

UNIVERSITY OF LONDON

Theses for Research Degrees

Instructions and notes on submission, format and binding of theses submitted for the degrees of MPhil, PhD, MD(Res), MD, MS, MDS and DVetMed

Theses have to be robust enough to endure the examination process and also have to be easily identified: while they are in the University Research Degree Examinations Office, Room NBQ1, Senate House, they are stored on bookshelves and need to have the candidate's name on the spine to distinguish them.

Once the examination is successfully completed, copies of the thesis are deposited in the University's libraries so that the research undertaken can be publicly available: **one hard-bound copy** will be deposited in the library of the candidate's College/Institute (and will be the archival copy) and **one soft-bound copy will be deposited** in the University of London Library at Senate House and may be used to make a microfilm copy if requested. Both copies of External Students' theses will be deposited in the University of London Library at Senate House.

Examiners sometimes require candidates to make minor amendments to otherwise successful theses. They will either give you the theses back after the oral examination or ask the Research Degree Examinations Office to do so. If you are asked directly by your examiners to make amendments, you should check with them whether to give your corrected theses to the examiners, your supervisor or the Research Degree Examinations Office. If you had originally submitted all copies of your thesis soft-bound, you must now have one copy hard-bound, whether you were required to make amendments or not. It is not possible for the University to issue the result of the examination until it has two final approved copies of the thesis in the required formats.

If at any stage you are uncertain what to do, please ask the Research Degree Examinations Office.

For the requirements of a thesis (including any length limitations), the current Regulations for the relevant degree should be consulted.

Every candidate submitting a thesis must do so in accordance with the following instructions:

1 Number of copies

Two copies must be submitted to the University Research Degree Examinations Office, Room 106, Senate House (see para 11). However, a candidate may be required to provide a third copy of his/her thesis if a third examiner is appointed, or at any stage in the examination process. Each candidate is required to bring one additional copy to the oral examination paginated in the same way as the copies submitted to the University and adequately bound.

2 Presentation

Theses must be presented in a permanent and legible form in typescript or print except that mathematical or similar formulae may be inserted neatly by hand. Photographic and other illustrations should be permanently mounted on A4 size paper and bound in with the thesis. In no circumstances should 'Sellotape' or similar materials be used for any purpose.

You must make every effort to correct errors before submission. It is not the task of Examiners to act as editors and/or proof-readers of a thesis.

3 Paper

A4 size paper (210 x 297 mm) should be used. Plain white paper must be used, of good quality and of sufficient opacity for normal reading. Only one side of the paper may be used. [See also Section 11 below]

4 Layout

Margins at the binding edge must be not less than 40 mm (1.5 inches) and other margins not less than 20 mm (0.75 inches). Double or one-and-a-half spacing should be used in typescripts, except for indented quotations or footnotes where single spacing may be used.

5 Pagination

All pages must be numbered in one continuous sequence, i.e. from the title page of the first volume to the last page of type, in Arabic numerals from 1 onwards. This sequence must include everything bound in the volume, including maps, diagrams, blank pages, etc. Any material which cannot be bound in with the text must be placed in a pocket inside or attached to the back cover or in a rigid container similar in format to the bound thesis (see also Section 9 below).

6 Title Page

The title page must bear the officially-approved title of the thesis, the candidate's full name as registered, the name of the College/Institute at which the candidate was registered (except for External Students) and the degree for which it is submitted.

The title page should be followed by a signed declaration that the work presented in the thesis is the candidate's own.

7 Abstract

The signed declaration should be followed by an abstract consisting of no more than 300 words. An extra copy of the abstract typed on the special form provided with the entry form, is required for publication in the *ASLIB Index of Theses*. You should submit this copy to the Research Degree Examinations Office at the same time as you submit your theses.

8 Table of Contents

In each copy of the thesis the abstract should be followed by a full table of contents (including any material not bound in) and a list of tables, photographs and any other materials.

9 Illustrative material

Illustrative material may be submitted in the following forms and should be listed in the table of contents:

- (a) Audio recordings: Compact cassette tape C60 or C90.
- (b) Photographic slides: 35 mm in 2" x 2" frame
- (c) A reliable brand CD-R with phthalocyanine dye (clear light green or light green disc hue), DVD-R or DVD+R.
- (c) Illustrative material in other forms (including videotapes) may be submitted at the discretion of the College at which the student is registered or, in the case of External Students, the Head of the Academic Office. Enquiries should be made well in advance of the submission of the thesis to the College/Research Degree Examinations Office.

Any material which cannot be bound in with the text must be placed either in a pocket inside or attached to the back cover or in a rigid container similar in format to the bound thesis. If it is separate from the bound volume it must be clearly labelled with the same information as on the title-page (see Section 6 above).

Each copy of the thesis submitted must be accompanied by a full set of this material.

10 Practice/Performance PhDs

A candidate who is undertaking practice/performance in accordance with the provisions of the relevant MPhil and PhD regulations should have sought approval from his/her College of the form of the retainable documentation in advance of submitting the thesis. A thesis may be submitted in A3 format where provision has been made in the relevant regulations or where the College of registration has agreed there is a demonstrable need. Requests for the thesis to be printed on both sides of the page should also be submitted to the College.

11 Binding

In the first instance candidates should submit two copies of their theses, **either**

- two which are soft-bound, **or**
- one which is soft-bound and one which is hard-bound.

All theses (whether soft or hard-bound) must

- be covered in medium blue cloth (e.g. water resistant material);
- be lettered in gold up the spine with Degree, Year, and Surname and Initials in the same form as the College records, with letters 16 or 18 point (.25 inch).

If the thesis has to be bound in two volumes, the spine should indicate this clearly, eg Vol. 1 and Vol. 2.

[The date on the copies of the thesis submitted for examination in November and December should be that of the following year.]

Hard-bound theses must have the pages sewn or be mechanically fixed in a permanent manner.

Soft-bound theses should have the pages glued in.

After the examination is complete you should make sure that the Research Degree Examinations Office has one hard-bound copy and one soft-bound copy of your thesis with any required corrections completed. The University will not issue the result of the examination to successful candidates until it has received one final hard-bound and one final soft-bound copy and the examiners have confirmed that any amendments to the thesis required by them have been made. [Please see introductory paragraph of this leaflet.]

12 Binders

Addresses of binders are available from the Research Degree Examinations Office.

Research Degree Examinations Office
Room, 106, Senate House
Malet Street, WC1E 7HU
Tel: 020 7862 8306/8
Fax: 020 7862 8304
e-mail: rde.enquiries@lon.ac.uk