UNIVERSITY OF
CAMBRIDGE
Faculty of Modern and
Medieval Languages

**ELECTRONIC SUBMISSION OF DISSERTATIONS
INFORMATION FOR CANDIDATES**

SEPTEMBER 2013

Following a recommendation by the MML Faculty Undergraduate Studies Committee, and with immediate effect, all candidates submitting electronic versions of their dissertations shall be required to comply with the following instructions. These instructions apply to:

- MML Part II candidates submitting Year Abroad Projects (all types)
- MML Part II candidates submitting Optional Dissertations
- Linguistics Part IIB candidates submitting Dissertations

The Faculty requires candidates to submit dissertations in a format that will allow examiners to be given electronic copies for their perusal. In order to achieve this, the Faculty has provided the following instructions so that all files are presented in a consistent format and in a manner that will protect the anonymity of the candidates. These instructions have been approved by the Faculty's Undergraduate Studies Committee.

Instructions on how to upload your electronic files are included in the following documents:

- Year Abroad Project handbook (available online at:
  http://www.mml.cam.ac.uk/undergrad/MMLtripos/yaps/default.html)
- Optional Dissertation guidelines (available online at:
  http://www.mml.cam.ac.uk/undergrad/MMLtripos/optional_dissertation/default.html)
- Linguistics Dissertation web pages (available here:
  http://www.mml.cam.ac.uk/undergrad/LingTripos/diss.html)

1. Presentation of files

Files must be submitted in Portable Document Format (PDF).

Candidates must supply each dissertation as a single file. This file should contain cover sheets, contents, indices and appendices. Please see Section 5 for supplementary information relating to the Year Abroad Translation Project.

Candidates are **not** required to submit an electronic copy of the Declaration Form. The Declaration Form should **not** be included in the electronic submission.

2. File naming conventions

Candidates should use the following naming conventions when preparing files for submission.

For the MML Part II Year Abroad Project:
[Candidate Number]_YAP.pdf

For the MML Part II Optional Dissertation:
[Candidate Number]_OpDiss.pdf

For the Linguistics Part IIB Dissertation:
**[Candidate Number]_LingDiss.pdf**

3. Anonymisation of files

All candidates must ensure that their files are anonymised before submission.

As candidates will be using a variety of different applications to produce PDF versions of their dissertations, instructions on producing these files will not be provided. Candidates requiring assistance with producing PDF files should contact their college IT Officer.

Candidates are advised that they should ensure that any information regarding the authorship of the file should be removed. This can normally be achieved by entering your Candidate Number in the **Author** field (or leaving it blank).

NB: The image shown below is for reference purposes only.
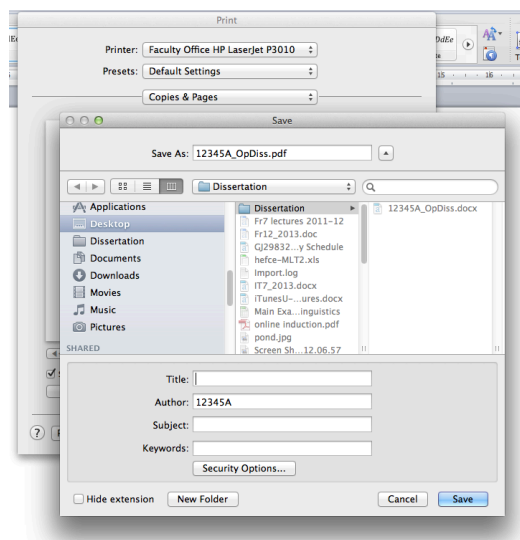
4. Verification of anonymity

The Faculty will check that any files provided to examiners have had details of the authorship removed. Candidates must however ensure that they follow the instructions in this document carefully. The Faculty will not be held responsible for details of authorship of dissertations being divulged to examiners via the PDF files.

5. MML Part II Year Abroad Translation Projects

Candidates submitting a Translation Project are required to submit a PDF version of the source material. Candidates should submit a separate file for the source material, using the file naming convention shown below:

[Candidate Number]_YAP_TranslationSource.pdf

The instructions above relating to anonymisation apply. If the translation source material is available in hard copy only, a scanned version must be provided.