

## THESIS PRESENTATION GUIDANCE

Once you have been entered for the examination you will be required to submit **three copies** of your thesis (unless advised otherwise), along with an RDB10 candidates declaration form to the Graduate School Office within your maximum period of registration. You can submit this in person or by secure mail. If your thesis is being delivered to the University by a third party please use the following details:

Graduate School  
Grove House 104  
Froebel College  
University of Roehampton  
Roehampton Lane  
SW15 5PH

The three copies of your thesis should be temporarily bound (eg. spiral, comb or thermal bound). Subsidiary papers and other material forming part of the thesis (including tapes or videos) should be bound into the final thesis if it is possible or securely attached to your thesis and clearly labelled with your name. A list of suggested thesis binding companies is available on the Graduate School Moodle site.

The text should be written in English (unless the University's Research Degrees Board has given permission for another language to be used owing to the nature of the subject). Other regulatory requirements on the presentation of theses are listed below:

- Paper should be A4, white and within the range of 70g/m<sup>2</sup> to 100g/m<sup>2</sup>.
- There should be a margin of 1½ inches (4 cm) on the left hand side of the pages to allow for the binding. Other margins should not be less than 15mm. Running heads and page numbers should be within the recommended margins.
- The height of the characters used in the main text, including displayed matter and notes, should not be less than 2.0mm for capital letters and 1.5mm for a lower case x. Times New Roman 12-point and Arial 10-point are two examples of an acceptable font.
- The text should be double-spaced
- All pages should be numbered sequentially
- Where ethical approval has been required, the following wording should be included either on a stand-alone page, or in an appendix: "The research for this project was submitted for ethics consideration under the reference.....in the Department of....and was approved under the procedures of the University of Roehampton's Ethics Committee on.....". A sample Consent Form should be included in the Appendices.
- The thesis may be printed single-sided (right-hand pages only) or doubled sided.

## ORDER OF THESIS

A candidate's thesis should follow the order:

- i. Title page - this should contain the approved thesis title as stated on the candidate's examination entry form, the candidate's name and qualifications, a statement of the degree for which the thesis is being submitted, the name of the candidate's Department, the name of the University and the year of submission for examination. If your award is to be ratified by the University of Surrey you should include the name of both institutions on your title page. EdD students should also list Kingston University of the title page. For example:

**Title of Thesis**  
**by**  
**A N Other BA, MA**  
**A thesis submitted in partial fulfilment of the requirements for the degree of PhD**  
**Department of Humanities**  
**University of Roehampton**  
**University of Surrey \* (see note above)**  
**Or**  
**Roehampton University**  
**Kingston University \* (for EdD students only)**  
**2013**

- ii. The abstract - this should be a summary of the content of the candidate's thesis and should not be longer than 300 words
- iii. Contents page - this should be a listing of the contents of the candidate's thesis, giving page numbers for each section and chapter, and is best presented in tabulated form
- iv. Acknowledgements - this is where a candidate has the opportunity to thank the people and organisations who have assisted in her/his work
- v. The main body of the thesis will normally follow the format - Introduction, Chapters, Conclusion
- vi. Appendices (if needed)
- vii. Bibliography - this should be a complete listing of all of the relevant works the candidate has consulted and should demonstrate critical judgement in the selection of the material included.

It is preferable to bind theses as one volume, but some candidates like to present their appendices as a separate volume especially if they are of substantial size.

Examiners will take account of presentation and accuracy when considering theses. Candidates should, therefore, make sure that their thesis presents a logical progression of argument, which is clear and consistent in the style of its presentation, that tables and illustrations are clearly labelled, and that the bibliographical references are clear.

For any queries related to this guidance, please contact the Graduate School office at [graduateschool@roehampton.ac.uk](mailto:graduateschool@roehampton.ac.uk) or on 020 8392 3619.