



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

Guideline:

Presentation and Submission of Research Theses

Effective: 16 July 2019

Audience: Staff and Students

Policy Category: Academic

Policy Sub-category: Research

Key words:	Research, Thesis, Presentation, Submission
Guideline Owner:	Pro Vice Chancellor, Research
Responsible Officer:	Director, Research Office (Fremantle/Broome and Sydney)
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Contents

1	PURPOSE.....	3
2	RELATED DOCUMENTS	3
3	REQUIREMENTS FOR THESIS PRESENTATION	3
4	THESIS SUBMISSION	5
5	THESIS EXAMINATION	6
6	PUBLICATION OF THESIS.....	7
7	DEFINITIONS	7
	ATTACHMENT 1: SAMPLE THESIS COVER PAGE	9
	ATTACHMENT 2: SAMPLE DECLARATION OF AUTHORSHIP	10
	ATTACHMENT 3: SAMPLE THESIS REFERENCE LIST	11

1 PURPOSE

- 1.1 The formatting and presentation of a research thesis give examiners a first impression of both the thesis and the University of Notre Dame Australia. It is therefore imperative that theses be presented professionally and with careful attention to academic expectations.
- 1.2 The purpose of the *Guideline: Presentation and Submission of Research Theses* ('**Guideline**') is to clarify expectations around thesis formatting and submission for Higher Degree by Research (HDR) students and their supervisors at the University of Notre Dame Australia ('**University**').

2 RELATED DOCUMENTS

This Guideline should be read in conjunction with the following Policies and Procedures:

- 2.1 *Regulations: Research Degree*
- 2.2 Program Regulations for the Research Degree being studied
- 2.3 *Policy: Intellectual Property*
- 2.4 *Policy: Research Data Management*
- 2.5 *Policy: Nomination of Examiners*
- 2.6 *Guideline: Thesis by Publication*
- 2.7 *Guideline: Editing Support for Higher Degree by Research Students*

3 REQUIREMENTS FOR THESIS PRESENTATION

The requirements for presentation of a thesis are as follows:

3.1 Word Length

The University does not mandate upper or lower word lengths for research theses, however advice from the Supervisor and Dean of School should be taken into account.

3.2 Format

- 3.2.1 Theses submitted for examination should be one-and-a-half spaced, A4-sized, with ~2.4cm margins (default settings in Microsoft Word are appropriate). Footnotes, block quotes, or table text may be single spaced.
- 3.2.2 After examination, should a hard copy of the final version of the thesis be required, the margin must be not less than 4cm on the spine side of the page.
- 3.2.3 Type-face should be 12 point in Times New Roman or Arial. Only one font should be used for the entirety of the thesis. A font size of 10 point may be used in tables, captions, graphs, footnotes, and other apparatus.
- 3.2.4 The text must be black throughout, including headings. Hyperlinks may be in blue and underlined as per convention.
- 3.2.5 Text pages must be numbered sequentially.

- 3.2.6 If mathematical or other scientific notation is presented using a font other than Symbol, the HDR Student must embed the notation as an image into the PDF submitted to the University.
- 3.2.7 Any graphics that are pivotal to the thesis, and which must be viewed in high resolution, such as maps, medical scans, or artworks, may be submitted as supplementary files.
- 3.2.8 Any audio, video, animation, or other multimedia necessary to the thesis should be submitted as supplementary files.

3.3 Referencing

- 3.3.1 Selection of a presentation format and referencing system should be made in consultation with the Supervisor and in line with the conventions of the discipline in which the student is writing. Preference should be given to the University-endorsed referencing styles: American Psychological Association (APA), Chicago Notes and Bibliography Style (Chicago), Australian Guide to Legal Citation (AGLC), and the Vancouver referencing style. Guidance on use of these styles may be sought from the University Library. Attachment 3 provides a list of resources.
- 3.3.2 All substantive contributions by others to the work presented in the thesis (including jointly-authored publications) must be clearly acknowledged. The sources from which the student's information is derived, the extent to which the work of others has been used and/or for which the assistance of individuals, associations or institutions has been obtained, should be acknowledged generally in a preface or introduction, and specifically in notes, references and appendices.

3.4 Copyright and Permissions

- 3.4.1 HDR Students must ensure that their thesis submission is compliant with copyright law and the University's policies relating to copyright and intellectual property.
- 3.4.2 If work owned by a third party has been used within the thesis, it is recommended that the student seek permission to use this work either at the time they decide to use it, or prior to submission for examination.
- 3.4.3 When permission has been obtained, the student is required to include a copy of the permission within an appendix to the thesis.
- 3.4.4 If permission has not been obtained at the point of examination, the student is required to remove (redact) the material(s) from the public version of the thesis. The areas where the redacted work(s) resided within the thesis should alternatively include a short statement that stipulates 'Figure/Chart/Diagram: Removed due to copyright restrictions'.
- 3.4.5 Two copies of the thesis are then submitted for publication to ResearchOnline. The original (for examination) copy will be held in a

dark repository. The redacted version will be loaded to the open-access, publically available ResearchOnline site.

- 3.4.6 Advice on copyright matters and permissions may be sought from the University's Copyright Officer, who can be contacted via the University Library (<http://library.nd.edu.au/copyright>).

3.5 Order and Content

3.5.1 Theses should be primarily presented in the following order:

1. Preliminary matter
 - a. Title page – including title in upper case, student's full name and name of School, month and year in which thesis is submitted for examination, the University logo, and "A thesis submitted for the Degree of _____". A sample title page is at Attachment 1.
 - b. Signed declaration of authorship. A sample declaration of authorship is at Attachment 2.
 - c. Abstract of between 200-300 words in length.
 - d. Acknowledgements – this section must include acknowledgement of any funding received to support the student's candidature. For Australian domestic students, this includes a mandatory acknowledgement of Australian government funding under the RTP scheme. Other acknowledgements to University staff, family, and friends are at the student's discretion.
 - e. List of publications arising from research associated with the HDR project. This is only necessary if the student has published any materials (journal articles, books, or other academic work) associated with their HDR project. HDR Students must also list any multiple-author publications of which they are one author.
 - f. Table of contents, with page numbers.
 - g. List of tables, with titles and page numbers.
 - h. List of figures, with titles and page numbers.
2. Text of the thesis
 - a. Introduction
 - b. Body
 - c. Conclusion/Discussion/Directions for future research
 - d. Reference List
 - e. Appendices (optional)

4 THESIS SUBMISSION

- 4.1** Prior to lodging the thesis for examination, all HDR candidates must put their thesis through the University's text-matching software and share the resultant originality report with their Supervisory Team. Students are encouraged to meet with their Supervisory Team to discuss the report prior to lodgement.

- 4.2 When the thesis is ready for examination, the student should complete the Thesis Declaration Form, which is available via the University website. This form must be signed by the relevant parties as indicated on the form.
- 4.3 The University is committed to environmental sustainability, and to reduce paper consumption an e-preferred policy is in place for thesis submissions. Examiners will be sent PDFs of the thesis and related documents via email.
- 4.4 Students should submit their thesis as a single PDF file attached to an email to their Supervisors and research@nd.edu.au (if the student is enrolled at the Fremantle or Broome campuses) or Sydney.research@nd.edu.au (if the student is enrolled at the Sydney campus). The student should also attach their completed thesis declaration form and a copy of their originality report.
- 4.5 Examiners may request a hard copy of the thesis. If this is the case, the student may be approached to provide a bound hard copy of the thesis.
 - 4.5.1 In this case, the University recommends the thesis is temporarily bound in either thermal binding or spiral binding so that the thesis can be taken apart and corrected pages replaced with no damage to other pages.
 - 4.5.2 The Library provides a spiral binding machine for use by students.
- 4.6 Students may also submit their thesis, thesis declaration form, and originality report in person on a thumb drive to the Research Office (Fremantle) or Research Office (Sydney).
- 4.7 If the PDF file is too large to be sent as an email attachment, the student should use a University-approved file-transfer service to transmit the thesis, as per the *University Policy: Research Data Management*. Once the file has been uploaded, the student must email the link to the relevant Research Office email address indicated in section 4.4.

5 THESIS EXAMINATION

This section should be read in conjunction with the Research Degree Regulations (http://www.nd.edu.au/data/assets/pdf_file/0015/110643/REGULATION-Research-Degrees-12JAN.pdf).

5.1 Timeframes

- 5.1.1 The timeline for thesis examinations varies on a case-by-case basis, but the process usually does not exceed six months.
- 5.1.2 At any stage, the student may request information from the Research Office about the current status of a thesis submission. The Research Office is permitted to advise students of the thesis's current status in the examination process and estimate a time frame for completion of the examination process. The Research Office is not permitted to reveal further details about the examination while it is in progress.

5.2 After Examination

- 5.2.1 Upon completion of a thesis examination, students will receive an

outcome letter which indicates the grade received and advises of any changes that may need to be made to the thesis, or any other conditions that may need to be fulfilled.

- 5.2.2 Students must comply with any requests for changes to their thesis as indicated on their outcome letter, and, if applicable, within the time frame indicated on their outcome letter.
- 5.2.3 Once the thesis has been finalised, including the ratification by the relevant authority of any changes required as per the outcome letter, the student must email research@nd.edu.au (for Fremantle or Broome students) or Sydney.research@nd.edu.au (for Sydney students), attaching the revised thesis as a PDF and any other documentation required as per their outcome letter.
- 5.2.4 Students must provide their supervisor(s) with a copy of the final thesis. The student must confirm whether each supervisor would prefer an electronic or bound copy of the thesis. If hard bound copies are required, please contact the Research Office (research@nd.edu.au; sydney.research@nd.edu.au) for further guidance.
- 5.2.5 Once the student has completed the above requirements, they are eligible to graduate. The graduation process is managed by the University's Graduations Office. Details on this process can be found on the University website:
- a) For students enrolled via the Sydney campus:
<https://www.nd.edu.au/sydney/current-students/graduation/home>.
 - b) For students enrolled via the Fremantle or Broome campuses:
<https://www.nd.edu.au/fremantle/current-students/graduation>.
- Students should note that in order to meet graduation deadlines, application for graduation may need to occur before all final conditions of graduation (such as completion and ratification of any amendments) are fulfilled. Students are encouraged to contact the Graduations Office and the Research Office for clarification of timings if necessary.

6 PUBLICATION OF THESIS

- 6.1** Depending on the options selected by the student in the Thesis Declaration Form, the Research Office will forward the Thesis Declaration Form and the PDF of the final version of the thesis to the University Library. Institutional repository staff will publish the thesis in ResearchOnline, complying with any conditions requested by the student on the Thesis Declaration Form.
- 6.2** A thesis by publication needs additional considerations around copyright and co-authorship before it can be uploaded to ResearchOnline. These considerations are outlined in the *Guideline: Thesis by Publication*.

7 DEFINITIONS

For the purpose of this Guideline, the following definitions apply:

Higher Degree by Research (HDR) has the same meaning as ‘Research Degree’ in the *Regulations: Research Degree*.

HDR Student and **Student** has the same meaning as “Student” in the *Regulations: Research Degree*.

Thesis has the same meaning as defined in the *Regulations: Research Degree*.

Version	Date of approval	Approved by	Amendment
1	16 July 2019	Vice Chancellor, following endorsement by Academic Council	Effective date – new Guideline. Replaces former <i>Guideline: Preparation and Presentation of a Research Thesis and Procedure: Presentation and Binding of Thesis</i> .
	11 February 2020	Pro Vice Chancellor, Research	Minor amendments – cl. 4.1 and 4.4 references to “plagiarism software” and “plagiarism report” changed to “text-matching software” and “originality report”.

ATTACHMENT 1: SAMPLE THESIS COVER PAGE

[FULL THESIS TITLE]

[Student Name]

[qualifications]

Submitted in fulfilment of the requirements for the [Degree name]¹



School of [name of school]

[name] Campus

[month, year]

¹ NOTE: If the degree contains coursework or assessment includes an exhibition / performance then this should read: Submitted in partial fulfilment of the requirements for the [Degree name]

ATTACHMENT 2: SAMPLE DECLARATION OF AUTHORSHIP

Declaration

To the best of the candidate's knowledge, this thesis contains no material previously published by another person, except where due acknowledgement has been made.

This thesis is the candidate's own work and contains no material which has been accepted for the award of any other degree or diploma in any institution.

(Include where applicable)

Human Ethics (For projects involving human participants/tissue, etc) The research presented and reported in this thesis was conducted in accordance with the National Health and Medical Research Council National Statement on Ethical Conduct in Human Research (2007, updated 2018). The proposed research study received human research ethics approval from the University Of Notre Dame Australia Human Research Ethics Committee (EC00418), Approval Number #.....

or

Animal Ethics (For projects involving animal use) The research presented and reported in this thesis was conducted in compliance with the National Health and Medical Research Council Australian Code for the care and use of animals for scientific purposes (8th Edition 2013). The proposed research study received animal ethics approval from the XX Animal Ethics Committee, Approval Number #.....

Signature:

Print Name:

Date:

ATTACHMENT 3: SAMPLE THESIS REFERENCE LIST

Resources

- American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association.
- American Psychological Association. (2012). *APA Style Guide to Electronic References* (6th ed.). Washington, DC: American Psychological Association. Retrieved from https://learnit.nd.edu.au/bbcswebdav/xid-379597_1.
- Melbourne University Law Review Association. (2010). *Australian guide to legal citation* (3rd ed.). Melbourne: Melbourne University Law Review Association.
- Melbourne University Law Review Association. (2012). *Australian guide to legal citation* (3rd ed.). Retrieved from http://law.unimelb.edu.au/__data/assets/pdf_file/0007/1586203/FinalOnlinePDF-2012Reprint.pdf
- Turabian, K. L., Booth, W. C., Colomb, G. G., & Williams, J. M. (2013). *A manual for writers of research papers, theses, and dissertations: Chicago Style for students and researchers* (8th ed.). Chicago, IL: University of Chicago Press.
- University of Chicago Press. (2017). *The Chicago manual of style* (17th ed.). Chicago, IL: The University of Chicago Press.
- University of Chicago Press. (2017). *The Chicago manual of style online* (17th ed.). Chicago, IL: The University of Chicago Press. Retrieved from: <http://ipacez.nd.edu.au/login?url=http://www.chicagomanualofstyle.org/book/ed17/frontmatter/toc.html>

(*Note: internal retrieval links included)