

**Rules for submission of theses for the degrees of MPhil and PhD**

Theses have to be sufficiently robust to endure the examination process and also have to be easily identified and need to have the candidate’s name on the spine to distinguish them.

Every candidate submitting a thesis must do so in accordance with the following rules:

**1** **Number of copies**

In the first instance candidates should submit two soft bound and one electronic copy of their thesis to the Graduate School (Room 117 Whitehead Building, [research-degrees@gold.ac.uk](mailto:research-degrees@gold.ac.uk)). However, a candidate may be required to provide a third copy of his/her thesis if a third examiner is appointed at any stage in the examination process. Each candidate is required to bring one additional copy to the oral examination paginated in the same way as the copies submitted to the University and adequately bound.

**2** **Presentation**

Theses must be presented in a permanent and legible form in typescript or print, except that mathematical or similar formulae may be inserted neatly by hand. Photographic and other illustrations should be permanently mounted on A4 size paper and bound in with the thesis. In no circumstances should 'Sellotape' or similar materials be used for any purpose.

You must make every effort to correct errors before submission. It is not the task of Examiners to act as editors and/or proof-readers of a thesis.

**3** **Paper**

A4 size paper (210 x 297 mm) should be used. Plain white paper must be used, of good quality and of sufficient opacity for normal reading. Only one side of the paper may be used. [See also Section 11 below]

**4** **Layout**

Margins at the binding edge must be not less than 40 mm (1.5 inches) and other margins not less than 20 mm (0.75 inches). Double or one-and-a-half spacing should be used in typescripts, except for indented quotations or footnotes where single spacing may be used.

**5** **Pagination**

All pages must be numbered in one continuous sequence, i.e. from the title page of the first volume to the last page of type, in Arabic numerals from 1 onwards. This sequence must include everything bound in the volume, including maps, diagrams, blank pages, etc. Any material which cannot be bound in with the text must be placed in a pocket inside or attached to the back cover or in a rigid container similar in format to the bound thesis (see also Section 9 below).

**6 Title Page**

The title page must bear the officially-approved title of the thesis, the candidate's full name as registered, the name of the College/Institute at which the candidate was registered (except for External Students) and the degree for which it is submitted.

**Declaration Page**

***The title page should be followed by a signed declaration that the work presented in the thesis is the candidate’s own.***

Please note that there is no set wording for the declaration page but an example is provided below:

Declaration of Authorship I ……………………. (please insert name) hereby declare that this thesis and the work presented in it is entirely my own. Where I have consulted the work of others, this is always clearly stated.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

**Acknowledgments Page**

**7** **Abstract**

The title-page should be followed by an abstract consisting of no more than 300 words. An extra copy of the abstract typed on the special form provided with the entry form, is required for publication in the ASLIB *Index of Theses.*  You should submit this copy to the Graduate School (Room 117, WHB) at the same time as you submit your theses.

**8** **Table of Contents**

In each copy of the thesis the abstract should be followed by a full table of contents (including any material not bound in) and a list of tables, photographs and any other materials.

**9** **Illustrative material**

Illustrative material may be submitted in the following forms:

(a) Audio recordings (USB or Compact Disk)

(b) Photographic slides: 35 mm in 2" x 2" frame

(c) Illustrative material in other forms (including video material on DVD) may be submitted at the discretion of the Graduate School. Enquiries should be made well in advance of the submission of the thesis to the Research Degree Section [research-degrees@gold.ac.uk](mailto:research-degrees@gold.ac.uk)

Any material which cannot be bound in with the text must be placed either in a pocket inside or attached to the back cover or in a rigid container similar in format to the bound thesis. If it is separate from the bound volume it must be clearly labelled with the same information as on the title-page (see Section 6 above).

Each copy of the thesis submitted must be accompanied by a full set of this material.

**10** **Practice/Performance PhDs**

A candidate who is undertaking practice/performance in accordance with the provisions of the relevant MPhil and PhD regulations should have sought approval from his/her College of the form of the retainable documentation in advance of submitting the thesis. A thesis may be submitted in A3 format where provision has been made in the relevant regulations or where the College of registration has agreed there is a demonstrable need. Requests for the thesis to be printed on both sides of the page should also be submitted to [research-degrees@gold.ac.uk](mailto:research-degrees@gold.ac.uk)

**11** **Binding**

***All theses*** (whether soft or hard-bound) must

1. be covered in medium blue cloth (e g water resistant material);
2. be lettered in gold up the spine with Degree, Year, and Surname and Initials in the same form as the College records, with letters 16 or 18 point (.25 inch).

[The date on the copies of the thesis submitted for examination in November and December should be that of the following year.]

***Hard-bound theses*** must have the pages sown in (not punched).

***Soft-bound theses*** should have the pages glued in.

**12** Examiners sometimes require candidates to make minor amendments to otherwise successful theses. They will either give you the theses back after the oral examination or ask the Research Degrees section to do so. If you are asked directly by your examiners to make amendments, you should check with them whether to give your corrected theses to the examiners, or the Research Degrees section. You can supply the corrections in electronic format.

**13** After the examination is complete, and your corrections have been signed off, you should submit one hard-bound and one electronic copy of your thesis to the Graduate School (117, WHB). The electronic copy can be emailed to [research-degrees@gold.ac.uk](mailto:research-degrees@gold.ac.uk) , or on a memory stick. The University will not issue the result of the examination to successful candidates until the final copies have been received.

**13 Binders**

Addresses of binders are available from the Information for Research Student pages in the Research Degrees section of the Goldsmiths website

**14** Once the examination is successfully completed, copies of the thesis are deposited in the University’s libraries so that the research undertaken can be made publicly available.