Guidelines for Submission of a Postgraduate Research Thesis for Deposit in the Library

This document sets out guidance for students on submitting a postgraduate research thesis at Keele University. Its focus is on requirements for final submission of a thesis (i.e. the copy deposited or lodged in the Library). There is a companion document, entitled ‘Guidelines for Submission of a Postgraduate Research Thesis for Examination’, which you can view and download from the ‘Submission of a Postgraduate Research Thesis for Examination’ section of the PGR Guidance and Forms web page. This companion document provides guidelines for initial submission of your thesis.

1. Format and Layout of Your Thesis – Final Submission

The standard format and layout for theses submitted for oral examination are as follows:

<table>
<thead>
<tr>
<th>Thesis Format Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Paper Size</strong></td>
</tr>
<tr>
<td>You must use A4 (210mm x 297mm), or the intended close equivalent used on some printers.</td>
</tr>
<tr>
<td>The paper you use should be a minimum of 100gsm in thickness to avoid print-through on the double-sided pages (see ‘Printing’ on p. 2 below). The SU Print and Copy Shop uses this type of paper as standard, so you do not need to check this detail if organising the printing and binding via this service.</td>
</tr>
<tr>
<td><strong>Font Size</strong></td>
</tr>
<tr>
<td>Font for all text, including footnotes where used, should be no smaller than 10 point. 11- or 12-point font for the main text is advisable.</td>
</tr>
<tr>
<td><strong>Spacing</strong></td>
</tr>
<tr>
<td>You are welcome to use either single-line spacing or double-line spacing for the main text, including quotations. If your thesis contains complex diagrams or figures, it may be easier for you to continue to use double-line spacing (which is the requirement when submitting your thesis for examination).</td>
</tr>
<tr>
<td>You should use single-line spacing for footnotes.</td>
</tr>
<tr>
<td><strong>Margins</strong></td>
</tr>
<tr>
<td>You must maintain a margin of not less than 35mm on the binding side of each page, to ensure content is not cut off when the thesis is bound.</td>
</tr>
<tr>
<td>Other margins should not be less than 15mm.</td>
</tr>
<tr>
<td>See ‘Printing’ on p. 2 below for guidance on margins and double-sided printing.</td>
</tr>
<tr>
<td><strong>Numbering</strong></td>
</tr>
<tr>
<td>Preliminary pages must bear roman numerals (i, ii, iii, etc.); principal pages must bear Arabic numerals (1, 2, 3, etc.).</td>
</tr>
</tbody>
</table>
| **Footnotes/Endnotes** | Using either footnotes or endnotes is acceptable.  
Footnotes must appear on the same page as the textual number.  
If you use a numerical referencing system, references and footnotes must be distinguishable or combined. |
|------------------------|-------------------------------------------------------------------------------------------------|

### Thesis Title and Title Page Requirements

#### Thesis Title
Your title should be exactly as approved, and as you used when you submitted your thesis for examination.

This means that (i) it must be no more than 20 words, and (ii) it should feature an initial capital and then be in lower case except where it is conventional to use capitals (e.g. proper nouns, generic and specific names of organisms). You should use Italics for genus and species names and foreign-language words.

The one situation in which you can amend your thesis title after your oral examination is if your examiners required such a change as part of their specified corrections. In this case, your Faculty Research Office/Research Institute will update Student Record and Examinations, who will record the amended title on the student record system.

#### Title Page
Your title page must include the following items:

- Title of thesis (exactly as approved, and observing the format outlined above);
- Author’s name (without qualifications listed – this should be your full name in the same form as it appears on your student record);
- Degree for which the thesis has been submitted;
- Month and year (that Senate will approve the award*)
- Keele University.

* **N.B.** This date is not the year of submission, which could be different. The year of award could fall in the following year if you submit in November or December of the academic year. If you have any doubts, please check with the Student Records and Examinations Officer for Postgraduate Research Students (studentrecords@keele.ac.uk).

#### Front Cover
The bound thesis must indicate (lettered in gold) on the front board:

- Thesis title (front board only)
- Author’s name (**you can present your name in abbreviated form here**, e.g. Joe D. Bloggs or J. D. Bloggs)
- Degree which has been awarded
- Year of award (that Senate will approve the award – see box above)
The bound thesis must indicate (lettered in gold) up the spine (reading from bottom to top, in upper-case lettering):

- Author’s name (you can present your name in abbreviated form here, e.g. Joe D. Bloggs or J. D. Bloggs)
- Degree which has been awarded (abbreviated to Ph.D. or M.Phil, etc.)
- Year of award (that Senate will approve the award – see the box above.

### Multi-Volume or Multi-Part Theses

Multi-volume theses must display the volume number, in gold-lettered Arabic numerals, below the thesis title on both the front cover and title page and across the base of the spine.

A thesis with multiple parts (such as scores, published works) should be boxed together in dark blue cloth and lettered as above.

### 2. Printing and Binding Your Thesis – Final Submission

The standard requirements for printing and binding your thesis for oral examination are as follows:

<table>
<thead>
<tr>
<th>Thesis Printing and Binding Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Printing</strong></td>
</tr>
<tr>
<td>You should arrange for your thesis to be printed double-sided.</td>
</tr>
</tbody>
</table>

You must ensure that your thesis is printed on A4 (210mm x 297mm) paper, or the intended close equivalent used on some printers.

The paper you use should be a minimum of 100gsm in thickness to avoid print-through on the double-sided pages (see ‘Printing’ on p. 2 below). The SU Print and Copy Shop uses this type of paper as standard, so you do not need to check this detail if organising the printing and binding via this service.

Whatever margins you set when you submitted your thesis for examination should be sufficient when submitting it for deposit in the Library. The guidelines are repeated below for your convenience.

When printing double-sided, you should make sure that the margin on the binding side (on opposite sides on the front and back of the page) is not less than 35mm, with other margins not less than 15mm.

To set up margins for double-sided printing, you may find it useful to use ‘Mirrored’ Margins. This configuration, which you can set up in Microsoft Word® (Layout > Margins > Mirrored), is designed for documents which are double-sided.
The margin layout for the front side of the page (e.g. an odd-numbered page) is mirrored/flipped for the back side of the page (e.g. an even-numbered page), ensuring that the margin set for the binding side remains constant throughout the document.

Binding

You should arrange for your thesis to hard bound in dark blue Library Buckram cloth. The SU Print and Copy Shop provides this service.

The requirements regarding the front cover and spine of your thesis are specified above.

You can find additional information relating to binding your thesis on the ‘Submission of a Postgraduate Research Thesis for Deposit in the Library’ section of the PGR Guidance and Forms web page.

3. Submitting Your Thesis – Final Submission

Once you receive your recommendation for an award from Student Records and Examinations, you must present the final printed and bound thesis, together with an electronic copy and the accompanying documentation specified below, to the Library. The standard requirements for depositing a thesis in the Library are as follows:

Where to Submit

You need to deposit your thesis in the University Library. If required, you can nominate another person to submit your thesis on your behalf.

You can also deposit your thesis via the post. Please address both it and the accompanying documentation (see below) to: The Library Administrator, Library, Keele University, Staffordshire, ST5 5BG, UK. We advise you to use a courier service for this purpose.

What to Submit

Thesis

You must submit one hard-bound paper copy of your thesis, presented in accordance with the formatting and binding requirements outlined above.
# Accompanying Documentation

You must also present the following two documents:

- A completed and signed Academic Honesty Declaration Form (one loose copy or emailed to h.burton@keele.ac.uk or a.bateman@keele.ac.uk) – this form must be signed by you, as the student submitting the thesis, and must be newly-completed and not the same as the version you used for initial submission of your thesis.
- A completed Thesis Deposit Agreement (one loose copy or emailed to h.burton@keele.ac.uk or a.bateman@keele.ac.uk).

N.B. The signature on the Academic Honesty Declaration Form can be either written or electronic (i.e. a scanned image of the signature copied and pasted into the relevant box). **Typed signatures are not acceptable.**

# eThesis

In addition to the paper copies of your thesis, you must also submit an electronic copy of your thesis, as a single PDF document. The Library accepts eTheses via email (h.burton@keele.ac.uk or a.bateman@keele.ac.uk) or you can bring it on a USB stick when you come to deposit your thesis.

<table>
<thead>
<tr>
<th>Deadline</th>
<th>You should deposit your thesis in the Library <strong>within three months</strong> of receiving your recommendation for an award.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If you fail to deposit your thesis within that timeframe, you will receive a reminder after three months and then six months.</td>
</tr>
<tr>
<td></td>
<td>If you have still not deposited your thesis after six months, the University may initiate procedures to withdraw you from your programme of study. You have the right to submit an appeal against such a decision.</td>
</tr>
<tr>
<td></td>
<td>You can find out more information about the appeals procedure, and the grounds on which you can make an appeal, on the Academic Appeals – Research Degrees web page.</td>
</tr>
</tbody>
</table>
4. Depositing Your Thesis – Flow Diagram

The flow diagram below charts the process of depositing your thesis in the Library.

**Receive Recommendation for Award (from Student Records and Examinations)**

**Stage 1**: Prepare the hard-bound copy of your thesis in accordance with the formatting and binding requirements set out above.

Prepare your Academic Honesty Declaration Form and Thesis Deposit Agreement.

You need to ensure that the first form contains your written or electronic signature (i.e. a scanned image of your written signature copied and pasted into the form).

**Within 3 Months of Recommendation**

**Stage 2**: Present the following documents to the University Library:

- One hard-bound paper copy of your thesis
- Your Academic Honesty Declaration Form (one loose copy, newly-completed and not the same version used for the initial submission of the thesis)
- Your Thesis Deposit Agreement (one loose copy)

In addition, send an electronic copy of your thesis (as a single PDF document) to h.burton@keele.ac.uk or a.bateman@keele.ac.uk, or bring it on a USB stick when you come to deposit your thesis.

**After 3 Months**

- You will receive a letter from Student Records and Examinations reminding you of the requirement to deposit your thesis in the Library in order for your award to be approved by Senate.

**After 6 Months**

- You will receive a second letter from Student Records and Examinations reminding you again of the requirement to deposit your thesis in the Library. Failure to do so may lead the University to initiate procedures to withdraw you from your programme of study. You have the right to submit an appeal against such a decision. You can find out more information about the appeals procedure on the Academic Appeals – Research Degrees web page.