

SENATE REGULATION 25 SUBMISSION FORMAT AND RETENTION OF THESES

1. General

- (a) An electronic copy of the thesis, including all supplementary material in an appropriate format, must be submitted via City, University of London's online progression monitoring system (Research Manager). Any materials that cannot be submitted digitally should be discussed in advance with your Course Officer.
- (b) All theses must be written in English.
- (c) One copy of the thesis and any supplementary material, which has satisfied the Examiners, will be retained by Library Services in electronic format.
- (d) A copy of the thesis will normally be deposited in City Research Online (CRO) and EThOS, The British Library electronic thesis service. This may be redacted for confidentiality or other reasons, before being made publicly available via both services. The conditions for this deposition are in the Thesis Deposit Agreement, to be completed at the point of final submission, and include the following statement: *I agree that Library Services or any third party with whom CRO has an agreement to do so may, without changing content, transfer the thesis to any medium or format for the purpose of future preservation and accessibility.*
- (e) Both CRO and EThOS are open access repositories, thus the research within the thesis will be made publicly available online, free of cost or other barriers and with the addition of an open license that removes most restrictions on use and reuse.
- (f) Theses containing substantial amounts of confidential material may be placed under an embargo for ten years, at which point the author will be contacted, by Library Services, to ascertain whether an embargo is still necessary. If the author is not contactable, the thesis will remain embargoed. If this is desired, an embargo request must be submitted in Research Manager, prior to submission of the materials.
- (g) An embargo of three years may be granted if, for example, publication of the material is pending, whether in book form or as journal articles, or if there is a patent or other Intellectual Property application pending. Embargo requests are approved by the Director of Library Services.
- (h) If an embargo is agreed, a copy of the thesis will still be deposited in City Research Online, but the file will not be publicly accessible via CRO or EThOS. Access to an embargoed thesis may be requested, but access must be approved by the author. The requestor is required to demonstrate approval from the author to the Director of Library Services, before access is granted.
- (i) In any case of disagreement regarding an embargo decision, the author may refer the embargo request to the Chair of the Doctoral College Board of Studies.

2. Page Size and Typographical Detail

- (a) The page size used for a thesis shall be international A4 (297mm x 210mm).
- (b) All margins should be not less than 20mm.
- (c) The text of the thesis must be presented in a clear and legible fashion. City recommends using Arial or Helvetica fonts at a size no smaller than 12.

3. Pagination

- (a) Pages must be numbered consecutively throughout the thesis, commencing with the title page, including appendices, but excluding photographs or diagrams which are not embedded in the text.
- (b) Page numbers must be located centrally at the bottom of the page, approximately 10mm above the edge.
- (c) If there is more than one volume, each volume must have its own pagination.

4. Preliminaries

- (a) The title page of every volume must give the following information in the order listed:
 - (i) the full title of the thesis, as approved by the Board of Studies, which should describe the contents accurately and concisely;
 - (ii) the full names of the author;
 - (iii) the qualification for which the thesis is submitted;
 - (iv) the name of the institution to which the thesis is submitted (i.e. City, University of London, or an institution whose Doctoral degrees City validates);
 - (v) the department or organisation in which the research was conducted;
 - (vi) the month and year of submission.
- (b) The title page should be followed by a signed declaration that the work presented in the thesis is your own, e.g.: 'I, [full name] confirm that the work presented in this thesis is my own. Where information has been derived from other sources, I confirm that this has been indicated in the thesis.'
- (c) An abstract of the thesis of no more than 400 words must follow the declaration and must also be submitted separately in Research Manager as part of the final submission process.

- (d) The table of contents must follow the title page. It should list all subdivisions of the thesis in sequence, with page numbers.
- (e) Any lists of tables or illustrations must follow the table of contents.
- (f) Any acknowledgements must be on the page following the lists of tables and illustrations.
- (g) Where symbols and/or abbreviations are used, a key must be provided.

5. Illustrations

- (a) Whenever practicable, all illustrative material such as diagrams, maps, illustrations, images, tables, etc. should be incorporated within the text at the appropriate point.
- (b) Other materials which cannot be conveniently incorporated within the text may be gathered in a similarly formatted supplementary volume.
- (c) Illustrations and tables should have distinct sequences of numbering. Each may run continuously through the thesis, or the number of an illustration or table may incorporate the number of the chapter or section in which it is bound, e.g. the third illustration of chapter 4 may be numbered 'Figure 4.3'.
- (d) Numbers and captions should normally be at the bottom of illustrations or tables. The top of an illustration or table which is incorporated sideways should be to the left of the page.

6. End Matter

- (a) Appendices shall follow the main text.
- (b) The list of references should normally be in alphabetical order of author and chronologically within each author unless disciplinary custom indicates otherwise. If the references are identified by numbers in the text, they should be listed in numerical order. The style of citation should conform to ISO 690:2010: Bibliographical references. A copy of the International Standard is available from Library Services.
- (c) If a bibliography is supplied it should be arranged in a logical order, for example alphabetically by authors, in broad subject classes or chronologically. The bibliography shall normally follow the list of references but may be combined with it.
- (d) An index (if provided) should follow the bibliography (if any).

7. Variations of Regulations

The Director of Library Services may, at the request of the candidate, vary these Regulations, or parts thereof, in exceptional cases.

These Regulations are based on British Standards ISO 7144:1986 and ISO 690:2010. Reference should be made to the full Standards for other points of detail. Copies of these standards are available from Library Services.

Approved by Senate 13.07.22