University of Southern Queensland

28 March 2023

HIGHER DEGREE BY RESEARCH PRESENTATION GUIDELINES

STANDARD THESIS

CRICOS: QLD 00244B, NSW 02225M
TEQSA: PRV12081

Table of Contents

1.	**INTRODUCTION**	**3**
2.	**FORMATTING REQUIREMENTS**	**3**
	General Formatting	3
	Word Count	3
	Order of Contents	3
3.	**EXAMPLES – STANDARD THESIS**	**4**
	Title page	4
	Abstract	4
	Certification of Thesis	4
	Acknowledgements	5
	Table of Contents	5
	Chapters	5
	Tables and Figure	6
	References	6
	Appendices	7
	Raw data	7
	Computer code	7
	Submission	7
4.	**CHECKLIST**	**8**
5.	**EXAMPLE FIGURES**	**10**

UniSQ

1. INTRODUCTION

This document details the guidelines for presenting a Standard Thesis for examination. It expands on the Higher Degree by Research Thesis Presentation Schedule.

Any disciplines-specific referencing style formatting requirements are to be adhered to over the formatting requirements noted, apart from the Title page.

2. FORMATTING REQUIREMENTS

General Formatting

- Line spacing that aligns with your discipline-specific referencing style requirements
- A4 (297 mm x 210 mm) page layout
- All margins of at least 25mm
- 12-point font size unless otherwise specified
- All section and Chapter titles should be in bold capital letters and centred
- All section headings should be in sentence case and left justified
- All text in black ink. (Tables and Figures may contain colour)
- Consistent font throughout the Thesis (Arial is preferred)
- Page numbers at the bottom of the page
- No headers or footers unless it is a specified requirement for your discipline-specific referencing style
- No blank pages in the Thesis

Word Count

The word count is obtained from the main text (first to final chapter). Tables, diagrams (including associated legends), appendices, references, footnotes and endnotes, the bibliography and any bound published material, are excluded from the word count.

Order of Contents

The thesis contents should be arranged in the following order. The initial pages are numbered using Roman Numerals (i, ii, iii, iv, etc.) starting from the abstract at one (i). The pages from the first chapter onwards are numbered in numeric sequences (1, 2, 3...) starting at one (1).

TITLE PAGE

i. ABSTRACT
ii. CERTIFICATION OF THESIS
iii. ACKNOWLEDGMENTS

iv. TABLE OF CONTENTS
v. LIST OF TABLES
vi. LIST OF FIGURES
vii. ABBREVIATIONS
1. CHAPTER 1: INTRODUCTION
2. CHAPTER 2: LITERATURE REVIEW
3. CHAPTER 3: (etc.)
4. CHAPTER [Final chapter number]: DISCUSSION AND CONCLUSION
5. REFERENCES:
6. APPENDICES:

3. EXAMPLES – STANDARD THESIS

Title page

The UniSQ Logo will sit at the top of the page (centred). This page should set out the full title (in capital lettering, size 18 font), the full name and academic qualifications (abbreviated) of the student, the award for which the Thesis is submitted (e.g., Doctor of Philosophy) and the year of submission (e.g., 2023) in size 12 font. See Figure 1 for an example.

Abstract

An abstract is a concise summary of the major elements of the academic work, of not more than one A4 page, taking the form of a single paragraph, left justified without sub-headings. The Abstract should include:

- A brief statement of the research problem
- A brief description of methods
- A brief summary of findings and implications

Certification of Thesis

This statement certifies the work contained in the Thesis is the bona fide work of the student, has not been previously submitted for an award, and confirms that the Thesis contains no material previously published by, or written by another person except where due acknowledgement and reference is made. Within the statement, the Thesis title should be italicised and in sentence case. See Figure 2 for an example.

Acknowledgements

You should acknowledge assistance received whilst undertaking the project and preparing the Thesis. You should carefully consider all forms of assistance received - academic, technical, financial, secretarial, administrative, and personal (e.g., family) as appropriate.

The acknowledgements section should not usually exceed one A4 page. If you have received support through the Australian Government Research Training Program, you must acknowledge this support in the Thesis. The correct statement is: *This research has been supported by the Australian Government Research Training Program Scholarship.*

Table of Contents

The purpose of a table of contents is to provide a clear and comprehensive index of the material presented. It should include all the section titles, headings, and subheadings in the order they appear in the thesis. See Figure 3.

Chapters

The main text will be divided into Chapters. Their order and their usual content will differ depending on the subject or discipline of the Thesis. See Figure 4 for an example.

- Chapter titles are in capital letters (size 16 font), centred and numbered in sequence (1, 2, 3…)
- Headings within Chapters are in sentence case, left aligned and numbered (1.1, 1.2, etc)
- Further subheadings are in sentence case, left aligned, italicised and numbered (1.1.1, 1.1.2 etc)

Chapters 1 and 2:

The Thesis must contain an introduction (Chapter 1) and a review of relevant literature (Chapter 2) that contextualises the research project in relation to the present state of knowledge in the field.

Tables and Figure

Tables and Figures should be numbered using a separate sequence for each Chapter (e.g., Table 2.1, Figure 5.7, etc). Please consider the following when including Tables or Figures:

- A Table or Figure must fit within the text area.
- Do not go outside the page margins.
- Insert Tables and Figures as close as possible after the paragraph where first mentioned.
- Do not split a Table or Figure over two pages if it is less than one page in total. Instead, start the Table or Figure at the top of the next page or resize it to fit.
- If a Table or Figure is bigger than one page, start it at the top of a page and run it over two pages, making sure you repeat the heading row on the second page.

References

All references cited in the body of the Thesis must be listed in the References section in accordance with the referencing system most suitable for the discipline (e.g. APA, Harvard). Students should consult their HDR Supervisory Team regarding the most appropriate referencing, citation, and footnotes style for their discipline.

Previously published material:

Material previously published by the student may be used in the body of the Thesis but should be appropriately acknowledged as with any other previously published material. Quotations should be identified, for example, by quotation marks, italics or indenting. It may be appropriate for Students to present their previously published material in its original published format as an appendix.

Bibliography: (if appropriate)

The bibliography is a list of books the student has found useful overall, but for which there are no direct in-text references – for example, books on Thesis presentation which the student has read and background textbooks on the Thesis topic.

Plans, diagrams, and photographs:

Small diagrams and photographs should be incorporated into the text and numbered according to discipline-specific publishing practices.

Appendices

Appendices should be labelled Appendix A, B, etc., with the order being determined by the order in which they are referred to in the main body of the text. Page numbering may be carried through to the appendices or separate pagination such as A1, A2, A3 if more convenient. Figures, tables, etc., when used exclusively in an Appendix, may be labelled Figure A.1, Table A.1, etc., if more convenient.

Raw data

Typically, all raw data should be presented to enable future researchers to confirm results and derive maximum benefit from the work. However, given the often-vast data volume, it is left to the Student and HDR Supervisory Team together to determine the appropriate level of raw/semi-processed/processed data to present.

On some occasions, an examiner may wish to view raw data not directly presented in the Thesis. Hence Students are required to maintain their raw data in an accessible and presentable form.

Computer code

Computer code should be listed in the appendices only when the student has written them.
Each code piece should be adequately 'self-documenting', with comment panels outlining language, machine requirements, library function/subroutine requirements (where nonstandard), input and output variables, etc. Flow charts are not explicitly required, but if there is a suite of codes or interactive subroutines, one (or more) structure charts may be appropriate.

Submission

The Thesis submitted for examination or as a final copy will be submitted electronically as a pdf document via email to the Graduate Research School. The submission requirements for the examination of a thesis are outlined in the HDR Thesis Examination procedure.

4. CHECKLIST

The following check list provides a final formatting guide for students and their supervisory team.

Title Page

- UniSQ logo | centred
- Thesis title | Uppercase font, centred, 18-point font
- Abbreviations for qualifications
- Correct award title
- Correct year
- No page numbers
- Other text elements as per template

Abstract

- Single paragraph format
- Limited to one page
- Page number in Roman numerals starting at one (i)

Certification of thesis

- Statement text as per template
- Thesis title is italicized in first paragraph
- correct word limit noted
- Other text elements as per template

Acknowledgements

- Reference to Australian Government Research Training Program Scholarship (if applicable)
- Reference to UniSQ scholarships (if applicable)

Table of contents

- Table items for thesis section titles are in uppercase font, non-bold, evenly spaced
- Table items for all section titles
- Pages numbers aligned on the right-hand side of the page
- Chapter sub-headers (section headings) in sentence case
- All table times connected to page numbers by dotted tab
- Chapter 2 is a literature review

List of Tables

- Table items are formatted as per the template
- No section titles/sub-heading

List of Figures

- Table items are formatted as per the template
- No section titles/sub-heading

Abbreviations

- No set format

Chapters

- Section titles as per the guidelines (introduction, literature review, …, discussion and conclusions)
- Section headings | left aligned, numbered, sentence case. In addition, level 2(+) are italicized
- Page number starts at one (1) using Arabic numbers
- Consistent spacing between text elements (paragraphs, section headings, tables, and figures)
- Tables are fully contained on a single page or have column headers on all subsequent pages
- No orphaned text elements
- Margins are maintained

References

- As per referencing style

Appendices

- Images and documents inserted whilst maintaining the thesis margins and page numbers.

General

- Consistent font
- Page margins of at least 2.5cm on all sides
- Sections are titled as per the guidelines document
- Section titles in uppercase font | Bold, centred, 12-point font
- Page numbers continue throughout thesis from chapter 1 to final page

5. EXAMPLE FIGURES

The following figures are examples from the Standard Thesis template document.

Figure 1 Title page example 11

Figure 2 Certification of thesis example 12

Figure 3 Table of contents example 13

Figure 4 Chapter one example 14

HOW AN HDR THESIS SHOULD BE PRESENTED FOR EXAMINATION

A Thesis submitted by

Jo Blogs

(BBus, MRes)

For the award of

Doctor of Philosophy

2023

Figure 1 Title page example

CERTIFICATION OF THESIS

I Jo Blogs declare that the Thesis entitled *How an HDR thesis should be presented for examination* is not more than 100,000 words in length including quotes and exclusive of tables, figures, appendices, bibliography, references, and footnotes. The thesis contains no material that has been submitted previously, in whole or in part, for the award of any other academic degree or diploma. Except where otherwise indicated, this thesis is my own work.

Date: 28 March 2023

Endorsed by:

Professor Jane Doe
Principal Supervisor

Associate Professor John Smith
Associate Supervisor

Student and supervisors' signatures of endorsement are held at the University.

Figure 2 Certification of thesis example

TABLE OF CONTENTS

ABSTRACT i
CERTIFICATION OF THESIS ii
ACKNOWLEDGEMENTS iii
DEDICATION iv
LIST OF TABLES vi
LIST OF FIGURES vii
ABBREVIATIONS ix
CHAPTER 1: INTRODUCTION 1
1.1. Template text 1
1.2. Example heading two 2
1.2.1. Example subheading one 3
CHAPTER 2: LITERATURE REVIEW 14
2.1. [Heading one] 14
2.1.1. [Subheading one] 16
CHAPTER 3: [INSERT NAME OF CHAPTER] 38
3.1. [Heading one] 38
CHAPTER 4: DISCUSSION AND CONCLUSIONS 196
4.1. [Heading one] 197
REFERENCES 210
APPENDIX [A, B, etc.] 240
APPENDIX B 245

Figure 3 Table of contents example

UniSQ

CHAPTER 1: INTRODUCTION

1.1 Template text

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus fermentum laoreet aliquet. Mauris imperdiet dictum leo, in accumsan lorem maximus vel. Morbi ac malesuada quam, eu lacinia arcu. Ut dignissim, ex quis hendrerit tristique, quam purus volutpat odio, sollicitudin consectetur ligula justo eu turpis. Quisque mi massa, commodo non bibendum ut, pretium sit amet odio.

Etiam accumsan justo libero, sit amet dignissim nisi sollicitudin ut. Praesent a arcu venenatis, bibendum felis eu, consequat turpis. Phasellus eu mauris sit amet nisi posuere tincidunt. Duis imperdiet odio vitae velit gravida finibus. Sed non diam blandit, varius ex vitae, sollicitudin metus. Fusce rutrum diam eu consectetur aliquet.

1.2 Example heading two

Morbi ac malesuada quam, eu lacinia arcu. Ut dignissim, ex quis hendrerit tristique, quam purus volutpat odio, sollicitudin consectetur ligula justo eu turpis. Quisque mi massa, commodo non bibendum ut, pretium sit amet odio.

Mauris nec tortor eget odio faucibus venenatis sed id eros. Cras et leo lacinia risus tristique molestie vitae a arcu. Etiam magna sapien, laoreet at nulla sit amet, rutrum vestibulum nisi. Cras tincidunt in risus a congue. Phasellus volutpat lectus id metus vehicula, ac interdum justo porttitor.

1.2.1 Example subheading one

Duis imperdiet odio vitae velit gravida finibus. Sed non diam blandit, varius ex vitae, sollicitudin metus. Fusce rutrum diam eu consectetur aliquet.

Figure 4 Chapter one example

University of Southern Queensland

For more information, please contact the

Graduate Research School

grs@unisq.edu.au