**This is the last upload from me before the final submission – so make sure you read it very carefully. There is lots of information here …**

**Firstly, EVERYTHING you need to complete the dissertation and make the final submission is contained in this report.**

**Note that the system may not allow you to upload your final version until 9th July 2023. If you try earlier and it does not allow you to upload the final version, then try again on or after 9th July 2023.**

**Regarding your latest upload …**

In principle, chapters 1-5 are okay. Note that section 1.7 does not mention chapter 2!

**Turning to your dissertation as a whole …**

Include your word count (chapters 1-5 only) on the title page please.

Insert the following statement at the beginning of the dissertation and sign the work.

*In presenting this dissertation for assessment, I declare that it is a final copy including any last revisions. I also declare that it is entirely the result of my own work other than where sources are explicitly acknowledged and referenced within the body of the text.* [or: *in footnotes*, *endnotes*, as appropriate]. *This dissertation has not been previously submitted for any degree at this or any other institution.*

*[Name of student]"*

You need an abstract that covers: background to the topic, research question, main theories, method, major findings, major conclusions, and implications resulting from the work. **This needs to be written as a single paragraph and be <1 page.**

You will also need to update the table of contents to reflect the final version.

**Turning to the chapters …**

Make sure you are consistent throughout the dissertation with font size, typeface, line spacing, etc. Presentation matters!

Proofread & spellcheck the whole dissertation. There are a number of spelling and grammatical issues throughout the dissertation. You need to correct these. **English spelling throughout please – NOT American.**

**CAREFULLY** go through the dissertation to make sure you have fully & correctly cited EVERY source. Make sure that any work that is not your own is acknowledged as such.  **This is VERY important.**

Ensure that your bibliography is COMPLETE and follows either APA or Harvard standard. You MUST be consistent with your referencing style. **Remember, this should by sorted ascending by author surname please, i.e. ordered from a-z.**  Your cited sources in the body of the dissertation and references section at the end of the dissertation MUST be an EXACT match. **This is VERY important.**

Finally, make sure that you include any instrument you have used, e.g. survey questionnaire, interview questions, etc. as an appendix. **This is VERY important.**

Note - You **MUST** include your Ethical Approval Documentation as an appendix. **This is VERY important.**

**Regarding the final submission …**

Double check everything - once uploaded as final, there is no going back!

**Upload on the repository as “Final.doc” before the deadline expires, but ONLY when you are sure you have fully met all the above criteria. Remember to click on the “final upload” button, otherwise the system will think it is another draft {:>((**

**DO NOT MISS THE DEADLINE – 23.59 PM (Zurich Time) on your submission date. If you do, the system will record a non-submission and you will be awarded a “0% - fail” grade by the university.**