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GUIDE TO THE PRESENTATION OF THESES

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CONTENTS

University requirements and number of copies	1
Order	4
Format and description	5
Theses by publication	7
Copyright	7
Embargoing theses	10
Layout and production	10
Paper copy	10
Digital copy	12
Style and writing guides	13

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<http://www.massey.ac.nz/massey/fms/Library/Documents/Publications/guide-to-presentation-of-theses.pdf>

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After passing your examination and making any revisions required, submit one hardbound copy and the revised digital copy with emendations to the Examinations address given above.

For more information on this process, and to download the required forms, please visit the Postgraduate/Masterate Study/Thesis submission and publishing site. <http://www.massey.ac.nz/?t3e9c4348g>

Doctoral

Submit for examination 2 securely bound print copies and email an electronic copy (single PDF file) to doctoral.office@massey.ac.nz. Spiral or hot melt are the recommended forms of binding. Creative and performing arts theses should be submitted in an appropriate format, as specified by the College of Creative Arts. If such theses are text-based, a digital copy should also be submitted.

Where to Submit

	<i>In person</i>	<i>Post</i>
Manawatū	Graduate Research School, Research & Enterprise, Courtyard Complex.	Graduate Research School, Research & Enterprise, Private Bag 11 222, Palmerston North 4442, New Zealand.
Albany	Massey Contact Office, Room 1.42, Quad A.	Massey Contact, Quadrangle A Building, Private Bag 102904, North Shore Mail Centre, Auckland 0745, New Zealand.
Wellington	Student Central Block 4 Level A	Student Central, Block 4 Level A, Private Bag 756, Wellington 6140, New Zealand.
Distance	To any of the locations above	Graduate Research School, Research & Enterprise, Private Bag 11 222, Palmerston North 4442, New Zealand.

You will be issued with a receipt via email.

After examination and emendations have been made, submit to the Graduate Research School, Research & Enterprise:

- two hardbound copies of the thesis
- a digital copy of the thesis
- Completed [form RF7: Copyright Form and Declaration Confirming Content of Digital Version of Thesis](#). The form can be downloaded from the Doctoral degree administration forms webpage.
<http://www.massey.ac.nz/?d15f53625s>

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Theses and dissertations shall, unless the University Librarian approves otherwise, conform to the following requirements.

ORDER

A. The Preliminaries

- Title page
- Abstract
- Preface and/or acknowledgements
- Table of contents
- List of illustrations, tables, etc.

B. The Text

- Main body of the work
- Footnotes

For many theses the text may look as follows:

- Introduction
- Literature review
- Materials and methods
- Results
- Discussion
- Conclusion

C. The Reference Material

- Bibliography
- Appendices
- Index

FORMAT and DESCRIPTION

Title Page

The title page text should be laid out as follows:

- Title of the thesis centred in the top third of the page.
- Degree, subject and campus details centred in the middle third of the page.
- Author's name and date centred in the lower third of the page.

Please refer to the example below for wording

[Title]

A thesis [or dissertation, etc.] presented in partial fulfilment of the requirements for the degree [or diploma, etc.] of

[name of qualification]

in

[subject]

at Massey University, [campus name, e.g. Albany, Manawatū],
New Zealand.

[Author's full name]

[Year]

Year

The year the thesis reached its final version, including any emendations required by the examinations process.

Abstract

A short abstract (not exceeding 350 words), suitable for publication, shall be bound in each copy of the thesis submitted.

Preface and/or Acknowledgements

The preface may describe briefly the scope and purpose of the research. Persons or institutions acknowledged are usually only those who have contributed to the content of the thesis. The extent of their assistance should be indicated. The acknowledgements should also include a statement indicating, if relevant, that approval for the research has been obtained from the appropriate University Ethics Committee for the experiments described in the thesis.

Table of Contents

The table of contents lists all significant sections in the order they appear, and includes page numbers.

List of Illustrations, Tables

This is a listing of all illustrative material, photographs, figures and/or tables, in the order they appear, with page numbers.

Footnotes

Footnotes are used for acknowledging quotations and sources of facts, or for elaboration of a particular point. They are usually numbered consecutively through each chapter and should be detailed at the foot of each page or at the end of the chapter in which they occur.

Bibliography

This should include works cited in the text and footnotes, as well as those of more general significance. Consistency in style of entry is essential; see the Style & Writing Guides section, at the end of this document, and consult your supervisor.

Appendices

Appendices include material which applies to the thesis as a whole or to a particular chapter, e.g. questionnaires, data sheets, etc. Their function is to keep the text uncluttered and reference to them should be made at the appropriate place in the text. If raw data on which the research is based is included, it should be part of the appendices. Where material is extensive, a CD-ROM may be used.

Index

This is a detailed alphabetical listing of the subjects, people, places, etc. referred to in the thesis. An index is optional, but can greatly enhance ease of use.

THESES by PUBLICATION

Please refer to the Graduate Research School's advice on theses by publication <https://bit.ly/2eO6TSF> and the section on Copyright below. The Library recommends seeking copyright permission from journals at the time of submission and acceptance rather than post publication.

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<http://www.legislation.govt.nz/act/public/1994/0143/latest/whole.html>.

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You can find a template for a copyright permissions letter in Appendix 1 of Tony Millet's *Copyright guidelines for research students*.

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Yes. If the photos first appeared in a book, please contact the publisher of the book in the first instance. If you took the photos of the original artworks and the creator is alive, seek permission directly. If the creator died less than 50 years ago, the works are still in copyright, and permission must be sought from the creator's estate.

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Copyright is complex, and knowing what is and isn't covered by copyright is not always straightforward. If you are unsure, consult the Copyright Act

(<http://www.legislation.govt.nz/act/public/1994/0143/latest/whole.html>); discuss with your supervisor; or seek other authoritative advice.

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Theses should be publicly available unless there are good grounds for restriction of access. Students should read Massey's Grounds for Embargo Policy ([http://www.massey.ac.nz/massey/fms/PolicyGuide/Documents/Research/Grounds for Embargo Policy.pdf](http://www.massey.ac.nz/massey/fms/PolicyGuide/Documents/Research/Grounds%20for%20Embargo%20Policy.pdf)). The most common grounds are to avoid:

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- The application must be completed and approved before the thesis is bound, and a copy of the application bound into all thesis copies submitted. This application should be placed immediately before the title page.
- In the case of the full digital copy of an embargoed thesis, the author, title, abstract and metadata will still be publicly accessible through Massey Research Online, (the University's digital archive), while the embargo is in place. Please do not include sensitive information in the thesis abstract. If you have concerns, please discuss them when you submit your embargo application to the Graduate Research School, Research & Enterprise.

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Underlining & Italics

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Preliminary pages, beginning with the title page, should have page numbers in lower case Roman numerals. The main text of the thesis should have page numbers in Arabic numerals. Page numbers should be located in a consistent position throughout the text.

Inserted maps, diagrams, etc. should bear a specific identification of their proper location in the text (e.g. facing p.7 or between pp.15 and 16).

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The thesis must be hard-bound, and cased in cloth, buckram or rexine.

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The recommended formats for audio and video files are:

Audio: OGG, MP3, MP4

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SIB (Sibelius), Finale files

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