Introduction to Thesis Formatting Guidelines

The attached guidelines have been developed to help PGR students negotiate the complicated task of formatting large reports – especially in the context of their thesis. They incorporate the good practice that has been gathered over the years of providing advice to students and reviewing College guidelines, using the British Standard for PhD Theses as a reference point.

Experience suggests that PGR students look for guidance on this early on during their PhD study, since the associated skills are useful for reports and publications they may be involved in writing ahead of their thesis.

It is recognised that individual Colleges/Schools may have particular requirements for thesis formatting, for example, relating to the software used in some disciplines. Referencing and footnote requirements may also vary by discipline. Colleges/Schools would be expected to ensure that information about their individual requirements is made available and promoted to their students, via websites and supervisors.

These guidelines will:

- Be placed on the library website to provide guidance to students
- Provide Colleges/Schools with a template for developing discipline-specific guidance
- Be part of the material provided to students attending the 'Using Word to prepare your Thesis' courses
- Be provided as part of the Moodle based online course on thesis formatting
- These guidelines will not become a regulatory document.

Thesis – Format Guidelines

Page Layout and Order	
Margins	Top 1.8cm
	Bottom 1.8cm
	Left 1.5cm
	Right 1.5cm
	Gutter 2.5cm (making total biding edge of 4.0cm)

Pages (printing)		
Single sided on A4 paper, 70 – 100gm		
Front Matter	Title Page	Title of Thesis
		(total number of volumes, if more than 1 and the number of the particular volume)
		Full name of Author
		Any qualifications
		Submitted in fulfilment of the requirements of the Degree of XXX
		School of XXX, College of XXX
		University of Glasgow
		Month and year of deposition to the Library
	Abstract	Following title page
		Synopsis of thesis, stating the nature and scope of work undertaken etc
		On its own on a single page

	Contents	Pull out on headings with page numbers (to include all pages, but no reference the contents page itself)
	Order *(NB: all of these pages may not be required, delete as appropriate)*	Title page
		Abstract
		Table of contents
		List of tables
		List of figures
		List of accompanying material preface
		Acknowledgement
		Author's declaration * Definitions/abbreviations
		text - in chapters appendices
		Glossary
		List of references bibliography index

*Authors declaration – *sample text below:*

"I declare that, except where explicit reference is made to the contribution of others, that this dissertation is the result of my own work and has not been submitted for any other degree at the University of Glasgow or any other institution."

Printed Name: _____

Signature: _____

Text Format	
Characters	Not less than 2.0mm for capitals and 1.5mm for height of lowercase x – 12 point as the base font size.
	Even space between characters and words.
Words	Flush left or may be justified (note: formatting issues can be encountered with justified paragraphs)
	With an additional line space between paragraphs (eg in 1½ line spacing, 3 lines (1½+1½ or 18pt+18pt) between paragraphs)

Quoted matter	Indented 5mm to 10mm Text same size as main text, but lines may be in single line spacing
Fonts	Times New Roman or Trebuchet MS for the body of the thesis Arial or Trebuchet MS for Headings
Line Spacing	1.5 line spacing
Headings	Used to indicate the hierarchical structure of the text Normally not more than 4 levels - including chapter headings as first level Each level distinguished from the other by position, typography, or both Preceding and following space should be not less than the space between paragraphs Not centred - except possibly for chapter headings
Heading Numbering	If required, in the format – 1. Heading1 1.1 Heading2 1.1.1 Heading3

Headers/Footers	
Headers	Desirable, but not essential - help to identify source of a single page, particular chapters should include chapter number and/or chapter heading and page number (see Numbering below) 10 point size Not on preliminary pages or chapter openings omitted from pages with full page illustrations

Numbering	
Page numbering and chapters	Arabic numerals should be used throughout (Note: current publication practices indicate this to be standard) Visibly clear of the text, preferably in the top outer corner of each page, although may be placed in the Footer
Object numbering	tables, figures and equations should each follow a separate sequence Arabic numerals should be used, below the object Chapter number may be included eg Fig1-2 (Figure 2 in Chapter 1)
The title page should be counted, not numbered	

Other Formatting	
Footnotes/Endnotes	Footnotes - throughout the text Endnotes - placed at end of chapter or end of the text, clearly separated from main text and each other Smaller in character size and more closely spaced (same size as header/footer text is recommended (10pt), although if over 100 words, 12pt should be used) Hanging indent format
References	There is no University standard regarding reference format – please consult your College. The most important consideration is to be consistent between two possible schemes. [1] Harvard system = Smith,2008:252) and where List of References (rather than Bibliography) is supplied

	[2] Footnote system- here the first ref should be full = "A.Smith, Important Article, in J. of Significance, 2008, 12, 10-25, p 11" or 'A.Smith, "A Major Statement", London: Key Publishers, 2008 p. 11' & thereafter "Smith, Imp.Article p. 12 " or Smith "Major Statement" p.12 and Bibliography (rather than List of References) is supplied.
Tables	Each should appear complete on one page, close to first reference to it If many tables, they may be collected at the end of the thesis as an appendix Normally portrait
Word Count (limit)	A Phd thesis should not normally exceed 100,000 words of text (including your appendices and additional material). However, the PGR Committee of the College of Social Sciences suggest the following limits: PhD: 70,000 to 100,000 words. *(Allowing 250 words per page, this means between about 280 and 360 pages.)* Master's by Research / MLitt / MPhil: 30,000 to 40,000 words. *(Equivalent to between about 120 and 200 pages.)* In all cases, you should consult your supervisors as to length. In the College of Social Sciences, you must get permission from the Higher Degrees Committee if you want to submit a thesis greater than these limits.