

# Guidelines for the Submission and Format of Theses



## Format

### Length of Thesis

- The normal length of a thesis, inclusive of notes, bibliography and appendices, has been determined as follows:
  - a) For the Faculty of Humanities and Social Sciences the Doctoral thesis should not exceed 100,000 words (*inclusive of notes, but excluding bibliography and appendices*);
  - b) For the Faculty of Medical Sciences and the Faculty of Science, Agriculture and Engineering the Doctoral thesis should not exceed 80,000 words (*inclusive of notes, but excluding bibliography and appendices*);
  - c) For PhD (Integrated) programmes in the Faculty of Humanities and Social Sciences the thesis should not exceed 80,000 words (*inclusive of notes, but excluding bibliography and appendices*);
  - d) For PhD (Integrated) programmes in the Faculty of Science, Agriculture and Engineering the thesis should not exceed 50,000 words (*inclusive of notes, bibliography and appendices*);
  - e) For the Faculty of Humanities and Social Sciences the MPhil thesis should not exceed 50,000 words (*inclusive of notes, but excluding bibliography and appendices*);
  - f) For the Faculty of Medical Sciences and the Faculty of Science, Agriculture and Engineering the MPhil thesis should not exceed 40,000 words (*inclusive of notes, but excluding bibliography and appendices*)
- If your thesis exceeds the maximum limit you will need to apply for approval from the Dean of Postgraduate Studies before submission.

### Language

- English must be used unless special permission for an alternative language has been granted by the Dean of Postgraduate Studies. Approval for submission in a language other than English must have been sought at the time of application to study for the degree.

### Font

- All text should be printed in a clear font such as Arial or Times New Roman;
- All text should be 12-point with the exception of headings (see below).

## **Layout and Paper**

- Printed double-sided on white A4 paper within the range 70g/m<sup>2</sup> to 100g/m<sup>2</sup>;
- Margins should be set to mirrored, the inside margin (Binding edge should be 3cm) all other margins should be 2cm;
- Text should be in a single column and left-aligned;
- One and a half spacing between lines, including appendices and bibliography, but excluding quotations, footnotes or captions, which may be single-spaced.
- A blank page should be left after the title page and after the acknowledgements to ensure these are not printed double sided

## **Pagination**

- Number pages consecutively throughout the thesis from the Introduction, including all pages whether textual or otherwise;
- For multi-volume theses a single sequence of numbers should be used;
- Page numbers should be Arabic numerals, i.e. 1, 2, 3;
- Numbers should be located centrally at the bottom of the page;
- Preliminary pages (e.g. Contents) should be numbered using lower case Roman numerals, i.e. i, ii, iii.

## **Chapter Headings and Sub Headings**

- Begin new chapters on a fresh page;
- Chapter headings should be in Title case, centre of the page, bold 14-point font, preceded by "Chapter" and the appropriate number:

### **Chapter 1. Title of Chapter**

- Section headings should be in Title case, bold 12-point font, left-aligned:

#### **1.1 Title of Section**

- Sub-section headings should be italicised, bold 12-point font, left-aligned:

##### **1.1.1 *Title of sub-section***

- All headings should be consistent, providing a clear indication of changes in content and emphasis. No further section subdivisions other than those described above should be used.

## **Photographs, photocopies, maps etc.**

- Material should be scanned or provided in copyright-cleared, high quality digital format of at least 300dpi.

## **Figures and Tables**

- Number consecutively either throughout the thesis (Table 1, Figure 2) or within individual chapters (Table 1.2 , Figure 2.3), but not within sections or sub sections;
- Refer to figures/tables within the text as table 1, figure 2, etc;

- Numbers and captions should appear at the bottom of the table/figure;
- The top of tables/figures printed sideways should align to the left of the page;

## **Content**

The order of the thesis should be as follows:

### **Title page – please state the following:**

- The full title of the thesis and any subtitle as approved by the Dean of Postgraduate Studies;
- The total number of volumes (if there is more than one), and the number of the particular volume;
- Your full name;
- The qualification for which the thesis is submitted, e.g. Doctor of Philosophy, Doctor of Philosophy (Integrated), Doctorate in Educational Psychology;
- The name of the School or Institute in which the research was conducted;
- The month and year of submission.

### **Abstract**

- The abstract should be no longer than 300 words.

### **Dedication (if any)**

### **Acknowledgements**

- Use this page to acknowledge those who have assisted you with your work.
- In the case of any work done jointly, or in wider collaborations, or under direction, it is important that the extent of your own contribution, and that made by others, is made clear both under Acknowledgements and at relevant points within the thesis. Where you have worked as part of a team, please state the name of individual team members and specify their contributions and yours.

### **Table of Contents**

- The Table of Contents must list in sequence all relevant chapters, sections and subsections; appendices, references and bibliography, and any other supporting material, with the relevant page numbers;
- If a thesis comprises more than one volume, the Title page, Abstract and Table of Contents of the whole thesis must appear in each volume.

### **Lists of tables, figures, etc.**

- Items should be in the order in which they appear in the text.

### **Introduction**

### **Main Thesis**

## **Appendices**

- Supporting material of considerable length, lists, commentaries, questionnaires etc., which would interrupt the main text, should be included as appendices;
- Label appendices as A,B, etc and treat as additional chapters after the main text;
- Style must be consistent with the text of the main thesis.

## **References**

- The following styles of referencing are acceptable: Harvard, and alternative styles as directed by your School or Institute.
- Users of EndNote will find the Newcastle Harvard Style included on all University networked PCs. Further information about EndNote and Harvard at Newcastle can be found at: <http://libguides.ncl.ac.uk/endnote>
- Students are encouraged to visit <http://www.ncl.ac.uk/right-cite/Student/> - the *Right-Cite for Good Academic Conduct* for further resources.

## **Bibliography**

- If a bibliography is supplied it should be arranged in a logical order, for example alphabetically by author within broad topic categories.

## **Index (if any)**

- There is no requirement to provide an index.

## **Binding**

Softbound copies are required for the first examination and for resubmission (if required).

Hardbound copies (securely and permanently bound in cloth-covered boards) should be submitted on recommendation of the award, and only when instructed by the relevant Graduate School Office (in the Faculty of Medical Sciences) or Research Student Support Team (for students from SAgE and HaSS Faculties).

The front cover should be clearly lettered and bear the title of the thesis only.

The spine should be clearly lettered and bear your first name (or initials) and surname, the name of the degree for which the thesis is submitted, e.g. PhD/MPhil Thesis, the year of submission, and the volume number if appropriate. This information should be printed on the spine in such a way as to be readable when the volume is standing upright.

For further guidance on printing/binding your thesis, please contact the Robinson Library.

## **Print Services, Robinson Library**

Further information can be found at:

<http://www.ncl.ac.uk/library/services/print-bind-copy/print-services/>

## **Electronic Copies**

One electronic copy of your thesis is also required for each submission, in addition to the softbound and hardbound copies detailed above. This electronic copy should preferably be a PDF file normally via one of the following methods:

- USB memory stick labelled with your name and student number
- Via the University's file drop-off at: <http://www.ncl.ac.uk/itservice/file-drop-off/> to:
  - [rssteam@ncl.ac.uk](mailto:rssteam@ncl.ac.uk) (HaSS and SAgE students)
  - [medpg-enquiries@ncl.ac.uk](mailto:medpg-enquiries@ncl.ac.uk) (FMS students)

Further information can be found at:

<http://www.ncl.ac.uk/students/progress/student-resources/PGR/keyactivities/Examination.htm>