

WESTERN SYDNEY
UNIVERSITY



Graduate Research School



Higher Degree Research

EXAMINATION HANDBOOK 2016

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INTRODUCTION

Submitting your thesis for examination is a fantastic achievement and is both an exciting and tense time for most candidates. As you work to finish your thesis, you will experience a great deal of relief – but this is quickly followed with feelings of stress and uncertainty as you wait for the examiners to return their assessment.

If you are feeling a little anxious, that is fine!

This Higher Degree Research Examination Handbook provides comprehensive information about how to prepare your thesis for submission and the examination process.

Planning for your thesis submission ahead of time and being well prepared will help to make the examination process less stressful for you and ensure a smooth progression towards your graduation.

Best of luck!

Professor James Arvanitakis
Dean, Graduate Studies



SELECTING EXAMINERS

YOUR ROLE IN CHOOSING EXAMINERS

One of the most important conversations you and your supervisors need to have revolves around your potential examiners.

You and your supervisors should be thinking about potential examiners from an early stage in your candidature. You should be talking about your preferences, including both those academics that you would like to have examine your thesis as well as those who you deem inappropriate.

Supervisors may reject your suggestions based on their knowledge of the examiner and in most cases it is best to accept your supervisor's judgement. If you request that a specific examiner should not be used, your supervisor should respect those wishes.

Note that you will not be made aware of the final composition of your examining panel until after you receive your results – and even then, some examiners prefer to remain anonymous.

YOUR SUPERVISOR'S ROLE IN CHOOSING EXAMINERS

Selecting the right examiners is one of the most important tasks that your supervisory panel will undertake in your candidature. It has a substantial influence on the success of your candidature and reflects on the reputation of the supervisors.

While your supervisors should consult you, your supervisory panel will make the final decision.

Your supervisors should help you identify potential examiners early in your candidature so that you can read their work and determine whether or not you think they might be a good fit to examine your thesis.

Supervisors will make the choice based on some of the following considerations:

- examiners must be leaders in the field of research you have undertaken;
- examiners must hold qualifications at least at the level at which they are examining;
- examiners should have the right level of experience as examiners, inexperienced examiners may have a tendency to be more critical in their judgement; and,
- for international candidates, an examiner from your home country could be identified and may act as a mentor in the future.

Note that:

- Western Sydney University staff cannot be nominated;
- examiners may not be appointed if they have ever been a member of the candidate's supervisory panel; and,
- there must not be a conflict of interest – which is explained in greater detail below.

Three other things you should know:

1. It is the responsibility of your supervisory panel to approach potential examiners – you should never approach an examiner;
2. The examiner is informed of the structure and expectations of Australian research degrees, especially if they are based overseas where doctoral study may be different.
3. Supervisors are advised to nominate examiners up to three months before the final submission of your thesis to allow enough time for the approval of the nominees and for contact to be made with minimum delay of the examination.

NUMBER OF EXAMINERS

All higher degree research examinations require three examiners.

Two are appointed to examine the thesis and an additional is maintained as a reserve.

The reserve examiner is important as they are used quite frequently when unforeseen circumstances prevent other examiners from completing the examination process.

UNDERSTANDING CONFLICT OF INTEREST

The use of independent thesis examiners is an important defining feature of Australian higher degree research programs. The independence of examiners is one indicator of the quality and integrity of the examination process.

The process of examination and classification of theses assumes that examiners undertake the task independently and without bias.

It is your supervisory panel's responsibility to ensure there are no conflicts of interest in the selection of your examiners, or to report and address potential conflicts of interest. It is your responsibility as a candidate to inform your supervisory panel if you believe you have a conflict of interest with a potential examiner.

There are a range of circumstances that can lead to a conflict of interest. The conflict of interest guidelines list examples of different types of conflict of interest that may arise. This list is only indicative and is not to be considered exhaustive.

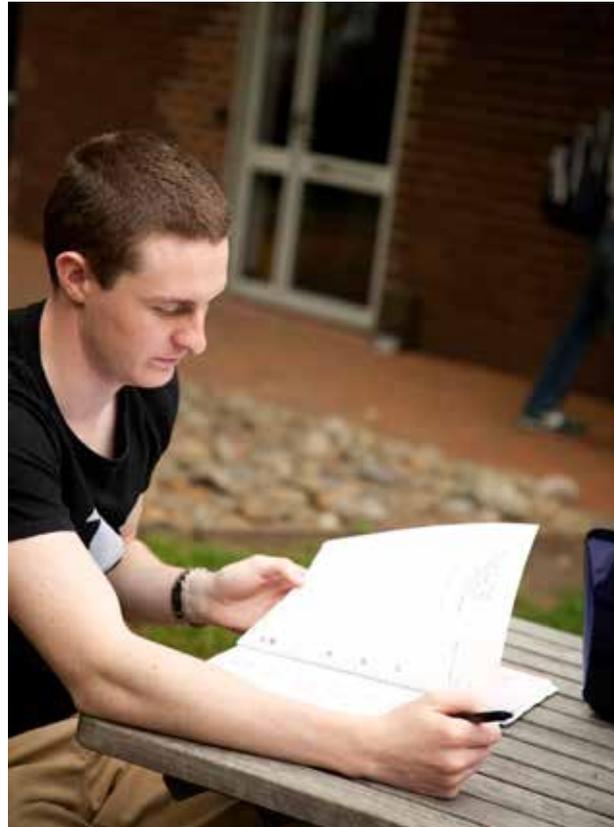
When considering potential examiners, it is important to remember that the purpose of the guidelines around conflict of interest is to ensure the independence of the examination in both fact and perception. The guidelines are designed to protect you as the candidate, the examiners and Western Sydney University against potential negative perceptions during and beyond the examination process.

Examiners are not expected to make decisions about their suitability to examine, however, it is reasonable to expect them to declare conflicts of interest and raise these issues prior to agreeing to examine the thesis.

In managing conflicts of interest it is useful to:

- Distinguish major (potential) conflicts of interest that would normally result in the non-appointment of the examiner from minor (potential) conflicts that should be declared and explained but which should not normally inhibit the appointment of the examiner.
- Recognise that some conflicts of interest arising through collaboration on publications and/or research grants, or membership of an advisory board, may be mitigated by the size of the team and a corresponding relative independence of some members of the team.

These conflict of interest guidelines are endorsed by the Australian Council of Graduate Research (ACGR). For further information, refer to the conflict of interest policy.



PREPARING YOUR THESIS FOR SUBMISSION

CANDIDATE RESPONSIBILITIES

As a research candidate, you are responsible for the content, style and presentation of your thesis and for certifying its authenticity. You have a responsibility to ensure that you understand and avoid all instances of plagiarism.

You are required to state the extent to which the work of others has been used in general terms in the statement of authenticity and more specifically in the text by accurately referencing your sources in the expected style of your discipline.

You are not permitted to incorporate in your thesis work that may have been submitted for another degree.

EDITING AND PROOFREADING

The best way to make a good first impression on your examiners is to present a thesis that has been carefully and thoroughly edited for style and consistency and proofread for basic spelling and grammatical errors.

You are responsible for the content, style and presentation of your thesis. Your examiners will be asked to provide a written report on the thesis which includes comments on your use of a high standard of English and a professional standard of presentation.

Editing and proofreading is not something that just happens in the final stages of preparing your thesis for examination – it is an ongoing process that should be occurring throughout your candidature. The more reading and writing you do, the better you will become at identifying what makes good writing and will be able to apply that to your thesis.

It is important to revisit sections of your work that you wrote early in your candidature to ensure that the quality is consistent with work produced later in your candidature.

You should make sure that you are not the only person regularly reading your writing as it can be easy to miss your own mistakes. Aside from your supervisors, you should ask

other research candidates and academics in your School or Institute to read samples of your writing.

Tip: It is a good idea to get non-specialists from outside your field including your friends, family or anybody else to read your work as they will often notice things that others might miss, such as confusingly constructed sentences or terms and abbreviations that have not been clearly explained.

PROFESSIONAL EDITING

You may use a professional editor in preparing your thesis for submission. Professional editing should be used for the purposes of detecting minor typographical or style errors in your thesis.

For more information about finding and working with a professional editor, visit the thesis editing guidelines on the Graduate Research School website.

TURNITIN ORIGINALITY REPORTS

As noted above, it is your responsibility to ensure that your work is an original contribution and free of any instances of plagiarism. You are encouraged to submit your work through the Turnitin plagiarism checking system to check the originality of your writing and identify referencing errors and omissions.

Turnitin for research candidates is available through the Research Training vUWS site.

Turnitin will provide you with a comprehensive originality report that you should discuss with your supervisors and make changes to your work as required.

Note: For confidentiality reasons, Turnitin submissions made through the Research Training site will not be permanently saved to the Turnitin database.

STATEMENT OF AUTHENTICATION

This paragraph should be centred on a separate page and be signed by the author. Here is an example:

Statement of Authentication

The work presented in this thesis is, to the best of my knowledge and belief, original except as acknowledged in the text. I hereby declare that I have not submitted this material, either in full or in part, for a degree at this or any other institution.

.....

(Signature)

ABSTRACT

The abstract is a sophisticated summary of your work and will be used to assist potential examiners in determining whether they should undertake the examination.

Getting it right will mean that future researchers are more likely to identify your work when conducting library searches.

The abstract for a thesis should address the following:

- Statement of the purpose of the research (aims, hypothesis, research questions);
- Outline of the methodology methods used; and,
- Summary of the findings.

Your abstract should aim to be as informative and accessible as possible, focussing on the central argument pursued in your thesis.

You should use specific time markers and location indicators (e.g. 'during 2004 in Sydney, Australia'). Your thesis may be accessed internationally so it is important that your abstract places your research in the correct context.

You should refer to previous examples of abstracts written by Western Sydney University candidates via the Library's Research Direct database.

FORMAT AND PRESENTATION

Western Sydney University does not prescribe details of thesis presentation as discipline specific requirements and customs vary widely. Some theses will also include non-text or creative components that require a different style of presentation to a traditional thesis.

Appendix 1 of this handbook provides detailed, non-compulsory suggestions about how to present your thesis including advice about format and style, order of pages and other general presentation considerations.

You should talk to your supervisor about the specific requirements in your discipline.

Tip: Always refer to previously awarded theses as a guide to style, formatting and presentation.

THESIS LENGTH

A thesis tends to be somewhere between 60,000-100,000 words. Western Sydney University does not prescribe a word limit and you should seek the advice of your supervisory panel.

PRINTING YOUR THESIS

The Western Sydney University Print Services Unit provides a professional thesis printing and binding service. Service times and printing costs will depend on the length of your thesis and your specific requirements.

Your thesis should be laser printed on one side of white international standard A4 size paper (297mm x 210mm). The weight of the paper should be heavy enough to be opaque. All pages of all copies must be clean, clear and error-free.

Colour printing may be used if your thesis contains illustrations, photographs or other visual representations.

You are welcome to use an external printing service, however, it is recommended that you work with a provider who is experienced in printing and binding theses for examination.

BINDING

You may submit your thesis as hard-bound or soft-bound for examination. Temporary binding in the form of Perfect Binding or heat tape binding is acceptable.

Spiral binding and other forms binding are not permitted as they do not hold up well during postage and when handled by examiners.

The front cover and the title page should contain:

- title of the thesis
- your full name
- title of the degree
- year of submission
- name of the university

If your thesis is hard bound, the spine should include:

- title of the thesis (abbreviated if required)
- your initials and surname
- abbreviated title of the degree
- year of submission

In some cases, digital copies of your thesis in PDF format may be accepted for examination – see below.

NUMBER OF COPIES

You will be required to submit three copies of your thesis for examination.

One copy will remain in the safekeeping of the Graduate Research School while the others are sent out for examination.

REIMBURSEMENT FOR COSTS

You may be eligible for reimbursement for the cost of producing copies of your thesis for examination.

Scholarship holders should refer to their Conditions of Award or contact the Graduate Research School at grs.scholarships@westernsydney.edu.au for more information.

Schools and Institutes may have provisions available for non-scholarship holders and you should talk to your supervisors for more information.

NON-TEXT AND CREATIVE COMPONENTS

There are an increasing number of creatively presented theses and provided that academic standards are not compromised, you are not prevented from exploring these options with your supervisors.

Appendix 2 of this handbook provides detailed suggestions about how to present non-text components of your thesis, specifically for the Doctor of Creative Arts.

If you think non-text components will apply to your thesis submission, it is crucial to begin discussing your discipline requirements with your supervisors early in your candidature.

CONFIDENTIAL MATERIAL

It is Western Sydney University policy that your thesis can be made publically available, immediately.

However, you may apply for examiners to sign a confidentiality agreement for the purposes of examination. This must be approved by the School or Institute HDR Director and the Graduate Research School should be notified when the examiners are nominated.

When the degree is awarded, a copy of your thesis is lodged online with the Library where it becomes available for consultation.

If you believe your interests may be at risk if your thesis is made publically available, you may apply in writing to your School or Institute HDR Director (with the support of your supervisory panel) for a deferment of its public availability. Deferments will not ordinarily exceed one year, however, you can nominate longer.

SUBMITTING YOUR THESIS

EXAMINATION SUBMISSION FORM

An examination submission form must be included when lodging your thesis for examination.

The first section of the form is completed by you and is a statement that you are presenting your work for examination. You should take the examination copies of your thesis and the examination submission form to your supervisory panel.

In the second section of the form, the whole supervisory panel (internal and external) signs to attest that the thesis and any other work being submitted has been completed to a standard suitable for examination.

The third section of the examination submission form is an acknowledgement of the above by the School or Institute HDR Director.

It is important to note that your thesis will not be sent to examiners unless an endorsed examination submission form has been received by the Graduate Research School.

Note: If your supervisory panel does not agree that your work is ready for examination it is best to follow their advice. If you disagree, you may refer the matter to the School or Institute Research and Higher Degrees Committee for a decision. If the examination has been refused because the thesis does not meet acceptable format and presentation standards, the examination will not commence. In this situation, you will be asked to remain enrolled and to take advice on further work from your supervisory panel.

AHEGS STATEMENT

The Australian Higher Education Graduation Statement (AHEGS) is an initiative of the Australian Government, designed to give prospective employers and other organisations better information about your qualification.

You are required to provide a 100-word plain language statement that describes your research. The AHEG Statement is not the same as an abstract, which has a different and specific academic purpose.

HARD COPY SUBMISSION

The day you finally submit your thesis is a special occasion and you are encouraged to submit in person at the Graduate Research School. You can have your photo taken with your thesis and it will be displayed on our 'Wall of Fame'!

Remember to bring all three signed copies of your thesis and any additional documentation you have been asked to submit, such as the thesis submission form.

Alternatively, you can arrange to submit your hard copy thesis through the internal mail system. Talk to the research administrative staff in your School or Institute for more information.

ELECTRONIC SUBMISSION

In some cases, you may be permitted to submit your thesis electronically. This will depend on the preference of your examiners and you should contact the Graduate Research School if you would like to find out if this is an option for you.

EARLY SUBMISSIONS

In some circumstances, you may wish to submit your thesis for examination before your minimum submission date. You will need to apply in writing to the Graduate Research School with the support of your supervisory panel and your School or Institute.

The Graduate Research School will also need to consult the Research Studies Committee before allowing the examination process to commence.



EXAMINATION PROCESS

BASIS OF EXAMINATION

Your thesis should make an original contribution to the knowledge of the subject in the area of your research.

When considering your thesis, examiners will determine if:

- The thesis provides a sufficiently comprehensive study of the topic fitting to the degree in the discipline area, or in related interdisciplinary areas.
- The methods adopted are suitable for the subject matter and are correctly applied.
- The research findings are suitably set out accompanied by adequate exposition and are discussed critically in the context of the discipline.
- High quality of English and professional presentation.

LENGTH OF EXAMINATION PERIOD

Examiners are asked to complete their report within six weeks of receiving the thesis for examination.

Candidates must understand that the examination process is complex and delays will sometimes occur. An examination without delays will usually take four to six months, but this may vary on a case-by-case basis.

The examination process may be delayed when it is necessary to wait for a preferred examiner to become available or when an examiner experiences an unavoidable delay after the process has started. In most cases, it is better to extend the examination period by a short period of time rather than to restart the process with a different examiner.

If a report is late, the Graduate Research School will directly contact the examiner requesting feedback and an expected completion date.

You should be aware that an unexpected delay or extended examination process does not mean that there is a problem with your thesis.

The nature and complexity of some theses just require more time than usual for consideration. We understand that this is a difficult time but unless you are contacted by the Graduate Research School or your School or Institute HDR Director, you can assume that the process is progressing smoothly.

RESERVE EXAMINERS

Examiners are required to recommend one of the following outcomes and to write a full report on their findings.

- A** The degree be awarded.
- M** The candidate is required to undertake minor rewriting of an editorial nature (as identified by the examiners) to the satisfaction of the School or Institute Research and Higher Degree Committee before the degree is awarded.
- R** The candidate is required to undertake rewriting that is of greater magnitude than minor editorial changes (as identified by the examiners) to the satisfaction of the Research Studies Committee before the degree is awarded.
- X** The candidate is required to revise and resubmit for further examination within a specified time.
- F** The degree is not to be awarded.

OUTCOME X

If you receive an outcome of X, you will be required to rewrite and address the recommendations as outlined by the examiners.

The rewriting instructions will be composed by your supervisory panel, endorsed by the School or Institute Research and Higher Degrees Committee and then approved by the Research Studies Committee.

The rewriting instructions will also be provided to the examiner for the re-examination and will form the basis of the second examination.

Note: No new criticisms may be introduced by the examiner in the second examination – they will only review the agreed and approved amendments.

If the examiners do not believe the recommended amendments meet the required standard in the second examination, the degree will not be awarded.

OUTCOME F

Option F is very rarely recommended by examiners as a thesis should not reach the examination stage unless it is written to a standard suitable for the award.

Under Option F, the Research Studies Committee may recommend resubmission for a Master of Philosophy award. The work may have to be rewritten before it is submitted for examination at Master of Philosophy level.

RESPONDING TO EXAMINER REPORTS

The examiner reports are collated by the Graduate Research School and then forwarded to your School or Institute HDR Director. Your supervisory panel will be invited to comment on the reports and prepare a recommendation on the overall outcome.

In 2016, we will be introducing a new process, but at this stage your involvement is limited.

The supervisors report should address all points raised by the examiners. If your supervisors do not accept a point made by an examiner, they should provide a detailed academic argument justifying their view.

For clarity and thoroughness, your supervisors are advised to list the comments of the examiners and respond to each of them, whether they agree or not, and explain the recommended action. This is typically completed in a tabular format and followed up by an overview of their recommendations.

Examiners recommendations are not averaged to determine a final decision. Each report is considered based on its content and in relation to the other reports, as well as your supervisor's comments.

Note: An examiner's comment cannot be disregarded on the grounds that another examiner did not make the same point.

Occasionally, there may be a discrepancy between the examiners. In these cases, decisions on the outcome will be guided by the intention of the report. For example, where an examiner recommends that the degree be awarded under Option A and includes a substantial list of typographical errors, this would be regarded as reflecting an outcome of Option M.

The School or Institute HDR Director then reviews the report and makes a recommendation to the School or Institute Research and Higher Degrees Committee.

If one or more of the examiners nominate either Option R, X or F, the School or Institute will refer the matter to the Research Studies Committee for consideration. The Chair of

the Research Studies Committee may make a decision by executive authority.

It is at this stage you are advised of the decision. Examination outcomes remain confidential until this final recommendation is decided.

The Research Studies Committee may specify the time within which any additional work shall be completed. Your principal supervisor should advise the Graduate Research School if you will need access the library and other facilities during the rewriting process as you will no longer be enrolled after your thesis is submitted.

In certain circumstances where the outcome is not clear, before making any determination, the Research Studies Committee may take one or more of the following actions:

- Appoint an additional examiner.
- Appoint an arbiter: that is, someone who reads the reports by the examiners to provide a final recommendation on the examination outcome. The original thesis, together with the rewritten thesis document, will be provided to the arbiter. The arbiter is not given any information about the examiners and is advised that no extra comments on the thesis are required.
- Invite the examiners to confer with each other and with the Research Studies Committee with a view to the presentation of a consolidated recommendation.
- Direct the candidate to undertake further examinations, such as oral, written or practical examination as specified by the Research Studies Committee.

You will be provided with a copy of each examiner's report upon request unless the examiner has expressed in writing that their name is to be withheld.

When the Research Studies Committee is satisfied that all requirements have been met, it will seek advice from Academic Senate that the degree be awarded.

REVISIONS AND RESUBMISSION

In addition to making the changes agreed to by your supervisory panel, you will need to write a detailed report. The report should include what points you were asked to address and how you have responded.

You should confer with your supervisor to ensure this has been completed to a satisfactory standard and that the final copy of your thesis reflects those changes. This is particularly important where a second examination will take place (Outcome X only), as it will be conducted on the basis of your response to directions following the first examination.

In all cases, the School or Institute Research and Higher Degrees Committee will want to see evidence that the work has been satisfactorily completed.

LIBRARY COPY

On the successful completion of your degree, you are required to submit a digitised PDF copy of your thesis and a completed Right of Access form to the Graduate Research School either via email or on a USB drive. This should be the final copy of your thesis.

This copy will be forwarded to the Western Sydney University Library for uploading to the Research Direct repository.

Your thesis will also be accessible via the National Library's TROVE portal.

**TIP: I HAVE SUBMITTED –
WHAT DO I DO NOW?**

As we noted above, the submission process takes somewhere between 4-6 months – it is a long process.

You should try and take advantage of this time by focussing in on your career goals. If you want to pursue an academic career, ask yourself if there is anything you can try and get published or a conference worth attending? Maybe contact supervisors or contacts you have made and investigate potential research assistant work.

If you have other career ambitions – and now about 50 percent of PhD graduates do not want to pursue a career in academia – now is the time to look for other opportunities.

Regardless, after a short time of watching television, catching up with friends and family and reading some fiction, you should this time as productively as possible.

**CONTACT THE GRADUATE
RESEARCH SCHOOL**

For more information and advice about the thesis examination process, contact the Graduate Research School via email at grs.exams@westernsydney.edu.au.



GRADUATION

GRADUATION PROCESS

The Graduate Research School will seek approval for you to graduate from the Research Studies Committee. You do not need to do anything at this stage, as the Graduate Research School will advise you when it is time to graduate.

Your graduation is dependent on all Western Sydney University requirements (policy and financial) being met.

WHEN CAN I GRADUATE?

Graduation occurs each year in April, September and December. Eligible candidates are put forward to the current graduation period.

WHO WILL TELL ME WHEN I WILL GRADUATE?

The Graduations Unit will email you information approximately six weeks prior to the approved graduation period.

WHEN CAN I START USING THE TITLE DOCTOR?

You can start using the title Doctor (Dr) once you have received approval to graduate!



APPENDIX 1 – THESIS FORMAT GUIDELINES

This section is designed to guide you through the process of formatting your thesis for examination. These suggestions are not compulsory, however, they are strongly recommended and you should discuss them with your supervisors to ensure they meet the specific expectations in your discipline.

FORMAT AND STYLE

The thesis can be seen to consist of three main parts; the preliminary pages, the main text and the references and appendices section.

- The style of presentation selected should be maintained throughout the sections.
- You should follow all accepted rules of grammar and your spelling and punctuation should be consistent.
- It is your responsibility to ensure that typographical errors have been eliminated and punctuation corrected, and that the language of the thesis reflects the highest standards of scholarly expression.

Format refers to the overall physical appearance of your thesis.

- Western Sydney University does not prescribe any single style for theses because formats will differ across disciplines.
- You should follow the style approved by your School or Institute and discuss this with your supervisors.
- It may be preferable to follow the style of a standard journal in your discipline.

ORDER OF ITEMS

Title page

This page contains the thesis title, your full name, the name of the degree for which the thesis is submitted, the name of the university and the year of submission. This page should not be numbered.

Dedication page

The dedication honours those who inspired or encouraged the writing of the thesis. A maximum of one page is permitted. This page is not numbered and is optional.

Acknowledgements page

This page is to express recognition of and appreciation for special professional assistance provided by academic supervisors, other persons, agencies and institutions. This page is not numbered and is optional.

Statement of Authentication page

This is a signed statement to the effect that the work has not been submitted for a higher degree at any other institution and an undertaking that the work is original and a result of the candidate's own research endeavour. This page is not numbered and is compulsory.

Table of contents page

- The table of contents page is a guide to the contents of the thesis.
- The first item listed should be the first item that appears after the table of contents.
- Every heading and subheading within the text should be listed verbatim in the table of contents.
- The headings on the table of contents page should be indented in a consistent style.
- Page numbers should be aligned with the correct heading or with the last line of multi-line heading.

List of tables page

Tables (including those in appendices) should be listed and numbered (Arabic numerals) in the order of appearance in the manuscript. Even if there is only one table it should be included in a list of tables.

List of figures and illustrations page

The list of figures and illustrations can be formatted similarly to the list of tables.

Abbreviations page

Provide a list of acronyms and other abbreviations used in alphabetical order.

Abstract page

The abstract is a sophisticated summary of your research project indicating the purpose of the study, the research methodology and a summary of the outcomes. There is advice about writing the abstract in the first section of this handbook.

Text of the thesis

This section contains the main body of the thesis. Each chapter or major section of the work should begin on a new page.

References

Your thesis must include references for every source mentioned in the text and the reference list should only include items which have been cited in the main text. Refer to the section below for information on formatting.

Bibliography

Background materials or other sources used in carrying out the research that are not specifically listed or referenced in the text should be included in a separate bibliography. Refer to the section below for information on formatting.

Glossary

An alphabetical list of specialised and technical terms used within the thesis, together with their definitions, can be included.

Appendices cover page

Appendices consist of supplementary, informational, and/or illustrative material too lengthy for inclusion in the text. Each appendix should be labelled on the top margin (at left or centred) sequentially using capital letters and Arabic numerals (for example Appendix A or Appendix 1). Table and figures should be numbered consecutively as A-1, A-2, etc.

Index

An index with entries listed in alphabetical order may be included.

FORMATTING

Font style

Black is the best colour for the font.

Any legible typeface, except script, italic, decorative or ornamental, is acceptable for the body of the text. It is suggested that a serif font be used for the main text, such as Times New Roman or Cambria.

Monospaced computer typefaces that look like typewriting such as Courier should not be used except for computer programs or computer printouts, if they form part of your thesis.

Boldface type should be used for headings. Italics can be used for quotations and words in a foreign language to emphasise particular points.

Underlining is not recommended.

Type used for references, appendices, charts, drawings, graphs, captions and tables may differ from that used for the text. You may consider using sans-serif fonts such as Arial or Helvetica for these purposes.

Font size

The font size of the main body text should be 12 points, with smaller sizes of 8-9 points permitted for footnotes, graphs, formulae and appendices. Fonts larger than 12 points are not recommended for the main text.

Chapter headings should be centred on the page at least 5cm from the top and should be 4 points larger than the main text.

Line spacing

Line spacing should permit ease of reading and should be suitable for the typeface, page size and line length. Due to the number of possible combinations of these factors, it is difficult to give precise guidelines although some generalisations can be made.

The main text should be one-and-a-half or double spaced, except when the preferred discipline style or journal dictates otherwise.

Footnotes, bibliographic entries, lists, tables and appendices may be single spaced. Single spacing may also be more suitable for

lengthy quotes, captions for figures or other descriptive text.

Single lines of orphaned text at the top of any new page should be avoided.

The spacing of subheadings should consistently follow the chosen discipline style or journal standard. Subheadings should not appear as the last line of text on a page.

Numbering of sections or paragraphs should be consistent within each chapter and throughout the thesis.

Margins

Margins for the text, including tables, figures, charts, illustrative materials, references and appendices, should be set 25mm from the right, top and bottom edges, and 40mm from the left edge of the paper to allow for binding. Left margins may be justified if preferred. The main text should appear within this frame. Running headers and footers may be placed outside the margins but not closer than 15mm from the outer edges of a page.

Spelling

The Macquarie Dictionary is the basic reference for spelling used in Australian theses.

Footnotes, endnotes and in-text references

Depending on the discipline style or standard adopted, footnotes may be placed at the bottom of text pages and endnotes at the end of each chapter. Footnotes are normally separated from the text by a horizontal line.

In-text parenthetical references that correspond to a reference list at the end of the thesis should be carefully placed so as not to unduly interrupt the flow of the sentence.

Endnotes and footnotes should be numbered sequentially within each chapter.

References and bibliographies

Your School or Institute should have a preferred style for referencing which you should use in your thesis. If there is not a prescribed referencing style, you should discuss the options with your supervisor and use a consistent referencing style suitable to your discipline.

Generally, references and bibliography entries should be listed in alphabetical order by author surname. Hanging indentation is suggested with single line spacing within entries and double line spacing between entries.

Corrections

Corrections made with correction fluid or tapes are not acceptable. Pages with illegible or disfiguring erasures, corrections or changes that are likely to be unclear in reproductions (such as photocopies) are not acceptable.

Illustrations

The presentation of illustrative material should be consistent throughout the thesis. Tables, charts and graphs may be presented horizontally (landscape) or vertically (portrait) and must fit within the required page margins.

Photographs

Photographs should be printed on single weight paper with a glossy finish. All prints should be processed according to nationally established standards for chemical permanence. Photographs with dark backgrounds should be avoided.

If coloured backgrounds are to be included, they should be dry-mounted within the thesis. Photographs produced directly on photographic paper are also acceptable.

Diagrams and tables

Diagrams and tables should be designed to fit a standard A4 page or should be reduced to fit if necessary, ensuring that all details are remain clearly readable.

All tables and figures should be numbered consecutively with Arabic numerals and should be dispersed through the body of the text. In all cases, the table or figure should appear on the page immediately following the first text reference mentioning it. Titles must be on the same page as the table or figure.

Diagrams, tables and figures may be placed in either portrait or landscape mode, with the title and any accompanying information displayed alongside in the same mode.

Charts and maps

Charts and maps on oversized pages should be carefully folded into the thesis and attached to paper suitable for binding. The print quality must be clear and sharp. There is also the option of placing the material in a pocket attached to the inside back cover of the thesis. Maps taken from published sources will usually require copyright permission.

Pockets

Special pockets can be attached to the inside back cover for materials that cannot be mounted on standard A4 size paper. If it is necessary to use pockets, all material should be sealed in an envelope marked clearly with the author's full name and thesis title and should be submitted with the thesis. There should be one envelope, with contents, for each copy of the thesis.

It is not generally necessary to include computer programs with the thesis unless they constitute a major part of the thesis or are necessary for the understanding of the thesis.

ORGANISATION**Page numbering**

Each page of the entire manuscript should be numbered, except where stated below, in the upper right corner or the bottom centre of the page no less than 15mm from the edge of the page. The placement of page numbers must be consistent throughout the thesis.

Preliminary pages (Abstract, Table of contents, List of tables, Abbreviations, etc.) should be numbered in lower case roman numerals (i, ii, iii, etc.) and centred 15mm from the bottom edge of the paper. The first numbered page (i) is the Table of contents. Page numbers are not placed on the Statement of Authentication, Title page, Dedication page, or Acknowledgements page.

All pages of the main body of the thesis, beginning with the first chapter, should be numbered consecutively with Arabic numerals. This includes pages containing illustrations, tables, bibliography, and appendices.

When landscape mode is used for pages containing figures, tables or illustrations, the page number position should be modified so that it appears at either the upper right or bottom midpoint as on other pages.

After all material has been assembled, the thesis should be verified carefully for completeness, for the order of the pages and sections, and for correctness of pagination.

CHECKLIST**Good practices**

- Plan the structure of the thesis so that it will be easier to sort material to fit the established structure.
- Be precise, but not simplistic. Concise writing style and carefully chosen language convey much about your scholarly work.
- Ensure that all assertions, claims, purported facts, etc. can be verified, either by your research findings or by sources cited in your work.
- Ensure that your references are complete, accurate, consistent and properly linked to your writing.
- Acknowledge all sources.
- Provide an explanation for any abbreviations used.

To be avoided

- Overly personalising your writing, overusing exclamation marks and making in-jokes.
- Inventing new words for concepts which already exist.
- Padding out the text unnecessarily.
- Including references which have not been used or having incomplete or inaccurate references.
- Using quotations without acknowledgement.
- Using unsuitable or out of date references.

FINAL CHECKS

Format

- Is the title page formatted correctly using the right wording?
- Are all pages numbered consecutively, including figures, appendices, etc?
- Is a signature included below the Statement of Authentication on all copies of your thesis?
- Have you included a list of abbreviations?
- Is the order of pages correct?
- Is the quality of the printing of a highly professional standard, with all text, images and other figures clear and legible on every page?
- Have all photographs, tables and figures been included and numbered and are the captions suitably positioned.
- Have copyright permissions been obtained and supplied?

Referencing

- Have you read selected parts of chapters of the text and done a random check of the references to ensure accuracy?
- Are the footnotes formatted and numbered consistently?
- Does every book reference have an author, title, publication date, place of publication and publisher's name?
- Does every journal reference have an author, title, journal name, volume number, page numbers and date?
- Are references strictly in alphabetical order?

Spelling and grammar

- Is the title page free of typographical errors?
- Has a spelling check been run on each chapter of the thesis?
- Has someone read your thesis looking for typographical errors and strong sentence structure?
- Has a professional editor reviewed any chapters or your entire thesis?
- Is the lettering on the cover and spine of your hard-copy thesis correct?

APPENDIX 2 – NON-TEXT AND CREATIVE COMPONENTS

DOCTOR OF CREATIVE ARTS (DCA)

Non-text or creative components may include presentation of material in a form such as film, video, DVD, novel, poetry anthology or computer program. This may form part of a doctoral thesis.

Doctor of Creative Arts candidates develop knowledge through action, undertaking the development of a body of original creative work within the chosen discipline. New knowledge comes from investigatory practice that is intellectually rigorous.

The exegesis explains the contextual and theoretical underpinning of the creative work. It includes a survey of recent representative literature in the chosen discipline(s). It is a reflexive analysis of creative process and is an engaging piece of writing constructed as a scholarly essay of approximately 25,000 to 30,000 words. Photography, sound or video recordings, and web material may also support the writing. The relative weighting of the exegesis as a component of the submission for examination is at least 30% of the total, with the creative work constituting no more than 70%.

In the DCA the creative work has a different role to non-text creative material in a thesis. The creative work demonstrates independent critical thinking to identify the research niche and constitutes a product that is supported by a written exegesis. In the DCA, the creative work is integral to the research and should be completed at an international standard that is suitable for an international exhibition or broadcast on a widely publicly accessed carrier such as the ABC.

Where the creative work is text based, you may present it as a separate volume, following the same guidelines for the general presentation of a thesis as described above, unless the presentation forms a component of the creative development.

Exhibitions and performances should be organised through your School or Institute. Performances and exhibitions should occur at Western Sydney University or associated venues. Consultation with your supervisory panel in conjunction with your School or

Institute HDR Director may lead to external or professional engagements being considered as part of the submission.

A candidate presenting a body of creative work is required to present the exegesis concurrently. However, where the creative work is public performance or exhibition, you are required to submit the exegesis no later than three months after the final event. You will need to plan carefully to ensure that your submission is made within the time specified for candidature.

Communication

A substantial portfolio of work in the communication discipline is required. It should be equivalent to a series of programs for television, radio or multimedia presentation, or one program of substantial length. The work should be broadcast to a public audience; and an exegesis of approximately 25,000 to 30,000 words in length should be submitted. Other formats for communication dissertations could be developed on HDV, DV, DVD, DAT, CD, and photo-media.

Dance

High level choreography or leading role performance in publicly presented productions, including one of 90 minutes duration; and an exegesis of approximately 25,000 to 30,000 words in length.

Electronic arts

Three solo exhibitions in galleries and festivals, or presentations in performative modalities. These may include tele-presencing, online interactivity, sensor driven interactivity, as well as the use of archival and recording technologies; and an exegesis of approximately 25,000 to 30,000 words in length.

Music and sound arts

Composition: a folio of compositions including works that employ large resources or performance media demonstrating a variety of 'architecture', colours, textures - for example a full-length musical, opera or symphonic score, or 6-8 equivalent compositions for smaller resources or other media; and an exegesis of approximately 25,000 to 30,000 words in length.

Performance: three 60-90 minute recitals demonstrating high levels of artistry. For example, a full-length solo and chamber music performances, a concerto or its equivalent in western or non-western performance traditions; and an exegesis of approximately 25,000 to 30,000 words in length.

Theatre

High level direction or leading role performance in publicly presented productions, including one of 90 minutes duration; and an exegesis of approximately 25,000 to 30,000 words in length.

Visual arts

Three solo exhibitions in painting, in photo-media, in sculpture; or a 90-minute video or film; or video installation and exhibition; and an exegesis of approximately 25,000 to 30,000 words in length.

Writing

A folio of creative work such as a poetry collection (70-80 pages), a play script or film script (90 minutes production), or a novel (70,000 words); and an exegesis of approximately 25,000 to 30,000 words in length.

Examination will incorporate the creative component but recommendations of examiners for any additional work described in examination outcome options M, R or X will be made only to the exegesis.

APPENDIX 3 – SUMMARY OF THESIS SUBMISSION PROCESS

1. Inform your supervisor of your intention to complete, six months prior to submission.
2. Your supervisor submits Nomination of Examiners Form to the School or Institute Research and Higher Degrees Committee for consideration three months prior to submission.
3. Your School or Institute Research and Higher Degrees Committee approve the nomination of examiners.
4. Graduate Research School contacts examiners to confirm availability.
5. A copy of your thesis and Examination Submission Form signed by your Principal Supervisor is sent to the School or Institute HDR Director for quality checking and endorsement. The copy and form are forwarded to the Graduate Research School.
6. You sign the Examination Submission Form to attest that the work is your own. This form includes the correct and final thesis title and a 100 word plain language statement (AHEGS).
7. Copies of your thesis should be sent or delivered directly to the Graduate Research School, where they will wait until the Examination Submission Form is received.
8. You will receive acknowledgement of receipt of thesis.
9. Copies of your thesis are posted to examiners.
10. Examiners are sent a reminder two weeks before their report is due. All examiners' reports are sent to the School or Institute HDR Director.
11. School or Institute HDR Director forwards reports to the supervisory panel for comment and recommendation.
12. The supervisory panel forwards their recommendation to the School or Institute Research and Higher Degrees Committee.
13. The School or Institute Research and Higher Degrees Committee approve an outcome if all of the examiners have recommended an A or M.
14. If one or more of the examiners has recommended an R, X, or F, the Research Studies Committee makes a decision, taking into account the response of the School or Institute Research and Higher Degrees Committee and the supervisor panel.
15. The Research Studies Committee approves all graduations with the delegation of the Academic Senate.
16. The Graduate Research School advises you, your supervisor and examiners of the outcome.
17. You will need to contact your supervisor to discuss any changes that may be required. You should document all changes for reporting purposes.
18. You and your supervisor report that changes have been made, and send a copy to the School or Institute HDR Director for endorsement.
19. The School or Institute Research and Higher Degrees Committee forward a recommendation for the award of the degree to the Graduate Research School.
20. The Research Studies Committee approves the award of the degree. The Graduate Research School advises you, your supervisors and the Graduations Unit.

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