



**UNSW**  
SYDNEY

Australia's  
Global  
University

Graduate Research School

# Thesis Format Guide

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# Introduction

This document is intended as a guide for all UNSW Higher Degree Research (HDR) candidates to assist them in the preparation of their thesis for examination and should be read in conjunction with the [UNSW Thesis Examination Procedure](#).

The thesis must be a coherent, scholarly body of work and must meet the specified format and UNSW standards. All of the research described in the thesis must have been completed during the candidate's period of enrolment for the degree.

The minimum requirements for a thesis submitted for examination at UNSW are:

- An independent introduction that contextualises the research in relation to the current knowledge in the field.
- Thesis chapters in a logical and cogent sequence presenting an argument that supports the main findings of the thesis.
- An independent and original discussion that integrates the significant findings of the thesis.
- A conclusion that summarises the findings and articulates clearly the new contribution to knowledge in the discipline.

In addition, there are alternative formats for the HDR thesis that may be suitable for some disciplines and/or for some candidates, such as the incorporation of portfolios of creative works and/or exhibitions of practice-based research. The School's Postgraduate Coordinator will provide guidance on discipline specific requirements in these cases.

All Doctor of Philosophy, Professional Doctorate, Masters by Research and Master of Philosophy candidates must submit **two** printed copies and **one** digital copy of their thesis for examination.

## Binding

The printed copies should be submitted in temporary binding that is robust enough for mailing and extensive review by examiners.

Plastic comb-binding is the preferred temporary binding. Thermal binding can be used, but candidates should be aware that thermal binding can come loose if the thesis is too large.

Any thesis which is stapled or held in a ring-binder folder will not be accepted.

## Compulsory preliminary pages

All copies of a candidate's thesis submitted for examination – including the digital copy – must contain:

- A title page
- A completed Thesis/Dissertation Sheet\*
- A complete Originality Statement\*
- A completed Inclusion of Publications Statement\*
- A table of contents

\* soft copies of these three documents are available from the Graduate Research School website - <https://research.unsw.edu.au/thesis-submission>

### ➤ Title Page

All copies of a candidate's thesis submitted for examination – including the digital copy – must contain a title page.

The table below lists what must be included on the title page, and what can be included on the title page:

#### **Must be included**

- Thesis title
- Candidate's name
- Degree Faculty name
- Year of Submission

#### **Can be included (not mandatory)**

- UNSW Sydney logo
- School name
- Logo of Research Centre candidate is affiliated with

➤ Title Page – sample page



**Wherefore am I bound? –  
an investigation into reflexivity and postal directions in  
the practice of thesis submission**

**Will Post**

A thesis in fulfilment of the requirements for the degree  
of Doctor of Philosophy

School of Example

Faculty of Instruction

August 2018

## ➤ Thesis/Dissertation Sheet

All copies of a candidate's thesis submitted for examination – including the digital copy – must contain a Thesis/Dissertation Sheet. The following must be included:

- Names – Given and Surname
- Degree abbreviation
- Faculty and School
- Thesis Title
- Thesis Abstract\*
- Candidate signature
- Date

**Note** that no illustrative matter is to be included.

\*The abstract should be no more than 350 words and should indicate:

1. The problem investigated
2. The procedures followed
3. The general results obtained
4. The major conclusions reached

## ➤ Thesis/Dissertation Sheet – sample page



## Thesis/Dissertation Sheet

Surname/Family Name	: Post
Given Name/s	: Will
Abbreviation for degree as give in the University calendar	: PhD
Faculty	: Faculty of Instruction
School	: School of Example
Thesis Title	: Wherefore am I bound? – an Investigation into reflexivity and postal directions in the practice of thesis submission

### Abstract 350 words maximum: (PLEASE TYPE)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem.

In porttitor donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy. Fusce aliquet pede non pede. Suspendisse dapibus lorem pellentesque magna. Integer nulla. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est.

### Declaration relating to disposition of project thesis/dissertation

I hereby grant to the University of New South Wales or its agents a non-exclusive licence to archive and to make available (including to members of the public) my thesis or dissertation in whole or in part in the University libraries in all forms of media, now or here after known. I acknowledge that I retain all intellectual property rights which subsist in my thesis or dissertation, such as copyright and patent rights, subject to applicable law. I also retain the right to use all or part of my thesis or dissertation in future works (such as articles or books).

*Signature*

Signature

13 December 2019

Date

The University recognises that there may be exceptional circumstances requiring restrictions on copying or conditions on use. Requests for restriction for a period of up to 2 years can be made when submitting the final copies of your thesis to the UNSW Library. Requests for a longer period of restriction may be considered in exceptional circumstances and require the approval of the Dean of Graduate Research.

## ➤ Originality Statement

All copies of a candidate's thesis submitted for examination – including the digital copy – must include the following signed statement.

### ORIGINALITY STATEMENT

'I hereby declare that this submission is my own work and to the best of my knowledge it contains no materials previously published or written by another person, or substantial proportions of material which have been accepted for the award of any other degree or diploma at UNSW or any other educational institution, except where due acknowledgement is made in the thesis. Any contribution made to the research by others, with whom I have worked at UNSW or elsewhere, is explicitly acknowledged in the thesis. I also declare that the intellectual content of this thesis is the product of my own work, except to the extent that assistance from others in the project's design and conception or in style, presentation and linguistic expression is acknowledged.'

## ➤ Inclusion of Publications Statement

All copies of a candidate's thesis submitted for examination – including the digital copy – must include a completed and signed Inclusion of Publications Statement. This is required even if the candidate has not included any publications in their thesis.



### INCLUSION OF PUBLICATIONS STATEMENT

UNSW is supportive of candidates publishing their research results during their candidature as detailed in the UNSW Thesis Examination Procedure.

#### Publications can be used in their thesis in lieu of a Chapter if:

- The candidate contributed greater than 50% of the content in the publication and is the "primary author", ie. the candidate was responsible primarily for the planning, execution and preparation of the work for publication
- The candidate has approval to include the publication in their thesis in lieu of a Chapter from their supervisor and Postgraduate Coordinator.
- The publication is not subject to any obligations or contractual agreements with a third party that would constrain its inclusion in the thesis

Please indicate whether this thesis contains published material or not:

- This thesis contains no publications, either published or submitted for publication  
*(if this box is checked, you may delete all the material on page 2)*
- Some of the work described in this thesis has been published and it has been documented in the relevant Chapters with acknowledgement  
*(if this box is checked, you may delete all the material on page 2)*
- This thesis has publications (either published or submitted for publication) incorporated into it in lieu of a chapter and the details are presented below

#### CANDIDATE'S DECLARATION

I declare that:

- I have complied with the UNSW Thesis Examination Procedure
- where I have used a publication in lieu of a Chapter, the listed publication(s) below meet(s) the requirements to be included in the thesis.

Candidate's Name	Signature	Date (dd/mm/yy)

#### POSTGRADUATE COORDINATOR'S DECLARATION To only be filled in where publications are used in lieu of Chapters

I declare that:

- the information below is accurate
- where listed publication(s) have been used in lieu of Chapter(s), their use complies with the UNSW Thesis Examination Procedure
- the minimum requirements for the format of the thesis have been met.

PGC's Name	PGC's Signature	Date (dd/mm/yy)

For each publication incorporated into the thesis in lieu of a Chapter, provide all of the requested details and signatures required

#### Details of publication #1:

Full title:

Authors:

Journal or book name:

Volume/page numbers:

Date accepted/ published:

Status	Published	Accepted and in press	In progress (submitted)

#### The Candidate's Contribution to the Work

Insert text describing how the candidate has contributed to the work

Location of the work in the thesis and/or how the work is incorporated in the thesis:

Insert text

#### PRIMARY SUPERVISOR'S DECLARATION

I declare that:

- the information above is accurate
- this has been discussed with the PGC and it is agreed that this publication can be included in this thesis in lieu of a Chapter
- All of the co-authors of the publication have reviewed the above information and have agreed to its veracity by signing a 'Co-Author Authorisation' form.

Primary Supervisor's name	Primary Supervisor's signature	Date (dd/mm/yy)

Add additional boxes if required

Please consult **Appendix A - Inclusions of Publications** for more information on including publications in the thesis.

## ➤ Additional preliminary pages

If tables, figures, specialised abbreviations or symbols are included in the thesis, then the candidate should include the following as required:

- A list of tables
- A list of figures
- A list of abbreviations
- A list of symbols

Candidates can include an Acknowledgements page if they wish to thank or acknowledge supervisors, colleagues, friends or family.

A list of any relevant publications or presentations arising from the research that the candidate has conducted during their enrolment should also be included.

## ➤ Table of Contents

All copies of a candidate's thesis submitted for examination – including the digital copy – must include a table of contents.

## ➤ Table of Contents – sample page

Table of Contents		Page
Acknowledgements		ii
Abbreviations and Symbols		iii
List of Figures		iv
List of Tables		v
Chapter 1. Introduction		
1.1	A History of porttitor congue massa	1
1.2	Purus lectus	1
1.3	An overview of laoreet nonummy augue	3
1.4	Background to porttitor donec	5
1.5	Consectetuer adipiscing elit	7
Chapter 2. Aenean morbi		
2.1	The theory of viverra imperdiet	11
2.2	Using a sed pulvinar	13
2.3	Postage of Porttitor	15
2.4	Suspendisse dui purus	17
2.5	Bi-directional Integer nulla	20
2.6	Expounding lost Aenean	22
Chapter 3. Reflexivity - sit amet commodo		
3.1	Postulation of Mauris et orci	24
3.2	Various uses for postus maximus	25
Chapter 4. Conclusion		
4.1	Discussion of findings	32
4.2	Where to from her with consectetuer adipiscing elit?	33
4.3	Further research	35
Bibliography/References		40
Appendices		45

# Format of the Thesis

The candidate's thesis should be divided into chapters, as shown in the Table of Contents example above.

Candidates should talk to their supervisor/s and Postgraduate Coordinator regarding any discipline-specific thesis style requirements.

## ➤ Typeface

- The text should be in either 1.5 or double-spaced typescript.
- The typeface size should be no less than 11 point (use 10 point for footnotes) in a legible typeface and printed using a high-quality laser printer or equivalent.

## ➤ Paper

- For printed copies the paper should be International Standards Organisation paper size A4 (297mm x 210mm).
- The paper should be of good quality and sufficiently opaque for normal reading.
- A page may be printed on both sides as long as this does not interfere with the readability of the thesis.
- The margins on each page should not be less than 40mm on the left-hand side, 20mm on the right-hand side, 30mm at the top and 20mm at the bottom.
- Number pages consecutively.
- Faded, dirty or faint copies will not be accepted.

## ➤ Diagrams, charts and tables

- Diagrams, charts and tables should be presented within the text where possible.
- Large diagrams or charts may be folded and included in the text and arranged so as to open out
- Visual records submitted in a text-based thesis may also be included.

Other material submitted with the thesis must be marked with the candidate's name so that it can be linked readily with the thesis.

## ➤ Referencing

UNSW IT has negotiated with selected reference software management vendors to provide access to EndNote and RefWorks for current UNSW staff and candidates.

Further information on training and support for both EndNote and RefWorks can be found at the following page - <https://www.library.unsw.edu.au/research/support-for-your-research/managing-references>



## ➤ Extra Materials

If the work presented for examination contains artefacts - such as a film, sculpture or a painting, which remain the possession of the candidate then:

- A full visual documentary of the work must be submitted in an appropriate format;
- All the work presented in the exhibition must be fully catalogued;
- The catalogue must visually document the work in progress, with overall views of the final presentation and of each individual piece showing the entire work;
- For three-dimensional works, slides or other visual media, several views of the work are required

## Compulsory final pages

After the body of the thesis, all thesis copies must contain a Bibliography or References list as appropriate.

Candidates should discuss with their supervisors and School about the style of their bibliography, as this varies between disciplines.

## Optional final pages

If relevant, candidates can include Appendices at the end of their thesis.

## Digital Copies of Final Thesis

At the completion of the examination, and prior to graduation, every candidate who has satisfied the requirements for the award of the degree must submit two digital copies for deposit and preservation in the UNSW library.

Both copies must contain the following four compulsory documents:

1. Thesis/Dissertation Sheet
2. Originality statement
3. Inclusion of Publications Statement
4. Copyright and Authenticity statements

Soft copies of these four documents are available from the Graduate Research School website -

<https://research.unsw.edu.au/graduation>

### 1. Public Version

**Copyright** - As the public version of the thesis will be made available online, candidates must ensure they adhere to the [Copyright guidelines](#) and modify the public version to exclude any third party copyright material for which permission has not been given.

**Unsigned documents** - The public version of your thesis must include the 4 compulsory documents without the signatures.

### 2. Master Copy

The master copy will be archived and will not be publicly accessible. It must include signed copies of the four compulsory documents.

When preparing the final version of their thesis for the submission to the Library, candidates should keep the following in mind:

- All additional material that was submitted with the printed copies should be digitised where possible and submitted as an attachment to the final copies submitted to the UNSW Library.
- Any visual documentary record should be digitised where possible and submitted as an attachment to the final copies submitted to the UNSW Library.

## Restricted Access

Candidates must discuss with their supervisor whether there is any need to restrict public access to the final thesis prior to the submission of the thesis.

If a candidate would like to restrict public access to their final thesis for a period of two years or less, they can indicate the number of months the restriction will apply when depositing the final digital copies of the thesis to the Library. Restrictions up to 24 months do not require approval from UNSW.

For restrictions greater than 24 months, it is necessary to obtain approval from the Dean of Graduate Research at least 6 months prior to the anticipated date of submission of the thesis.

More information can be obtained from the UNSW Sydney [Graduate Research School](#) or UNSW Canberra [Research Student Unit](#).

## Appendix A - Inclusion of Publications

UNSW is supportive of candidates publishing their research results during their candidature, as detailed in the [UNSW Thesis Examination Procedure](#), and understands that candidates may wish to include publications in their thesis.

### ➤ Criteria for the inclusion of a publication:

- The research and publications must have occurred during the candidature.
- The research should contribute directly to the argument and support the findings.
- The work has either been published, accepted for publication, or submitted for publication.
- If a publication is to be used in lieu of a chapter, the candidate must be the primary author, having contributed greater than 50% of the content.
- If the candidate is not the sole primary author, they must acknowledge the contributions of the other author/s and seek their permission to include the publication in their thesis (a [Statement of Authorship Form](#) should be completed but is not required to be included in the thesis).
- The publication cannot be subject to any obligations or contractual agreements with a third party that would constrain its inclusion. This includes copyright constraints—you must ensure you have permission to reproduce copyright material.

### ➤ Categories:

There are 3 categories offered on the Inclusions of Publications Statement. *All* candidates must include this statement in their thesis, selecting one of the three options:

#### ○ Category 1

This thesis contains no publications, either published or submitted for publication  
*(if this box is checked, you may delete all the material on page 2)*

- The candidate has not included any of their publications (either part or whole) in their thesis.

#### ○ Category 2

Some of the work described in this thesis has been published and it has been documented in the relevant Chapters with acknowledgement  
*(if this box is checked, you may delete all the material on page 2)*

- The candidate has included parts, or described aspects of, publications they have contributed to within the thesis.

Candidates do not have to be the primary author or have contributed more than 50% to use their publications in this way. However, they must ensure they have referenced the inclusion appropriately by acknowledging their co-authors and confirming that permission has been granted and by describing their own contribution to the paper. This can be included in the body of the text, as a footnote or listed in the References.

This is a good option for when more than one candidate would like to include the same multi-authored publication in their thesis.

Candidates using their publications as described in Category 2 must take care not to self-plagiarise. More information can be found here: <https://student.unsw.edu.au/plagiarism>

#### ○ Category 3

This thesis has publications (either published or submitted for publication) incorporated into it in lieu of a chapter and the details are presented below

- The candidate has included a publication where they are primary author, *in its entirety and without any edits*, as a chapter in their thesis.

The candidate must have contributed greater than 50% of the content and have been responsible for the planning, execution and preparation of the work for publication.

Candidates using Category 3 must also provide the following details on the Inclusions of Publications Statement:

- Publication details.
- Publication status.
- Candidate's contribution to the work.
- Location/incorporation of the publication in the thesis.
- Primary Supervisor and Postgraduate Coordinator's declaration and approval.

If including a publication in lieu of a chapter, candidates must ensure they link the publication to the other chapters and provide a clear explanation on how it is relevant to the thesis argument. This can be done by providing an introduction prior to the publication.

It is also good practice to use the conclusion/discussion section to highlight how the publication/s have contributed to the thesis' overall aim.

If the publication is to be used in lieu of a chapter, it must be included in the thesis as it was submitted or published - no edits or modifications can be made to the text. Candidates may remove the Journal's formatting of the article for readability or upon specific request of the Journal for copyright reasons.