

Instructions and Notes on Submission, Format and Binding of Theses for Research Degrees

Theses must be robust enough to endure the examination process and also have to be easily identified. While they are in the Examinations and Research Degrees Office, Royal Holloway, they are stored on bookshelves and need to have the candidate's name on the spine to distinguish them.

Once the examination is successfully completed, copies of the thesis are deposited in the College Library and the University of London Senate House Library so that the research undertaken can be publicly available: **one hard-bound copy** will be deposited in the Royal Holloway Library (and will be the archival copy) and **one soft-bound copy** will be deposited in the University of London Library at Senate House and may be used to make a microfilm copy if requested.

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 Examinations and Research Degrees Office 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, your supervisor or the Examinations and Research Degrees Office.

If you had originally submitted all copies of your thesis soft-bound, you must now have one copy hard-bound, whether you were required to make amendments or not. Please note that once you receive confirmation that your amendments have been approved the bound copies of your final approved version must be submitted to the Examinations and Research Degrees Office by the deadline set (normally 1 month from the date of approval being issued). It is normal practice to also submit a third copy of the final version to your academic department.

It is not possible for the University to issue the result of the examination until the Examinations and Research Degrees Office has two final approved copies of the thesis in the required formats.

For the requirements of a thesis (including any length limitations), the current Regulations should be consulted.

If at any stage you are uncertain what to do, please contact the Examinations and Research Degrees Office (researchdegrees@rhul.ac.uk)

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

1 Number of copies

Two copies must be submitted to the Examinations and Research Degrees Office, Royal Holloway, Egham TW20 0EX. 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 section 10 below for exceptions).

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 Royal Holloway College and the degree for which it is submitted.

IMPORTANT

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

7 Abstract

The signed declaration 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 Examinations and Research Degrees Office 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 and should be listed in the table of contents:

- (a) Audio recordings: Compact cassette tape C60 or C90.
- (b) Photographic slides: 35 mm in 2" x 2" frame
- (c) A reliable brand CD-R with phthalocyanine dye (clear light green or light green disc hue), DVD-R or DVD+R.

Illustrative material in other forms (including videotapes) may be submitted at the discretion of the Royal Holloway College Board of Examiners Executive Committee. Enquiries should be made well in advance of the submission of the thesis to the Examinations and Research Degrees Office. 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 Royal Holloway of the form of the retainable documentation in advance of submitting the thesis. A thesis may be submitted in A3 format or printed on both sides of the page where Royal Holloway has agreed there is a demonstrable need. All applications for permission to present the thesis in an alternative form should be made in writing to the Examinations and Research Degrees Office no later than the time of the student's entry to the examination.

11 Binding

In the first instance candidates should submit two copies of their theses:

either

- two which are soft-bound

or

- one which is soft-bound and one which is hard-bound

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

- be covered in medium blue cloth (e.g. water resistant material)
- 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). If the thesis has to be bound in two volumes, the spine should indicate this clearly, e.g. Vol. 1 and Vol. 2.

N.B - 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 sewn or be mechanically fixed in a permanent manner.

Soft-bound theses should have the pages glued in.

After the examination is complete, you should make sure that the Examinations and Research Degrees Office has one hard-bound copy and one soft-bound copy of your thesis with any required corrections completed. The University will not issue the result of the examination to successful candidates until it has received one final hard-bound and one final soft-bound copy and the examiners have confirmed that any amendments to the thesis required by them have been made.

12 Binders

Addresses of binders are available from the Examinations and Research Degrees Office.

If you have any queries regarding the submission, format and binding of your theses, please do not hesitate to contact:

Examinations and Research Degrees
Royal Holloway
Egham
Surrey
TW20 0EX

Telephone: 01784 414647
Fax: 01784 473662
E-mail: researchdegrees@rhul.ac.uk.

Delivery of theses by post: Please send the copies of the thesis plus the Abstract form and Declaration of Number of Words form (signed by your supervisor) to the address above

Delivery of theses in person: The Examinations and Research Degrees Office is off-campus at Huntersdale, Callow Hill. By car, turn left when you leave the campus and Huntersdale is approx. 1 mile down Callow Hill on the left hand side. You can also get to us by bus (the bus stop is at the tennis courts). At the reception, please ask the receptionist to call x 4647. The copies of your thesis must be accompanied by the Abstract form and Declaration of Number of Words form (signed by your supervisor).