

### 3L.1.2 RULES FOR THE FORMAT OF THESES

These rules and guidelines apply to theses submitted for Higher Degrees by Research. They do not apply to work submitted as a dissertation as part only of the examination for a higher degree by Examination and Dissertation.

#### FORMAT AND WORD LIMITS

- i. The text of a thesis should not normally exceed the following limits: for the MA by research, MSc by research, and LL.M by research: 40,000 words; for the MPhil: 80,000 words; for the PhD: 100,000 words. These word limits exclude appendices, footnotes, tables, references, and bibliography/works cited, unless there are departmental rules to the contrary. The abstract of the thesis (counted separately) should not exceed 1,000 words in length.
- ii. All thesis must be written in English, unless prior permission is obtained.
- iii. A candidate is required to submit the thesis in a condition which is suitable for preservation in the University Library and for clear photographic reproduction.
- iv. The texts of theses must be printed with a left-hand margin of 40mm on good quality international A4 (297mm x 210mm) paper and paginated.
- v. One copy of an abstract of the thesis, not exceeding 1000 words, should be placed at the front of each copy of the thesis submitted and bound with the text. This abstract shall be clearly typed or printed and shall be headed by the word 'Abstract', the candidate's name, and thesis title.
- vi. The title page should bear the full title and sub-title; (exceptionally) the total number of volumes, if more than one, and the number of the particular volume; the full name of the author, including forenames; the qualification for which the thesis is submitted, in the form 'Thesis submitted for the degree of . . . to the School of . . . in the University of Buckingham'; and the month and year of submission. (The arrangement of this material should be available from previous theses submitted within the School of Study.)
- vii. All works consulted should be listed in a bibliography at the end of the text; and may also appear as footnotes on the relevant page. The form of these references should conform to the stylistic conventions in the referencing system used.
- viii. Diagrams, maps, or similar documents may be submitted in a portfolio of any size and must bear equally the particulars mentioned above.

## USE OF STYLE SYSTEMS

- ix. The thesis should be presented as professionally as possible, conforming to the conventions used in high-level scholarship or research in the particular field. It should be correctly presented, in conformity with one of the standard scholarly style manuals. The supervisor will advise on the most appropriate styling/referencing system to use. In the Humanities, *New Hart's Rules*, ed. R. M. Ritter (Oxford, 2005), and the *MHRA Style Guide*, 2<sup>nd</sup> edn (Modern Humanities Research Association, 2008) (available on the web), are the two most obvious systems. The former is adapted from the fuller *The Oxford Guide to Style*, ed. Robert Ritter (OUP, 2002). This is as comprehensive as *The Chicago Manual of Style: For Authors, Editors and Copywriters*, 13 edn. (Chicago, 2003), often used in the USA, but which has much that is useful in relation to UK systems. Social science theses often deploy the Author-date system (also called the Harvard system) which is well explained in *The Oxford Guide to Style*, p. 564 f. For references in a science thesis, see the two sections below.
- x. In all subject-fields it is consistency and accuracy that are crucial. Apart from the fact that it is double spaced, the thesis should as far as possible conform to the appearance of a good scholarly book or series of journal articles in the chosen field. It is important that it be correctly styled in all respects, with regard to everything from simple matters of punctuation and paragraphing, to correct use of notes and internal references, through to consistency in punctuation and indenting, use of abbreviations, quality of diagrams, and so forth.

## PAPER SIZE AND FONT SIZE

- xi. A4. The paper should be of good quality and not be transparent. One-sided printing is usual, but two-sided printing is acceptable provided the paper is of sufficient thickness. The minimum font size for text is 11pt (12pt is preferred) and 10pt for footnotes. Easily readable fonts are preferred (e.g. Times New Roman, Garamond, Ariel, Georgia, etc.).

## MARGINS

- xii. At least 20mm should be left all round, and a left-hand margin of 40mm to allow for binding. Larger margins, however, at the top and bottom sometimes make for a clearer appearance.

## SPACING

- xiii. One-and-a-half or double spacing should be used throughout, except for indented quotations or footnotes, where single spacing is adequate, if this is preferred.

## PAGINATION

- xiv. Pages should be numbered consecutively throughout the thesis, including preliminaries and appendices. The preliminary sections should be in lower case roman, and the text of the thesis itself in Arabic numerals. If there is more than one volume, each volume should be separately paginated and have its own title page. The majority of theses will be one volume, given the word limits. Please remember these: for the MA by research, MSc by research, and LLM by research: 40,000 words; for the MPhil: 80,000 words; for the PhD: 100,000 words. These word limits exclude appendices, footnotes, tables, references, and bibliography/works cited, unless there are departmental rules to the contrary.

## PDF

- xv. The thesis should be available as a PDF, so that, where appropriate, it can be held on the Library's digital archival repository. The hard copies should be printed on a high-quality paper on a good quality printer

## BINDING

- xvi. Once an award is confirmed, the University will make arrangements for the thesis to be firmly bound, all pages being permanently secured, in blue cloth back. The spine should bear the candidate's name, the degree, and year of submission. The front cover should bear the thesis title. If, unusually, the work extends to more than one volume, the spine and front cover should also carry the volume number.

## ACCOMPANYING OR ILLUSTRATIVE MATERIAL

- xvii. Wherever possible diagrams, figures, illustrations, photographic prints, and computer tables should be scanned or printed into the text near the text to which they refer. Material which cannot be bound in the text such as maps, slides, film, computer programmes, or CD-Rom may be held in a pocket bound into the back of the thesis. If the amount of such material is substantial or awkward, it should be gathered into a supplementary volume and packaged in a rigid container similar in format to the bound thesis and similarly labelled and titled. Large, unfoldable pieces such as maps should be submitted in a similarly labelled portfolio.

## ORDER OF CONTENTS

- xviii. (a) **Title Page:**

The title page should state:

- a. the full title and sub-title;
- b. the total number of volumes, if more than one, and the number of the particular volume;
- c. the full name of the author including forenames;
- d. the qualification for which the thesis is submitted: (Thesis submitted for the degree of ... to the School of ... in the University of Buckingham);
- e. the month and year of submission.

The title should describe the subject-matter accurately and comprehensively, as it will subsequently appear in electronic archives and bibliographies, which will be consulted by other research workers.

**(b) Abstract:**

A concise abstract of the thesis, not exceeding 1000 words in length, should be bound in the thesis immediately after the title page. The abstract should be clearly typed or printed, and headed with the author and title of the thesis. One copy will eventually be submitted for inclusion in the *Index to theses accepted for higher degrees in the Universities of Great Britain and Ireland*, published by Aslib, and a second copy may be submitted to an abstracting journal in the appropriate subject.

**(c) Acknowledgements:**

(Optional).

**(d) Abbreviations:**

A list of all abbreviations used in the text should be provided. A glossary of terms may be recommended by the Supervisor.

**(e) Table of Contents:**

The table of contents should list, with page numbers, all the sub-divisions of the thesis. For theses comprising more than one volume, the contents of the whole thesis should be shown in the first volume and the contents of subsequent volumes in a separate contents list in the appropriate volume.

**(f) List of Figures:**

This may also include lists of photographic plates or other illustrations, giving their page numbers.

**(g) List of Tables:**

Giving page numbers.

**(h) Declaration of Originality:**

A declaration should be included which indicates what material contained in the thesis has previously been submitted for a degree in this or any other university, and, if it is based on joint research, what part of it is the author's individual contribution: see Rules for the Submission of Theses for Higher Degrees, 5.8, iii (above).

**(i) Main Text of Thesis:**

The main text of the thesis should be divided into chapters, each with a clear title.

It is usual in an experimental Science thesis to follow the format of a research paper i.e. **Introduction; Methods and Materials** (or **Experimental**), **Results, Discussion (& Conclusions)**; in some cases it may be more appropriate to sub-divide individual chapters in this way.

**(j) Appendices:**

Appendices, if any, each with a descriptive title.

**(k) Bibliography (or in Science theses: References):**

List of sources consulted. See notes below.

**(l) Prior Publication:**

If any of the work embodied in the thesis has been, or is expected to be, published in a book or journal, copies of such publications or manuscripts should be bound at the end of the thesis. It should be noted that whilst such prior publication is positively encouraged for Science theses it is not normally permissible in Law and Humanities theses.

**FOOTNOTES AND ENDNOTES (not Science theses)**

xix. Notes may appear as either footnotes or, where the usual style for a discipline is to use endnotes and this has been approved by the supervisor, as notes at the end of each chapter. Given how easy it now is to set up footnotes in Word, and how convenient they are for the reader, footnotes may now often be preferred. It is not permitted to use both footnotes and endnotes.

Footnotes or endnotes may be used for any of the following reasons:

- a. to amplify a point which is not central to the main argument of the text, introducing parenthetical discussion which is not long enough to form an appendix;
- b. to provide a cross reference to other parts of the thesis;
- c. to acknowledge direct quotations or sources of information;
- d. to cite the authority for statements in the text, allowing the reader to check the evidence on which the argument is based.

In all cases, notes are an interruption to the reader and should be kept down to what is strictly necessary.

**LAYOUT**

xx. Notes are identified in the text by numbers, typed as superscripts, or, if on the line, enclosed in round brackets. For the placing of such numbers, see *New Hart's Rules*, or other style systems. Footnotes should appear at the foot of the same page, separated from the text by a ruled line. Endnotes should appear at the end of each chapter, each set of endnotes beginning on a new page. In both cases the note number should be typed on the line, followed by the note itself. Notes may be typed single spaced, but should be separated from each other by a double space.

## FORM OF REFERENCE

- xxi. Notes that give bibliographic citations should be clear and accurate, but nevertheless be as concise as possible. If there is a full bibliography of works consulted, only the first note to a work will need to give full publication details; thereafter a shorter form of reference that acts as a cue to the bibliography may be all that is required. As per *Hart's Rules*, the first reference to a monograph should include at least:
- a. the name of the author, forename or initials first;
  - b. the complete title of the work, in italics;
  - c. place of publication and date, in brackets;
  - d. the appropriate page numbers.

e.g. <sup>1</sup>Kate L. Turabian, *A Manual for Writers of Research Papers, Theses and Dissertations* (London, 1982), 92–107.

MHRA style and some other style systems would also add in the name of the publisher, in its shortest form, and also p. or pp. For pagination, thus:

<sup>1</sup>Kate L. Turabian, *A Manual for Writers of Research Papers, Theses and Dissertations* (London: Heinemann, 1982), pp. 92–107.

Subsequent references to the same work may be given in abbreviated as:

<sup>2</sup>Turabian, *A Manual for Writers*, 56.

Or even just

<sup>2</sup>Turabian, 56.

Or

<sup>2</sup>Turabian, p. 56.

See the details of different style systems.

## CITATIONS IN SCIENCE THESES

- xxii. In Science theses footnotes and endnotes should be avoided. It is recommended that candidates use a program such as EndNote (not to be confused with endnotes in Microsoft Word) to organise their references. All references should consist of a bracketed insertion in the text of the author's name and year of publication, e.g. (Turabian, 2010). The reference is then given in full in the alphabetically arranged bibliography at the end of the thesis. Where two author papers are cited, both names should be listed e.g. (Turabian and Evans, 2010); references with three or more authors should be cited using the first author followed by "et al." e.g. (Turabian et al., 1976). If more than one references of any of these types in a given year are cited then lower case letters should be used to distinguish the publications, e.g. (Turabian, 1976a; Turabian and Evans, 1976b; Turabian et al., 2010c ). This name-and-year system of citation is sometimes called the Harvard system. The British Journal of Pharmacology, Psychology of Music, and Journal of Computer Assisted Learning are examples of journals that use the Harvard style.

Minor variations from the format given below for the reference list are acceptable, but the references must be listed in alphabetical order, titles must be given, and names of authors must

be given in the text, as described above. References may be listed as in press if they are listed on a journal's website, or the candidate can provide evidence that they have been accepted for publication without further revision. If they are listed on a journal's website, a URL should be given in the reference list. Articles that are submitted but not accepted for publication may be cited in the text as personal communications but not listed in the reference list.

## **BIBLIOGRAPHY (not Science theses)**

### **xxiii. Arrangement:**

A bibliography differs from a list of references in that it includes all the relevant material, which has been consulted and found useful, whether or not it has been cited in the text of the thesis. (Such a distinction does not apply in the sciences, when everything, which is relevant, will have been cited, and the bibliography and list of references are one and the same.) A bibliography may be split into several sections for broad subject classes, or (if appropriate) divided into manuscript sources, primary sources, and secondary sources. Manuscript sources are listed according to the places in which they are to be found; the references to printed items are arranged alphabetically by author's last name, and full bibliographical details are given.

### **Form of bibliography entry:**

xxiv. There are various styles of bibliography entry, but any reasonable system can be followed if it is clear and entirely consistent. It may be helpful to conform to the pattern of one of the major journals in the chosen field of study, or to follow the practice of a major academic publisher of this country. Students in any doubt are advised to consult *New Hart's Rules* (OUP, 2005)

Book references should consist of author's last names, first name (in full), full title of book, edition, place of publication, publisher, year. The total pagination, including index and preliminaries, may also be given. It is not necessary in the bibliography to enclose publication details in brackets, though this is standard practice in the footnotes.

References to periodical articles consist of the author's last name, first name, title of article, periodical title (underlined), volume number, issue number, date, first and last page numbers, though it is not necessary to give the issue number if the entire volume has continuous pagination. Journal titles may be abbreviated provided a well-known scheme is consistently followed (students in doubt should consult *The World List of Abbreviations* – copy in University Library).

It is usual in the case of manuscripts to list the place in which the depository is located (if this is not immediately obvious), the name of the depository, the collection name and the number of the specific item. If the manuscript has a title and the author's name is known, these facts can be added.

Titles of unpublished works, whether manuscripts or theses, are normally enclosed within quotation marks.

## EXAMPLES

### i) **Monograph:**

Hurt, Peyton, *Bibliography and Footnotes: a Style Manual for Students and Writers*, 3rd edn (Berkeley: University of California Press, 1968)

Under the Harvard system mentioned above the same elements are included in the reference but the order is rearranged so that the author's name is immediately followed by the date:

Hurt, Peyton (1968), *Bibliography and Footnotes: a Style Manual for Students and Writers*, 3rd edn. Berkeley: University of California Press.

### ii) **Article in a Journal:**

Laborie, Tim, and Michael Halperin, 'Citation Patterns in Library Science and Dissertations', *Journal of Education for Librarianship*, 16 (1976), 271–83

### iii) **Edition:**

McKerrow, Ronald B., ed., *The Works of Thomas Nashe*, 2nd edn, rev. by F. P. Wilson, 5 vols (Oxford: Oxford University Press, 1958)

### iv) **Manuscripts:**

Public Record Office, SP 10, State Papers, Domestic, Edward VI

Edinburgh, University Library, MSDc. 2-392. "Novum organum botanicum" (by John Walker).

### v) **Contribution to a collective volume:**

Bettelheim, Bruno, 'Violence: a Neglected Mode of Behaviour', in *Violence in the Streets*, ed. by Sharon Endleman (Chicago: Quadrangle Books, 1968)

### vi) **Unpublished thesis:**

Bossy, John A., 'Elizabethan Catholicism: the Link with France' (unpublished doctoral thesis, Cambridge University, 1961)

## REFERENCES (Science thesis)

- xxv. All articles cited in the text of the thesis (**and none which are not cited**) should be listed in full in alphabetical order (and in date order where more than one publication by an author(s) has been cited). The format should be as follows:

**i) Periodical articles:**

The names of journals may be abbreviated in the accepted manner.

example:

Swain GWJ, Farrar RA, Hutton SP (1970) The use of controlled copper dissolution as an antifouling system. *J Mater Sci* **17**: 1070-1094.

If the article is an abstract this should be stated after the page numbers i.e. (abstr). Do not cite abstracts if full articles are available and include URLs for abstracts where possible.

**ii) Article in Collective Volume:**

example:

Morse DE (1984) Biochemical control of larval recruitment. In: Costlow JD, Tipper RC (eds) *Marine Biodeterioration : An Interdisciplinary Study*. US Naval Institute, Annapolis, MD, pp. 134-140.

**iii) Book:**

example:

Watson JD, Hopkins NH, Roberts JW, Steitz JA, Weiner AM (1987) *Molecular Biology of the Gene*. 4th Ed, Benjamin/Cummings, Redwood City, CA, Vol I.

Specific page numbers should be given in the text, where these are especially relevant.

Where there are more than six authors, the author list may be truncated at six authors and completed as *et al*.