

## Guidelines for including published work in a monograph thesis

The [Research Degree Regulations](#) state that a research degree candidate is permitted to include their own work which has already been published or has been submitted for publication at the time of the submission of the thesis:

Section 13 (18) *The thesis must be presented in accordance with either of the following formats:*

- a) *The thesis will be an integrated whole and present a coherent argument. Research work already published, or submitted for publication, at the time of submission of the thesis, either by the student alone or jointly with others, may be integrated into the body of the thesis in a **suitably adapted form**. Any publications derived from the work in the thesis may also be bound as supplementary material at the back of the thesis.*

### How should you integrate the published work into your monograph?

- If your published work is to be included in the PhD monograph, it needs to contribute to the sustained and logical argument required by the thesis. Therefore, the work should not be inserted directly verbatim as a chapter of the thesis. Instead, the text needs to be amended accordingly to fit the flow of the thesis and the academic arguments presented and will require some paraphrasing of the original text where necessary.
- Where sections from the published work are integrated into the monograph, they must be referenced correctly in line with referencing guidelines.
- Alternatively, any publications derived from the work in the thesis may also be bound as supplementary material at the back of the thesis and signposted in the relevant chapters of the monograph.

### What copyright considerations are there?

Where extensive quotes from the published work are integrated into the monograph:

- You do not need to get permission from the publishers to include this in your thesis for exam purposes.
- You do, however, need to seek permission from the publisher to include the content within the version of the thesis to be made public on Pure.
- If your publishers do not permit the work to be made public, the material can be removed from your finalised thesis and replaced with a link to the original article before being made public on Pure.
- Your publishers may instead ask you to embargo the thesis for a certain period. See [here](#) for details on how to request an embargo.

### Is there a danger that this could be viewed as self-plagiarism / duplication?

According to the [Royal Holloway Regulations on Academic Misconduct](#), duplication is 'the unauthorised or unacknowledged replication of one's own work in any significant quantity across separate assessments without sufficient redevelopment to make it novel and appropriate to each assessment.' You would therefore not be permitted, for example, to duplicate work in your thesis that you have already presented for assessment at Masters level. However, this does not preclude you from including sections of your own work that has previously been published, following correct referencing guidelines.

For more advice on copyright issues, please contact [openaccess@royalholloway.ac.uk](mailto:openaccess@royalholloway.ac.uk)

For any other queries on this, please contact [doctoralschool@royalholloway.ac.uk](mailto:doctoralschool@royalholloway.ac.uk)