

FORMAT & PROCEDURES FOR THE PRESENTATION OF MINI-DISSERTATIONS

BINDING

- The binding must be of a fixed kind in which the leaves are secured permanently.
- The boards must be sufficiently rigid to support the weight of the work when it is standing upright on a shelf.
- The covering must be waterproof **black** buckram cloth.

COVER TITLE

- The lettering must be gold and at least 18 pt (5 mm)
- The top half of the outside front cover must bear the full title and subtitles (if any) of the work. If the work runs to more than one volume, please indicate 'volume 1' etc in the appropriate place after the title. Also indicate the volume number on the spines of the work.
- Below the title of the work, suitably position the name of the student with previous degrees earned.
- The lettering of the title must all be readable when the volume of work is laid flat with the front cover uppermost.
- In addition, some students choose to have the title, name placed on the spine of the bound work so that it may be read when the volume is placed flat with the top cover uppermost (advisable).

TYPE

All work must be presented in black typescript or print on A4 white paper. This must be of good quality and sufficient opacity for normal reading.

LAYOUT

- Margins on the binding (ie left hand) side must be not less than 40 mm and other margins not less than 20 mm.
- Typing must be in 1.5x spacing, except for indented quotations where single spacing may be used.
- Print on one side of the paper only.

PAGINATION

Pages must be numbered throughout the work, including those with diagrams, drawings, photographs, etc on them.