Long Essay and Dissertation Formatting and Length

Length
Word limits must be strictly adhered to. There is NO DISCRETION whatsoever to exceed the word limit on assessed long essays or dissertations. An essay or a dissertation that exceeds the stated word limit will not be accepted, but will be handed back to the student for further editing. Any delay in submission caused by the need to reduce the length of an essay or a dissertation will be subject to the standard penalty of a reduction of two marks for every day it is late.

For all assessed work (book review, long essay or dissertation) the word count INCLUDES tables and appendices, but EXCLUDES the bibliography, title pages, acknowledgements, tables of contents, lists of abbreviations and abstracts. References in footnotes and endnotes don’t count, but any additional information or content included in a footnote or endnote does count. Graphs, charts and images are counted as however many words the word counting software calculates them as. To repeat: exceeding the word-limit by any percentage is NOT ALLOWED.

Layout
The following notes give guidance on the preparation of a typescript, on bibliographies and footnoting. They are not intended to be exhaustive; nor are they compulsory. There are a number of acceptable conventions; the main principle is to be consistent.

Paper and Printing
Computer produced work should be printed on a laser printer or one of the better inkjet printers.

Spacing
Everything in the main text should be DOUBLE-SPACED, except indented quotations and footnotes (at the foot of the page), which should be single-spaced.

Font
There is no prescribed typeface but it is strongly recommended that the candidate should use simple classical typefaces (e.g. Times New Roman or Sabon), 11pt or 12pt font; word processing software will select a smaller font for footnotes.

Abbreviations
If applicable, a list of the abbreviations used in the text and the footnotes should be placed at the beginning of the work. This will not be included in the word count.

Tables
Tables may be typed on separate sheets or in the text. Tables of more than four lines should be numbered and referred to in the text by number rather than ‘as follows’. Check your tables carefully. Are they in the form that the reader will find most helpful? Will the reader be able to compare one set of values with another? Are all units, percentages and totals identified? Do the totals tally with the individual values? Are the sources given in the same form for each table? Are the tables referenced in the text?

Quotations
Short quotations should be enclosed in single inverted commas (except for quotations within quotations which have double inverted commas), and run on with the main text in double-spacing. However, quotations extending to more than five lines of typescript
should be distinguished from the rest of the text and do not need inverted commas (except for quotations within quotations). Start each such quotation on a fresh line and indent the whole quotation and type in single-spacing. Take particular care to transcribe quotations accurately. If a quotation includes an obvious error, do not correct it but indicate it by placing the Latin word ‘sic’ (meaning ‘thus’) in round brackets immediately after the error.

Internet Citations
Websites: cite author or webmaster (if known), date created or last updated (if known), title of text, heading of page, full url, and date last accessed; eg. Urry, J. (1999), 'Automobility, car culture and weightless travel: A discussion paper', Department of Sociology, Lancaster University, Jan. http://www.lancaster.ac.uk/sociology/soc008ju.html, last accessed 1 Nov. 2000.

Bibliographical References
The bibliography must include all material, primary and secondary, that has been cited or has substantially informed the long essay; it should not include materials consulted that have not, in the end, been used. It should normally be divided into manuscript sources, printed sources, printed secondary works and unpublished dissertations.

We do not give precise instructions about citations. The choice between footnotes and author-date or Harvard referencing is a pragmatic one, on which you may want to take advice from your supervisor, and may reflect the discipline within which you are working and the extent to which your work relies upon primary materials. If in doubt, we recommend that you consult one of the Style Guides below. As most Style Guides have been through numerous editions, it is always best to consult the most recent edition.


• Kate L. Turabian, A Manual for Writers of Term Papers, Theses, and Dissertations (Chicago and London: University of Chicago Press, 7th edition, 2007). Excellent, and good value, though it is due for a new edition. This is a scaled down version of The Chicago Manual (see below).
