

Guidelines for preparing your Thesis (SNE4390) - Spring term 2013

- The total number of pages for the **main text** of your thesis should be a minimum of **60** and a maximum of **80** (font size 12 in Times New Roman, 1 ½ line spacing, page set-up as in DUO template). This total does not include any appendices, nor does it include the abstract, foreword, dedication, table of contents, references etc. If two students submit a thesis together the **main text** of the thesis should be a minimum of **70** and a maximum of **100** pages.
- You should write your thesis using one of the templates that have been made available through the DUO system (Digital Publishing at the University of Oslo). Access to the templates is via this link:

<http://www.ub.uio.no/english/publishing/students/templates/>

- The templates are blank Word documents with pre-defined styles. You can download one of the templates via the link above and should use *Windows 2010*, *Windows 2007* or *Mac 2011*. It is your responsibility to make sure you read and follow all instructions carefully.

<http://www.ub.uio.no/english/publishing/students/templates/tutorial.html>

- When using the template the layout of the title page, organisation of the table of contents, choice of font and size etc. has already been predetermined and this will make the task of collating your thesis much easier. You are also required to convert your thesis to a PDF file when you deliver electronically to the University Print Centre (Reprosentralen) and use of the template will ensure correct conversion.
- The title page of your thesis should include the main title and any subtitle, your name spelt in exactly the same way as you are registered in the University of Oslo student data base (FS) e.g. Rose Carol LILONGWE, Logo, Master's Thesis, the full title of the degree (which is Master of Philosophy in Special Needs Education), Department of Special Needs Education, Faculty of Educational Sciences, University of Oslo and the semester date (Spring 2013). Please refer to the template for layout, university logo etc. An example of the front page will be downloaded on FRONTER to help you.
- You may write your thesis using either British or US spelling rules, but whatever you choose, remember to be consistent throughout the thesis.
- Pagination is organised through the template and should start on the first right-hand page after the title page. Each new main chapter should also start on a right-hand page and be paginated with an "odd" number. Please allow for this when preparing the thesis for printing and note that the printed version of the thesis will be double-sided.
- The Department now requires you to place the abstract on the first page after the title page. The abstract should not exceed a maximum of two pages and may well be shorter.
- References should follow the system described in the "Publication Manual of the American Psychological Association, Sixth Edition" known as *APA Style*, and any supplementary information given by the Department.
