

Guidance on the Format of the Masters by Research Dissertation

Presentation

- One electronic copy of the dissertation should be submitted to doctoralschool@royalholloway.ac.uk in an accessible PDF format
- The dissertation must be presented in a permanent and legible form except that mathematical or similar formulae may be inserted neatly by hand. It is recommended that the font should be 11pt / 12pt, depending on the font chosen.
- The candidate 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 dissertation. Candidates are not permitted to submit corrections or revisions to the examiners after (re-) submission of their dissertation.

Format other than a monograph

- It is at the discretion of the department to permit the candidate to present the dissertation in a format other than a monograph, for example as papers (including book chapters, journal articles or conference proceedings).
- If the candidate wishes to present the dissertation in a format other than a monograph, they are advised to discuss this with their supervisor in the first instance.
- For more information on other formats, please check the [information available for PhD thesis](#).

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).
- 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 dissertation 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.

Pagination

- a) For a standard monograph dissertation:
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.
- b) For a dissertation in a format other than a monograph:
Since a dissertation 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 dissertation 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 dissertation. 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 dissertation.

Title Page

- The title page must bear the officially-approved title of the dissertation, the candidate's full name as registered, Royal Holloway, University of London and the degree for which it is submitted.

Declaration of Authorship

- The title page should be followed by a signed declaration that the work presented in the dissertation is the candidate's own. A template for this declaration is available on the [Doctoral School website](#).
- If the work includes co-authored work, the candidate should instead complete a '[Declaration of Authorship for Co-Authored Work](#)'.

Abstract

- The signed declaration should be followed by an abstract consisting of no more than 300 words.

Table of Contents

- 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.

Illustrative material

- Illustrative material may be submitted and should be listed in the table of contents.
- Any material which cannot be included in with the text must be sent in a separate file. If it is separate from the main file, it must be clearly labelled with the same information as on the title-page (see paragraph 5 above).