

## The Schedule for Presentation of a Thesis for a Higher Degree by Research

Theses for higher degrees by research will meet the requirements in this schedule. These requirements apply to both theses presented for examination and final versions presented for the award of the degree that include any amendments required following the examination.

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| <b>1) General requirements</b><br>a. Every thesis shall be written as concisely as possible.                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| b. A thesis for the degree of Doctor of Philosophy will not normally exceed 80,000 words.<br>c. A thesis for a degree based on creative work will not normally exceed 50,000 words. The creative work will be assessed along with the thesis.<br>d. A thesis for the Professional Doctorate by Research will not normally exceed 60,000 words.<br>e. A thesis for the degree of Master will not normally exceed 40,000 words.<br><i>(Word counts do not include footnotes, appendices and the bibliography or references.)</i> |
| f. A candidate shall state generally in the preface and bibliography and specifically in notes the sources of information used<br>and the extent to which the candidate has used the work of others.                                                                                                                                                                                                                                                                                                                           |
| g. Where a thesis is based upon research work conducted jointly the nature and extent of the candidates contribution to that research shall be described by the candidate clearly in the thesis and in accordance with Guidelines for Higher Degrees Based on Jointly Conducted Research issued by the HDC(R).                                                                                                                                                                                                                 |
| <b>2) Typing and copy</b><br>a. The thesis will be usually submitted as an electronic file in portable document format (pdf) except a thesis by published papers which may be submitted in hard copy (see Guidelines for Preparing Theses by Publication and for Including Published Work in Theses).                                                                                                                                                                                                                          |
| b. The thesis shall be formatted for international size A4 (297mm x 210mm) pages, using at least one and a half line spacing and a minimum of 11 points in a clear font.                                                                                                                                                                                                                                                                                                                                                       |
| c. The thesis will be formatted with margins of not less than 38mm and 19mm in width on the left-hand and right-hand side respectively. The top and bottom margins shall be not less than 19mm.                                                                                                                                                                                                                                                                                                                                |
| d. Footnotes may be typed on single line spacing and shall be clearly separated from the text.                                                                                                                                                                                                                                                                                                                                                                                                                                 |

### 3) Checking

Before submitting the thesis for examination the candidate and supervisor must check the typescript to ensure that all typographical errors have been corrected, that the spelling, grammar and punctuation are correct and that the standard of expression is worthy of a candidate for a higher degree.

### 4) Arrangement

The thesis shall incorporate, in the following order -

- a. A title page setting out (see the layout in the appendix) in the following order:
  - (a) the full title of the thesis,
  - (b) the names and degrees of the candidate,
  - (c) the degree for which the thesis is submitted and a statement whether the thesis is submitted in total or partial fulfilment of the requirements for that degree<sup>1</sup>,
  - (d) when applicable the words “by published work” or “by creative work”,
  - (e) the name of the Faculty and its School or area associated with the work,
  - (f) the name of the University and its address as follows:
 

La Trobe University  
 Bundoora, Victoria, 3086<sup>2</sup>  
 Australia
  - (g) and the month and year when the thesis was submitted for the degree.

- b. A table of contents and, where applicable, a list of plates, tables, illustrations, symbols or other abbreviations, and details of any other material of a type as designated under part i below.

- c. An abstract of not more than 300 words.

- d. Statements

- (a) A signed and dated Statement of Authorship in the following form verbatim:

“Except where reference is made in the text of the thesis, this thesis contains no material published elsewhere or extracted in whole or in part from a thesis submitted for the award of any other degree or diploma. No other person's work has been used without due acknowledgment in the main text of the thesis. This thesis has not been submitted for the award of any degree or diploma in any other tertiary institution.”

Or in the case of theses by publication:

“This thesis consists primarily of work by the author that has been published or accepted for publication as described in the text. Except where reference is

<sup>1</sup> For professional doctorates and the Doctor of Psychology in Counselling Psychology the word “total” is changed to “partial”.

<sup>2</sup> Regional students use this address although Melbourne is not your campus.

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|    | <p>made in the text of the thesis, this thesis contains no other material published elsewhere or extracted in whole or in part from a thesis submitted for the award of any other degree or diploma. No other person's work has been used without due acknowledgment in the main text of the thesis. This thesis has not been submitted for the award of any degree or diploma in any other tertiary institution."</p> <p>(b) Where applicable, paragraphs shall be added specifying:</p> <ol style="list-style-type: none"> <li>1. the extent of collaboration with another person or persons;</li> <li>2. the extent and the nature of any other assistance received in the pursuit of the research and preparation of the thesis;</li> <li>3. that all research procedures reported in the thesis were approved by the relevant Ethics Committee or Safety Committee or authorised officer;</li> <li>4. the details of publications in the case of a thesis by published papers or book; and</li> <li>5. the title, nature and details of the creative work (including its public performance, presentation or exhibition or publication) in the case of a creative work degree.</li> </ol> |
| e. | the main text                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| f. | appendices, if any                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| g. | bibliography or list of references, unless appended at the end of each chapter                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| h. | index, if any                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| i. | supplementary material separate from the thesis and submitted as part, or in support, of the thesis such as other computer files or media, films, models, or other material                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |