GUIDE TO THESIS FORMAT FOR SUBMISSION
Version date: 28 October 2013

1. Examination Copies

Theses submitted for examination must conform to the following specifications:

- A4 paper of at least 80gsm
- single-sided or double-sided but in either case consistent throughout
- margins set as ‘Normal’ and being at least 2.54cm (1”) on four sides.
- Typed using 12-point font (main text)
- 1.5 or double-spaced but in either case consistent throughout, except for long quotations (> 100 words) which should be single-spaced and indented from both margins
- Temporarily bound (e.g. spiral, comb, or thermal binding) with soft cover
- Footnotes should be used, not endnotes or in-text citations unless prior approval has been given by the Director of Research. Footnotes should be in 10-point font.
- Footnotes should begin again at 1. At the start of each new chapter.
- Pages should be numbered consecutively and clearly

Tip: For sample thesis title pages, recommended thesis structure and forms related to thesis lodgment, please see the Research page of the University website.

Word limits are set by the Regulation governing each award and cannot be altered. There is no minimum length. The following word limits are the prescribed maximum for each type of thesis, and includes footnotes but excludes the bibliography, appendices, and tables:

- Master of Philosophy or Master of Theology by minor thesis: 25,000 words
- Master of Philosophy or Master of Theology by major thesis: 40,000 words
- Doctor of Philosophy or Doctor of Theology 100,000 words

It is the candidate’s responsibility to ensure that the thesis submitted for examination is within the maximum length allowed. Each candidate is responsible for ensuring that the spelling, grammar, punctuation and language of the thesis submitted for examination are of an appropriate academic standard.

Required Forms

1. Notification of intention to submit thesis: 3 months prior to submission
2. Nomination of thesis examiners: 2 months prior to submission
3. Thesis submission form: at time of submission
4. Certification of thesis by supervisor: at time of submission

Masters by research candidates must submit two copies of the thesis for examination. Doctoral candidates must submit three copies of the thesis for examination.
2. **Final Copies after Examination**

Once the candidate’s thesis has been accepted and all required corrections made, the candidate must prepare final hard-bound copies of the thesis. The final copies must be submitted prior to graduation and conform to the following specifications.

- A4 paper of at least 80gsm
- single-sided or double-sided but in either case consistent throughout
- margins set as ‘Normal’ and being at least 2.54cm (1”) on four sides.
- Typed using **12-point font** (main text)
- 1.5 or double-spaced but in either case consistent throughout, except for long quotations (> 100 words) which should be single-spaced and indented from both margins
- Hard-bound in royal blue cloth
- Footnotes should be used, not endnotes or in-text citations unless prior approval has been given by the Director of Research. Footnotes should be in 10-point font.
- Footnotes should begin again at 1. At the start of each new chapter.
- Pages should be numbered consecutively and clearly

On the spine of the thesis, the following words must appear in gold lettering:

- The approved title of the thesis (abbreviated if necessary)
- Name of the author
- Approved abbreviation for the degree (MPhil, MTheol, PhD or DTheol)
- The word ‘UD’
- The year in which the candidate will graduate with the degree

For reference, previous theses may be viewed at the Dalton McCaughey Library, 29 College Crescent, Parkville, VIC 3052.

**Forms Required**

- Confidentiality of Theses and Repository Upload

All candidates must submit **two** hard-bound copies of the thesis to the University, as well as an electronic copy (Word or pdf). One hard-bound copy will be lodged in the Dalton McCaughey Library. The other will be lodged in a library of the candidate’s choosing, usually belonging to the College at which the candidate studied.