

Guidelines for Doctoral and MPhil Thesis Submission

1. Formatting

- 1.1 Double or 1.5 spacing in a font type and size which ensures readability must be used for the main text (for example 10 point in a font such as Arial, Verdana, Tahoma and Trebuchet or 12 point in Times, Times New Roman, Palatino and Garamond); single spacing may be used for quotations, footnotes and references. Pages may be single or double-sided.
- 1.2 Bibliographic citations and references must be consistent throughout the thesis; general guidance can be obtained from the candidate's Supervisor.
- 1.3 To allow for binding the margin at the binding edge of any page must be not less than 40mm; other margins must be not less than 15mm.
- 1.4. Page numbering must consist of one single sequence of Arabic numerals (ie 1, 2, 3 ...) throughout the thesis, starting with the title page as page number 1. Page numbers must be displayed on all pages EXCEPT the title page. The pagination sequence will include not only the text of the thesis but also the preliminary pages, diagrams, tables, figures, illustrations, appendices, references etc, and will extend to cover all volumes in a multi-volume thesis. Roman numerals must not be used for page numbering.
- 1.5. The main text of the thesis should normally be left justified to aid accessibility and readability of the thesis.

2. Title Page

- 2.1 A title page giving:
 - i. the full title of the thesis;
 - ii. a statement as follows: 'A thesis submitted by [candidate's name] (the same as the name under which they are currently registered at the University);
 - iii. for the award of [name of award]
 - iv. the name of the University and the candidate's Faculty or Institute.
 - v. Copyright statement (see 7 below)Please refer to **Appendix 1** to see a sample title page.
Where a thesis consists of more than one volume, each volume must contain a title page in the form set out above and also include the appropriate volume number, and the total number of volumes, e.g. Volume I of III.
A thesis which was referred for re-examination must bear the year of resubmission on the title-page and not the year of the original submission

3. List of Contents

- 3.1 A list of contents, giving all relevant sub-divisions of the thesis and a page number for each item.
- 3.2 In a multi-volume thesis the contents page in the first volume must show the complete contents of the thesis, volume-by-volume, and each subsequent volume must have a contents page giving the contents of that volume.

3.3 The final word count, including references in the text, footnotes and endnotes, but excluding bibliography and any appendices, must be inserted at the bottom of the contents page.

3.4 Evidence of ethical approval must be included as an appendix.

4. Other Lists

4.1 Lists of tables, figures, diagrams, photographs, abbreviations etc. If a thesis contains tables it is recommended that a separate list of each item, as appropriate, is provided immediately after the contents page(s). Such lists must give the page number of each item on the list.

5. Abstract

i. A short abstract of the contents of the thesis must be inserted into the thesis. The abstract must not be more than one side of A4.

ii. A loose copy of the abstract is also required.

iii. The abstract should include the following information:

- Name of the University (St Mary's University, London)

- The Candidate's full name

- Degree Title

- Thesis Title

- Date

AND

- Use a font size of not less than 12 point;

- Use single-spaced typing;

- The abstract must not be more than one side of A4.

6. Thesis Length

6.1 The final submission for the degree of Master of Philosophy or Doctor of Philosophy will comprise a piece of scholarly writing with a full bibliography and references. The submission will not exceed 60,000 words for the degree of Master of Philosophy and the Professional Doctorate programme and 100,000 words for the degree of Doctor of Philosophy. The word counts include references in the text, footnotes and endnotes but exclude the bibliography and any appendices.

6.2 A student who has undertaken performance- or practice-based research may include in the final submission, creative work which has been generated as an integral part of the research process and that, together with the piece of scholarly writing, substantiates the argument(s) of the research project. The form that the final submission takes will be determined at the point of project confirmation, so that the piece of scholarly writing is a minimum of between 20,000 and 30,000 words in length and the scope of the submission as a whole meets the requirements for the award of Master of Philosophy or Doctor of Philosophy, as appropriate. The final submission must be accompanied, where appropriate, by an archival record (such as video or photographic record) of the candidate's practice. Such a record must be in a standard retrievable form.

7. Copyright Statement

7.1 On the title page of your thesis, you should include a copyright statement, in the following form:

This secures your legal position as the owner of the copyright. However, the University's regulations lay down that the Librarian is authorised to make further copies, in whole or in part, should they be required for legitimate academic purposes.

- 7.2 If a sponsoring organisation or collaborating body considers that the thesis contains matter of a confidential nature, the author may instruct the Librarian to restrict access to a thesis for a period not exceeding five years. Access to the thesis may be allowed during this period only with the permission of person(s) specified by the sponsoring organisation or collaborating body. Similarly, if it is desired to seek a patent from matter in the thesis, the author may instruct the Librarian to restrict access for a period not exceeding one year.

8. Declaration of Originality

To confirm that the work submitted is your own, candidates are required to complete a Declaration of Originality form – **Appendix 2** which must be submitted with 3 temporarily bound copies of the thesis for examination, along with a pdf.

9. Confirmation of Submission of the Thesis

A Submission of Soft Bound Thesis form will be submitted at the same time.

10. Submission of final thesis

Following recommendation by the examiners that an award be made, the final version or record of the thesis or portfolio will be uploaded by the student to the University's online open-access research archive (SORA) <https://research.stmarys.ac.uk/> along with a form embargoing publication of the full thesis if required (see 7.2 above). St Mary's University does not keep hard bound final copies of theses.

Appendix 1

An investigation into the shopping habits of pre-teen girls

Thesis submitted by:

Alison Norma Sutherland

For the award of Doctor of Philosophy

Institute of Business, Law & Society

St Mary's University, London

August 2021

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Appendix 2

DECLARATION OF ORIGINALITY

Students are reminded that the work that they submit for assessment must be their own. Please read the following statements and sign and date at the bottom of this form to show that you have complied:

1. This thesis and the work to which it refers are the results of your own efforts. Any ideas, data or text resulting from the work of others (whether published or unpublished) are fully identified as such within the work and attributed to the originator in the text, bibliography or footnotes.
2. This thesis has not been submitted in whole or in part for any other academic degree or professional qualification at this or any other institution.
3. Any chapters that describe the outcomes of joint research should be clearly identified as such with a statement inserted as a footnote on the first page and contributors named. Significant data, images or text resulting from the input of other researchers should be identified as such and attributed to the persons concerned by means of a footnote within the chapter.
4. It is usual to acknowledge the help and guidance of others who have assisted you during your research and preparation of your thesis. Such acknowledgements do not replace or obviate the need for individual attribution as discussed in points 1 and 3.
5. The University reserves the right to submit electronic versions of your draft documents for assessment of plagiarism using electronic detection software such as 'turnitin'. In addition, whether or not drafts have been so assessed, the University reserves the right to require an electronic version of the final document (as submitted) for assessment.

SIGNED:.....

PRINT NAME:.....

DATE:.....