



Standards for the Format and Binding of a Thesis

Purpose of Guidance

The procedure sets out regulatory standards for the format and binding of postgraduate research theses to provide clarity and consistency. This applies to theses submitted for assessment under the University's Postgraduate Assessment Regulations for Research degrees:

www.ed.ac.uk/files/atoms/files/pgr_assessmentregulations.pdf. This guidance is not relevant to MSc by Research students who submit a dissertation.

Scope: Guidance is not Mandatory

Postgraduate research students, supervisors of postgraduate research students, academic and professional support staff involved with postgraduate research thesis submission.

Contact Officer

Students are asked to contact their School office with any queries about the format and binding of a thesis that are not covered in this guidance note.

Document control

Dates	Approved: 26.04.12	Starts: 17.09.12	Equality impact assessment: 23.05.12	Amendments: 05.12 04.05.15 31.08.15 31.05.16	Next Review: 2018/2019
Approving authority	Curriculum and Student Progression Committee				
Consultation undertaken	Postgraduate Research Assessment Regulations Task Group, Colleges, EUSA, Curriculum and Student Progression Committee				
Section responsible for guidance maintenance & review	Academic Policy Officer responsible for review of Postgraduate Assessment Regulations for Research Degrees, Academic Services				
Related policies, procedures, guidelines & regulations	Degree Regulations and Programmes of Study www.drps.ed.ac.uk/ Code of Practice for Supervisors and Research Students www.ed.ac.uk/files/atoms/files/copsupervisorsresearchstudents.pdf Glossary of Terms www.drps.ed.ac.uk/ Postgraduate Assessment Regulations for Research Degrees www.ed.ac.uk/files/atoms/files/pgr_assessmentregulations.pdf				
UK Quality Code	UK Quality Code Chapter B11				
Guidance superseded by this guidance	Text previously included in the Postgraduate Assessment Regulations for Research Degrees				
Alternative format	If you require this document in an alternative format please email Academic.Services@ed.ac.uk or telephone 0131 650 2138.				
Keywords	Assessment, binding, research assessment, thesis				

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Signed Declaration

Every student must incorporate a signed declaration in the thesis submitted for assessment, stating:

- (a) that the thesis has been composed by the student, and
- (b) either that the work is the student's own, or, if the student has been a member of a research group, that the student has made a substantial contribution to the work, such contribution being clearly indicated, and
- (c) that the work has not been submitted for any other degree or professional qualification except as specified, and
- (d) that any included publications are the student's own work, except where indicated throughout the thesis and summarised and clearly identified on the declarations page of the thesis.

1. Theses

1.1 Size and Thickness of Paper

For both copies either A4 (minimum 70 gsm) or permanent photocopies cut to A4 size.

1.2 Type or Print

Consistent and clear type of laser print quality should be used for all copies for both text and illustrations.

1.3 Layout of Text

4cm binding margin

2cm head margin

2.5cm fore-edge margin

4cm tail margin

The text of the thesis submitted to the examiners may be produced double-sided copy or single-sided copy. In the case of double-sided copy, each chapter must start on a right-facing page and for single-sided copy on right-facing pages only. The final, published thesis may be produced in single-sided or double-sided copy. The main text should be in not less than 1.5 spacing (or 18 points leading). Quotations and notes should be in single spacing. Pagination must be continuous throughout and include all plans, tables, illustrations etc., which are bound in with the text. Handwritten numbers in indelible ink are acceptable.

1.4 Character Size

The size of character used throughout the text, including prefatory material, appendices and displayed matter, should not be less than 2.0 mm for capitals and 1.5 mm for x-height (i.e. the height of lower-case x). Character sizes should be at least 10 points, with body text (text other than headings) not exceeding 12 points.

1.5 Character Styles - fonts

Where there is a choice of character style or font, a serif font – for example Times (New Roman) or Palatino – should be used for the main text and a sans serif font – for example Helvetica or Arial – for headings and labelling diagrams, etc.

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1.6 Word spacing and division

Text should be set to ensure an even spacing between words for any particular line. Word division at the ends of lines (hyphenation) should be avoided if possible.

1.7 Title Page

Title of thesis.

Author's name.

At foot of page:

Name of degree

The University of Edinburgh

Year of presentation.

The year of presentation refers to the year in which the thesis is submitted for assessment. In the case of a thesis which is resubmitted, the year in which the thesis is resubmitted should be shown as the year of presentation.

1.8 Abstract and lay summary

An Abstract and lay summary should be included in the thesis after the title page.

1.9 Binding

The thesis shall be bound in strong, waterproof black cloth/bound in black, covered solid. The binding shall be of a fixed kind in which leaves are permanently secured. The boards shall have sufficient rigidity to support the weight of the work when standing upon a shelf. (See also Section 4 Temporary Binding.)

1.10 Lettering on bound copies

In gold on spine only:

Top: degree

Middle: name of author (initials and surname)

Foot: year of graduation.

1.11 Diagrams, Maps, Illustrations, etc

Where possible, to be placed near to the appropriate text.

If placed in pocket, pocket to be attached to inside back cover by the bookbinder.

If illustrations are contained in a separate volume, binding must correspond to that of the text.

Photographic illustrations must be permanent reproductions. Good quality colour photocopies of diagrams and photographs may be used rather than the originals.

1.12 Published Papers

Where published papers are to be included as a thesis chapter these must include an introduction and conclusion and be bound into the thesis at the appropriate point. It is in the interests of candidates to include any relevant published papers in their thesis. These should either be sewn in by the bookbinder, as a chapter, an appendix or an electronic copy included on disc or a URL referred to as appropriate. If photocopies of published papers are to be included in the thesis, the publisher's formal permission should be obtained and, where appropriate, the permission of any joint authors. A note that permission has been obtained should be included in the thesis.

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1.13 Data in Electronic Form (including multi-media elements)

Candidates may be advised or required to submit data in electronic form, including multi-media elements, for the purposes of assessment. This material is supplementary to the main text and should be submitted on CD/DVD with the electronic version, or in a pocket inside the back cover of the thesis. Datasets should be supported by good accompanying documentation appropriate to the subject discipline.

1.14 Notes, Bibliography and Contents Page

Notes and the bibliography may be typed in single spacing. A consistent policy should be used, inserting the notes at the foot of the page or at the end of each chapter or at the end of the thesis. All separate sections, for example bibliography, list of abbreviations, must be identified on the contents page.

2. Portfolios of musical compositions

2.1 Paper, Style and Media

Compositions in traditional stave notation should be either processed using computer software or written by hand on printed music manuscript paper. Copies should be suitable for photographic reproduction. Scores larger than A3 size should normally be reduced. Smaller scores should not be reduced.

An electronic tape submission should normally consist of a digital or analogue master tape, along with a graphic sound-diffusion score for each separate work.

2.2 Manuscript or Print

Manuscripts should be clearly and consistently written and be suitable for photographic reproduction. Computer copies should be printed by laser printer.

2.3 Title Pages

Each main item should begin with a standard title page, as shown below. Smaller items should be bound together, each group of items beginning with a standard title page as follows:

Title of composition.

Composer's name.

Name of degree for which submitted, with year of presentation.

If more than two items are submitted, all items should be enclosed within a box or boxes. Each major item or box should be labelled as follows:

Composer's name

List of compositions enclosed

At foot of label:

Submitted in satisfaction (or in part satisfaction) of the requirements for the degree of PhD (or MPhil) in the University of Edinburgh

Year of presentation.

The year of presentation refers to the year in which the portfolio is submitted for assessment. In the case of a portfolio which is resubmitted, the year in which the portfolio is resubmitted should be shown as the year of presentation.

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2.4 Labelling of Tapes

In the case of electronic compositions, each item should be clearly labelled as follows:

Title of composition
Composer's name
Format (mono, 2- or 4-track)
Tape speed*
EQ curve*
Test tones
Noise reduction*
Duration

Submitted in satisfaction (or in part satisfaction) of the requirements for the degree of PhD (or MPhil) in the University of Edinburgh

2.5 Binding

Each composition or group of compositions, other than electronic compositions, should be either bound in strong, waterproof black cloth or (in the case of shorter items) plastic-comb bound, with semi-stiff covers. The binding of A3 scores should extend the whole length of the spine. The box or boxes containing the scores should be strongly made and provided with cloth spine(s).

2.6 Lettering on bound copies

In gold on spine of box or boxes:

Top: degree
Middle: name of composer (initials and surname)
Foot: year of graduation

2.7 Published Compositions

Published compositions, if bound, may be submitted in their original binding, and fitted into the box. Unbound published material should be bound in the usual way, either separately or together with unpublished items. If published compositions are to be included in the portfolio, the publisher's formal permission should be obtained and, where appropriate, the permission of other interested persons. A note that permission has been obtained should be included in the copy of the published work.

2.8 List and Descriptions

Three copies of a list of items must be submitted with a brief factual description of each item. The list and descriptions must be no longer, in all, than can be accommodated in single-space type on one side only of a single form obtainable from the College Office.

3. Thesis and non-textual elements for Practice-led MPhil and Doctorates

3.1 The thesis will conform to regulations 1.1 to 1.14. Final copies lodged in the Library will contain a permanent record of the exhibit, attached to the thesis, which may be in the form of photographs, CD ROM or other recorded media.



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4. Temporary binding

4.1 Theses and portfolios of compositions may be submitted for examination in a temporary binding. Theses may be either soft bound with glued spine, spirally bound or comb bound with black rear cover, clear PVC front cover leaving title page visible; if necessary bound in more than one volume. The instructions for diagrams, maps, illustrations, etc, are the same as in Section 1.9. Where a more substantial binding is advisable, theses should be bound in black, covered solid and with end pages; the spine being rough-cut and glued. In the latter case the spine should be labelled, giving the name of the author and the abbreviation of the degree (for example PhD, MPhil, EdD, EngD DClinPsychol) for which the thesis is being submitted.

31 May 2016