

Regulations Governing the Format of Theses

1. Applicability

These regulations shall apply to theses, dissertations and published work submitted for Master's and Doctorate degrees and should be read in conjunction with the regulations governing those degrees. Hereinafter, the term "thesis" shall be understood to include a thesis, a dissertation, and published work submitted for taught doctoral degrees and the degrees of Master and Doctor of Philosophy.

2. Number of Copies

- 2.1 For examination purposes, a candidate is required to submit four copies of a thesis and an electronic copy of the Turnitin originality report of that thesis.
- 2.2 After the examination and making any necessary amendments to the thesis, a candidate is required to submit two hard copies and one electronic copy of the approved thesis. One of the hard copies will be lodged in the University Library, and one in the library of the candidate's academic unit. No award shall be made to the candidate until these arrangements have been completed.
- 2.3 The following regulations shall apply to each copy of a thesis submitted.

3. Form

- 3.1 The thesis shall be presented in a permanent and legible form either in original type script, plain paper photocopy, or a comparably permanent process.
- 3.2 International A4 size (21 cm. x 30 cm.) opaque paper of good quality shall be used for each copy of the thesis. Exceptionally, paper other than international A4 size may be used when the nature of the thesis requires it.
- 3.3 The thesis, whether presented in Chinese or English, shall be arranged in such a way that it opens out to the left. In any case, the words shall be typed across the page from left to right and on one side of the page only.
- 3.4 If the thesis is presented in English, the lower-case x-height of letters (i.e. the actual height of a lower-case "x" of the particular font used as it appears on the page) shall not be significantly larger or smaller than 2 mm. If the thesis is presented in Chinese, the size of the characters shall be between 3 and 4 mm.
- 3.5 Double or one-and-a-half spacing shall be used, except for the abstract, indented quotations, footnotes and bibliography where single spacing shall be used.
- 3.6 The margin at the binding edge shall be 40 mm. and other margins shall be 25 mm. This shall also apply to material presented under the provisions of Regulations 3.15 and 3.16. Exceptionally, margins of a different width may be used when the nature of the thesis requires it.

- 3.7 The thesis shall, unless otherwise specified by the Postgraduate Studies Committee, consist of the following ordered elements.
- 3.7.1 The Preliminaries, or Front Matter
- (a) Title Page
 - (b) Abstract
 - (c) Declaration of Originality
 - (d) Approval Sheet
 - (e) Copyright Page (optional)
 - (f) Table of Contents
 - (g) List of Tables (if any)
 - (h) List of Figures (if any)
 - (i) List of Plates (if any)
 - (j) List of Symbols (if any)
 - (k) List of Abbreviations (if any)
 - (l) Preface (optional)
 - (m) Acknowledgements (optional)
- 3.7.2 The Text, or Body
- 3.7.3 Reference Materials, or Back Matter
- (a) Appendices (if any)
 - (b) Glossary (if any)
 - (c) Endnotes (if any)
 - (d) Bibliography or List of Works Cited
 - (e) Index (optional)
- 3.8 All the elements listed in Regulation 3.7 are counted as pages of the thesis, with the exception of the abstract, the declaration of originality, the approval sheet, and the copyright page. Pages shall be numbered through the thesis at the bottom centre of the page. All pages of the preliminaries shall be given lower case Roman numerals, with the exception of the title page, abstract, declaration of originality, approval sheet and copyright page, which shall be unnumbered. All other pages of the text and reference materials shall be given Arabic numerals.
- 3.9 The title page is the first page of the thesis and shall give the following information:
- (a) if the thesis is presented in English, the title of the thesis in BLOCK capitals
 - (b) the full name of the candidate (if the thesis is presented in English, the surname shall be in BLOCK capitals, followed by the English Christian name, and then the Chinese given names, if any)
 - (c) the degree for which the thesis is submitted
 - (d) the name “Lingnan University”
 - (e) the year of submission
- 3.10 The abstract, which should be 200-500 words in length for an MPhil thesis and not more than 500 English words or 800 Chinese words for a PhD/taught

doctorate thesis, shall include a statement of the problem or issue, a brief description of the research method and design, major findings and their significance, and the conclusions. It shall show the title of the thesis, the full name of the candidate, and the degree for which the thesis is submitted. The text of the abstract shall be single-spaced throughout.

- 3.11 The declaration of originality page shall contain a statement made and signed by the candidate to the effect that the thesis is the candidate's own account of his/her research.
- 3.12 The approval sheet gives information on the composition of the Panel of Examiners and the approval of the Chairman of the Postgraduate Studies Committee on behalf of the Senate.
- 3.13 For writing other parts of the thesis, the candidate is strongly advised to make reference to appropriate works* acceptable to the Postgraduate Studies Committee.
- 3.14 Wherever practicable, tables, diagrams, maps, illustrations, computer printouts, photographs, and published papers shall be placed at a point accompanying the corresponding text, and placed so that they can be read from the outside inwards.
- 3.15 Folded diagrams or charts included in the text shall be arranged so as to open out to the right.
- 3.16 Photographic prints shall be on single weight paper or permanently mounted on cartridge paper for binding and shall be securely fixed in the thesis.
- 3.17 Illustrative material which cannot be conveniently bound in the text, such as maps and slides, shall be packaged in such a way that it can be bound with the thesis. If the amount of such material is substantial, it shall be gathered into a supplementary volume and packaged in a rigid container similar in format to the bound thesis. All loose material shall be marked with the candidate's name and degree for which the work is submitted so that it can be readily linked with the thesis.

4. Binding

- 4.1 Each copy of the thesis submitted shall be bound in one volume, unless otherwise required as in Regulation 3.17.
- 4.2 Each copy of the thesis submitted for examination purposes shall be in a temporary "perfect" binding. On the front cover, the title of the thesis, the full name of the candidate, the degree for which the work is submitted, the name "Lingnan University" and the year of submission shall appear and be arranged in the same manner as that for a permanent bound copy as described in

* Recommended works include:

- 1. Campbell, W.G., S.V. Ballou and C. Slade, *Form and Style: Theses, Reports, Term Papers*, latest edition, Boston, Houghton Mifflin Company.
- 2. Turabian, Kate, L., *A Manual for Writers of Term Papers, Theses, and Dissertations*, latest edition, The University of Chicago Press.

Regulation 4.4. The words “Temporary Binding for Examination Purposes” shall be lettered at the top of the front cover.

- 4.3 Each copy of the thesis of a successful candidate shall be bound in boards covered in grey material. The binding shall be of a fixed kind with leaves permanently and appropriately secured.
- 4.4 The outside front cover shall bear in gold lettering all in BLOCK capitals (if the thesis is presented in English) the title of the thesis, the full name of the candidate, the degree for which the thesis is submitted, the name “Lingnan University”, and the year of submission.
- 4.5 The spine shall bear in gold lettering:
 - (a) 20 mm. from the bottom and across - LINGNAN UNIVERSITY
 - (b) 80 mm. from the bottom and across - the degree and year of submission, e.g. DPS/MPHIL/PHD 2001; and
 - (c) evenly spaced between the statement of the degree and the top of the spine and across - the title of the thesis, which can be written in more than one line or abbreviated, followed by the name of the candidate.
- 4.6 Where lettering runs down the spine, it shall be printed in such a direction that it is upright when the thesis is lying flat with the front cover uppermost.
- 4.7 The candidate shall have his/her thesis bound by outside binderies at his/her own expense.

5. Exemption

Where a candidate would meet with serious difficulty in complying with any of the provisions of these regulations, he/she may apply to the Postgraduate Studies Committee for exemption from a particular regulation(s).

6. Further Advice

A candidate who requires further advice on the interpretation of these regulations should consult the Registrar.

Revised in May 2018