

SCHOOL OF PHYSIOTHERAPY

Faculty of Medicine Dentistry and Health Sciences

PRESENTATION AND FORMAT OF THESES

Introduction

This guide is written for Masters by Research and Doctor of Philosophy candidates.

Before deciding upon the structure and layout of their thesis, all candidates are advised to view the School's collection

of theses which is housed in the meeting room next to the Head of School's office.

Candidates are also strongly advised to discuss the layout and content of their thesis with their supervisors before commencing writing.

This paper is a GUIDE only. Supervisors should read preliminary drafts of the thesis and should assist the candidate by promptly returning the drafts together with clearly written suggestions for improvements. It is not, however, the supervisors' role to write the thesis for the candidate.

Presentation of Theses

Theses must be printed on a letter quality laser printer or typed according to the following practices:

- i. Theses are to be printed and bound double-sided.
- ii. International A4 (297 x 210 mm) bond paper should be used.
- iii. Minimum margins (using 'mirror margins'): top 2.5 cm, bottom 2.5 cm, inside 3 cm, outside 3 cm, gutter (for the binding) 1.0 - 1.5 cm.
- iv. One-and-a-half line spacing.
- v. A standard proportional font or typeface (e.g. Times, Palatino).
- vi. Typeface should be at least 10 point in size.
- vii. Pages must be numbered. Roman numerals are used for the front pages (before the body of the thesis). Arabic numbers, starting from 1, commence on the first page of the introduction. Page numbers for the appendices should continue on from those in the body of the thesis.
- viii. Figures, photographs and tables should be numbered and placed as near as practicable to the accompanying text.
- ix. Folding diagrams and charts should be arranged so as to open to the top & right.
- x. The title for a figure should be placed underneath the figure. The title for a table should appear above the table.
- xi. Figures and photographs should be of an adequate size and clarity to facilitate their interpretation. Only original prints (not photocopies of photographs) may be used in all copies of the thesis. Printouts of digital images are acceptable if the quality is good enough.
- xii. References should follow the style as used by the American Psychological Association. For details see <http://www.physioth.unimelb.edu.au/referencing.html>.

xiii. Masters candidates should aim to write a thesis of 30,000 words exclusive of figures, tables, references and appendices. For PhDs the target is 80,000 words.

Theses must be of the standard required for publication in a professional journal. A thesis which does not reach satisfactory standards of presentation, editorial style, referencing and spelling will be returned for correction.

Format of Theses

The following pages should be included at the front of the thesis (and numbered using Roman numerals):

- Title page including
 - Full name of the author.
 - Title of thesis
 - Date of submission
 - The following statement: "Submitted in total fulfillment for the Degree of Master of Physiotherapy (or Sports Medicine) by Research (or Doctor of Philosophy), School of Physiotherapy, Faculty of Medicine, Dentistry and Health Sciences, The University of Melbourne".
- Abstract (300-500 words).
- The following declaration, signed by the candidate:

This is to certify that

- (i) this thesis comprises only my original work and has not been published elsewhere [except as indicated in the Preface] or submitted for the award of another degree;
 - (ii) due acknowledgement has been made in the text to all other material used;
 - (iii) the thesis is less than 50,000 (100,000) words in length, inclusive of footnotes but exclusive of tables, maps, bibliography and appendices.
- Acknowledgment of the contribution of others to the thesis.
 - If required, a Preface indicating any parts of the thesis that may have been previously published.
 - List of abbreviations (if appropriate).
 - Table of contents.
 - List of illustrations, figures, photographs.
 - List of tables.

After the body of thesis (the precise structure of which will vary according to the design and nature of the study):

- List of references
- Appendices

Binding

Masters by Research and PhD theses should be hard bound. There are no regulations as to the colour of the binding and Masters and PhD students can decide which colour they prefer.

The name of the thesis (abbreviated if necessary), the name of the author, the degree and the year of submission should be printed on the spine of the thesis.

A list of bookbinders can be obtained from the School of Graduate Studies or UMPA.

Submission

For full submission details please see:

Masters: <http://www.physioth.unimelb.edu.au/PG/MRestimeline.htm> |

PhD: <http://www.physioth.unimelb.edu.au/PG/PhDtimeline.htm> |

Candidate provides two permanently bound copies of the thesis to Administration, one (on acid-free paper) for the

University Library and one for the School Library. Normally , supervisors also receive a copy.

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