

MASTER'S DEGREE PROGRAMME IN BUSINESS ADMINISTRATION

MBA Dissertations - Document and formatting conventions

Page setup

- Right margin: 3.17 cm (1.25")
- Left margin: 3.17 cm (1.25")
- Top margin: 2.54 cm (1.00")
- Bottom margin: 2.54 cm (1.00")
- Page size: A4

Text styles

- Universal
 - **Font face: Times New Roman**
 - Line spacing: 1.5 lines
- Chapter titles
 - Font size: 16
 - Font style: Bold
 - Text alignment: Justify
- Section titles
 - Font size: 14
 - Font style: Bold
 - Text alignment: Justify
- Sub-section titles
 - Font size: 12
 - Font style: Bold
 - Text alignment: Justify
- Main body
 - Font size: 12
 - Font style: Regular
 - Text alignment: Justify
 - Paragraphs indentation: 0.63 cm (0.25")
- Captions
 - Font size: 10
 - Font style: Bold
 - Text alignment: Center
- Tables
 - Font size: 8-11
 - Table alignment: Center
- References
 - Font size: 11
 - Font style: depending on the source category (see the examples in the Dissertation Handbook)
 - Text alignment: Justify

Figures

- Universal
 - Colour depth: 24bit
 - Alignment: Center