

## Procedure 7: Thesis Archiving

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### 1. OVERVIEW

This document provides the formatting (including title page templates) and other requirements for submitting a thesis after the examination process is complete.

### 2. TITLE PAGE TEMPLATES

2.1 Title page templates are to be followed for all thesis and exegesis submitted for archiving. Fields highlighted in grey are instructions and should not be included in the template. Templates are provided for:

- a) Traditional format PhD and PhD with publication.
- b) PhD in the discipline of Writing.
- c) PhD in creative research, other than writing.
- d) Traditional format Master by Research (including with publication)
- e) Master by Research in the discipline of Writing.
- f) Master by Research in creative research, other than writing.

### 3. RETENTION OF A THESIS

3.1 Research Assessments in Student Administration will send to the University Library a digital copy of the entire thesis.

3.2 The University Library will deposit the digital master for permanent retention in the University Archives. Electronic full text copies of theses will be made available either to all registered ECU Library users via the Library management system (password protected) or open access via the [Institutional Repository](#), once you have been determined 'course complete' by your School's Board of Examiners.

3.3 If the electronic full text copy of the thesis is a large file size, candidates should [contact the Library](#) regarding alternative options for presenting the thesis, for example as an e-book.

3.4 The University asserts the importance of [open access](#) to the results of research, particularly that which is publicly-funded. Research is undertaken to benefit the physical, social and cultural health of the community and ideas and knowledge derived from research should be made accessible to the community as rapidly and effectively as possible. The submission of a thesis by a candidate authorises the University to make the thesis available for the purpose of private study and research unless there are conditions which should limit or prohibit this:

*Option 1: Release the thesis for world-wide access, but restrict access to the chapters containing confidential or copyrighted material.* Example: A chapter of the thesis has an illustration; the candidate doesn't own the copyright and doesn't have permission from the owner for the copyright. This chapter only is removed from the copy of the thesis in open access.

*Option 2: Embargo the full text access to the thesis for a defined period of time, and then release for world wide access.* Example: the research has potential commercial applications and the candidate wants to try a start-up business without competitors having access to the research immediately. The thesis is not available for 3 years to give the start-up time to establish, but is then in open access as a contribution to the discipline.

*Option 3: Restrict full text access to registered ECU Library users.* Example: The thesis deals with a topic that is currently very sensitive in the community and the candidate doesn't want the research misinterpreted or misrepresented. However it is an important

contribution to the discipline and is available to the ECU academic community through the Library system.

*Option 4: Exclude creative component, publish exegesis for ECU Library users or open access.* Example: the research was based on a novel that the author intends to publish commercially. The novel (creative component) is not available, but the exegesis detailing the research is.

*Option 5: Restrict all access.* Example: the research was undertaken with an industry partner working closely with the military. There was a contract in place that the research could be carried out on the condition that it remains commercial-in-confidence.

- 3.5 Limiting or preventing online access to a thesis can be achieved by nominating to opt out of, or delaying participation in online repositories via the Thesis submission form.
- 3.6 The candidate must give due regard to the protection of the candidate's or third parties' interests under laws relating to copyright, patents or industrial designs or considerations of confidentiality prior to selecting access options. Candidates are encouraged [to contact the Library](#) in the first instance for advice.

a) Traditional format PhD and PhD with publication

**Centre the thesis title about ¼ of the way down  
the page: Like this**

[Use bold and a capital letter for the first letter of the first word only, for all proper nouns, and for the first letter of the first word after a colon. Use italics for Latin names of organisms, plus capital letters where appropriate. Note that acronyms and abbreviations should not be used unless commonly understood e.g. IT]

This thesis is presented for the degree of  
**Doctor of Philosophy**

**Student's name**

(official name, as it appears on student records)

Edith Cowan University  
School of <Your School's Name>  
Year

<Year all examination requirements met, may not be same year as thesis submitted>

**Centre the title Creative work about ¼ of the way down  
the page: Like this**

[Use bold and a capital letter for the first letter of the first word only, for all proper nouns, and for the first letter of the first word after a colon. Use italics for Latin names of organisms, plus capital letters where appropriate. Note that acronyms and abbreviations should not be used]

*A <description of the creative work>*

Options include a novel; novella, stage play, radio play, screenplay, collection of poems, book of poems, collection of short fiction, biographical work, historical work

– and –

**Centre the title of the critical essay next: Like this**

[Use bold and a capital letter for the first letter of the first word only, for all proper nouns, and for the first letter of the first word after a colon. Use italics for Latin names of organisms, plus capital letters where appropriate]

*A critical essay*

This thesis is presented for the degree of  
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Edith Cowan University

School of <Your School's Name>

Year

<Year all examination requirements met, may not be same year as thesis submitted>

c) PhD in Creative Research, other than Writing.

**Centre the title Creative work about ¼ of the way down  
the page: Like this**

[Use bold and a capital letter for the first letter of the first word only, for all proper nouns, and for the first letter of the first word after a colon. Use italics for Latin names of organisms, plus capital letters where appropriate. Note that acronyms and abbreviations should not be used]

*A <description of creative work>*

Musical composition, series of musical compositions, stage play, opera, operetta, film,  
exhibition

– and –

**Centre the title of the exegesis next: Like this**

[Use bold and a capital letter for the first letter of the first word only, for all proper nouns, and for the first letter of the first word after a colon. Use italics for Latin names of organisms, plus capital letters where appropriate]

*An exegesis*

This thesis is presented for the degree of  
**Doctor of Philosophy**

**Student's name**

(official name, as it appears on student records)

Edith Cowan University

School of <Your School's Name>

Year

<Year all examination requirements met, may not be same year as thesis submitted>

**Centre the thesis title about ¼ of the way down the page: Like this**

[Use bold for the whole title; use a capital letter for the first letter of the first word, for all proper nouns, and for the first letter of the first word after a colon. Use italics for Latin names of organisms, plus capital letters where appropriate. Note that acronyms and abbreviations should not be used]

This thesis is presented in partial fulfilment of the degree of  
**Master of <Course Title>**

**Student's name**

(official name, as it appears on student records)

Edith Cowan University  
School of <Your School's Name>  
<Year>

<Year all examination requirements met, may not be same year as thesis submitted>

**Centre the title Creative work about ¼ of the way down  
the page: Like this**

[Use bold and a capital letter for the first letter of the first word only, for all proper nouns, and for the first letter of the first word after a colon. Use italics for Latin names of organisms, plus capital letters where appropriate. Note that acronyms and abbreviations should not be used]

*A <description of the creative work>*

Options include a novel; novella, stage play, radio play, screenplay, collection of poems, book of poems, collection of short fiction, biographical work, historical work

– and –

**Centre the title of the critical essay next: Like this**

[Use bold and a capital letter for the first letter of the first word only, for all proper nouns, and for the first letter of the first word after a colon. Use italics for Latin names of organisms, plus capital letters where appropriate. Note that acronyms and abbreviations should not be used]

This thesis is presented in partial fulfilment of the degree of  
**Master of <Course Title>**

**Student's name**

(official name, as it appears on student records)

Edith Cowan University

School of <Your School's Name>

<Year>

<Year all examination requirements met, may not be same year as thesis submitted>

f) Master by Research in creative research, other than writing

**Centre the title Creative work about ¼ of the way down  
the page: Like this**

[Use bold and a capital letter for the first letter of the first word only, for all proper nouns, and for the first letter of the first word after a colon. Use italics for Latin names of organisms, plus capital letters where appropriate. Note that acronyms and abbreviations should not be used]

*A <description of creative work>*

Musical composition, series of musical compositions, stage play, opera, operetta, film, exhibition

– and –

**Centre the title of the exegesis next: Like this**

[Use bold and a capital letter for the first letter of the first word only, for all proper nouns, and for the first letter of the first word after a colon. Use italics for Latin names of organisms, plus capital letters where appropriate]

*An exegesis*

This thesis is presented in partial fulfilment of the degree of  
**Master of <Course Title>**

**Student's name**

(official name, as it appears on student records)

Edith Cowan University

School of <Your School's Name>

Year

<Year all examination requirements met, may not be same year as thesis submitted>



**6. FOR FURTHER INFORMATION:**

[The Research Journey, Completion of Degree](#)

ECU Library, [Submit a Thesis](#)