

GRADUATE SCHOOL

Form of Presentation of Theses - Format Requirements

1. Requirements

The university requires that a thesis be presented in accordance with the following conventions. Failure to do so may result in a student being required to re-present the theses in acceptable form either before or after the viva.

2. Number of copies

Students must supply the university with the specified number of copies of the initial submission for the award (ie the documentation given to the examiners). These must follow the conventions below and comply with the binding requirements. (See sections 13 and 14 below)

3. Title of Thesis – Word Limit

The title of the thesis would not normally exceed 12 words.

4. Size, print and margins

The thesis shall be in A4 format, with typescript or print of a satisfactory quality. Text may be single-sided or duplex. Font size of Arial 11 should be used throughout for the text.

Footnotes, if used, should be at least Arial 10. The page margins should be:

- on the left hand side of not less than 40mm; and
- on the right hand side not less than 15mm.

5. Spacing

The spacing between lines shall be double or one and a half except for indented quotations or footnotes where single spacing may be used.

6. Paper

The paper shall be white within the range of 70g/m² to 100g/m²

7. Pagination

The pages shall be numbered consecutively through the main text including photographs and diagrams. Separate volumes must be identified and the pagination must be sequential through from the first volume.

8. Title Page

The title page shall give the following:

- the full title of the thesis
- the full name of the author
- that the award is made by the university
- the award for which the thesis is submitted in part fulfilment
- the Collaborating Establishment (if any)
- the month and year of submission.

Specimen Thesis Title Page

THE ORIGINS OF THE FARMERS' CO-OPERATIVE IN WESSEX

JOAN SMITH

A thesis submitted in partial fulfilment of the requirements of Leeds Beckett University for the degree of Doctor of Philosophy or Master of Philosophy

This research programme was carried out in collaboration with the Binchester Farmers' Club

October 2011

9. Abstract

An abstract of approximately 300 words must be bound into the thesis following the title page on a separate page; and a loose copy of the abstract must be submitted with the thesis.

10. Student's Declaration

The candidate must submit a Candidate's Declaration with their thesis on the required 'Thesis Submission Form'. This will include a statement from the candidate's Director of Studies confirming that, so far as they are aware, the thesis is the candidate's own work. Any concerns in this respect may be investigated under the relevant university procedure.

11. Contents

The thesis must include a table of contents with a list of tables and illustrations and list of accompanying material or appendices if included.

12. End Matter, References, Bibliography

End matter may include appendices, glossary and indices. It must include a list of references (where these are not presented in footnote form) and must include a bibliography of all sources consulted. These sections are not included in the overall word count for the thesis.

13. Binding for Examination Purposes

The thesis may be submitted for examination in either a thermal-binding or a spiral binding, provided that the binding is sufficiently secure to ensure that pages cannot be added or removed.

14. Requirements for Final Submission

The final submission is the final text of the thesis which has been approved by the examiners for recommendation for the award (ie after any minor or substantive amendments have been approved). The thesis must be bound and lettered in accordance with the provisions below and be available in this format at the meeting of the Research Committee which considers the examiners' recommendations.

15. Binding

Bound theses shall be of a fixed type of binding so that leaves cannot be removed or replaced.

16. Colour and Rigidity

The front and rear boards shall be covered in black and have sufficient rigidity to support the weight of the work when upright.

17. Front Board: Lettering

The outside front board shall bear the title of the work in gold, of at least 24pt type giving:

- the full title of the work
- the name and initials of the student
- the name of the award being sought
- the year of submission.

18. Spine: Lettering

The spine shall have in gold lettering, with a minimum of 24pt type:

- the name and initials of the student
- the award
- the year of submission.

The information should be reading downwards when the thesis is lying with the front board uppermost.

19. PhD by Existing Published Work

The format requirements for PhD by Existing Published Work are as set out in Section 11.23 of University Academic Regulations.

20. PhD on the basis of Creative Work

The format requirements for research degrees where the submission is on the basis of creative work are as set out in regulation 11 of the University Academic Regulations.