

Guidance Notes on the Submission, Presentation and Binding of Theses for Research Degree Examinations

Examination Copies

1. When submitting their thesis for the examination the candidate should submit two bound copies and one digital copy of the thesis, plus the Submission of Thesis form (RD02), to the Research Degrees Office.
2. A candidate may be required to provide a third copy of his/her thesis if a third examiner is appointed at any stage in the examination process.
3. The candidate should bring an additional copy of the thesis to the oral examination paginated in the same way as the submitted copies.
4. The digital copy should be a true copy of the thesis including its appendices. The copy of the thesis text should be supplied in .pdf format but additional material may be supplied in other digital formats (e.g. DVD) – section on 'Illustrative Materials' for further information.

Presentation

5. Theses must be robust enough to endure the examination process and be easily identifiable.
6. Theses must be presented in a permanent and legible form in typescript or print. Please see the section on 'Illustrative Material' for instructions on how to include such materials. 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.
7. **Paper:** A4 size paper (210 x 297 mm) should be used. Plain white paper must be used, of good quality and sufficiently opaque for normal reading. Print only on one side of the paper.
8. **Margins:** margins at the binding edge must be not less than 40 mm (1.5 inches) and other margins not less than 20 mm (.75 inches). Double or one-and-a-half spacing should be used, except for indented quotations or footnotes where single spacing may be used.
9. **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 and clearly labelled.
10. **Title page:** the title page must bear the officially-approved title of the thesis (the title recorded on the entry form), the candidate's full name as registered and the degree for which it is submitted: e.g. 'Submitted in partial fulfillment of the requirements of the Degree of Doctor of Philosophy', if submitting a PhD thesis. If unsure, please contact the Research Degrees Office.

11. **Statement of originality:** the title page should be followed on a separate page by the statement of originality. The required content and wording of this statement is in appendix A of these guidance notes.
12. **Abstract:** the statement of originality should be followed by an abstract consisting of no more than 300 words.
13. **Table of contents:** 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.

Illustrative material

14. Illustrative material may be submitted in the following forms:

Audio recordings: on CD
Video or other recordings: on DVD

Illustrative materials in other forms may be submitted at the discretion of the Deputy Dean for Research. Enquiries should be made well in advance of the submission of thesis to the Research Degrees Office.

15. Photographic and other illustrations should be printed or permanently mounted on A4 size paper and bound in with the thesis. Sticky tape or similar materials should not be used.
16. 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 labeled with the same information as on the title page. Contact the Research Degrees Office with any queries about additional and illustrative materials.
17. Each copy of the thesis submitted must be accompanied by a full set of this material.

Binding

18. The binding options for examination copies are:

- Two soft-bound copies using 'Morgana' binding (please note: this is also referred to as 'Perfect' binding) with a transparent cover.
- Two soft-bound or hard-bound copies covered in medium blue cloth with Degree, Year and Surname and Initials on the spine in 16 or 18 point letters;

19. Spiral- or comb-bound copies are **NOT** acceptable.

20. Addresses of some binders are available on the RDO website.

Final Copy

1. When the examination has been completed the candidate must submit to the Research Degrees Office one digital copy of the final, corrected (if necessary)

thesis. The award cannot be conferred until this final copy has been received. Only a pdf final copy is needed.

2. If no amendments were necessary no re-submission is required. The letter sent to the candidate informing them of the result of the examination will make clear what arrangements for submission of the final copy are necessary.
3. The final approved digital copy of the thesis will be made available in the QM Library's on-line digital repository. If you do not want your thesis to be publically available, you should ensure that you have ticked the box requesting restricted access on the Examination Entry Form. Alternatively, you should contact the relevant Research Degrees Officer for your School to request restricted access for up to two years.
4. If you have received financial or in-kind support for your studies, you should check whether you are required to include reference to this in the acknowledgements. In any case, it is considered good practice to do so.
5. The presentation and content requirements outlined above for examination copies apply also to the final digital copy.

All queries should be addressed to:

Research Degrees Office (Examinations)
GC213
Graduate Centre
Mile End Road
London
E1 4NS
+44 (0)20 7882 7474
researchdegrees@gmul.ac.uk

Last updated: 20th December 2019

Appendix A: Required statement of originality for inclusion in research degree theses

I, [insert name as recorded in QM records], confirm that the research included within this thesis is my own work or that where it has been carried out in collaboration with, or supported by others, that this is duly acknowledged below and my contribution indicated. Previously published material is also acknowledged below.

I attest that I have exercised reasonable care to ensure that the work is original, and does not to the best of my knowledge break any UK law, infringe any third party's copyright or other Intellectual Property Right, or contain any confidential material.

I accept that the College has the right to use plagiarism detection software to check the electronic version of the thesis.

I confirm that this thesis has not been previously submitted for the award of a degree by this or any other university.

The copyright of this thesis rests with the author and no quotation from it or information derived from it may be published without the prior written consent of the author.

Signature: [can be digital signature]

Date:

Details of collaboration and publications:
[insert details here if applicable]