

## **REGULATION 25**

### **PHYSICAL FORMAT, BINDING AND RETENTION OF THESES**

#### **1. General**

- (a) Two copies of the thesis, together with an electronic copy, which includes all supplementary material in an appropriate format, must be submitted to the Course Office. The paper copy may be submitted in a temporary soft bound form or in a hardbound form in conformity with the Regulations below.
- (b) The language in which the thesis is written must be English.
- (c) Only the electronic copy of the thesis and the supplementary material, which has satisfied the Examiners will be retained by Library Services.
- (d) A thesis will normally be deposited in City Research Online (CRO) and EThOS, The British Library electronic thesis service. The electronic version of the thesis may be redacted for confidentiality or other reasons, before being made publicly available via both services. The conditions for this are in the Library Services Thesis Deposit Agreement. Both CRO and EThOS are open access repositories, the research within the thesis is available online, free of cost or other barriers and with the addition of an open license that removes most restrictions on use and reuse.
- (e) Theses containing large amounts of confidential material may be placed under an embargo for an agreed period of time. To request an embargo, the author must write to the Director of Library Services, stating reasons for the embargo.
- (f) If publication of the thesis, or any part or it, is being considered, an embargo may be granted.
- (g) Publication is classified, as a formally published work, such as a journal article, chapter; part or whole book; or contains material that is pending a patent or other Intellectual Property application. Check if there are conditions to publication from the funder and/or publisher.
- (h) When an embargo has been agreed, a copy of the thesis will be deposited in City Research Online, 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 and Director of Library Services.
- (i) In any case of disagreement regarding an embargo decision, the author may refer the embargo request to the Vice President (Research & Enterprise).

#### **2. Cover and Binding**

- (a) The thesis shall be bound in book form in a fixed binding in black cloth. The boards shall have sufficient rigidity to support the weight of the work when standing upon a shelf.

- (b) The spine of the volume shall bear in at least 22pt (8mm) type the degree, the candidate's surname followed by initials and the year of presentation, in gold lettering, starting 40mm from the base. This information shall normally be printed along the spine in such a way as to be readable when the volume is lying flat with the back cover uppermost. If the work consists of more than one volume the spine of each volume shall be numbered.

### **3. Paper and Typographical Detail**

- (a) The thesis may be printed on one side or both sides of the paper and must have one-and-a-half or double line spacing; photocopies must be of a high quality on plain paper. Characters shall not be less than 8 pt (2.75 mm).
- (b) The size of paper used for a thesis shall be international A4 (297mm x 210mm). Paper shall be of good quality and of sufficient opacity to ensure that the print or typescript does not show through the reverse side.
- (c) Margins at the binding edges shall not be less than 40mm and other margins not less than 20mm.

### **4. Pagination**

- (a) Pages shall 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 shall be located centrally at the bottom of the page, approximately 10mm above the edge.
- (c) No individual volume shall exceed 300 pages in length.
- (d) If there is more than one volume, each volume shall have its own pagination.

### **5. Preliminaries**

- (a) The title page of every volume shall 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;
  - (v) the department or organisation in which the research was conducted;
  - (vi) the month and year of submission.
- (b) The table of contents shall follow the title page. It shall list in sequence with page numbers all subdivisions of the thesis.

- (c) The lists of tables and illustrations shall follow the table of contents.
- (d) Any acknowledgements shall be on the page following the lists of tables and illustrations.
- (e) A declaration shall normally be made to grant powers of discretion to the Director of Library Services to allow the thesis to be copied in whole or in part without further reference to the author. This permission covers only single copies made for study purposes, subject to normal conditions of acknowledgement. This declaration shall follow the acknowledgements.
- (f) An abstract of the thesis of approximately 300 words shall follow the declaration. The abstract shall be accommodated on a single page, and must be in single-spaced typing.
- (g) Where symbols and/or abbreviations are used, a key shall be provided.

## **6. Text**

- (a) The text of the thesis shall begin with an introduction defining the relation of the thesis to other work in the same field and referring to any findings, propositions or new discoveries contained in the thesis and to any important points about sources, methods and techniques.
- (b) Theses shall be divided as appropriate into chapters, sections and subsections.
- (c) References cited in the text should be identified by the author's surname and the year of publication, two or more references by the same author in the same year being distinguished by lower-case letters after the year (Harvard System). Alternatively references may be identified by numbers typed as superscripts or in brackets following the relevant phrase in the text.

## **7. Illustrations**

- (a) Whenever practicable, diagrams, maps, illustrations, computer printouts, published papers and tables shall have a binding margin of at least 40mm and should if possible be bound in the thesis near the appropriate text. Computer printout should be burst before binding.
- (b) Photographic prints shall be on single weight paper or permanently mounted on cartridge paper for binding and shall be securely fixed in the thesis.
- (c) Other materials which cannot conveniently be bound in the thesis shall be gathered in a supplementary volume similar in format to the bound thesis.
- (d) Illustrations and tables shall 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 "Fig. 4-3".

- (e) Numbers and captions shall normally be at the bottom of illustrations or tables. The top of an illustration or table which is bound sideways shall be to the left of the page.

## **8. End Matter**

- (a) Appendices shall follow the main text.
- (b) If the author/date (Harvard) system has been used, the list of references should be in alphabetical order of author and chronologically within each author. If the references are identified by numbers in the text, they should be listed in numerical order. The style of citation should generally 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).

## **9. Variations of Regulations**

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

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