

20.6 Format and Submission of Theses

[These regulations are to be read in conjunction with Regulations 3 and Regulations 20.1 – 20.5.]

Regulations for Format

The regulations relating to the format of theses, dissertations, designs or reports submitted in pursuance of higher degrees by research and scholarship in accordance with Regulations 20.1 – 20.5 are given below; it should be noted that they are specific in relation to two copies only and that the candidate may make whatever arrangements he/she wishes for additional copies. Examples of the required format, method of production and binding of these may be seen on application at the Enquiry Desk of the Andersonian Library where details of firms that undertake binding may also be obtained. Enquiries regarding the format of theses should be made at the Enquiry Desk.

Number of Copies

20.6.1 A candidate is required to submit one bound copy and one digital copy.

Materials Specification

20.6.2 The materials used for the print copy shall be of high quality and conform, whenever possible, to the appropriate British or International standard. The digital copy should be a single electronic file and shall be a facsimile of the print version.

Specification

The print copy shall be on good quality paper of International size A4 (210mm x 297mm). The electronic file of the digital copy shall be in PDF format.

Method of Production

20.6.3 The text (including the summary) shall be in printed form and of such a quality as will ensure a high standard of reproduction. All other material submitted (e.g. computer print-outs, diagrams, and maps) shall be of concomitant quality.

Abstract

20.6.4 The thesis, dissertation, design or report shall include an abstract of the contents, not exceeding three hundred words in length, which shall be bound in at the beginning of the general text.

Title Page

20.6.5 The thesis, dissertation, design or report shall contain a title page or equivalent designator giving the name of the University Department or group of Departments, the title of the thesis, the name of the author, the degree and the year of submission of the thesis. Each separate component of the thesis shall contain such a title page or equivalent designator.

Declaration of Authenticity and Author's Rights

20.6.6 The thesis, dissertation, design or report shall include, on the page immediately subsequent to the title-page, the following declarations of authenticity and author's rights:

'This thesis is the result of the author's original research. It has been composed by the author and has not been previously submitted for examination which has led to the award of a degree.'

'The copyright of this thesis belongs to the author under the terms of the United Kingdom Copyright Acts as qualified by University of Strathclyde Regulation 3.50. Due acknowledgement must always be made of the use of any material contained in, or derived from, this thesis.'

Signed:

Date:

Previously Published Work

20.6.7 A candidate who submits a thesis consisting in whole or in part of previously published work for which they have been responsible must submit with their thesis a signed statement clearly defining the extent of their contribution to such work.

Previously Submitted Material

20.6.8 A candidate should not submit material which they have presented for another degree unless they consider that its omission would result in an inadequate representation of their research. A candidate who has previously submitted the material, or any part of it, for examination for a degree of the University or of another institution must declare this in writing when submitting their thesis. In this case the declaration required by Regulation 20.6.6 should read

'This thesis is the result of the author's original research. It has been composed by the author and contains material that has been previously submitted for examination leading to the award of a degree at (*institution*) in (*year*).'

Signed:

Date:

Length

20.6.9 The length of the thesis shall be as set out in Regulations 20.1 – 20.5.

Language

20.6.10 The thesis shall be written in English. Exceptionally, the relevant Board of Study may permit submission in a language other than English, in which case a translation of the abstract into English must accompany the thesis.

Layout

20.6.11 The text shall appear on the recto side of the page only, lines double or one and-a-half spaced. There shall be a margin (before trimming) of 40mm at the left-hand (binding) edge, 25mm at the fore edge, of 20 mm at the head of the page and of 40mm at the tail. Illustrations, diagrams, tables, etc, may appear on either side of the page, whether or not the other side is blank, provided that legibility is not impaired. The margin should conform as far as possible to that specified above for text pages; in any event, there must be an adequate binding edge margin.

Pagination

- 20.6.12 Text pages shall be numbered in continuous sequence irrespective of volumes. Preliminary material (e.g. contents pages and abstract) and appendices may be given separate pagination. Pages on the verso side, if they bear authorised material, shall be numbered according to the facing page with the affix A.

Covers and binding

- 20.6.13 The covers shall be board covered in black buckram. Both copies shall be sewn, preferably on tapes.

Lettering

- 20.6.14 The lettering on all copies shall be in gold. On the front board shall appear the title, in 24-point capitals, and the author's name, in 18-point capitals. On the spine shall appear in 14-point capitals the author's surname, followed by the author's initials, the degree for which the thesis was submitted, and the year of submission. 14-point lower case letters shall be used in the name of the degree, as appropriate. The direction of the lettering shall run from the base of the spine.

Regulations for Submission of Theses

Submission

- 20.6.15 A candidate for a higher degree by research (other than the degree of DSc or DLitt) who is required under the provisions of Regulations 20.1 – 20.4 to submit a thesis, dissertation, design or report shall submit two copies of any such work, which shall thereupon become the property of the University. In the first instance two soft bound copies of the thesis must be handed in to the Registry with a completed submission form.

Prior to any award being made, the candidate must submit a hard bound copy to the Registry and a digital copy must be made available to the University of Strathclyde Institutional Repository.

Supplementary Material

- 20.6.16 A thesis may be accompanied by supplementary material of a non-print form. Such material, where possible, shall accord with University guidelines (available from the Registry). Copies of the supplementary material shall be submitted with both the print and the digital copies of the thesis. The supplementary material to the printed copy may be submitted in a separate portfolio. The portfolio shall conform to the Regulations governing the size, binding and external appearance of theses.

Property Rights

- 20.6.17 The copies of the thesis in either digital or print format and any supplementary material in either digital or print format shall become the property of the University.

Consultation

- 20.6.18 See the regulations governing University of Strathclyde Theses in the Library Regulations [Regulation 3].

Moratorium

- 20.6.19 At the request of the author of the thesis or the supervisor and notwithstanding Regulations 20.1 – 20.5, a moratorium may be imposed by the appropriate Head of Department preventing the consultation, loan and reproduction of the thesis and any supplementary material for a maximum period of two years from the date of the award in respect of which the thesis was submitted. In exceptional circumstances, the period of moratorium may subsequently be extended for a further maximum period of up to three years by the Senate on the recommendation of the Academic Committee.