

THESIS PRESENTATION GUIDELINES



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Indicate whether the document is for public access or internal access only Indicate whether the document applies to collaborative provision? <i>(Strikethrough text, as appropriate)</i>	Public Access Internal Access Only Applies to Collaborative Provision
Summary: This document defines the format and presentation of all written theses for postgraduate research degrees awarded by the University of Winchester, as defined in the Academic Regulations for Postgraduate Research Programmes. 2016/17 removed requirement for soft-bound copies to be submitted for examination	

THESIS PRESENTATION GUIDELINES

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1. INTRODUCTION

These Guidelines govern the presentation of the written form of the Thesis for the following programmes:

- MPhil or PhD
- Professional Doctorates
- MPhil or PhD by Works in the Public Domain
- MProf or ProfDoc by Contribution to Practice

If any part of this document is not clear, or if you consider anything that is not covered, please seek advice from your Director of Studies or the RKE Centre.

If you wish to deviate from any instruction given below, you must request permission from your Director of Studies in advance of submitting your thesis.

Failure to follow the instructions below, or gain approval from your Director of Studies in advance for exemption from these instructions, may result in the examiners' failing your Thesis.

2. INSTRUCTIONS

General Requirements	Details
Language	The Thesis must be written in English; quotations, however, may be given in the language in which they were written provided they are accompanied by an English translation.
Copies to be submitted	<p>1 electronic copy must be submitted for examination *</p> <p>1 electronic copy must be submitted with corrections post-viva for approval by the internal examiner (or, if appropriate, the external examiner) *</p> <p>1 hard-bound copy and 1 electronic copy must be submitted post-confirmation of award.</p> <p>* Where one or more of the examiners requires a hard copy, this will be printed by the RKE Office from the electronic copy provided by the student</p>
Paper type and size	<p>A4 (210 x 297mm) acid-free white paper of 80gsm in weight.</p> <p>Exceptions</p> <p>Paper of a larger size may be used for maps, plans, diagrams or other illustrations forming part of the Thesis if the supervisor agrees that this is required. Where these are included in the text, they should be folded so that they are at least 7 mm in from the right-hand edge of the text sheets to ensure that they are not cut by the guillotine in binding.</p> <p>Where such large sheets are unsuitable for binding in the text, or non-paper materials are submitted as part of a Thesis, they must be placed in a pocket inside the back cover of the Thesis or, if substantial, in a separate volume or folder bound and lettered as described in Section 4 on page 13. (<i>Ctrl + Click on number to follow link</i>) For material that cannot be secured to the Thesis, the student must seek advice from the Director of Studies.</p> <p>A Thesis may include reprints of material published by the student as sole or joint author. If reprints are to be bound into the Thesis, they must be included in the Thesis pagination, according to the instructions below, or placed in a pocket inside the back cover of the Thesis.</p>

General Requirements	Details										
<p>Word Count</p>	<p>Extract from the Academic Regulations for Postgraduate Programmes – Section G3.</p> <p>The word length may vary in accordance to the subject of study but the following ranges and maxima are offered as a guide:</p> <table border="0"> <tr> <td>Professional Doctorate</td> <td>Thesis: between 40,000 - 80,000 words *</td> </tr> <tr> <td>Master of Philosophy</td> <td>Thesis: maximum of 50,000 words</td> </tr> <tr> <td>Doctor of Philosophy</td> <td>Thesis: between 75,000 - 100,000 words excluding appendices</td> </tr> <tr> <td>Doctor of Philosophy by Works in the Public Domain</td> <td>Context statement: between 10,000 - 20,000 words</td> </tr> <tr> <td>Professional Doctorate by Contribution to Practice</td> <td>Context statement: between 10,000 - 30,000 words</td> </tr> </table> <p><i>*Refer to the Programme Specification for further guidance.</i></p> <p>Where students submit original, creative or practical work in part fulfilment of the award requirements, the relative weighting of practical work and written thesis is variable and shall depend on the nature of the individual research project. The weighting should be agreed between the supervisory team and the student at the research proposal stage (for MProf/ProfDoc programmes) or the upgrade viva (for PhD programmes). For the PhD by Works in the Public Domain and the ProfDoc by Contribution to Practice, the Interview Panel shall give initial guidance about the weighting between the Work(s) and the Context Statement in the Thesis. This will be developed with the Supervisory Team and the final weighting agreed between the student and the Director of Studies prior to submission.</p> <p>Permission to exceed the maximum word lengths listed above may only be approved by the Research Degree Quality Committee on the recommendation of the Director of Studies. Students who exceed the stated limit without Research Degree Quality Committee permission will be required by the examiners to resubmit their Thesis within the stipulated word length.</p> <p>Word count: This must appear on the title page for the electronic copy submitted for (re)examination ONLY.</p> <p>Reference to the word count must be deleted prior to hard-binding.</p> <p>The following must be included in the word count:</p> <ul style="list-style-type: none"> • Title page • List of Contents • Other Lists – eg Lists of Tables, Figures, Graphs, Illustrations, Maps and Accompanying Material (where appropriate); • Text of Thesis including, for example, quotations and footnotes; • Glossary (if appropriate); • Bibliography and Sources and or References (as appropriate for the subject). 	Professional Doctorate	Thesis: between 40,000 - 80,000 words *	Master of Philosophy	Thesis: maximum of 50,000 words	Doctor of Philosophy	Thesis: between 75,000 - 100,000 words excluding appendices	Doctor of Philosophy by Works in the Public Domain	Context statement: between 10,000 - 20,000 words	Professional Doctorate by Contribution to Practice	Context statement: between 10,000 - 30,000 words
Professional Doctorate	Thesis: between 40,000 - 80,000 words *										
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Doctor of Philosophy by Works in the Public Domain	Context statement: between 10,000 - 20,000 words										
Professional Doctorate by Contribution to Practice	Context statement: between 10,000 - 30,000 words										

General Requirements	Details
	The appendices do NOT count.
Formatting	Details
Font size, type, colour and spacing	<ul style="list-style-type: none"> • The Thesis must be word-processed in black ink. • Use size 11 Calibri font for the main text. If another font type or size is required, please seek approval from your Director of Studies. • Use 1.5 line spacing for the main text. • Use single line spacing for quotations, footnotes and references, although 1.5 or double spacing may be used, if necessary, in the interests of legibility, particularly if lines contain mathematical formulae, diacritic marks or strings of capital letters, which may require additional space. • Text must be 'Left Aligned' (ie not 'Right Justified'). • Printing should be on both sides of the page.
Margins	<p>The margin at the binding edge of any page must be not less than 40mm; other margins must be not less than 20mm. This allows for subsequent hard binding. <i>(Take care that the wider margin is correctly set for the binding edge of the page.)</i></p>
Pagination	<p>Page numbering must consist of one single sequence of numerals (ie 1, 2, 3 . . .) throughout the Thesis. Page numbers must be displayed on all pages (bottom, centre of the page) within the recommended margins, EXCEPT the title page and the Open Access document.</p> <p>This means that the pagination sequence will start on the page immediately following the Open Access/Embargo Form and end on the last page of the references (ie preliminary pages, text of thesis, diagrams, tables, figures, illustrations, appendices, and references are all numbered).</p> <p>The pagination will extend, sequentially, to cover all volumes in a multi-volume dissertation.</p> <p>Roman numerals must not be used for page numbering.</p>
References/ Sources	<p>General guidance on bibliographic citations and references should be obtained from the Director of Studies. Referencing must be accurate, follow one referencing system that is in frequent use in the subject area, and must be consistent throughout the Thesis.</p>

Layout of Thesis	Details
<p>Page sequence</p>	<ul style="list-style-type: none"> • Title page (including Word Count for electronic copy submitted for(re)examination only) – not numbered • Open Access Document (for hard bound copies only) – not numbered • Declaration and Copyright Statement (this is the first numbered page, ie page 1, and all following sections will be numbered sequentially) • Acknowledgements (optional) • Abstract • List of Contents (please ensure this is a right hand page) • Other Lists – eg Lists of Tables, Figures, Graphs, Illustrations, Maps and Accompanying Material (where appropriate); • Text of Thesis • Bibliography and Sources/References (as appropriate for the subject) • Glossary (if appropriate) • Appendices (if appropriate) <p>Further details of the above are itemised below.</p> <p>NB For PhD by Works in the Public Domain and ProfDoc by Contribution to Practice</p> <p>For examination purposes, paper copies of all works contributing to the submission should accompany the context statement. Include your ORCID ID (see row below) on the Abstract page of all submissions.</p> <p>The hard bound copy and electronic copy post-confirmation of award should include:</p> <ul style="list-style-type: none"> • the context statement; • an Appendix detailing the works that are readily available online, ie Type of Output (eg book, paper, conference proceedings), ORCID ID, Title of Output, Abstract (150 words), Key Words and Web Link (see Section 5 on page 14 for an example. <i>(Ctrl + Click on page number to follow link)</i>); • Appendix that presents a full version of any works that are not readily available online. <p>If the accompanying work is not in printed form, please seek guidance from your Director of Studies about the most suitable format for presentation.</p>
<p>ORCID ID</p>	<p>Open Researcher and Contributor ID (ORCID) is a unique researcher identifier that links your research activities and outputs to you. This number should be included on the title page (see below).</p> <p>To register, visit http://orcid.org/</p>

Layout of Thesis	Details
<p>Title Page</p>	<p>A title page with items centred as follows and with the text in brackets replaced appropriately and presented without brackets:</p> <p style="text-align: center;">UNIVERSITY OF WINCHESTER</p> <p style="text-align: center;">[the full title of the Thesis and any subtitle *]</p> <p style="text-align: center;">[the student's full name]</p> <p style="text-align: center;">ORCID [number] **</p> <p style="text-align: center;">[the full degree title for which the thesis is submitted #]</p> <p style="text-align: center;">[the month and the year of the submission ~]</p> <p style="text-align: center;">This Thesis has been completed as a requirement for a postgraduate research degree of the University of Winchester.</p> <p style="text-align: center;">The Word Count is: [total] ∞</p> <p>* Where a Thesis consists of more than one volume each volume must contain a title page in the form set out above but including, immediately after the full title of the Thesis, the appropriate volume number with the total number of volumes eg Volume 1 of 3, Volume 2 of 3, Volume 3 of 3.</p> <p>** Where a Thesis consists of more than one volume the ORCID number should only appear on the first title page. To register visit: http://orcid.org/</p> <p># See Section 3 on page 13 below to ensure correct wording for the Degree Title (<i>Cntl + Click on page number to follow link</i>)</p> <p>~ A Thesis, which is referred for re-examination, must bear the year of resubmission on both the spine and the title page and not the year of the original submission.</p> <p>∞ Reference to the word count must be removed prior to hard-binding. For details about what is included in the word count see 'Word Count' on page 3 above (<i>Cntl + Click on page number to follow link</i>).</p> <p>Please see Section 5 on page 14 for a sample Title page. (<i>Cntl + Click on page number to follow link</i>)</p>

Layout of Thesis	Details
<p>Declarations</p>	<p>The Declaration, Copyright Statement and Intellectual Property Rights Statement can all appear on one page or on separate pages if one page is not enough.</p> <p>The first Declaration must state:</p> <p>EITHER: No portion of the work referred to in the Thesis has been submitted in support of an application for another degree or qualification of this or any other university or other institute of learning.</p> <p>OR: 'X' portion of the work referred to in the Thesis has been submitted in support of an application for another degree or qualification of this or any other university or other institute of learning.</p> <p>The second Declaration confirms ownership of the work stating:</p> <p>EITHER: I confirm that this Thesis is entirely my own work</p> <p>OR: I confirm that 'X' portion of the work referred to in the Thesis was produced in collaboration with the following:</p> <p><i>(include a statement giving details of the collaboration and indicating the proportion of the work that is attributed to the candidate).</i></p>
<p>Copyright Statement</p>	<p>The Declaration, Copyright Statement and Intellectual Property Rights Statement can all appear on one page or on separate pages if one page is not enough.</p> <p>There is no legal requirement to include a copyright notice. Whether a notice is used or not will not change the fact that copyright exists in the work. However, it is recommended that you include a copyright statement on your work to deter copyright infringement.</p> <p>The University recommends the following wording is used:</p> <p><i>Copyright © [Author's full name] [year of submission] [Full thesis title], University of Winchester, PhD Thesis, [Page range eg pp 1 - 150], ORCID [number].</i></p> <p><i>This copy has been supplied on the understanding that it is copyright material and that no quotation from the thesis may be published without proper acknowledgement. Copies (by any process) either in full, or of extracts, may be made only in accordance with instructions given by the author. Details may be obtained from the RKE Centre, University of Winchester.</i></p> <p><i>This page must form part of any such copies made. Further copies (by any process) of copies made in accordance with such instructions may not be made without the permission (in writing) of the author.</i></p> <p><i>No profit may be made from selling, copying or licensing the author's work without further agreement.</i></p> <p>If your work can be broken up into several pieces, then the above copyright</p>

Layout of Thesis	Details
	<p>statement should appear on each part.</p> <p>If it were normally viewed as a whole, then one copyright statement will suffice.</p> <p>You are advised to add the following statement:</p> <p style="text-align: center;"><i>This copy has been supplied on the understanding that it is copyright material and that no quotation from this source may be published without proper acknowledgement.</i></p> <p>to each of the following items:</p> <ul style="list-style-type: none"> • Leaflets, commercial documents - at the bottom or on the reverse of the work • Web pages - on every page. • For AV recordings - on the CD/DVD/cassette and on any accompanying sleeve or booklet * • Photographs and designs - at the bottom or on the reverse of the work <p>* For sound recordings, it may also be appropriate to add the phonogram copyright notice, e.g. Copyright © 2015 [full name], © 2015 [full name] ORCID [number]</p>
<p>Intellectual Property Rights</p>	<p>The Declaration, Copyright Statement and Intellectual Property Rights Statement can all appear on one page or on separate pages if one page is not enough.</p> <p>Please read the Intellectual Property Policy on the Freedom of Information pages of the University website. While the academic fair use clause in the law of Intellectual Property allows quotations from written texts (as long as they are referenced fully and clearly), there are more difficulties with images, photographs and music. Still images captured from publicly available films may be used with reference to the source. Other images, photographs and music are likely to be subject to copyright protection. If so, the materials must be licensed for publication in the repository or the materials removed from the thesis after examination and before uploading.</p> <p>Please check the information available in sessions with your supervisor, or at the RKE Centre. If there is any doubt about permission to include, for example a musical excerpt, it is recommended that it be removed after examination and before uploading the thesis to the data repository. It should be replaced with the source information so that a reader could find the original material.</p>
<p>Dedications and Acknowledgements (optional)</p>	<p>Dedications and acknowledgements (or similar) are at the discretion of the student. However, it is common practice to include acknowledgements to any sponsors of your work and to your supervisory team.</p>

Layout of Thesis	Details
<p>Abstract</p>	<p>A short abstract providing a synopsis of the nature and scope of the work undertaken and the contribution made to the subject. This must be approximately 300 words single-spaced and designed to be read independently of the rest of the Thesis and references to the Thesis and other literature will not normally be included.</p> <p>The Abstract should include the following information:</p> <p style="text-align: center;">UNIVERSITY OF WINCHESTER</p> <p style="text-align: center;">ABSTRACT</p> <p style="text-align: center;">[the full title of the Thesis and any subtitle]</p> <p style="text-align: center;">[the student's full name]</p> <p style="text-align: center;">[ORCID ID]</p> <p style="text-align: center;">[the full degree title for which the thesis is submitted]</p> <p style="text-align: center;">[the month and the year of the submission]</p> <p>[text of abstract c 300 words left aligned]</p> <p>Please go to Section 5 on page 14 for a sample Abstract page. <i>(Ctrl + Click on page number to follow link)</i></p>
<p>List of Contents</p>	<p>A list of contents should provide all the relevant headings and sub-headings of the Thesis and a page number for each item.</p> <p>In a multi-volume Thesis the contents page in the first volume must show the complete contents of the Thesis, volume-by-volume, and each subsequent volume must have a contents page giving the contents of that volume.</p> <p>Please go to Section 5 on page 14 for a sample List of Contents page. <i>(Ctrl + Click on page number to follow link)</i></p>
<p>Other Lists</p>	<p>A separate list should be provided for each of the following (if applicable): Tables, Figures, Diagrams, Graphs, Photographs and Accompanying Materials. Each list should start on a new page and must give the page number of each item on the list.</p> <p>Please go to Section 5 on page 14 for a sample of Other Lists page. <i>(Ctrl + Click on page number to follow link)</i></p>
<p>Chapters (optional)</p>	<p>Dividing the text into chapters, or including an introduction or conclusion, are at the discretion of the student.</p> <p>If chapters are used, they should be:</p> <ol style="list-style-type: none"> a) numbered b) left aligned c) bold d) each chapter should start on a new page

Layout of Thesis	Details
Tables, Figures, Diagrams, Graphs or similar accompanying material	<p>Tables, Figures, Diagrams, Graphs, Photographs or other accompanying materials should be numbered and referenced.</p> <p>A separate list should be provided for each category in accordance with instructions regarding 'Other Lists'</p> <p>Please go to Section 5 on page 14 for a sample Other Lists page. (<i>Ctrl + Click on page number to follow link</i>)</p>
Illustrations	<p>Illustrations should be numbered and referenced. Photographs should be copied into the text (through scanning or photocopying), and not glued in.</p>
Maps and Plans	<p>Maps and plans should be numbered and referenced. Each should appear with a scale and a north arrow. They should be copied into the text.</p>
Quotations	<ul style="list-style-type: none"> a) Short quotes may be included in the text in single quotation marks and referenced. b) Longer quotes, normally defined as three lines of text or longer, should be separately indented and referenced. c) Quotes in a language other than English may be included but must be accompanied by an English translation.
Bibliography, References or Sources	<p>The term used for this section may vary according to custom and practice in the research area. General guidance on this and the form for bibliographic citations should be obtained from the Director of Studies and must be consistent throughout the Thesis.</p>
Glossary (optional)	<p>It may be useful to include details of an alphabetical list of terms with their definitions for newly introduced, uncommon or specialized terms used in Thesis.</p>
Appendices	<p>These are supporting materials only and are not formally examined. They do not form part of the word count as defined in the Academic Regulations for Postgraduate Research Programmes.</p>

Presentation ¹	Details
for Examination	1 electronic copy to be submitted to the RKE Centre on a memory stick
post Examination with corrections	1 electronic copy to be submitted to the RKE Centre on a memory stick

Presentation following Confirmation of Award	Details
1 hard-bound copy of the Thesis; 1 electronic copy; Open Access/Embargo Agreement Form	To be submitted to the RKE Centre after: <ol style="list-style-type: none"> removing any infringing Intellectual Property and replacing it with links; removing the reference to word count from the Thesis title page; inserting the Open Access/Embargo page(s) <p><i>See below for details</i></p>
Hard-binding	<ol style="list-style-type: none"> Hard binding requires dark blue washable buckram stiff boards and over-sewn either by over-sewing machine or by hand onto three 13 mm tapes with plates and diagrams guarded where necessary. (Contact the RKE Centre for further details including the addresses of local bookbinders.) The following should be written on the spine in gold or simulated gold lettering, running from the top, as follows: <ul style="list-style-type: none"> Initial(s) of the student's forenames followed by the surname all in upper case; Abbreviated title of the degree for which the Thesis is submitted (see Section 3 on page 13 to ensure correct abbreviation is used) (<i>Ctrl + Click on page number to follow link</i>); Year of submission (or resubmission) underneath; and If bound in more than one volume, the volume number should be given on the spine, eg Vol 1 of 2. <p>See Section 4 on page 13 for an example of the spine (<i>Ctrl + Click on page number to follow link</i>)</p> <p>You may, if you wish, have the title added to the front cover of each volume in the same gold lettering as it appears on the spine and in upper and lower case, but it is not required.</p> <p>If you wish to have multiple hard-bound copies printed, it may be cost effective to order them at the same time as the submission copy as binderies sometimes charge a lower unit cost for multiple copies.</p>
Electronic Copy	The electronic copy should be submitted on a memory stick and include: <ol style="list-style-type: none"> the whole thesis as a PDF; and the Title Page and Abstract as a separate Word document for submission to the database of Theses.

¹ Soft-bound copies are no longer to be required to be submitted from 1 September 2017

Presentation following Confirmation of Award	Details
<p>Open Access and the Data Repository</p>	<p>All students are required to complete and submit an Open Access/Embargo Agreement Form. The form should be:</p> <ul style="list-style-type: none"> • included in the hard bound copy only of the Thesis immediately after the Title page and before the Declaration and Copyright Statement page. The Open Access/Embargo pages should not be numbered and reference to them should not be included in the contents page; and • provided as a separate document submitted with the electronic copy. <p>It is University Policy that PGR theses should be available to researchers both in the University's library, and more widely through a new data repository operated through ULCC (University of London Computer Centre).</p> <p>However, there may be circumstances in which you may need to request an embargo for part or all of the Thesis. For further information, please refer to the <i>Open Access and the Data Repository Information and Process for PGR Students</i> available via the Research Degrees and Supervision Intranet pages.</p>
<p>Copyright</p>	<p>The copyright of the thesis is vested in the student, except for those sections already declared as jointly owned.</p>

3. DEGREE TITLES

ABBREVIATED DEGREE TITLE

(to be used on the spine of the hard-bound Thesis)

FULL DEGREE TITLE

(to be used on the Title Page of the Thesis and the Abstract)

MPhil	Master of Philosophy
MPhil	Master of Philosophy by Works in the Public Domain
MProfBA	Professional Master of Business Administration
MProfEd	Professional Master of Education
MProfCA (CW)	Professional Master of Creative Arts in Creative Writing
MProfCA (PA)	Professional Master of Creative Arts in Performing Arts
MProfTh	Professional Master of Theology and Practice
MProf	Professional Master by Contribution to Practice
PhD	Doctor of Philosophy
PhD	Doctor of Philosophy by Works in the Public Domain
EdD	Doctor of Education
DBA	Doctor of Business Administration
DCA (CW)	Doctor of Creative Arts (Creative Writing)
DCA (PA)	Doctor of Creative Arts (Performing Arts)
DTh	Doctor of Theology and Practice
ProfDoc	Professional Doctorate by Contribution to Practice

4. SAMPLE SPINE OF HARD BOUND COPY

Gold lettering on the spine running from the top of the spine as follows:

If bound in more than one volume, the volume or part number shall be given on the spine, eg Vol 1 of 2, shortly after the degree name, as per the example given below.

You may, if you wish, have the title added to the front cover of each volume in the same gold lettering as appears on the spine and in upper and lower case, but it is not required.

ID Goode

PhD

Vol 1 of 2

2016

5. SAMPLE PAGES: TITLE, ABSTRACT, CONTENTS, OTHER TABLES AND CHAPTERS AND APPENDIX (for PhD by Works in the Public Domain)

Samples of the above are presented on the following pages in the required format for your submission including footnotes and page margins.

Please note that the word count should be included on the electronic copy of your Thesis submitted for your examination or re-examination only.

The word count must be removed from the final hard-bound and electronic copies submitted after examination.

(Do not number this page)

UNIVERSITY OF WINCHESTER

The Practical Application of Instructions for
Thesis Submission and its Effect on the
Success Rate of Postgraduate Research Students

Volume 1 of 3

Ivor Dunne Goode

ORCID Number: 0000-0000-0000-0000

Doctor of Philosophy

September 2016

This Thesis has been completed as a requirement for
a postgraduate research degree of the University of Winchester.

OPEN ACCESS / EMBARGO AGREEMENT FORM (do not number this/these pages)

A signed copy of the open access / embargo agreement form should be included here.

(see page 12 above)

DECLARATION AND COPYRIGHT STATEMENT (commence page numbering from this page starting at number 1)

Declaration:

Insert declaration as appropriate (see page 7 above)

Copyright:

Insert copyright information as appropriate (see pages 7 – 8 above)

Intellectual Property Statement: (if appropriate – see page 8 above)

Insert statement of any licensed permissions OR source information for excerpts removed where permission was not sought/licensed.

ACKNOWLEDGEMENTS (optional)

Dedications and acknowledgements (or similar) are at the discretion of the student. However, it is common practice to include acknowledgements to any sponsors of your work and to your supervisory team.

UNIVERSITY OF WINCHESTER

ABSTRACT

The Practical Application of Instructions for
Thesis Submission and its Effect on the
Success Rate of Postgraduate Research Students

Ivor Dunne Goode

ORCID Number: 0000-0000-0000-0000

Doctor of Philosophy

September 2015

A short abstract providing a synopsis of the nature and scope of the work undertaken and the contribution made to the subject. This must be approximately 300 words single-spaced and designed to be read independently of the rest of the Thesis and references to the Thesis and other literature will not normally be included.

Keywords: [Thesis, Formatting, Layout, Presentation, Binding]

LIST OF CONTENTS (if one volume)

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Abstract	3
List of Contents (if one volume)	4 etc.
List of Contents (if more than one volume)	x
List of Tables	x
List of Figures	x
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List of Maps	x
Chapter 1 Include Title of Chapter	x
Chapter 2 Include Title of Chapter	x
Chapter 3 Include Title of Chapter	x
Chapter 4 Include Title of Chapter	x
Chapter 5 Include Title of Chapter	x
Chapter 6 Include Title of Chapter	x
Bibliography and Sources/References (as appropriate for the subject)	x
Glossary (applicable)	x
Appendices (if applicable)	x

LIST OF CONTENTS (VOLUME 1)

(for first Volume if more than one volume)

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Chapter 3 Include Title of Chapter	90
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List of Contents	x
Lists of Tables, Figures, Graphs, Illustrations and Maps	x
Chapter 5 Include Title of Chapter	x
Chapter 6 Include Title of Chapter	x
Volume 3	
List of Contents	x
Lists of Tables, Figures, Graphs, Illustrations and Maps	x
Bibliography and Sources/References (as appropriate for the subject)	x
Glossary (if applicable)	x
Appendices (if applicable)	x

Each subsequent Volume should include a contents page for that Volume only. Ensure that the numbering continues sequentially from the previous volume, eg

LIST OF CONTENTS (VOLUME 2)

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Chapter 5 Include Title of Chapter	x
Chapter 6 Include Title of Chapter	x

LIST OF TABLES

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CHAPTER 1 – TITLE OF CHAPTER

Each chapter should start on a new page.

APPENDIX (for PhD by Works in the Public Domain only)

Details of Works Readily Available Online

Submission 1

Type: [eg Journal Paper]

ORCHID ID: [xxxxxxxx]

Title of Work: [xxxxxxxx]

Abstract/Preface: A short abstract providing a synopsis of the nature and scope of the work undertaken and the contribution made to the subject. This must be approximately 150 words single-spaced and designed to be read independently of the rest of the paper.

Keywords: [include up to 6 key words]

Submission 2

Type: [eg Book]

ORCHID ID: [xxxxxxxx]

Title of Work: [xxxxxxxx]

Abstract/Preface: A short preface providing a synopsis of the nature and scope of the work undertaken and the contribution made to the subject. This must be approximately 150 words single-spaced and designed to be read independently of the rest of the book.

Keywords: [include up to 6 key words]

Details of Works NOT Readily Available Online ²

² Copies of each Submission should be included in full with each one starting on a new page
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