

**The College of Science & Engineering Postgraduate Section**  
**THE FORMAT AND BINDING OF A THESIS**

**Size and Thickness of Paper**

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

**Type or Print**

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

**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 should be produced in single-sided copy, on right-facing pages only. The final, published thesis may be produced in single-sided or double-sided copy. In the case of double-sided copy, each chapter must start on a right-facing page. The main text should be in not less than 11/2 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.

**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.

**Character Styles - fonts**

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

## **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.

Title Page

Title of thesis.

Author's name.

At foot of page:

Name of Degree

The University of Edinburgh

Year of Presentation.

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

## **Binding**

Sewn and bound in strong, waterproof black cloth. Not more than 6.5cm thick. If more than 6.5cm thick – two or more volumes.

### ***Lettering on both copies***

In gold on spine only:

Top: degree

Middle: name of author (initials and surname)

Foot: year of graduation.

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.

## **Published Papers**

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 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.

## **Data in Electronic Form**

Candidates may be advised or required to submit data in electronic form for the purposes of assessment. This material is supplementary to the main text and should be submitted in a pocket inside the back cover of the thesis.

## **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, eg bibliography, list of abbreviations, etc, must be identified on Contents page.

## **Abstracts**

Six copies of an abstract must be submitted. The abstract must be no longer than can be accommodated in single-space type on one side only of a single form obtainable from the College Office. Abstracts should conform to Regulations 3.1.2–3.1.6. In addition, the text of the abstract should be incorporated at the beginning of each copy of the thesis.

Candidates are reminded of the contents of Regulation 2.5.

## **Temporary Binding**

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 3.1.10. 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 (PhD, MPhil, EdD, EngD in SLI, DClinPsychol etc) for which the thesis is being submitted.