

<b>DOCUMENT TYPE</b>	<b>X</b>	
<b>ACADEMIC</b>	<b>1</b>	
<b>RESEARCH AND RESEARCH TRAINING</b>	<b>3</b>	
<b>RESEARCH TRAINING</b>	<b>1</b>	
<b>NUMBER</b>	<b>016</b>	Policy Database Document Reference Number <b>131016X</b>

## Schedule for presentation of theses for higher degrees by research

### Section A – General requirements

This schedule describes the requirements for all theses<sup>1</sup>, being any major written components for the examination of a higher degree by research (including an exegesis), whether you are submitting in thesis mode or practice-based mode. These requirements apply to both the written works you present for initial examination, and the final versions that you submit for the award of the degree, including any amendments required following the examination.

#### Word lengths

Your thesis should be written as concisely as possible. The word length of a thesis will be influenced heavily by the discipline of your research, the content of the research and, in the case of the practice-based mode of submission, any accompanying artefacts and other examinable components. Guidelines to the maximum word limits for the thesis for each type of degree are:

<b>Degree type</b>	<b>Mode of submission</b>	<b>Maximum word length</b>
Doctor of Philosophy	Thesis mode	80,000 words
Doctor of Philosophy	Practice-based mode	50,000 words
Professional doctorate	Thesis mode	60,000 words
Master's by research	Thesis mode	40,000 words
Master's by research	Practice-based mode	25,000 words

*Word counts do not include footnotes, appendices and the bibliography or references.*

Publications in your thesis may impact the recommended length. Please see Section B below for more information.

#### Language

You will need approval to write a thesis in a language other than English. If the Board of Graduate Research does approve a thesis in a language other than English, you will need to meet additional requirements as prescribed in the Thesis requirements, Submission and Retention Procedures.

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<sup>1</sup> The term thesis is used in this document to mean the main *written* examinable components in both the thesis and practice-based modes of submission. In the practice-based mode this will normally be an exegesis that accompanies the artefact or exhibition. The requirements for other written components (such as journals or catalogues) and the other examinable artefacts are outlined in the *Guidelines for Examinable Components in the Practice-Based Mode of Submission*.

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## Formatting

You should submit your thesis online as a pdf document. Other file formats are possible, but take into account that your examiners will want to be able to access your thesis easily. The detailed requirements are:

- The paper size for a printed thesis will be A4 (297mm x 210mm). Line spacing will be at least 1.5 and the font size will be a minimum of 11 points in a clear font.
- Your margins should be at least 38mm on the left and 19mm in width on the right-hand side. The top and bottom margins should be at least 19mm.
- Footnotes may be typed on single line spacing and should be clearly separated from the text.

If you have publications in your thesis please refer to the instructions in Section B.

Some examiners request a printed copy of the thesis. If this is the case the Graduate Research School will let you know.

## Reviewing and editing

Well before submission of your thesis you should run a draft of your thesis through the University's anti-plagiarism software to ensure that you have properly cited the work of others.

Before you submit your thesis, check thoroughly for typographical errors, spelling, grammar and punctuation. The standard of expression should be worthy of a candidate for a higher degree.

You may also use the services of a professional editor to copy-edit the thesis – for guidelines see the relevant section of the [Graduate Research Thesis Requirements, Submission and Retention Procedures](#).

## Contents and arrangement

The required content and arrangement of your thesis for each section is described in Appendix 1. Special requirements apply where a thesis contains publications, or where there are other variations, such as the thesis is written in a language other than English.

## Section B – When a thesis contains accepted or published works

Any thesis or exegesis may contain work that has been submitted or accepted for publication.

### General

Your thesis may contain one or more scholarly articles or book chapters, published, accepted or submitted for publication by reputable journals or publishers. The thesis in its entirety may also have been published or submitted for publication as a scholarly book. When your thesis contains articles or book chapters, these will be thematically linked and describe a coherent research program.

Where your thesis contains publications you must still adhere to all the general requirements outlined in Section A and Appendix 1, in addition to any specific requirements outlined in this section.

If you have been given approval to include papers that have been published in non-English language journals in your thesis you will need to provide appropriate English language synopses for each relevant paper.

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## Format

Publishers will normally allow articles or book chapters to be included in your thesis but you must have express permission to do this and must follow any specific requirements that they may have in relation to the format in which the chapter/paper appears in your thesis, and for its eventual publication in the University's online repository.

Normally any articles/book chapters that you include in your thesis will be as published (or as accepted for publication if not published at the time of submission) and may not be modified in any way. The journal or publisher of your article or book chapter will normally only give permission for inclusion in the thesis for a particular version (this will be in the letter of agreement that you have from the publisher or in conditions outlined on their website) and it is critical that this is the version that is eventually published in the Library repository.

## Volume of work where publications form the majority of the thesis

Where publications form the majority of your thesis the number of articles/book chapters to be included will depend on the significance, originality and length of each and take account of the University's requirements for the degree and the amount of research normally expected for the degree in question.

Your particular discipline area may set additional specific requirements. The articles or book chapters along with the required framing material (see below) should comprise and/or describe work equivalent to a thesis without publications in the same field of research for the degree.

If the published work is collaborative you may need more articles depending on your role and contribution to the work.

Normally, where publications constitute the majority of the thesis there will be four to six articles/book chapters for a doctoral degree and three to four articles/book chapters for a master's by research degree.

## Framing material

Where you have a majority of publications in your thesis you will need to include 'framing material' that reveals the way the articles and book chapters are thematically linked. This will be either:

- at least one substantial integrating chapter, or
- a separate introduction, general discussion and conclusion.

In cases where the articles or book chapters do not in themselves provide the detail normally provided in a thesis the framing material may serve to provide further critical appraisal of relevant literature and/or further details of the methods or methodology.

## Publication status of individual articles included in the thesis

You will need to include full publication details/citations with the material that you submit for examination in either the preface or in each relevant chapter. Where publication is forthcoming, you will need to include the contract/letter of acceptance for publication for each article/book chapter in the thesis (e.g., in an appendix).

You will need to list in the bibliography and/or references any published or forthcoming work that appears in the thesis.

## Jointly authored work

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Where your thesis includes jointly authored publications, you are expected to have made a significant and leading contribution to such work.

You will need to provide details stating the extent and nature of your own contribution to the research in the body of your thesis for each article or book chapter (eg, in a preface to the thesis, or in a section introducing each article/book chapter or in an appendix).

At the time of submission, along with the Authority to Submit form, you must also provide for any publications included in the thesis verification from a co-author (or executive author if there are more than two co-authors) of the extent and nature of the your contribution for each article or book chapter. Where your supervisor is your co-author they will be asked to verify your contribution on the Authority to Submit form. Where there is a co-author outside your supervisory team you will need to include with your submission a signed declaration form or a printed email from the mailbox of the relevant author or co-author.

## Section C - Presentation of a book for examination

### Format

If your thesis takes the form of a book it should be submitted for examination as published (or as accepted for publication if not published at the time of submission) and may not be modified in any way.

You should present the book in **hard copy** unless it is published only electronically, in which case you should present it in portable document format.

If the book is not already published, you should include the contract for publication of the book with the material submitted for examination.

You should also submit copies of any agreements on authorship (required by the [Authorship of Research Publications Procedure](#)) with the book.

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## Appendix 1

<b>Section</b>	<b>Standard requirements</b>	<b>Any special requirements</b>
<b>Title page</b>	The full title of the thesis	An English language title for any thesis written in a language other than English.
	the names and degrees of the candidate	
	the degree for which the thesis is submitted and a statement whether the thesis is submitted in total or partial fulfilment of the requirements for that degree (for any degrees including coursework the word 'total' is changed to 'partial'),	
	the name of the college and the school or department associated with the work	
	La Trobe University Victoria, Australia	
	the month and year when the thesis was submitted for the degree	
<b>Table of contents</b>	Including where applicable, a list of plates, tables, figures, illustrations, symbols or other abbreviations, and details of any other supplementary material as described at the end of this table.	
<b>Abstract</b>	not more than 300 words	<p>An English language synopsis for any thesis written in a language other than English:</p> <ul style="list-style-type: none"> <li>• between 2500 and 5000 words for a master's degree by research and between 5000 and 10000 words for a doctoral degree</li> <li>• the synopsis should include an introduction, chapter outline and conclusion</li> </ul>

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<b>Section</b>	<b>Standard requirements</b>	<b>Any special requirements</b>
<b>Statement of Authorship</b>	<p>Your signed and dated statement should read as follows:</p> <p>"Except where reference is made in the text of the thesis, this thesis contains no material published elsewhere or extracted in whole or in part from a thesis accepted for the award of any other degree or diploma. No other person's work has been used without due acknowledgment in the main text of the thesis. This thesis has not been submitted for the award of any degree or diploma in any other tertiary institution."</p>	<p>Where publications are contained in the thesis your statement should read:</p> <p>"This thesis includes work by the author that has been published or accepted for publication as described in the text. Except where reference is made in the text of the thesis, this thesis contains no other material published elsewhere or extracted in whole or in part from a thesis accepted for the award of any other degree or diploma. No other person's work has been used without due acknowledgment in the main text of the thesis. This thesis has not been submitted for the award of any degree or diploma in any other tertiary institution."</p>
<b>Additional paragraphs where applicable</b>	<ul style="list-style-type: none"> <li>• the extent of collaboration with others</li> <li>• the extent and the nature of any other assistance received</li> <li>• that all research procedures reported in the thesis were approved by the relevant Ethics Committee, Safety Committee or authorised officer</li> </ul>	<ul style="list-style-type: none"> <li>• the details of any publications reproduced in the thesis, including content reproduced from a book; and</li> <li>• the title, nature and details of any practice-based work (including its public performance, presentation or exhibition or publication).</li> </ul>
<b>Main text</b>		Where a redacted version of the final (post-examination) version of the thesis is submitted to the Library for copyright

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Section	Standard requirements	Any special requirements
		reasons, citations should appear in the places in which any journal papers have had to be removed.
<b>Appendices</b>	<p>Where a thesis includes any content that is <b>subject to copyright</b>, a list of the items that are subject to copyright with the permission obtained and the person or organisation providing that permission (with dates). You may also need to include this information in other sections of the thesis.</p> <p>Where a thesis includes any content obtained from <b>creative commons or other open access source</b>, a list of the open access items with links to the licences (with the date the material was obtained). You may also need to include this information in other sections of the thesis.</p>	
<b>Bibliography or list of references</b>	In this position unless appended at the end of each chapter	
<b>Index</b>	Optional as appropriate	
<b>Supplementary material</b>	Other computer files or media, films, models, or any other material.	In practice-based degrees where an installation, performance, exhibition or other event forms part of the examination, a durable record must normally be submitted online with the thesis. (Any specific disciplinary requirements that apply for examination and final submission are outlined in the Guidelines for the Examinable Components in the Practice-Based Mode - forthcoming)