

GUIDE TO THE PRESENTATION OF THESES

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Disclaimer

Please note that this information may be subject to change.

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Help and Instruction / Theses / Thesis Presentation Guide

Please send any questions or feedback to: library@massey.ac.nz

UNIVERSITY REQUIREMENTS AND NUMBER OF COPIES

The University Calendar provides regulations regarding the presentation of theses, (see <http://calendar.massey.ac.nz>).

For theses worth 90 credits or more:

	Masterate*	Doctoral
Submit for examination	Two spiral bound copies; one hardbound copy; and one digital copy. Include the completed forms RF7 Copyright and RF6 Certificate of Regulatory Compliance.	Submit 4 securely bound copies. Spiral or hot melt are the recommended forms of binding. Creative and performing arts theses should be submitted in an appropriate format, as specified by the College of Creative Arts. If thesis is text-based, a digital copy should also be submitted.
Where to submit	Submit digital copy and completed forms via MyMassey. Students may leave all printing requirements to the university (the default option) or supply the copies personally. A one-off charge against the student's account will be made to cover printing costs. Self-print option: Submit spiral-bound copies to: Examinations Massey University Private Bag 11-222 Palmerston North.	Manawatū students: Graduate Research School, Commercial Complex. Post: Graduate Research School, Private Bag 11 222, Palmerston North 4442, New Zealand. Albany students: Massey Contact Office, Room 1.42, Quad A. Post: Massey Contact, Quadrangle A Building, Private Bag 102904, North Shore Mail Centre, Auckland 0745, New Zealand. Wellington students: Student Central Post: Student Central, Block 4 Level A, Private Bag 756, Wellington 6140, New Zealand. Distance students: in person to any of the locations above, or Courier Post: Graduate Research School, Commercial Complex, Massey University, University Avenue, Palmerston North. You will be issued with a receipt.
When you pass your examination	Self-print option: send the hard-bound copy and the digital copy to Examinations as above.	Candidate is responsible for providing two hard-bound copies and one digital copy to the Graduate Research School*.

* The Graduate Research School sends one of the bound copies, and an electronic copy to the Library. The digital copy will be included in the institutional repository, [Massey Research Online \(http://mro.massey.ac.nz\)](http://mro.massey.ac.nz), the open access digital archive of the research and scholarship of Massey University. The bound, printed copy is securely housed in Library archives, and is not available for loan.

The paper and digital copies of the thesis must be accompanied by a [Declaration](#), (see Appendix 1), signed by the student. The form does not need to be bound in with the thesis, and may be slipped inside the front cover.

Forms, along with more details on the process for Master's theses, can be found at [Postgraduate/Masterate Study](#).

(http://www.massey.ac.nz/massey/research/higher-research-degrees/masters-student-information/masters-student-information_home.cfm)

If you wish to deposit a research essay, research report, etc. not otherwise *required* to be lodged in the Library, please consult your supervisor or Head of Department. Research reports are sent to the Library by the Department.

Theses and dissertations shall, unless the University Librarian approves otherwise, conform to the following requirements.

ORDER

A. The Preliminaries

- Title page
- Abstract
- Preface and/or acknowledgements
- Table of contents
- List of illustrations, tables, etc.

B. The Text

- Main body of the work
- Footnotes

For many theses the text may look as follows:

- Introduction
- Literature review
- Materials and methods
- Results
- Discussion
- Conclusion

C. The Reference Material

- Bibliography
- Appendices
- Index

FORMAT and DESCRIPTION

Title Page:

The title page text should be laid out as follows:

- Title of the thesis centred in the top third of the page.
- Degree, subject and campus details centred in the middle third of the page.
- Author's name and date centred in the lower third of the page.

Please refer to the example below for wording

[Title]

A thesis [or dissertation, etc.] presented in partial fulfilment of the requirements for the degree [or diploma, etc.] of

[name of qualification]

in

[subject]

at Massey University, [campus name, e.g. Albany, Manawatū],
New Zealand.

[Author's full name]

[Year]

Abstract:

A short abstract (not exceeding 350 words), suitable for publication, shall be bound in each copy of the thesis submitted.

Preface and/or Acknowledgements:

The preface may describe briefly the scope and purpose of the research. Persons or institutions acknowledged are usually only those who have contributed to the content of the thesis. The extent of their assistance should be indicated. The acknowledgements should also include a statement indicating, if relevant, that approval for the research has been obtained from the appropriate University Ethics Committee for the experiments described in the thesis.

Table of Contents:

The table of contents lists all significant sections in the order they appear, and includes page numbers.

List of Illustrations, Tables, etc.:

This is a listing of all illustrative material, photographs, figures and/or tables, in the order they appear, with page numbers.

Footnotes:

Footnotes are used for acknowledging quotations and sources of facts, or for elaboration of a particular point. They are usually numbered consecutively through each chapter and should be detailed at the foot of each page or at the end of the chapter in which they occur.

Bibliography:

This should include works cited in the text and footnotes, as well as those of more general significance. Consistency in style of entry is essential; see the Style & Writing Guides section, at the end of this document, and consult your supervisor.

Appendices:

Appendices include material which applies to the thesis as a whole or to a particular chapter, e.g. questionnaires, data sheets, etc. Their function is to keep the text uncluttered and reference to them should be made at the appropriate place in the text. If raw data on which the research is based is included, it should be part of the appendices. Where material is extensive, a CD-ROM may be used.

Index:

This is a detailed alphabetical listing of the subjects, people, places, etc. referred to in the thesis. An index is optional, but can greatly enhance ease of use.

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If you wish to include third party content in your thesis, including articles which you have authored yourself, you will need permission from the copyright holder. The copyright holder should be made aware that your thesis will be available online in full text. See [Publishing Theses Online](http://cms.massey.ac.nz/massey/research/library/help-and-instruction/theses/publishing-theses-online.cfm) (<http://cms.massey.ac.nz/massey/research/library/help-and-instruction/theses/publishing-theses-online.cfm>).

EMBARGOING THESES

Theses should be publicly available unless there are good grounds for restriction of access. Such grounds include:

- disclosure of commercially sensitive information.
- disclosure of personal or private information.
- disclosure of research before the author of the thesis has had reasonable opportunity to publish all or part of the thesis.
- disclosure of material that has been provided on the condition that it not be disclosed.

If you wish to embargo your thesis:

- Details of what grounds are required and to whom you should send your application can be found in the [Grounds for Embargo Policy](http://www.massey.ac.nz/massey/fms/PolicyGuide/Documents/Research/Grounds%20for%20Embargo%20Policy.pdf), (<http://www.massey.ac.nz/massey/fms/PolicyGuide/Documents/Research/Grounds%20for%20Embargo%20Policy.pdf>).

Note: Your main supervisor must sign the application before it is submitted.

- The application must be completed and approved before the thesis is bound, and a copy of the application bound into all thesis copies submitted. This application should be placed immediately before the title page.
- In the case of the full digital copy of an embargoed thesis, the author, title, abstract and metadata will still be publicly accessible through Massey Research Online, (the University's digital archive), while the embargo is in place. Please do not include sensitive information in the thesis abstract. If you have concerns, please discuss them when you submit your embargo application to the Graduate Research School.

LAYOUT and PRODUCTION

Paper Copy

Cost of Preparation:

The entire cost of the preparation of a thesis for presentation is normally borne by the individual concerned.

Paper:

The paper should be good quality, A4 size (e.g. 100 gsm Bond). Where possible, illustrations and photographs should be incorporated into the electronic version of the document before printing, or reproduced on paper of a similar size and quality to the main text. If photographs need to be mounted, a heavier grade of paper is recommended, (e.g. 136 gsm).

A4 100 gsm Bond paper is available from Massey University's Printery, at \$25.00 per ream (500 sheets, 2014 price; includes GST).

Print:

Pages may be printed on one or both sides, provided legibility is ensured. For doctoral examination, double line spacing is recommended for text, and the final copy may have 1.5 or double line spacing. Masterate students should follow the recommendations of their particular College. Margins should be at least 4 cm on the inner side (to allow for the binding), 2.5 cm at top and bottom and 2 cm on the outer side. Font size should be neither too large nor too small. A size of 10 - 12 point is recommended.

Underlining & Italics:

These are used for emphasis and for special terms. Titles of books and periodicals are normally in italics.

Figures:

Photographs, maps and graphs should be numbered in Arabic numerals. Text references are to be made in brackets and should precede the figure.

Where they are not the author's own work, the source of maps, tables, photographs, etc. should be acknowledged.

For reproduction on to A4 paper, all graphs, photographs, etc. are best prepared in actual size, allowing for margins. The maximum size which can be handled by the Printery, at the Manawatū campus, is A3 (420 mm x 210 mm). Large maps, tables, charts, etc. should be folded so that they are well back from the fore edge and top.

If you need any further information, consult the appropriate [Printery](http://printonline.massey.ac.nz) staff, (<http://printonline.massey.ac.nz>).

Pagination:

Preliminary pages, beginning with the title page, should have page numbers in lower case Roman numerals. The main text of the thesis should have page numbers in Arabic numerals. Page numbers should be located in a consistent position throughout the text.

Inserted maps, diagrams, etc. should bear a specific identification of their proper location in the text (e.g. facing p.7 or between pp.15 and 16).

Printing / Copying:

Printing or copying can be done by Massey University's [Printery](#); apply for prices. The [Yellow Pages](#) also contains a list of firms who offer copying services (<http://www.yellowpages.co.nz>).

For a very good quality print finish you should submit your copy to the Printery in postscripted electronic format. Postscript drivers can be obtained from the Printery for this purpose. Please note that a minimum of 2 days is required by the Printery for printing to be completed.

Binding:

The sheets should be overcast and glued. They must not be stapled.

The thesis must be hard-bound, and cased in cloth, buckram or rexine.

The only lettering to appear on the spine should be the author's name and initials, to be in capitals (in the format A. B. Smith), running from top to bottom, and the year of the completion of the thesis. The cover of the thesis should include the author's name and initials, the title of the thesis and the completion date.

Book binders may be identified through the Yellow Pages, (see category: [Book Binders](#)), or do an Internet search. Massey's Printery does not provide hard cover binding.

The cost of binding in 2014 was approximately \$45 - \$69 (including GST), depending on number of copies. Please allow 3 - 4 days for binding.

Digital copy

To be acceptable for addition into [Massey Research Online](#), (MRO, the institutional repository), the digital thesis supplied after examination must be in its final form; (no comments or track changes should be left in the document).

The thesis should consist of a **minimum number of files** as this reduces conversion time, and the risk that the files are compiled in the wrong order or missed completely. Ensure that the file is not security protected or encrypted. This is so that an abstract can be extracted and file properties may be added.

The digital copy should be supplied on a CD-ROM (read only), as detailed below*. If the file size is too large for a CD-ROM, DVD is acceptable. The Library will convert it to a PDF format for MRO.

***Text Files:**

Text files must be in either Microsoft Office Word compatible, or Adobe PDF format, as below. The documents must not be secured in any way, as this prevents the repackaging of the document for MRO.

***Audio-Visual Files:**

The recommended formats for audio and video files are:

Audio: Ogg, mp3, mp4

Video: Avi, mpeg, wmv, flv/f4v (flash)

***Digital Sheet Music (Scores):**

sib (sibelius), Finale files

Any digital sheet music files (such as sibelius or finale files) must be provided in a PDF format as well. Only the PDF file will be added to MRO, not the other file formats.

Please provide keywords for your thesis. The inclusion of key terms, which describe the main focus of your research, ensures that your thesis is more likely to be discovered by Internet searchers.

Ensure that you include a signed [Declaration](#) which confirms the content of the digital copy (see Appendix 1). Reprints of articles or conference papers that you have authored can only be included in the digital version into MRO if you have received copyright permission, as acknowledged in your declaration. Otherwise, if you wish to make your papers publicly available, an accepted manuscript or post-peer-reviewed version, (not the publisher's PDF), should be included on the CD-ROM with your thesis. Copyright will be checked by the Library and a separate, linked record may be added.

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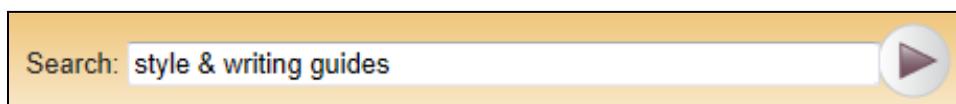
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For a fee you can have your thesis listed in PQDT. See further information on the [Proquest website](#):

http://www.proquest.com/en-US/products/dissertations/submitted_authors.shtml.

STYLE & WRITING GUIDES

Massey University Library holds many publications on referencing, thesis preparation and academic writing. You can find a selection of resources, by searching the Library Catalogue, for [style & writing guides](#):



Online style guides

See the [Referencing and Style Guides](#) section on the Library's webpage for General Reference Resources:

<http://www.massey.ac.nz/massey/research/library/find-information/reference-resources/general-reference-resources.cfm#referencing>.

APPENDIX 1

Declaration confirming content of digital version of thesis

I confirm that the content of the digital version of this thesis

Title

is the final amended version following the examination process and is identical to this hard-bound paper copy.

Have you published articles/material from your thesis?

Yes / No

If yes, have you received copyright permission from the copyright holder, (usually the publisher), to include this material with your thesis?

Yes / No

Student's name

Student's signature

Date

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