

## Graduate Research Examinations – Schedule B – Presentation of Theses for Graduate Research Degrees

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

This schedule is divided into three sections:

- Section A – Formatting Requirements
- Section B – When a Thesis Contains Accepted or Published Works
- Section C – Presentation of a Book for Examination.

### Section A – Formatting Requirements

#### 1: Word Length

Your thesis should be written as concisely as possible. The typical 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 creative components and other examinable components. The actual length of a thesis may vary depending on discipline expectations and the inclusion of publications, but all theses are subject to the following maximum word limits:

Degree type	Mode of submission	Maximum word length
Doctor of Philosophy	Thesis mode	100,000 words
Doctor of Philosophy	Practice-based mode	50,000 words
Professional doctorate	Thesis mode	60,000 words
Professional doctorate	Practice-based mode	30,000 words
Master's by research	Thesis mode	40,000 or 50,000 words*
Master's by research	Practice-based mode	25,000 words

\*Candidates should verify the course requirements as published in the Handbook.

<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 creative component or exhibition. The requirements for other written components (such as journals, catalogues or books in which the creative component and exegesis are combined) and other examinable creative components are outlined in the [Guidelines for examinable components of practice-based degrees by research](#).

Word counts do not include quotations, footnotes, appendices, or the bibliography or references. Publications in your thesis may impact the recommended length. Please see Section 8 below for more information.

## **2: Language**

Your thesis must normally be written in English. 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 [Graduate Research Examinations Procedure – Thesis Requirements, Submission and Retention](#).

## **3: Formatting**

You will be given instructions by the Graduate Research School (GRS) to submit your thesis online as a PDF document. One or more of your examiners, however, may request a printed version in addition to your digital upload. As your examiners' requirements may not be known at the time you are preparing the final version, your thesis must be formatted to allow for both online PDF and printed copy submission.

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 a 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**.

It is the candidate's responsibility to provide any printed copies of the thesis where these are required. Printed copy versions may be soft-bound.

## **4: Reviewing and editing**

As a member of the research community at La Trobe, you are bound by the [Research Integrity Policy](#) and the [Australian Code for the Responsible Conduct of Research](#). Responsible research includes the proper citation of the work of others or the use of generative AI tools. You should consult with your supervisor before the use of generative AI tools and your supervisor will be able to advise you in relation to the citation conventions in your discipline. Well before the submission of your thesis, you should ensure that you have properly cited the work of others or the use of any generative AI tools throughout the thesis. Guidelines on the use of generative AI tools for graduate researchers can be found [here](#), and you should refer to the [Graduate Research Examinations Procedure – Thesis Requirements, Submission and Retention](#).

You can also access the text-matching software iThenticate if you feel this would be helpful in reviewing a draft of your thesis. Guidelines on how to use iThenticate are available [here](#).

Before you submit your thesis, you should also 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 [Graduate Research Examination Procedure – Thesis Requirements, Submission and Retention](#).

## 5: Contents and arrangement

The content and arrangement of your thesis for each section are described below. The following sections are compulsory, and your thesis must include the required content. Additional requirements apply where a thesis contains publications (see **Section B**), or where there are other variations, such as the thesis is written in a language other than English. Your supervisor will be able to assist with disciplinary conventions. The standard compulsory requirements, however, are as follows:

### 5.1: Title page

The title page includes, in the following order:

- the full title of the thesis in title case where major words are capitalised and minor words are lowercase (exceptions may be made for discipline-based conventions, e.g., scientific notation). An English title must be provided for any thesis written in a language other than English.
- the full name of the candidate.
- the qualifying degree(s) of the candidate including the year of award and awarding institution.
- the degree for which the thesis is being submitted and a statement whether the thesis is submitted in total or partial fulfilment of the requirements for that degree.
  - Total fulfilment is defined as the thesis and any other material presented with the thesis for examination (e.g., creative components, novels or exegeses) and should be written as:
    - A thesis submitted in total fulfilment of the requirements for the degree of <insert degree name>
  - Partial fulfilment is defined as the thesis and any other course requirements not presented with the thesis for examination (e.g., compulsory coursework) and should be written as:
    - A thesis submitted in partial fulfilment of the requirements for the degree of <insert degree name>
- for a jointly awarded degree the statement should be written as:
  - A thesis jointly submitted in total fulfilment of the requirements for the degree of <insert degree name>
- the name of the school associated with the work (if appropriate, you may list the La Trobe Institute or Research Centre after the school, but do not include your department).
- La Trobe University, Victoria, Australia (do not include details of the campus at which you studied).

- Where the degree is a joint PhD you should also list the school and university of the partner institution and provide a separate title page for the other institution with the home institution coming first.
- the month and year when the thesis was **initially submitted for examination**.

The title page should not contain any illustrations, images, logos, embellishments or other information other than that listed above.

Examples of title pages can be seen in **Appendix 1**:

- A: for a degree in total fulfilment of the requirements for the degree.
- B: for a degree in partial fulfilment of the requirements for the degree.
- C: for a jointly awarded degree in total fulfilment of the requirements for the degree including where La Trobe is the home institution, and where La Trobe is the host institution.

## 5.2: Table of Contents

The table of contents should include (where applicable) a list of:

- Chapters (including the bibliography and any appendices)
- Plates
- Tables
- Figures
- Illustrations
- Symbols or other abbreviations
- Supplementary materials

## 5.3: Abstract

The abstract should not be more than 300 words. Any thesis written in a language other than English must also provide an English language synopsis between 2,500 and 5,000 words for a Master's by Research degree and between 5,000 and 10,000 words for a doctoral degree. An English language synopsis should include an introduction, chapter outline and conclusion.

## 5.4: Statement of Authorship

The statement of authorship should read as follows:

"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 acknowledgement in the main text of the thesis. The thesis has not been submitted for the award of any other degree or diploma in any other tertiary institution."

- If others have contributed to any of your chapters or published work, please provide detail relating to each person's contribution relating to each chapter or published work.
- Beneath the statement, add your name (printed) and date. Do not include a signature. The date should be in the format:
  - day, month, year (e.g., 31 August 2022).

For an example of a Statement of Authorship that includes co-authored work, please see **Appendix 2**.

### **5.5: Acknowledgement of Financial Support (where applicable)**

Acknowledgement of financial support statements (where applicable) are as follows for the different types of support:

- candidates in receipt of a Research Training Program Fees Offset Scholarship and/or a Research Training Program Stipend must acknowledge the Australian Government's support. This applies to all domestic candidates including Australian and New Zealand citizens and Australian Permanent Residents for the RTP Fees Offset Scholarship which has covered the tuition fees. The acknowledgement statement should read:
  - "This research was supported by the Commonwealth through an Australian Government Research Training Program Scholarship [DOI: <https://doi.org/10.82133/C42F-K220>]."
- candidates holding an RTP Fees Offset Scholarship, RTP Stipend or RTP Allowance who also have an Open Researcher and Contributor ID (ORCID) must acknowledge the Commonwealth's contribution through the Australian Government Research Training Program Scholarship by including the [DOI: <https://doi.org/10.82133/C42F-K220>] in their ORCID record.
- candidates in receipt of a La Trobe University Graduate Research Scholarship must acknowledge the support of La Trobe University. The acknowledgement statement should read:
  - "This research was supported by a La Trobe University Graduate Research Scholarship."
- candidates in receipt of a La Trobe University Full Fee Research Scholarship must acknowledge the support of La Trobe University. The acknowledgement statement should read:
  - "This research was supported by a La Trobe University Full Fee Research Scholarship."
- candidates in receipt of a La Trobe University Industry Scholarship must acknowledge the support of La Trobe University and their industry partner. The acknowledgement statement should read:
  - "This research was supported by a La Trobe University and <insert industry partner's name> Industry Scholarship."
- candidates in receipt of a National Industry PhD Scholarship must acknowledge the support of the program. The acknowledgement statement should read:
  - "This research was supported (partially or fully) by the Australian Government through the Department of Education's National Industry PhD Program (project <enter project number>). The views expressed herein are those of the authors and are not necessarily those of the Australian Government or Department of Education."
- candidates in receipt of a specialist scholarship (e.g., a Dennis McDermott Research Scholarship or a Flexible Research Scholarship); scholarship from another funding body (e.g., NHMRC); an industry partner top-up; their school, department, institute or laboratory; or receiving sponsorship (e.g., government funded sponsorship) should check with the Graduate Research School or their funding body on the preferred content of the acknowledgement statement.

### 5.6: Additional Requirements (as applicable)

- The extent of collaboration with, and/or contribution by, others, including 'Jointly Authored Work' (see **Section B, 7**).
- The details of any publications reproduced in the thesis, including content reproduced from a book.
- The title, nature and details of any practice-based work (including its public performance, presentation, exhibition or publication).
- That all research procedures reported in the thesis were approved by the relevant Ethics Committee, Safety Committee or authorised officer.
- The extent and the nature of any other assistance received.

### 5.7: Main Text

This is the body of the thesis, consisting of the chapters outlined in the table of contents.

- Where a redacted version of the final (post-examination) version of the thesis is submitted to the La Trobe University's Institutional Repository for copyright reasons, citations should appear in the places in which any journal papers have been removed.

### 5.8: Appendices (where applicable)

Where a thesis includes any content that is **subject to copyright**, a list of the items that are subject to copyright with the permission obtained and the person, or organisation, providing that permission (with dates) should be included. You may also need to include this information in other sections of the thesis (e.g., see **5.6** above).

Where a thesis includes any content obtained from creative commons or another open access source, a list of the open access items with links to the licences (with the date the material was obtained) should be included. You may also need to include this information in other sections of the thesis.

For more information on copyright, please see the Researchers Section in the [Copyright Hub](#) or seek advice from the University's Copyright Advisor.

### 5.9: Bibliography or List of References

In this position, unless appended at the end of each chapter.

### 5.10: Index

Optional as appropriate.

### 5.11: Supplementary Material (where applicable)

Other computer files or media, films, models or any other materials.

- In practice-based degrees, where installation, performance, exhibition or other event forms part of the examination, a durable record must be submitted online with the thesis. Any specific disciplinary requirements that apply to examination and final submission are outlined in the [Guidelines for examinable components of practice-based degrees by research](#).

## 6: Copyright

Your thesis, including in draft or examinable form, is protected by copyright. You, as the author, own the copyright of your thesis unless there is an arrangement in place that specifies otherwise. If you are intending to publish your thesis (including making the thesis available online through the La Trobe University Research Repository) you must ensure that you have written permission from any copyright owner(s) for any material in your thesis that is not owned by you **BUT** is included in the final version of your thesis submitted after your examination. If these permissions are not obtained, then you will need to submit two versions of your final thesis for the University Research Repository – a redacted version which will be made publicly available through the Repository, and a complete version which will be stored in line with University obligations.

For more information around copyright and your thesis, please see the ‘Copyright in a thesis’ section of the [Copyright Hub](#) or seek advice from the University’s Copyright Advisor.

## 7: Jointly authored work

Where your thesis includes work to which others have contributed, including jointly authored publications, you are expected to have made a significant and leading contribution to such work according to the requirements of authorship outlined in the University’s [Research Authorship and Outputs Policy](#).

You will need to provide details stating the extent and nature of your own contribution to the research as well as that of co-authors or collaborators for each article or chapter. These details can be included in the body of your thesis introducing each article/chapter; in a preface to the thesis, or in an appendix.

Where several individuals are involved in a piece of work being submitted for assessment, for ease of assessment, the thesis can include a statement indicating the percentage of a candidate’s contribution in the joint work attested by a supervisor.

At the time of submission, along with the Authority to Submit form, you must also provide for any cases in which others have contributed to the work, verification from any co-authors of the extent and nature of your contribution for each article or chapter as follows:

- where one or more of your supervisors is your co-author, the principal supervisor will be asked to verify your contribution on the Authority to Submit form.
- where there are one or more co-authors outside of your supervisory team your supervisor will need to verify on the Authority to Submit form that they have sighted written confirmation from the co-author or the coordinating author (as defined in the University’s [Research Authorship and Outputs Policy](#) verifying your contribution to the work.

## 8: COVID-19 impact statement

If your research has been substantially changed or affected by the COVID-19 pandemic, it may be appropriate for this to be described in your thesis, if you wish to do so, in the form of a COVID-19 Impact Statement.

The purpose of an impact statement would be to express that there was a reduction of choices available to you, such that the project design, scope, or its execution may differ to disciplinary norms.

This might include, for example, that some typical research approaches were not available, the labs were closed or field-work not possible, research sites not available or participants unable to be recruited, face to face interviewing not possible, etc.

There is no stipulated template for how to go about acknowledging COVID-19 impact – you may approach this as seems appropriate to your discipline contexts. However, options you may want to consider include:

- creating a section in the thesis front matter called COVID-19 Impact Statement (or similar) and using this space to describe the impact and your response.
- adding a section describing COVID-19 impact/response within the introduction of your thesis.
- describing COVID-19 impacts in your method/methodology chapter (where relevant).
- describing individual COVID-19 impacts separately as they arise throughout the thesis (e.g., if the thesis includes publications that reflect different phases of research with different impacts).

Please note that the inclusion of a statement about COVID-19 impacts is not a requirement, nor is it grounds for special consideration. Its purpose is to clarify to examiners what changes were made, how, and why.

## **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. This is known as a thesis with publications.

### **1: General**

Your thesis may contain one or more scholarly articles or chapters, published, accepted or submitted for publication by reputable journals or publishers during the time of your candidature. The thesis in its entirety may also have been published or submitted for publication as a scholarly book. When your thesis contains articles or 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**, in addition to any specific requirements outlines in this section.

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

Refer to **Section A, 6** above for information on copyright that is applicable only to the version of the thesis for publication, following examination.

### **2: Format**

Publishers will normally allow articles or 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 La Trobe University's [Institutional Repository \(OPAL\)](#).

Any articles/chapters that you include in your thesis will be as published, or as submitted (preprint) or accepted for publication (post print) if not published at the time of submission and should not be modified in content. The letter of agreement that you have from the publisher, or the conditions outlined on their website, will provide advice relating to the print version and format of a publication that may be included in the version of the thesis that is eventually published in the La Trobe University's Institutional Repository.

### **3: Volume of work where publications form the majority of the thesis**

Where publications form the majority of your thesis the number of articles/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 chapters along with the required framing material (see below) should consist of 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. Refer also to **Section A, 7** regarding the need for you to have made a significant and leading contribution to work included in your thesis.

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

### **4: Framing material**

Where you have a majority of publications in your thesis you will need to include 'framing material' that describes and analyses the way the articles and 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 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.

### **5: Publication status of individual articles/chapters 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/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.

## **Section C – Presentation of a Book for Examination**

### **1: Format**

If your thesis takes the form of a book (this does not include books generated in the practice-based mode of submission which is dealt with in [Guidelines for examinable components of practice-based degrees by research](#)) 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 digital format if this is available, and you have permission from the publisher to provide the University with a digital copy. This should be in portable document format (PDF).

If the book is only published in print, a print copy should be presented to the Graduate Research School unless you have a copy of the book available in digital format. If you have a digital copy and you have permission from the publisher to provide the University with a digital copy, this should be in portable document format (PDF).

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

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

Refer to **Section A**, 6 above for more information regarding copyright applicable only to the version of the thesis for publication, following examination.

## Appendix 1

### A: Sample title page of a thesis submitted in total fulfilment:

Thesis Title Should be in Title Case

Submitted by

Full Name

Bachelor of Business Administration (with distinction), 1996 RMIT University

Bachelor of Engineering Civil (Honours), 1996 RMIT University

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

La Trobe Business School

La Trobe University

Victoria, Australia

June 2016

**B: Sample title page of a thesis submitted in partial fulfilment:**

Thesis Title Should be in Title Case

Submitted by

Full Name

Bachelor of Nursing (Honours), 2014 Monash University

A thesis submitted in partial fulfilment

of the requirements for the degree of

Doctor of Nursing

School of Nursing and Midwifery  
(Judith Lumley Centre)

La Trobe University

Victoria, Australia

June 2020

**C: Sample title pages of a thesis jointly submitted in total fulfilment including for the home and the host institutions:**

**Home institution:**

Thesis Title Should be in Title Case

Submitted by

Full Name

Bachelor of Exercise Science (Honours), 2013 Monash University

Master of Science, 2015 La Trobe University

A thesis jointly submitted in total fulfilment  
of the requirements for the degree of  
Doctor of Philosophy

School of Allied Health, Human Services and Sport  
La Trobe University  
Victoria, Australia

School of <Insert Name>  
<Insert Name> University  
Country

June 2020

**Host institution:**

Thesis Title Should be in Title Case

Submitted by

Full Name

Bachelor of Exercise Science (Honours), 2013 Monash University

Master of Science, 2015 La Trobe University

A thesis jointly submitted in total fulfilment

of the requirements for the degree of

Doctor of Philosophy

School of <Insert Name>

<Insert Name> University

Country

School of Allied Health, Human Services and Sport

La Trobe University

Victoria, Australia

June 2020

## Appendix 2: Statement of Authorship with Publications

As an example of a Statement of Authorship which includes the co-authored publications you can draw on the guidelines for the attribution of authorship described in the [Research Authorship and Outputs Policy](#) (clauses 6 and 7) which state that:

- Authorship must be based on a substantial scholarly or intellectual contribution (which is not necessarily quantitatively large) where the author is able and willing to take full responsibility and accountability for their published contribution, and that includes at least 2 of the following criteria:
  - conception and design of the project or output.
  - acquisition of research data where the acquisition has required significant intellectual, judgement, planning, design, or input.
  - contribution of knowledge, where justified, including Indigenous knowledge.
  - analysis or interpretation of research data.
  - drafting significant parts of the research output or critically revising, reviewing and translating it so as to contribute to its interpretation.

The Statement of Authorship must include the following paragraph:

- “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 acknowledgement 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.”

One example of a Statement of Authorship with publications might include:

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 acknowledgement 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.

As referenced in the text of the thesis, material published, or accepted for publication, elsewhere where I am the sole author include:

<INSERT BIBLIOGRAPHIC REFERENCE including publication status if applicable>

As referenced in the text of the thesis, material published, or accepted for publication, elsewhere where I am a co-author include:

<INSERT BIBLIOGRAPHIC REFERENCE including publication status if applicable>

<INSERT CONTRIBUTION TABLE, e.g.,>

Co-Author Name	Contribution	Percentage of Contribution
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**Graduate Research School**

Co-Author #1	Conception and design; drafting, writing and reviewing.	60%
Co-Author #2	Contribution of knowledge; data collection; analysis and presentation of data.	30%
Co-Author #3, etc.	Data collection; drafting, writing and reviewing.	10%