



## **MODULE BOOKLET**

Module Title: **Dissertation for the MA in ISM**

Module Code: **CMPP44N**

*approved May 2004 ADC (1)  
commencing Sept 2004*

# London Metropolitan University

## Module Booklet Contents

### Details of the Staff teaching team

Susie Andretta (convenor)  
Office Location: 232a (Ladbroke House)  
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Other staff: Sue Batley  
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Information Management Team (supervisors)

### Module summary

Dissertation for the MA in ISM  
CMPP44N

The dissertation module is based on independent research of an area relevant to Information Professionals. You will be required to submit a dissertation plan by the end of the autumn semester, once the research plan has been approved, students will be allocated a tutor and for the remainder of the module supervision of the research will be conducted on a 1: 1 basis. These sessions will be recorded using the log book so that targets can be clearly set, and the progress of the investigation assessed by both parties.

Spring and Summer  
Dissertation plan (Pass/Fail)  
Dissertation (100%)

### Module aims

- To develop Information Research skills defined as essential competences by the Information Profession;
- To introduce practices and processes of designing and completing an independent investigation;
- To develop/enhance competence in written communication skills to disseminate research activities and outcomes.

### Learning outcomes

By the end of this module the students will be able to:

1. Design and implement a dissertation exploring a theme which is independently chosen, and of relevance to the information discipline;
2. Identify, evaluate and fully reference relevant literature to contextualise and sustain this investigation;
3. Select research strategies appropriate to assess and measure the issues investigated;
4. Communicate the research in an academic style, and present the written work which reflects appropriate scholarly standards.

### Syllabus

Learning resources for this module are available at:  
<http://www.ilit.org/dissertation/indexdissertation.htm>

## Assessment strategy

The assessment will consist of two components:

· Component 1 (Pass/Fail) Dissertation plan (submission in week 13 of the Autumn semester). NB you will need to include a copy of the approved plan as an appendix of your dissertation.

**Submission of the plan on Friday of week 13. This should be sent via email to Susie Andretta at either of the following addresses: s.andretta@londonmet.ac.uk or ilit@ilit.org**

· Component 2 (100%): Dissertation

This piece of work will be between 12,000 and 15,000 words in length (excluding any appendices). The length of the dissertation will however alter if the research includes the design and development of a specific information system, such as a website or a DBMS. In this case the word limit will be agreed by the student in consultation with his/her dissertation supervisor  
Submission: end of summer period

The exact date of submission will be posted on the Dissertation page.

## Summary description of assessment items

Assessment type	Description of item	% Weighting	Qual Mark	Qual Set	Tariff	Week due
CWK	Dissertation plan		pass	-		13
CWK	Dissertation	100	50%	-		-

**NB CMP034N is a pre-requisite for the dissertation. This means that you need to have successfully completed the Applied Information Research module before you can register for the dissertation.**

## Learning and teaching

Provision will be based on web-based resources and tutorials on a 1:1 basis.

## Bibliography

Heart, C (2003) *Doing a Literature Search. A comprehensive Guide for the Social Sciences*, Sage Publications, London.

Heart, C (2003) *Doing a Literature Review. Releasing the Social Science Research Imagination*, Sage Publications, London.

Kumar, R. (2005) *Research methodology. A step-by-step guide for beginners*. Sage Publications.

O'Leary, Z. (2004) *The Essential Guide to doing research*. Sage Publications.

Orna, E. and Stevens, G. (1995) *Managing Information for Research*. Open University Press.

Pickard, A.J. (2007) *Research methods in information*. Facet Publishing.

Robson, C. (2002) *Real world research*, 2nd edition, Blackwell

Silverman, D (2002) *Doing Qualitative Research. A Practical handbook*, Sage Publications

Online resources:

Andretta, S. 2005 Applied Information Research page. Available at:  
<http://www.ilit.org/dissertation/indexdissertation.htm>

FURL archive. Available at: [http://www.furl.net/members/janus\\_sa](http://www.furl.net/members/janus_sa)

The British Education Index, Available at: <http://www.leeds.ac.uk/bei/>

Wilson, T.D., Information Research an international electronic journal, Available at:  
<http://InformationR.net/ir/>

## Appendix A: Main elements of a Master's dissertation

### Compulsory sections:

Title page  
Abstract (200-300 words maximum)  
List of contents  
List of illustrations, tables and glossary (if any)  
Acknowledgements  
Definitions and/or abbreviations  
Statement of originality – eg:  
    This research is the work of ..... and has been completed  
    solely in fulfilment of the dissertation for the MA in Information  
    Services Management at the London Metropolitan University.

### Indicative sections

Introduction and aims of the research  
Review of the literature  
Methodology and data collection strategies  
Analysis of the results  
Conclusion/recommendations (including strengths and weaknesses of the research and further research to be done)  
Appendices (optional)  
Glossary (optional)

### Compulsory sections:

References of items cited in the text  
Bibliography of items read but not cited in the text  
Dissertation plan (Appendix 1)

### Basic design layout and text

Font type - Times New Roman or Arial, size 11 point  
Headings - same font as body text but bold and 12-14 points  
Line spacing 1.5  
Left margin 1.5" (the other margins should be kept at 1")

You need to submit **one copy** of the dissertation unless your supervisor has asked for two copies. The final work should be ring bound with the assessment coversheet displayed on top.

NB submission of the dissertation occurs in September (date tbc on the AIR page). A January submission is possible **only if you complete and submit the appropriate form three weeks before the submission deadline in September. You will also need the approval in writing by one of the following tutors:**

Susie Andretta - module convenor  
Susan Batley - course leader

- **Bear in mind that a delayed submission does not entitle you to additional tutorial support.**
- Where the next available deadline falls in a new academic year, you must enrol as writing-up only, and there is no tuition fee.
- In case of extenuation please contact [Jim McKenzie](#) or alternatively go to the postgraduate office, Ladbroke House G15 to collect the extenuating circumstances form which you will need to complete and return prior to or on the date the dissertation is due. Should your claim for extenuation be accepted you will be required to submit the dissertation at the **next assessment point** (date tbc on the AIR page)

## ISM dissertation schedule

Please note that this is an indicative schedule to give you an idea of the time required to complete the various stages (ie chapters) of the dissertation. You may find that the progress is not as linear as illustrated below. Each chapter may require a number of drafts and therefore you need to give yourself time to edit the work.

Approximate time required:	Targets
October to December	AIR module and practice on Information Research
	Selection of Dissertation topic (Articulating the research objectives and implementing an exploratory review of the literature)
January	Official allocation of supervisor, supervision begins. Remember that you need to initiate contact with your supervisor and should have met at least once with him/her by the end of January to discuss the dissertation plan and set future targets.
February to April	Draft of the Literature review chapter
April to May	Methodologies piloted. Draft of the Methodology chapter
June to July	Analysis of findings. Draft of the Results analysis chapter
July to early September	Write up conclusion and introduction. Final editing of the Literature review, Methodology and Results analysis chapters; collating appendices and checking references and bibliography for consistency and accuracy

### Supervision

The number of meetings with your supervisor may vary, although you will need to arrange an initial meeting in January to discuss the dissertation plan, the feedback on this provided by the module convenor and set targets for future work. Following from this you may need a supervision meeting to discuss each of the following chapters: literature review, methodologies (including sampling and piloting) and analysis of findings. NB the tutorials can take place face to face or via email communication and this will depend on the arrangement that you have set with your supervisor.

Bear in mind that during the assessment period at the end of the second semester most students find that the dissertation is put on one side until the coursework for the other modules is completed. You must take this into account when planning the dissertation.

### Deferral

Deferring the dissertation from the programmed submission date to the next assessment date will require you to complete the appropriate form (The link to the University's guidelines are found on the AIR page under Deferral procedures).

The form must be submitted *3 week prior to the submission date and must be approved by one of the following: the academic leader or the course leader or the module convenor of the dissertation*. To obtain a deferral you must also prove that the delayed submission is caused by circumstances that are beyond your control and that the work is near completion. You cannot use the deferral procedure as a way of postponing the submission of the dissertation simply because you have run out of time. In this case the request for deferral will not be approved and you will receive a fail at the point of submission that you are programmed for. As mentioned earlier, in line with University regulations, students who have either deferred or are resitting the dissertation *are not entitled to further supervision*.

**NB the form must be approved by either Sue Batley, the course leader for the MA in ISM, or Susie Andretta, the dissertation convenor.**