

15. Presentation of Thesis

- 15.1** The thesis must include a statement of the student's objectives and must acknowledge published or other sources of material consulted (including an appropriate bibliography and/or list of references, in an academically recognised format) and any assistance received.
- 15.2** There must be an abstract (of approximately 300 words) bound into the thesis which provides a synopsis of the thesis stating the nature and scope of the work undertaken and of the contribution made to the knowledge of the subject treated.
- 15.3** With the exception of PhD by Published Works material produced during the MPhil or PhD and already published shall be referred to explicitly in the thesis. If desired, copies of the published material can be bound in with the thesis or attached in some appropriate way. For PhD by Published works Regulation 11.3 j) i) applies.
- 15.4** Theses must normally be submitted in A4 format. The Research Degrees Committee may give permission for a thesis to be submitted in another format where it is satisfied that the contents of the thesis can be better expressed in that format.
- 15.5** The text of the thesis should **not normally exceed** the following length (excluding ancillary data):

PhD

Practice Based Research	40,000 words
Non-Practice Based Research	80,000 words

MPhil

Practice Based Research	20,000 words
Non-Practice Based Research	40,000 words

MA/MSc by Research

Practice Based Research	20,000 words
Non-Practice Based Research	30,000 words

PhD by Published Works

Practice Based Research	10,000 words
Non-Practice Based Research	20,000 words

Exceptionally alternative word lengths may be considered, any changes to those set out above shall be considered by the Director of the Graduate School on behalf of the Research Degrees Committee.

- 15.6** The following requirements must be adhered to in the format of the thesis.

- a) the binding shall be of a fixed type so that pages cannot be removed or replaced. The front and rear boards of the final bound copy shall have sufficient rigidity to support the weight of the work when standing upright. A spiral bound document **will not** be accepted;
- b) for examination the front cover may be in any colour and shall bear the title of the work in at least 24pt type. The name and initials of the student, the qualification and the year of submission shall also be shown on the front board. The same information (excluding the title of the work) shall be shown on the spine of the work on the final bound copy;
- c) copies of the thesis shall be presented in a permanent and legible form either in typescript or print. Where copies are produced by photocopying, these must be of a permanent nature;
- d) a student can opt to print text on both sides of the paper provided that the paper is of sufficient weight to ensure that the text is perfectly legible;
- e) the recommended standard for page margins is as follows:

Left Margin:	4cm	Right Margin:	2cm
Top Margin:	2cm	Bottom Margin:	4cm
- f) double or one-and-a-half spacing must be used in typescript except for indented quotations or footnotes where single spacing can be used. A further half space must be allowed between paragraphs;
- g) pages shall be numbered consecutively throughout the thesis, including any appendices, photographs, and/or diagrams which are included as whole pages;
- h) the title page shall give the following information:
 - i) the full title of the thesis; this must be the title approved when examination arrangements were made unless subsequently approved by the Director of the Graduate School and the Faculty Head of Research Students;
 - ii) the full name of the author;
 - iii) the award for which the thesis is submitted in partial fulfilment of its requirements;
 - iv) that the degree is awarded by De Montfort University;
 - v) sponsor of research where appropriate and Collaborating Establishment, if any;

- vi) the month and year of submission;
- vii) the number of volumes, if more than one.
- i) theses must be submitted in glue bound binding for the purposes of the oral examination. The final bound thesis is required to be submitted in a hard cover and electronically.

15.7 All final bound theses will in due course be kept in the University Library. The electronic copy of the thesis will be submitted to the Institutional Repository.

15.8 Where the University has agreed that the confidential nature of the student's work is such as to preclude the thesis being made freely available in the library of the University or sponsoring establishment for an agreed period as identified on the Registration Form (and collaborating establishment, if any). The thesis shall, immediately on the completion of the programme of work, be held by the University Graduate School Office on access restricted to those nominated by the Head of the University Intellectual Advice Centre, in consultation with the Graduate School Office Head. After this period the thesis will be kept in the University library and Institutional Repository