

## Procedure 4: Requirements of a Thesis for Examination

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### 1. OVERVIEW

This document provides the formatting and other requirements for submitting a thesis to commence the examination process.

### 2. FORMATTING REQUIREMENTS OF A THESIS FOR EXAMINATION

2.1 The word length of a thesis will vary according to discipline but must be of sufficient scope for the level of degree. As a guide, the maximum number of words in the text, excluding references and appendices, should be:

- for a Master by Research thesis, 60,000 words.
- for a Master by Research exegesis, 30,000 words.
- for a Professional Doctorate thesis, 60,000 words.
- for a Doctor of Philosophy, 100,000 words.
- for a Doctor of Philosophy exegesis, 50,000 words.

2.2 The text component of a thesis must be presented in a clear, legible typeface of at least 11 point, normally in 1.5 spacing.

2.3 The text component of a Candidate's thesis must incorporate, in the following order:

- (a) a title page giving the title of the thesis in full, the name candidate (as recorded on the student record), the title of degree, the name of the School to which the candidate is attached and the date of submission for examination;
- (b) an abstract in not more than 500 words;
- (c) a declaration, pertaining to the entire thesis, signed by the Candidate in the following terms:

*I certify that this thesis does not, to the best of my knowledge and belief:*

- i. incorporate without acknowledgment any material previously submitted for a degree or diploma in any institution of higher education;*
- ii. contain any material previously published or written by another person except where due reference is made in the text of this thesis; or*
- iii. contain any defamatory material;*

- (d) an acknowledgment by the candidate of help given or work carried out by any other person or organisation;
- (e) a table of contents, followed where applicable, by a table of tables and/or table of figures;
- (f) a note of any research outputs arising from the research (publications, conference papers and presentations, creative outputs);
- (g) the main text;
- (h) a list of references; and
- (i) appendices, if any.

2.4 The title for a figure, diagram, or photograph must be placed below the information or diagram.

2.5 All full page figures must form a right-hand page with the legend either at the bottom or, if necessary, on the page facing the figures.

2.6 Wherever possible, tables must be inserted in the appropriate place in the text, but lengthy or bulky tables must appear as appendices. The title for a table must be placed above the table.

- 2.7 Starting from the title page, all introductory pages must be numbered consecutively in lower case Roman numerals, followed by consecutive numbering (beginning with 1) in Arabic numerals for all pages of the main body of the text, including references and appendices. The title page does not have the page number printed upon it. Page numbers should be consistently displayed in the top or bottom margin, flush with the outside margin or centred.
- 2.8 If presented in hard copy, the thesis should be on ISO A4 paper (210mm x 297mm) printed double-sided with mirrored margins of at least 4 centimetres on the left-hand side and 2 centimetres on the right-hand side with sufficient space at the top and bottom to allow for trimming during binding. Diagrams, figures, photographs, and other supporting material must be printed on A4 paper. Diagrams, maps, tables and the like exceeding A4 size, must be folded so as to read as a right-hand page when open. If diagrams, figures and photographs are to be mounted on a page, a dry-mounting process must be used.

### **3. ABSTRACT**

- 3.1 The provision of an Australian Higher Education Graduation Statement (AHEGS) to all graduates is a Government requirement and must include an abstract if a research award.
- 3.2 An abstract is a summary up to a maximum of 100 words. The abstract is intended to provide a summary to potential employers and other intuitions of the reason for the research, main results, and the impact and implications of the research.
- 3.3 Candidates should prepare their citation in consultation with their supervisor.
- 3.4 Candidates who need further assistance with their abstract should contact their relevant HDR Communication Advisor for an appointment.

### **4. FOR FURTHER INFORMATION:**

[Research Journey, Preparing for Examination](#)