

D E A K I N U N I V E R S I T Y

Faculty of Arts and Education



HONOURS

**Rules on the Presentation and
Submission of a Thesis**

Rules on the Presentation and Submission of a Thesis is available via the Faculty of Arts and Education Honours website.

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1. What is a thesis?

A thesis, sometimes also known as a dissertation, is a document of original research, normally based on:

- the use of primary material (such as records of government decision making, newspapers or field observation);
- re-examination or re-analysis of previous studies; or
- theoretical discussion of analytical issues relevant to the study of the discipline.

2. Parts of a thesis

The basic structure of a thesis is as follows:

Preliminary sections	Main text	Final sections
➤ Title page	➤ Introduction	➤ Bibliography
➤ Supervisor's Certificate	➤ Body	➤ Appendices
➤ Candidate's Certificate	➤ Conclusion	
➤ Acknowledgements		
➤ Dedication		
➤ Table of contents		
➤ Summary, or abstract		
➤ Glossary		
➤ Preface		

3. Preliminary sections of the thesis

The preliminary sections should be set out in the following order:

3.1 Title page

- the full title of the thesis;
- the full name and completed degrees of the candidate;
- the degree for which the thesis is submitted, and a statement regarding whether the thesis is submitted in total or in partial fulfillment of the requirements for that degree;
- the name of the University and Faculty; and
- the month and year when the thesis is submitted for the degree.

3.2 Supervisor's Certificate

The Supervisor's Certificate, certifying that the thesis is in a form suitable for submission to the examiners. (*FORM A, attached*)

3.3 Candidate's Certificate

The Candidate's A statement, signed by the candidate, certifying that the thesis is the result of the candidate's own research and that it has not, nor has any part of it, been submitted for a degree to any other university or institution. (*FORM B, attached*)

3.4 Acknowledgements

Any library, research or financial assistance should be acknowledged here, as well as the contribution of other students, academics, including your supervisor, family and friends.

3.5 Dedication

This is optional but it is your chance to honour an influential person in your life and work.

3.6 Table of contents

- List chapters, sections and subheadings only.
- Present a numbered list for figures, tables and illustrations.

3.7 Summary of thesis submitted

The summary, or abstract, is designed to give the reader an indication of what the thesis is about. (*FORM F, attached*)

A handy way of compiling it is to include a sentence about its aim, the questions that have been pursued and the results that have emerged from the project.

The abstract should not exceed two hundred (200) words.

3.8 Glossary

A glossary is a list of technical terms, special names and abbreviations used throughout the thesis.

3.9 Preface

This should mention any part of the thesis which been previously published.

4. Main text of thesis

4.1 Introduction

The introduction of the thesis should outline for the reader its purpose, the research questions addressed and give an overview of what to expect.

4.2 Body

➤ Literature review

A thesis should include a discussion of the current knowledge in the field.

It should help explain how your research adds to, contradicts, or augments this existing knowledge. A separate chapter may be devoted to the literature review or it can be placed at the beginning. Alternatively, the review of the literature may take place progressively throughout the thesis.

➤ Other chapters

The chapters of the thesis present the 'story' of your project. They contain the main content of your research from the beginning to its end. Chapters may cover aims, methodology, results and discussion.

4.3 Conclusion

The conclusion is a crucial chapter of the thesis and needs to be written to complement your introduction. This means it should restate the research questions, summarise your arguments, and state your conclusions and recommendations. It is the place to argue for the significance and originality of your work.

5. Final sections of the thesis

5.1 Bibliography

This is a complete list of every item you have read in the preparation of your thesis, not just a list of the references cited in the work.

Items should be listed alphabetically by the author's surname and can be divided into sections such as manuscript sources, primary sources, secondary sources, or monographs, journal articles, reports and so on.

The bibliography should be consistent with the system of referencing used in your thesis.

5.2 Appendices

These are optional and are used to present extra material, which is not considered of central importance, in support of your thesis. For example, an appendix might be a list of the questions that were asked of interviewees for your project. Appendices should be numbered and you should refer to them in the body of your thesis.

6. Format and presentation of examination copies

Every thesis submitted for an Honours degree must comply with the following specifications, subject to any variation therefrom which may be approved by the Supervisor in consultation with the appropriate School Honours Coordinator.

6.1 Language

All theses must be in English. Material such as substantial quotations from foreign languages must be translated, although the original may also be given for reference purposes.

6.2 Thesis word length

Honours theses are to be **15,000 words** in length plus or minus 1,000 words (i.e. 14,000-16,000 words) [Faculty Board 1 December 2005.]

The word length required for your thesis does **not** include the bibliography and raw data which may be provided in a separate volume.

6.3 Page / text / formatting

All copies of the thesis must be:

- one and a half spaced;
- on one side of the paper only (i.e. not double-sided);
- the point size must be no smaller than 10 point;
- The size of the paper must be A4 (29.7 cm x 21 cm) except for illustrative material such as drawings, maps, print outs, and the like, on which no restriction is placed;
- The margins on each sheet must not be less than:
 - 4 cm on the left hand side;
 - 2 cm on the right hand side;
 - 3 cm at the top; and
 - 2 cm at the bottom.

6.4 Page numbering

➤ Preliminary sections

All the pages or leaves which come *before* the main text of the thesis, starting with the title page, should be numbered in **Roman numerals** (i.e. **i, ii, iii, iv etc...**), consecutively at the top right hand corner.

➤ Main text

The pages of the main text of the thesis are to be numbered in **Arabic numerals** (i.e. **1, 2, 3, 4 etc...**) consecutively at the top right hand corner, commencing with the first page of the Introduction.

6.5 Footnotes

- Footnotes are designated by Arabic numerals (i.e. 1, 2, 3, 4 etc...) and must appear, in numerical order, at the base of the page of text on which the footnote number appears, unless carried over for reasons of length to the next page of the text.
- Alternatively, footnotes may be placed at the end of each chapter.
- Footnotes are to be single spaced.
- Footnotes are normally numbered separately in each chapter of the thesis, the first footnote of the second and subsequent chapters of the thesis being numbered '1' regardless of the last footnote number of the previous chapter.
- Footnotes or other citations are to be prepared in accordance with either the Oxford or Harvard system of referencing, according to accepted practice in the subject area concerned. Students must consult their supervisor for guidance on the system to be used and must apply it consistently.

6.6 Diagrams, charts etc...

Diagrams, charts and other such material may not be submitted on the backs of the typed sheets of the thesis. Unless specifically permitted by the Supervisor, any such materials must be included, where possible, with the text of the thesis, facing the page on which the reference to them is made; otherwise they should be placed in a pocket inside the back cover of the binding of the thesis and clearly referred to in the text.

All such **loose material** must be marked with the author's name and initials and the degree for which the work is submitted, in such a way that it can be readily linked with the thesis.

Folded diagrams or **charts** or other such material included with the text of the thesis must be arranged so as to open out to the top and left.

Photographic prints included with the text must be securely fixed in the thesis. They must either be printed on single weight printing paper, preferably not glazed, or mounted on cartridge paper for binding.

7. Further reading on thesis writing

7.1 Helpful texts

There are several helpful books. None contains the final word on research and thesis writing, but they are suggestive and useful.

Anderson, J. and Poole, M. 1994, *Thesis and Assignment Writing*, 2nd ed., John Wiley & sons, Brisbane.

Berry, D. and Martin, G. 1971, *A Guide to Writing Research Papers*, McGraw Hill, New York.

Clancy, J. and Ballard, B. 1986, *Essay Writing for Students*, Langman, Cheshire. Melbourne.

Hubbell, G. S. 1962, *Writing Term Papers and Reports*, Barnes & Noble, New York.

Mulkerne, D. 1988, *The Perfect Term Paper*, Doubleday, New York.

When you look at these and similar books, pay particular attention to the sections that discuss the choice and design of a research question, and the planning and organisation of a long piece of writing. The very practical sections (for example, on keeping detailed records of your citations and the sources of quotations) are more mundane, but they can save you days of last-minute running around.

7.2 Access to previous Honours theses

Bound copies of past Honours theses are no longer held by the Deakin Library. Copies are now held by the Faculty of Arts and Education HDR Administrative Officer:

Tel: (03) 522 72368 or 522 72226

Email: arts-ed-researchdegrees@deakin.edu.au

8. Examination copies of your thesis

The following must be submitted to the School Honours Coordinator:

- Four (4) word-processed examination copies of the thesis and supporting work:
 - Three (3) of these must be in hardcopy form;
 - The fourth copy can either be provided in hardcopy *OR* electronically i.e. on a disc/CD.
- The Supervisor's Certificate (*FORM A, attached*).
- The Candidate's Certificate (*FORM B, attached*).

At the time of submission for examination purposes, copies of the thesis should be bound in such a manner as to allow their transmission to the examiners without the possibility of their disarrangement. **Temporary binding of the examination copies (such as plastic ring binding) is recommended.** Binders which require the removal of the pages for examination, or that cause the pages to close unless being held open by the reader, are not recommended and some may be unacceptable. Theses submitted in unacceptable binders will be returned for rebinding before being sent for examination.

9. Thesis due date

The thesis and other relevant work must be submitted for examination to the School Honours Coordinator by **23 October (late June in the case of students who have made arrangements to submit mid-year)**.

10. Moderation of Honours theses

To ensure Deakin's standards are comparable with those of other Australian universities, the Faculty has adopted a process for moderating Honours theses.

For each disciplinary stream, all theses are sent to a single external moderator, expert in the particular discipline. This occurs immediately after the advertised submission date at the end of October. Theses not received by that date cannot be guaranteed a result/grade by the normal submission date and may be ineligible for consideration for an HDR scholarship.

The moderator is asked to read all theses and group them in clusters according to Deakin grades: High Distinction, Distinction, Credit, Pass, Fail. He/she will also rank all theses within these clusters from the highest to the lowest quality. Moderators will not be asked to attach a mark to each thesis. Nor will they be required to annotate the theses; though they should be in a position to comment on them as required.

Moderators will be invited to attend a meeting of the Honours assessment panel for each discipline in mid-November.

The distribution of grades and the ranking of theses by the moderator will be compared by the Honours assessment panel with the distribution and ranking which results from the internal Deakin marking. Where significant differences in distribution and ranking occur, the assessment panel will review the internal marks.

Each Honours assessment panel will be required to report to the subsequent Faculty Board on the moderation process and the outcomes of the moderation.

11. Grading

You will be given individual grades on each piece of assessment in your coursework, and a grade for your thesis. When you have completed the program you will be given a final grade which is a composite of your coursework and dissertation marks, based on their relative credit point values.

The grades for *individual units* and for the *thesis* are as follows:

High Distinction	HD	80 - 100%
Distinction	D	70 - 79%
Credit	C	60 - 69%
Pass	P	50 - 59%
Fail	N	Below 50%

The composite final grades for the *award* are as follows:

First class Honours	H1	80 - 100%
Second class, first division	H2A	70 - 79%
Second class, second division	H2B	60 - 69%
Third class	H3	50 - 59%
Fail		Below 50%

Standards of the 5 Point Scale for Honours:

- Fail Fails to satisfy most or all of the requirements of the program.
- H3 Fails to reach H2B, but has achieved a basic pass at Honours level.
- H2B Demonstrates the ability to use and apply concepts and skills of the discipline(s) addressing all learning objectives. Shows, understanding of key ideas, awareness of relevance, sound use of analytical skills and evidence of originality or insight.
- H2A Demonstrates awareness and understanding of deeper and more subtle aspects of the discipline(s) such as the ability to identify, conceptualise and debate critical issues or problems with a high level of proficiency in all learning objectives. Demonstrates the ability to solve non-routine problems, adopt and apply theories and ideas to new situations and develop, invent or extend original ideas.
- H1 Demonstrates high level conceptual and theoretical understanding of the discipline(s), shows originality and imagination together with an outstanding level of proficiency in all learning objectives, and demonstrates the capacity to extend, enhance, produce or confirm new knowledge within the discipline(s) in an exciting, challenging and erudite manner.

12. What happens next?

Once the examination and moderation process is complete the following is sent to the student:

- a letter indicating the grade awarded for the Honours thesis as well as the overall grade for the degree. (See above for an explanation of grades.)
- copies of the examiner's reports with the individual grades and examiner names blacked out.
- the assessed copies of the thesis.

If a 'pass or higher' is allocated to the thesis, the student can make minor alternations such as 'typos', minor grammar changes, etc... as suggested by the examiners in their respective reports, as well as notes they may have made in the hardcopy thesis, *prior* to the thesis being bound.

13. Format and presentation of the Faculty copy

University policy requires that if a thesis is recommended for the award of a degree, one (1) copy of the thesis must be bound in the required manner (see below) and become the property of the Faculty of Arts and Education **before the award will be conferred.**

Format and presentation

In addition to the points outlined in section 6 of this document the bound Faculty copy of the thesis must:

- be presented in a permanent and legible form, either in original typescript, printed copy, or reproduction by xerographic process.
- use paper of good quality, of acid-free archival quality and sufficiently opaque for normal reading. Such paper is available from stationery suppliers and some printers.
- be bound by a professional bookbinder.
- be bound in boards, covered with buckram.
- the colour of the binding must be blue.
- the bound volume must be lettered in gold on the spine as follows: starting 4 cm from the bottom and reading upwards, the word DEAKIN, the author's initials and surname, the degree, the abbreviated title of the thesis and the year of its submission. No further lettering, nor any decoration, is to appear on the spine or anywhere on the binding.

- in the binding of theses which include mounted photographs, folded graphs, or similar material, leaves at the spine must be packed to ensure even thickness of the volume.

14. Access to and use of the Faculty copy of your thesis

Every thesis submitted for an Honours degree and retained by the Faculty is the property of the University. Subject to the copyright privileges of the author and the following conditions, the copy is available to the public for consultation at the discretion of the School Honours Coordinator.

The candidate must complete, sign and deliver (with the Faculty copy of the thesis) one of the three **declaration forms relating to the disposition of the thesis**.

Each form grants a different level of availability of the thesis to the public. Candidates should select the particular form carefully.

FORM C: Grants the School Administrative Officer permission to make the work available for consultation, loan, or photocopying, in whole or in part; *or*

FORM D: Withholds the right of the School Administrative Officer to make the work available for any such use for five years; *or*

FORM E: Allows the School Administrative Officer to make the work available under certain conditions.

If the candidate seeks to withhold or restrict availability of the work, the candidate must lodge a request in writing to the School Honours Coordinator setting out the reasons for the request and must also provide the written comments of the supervisor concerning the request. The School Honours Coordinator will consider all such requests.

If the School Honours Coordinator approves a request to withhold or restrict availability, the work will nevertheless become available for consultation, loan or copying, in whole or in part at the discretion of the School Administrative Officer five (5) years from the end of the year in which the thesis was successfully submitted for the award of the degree.

Notwithstanding the above, the School Honours Coordinator may at his/her discretion, in circumstances which she/he deems exceptional; recommend that a thesis be withheld from general availability in whole or in part. In any such case the thesis or designated part of it, will not be made available without the permission of the School Administrative Officer, and on conditions specified by the School Honours Coordinator.

APPENDIX A: Extract from the Code of Good Practice in Research

Extracted in part from the Guide to Candidature 2004/5: Appendix 4: Code of Good Practice in Research

For the complete Code of Good Practice in Research go to:

http://www.deakin.edu.au/research/admin/hdradmin/guide/guide_app4.php

1 Introduction

Deakin University is committed to high standards of professional conduct in all activities. This Code of Good Practice in Research describes the standards of conduct and performance required of all those engaged in research at the University. It incorporates the recommendations in the National Statement on Ethical Conduct in Research Involving Humans.

- The broad principles that guide research have long been established. Research workers must:
- demonstrate integrity and professionalism;
- observe fairness and equity;
- participate only in work which conforms to accepted ethical standards;
- participate only in work which they are competent to perform;
- avoid real or apparent conflicts of interest; and
- ensure the safety of those associated with the research.

Central principles are the maintenance of high ethical standards, and validity and accuracy in the collection and reporting of data. The conduct of unethical research and cases of fraud threaten the credibility of the entire international research community. It should be recognised that fraud goes beyond simply inventing data: the omission of data which cannot be understood or "do not fit" the hypothesis being pursued is a much more common form of this unethical behaviour.

Researchers should only participate in work which conforms to accepted ethical standards and which they are competent to perform. All research on humans or animals must be approved by a properly constituted ethics committee; advice on the approval process is available from the Research Ethics Officer, Research Services Division.

If the research involves confidential material, confidentiality must be observed and researchers must not use such information for their own personal advantage or that of a third party. Secrecy may also be necessary for a limited period in the case of contracted research or of non-contractual research which is under consideration for patent protection. However, debate on and criticism of research work are essential parts of the research process. Thus research results and methods should normally be open to scrutiny by colleagues within the institution and, through appropriate publication, by the profession at large.

Heads of Schools and research units are responsible for the conduct of research within their section and for the observance of this Code.

Where a person is in doubt about the applicability of provisions of this Code or about the appropriate course of action to be adopted in relation to it, advice should be sought from the Deputy Vice-Chancellor (Research). If requested, the advice will be provided in confidence.

2 Data gathering, storage and retention

- 2.1 Data (including electronic data) must be recorded in a durable and appropriately referenced form. Data management should comply with relevant privacy protocols and legislation, such as the Australian Standard on personal privacy protection and the privacy act.
- 2.2 The School or research unit must have procedures for the retention of data and for the keeping of records of data held.

- 2.3 Data must be held for sufficient time to allow reference. For data that are published this may be for as long as interest and discussion persists following publication. The minimum period for retention is at least 6 years from the date of publication but for specific types of research, such as clinical research, 15 years may be more appropriate.
- 2.4 Wherever possible, original data must be retained in the School or research unit in which the data were generated. Individual researchers should have access to a copy of the data for their own use. Retention solely by the individual researcher provides little protection to the researcher or the institution in the event of an allegation of falsification of data.
- 2.5 Data related to publications must be available for discussion with other researchers. Where confidentiality provisions apply (for example, where the researchers or institution have given undertakings to third parties, such as the subjects of the research), it is desirable for data to be kept in a way that reference to them by third parties can occur without breaching such confidentiality.
- 2.6 Confidentiality agreements to protect intellectual property rights may be agreed between the institution, the researcher and a sponsor of the research. Where such agreements limit free publication and discussion, limitations and restrictions must be explicitly agreed.
- 2.7 It is the obligation of the researcher to enquire whether confidentiality agreements apply and of the Head of School or research unit to inform researchers of their obligations with respect to these provisions.
- 2.8 All confidentiality agreements should be made known at an early stage to the Head of School or research unit.
- 2.9 The establishment and ownership of databases containing confidential information, and access to them, must follow the procedures in the University's policy on Intellectual Property.
- 2.10 When the data are obtained from limited access databases, or via a contractual arrangement, written indication of the location of the original data or key information regarding the database from which it was collected must be retained by the researcher or research unit.
- 2.11 Researchers must be responsible for ensuring appropriate security for any confidential material, including that held in computing systems. Where computing systems are accessible through networks, particular attention to security of confidential data is required. Security and confidentiality must be assured in a way that copes with multiple researchers and the departure of individual researchers



SUPERVISOR'S CERTIFICATE

FORM A

I certify that the thesis of

entitled

.....

.....

being a thesis for the degree of

.....

.....

(a) Satisfies / does not satisfy the requirements of the Rules on the Preparation and Submission of Theses for Honours Degrees as established by the Faculty of Arts and Education; and

(b) I recommend / do not recommend that this thesis be submitted for examination.

Signature: Date: / /

Name of Supervisor:

BLOCK LETTERS

NB Four (4) copies of this certificate carrying an original signature should accompany copies of the thesis at the time of submission.



CANDIDATE'S CERTIFICATE

FORM B

I am the author of the thesis entitled

.....

.....

submitted for the degree of

.....

.....

is the result of my own research, except where otherwise acknowledged, and that this thesis in whole or in part has not been submitted for an award to any other university or institution.

Signature: Date: / /

Name:

BLOCK LETTERS

NB This certificate, bearing an original signature, should be bound in with the thesis to follow immediately after the Supervisor's Certificate.



DISPOSITION of THESIS

FORM C

I am the author of the thesis entitled

submitted for the degree of

and agree to the thesis being made available for such consultation, loan or photocopying as may be approved by the School Administrative Officer, provided that no part of the thesis shall be reproduced without the prior approval of the School Administrative Officer and without the appropriate acknowledgment of the source.

Signature: Date: / /

Name:
BLOCK LETTERS

NB This disposition declaration bearing an original signature should be pasted to the inside of the front cover of the bound Faculty copy of the thesis.



DISPOSITION of THESIS

FORM D

I am the author of the thesis entitled

submitted for the degree of

The thesis shall not be made available for consultation or loan, nor shall any part be photocopied or otherwise reproduced, before the first day of January being not more than five (5) years from 31 December of the year in which the thesis was successfully submitted.

Signature: Date: / /

Name:
BLOCK LETTERS

NB This disposition declaration bearing an original signature should be pasted to the inside of the front cover of the bound Faculty copy of the thesis.



DISPOSITION of THESIS

FORM E

I am the author of the thesis entitled

submitted for the degree of

and agree to the thesis being made available, subject to the conditions set out below, for such consultation, loan or photocopying as may be approved by the School Administrative Officer provided that no part of the thesis shall be reproduced without the prior approval of the School Administrative Officer and with appropriate acknowledgment of the source.

Signature: Date: / /

Name:

BLOCK LETTERS

Special conditions restricting the availability of the thesis for consultation, loan or reproduction before the first day of January being not more than five (5) years from 31 December of the year in which the thesis was successfully submitted.

NB This disposition declaration bearing an original signature should be pasted to the inside of the front cover of the bound Faculty copy of the thesis.

