**NCAD** **DUBLIN** **Visual Culture BA**

National College of Art and Design
*A Recognised College of University College Dublin*

**Guidelines for Visual Culture Research Project Presentation and Submission**

**1. Length** (limits should be observed as closely as possible)
6-8,000 word research project

**2. Format**
Typewritten on one side only of A4 paper
Margin at binding edge not less than 40mm and other margins not less than 20mm, both for type and diagrams/images
Double or one-and-a-half spacing except for indented long quotations, where single spacing is used
Number all pages, including preliminaries and appendices. While all pages are counted, not all carry a typed number, i.e. the cover sheet, contents page. Page numbers should be located centrally at the bottom of the page and about 20mm above the edge of the page.

**3. Binding**
The Research Project should be soft bound. The cover sheet of your essay should be visible through a clear plastic top sheet.

**4. Copies**
Please print **one** copy to submit to the School of Visual Culture. **At the same time**, we also need an electronic copy to be sent to this address - CCResearchproject@staff.ncad.ie

The electronic copy should be a .pdf file. Please make sure that the PDF has a file name which includes your surname and initial/s and year. For instance:

Kelly_M_2019.pdf

**5. Organisation of Material**
a.      *Cover sheet* (available here https://www.ncad.ie/students/programme-information/ba-in-visual-culture-programme-information/ ) indicating the following details: name, email address, module title, title of research project, submission date, word count. Please also initial the three boxes indicating that you have credited all sources and that the submission is your own work.
b.      *Acknowledgements*
Only persons and organisations who actually aided research (not typist, parents, etc.) should be mentioned in a scholarly manner.
c.      *Table of Contents*
Complete list of contents including list of illustrations and headings of chapters or brief indication of their contents, appendices, and bibliography together with page numbers.
d.      *List of Illustrations*

This should include artist/designer, title, date, medium, dimensions and the current location of the work, together with page numbers locating each image.

*e.*      *Introduction*

An outline of the main argument, methodology and literature review.

*f.*      *Chapters*

Subtitles are recommended for use within chapters to subdivide material.

*g.*      *Conclusion*

A summary of main points and assessment of results.

*h.*      *Appendices*

Glossary, detailed data, technical information, questionnaires or the full text of an interview may be included here. Appendices should be named alphabetically and should be numbered in sequence with the rest of the pages of the text.

*i.*      *Bibliography*

Lists of sources used, including all items which appear in the references within the text as well as material used for background reading on the subject.

**6. Illustrations**

Illustrations should be sequentially numbered, fig. 1, 2 etc. with captions indicating their identity. All illustrations should relate directly to the text and should be located as close as possible to the relevant part of the text. Photographs or diagrams should also be related clearly to the text, and should be listed with sources given. Illustrations should be computer-
-scanned of good quality (typically 300 dpi or higher in resolution). The pages on which illustrations appear should be numbered in sequence with the rest of the pages in the text.

**7. For details on methods of citation, please see the VC BA programme handbook available here:**

https://www.ncad.ie/students/programme-information/ba-in-visual-culture-programme-information/