

Guidelines for the Submission and Format of Theses

Format

Length of Thesis

- The normal length of a thesis, inclusive of notes, bibliography and appendices, should not exceed 50,000 words

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/m² to 100g/m²;
- The left hand margin should be 40mm (1.5"); all other margins 20mm (0.75");
- 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.

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.

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

- 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
- 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;

Lists of tables, figures, etc.

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

Introduction

Main Thesis

References