

Format of the examinable outcome for Research Masters and Doctorates

Swinburne University research candidates study in a wide range of disciplines, each with its own style and conventions for scholarly works. This document applies to the written portion of the examinable outcome. It is not practical to prescribe the preparation, form and content for every type of examinable outcome so this document provides a basis and guidance only.

Those items that are **prescribed** are listed below. Any departure from these items requires the written approval of the Research Higher Degrees Committee (RHDC).

Any questions regarding this document should be addressed to Swinburne Research

Formal requirements of the Research Higher Degrees Committee

1 General requirements

The examinable outcome should be in a form suitable for submission for examination. All spelling, grammar, and punctuation should be thoroughly checked and the choice of language should be appropriate to a high level of scholarly work. The bibliography should be complete and exact.

The examinable outcome may be submitted in a language other than English. Approval must be sought from the RHDC at an early stage of candidature if the examinable outcome is to be submitted in a language other than English.

The examinable outcome should be presented in a form appropriate to the discipline. The examinable outcome may take the form of a dissertation, or an artefact, product or creative work plus dissertation. The artefact may take the form of a performance, exhibition, writing (poetry, fiction, script or other written literary form), design, film, video, multimedia or other new media technologies and modes of presentation. Where appropriate to the study, the artefact must be thoroughly documented and a durable record kept, usually in the form of a good quality recording or photographic record. The dissertation will differ according to the study and discipline but should demonstrate clearly the contribution to new knowledge or mastery of a research area that is required as part of the requirements for the degree. This guide applies to the written component of the examinable outcome.

The presentation format of the artefact component of the examinable outcome will be agreed between the candidate and the supervisory team at an early point in the study. The format of the written component will normally comply with the guidelines in this document.

Either the artefact or the durable record or both must be submitted with the dissertation.

2 Length of examinable outcomes

While the RHDC does not prescribe the length of an examinable outcome, the following is a guide to examinable outcome length:

Masters by research	between 50,000 and 60,000 words.
PhD by dissertation	between 70,000 and 100,000 words.
PhD by artefact and dissertation	at least 20,000 words for dissertation component
PhD by creative writing and exegesis	at least 20,000 words for dissertation component
Professional doctorates	as indicated in relevant program regulations.

Where the regulations for professional doctorate do not specify length, the guidelines for PhD by dissertation apply.

No examinable outcome should exceed 100,000 words. Excessively long examinable outcomes will not be accepted for submission.

All word counts in the guidelines above exclude appendices and bibliography

3 Editing of examinable outcome prior to submission

Candidates may seek professional editorial assistance to ensure consistency in the style of presentation of their examinable outcome and to improve grammar or sentence construction, provided that the editorial assistance does not change the substantive content of the examinable outcome or the quality of analysis provided by the student. (Supervisors have a responsibility to advise candidates of possible ways to improve the content of their examinable outcome and the quality of their work). Professional proof-reading of the examinable outcome is quite acceptable.

Any professional editorial assistance must be acknowledged in the examinable outcome, as in section 4 below.

4 Student declaration

When submitting an examinable outcome, the student must include and sign a declaration that the examinable outcome:

- contains no material which has been accepted for the award to the candidate of any other degree or diploma, except where due reference is made in the text of the examinable outcome;
- to the best of the candidate's knowledge contains no material previously published or written by another person except where due reference is made in the text of the examinable outcome; and
- where the work is based on joint research or publications, discloses the relative contributions of the respective workers or authors.

Professional editing and proofreading

Where a professional editor or proof reader has been used, the following should be printed as part of the list of acknowledgements.

- Name of the professional editor or proof reader
- A brief description of the service rendered, in terms of the Australian Standards for Editing Practice (ASEP).

If the professional editor's (or proof-reader's) current or former area of academic specialisation is similar to that of the candidate, this also should be stated in the preface.

5 Publication prior to submission

Candidates are encouraged to publish work before submission of the examinable outcome and may incorporate that work into the examinable outcome as appropriate for the requirements of the degree provided the work is appropriately identified and its prior publication acknowledged, and provided that the copyright requirements of the publishers are observed.

6 Document specifications: Print version of copy submitted to examiners

The examinable outcome should be thoroughly checked for typographical and grammatical errors before printing.

All copies of the examinable outcome should be in good quality typescript. All copies should be presented in a permanent and legible form, either in original typescript, printed offset copy, or high-grade copy on medium bond paper.

In the main body of the examinable outcome one-and-a-half spacing of typescript is required. Single spacing may be used only for appendices and footnotes. The font used should be clear and legible.

Double sided printing is acceptable.

Production of the examinable outcome in two volumes is acceptable.

International Standard Paper Size A4 (297 mm x 210 mm) should be used except for illustrative material such as diagrams, maps and printouts on which there are no restrictions.

The margins on each sheet should be not less than 40 mm on the left hand side, 20 mm on the right hand side, 30 mm at the top and 20 mm at the bottom.

Pages should be numbered consecutively and clearly.

Order of sections

The sequence recommended is as follows:

Title page

Abstract

Acknowledgement (if any)

Declaration(s) by candidate (see section 4 above)

Table of contents

List of illustrations and tables (if any)

Chapters in sequence

References / Bibliography

Appendices

List of publications (if any) produced by the candidate as a result of the project.

Title page

The title page should contain:

title,

author's name,

degree, and

year of submission.

Abstract

An abstract of not more than 400 words should be bound into each copy of the examinable outcome. The abstract should indicate the problem investigated, the procedures followed, the general result obtained and the major conclusions reached. It should not contain any illustrative material or tables.

Table of contents

The table of contents should provide a comprehensive guide for readers. An index may be included at the very end of the examinable outcome.

Illustrations and tables

Material such as illustrations, charts, tables and photographs should not normally be submitted on the back of printed sheets, except with the approval of the supervisor. They should be bound with the text, immediately after the first references to them, as right-hand pages with the caption at the bottom or, if necessary, on the facing page. Alternatively, this sort of material may be incorporated into the body of the text using desktop publishing techniques.

Diagrams, maps, tables, etc., which exceed the A4 size should be either:

- folded with the openings at the top and to the left so as to read as a right-handed page when opened; or

- clearly referred to in the text, numbered and folded for insertion in a pocket in the back inside cover of the examinable outcome binding.

All loose material should be clearly marked with the author's name, the examinable outcome title and the degree for which it is submitted.

Appendices

Appendices should contain supplementary material that the author considers necessary to the interpretation of the text itself. Long tables, essential raw data, or detailed reports are generally more appropriately included in an appendix. Appendices should not be longer than the body of the examinable outcome and normally would be considerably shorter. If there is more than one appendix, the appendices should be numbered in sequence using Arabic numerals.

In the case of an examinable outcome with sizeable appendices, it may be bound in two volumes with the second volume containing the appendices. Both volumes must have a title page as specified above.

7 Document specifications: Electronic version

Candidates are required to provide an electronic copy of the examinable outcome at the time of submission and a final electronic copy as part of the final presentation for lodgement with the Australian Digital Theses Project.

The electronic version should be in either Adobe Acrobat Portable Document Format (PDF) or Microsoft Word format, preferably no more than 5 mb. The electronic version may be submitted by email or on a CD.

If copyright material which does not belong to the candidate is included (eg: pictures, tables, graphs, substantial amounts of text), the candidate must either obtain permission to include that material or omit it from the electronic version of the examinable outcome. A notation where material has been removed should be included. Note that this does not apply to the printed version of the examinable outcome.

8 Bibliography and referencing

Candidates should be familiar with the scholarly conventions in the presentation of references, accuracy of quotation and construction of bibliographies applicable to their discipline. The style and form of referencing to be used is agreed in consultation with the supervisors at an early stage of the study. It is essential that candidates be absolutely consistent in their use of a single method throughout the examinable outcome. In the absence of an accepted style for the discipline, Swinburne Harvard style may be used. Swinburne Libraries hold copies of the Swinburne Harvard style guide.

Methods of referencing a wide variety of source materials and information on bibliographies are also given in Chapters 10 and 11 of *Style Manual for Authors, Editors and Printers*, published by the Australian Government Publishing Service. This volume also contains valuable information on writing conventions and copy preparation.

9 Submission and binding of the examinable outcome for examination

Prior to the submission of an examinable outcome to Swinburne Research, the Principal Coordinating Supervisor should nominate an appropriate number of examiners and have the examiners recommended by the Faculty Research Committee and then approved by the RHDC.

The examinable outcome is submitted to Swinburne Research. The examinable outcome will be dispatched for examination immediately, provided that examiners have already been approved by the RHDC.

An examinable outcome may be submitted at any time during the year.

Three copies of the examinable outcome must be supplied, two copies in temporary binding (plastic spiral binding is the usual form) and one unbound copy.

On the completion of the examination the examiners normally return the bound copies to the University. Some examiners ask to keep copies and this is allowed unless candidates specifically request otherwise or there are specific confidentiality requirements.

In cases involving a major revision or re-examination of an examinable outcome, the required number of copies of the examinable outcome, revised as necessary, must be re-submitted to Swinburne Research.

10 Corrections

Corrections to the examinable outcome must be made as prescribed in the correspondence regarding the outcome of the examination. In most cases the original document should be updated and reprinted. In some cases, an errata sheet may be sufficient.

For items such as diagrams, maps and printouts, manual corrections are acceptable if reproduction of the diagram would be problematic.

11 Final presentation and binding of examined outcome

Once the award of the degree has been approved, the graduand must submit the following documents to Swinburne Research:

- two hard bound copies of the final examined outcome
- the artefact or durable record if appropriate
- one electronic copy of the examined outcome in pdf or MSWord format
- the access to thesis form
- 100 word citation for the purposes of the graduation record
- An electronic copy (preferably a CD) of the examined outcome for lodgement with the Australian Digital Theses Project

One hard bound copy and the electronic copy are lodged with the Swinburne Library. The electronic copy is submitted to the Australian Digital Theses collection. The second bound

copy is for submission to the graduand's Principal or Coordinating Supervisor. Graduands normally arrange for at least one other bound copy of the examined outcome as a personal copy and additional copies may be negotiated with respect to the Faculty's requirements.

For the final bound copy, the date on the face sheet should be altered to reflect the year of approval by the RHDC and should match the year on the spine.

All final print copies of the examinable outcome should be bound in boards, covered with buckram or similar in plain red colour (colour ref. No.: Oxford Library Buckram 2000) and embossed in gold on the spine as follows:

- 20 mm from bottom and from left to right: the word "Swinburne".
- 90 mm from the top and from left to right: the initials and surname of the author.
- 90 mm from the bottom and from left to right: the degree and year of degree approval (please note it is not the year the examinable outcome was submitted for examination), for example:

**PhD
2006**

- Evenly spaced along the spine, from top to bottom: the title of the examined outcome. In cases where the title will not fit along the spine, it may be written so it is parallel to the spine or an abbreviated title may be used

No other lettering or decoration should appear on the spine.