

Style Guide

Presentation of Undergraduate and Postgraduate Taught Work

All Assignments

PAPER: International A4 (210mm x 297mm) or US Letter size (216mm x 279mm) within range 70 g/m² to 100 g/m². No restrictions are placed on the size of the drawings, maps or similar material, which should, however, be bound in with the dissertation or placed in a wallet affixed to the inside of the back cover.

MARGINS: 30mm on the left and right-hand sides, 20mm on the top and bottom margins.

TYPING: Double or one-and-a-half spacing should be used in typescript except for indented quotations or footnotes, for which single spacing may be used.

FONT: Size 12 in Arial.

PRINTING: Double-sided.

Dissertations and Projects

The above will still apply, however this remaining guidance applies specifically to dissertations and projects.

NUMBERING OF PAGES: All pages, including abstract, appendices, indices, drawings, maps, pages of photographs, etc, should be numbered consecutively in one sequence starting with the title page as 1.

SEQUENCE: Material should be arranged in the following sequence:

- Title Page, with declaration
- Abstract (if applicable)
- List of Contents
- List of Tables, Illustrations, etc (if any)
- List of accompanying material (if any)
- Author's declaration (if necessary, being a statement of the nature and extent of the author's individual contribution if the work is based on joint research)
- Definitions (if any, being a list of definitions of any terms specific to the work); abbreviations (if any)
- Text (divided into chapters, sections, etc)
- Appendices (if any)
- Glossary (if any)
- Bibliography
- Index (if any)

TITLE PAGE: For dissertations submitted for all UG and PGT programmes a declaration should be signed as below:

[The full title (and sub-title if any) of the dissertation as approved]

Submitted by [*Full Name*], to the University of Exeter as a dissertation for the degree of * in [*Degree Title*]

I certify that all material in this *dissertation* which is not my own work has been identified and that no material has previously been submitted and approved for the award of a degree by this or any other University.

(Signature)