



THE UNIVERSITY OF TRINIDAD AND TOBAGO

Format and Submission Guidelines for Projects, Theses, and Dissertations

Postgraduate Studies and Research

May 2023

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Introduction

This guide is intended for students who are required to prepare a project, thesis or dissertation as part of their programme of study. This document should be consulted in the early stages of the project, thesis or dissertation preparation by both candidate and supervisor.

Your project/thesis/dissertation must be written in Standard English, unless otherwise instructed by your Academic Unit. The research contained in the project/thesis/dissertation must contribute significantly to the knowledge of the subject area and provide evidence of original thought as demonstrated through the presentation of new findings or critical thought. **Candidates are not allowed to submit a project, thesis or dissertation comprising work for which a degree from this or any other university has already been conferred on him/her.**

All work must be of a satisfactory academic standard, suitable for publication as a thesis of the University. Candidates are advised that any output that does not conform to the required format would not be accepted, and the degree would not be conferred until the written work is deemed to be of an acceptable format.

Academic Integrity

The University of Trinidad and Tobago (UTT) seeks to create a community of academic excellence through the highest levels of **academic honesty, unique individual contribution, and integrity**. Academic integrity refers to the utilisation, generation and communication of information and ideas, in an ethical, honest and responsible manner. The University demonstrates its commitment to upholding the highest standard of Academic integrity across its community, through the provision of resources and tools which support Academic integrity awareness and skills, and are reflective of best practice in academia.

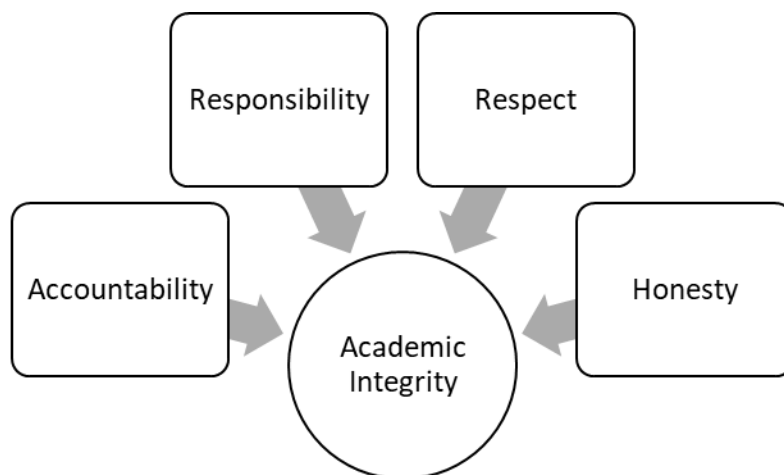
Student Responsibility

Students are responsible for upholding the standards and code of conduct in academic integrity set out in policies and guidelines at the University. Consequently, it is important that students familiarise themselves with the University's **Policy on Ethics**

in Research and contact the Office of Postgraduate Studies and Research for further guidance on academic integrity resources and tools, if unclear.

Figure 1

Pillars of Academic Integrity



The main areas of concern for academic integrity violations involve **plagiarism**, **third party copyright materials**, research involving **human subjects**, research involving **animal subjects** and data **falsification**.

Plagiarism

Plagiarism refers to the use of ideas, words and/or expressions of another without acknowledgement, from public or private (published and unpublished) material and sources. Some common examples of what constitutes plagiarism include:

- Misrepresenting someone else's work as your own
- Presenting ideas from someone else without giving credit
- Giving incorrect information about the source of a quotation
- Presenting so many words or ideas from a source that it makes up the majority of your work, whether you have acknowledged the source or not.

Self-plagiarism

Self-plagiarism refers to the replication of a significant portion of an author's own work without indicating that the author is doing so as well as referencing the original

publication. It is therefore important that you cite yourself when using information from your previously published work.

It should be noted that that once you have published work in a journal, you do not own the full copyright. Therefore, if significant content is taken straight from the paper inclusive of figures and tables, the paper must be properly referenced as failure to do may result in copyright infringement.

Plagiarism Detection Software

Students are required to utilise the University's subscribed plagiarism detection software on theses/dissertations and submit the electronic report to the Office of Postgraduate Studies and Research. The current plagiarism detection software used by the University is UniCheck.

UniCheck

A web-based plagiarism detection software that is used by many universities worldwide. *"It can identify similarities within texts when compared to online sources and other publications in order to flag plagiarism and ensure content is original. The tool supports multiple file formats and bulk uploads."*

The student should ensure that, irrespective of the results of UniCheck originality report, all copyright requirements as well as the University's standard on avoiding plagiarism are met.

Third-party copyright materials

Copyright is a form of legal protection that provides authors of original creative works with limited control over the reproduction and distribution of their work. It is now a requirement to request permission for the use of third-party copyright materials in your thesis/dissertation, particularly if the thesis is going to be available as 'Open Access'. 'Open Access' can be defined as a process of making published academic work available online at no cost to the user. Third-party copy right materials include graphs, figures, photographs, artworks and musical passages, among many others. As noted previously, using your own published work may pose a potential copyright infringement issue. If for some reason, permission cannot be sought, then you will be unable to have your thesis freely available online.

Consideration of third-party copyright materials should be treated very seriously as there are potential legal consequences for infringements under the Copyright law. Generally, copyright permission is not required if the material that will be used is in the public domain or is not copyrightable as well as if the material is being used in a manner that is compliant with user rights for that material. Additionally, permission is not needed to include:

- Work which is out of copyright: an author's copyright lasts 70 years after the author's death.
- A short extract of a work in order to critique or review it.
- A short quotation from a published work.
- Material which is licensed for your intended use, e.g., under Creative Commons License.

How to seek permission?

To seek permission, you have to contact the rights holder, it could be the author of the work, the publisher, the illustrator, a photographer, etc.

Use the '**Postgraduate Declaration Form**' available under Appendix IV - Forms, asking the right holder the permission to include the material in the electronic version of your thesis. If you get permission, the form must be added to your thesis in the Appendices. You will not be able to make the full version of your thesis publicly available online if the permission is not granted.

Involving Human Subjects in Research

Academic integrity as it pertains to Human Subjects in Research centres on maintaining the health, well-being, safety, privacy and dignity of the human subject. Human subjects in research involve the collection of data through interventions and/or interactions with the participant or the collection of identifying private information.

All research conducted under the jurisdiction university, whether onsite or offsite, including those that involve human subjects must apply to receive approval from the

UTT's Research Ethics Committee (REC). Written approval from the UTT is required before the project can commence.

UTT Research Ethics Committee's approval is contingent upon the subjects' voluntary participation in your research project, and that they are being appropriately informed and protected from risk. This includes protecting the participants' rights, safety and welfare as well as protecting the privacy and the confidentiality of the data collected, and ensuring anonymity of their identity. The approval includes continued monitoring of your research study by the Committee to assure that the subjects are being adequately and properly protected from such risks. Risks include but is not limited to bodily harm, psychological trauma, and also extends to legal and/or economic harm, such as the release of privately identifiable personal information.

The approval for the human subject component of your project is in effect from the date on the approval letter, and data collection beyond the expiry date requires an extension request and approval from the Committee.

Please also be advised that all subjects need to be fully informed and aware that their participation in your research project is voluntary, and that he or she may withdraw from the project at any time. Further, a subject's participation, refusal to participate, or withdrawal will not affect any services that the subject is receiving or will receive at the institution in which the research is being conducted.

Deception in Research and Incomplete Disclosure

Deception in research and incomplete disclosure can be effective approaches to conduct certain research studies. However, they present serious ethical concerns because they limit a potential participant's ability to truly give informed consent to participate in the study.

Deception in research refers to the intentional misleading of research participants by providing inaccurate or false information, while incomplete disclosure refers to the deliberate withholding of information about the purpose of the study.

Such approaches can only be considered if the study involves minimal to no risk to participants and if their well-being will not be impacted.

It is critical to note that these approaches do not involve withholding information on what the participants will be asked to do during the activity.

It is recommended that alternative approaches be used to conduct such research studies unless the research outputs can make such a significant contribution to society and the discipline that its use can be justified.

An alteration of informed consent must be sought and approved by the University's Research Ethics Committee before the study can proceed.

Animal Subjects Research

Any research that is engaged in the use of animals for research and/or testing has a core ethical responsibility to ensure that each animal is humanely treated and is not subjected to undue pain or distress. The term 'animal' refers to any of the eukaryotic multicellular organisms that comprise the biological kingdom of Animalia and includes any living non-human vertebrate and any living invertebrate.

Respect for animal life and well-being must be considered when developing research topics, frameworks and methods.

Researchers should investigate alternative approaches to the use of animals for their studies. Justification for the use of animals in research must be made in terms of the lack of alternative approaches and urgency of the timeframe for the study outputs/findings.

Researchers must ensure their conduct is in keeping with the Animal (Diseases and Importation) (Amendment) Bill, 2019, as well as with internal university regulations pertaining to research using animals as well as internationally accepted standards for experimental animal use. Researchers are required to familiarise themselves with these regulations.

Data Manipulation/Falsification

This refers to the creation and/or addition of data (quantitative or qualitative) that did not occur in the data collection phase of the research study as well as changing research results to support hypotheses and other claims. This often involves misrepresentation of information in charts, figures and tables.

Data manipulation is considered a serious offence and violation of academic integrity as it can result in false, unsubstantiated claims as well as distrust in your work by wider audiences.

The acquisition of data and data management must be done in keeping with best practice in research, this includes using standardised and established protocols and processes and equipment in conditions that are deemed acceptable by esteemed research peers in the particular discipline.

Recording of data collected must be done accurately and include procedural details. Source/unprocessed (raw) data must be securely stored and be made available, if required by examiners.

Some Guidelines to keep in mind are:

- a. Use established methodology applicable to the particular discipline.
- b. Accurately and truthfully describe and compile data – whether it be primary or secondary data.
- c. Ensure that source/raw primary and secondary data are safely stored (backups of the data may be useful)
- d. Ensure that experiments and simulations are reproducible.
- e. Ensure that statistical data analysis conducted on data are robust and appropriate.

Ethical Consideration for Samples

The University recognises that there are key ethical considerations that researchers should make if their studies involve biological samples. These pertain to the collection, processing, transportation and storage of samples, which must be in keeping with the University's internal policy as well as the international agreement: the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilisation to the Convention on Biological Diversity. Researchers are required to familiarise themselves with both regulatory instruments.

Samples are permitted to be used only within the scope specified in the research framework and approval from the REC must be obtained before the samples can

be used for any other purpose. If samples are collected from human participants, individual consent must be obtained from participants for the new research objective (once prior REC approval had been obtained).

These samples belong to the University and not to an individual researcher. Therefore, when the study involves transferring samples from UTT to another institute, an agreement must be signed which clearly details the rights of all institutes involved on the use of the samples as well as possible outputs.

Stakeholder involvement is recommended when collecting certain samples to ensure that the source population benefits from the use of the samples.

Please refer to UTT's Policy on Ethics in Research and the Postgraduate Regulations and Handbook for more information.

Thesis Components

A thesis may be written and organised in two styles: (1) the traditional monograph style and (2) the manuscript or article-based style. It is important to note that the document cannot be a mixture of these. The style of the written document is based on the research conducted and the associated experimental design. Regardless of style, there are particular components that the thesis must contain, such as a methodology, results and a scholarly discussion. A brief overview of each component as well as links to examples are provided within this Guide.

Arrangement

The arrangement of your project/thesis/dissertation varies from Discipline to Discipline, and discussions with your Supervisor are advised. However, the typical elements as well as the sequential arrangement of the project/thesis/dissertation suggested is as follows:

- Cover Page
- *Postgraduate Declaration Forms*
- *Examination Committee Signature Page*
- Title page
- Abstract

- Dedication (optional)
- Acknowledgements
- Table of Contents
- List of Tables
- List of Figures
- List of Appendices
- List of Symbols and Abbreviations (if applicable)
- Other relevant lists
- Glossary (optional)
- Body of document
- References or Bibliography or Works Cited
- Appendices

Cover Page

The cover should include the approved title of the work, the degree title and programme under which the study was done, the University's crest, Name of Student, Name of University and Year the thesis/dissertation was submitted. Each item goes on a separate line and must be double spaced. Do not number the cover page.

Postgraduate Declaration Forms

The Declaration Forms are University forms that must be completed and included in all postgraduate theses and dissertations. All applicable forms are to be checked and completed. The forms include Personal Declaration, Copyright Declaration, Publication Waiver and Assertion of Author's Rights. These forms can be found at Appendix IV.

Examination Committee Signature Page

This Page is provided by the Office of Postgraduate Studies and Research only after the student has addressed the recommendations of the Examination Committee and the Supervisor is satisfied that the candidate has made all required corrections to the final transcript.

Title page

The title page is the first page of the thesis/dissertation, and only occupies one page. It should bear the following information:

- The name of the University (The University of Trinidad and Tobago)
- The officially approved title of the work
- The full name of the candidate as officially registered
- The Academic Unit with which the candidate is affiliated
- The year that the work is being submitted for examination.
- A statement that the work is being submitted “in partial fulfilment of the requirements for the degree”. The candidate is required to state the degree for which the work is being submitted.

See Appendices I and II for links to examples.

Abstract

The abstract is typically between 150-250 words, but a maximum of 300 words. It summarises your research, providing the reader with key aspects of your work. It should include a statement of the problem you are trying to solve, the purpose of your research, the methods used, results and implications of your findings.

Dedication (optional)

The Dedication is an expression of thanks (see *also* Acknowledgements) that is personal to the author, such as family, friends, spouses, children, or community members.

Acknowledgements

The Acknowledgements is an expression of thanks (see *also* Dedication) to persons and organisations on a professional level to the author, and who may have had specific contributions towards the completion of the document. This includes the recognition of any permission granted to use copyrighted material that appears extensively in the thesis.

Table of Contents

The Table of Contents acts as an effective guide to the location of content by page number. In other words, it provides a mechanism for the reader to navigate through your work. You should be able to generate this automatically provided you formatted your document accordingly. It starts on its own page, and should list all front matter, main content and back matter. It itemises key headings and sub-headings within all chapters, and the respective page numbers.

List of Tables

The List of Tables immediately follows the Table of Contents. It reflects the Table legends provided within the document. See also Format of Tables and Figures.

List of Figures

The List of Figures immediately follows the List of Tables. It reflects the Figure legends provided within the document. See also Format of Tables and Figures.

List of Appendices

The List of Appendices immediately follows the List of Figures. It reflects the Appendices provided at the end of the document.

List of Symbols and Abbreviations

The List of Symbols and Abbreviations immediately follows the List of Appendices. It reflects an itemised list of all symbols and abbreviations legends provided within the document. See also Format of Tables and Figures.

Glossary (optional)

The Glossary is a list of terms used within the document and their meaning. This list is presented in alphabetical order.

Body of Document

The body of the document represents your written work. Depending on your field of study, there may be some variation. It can be either a traditional monograph style, or a manuscript or article-based style, but not mixed. Regardless, it includes the following:

- **Introduction**

The Introduction provides a detailed overview of the intended research, and provides the reader with a good foundation of knowledge that would be supportive of the information that would be provided throughout the body of the text. While the structural components of the Introduction may differ, possible information that can be incorporated are:

- ✓ Background
- ✓ Rationale and justification
- ✓ Purpose
- ✓ Significance

- ✓ Theoretical approach
- ✓ Research questions
- ✓ Hypotheses
- ✓ Overview of chapters

- **Literature Review**

The Literature Review contains key sources and methods that exist, both historical work and novel approaches used to date. It should also identify any gaps of knowledge, as well as any supported arguments. Overall, it should demonstrate the author's understanding of the main theories and their application through the thorough evaluation of previous research. It therefore establishes the need for the current research while also sets the boundaries and focus of the research.

- **Methodology**

There are several components to be considered while constructing the Methodology section of the thesis. These components include:

- ✓ *Method Development* – not all theses require a Method Development section. It is expected to be included in those cases where trial and error approaches were required in order to develop a final method or experimental design.
- ✓ *Research Design* – this section details the theoretical framework or research philosophy. It clearly states and describes the type of research (e.g. quantitative, qualitative, mixed method), such that it is reproducible.
- ✓ *Sampling Procedures and Data collection* – specific sampling procedures, measures, and participant details are included. Instrumentation, stakeholder groups, development of surveys, and data collection processes are described here. Referenced processes should be included unless being developed as part of the work.
- ✓ *Data Analysis* – as part of the methods, statistical and qualitative analytical procedures must be detailed. Referenced processes should be included unless being developed as part of the work.

- ✓ *Limitations* – the boundaries and associated limitations of methodological decisions should be discussed.
- ✓ *Approval Information* – ethical considerations and special permissions (e.g. permits) should be identified.

- **Results or Thematic Chapters**

This section represents the original contribution(s), and can be broken up into several chapters. Each chapter, typically three – four (3 - 4), can be based on:

- ✓ Research questions
- ✓ Hypotheses
- ✓ Goals or Objectives
- ✓ Papers published from the research.

- **Discussion and Conclusion**

The Discussion represents the interpretation of the results as well as the wider implications. It identifies arising questions, and can suggest recommendations and future directions the research can take. The Conclusion provides an overview or summary of the key points. It should be noted that the Discussion and Conclusion can be written either separately or jointly.

References or Works Cited

- This section indicates the sources of information used in your paper, such as articles, books, websites, etc. In APA this page is titled *References*; in MLA it is titled *Works Cited*.
- Each of these sources of information (found within the body of) your paper, must be cited with proper formatting. Pay particular attention to the reference style used, and be consistent. Links to examples are provided in Appendix I (APA) and Appendix II (MLA).

Appendices

Appendices represent material that are not an essential part of the document, and contain supplementary material that can either provide a better understanding of the research, or information that will be helpful in providing information that is too bulky or cumbersome to be included in the body of the text. It may include statistical tables,

material too long to be included in the text or in footnotes or endnotes. Appendices are normally numbered, each with its own title that is descriptive of its contents.

Formatting

Writing Style

Based on the wide nature of disciplines within UTT, theses can be written in one of two styles, but not mixed. These are the American Psychological Association (APA) and the Modern Language Association (MLA).

The APA referencing style is commonly used for disciplines such as Sciences, Education, Criminology, Sociology, Business, and Social Sciences. The most recent version of APA is acceptable – currently APA is in its 7th edition.

The MLA referencing style is commonly used in disciplines such as Humanities, Philosophy, Arts, Language, Politics, Law, and History. The most recent version of MLA is acceptable – currently MLA is in its 9th edition.

Formatting must be in accordance with the selected referencing style. See Appendix I (APA) and Appendix II (MLA).

The following is a brief guide to formatting your research paper:

Paper Size

- Use 8.5" x 11" letter-sized, white standard paper.

Page Layout

- Use Portrait orientation unless advised differently by your supervisor.

Typeface

- Use 12 pt. Times New Roman font or font recommended by your supervisor.
- Use the same typeface throughout the text.
- Align text to the left margin. Leave the right margin uneven, or ragged.
- Set print quality to a minimum of 150 dpi.
- Use black ink for all text. There are a few exceptions. Please consult with your supervisor.
- Print on **ONE** side of the page.

Margins

- Use 1" (2.54 cm) for top, bottom and right margins.
- Use 1.5" (4 cm) left-hand margin to allow for binding.

Spacing

- Use double-line spacing for final submissions.

Paragraphs

- Indent the first line of each paragraph 0.5" from the margin.
- Place second and subsequent lines flush left.

Pagination

Must be in accordance with the selected referencing style. See Appendix I (APA) and Appendix II (MLA).

- Begin each section on a new page.

Quotations

- Use only if necessary; and avoid where possible.

Must be in accordance with the selected referencing style. See Appendix I (APA) and Appendix II (MLA).

Illustrative Material

- Photographs or any other illustrative material incorporated into the thesis should be scanned and printed.
- Pages with photographs should be copied on a colour printer or photocopier.
- Candidates may submit non-book materials such as DVDs, flash drives, etc. as part of their project/thesis/dissertation if:
 - ✓ such materials constitute useful additions to the work;
 - ✓ these are referenced in the written submission;
 - ✓ such methods constitute the most appropriate methods of clarifying or presenting the information concerned;
- Material of this nature should be presented in a container that is suitable for storage on a library shelf and, that bears the same information as presented on the spine of the thesis/ dissertation.
- All candidates considering the submission of such are advised to consult their respective Supervisors at an early stage of the project.

Oversized Material

Oversize materials such as graphics, maps, charts necessary to the exposition of the thesis may be reduced in size using photographic software to fit the standard thesis page, or could be included as a foldout.

- A foldout is a page whereby the left side is bound into the thesis but the right side can be unfolded in one or more panels extending, when read, beyond the right side of the other thesis pages.
- The foldout should be carefully folded so that no folds fall outside the thesis margins.
- The page number should be numbered and placed in alignment with the pages of the thesis.

Footnotes/Endnotes

- Footnotes and Endnotes are both acceptable.
- Must be in accordance with the selected referencing style. See Appendix I (APA) and Appendix II (MLA).

References or Works Cited

- List full details of all sources cited in your paper.
- Start on a separate page at the end of your paper.

Find example of References or Works Cited in the links provided for the selected referencing style. See Appendix I (APA) and Appendix II (MLA).

- Visit your nearest UTT Campus Library for assistance with referencing.

Production of Final Manuscript

Document Drafts

Students and supervisors are expected to work closely during the student's research, analysis and written preparation. It is up to the student to **work closely with their supervisor(s)**. However, the supervisor is expected to provide guidance to the student throughout all aspects of the student's research.

Students are expected to:

- continually submit draft chapters/sections to their supervisor for review,

comments and critique

- **Not wait until closer to the deadline** for final submissions to submit your draft material.

It is normal for repeated submissions – this will only help you with the final submission. While it is not expected for the supervisor to ask for draft submissions, supervisors are expected to review draft documents prior to the final deadline submitted by students.

Collation

Candidates should note:

- All text and illustrative material (e.g. maps, charts, pictures, graphs, etc.) should be clearly visible with appropriate references.
- Regardless of style, particular attention should be paid to captions (Tables, Figures, Appendices, etc), positioning of captions (currently above the table or figure), in text references, and References or Works Cited.

Number of Copies

The initial submission of work (prior to the examination process) differs from the final submission (after the examination process). The number of copies to be submitted by candidates are as follows:

1. **Initial Submission** – this is the work that would be examined. It is important that this work be verified by the Advisory Committee within the Academic Unit prior to official submission to the Postgraduate Office. You must provide an electronic copy of the submission. However, the following **may be** requested:
 - a. Three (3) soft-bound copies – a copy for supervisor and other members of the Advisory Committee.
 - b. Cardboard sheet to the front (with title page) and back (blank)
 - c. A cerlox cover in front.
2. **Final Submission** – this is the work after the examination process, with all changes and corrections indicated during the exam. Prior to the submission of this document, a digital copy needs to be provided to UTT Library for final review of structure and formatting. Once all verifications have been completed, you must submit to the Postgraduate Office:

- a. One (1) electronic copy of the submission
- b. One (1) hard-bound copy for the UTT Library. A student **may** print additional copies as desired for supervisor and other persons.

RefWorks

Students can also use **RefWorks** for assistance with APA and MLA referencing. “**RefWorks** is a web-based reference management service that allows you to import references from online databases and other various sources. You can use these references in writing papers and automatically format the paper and the bibliography in seconds” (<https://proquest.libguides.com/refworks>).

Contact UTT Libraries for further assistance in using RefWorks.

UTT Library Checklist

This Checklist (Appendix III) is for use by both student and supervisor. The checklist is adaptable and consistent with the referencing style used.

Appendix 1 - APA 7th Edition

Paper Format

American Psychological Association. (2022). *APA 7th edition. Heading level template: Student paper*

<https://apastyle.apa.org/instructional-aids/heading-template-student-paper.pdf>

American Psychological Association. (2023). *Paper format.*

<https://apastyle.apa.org/style-grammar-guidelines/paper-format>

American Psychological Association. (2023). *Title page setup.*

<https://apastyle.apa.org/style-grammar-guidelines/paper-format/title-page>

Sample Papers

American Psychological Association. (2023). *Student sample paper.*

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/documents/APA%207%20Student%20Sample%20Paper.pdf

How to Guides

American Psychological Association. (2023). *APA style.*

<https://apastyle.apa.org/>

Curtin University. (n.d.). *APA 7 referencing.*

<https://uniskills.library.curtin.edu.au/referencing/apa7/introduction/>

Murdoch University, Library. (2020). *APA- Referencing guide: All examples.*

<https://libguides.murdoch.edu.au/APA/all>

Purdue Online Writing Lab. (2022). *General format. APA formatting and style guide (7th ed.)*

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

Victoria University, Melbourne Australia. Library Guides. (2023). *APA 7th referencing: Getting started in APA 7th.* <https://libraryguides.vu.edu.au/apa-referencing/7GettingStarted>

Tables and Figures

Purdue Online Writing Lab. (2022). *Tables and Figures.*

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_tables_and_figures.html

Numbers and Statistics

Purdue Online Writing Lab. (2022). *Numbers and statistics.*

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_numbers_statistics.html

Appendix II - MLA 9th Edition Referencing Format

Introduction

The Modern Languages Association (MLA) Referencing Format is a common style used in the arts, humanities, and literature. This document provides students with a basic guide for formatting their thesis or dissertation for submission according to the MLA 9th Edition.

Paper Formatting

Purdue Online Writing Lab. (2022). *MLA Formatting and Style Guide*, 2022

https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html

How to Guides

Murdoch University, Library. *MLA- Referencing Guide*, 2023.

<https://libguides.murdoch.edu.au/MLA/all>

Modern Language Association of America. *MLA Style Center*, 2023.

<https://style.mla.org/>

Modern Language Association of America. *Work-Cited-List Entries: Citations by Format*. 2023

<https://style.mla.org/works-cited/citations-by-format/>

Modern Language Association of America. *Works Cited: A Quick Guide*, 2023.

<https://style.mla.org/works-cited/works-cited-a-quick-guide/>

Modern Language Association of America. *Works-Cited-List Entries: Interactive Practice Template*, 2023. <https://style.mla.org/interactive-practice-template/>

University Libraries. University of Nevada, Reno (n.d.). *MLA Citation Guide (MLA 9th ed.): Understanding core elements*.

<https://guides.library.unr.edu/mlacitation/coreelements>

Sample Papers

MLA Style Center. *Sample Papers in MLA Style*, 2023.

<https://style.mla.org/sample-papers/>

Purdue Online Writing Lab. *MLA Sample Paper*, 2022.

https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_sample_paper.html

MLA Tables, Figures and Examples

Purdue Online Writing Lab. *MLA Tables, Figures and Examples*, 2022.

https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_tables_figures_and_examples.html

Appendix III - Checklist

See attachment

Appendix IV - Forms

See attachment