

University of Essex
Policy on Thesis Submission, Deposit and Retention

1. Notice of Intention to submit

Students must give the Postgraduate Research Education Team at least two months' notice that they intend to submit their thesis. When the intention to submit is acknowledged it begins the examination process and the seeking of Examiners. Students will be emailed their *Submission form for a thesis to be presented for a Research Degree*.

If adequate notice is not provided by the candidate, the examination is likely to be delayed.

2. Thesis Submission

Please keep this document for reference, guidance on presentation of the thesis for submission can be found in [Appendix A](#). Please read this document carefully as incorrect theses may not be accepted and delay your examination process. Please read 'dissertation' for 'thesis' if you are a candidate for the degree of MSc or MA by Dissertation.

2.2. Thesis Submission Pre-Examination

All candidates for Masters by Dissertation (MA or MSc), Master of Philosophy (MPhil), Doctor of Medicine (MD), Doctor of Philosophy (PhD) and Professional Doctorate must submit two copies of their thesis for examination. Candidates being examined as staff must submit three copies of their thesis for examination. Each copy must be bound as detailed below.

Your two copies of the thesis should be submitted for examination in an unbound format.

They **must** be adequately secured (for example in spring-back binders or comb binding and **not** in ring binders or lever arch box files). They **must not** be overfilled and to avoid all risks of coming open and jeopardising examination, two binders **must** be used, if required.

All registration fees and debts must be paid before the thesis can be accepted for submission.

You should submit to the Silberrad Student Centre:

All soft bound theses should be submitted to:

Student Information Desk
Silberrad Centre
University of Essex
Wivenhoe Park
Colchester
Essex
CO4 3SQ

- a) **Two** copies (one original and one good copy) of the thesis or dissertation.
- b) A submission form (RD1) completed and signed by yourself.

You are strongly advised to retain one good copy of the thesis or dissertation yourself.

Please note that you **must** provide an electronic copy of your submitted thesis to the Postgraduate Research Education Team if your examiner requests an electronic version.

All submitted copies of the thesis belong to the University and shall be returned to the candidate following the viva

2.3. Thesis Submission For Award

Following the completion of the examination process, the candidate will be notified via email that in order to gain their award they must submit one electronic version of their thesis to the [online research repository](#). Following the receipt of this deposit, the candidate will be awarded their postgraduate research degree.

3. Thesis Deposit

Detailed thesis deposit instructions to the repository can be found here:

<http://www.essex.ac.uk/reo/repository/research-thesis.aspx>

Students wishing to place a restriction on their thesis must do so in writing prior to submission of their thesis to repository@essex.ac.uk. Further information regarding restrictions can be found here: <https://www.essex.ac.uk/reo/repository/research-thesis.aspx>

When depositing your thesis in the online repository you will be required to read and accept the conditions stipulated in the Thesis Deposit Agreement

4. Retention

Your thesis will be made open access when deposited in the online Research Repository.

The Thesis Deposit Agreement outlines the availability of the thesis and how it will be stored in the Repository.

Appendix A- Presentation of Thesis for Examination

Title Page

The layout of this page should be to the following pattern:

A time-series analysis of Shakespeare's metrical psalms

A.N. Other

A thesis submitted for the degree of

Department of

University of Essex

Date of submission (month and year)
Or Date of resubmission (if applicable)

Paper

Use standard Continental A4 white. The original typescript should be on good bond paper and all copies on good quality copy paper. Good quality photocopies are also accepted. Candidates are asked to check each photocopied page to ensure that the copy print is clear.

Page Layout

- Candidates may print on both sides of the paper (double-sided printing) with double spacing for everything except quotations, footnotes, captions to plates etc.
- Where double-sided printing is used, both the left hand and right hand margins must be at least 3.2cm (this is the binding margin).
- Where single-sided printing is used, only the left hand margin must be at least 3.2cm (this is the binding margin). It is desirable to leave about 1.3cm at the outer edge of the page.
- When photographs are mounted the binding margin must be increased to 3.8cm.
- It is desirable to leave 2.5cm margins at top and bottom of the page.
- The best position for the page number is at the top right 1.3cm below the top edge.

Photographs

Full page photographs are best on single weight printing paper, preferably not glazed. Double weight paper cannot be oversewn but must be hinged, which will increase the cost of binding. Small photographs are best mounted on cartridge paper, which is of the correct weight and offers some absorption to the adhesive used. Failing this, all photographs should be mounted on good bond paper even for the copies of the thesis. Coloured photographs should be mounted only by means of photographic corners. The use of adhesive may alter the colours.

Plate captions and margins

- a) Plate upright - Caption at bottom, plate number immediately above.
- b) Plate sideways - Caption at right-hand side with plate number above it.

If the plate is to face the text, binding margin must be at the right-hand edge but if the plate is to face blank verso of previous page then the binding margin must be at the left.

Graphs, diagrams, computer printout etc.

Page-size graphs should be treated in the same way as plates with regard to numbering, captions and margins.

Joining and folding of oversize plates, graphs etc. should be left to the binder.

Large maps and diagrams are unsuitable for binding in the text. If they can be folded so that their overall dimensions do not exceed 28cm x 17.7cm and their total thickness is not more than one third of the thesis then they can be accommodated in a pocket attached to the inside back cover. Failing this, a separate portfolio will be

required. Large sheets of computer printout are unsuitable for binding in the text and should be contained in a portfolio.

Good quality photocopies of computer printout may be accepted.

Candidates are asked to check each photocopied page to ensure that the copy print is clear. Numbers for graphs, diagrams and maps are best located in the bottom right hand corner.

Word Length

Scheme	Word Length*
PhD	80,000
Professional Doctorate	40,000
MD	65,000
MPhil	50,000
MA/MSc by dissertation	30,000

* In all cases including quotations but excluding appendices, references and footnotes (as long as the latter do not contain substantive argument). Please note these are word limits not targets.

Each copy of the thesis should contain a **summary** or **abstract** not exceeding 300 words.

Appendices

Submission of appendices in electronic format, such as on a CD-ROM or USB storage device, are permitted provided the contents do not contain substantive argument/evidence, and are not used to store parts of the main body of the thesis. This is important to observe, as there is no requirement for examiners to view or read electronic appendices.

The electronic device should be appropriately appended to the thesis copies, and should be accompanied by a note explaining which programme/format has been used (e.g. Word, Publisher, Photoshop).