

Appendix 11: Format Requirements for the Thesis

The printed copy of the thesis should be submitted for examination in a legible and temporary bound form, which is sufficiently secure to ensure that pages cannot be added or removed.

The following requirements shall be adhered to in the format of all submitted theses:

- a) The thesis shall normally be in A4 format. In exceptional cases the RASC may give permission for a thesis to be submitted in another format where it is satisfied that the contents of the thesis can be better expressed in that format. Special arrangements may be needed for those students with a declared disability and may be made in accordance with Reasonable Adjustments.
- b) The thesis may be printed on one or both sides of the paper which shall normally be white, of good quality and sufficiently opaque to avoid show-through (within the range 70 g/m² to 100 g/m²).
- c) The margin at the left-hand edge of the page shall not be less than 40mm; other margins shall not be less than 15mm.
- d) The size of character used in the main text, including displayed matter and notes, shall be font style Arial, Tahoma, or Verdana in font size 12.
- e) Spacing of text should be consistent with clarity; this should be double or one-and-a-half spacing in the main body of the text except for the abstract, indented quotations and footnotes where single spacing may be used.
- f) Pages shall be numbered consecutively through the main text including photographs and/or diagrams included as whole pages.
- g) The title page shall follow both the content and layout given in the specimen title page.
- h) Following the title page the thesis shall include the following, all paginated sequentially:
 - an acknowledgements page (optional - unless there is formal collaboration in which case this is required)
 - the abstract and keywords
 - a Table of Contents
 - a third-party copyright declaration.
 - the chapters in sequential order
 - the references, bibliography, and appendices.

Acknowledgements

The student should acknowledge any funding or other support received whilst undertaking their research.

The Abstract

There shall be an abstract of approximately 300 words on a single page bound into the thesis. The abstract should be single line spaced. The abstract should provide a synopsis of the thesis stating the nature and scope of the work undertaken and of the contribution to knowledge in the subject or discipline. The abstract should normally contain four separate paragraphs which shall clearly state:

- a) what was investigated and why.
- b) how the topic was investigated.
- c) what was found.
- d) what conclusions were drawn from the evidence.

Students shall note, however, that there are other models of abstract writing that reflect the specific conventions of individual disciplines.

Immediately after, but on the same page as the abstract, the student shall identify three to six key words.

Use of Illustrations

The thesis shall only include illustrations (diagrams, maps, tables, screenshots or other images) that are necessary and contribute to the discussion and analysis.

Illustrations shall be labelled and numbered ensuring that the title is appropriately descriptive of the content.

Screenshots must not be used to replace tables that include text, which would normally contribute to the word count in the body of the thesis. A thesis that is found to have used screenshots purely to reduce the word count in order that it complies with the maximum length, may be cited as a reason for re-examination by the examination team.

The Table of Contents

The Table of Contents should show all chapters and sections into which the work is divided. This should be followed by lists, with their respective page numbers, of tables and other appropriate supporting details in the order below:

- List of Diagrams
- List of Figures
- List of Tables

Presentation of Collaborative Research

Where a student's research programme is part of a collaborative group project, the thesis shall indicate clearly each student's individual contribution and the extent of the collaboration.

Inclusion of Published Work

The thesis may contain work previously published or exhibited by the student, and reference to such publication shall be made in the thesis. Where publications are jointly authored by the student and others, the student's contribution to the publication must be specified.

It is acceptable to self-reference elsewhere in the thesis if a published article explores a topic in more detail than is shown in the thesis and it is acceptable to provide a list of published work. The justification of the students own methods using their own publications that contain such methods will not be accepted.

Copyright

Copyright in the thesis or creative works is normally held by the student unless an agreement, in writing, has been made to transfer it, for example to a sponsor.

Where the thesis or creative works includes copyright material belonging to someone else (third party copyright material), this must be fully acknowledged, and the thesis appendices will contain a copy of the written permission to publish the copyrighted material.

If a student intends to include material in their thesis they have already published, they must check if the publisher will permit this.

Source Material – Referencing

All sources referred to in the thesis must be included in the reference list. In some subjects, a bibliography may be appropriate.

Normally, University of Wolverhampton students use the Harvard Referencing System for citations and referencing throughout the thesis. However, it is recognised that different disciplines have different conventions, and the supervisory team should confirm the appropriate referencing system for the discipline.

THE ORIGINS AND DEVELOPMENT OF THE FARMING
CO-OPERATIVES IN WESSEX

JOHN SMITH BSc

A thesis submitted in partial fulfilment of the
requirements of the University of Wolverhampton
for the degree of Doctor of Philosophy

This research programme was carried out
in collaboration with the Christminster Agricultural College

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This work or any part thereof has not previously been presented in any form to the University or to any other body whether for the purposes of assessment, publication or for any other purpose (unless otherwise indicated). Save for any express acknowledgments, references and/or bibliographies cited in the work, I confirm that the intellectual content of the work is the result of my own efforts and of no other person.

The right of John Smith to be identified as author of this work is asserted in accordance with ss.77 and 78 of the Copyright, Designs and Patents Act 1988. At this date copyright is owned by the author.

Signature.....

Date.....