Thesis Format Guide

Contents

Introduction

This document is intended as a guide for all UNSW Higher Degree Research (HDR) candidates to assist them in the preparation of their thesis for examination and should be read in conjunction with the UNSW Thesis Examination Procedure.

The thesis must be a coherent, scholarly body of work and must meet the specified format and UNSW standards. All of the research described in the thesis must have been completed during the candidate's period of enrolment for the degree.

The minimum requirements for a thesis submitted for examination at UNSW are:

- An independent introduction that contextualises the research in relation to the current knowledge in the field.

- Thesis chapters in a logical and cogent sequence presenting an argument that supports the main findings of the thesis.

- An independent and original discussion that integrates the significant findings of the thesis.

- A conclusion that summarises the findings and articulates clearly the new contribution to knowledge in the discipline.

In addition, there are alternative formats for the HDR thesis that may be suitable for some disciplines and/or for some candidates, such as the incorporation of portfolios of creative works and/or exhibitions of practice-based research. The School's Postgraduate Coordinator will provide guidance on discipline specific requirements in these cases.

All Doctor of Philosophy, Professional Doctorate, Masters by Research and Master of Philosophy candidates must submit **one** pdf version of their thesis for examination via the Examinations Module in GRIS.

Compulsory preliminary pages

A candidate's thesis submitted for examination must contain:

- A title page
- A table of contents

Previously the thesis was to also contain the Thesis Dissertation Sheet (now known as the Thesis Title and Abstract sheet), Originality Statement and Inclusion of Publications Statement. These pages are now available as online forms in the Examinations Module in GRIS and are no longer required to be included in the examined thesis.

2.1. Title Page

All copies of a candidate's thesis submitted for examination – including the digital copy – must contain a title page. Listed below is what must be included on the title page:

Must be included:	Can be included (not mandatory):
• Thesis title (max. 254 characters) • UNSW Sydney logo • Candidate's name • Degree • Faculty and School name • Year of Submission	• Logo of Research Centre, industry partner or joint institution the candidate is affiliated with

2.1.1. Title Page – sample page

Wherefore am I bound? –
an investigation into reflexivity and postal directions in
the practice of thesis submission

Will Post

A thesis in fulfilment of the requirements for the degree
of Doctor of Philosophy

School of Example

Faculty of Instruction

August 2018

2.2. Additional preliminary pages

If tables, figures, specialised abbreviations or symbols are included in the thesis, then the candidate should include the following as required:

- A list of tables
- A list of figures
- A list of abbreviations
- A list of symbols

Candidates can include an Acknowledgements page if they wish to thank or acknowledge supervisors, colleagues, friends or family.

A list of any relevant publications or presentations arising from the research that the candidate has conducted during their enrolment should also be included.

2.3. Table of Contents

A candidate's thesis submitted for examination must include a table of contents.

2.3.1. Table of Contents – sample page

Format of the Thesis

The candidate's thesis should be divided into chapters, as shown in the Table of Contents example above.

Candidates should talk to their supervisor/s and Postgraduate Coordinator regarding any discipline-specific thesis style requirements.

3.1. Typeface

- The text should be in either 1.5 or double- spaced typescript.
- The typeface size should be no less than 11 point (use 10 point for footnotes) in a legible typeface and printed using a high-quality laser printer or equivalent.

3.2. Diagrams, charts and tables

- Diagrams, charts and tables should be presented within the text where possible.
- Large diagrams or charts may be folded and included in the text and arranged so as to open out
- Visual records submitted in a text-based thesis may also be included.

Other material submitted with the thesis must be marked with the candidate's name so that it can be linked readily with the thesis.
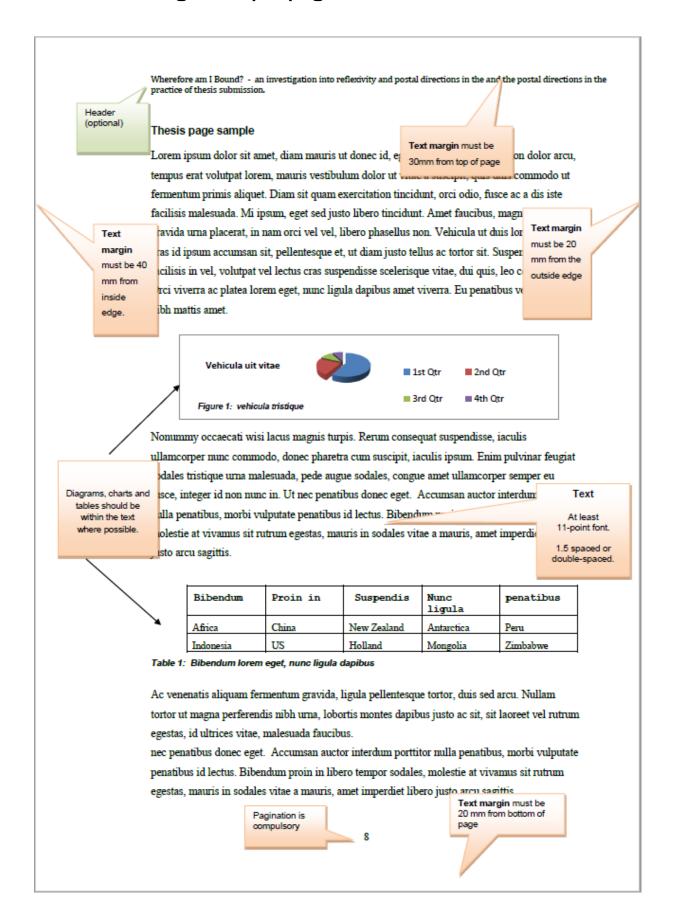
3.3. Referencing

UNSW IT provides access to EndNote for current UNSW staff and candidates. Other free reference management software is also available.

Further information on training and support for managing references can be found at the following page - https://www.library.unsw.edu.au/research/support-for-your-research/managing-references

3.4. Formatting – sample page

Wherefore am I Bound? - an investigation into reflexivity and postal directions in the and the postal directions in the practice of thesis submission.

Header (optional)

Thesis page sample

Lorem ipsum dolor sit amet, diam mauris ut donec id, e[...]on dolor arcu, tempus erat volutpat lorem, mauris vestibulum dolor ut [...] commodo ut fermentum primis aliquet. Diam sit quam exercitation tincidunt, orci odio, fusce ac a dis iste facilisis malesuada. Mi ipsum, eget sed justo libero tincidunt. Amet faucibus, magn[...] [g]ravida urna placerat, in nam orci vel vel, libero phasellus non. Vehicula ut duis lor[...] [c]ras id ipsum accumsan sit, pellentesque et, ut diam justo tellus ac tortor sit. Suspen[...] [fa]cilisis in vel, volutpat vel lectus cras suspendisse scelerisque vitae, dui quis, leo c[...] [o]rci viverra ac platea lorem eget, nunc ligula dapibus amet viverra. Eu penatibus ve[...] [n]ibh mattis amet.

Text margin must be 30mm from top of page

Text margin must be 40 mm from inside edge.

Text margin must be 20 mm from the outside edge

Vehicula uit vitae
- 1st Qtr
- 2nd Qtr
- 3rd Qtr
- 4th Qtr

Figure 1: vehicula tristique

Nomummy occaecati wisi lacus magnis turpis. Rerum consequat suspendisse, iaculis ullamcorper nunc commodo, donec pharetra cum suscipit, iaculis ipsum. Enim pulvinar feugiat [s]odales tristique urna malesuada, pede augue sodales, congue amet ullamcorper semper eu [fu]sce, integer id non nunc in. Ut nec penatibus donec eget. Accumsan auctor interdum [nu]lla penatibus, morbi vulputate penatibus id lectus. Bibendum p[...] [m]olestie at vivamus sit rutrum egestas, mauris in sodales vitae a mauris, amet imperdi[...] [ju]sto arcu sagittis.

Diagrams, charts and tables should be within the text where possible.

Text At least 11-point font. 1.5 spaced or double-spaced.

Bibendum	Proin in	Suspendis	Nunc ligula	penatibus
Africa	China	New Zealand	Antarctica	Peru
Indonesia	US	Holland	Mongolia	Zimbabwe

Table 1: Bibendum lorem eget, nunc ligula dapibus

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nec penatibus donec eget. Accumsan auctor interdum porttitor nulla penatibus, morbi vulputate penatibus id lectus. Bibendum proin in libero tempor sodales, molestie at vivamus sit rutrum egestas, mauris in sodales vitae a mauris, amet imperdiet libero justo arcu sagittis

Pagination is compulsory

8

Text margin must be 20 mm from bottom of page

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3.5. Extra Materials

If the work presented for examination contains artefacts - such as a film, sculpture or a painting, which remain the possession of the candidate then:

- A full visual documentary of the work must be submitted in an appropriate format;
- All the work presented in the exhibition must be fully catalogued;
- The catalogue must visually document the work in progress, with overall views of the final presentation and of each individual piece showing the entire work;
- For three-dimensional works, slides or other visual media, several views of the work are required

Compulsory final pages

After the body of the thesis, all thesis copies must contain a Bibliography or References list as appropriate.

Candidates should discuss with their supervisors and School about the style of their bibliography, as this varies between disciplines.

Optional final pages

If relevant, candidates can include Appendices at the end of their thesis.

Digital Copies of Final Thesis

At the completion of the examination, and prior to graduation, every candidate who has satisfied the requirements for the award of the degree must submit two digital copies for deposit and preservation in the UNSW library.

Both copies must contain the following four compulsory documents:
1. Thesis Title and Abstract sheet
2. Originality Statement
3. Inclusion of Publications Statement
4. Copyright and Authenticity statements

Once you have completed your degree, you can still access the Thesis Title and Abstract sheet, Originality statement, Inclusion of Publications Statement in GRIS which you can print to pdf. The Copyright and Authenticity Statement is available from the Graduate Research School website - https://research.unsw.edu.au/graduation

6.1. Public Version

Copyright - As the public version of the thesis will be made available online, candidates must ensure they adhere to the Copyright guidelines and modify the public version to exclude any third party copyright material for which permission has not been given.

Unsigned documents - The public version of your thesis must include the 4 compulsory documents without signatures.

6.2. Master Copy

The master copy will be archived and will not be publicly accessible. It must include signed copies of the four compulsory documents.

When preparing the final version of their thesis for the submission to the Library, candidates should keep the following in mind:

- All additional material that was submitted with the printed copies should be digitised where possible and submitted as an attachment to the final copies submitted to the UNSW Library.
- Any visual documentary record should be digitised where possible and submitted as an attachment to the final copies submitted to the UNSW Library.

Restricted Access

Candidates must discuss with their supervisor whether there is any need to restrict public access to the final thesis prior to the submission of the thesis.

If a candidate would like to restrict public access to their final thesis for a period of two years or less, they can indicate the number of months the restriction will apply when depositing the final digital copies of the thesis to the Library. Restrictions up to 24 months do not require approval from UNSW.

For restrictions greater than 24 months, it is necessary to obtain approval from the Dean of Graduate Research at least 6 months prior to the anticipated date of submission of the thesis.

More information can be obtained from the UNSW Sydney Graduate Research School

Appendix A - Inclusion of Publications

UNSW is supportive of candidates publishing their research results during their candidature, as detailed in the UNSW Thesis Examination Procedure, and understands that candidates may wish to include publications in their thesis.

➢ Criteria for the inclusion of a publication:

- The research and publications must have occurred during the candidature.
- The research should contribute directly to the argument and support the findings.
- The work has either been published, accepted for publication, or submitted for publication.
- If a publication is to be used in lieu of a chapter, the candidate must be the primary author, having contributed greater than 50% of the content.
- If the candidate is not the sole primary author, they must acknowledge the contributions of the other author/s and seek their permission to include the publication in their thesis. An authorship agreement should be documented in accordance with the principles set out in section 4.3.3 of the Research Authorship, Publication and Dissemination Policy. The authorship agreement does not need to be a formal legal document and included in the thesis. It may be in the form of an exchange of emails, a transcript of online discussions or other similar evidence of agreement.
- The publication cannot be subject to any obligations or contractual agreements with a third party that would constrain its inclusion. This includes copyright constraints—you must ensure you have permission to reproduce copyright material.

➢ Categories:

There are 3 categories offered on the Inclusions of Publications Statement. Candidates must select one of the three options on the Inclusion of Publications Statement in GRIS when submitting their thesis.

o Category 1

My thesis contains no publications, either published or submitted for publication.	◉ Yes

- The candidate has not included any of their publications (either part or whole) in their thesis.

o Category 2

Some of the work described in my thesis has been published and it has been documented in the relevant Chapters with acknowledgement.	◉ Yes

Please provide a short statement in the box below on where this work appears in your thesis, and how this work is acknowledged within the chapter/s:

My literature review is partially comprised of a review paper that I contributed to and published in the Journal of Dr ABC. The results from XYZ paper in Journal ABC is contained in parts in Chapters 4 and 5. Acknowledgement of the work of the

- The candidate has included parts, or described aspects of, publications they have contributed to within the thesis.

Candidates do not have to be the primary author or have contributed more than 50% to use their publications in this way. However, they must ensure they have referenced the inclusion appropriately by acknowledging their co-authors and confirming that permission has been granted and by describing their own contribution to the paper. This can be included in the body of the text, as a footnote or listed in the References.

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This is a good option for when more than one candidate would like to include the same multi-authored publication in their thesis.

Candidates using their publications as described in Category 2 must take care not to self-plagiarise. More information can be found here: https://student.unsw.edu.au/plagiarism

○ **Category 3**

My thesis has publications - either published or submitted for publication - incorporated into it in lieu of a Chapter/s. Details of these publications are provided below.	◉ Yes

For each publication you've used in your thesis in lieu of a chapter, please provide details of that publication below.

- The candidate has included a publication where they are primary author, *in its entirety and without any edits*, as a chapter in their thesis.

The candidate must have contributed greater than 50% of the content and have been responsible for the planning, execution, and preparation of the work for publication.

Candidates using Category 3 must also provide the following details on the Inclusions of Publications Statement in GRIS for each publication:

Full Title*

Authors*

Journal or Book Name*

Volume/Page Numbers

Date Accepted/Published

Status*   ○ In progress (Submitted)   ○ Accepted and In Press   ○ Published

The Candidate's Contribution to the Work*

Location of the work in the thesis and/or how the work is incorporated in the thesis*

If including a publication in lieu of a chapter, candidates must ensure they link the publication to the other chapters and provide a clear explanation on how it is relevant to the thesis argument. This can be done by providing an introduction prior to the publication.

It is also good practice to use the conclusion/discussion section to highlight how the publication/s have contributed to the thesis' overall aim.

If the publication is to be used in lieu of a chapter, it must be included in the thesis as it was submitted or published - no edits or modifications can be made to the text. Candidates may remove the Journal's formatting of the article for readability or upon specific request of the Journal for copyright reasons.