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# GUIDE TO THE PRESENTATION OF THESES

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## CONTENTS

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

Please send any questions or feedback to: [library@massey.ac.nz](mailto:library@massey.ac.nz)

# UNIVERSITY REQUIREMENTS AND NUMBER OF COPIES

The University Calendar provides regulations regarding the presentation of theses. <http://calendar.massey.ac.nz>

For theses worth 90 credits or more, follow the instructions below.

## Masterate

Students may leave all pre- and post- examination printing requirements to the university. A one-off charge against the student's account will be made to cover printing costs. Submit via MyMassey:

- A digital copy of the thesis
- Completed form [RF7: Copyright Form and Declaration Confirming Content of Digital Version of Thesis](#)
- Completed form [RF6 Certificate of Regulatory Compliance](#)

If a student wishes to arrange the printing of the thesis personally, they may do so. In this case, submit two spiral bound copies, one digital copy, and the completed forms RF7 and RF6 to:

Examinations  
Massey University  
Private Bag 11-222  
Palmerston North. 4442

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](#) page.

## Doctoral

Submit for examination 2 securely bound print copies and email an electronic copy (single PDF file) to [doctoral.office@massey.ac.nz](mailto: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

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

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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 forms and guidelines](#) page.

## **Storage and Availability of the Thesis**

The Library receives one bound print copy, and an electronic copy. The digital copy will be included in the institutional repository, Massey Research Online (<http://mro.massey.ac.nz>), the open access digital archive which stores the research and scholarship of Massey University. The bound print copy is securely housed in the Library vault, and is not available for loan.

## **Theses Worth Less Than 90 Credits**

Theses of fewer than 90 credits are not required to be lodged in the Library. If you wish to deposit such a thesis, or research essay, or research report, please consult your supervisor or Head of School. Schools will normally forward to the Library only those reports that have received a certain grade or above. Reports should be in digital format. They will not be stored on Massey Research Online, but will be accessible to Massey staff and students via the Library Catalogue.

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 section may be in this order:***

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

Give the chapters meaningful titles containing words relevant to your thesis. This makes it easier for potential readers to find it when searching online.

### ***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](#) 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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You should read carefully Massey University's [Copyright information for students](#) and ensure that your thesis complies with those guidelines. Copyright of a thesis usually resides with the author, and is governed by the Copyright Act 1994. Unless you state otherwise, the Library may copy all or part of your thesis and provide it to another institution for the purposes of research and private study.

You may assert your moral right to be identified as the author of the work in a statement to this effect on the verso of the title page.

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Your thesis may include material where you are not the copyright holder, or not the sole copyright holder. This material will usually be either

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- For **books, book chapters, and journal articles**, the publisher holds copyright.
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For the formats listed above, check the relevant websites for copyright statements and requirements.

- For **audio and visual material (including sound recordings, games, software, video)**, the copyright holder can vary. Look for copyright statements to identify who to contact.
- For **privately or non-commercially printed books**, the author holds copyright. Look for contact details in the book, or use directories or electoral rolls.

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When writing to copyright holders, include the following information:

- your name
- the name of the institution where you are studying, i.e. Massey University
- the degree you are completing
- your thesis topic
- the name of the work you wish to use, how much you wish to use and how you wish to use it. Include full reference details.
- a request for permission to make it available online in an open access institutional repository.

You can find a template for a copyright permissions letter in Appendix 1 of Tony Millet's [Copyright guidelines for research students](#).

You should keep copies of permissions granted. See Appendix 2 of the *Copyright guidelines for research students* for a sample copyright permissions log.

## **Frequently asked questions**

### ***I've published various journal articles that make up part of my thesis – can I include these?***

You will need to check whether the journal publisher(s) allow these articles to be placed in an online institutional repository. The Copyright Transfer Agreement (CTA) you signed when the article was accepted should include this. If not check the journal on Sherpa-ROMEO (<http://www.sherpa.ac.uk/romeo/>) to see if they have a general policy.

***I've checked, and I can only post the pre-print version.***

Include copies of the pre-prints as a separate file. They will be included in the digital copy along with bibliographic references to the published material.

***I've checked but I can't see anything helpful either in the CTA or Sherpa-ROMEEO.***

You'll need to write to the publisher yourself and ask for permission. Include the information given above, and make sure that it's clear that the article will be made available as part of your thesis, and that it will be publicly available in an institutional repository.

***My thesis includes photos of various art works – do I need to get copyright permission for these?***

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.

***Can I reproduce a diagram or figure from another publication?***

Only with the permission of the copyright holder, as diagram or figures are considered to be complete works. They are included in the definition of Artistic Works under the Copyright Act.

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List the parts of your thesis which do not have copyright permission in a separate file. Add this to the disk you submit to the Library for a doctoral thesis or upload to the portal for a master's thesis. These will not be made available in the electronic version – instead there will be a notice indicating that for copyright reasons the material is not available. If the material is a journal article or book chapter, the bibliographic details only will be given.

## **Further information**

Copyright is complex, and knowing what is and isn't covered by copyright is not always straightforward. If you are unsure, consult Bruce White, Massey's Open Access and Copyright Advisor. His email is [b.d.white@massey.ac.nz](mailto:b.d.white@massey.ac.nz).

## EMBARGOING THESES

Theses should be publicly available unless there are good grounds for restriction of access. Students should read Massey's [Grounds for Embargo Policy](#) The most common grounds are to avoid:

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

If you wish to embargo your thesis:

- Complete the form: *Application to Embargo a Thesis*. This can be downloaded from the [Doctoral forms and guidelines](#) page.
- 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.

## LAYOUT and PRODUCTION

### Paper Copy

#### ***Cost of Preparation***

The entire cost of the preparation of a thesis for presentation is normally borne by the individual concerned.

#### ***Paper***

The paper should be good quality, A4 size (e.g. 100 gsm Bond). Where possible, illustrations and photographs should be incorporated into the electronic version of the document before printing, or reproduced on paper of a similar size and quality to the main text. If photographs need to be mounted, a heavier grade of paper is recommended, (e.g. 136 gsm).

A4 100 gsm Bond paper is available from Massey University's Printery, at \$25.00 per ream (500 sheets, 2014 price; includes GST).

### ***Print***

Pages may be printed on one or both sides, provided legibility is ensured. For doctoral examination, double line spacing is recommended for text, and the final copy may have 1.5 or double line spacing. Masterate students should follow the recommendations of their particular College. Margins should be at least 4 cm on the inner side (to allow for the binding), 2.5 cm at top and bottom and 2 cm on the outer side. Font size should be neither too large nor too small. A size of 10 - 12 point is recommended.

### ***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.

For reproduction on to A4 paper, all graphs, photographs, etc. are best prepared in actual size, allowing for margins. The maximum size which can be handled by the Printery, at the Manawatū campus, is A3 (420 mm x 210 mm). Large maps, tables, charts, etc. should be folded so that they are well back from the fore edge and top.

If you need any further information, consult the appropriate Printery staff, <http://printonline.massey.ac.nz>.

### ***Pagination***

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).

### ***Printing / Copying***

Printing or copying can be done by Massey University's Printery; apply for prices. The Yellow Pages also contains a list of firms who offer copying services <https://yellow.co.nz>.

For a very good quality print finish you should submit your copy to the Printery in postscripted electronic format. Postscript drivers can be obtained from the Printery for this purpose. Please note that a minimum of 2 days is required by the Printery for printing to be completed.

### ***Binding***

The sheets should be overcast and glued. They must not be stapled.

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

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.

Massey's Printery does not provide hard cover binding. Use Google or the Yellow Pages ([yellow.co.nz](http://yellow.co.nz)) to find a local book binder.

## **Digital copy**

**To be acceptable for addition into Massey Research Online the digital thesis supplied after examination must be in its final form.** No comments or track changes should be left in the document.

The thesis should consist of **a minimum number of files** as this reduces conversion time, and the risk that the files are compiled in the wrong order or missed completely. Ensure that the file is not security protected or encrypted. This is so that an abstract can be extracted and file properties may be added.

### ***\*Text Files***

*Text files must be in either Microsoft Office Word compatible, or Adobe PDF format, as below. If in Word, the Library will reformat to PDF for uploading to MRO. The documents must not be secured in any way, as this prevents the repackaging of the document for MRO.*

### ***\*Audio-Visual Files***

*The recommended formats for audio and video files are:*

*Audio: OGG, MP3, MP4*

*Video: AVI, MPEG, WMV, FLV/F4V (FLASH), MP4*

### ***\*Digital Sheet Music (Scores)***

*SIB (Sibelius), Finale files*

*Any digital sheet music files (such as Sibelius or Finale files) must be provided in a PDF format as well. Only the PDF file will be added to MRO, not the other file formats.*

Please provide keywords for your thesis. The inclusion of key terms, which describe the main focus of your research, ensures that your thesis is more likely to be discovered by Internet searchers.

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## **STYLE & WRITING GUIDES**

Massey University Library holds many publications on referencing, thesis preparation and academic writing. Try the search [academic writing thesis](#) in *Discover*. You can add broad disciplines to your search as well, as many are targeted to researchers in a particular field.