# M.Phil. Dissertation checklist

This check list must be completed by each student before submission.

**Three complete copies** of your dissertation should be submitted.

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| **Task** | **Detail** | **** |
| **Title page** | This should consist of title of dissertation, student’s name, supervisor’s name, and date of submission. The following statement should also appear: "This dissertation is submitted in partial fulfilment of requirements for the M.Phil. in Film Studies: Theory, History, Practice/Screenwriting (delete as appropriate), School of Creative Arts, Trinity College Dublin." |  |
| **Word count** | This should appear on title page (main text only; exclude title page, table of contents, appendices, notes, bibliography and filmography). N.B. Footnotes should be kept to a minimum and excessive footnoting will be penalised. |  |
| **Declaration (insert after Title page)** | Include the following declaration immediately after the title page:  I certify that this dissertation is the result of my own work, that all borrowed language and ideas – whether directly quoted or indirectly applied – have been properly documented, and that all the help I have received (other than that from my supervisor) has been openly acknowledged.  The word count on the title page is accurate, and excludes the preliminary pages (title page, contents, etc.), any appendices, notes, bibliography and filmography.  Signed:  Date: |  |
| **Abstract** | The abstract should be 200-250 words excluding the title of the thesis and the author's full names as a heading. The abstract should be single-spaced. |  |
| **Table of contents** | This should be a separate page listing chapter numbers, chapter headings, and page numbers. |  |
| **Main text** | This should be divided appropriate chapters. |  |
| **Endnotes** | Notes should either be placed at the end, divided by chapters or be placed at the end of each chapter. The format should follow either the method outlined in the course handbook or some other acceptable scholarly method in use. |  |
| **Appendices** | These should come after any notes and before bibliography. |  |
| **Bibliography** | ALL works used in the preparation of the dissertation, whether or not they have been cited in the notes, should be listed in standard form in this section. This list should appear in alphabetical order by author’s surname. Do not list works you have not used. |  |
| **Filmography** | All films cited in the dissertation should be listed alphabetically by title, with director’s name and year of release in parentheses. |  |
| **Binding** | Some form of simple binding should be used to protect the dissertation from torn or lost pages. The front cover should be clear plastic or have your name and dissertation title placed on it. |  |