Basic Information and Stylistic Conventions Pertaining to the MA Dissertation regarding the Dissertation

The MA dissertation will be written and submitted according to the rules explained in the previous section. The remainder of this document will explain the technical details of the dissertation. As a general rule, the dissertation must be word processed and printed on single sheets of paper and bound with a hard or transparent cover. It must be submitted to the department on the due date in duplicate.


This document strives at answering most questions of style that may arise when writing your dissertation. The information given can be used as they are and also in combination when a specific issue might not be directly answered. If in doubt, please contact your supervisor.

Word Limit

The dissertation will be limited to 10,000-15,000 words excluding footnote, bibliography, preliminary pages and annexes.

Margins, Font Information and other Relevant Details

The dissertation will be word-processed using the font Calibri point 11; this will cover all texts within the dissertation except for footnotes which will be Calibri point 8.

The line spacing throughout the dissertation will be 1.5 inclusive of quotations, bibliography, footnotes etc.

Chapter headings will be Calibri point 14 bold.

Subtopics within chapters will be Calibri point 11 bold.

The margins of the dissertation will be 4.5 CM on the left to facilitate binding and 2 CM with regard to the remaining three sides.

Preliminary Pages

Preliminary pages consist of the title page, page for technical details such as date of dissertation and student declaration, acknowledgments and the table of contents. The title page will not be numbered. All other preliminary pages will be numbered in Roman numerals. Preliminary pages will follow the following sequence: blank page, title page, data and declaration page, table of contents, acknowledgements, blank page.
Chapters

There is no limit for the number and length of individual chapters. This will depend on the nature of the dissertation, its arguments and other requirements. The decision on the number of chapters will be decided by students under the guidance of their supervisors. Chapters will be numbered from the first chapter (which also could be the introduction) to the bibliography and annexes in Arabic numerals. The general chapter breakdown will follow the following sequence: chapter one (or introduction), other chapters, concluding chapter, annexes, bibliography.

Quotations

Short quotations will be inserted in the main text within quotations marks followed by reference details within brackets in the following sequence: last name of author - year of publication: page numbers. For example, (Marx 1999: 23-28). In the case of interview transcripts that might be quoted within text, information about the source might be provided in the text itself or in a footnote. In these cases, the full-stop will be followed by the last quotation mark. (Eg., “quotation mark”.)

Larger quotations must be separated from the body text by 1 CM on the left and right from the body text margin and double space from the top and bottom. In such cases, there is no need to place the quotation in quotation marks. The references must be indicated in the matter outlined above. For example:

   Short quotations will be inserted in the main text within quotations marks followed by reference details within brackets in the following sequence: last name of author - year of publication: page numbers. For example, (Marx 1999: 23-28). In the case of interview material that might be quoted within text, information about the source might be provided in the text itself or in a footnote (Department of Sociology 2012: 2).

Footnotes

The dissertation will use footnotes instead of endnotes within the technical details explained above. Footnotes need to be used to explain materials that are relevant for the dissertation but not necessary in the main body text. Footnotes should be minimized to a possible extent.

Tables, Charts, Maps and Images

Only tables charts, maps and images that are directly relevant to the overall arguments must be used in the dissertation. All such materials where possible must be produced within the main text where they would make most sense. When this is not possible for reasons of space, they can be produced as annexes. Reference details of all these materials must be given in brief in the text itself, followed by
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details in the bibliography. If the tables, maps or photos are generated from field work, that fact should be mentioned whenever material is presented or in the introduction itself.

Bibliography

All the complete details of materials used and referred to in the dissertation must be presented in the bibliography in terms of the conventions explained below. Please maintain a space of one line between individual references.

Reference of a Book by a single Author

The general convention adopted by the department is the following sequence: last name of author; first name or initial(s) of author; year of publication; complete title of book; city of publication; name of the press. The title of the books must be in italics. For example:


Reference of a Book by More than One Author

The general convention suggested by the department is the following sequence: last name of first author; first name or initial(s) of first author; names of the other authors [first name(s) or initials first, and surname second]; year of publication; complete title of book; city of publication; name of the press. The title of the books must be in italics. For example:


Reference of an Essay from an Edited Volume

The general convention adopted by the department is the following sequence: last name of author; first name or initial(s) of author; year of publication; complete title of the essay within single quotation marks; name of the editor and the title of the edited book; city of publication; name of the press. The title of the edited volume must be in italics. For example:


Reference of an Essay from a Scholarly Journal
The convention suggested by the department is the following sequence: last name of author; year of publication; complete title of the essay within single quotation marks; name of the journal in italics; volume details of the journal. For example:


The same general conventions can be adopted when presenting references for materials from newspapers or magazines.

**Reference of an Essay from a Website or Other Internet Source**

The convention suggested by the department is the following sequence: last name of author; first name of the author; year of publication; complete title of the essay in italics; the link to the internet source; the date last accessed within brackets). For example:


**Reference of an Unpublished Source with a Date**

It is possible that unpublished material such as dissertations might have to be used in writing a dissertation. In such situations, the convention suggested by the department is the following sequence: last name of author; first name (s) or initial(s) of the author; year of presentation; complete title of the dissertation in italics; details of the university or other institute to which the dissertation had been submitted. For example:


**Reference of an Unpublished Source without a Date**

It is possible that unpublished material such as manuscripts written by individuals might have to be used in writing a dissertation which may also not indicate when it might have been written. In such situations, the convention suggested by the department is the following sequence: last name of author; first name (s) or initial(s) of the author; a reference to the fact that the date of writing is not available; complete title of the work in italics; a reference to the fact that the work is not published. For example:


**Reference of a Published Source without a Date**
Sometimes books and other texts are published without any reference to publication date. It is possible that such material might have to be used in a dissertation which may also not indicate when it might have been written. In such situations, the convention suggested by the department is the following sequence: last name of author; first name (s) or initial(s) of the author; a reference to the fact that the date of publishing is not available; complete title of the work in italics; city of publication; name of the press. For example:


Sometimes, in addition to the absence of publication date, the press and the city of publication might also be missing. In such cases, use the following format:


**Reference to an Audio Track from a Published Source**

When using, music, lyrics or other such material from a CD or audio tape, the same general conventions referred to above can be used. For example, to refer to a specific music track from a published CD, the following format can be used: Last name of musician/singer; first name(s) or initial(s) of musician/singer; title of the track; title of the album; publication details. For example: