

# Requirements for Presenting Theses

## TABLE OF CONTENTS

1. Introduction	2
2. General	2
3. Thesis Requirements	2
4. Formatting Requirements	3
4.1. Front Page of Thesis	3
4.2. Order of Contents	3
4.3. Statement of Original Authorship	3
4.4. Form of Footnotes	4
4.5. Diagrams and Figures	4
4.6. Supplementary Material	4
4.7. Bibliographical Citation	4
4.8. Inclusion of Previously Published Material in the Thesis	4
5. Copyright	5
5.1. Copyright Permissions	5
6. Embargoes and Exemptions	5
7. Physical Items Unsuitable for Digitisation	6
8. Lodgement of Thesis for Examination Requirements	6
9. Submission of Final Thesis Requirements	6
9.1. Hard Bound Copy	6
9.2. Electronic Copy Requirements	7
9.2.1. Format for Graduation Citation	7
9.2.2. Acceptable Formats	8
9.2.3. Restrictions	8
9.2.4 Doctor of Social Science (HH50)	8
9.2.5 Faculty colours	8
10. Outstanding Thesis Award	8
11. On Completion	8
12. Thesis Expenses	9

## 1. Introduction

The following document details Doctor of Philosophy (PhD) regulations related to requirements for presenting theses, these normally apply to all QUT research degree theses. PhD candidates should also refer to the regulations if they require more detailed advice. Faculty policies may stipulate additional discipline specific requirements. For details of faculty requirements please contact your supervisors or faculty administration officers. Students are encouraged to inspect other theses successfully presented in their faculty.

In 2003 the University revised the requirements for presenting theses such that students will normally deposit an electronic copy of their full thesis to the Australian Digital Theses (ADT) database. Deposit of the abstract only is acceptable in certain circumstances. This copy should also include a citation for graduation purposes.

## 2. General

All theses for the degrees of Doctor of Philosophy, Professional Doctorates by Research and Masters by Research must comply with the requirements set out herein.

**LODGEMENT:** Three copies of the thesis will be lodged in temporary binding with the Research Students Centre when the thesis is ready for examination. (See Section 8 for further details.)

**SUBMISSION:** One final copy of the thesis and one electronic copy of the thesis must be submitted with the Research Students Centre (<http://www.rsc.qut.edu.au/>) who, following final approval, will deposit them with the QUT Library. The appropriate academic board will determine whether an additional copy is to be held in the faculty. (See Section 9 for further details.)

For Theses by Published Papers students are required to include a statement of contribution from Co Authors and may wish to use the template for Statement of Contribution from Co Authors available at: [http://www.rsc.qut.edu.au/studentsstaff/phd/exam\\_forms.jsp](http://www.rsc.qut.edu.au/studentsstaff/phd/exam_forms.jsp)

The electronic copy on CD-ROM will normally be deposited, for the Library to include in the Australasian Digital Theses (ADT) national database of theses. See URL: <http://adt.caul.edu.au/> (See Section 9.2 for further details.) Professional Doctorate (HH50) projects are to be submitted as a single bound thesis for inclusion in the ADT database in PDF format. Where the format of project/s cannot be readily converted to PDF format, the candidate will write a comprehensive summary of the project/s to include in the thesis document that can be converted to PDF.

The thesis should not be unnecessarily long. Although length may vary according to the topic and the discipline, a doctoral thesis is expected to be no more than 100,000 words or 400 pages, including maps and diagrams, but excluding the bibliography. The student should consult the supervisor on the appropriate length of the thesis.

A student's name **will not** be placed on the list for graduation until the final thesis, an electronic copy and all relevant paperwork are received in the Research Students Centre.

### 3. Thesis Requirements

Before commencing their thesis, the student should contact their supervisor and the Library to obtain advice on presentation, and, during presentation, should ensure:

- the thesis makes an original and/or significant contribution to the field of research;
- the methodology applied in the candidate's research is effective and appropriate for the thesis topic;
- the thesis reflects competence in the survey of literature and documentation of statements;
- the thesis is of the required standard for external examination;
- the thesis is well written having due consideration to relevant writing conventions and style guidelines:
  - that the spelling, grammar, punctuation and choice of language are of a high standard;
  - that the thesis is presented in English;
  - that all citations and the bibliography comply with relevant disciplinary conventions, and
  - that all typing errors are corrected.

### 4. Formatting Requirements

Normally, the thesis is to be word processed:

- [a] single-sided for copies bound in a temporary form for examination purposes; and
- [b] double-sided for the final thesis copy (permanently bound)

Line spacing should be at least 1.5 on international size A4 paper.

The inside margin nearest to the spine should be at least 40mm wide to allow for binding and the top, outer and bottom margins should be at least 25mm wide.

Pagination should consist of a continuous flow of leaves used throughout the main body of the text.

Candidates should also note that certain colours and half-tones do not reproduce adequately on certain copying machines.

For the submission on your final thesis, good quality bond paper (eg. 73 GSM) should be used for deposit on completion. The student should check with their supervisor for any special faculty variations from this format.

#### 4.1. FRONT PAGE OF THESIS

The front page of the thesis should include the title in full, the full name and degrees of the candidate, the School/Centre in which the candidate submitted the work, the academic qualification for which the thesis is submitted and the year in which the thesis is submitted.

#### 4.2. ORDER OF CONTENTS

For both doctoral and master degree theses, the contents is normally: a paragraph of keywords (for cataloguing purposes); short abstract; the table of contents; a list with titles of all illustrations and diagrams; a list of supplementary material; a list of abbreviations where appropriate; a statement of original authorship; an acknowledgment list; the main text; the appendices; the bibliography.

The table of contents should include a statement of the chapters with their titles, appendices with their titles, and full details of material such as charts or diagrams included with the thesis as well as any supplementary material not forming part of the bound text.

#### 4.3. STATEMENT OF ORIGINAL AUTHORSHIP

The "Statement of Original Authorship" should be made along the following lines:

*"The work contained in this thesis has not been previously submitted to meet requirements for an award at this or any other higher education institution. To the best of my knowledge and belief, the thesis contains no material previously published or written by another person except where due reference is made."*

*Signature*

*Date*

***This Statement must be signed by the candidate at both "Lodgement of the Thesis for Examination" and "Submission of the Final Thesis".***

#### 4.4. FORM OF FOOTNOTES

Footnotes are placed at the foot of the page to which they refer. Line spacing of footnotes should normally be single-spaced, irrespective of the spacing in the main text.

#### 4.5. DIAGRAMS AND FIGURES

Where practicable, a full-page diagram or illustration should be inserted on the left hand side, facing the typescript in which the diagram is first mentioned. The legend for such a diagram shall be below it or, if this is inconvenient, on the opposite page of typescript. Incorporate smaller diagrams in the text.

Except with the permission of the appropriate head of school, diagrams, maps or tables exceeding normal page size should be folded so that, when opened fully, they can be easily read even when the thesis is closed, eg. there should be a margin of approximately 220mm. Such materials should be bound at the back of the thesis.

Diagrams for the original copy of the thesis should, where possible, be original if the original is known not to fade. Copied diagrams for inclusion in any copy of the thesis must be in a non-fade form.

Photographs must be scanned in colour.

#### 4.6. SUPPLEMENTARY MATERIAL

Unless permission is obtained from the Head of School to do otherwise, all material submitted together with the thesis should be bound at the back of the thesis.

Supplementary material such as plans or rolls of magnetic tape or any other material which cannot be treated as indicated above shall be placed either in a pocket at the back of the bound volume or in a container which, in the opinion of the Head of School, is of sufficient quality to ensure permanent protection and which will be housed in the Library with the thesis itself.

#### 4.7. BIBLIOGRAPHICAL CITATION

It is usual for thesis students to cite references in support of their statements and such citations should conform to some agreed standard. However, if a student feels strongly that they ought to follow the publication practice usual in their field of study then they may do so subject to the approval of their supervisor. Further advice may be obtained from a reference librarian or from the student's supervisor.

For books, the minimum citation must include author(s), title, edition (if other than 1st), 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 a student should consult their supervisor on this matter.

#### **4.8. INCLUSION OF PREVIOUSLY PUBLISHED MATERIAL IN THE THESIS**

Original work by the candidate arising from the research reported in the thesis and that has been published prior to the submission of the thesis may be included. Such inclusion may be either by way of elaboration or explication of the previously published work, or by verbatim inclusion of published work either in appendices or as part of the main text.

In the case that previously published work is included verbatim, students are required to ensure that enough additional information is included to set the published work in context. Students are also required to include a connecting summary which indicates how the included works, when taken together, demonstrate a significant contribution to knowledge in the discipline.

Students considering a format for presentation of the thesis which includes the verbatim inclusion of previously published works should be aware that such a format is inappropriate in some disciplines. In particular, if the detailed level of argumentation expected in a thesis in the discipline differs from that expected in a journal article in the discipline, then verbatim inclusion might be inappropriate.

## **5. Copyright**

Under the provisions of the [QUT Copyright Guide](#), certain exclusive rights are conferred upon the copyright owner of a work. These rights are essentially exclusive rights of reproduction, publication and performance of material comprised in the work. It may be an infringement of copyright for a student to incorporate in the thesis the whole or part of an original work in which copyright subsists. A work is defined to mean a literary, dramatic, musical or artistic work and, in addition to the usual tangible forms of expression, may include such things as diagrams, plans, charts, specifications, computer programs and codes. The Act provides that certain acts of reproduction which might otherwise be infringement of copyright may not be regarded as infringements. Prior to submission of a thesis, a student should ensure that its contents do not infringe copyright. The author of a thesis recommended for a degree retains copyright of the thesis.

### **5.1. COPYRIGHT PERMISSIONS**

Copyright materials incorporated in theses can only be reproduced in the ADT database with proof of written permission from the copyright holder (author or publisher as relevant to the work). It is acknowledged that in the case of thesis by publication, it may not be possible to reproduce the published works in ADT. The student is responsible for seeking and obtaining signed and dated written proof of

permission from copyright holders to digitally reproduce copyright material on the ADT database. Students should use the '*Permission to reproduce copyright material*' on the ADT' form that can be found at:

<http://www.tils.qut.edu.au/copyrightguide/publishing/australiandi.jsp>

Additional information pertaining to Copyright Guidelines for Research Higher Degree Candidates for Submission of Theses to the Australian Digital Thesis Program can be obtained from:

<http://www.library.qut.edu.au/adt/deposit/>

Where no written proof of permission is provided, the Library will remove the copyright material leaving reference to the copyright source before loading the thesis on the ADT database.

## 6. Embargoes and Exemptions

The Library copies that are not under embargo or exempted will be placed in open access and will normally be available for use by any person entitled to use the Library. Copying of these theses may be undertaken by or on behalf of any person entitled to use the Library subject to the provisions of the Copyright Act.

The student in consultation with the supervisor may request an embargo of the thesis. This request must be supported by the appropriate faculty authority in writing and should be forwarded to the Research Students Centre. All such requests require the approval of the Research Degrees Committee. Embargoes can normally be for no more than two years.

On request from the faculty, theses by creative works and theses by publication are exempt from inclusion on the ADT database, though all students are encouraged to submit their abstracts for inclusion.

Where a student or sponsoring establishment wishes the thesis to remain confidential for a period of time after the completion of the work, application for restriction of access must be made to the Research Degrees Committee when the thesis is submitted. The period of restricted access shall not normally exceed two years from the date on which the Examination Committee recommends acceptance of the thesis. If restricted access is granted, the thesis will be held in closed access in the Library and will remain unavailable for any use whatsoever until the restricted period has expired.

## 7. Physical Items Unsuitable for Digitisation

It is acknowledged that in the case of some theses by creative works it may only be possible to provide the exegesis. Where a candidate is unsure about how to format thesis materials they are encouraged to contact the Library [<http://www.library.qut.edu.au/ask.jsp>] to seek assistance. Physical items will be sent by the Research Student Centre to the Library to be housed with the print copy.

## 8. Lodgement of Thesis for Examination Requirements

In the case of the degree of Doctor of Philosophy, the candidate shall present to the Research Degrees Committee, three **SIGNED** copies of the thesis bound in a temporary form as approved by the Committee.

In the case of a professional doctorate by research and masters by research, unless the academic board specifies otherwise, the student shall present to the Research Degrees Committee, three copies of the thesis bound in a temporary form as approved by the Committee.

The temporary binding of the thesis must be strong enough to prevent damage to the thesis during handling and postage. Machine-sewn, multi-staple or spiral bindings are acceptable for temporary purposes. Theses bound in ring back, thermal or braced binding will not be accepted for examination as these bindings may result in damage during handling and transit causing pages to be torn or lost.

If staff in your centre/school, are not able to do your printing within your time constraints, there is self-help machinery with good collating facilities available in:

- K Block, Kelvin Grove;
- V Block, Gardens Point;
- C Block, Carseldine;

Colour photocopies can also be made in the Library photocopying centres.

## 9. Submission of Final Thesis Requirements

Submission of final higher degree research theses to the Research Students Centre should normally be in two formats one final bound and one electronic.

### 9.1. HARD BOUND COPY

Once all corrections have been completed to the approval of the Head of School/Centre Director and the Principal Supervisor, the student may continue with the binding process for the final thesis to be submitted to the Research Students Centre (accompanied by all relevant documentation and electronic copy).

The Student is advised to discuss with the Principal Supervisor, how many copies will be required. The RSC only requires one **SIGNED** copy plus the electronic version but other copies may be distributed to the supervisor and to the student. In the case of a PhD thesis, a copy may also be required for any collaborating institutions (if any).

All final copies need to be in permanent binding and must have double-sided pages. **If they are submitted in single-sided format they will be returned to you for recopying and rebinding.** You should photocopy the required number needed, in double-sided format, and then arrange for all copies to be bound. The Yellow Pages contains a list of commercial bookbinders that vary in price and standard. You can also contact the Library or alternatively, you can refer to the Research Students Centre's webpage for details of recommended binders:

[http://www.rsc.qut.edu.au/pdfs/examinations/Recommended\\_Book\\_Binders.pdf](http://www.rsc.qut.edu.au/pdfs/examinations/Recommended_Book_Binders.pdf)

The approved form of binding will include a full-cloth stiff cover with the student's surname and initials and a short title, which should be agreed with the examiners, in gold lettering on the spine and full title on the front cover. A date should not be added. Lettering on the spine should run from top to bottom.

You must ensure that your binder follows QUT's specifications. Binding takes at least three days and you should discuss your requirements with the binder at least one week before you want to have the job done. You will probably need to arrange

delivery and collection yourself although some binders provide this service for a charge.

### 9.1.1 Theses by Published Paper

For theses by Published Papers students may wish to use the template for Statement of Contribution from Co Authors available at: [http://www.rsc.qut.edu.au/studentsstaff/phd/exam\\_forms.jsp](http://www.rsc.qut.edu.au/studentsstaff/phd/exam_forms.jsp)

## 9.2. ELECTRONIC COPY REQUIREMENTS

The electronic copy deposited with the Research Students Centre should include:

- A single digital copy on CD-ROM;
- Filenames should be based on chapter numbers to indicate the sequence of the files;
- Email contact details for the candidate and principal supervisor(s) should the library need to make contact to discuss issues related to the loading of the thesis to the ADT database;
- Written proof of copyright permission if required;
- Written proof of faculty agreement to embargo the thesis if required; and
- Citation to be read out at graduation – to be in layman terms and no longer than 150 words. (See below)

The Library prefers files not to be bigger than 4MB but will determine appropriate sizes in accordance with the thesis, and may break large files into smaller chapter files to facilitate faster download from the ADT database.

### 9.2.1. Format for Graduation Citation

For the purpose of your graduation please supply a brief citation (a brief description of your thesis) in no more than 150 words.

The citation should be prepared in layman terms. The citation will be used for your presentation at the graduation ceremony and will be printed in the graduation program booklet along with your thesis title and the names of your supervisors.

Please ensure that you have shown your citation to your principal supervisor and that they are happy with the wording, before sending to the Research Student Centre.

For a more in-depth explanation regarding Citations, please refer to the Guidelines for Graduation Citations found on the following webpage: [http://www.rsc.qut.edu.au/pdfs/examinations/Guidelines\\_for\\_Graduation\\_Citations.pdf](http://www.rsc.qut.edu.au/pdfs/examinations/Guidelines_for_Graduation_Citations.pdf)

### 9.2.2. Acceptable Formats

The following are the only acceptable formats for the electronic copy of the thesis:

- MS Word files (preferred) for PCs or Macintosh  
or
- optional Portable Document Format (PDF) v.5 + created on PC or Macintosh

Guidelines for documents deposited in Portable Document Format (PDF):

- PDF documents must not be password protected, or the Library cannot manipulate the files.
- PDF documents must be created using Adobe Acrobat v.5 or higher. Documents created using V.4 are not acceptable.
- All documents to be created with 100% magnification.
- All documents formatted to enable them to be opened only, and not just to appear as thumbnails view.
- All documents to be created with accessibility features turned on.

All theses will be converted to PDF by the Library before inclusion in the ADT database.

### 9.2.3. Restrictions

Electronic theses are made available to the world via the Australian Digital Theses (ADT) database. Full text theses documents are available in PDF and may be viewed, downloaded and printed, but cannot be altered. While it is normally mandatory for all students to provide an electronic version of their thesis, as far as the nature of the content allows, it is acknowledged that there may be constraints on these materials being made available publicly through the Australian Digital Thesis Program for a range of reasons. Students are encouraged to review their thesis with their supervisor and/or other specialist staff of the University to assist them in preparing a case to present to Research Degrees Committee requesting restrictions to access or other special arrangements in relation to the format of the document. (for further details refer to Section 6 above).

### 9.2.4 Doctor of Social Science (HH50)

Professional Doctorate (HH50) projects are to be submitted as a single bound thesis for inclusion in the ADT database in PDF format. Where the format of project/s cannot be readily converted to PDF format, the candidate will write a comprehensive summary of the project/s to include in the thesis document that can be converted to PDF.

### 9.2.5. Bound Thesis Cover - Faculty Colours

Selection of the colour for the cover of your thesis in most cases is your choice. However, the Faculty of Built Environment and Engineering requires that you use: Buckram (2081), which is a maroon/wine colour, for binding of PhD thesis.

If you would like to know your faculty colours these are detailed at:  
[www.guildonline.net/page.asp?name=GuildBiz\\_GownHire\\_FacultyColours](http://www.guildonline.net/page.asp?name=GuildBiz_GownHire_FacultyColours)

## 10. Outstanding Thesis Award

Each year faculties are asked to nominate student theses University awards and in some cases Faculty awards. Details of the University guidelines are available at:  
[www.rsc.qut.edu.au/pdfs/examinations/Outstanding\\_thesis\\_awards.pdf](http://www.rsc.qut.edu.au/pdfs/examinations/Outstanding_thesis_awards.pdf)

## 11. On Completion

In the case of a PhD thesis, a labelled certificate recommending acceptance will appear inside the front cover of the final thesis immediately followed by the title (or front page) of the thesis. This certificate is referred to in Clause 1 of the Regulations for the Award of Degree of Doctor of Philosophy. Normally the faculty provides a similar certificate for Professional Doctorates by Research or Masters by Research theses.

Following the decision of the Research Degrees Committee to recommend awarding of a degree, the final copy of the student's thesis, as well as the provided electronic copy, will be forwarded to the University Library. The Research Degrees Committee will then recommend to the University's Academic Board that the degree be awarded.

You will also be advised officially of the outcome by Student Support Services, who will invite you to the appropriate graduation ceremony in February, April/May or September/October. Candidates who are unable to attend the ceremony may request that the parchment be posted to them or they can ask to defer to the next appropriate ceremony.

## 12. Thesis Expenses

Holders of APA, QUTPRA and some faculty scholarships receive a thesis allowance that assists with costs directly associated with the production of the thesis including typing, proof-reading, photocopying, temporary and final binding as well as purchase of relevant materials for providing the electronic copy of the thesis. You must cover this expenditure yourself and then present the account to the Research Students Centre who will lodge a claim for reimbursement on your behalf. Claims must be made within two years of termination of the award. Candidates who do not receive a thesis allowance through a scholarship are responsible for their own expenses. Also note that **only original receipts** will be accepted for all claims.