

Higher Degree by Research Policy - Examinable Works (Presentation of Printed Components)

Section 1 - Application

(1) These regulations apply to:

- a. print theses in research master, doctoral and research professional doctoral programs;
- b. portfolios in research professional doctoral programs and master programs;
- c. the written components of non-print theses and other examinable non-print works.

(2) They do not apply to the body of work in a non-print thesis or other examinable non-print work, which is presented for examination in a non-written form. Candidates in these courses should consult their supervisor or Sub-Dean regarding the presentation of their body of work.

Section 2 - Format

Word Processed Document

(3) The print thesis, other examinable print work or written component of an examinable non-print work shall be a word processed or typescript paper document. The text shall be in a consistent font throughout (12 point), with any footnotes being in a smaller font. A print thesis, other examinable print work or written component of an examinable non-print work shall not be submitted in an electronic format.

Text

(4) Text is normally to be double-sided, with the pages numbered consecutively throughout the print thesis, other examinable print work or written component of an examinable non-print work. The following minimum margins are to be observed:

- a. gutter margin - 4cm;
- b. all other margins are to be 2cm.

(5) Text is to be spaced either double or space-and-a-half with the exception of quotations, footnotes, references and table and figure captions, which are to be single spaced.

Section 3 - Soft-bound Copies for Examination

Paper and Binding

(6) Print theses, other examinable print works and the written components of examinable non-print works are to be presented using International Standard Organisation (ISO) A4 size white bond paper. If diagrams, maps, tables and similar presentations do not fit readily on this sheet size, ISO B4 size may be used. B4 size pages are to be folded and

bound so as to open out at the top and the right.

(7) All copies of the print thesis, other examinable print work or written component of an examinable non-print work are to be secured within hard covers (e.g. commercially available plastic folders).

Number of Copies for Examination

(8) The number of soft-bound copies of the print thesis, other examinable print work or written component of an examinable non-print work to be provided by the candidate shall be as specified in clauses 32-34 of the Higher Degree By Research Policy - Examinable Works and Examination.

Section 4 - Hard-bound and Digital Copies Following Examination

Permanent Paper

(9) At least one hard-bound copy of the print thesis, portfolio or written component of the examinable non-print work, shall be printed on permanent paper (acid free or archival paper) for permanent storage in the University Library.

Binding Specifications

(10) Hard-bound copies of print theses, other examinable print works and the written components of examinable non-print works are to be prepared in accordance with the specifications set out below.

(11) Candidates are advised to enclose these instructions with their print thesis, other examinable print work or written component of an examinable non-print work when it is sent for binding and to specify a choice of fabric.

Binding

Doctoral Programs

(12) Print theses, portfolios and the written components of examinable non-print works submitted to the Library are to be full bound in burgundy cloth or buckram. The burgundy is to be similar to pantone colour 188c.

Masters Programs

(13) Print theses and the written components of examinable non-print works submitted to the Library are to be full bound in dark green cloth or buckram. The dark green is to be similar to Pantone colour 3435c.

Lettering

(14) Lettering is in gold block letters, 3-4 mm in height, 10 letters per 2 cm in a sans-serif type face. Where the thickness of the print thesis, other examinable print work or written component of an examinable non-print work is sufficient, lettering should be horizontal, across the spine with the top line of the title lettering 22 cm above the base of the spine, the author's name 19 cm, and the award and year 10 cm. The award name should be abbreviated to University requirements (as set out in the [Nomenclature of Awards - Approved Abbreviation of Words](#)). Lettering on the front cover is not required. If the print thesis, other examinable print work or written component of an examinable non-print work has to be published in more than one book, each book is regarded as a volume. Each volume should be numbered 14 cm above the base of the spine.

(15) Where the width of the spine does not permit horizontal lettering, lettering should be applied in the direction top to bottom, starting 2 cm from the top, in the same type size as horizontal lettering. A space of 2 cm, should be placed between title and award, and 1 cm between author and title.

Other Items

(16) Where items other than a volume are submitted, these should be enclosed in a burgundy cloth or buckram box that matches the volume or volumes of the examinable work, including matching height and lettering. Small items (e.g. a computer disk) should be housed in a matching cloth or buckram pocket, attached to the back inside cover board of the main work.

(17) Advice on presentation of other items can be provided by the supervisor or the Division of Library Services.

Number of Copies

(18) The number of hard-bound copies of the print thesis, other examinable print work or written component of an examinable non-print work to be provided by the candidate shall be as specified in clauses 72-73 of the Higher Degree by Research Policy - Examinable Works and Examination.

Section 5 - Non-print Materials

Format

(19) Non-print materials shall be presented in a format as a durable record, suitable for storage and retrieval and must be appropriately packaged. Non-print materials may be presented in formats which include photographic, sound, interactive and visual material recorded on digital media.

Section 6 - Content and Style

Title Page

(20) The first page of the print thesis, other examinable print work or written component of an examinable non-print work is to identify it as a thesis or other examinable work submitted to Charles Sturt University for the [name of degree]. The candidate's name, qualifications held, the full title of the thesis or other examinable work, and the month and year of submission are to be recorded on the title page.

(21) If the work is one of joint authorship, a statement indicating the contribution made by the submitting candidate shall be given on the title page.

Table of Contents

(22) The print thesis, other examinable print work or written component of an examinable non-print work is to include a table of contents after the title page.

Certificate of Authorship

(23) On the first page after the table of contents the following certificate signed by the candidate certifying the original authorship of the thesis or other examinable work is to appear:

"I hereby declare that this submission is my own work and that, to the best of my knowledge and belief, it contains no material previously published or written by another person nor material which to a substantial extent has been accepted for the award of any other degree or diploma at Charles Sturt University or any other educational institution, except where due acknowledgment is made in the thesis [or dissertation, as appropriate]. Any contribution made to the research by colleagues with whom I have worked at Charles Sturt University or elsewhere during my candidature is fully acknowledged.

I agree that this thesis be accessible for the purpose of study and research in accordance with the normal conditions established by the Executive Director, Division of Library Services or nominee, for the care, loan and reproduction of theses."

Acknowledgments

Where appropriate, a brief acknowledgment of any substantial assistance received shall be included on a separate page inserted in sequence. The acknowledgment should list the names of all those persons who have provided substantial assistance with the research and the nature of that assistance which may relate, for example to the:

- a. sponsorship of the research;
- b. collection of data;
- c. processing of the data including the selection and use of particular statistical techniques;
- d. interpretation of the results of the statistical analysis;
- e. editing of the thesis;
- f. use of graphics in the thesis;
- g. word processing of the thesis.

If any of the assistance was provided for a fee, this fact should also be recorded.

Paid Editorial Assistance

If paid editorial assistance was obtained by the candidate during the conduct of the research and the production of the examinable work (and written permission granted before obtaining the assistance - refer to clause (10)g of the Higher Degree By Research Policy - Examinable Works and Examination), the name of the editor and a brief description of the services provided must be specified in the thesis or other examinable work under the heading "Professional Editorial Assistance" on a separate page inserted in sequence. If the professional editor's current or former area of academic specialisation is similar to that of the candidate, this too should be stated in the prefatory matter of the thesis or other examinable work.

Professional editing of a candidate's thesis or other examinable work is limited to formatting, grammar and style (Australian Standard for Editing Practice - ASEP Standard D - Language and Illustrations, ASEP Standard E - Completeness and Consistency) and must not alter or improve the substantive content or conceptual organisation of the thesis. Where a professional editor provides advice to a candidate on matters of structure (ASEP Standard C - Substance and Structure) exemplars only should be given.

Intellectual Property Rights

If there is material in the thesis or other examinable work which could or does have implications for the intellectual property rights of the candidate, the University, a sponsor of the research or some other person or body, those implications shall be stated under the heading "Intellectual Property Rights" either on the same page as the acknowledgments or on the next page in sequence.

Ethics, Biosafety and/or Radiation Safety Approval

If the thesis or other examinable work reports on research involving humans or human biological materials or involving animals, a page containing the name(s) of the relevant University and/or other ethics committee and the approval number(s) shall be inserted in sequence in the soft-bound copies of the print thesis, other examinable print work or written component of an examinable non-print work.

Confidential Material

If there is material in the thesis or other examinable work which is confidential for commercial or other reasons either for a specified period or indefinitely, the confidential material, the period of its confidentiality and the reasons for its confidentiality shall be specified under the heading "Confidential Material" on a separate page inserted in sequence. In addition, the following statement shall appear on the cover of the soft-bound copies of the print thesis, other examinable print work or written component of an examinable non-print work:

"This thesis [or portfolio] contains confidential material as described on page [insert page number]. The thesis [or

portfolio] shall not be given to anyone who is not directly involved in the examination of the thesis [or portfolio]."

Publications

If any publications have resulted from the research then the citation list of these publications should appear on a separate page. If any publications are co-authored then a statement making clear the candidate's contribution to these jointly authored works must be provided. If a co-authored publication is to be included in the thesis the co-author(s) must certify that they agree to the inclusion of the paper in the thesis.

Abstract

Next in sequence, there is to be an abstract of the work not exceeding 500 words in length for doctoral theses and professional doctoral portfolios or 350 words in length for masters theses.

Body of the Print Work

Next in sequence is the body of the print thesis, other examinable work or written component of an examinable non-print work.

References

The print thesis, other examinable print work or written component of an examinable non-print work is to include a list of references at the end which shall list all of the sources acknowledged in the body of the print thesis, other examinable print work or written component of an examinable non-print work.

A single referencing style that is appropriate to the discipline should be used. Advice regarding bibliographic standards is to be obtained from the Principal Supervisor of the Faculty responsible for the program.

Status and Details

Status	Historic
Effective Date	22nd May 2014
Review Date	31st October 2018
Approval Authority	Academic Senate
Approval Date	22nd May 2014
Expiry Date	10th August 2017
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