Dissertation FAQs

1. **How many copies do I need to submit?**

You need to submit two soft-bound paper copies and an electronic copy.

Paper Copy 1: The cover page should include your name and the name of your dissertation partner (if applicable)

Paper Copy 2: The cover page should include your exam number and the exam number of your dissertation partner (if applicable)

Electronic Copy: via the submission link on Learn course Dissertation in Psychology. The cover page should include your exam number and the exam number of your dissertation partner (if applicable)

2. **What formatting should I use?**

Use font size 12, double-spaced, and print your dissertation single-sided. Word's standard margins are ok for binding, but don't make them any narrower than that. Include page numbers.

3. **What is the word limit?**

The word limit is 8000 words. This is an upper limit, not a guideline, and going over this will incur penalties.

4. **What counts towards the word count?**

Headings and subheadings count towards the word limit. Tables and figures (and their titles) do not count. Footnotes do not count towards the word limit. However, the APA Manual advises against using footnotes excessively.

5. **Where can I go to bind my dissertation?**

There are many places in town where you can get your dissertation bound. Two local options include the University Printing Services and Teviot Print Shop, but there are plenty others as well.

6. **What will the printing shop need from me?**

You need to email/bring a pdf version of your dissertation to have it printed. If you have any colour pages in the dissertation, you'll need to let them know which ones they are (as they'll print the colour pages on a different printer). In listing the numbers, go by page numbers in the pdf document, and not your dissertation page numbers.

7. **How long does printing/binding take?**

Printing and binding is often done within the same day. However, do not leave it until the last minute- printing shops are likely to be very busy on your deadline date, and may not be able to print and bind straight away.