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I am grateful to all the Higher Degree students and their thesis supervisors who have made suggestions for improvements in earlier versions of this style guide.
1 INTRODUCTION

Producing a Thesis is a style guide intended to assist Higher Degree students with the production of theses for the degree of Doctor of Philosophy and for the Masters degrees by research offered by the Faculty of Humanities and Social Sciences. The style guide can also be applied to the production of dissertations for the Masters degrees by coursework offered by the Faculty of Humanities and Social Sciences and to the production of Honours BA dissertations.

The formatting specifications for all of the University’s Higher Degree theses are published in the University of Adelaide Calendar: Handbook of Postgraduate Courses, under Specifications for Thesis (attached as Appendix 5.1), and are also available online via the University of Adelaide’s website. Producing a Thesis incorporates the University’s formatting specifications in effect at the time the style guide was being prepared. These specifications may change from time to time, and they always take precedence over the style guide. You must, therefore, consult the University’s formatting specifications in conjunction with Producing a Thesis.

In addition to the University’s formatting specifications, Producing a Thesis incorporates the specifications for writing published in the sixth edition of the Commonwealth of Australia’s (2002) Style Manual for Authors, Editors and Printers. Some disciplines in the Faculty of Humanities and Social Sciences may prefer their students to use other specifications for writing, such as those of the Modern Language Association (MLA). Since the discipline’s preference always takes precedence over Producing a Thesis, you must consult your thesis supervisors about discipline specifications for writing before using this style guide.

Higher Degree by Research students can not submit their theses until their supervisors have certified, on the appropriate form, that they have seen and read the final draft of the thesis and are satisfied that, on the basis of its technical presentation, the thesis is worthy of examination. The term technical presentation refers to the style of the thesis (its format and the way it is written), not to the content of the thesis (what is written). Because theses must be free of errors and omissions in technical presentation before they can be examined, careful attention to the specifications for formatting and writing given in the following sections of Producing a Thesis is essential.


## 2 Formatting the Thesis

### 2.1 Sections of the Thesis

In the case of a thesis comprising a conventional text presented as a typescript, the thesis should include the following preliminary sections in the order given:

- Title Page
- Table of Contents
- List of Tables (if any)
- List of Figures (if any)
- List of Plates (if any and if distinguished from figures)
- Abstract
- Declaration
- Acknowledgments.

These preliminary sections are followed by:

- Main Text (organised in chapters)
- Appendices (if any)
- Bibliography.

Following the Title Page, all sections of the thesis (including each chapter in the Main Text) should begin on a new page with a centred heading in capital letters. It is not necessary to begin subdivisions of chapters in the Main Text, subdivisions of the Appendices or subdivisions of the Bibliography on a new page.

The preliminary sections of the thesis (Title Page through to Acknowledgments) are not numbered. The chapters of the Main Text are numbered consecutively. For the purpose of numbering sections of the thesis (and for the purpose of pagination), the Appendices and Bibliography are treated as though they were the final two chapters of the Main Text.

Subdivisions of a chapter should be designated by arabic numerals, with lower case roman numerals or lower case letters being reserved for designating lists in the Main Text. This system is illustrated by the following example and is used by this style guide.
1 A CHAPTER OF THE MAIN TEXT

This is a 14 point, bold, upper case and centred heading. The number of the chapter is separated from the title of the chapter by two spaces. Neither the number of the chapter nor the title of the chapter is followed by a full stop. The text following the heading is separated from the heading by the normal line spacing (in this case by double or 24 point spacing).

1.1 A Major Subdivision of the Chapter

This is a 12 point, bold, title case and centred heading.

1.1.1 A Minor Subdivision of the Chapter

This is a 10 point, bold, title case and left-aligned heading.

A new topic

An unnumbered heading such as this can be used if it is necessary to indicate a minor break in the subject matter of a chapter. The heading is formatted in 10 point, bold, sentence case and left-aligned characters.

The text following each of the headings in this example is formatted in 10 point characters and is double (24 point) spaced. All characters in the headings and text are formatted in Arial font.

As shown by the preceding example, upper case and lower case letters, bold characters, differently sized characters and different heading alignments can be used to set chapter and subdivision headings off from ordinary text. Double the normal paragraph spacing should be used to mark the end of the text in each subdivision.

In theory, chapters can be subdivided at more than the four levels shown in the preceding example. However, excessive subdivision of chapters can interrupt the flow of the text to such an extent that the
subdivisions begin to defeat their main purpose; namely, to provide sign posts that will guide the reader through the subject matter of a chapter, indicating its structure and direction.

2.1.1 Title Page

For a Higher Degree by Research thesis, the full title of the thesis (limited to 160 characters and spaces) is formatted in upper case characters and centred in the top third of the Title Page. Your full name is formatted in title case characters and centred in the middle third of the Title Page. The name of the degree for which the thesis is being submitted, the names of the disciplines(s) and/or school(s) of the University that supervised the thesis, the name of the University and the date of submission of the thesis for final examination (month and year) are formatted in title case characters and centred in the lower third of the Title Page. An example of the Title Page for a Higher Degree by Research thesis is given in Figure 1, together with instructions on the wording of the Title Page for a Higher Degree by Coursework or Honours dissertation.

You are responsible for selecting the title of your thesis in consultation with your thesis supervisors. The title or the main part of the title is normally stamped on the spine of the bound thesis. This should influence the composition of the title.

2.1.2 Table of Contents

The Table of Contents should list all the sections of the thesis, all the chapters in the Main Text and all the subdivisions of these sections and chapters. An example of a Table of Contents, suggesting a method of listing sections, chapters and subdivisions of chapters is given in Figure 2. The Table of Contents for this style guide (p. ii) illustrates a second method.

2.1.3 Lists of Tables, Figures and Plates

The Lists of Tables, Figures and Plates should give the number of each item in arabic numerals, the full title of each item and the page number (or location) of each item, all set out as in the following example:
LIST OF FIGURES

FIGURE 1 Location of the Study Area .................................................................................................... 10
FIGURE 2 Vegetation of the Study Area............................................................................................back pocket

The List of Tables should only include tables within the Main Text. The List of Figures should include all figures, whether these occur within the Main Text or as additional material not bound in the normal manner (for example, material placed in a pocket on the inside of the back cover of the thesis). The List of Plates should include all photographs (if these are separated from figures), whether these occur within the Main Text or as additional material not bound in the normal manner.

2.1.4 Abstract
The Abstract should describe, in not more than 350 words, the problem considered by the thesis, the procedures used to investigate the problem, the results of the investigation and the conclusions drawn from these results.

2.1.5 Declaration
The Declaration should read as follows:

This thesis contains no material that has been accepted for the award of any other degree or diploma in any university or other tertiary institution and, to the best of my knowledge and belief, contains no material previously published or written by another person, except where due reference has been made in the text of the thesis.

I give consent to this copy of my thesis, when deposited in the University Library, being made available for photocopying and loan.

SIGNED: ___________________________ DATE: __________
FIGURE 1

Example of a Title Page

In the above heading, 12 point, bold, upper case characters have been used for the Figure Number and 12 point, bold, title case characters for the Figure Title. The example of a Title Page (opposite) is formatted in 12 point characters rather than the 10 point characters used for normal text. Use of a larger font size can improve the appearance of the Title Page, if the title is not so long as to crowd the page.

The Title Page for a Higher Degree by Coursework or Honours dissertation should read in the manner of the following example:

| Dissertation submitted in partial fulfillment of |
| the coursework requirements for the degree of |
| Master of Arts (Magical Creatures) |
| (or Honours in Magical Creatures) |
| School of Myths and Legends |
| University of Adelaide |
| November 2003 |

Source: compiled by the author.
THE Gnomes of Naracoorte Caves:
Tourism and Its Impacts on Gnome Society

Mary Jane Doe

Thesis submitted for the degree of
Doctor of Philosophy in Magical Creatures
School of Myths and Legends
University of Adelaide
November 2005
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<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE PAGE</td>
<td>i</td>
</tr>
<tr>
<td>TABLE OF CONTENTS</td>
<td>ii</td>
</tr>
<tr>
<td>LIST OF TABLES</td>
<td>iv</td>
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<td>LIST OF FIGURES</td>
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<tr>
<td>LIST OF PLATES</td>
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</tr>
<tr>
<td>ABSTRACT</td>
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<td>DECLARATION</td>
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<tr>
<td>ACKNOWLEDGMENTS</td>
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</tr>
<tr>
<td>1 INTRODUCTION</td>
<td>1</td>
</tr>
<tr>
<td>1.1 Theoretical Considerations</td>
<td>2</td>
</tr>
<tr>
<td>1.2 The Study Area</td>
<td>7</td>
</tr>
<tr>
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<td>12</td>
</tr>
<tr>
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<td>5 APPENDICES</td>
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<td>5.1 Examples of Data Record Sheets</td>
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<td>5.2 Meteorological Data</td>
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</tr>
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<td>6.1 References</td>
<td>99</td>
</tr>
<tr>
<td>6.2 Maps and Aerial Photographs</td>
<td>115</td>
</tr>
</tbody>
</table>

**Source:** compiled by the author.
You should sign and date the Declaration when you submit your thesis. If you object to making your thesis available for photocopying and loan, you must apply to the Adelaide Graduate Centre in writing, at the same time as you notify the Adelaide Graduate Centre of your intention to submit your thesis, clearly stating your reasons for requesting that a period of embargo be placed on the photocopying and loan of your thesis.

The Declaration must also be included in Higher Degree by Coursework and Honours dissertations, but in these cases applications for embargo should be directed to the Convenor of the Faculty of Humanities and Social Sciences’ Postgraduate Coursework or Education Committee, as appropriate. Note that you will need to change the wording of the Declaration where you are submitting a dissertation, not a Higher Degree by Research thesis.

2.1.6 Acknowledgments

The Acknowledgments should be brief and appropriate to a scholarly work. Although the wording of the Acknowledgments often expresses gratitude for help that the student has received, it is not the purpose of the Acknowledgments to express gratitude. The Acknowledgments are required to document significant contributions to your research made by your thesis supervisors and any other individuals or organisations who have provided you with research advice, information, facilities, services, equipment, materials and finance. If you have received assistance in writing the thesis from a professional editing service this should be documented in the Acknowledgments, but routine typing/word processing need not be documented.

2.1.7 Main Text

You, in consultation with your thesis supervisors, are responsible for the organisation of the Main Text into chapters and subdivision of chapters. Nevertheless, the Main Text of a conventional thesis normally consists of a chapter or chapters introducing the research topic, a chapter or chapters describing the methods used to conduct the research, a chapter or chapters presenting and discussing the results of the research and a concluding chapter or chapters.

The introductory chapter(s) may include:
• a clear statement of the aims and objectives of the thesis research
• a justification for the research, indicating the way it is intended to contribute to knowledge of the discipline within which the research topic is located
• a preview of the organisation of the rest of the thesis to assist the reader in understanding the structure of the discussion to follow
• a summary of the history of the research topic, consisting of a concise review of previous research on the topic, indicating the ways this previous research has contributed to the framing of the questions to be addressed by the thesis research.

The methods chapter(s) may briefly describe the sources of information used in the thesis research, the procedures used to collect and analyse this information and the way the results of information collection and analysis were applied to resolving the questions addressed by the research.

The discussion chapter(s) should present the results of information collection and analysis in a logical and orderly way that substantiates arguments based on these results and addresses the aims and objectives of the research as stated in the introductory chapter(s).

The concluding chapter(s) should perform the essential function of summarising the achievements of the thesis research, the resolution of its main arguments and its most important findings. Recommendations based on these findings are provided, where appropriate, and it is a common practice to indicate issues that have arisen during the course of the research but remain unresolved because they require further research beyond the scope of the thesis. Above all, the concluding chapter(s) should leave the reader with a sense that the thesis research has fulfilled its purpose and resulted in significantly increased understanding of the research topic.

2.1.8 Appendices

The Appendices contain textual material that is ancillary to the Main Text, that is too long to be placed in a normal table or that is unsuitable for binding in the normal manner. Such textual material may include examples of questionnaires or data record sheets, lengthy tables of numerical data, computer programs or relevant papers you have published. For information regarding the treatment of material unsuitable for
binding in the normal manner, see the instructions on binding given in the University's Specifications for Thesis (Appendix 5.1).

An Appendix can also be used to provide a list of special names (for example, species names), a list explaining abbreviations or a Glossary defining technical terms (Section 3.4).

2.1.9 Bibliography
The Bibliography must list all published and unpublished *textual* material referenced in the Main Text. The Bibliography should also be used to document the source of any published *non-textual* material, such as maps, aerial photographs and census data, referenced in the Main Text. The source of unpublished *non-textual* material should be acknowledged at the appropriate place in the Main Text by notes associated with tables, figures and plates, or by footnotes associated with pages of text. Some examples of unpublished non-textual material are:

- personal drawings or photographs provided by a research subject
- statistical techniques or computer software obtained from another researcher
- field or laboratory procedures developed and recommended by a thesis supervisor
- specific items of information received as verbal communications
- items or sets of numerical data provided by an organisation.

2.2 Specifications for the Manuscript
2.2.1 Typing and Word Processing
All of the text used in the original manuscript (top copy) of the thesis (except that used in figures, plates and certain types of appendices) must be formatted in the same clear and legible font. The Times New Roman 12 point, Arial Narrow 12 point or Arial 10 point fonts are recommended for normal text, with smaller or larger characters of the same font being used for the special text in headings, footnotes and the like. While most of the text in this guide is in Arial 10 point font, the text of the first paragraph on the following page has been formatted in Times New Roman 12 point font to provide you with a comparison of the two fonts. The second paragraph on the following page has been formatted in Arial Narrow 12 point font for the same purpose.
You may choose a different font, but you should resist the temptation to express your individuality by choosing a more ornate font than the three recommended. The object in choosing a font is to please the reader, not the writer. The use of an ornate font in a lengthy work produces a text that is very tedious to read.

The original manuscript (top copy) of the thesis should be produced in black on A4 archival (acid-free) paper, to ensure its long-term preservation, using a Laser Writer or some other printing device giving clear, legible text that will reproduce well. Dot-matrix printers, even if of near-letter-quality, are not acceptable. If work is being submitted that has been previously published, it can be presented in the form of copies of the original printed version. Other forms of presentation, such as computer output microform, may be acceptable if approved by the thesis supervisors and the University Librarian.

Following examination of the thesis, when the hard-bound copies are submitted, the acid-free copy should be marked accordingly so that it can become the University Library’s archive copy.

The thesis can be double-sided, provided that all copies are produced on paper of high opacity to prevent show-through. When double-siding is used, particular attention must be given to margins (Section 2.2.2) and pagination (Section 2.2.3).

The normal text of the thesis should have 24 point or 18 point line spacing throughout. The larger spacing (used in this style guide) produces a more readable text, but increases the page-length, which may be the deciding criteria for lengthy theses.

Paragraphs should be separated by double the normal text spacing, with four times the normal text spacing at the end of each subdivision of a chapter (as in this style guide).

Each footnote should be single-spaced (12 points), with double-spacing (24 points) between footnotes. The text of footnotes should be formatted in the same font as normal text, but two points smaller (that is, Times New Roman/Arial Narrow 10 point or Arial 8 point), with the reference mark formatted as a superscript one point smaller than the footnote text (9 point or 7 point).
Each entry in the Bibliography should be single-spaced, with a single space between entries. The text of the Bibliography should be formatted in same font as normal text, but one point smaller. This reduces the page length of thesis bibliographies that normally contain numerous entries.

The text of block quotations (that is, quotations more than 30 words in length that are set off from the normal text) should be formatted in the same font as normal text, but one point smaller.

### 2.2.2 Margins

The margins of all single-sided pages that are to be hard-bound in the normal manner (including tables, figures and plates) must be at least 3.5 cm on the left side of the page and 1.5 cm on the other three sides to allow for trimming and binding. The margins of all double-sided pages that are to be hard-bound in the normal manner (including tables, figures and plates) must be at least 3.5 cm on the inside of the page and 1.5 cm on the other three sides.

Since allowance must be made for placing page numbers within the 1.5 cm margin (Section 2.2.3), it is recommended that page number (and header/footer) positions be set as indicated above, and that an extra 1.0 cm (making a total of 2.5 cm) be added to the document margin at the top or the bottom of the page, depending on the position of the page numbers.

If the thesis is submitted for examination in soft-bound form, a problem will occur with the recommended minimum left (single-sided page) or inside (double-sided page) document margin. When an initially soft-bound thesis is rebound in hard covers after it has been examined, 1.0 to 1.5 cm will need to be trimmed from the left/inside margin before hard-binding can begin. This means that the left/inside margin of a thesis that is initially soft-bound would need to be 4.5 to 5.0 cm, with a consequent increase in number of pages and production costs.

The alternative is to format the original manuscript of the thesis with the recommended minimum margins, copy the print of the original manuscript and soft-bind the copies for examination. Following examination of the thesis, the original manuscript can be corrected (if necessary), printed on acid-free paper, copied onto high-quality bond paper and hard-bound, together with the copies. This procedure also involves extra production costs, but where hard-bound copies of a thesis are submitted for
examination they will need to be discarded if the examiners recommend extensive correction or rewriting of the thesis. If the thesis is accepted without the need for extensive correction or rewriting, soft-bound copies of the thesis need not be discarded, as they can be used as presentation copies (Section 2.2.4).

You may prefer the appearance of pages with slightly wider margins than the recommended minimum margins, as widening the page margin can improve the appearance and readability of the pages in the thesis. The recommended minimum margins for a thesis are summarised hereafter.

<table>
<thead>
<tr>
<th>Document</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Inside</td>
<td>3.5 cm</td>
</tr>
<tr>
<td>Outside</td>
<td>2.0 cm</td>
</tr>
<tr>
<td>Top</td>
<td>2.5 cm (except for the title page and preliminary sections with page numbers at the bottom of the page where a 2 cm top margin should be used)</td>
</tr>
<tr>
<td>Bottom</td>
<td>2.0 cm (except for preliminary sections with page numbers at the bottom of the page where a 2.5 cm bottom margin should be used)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Header/Footer</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Top/Bottom</td>
<td>1.5 cm (note that the page numbers of the preliminary sections are centred footers)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Page Numbers</th>
<th>(except for preliminary sections with page numbers at the bottom of the page)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top</td>
<td>1.5 cm</td>
</tr>
<tr>
<td>Outside</td>
<td>2.0 cm</td>
</tr>
</tbody>
</table>

2.2.3 Pagination

All pages that are to be bound in the normal manner must be assigned a page number. For the pages of the preliminary sections (Title Page through to Acknowledgments), lower case roman numerals are used and are centred (usually as footers) 1.5 cm from the bottom of the page, with the document margin positioned 2.5 cm from the bottom of the page (Section 2.2.2). The page number is not shown on the Title Page, but the number of this page is assumed to be the roman numeral one (i). If the thesis is double-sided, an unnumbered blank page should back the title page. Otherwise the pages of the preliminary sections are numbered consecutively through all sections.
The first page of the Main Text is numbered with arabic numeral one (1), and all subsequent pages of the Main Text, the Appendices, and the Bibliography are numbered consecutively with arabic numerals. These page numbers should be placed in the upper right-hand (outside) corner of the page, a minimum of 1.5 cm from the top and the right-hand (outside) edge of the page, with the document margin positioned 2.5 cm from the top of the page and a minimum of 1.5 cm from the right-hand (outside) edge of the page (Section 2.2.2).

2.2.4 Copying and Binding

You should consult your thesis supervisors concerning the number of copies (not the original manuscript) of the thesis that must be submitted for examination. The examination copies can be soft-bound and double-sided on recycled paper or other low quality paper, provided that the paper is of sufficient density to prevent show-through. Most soft-binding processes will only handle a document of about 30 mm in thickness. As many theses are thicker than this, they may need to be bound in more than one volume.

You should retain the original manuscript of your thesis printed on acid-free paper and complete with the original figures and plates until your thesis has been examined. You should then revise the original manuscript (if required) and copy it on bond paper using a copying method that produces a high-quality result. The original manuscript and copies can be double-sided, provided that they are produced on paper of high opacity to prevent show-through.

Because photographs containing half-tones do not reproduce well on any photocopier, duplicate photographs will need to be inserted in all copies of the thesis, and all photographs will need to be produced as single-sided pages due to the thickness of photographic paper (Section 2.3.2).

A figure (as opposed to a plate) should not be pasted onto a page in the thesis if this can be avoided, as pasting may distort the page and result in a black line on the photocopy where the edges of the pasted figure occur. Obliterating the unwanted lines on a copy of the pasted page with liquid paper, then using this copy as a master for producing further copies can overcome this problem.

The corrected original manuscript and the required number of copies must be hard-bound (sewn and bound with cloth on stiff covers) and submitted to the Adelaide Graduate Centre. Detailed instructions on
hard-binding are given in the University’s *Specifications for Thesis* (Appendix 5.1). The University will not confer your degree until the Adelaide Graduate Centre has received the required number of hard-bound copies of your thesis.

You may wish to make extra presentation copies of your thesis for your thesis supervisors, family/friends, persons or organisations who assisted you with your thesis research, prospective employers and so on. These copies can be produced by any convenient process and need not be hard-bound.

### 2.3 Specifications for Tables, Figures and Plates

#### 2.3.1 Tables

A table is a systematic arrangement of numerical data or other information set out in columns and rows, as shown in Table 1. Tables should usually appear on numbered pages separate from the pages of the normal text of the thesis. Two or more tables can appear on the same page, but no one table in the Main Text of the thesis should exceed a single page in length. Tables can be produced with some text in a slightly smaller font than the normal text of the thesis (usually not less than two points smaller) and with closer line spacing, or they can be photographically reduced (within limits) to fit a single page. Where tables cannot be made to fit a single page, they should be placed in an appendix to the thesis.

Tables should be printed or copied in the same way and on the same paper as normal text and should have the same minimum margins as the rest of the thesis (Section 2.2.2).

Each table should be complete in itself. Units of measurement and other points requiring clarification should be fully explained in notes added to each table, as shown in Table 1. The reference mark for a footnote within a table should be a number formatted as a superscript to the main line of print and three points smaller than the characters in the main line of print. The footnote itself should be placed immediately below the table, and its text should be formatted two points smaller than the normal text for the table. General notes should be single-spaced and placed after any footnotes. After the notes, the source of the table should be documented using single-spaced text (Table 1).
**TABLE 1**

Climatic Data for Gnome Habitats in New Zealand

<table>
<thead>
<tr>
<th>AREA INHABITED BY GNOMES</th>
<th>PRECIPITATION</th>
<th>TEMPERATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mean Annual Total (mm)</td>
<td>Mean S–F&lt;sup&gt;1&lt;/sup&gt; Total (mm)</td>
</tr>
<tr>
<td>Coromandel Peninsula</td>
<td>1823</td>
<td>725</td>
</tr>
<tr>
<td>Waipoua State Forest</td>
<td>1896</td>
<td>694</td>
</tr>
<tr>
<td>Bay of Islands</td>
<td>1684</td>
<td>659</td>
</tr>
</tbody>
</table>

<sup>1</sup>S–F = September to February

**Notes:** The data presented are from the meteorological observing stations at Tairua State Forest, Waipoua State Forest and Kerikeri (locations shown in Figure 6).

**Source:** NZ Meteorological Service (1973, pp. 6, 7, 12).
If a table must be presented sideways to fit an A4 page, the table should appear as a *right-hand page* in the bound thesis. This means that the top of the table should be at the inside edge of a single-sided page, the inside edge of an odd (right) double-sided page, and the outside edge of an even (left) double-sided page. With this placement, the lines of text in the heading of the table should read from the bottom to the top of the bound page.

Tables in the Appendices section of the thesis should be treated as though they were subdivisions of a chapter in the Main Text. The title of the table (now appendix) should be use as the subdivision heading, as shown by the example of a Table of Contents given in Figure 2 (Section 2.1.2). Otherwise, tables presented as appendices should be formatted in the same way as tables in the Main Text.

Tables in the Main Text should be numbered consecutively with arabic numerals. The word ‘TABLE’ (not ‘TABLE NUMBER’ or ‘TABLE NO.’), in upper case letters, and the number of the table should appear at the top of the table, followed by a title indicating the contents of the table. The title should be as brief as possible, and the first letter of each word in the title (except for prepositions, articles and so on) should be capitalised. In Table 1, bold, 12 point, upper case characters have been used for the Table Number, and bold, 12 point, title case characters have been used for the Table Title.

Every different category of row and column in a table should have a label, with at least the first letter of each word (except for prepositions and so on) in the label capitalised. Try to avoid labels that read sideways with respect to the rest of the table.

The last item below each table should be a statement indicating the source of the data given in the table, as shown in Table 1. Published sources should be referenced in this statement using the same system of referencing employed for the rest of the thesis and should be documented in the Bibliography. Unpublished data sources (including data you have collected yourself) should be acknowledged in this statement (for example, ‘compiled by the author from questionnaires’ or ‘data supplied by Mr AB Smith, Ranger, Woolma National Park’), but unpublished data sources need not be documented in the Bibliography.

You may wish to insert tables within the normal text of the thesis, rather than place them on pages separate from the normal text, as has been done with Table 1. The insertion of tables and other ancillary
material within the normal text is not a formatting error and can be effective where the material is less
than half-a-page in length. As an example, in Section 2.1.3 of this style guide, ancillary material less than
half-a-page in length has been inserted in the normal text immediately after a sentence referring to the
material as ‘the following example’. This ancillary material is not numbered, titled or included in the List
of Tables or List of Figures since its function is simply to substitute a brief example for what might have
needed to be a lengthy passage of descriptive text. A box-border has been used to set the example off
from the normal text.

In theory, any table less than a full-page in length could be inserted in the normal text as has been done
with the ancillary material in Section 2.1.3 of this style guide. There are, however, a number of problems
with this procedure.

First, the most appropriate place to insert a table in the normal text is immediately following the sentence
that first refers to the table, on the same page and positioned as though the table were a new paragraph.
The difficulty is that it may not be possible to insert the table at this point without having it run onto the
following page (a formatting error). In such a case, the table could be shifted to a position as close to the
top of the following page as can be accomplished without having the table split a paragraph. Again, in
the attempt not to split a paragraph, it may be found that the table will run onto the next page, and so on.
This is increasingly likely to occur with increasing table length.

Second, where a table occupies most of a page, the reader often overlooks a few lines of normal text
occurring above the table at the top of the page or below the table at the bottom of the page. This
problem and the previous problem can usually be avoided if the insertion of tables within the normal text
is reserved for tables less than half-a-page in length. Then longer tables can be placed on pages
separate from the normal text. Nevertheless, once tables have been inserted within the normal text, any
change in the length of the thesis (for example, when the original manuscript is corrected following
examination of the thesis) may cause page or section breaks to shift and split a table.

Despite these problems, it is wasteful of paper and gives an odd appearance to place a very short table
by itself on a page separate from the normal text. This begs the question: is it essential that the
information included in the table be presented in tabular form? It is often possible to eliminate tables by
including their information in a descriptive paragraph of normal text.
2.3.2 Figures and Plates

The term *figure* may be used to refer to graphic material (such as maps and diagrams) and to photographs. However, if photographs are the only illustrative material included in the thesis, or if numerous photographs are included, these should be separated from figures and referred to as *plates*.

The use of coloured figures and plates can be effective, but must be essential to justify the extra cost involved in reproducing coloured material for additional copies of the original manuscript. It is also important to remember that photocopies of the thesis produced by the library for loan will not be coloured.

All figures and plates should be clearly relevant to the Main Text of the thesis, illustrating a point or supporting an argument. Do not include non-essential figures or plates as this will only disrupt the continuity of descriptions and arguments in the Main Text. All figures and plates must, at least, be mentioned by a reference to their number (for example, ‘as demonstrated by Figure 17’). Preferably, figures and plates should be discussed in the Main Text.

Figures and plates should appear on numbered pages separate from the pages of the normal text. More than one plate may appear on a page, but each figure that is not a plate should appear on a separate page at as large a scale as is permitted by the page, unless there is a special reason for placing two or more figures on the same page (for example, to facilitate comparison of the figures). The reasons for these recommendations are similar to the reasons given in Section 2.3.1 of this style guide for placing tables on pages separate from the pages of the normal text.

Maps, diagrams and other graphic material can be:

(a) generated by computer and printed directly as pages of the original manuscript

(b) photocopied from other sources, pasted onto pages pre-prepared with page numbers, figure numbers, figure titles, etc. and then photocopied again to create pages of the original manuscript (with some loss of clarity at each stage)

(c) drawn on tracing or drafting paper and photographed (usually with a reduction in scale) for subsequent treatment as described in (a) and (b) above for material from other sources.
In its final form, graphic material and its associated text should fill the page within the same margins as those specified for the rest of the manuscript (Section 2.2.2). Graphic material that cannot be reduced to fit an A4 page without loss of essential detail can be produced on a larger sized page (for example, A3), then folded and treated in any of the following ways:

(a) bound in the normal manner as a fold-out page
(b) placed in a pocket on the inside of the back cover of the bound thesis
(c) placed in a special case made and lettered to simulate a second bound volume of the thesis.

Folded pages bound in the normal manner should read as right-hand pages when unfolded (Section 2.3.1). Care should be taken to ensure that the folds would not be cut during trimming or sewn together during binding.

If possible, photographs should be enlarged from negatives and printed as full-page A4 plates having the same minimum margins as those specified for the rest of the manuscript (Section 2.2.2). If it is necessary to mount photographs, this should be done on A4 paper somewhat heavier than that of the other pages in the thesis. When mounting photographs, great care should be taken to avoid wrinkling the paper or otherwise distorting the shape of the bound thesis.

All plates should be produced as single-sided pages and therefore as odd pages in a double-sided thesis. To maintain sequential pagination, each plate-page of a double-sided thesis will need to be preceded either by a facing-page giving the Plate Number, Plate Title and other information (as has been done for Figure 1, Section 2.1.1) or by a blank page with its page number suppressed. Similarly, each plate-page of a double-sided thesis will need to be followed by a blank page, again with its page number suppressed.

Figures should be numbered consecutively with arabic numerals. Plates, if distinguished from figures, should be numbered separately from figures, but in the same way.

There are three ways you can present figures that are to be bound in the normal manner (whether folded or not folded). First, you can place the number of the figure, its title, any explanatory notes required and the documentation of the source of the figure on a facing-page, as has been done in this style guide with Figure 1 (Section 2.1.1). Both the facing-page and the figure-page should be paginated in the same way.
as any other page of the manuscript, but only the page number of the facing-page should be used to designate the location of the figure in the thesis. This procedure is particularly useful where a figure requires lengthy explanatory notes or where photographs have been included in the thesis.

The second procedure is illustrated by Figure 2 in this style guide (Section 2.1.2). Here, the figure has been presented in a way similar to the presentation of a table. This procedure is useful for representing or reproducing textual material and for computer-generated diagrams.

Figure 3, on the following page of this style guide, illustrates the third procedure. In this example, the number of the figure, its title, its explanatory notes and the documentation of the source of the figure have all been placed at the bottom of the figure, in a single paragraph.

For a folded figure placed in a back pocket or a special case, type the number of the figure, its title, its explanatory notes and the documentation of the source of the figure on the back of the figure so that this information can be read on the outside of the folded page.

The source of all figures and plates must be acknowledged. This can be done in the manner suggested for tables (Section 2.3.1) and as demonstrated by Figures 1, 2 and 3 in this style guide (Sections 2.1.1, 2.1.2 and this section).

### 2.3.3 Citing Tables, Figures and Plates

When citing a particular table, figure or plate in the text of the thesis, use the full capitalised word (for example, ‘Table’ not ‘Tab.’), and cite only the arabic number (for example, ‘Figure 2’ not ‘Figure No. 2’).

The citation can be given within a sentence.

> From the data given in Table 4, it would appear that ...

> Tables 5 and 6 indicate that ...

---

1 The page number has been suppressed on the figure-page of Figure 1 to simulate a Title Page, which also has a suppressed page number.
FIGURE 3 RADIATION INDEX FOR VARIOUS SLOPE ASPECTS AND GRADIENTS AT 36° SOUTH LATITUDE.
The mean slope gradient of the sample plots included in the field study is 28.6% with a standard deviation of 17.8%.
These values are approximated by the dotted lines on the figure. Source: adapted from Frank and Lee (1966, p. 37).
The citation can also be given in brackets, preferably at the end of a sentence. Note that it is not necessary to use the word *see* in this citation.

The rainfall data support this assumption (Table 7).

When the words *table*, *figure* and *plate* are used in a sentence without citing the number, they need not be capitalised.

From the data given in this table, it would appear that ...

### 2.3.4 Placing Tables, Figures and Plates in the Text

Tables (except those in appendices), figures and plates that are to be bound in the normal manner should appear as near as possible to their first mention in the text of the thesis, preferably on the next page.
3 WRITING THE THESIS

3.1 Quotations

All quotations must be acknowledged as such and placed in quotation marks (except when the quotation is formatted as a block quotation). The use of single quotation marks is recommended, with double quotation marks reserved for quotations within quotations and so on, if necessary. The acknowledgment of the source of the quotation should be placed immediately before or after the quotation, but outside the quotation marks.

According to Andreski (1972, p. 223), ‘... people talk about creativity more and more as the real thing becomes rarer’.

It has been said that ‘... originality never comes to those who consciously pursue it’ (Andreski 1972, p. 223).

Take careful note of the positions of the full stops in the preceding sentences. It is a common formatting error to misplace the full stops in sentences containing quotations and citations.

Any quotation longer than about 30 words should be formatted as a block quotation. The text of a block quotation is formatted in characters one point smaller than the size used for normal text, is indented 1.27 cm (one default tab-stop) on the left side throughout and is separated from the normal text above and below by the normal paragraph spacing.

Although in the initial information gathering stage it is common to accumulate an abundance of appropriate possible quotations from which to choose, it is essential when writing the final report that quotations be selected judiciously and used sparingly. Over quoting can often be equated with poorly integrated argumentation. The essential selection criterion to follow is relevance, whereas the basic mechanical consideration is the length of the quotation.

Anderson & Poole 1998, p. 101

Note the position of the acknowledgment in the preceding block quotation.
The acknowledgment can also be placed in the sentence immediately preceding the block quotation.

Adamson and Fox (1982, p. 110) have commented:

The European invasion was a watershed beyond which Australian ecosystems are permanently changed. A revolution has occurred and no new steady state is in sight. Completely new ecosystems are being created from the interaction between human activities, the original organisms, the many successful immigrant organisms, and the changed environmental factors.

In this example, note the use the colon at the end of the introductory phrase and the upper case letter at the beginning of the block quotation.

If an omission is made within a quoted sentence, three ellipsis points ( … ), preceded and followed by a space, should be used to indicate the omission. Where the omission occurs at the end of a sentence, the three ellipsis points, preceded by a space, indicate both the omission and the full stop at the end of the sentence.

To show omissions of whole or part sentences after the end of a sentence in a quoted passage, use a space after the full stop at the end of the sentence followed by the ellipsis points. If one or more paragraph is omitted from a block quotation, the ellipsis points can be placed on a line of their own where the omitted paragraphs would have begun.

Use the ellipsis points followed by a space at the beginning of a quoted passage (two or more sentences) only when it is necessary to emphasise the incompleteness of the passage.

Be sure that omissions from a quotation do not change the meaning of sentences or passages.

Quotations must exactly reproduce the wording of the text found in the original document, with the exception of omissions marked by ellipsis points and the following kinds of insertion:

(a) If it is necessary to insert words to make sense of or clarify the quotation, these words should be enclosed in square brackets [ ]

(b) The insertion ‘[sic]’, meaning thus, italicised and in square brackets, is used to assure the reader that an error or solecism is actually in the original document, but too frequent use of this convention can be pretentious
(c) It is legitimate to emphasise a point in a quotation by italicising a word or phrase, but add ‘[my italics]’ or ‘[my emphasis]’ in square brackets at the end of the quotation, outside the quotation marks (if any) and inside the full stop, to indicate that the emphasis is not in the original document. Too frequent use of emphasis is tedious for the reader and can defeat its purpose.

3.2 Footnotes

This style guide does not recommend the use of footnotes for referencing. Instead it suggests that footnotes be used mainly to expand on or explain material in the normal text of the thesis or in tables.

Two examples of this use of footnotes in the normal text are:

(a) to define terms when the insertion of the definition in the text would disrupt the continuity of a description or argument

(b) to document the source of information that cannot be referenced in the normal manner (for example, interviews you have conducted).

Footnotes (except those used in tables) should be numbered consecutively throughout the Main Text, unless there are more than ten footnotes. In such a case, footnotes can be numbered consecutively within each chapter. The number referring to a footnote (its reference mark) should be placed at the end of a sentence after the full stop as a superscript to the main line of print, unless it is essential to footnote only a specific word or phrase within a sentence. The reference mark should be three points smaller than the characters of normal text.

A footnote should be placed at the bottom of the page on which its reference mark occurs. The footnote should be separated from the Main Text by a black line extending part way across the page. If a footnote is too long to fit on a single page, it can be concluded at the bottom of the next page, preceding any footnotes for that page. In such a case, a continuation notice should be inserted at the end of the footnote(s) on the first page and at the beginning of the footnote(s) on the second page.

Footnotes are single-spaced, with a double space between each footnote, and are formatted in characters two points smaller than normal text. An example of the formatting of a footnote occurs in Section 2.3.2 of this style guide.
3.3 Referencing and Documentation

Providing references is a means to an end, not an end in itself. Referencing is done for two reasons.

First, references are provided to acknowledge the use in the thesis of information (facts, ideas, techniques, theories) taken from another published or unpublished work. Similar material derived from an interview or conversation with another person should also be referenced. In this context, referencing is a matter of intellectual honesty and academic fairness.

The second reason for providing references is to enable readers of the thesis to find its sources of information where these are not original to the author. Readers may wish to repeat an experiment you have performed, check your secondary data or simply expand their familiarity with your field of research. In this context, referencing is an aid to communication.

Clarity, accuracy and completeness are the most important attributes of any reference, not the precise details of how the reference is cited, provided that a consistent method of referencing is used throughout the thesis.

This guide uses the Author–Date System of referencing and documentation for all published material and for unpublished textual material cited in the thesis. In its simplest form, the Author–Date System gives only the author’s family name (or the name of the authoring body) and the year of publication as the reference in the Main Text. Complete documentation of the reference is reserved for the Bibliography. The basic elements of the Author–Date System are explained hereafter. More detailed information on referencing and documentation is given in the Commonwealth of Australia’s (2002) Style Manual for Authors, Editors and Printers. It is strongly recommended that you consult this work when referencing special materials (other than standard books and journals) and when preparing your Bibliography.

3.3.1 Referencing with the Author–Date System

References in the Main Text consist of the author’s family name (or the name of the authoring body) and the year of publication (or the year in which unpublished textual material was created) enclosed in brackets. Note that there is no punctuation between the author and the date in the first of the following examples of a reference. Also note the two ways (illustrated by the following examples) of including a reference in a sentence.
A recent study (Smith 2002) has shown …

In a recent study, Smith (2002) has shown …

A recent study (Tourism Task Force 2001) demonstrated that …

The exceptions to this basic method of referencing are as follows.

If an authoring body has a long name, the name can be abbreviated once it has been spelt out in full. Care must be taken to use exactly the same abbreviation for all subsequent references to the authoring body in the Main Text (the name must be spelt out in full again in the Bibliography). Where several abbreviations of this kind are used in the thesis, a list of abbreviations and their meanings should be provided as an appendix, and a footnote should be used to draw attention to this list the first time an abbreviation is used in the Main Text. Additional information on abbreviations is given in Section 3.4.1 of this style guide.

The National Health and Medical Research Council prepared the guidelines in 1998 and 1999 (NHMRC 1999).

The National Health and Medical Research Council (NHMRC) prepared the guidelines in 1998 and 1999 (Brown 2000).

For quotations or other situations where it is necessary to refer to a particular part of a work, reference the part of the work in abbreviated form, after the year and separated from the year by a comma. The abbreviations ‘p.’ and ‘pp.’ are used for ‘page’ and ‘pages’. Other abbreviations commonly used in referencing and documentation are listed in Table 2.

This observation was first made by (Smith 1997, p. 10).


Tables, figures and plates can also be referenced in this way.

(Smith 1997, Table 7, p. 11).
### TABLE 2

*Abbreviations Commonly Used in Referencing and Documentation*

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>art.</td>
<td>article</td>
</tr>
<tr>
<td>app.</td>
<td>appendix</td>
</tr>
<tr>
<td>c.</td>
<td>circa (about, approximately)</td>
</tr>
<tr>
<td>cf.</td>
<td>compare (from Latin <em>confer</em>)</td>
</tr>
<tr>
<td>ch.</td>
<td>chapter</td>
</tr>
<tr>
<td>col., cols</td>
<td>column(s)</td>
</tr>
<tr>
<td>div.</td>
<td>division</td>
</tr>
<tr>
<td>ed., eds</td>
<td>editor(s)</td>
</tr>
<tr>
<td>edn</td>
<td>edition</td>
</tr>
<tr>
<td>et al.</td>
<td>and others (from Latin <em>et alii</em>)</td>
</tr>
<tr>
<td>fig., figs</td>
<td>figure(s)</td>
</tr>
<tr>
<td>fn., fnn.</td>
<td>footnote(s)</td>
</tr>
<tr>
<td>ill., ills</td>
<td>illustration(s)</td>
</tr>
<tr>
<td>l., ll.</td>
<td>line(s)</td>
</tr>
<tr>
<td>MS, MSS</td>
<td>manuscript(s)</td>
</tr>
<tr>
<td>n., nn.</td>
<td>number(s)</td>
</tr>
<tr>
<td>n.d.</td>
<td>no date</td>
</tr>
<tr>
<td>no., nos</td>
<td>number(s)</td>
</tr>
<tr>
<td>n.p.</td>
<td>no place</td>
</tr>
<tr>
<td>p., pp.</td>
<td>page(s)</td>
</tr>
<tr>
<td>para., paras</td>
<td>paragraph(s)</td>
</tr>
<tr>
<td>pl.</td>
<td>plate</td>
</tr>
<tr>
<td>pt., pts</td>
<td>parts</td>
</tr>
<tr>
<td>rev.</td>
<td>revised</td>
</tr>
<tr>
<td>ser.</td>
<td>series</td>
</tr>
<tr>
<td>suppl.</td>
<td>supplement</td>
</tr>
<tr>
<td>vol., vols</td>
<td>volume(s)</td>
</tr>
</tbody>
</table>

If the name of the author occurs in the sentence, it need not be repeated in the reference.

Smith (1997) has shown …

If there are two or three authors, cite the names in the order they are given on the title page and present the reference using an ampersand (&) as shown in the first of the following examples. When the authors’ names are incorporated in the sentence, use ‘and’ instead of the ampersand.

A recent study (Johnson, Brown & Smith 2000) has shown …

A recent study by Johnson, Brown and Smith (2000) has shown …

If there are more than three authors, the reference includes only the first author’s family name and the abbreviation ‘et al.’ (which means and others).

A recent study by Johnson, Smith, Green and Tustin (2001) has shown … The study previously discussed (Johnson et al. 2001) suggests …

If there is a subsequent reference to a work published in the same year by, say, Johnson, Smith, Green and Brown—or even Johnson, Smith, Jackson and Turner—the reference must include enough authors names to show the difference between these publications.

(Johnson, Smith, Green & Tustin 2002)
(Johnson, Smith, Green & Brown 2002)
(Johnson, Smith et al. 2002)

If the sources of the references cited in the Main Text include material by two or more first authors with the same family name, the authors can be distinguished by including their initials in the references. Note that authors’ initials are not punctuated or spaced in the following example.

A recent study (Smith, AB 1997) has shown …, but CD Smith (1996) claims …

If the sources of the references cited in the Main Text include more than one item produced in the same year by the same author or group of authors, these items can be distinguished by adding lower case
letters to the year. For example, if the Bibliography contains two articles by AB Smith produced in 1997, the first article mentioned in the Main Text should be labelled ‘1997a’ and the second ‘1997b’. The first article would then be referenced as ‘(Smith 1997a)’ and the second as ‘(Smith 1997b)’.

Where no author’s name is given for the source of a reference, use the name of the institution or organisation that compiled or published the source.

One authority (Environment & Natural Resources Department, South Australia 1998) claims …

Where no date is given for the source of a reference, use the abbreviation ‘n.d.’.

East (n.d.) has commented …

Several references cited at the same point in the text should be separated by semicolons and enclosed in one set of brackets. The references should be in alphabetical order and, for references by the same author, in sequence by year (earliest first), unless there is a special reason for breaking this rule, as in the last example given below.

Several studies (Johnson 1989, p. 29; Smith et al. 1985b; Tustin 1977) have demonstrated …

Tustin (1977; 1980a; 1980b; — et al. 1987) has claimed …

Several researchers progressively modified this procedure during its development (Smith et al. 1984; Tustin 1987; Johnson 1989).

3.3.2 Documentation

All references in the thesis to published material (in print or online) must be fully documented in the Bibliography. Conversely, no reference that is not cited should appear in the Bibliography. All Bibliography entries are arranged in alphabetical order by the first author’s family name. If necessary, the first author’s initials and the family names and initials of the other authors in a group should be used to maintain alphabetical order where a first author’s family name is duplicated. The Bibliography of this style guide provides an example of the formatting of a bibliography.
Several entries by the same author or group of authors are arranged by year (earliest first), using lower case letters to distinguish items with the same year.

Smith, AB 1977
Smith, AB 1987
Smith, AB 1989a
Smith, AB 1989b

The author's name appears with the family name first, separated from the initials by a comma. Where there are two authors, their names are listed in the order that they appear on the title page (not necessarily in alphabetical order) and are linked by an ampersand (&). The author's names in a list of three or more authors are separated by commas and linked by a final ampersand. Examples are given above.

If there is no author, give the name of the institution or organisation (authoring body) that compiled or published the work. Note that the form of entries for authoring bodies should be 'Woods and Forests Department, South Australia' to avoid long lists of entries under 'The', 'Department', 'South Australia' etc.

If a work does not bear the name of an author or an authoring body, it is cited by title in both the Main Text and the Bibliography. Any article—a, an or the—at the beginning of the title is ignored when determining alphabetical order.

For non-serial works published in hard-copy format (for example, books), the information required for the Bibliography is presented in the following order, with the items in the list from 'year of publication' onward separated by commas:

- name(s) of the author(s) or authoring body(bodies)
- year of publication
- title of the publication (in italics with maximal capitalisation)
• title of series (if applicable)
• edition (edn) (if applicable)
• editor(s) (ed. or eds), reviser, compiler or translator (trans.) (if other than the author)
• volume number (vol.) or number of volumes (no.) (if applicable)
• chapter or section (if applicable)
• publisher
• place of publication
• page number(s) (p. or pp.) (if applicable).

A simple bibliographic citation of a non-serial, non-electronic work would appear as follows.


The following example illustrates the method of citing a single chapter in an edited book.


For serial works published in hard-copy format (for example, journal articles), the information required for the Bibliography is presented in the following order, again with commas separating the items in the list from ‘year of publication’ onward:

• name(s) of the author(s) or authoring body (bodies)
• year of publication
• the title of the article (with minimal capitalisation and enclosed in single quotation marks)
• the title of the periodical (with maximal capitalisation and in italics)
• title of series (if applicable),
• place of publication (if applicable)
• volume number in arabic numerals
• issue number in arabic numerals
• page number(s).
A simple bibliographic citation of a serial work would appear as follows.


### 3.3.3 Citing Electronic Sources

**Citing a web site**

For a website, the following information is required in the Bibliography:

- **author** (person or organisation responsible for the site)
- **site date** (the date the site was created or last revised)
- **the name and place of the sponsor of the site**
- **the date you viewed the site**
- **the URL of the site.**


Note the use of angle brackets (< >) to set the URL off from punctuation that could be mistaken for part of the URL. This procedure can also be used when including URLs in the Main Text.

An excellent website on North American gnomes can be found at <http://www.gnomes.org>.

The reference to a website in the Main Text is the same as the reference to a published paper-based document.


**Citing a document within a website**

Books, periodicals and other unchangeable text available within a website can be cited as though they were published paper-based documents. For a non-serial document, the reference in the Main Text
consists of the name of the author (authoring body), editor or compiler and the date on which the
document was created or last revised. In the Bibliography, the following information is required:

- author/authoring body, editor or compiler
- date of document (date of creation or most recent revision)
- title of document (in italics, followed by the note ‘online’ in square brackets)
- name and place of the sponsor of the website,
- the date you viewed the site
- the URL of the website (or of the document within the website if this is necessary to find the
document in a complex website).

This information was found in Grinch’s (2001) online guide to the gnomes of North America …

Grinch, P 2001, Identifying the Gnomes of North American [online], Gnome Conservation Foundation, Geneva,

For an online journal or other serial work, provide the normal publication information for the source
(Section 3.3.1–2) and insert, as appropriate, the medium in square brackets, the date you viewed the site
and the retrieval location (URL).

Black, AB, Jones, EF & Smith, AB 1993, ‘Demography of the gnome community at Port Augusta’, Gnome News

Citing a CD-ROM or computer program
The following example indicates the way to format the citation for a CD-Rom in the Bibliography.

Weesley, R 2002, Gnomes of South Eastern Australia [CD-Rom], Australian Gnome Watchers Inc., Crystal
Brook, South Australia.

For a computer program, add any additional information needed for retrieval or identification.
Citing emails and other changeable electronic sources

Changeable electronic sources such as memos, e-mails and bulletin-boards or user-network postings should be treated like unpublished print material or unrecorded private conversations. They are not normally documented in the Bibliography and are acknowledged by a parenthetical in-text reference or a footnote.

John Smith has recently repeated his proposal (e-mail to the author, 1 May 2001).

Ms Silvania Waters confirmed this by email on 7 January 2002.

It usually isn’t necessary to cite information derived from sources of this kind in the Bibliography, but if there is a special reason for doing so, the citation should be formatted as follows.

Waters, S 2002, Family Problems [email], sent 7 January, <swaters@nomail.com.au>.

3.4 Conventions in Writing

This section deals briefly with some of the conventions that govern such matters as spelling, punctuation, hyphenation, capitalisation and numbers in theses. These matters are important, as errors and inconsistencies in the use of writing conventions tend to distract and irritate the reader. Only a few conventions will be mentioned here. For the remainder, you should consult:

(a) a standard dictionary (The Macquarie Dictionary is recommended) for the spelling and meaning of non-technical words

(b) technical dictionaries (for example, the Penguin Reference Books) or journals covering the subject area of the thesis for the spelling and meaning of special terminology

(c) a guide to grammar, syntax and word usage such as Hughes, B, Drury, J & Barrett, M 1993, The Penguin Working Words: an Australian Guide to Modern English Usage, Penguin Books, Ringwood, Victoria

A vocabulary aid, such as *The Macquarie Thesaurus*, is also useful for avoiding dreary repetition of the same words or phrases, but should be used with caution because synonyms may not have exactly the same meaning.

Since authorities often differ in the conventions they advocate for many aspects of writing, you are advised to consult only one of each of the types of guide recommended here. Where a guide offers alternatives, choose one of the alternatives, make a note of your choice and use it consistently throughout the thesis.

### 3.4.1 Abbreviations and Contractions

Except for units of measurement, abbreviations and contractions should be avoided in normal text (including contractions like *they’re* and *don’t*). Abbreviations are, however, acceptable in footnotes, tables, illustrative material, references to institutions and in the Bibliography.

An abbreviation must be defined when it is first used in the text.

```
This initiative by the Department of Environment and Natural Resources (DENR) …
```

If many abbreviations are used, provide a list of abbreviations and their meanings as an appendix. Also provide a footnote drawing the reader’s attention to this appendix the first time an abbreviation is used in the text.

### 3.4.2 Taxonomic Names

Common names for plants, animals and micro-organisms can be used in the text, but the full taxonomic name should be given (in brackets and italics) after the first usage of a common name.

```
The Wedge-Tailed Eagle (*Aquila audax audax*) was seen …
```
Alternatively, a list of common names with their taxonomic equivalents can be placed in an appendix. In this case, a footnote drawing the reader’s attention to the appendix should be inserted in the text the first time a common name is used.

### 3.4.3 Numbers

In normal text (exclusive of tables and figures), the numbers zero to nine should appear as words (unless the number is a fraction, includes a decimal point or is followed by a measurement unit or other symbol). Numbers over nine should be given as numerals. Sentences should never begin with a numeral and should be re-worded to avoid this stylistic error.

It is now accepted Australian practice to use spaces, rather than commas, for numbers greater than 9999 (i.e., for five digit numbers) in order to avoid confusion with the European practice of using the comma as a decimal marker in the expression of metric quantities. In the space system, a space instead of a comma is inserted between each group of three digits in numbers of five or more digits.

\[
\begin{array}{cccccc}
5000 & 50 000 & 5 000 000 & 0.005 & 0.0005 & 0.000 05
\end{array}
\]

To indicate a span of numbers (for example, 16–27) use an en dash (–), not a hyphen (-), which is shorter than the en dash. The number of digits in the second part of the span can be limited to those essential for clarity. Note that the en dash is not set off by spaces from the numbers it links.

\[
8–21, 56–8, 306–9, 521–33
\]

Use of the words ‘from’ and ‘between’ is not necessary when numbers are linked by an en dash.

- open 8.00 am–5.30 pm
  - not open from 8.00 am–5.30 pm

- 10–20 cm in size
  - not between 10–20 cm in size
3.4.4 Metrication

Most units of measurement now used in Australia are those of the International System of Units (abbreviated ‘SI’). All measurements cited in theseses must be expressed in SI Units or other units now accepted as standard in Australia. Data drawn from sources where British Imperial Units or other non-standard units have been used can be expressed in the original form, with an SI conversion in brackets or simply converted to SI Units. A statement should be made in the thesis regarding the procedure used for conversions, and this procedure should be used consistently.

Some common formatting errors in the use of measurements are illustrated by the following examples:

(a) Use the simplest possible expression of a number

1.396 m or 1396 mm, *not* 1 m 396 mm or 1 m 39 cm 6 mm

59. 67 m, *not* 0.059 67 km

(b) Be consistent in the use of abbreviations for measurement units

km/h, *not* km/hour

(c) Some abbreviations for measurement units, such as temperature (°C, °F, °K) and units named after people (Pa, N), are capitalised, while most abbreviations for measurement units are not capitalised

20 °Celsius and 30 kilometres, *but* not 30 Kilometres

(d) Measurement unit symbols do not take a plural *s*, but the names of symbols do take a plural *s*;

*hertz, lux and siemens are exception to this rule*

10 kg, *not* 10 kgms

1 kilogram and 10 kilograms

1 degree Celsius and 10 degrees Celsius

(e) Do not place a full stop after the measurement unit, unless at the end of a sentence

16 km, *not* 15 km

(f) Insert a space after the number and before the measurement unit, except for the degree°, minute’ and second” of angular measurements 27 m, *not* 27m

26 °C, *not* 26°C

180° angle, *not* 180 ° angle

(g) *Minus*, meaning a negative value, is indicated by an en dash without a space, but an en dash is used with spaces as an operative minus sign in a mathematical formula

–10 °C, *not* − 10 °C

10 − 7 = 3
(h) Use ‘per’ when measurements are written out and a back slash (/) when measurements are abbreviated

50 kilometres per hour or 50 km/hr, but not 50 kilometres/hour or 50 km per hr

(i) Use the same number of decimal places when numbers are being compared

between 7.396 and 8.374, not between 7.396 and 8.4

(j) Use a zero before the decimal place for numbers less than one

0.57, not .57

(k) All the following examples are correctly formatted, but the use of a back slash (/) in fractions (1/2) is a formatting error as it can cause confusion in numbers like 1 2/4.

one-third, ⅓, one and three-quarters, 1¼, a quarter, an eighth

3.4.5 Inclusive Language

University policy prohibits the use of discriminatory language in the academic and administrative activities of its staff and students. Therefore discriminatory language must be avoided in thesis writing, and inclusive language must be used wherever appropriate.

Gratuitous specification

Gratuitous specification of the race, age, sex or other attributes of a person or group of people results in extra-visibility and creates the impression that the persons referred to are different or unusual. The race, age, sex or ability of a person should not be mentioned if it is irrelevant to the context of what is being written. The following is an example of gratuitous specification.

The poet, a grandmother in her early seventies, read from her latest work.

Gender-specificity

The traditional vocabulary and grammar of the English language tend to make women invisible or secondary. Gender-specific language is not only more equitable, but also more accurate. It eliminates false assumptions about the nature of women and men and is careful to include both sexes in its formulations. The following are some guidelines for the use of gender-specific language in theses.
The pronouns *he, his, him*

The convention of using *he* as a supposedly neutral third-person singular is discriminatory and inaccurate when the person referred to could be either a man or a woman. There are various ways of avoiding the generic *he, his and him*.

(a) Recast your sentence in the plural

**AVOID**

When a subject had been interviewed, he was informed …

**CONSIDER**

When subjects had been interviewed, they were informed …

(b) Reword your sentence

**AVOID**

Each driver was asked to specify his destination.

**CONSIDER**

Each driver was asked to specify the destination.

**AVOID**

Anyone who asked for the return of his deposit …

**CONSIDER**

Anyone who asked for the return of the deposit …

(d) For *he* and *his*, substitute *he* or *she*, *she/he*, *his or hers*, *hers/his*.

The word *man*

Some people argue that *man* is an all-purpose term that refers to both women and men, as in *mankind*. Other people think that the generic *man* excludes women, but feel that alternative words are sometimes clumsy. It is increasingly recognised, however, that the use of *man* as a generic term is discriminatory.

To say that ‘A professor nowadays is a man of business’, or to speak of ‘Distinguished Men of Science’, is to perpetuate the misconception that professors and scientists are invariably male. For as long as we continue to use words like ‘tradesman’ or ‘man of letters’, it makes it harder for everyone to accept or even imagine women in these roles.
When people are asked to describe what they think of when they read words like *mankind*, *manpower* and *chairman*, they usually respond that they tend to think ‘male’ rather than ‘female’. In this way, language becomes a subtle enforcer of inequality.

It is more precise to use a word that always includes both sexes than one that sometimes includes males only and sometimes both sexes. Here are some examples of ways to avoid discriminatory usage.

<table>
<thead>
<tr>
<th>AVOID</th>
<th>CONSIDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>man/men (when referring to both sexes)</td>
<td>person/people, women and men</td>
</tr>
<tr>
<td>common man, man in the street</td>
<td>average citizen</td>
</tr>
<tr>
<td>spokesman</td>
<td>representative, speaker</td>
</tr>
<tr>
<td>man-hours, manpower</td>
<td>work-hours, workforce</td>
</tr>
<tr>
<td>The gates must be manned ...</td>
<td>The gates must be staffed/guarded ...</td>
</tr>
<tr>
<td>A man who lies ...</td>
<td>A chronic liar ...</td>
</tr>
</tbody>
</table>

**References to specific groups**

The following are some suggestions for referring to specific groups:

(a) A person with a disability, *not* a disabled person
(b) A person with a vision or a hearing impairment, *not* a blind or a deaf person
(c) An elderly person or a retired person or a senior citizen, *not* an old person
(d) ‘Young people’, ‘children’ and ‘adolescents’ are all gender-neutral, but ‘youths’ is not and has negative overtones regarding young males
(e) ‘Aboriginal and Torres Strait Islander peoples’ is the correct inclusive term for all Indigenous Australians
(f) ‘Aboriginal people(s)’, ‘Australian Aboriginal(s)’, ‘Torres Strait Islander(s)’ are all acceptable nouns and adjectives and are always capitalised when used in reference to Indigenous Australians, but ‘aboriginal’ is not capitalised when used to refer to the original inhabitants of other continents.

**3.4.6 Numerical Data and Data-Processing Techniques**
In general, only the results obtained by processing numerical data should be presented in tables and figures within the Main Text. The raw data from which the results were obtained should be presented in the following manner.

Raw data obtained from sources that can be documented (for example, from publications or data banks) need not be included in the thesis, but only referenced in the same way as published and unpublished textual material.

Raw data obtained from sources that cannot be documented and raw data you have collected should be placed in an appendix if it is used to support arguments or illustrate points in the Main Text. Otherwise, such raw data need not be bound with the thesis, but it should be retained until the thesis has been examined in case it is required by the thesis examiners.

It is unnecessary to describe the computations required for standard statistical techniques. However, the source of all published techniques should be referenced, and any specific features of the data set that affect the choice and suitability of the technique should be indicated. Unpublished statistical techniques that cannot be documented and techniques you have developed or extensively modified should be described in detail. The same principles apply to computer programs and to laboratory and field procedures.
4 PROOF-READING

Once your thesis has been typed, you may be understandably anxious to have it ready for submission as soon as possible, but time spent in proof-reading is well invested. Thesis examiners do not react favourably to carelessly prepared work. Also, the delay in the award of the degree because corrections have to be made can be longer than the delay in submission because of the time needed for a careful check of the manuscript. Care taken at this stage of thesis production can ensure that examiners are not antagonised by repeated minor mistakes and can deliver you from the prospect of a tedious length of time spent after examination amending the text.

Never proof-read your thesis by yourself. You will tire of looking at the thesis in its different stages of development and will miss new errors. You can recruit family members, friends and fellow students as proof-readers. Some thesis supervisors will assist with proof-reading, but normally they will only read the various drafts of the thesis for content. Note that thesis supervisors must examine the final draft of the thesis and certify that they are satisfied with its technical presentation, but thesis supervisors do not have to identify or correct any errors of presentation that they detect in the final draft.

Never attempt to proof-read from a computer screen. Apart from being a strain on your eyes, you will find that errors are easily missed.

When proofing text, place a ruler under each line. This will reduce your tendency to skim. Read each thesis chapter, checking titles, subtitles, sentences, punctuation, capitalisations, indented items and page numbers. Give particular attention to the beginnings of pages, headings, paragraphs and sections. Some people tend to skim these crucial spots when proof-reading, but mistakes at these points will leap out at your thesis examiner or reader.

Try to proof lists of numbers in tables and appendices with someone’s assistance. Read the figures aloud to your assistant and have that person mark the corrections and changes on the text being proof-read.
Make sure your titles, subtitles and page numbers match those in the Table of Contents. Double-check references to figures, plates and tables. Re-check all calculations and look for misplaced spaces and decimal points. Scrutinise features that come in sets, such as quotation marks, parentheses and dashes.

If you are proofing for long periods, put your material aside for a short break. Proof-reading can quickly turn into reading if your document is long. After a break, re-read the last few lines to refresh your memory.

There are standard ways of marking the text to ensure that an error is indicated and the correct alteration is made. These standard proofing marks can be found in the Commonwealth of Australia’s (2002) Style Manual for Authors, Editors and Printers. Always use standard proofing marks if your work is to be corrected by anyone other than yourself.
4 APPENDIX

Specifications for Thesis

Specifications for Thesis

1 Preparation

The responsibility for the layout of the thesis and selection of the title rests with the student after discussion with the supervisor(s), and the completed thesis should be shown to the supervisor(s) before submission. The student must consult with the School/Discipline concerning selection of an appropriate style for the thesis. Research Education Development Programs run seminars and workshops on thesis writing.

This national collaborative program has established a distributed database of digital versions of theses produced by postgraduate research students at Australian universities. The University of Adelaide is a member of this program.

University of Adelaide postgraduate research students are encouraged to deposit a digital copy of their PhD or research Master thesis in addition to the required printed copies. The following are general guidelines, but consultation with the Librarian may be required:

(a) the thesis must have been officially approved by the University of Adelaide for the award of the degree before it can be deposited

(b) the standard document format required is PDF

(c) the digital version must be a direct equivalent of the copy of the thesis approved by the University for the award of the degree

(d) the author retains copyright. However, it is advisable for the author to inform his/her supervisor(s) of his/her intention to deposit a copy of his/her thesis to the ADT program

(e) access to deposited theses may be restricted for a defined period if the thesis is embargoed under the provisions of The Code of Practice for Maintaining and Monitoring Academic Quality and Standards in Higher Degrees.

Theses are accessible through the University of Adelaide Library’s web pages, the Library’s web catalogue, a national database of Australian theses and also through web search engines. Further information and deposit instructions are on the Library’s web site at: www.library.adelaide.edu.au/gen/theses/adt/

1.1 Thesis format

A Doctoral thesis may comprise a conventional written narrative presented as typescript, a portfolio of publications or creative or visual work/s. A Masters by Research thesis may comprise a conventional written narrative presented as typescript and where acceptable to the Faculty, a portfolio of publications.

(i) In the case of a thesis comprising a conventional written narrative presented as typescript, the thesis should incorporate in the following order:

(a) a title page giving the title of the thesis in full, the name of the student, the name of the School/Discipline(s) of the University associated with the work and the date (month and year) when submitted for the degree. There is a limitation of 160 spaces and characters in the title of the thesis. You should ensure, therefore, that your thesis title does not exceed that limit

(b) a table of contents

(c) an abstract of the thesis in not more than three hundred and fifty words

(d) a signed statement to the effect that

• the thesis contains no material which has been accepted for the award of any other degree or diploma in any university and that, to the best of the student’s knowledge and belief, the thesis contains no material previously published or written by another person, except where due reference is made in the text of the thesis and

• the author consents to the thesis being made available for photocopying and loan if accepted for the award of the degree.

This statement should be included on the same page as the statement regarding originality (see sample below). If the student has any objections to including such a statement, the student must apply to the Adelaide Graduate Centre, immediately, in writing, for a period of embargo to be placed on the student’s thesis.

sample:

This work contains no material which has been accepted for the award of any other degree or diploma in any university or other tertiary institution and, to the best of my knowledge and belief, contains no material previously published or written by another person, except where due reference has been made in the text.

I give consent to this copy of my thesis, when deposited in the University Library, being available for loan and photocopying.

The statement must be signed by the student and dated.

(e) an acknowledgment of any help given or work carried out by any other person or organisation
(f) the main text
(g) appendices (if any)
(h) bibliography.

Additional pages or other material not suitable for binding should be placed last and treated as indicated in 4(d).

(ii) In the case of a thesis presented as published papers:

(a) the abstract should summarise the main findings presented in each paper and should indicate how the included works when considered together demonstrate a significant contribution to knowledge in the discipline.

(b) the introductory chapter should contain succinct statements describing the research problem investigated, overall objectives and specific aims of the study and an account of research progress linking the scientific papers. The account of research progress must link together the various papers submitted as part of the thesis providing continuity for the whole thesis so that the reader understands the logic behind the progression of the research program.

(c) the literature review will, of necessity, replicate literature cited in subsequent chapters but should contain a clear statement on the significance of the project aims, a critical review of relevant literature, identification of knowledge gaps and the relationship of the literature to the experimental program.

(d) where papers have multiple authorship, the PhD candidate must be the first or principal author and have written permission of the co-authors. Each jointly authored paper must begin with a clear statement on the contribution made by each author. The description must be sufficiently detailed to describe accurately the contribution of each author and signed by each author.

(e) the thesis must contain an overarching discussion of the main features of the thesis including, inter alia, the principal significance of the findings, problems encountered and future directions of the work. The discussion should not include a detailed reworking of the discussions from individual papers within the thesis.

(iii) in the case of a doctoral thesis submitted in the areas of artistic or visual practice:

presentation may be in one of two forms:

(a) by a theoretical thesis or
(b) by creative work(s) and exegesis. The creative or visual work shall be a substantial opus and the criteria for this work shall be determined by the Faculty. Such substantial works would include a book length work in its genre and musical compositions which require more than 75 minutes for performance.

The length and format of the exegesis shall be determined by the Faculty but normally should not exceed 50,000 words. It should contain a description of the form and presentation of the artistic practice which constitutes the remainder of the thesis and inter alia, an analytical commentary and consideration of the work in the broader framework of the discipline and/or repertory. It must demonstrate mastery of the conceptual and scholarly skills associated with doctoral candidature.

In the case of a written exegesis or thesis and visual works both presented in the format of a compact disk, the written exegesis or textual portion of the thesis shall also be presented in hard copy and must be presented in accordance with the guidelines laid down elsewhere in Specifications for Thesis.

2 Typing

A thesis should normally be produced on size A4 paper, in a clear and legible font (e.g. Arial Narrow 12 or Times 12) using a Laser Writer, or some other printing device which gives a clear, legible result. It is strongly recommended that the top copy of the student’s thesis be produced on archival (acid-free) paper to ensure its long-term preservation, with additional copies on bond, or similar high-quality paper. If work is being submitted which has been previously published, it may be presented in the form of copies of the original printed version. Other forms of presentation, such as computer output microform, may be acceptable if approved by the University Librarian (after discussion with the Supervisor(s)).

The submission of recorded music as part of a thesis should be discussed with the Performing Arts Librarian. (See also section on 'Copying' below.)

A thesis may be produced on both sides of the paper provided that all copies are made on paper of high opacity to prevent ‘show-through’.

Margins

Margins for both text and figures should not be less than 35 mm on the inside edge and 15 mm on the other three sides to allow for binding and trimming. (See also 'Soft-binding of thesis for examination' under 4: Binding, below.)

Copying

(a) Additional copies of a thesis should be produced using a copying method which produces a good-quality copy. Copies (other than those produced with carbon paper at the time of typing the top copy) should
normally be on bond paper. Chemically coated paper is acceptable for the production of a thesis only if it is known to provide a high quality reproduction and proven long-term stability.

Audio and audio-visual tapes
(b) Additional copies of audio and audio-visual tapes should be produced using a copying method which creates a high quality audio and visual reproduction with proven longevity.

Archival (acid free) Copy
(c) The archival (acid-free) copy should be marked accordingly and will become the University's copy following the award of the degree. The Barr Smith Library may produce a copy on archival (acid-free) paper at the same cost as a plain paper copy.

3 Diagons and figures
The following are general suggestions for normal practice, but they may be varied in special cases with the approval of the Librarian:
(a) diagrams and figures, etc, should be preferably drawn or photographed on size A4 paper and bound in the appropriate place in the text. If it is necessary to mount photographs the mounting should be on paper somewhat heavier than that of the other pages, and great care should be taken to avoid wrinkling the paper or distorting the shape of the volume.
(b) figures should either be inserted at an appropriate place in the text, or form a separate page. For normal orientation with the top of the figure upwards, the legend should be at the bottom of the figure. If it is necessary to rotate the figure, it should be placed on a separate page with the top of the figure on the left-hand side of the page and the legend on the right-hand side of the page. This applies regardless of whether the figure forms a left-hand or a right-hand page, but if the thesis is produced with the text only on right-hand pages, then figures should also appear only on right-hand pages. If there is insufficient space for the legend, it may be placed on the page facing the figure.
(c) tables should be inserted in the appropriate place in the text, except that lengthy or bulky tables should appear as an appendix.
(d) folded diagrams, maps, tables, etc, should read as right-hand pages when open. Supplementary material, such as folded maps and other large folded sheets and primary data on microfiche may be placed in a pocket inside the back cover of the bound thesis.
(e) musical notation and similar forms of written notation should be inserted in the appropriate place in the text, except that lengthy examples should appear as an appendix.

4 Binding

Soft-binding of thesis for examination
A higher degree student may opt to submit his/her thesis in soft bound form initially for examination purposes.

Students who wish to have their theses soft-bound should note that
• it is not possible to rebind a thesis that has been soft-covered using the currently available methods, such as Thermo-Bind or Wire-Spiral, without having first to trim the left hand margin by 10 to 15 mm. This means that the provision for the left hand margin of the thesis must be at least 45 mm. This may result in an increase in the number of pages of the thesis and the consequent increase in cost of production.
• most soft-binding processes will handle up to around 30 mm in thickness. Many theses are thicker than this and may have to be bound in more than one volume.

It is the student’s responsibility to bear all costs incurred in the soft-binding of his/her thesis as well as in the subsequent hard-binding.

When the examination process (including the completion of any required amendments) is complete, it is an obligation of the student to submit the required three hard-bound copies of his/her thesis before a degree can be conferred.

Hard-binding
(a) The thesis must be sewn and bound with cloth on stiff covers. (A sprint-type or screw-type binder is unacceptable. Stapling and plastic or ‘perfect’ binding without sewing are also unacceptable.)
(b) During binding the edges should be trimmed.
(c) On the spine of the thesis should be given, in gold lettering of suitable size, normally reading from the top to the bottom, the title of the thesis, shortened if necessary, followed by the student’s surname. Where the width of the spine allows, the lettering may be placed horizontally, with the title of the thesis near the top of the spine and student’s surname near the middle.
(d) When published papers are submitted they should normally be bound near the back of the thesis as an appendix. In the case of published papers of unusual size it may be desirable to bind them in a separate volume. If they have been bound by a publisher it is desirable to keep them in a special case made and lettered to simulate a bound volume of a thesis.
(e) Supplementary material such as folding maps and other large folded sheets and primary data on microfiche may be placed in a pocket inside the back cover of the bound thesis.

(f) Supplementary material such as microfilm which cannot readily be kept in a pocket should be placed in a special case made and lettered to simulate a bound volume of the thesis.

(g) In view of problems of long term storage stability, presentation of material in a form other than printed copy or microform should not be contemplated without prior consultation with the University Librarian. When audio or audio-visual tapes are submitted they should normally be inserted into the back cover of the thesis. In some cases, it may be desirable to submit them in a separate volume made to simulate a bound volume of the thesis.

(h) A supplementary case or additional volume of a thesis should be distinguished by a volume number but should otherwise be uniform with the first part of the thesis in respect to colour, lettering and, as far as possible, size.
5 BIBLIOGRAPHY

Note that many of the publications cited as examples in this style guide are fictitious. Only actual publications have been included here to illustrate the formatting of a bibliography. Entries are single-spaced with double-spacing between entries.


Microsoft Corporation 1994, *Microsoft Word* [Computer Software], Version 6.0, Microsoft, Everett, WAS.