

THE UNIVERSITY OF HONG KONG

**Guidelines on the Presentation of
Dissertation/Portfolio/Individual Project (MALCS)**

These guidelines aim at setting out the format of presentation of dissertation/portfolio/individual project. The list below serves as a checklist for the basic elements of a dissertation/portfolio/individual project and the required order for their presentation:

1. Abstract* (please put down the no. of words of the abstract on this page)
2. Title Page*
3. Declaration* (please sign on this page in all copies of your dissertation/portfolio/individual project)
4. Acknowledgements
5. Table of Contents
6. List of Abbreviations
7. Main body of dissertation/portfolio/individual project divided into chapters or sections with footnotes as appropriate
8. Glossary, if necessary
9. Appendices, if any
10. Bibliography

Dissertation/portfolio/individual project titles have to be approved by the Programme Chairperson. If candidates wish to make subsequent changes to the approved titles, please seek the approval from supervisor and submit the filled request form with the revised title to the Programme Chairperson for approval at least 2 weeks before the final submission (by August 3, 2015), via the dissertation/portfolio/individual project Advisor before submitting it to the Faculty Office.

The dissertation/portfolio/individual project submitted for examination shall be typewritten or printed on **ONE SIDE** only of International size A4 paper (297 mm x 210 mm), with a margin of not less than 38 mm (about 1.5 inches) on the left-hand edge of each page. As for the top, bottom and right margins, it is recommended that they should be 25 mm (about 1 inch). The line-spacing should be 1.5. Most commonly used fonts are Times New Roman and Arial. Please use font size 12 for the body text.

Three temporarily bound copies and **two** soft copies of dissertation/portfolio/individual project shall be submitted for examination and plagiarism checking. Each hard copy shall be bound with binding comb or in a temporary heat-sealed “Perfect” binding. Please do not use plastic or metal binder clips as they may not hold stacks of paper well given the length of the dissertation/portfolio/individual project. You should also provide two copies of CD-ROMs with each containing your dissertation/portfolio/individual project in a **single MS Word file**.

Students who work on dissertation will be informed in due course whether you are required to amend your dissertation for lodging in the University Libraries and whether you are required to submit your dissertation in final binding and soft copy.

March 20, 2015

** Please see attached templates for reference and do not number those pages.*

Template for Abstract

The abstract should contain approximately 250 words written in **ENGLISH**.

Abstract of <Insert Your Type of Project Here>
(e.g. dissertation, portfolio or individual project) entitled

<Insert Your Dissertation/Portfolio/Individual Project Title Here>
(The title must be exactly the same as the approved title, including capitalization, italicization, punctuation and use of special characters)

Submitted by

<Insert Your Name Here>
(same as your HKID card)

for the degree of Master of Arts
at The University of Hong Kong
in <Insert Month and Year Here>
(the month and year of your dissertation/portfolio/individual project submission,
e.g. August 2015)

<Insert Contents of the Abstract Here>

Words Count: <Insert Total No. of Words of the Abstract **ONLY**>

Template for Title Page

<Insert Your Dissertation/Portfolio/Individual Project Title Here>
(The title must be exactly the same as the approved title, including capitalization, italicization, punctuation and use of special characters)

by

<Insert Your Name Here>
(same as your HKID card)

<Insert Your Qualifications, e.g. B.A. *H.K.*>

(DO NOT INSERT ANYTHING HERE)

A <Insert Your Type of Project Here> (e.g. dissertation, portfolio or individual project)
submitted in partial fulfillment of the requirements
for the Degree of Master of Arts
at The University of Hong Kong

<Insert Month and Year Here>
(the month and the year of your dissertation/portfolio/individual project
submission, e.g. August 2015)

Template for Declaration

Declaration

I declare that this <Insert Your Type of Project Here> (e.g. dissertation, portfolio or individual project) represents my own work, except where due acknowledgement is made, and that it has not been previously included in a thesis, dissertation, portfolio, individual project or report submitted to this University or to any other institution for a degree, diploma or other qualifications.

Signed: _____
<Insert Your Name Here> (same as your HKID card)
(The signature must be original, not photocopied)