

University of Wales, Lampeter

Submission of MTh, MA, MSc, DMin, MPhil and PhD Theses

HOW TO SUBMIT YOUR THESIS/DISSERTATION

All theses/dissertations must be submitted to the Academic Registry, with the appropriate submission forms.

NUMBER OF COPIES REQUIRED

You are required to submit two copies of the thesis to be examined. Please see below for details on presentation and binding.

SUBMISSION FORMS

These forms can be obtained from the Academic Registry and must be completed in full and returned with the thesis to be examined.

GOLD CERTIFICATE & MATRICULATION

This is a certificate produced on submission by the Academic Registry and sent on to the University of Wales Registry in Cardiff. It confirms that all of a candidate's financial obligations to the University have been met (e.g. tuition fees, accommodation costs where applicable, and costs incurred with Academic Computing Services) and that all library books have been returned and any fines paid. Please be advised that no thesis may be examined until these obligations have been met. All students should have matriculated with the University of Wales at the beginning of their course. Candidates must ensure that they have already produced original certification of prior academic achievements (unless matriculated on the grounds of 'Age and Experience') and received a letter of matriculation.

PRESENTATION

PRINT SIZE

All copies of theses, whether for the purpose of examination or for deposit in libraries, must be presented in permanent and legible form in typescript or print. We recommend that the characters employed in the main text (but not necessarily in illustrations, maps etc.) should be 12pt and definitely not less than 8 pt (2.50mm). Typing should be of even quality with clear black characters and capable of photographic reproduction.

PAGE LAYOUT

Double or one-and-a-half spacing should be used in the main text; but single spacing should be used in the Summary (Abstract) and in any indented quotations and footnotes. Text should be printed on one side of the page only. All pages must be consecutively numbered.

MARGINS

Binding edge - not less than 40mm.
Other margins - not less than 20mm.

ILLUSTRATIONS/MAPS/OTHER MATERIAL

Drawings and sketches should be in black ink; unnecessary detail should be omitted, and the scale should be such that the minimum space between lines is not less than 1mm.

Colour graphics for charts, diagrams etc. and colour photographs may be used, but candidates must in all cases ensure that material is capable of being photocopied and microfilmed. Copies produced by xerographic or comparable permanent processes are acceptable.

Diagrams, maps and similar documents should be submitted in a portfolio of reasonable size and should bear the particulars stated necessary for the volume.

Candidates may submit non-book material such as audio or video tapes with their thesis, if such material forms a useful addition to, or explanation of, work contained in the written submission and if such material constitutes the most appropriate method of presenting the information concerned. Any material of this type should be enclosed in a container which is suitable for storage on a library shelf and which bears the same information as that required on the spine of the thesis, so placed as to be readily legible when the container is in its stored position. Candidates considering the submission of audio or video tapes as adjuncts to their thesis should consult their supervisor and the library staff for advice at an early stage of their project.

PAPER SIZE

A4 paper should be used and should be of good quality and sufficient opacity for normal reading.

BINDING

Theses should be submitted for examination in temporary binding in the first instance, but if the candidate prefers they may submit hard-bound copies (risking the need to have them rebound).

TEMPORARY BINDING

Candidates are advised to submit their thesis for examination in **temporary** binding. This allows for quite substantial corrections to be made before hard-binding, if the examiners require such.

The following type of temporary binding is recommended:

- ◆ Perfect binding

Candidates (and those advising them) are asked to bear in mind that temporarily-bound theses must be able to withstand handling, transit to and from examiners and the examining process itself. Care must be taken to ensure that the form of any temporary binding used is sufficiently secure not to burst or fall apart.

The University's Print Unit is able to bind thesis/dissertations at a cost of £2.50 per copy.

PERMANENT BINDING

PHD/MPHIL/DMIN

Once the examination process is complete (with all required corrections made), and prior to the release of successful candidates' results by the Convenors of Examining Boards, the theses should be bound permanently within boards, the binding being of a fixed kind in which leaves are permanently secured in the manner of a hardback book. The boards shall have sufficient rigidity to support the weight of the work when standing upon a shelf.

It is absolutely essential that the following information is printed on the spine of the hardbound copy (see example 1):

- ◆ The surname and initials of the candidate
- ◆ The name of the institution
- ◆ The full (or abbreviated) title of the work
- ◆ Year of submission
- ◆ Name of the degree for which the work is being submitted

MA, MTh, MSc

Dissertations for the degree of Master by examination and dissertation are not normally deposited in the libraries, but if a distinction is awarded for the degree overall, or if the thesis has a significance for Wales, they should be similarly bound as stated above. In such cases candidates will be informed after the exam board.

It is absolutely essential that the following information is printed on the spine if the thesis is required to be deposited in the libraries (see example 1):

- ◆ The surname and initials of the candidate
- ◆ The name of the institution
- ◆ The full (or abbreviated) title of the work
- ◆ Year of submission
- ◆ Name of the degree for which the work is being submitted

This information should be printed along the spine in such a way as to be readable when the volume is lying flat with the front cover uppermost. If the work consists of more than one volume the spine should also bear the number of each volume.

BOOKBINDING

There is a very good bookbinder in Aberystwyth. He has bound many theses for Lampeter and students have always been happy with the result. His address is: Alan Blair, Cambrian Place, Aberystwyth. Telephone: (01970) 617369. Alternatively, students who are not resident in Lampeter may well find that their local university can provide such a service or give advice about local bookbinders.

AVAILABILITY OF THESES AND DISSERTATIONS

Notwithstanding the provisions in the regulations relating to the availability of theses and dissertations, it may be permitted, on a special recommendation approved by the University, to place a bar on photocopying and/or access to a candidate's work for a period of up to five years. It is the responsibility of the candidate's supervisor to make an application as soon as is reasonably practicable. Normally the institution will forward a recommendation to the University of Wales at the time of registration of the candidate's scheme of research. This bar would also apply to members of the faculty concerned. The summary and title will be freely available.

INTRODUCTORY PAGES

One of each of the following pages must be bound into the thesis. The order of the introductory pages should be:

- ◆ Title page (see example 2 for MA, MTh, MSc)
- ◆ Title page (see example 3 for MPhil, PhD, DMin)
- ◆ Abstract (see example 4)
The abstract should be typed in single spacing. When writing the abstract the candidate should bear in mind that this may be the only part of the thesis that is read by other research workers. It should be written in such a way as to help researchers in the same field decide whether to read this thesis and to give readers who are only marginally concerned in the subject enough information to make it unnecessary for them to read the work in full. The abstract should consist of a piece of connected prose and should not be more than 300 words in length. It may be much shorter. Abbreviations should be avoided.
- ◆ Declaration/Statements (see example 5 for PhD/MPhil and example 6 for MA, MTh, MSc)
This page must be inserted as per example 5/6 **except** in cases where provision has been made for a bar on access (see *Availability of Theses and Dissertations* above) in which case Statement 2 should be replaced by the following:

I hereby give consent for my thesis, if accepted, to be available for photocopying and for inter-library loans **after expiry of a bar on access approved by the University of Wales on the special recommendation of the Constituent Institution / University College concerned.**

Signed..... (candidate)

Date.....

- Acknowledgements
- Contents

STYLE NOTES

These notes should not be seen as exhaustive. i.e., it should not be assumed that because something is not stated here that it can be ignored. If you are in doubt at any point, look at some previous theses in the library and/or ask your supervisor. Also, these notes are not exhaustive in that while they provide basic guidance they do not cover, for example, every possible complication in the citation of books. For further detail consult your supervisor or look at previous theses or books.

Scholarship demands the drudgery of accurate presentation. Looseness that may be perfectly acceptable at undergraduate level, is no longer acceptable. This implies standards in terms of accuracy and presentation.

ACCURACY OF CITATION

This is an area where high standards do not come by accident. There are two sides to this: 1) quoting other peoples' words or citing their views accurately; 2) giving the source correctly. When you cite or quote someone you ought to verify the details at the point you type it out. You should also reckon to do this again *at least once* on a subsequent occasion. The examiners will check this and if you have an excessive number of errors you may well be asked to reprint and resubmit the thesis, which involves considerable time and cost. Please note that if you cite an author via a third party you are required to give the source that you used.

PROOF READING

It is not just quotations that must be accurate. Before handing in your thesis you should do at least three things:

- 1) Run your spell checker on the final version
- 2) Read the text carefully yourself, looking for errors
- 3) You will also need to get another person to proof-read for you. This is *not* the role of the supervisor, Supervisors will point out errors that they see, but they are not proof readers. Nor is this the examiners' job. They will note errors that they see and ask you to correct them.

CONSISTENCY

If there is one golden rule it is the need to be consistent. This applies across the board - to issues like paragraphing, layout of footnotes, capitalisation, etc. A few points that you should especially watch:

- ❖ Capitalisation. Which words are you going to capitalise? Most words either must be capitalised (like names) or must not be (like 'not'). But there are a significant number of words where the choice is up to you. You should from the beginning keep a list of which words you are/are not going to capitalise. Doing so will enable you to follow the rules (with the use of a word-search function if necessary).

- ❖ Sentences or clauses often end with a quotation mark, a punctuation mark and a footnote marker. In what order should these come? There is no one standard that has to be followed, but you *must be consistent*.
- ❖ There are some words which can legitimately be spelt in different ways and there are words which may or may not be italicised. One simple way to achieve this is to get and follow a work like the *Oxford Dictionary for Writers and Editors*.
- ❖ Abbreviations. Standard abbreviations are listed in the *Oxford Dictionary for Writers and Editors*. If you frequently cite a particular journal you may wish to use an abbreviation. These should be listed on a page of abbreviations.
- ❖ Italicisation. Should one italicise Latin abbreviations, such as i.e., e.g., cf., ibid., et al., etc? The move today is against this – see the *Oxford Dictionary for Writers and Editors*. But there is no fixed rule. Here again, follow a set standard and make a note of any points at which you wish to depart from it.
- ❖ Hyphens. Here again see the *Oxford Dictionary for Writers and Editors*. Hyphens are normally used: 1) where the same two vowels occur together, e.g. co-operate, re-examine; 2) sometimes where two vowels occur together, e.g. co-exist (depending on morphology); 3) for combinations such as, e.g. extra-biblical; 4) where two words combine to make an adjective – thus a second-century [hyphenated] person is one who lived in the second century [not].

HEADINGS [these rules are advisory]

- Main: Centralise; with or without Roman Numerals: e.g. I. Introduction
- Sub-: block to left margin, use with or without numerals. If with use 1.2.3. etc.
- Sub-sub-: block to left margin use (1), (2) etc.
An acceptable alternative is to use letters as well: I A, 1 a
- Paragraphs: First after a heading block to left margin.
Succeeding indent first line.
After sub-sub-heading: run on same line.

GENERAL STYLE

- ❖ No underlining. Use italics. (underlining was used before the days of word-processing to indicate to the printer that italics should be used)
- ❖ Quotations: single quotation marks, except for quotations within quotations, for which use double quotation marks. For quotes within quotes within quotes, use single quotation marks again, etc.
- ❖ For quotations of about 4 lines or more use block quotation: narrower margins; no quotation marks used; single spacing; font size either same as main text or footnotes
- ❖ While you may mix *sizes* of fonts on a page you should not mix fonts, except for inclusion of foreign alphabets or possibly for headlines. Footnotes should be in the same font as the main text.

FOOTNOTES AND BIBLIOGRAPHY

[not absolutely inflexible - consistency remains the golden rule]

- ❖ For titles of books, and journals (but *not* articles in journals), use italics.
- ❖ For titles of articles use Roman type and (single) inverted commas, with journal name in italics.
- ❖ Titles of unpublished dissertations either as articles or books
- ❖ Editor format: name of editor followed by (ed.); with several names (eds.) or (edd.)
- ❖ Publisher: e.g. (London: Thames and Hudson, 1968). Details of place, publisher and date may be put in brackets (as here) or separated out by commas. The place and date of publication are absolutely obligatory; publisher less so, though it is becoming standard to give it.
- ❖ Where you are citing a later *edition* (as opposed to printing) of a book this must be signified. There are various ways to do this e.g.: (London: Thames and Hudson, 1968³) *or* (London: Thames and Hudson, 1968 [3rd edition]) *or* (London: Thames and Hudson, 1968 [3 edn.]

Example 1: layout for spine

A. N. Other My Life as a Postgraduate Student PhD Lampeter 2005

Example 2: Title Page

A STUDY OF THE REQUIREMENTS FOR SUBMITTING A THESIS TO BE EXAMINED
FOR A HIGHER DEGREE

A. N. Other

Submitted to University of Wales
in partial fulfilment of the requirements for the degree of
Master of Arts/Master Theology/Master of Science

University of Wales, Lampeter
2005

Example 3: Title Page

A STUDY OF THE REQUIREMENTS FOR SUBMITTING A THESIS TO BE EXAMINED
FOR A HIGHER DEGREE

A. N. Other

Submitted to University of Wales in fulfilment of the requirements for the
Degree of Master of Philosophy/Doctor of Philosophy/Doctor of Ministry

University of Wales, Lampeter
2005

Example 4:

ABSTRACT

This abstract should be typed in single spacing. When writing the abstract the candidate should bear in mind that this may be the only part of the thesis that is read by other research workers. It should be written in such a way as to help researchers in the same field decide whether to read this thesis and to give readers who are only marginally concerned in the subject enough information to make it unnecessary for them to read the work in full. The abstract should consist of a piece of connected prose and should not be more than 300 words in length. It may be much shorter. Abbreviations should be avoided.

(an additional copy of the Abstract must also be attached to the submission forms)

Example 5: Declarations/Statements for PhD/MPhil/DMin Theses

DECLARATION

This work has not previously been accepted in substance for any degree and is not being concurrently submitted in candidature for any degree.

Signed..... (candidate)

Date.....

STATEMENT 1

This thesis is the result of my own investigation, except where otherwise stated.

Other sources are acknowledged by footnotes giving explicit references.

Signed..... (candidate)

Date.....

STATEMENT 2

I hereby give consent for my thesis, if accepted, to be available for photocopying and for inter-library loan, and for the summary to be made available to outside organisations.

Signed..... (candidate)

Date.....

Example 6: Declarations/Statements for MA/MTh/MSc Theses

DECLARATION

This work has not previously been accepted in substance for any degree and is not being concurrently submitted in candidature for any degree.

Signed..... (candidate)

Date.....

STATEMENT 1

This dissertation is being submitted in partial fulfilment of the requirements for the degree of

.....(insert MA, MTh, MSc etc. as appropriate)

Signed..... (candidate)

*

Date.....

STATEMENT 2

This dissertation is the result of my own independent work/investigation, except where otherwise stated. Other sources are acknowledged by footnotes giving explicit references. A bibliography is appended.

Signed..... (candidate)

Date.....

STATEMENT 3

I hereby give my consent for my dissertation, if accepted, to be available for photocopying and for inter-library loan, and for the title and summary to be made available to outside organisations.

Signed..... (candidate)

Date.....

May 2005