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Disclaimer

Please note that this information may be subject to change.

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Help and Instruction / Theses / Thesis Presentation Guide

Please send any questions or feedback to: library@massey.ac.nz

Guide to the Presentation of Theses – revised October 2014
The University Calendar provides regulations regarding the presentation of theses, (see http://calendar.massey.ac.nz).

For theses worth 90 credits or more:

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<th>Masterate*</th>
<th>Doctoral</th>
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<td><strong>Submit for examination</strong></td>
<td>Two spiral bound copies; one hardbound copy; and one digital copy. Include the completed forms RF7 Copyright and RF6 Certificate of Regulatory Compliance.</td>
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<td>Submit digital copy and completed forms via MyMassey. Students may leave all printing requirements to the university (the default option) or supply the copies personally. A one-off charge against the student’s account will be made to cover printing costs. <strong>Self-print option:</strong> Submit spiral-bound copies to: Examinations Massey University Private Bag 11-222 Palmerston North.</td>
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<td>Candidate is responsible for providing two hard-bound copies and one digital copy to the Graduate Research School*.</td>
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The paper and digital copies of the thesis must be accompanied by a Declaration, (see Appendix 1), signed by the student. The form does not need to be bound in with the thesis, and may be slipped inside the front cover.

Forms, along with more details on the process for Master's theses, can be found at Postgraduate/Masterate Study. (http://www.massey.ac.nz/massey/research/higher-research-degrees/masters-student-information/masters-student-information_home.cfm)

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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]
```
Abstract:
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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, etc.:
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.

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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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Theses should be publicly available unless there are good grounds for restriction of access. Such grounds include:

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- 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.
- disclosure of material that has been provided on the condition that it not be disclosed.

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- Details of what grounds are required and to whom you should send your application can be found in the Grounds for Embargo Policy, (http://www.massey.ac.nz/massey/fms/PolicyGuide/Documents/Research/Grounds%20for%20Embargo%20Policy.pdf).
  
  Note: Your main supervisor must sign the application before it is submitted.

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

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

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The only lettering to appear on the spine should be the author's name and initials, to be in capitals (in the format A. B. Smith), running from top to bottom, and the year of the completion of the thesis. The cover of the thesis should include the author's name and initials, the title of the thesis and the completion date.

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  Video: Avi, mpeg, wmv, flv/f4v (flash)

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Title

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Student’s name

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Date

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