



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

Three printed copies of the thesis and any supporting papers plus one electronic version are normally required. The electronic and two printed copies should be deposited with the LDC Student Experience Team in the Student Administration Centre, who will make arrangements for the examination of the thesis. The candidate should retain one copy. However, if three Examiners are appointed, three printed copies must be submitted to the LDC Student Experience Team.

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

Each copy of 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. Paper

A4 white paper of at least 80g/m² weight must be used for both originals and photocopies, except for any endpapers which carry no text. Paper may be printed on both sides or on one side.

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.

On the binding edge the margin must be 40mm. Other margins must be 25mm minimum.

10. Binding

Printed copies of the thesis submitted for examination must be soft-bound and the binding of all volumes must be identical. The thesis should be presented in such a way that the pages cannot be readily removed. Accordingly, ring binders and spiral binding are not permitted. The candidate's surname, initials, the date (month and year) and the degree must be displayed on the outside front cover.

11. Supporting material

Diagrams, maps and illustrations should be placed as near to the relevant text as possible. If it is necessary to place illustrations in a separate volume, the binding must match that of the text. Images must be of good quality and adequate size. Where material is fixed in the thesis it must be securely mounted in each copy.

Essential material that cannot be easily included within the bound thesis (e.g. large charts, CDs, etc.) must be placed securely in a pocket attached to the inside back cover of each copy.

12. Original Creative Material

Where a collection of original creative material is also submitted for examination, the archival record should include photographic, video, or DVD 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.