

Guidelines on Submission and Format of Thesis

The following guidelines govern the submission and format of a Postgraduate Research Student thesis including those for the Degrees of Doctor of Letters, Doctor of Science, and Doctor of Engineering.

The Academic Regulations are available at: <https://www.hw.ac.uk/documents/Regulations-2021-22.pdf>. These provide additional information concerning sections 1 to 3 below.

1. Appointment of Examiners and Approval of Thesis Title

Nominations for External and Internal Examiners are approved by the Research Degrees Committee, on behalf of Senate, in accordance with the Academic Regulations.

The request to appoint examiners should be submitted **no later than one month before the submission of the thesis**. Submission of this request should be instigated by the candidate's supervisor.

2. Submission of Thesis Prior to Examination

At least four weeks prior to any viva that may have been arranged, and **after the appointment of the examiners have been approved**, the following should be submitted through the [Thesis Submission Page](#):

- (i) A copy of your thesis conforming to the approved format. For further information please refer to paragraphs below).
- (ii) [Research Thesis Submission](#) (to be included within the thesis)
- (iii) [Submission of Thesis Declaration form by Supervisor](#) (to be completed by the Primary Supervisor only)

The thesis shall be the candidate's own account of his or her research and shall be accompanied by a declaration on the Research Thesis Submission Form, signed by the candidate.

If the thesis has been placed on restricted access in accordance with the Academic Regulations, then this should have been approved during the process to appoint examiners. However if this wasn't done at the time, a separate [Request for Limited Access to Thesis form](#) must be submitted. Following the submission of this form, a [Confidentiality Statement](#) *will be forwarded to the relevant Examiner (if appropriate)*

Please note that where limited access requests are received from candidates with instructions to issue the confidentiality agreement to the examiners, theses will **not** be forwarded to examiners until the requested confidentiality statements have been returned.

3. Submission of Final Thesis

On successful completion of the examination it is the student's responsibility to ensure that the correct format is used for the Final Thesis.

A candidate shall be required to submit an electronic copy of the thesis, which will become the property of the University.

The electronic version of the thesis should be shown to the Internal Examiner and, thereafter, submitted through the [Thesis Submission Page](#) **along with** the [Internal Examiner's Declaration](#) form.

4. **Format of the Thesis**

4.1 **Language**

The Thesis must be written English unless the Research Degrees Committee has given special permission for another language to be used.

4.2 **Length of Thesis**

For the Degree of Doctor of Philosophy the thesis shall not normally exceed 80,000 words and shall not normally exceed 400 pages in length including Appendices, with a limit of no more than 100,000 words. In exceptional circumstances, the Research Degrees Committee will consider requests for thesis exceeding 100,000 on a case by case basis. The number of pages of a thesis exceeding 80,000 words in length shall be increased on a pro rata basis in accordance with the word limit. For the Degree of Doctor of Philosophy by Published Research, a critical review of the published research which shall be in the range of 10,000 to 25,000 words must be submitted.

4.3 **Paper Size and Typographical Detail**

4.3.1 ***Methods of Production***

Theses must be presented in a permanent and legible form in typescript. Typing should be of even quality, with clear black characters. Drawings should normally be black ink (see below)

4.3.2 ***Layout***

Margins at the binding (left-hand) edge must be 40 mm and other margins 20 mm. The page format should be single column with one and a half spacing used between the lines. Sentences should be separated by two spaces. All text pages should be justified.

4.3.3 ***Font and Font Size***

The recommended font is Times New Roman and the recommended text font-size is 12- point.

4.4 **Pagination**

4.4.1 ***Page Numbering***

Pages must be numbered consecutively through the thesis, starting at the first page of the Introduction (see below), including all pages whether textual or otherwise, and finishing at the final page of the index. For multi-volume theses a single sequence of numbering must be used for all pages containing chapters, appendices, etc.

4.4.2 ***Position of Page Numbers***

Page numbers shall be in Arabic numerals and shall be located centrally at the bottom of the page, approximately 10 mm above the edge. Preliminary pages, starting at the first Contents Page, may be numbered using lower-case Roman numerals, if desired.

4.5 **Preliminaries**

4.5.1 ***Title Page***

The Title page must give the following information in the order listed:

- (i) The full title of the thesis and the sub-title if any.
- (ii) The total number of volumes if more than one and the number of the particular volume.
- (iii) The full name of the author followed, if desired, by any previous qualifications and distinctions.
- (iv) The qualification for which the thesis is submitted.

- (v) The name of the institution to which the thesis is submitted.
- (vi) The School in which the research was conducted.
- (vii) The month and year of submission.
- (viii) The following copyright statement:

"The copyright in this thesis is owned by the author. Any quotation from the thesis or use of any of the information contained in it must acknowledge this thesis as the source of the quotation or information."

4.5.2 Abstract

In accordance with the Academic Regulations the thesis must contain an abstract preferably not exceeding 200 words, included to precede the thesis. The abstract should appear on its own, on a single page. The format should be the same as that of the main text.

The abstract should provide a synopsis of the thesis and shall state clearly the nature and scope of the research undertaken and of the contribution made to the knowledge of the subject treated. There should be a brief statement of the method of investigation where appropriate, an outline of the major divisions or principal arguments of the work and a summary of any conclusions reached. The abstract must follow the Title Page.

4.5.3 Dedication

If a dedication is included then it should be immediately after the Abstract page.

4.5.4 Acknowledgements

Any acknowledgement should be on the page following the Dedication page, or the Abstract page if there is no dedication.

4.5.5 Declaration statement – [Research Thesis Submission Form](#)

This form should be placed after the Acknowledgements and included in the copy of the thesis. **Please note that the Student Service Centre will be unable to accept your thesis if the form is not included.**

4.5.6 Table of Contents

The table of contents should follow immediately either the Acknowledgements page (or Declaration page, if present). It must list in sequence, with page numbers, all relevant subdivisions of the thesis, including: the titles of chapters, sections and subsections, as appropriate; any appendices; the list of references; the bibliography (if any); the index (if any); and any other functional parts of the whole thesis. If a thesis comprises more than one volume, then the Title page, Abstract and Table of Contents of the whole thesis must appear in each volume.

4.5.7 Lists of Tables and Figures, Glossary, List of Publications by the Candidate

It is optional to provide these lists. If provided, then they should start on the page following the table of contents and be in the order Tables, Figures, Glossary (list of abbreviations), Publications. Items in lists of Tables and Figures should be in the order in which they occur in the text.

4.6 Text

Example thesis pages, demonstrating the following format and style recommendations are available from: <https://www.hw.ac.uk/students/studies/examinations/thesis.htm>

4.6.1 Introduction

Chapter 1 of the thesis must be an Introduction, so headed, defining the relation of the thesis to other work in the same field and referring appropriately to any findings, propositions or new discoveries contained in the thesis and to any important points about sources or treatment.

4.6.2 Chapters and Sections

Theses should be divided as appropriate into chapters, sections and subsections. The system of headings must be consistent and should provide a clear indication of changes in content, emphasis and other features that occur at each stage of the work.

4.6.3 Headings

It is recommended that all headings be emboldened. The recommended style is: 14-point with capitalised initial letters for chapter headings; 12-point with capitalised initial letters for section headings; 12-point italicised for subsection-headings. All headings should be on separate lines from the text. Each chapter must begin on a new page and the heading should be preceded by the word Chapter and the appropriate number.

4.6.4 Chapter, Section and Subsection Numbering

Arabic numerals should be used in the format 1, 2 etc (for chapters), 1.1 etc for sections and 1.1.1 etc for subsections. There should be no further subdivision.

4.6.5 Note Numbering

References cited in the text, should be identified by numbers, preferably typed on the line, in square brackets, immediately following the relevant word or phrase in the text (see below). For foot note identification, superscripts are recommended. Identifications of references, foot notes and any endnotes (with comments at the end of a chapter rather than the foot of a page) must be distinguishable. For this reason it is recommended that references are **not** identified by superscripts.

4.6.6 Headers and Footers

If headers are used then the recommended style is: *Chapter 1: Introduction*, in 10 point italics with no emboldening. The full chapter title should be used where ever possible and the header left-aligned. There should be no header on the first page of each chapter. Footers must be used only for pagination (see above).

4.7 Tables, Figures and Equations

4.7.1 Tables and Figures

Tables, figures etc. shall be numbered either consecutively throughout the thesis – Table 1, Figure 1 etc., or within individual chapters Chapter – Table 1.1, but not within sections or subsections. Within the text tables should be referred to as table 1 etc.

4.7.2 Captions

The numbers (of the above form) and captions should be at the bottom of the illustrations. The top of an illustration that is included sideways must be to the left of the page.

4.7.3 Equations

Equations placed on separate lines from the text should be numbered whether or not they are referred to in the text. Numbering should appear in round brackets at the right hand side of the page and be ordered consecutively either throughout the thesis as (1) etc, or in each chapter (1.1) etc. Equations should be referred to in the text as equation (1) etc.

4.7.4 Use of Colour

Colour may be used in diagrams and figures. However, it is recommended that such use be kept to a minimum, being reserved for situations where it is essential for clarity. The use of colour must be the same in all presentation copies of the thesis.

4.8 Maps, Illustrations, Computer Printouts, Published Papers

Whenever practicable diagrams, maps, illustrations, computer printouts, published papers and tables should, if possible, be included in the thesis near the appropriate text

4.9 End Matter

4.9.1 *Appendices.*

Appendices, labelled A, B etc., should be treated as additional chapters and should normally follow the main text. Appendices may consist of supporting material of considerable length or of lists, documents, commentaries, tables or other evidence that if included in the main text, would interrupt its flow. The style of appendices must be consistent with the style of the main text. Long appendices may be divided into sections, labelled as Appendix A.1 etc., with corresponding subsection numbering, which must be entered in the table of contents. Alternatively, short appendices may be attached to individual chapters, as an extra section with a heading of style 3.7 Appendix.

4.9.2 *Published Papers*

If publications of the author are to be included within the thesis then they should appear after the Appendices and before the list of references, as if they were additional Appendices, and so-cited in the Contents list.

4.9.3 *List of References*

Lists of references, arranged in the order in which the references are identified in the thesis (see 5.6.5) may appear either at the end of the thesis or at the end of each chapter. In the former case the heading **References** should be used, with no associated number. In the latter case reference numbering should be of the style [3.5], for the fifth reference in chapter 3, and the reference list should appear as a numbered section.

Each listed reference should enable the reader to identify the work cited and to locate the specific passage referred to. In the case of journal publications, titles of papers should be included and both initial and final page numbers. An example style is:

[72] D.G. Jones, Title of paper, Title of Journal, **3**, 64-75 (2018)

The use of the Harvard system in which references are ordered by surname of the first author is acceptable if this is the preferred style in the discipline of the thesis. In this case a single list at the end of the thesis is appropriate, and use of the style Jones (2018) in the text, with (1998a) etc used to avoid ambiguity. An example style in the reference listing is:

Jones D.G., 2018, Title of paper, Title of Journal, **3**, 64-75

4.9.4 *Bibliography*

If a bibliography is supplied it should be arranged in a logical order, for example alphabetically by authors in broad subject classes.

4.9.5 *Index*

There is no requirement to provide an index.

4.10 *Additional Material*

In addition to the thesis, students may submit an electronic copy of additional materials in support of, but not integral to, the examination of the thesis. Such materials might be survey data, natural language corpora, experimental data, electronic prototypes, source code, visualisations or additional multimedia data.

The additional material will be passed to the examiners, but they will not be obliged to use it in the examining process