

UNIVERSITY OF BATH

SPECIFICATIONS FOR HIGHER DEGREE THESES

1 Introduction

This document gives guidance about the common and essential aspects of the presentation of theses for higher degrees at the University of Bath. In certain circumstances, some variations may be acceptable (see 3(viii)). In cases of doubt, further enquiries should be directed to Dr L Isted, Assistant Registrar, Graduate Office, Wessex House – 2.13, extn 5695, email l.isted@bath.ac.uk

2 Number of copies required and summary of submission procedure

- (i) Regulation 16.1 (e) requires that three copies of the thesis submitted for a higher degree be lodged with the Academic Registrar, and that these must be presented and bound in accordance with the specification given below. All three copies must be delivered to Wessex House - 2.12c to have the submission noted, and should then be taken to the appropriate person in the candidate's Department or School. Two copies of the thesis will be retained by the University and the third copy will be returned to the candidate after the *viva voce* examination. Candidates may submit theses for examination in a soft binding (see para 5 (i) below), but regulation 16.1 (iv) requires candidates to submit the final hard-bound copy to the Library, together with an electronic version in Portable Document Format (pdf) of the final version on a CD or DVD not less than seven days before the meeting of the Board of Studies at which the award of the degree will be approved. Where possible, this disc should also contain the original word processor files for digital preservation purposes.

3 General presentation of the thesis

- (i) **Paper and layout**
The thesis should be bound to A4 size, using paper (ordinarily white) of weight 70g/m² to 100 g/m². The margin on the binding edge should not be less than 40mm, and other margins should not be less than 15mm. Both sides of the paper may be used, subject to there being no 'show-through'. If the content of the thesis necessitates the use of paper larger than A4, such as A3 fold-out sheets, care must be taken to ensure that this is fixed securely into the binding, and that it is folded well within the edges of the document, so that folds are not trimmed off during the binding process.
- (ii) **Typeface and spacing**
The main text of the thesis should ordinarily be printed in black ink in a font of point-size 11 or 12, and candidates should take care to use an easily legible font. Serif fonts such as Times Roman are traditionally used, but Arial is considered by some to be easiest to read. Text may be spaced in either single or one-and-a-half spacing, with extra spaces between paragraphs. Full justification may be used, but must not impair legibility.
- (iii) **Pictures, diagrams and other figures**
Pictures, diagrams and other figures should wherever possible be printed directly onto the paper. In exceptional cases photographs may be glued in, but care must be taken to ensure that the glue is permanent, secure and that no loose edges are left unglued.
- (iv) **Use of colour**
The submitted copies should be identical to one another in all ways. This includes any use of coloured paper, text and pictures or other figures. Candidates should always bear in mind that any photocopies taken by other institutions may use black ink only and should consult with the supervisor before using using coloured ink or paper.
- Paper
Coloured paper may exceptionally be used if there are strong grounds for doing so. For example, some students with specific learning difficulties may find the use of certain coloured paper and inks more accessible. However, ordinarily white paper should be used throughout. Candidates should remember that certain colours are difficult to photocopy.
- Text
Similarly, coloured ink may exceptionally be used if there are strong grounds for doing so, but candidates are strongly advised to avoid or at least limit use of coloured text.

Pictures and other figures

Colours may be used in pictures, diagrams and other figures, but candidates must ensure that all submitted copies of the thesis must use colours in the same way, and that figures remain intelligible if subsequently copied using black ink only.

(v) Previously published papers

Papers already published in reputable journals may also be included (by permission of the Supervisor) provided the overall size of sheet is not greater than the paper size specified above.

(vi) Numbering of the pages

All papers should be numbered, including introductory pages, appendices, reduced copies of computer print-outs, etc. A single sequence of arabic numerals should be used. This is to facilitate photocopying and binding, so pages may remain in the correct order. (If necessary, roman numerals may be used to number sequential sub-sets of the whole work.)

(vii) Submission of additional non-paper media

Ordinarily, candidates should submit their work in paper thesis form. However, where appropriate to the academic work being conducted, additional non-paper media may be submitted. Candidates should note that electronic media must be unalterable (eg CD-Rom or DVD) and that non-paper submissions should normally be treated as supplementary to the paper thesis.

(viii) Alternative format

Candidates with certain disabilities and/or specific learning difficulties may wish to submit theses in format other than those set out in this document. In such cases candidates must discuss with their supervisors the presentation of their thesis in an alternative format and seek advice from the Graduate Office about the archival nature of the proposed format. Formal approval from the Board of Studies for the alternative format must be sought in good time, normally when the candidature form is submitted to the Board. This must:

- ensure that the preliminary arrangements for examination of the thesis in the proposed alternative format are in place before approving the request of the candidate;
- approve any subsequent changes to the arrangements for examination of the thesis in alternative format.

4 Detailed specification for opening pages

(i) Title Page

(a) Layout

The title-page must give the following information in the order indicated:

The full title of the thesis

The total number of volumes if more than one and the number of the particular volume

The full name of the author

The full name of the qualification for which the thesis is submitted (eg Doctor of Philosophy)

The name of the University and the full name of the department/ school in which the candidate is registered

The month and year of submission

(The example below is compressed in order to save space in this document: candidates will wish to increase the spaces between lines):

An investigation into the reasons for studying for a higher degree

Volume 2 of 3

Kim Chris Smith

A thesis submitted for the degree of Doctor of Philosophy

University of Bath

Department of Education

June 2004

Below this, the Copyright Notice, as detailed in paragraph (b) below, and the statement of restrictions on use of the thesis, as detailed in paragraph (c) below, will be inserted. The statement of restrictions will be signed by the author: an original signature must appear in every copy of the thesis.

(b) Copyright declaration

Underneath the title of the thesis, author's name, etc., on the title-page of the thesis, the following statement should be printed:

COPYRIGHT

Attention is drawn to the fact that copyright of this thesis rests with its author. A copy of this thesis has been supplied on condition that anyone who consults it is understood to recognise that its copyright rests with the author and they must not copy it or use material from it except as permitted by law or with the consent of the author.

Candidates wishing to include copyright material belonging to others in their theses are advised to check with the copyright owner that they will give consent to the inclusion of any of their material in the thesis. If the material is to be copied other than by photocopying or facsimile then the request should be put to the publisher or the author in accordance with the copyright declaration in the volume concerned. If, however, a facsimile or photocopy will be included, then it is appropriate to write to the publisher alone for consent.

(c) Restrictions on use

Restrictions of the use of theses by others for the purposes of study should be the exception rather than the rule, but when confidential or commercially-sensitive information (e.g. information which is the subject of a patent application) is included in a thesis, some restriction on all or part of the thesis is likely to be necessary: candidates should consult with their supervisor(s) about any proposed restrictions. If access is to be restricted, permission must be sought from the Board of Studies through the procedures set out in the appropriate Regulations.

A certification *signed by the author* and worded as follows must be printed at the foot of the title-page of each copy of the thesis:

If there are no restrictions:

This thesis may be made available for consultation within
the University Library and may be photocopied or lent to other libraries
for the purposes of consultation.

[Signature]

If there are to be restrictions:

This thesis may not be consulted, photocopied or lent
to other libraries without the permission of the author*
for .. years [normal maximum three years]
from the date of acceptance of the thesis.

[Signature]

*If the author has included in her/his thesis confidential information obtained from a third party whose interests also require protection and from whom permission for consultation, photocopying or lending is also to be sought, the third party's name will be inserted after 'the author'.

ii) Other preliminary pages

Following the title page should be included:

(a) Table of contents (mandatory)

This should list in sequence, with page numbers, all major subdivisions of the thesis such as chapters, the bibliography, appendices (if applicable), references.

(b) Other tables (eg figures) (if applicable)

(c) Acknowledgments (optional)

(d) Declaration of material from a previously submitted thesis and of work done in conjunction with others (mandatory if applicable)

Regulations 16.3 (MPhil), 16.4 (EdD), 16.5 (PhD), 16.6 (MD/MS), 16.7 (DSc and DLitt), 16.12 (DBA), 16.14 (DHealth) and 16.15 (EngD) require that candidates provide a clear indication of

- the extent (if any) to which material has been incorporated from a submission for another degree
- the extent (if any) to which the work has been carried out by people other than the named author

Candidates are strongly advised to check the regulations for the specific requirements for the particular degree for which they are registered.

(e) Summary or abstract (mandatory)

The thesis must include a bound-in summary (abstract) of the work, not exceeding 300 words in length. An additional loose copy of the summary is required for Library purposes.

(f) List of abbreviations (if applicable)

5 Binding

The University offers a binding service. Information about the time required for binding, costs, and further details may be obtained from the University binder (extn 5475). Candidates are encouraged to use the University binding service, which is familiar with the requirements of this document. When using companies outside the University, candidates are reminded to pay particular attention to ensuring that the specifications set out in this document are followed.

(i) 'Perfect' binding

If candidates so wish, theses may be presented in 'perfect bound' form, i.e., soft bound, in the first instance, for examination purposes only. These will eventually be submitted in hard-bound form, as described above. Candidates should note that under no circumstances will theses be accepted for examination if they are unbound or presented in a binding from which pages may be easily removed: this includes any sort of unglued or loose-leaf binding, spiral binding and clipped bindings.

In cases of uncertainty candidates are advised to consult Dr L Isted, Assistant Registrar, Graduate Office, Wessex House – 2.13, extn 5695, email l.isted@bath.ac.uk

(ii) Final binding

(a) Guards are to be inserted where necessary to compensate for any insertions (photographs, etc.). Any electronic additions (eg CD-R) must be securely bound (eg in a sealed pocket) inside the rear cover.

(b) End papers, white cartridge of 135 g/m² with reinforced spine.

(c) Book to be glued with polyvinyl adhesive. Spine to be sewn, or grooved and reinforced with twine impressed in grooves.

(d) Edges to be trimmed and left white.

(e) The book to be rounded and backed and the case to be made of heavy calibre greyboard of not less than 1900 g/m² covered by heavy quality washable buckram.

(f) Colour of case as follows:

Masters by Research (including MPhil)	— Black
MS	— Royal Blue
MD	— Red
PhD	— Maroon
EdD	— Dark Green
DBA	— Dark Green
EngD	— Dark Green
DHealth	— Dark Green
Other higher doctorates	— Dark Blue

(g) The bound copies will bear a short blocked title in gold in a central position on the front board cover. The spine will bear the name of the degree, the year of submission, and the author's name, reading from bottom to top as in the example below:

back

PhD

2003

J. SMITH

front