



University of  
**Southern  
Queensland**

16 March 2023

# **HIGHER DEGREE BY RESEARCH PRESENTATION GUIDELINES**

**THESIS BY PUBLICATION**

CRICOS: QLD 00244B, NSW 02225M

TEQSA: PRV12081

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# 1. INTRODUCTION

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

*Any discipline-specific referencing style formatting requirements are to be adhered to over the formatting requirements noted herein 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. STATEMENT OF CONTRIBUTION

- iv. ACKNOWLEDGMENTS
- v. TABLE OF CONTENTS
- vi. LIST OF TABLES
- vii. LIST OF FIGURES
- viii. ABBREVIATIONS
1. CHAPTER 1: INTRODUCTION
2. CHAPTER 2: LITERATURE REVIEW
3. CHAPTER 3: PAPER [add paper number] – [Add paper title]
4. CHAPTER [Final Chapter number]: DISCUSSION AND CONCLUSIONS
5. REFERENCES
6. APPENDICES

### 3. THESIS BY PUBLICATION

#### 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 the 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.

## Statement of Contribution

Where published papers have joint authors, a statement must be included within the Preliminary pages of the Thesis declaring that the student made the majority contribution to the conduct of the research and authorship of the papers. Normally, a student would be expected to make more than 50% contribution to each paper. An acknowledgment of the collective contribution of other authors must also be included in this section.

## 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), bold font optional
- Further subheadings are in sentence case, left aligned, italicised and numbered, (1.1.1, 1.1.2 etc) bold font optional.

### Chapters 1 and 2:

The Thesis by Publication 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.

### **Chapter 3 etc – Published and submitted papers:**

These papers should be published, accepted for publication, or submitted for publication during the period of candidature. At least one of these papers must be published or accepted for publication prior to examination. Note: Papers prepared for submission but not yet submitted are not allowed to form part of a thesis by publication.

Each paper in the thesis is presented as an individual Chapter. These Chapters consist of three parts; an introductory paragraph, an insert of the paper exactly as published, and a concluding paragraph discussing the links and implications for the next study. Insert images of the publication pages (exactly as it appears in the journal, with references) into the relevant thesis Chapter (see Figures 5 and 6). The thesis page margins must be maintained as much as possible. High-resolution images of publication pages can be obtained by importing a PDF version of the publication as a PNG file. See the template for instructions.

In rare instances where, having followed the above instructions, resolution of the publication images still negatively affects legibility, insert the accepted version of the publication (detailed below) within the Chapter. In addition, insert images of the publication pages (exactly as it appears in the journal, with references) as an appendix item and refer to it in the relevant Chapter's introductory paragraph.

A paper submitted or accepted for publication should be formatted exactly as it would for the journal that it has been submitted to – with any figures placed within the text as appropriate and the paper's references listed within the Chapter. The referencing style for submitted papers should also match the journal's requirements. Correspondence from the journal to confirm submission should accompany the submitted thesis for submitted and accepted papers.

### **Tables and Figures**

Tables and Figures should be numbered using a separate sequence for each Chapter (e.g., Table 2.1, Figure 5.7, etc). This excludes those Tables and Figures within the Chapters for published/submitted papers. 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

When submitting a Thesis by Publication it is important that the articles/publications are embedded in the thesis exactly as they are published or submitted for publication. Therefore, the references will remain with the article and are not required to be added to the reference list at the end of the thesis.

The reference list at the end of the thesis will detail the studies cited in the introduction, literature review, and discussion Chapters only. 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

### Statement of contribution

- Text elements as per template
- Minimum 50% contribution by the student to each paper
- At least one (1) paper has been published
- Quantity of papers satisfied, typically three for DPHD and one for Masters.

### 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
- Paper Chapters only require table items for the *Introduction* and *Links and implications* sub-headings

### List of Tables

- Table items are formatted as per the template
- No section titles/sub-heading
- No table items included for Paper Chapters

## List of Figures

- Table items are formatted as per the template
- No section titles/sub-heading
- No table items included for Paper Chapters

## 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
- Chapter 1 page number starts at one (1), using Arabic numbers. and the count continues through the remainder of the thesis.
- 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

## Paper Chapters – Published, accepted, submitted.

- Chapter are titled appropriately “Chapter #: Paper #: [Title]”
- Introduction section
- Published papers | Inserted exactly as published, maintaining the thesis margins and page numbers.
- Non-published papers | Formatted exactly as submitted or accepted. Figures are placed within the text as appropriate, and the paper’s references are listed within the Chapter.
- Links and implications section

## 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.

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University of  
**Southern  
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# **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: 16 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*

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*Figure 3 Table of contents example*

# 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*

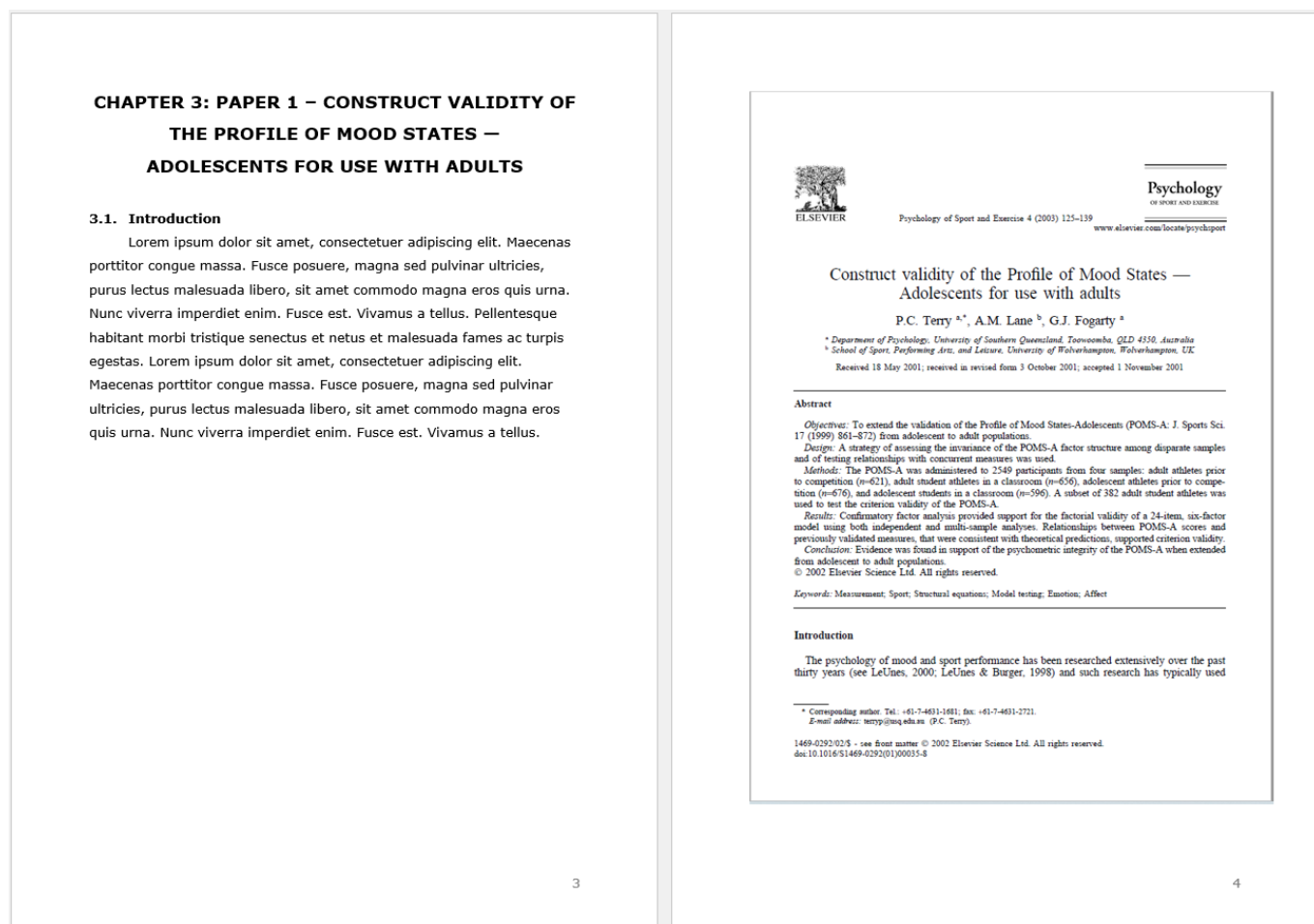


Figure 5 Example of the first pages for a published paper Chapter



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- Zigmond, A. S., & Snaith, R. P. (1983). The Hospital Anxiety and Depression Scale. *Acta Psychiatrica Scandinavica*, 67, 361–370.

### 3.2. Links and implications

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas.

Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend.

Figure 6 Example of last pages for a published paper Chapter



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**For more information, please contact the**

**Graduate Research School**

[grs@unisq.edu.au](mailto:grs@unisq.edu.au)