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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
Copyright	7
Embargoing theses	9
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.

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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 (on a CD-ROM)
- 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.

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

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- disclosure of commercially sensitive information.
- disclosure of personal or private information.
- disclosure of research before the author of the thesis has had reasonable opportunity to publish all or part of the thesis.
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- 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

These are used for emphasis and for special terms. Titles of books and periodicals are normally in italics.

Figures

Photographs, maps and graphs should be numbered in Arabic numerals. Text references are to be made in brackets and should precede the figure.

Where they are not the author's own work, the source of maps, tables, photographs, etc. should be acknowledged, and copyright permission obtained. Refer to the [Copyright Section](#) above.

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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 recommended formats for audio and video files are:

Audio: OGG, MP3, MP4

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