

Thesis Guide

PREPARATION
SUBMISSION
EXAMINATION

NQ
808.02
JAM
1985
C.A



James Cook University of North Queensland

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Thesis Guide

**PREPARATION
SUBMISSION
EXAMINATION**

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James Cook University of North Queensland

THESIS GUIDE

The preparation, submission and
examination of theses

James Cook University of North Queensland
Townsville, Australia
1985

All official correspondence with the University
should be addressed to:

The Registrar
James Cook University
Townsville, Q 4811
AUSTRALIA

Telephone: (077) 814111

Telex: Unitown AA47009

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INTRODUCTION

The booklet aims primarily to assist students preparing theses at this University.

It has been based on the *Theses Provisions* adopted by Council at its meeting (9/73) of 4 October 1973 and subsequent amendments to these provisions approved by Council. Some of the information it contains is therefore in the nature of regulations.

Owing to the range of disciplines in which theses are being written, the booklet will not necessarily cover all the specific prescriptions. Each student should consult his or her supervisor concerning matters peculiar to the particular field of research before preparing the final draft of the thesis. Assistance should also be sought from the staff of the Library, Photography Section and Computer Centre when necessary.

K.N. CHESTER
REGISTRAR

July 1985

1 Format of Theses

Each thesis submitted for a degree or diploma should generally have the following internal specifications:

- 1.1 An original copy must be typed or reproduced¹ on good quality paper e.g. good quality bond.
- 1.2 Page size must be international size A4 (297 mm x 210 mm).
- 1.3 Typing must be at least one and one-half line spaced. Footnotes may be single spaced.
- 1.4 Footnotes, if used, should be placed at the foot of the page to which they refer and not carried over to another page.
- 1.5 Margins must be at least:

spine	40 mm
top, bottom and fore-edges	25 mm

Footnotes must not be allowed to encroach into the margins.
- 1.6 Pages are to be numbered consecutively. The numbers should be in the same position on each page, with appropriate allowances for trimming. (Diagrams, maps, photographs etc. interleaved in the text should be included in the page sequence and numbered accordingly.)
- 1.7 Illustrations are best photographically copied to full page size and bound into the text. If mounted photographs are included, dry mounting tissue should be used. Adhesive tape of any kind other than book-binder's or other invisible tape should NOT be used in a thesis. Oversized material (e.g. maps, computer print-out) must be folded inside the back cover with every separate sheet bearing the candidate's name, degree, date and page number. Such enclosures should be listed in the table of contents.
- 1.8 Contents must not normally exceed 30 000 words for a bachelor honours or graduate diploma thesis, 60 000 for a master's thesis, or 100 000 words for a doctoral thesis, excluding appendices, bibliographies etc.

1.9 The title page must include the following details:

- surname and full given names and degrees and/or professional qualifications already held;
- full title of thesis;
- degree or diploma for which thesis is submitted and subject if appropriate;
- department,¹ if appropriate;
- where the thesis is only part of a coursework degree, this should be clearly indicated;
- name of University;
- date of submission of thesis (month and year).

See Illustration 1, page 5.

1.10 The page following the title page must be used for a signed statement by the candidate concerning access to the thesis. See Illustration 2, page 6.

A candidate wishing to restrict access to a thesis is required to provide a statement of reasons for so doing, for endorsement by the appropriate head of department.

1.11 The thesis should be preceded by a short abstract summarising the aims, scope and conclusions of the thesis. This should not exceed 500 words. The abstract must normally be followed by the table of contents, a list of illustrations and diagrams (unless fewer than ten in number), a signed statement on sources (illustration 3, p.8), the main text, the appendices and the bibliography, which must conform to an accepted standard (e.g. the Modern Language Association of America Style Sheet; Royal Society, London—General Notes on the Preparation of Scientific Papers).

¹ Theses which have been reproduced by means of an electrostatic copying machine are acceptable, provided that they are good clean copies.

¹ Whenever the word department appears interpret as meaning department/school/unit.

ILLUSTRATION 1: Title Page

Page layout: (Doctor of Philosophy example)

A statistical study of the occurrence of two
varieties of *Vigna sinensis* in the
Townsville region,
with an assessment of the suitability of
FORTRAN techniques.

Thesis submitted by
Ada Penelope GREENFIELD BSc(Hons) (Qld)
in December 1997

for the degree of Doctor of Philosophy in
the Department of Botany at
James Cook University of North Queensland

Required wording for other theses:

Master's Degrees

Coursework predominating:

Dissertation submitted by in partial fulfilment of the requirements for the Degree of Master of (predominantly by coursework) in the Faculty of of James Cook University of North Queensland.

Research predominating (use appropriate statement)

Thesis submitted by for the research Degree of Master of in the Faculty of of James Cook University of North Queensland.

or

Thesis submitted by in partial fulfilment of the requirements for the research Degree of Master of in the Faculty of of James Cook University of North Queensland.

Graduate Diplomas

Thesis submitted by in partial fulfilment of the requirements for the Graduate Diploma of in the Faculty of of James Cook University of North Queensland.

Bachelor Degrees

Honours Degrees:

Thesis submitted by in partial fulfilment of the requirements for the Degree of Bachelor of with Honours in the Department of of James Cook University of North Queensland.

Pass Degrees

Dissertation submitted by in partial fulfilment of the requirements for the Degree of Bachelor of in the Department of of James Cook University of North Queensland.

It should be noted that the Department of Modern Languages requires that the title page be expressed in the language in which the thesis or dissertation is written e.g. French:

Mémoire pour le grade de présenté à

ILLUSTRATION 2: Statement on Access to Thesis

FORM A:

I, the undersigned, the author of this thesis, understand that James Cook University of North Queensland will make it available for use within the University Library and, by microfilm or other photographic means, allow access to users in other approved libraries. All users consulting this thesis will have to sign the following statement:

"In consulting this thesis I agree not to copy or closely paraphrase it in whole or in part without the written consent of the author; and to make proper written acknowledgement for any assistance which I have obtained from it."

Beyond this, I do not wish to place any restriction on access to this thesis.

.....
(signature)

.....
(date)

FORM B:

I, the undersigned, the author of this thesis, understand that the following restriction placed by me on access to this thesis will not extend beyond three years from the date on which the thesis is submitted to the University.

I wish to place restriction on access to this thesis as follows:

(Use one of the following forms—a period beyond three years from the date of submission should not normally be specified.)

- (i) Access to be restricted to staff and students of James Cook University of North Queensland for a period of year(s).
- (ii) Access not to be permitted for a period of year(s).

After this period has elapsed I understand that James Cook University of North Queensland will make it available for use within the University Library and, by microfilm or other photographic means, allow access to users in other approved libraries. All users consulting this thesis will have to sign the following statement:

"In consulting this thesis I agree not to copy or closely paraphrase it in whole or in part without the written consent of the author; and to make proper written acknowledgement for any assistance which I have obtained from it."

.....
(signature)

.....
(date)

FORM C

Following a request from the author of this thesis, (Name)
....., Council, on, approved the following restrictions upon access to the thesis.

.....
K N CHESTER
REGISTRAR

.....
(date)

NOTE:

If a candidate wishes to restrict access to his thesis in a way which is different from that provided for by Form B, the following procedure will apply:

- 1. Form B, duly signed, will be inserted in the front of the thesis at the time when the thesis is submitted for examination;
- 2. upon approval by Council of the candidate's request for special restrictions, Form B will be removed and Form C will be inserted in the front of all copies of the thesis.

ILLUSTRATION 3: Statement on Sources:

DECLARATION

I declare that this thesis is my own work and has not been submitted in any form for another degree or diploma at any university or other institution of tertiary education. Information derived from the published or unpublished work of others has been acknowledged in the text and a list of references is given.

A P Greenfield
30 September 1997

2 Number of Copies of Theses to be Submitted¹

- 2.1 Honours degree: 2 or more copies, as required by the head of department.

Graduate diploma,

master's degree: 3 or more copies, as required by the Faculty.

Doctoral degree: 4 copies.

- 2.2 It is preferable to use 'xerox' copies for additional copies of theses, as carbon copies become progressively less readable.

3 Submission of Theses

- 3.1 Doctoral candidates are required to inform the Registrar in writing, through the head of department, of the approximate date of the submission of the thesis, three months before that date.

- 3.2 A candidate is required to submit copies of the thesis, as specified in Section 2, to the head of department (honours theses), or to the Registrar (graduate diploma, master's and doctoral theses).

- 3.3 No thesis will be accepted for examination if the author has not complied with all other provisions relating to candidature.

- 3.4 The supervisor of a PhD or master's degree thesis is required to state in writing to the Registrar through the appropriate head of department an opinion as to whether the thesis is in an appropriate state to be submitted for examination. The Registrar provides the candidate with a copy of the supervisor's statement.

4 Binding of Theses

4.1 Binding Specifications

- 4.1.1 An honours degree thesis must be given a temporary binding in accordance with specifications determined by the head of department concerned. A graduate diploma, master's or doctoral degree thesis must be in a temporary binding as outlined in 4.1.2 except that higher doctoral submissions comprising copies of previously published, unbound works must either be bound or enclosed in a folder or slip case made in accordance with the approved specification.

- 4.1.2 The approved temporary binding for graduate diploma, master's and doctoral theses is as follows:

the spine must be securely fastened in a manner such that future permanent binding will not be hindered;

¹ Of which, at least one copy is returned to the candidate.

the cover must be lettered as follows:

name of University

name of candidate

title of thesis

degree for which submitted

the words 'TEMPORARY BINDING'.

Spring-back, ring-back or other loose-leaf 'bindings' will not be accepted.

- 4.1.3 Each copy of a master's (research) or doctoral thesis deposited in the University Library will be permanently bound by the Library in accordance with the University Librarian's current specification.

4.2 Binding

Temporary binding of the required number of copies of a thesis before it is submitted for examination is the responsibility of the author.

5 Examination of Theses

- 5.1 After examiners' reports are received by the Registrar, copies are sent to the head of department for a recommendation concerning the award of the degree or diploma.

- 5.2 The head of department may communicate to the candidate's supervisor the full content or selected portions of the examiners' reports, preserving the anonymity of the examiner/s where requested.

- 5.3 A successful candidate is sent an application form for admission to the appropriate degree or diploma. Awards are normally conferred at the annual Graduation Ceremony, but there is provision for them to be conferred *in absentia* at an ordinary meeting of Council, if the candidate would be significantly disadvantaged if the award were not conferred until the next Graduation Ceremony.

- 5.4 If the award of the degree or diploma is not recommended, the candidate is advised by the Registrar whether permission has been given for the thesis to be revised and resubmitted. A candidate who is allowed to resubmit the thesis is provided with a summary of the examiners' comments for guidance in rewriting the thesis. The head of department is requested to nominate a person to prepare the summary and to check it before it is forwarded. The anonymity of the examiner/s is maintained if requested.

A candidate who is not allowed to resubmit the thesis is advised by the Registrar that the candidature was unsuccessful. All copies of the thesis

are returned.

- 5.5 After a decision has been made on the award of the degree, the candidate may make a written request to the Registrar to have relevant sections of the examiners' reports made available.

6 Distribution of Theses

- 6.1 A thesis submitted in partial fulfilment of the requirements of a bachelor honours degree, graduate diploma or master's degree (coursework) will be deposited in the University Library at the discretion of the head of department concerned. An original copy of each thesis submitted by a candidate who satisfactorily completes all requirements for the award of a doctoral or master's degree (research) must be deposited in the University Library.¹
- 6.2 One copy of each thesis submitted by a candidate who satisfactorily completes the requirements for the award of a degree or diploma must be deposited in the department in which the candidate undertook the greater part of the research and studies for the thesis.
- 6.3 After copies of each thesis have been deposited in the University Library and the department concerned, any remaining copies will be returned to the candidate.
- 6.4 Before a copy of a thesis is deposited in the University Library or a department or returned to its author, the head of department concerned must certify in writing that all corrections, as specified by the appropriate examining body, have been made to all copies submitted.
- 6.5 A copy of a thesis deposited in the University Library will be immediately available for consultation or for the purposes of research or study, unless the author has:
- 6.5.1 indicated that access to the thesis is to be restricted to staff and students of the University for a definite period of time, not exceeding three years, following submission of the thesis; or
 - 6.5.2 indicated that access to the thesis is to be precluded for a definite period of time, not exceeding three years, following submission of the thesis; or
 - 6.5.3 had approval given by the Council for restrictions other than those stated in 6.5.1 and 6.5.2 above to be placed upon the availability of the thesis.

¹ The library will accept a thesis which has been reproduced on an electrostatic copying machine provided that it is a good clean copy. It will not accept copies produced by any form of photographic or heat transfer copying machine.

The author must notify the Registrar of intention to seek the approval of Council under Clause 6.5.3 as soon as success of the candidature has been confirmed. As an interim measure the candidate must comply with Clause 6.5.2 above. Any special restriction later approved in accordance with Clause 6.5.3 above would then supersede the interim restriction upon access to the thesis.

7 Stylistic Matters

Candidates should follow carefully the conventions on style set out in one of the recognised guides. A candidate whose department does not recommend a particular style guide will find any one of the following suitable:

A Manual of Style for Authors, Editors and Copywriters. 12th ed. rev.
Chicago: University of Chicago Press, 1969.

MLA Handbook for Writers of Research Papers, Theses and Dissertations.
New York: Modern Language Association of America, 1977.

Publication Manual. 2nd ed. Washington, D.C.: American Psychological Association, 1974.

Style Manual. 4th ed. Washington, D.C.: American Institute of Biological Sciences for the Council of Biology Editors, 1978.

American National Standard for Bibliographical References. ANSI Z39.29-1977
New York: American National Standards Institute, 1977.

Style Manual for Authors, Editors and Printers of Australian Government Publications. 3rd ed. Canberra: Australian Government Publishing Service, 1978.

General Notes on the Preparation of Scientific Papers. 3rd ed. London: Royal Society of London, 1974.

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