2022

1 Preparation

The responsibility for the layout of the thesis and selection of the title rests with the candidate after discussion with the supervisor(s). Candidates must consult with their supervisors concerning selection of an appropriate style for the thesis. The candidate's supervisor(s) and Head of School or Discipline must provide certification that the thesis is worthy of examination and that the technical presentation of the thesis is satisfactory. Candidates must consult the Academic Program Rules relative to the degree.

2 Language of the thesis

2.1 A thesis will normally be written in English.

2.2 Where sound academic reasons exist for submission of a thesis in a language other than English, an application for approval may be made in writing to the Dean of Graduate Studies. The application must have the support of the supervisor(s) and Postgraduate Coordinator / Head of School.

2.3 If the Dean of Graduate Studies approves the submission of a thesis in a language other than English, the submission must be accompanied by a substantial abstract written in English.

3 Thesis format and word length

3.1 The choice of format should be made in consultation with the supervisory team. Subject to the School's approval, a research thesis may be prepared in one of the following formats:

1. Conventional (written narrative presented as typescript)
2. Publication (A thesis by publication may include publications that have been published and / or accepted and / or submitted for publication, and / or unpublished and unsubmitted work prepared in manuscript-style.)
3. Combination of conventional and publication formats
4. Major (creative, musical or visual) work (Volume 1) and exegesis (Volume 2).

3.2 Irrespective of the nature of the thesis, the word length, including footnotes but excluding appendices, tables, diagrams, bibliography and references, shall not exceed 80,000 words in the case of a Doctoral thesis or 40,000 words in the case of a Master thesis. The word length for the thesis of a candidate undertaking a research program which contains a formal coursework component should be in proportion to the duration of the research undertaken.

3.3 The thesis should incorporate in the following order:

a. a title page giving the title of the thesis* in full, the name of the candidate as it is recorded in PeopleSoft (the University's student record keeping system), the name of the School / Discipline(s) of the University associated with the work, and the date (month and year) when submitted for the degree. Candidates should ensure that the thesis title is written in title case and does not exceed the character limit of 250 characters (including spaces). *Symbols and formatting (e.g. bold and italics) MUST NOT be included in the thesis title; these are not recognised by PeopleSoft and will print incorrectly on an academic transcript and the Australian Higher Education Graduation Statement (AHEGS)
b. a table of contents
c. an abstract of the thesis in not more than 500 words
d. a statement signed and dated by the candidate declaring the originality of the work, consent for the thesis to be made available to the University Library and the situation with respect to copyright where applicable. See Section 4 for examples of declarations to be included where:
   i. a thesis does not contain work already in the public domain
   ii. a thesis contains publications (i.e. where the work includes published papers)
e. an acknowledgement of any help given or work carried out by any other person or organisation. If a candidate has sought professional editorial advice, the name of the editor and a brief description of the service rendered should be included in the acknowledgements. Should the professional editor's current or former area of academic specialisation be similar to that of the candidate this should be noted. See Section 5 for details of the University's policy on editing

f. the main body of work

g. appendices (if any)

h. bibliography.

3.4 In the case of a thesis presented with publications:

a. all publications included in the thesis must derive from research undertaken within the term of the higher degree by research candidature. Publications generated outside of candidature cannot be included in the assessment of the degree

b. the main body of work will contain in addition to the relevant publications a contextual statement which normally includes the aims underpinning the publication(s); a literature review or commentary which establishes the field of knowledge and provides a link between publications; and a conclusion showing the overall significance of the work and contribution to knowledge, problems encountered and future directions of the work. The discussion should not include a detailed reworking of the discussions from individual papers within the thesis

c. each paper must be prefaced by a 'statement of authorship'. The statement must list all authors and clearly identify the publication status of the paper (published, accepted for publication, submitted for publication, or unpublished and unsubmitted work prepared in manuscript style)

d. where a paper has joint or multiple authorship, its statement of authorship must quantify and detail each author's contribution (in terms of the conceptualisation of the work, its realisation and its documentation). The statement must be sufficiently detailed to describe accurately the contribution of each author. All authors are required to sign the statement and co-authors must give written permission for the paper to be included in the thesis. *Template statements are available on the Adelaide Graduate Centre's website. If the template is not used, all the elements of the template must be reproduced in the student's version of the Statement of Authorship.*

e. the length and number of publications to be included in the thesis shall be determined by the School / Discipline on the advice of the supervisory team. The primary consideration is that the body of work included in the thesis satisfies the academic requirements for the degree for which it is presented.

f. a full citation listing of included publications should appear after the table of contents.

3.5 In the case of a thesis submitted in the areas of creative, musical or visual work:

a. The major work and the exegesis must be submitted as separate files. In the case of a thesis submitted for a candidate in music performance, Specification 9.2c applies.

b. The purpose of the exegesis is to describe the research process undertaken and to elaborate, elucidate and place the major work in context. The exegesis should contain a description of the form and presentation of the major work and *inter alia*, an analytical commentary and consideration of the work in the broader framework of the Discipline. It should demonstrate mastery of the conceptual and scholarly skills associated with higher degree candidature

c. The following thesis formats may be appropriate for the major work:
    i. a substantial opus normally including a book length work appropriate to its genre
    ii. musical compositions which require more than 75 minutes for performance (Doctor of Philosophy) or not less than 50 minutes and not more than 60 minutes for performance (Master) or
    iii. recorded musical performances constituting a substantial body of work of up to 4 hours duration (Doctor of Philosophy) or two 60 minute public recitals (Master)
    iv. visual arts and design, e.g. exhibition(s), film(s), drawing(s) or architectural model(s).

d. The length and format of the exegesis should be determined by the Faculty but normally should not exceed:
    i. 20,000 words for the Doctor of Philosophy and 10,000 words for the Master degree in the case of a creative or visual work
    ii. 15,000 words for the Doctor of Philosophy and 7,500 words for the Master degree in the case of music composition and
    iii. 15,000 words for the Doctor of Philosophy and 7,500 words for the Master degree in the case of music performance.

e. Where the major work is in the format of the visual arts, the examiners will attend an exhibition of the creative work. The creative work will be documented in digital format.

4 Examples of thesis declarations

4.1 For a thesis that does not contain work already in the public domain. I certify that this work contains no material which has been accepted for the award of any other degree or diploma in my name in any university or other tertiary institution and, to the best of my knowledge and belief, contains no material previously published or written by another person, except where due reference has been made in the text. In addition, I certify that no part of this work will, in the future, be used in a submission in my name for any other degree or diploma in any university or other tertiary institution without the prior approval of the University of Adelaide and where applicable, any partner institution responsible for the joint award of this degree. I give permission for the digital version of my thesis to be made available on the web, via the University's digital research repository, the Library Search and also through web search engines, unless permission has been granted by the University to restrict access for a period of time.*Add the following paragraph ONLY if you are a Research Training Program (RTP) funded student (this applies to all domestic students and some international students):* I acknowledge the support I have received for my research through the provision of an Australian Government Research Training Program Scholarship.

4.2 For a thesis that contains publications.

I certify that this work contains no material which has been accepted for the award of any other degree or diploma in my name in any university or other tertiary institution and, to the best of my knowledge and belief, contains no material previously published or written by another person, except where due reference has been made in the text. In addition, I certify that no part of this work will, in the future, be used in a submission in my name for any other degree or diploma in any university or other tertiary institution without the prior approval of the University of Adelaide and where applicable, any partner institution responsible for the joint award of this degree. The author acknowledges that copyright of published works contained within this thesis resides with the copyright holder(s) of those works. I give permission for the digital version of my thesis to be made available on the web, via the University's digital research repository, the Library Search and also through web search engines, unless permission has been granted by the University to restrict access for a period of time.*Add the following paragraph ONLY if you are a Research Training Program (RTP) funded student (this applies to all domestic students and some international students):* I acknowledge the support I have received for my research through the provision of an Australian Government Research Training Program Scholarship.

5 Editing

The University has adopted the policy developed by the Australian Council of Graduate Research collaboratively with the Council of Australian Societies of Editors with regard to the editing of research theses by professional editors. The policy has been developed with close attention to the current Australian Standards for Editing Practice (ASEP) and it espouses the following principles: A professional editor may be used by candidates in preparing their theses for submission provided that the editing assistance is restricted to ASEP Standards for 'Language and Illustrations' and for 'Completeness and Consistency'. Where a professional editor provides advice on matters of 'Substance and Structure' exemplars only should be given. Further information about the ASEP standards is available online at: www.adelaide.edu.au/graduatecentre/current-students/your-thesis-examination/preparation#editing-your-thesis Students should discuss the procedures with their principal supervisor and before editing is commenced provide the editor with a copy of this section of the *Specifications for Thesis* and details of the ASEP standards. Material for editing or proof reading should be submitted in hard copy.

6 Presentation

6.1 A thesis should normally be typed in a clear and legible font (e.g. Arial Narrow 12 or Times 12).

6.2 Margins for both text and figures should not be less than 35mm on the inside edge and 15mm on the other three sides.

7 Quality and Preservation of Digital Media

7.1 Audio and audio-visual recordings should be produced on an internationally compatible medium using a copying method which creates a high quality audio and visual reproduction with proven longevity. Candidates should consult with their supervisors regarding the technical issues involved in the submission of digital media.

8   Diagrams and figures

The following are general suggestions for normal practice, but they may be varied in special cases with the approval of the Librarian:

8.1   Figures should either be inserted at an appropriate place in the text, or form a separate page. For normal orientation with the top of the figure upwards, the legend should be at the bottom of the figure. If it is necessary to rotate the figure, it should be placed on a separate page with the top of the figure on the left hand side of the page and the legend on the right hand side of the page. If there is insufficient space for the legend, it may be placed on the next page.

8.2   Tables should be inserted in the appropriate place in the text, except that lengthy or bulky tables should appear as an appendix.

8.3   Folded diagrams, maps, tables, etc., should read as right hand pages when open if thesis is printed.

8.4   Musical notation and similar forms of written notation should be inserted in the appropriate place in the text, except that lengthy examples should appear as an appendix.

9   Thesis preparation for examination purposes