

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

### Examination Copies

1. When submitting the thesis for examination the candidate should submit one copy of the thesis by email with the Submission of Thesis form (RD02) (see <https://arcs.qmul.ac.uk/research-degrees/research-degree-students/thesis-submission/>) to the Research Degrees Office at [researchdegrees@qmul.ac.uk](mailto:researchdegrees@qmul.ac.uk)
2. A candidate may be required to provide bound copies of their thesis if the examiners request this. If a bound copy is required it should be soft-bound using 'Morgana' binding (please note: this is also referred to as 'Perfect' binding) with a transparent cover. Spiral- or comb-bound copies are **NOT** acceptable.
3. The candidate should bring a copy of the thesis to the oral examination paginated in the same way as the thesis submitted for examination to assist discussion with the examiners.
4. The digital copy should include all appendices and should be supplied in .pdf format. Additional material may be supplied in other digital formats – see the section on 'Illustrative Materials' for further information. If you experience difficulties preparing a single document please contact the Research Degrees Office.

### Thesis Presentation

5. The thesis document filename should include the student's name, student ID number and name of school/institute.
6. Theses must be presented in a legible and clear form. 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/page size.** A4 size paper (210 x 297 mm) should be used. If a printed copy is required plain white paper must be used, of good quality and sufficiently opaque for normal reading. Print only on one side of the paper
8. **Page margins:** In case a printed copy is required margins must be not less than 40 mm and other margins not less than 20 mm. 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 in the document including maps, diagrams, blank pages, etc.

10. **Title page:** the title page must include:

- the officially-approved title of the thesis (the title recorded on the MySIS examination entry form);
- the candidate's full name as recorded on MySIS;
- the degree for which it is submitted: e.g. 'Submitted in partial fulfilment of the requirements of the Degree of Doctor of Philosophy', if submitting a PhD thesis. If unsure, please contact the Research Degrees Office;
- an acknowledgement of support.  
Students who have received financial support from external funding bodies such as the UKRI Research Councils should acknowledge this according to the format stipulated by their funding body. Research Councils require the following to be included on the appropriate page:

This work was supported by the [NAME of funding body] [grant NUMBER, if applicable]

Please include the doctoral training centre/grant name if appropriate.

Multiple grant numbers should be separated by a comma and a space. Where the research was supported by more than one agency, the different agencies should be separated by a semi-colon, with "and" before the final funder. For example:

This work was supported by the [NAME of funding body] [grant NUMBERS  
e.g.1234, 11223344];  
the [NAME of funding body] [grant NUMBER, 12345];  
and the [NAME of funding body] [grant NUMBER 000]

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 in the appendices) and a list of tables, photographs and any other materials.

## 14. Word Count

The thesis must not exceed the following word limits:

- (i) PhD and EngD – 100,000 words
- (ii) MD(Res) – 50,000 words
- (iii) MPhil – 60,000 words
- (iv) For the degrees of DrPS, DPsych and DClintDent the minimum length of the thesis shall be no less than 25,000 words.

### **Included in the word count**

- (v) Footnotes are included within the word count

### **Excluded from the word count**

- (vi) The bibliography is excluded from the word count;
- (vii) Appendices are excluded from the word count and should only include material which the examiners are not required to read in order to examine the thesis but to which they may refer if they wish.

## **Illustrative material**

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

- Digital files are preferable as the thesis is not submitted in paper copy and all documents for examination are sent to the examiners electronically. If digital copies cannot be provided please provide:
- Audio recordings
- Video or other recordings on DVD or A/V files.

Illustrative materials in other forms may be submitted at the discretion of the Faculty Deputy Dean for Postgraduate Research. Enquiries should be made well in advance of the submission of the thesis to the Research Degrees Office. Contact the Research Degrees Office with any queries about additional and illustrative materials.

## **Final Copy**

16. If you are successful in the examination, the examiners will advise the Research Degrees Office that you have passed subject to your successful completion of any amendments required by the examiners. The Research Degrees Office will confirm the result of the examination to you via MySIS and provide the examiners' joint report, and advise you of the procedure for making amendments.

17. You are responsible for making thesis amendments within the time set by the examiners, and for passing a copy of the corrected thesis to the examiner(s) responsible for checking your corrections. Provided your amendments are satisfactory, the examiner(s) will advise the Research Degrees Office that you have completed all required amendments within the specified time. The recommendation

to award the degree will then be presented to a subsequent meeting of the Research Degrees Programme and Examination Board

18. When the examination has been completed the candidate must submit to the university one digital copy of the final, corrected (if necessary) thesis. The award cannot be conferred until this final copy has been received.
19. The digital copy (PDF) of the corrected and final version of your thesis is submitted to the Queen Mary Library. The Library will notify the RDO when you have completed the thesis deposit, so that we can process your award.  
Please follow the guidance document on the link below to upload your final thesis [‘Instructions for depositing theses with Queen Mary University of London Library Services’](#)
20. If you experience difficulty logging in to the Library system, please contact: [openresearch@qmul.ac.uk](mailto:openresearch@qmul.ac.uk)
21. The final approved digital copy of the thesis will be made available in the Queen Mary Library’s on-line digital repository. The thesis deposit process will include a question asking you if you do not wish your thesis to be publically available and other questions about your thesis.
22. 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. It is considered good practice to do so.
23. The presentation and content requirements outlined above for examination copies apply also to the final digital copy.
24. After the Research Degrees Programme and Examination Board has approved your award, you will receive a letter to confirm the award. Please ensure that you keep your **RESULTS ADDRESS** details up-to-date in MySIS to ensure that you receive this correspondence.
25. Please allow up to three months from receiving notification of your award for receipt of the certificate.

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@qmul.ac.uk](mailto:researchdegrees@qmul.ac.uk)

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## **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 Queen Mary University of London 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: digital signature  
OR write name in full if you do not wish your  
signature to be published ]

Date:

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