

## **Appendix B: Policy on the Preparation and Presentation of a Research or Professional Doctoral Thesis for Examination**

### **1. Preparation**

- 1.1 It is the responsibility of the candidate to ensure that the format of the thesis meets the requirements and directions for presenting theses set out below. A thesis which does not meet those requirements may be returned to the candidate before being submitted to the examiners and it may be necessary for the thesis to be retyped and/or rebound. If there are special reasons which justify a departure from the specified format, official approval should be obtained from the Dean and the URC before preparation of typescript and/or diagrams is begun. The candidate should also be aware of the potential implications for publication of the thesis, of entering into a confidentiality agreement or of including potentially defamatory material.
- 1.2 The thesis should not be unnecessarily long. Although length may vary according to the topic and the discipline, in the case of the PhD degree the thesis is expected to be no more than 400 pages or 100,000 words. In the case of professional doctorates, such as the EdD, the length shall not normally be more than 70,000 words. In the case of the Master of Philosophy degree the thesis is expected to be no more than 200 pages or 50,000 words. A professional master's thesis may vary in length between 35,000 and 50,000 words. The maximum word limit for all theses shall include appendices such as maps and diagrams but not bibliography or references. The candidate should consult the principal supervisor on the appropriate length of the thesis.
- 1.3 Because a thesis must have continuity in format and in content, relevant published materials should normally be submitted as supporting papers with the thesis. Such materials as a whole or in part may also be incorporated in typescript in the thesis, if they form an integral part of the thesis. Where published materials are incorporated in the thesis, they must be edited and updated to eliminate repetition and inconsistency and to ensure continuity in form and content.
- 1.4 It is also the responsibility of the candidate to submit drafts of the major sections of the thesis to the supervisor and to discuss them with the supervisor during the program. The candidate is also required to submit a final draft of the thesis to the supervisor for advice and comment before the thesis itself is bound.
- 1.5 The thesis in a scientific field should provide sufficient information to enable an external examiner to appreciate that the investigation has been conducted with a high level of technical skill, that the candidate is familiar with and has employed (if relevant) the most suitable statistical techniques and that the procedures are clearly of higher degree research standard.
- 1.6 It should be made clear in the thesis which part of the work has actually been performed by the candidate and in which cases the results obtained by another person have been analysed and used.
- 1.7 There should be an appropriate balance between the different parts of the thesis. In particular, the original contribution to knowledge should be clearly distinguishable from the introductory material and the survey of the literature.

### **2. Presentation**

- 2.1 Before submitting the thesis the candidate should ensure that:
  - (a) all typing errors have been corrected

- (b) spelling, grammar, punctuation and choice of language are worthy of a higher degree by research thesis
  - (c) the bibliography is thorough and exact.
- 2.2 The thesis should be word processed and must be printed on 1 side of the paper in not less than 1.5 line spacing on international size A4 paper (297 mm x 210 mm) or a standard size as close to this as possible. The copies must be reproduced by a good reprographic process on one side of the paper only.
- 2.3 The inside margin must be 3cm wide and the top, bottom and outside margins at least 2cm wide to allow for trimming by the binder.

### 3. Binding

- 3.1 At the time of submission for examination, **three bound copies and one electronic copy of the thesis** are to be submitted to Research Services.
- 3.2 The binding should be stitched or similarly bound to a standard that is suitable for postage.
- 3.3 Following examination and prior to the award of the degree, a candidate shall cause **one acid free copy and two digital** copies of the thesis, including any corrections, to be bound in a permanent form and presented to the University. The electronic copies shall use PDF File Format on a **read only CD-R Rom** (not CD-RW, which are rewritable).
- 3.4 A permanent binding shall consist of a full cloth stiff cover. The candidate's surname and initials and a short title shall be printed on the spine and front cover in gold lettering. A date should not be added. Lettering on the spine should be along the spine from top to bottom.
- 3.5 After the examination and final acceptance of the thesis, the acid-free bound copy and the digital copy will be lodged with Research Services to deposit in the Melbourne Campus library. The acid free copy will be the archive copy and shall not be available on loan. The thesis will be available electronically on the library website.
- 3.6 A candidate shall provide a copy of the corrected thesis directly to the Principal Supervisor and to the School of the Principal Supervisor.

### 4. Thesis Title

There is no requirement for formal approval of the final thesis title. It is assumed that the final thesis title will be selected after discussion with the principal supervisor.

### 5. Order and Format of Contents

- 5.1 The thesis must be preceded by a title page, which should show: the title in full; the full name and degrees of the candidate; the School in which the candidate submitted the work; the degree for which the thesis is submitted; the name and address of the University Research Services Office; and the date of submission of the thesis.
- 5.2 The title page should be followed by a signed *Statement of Authorship and Sources*, in the following words:

*This thesis contains no material published elsewhere or extracted in whole or in part from a thesis by which I have qualified for or been awarded another degree or diploma.*

*No parts of this thesis have been submitted towards the award of any other degree or diploma in any other tertiary institution.*

*No other person's work has been used without due acknowledgment in the main text of the thesis.*

*All research procedures reported in the thesis received the approval of the relevant Ethics/Safety Committees (where required).*

Further paragraphs shall be included in the *Statement of Authorship and Sources* if **applicable**, specifying:

- (a) the extent of collaboration with another person or persons
  - (b) the extent and the nature of any other assistance (e.g. statistical analysis, computer programming, editorial writing) received in the pursuit of the research and preparation of the thesis,
- 5.3 Immediately following the *Statement of Authorship and Sources*, the abstract, a Statement of Appreciation or Dedication (if desired by the candidate), the Table of Contents, a list of all illustrations and diagrams, the main text, the appendices and the bibliography should follow
- 5.4 A list of additional publications by the candidate on matters relevant to the thesis may be shown immediately following the abstract or as an appendix.
- 5.5 The abstract, summarising under the appropriate headings the aims, scope and conclusions of the thesis, should not normally exceed 700 words. Statements of acknowledgement of professional assistance with interpretation of data, use of statistics, or translations of texts from or into foreign languages should be included.
- 5.6 Notes in the text, where used, should be presented consistently so that they are easily accessible to a reader. Individual schools and/or disciplines may specify a particular approach to notation, appropriate to their discipline.

## 6. Diagrams and Figures

- 6.1 Full-page diagrams or illustrations should appear at the first opportunity after reference to them in the text. The legend for such a diagram should be below it; i.e., the diagram (or illustration) plus legend should not exceed a full page. Alternatively, figures, diagrams, etc., may be placed on the left-hand side facing the relevant right-hand page of text. If for the sake of clarity, a diagram or illustration is of such a size that the accompanying legend requires a separate page the diagram should appear on the left-hand side immediately following reference to it, with the legend on the right-hand side, opposite it.
- 6.2 Technical advice may be required concerning the advisability of reproducing typescript on the reverse of full-page diagrams, photographs, etc., in case the printing 'shows through'.
- 6.3 Smaller diagrams should be incorporated in the text. There should be a list of all diagrams and illustrations after the table of contents. (Note: If illustrations and diagrams are fewer than ten in number, they need not be listed).
- 6.4 Except with the permission of the appropriate Dean, diagrams, maps and tables exceeding normal-page size should be folded so that, when opened out, they can be easily read while the thesis is open at the appropriate page of text. This means that there should be a left-hand margin of approximately 22mm for each one. Such materials should be bound at the back of the thesis.
- 6.5 All diagrams etc must be reproduced by an electrostatic or photographic process which is known not to fade.

- 6.6 Full-page photographs should be properly bound into the thesis. Smaller photographs must be firmly fixed to the page.
- 6.7 In special circumstances, for example in a case where a thesis includes a large number of photographs or electron micrographs which are cited at various places in the text, they may, with the permission of the Dean, be bound into a separate volume.

## 7. Bibliographic Citation

### 7.1 Style of Citation

- (a) All sources from which information has been derived, sources of quotations, and authorities for statements of fact and opinion must be clearly, concisely and accurately cited in any scholarly work.
- (b) There are no standard rules for the citation of references; however, some schools may prescribe a style appropriate to a particular discipline. Bibliographic style should be established early in the preparation of a thesis, otherwise a great deal of time-consuming work is required at the time of preparation of the final manuscript. The reference list below indicates work which will assist the candidate in selecting an appropriate style, if none has been prescribed by the relevant school. Candidates should also be guided in their treatment of references by accepted library practice or the advice of their principal supervisor or the reference librarian. **It is essential that the style adopted is followed consistently.**

### 7.2 Content of Citation

- (a) For books, the minimum citation must include author(s), title, edition (if other than first), place of publication, publisher, date of publication and relevant pages. For periodical articles the citation must give at least author(s), title of article, name of periodical, volume number, part number (if volume is not paginated continuously), date of publication and relevant pages. In certain subjects more detailed citation may be required, and candidates should consult their principal supervisor on this matter.

### 7.3 Content of Bibliography

A candidate must cite in the bibliography all sources from which information is derived and all works quoted or referred to in the text or notes to the text.

## 8. Abbreviations

- 8.1 If the full titles of periodicals and other serials are not used, abbreviations should normally be those used in the *World List of Scientific Periodicals*, (see URL: <http://alice.library.ohiou.edu/search/o?SEARCH=556109>) or the *Bibliographic Guide for Editors and Authors* (Washington, D.C.: American Chemical Society, 1974) or the *International List of Periodical Title Word Abbreviations* (ISO 833-1974).

## 9. Reference List

- 9.1 *The Columbia Guide to Online Style* by Janice R. Walker and Todd Taylor (Columbia UP, 1998) presents a guide to locating, translating, and using the elements of citation for both a humanities style (i.e., *MLA* and *Chicago*) and a scientific style (*APA* and *CBE*) for electronically-accessed sources.
- 9.2 For a guide on the citation guide in the humanities, see *A Brief Citation Guide for Internet Sources in History and the Humanities* (<http://www2.hivolda.no/asf/kkf/citation.html>).

- 9.3 *The Chicago Manual of Style for Authors, Editors and Copywriters*. 15th edition rev. Chicago: University of Chicago Press, 2003.
- 9.4 *MLA Handbook for Writers of Research Papers*. 6th edition. New York: Modern Language Association of America, 2003.
- 9.5 *Publication Manual*. 5th edition. Arlington, Va: American Psychological Association, 2001..
- 9.6 *CBE Style Manual*. 6th edition. Bethesda, Md: Council of Biology Editors, 1994.
- 9.7 *American National Standard for Bibliographical References ANSI Z39.29-1977* New York: American National Standards Institute, 1977.
- 9.8 *Style Manual for Authors, Editors and Printers of Australian Government Publications*. 6th edition. Canberra: Australian Government Publishing Service, 2002.
- 9.9 *General Notes on the Preparation of Scientific Papers*. 3rd Edition. London: Royal Society of London, 1974.

## **10. Corrections**

Corrections inserted after the examination should be made neatly in the text and in such a way that they will not interfere with the legibility of the volume. If corrections are likely to be obtrusive or confusing the relevant section should be retyped.

## **11. Availability of copies of theses in the Library**

- 11.1 While the copyright of theses remains with the respective authors, graduands are strongly encouraged to publish their research findings and to agree to access to their theses by scholars and researchers, in the collegial spirit of university research.
- 11.2 After the thesis has been passed by the URC, the author shall be asked by the URC to consent in writing on forms provided for the thesis to become available for publication on the internet. As soon as that consent is received the Library shall make the theses available for these purposes.
- 11.3 If the author declines to consent the thesis shall in any case become available for perusal, loan or photocopying in the Library three years after the award of the degree
- 11.4 Notwithstanding the provisions of the sub-paragraphs above, the URC may in exceptional circumstances determine that a thesis be withheld from general availability in whole or in part for a period not exceeding 30 years after the award of the degree. In such a case the thesis or any of its parts as the case may be shall only be made available with the permission of the Director, Libraries or on conditions specified by the Director, Libraries after consultation with the Pro-Vice-Chancellor (Research).