

## Guidelines for Submission of a Postgraduate Research Thesis for Examination

This document sets out guidance for students on submitting a postgraduate research thesis at Keele University. Its focus is on requirements for **initial submission** of a thesis (i.e. the copies submitted in preparation for the oral examination/viva) or **resubmission** of a thesis (i.e. the copies submitted following an outcome of major corrections at the oral examination/viva). There is a companion document, entitled 'Guidelines for Submission of a Postgraduate Research Thesis for Deposit in the Library', which you can view and download from the 'Submission of a Postgraduate Research Thesis for Deposit in the Library' section of the [PGR Guidance and Forms](#) web page. This companion document provides guidelines for final submission of your thesis.

### 1. Format and Layout of Your Thesis – Initial Submission

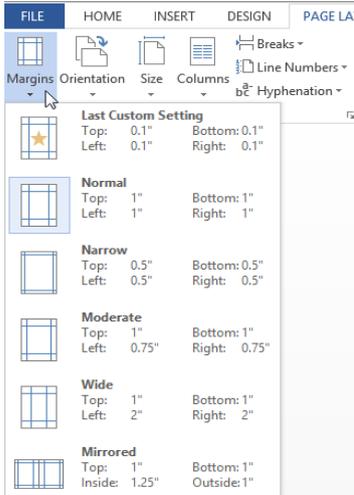
The standard format and layout for theses submitted for oral examination are as follows:

<b>Thesis Format Requirements</b>	
Paper Size	You must use A4 (210mm x 297mm), or the intended close equivalent used on some printers.
Font Size	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.
Spacing	You should use double-line spacing for main text, including quotations, to provide adequate space for your examiners to make annotations.  You should use single-line spacing for footnotes.
Margins	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.  Other margins should not be less than 15mm.  See 'Formatting for Printing' for guidance on margins and double-sided printing.
Length	Doctoral degrees: maximum of 100,000 words Research Masters degrees: maximum of 60,000 words  There are some variations, e.g. for Professional Doctorates. For details, see 'University Criteria for Making Research Degree Awards' (in the 'Guidance on Oral Examination' section of the <a href="#">PGR Guidance and Forms</a> web page.  Thesis length includes preliminary pages and footnotes but <b>not</b> References, appendices or tables.

Numbering	Preliminary pages should bear Roman numerals (i, ii, iii, etc.); principal pages must bear Arabic numerals (1, 2, 3, etc.).
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.
<b>Thesis Title and Title Page Requirements</b>	
Thesis Title	Your title must receive approval from your Faculty Research Office's/Research Institute's PGR Committee approx. <b>3 months</b> before submission. Your local Committee will then report it to the Research Degrees Committee (RDC) at the same time as recommending your examiners for formal approval.  Your title must be no more than 20 words.  Your full title should have an initial capital, and then be in lower case <b>except</b> where it is conventional to use capitals (e.g. proper nouns, generic and specific names of organisms). Use italics for genus and species names, and foreign language words. There is no need for a full stop at the end of your title.  If your thesis title is not identical to the one which your Faculty/RI has approved and confirmed to you (in terms of content, use of upper and lower case, italics, and punctuation), the PGR Exams Team ( <a href="mailto:submissions.pgr@keele.ac.uk">submissions.pgr@keele.ac.uk</a> ) will ask you to provide an amended title page.
Title Page	Your title page must include the following items: <ul style="list-style-type: none"> <li>• Title of thesis (<b>exactly</b> as approved, and observing the format outlined above);</li> <li>• Author's name (without qualifications listed);</li> <li>• Degree for which the thesis has been submitted;</li> <li>• Month and year (of thesis submission for initial submissions)</li> <li>• Keele University.</li> </ul>

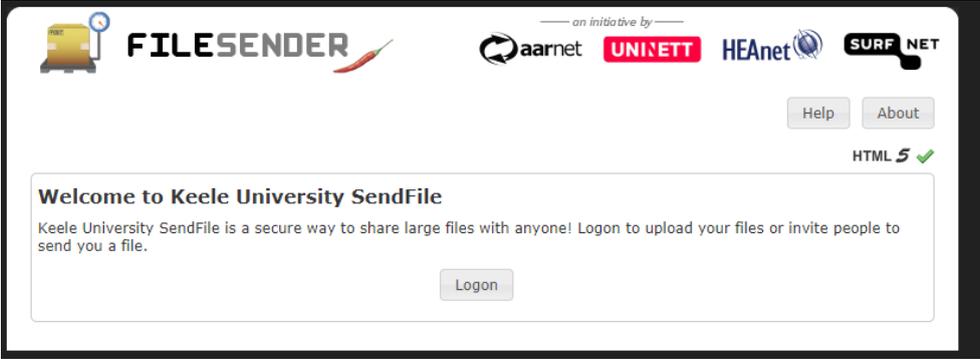
## 2. Formatting for Printing Your Thesis – Initial Submission

In the event that one or both of your examiners request a paper copy of your thesis, you should lay out and format as follows:

<b>Thesis Printing and Binding Requirements</b>	
<b>Printing</b>	<p>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.</p> <p>To allow for 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.</p> <p>To set up margins for double-sided printing, you may find it useful to use <a href="#">‘Mirrored’ Margins</a>. This configuration, which you can set up in Microsoft Word® (Layout &gt; Margins &gt; Mirrored), is designed for documents which are double-sided.</p>  <p>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.</p>

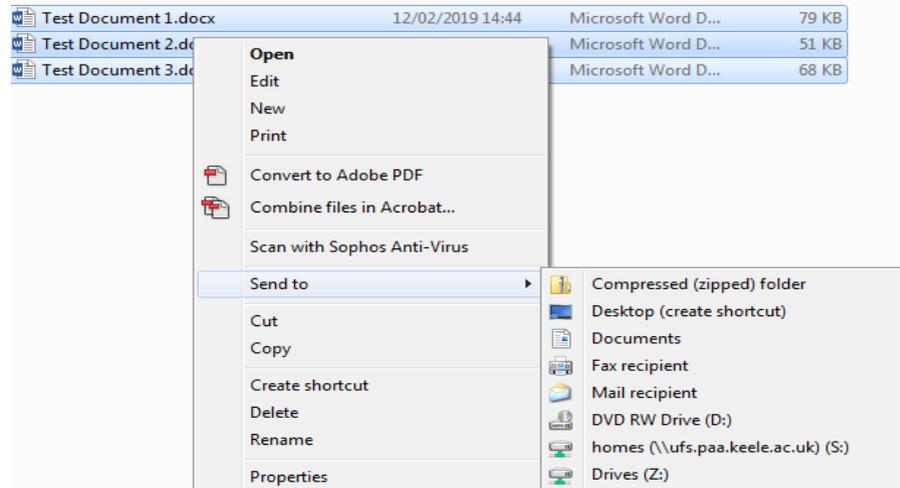
### 3. Submitting Your Thesis – Initial Submission

Once you have printed and bound the copies of your thesis (specified below), you will be in a position to submit it in advance of the oral examination. The standard requirements for submitting a thesis at the initial submission stage are as follows:

<p>Intention to Submit</p>	<p>You should email the PGR Exams Team, who are responsible for administering the PGR examination process, at <a href="mailto:submissions.pgr@keele.ac.uk">submissions.pgr@keele.ac.uk</a> approx. <b>1-2 weeks</b> before you intend to submit your thesis to notify them of your intention to submit.</p>
<p>How to Submit</p>	<p>You should submit your thesis electronically to <a href="mailto:submissions.pgr@keele.ac.uk">submissions.pgr@keele.ac.uk</a>. If your thesis exceeds 25MB in size, you should use the University's <a href="#">SendFile</a> system to submit your thesis and accompanying forms to <a href="mailto:submissions.pgr@keele.ac.uk">submissions.pgr@keele.ac.uk</a>.</p> <p>The image below is of the <a href="#">SendFile</a> log on page.</p>  <p>To use the SendFile system, follow the directions below:</p> <ul style="list-style-type: none"> <li>• Open <a href="#">SendFile</a>.</li> <li>• Click <b>Logon</b>.</li> <li>• Enter your Keele IT Username and Password, then click <b>Login</b>.</li> <li>• Enter <a href="mailto:submissions.pgr@keele.ac.uk">submissions.pgr@keele.ac.uk</a>, as the email address to which you are sending your thesis and accompanying documentation.</li> <li>• Enter a subject and message.             <ul style="list-style-type: none"> <li>○ For the 'Subject', a recommendation would be '[Your Name] – PGR Thesis Submission'</li> </ul> </li> <li>• Set an Expiry Date, which will determine when the thesis and accompanying documentation will no longer be available for the PGR Exams Team to access and download. The default is time limit is 20 days.</li> <li>• Click <b>Choose File</b>.</li> <li>• Select the documents you want to send and click <b>Open</b>.             <ul style="list-style-type: none"> <li>○ The system allows you to select just one document. Because you will be uploading at least three (your thesis, the Academic Honesty Declaration Form, and the Thesis Submission Form), you should compress them into a zipped folder and choose the zipped folder as the 'file' you upload. See below for guidance on zipping files</li> </ul> </li> <li>• Click <b>Send</b>.</li> </ul>

### Zipping Files

To compress your files into a zipped folder, highlight them all and then right click. Scroll down to 'Send to' and then choose 'Compressed (zipped) folder'.



What to Submit

### Thesis

You must submit an electronic copy of your thesis, presented in accordance with the formatting requirements outlined above.

### Accompanying Documentation

You must also send the following two documents:

- A completed and signed Academic Honesty Declaration Form – this form must be signed by you, as the student submitting the thesis
- A completed and signed Thesis Submission Form – this form must be signed both by you, as the student submitting the thesis (in Section B), and your Lead Supervisor (in Section C, and also E if the thesis contains confidential information and/or needs to be subject to an embargo on access).

N.B. The signatures on both forms can either be written or electronic (i.e. a scanned image of the signature copied and pasted into the relevant box).

**Typed signatures are not acceptable.**

If you wish to additionally submit paper copies of your thesis, you can do this at the Student Services Centre in the Tawney Building. It is open on weekdays between 9:30am and 4:30pm. **Please note an electronic copy must also be submitted and will be the default method of sharing with your examiners.** If your submission deadline falls on a weekend day, bank holiday, or religious holiday, you have until 12:00 (noon) on the next working day to submit your paper copies and your electronic submission should be sent to [submissions.pgr@keele.ac.uk](mailto:submissions.pgr@keele.ac.uk) as normal.

Submitting During Holidays	<p>In general, your submission date is your registration end date. Submissions can be made 24 hours a day but note processing will only occur during working hours.</p> <p>If your end date falls on a weekend day, bank holiday, or religious holiday, you have until <b>9:00 am on the next working day</b> to submit your thesis.</p> <p>If your end date falls during a period when the University is closed (e.g. between Christmas and the New Year), <b>you have until 9:00 am on the first working day once the University re-opens</b> to submit your thesis.</p>
Resubmission -Specific Requirements	<p>If you are resubmitting your thesis, you must pay the resubmission fee of £300 to the Income Office in the Tawney Building prior to resubmission. Please present the proof of payment with your resubmission.</p>
Receipt of Submission	<p>Upon submitting your thesis to <a href="mailto:submissions.pgr@keele.ac.uk">submissions.pgr@keele.ac.uk</a>, you will receive an automated response confirming your submission has reached the PGR Exams Team.</p> <p>The PGR Exams Team will check that the thesis title of your submitted thesis matches the thesis title which your Faculty/RI has approved and which is recorded on your student record. If there is a mismatch, you will be contacted and asked to submit an updated thesis featuring the correct, approved thesis title.</p> <p>Finally, you will receive an eReceipt from the PGR Exams Team to confirm your submission has been processed.</p>
Requests for paper copies by examiners	<p>When the PGR Exams Team distributes your thesis to your examiners, it will make clear that the default expectation is for them to read the thesis and discuss it at your oral examination (viva) in an electronic format. However, for a range of reasons (including accessibility and disability considerations which make screen reading difficult), some examiners will prefer or need to work from a paper version. Your examiners will therefore have the option to request one.</p> <p>If one or both of your examiners requests a paper copy of your thesis, you do <b>not</b> need to cover the cost of printing and binding the copy/ies with the <a href="#">SU Print and Copy Shop</a>. The PGR Exams Team will make the required arrangements on your behalf, and your School will pay for the printing and binding.</p> <p>If you want to print (and bind) a personal copy of your thesis to take into your viva, you will need to order and cover the cost of this yourself.</p>

## 4. Submitting Your Thesis – Flow Diagram

The flow diagram below charts the process of submitting your thesis for oral examination from the point your thesis title is approved to the actual process of submission.

### 3 Months (Approx.) Before Submission

**Stage 1:** Your local Faculty Research Office/Research Institute PGR Committee **approves the thesis title** you have agreed with your Lead Supervisor, and reports it to the RDC alongside the nomination of your examiners.

### 1-2 Weeks Before Submission

**Stage 2:** Contact the Quality Assurance team in Student and Academic Services who are responsible for PGR examinations ([submissions.pgr@keele.ac.uk](mailto:submissions.pgr@keele.ac.uk)) to notify them of your **intention to submit** your thesis.

**Stage 3:** Prepare your Academic Honesty Declaration Form and Thesis Submission Form.

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).

The arrangements you need to make for the second form involve:

- Liaising with your Lead Supervisor to complete Sections C (and, if relevant, Section E – **see above**);
- Ensuring that your Lead Supervisor has provided a written or electronic signature for the relevant section(s);
- Applying your own written or electronic signature to the relevant section(s).

### Date of Submission

**Stage 4:** Email the following documents to the PGR Exams team at [submissions.pgr@keele.ac.uk](mailto:submissions.pgr@keele.ac.uk):

- A pdf copy of your thesis
- Your Academic Honesty Declaration Form
- Your Thesis Submission Form

If you wish submit paper copies of your thesis in addition to an electronic copy (must also be submitted electronically), two copies should be brought to Student Services Centre in the Tawney Building (opening hours: weekdays between 9:30am and 4:30pm).