.

▪ **References**

- The references section of an APA dissertation must start on a new page with the word *References* in uppercase and centered. Every reference entry should then be double-spaced and use hanging indent format, so that the first line of each reference is flush left and subsequent lines are indented.

▪ **Appendices**

- If there is only one appendix, label it Appendix; if there are more, label each with a capital letter (Appendix A, Appendix B, etc.). Every appendix must have a title and begin on a separate page with the word Appendix and the identifying capital letters at the top of the page.

- **Other Useful Resources**

- Besides the *Publication Manual of the American Psychological Association*, there are two other particularly useful resources for APA styling:
 - APA Quick Answers from the American Psychological Association
 - A Guide to General Format of APA at The Owl at Purdue

❖ You have to abide by this title page format

Ministry of Higher Education and Scientific Research

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Higher Institute of Applied Languages and Computer Science of Beja



TITLE

Dissertation submitted in partial fulfillment of the requirements for the professional
Master's Degree in Translation Studies

Written by:

Supervisor: Dr.

Academic Year: 2020-2021