

Thesis binding information

Instructions and notes on submission, format and binding of theses submitted for the degrees of MPhil, PhD and MD(res).

Theses have to be robust enough to endure the examination process and also have to be easily identified: while they are in the Library Theses Office (LTO), they are stored on bookshelves and need to have the candidate's name on the spine to distinguish them.

Once the examination is successfully completed, copies of the thesis are deposited in the ICR library so that the research undertaken can be publicly available: one hard-bound copy and one electronic copy will be required.

Examiners sometimes require candidates to make minor amendments to otherwise successful theses. They will either give you the theses back after the oral examination or ask the LTO to do so. If you are asked directly by your examiners to make amendments, you should check with them whether to give your corrected theses to the examiners, your supervisor or the LTO.

It is not possible for the LTO to issue the result of the examination until it has two final approved copies of the thesis in the required formats (one hard bound and one electronic copy).

If at any stage you are uncertain what to do, please ask the LTO. For the requirements of a thesis (including any length limitations), the current Regulations for the relevant degree should be consulted. Every candidate submitting a thesis must do so in accordance with the following instructions:

Number of copies

Two soft-bound copies must be submitted to the LTO, Brookes Lawley Building, Room 01E5, 15 Cotswold Road, Sutton, Surrey, SM2 5NG. Please note you will also be able to deposit your thesis at the Chelsea library located on the ground floor of the Chester Beatty Laboratories, this will then be sent to the LTO.

However, a candidate may be required to provide a third copy of his/her thesis if a third examiner is appointed, or at any stage in the examination process. Each candidate is required to bring one additional copy to the oral examination paginated in the same way as the copies submitted to the LTO and adequately bound.

Presentation

Theses must be presented in a permanent and legible form in typescript or print except that mathematical or similar formulae may be inserted neatly by hand. Photographic and other illustrations should be permanently mounted on A4 size paper and bound in with the thesis. In no circumstances should 'Sellotape' or similar materials be used for any purpose.

You must make every effort to correct errors before submission. It is not the task of Examiners to act as editors and/or proof-readers of a thesis.

Paper

A4 size paper (210 x 297 mm) should be used. Plain white paper must be used, of good quality and of sufficient opacity for normal reading. Only one side of the paper may be used.

Layout

Margins at the binding edge must be not less than 40 mm (1.5 inches) and other margins not less than 20

mm (0.75 inches). Double or one-and-a-half spacing should be used in typescripts, except for indented quotations or footnotes where single spacing may be used.

Pagination

All pages must be numbered in one continuous sequence, i.e. from the title page of the first volume to the last page of type, in Arabic numerals from 1 onwards. This sequence must include everything bound in the volume, including maps, diagrams, blank pages, etc. Any material which cannot be bound in with the text must be placed in a pocket inside or attached to the back cover or in a rigid container similar in format to the bound thesis.

Title Page

The title page must bear the officially-approved title of the thesis, the candidate's full name as registered, the name of the Institute and the degree for which it is submitted.

The title page should be followed by a signed declaration that the work presented in the thesis is the candidate's own.

Abstract

The signed declaration should be followed by an abstract consisting of no more than 300 words. You should submit this copy to the Library Office at the same time as you submit your theses.

Table of Contents

In each copy of the thesis the abstract should be followed by a full table of contents (including any material not bound in) and a list of tables, photographs and any other materials.

Illustrative material

Illustrative material may be submitted in the following forms and should be listed in the table of contents:

- Audio recordings: Compact cassette tape C60 or C90.
- Photographic slides: 35 mm in 2" x 2" frame
- A reliable brand CD-R with phthalocyanine dye (clear light green or light green disc hue), DVD-R or DVD+R.
- Illustrative material in other forms (including videotapes) may be submitted. Enquiries should be made well in advance of the submission of the thesis to the LTO.

Any material which cannot be bound in with the text must be placed either in a pocket inside or attached to the back cover or in a rigid container similar in format to the bound thesis. If it is separate from the bound volume it must be clearly labelled with the same information as on the title-page.

Each copy of the thesis submitted must be accompanied by a full set of this material.

Practice / Performance PhDs

A candidate who is undertaking practice/performance in accordance with the provisions of the relevant MPhil and PhD regulations should have sought approval from the ICR of the form of the retainable documentation in advance of submitting the thesis. A thesis may be submitted in A3 format where provision has been made in the relevant regulations or where the College of registration has agreed there is a demonstrable need. Requests for the thesis to be printed on both sides of the page should also be submitted to the LTO.

Binding

Candidates should submit two copies of their theses. Both theses copies are to be submitted as soft-bound during the examination period. Addresses of binders are available from the LTO.

All theses (whether soft or hard-bound) must be covered in medium blue cloth (e.g. water resistant material, and lettered in gold up the spine with Degree, Year, and Surname and Initials in the same form as the College records, with letters 16 or 18 point (0.25 inch).

If the thesis has to be bound in two volumes, the spine should indicate this clearly, eg Vol. 1 and Vol. 2.

The date on the copies of the thesis submitted for examination in November and December should be that of the following year.

Hard-bound theses must have the pages sewn or be mechanically fixed in a permanent manner. Soft-bound theses should have the pages glued in.

After the examination is complete you should make sure that the LTO has one hard-bound copy and an electronic copy of your thesis with any required corrections completed. The ICR will not issue the result of the examination to successful candidates until it has received one final hard-bound and one electronic copy and the examiners have confirmed that any amendments to the thesis required by them have been made.

Submitting your thesis

Please submit your thesis to the LTO.

Sir John Beckwith Library, Brookes Lawley Building, Room 01E5, 15 Cotswold Road, Sutton Surrey, SM2 5NG

Tel: 020 8722 4230

Fax: 020 8722 4323

E-mail: theses@icr.ac.uk

Opening hours: Monday to Friday, 9:00 a.m. to 5:00 p.m.

Alternatively, you can deposit your thesis at Chelsea Library which will be forwarded to the LTO in Sutton.

Chelsea Library, Chester Beatty Labs, 237 Fulham Road, London, SW3 6JB

Tel: 020 8722 4430

Email: library@icr.ac.uk

No fixed staff times, please arrange submission with the Chelsea Librarian