Instructions and Notes on Submission, Format and Binding of Theses for Research Degrees

• Every candidate submitting a thesis must do so in accordance with the following instructions.
• For the requirements of a thesis (including any length limitations), the current Research Degree Regulations should be consulted.
• For guidance on thesis word count, please refer to the Guidance on Thesis Word Count.
• If at any stage you are uncertain what to do, please contact Research Degrees.

1 Pre-viva submission requirements

As of 01 October 2016, the following copies of your thesis must be submitted by your submission deadline:

Two hard copies of the thesis:
• They should be submitted to Royal Holloway Student Administration - either in person or by post to the Student Services Centre, Davison Building, Royal Holloway, Egham TW20 0EX
• The theses must be robust enough to endure the examination process and be easily identifiable
• The theses must be securely bound (e.g. spiral bound, cloth bound, comb bound). If you have queries regarding appropriate binding formats, please email Research Degrees

You may be required to provide a third copy of your thesis if a third examiner is appointed at any stage.
You are required to bring one additional copy to the oral examination, paginated in the same way as the copies submitted to the University and adequately bound.

AND

One electronic copy of the thesis:
• This should be emailed to Research Degrees.
• The only exception to this is where agreement is in place for a restriction of access for reasons of confidentiality, commercial sensitivity or patents which makes it inappropriate to provide an electronic copy for the examiners. An application for permission to exclude the need to submit a pre-viva electronic copy of the thesis should be made in writing to Research Degrees no later than the time of your entry to the examination.

If an Independent Chair will be present at the viva, you may be required to provide an additional copy of the thesis for them. The Independent Chair will choose whether they would prefer an electronic or securely bound copy of the thesis and you will be informed accordingly.

2 Post-viva submission requirements

If you pass the viva subject to specified amendments, you will be asked to liaise directly with your examiners to ascertain which examiner should receive the corrected thesis and whether they require a hard copy or electronic copy of the corrections.

Once the examiners have passed your thesis (either outright at the viva or once the examiners have confirmed that the specified amendments have been completed satisfactorily), you must upload the electronic version of your finalised thesis to the institutional repository (see paragraph 5 below). The University will not ratify the final result of the examination until this has been received.
Please note that, as of 01 October 2016, successful candidates are no longer required to submit a hard-bound copy of their finalised thesis to the College. However your academic department may request that you submit a bound copy of your thesis to them for their records.

3 Format of the pre-viva hard copies of the thesis

a. Presentation
Theses must be presented in a permanent and legible form in typescript or print except that mathematical or similar formulae may be inserted neatly by hand. Photographic and other illustrations should be permanently mounted on A4 size paper and bound in with the thesis. In no circumstances should sellotape or similar materials be used for any purpose. You must make every effort to correct errors before submission. It is not the task of examiners to act as editors and/or proof-readers of a thesis. Candidates are not permitted to submit corrections or revisions to the examiners after (re-) submission of their thesis to Student Administration for examination.

b. Paper
A4 size paper (210 x 297 mm) should be used. Plain white paper must be used, of good quality and of sufficient opacity for normal reading.

c. Layout
Margins at the binding edge must be not less than 40mm (1.5 inches) and other margins not less than 20mm (0.75 inches). If the thesis is printed double-sided, it is recommended that both side margins are not less than 40mm. Double or one-and-a-half spacing should be used in typescripts, except for indented quotations or footnotes, where single spacing may be used. These guidelines do not apply if the thesis is in a format other than a monograph, in which case the layout of the published papers will reflect the format of the journal / book in which they have been published.

d. Pagination
   (a) For a standard monograph thesis:
All pages must be numbered in one continuous sequence, i.e. from the title page of the first volume to the last page of type, in Arabic numerals from 1 onwards. This sequence must include everything bound in the volume, including maps, diagrams, blank pages, etc. Any material which cannot be bound in with the text must be placed in a pocket inside or attached to the back cover or in a rigid container similar in format to the bound thesis (see also paragraph 10 below).

   (b) For a thesis in a format other than a monograph:
Since a thesis presented in a format other than a monograph includes copies or offprints of journal articles, book chapters etc. which already have page numbers, the pages of these items will not be included in pagination sequence of the submission. The thesis may also include work that has been submitted for publication or is still in preparation for publication that does not yet have publishers’ page numbers. For all these items candidates should insert a sheet of A4 before each on which is displayed the full bibliographic citation of the publication (or the details of the work submitted or in preparation including the total number of manuscript pages), and the page number of the thesis. For example, if the publication’s section starts on p.75, insert an A4 sheet before the first item on which is printed the full details of the item and p.75. The first item will then follow, with its own pagination. Before the second item insert another A4 sheet on which is printed the full details of the second item and p.76, and so on. This applies equally to the print and electronic thesis.

e. Title Page
The title page must bear the officially-approved title of the thesis, your full name as registered, Royal Holloway, University of London and the degree for which it is submitted.

f. Declaration of Authorship
The title page should be followed by a signed declaration that the work presented in the thesis is your own. A template for this declaration is available on Student Administration website at royalholloway/ecampus/academicsupport/examinations/researchdegrees/students.aspx. If the work includes co-authored work, you should instead complete a ‘Declaration of Authorship for Co-Authored Work’, to be submitted at the same time as the pre-viva copies of the thesis.
g. **Abstract**
   The signed declaration should be followed by an abstract consisting of no more than 300 words.

h. **Table of Contents**
   In each copy of the thesis, the abstract should be followed by a full table of contents (including any material not bound in) and a list of tables, photographs and any other materials.

i. **Illustrative material**
   Illustrative material may be submitted in the following forms and should be listed in the table of contents:
   
   (a) Audio recordings: CD or USB
   (b) Photographic slides: 35 mm in 2" x 2" frame
   (c) A reliable brand CD-R with phthalocyanine dye (clear light green or light green disc (d) hue), DVD-R or DVD+R

   Illustrative material in other forms (including videotapes) may be submitted at the discretion of the Royal Holloway College Board of Examiners Executive Committee. Enquiries should be made well in advance of the submission of the thesis to Student Administration. Any material which cannot be bound in with the text must be placed either in a pocket inside or attached to the back cover or in a rigid container similar in format to the bound thesis. If it is separate from the bound volume, it must be clearly labelled with the same information as on the title-page (see e. above). Each copy of the thesis submitted must be accompanied by a full set of this material.

j. **Practice/Performance PhDs**
   A candidate who is undertaking practice/performance in accordance with the provisions of the relevant Research Degree regulations should have sought approval from Royal Holloway of the form of the retainable documentation in advance of submitting the thesis. A thesis may be submitted in A3 format where Royal Holloway has agreed there is a demonstrable need. All applications for permission to present the thesis in an alternative form should be made in writing to Student Administration no later than the time of your entry to the examination.

4 **Format of the pre-viva electronic copy of the thesis**
   The electronic version of the thesis should be submitted in an accessible PDF format and laid out according to the existing specifications for print theses outlined above. It should be identical to the pre-viva hard copies of the thesis submitted to Research Degrees. If the file size is too large to attach to an email, the thesis can be uploaded to a file-sharing site and a link to this can be sent in an email.

5 **Submission of the finalised thesis**
   The electronic version of the finalised thesis should be submitted in an accessible PDF format and laid out according to the existing specifications for print theses as above. It should be the post-viva, corrected version of the thesis.

   Ancillary material that would normally be submitted as appendices may be uploaded as separate files with the main thesis PDF file.

   Please contact the Library via openaccess@royalholloway.ac.uk if specific guidance on issues relating to copyright, use of third-party material or where open access data archiving is required. The IT Service Desk (itservicedesk@royalholloway.ac.uk) can advise on technical issues relating to file formatting, scanning and associated software.

   Please follow the Pure link – royalholloway.ac.uk/research/puresupport/ethesis/ethesis.aspx - to submit the electronic thesis file(s) into the Royal Holloway institutional repository via Pure, the Research Information System. Candidates will need to enter publication details as part of the submission process and they will also have the option of specifying an access restriction period of 2 years. Please refer to Section C of the MPhil/PhD examination entry form for clarification on what the electronic version of thesis is used for.
Authors will need to heed the terms of their publishing agreement (Copyright Transferring Agreement (CTA)), particularly if they have transferred copyright ownership to their publisher. If authors are unsure whether they have transferred their rights to the publisher, they should email the library at openaccess@royalholloway.ac.uk.

The two year access restriction option for the thesis should be used where necessary (e.g. where published material contained in a thesis presented in a format other than a monograph cannot be immediately available as open access but would be open access within two years). A subsequent extension to that access restriction may be requested if necessary via researchdegrees@royalholloway.ac.uk (e.g. where material was in review or awaiting submission for publication when the thesis presented in a format other than a monograph was submitted and publication has taken longer than expected).

Whilst it is rare for publishers to prevent the incorporation of published material in a thesis for assessment purposes, authors should be aware that it may be necessary later to redact publisher-owned material from the access version of the electronic thesis. For example, material that is still being considered for publication, or material that is published but not available for open access, should be redacted from the electronic version unless the access restriction option has been used.

If you have any queries regarding the submission or format of your thesis, you should not hesitate to contact Research Degrees:

Telephone: 01784 414480
Email: researchdegrees@royalholloway.ac.uk
Website: https://intranet.royalholloway.ac.uk/doctoral-school/home.aspx

Submission of theses by post: Please send the copies of the thesis plus the Declaration of Number of Words form (signed by the supervisor) to the address below. If the work has been co-authored, the Declaration of Authorship for Co-Authored Work should also be sent.

Student Services Centre
Davison Building
Royal Holloway University of London
Egham Hill
Egham
TW20 0EX

Submission of theses in person: The copies of the thesis should be submitted to the Student Services Centre, located in the Davison Building, together with the Declaration of Number of Words form (signed by your supervisor) and the Declaration of Authorship for Co-Authored Work (if applicable).