



Guidelines for formatting and presentation of a PGR degree thesis to UoL for examination

This Annexe provides additional guidance to candidates and should be read in conjunction with the Policy on Submission of a Research Degree Thesis for Examination.

1. Number of copies required for the examination
An electronic version of the thesis and any supporting papers in Portable Document Format (pdf) are normally required. The electronic copy should be deposited with the Research Degree Administration Team (SAS), who will make arrangements for the examination of the thesis. The candidate should retain a physical copy.
2. Formatting.
A common font and style should be used throughout the thesis, with clear text, illustrations and pagination. The main body of the text should be in black ink on white paper. Pages should be numbered consecutively and the position of page numbers (candidate's choice or as advised by the supervisor) should be consistent throughout.
3. Sources
Candidates must state generally in the preface and specifically in the body of the thesis the sources from which their information is derived with the appropriate acknowledgement of the work of others.
4. References
References to published work should be provided in a consistent format that is currently accepted in the field covered by the thesis. If in doubt, candidates should consult their supervisors about the most appropriate approach. Further guidance about referencing systems can be found on [the University Library website](#).
5. Title page
The following format should normally be observed:

(Centred) Title of thesis

'Thesis submitted in accordance with the requirements of the University of Liverpool for the degree of Doctor in Philosophy (or other degree as appropriate) by *full forenames and surname*.'

(Centred) Date (month and year) with suitable line spacing.
6. Table of contents
The table of contents must include chapter headings and page numbers. All separate sections of the thesis, such as bibliography, lists of abbreviations, supporting papers etc. must also be identified on the contents page.
7. Abstract
The thesis must contain an abstract indicating the aims of the investigation and the results achieved. It should be no longer than one side of an A4 sheet using single-spaced font (normally about 450 words) and should include a heading indicating the author and title of the thesis.

8. Page Layout

The layout of the page should normally be A4 format.

9. Margins and line spacing

1½ line spacing is advised, but at least double line spacing should be used for text that contains many subscripts and superscripts. Quotations may be indented. Candidates should check the text carefully and it is strongly advised to make full use of error-checking facilities.

10. Supporting material

All supporting material should normally be included within the same electronic file as the main body of the thesis, rather than provided as a separate file. The SDPR/ IDPR should be consulted as to the appropriate means of submission in any cases where the thesis includes material that cannot easily be included within the submitted electronic file (e.g. video recordings, audio recordings, large charts).

11. Original Creative Material

Where a collection of original creative material is also submitted for examination, the archival record should include photographic or video evidence, which encompasses the material submitted and any artefacts or documentation integral to the creation of the work. A short inventory with brief descriptions should also be included.