YOUR PRACTICAL GUIDE TO WRITING A THESIS, TREATISE OR DISSERTATION AT THE UNIVERSITY OF SYDNEY

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The Thesis Guide offers help with practical aspects of dissertation, treatise and thesis writing. Given the large amount of material that could be covered in describing research writing, it is difficult to do it justice in a single guide. As such, we have focused on key areas that are often of concern to students. Whether you are just starting your candidature, in the middle of writing, or just about to submit, there is something in this guide for you.

In each section, we have tried to spread out the information to make it as clear as possible. This information is designed to supplement much of the information contained in the Postgraduate Research Studies Handbook. The handbook is published bi-annually by the University and can be obtained from SUPRA. Please read the information in the Thesis Guide in conjunction with this publication.

SUPRA’s Thesis Guide falls into the following sections: Overview and Introduction to Candidature, Researching and Writing your Thesis, through to the final stages of your candidature. Be sure to read the more general sections that deal with occupational health and safety as well as the hints for fitting a thesis into your life.

Your connection with SUPRA does not have to end when you finish reading this guide! We would like to offer you personal assistance should you have problems during any stage of your candidature. You can drop in to visit us, pick up some brochures and fact sheets (especially those on Intellectual Property and Negotiating Supervision of Your Thesis) and use the SUPRA facilities, or you can make an appointment to speak with one of our Student Advice and Advocacy Officers.

Not only is SUPRA here to help you out if you have any problems, but we are also here to help postgraduate students communicate with one another. We often run functions with the objective of bringing isolated research communities together. We also coordinate networks that cater for the needs of individual disciplines and groups. For more information on these, please refer to our website http://www.supra.usyd.edu.au.

SUPRA publishes an email newsletter called eGrad so that you will always know the latest information on SUPRA’s events, scholarships, student advice and the latest in policy. It is all part of a deliberate plan to help students feel that they are part of a wider community. To access our events, services and eGrad you MUST be a SUPRA Subscriber; it’s FREE! To subscribe to SUPRA and receive information and have access to this community please do so via the SUPRA web site or come in and fill out a form at the SUPRA offices.

It is FREE to become a SUPRA Subscriber, but you can choose to become a SUPRA Supporter by making a donation of any amount between $20 and $80. We would like you to become involved in the SUPRA community and use your experiences and expertise to help other students. We are run by students for students and are only as strong as the input we receive from the postgraduate community.

Good luck with your research!

From all at SUPRA.
The University of Sydney makes distinctions between a thesis, a dissertation and a treatise. The main differences lie in the style of supervision received and the word count. You should make sure that you are receiving an appropriate level of supervision for the kind of paper that you are writing. The following outlines the differences between each of these.

DEFINITIONS

Academic Board Policy on Guidelines for the Usage of the Terms Thesis, Treatise, Dissertation and Essay defines a thesis as the "written output from a supervised student project that is the only or major examinable assessment of a research degree". It makes two important distinctions between the terms 'thesis' and 'treatise' or 'dissertation'. The first is word count. A thesis is normally 40,000 to 80,000 words, while a treatise should not normally exceed 40,000 words, a dissertation 20,000 words, and an essay 8,000 words. Many departments and Faculties have formal word limits and you must adhere to your Department or Faculties regulations. (Please refer to Appendix C for further information on word limits in various Faculties and departments).

Besides variations in word length, a significant and further difference between a thesis and the other writing forms mentioned is that the term 'thesis' tends to be used for research-only degrees (such as Masters of Philosophy or PhD) or degrees that are predominantly research (such as Professional Doctorates). Essays, dissertations and treatises tend to be undertaken as part of degrees that are predominantly coursework but also have a research component.

Despite their differences, dissertations, treatises and theses must be formally supervised. There is no such requirement for essays, unless the required essay length exceeds 8,000 words.

IMPORTANT RESOURCES

Writers of dissertations and treatises should note that while many of the general principals of the Thesis Guide are relevant to them, there is further and specific information on responsibilities of supervisors in graduate coursework programs in the Academic Board Resolutions: Management and Evaluation of Coursework Teaching: Code of Practice for Coursework Teaching and Learning. This policy can be downloaded via www.usyd.edu.au/policy.

Students writing a dissertation or a treatise will find helpful hints in many chapters of the Thesis Guide. The 'Getting Started on Research Writing' section should be particularly helpful to you.
Research students need to be aware that there are general requirements relating to writing a thesis. In the case of a PhD thesis the following apply:

- The thesis must be a substantially original contribution to the subject;
- You cannot present as a thesis any work or content that has been previously included in another degree or diploma. However, you may incorporate such work in the thesis on the proviso that it is identified; and
- Where a thesis incorporates already published material it needs to be identified in accordance with University policy on submission of treatises and thesis containing published work (see below for more details); and
- The thesis must be written in English unless subject to a cotutelle agreement or your candidature is undertaken in a language department in the Faculty of Arts. In this later case your department can determine if the thesis is to be written in English or the target language, or sometimes, by application prior to the commencement of candidature another language can be approved.

The University of Sydney (Doctor of Philosophy (PhD)) Rule 2004 sets out a number of requirements relating to admission to candidature, probation, submission of the thesis and a range of other matters relevant to the PhD.

Inclusion of Published Works

A candidate is allowed to submit any publication of which they are the sole or joint author in support of candidature, for example a refereed journal article. The publication(s) may be contained in either the body of the thesis or as one or more appendices. A candidate must provide evidence to show that they are the author(s) of the publication or where there is joint authorship, the parts for which they are responsible. It is acceptable to provide a signed written statement from all authors of a joint work that sets out the contribution made by the candidate.

Although other forms of evidence similar to this may be acceptable, such evidence needs to be acceptable to the Academic Board and consistent with the University’s Code of Conduct for Responsible Research Practice and Guidelines for Dealing with Allegations of Research Misconduct and the University’s Intellectual Property Rule, and Academic Board policies on submission of theses containing published work.

If published work is included in the body of the thesis, you are still required to present a thesis that is a consistent and unified whole. That is, published works are required to be placed critically in the context of the thesis. You cannot bundle together a large number of journal articles, write an introduction and a conclusion and call it a thesis.

You must also ensure the thesis is presented in such a manner as to allow examiners to assess whether the requirements of the University have been fulfilled. The requirements that examiners are looking for are set out in the PhD Rule (2004) and the examination process is discussed in the ‘Submission and Waiting for Results’ section of the Thesis Guide.

Candidates should note that published work may only be included in a thesis if it was researched and published during the course of candidature.

Examiners of the thesis are notified of the University policies with respect to the inclusion of published works. Both of the following policies provide clarification and guidance for the use of published work in the thesis or treatise.

PhD: Submission of Doctor of Philosophy Thesis Containing Published Work
Masters: Submission of Treatise Containing Published Work

These policies may be found at: www.usyd.edu.au/policy

continued over page
It is often the case that published work used in a thesis has already been peer reviewed for publication as a journal article. However, the publication, once placed within a dissertation, treatise or thesis, is still subject to the examination process. In other words, the fact that your journal article was published in a prestigious peer reviewed journal does not exempt it from further review by the examiners. Please refer to the Intellectual Property and Copyright (page 17) section for information relating to your responsibilities if you include published work for which some one else holds copyright.

PRESENTATION & FORM OF THESIS

The University sets out general requirements relating to the form and presentation of theses, although these do not give in depth guidance as to how to set out your work. In relation to the number of copies of theses that you have to provide for different kinds of degrees the following is a summary of some of the most common research programs:

- Four copies of the thesis for the PhD, Master of Engineering, Master of Surgery and Master of Public Health are required to be submitted.
- A Masters research degree and SJD requires three copies. Check with your Faculty as these requirements may change from time to time. See also Appendix C, which sets out the various Department and Faculty requirements for research Degrees.
- Four copies of a summary about 300 words in length must be provided with the four copies of PhD theses.

You should consult with your particular Department or Faculty about discipline specific requirements, but the general guidelines that are available in terms of how to set out your work tend to be broad. To help you to work out how to interpret those broad guidelines we encourage you to look at theses that have been submitted and examined in your Department.

For the PhD, the thesis must include a preface and notes, which states:
- The sources from which information is derived;
- The human and ethical approvals obtained;
- What use has been made of the work of others;
- The amount of work the candidate claims as original;
- Where publications are included, evidence that identifies the work as that of the candidate.

Supporting material must be included and is usually placed as an appendix at the back of the thesis volume or as a separate set of covers. For some disciplines, CDs, slides or folios may also be required, for example, visual and performing arts. Check with your Faculty or Department and your supervisor. Also note that in the Submission and Waiting for Results section further information regarding submission requirements is included.

Before submission of the thesis, your supervisor is required to provide a certificate stating whether or not your supervisor considers the ‘form of presentation’ of the thesis is suitable for examination. Form of presentation does not relate to the quality of the research, research methodologies used, the validity of hypotheses and arguments contained in the thesis or the academic merits or otherwise of the content. Even though in most cases you would be well advised to heed a supervisors’ advice and direction when preparing for submission, it is open to a student to insist on being allowed to submit their thesis once the form is correct, even if the supervisor does not think it is yet ready for examination.

Compiling a top ten ‘things to do’ list is a difficult task when you consider the wide variety of approaches that can be taken to a research candidature. So regard the following list as a starting point to provide you with some handy hints on completing a research project.

SUPRA has formulated this section from experience in assisting literally thousands of research students over its 30 odd years as a Student Representative Association.
1. BEGIN WRITING EARLY

This is the most common piece of advice you’ll get and for good reason. You have already proven yourself to be a highly capable researcher and writer in your previous study. As such, do not be afraid to put your thoughts down in writing. Writing chapters, papers for conferences, articles and other work from early on in your candidature has a number of benefits. It makes it easier for you, your supervisor and your peers to systematically review where you are currently at and identify areas that deserve strong positive feedback and/or constructive criticism. Setting small, manageable writing goals each week may also help you when you go back and revise work. Writing early also helps to create a momentum that should allow you to get the research done as soon as possible. Writing can also be immensely useful in clarifying your ideas and directing your research. Many research students spend months reading, but then once they start writing, discover they weren’t reading the most important material.

2. SELECTING THE RIGHT SUPERVISOR AND TOPIC

Selecting the right supervisor and topic from the beginning will make a positive difference to your research experience. Take your time in making a decision, consult widely with peers, academics in the field, students who have studied under the supervisor before and especially with the supervisor themselves. Matching research interests is very important, as is deciding on the style and form of supervisory interaction. When problems still develop, remember that most students will have difficulties with their supervisor and/or topic at some point. Try and resist the temptation to get rid of either as a first response. Sometimes making a change is appropriate and the best thing for you, but in other cases, with support and encouragement, (including from SUPRA’s Student Advice and Advocacy Officers) you can get through hard patches. It’s normal to feel doubts about your project at some stage, however many students find that after six months or a year of work, their topic becomes much clearer.

3. CHOOSE AN APPROPRIATE METHODOLOGY

Choosing a methodology that is appropriate to your research early in the candidature is essential to your progress. Your methodology should both suit your research and your areas of interest and expertise. Remember you are a student who is engaged in supervised research and are not expected to know or develop sophisticated methodology from scratch and by yourself. Seek advice widely and early.

4. REMEMBER IT’S A PHD NOT A NOBEL PRIZE!

Perhaps the most common problem research students face is the intimidation of an original piece of work of thesis length. We deal with this problem in more detail below. It might help to remember that few academics are remembered primarily for their PhD thesis. Often, publications after your thesis, will
be much more important. Also remember that a thesis is a learning exercise and your supervisor and examiners are aware of this. Besides, by the time you're ready to submit, you'll have more than three years of this learning, your thesis is the representation the total of the work and learning you have done over the course of your candidature.

5. LITERATURE REVIEW

Draft a literature review in the early stages of your thesis and keep adding to it as your research progresses. Consider the review as a work in progress and add to it through time. This should help you to keep abreast of changes in your chosen field.

6. DOCUMENT REFERENCES AS YOU GO

During the course of your research, you will undoubtedly read through a large amount of material. Documenting the material you have read as you go along is not only a time efficient way of proceeding but also helps during the course of research when you need to refer back to it. Compiling reference lists as you go along is made easier by programs such as EndNote, which is currently available free for postgraduate students of the University.

7. BE PERSISTENT

If things occasionally go wrong with your research, try not to let it get you down. It would not be research at all if we knew exactly where we were heading! Be prepared for the occasional setback and remember that all researchers have things go wrong with their work at least some of the time. In any case, it sometimes happens that an unusual result opens up new and novel possibilities. Be open to such possibilities and talk them over with your supervisor.

8. STAYING FOCUSED

A useful exercise to help you stay focused on your particular research is to write a description in no more than 25 words of what your research topic is. Pin it up in front of your desk or anywhere else where you work on your research. It should help to keep you on track. Many distracting possibilities open up to students during the course of a research degree, but staying focused on work that will further your research is important. It can be very useful to read widely and consider new angles on your thesis, but it is important that you can differentiate between an interesting new angle and a tangent.

9. THINK ABOUT WHERE YOU WANT TO GO WITH YOUR RESEARCH AFTER COMPLETION

Think about your future study and career aspirations early in your candidature. Talk with your supervisor and seek advice widely. Let those aspirations guide the type of opportunities you take advantage of while you are a candidate. It may be that you are hoping for an academic or research career and so producing publications in peer-reviewed journals may be a top priority. For managerial, business or government roles, it may be more appropriate to give priority to activities designed to network with government, community or industry groups.

10. HAND IT IN WHEN YOU ARE FINISHED!

This might seem obvious, but sometimes there can be the temptation to want to continuously polish a thesis well after the point at which it is ready for submission. Wanting to perfect a research work is an excellent goal but also bear in mind that creating absolute perfection in finite time is not possible. Be guided by your supervisor, academics with expertise, your peers, and your professional judgement on when to hand the thesis in. Let it go and enjoy your wonderful achievement!

Planning your research carefully to finish within specified time frames is more important now than ever before. This is due in no small part to the fact that Government funding for universities is partly contingent on timely completions.
This reliance affects almost all Research Higher Degree students. Make yourself aware of the rules relating to time frames and the University procedures to review your progress.

Minimum and Maximum Times to Complete

The Research Training Scheme (RTS), a performance-based funding mechanism, is the primary Federal Government funding scheme for research degrees: there are now four and two year time frames for the completion of PhD and Research Master degrees respectively. Completions form a major component of the performance-based funding formula.

For those research degree students enrolled prior to 2001, you are allowed to continue your candidature under the arrangements that existed before the RTS timeframes came into effect. For PhD students this is 10 semesters (full-time) and for Masters, six semesters (full-time).

The time frames that apply to students who commenced their candidature after 31 December 2000 (which is the vast majority of Higher Degree Research students) give a latest date for submission of the PhD thesis as no later than the end of eight semesters of full-time candidature. For part-time students this is no later than the conclusion of the sixteenth semester. For students enrolled in a Masters by Research degree, the latest date for submission is no later than four semesters full-time and eight semesters part-time. The minimum time in which you can submit a PhD thesis is normally not earlier than the end of the sixth semester of candidature (for those enrolled full-time). There are some exceptions in specific circumstances.

Submission may be permitted up to one semester earlier if the Head of Department (HOD) and Supervisor concerned give a recommendation to this effect to the Faculty. The recommendation can be approved if in the opinion of the Faculty exceptional progress has been made towards the candidature. The Chair of the Academic Board has discretion to approve requests for even earlier submission in cases where evidence of exceptional progress is produced and the dean of faculty makes a recommendation that an early submission be permitted.

Reviews of Progress

Candidates enrolled in a PhD may be enrolled on a probationary basis for up to one year after which progress is reviewed. The Faculty will then confirm or terminate candidature. Many commencing PhD candidates are enrolled on a probationary basis.

At the end of each year PhD students are required to fill out annual progress review forms and attend an interview. This review
usually includes, amongst other things, an assessment of your research project, your progress and the supervisory arrangements. The review committee should involve a staff member who is not the supervisor or the Head of Department and, usually, the Postgraduate Coordinator. You should have a chance, in the absence of your supervisor, to raise any concerns about your supervision arrangements.

The Annual Review of Postgraduate Research Students is designed to identify any problems that might arise in your candidature (particularly in relation to supervision). Each year you should be provided with a review form to complete before giving it to your supervisor to complete their section. You will then have a right to see what your supervisor has written and to respond to any comments made.

The review is not an examination. It is designed to enable your faculty to help you more effectively. So don’t be tempted to hide your problems to impress your interviewers. Be honest, if you are having problems, tell them. The interviewers are usually experienced researchers who have been in the same situation as you, and chances are, encountered the same problems. Reporting barriers to your progress may enable issues to be addressed or at least acts as a record should you later need to apply for an extension of time or appeal a decision related to your progress.

For other steps you can take to ensure your progress is adequate and for ideas about what can you do if problems occur, please refer to the chapters in this Thesis Guide on Supervision, Time and Stress Management and Options for your Candidature.

SUPRA recommends that you keep your own personal file which includes copies of all annual progress reports, medical certificates, research plan timeframes, meeting minutes or your own notes of meetings, all emails or other documents (both academic and personal) that relate to or discuss your progress. Remember to record dates of events.
One of the most important relationships you have as a postgraduate research student is with your supervisor who oversees your project and your candidature. They are there to offer advice, assistance and direction to aid you in successfully completing your project. Your relationship with your supervisor can be complex, intense, and immensely rewarding. However, like any relationship, it is bound to have a number of highs and lows and it is important to be realistic in your expectations of your supervisor. A great place to start in order to get an overview of the rights and responsibilities of supervisors and students is the Code of Practice for Research Students in the Postgraduate Research and Coursework Handbook. This can be obtained on the web at: http://www.usyd.edu.au/handbooks/

Firstly, it is important to realise that there is no such thing as a normal supervisor/student relationship. Every student’s needs are different and comparing your relationship with your supervisor to another student’s is a fruitless exercise. While there are guidelines, very few students experience similar supervision, as it is contingent on many factors, such as workloads, location and the nature of the project. Some students only need to see their supervisor a few times a year and supplement that contact with e-mail, mail, phone and other forms of communication; other students require more frequent face-to-face consultation. Your supervisory relationship should be tailored to your needs. Increasing study, work and life demands on both students and staff means there will need to be negotiation and compromise to ensure that the relationship is effective.

The most important part of your relationship with your supervisor is good communication. It is essential for forging a strong foundation for the success of your candidature and ensuring you receive the support you need. Student/supervisor perspectives often differ. Your research may be only one part of a rich and varied life, while research and teaching may be at the heart of your supervisor’s life experience. Alternatively your research may dominate your life while your supervisor may have many students to supervise in addition to teaching and research responsibilities. As a result, it is important to clarify expectations of both parties about aspects of your candidature early on, negotiate where you differ and review the effectiveness of the arrangement periodically.

Before difficulties arise, discuss with your supervisor the process of resolving problems. Ask your supervisor to discuss any concerns as they arise so you are given an opportunity to address them before the Annual Review of postgraduate research students. Raising concerns about your work sooner rather than later is beneficial to everyone. To prevent the escalation of problems, take the initiative to raise them early on with your supervisor, no matter how trivial they may seem. Many students will experience some problems with their supervisor. Supervisory problems can often be sorted out satisfactorily if acted upon quickly. The Annual Review of postgraduate
research students aims to unveil any difficulties (in particular with supervision) in your candidature.

ASSOCIATE SUPERVISORS

The University requires that students are appointed an associate supervisor. The benefits of having an associate supervisor can be quite substantial and they often step in when the main supervisor is not available or mediate when there is conflict. In some cases, students rely far more on their associate supervisors, as primary supervisors often have little time for their students if they are leaders in their field and are more of a figurehead for the project.

CONCERNS WITH YOUR SUPERVISOR

Almost all students think about changing their topic and/or supervisor. Sometimes changes are justified, but in other cases it can just be symptomatic of the frustrations involved in undertaking such a large piece of research and the conflicts that can often arise when working closely with another person whose opinions may differ. It is important to think hard about such decisions and make sure that they are not a knee-jerk reaction to supervision problems that can be fixed or the progress of your research.

For some candidates, it becomes obvious that their supervisor cannot give them the guidance that is required or, at times, there are cases of a supervisor/student relationship that is either not productive or detrimental in someway. It is essential that students go through the formal channels of renegotiating the supervisory arrangement with the Faculty or Department. As many departments are small, the chance of being caught up in internal politics is great and it is essential that you seek assistance from your Postgraduate Coordinator. Movement to another Faculty or institution can be less painful, but a student should be very clear that their intentions for leaving are based on circumstances that cannot be improved through negotiation. It is encouraged that you seek advice from a SUPRA Student Advice and Advocacy Officer before making any final decisions.

REGISTRATION OF SUPERVISORS

The Academic Board has a Postgraduate Higher Degree Training Supervision policy that includes provision for the registration of research degree supervisors at the University of Sydney. The stated aim of the policy is to enhance mechanisms for appointment of supervisors and associate supervisors, to complement the existing framework for the training of new supervisors, and to encourage regular exchanges and sharing of supervisory skills and practice within the University. The policy also places limits on the number of students a supervisor may supervise. This policy may be found at www.usyd.edu.au/policy

SUPERVISION CHECKLIST

Access to facilities

At the time of publishing this guide there is no common University-wide minimum resources policy relating to facilities. It is an area where we are hopeful SUPRA campaigning will lead to a change in the near future. However even in the absence of a minimum resources policy your Department should be able to provide you with a Statement of Facilities to assist you in identifying what is available. It is the supervisor’s responsibility to ensure that facilities identified as necessary to your candidature do eventuate.

Plan contact times with your supervisor

Determine the frequency and duration of formal meetings with your supervisor and associate supervisor(s). Consider the benefits of preparing written material, setting agendas and documenting outcomes of meetings. Discuss expectations about the type and level of informal contact and opportunities to meet your research group or colleagues in your Department. Recognise the need to review and change meeting arrangements over time.

Determine the style of your supervisor-student relationship

This is likely to change during your candidature. What level of direction do you require? What is your supervisor’s role in your acquisition of skills? Do you expect your supervisor to be a mentor, critic, supporter, director, facilitator, provider or teacher? How does your supervisor see their role?

Appoint an associate supervisor

You must have at least one associate supervisor. Joint supervision offers a wider source of advice and information
and a better perspective on your work. It provides continuity when your supervisor is on leave for an extended period. An associate supervisor need not be in your Department, Faculty and in some circumstances can be working at another institution.

Feedback and progress
You have a right to feedback that is timely and constructive. Identify how progress will be monitored (written work, seminars, annual progress reviews, etc). Negotiate a work program for the entire candidature then break it down into six-monthly work programs. Put it in writing and include critical timelines. Some Faculties now have generic timelines/plans for research degrees that you can alter to your specific circumstances. See your Faculty Office for more details.

Intellectual property
At present the University does not assert any claim over intellectual property you create pursuant to your studies, unless prescribed otherwise by law or you agree otherwise (often in the form of a contract assigning intellectual property to the University in return for a stipend to support your research). If you are also a staff member of the University, check the intellectual property policy and SUPRA’s brochure on Intellectual Property. Clarify expectations with your supervisor about authorship of publications early in your candidature. The IP Rule is under review by the University in 2008.

Voice your career aspirations
Let your supervisor know your future career aspirations as this may help them to facilitate appropriate opportunities. If you are hoping for an academic or research career then publishing papers may be a priority. However, if you hope to consider managerial, business or government roles, it may be more appropriate to give priority to activities designed to network with government, community or industry groups.

Plan for supervisor absences
If your supervisor is away for a month or more, an acting supervisor should be appointed. If a supervisor is intending to retire or resign, you should be consulted and actively involved in the planning arrangements regarding supervision.

LIBRARY RESOURCES
The University of Sydney has numerous libraries and is an impressive resource that is available to all students and staff as well as the local community.

The library offers researchers a large range of journals, books, archives, multimedia resources as well as other specialty items. The library also has a number of resources that are available to you on-line, including specialty databases and an interlibrary loan system that allows you to request articles, books, and other resources that are not available in the library. Postgraduate students should make as much use as possible of these resources. Further, the library also employs specialty librarians who are able to assist with subject-specific inquiries.

The library website is a fount of information itself and contains the Library Catalogue as well as all other on-line resources. Check it out at http://www.library.usyd.edu.au

Databases
The Library has a number of databases that can assist you in finding literature that is relevant to your topic. These databases are subject-specific and you might find that more than one database will be of use to you depending upon your topic. You should check out the subject listing of databases and also check with your supervisor to ensure that you are utilising all the available resources to find literature for your topic.

These databases can be accessed from any computer on the USyd network or, if you are working from home, the databases can be accessed using your login and password details.

Other on-line resources
The library website contains a whole host of useful on-line resources that can be accessed easily. First of all, there are a number of tutorials that will familiarise you with the Library Catalogue system if you have not used the USyd Catalogue previously.

There are also heaps of other useful URLs such as links to other libraries, links to on-line dictionaries and thesauruses, information on referencing styles and guides, etc. In short, you should familiarise yourself with the full complement of resources that the Library has to offer you both on-campus and on-line.

SUPRA strongly recommends that unless you are very experienced with online searching, you attend one of the libraries free on-line research tutorials.
Sometimes the book or journal article that you are after is not in the library on your campus or is not in the Sydney University collection at all. Postgraduates are able to request such items, whether they be intercampus or from another library. The library also can request theses that may be available in hard copy or on microfilm.

The interlibrary loan service supports research and teaching for postgraduate students, academic staff and general staff by providing access to material not available in the University of Sydney Library. To comply with the Copyright Act 1968 you must complete the on-line registration form before the first use and each time tick a box, stating that you will comply with Copyright requirements.

Certain material is not available, such as complete issues or volumes of journals, sound and video recordings, fragile or very valuable items, and material in heavy demand in other libraries. Please note that you must purchase USA and Canadian dissertations - these cannot be borrowed. You should order them directly from Bell and Howell’s Online Dissertation Services. See also the Australian Digital Theses program link from the following web page: http://www.library.usyd.edu.au/theses/finding.html

Books, articles and other documents can be requested on-line through the library website, http://www.library.usyd.edu.au/borrowing/docdel/. The library treats all requests as urgent and will deliver them to you in the shortest period of time possible.

INTRODUCTION

The University of Sydney is committed to integrity and a high standard of professional conduct in the conduct of research. It places responsibility on anyone undertaking research under the imprimatur of the University to ensure scholarly and scientific rigour and integrity in obtaining, recording and analysing data and in presenting, reporting and publishing results. SUPRA recommends that all students take the time to familiarise themselves with the standards of academic honesty expected by the University.

The penalties for students who are found to have been involved in research misconduct can range from provision of counselling and/or a warning to expulsion from the University. Below is some information that will provide a starting point in allowing you to understand your responsibilities. Please note that the following is intended as a guide only. For details on where to access full copies of the University’s policies on Academic Honesty and Research Misconduct please see the ‘For Further Information’ section in this article.

RESPONSIBLE RESEARCH CONDUCT

The University of Sydney Code of Conduct for Responsible Research Practice and Guidelines for Dealing with Allegations of Research Misconduct sets out a framework for responsible research practice for staff and students. It is relevant for any student carrying out research within the University including coursework students who are undertaking a research component within their degree. The Code covers issues relating to authorship, acknowledgment, retention of data, ethical considerations including research involving animals and biohazards, conflicts of interest and disputes.
SUPRA recommends that you read this Code carefully so that you are fully aware of your responsibilities in conducting research as a first step towards avoiding allegations of misconduct being made against you.

The code discusses ethical considerations, retention of data, publication and authorship, the role of research supervisors, departments and Schools, and disclosure of conflicts of interest.

With regard to authorship and acknowledgment, you are required to acknowledge all those who contribute to the research project. The minimum requirement for authorship, as defined by the Code, is substantial participation in conceiving, executing or interpreting at least part of the research reported. The Code also requires that research funds be used in accordance with the terms and conditions under which they were received.

ALLEGATIONS OF RESEARCH MISCONDUCT

Guidelines for dealing with allegations of research misconduct are also included in the Code. Research Misconduct is defined as fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the scientific and scholarly community for proposing, conducting or reporting research. It includes, but is not limited to, misleading ascription of authorship, attributing work to others who have not in fact contributed to the research, and the lack of any appropriate acknowledgement of work primarily produced by a research student/trainee or associate. It gives a definition of plagiarism as the ‘presentation of the documented words or ideas of another as his or her own, without attribution appropriate for the medium of presentation’.

Research misconduct also includes unethical behaviour such as breaches of confidentiality and lack of disclosure of conflicts of interest, intentional unauthorised interference with research related materials of others, and intentional misrepresentation of the truth such as the fabrication of data. It does not include honest errors or honest differences of interpretation or judgments of data.

If you have concerns about the way research is being conducted, the University encourages you to raise your concerns with your supervisor, the Head of Department, or the Chair of Faculty Research Committee in the first instance.

It is important to note that the Chairs of the Faculty Research Committees act as Advisers on Integrity in research. This role means that they can provide confidential advice to staff and students about what constitutes research misconduct, the rights and responsibilities of a potential complainant and the person complained about and the procedures to deal with any allegation.

If you are considering making a complaint then you can also have a confidential meeting with the Deputy Vice-Chancellor (Research) to discuss options.

Procedures for dealing with allegations of research misconduct against a staff member can vary depending on whether the allegation is against an academic or general member of staff. Allegations against students are covered by Student Misconduct provisions set out in Chapter 8, University of Sydney By-law 1999 (as amended).

If you make a formal complaint, you can address your concerns to the Deputy Vice-Chancellor (Research) who will carry out an initial investigation expeditiously and where
possible within seven days to determine how to proceed. If the decision is that the allegation is serious and warrants further investigation, then wherever possible an investigator should conduct that investigation within four weeks of receiving a referral.

Please feel free to contact a SUPRA Student Advice and Advocacy Officer at any stage for advice and support whether you are considering making an allegation or whether an allegation of misconduct has been made against you.

FURTHER INFORMATION AND ASSISTANCE


• Student Discipline (Chapter 8 University of Sydney By-law 1999 (as amended)) http://www.usyd.edu.au/calendar/04-03_by_law_1999.shtml

• The Learning Centre – for referencing and other research skills workshops
  Level 7, Education Building (A35)
  Phone (02) 9351 3853
  Fax (02) 9351 4865
  Email lc@stuserv.usyd.edu.au
  Web: http://www.usyd.edu.au/stuserv/learning_centre/

• The Chair of your Faculty Research Committee in their role as Adviser in Integrity in Research.

• SUPRA Student Advice and Advocacy Officers – if you are considering making a complaint or an allegation of misconduct has been made against you.
INTRODUCTION
Ethics Approval is required for a wide range of research activities within the University of Sydney. If you are undertaking a research degree, a research component within a coursework degree, or are engaged in other activities where you may need ethics approval, you should seek advice from the University Ethics Office on whether such approval is required.

In general, all research projects and teaching practicals involving human subjects require ethical approval from the Human Ethics Committee. There is also an Animal Ethics Committee that provides ethical clearance for research involving animals.

Be aware that obtaining ethics approval can take considerable time. The Ethics Committees receive large numbers of applications and it can often take two meetings before your application is assessed. It is rare that an ethics proposal is approved at its first assessment. Usually the Committee will request further information and adjustments to the protocol. The amended proposal then goes back in the queue. So it usually takes about three months between submission of your application and final approval and it can take longer. So get onto your ethics application as early as possible, especially if your project is reliant on empirical work.

For further information on ethics approval, you should approach your supervisor who has the responsibility to advise you on such matters. Where any confusion exists, contact the Ethics Office on (02) 9351 4811 or SUPRA. See also the ethics website: http://www.usyd.edu.au/ro/ethics/default.shtml

THE ETHICS APPROVAL PROCESS

- Discuss the need for ethics approval with your supervisor. If there is disagreement or doubts about whether it is required contact the Ethics Officer.
- Obtain an Ethics Proposal form (also called a Protocol) from the Ethics Office.
- Forms and guides for working with humans can be downloaded from: www.usyd.edu.au/ethics/human/form/fandg.html
- Forms for working with animals can be downloaded from: http://www.usyd.edu.au/ethics/animal/AEdownloads.html
- Complete an outline of the project on the form, which is then signed by your supervisor. If you are unsure about the information you need to provide, SUPRA recommends that you contact the Ethics Officer. In this way you may avoid losing valuable time and resources because you have not provided sufficient information. Take care to get approval prior to beginning your experiments
- All students must complete the Animal Ethics Committee’s introductory Animal Course before working with animals (for enquiries and exemptions, please contact the manager, Human and Animal Ethics Administration on (03) 9351 4811)
- Forward the form to the relevant Ethics Committee, which meets monthly. Consult the website for meeting dates and submission times. The project is considered in light of the relevant legislation.
- If your project involves research into Indigenous issues or with Indigenous people, we recommend that you prepare your application in consultation with the Koori Centre. You can also seek advice from the Koori Centre about your project but you must also go through the Ethics Office for approval.

COMPLAINTS
All complaints regarding the use of animals or humans in research should be directed to the Ethics Office. You may also wish to contact SUPRA for information and assistance.

WORKSHOPS
From time to time, the Ethics Office holds workshops to assist in the preparation of protocols and applications for ethical clearance for research involving humans and animals. Contact the Ethics Office for more details about workshops.
STUDENT RIGHTS IN IP AND THE USYD IP RULE

- At present the University does not assert any claim on the intellectual property (IP) created by students pursuant to their studies, unless prescribed otherwise by law or they agree otherwise. Where students are asked to assign their IP it is usually to the University and a standard University agreement is often available for this purpose. Any signing away of a student's IP rights must be given freely and in full knowledge of what they are doing.

- Assignment of a student's IP rights must not be a condition of enrolment in the University under any circumstances.

- There may be circumstances where student involvement in a particular research program is subject to assignment of IP rights (e.g., where research is funded by a third party such as an industrial partner or the Australian Research Council). In these cases, it is the responsibility of the head of the research project and the supervisor to advise the student as follows BEFORE the student is allowed to participate in the project that:

  a. The student is required to assign their IP rights in order to participate in the activity.
  b. The student should seek independent advice which may include legal advice.

- If students who create IP wish to seek its commercialisation, they are encouraged to approach the University to do so, and subject to any agreement the same conditions will apply to them as to staff. Initial advice can be given by the University’s Business Liaison Office and is confidential and free, although any action taken by the University to develop the IP may require a student to enter into an agreement with the University. This usually requires the assigning of ownership of the IP created in return for a share of income. The IP Rule is under review by the University in 2008.

For a more detailed explanation of the University’s IP Rule, please refer to the relevant section of SUPRA’s Postgraduate Survival Manual or check out our brochure, Intellectual Property and Postgrads. You may also wish to make an appointment with a SUPRA Student Advice and Advocacy Officer to discuss your individual case.

COPYRIGHT

Students own the copyright in their thesis. Before your permanently bound thesis is lodged in the University Library, a copyright label is affixed to it.

As well as ensuring that you comply with the University’s Code of Conduct for Responsible Research Practice, it may be necessary during the course of your candidature to seek permission from a copyright holder if you wish to reproduce part or all of a document. Situations where this may be necessary might include reproduction of a map, diagram, photo, drawing, musical score or even another piece of text.

Generally speaking, copyright law states that if you use or reproduce material subject to copyright without permission of the copyright holder, you are infringing their copyright. The Copyright Act does allow for reproduction or use, without permission, for the purposes of research and study or by educational institutions. The Copyright Act sets out strict conditions and framework for such use known as the ‘fair dealing’ provisions.

You should not assume that you are able to reproduce a piece of text, diagram or other image and place it in your thesis without permission of a copyright holder.

In most cases it is easy to establish who holds copyright in the document, map, text etc you wish to reproduce for inclusion in your thesis. In many cases, it will be necessary to write to the publisher, a copyright collection agency or a society for permission for use or reproduction.

The Australian Copyright Council has available a wide range of information sheets relating to Copyright which are available from their website, http://www.copyright.org.au
In particular, the information sheets Copyright in Australia: Information Sources; Owners of Copyright: How to Find, and Ownership of Copyright will be useful.

For a more detailed explanation of the University’s IP Rule, please refer to the relevant section of SUPRA’s Postgraduate Survival Manual or check out our brochure on Intellectual Property and Postgrads. You may also wish to make an appointment with a SUPRA Student Advice and Advocacy Officer to discuss your individual case.
CONFIDENTIAL MATERIAL

University of Sydney rules allow confidential material, which the candidate is not at liberty to fully disclose within a thesis, to be contained in an appendix which is not available for general inspection. Permission is required from the Research and Research Training Committee of the Academic Board to restrict access in this manner. The period of restriction cannot exceed five years unless there are exceptional reasons for an extension.

Confidential material may include intellectual property developed by a student, e.g., an invention or data that is the subject of a patent application or registration of another form of intellectual property such as a design or trademark, and would require an appendix or delay in the publication of the thesis. This is because successful registration of a patent for the invention or registration of another form of intellectual property is partly dependent upon it being kept novel, which means the invention has not been publicly disclosed in any form. It may also include sensitive or restricted data and case studies.

DEFERMENT OF PUBLIC AVAILABILITY

When examination of a thesis is completed, the University regulations require that the thesis be lodged with the University Library. The effect of lodgement is to render the thesis ‘publicly available.’

A dean of faculty may authorise the Registrar to defer lodging for up to six months if they believe the candidate’s interests are at risk, e.g., if they have created IP that requires protection. The initial request is made to the Dean of the Faculty concerned. The Dean may also recommend that an extension be approved by the Research and Research Training Committee for a total period not exceeding 12 months.

It is the policy of the University Senate that a candidate for a higher degree should not normally be permitted to undertake a program of advanced study or research which is likely to result in lodgment of a thesis which cannot be available for use immediately, to be read, photocopied, or microfilmed.

Participation by a student in a commercial research partnership or contract does not automatically mean that the public availability of the thesis will be deferred. Where a candidate’s research is funded by a contract or project in collaboration with industry, they should be fully informed of any conditions or restrictions that may delay public availability of the thesis. A collaborative partner may request a restriction on the public availability of a thesis if it would affect the commercialisation of the research project. An application for deferment must be resolved at the commencement of candidature. Such applications must be completed by both the student and their supervisor. Forms are available from, and must be lodged with, your Faculty Office.

A request for deferment is made to the Research and Research Training Committee of the Academic Board and must contain an adequate justification for the request. University Regulations state that under no circumstances should the submission and examination of a thesis be delayed beyond the timeframe set by the Senate. For further information, please consult:

http://www.usyd.edu.au/calendar/04_05_amendment_act_rule.shtml
and refer to Part 10
Division 5 Sections 90 – 92 of the University of Sydney (Amendment Act) Rule 1999 (as amended).
Writing in clear and concise English is one of the hallmarks of an excellent thesis. Spelling mistakes and errors of grammar are invariably noticed by examiners and they will request that you either correct the spelling mistakes or, in some cases, that you rewrite whole sections of your thesis before they will pass you.

**THE LEARNING CENTRE**

If you are having problems with some of the key issues in this area, the Learning Centre can help you. The Learning Centre runs a number of courses to help you with reading and writing for your thesis. These include:

- Critical Reading
- Essay Writing
- Analytical Writing
- Developing an Argument
- Writing in an Academic Style
- Functional Grammar for Academic Writing
- Basics of Grammar
- Quoting, Summarising and Paraphrasing Evidence
- Language Strategies for Referring to Evidence
- Paraphrasing and Summarising

Go to:  

**LIBRARY RESOURCES**

The Library website (http://www.library.usyd.edu.au/) contains some useful resources on grammar and writing. This includes a list of URLs of grammar guides and grammar dictionaries, as well as guides on writing skills, writing in plain English, thesis and report writing, and plagiarism. Check these sites as well as Appendix A in the back of this guide for a list of other resources.

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**STEP 1. SET A TIMEFRAME**

A timeframe that segments the task of producing your research into a series of steps with time limits will help to make the overall task seem less daunting. In addition, placing time limits at each stage is an effective form of time management (see *Managing Time Effectively*).

Setting a timeframe has other benefits, these include:

- Calculating the time involved can be a reality check and you tend to start immediately;
- Last minute panics are effectively avoided;
- Breaking down the task into a series of steps provides a sense of control over the process which results in feeling less pressured;
- It is a good warming-up exercise to get you started;
- It can help to provide you with a sense of achievement as you complete each smaller step. That is, you can look at what you have done and feel some sense of achievement rather than looking at what you have yet to do with fear and trepidation!

When devising your timeframe it is essential to include:

- Clearly defined sub-stages
- ‘Leeway’ time
- Dates

Many faculties now have examples of PhD plans that are downloadable from their web sites. Use these as a starting point for planning research, and make sure that you periodically review these plans with your supervisor.

**STEP 2. THINK CAREFULLY ABOUT THE TOPIC**

Thinking carefully about your topic before you start is
crucial. It is possible to consult a wide variety of references, structure a logical argument, present a paper professionally, and even put forward original thoughts, yet miss the point of your original research question. In addition, if you are devising your own topic, it is important to note that it forms part of your assessment. In this respect, your assessor will ask: ‘Is the topic a relevant and useful question to answer?’ and, ‘Does the topic make a significant original contribution to the wider body of knowledge in the discipline?’

An excellent way of staying close to the research question is to write what your topic is about in 25 words or less. Pin this summary in front of your desk, or in any other prominent place where you work. It forces you to read about the ‘core’ of your research regularly and will help keep you on track.

If you provide the topic...

Begin by reading broadly in an area of interest and become more focused in your reading as you proceed. How do you do this? Check general texts and review articles and look for ongoing controversies, ‘gaps’ in the knowledge, and research areas needing review. Also check for ‘Future Research’ sections in journals for ideas.

If your research requires expensive experimental material, rare books and/or demands access to other difficult to find resources, talk to your supervisor about whether it is going to be possible to conduct the study.

As you develop your ideas, it is important to tailor the scope of your topic to your word length. This means not choosing either:

- A topic which is so ambitious that you cannot do justice to it in the space available
- A topic that is too narrow so that it is difficult to meet the word length.

You also need to consider the following:

- If your topic addresses well-worn themes, you will need an original take and/or new material
- Avoid venturing into completely uncharted waters (unless you are completely confident of and comfortable with taking up the challenge)
- Talk to academic staff. They may be able to provide valuable leads. It is also a good idea to always check the suitability of proposed topics
- Remember that the topic you choose is almost as important as how you handle it.

**STEP 3. GATHERING INFO ON YOUR TOPIC**

- Visit the library or search online when you have at least a couple of hours available.
- Consult appropriate databases and library catalogues.
- Consult a wide range of references as this has a major bearing on the quality of your work.
- With longer research papers, make sure you have a good balance between primary and secondary sources.
- Do not forget the internet; it is amazing what turns up by entering keywords. Talk to Library staff about effective ways to search this source.
- Talk to academic staff, they can often provide good leads for information.

**STEP 4. READING AND NOTE-TAKING**

- Sometimes the meaning or point of a text doesn’t become apparent until you have read the whole thing. It can pay to read...
through once without taking notes, then come back, re-read and note key sections.

- Use subheadings on different sheets of paper to take notes.
- However, for maximum efficiency, subheadings should relate to aspects of ideas and themes concerning your topic, rather than articles themselves. Structuring your notes in terms of a linear account of individual readings is not efficient. It is better to organise and assimilate the information by categorising as you take notes. This helps you conceptualise the material and makes the task of writing easier too.
- In your notes, jot down in brackets where the information came from and the page number.
- Leave a column on the left side of each sheet where you can write comments.
- Be critical in evaluating the literature.
- As you read, aim to generate new ideas and perspectives on your topic.
- Try to keep your notes short.
- If you record a direct quote, be sure to enclose it in quotation marks.
- Document your references as you read, try using computer programs like EndNote (see page 27 for more). For manual handling, keep index cards handy for recording references details and use a separate card for each reference. When you come to compile your reference page, cards are then shuffled into alphabetical order.

**STEP 5. PLAN YOUR ATTACK**

Read your notes a few times to gain a 'big picture' perspective. Then organise subheadings into a logical order and prepare a draft outline from the subheadings. As you read through your notes, you should find that a logical structure will naturally evolve.

**STEP 6. WRITE THE FIRST DRAFT**

- The trick with a first draft is to put down your ideas without fussing over your expression.
- The introduction of your paper 'sets the scene' for your treatment of the topic.
- The perspective of your conclusion looks backwards, forwards and then pans to 'the big picture'.
- Focus consistently on your topic.
- Use direct quotes sparingly, particularly lengthy passages.
- Aim for a balanced approach in your treatment of the topic.
- Consider all major perspectives on your topic, and both sides of any argument. Taking a one-sided approach does little in terms of achieving persuasiveness, and ultimately is not considered scholarly.
- Conceptualise material in terms of its broader theoretical significance.
- A theoretical treatment of material is desirable as it demonstrates a 'higher-order' analysis, and hence, your intellectual sophistication and maturity. In this respect, you need to evaluate your evidence in terms of an overriding theoretical framework and ask, 'How does this evidence fit with the theory?'

**STEP 7. WRITE A SECOND DRAFT**

- After completing your first draft, it is a good idea to put it aside for a few days.
- Try a number of different strategies to check the 'readability' of your draft:
  - Read out loud.
  - Give it to a friend, a colleague, or a non-academic friend to read and make comments.
  - Consider professional editorial advice.
- As you revise your work, you may come across problems where you are not happy with your handling of a section. In such cases, ask yourself if you can leave it out.

**TEN STYLE TIPS**

1. Use 'Plain English.' This means writing simply and directly.
2. Use the active voice not the passive voice.
3. Make your writing 'tight' and 'crisp' by editing out unnecessary words.
4. Avoid unnecessary abstraction and jargon that has not been defined or is not necessary.
5. Avoid too many long sentences.
6. Vary the beginnings of sentences to maintain your
reader’s interest.
7. Use subheadings, but do not overuse them.
8. Avoid one-sentence paragraphs.
9. Ensure that transitions between paragraphs flow.
10. Maintain a formal, objective tone. Remember that in your first draft you write for yourself (i.e., you aim to put your ideas down). In your second draft you write for the reader.

STEP 8. PREPARE YOUR FINAL COPY

If your presentation is sloppy you will lose marks, even if your manuscript is otherwise ‘brilliant’. ‘Sloppy’ at the University of Sydney is anything less than perfect. This means there should be no smudged or faded print and no errors in grammar or spelling. With words that have two spellings (i.e., an English and an American version) pick one spelling and then use that version consistently.

For dissertations, you may also need to include a Table of Contents page and an Abstract, so check with your Department.

Attention to detail is the key to preparing your final copy. In particular, take a meticulous approach to compiling your reference list. This is important as you can easily make an error here. The task is somewhat tedious and, nearing the end, you tend to become eager to finish. Be especially careful that the list includes every reference you cite in the body of your paper. It is not uncommon for people assessing your work to check these details.

COMPUTERS & SOFTWARE

All theses have to be typed using a computer word processor, so when you consider purchasing software, it is important to buy something that is compatible with a number of systems to facilitate easy transfer of information between work spaces such as the office and home. It is also worth thinking about how the programs you are intending to use will integrate with each other, as any compatibility will save time. It is also worth checking whether your computer will last for the term of your research; the last thing you want to be worrying about when you are writing up your thesis is that your computer isn’t fast enough or cannot handle the graphics, that you may need in your thesis.

WORD PROCESSING SOFTWARE

Microsoft Word is the most commonly used software on campus and has largely overtaken other programs, because of its compatibility with both the standard Windows Operating System as well as Macs. Further, if you are considering submitting your thesis electronically, the University will accept Word documents as well as PDFs.

If you are considering buying a word processing program, it is often better to buy an integrated package such as Microsoft Office. The ‘Home and Student’ package currently includes Word (for word processing), Excel (for spreadsheets and mid-weight statistical analysis) and Power Point (for creating slides and presentations). The work that you do in these programs can be easily integrated into your thesis. For example, if you generate graphs in Excel, these can be copied and pasted into your thesis document; or you can quickly copy and paste key points from your Word document
straight into a standard presentation in PowerPoint. You can also integrate tables, graphs, pictures and even sound files.

Discounts are often available for students at on-campus retailers such as the Co-op Bookshop. Students who are also staff of the University should note that they might be able to source a license to some of this software on the basis of their employment.

REFERENCING SOFTWARE

Although *EndNote* will be covered in more detail later on in this chapter, it is worth a quick note here. *Endnote* is a commonly used referencing program and can be downloaded free by students for use in their candidatures.

*Endnote* is available for both Windows and Mac OS operating systems and is compatible with *Microsoft Word* and *Word Perfect*. Students should check out the *Endnote* web page for software compatibility and system requirement details: www.endnote.com

STATISTICAL SOFTWARE

There are various statistical software packages available for both quantitative and qualitative data analysis. If you are doing any empirical work, SUPRA advises that you consult your supervisor about whether and which statistical software is appropriate.

LEARNING THE SOFTWARE

Often the process of learning how to use these programs can be, depending on your skill at using computers, an exhausting exercise. Reading manuals (for example, the *EndNote* manual is over 300 pages long) can be a long and tedious process, when often you just need to know the basics and discover the rest as you go.

If it is *EndNote* that you are after, it is well worth visiting the Endnote tutorials on the library web site at www.library.usyd.edu.au/databases/endnotex

The online tutorials are a great start to understanding how to use *EndNote*. If you also want to do *EndNote* classes (highly recommended) then dates and times are advertised on the library web site.

For *Microsoft Office* programs there are tutorials available on the Microsoft website at www.microsoft.com/education/tutorials.mspx

Other common software packages like the *Statistical Package for Social Sciences* (SPSS) attract good quality training texts like the SPSS Survival manual. See www.allenandunwin.com/spss/instructor.asp

For help finding resources and/or training don’t hesitate to ask a Student Advice and Advocacy Officer for assistance.
When it comes to writing your thesis and learning new computer programs, the only thing you should be interested in is "how will this program make the time that I spend working at my computer most effective?" EndNote is an obvious example, and spending a little while learning this will save HEAPS of time. EndNote automatically manages footnotes so you need never worry that you may have missed the occasional italic, underline, or quotation mark. This is a huge time saver in terms of editing and typing. Similarly, Word has a number of features that can make life easier for you. Learning some of these features may also help you out when it comes to managing larger documents.

Most of the tutorials on Managing Large Documents cover Styles, Templates and Macros. Of these, the only thing you really need to cover would be the use of styles. If used correctly, you can easily change heading styles (i.e., font, paragraph, size, etc) consistently throughout your document. Further, depending upon which headings you use where, you can easily create a Table of Contents, without having to type it up by hand. Check out the Word tutorials for more information on this.

MINIMISING DOCUMENT OVERLOAD

We have all lost files off our computers because they have become corrupted or infected by a virus that, strangely enough, never seemed to be there before running the virus scanner! But what about the risks involved with a document that has been worked on for a total of three years and exceeds 50,000 words?

The reality is that Word and other word processors are not that stable when it comes to really large documents — and finding out the hard way can lead to much chagrin. It is important to remember that Word, as with most word processor programs, have their limitations. Starting a new word document for each chapter would be the minimum requirement to ensure that your files don't get too large. You can easily keep page numbers continuous by going to Insert > Page Numbers > Format > Start Page. Further, hold off on inserting pictures, graphs, music clips and other heavy files into the document until you are sure that you really have to put them in. In the meantime, have two files, one with no pics, etc and one that you are going to put the pics into. This might border on paranoia but there is nothing like losing hours, days and weeks of work to cause you to rethink how you maintain your files.

The other trick to know is that Word and other word processor documents get larger the longer you work on them. Documents often keep superfluous information such as how long you have worked on them for and other statistical information that is basically useless. Getting rid of this information is as simple as copying and pasting all your work into a blank document and saving it. Not only does this reduce the amount of space that the file takes up in the computer's memory and hard disk, but you can archive the old copy as a backup.
Writing a thesis is hard work and the last thing you want to do is put yourself in a position where you have to rewrite or rethink even small sections of work because you have not been in the habit of backing up. Recent backups do not include those that you did six months ago, because this will mean that you have effectively lost six months work. If you have never thought about backing up, it is never too late to start. In fact, start immediately!

**GET INTO A GOOD HABIT, EARLY**

Deciding and even plotting how often you will do backups is an important step before you write your thesis. Having multiple backups in different places is also important.

Leaving at least one copy of your work with a trustworthy individual is a smart idea. This could include your supervisor, best friend or parents that you don’t live with. If necessary, you can also encrypt your data. It is simple to password protect your files on your computer if you are working with sensitive or IP materials.

**CHOOSING THE RIGHT MEDIA**

CD writers these days are a lot cheaper than in the recent past and CDs are quite cheap to purchase, especially in bulk. External hard disk drives are also coming down in price and can be a useful storage option.

USB memory keys are also good. These keys are very useful if you are traveling between your computer at university and other work spaces such as your home. They can be used in any USB port and appear on the desktop as a removable disk, though because of their size and fragility we would not recommend they be used as a primary back up device.

Whatever régime you decide on, you must stick to it. It is important to remember that you shouldn’t necessarily throw old backups away. Sometimes a file can be corrupted for a while before it will no longer open and if you only have two copies of the file, you could still lose all of your work. When you send off copies to your designated person(s), make sure you send a hard copy too. This will probably get around all the possible instances of data loss.

**NORTON GHOST**

Norton Ghost is special software that allows you to back up a complete copy of your computer’s hard drive. This will obviously require a the purchase of an external hard drive but it means that if you have a computer disaster you have copies of all your software, Endnote libraries and style files. There are other similar products available, including freeware options, you should be able to turn them up with a little Google searching.
It is also important to make sure that your computer isn’t the subject of a virus or a hacker. Data loss for this reason can be one of the most frustrating and the most pointless ways to relinquish your hard work.

**VIRUS SCANNERS**

First of all, you need to start with a good virus-scanning program. Get a well-known one like McAfee, Norton, PCcillon, AGV, or SpyBot and make sure that it is the most recent issue available. As soon as you get it, register your copy on-line and download the latest set of definitions so that you can combat even the most recent viruses that might be lurking around.

**PIRATED SOFTWARE & DOGGY WEBSITES**

Don’t use pirated versions of commercial software (and don’t visit dodgy web sites) on your thesis computer. This sounds a little obvious, but many a person’s computer has been hacked or has caught a virus by downloading a “free” version of Photoshop or something similar. If you cannot afford an academic version of the software you need, try a free one such as Open Office.

**FIREWALLS**

Windows XP and Vista comes with its own firewall that you can check out in the help section of Windows. This is a fairly basic firewall and there are other ones that are more advanced and still free (try a search for Zonelabs or Kerio). Alternatively, academic versions of firewall programs often come with a virus checker too, and aren’t too expensive.

**CONCLUSION**

In general, just keep backing up and printing out hard copies that you file in an ordered fashion. Your supervisor should always keep the copies of your work to date and you should approach her/him and see if they would be happy for you to send backups to them. Given the pressure on academics and postgrads for completion, they should be only too happy to ensure that you won’t be wasting time rewriting whole slabs of your thesis.
INTRODUCTION

An extremely important aspect of writing a thesis, and indeed any academic writing, is that the reader is able to identify and locate the works that you have referred to. Correct, consistent and extensive referencing will also protect you from the accusation that you have plagiarised or copied your work from someone else.

Each Faculty and/or Department has its own preferred style of referencing, and often these follow universal standards in each discipline. SUPRA has compiled an appendix of referencing styles (amongst other requirements) and this can be found in Appendix C of this guide. If your Department or Faculty is not listed, then speak to your supervisor immediately. Quite often, faculties and departments will publish a style guide that will let you know of the conventions that it expects you to follow. If in doubt, consult your supervisor or postgrad research coordinator.

Although the Thesis Guide is not the place to discuss the different styles (there are so many!) there are a few key principles that must be followed when referencing.

CONSISTENCY

When you are referencing an essay, you must ensure that the formatting is absolutely and unchanging from reference to reference. Every punctuation mark must be used correctly so that it is clear to the reader what you are referring to – a journal, a book, an article in an edited book and so on. All have distinct ways of formatting and you should become familiar with these. At the very least, you will need access to a good guide that sets out how to format each reference so that you can refer back to it as you need.

ACCURACY

If you reference an idea, you must ensure that the information contained in the reference is accurate so that the reader may find the source if they choose to do so. If the information is inaccurate or absent, it indicates poor scholarship and can lead to accusations of plagiarism. You should check that you correctly spell the names of the authors that you use, make sure that any diacriticals are included (if it is in a foreign language, for instance) and that you have the correct edition and page numbers in the reference.

WHERE TO FIND INFORMATION

Once again, the Library website and the Learning Centre have information that can be easily downloaded for your reference. As well, the Library has countless books on the various referencing systems, as well as a number of useful URLs that will direct you to websites with loads of information and examples of references. Check out both these sites as well as your supervisor for any information that s/he can provide to you about the referencing style that you are to use. In the absence of Department/Faculty guidelines, check out some of the journals in your discipline and see what referencing system they use. The most important point is that your referencing is absolutely accurate and consistent.

REFERENCING WEBSITES

The proliferation of the World Wide Web has meant that academic sources are ever widening, however, dealing with these sources can be quite an issue.

Not least amongst these issues is the concern that the spirit which exist in academic writing will be undermined.
Depending upon the hosting etc, some sites may no longer exist on the Web. This can cause problems with the credibility, location and checking of sources.

Nevertheless, there are style guides that exist and it seems that even the standard styles (MLA, Oxford, Harvard, etc) have now incorporated sections on how to deal with websites. Check out your Faculty/Department Handbook first though as this will probably be the most pertinent for you. In the absence of this, the Library website again has information on dealing with citations. See [www.library.usyd.edu.au/subjects/readyref/citing.html](http://www.library.usyd.edu.au/subjects/readyref/citing.html)

In general the same rules apply. You must note the author’s name, the title of the document, the title of the complete work (if applicable), the version or file number (if applicable), the document date or date of last revision (if different from the access date), protocol and address, access path or directories and finally your date of access. You might want to also think about how you might refer to this source, especially if it is a site that is constantly changing. Printing the source out might cover you here.

There are further complications when it comes to e-mail, discussion lists and newsgroups, information available using gopher protocols or file transfer protocols (FTP), telnet and synchronous communication sites. If you have to reference these kinds of sources, it is worth talking to your supervisor or checking out the style guides to see what they recommend. Most importantly, you are looking for a reference that is transparent, accurate, complete and consistent with the rest of your thesis.

EndNote is a powerful tool for managing your references. It works as a stand-alone program and as an adjunct to Microsoft Word and WordPerfect - another reason why you should fork out for a copy of these programs. What EndNote does is allow you to enter your reference list into a database efficiently. Further, while you type you can quickly insert footnotes or in-text notes that are correctly formatted depending upon which style guide you have chosen. Once you know how to work with it, it is even excellent for shorter papers or articles for journals.

If you have an older version of EndNote, it might be worthwhile downloading a more up-to-date version. The latest versions allow you to manage images as well as text. They also provide Word templates for a variety of journals. EndNote allows you to organise your references into libraries to use in your research papers/assignments, import references into EndNote from bibliographic/research databases and library catalogues using filters, search library catalogues using connection files, create and format bibliographies whilst writing your research paper/essay, and search the libraries you create.

If your Department/Faculty has a really obscure style for footnotes (which is unlikely because EndNote has more styles than you could count!) then you can always customise it to whatever your requirements are.

Remember to back up your EndNote libraries and style files.

WHERE CAN I GET ENDO NOTE?
EndNote is available for free from the Library website. Check out the on-line resources for the links to the download site and have your extranet account details and password on the ready.

The University of Sydney has a site licence that makes the software available to University of Sydney staff and students. EndNote 9 and X is available for download at [www.itassist.usyd.edu.au](http://www.itassist.usyd.edu.au). Happy Referencing!
A thesis is probably the longest and most complex text you will write and it is usual for students to experience some difficulties during the research and writing up stages. Sometimes students experience what is call "writer’s block" – a kind of shut down when it seems impossible to convert ideas and thoughts into words on a page.

CAUSES
Various "barriers" can impede the writing process:
- Disorganised work and living patterns
- Procrastination
- The ebb and flow of creativity
- Feelings of self-doubt and anxiety
- Fear of failure (and sometimes of success)
- Perfectionism.

SOLUTIONS
- Write every day. Set up a routine and either write a certain number of words or write for a certain period of time, each day.
- Pay attention to what works for you; when and where do you do your best writing?
- Even if you’re not in the mood, write something – anything! Don’t worry about the quality of the text – you can edit and proofread later. It doesn’t have to be perfect, you just need to get started.
- Write short pieces. It’s easy to become overwhelmed by the enormity of a whole task so break it down into more manageable chunks and focus on one piece at a time.
- When confronting a difficult section of the thesis move onto something more straightforward, which should help you get back into writing, then come back to the more difficult section.
- Write up your research in whatever sequence best suits you. You do not have to write sections in the order of the final draft.
- Constantly remind yourself of the focus, the central issue of and rationale for your research. Redefine these when and if necessary.
- Use positive self-talk. Instead of focusing on how hard it all is, focus on a particularly enjoyable and interesting aspect of your work.
- Give yourself rewards when you have achieved what you set yourself.
- Make sure that you are having a balanced and healthy life, i.e., eat healthy foods, get some physical exercise and get enough sleep.
- Seek help early on. Don’t let your writing block go on for too long. Discuss problems with your supervisor who should be able to help you set deadlines and stage the writing process. Also utilise other support services, e.g., the Learning Centre and the Counselling Service.
- Set up a network of support among other research students.
DEALING WITH ANXIETY AND FEELINGS OF INADEQUACY

One of the most common problems faced by virtually all research candidates is the feeling that you are a fraud. You will struggle to find someone writing a thesis that hasn’t at some time thought they are not up to the task, or that they couldn’t possibly write anything of value in such a complex field. The first thing to say about this is that it natural and everyone feels it. Writing a thesis is a step up from anything you’ve done academically and its healthy to feel challenged by it. However it can become a serious problem if it starts to overwhelm you.

Here are a few tips on how to get over these feelings:

1. **Remember the saying ‘It’s a PhD not a nobel prize’**. While it is a requirement that a PhD thesis make an original and substantial contribution to your field, it is not a requirement that it completely revolutionises thinking in your field. Very few academics are remembered for their PhD thesis. The publications you develop after writing your thesis will be far more important in this regard. You may well revolutionise thinking in your field, but it will probably be at least a few years later in your third or fourth book! This doesn’t mean you can submit any old rubbish and pass. It does mean that you should not let these anxieties stop you from making progress. Writing a thesis is primarily a learning exercise and if you treat it this way you will probably find that as you progress you gain in confidence and your ideas become clearer and more insightful.

2. **Write!** We’ve said it before and we (and so will everyone else that gives you advice) will say it again, writing is the best remedy. Even if you feel like you have nothing to say or your not sure whether your ideas are original or correct, write! Writing will help clarify your thoughts and uncover areas that need more thought and research. Writing will also give you something you can show your supervisor and colleagues. This will give them the opportunity to give you feedback and you will likely be pleasantly surprised that they think what you have written is very good!

3. **Read widely in your field.**
   Reading the major works by key thinkers in your field is essential but if this is all you read you can get the idea that you can't write anything unless it is that good. Reading in a variety of journals will often show that there are lots of other people who are not yet ground-breaking geniuses but who are developing their research skills and profile while making more modest contributions to knowledge.

You should also be aware that the University offers a free, confidential and professional counselling service. If you feel like any issue with your thesis is overwhelming you, they can help you through it. They can help with anything from helping you with relaxation and motivational techniques right up to more serious mental illness.

The Counselling Service is located at the Camperdown Campus and the Cumberland Campus.

The main office is on Level 7 of the Education Building A35 (beside Manning House).
Telephone: (02) 9351 2228
Facsimile: 61 2 9351 7055
TTY: (02) 9351 3412 (for the deaf)
Email: counsel@stuserv.usyd.edu.au
Web: www.usyd.edu.au/stuserv/counselling/
INTRODUCTION

Remember the expression ‘more haste less speed’. It means that throwing a lot of frenzied energy at numerous tasks isn’t always efficient. A person who seems to be rushing around, highly stressed and constantly ‘busy’ is often not getting all that much done. The calmer person, whose use of time is guided by a balanced plan, may accomplish more.

In general, managing time effectively is about setting goals and making step-by-step plans to reach them. If you have several conflicting goals, then you must set priorities. To establish priorities, you must work out what is most important to you, and recognise your own limits. If you jump from task to task or are distracted by competing demands on your time, you will make little progress and feel out of control. Of course, total rigidity is not desirable, but successful study does require saying ‘no’ to many other activities.

TIME MANAGEMENT TIPS

Here are some specific pointers to make these general principles more concrete:

- Break your overall goal down into stages, and set deadlines. Write your deadlines into your diary and your calendar or year-planner;
- Make a ‘to do’ list for each week and for each day. Cross off items as they are completed. Carry over unfinished items to the next list, revising the priorities as you go;
- If you’re feeling energetic, tackle the tasks you like least. If you’re feeling less motivated, start with the tasks you like;
- Make a commitment to doing something on your thesis every working day;
- Watch out for signs of procrastination. For example, spring-cleaning the house, alphabetising book and CD collections, etc;
- Try to stick to regular working hours and days. Allocate work to times when you know you are likely to be more productive;
- Remember that you don’t have to like a task in order to get it done;
- Be wary of perfectionism. Obsessing about how good the end product should be can discourage you from making any progress at all. If you get stuck on one task, put it aside, and work on something else for while;
- Devise your own reward system. Give yourself small rewards for small achievements along the way;
- Positive reinforcement works for larger mammals too;
- Get help from others, especially during pressured times. Enlist help with proofreading. Delegate some other responsibilities (e.g., cleaning) even if it means not getting them done the way you like them to be done;
- Do not take phone calls, check email, SMS, surf the net (other than for study) or keep chat lines open while you are studying. These are all major distractions. Messages can be responded to at designated times;
- Build rest, relaxation and exercise into your routine. Allow yourself to forget about study when you are having time off, so that you can really relax and come back to it refreshed.

CONCLUSION

In conclusion, effective time management is really boring old common sense, and this may be something brilliant and creative people instinctively resist. Embrace the mundane and the obvious! Develop your inner tortoise, and get your inner hare under control.
Warning: Research can be lonely! Perhaps it is the nature of working in a highly specialised field or perhaps it is an inability to spend much time on campus. In an increasingly corporatised higher education system, some research students may face a competitive environment that can be the antithesis of sharing ideas and knowledge.

Unlike some overseas research degrees, Australian research degrees incorporate little, if any, coursework. For some students, this can mean it is much more difficult to link up with other students and the academic community.

Whatever the reason, it is rare for a postgraduate research student not to feel isolated at some point during their candidature. Without a sense of support, successfully completing a research degree can just seem that much more difficult. With increasing pressure to complete within a minimum time frame, making good connections and harnessing support in the University will make it that much easier.

Traditionally, collegiality was prized by Universities in sharing ideas and knowledge that assisted and inspired research. Collegiality engendered a sense of belonging to an academic community, and a feeling of support not only in academic but also non-academic activities.

Universities now face new challenges in maintaining a sense of collegiality within its community. Postgraduate research students are now more diverse as reflected by their age, gender, family and socioeconomic background, family responsibilities and employment status. More students study part time and many do not receive scholarships that cover living expenses. Identification with the University community can be diluted as students balance study with work, family and other commitments.

The University community is now located across numerous city and rural campuses, research institutes and hospitals. Students may feel part of a campus, but may be unaware of the support, services, academic and social life available within the broader University community that they may be able to access.

Given the above factors, making worthwhile connections with other students, your Department and Faculty and University can no longer be taken for granted. A sense of dislocation and distance from an academic community can be as much a state of mind as a geographical reality. To minimise the chance of this occurring, consider how you may benefit from better connections with your University community, no matter where you are located.

Connecting with Your Department, School and Faculty

It is important to recognise that collegiality and a sense of belonging arise when students take an active interest in their Department. These connections can be an important source of information. They may also provide support and advice if you run into trying times, such as the loss of a supervisor, requiring new directions for your research, changes in funding or facilities.

There are a number of ways that collegiality can be fostered within your Department or Faculty. You may be
fortunate in that avenues exist and work satisfactorily. We suggest you contact your Postgraduate Representative for your Department/School or Faculty. There may also be a postgraduate student society in your School or Faculty. Postgrad Reps represent students at relevant Departmental/school/Faculty meetings and are key in identifying common issues affecting students.

If you do not know who your postgraduate rep is, ask your Faculty Office or contact SUPRA.

SUPRA has had experience in providing a range of ideas tailored for your needs as students and in assisting students to develop initiatives to encourage collegiality. As well as a range of events through group funding, SUPRA believes the following list, while not exhaustive, contains important suggestions to make within your part of the University if they are not happening already.

Orientation programs and inductions within departments or faculties specifically aimed at research students help ensure their research students are systematically oriented to their Department or School following admission to their degree. Such induction programs should ensure that students are aware of their rights and responsibilities, that they know the full extent of facilities, funding and services available to them, and know who to speak to about any concerns they have. Students should also be introduced to researchers who are further advanced. This can provide an opportunity to become familiar with their research interests.

There are many other ways that collegiality can be encouraged in your Department, School or Faculty. These include email bulletins or email discussion lists, holding seminar series specifically for research students and staff, learning circles, joint academic/research student morning teas, invited guest speakers etc.

CONNECTING WITH OTHER STUDENTS ACROSS THE UNIVERSITY

Each year, SUPRA organises a postgraduate ‘connect’ conference designed to help students make connections across disciplines and with their postgraduate colleagues. It has a strong focus on encouraging postgraduate presentations alongside keynote academic addresses. A similar conference is planned for 2008.

If you are interested in getting involved in the conference or similar activities you should become a SUPRA Subscriber (for free!), you will then get up to date information from our eGrad bulletins and can contact us whenever you want to connect with your fellow postgrads. See www.supra.usyd.edu.au for more details.

INDIVIDUAL STUDENT ADVICE - NO MATTER WHERE YOU ARE

If you are feeling isolated, have a concern with your studies and do not know who to talk to, consider contacting SUPRA’s Student Advice and Advocacy Officers. We are independent of the University and are able to provide a confidential service. Wherever you may be in the world, SUPRA can assist in the following ways:

• Many students contact us for advice via email whether they are local, interstate or overseas. Fax and letter are other less used initial contacts.
• If you are located outside of the Sydney metropolitan area, you can phone SUPRA for free on 1800 249 950.
• If you are located overseas, Student Advisers and Advocacy Officers have international phone access. Alternatively, if you have access to a phone with international dialling facilities, you can also call us on 61 2 9351 3715 and we can call you right back.
• If you are calling from the Sydney metropolitan area, please contact SUPRA on (02) 9351 3715.
• If you are located on another University of Sydney campus, the chances are that SUPRA can come to you. SUPRA extends its services to many other University of Sydney campuses and Student Advice and Advocacy Officers can usually come to you.

SUPRA would also recommend that Australian students may wish to consider contacting the University Counselling Service and, for international students, the International Student Services Unit if they are feeling isolated or finding it hard to connect with others in the academic community. For instance some students may find it difficult to adjust to research after coursework. The independence of research, the relative lack of structure of the research degree and the supervisory style are just some factors that may contribute to this.
While postgraduate studies can aid your career prospects, your health may be compromised if you are not careful. Long periods of study at a desk and the stress associated with completing a postgraduate degree are not exactly conducive to good health. Therefore, it is important to make a commitment to staying healthy and to take appropriate steps to prevent problems.

**AVOID ‘OVERUSE’ HEALTH PROBLEMS**

Overuse injuries include Repetitive Strain Injury (RSI), Tenosynovitis and Epicondylitis. These result from excessive static overload (constant muscle tension) and/or dynamic overload (repeated muscle tension) of the muscles, joints, tendons and nerves. They can occur with any activity involving fixed head postures or repetitive movements such as various occupational tasks as well as some sports. With the computer, prolonged keyboard use is a particular worry, but you can largely prevent problems by attending to ergonomics and your work methods.

A word of warning: if you experience recurrent or persistent feelings of discomfort, heaviness, weakness or tenderness, these feelings should not be ignored. Over time they can progress to more problematic symptoms such as pains and aches, tinglings, swellings, and sensations of pins and needles. But the good news is that if you treat the warning signs early, symptoms heal rapidly. As such, it is generally recommended that if you experience any of these sensations, you should see a doctor immediately. They will be able to inform you of occupational therapists and treatments to reduce the risks of these types of conditions.

1. **MINIMISE THE RISKS ASSOCIATED WITH EXTENSIVE MOUSE USE**
   - Avoid stretching to reach the mouse pad by placing it directly in front of the arm using it;
   - Use function key alternatives as much as possible;
   - Learn to use the mouse in both hands and swap the mouse between hands on a few occasions throughout the day;
   - Vary the inputting task to include some keyboard and some mouse use.

2. **ARRANGE YOUR WORKSTATION ERGONOMICALLY**
   - Adjust chair height so that, with your fingers on the middle row of keys, your forearm is level with the floor;
   - When sitting tall and looking straight ahead, your eyes should be within the top 1/3 of the screen;
   - Your shoulders should be relaxed and your upper arms hanging comfortably at your sides;
   - Use a foot rest if necessary to ensure your thigh is nearly parallel to the floor;
   - Adjust the backrest of the chair so that it fits into and supports your lower back;
   - Avoid office chairs with armrests. They cause you to either hunch your shoulders, or raise your upper arms, in order to use a keyboard freely;
   - If you look at the screen frequently, position it so that you do not need to bend your head or turn it to the side;
   - Place the keyboard directly in front of you. Do not key with the wrists resting on the desk or the front of the keyboard. Keep a soft touch on the keys, and avoid the bent-up wrist position shown even when resting.

3. **MINIMISE EYESTRAIN AS MUCH AS POSSIBLE**
   - Arrange your computer so that strong light doesn’t fall directly on the screen;
   - Use an antiglare screen if necessary;
If you work in a heated or air-conditioned room, drink plenty of water to remain hydrated, and thus avoid dry eyes;

Look at a distant object around every ten minutes when working at your computer for long periods;

Have your eyes checked annually to see if you need glasses, or your glasses need altering;

Make sure source documents are clearly legible, and your monitor is placed at a comfortable distance;

Make sure your working area has adequate light. During the day, natural light is preferable;

Use a larger than average monitor if you can (e.g., 17” or 19”);

Dim the brightness of your monitor to a comfortable level.

4. USE DOCUMENT HOLDERS
Use document holders for data entry and position them directly in front of you (position between your monitor and keyboard) to avoid neck bending and twisting.

5. TAKE REGULAR BREAKS AND PERFORM “PAUSE” EXERCISES
No single posture can be maintained for long periods of time without discomfort or build-up of fatigue. Short breaks should be taken at least every hour. Performing pause exercises to regularly warm up the body for repetitive work or to interrupt constant loading will help lessen the build-up of fatigue and improve your productivity. These exercises should not be taken to the point of pain or discomfort (sets of about half a dozen each is ideal). Ideally the exercises should be done standing, but many can be done seated. Pause exercises include:

- Flexing your fingers while keeping your hand open;
- Curling your hands into a fist, and then relaxing them;
- Rotating your wrists by making circles in the air;
- Rolling your head. Start with your chin close to your chest and then slowly and carefully turn your head in a circle;
- Putting your hands on your shoulders and slowly make wide circles with your arms;
- Shrugging your shoulders slowly;
- Rolling your eyes. Look up (without turning your head), and then slowly move your eyes clock-wise and then anti-clockwise;
- Doing knee-bends to stretch the legs.

OCCUPATIONAL HEALTH & SAFETY ISSUES
While researching at Sydney University, you are subject to certain Occupational Health and Safety standards that is based on University policy as well as State and Federal law. While you have a responsibility to act responsibly and professionally to ensure your safety and that of those around you, the University has a responsibility to ensure that you have a safe work environment. This covers a wide variety of areas ranging from the using of hazardous materials to everyday requirements such as adequate lighting. The University OH&S policy can be found online at http://www.usyd.edu.au/ohs/

Further advice on these issues can be obtained from the Risk Management Office, phone (02) 9351 4335.
Research Students who study over a period of many years (normally Masters by Research or PhD students) may need to review their candidature as circumstances change.

FULL OR PART-TIME?

International Students normally study full-time because of visa restrictions, but in many cases local students can choose between full and part-time study. The University states that if you are full-time you should be able to devote at least a 35-hour working week to your studies for 48 weeks per year (plus four weeks annual leave).

You will get a feel for how much time you actually need to spend on your degree when you take into account all of the tasks involved in a research candidature. You will then need to balance these against the other commitments in your life so you can work out what type of candidature best suits you. The guiding question in this whole process should be 'how much quality time do I realistically have to devote to my research?' And by quality, we mean good chunks of at least several hours where you can focus solely on the research.

Postgraduate study is much more than just research and writing of the thesis and the manner in which a candidature is undertaken varies across disciplines and between individuals. When you have worked out how much quality time you will need for these tasks, consider all of the commitments you have separate to your research.

Employment, financial, personal and other outside commitments need to be considered. If you have a scholarship, you will need to consider whether that is going to provide enough money to support you and your dependents. Another issue is that if you go part-time, your scholarship ceases to be tax free. This of course begs the question whether you should seek full or part-time employment in addition to your studies. Employment choices will clearly effect your decision to study full or part-time. You must also make sure that you factor in time away from study to relax.

Figure out how much time you need for each. Work out how much quality time your study, other commitments and relaxation will require and see whether you have 35 or more quality hours in the week for your research. For candidates already enrolled, conversion between full and part-time candidature is usually possible. Your maximum candidature length will be adjusted accordingly.

HOW MUCH EMPLOYMENT CAN I MANAGE?

Many students need to work at least one job whilst undertaking a research degree. So a more realistic question might be, 'how many employment hours will enable you to make adequate progress with your research?' There is plenty of research available now that suggests where you work beyond an eight-hour day, productivity decreases rapidly. As such, spending a full day at a job and then backing up in the night to do several hours more worth of study is not ideal.

A trap that many research students fall into is to work so many hours as a casual academic in their Department that they ultimately harm their own research work and do not complete their degree. Such casual work is important for many reasons such as networking, and gaining more research and teaching experience. However at SUPRA we have often heard the saying that 'too much teaching is the graveyard of research.' Decisions you make should depend on assessing your priorities.
**Can I Extend My Candidature?**

If you run out of time, extensions are possible in some circumstances and you should consult your Faculty Office for information on the procedure. Extensions are more likely to be granted where you have already shown good progress towards completing your degree, are likely to finish in the not too distant future and have the support of your supervisor and Head of Department.

Where extenuating circumstances have prevented you from completing, such as accident, illness, unforeseeable research impediments such as problems with equipment or accessing expert advise, make sure you present this information to the University and ask that it be taken into account in assessing your case. It’s important that wherever possible these issues have been raised in previous annual progress reviews so that you can show evidence of having raised concerns early.

Note that for those on Australian Postgraduate Award (APA) and similar scholarships, an extension of six months on the three year stipend may be granted. The reasons for needing the extension must be related to your research and you usually need to demonstrate that the delay in completion was beyond your control.

**Should I Discontinue My Candidature?**

Some factors to consider are whether you still have the interest in and drive to complete the degree, have your professional and personal needs changed, are there other areas of study you would like to change to, or have your priorities shifted away from University towards other matters? Currently the University advises students that if they are in circumstances where they cannot predict when they will be able to resume candidature, they should withdraw by writing to their Faculty Office. It is sometimes possible to gain credit for previous studies upon reapplying for admission.

SUPRA advises that you think very carefully before you take up this option, because under the current Research Training Scheme funding guidelines for Commonwealth Supported (ie. fee exempt) local students the onus is placed on the University to get students through research degrees and completed in as short an amount of time as possible. Where a degree does not get completed the University is heavily penalised by the Government in the sense that their ‘research performance index’ (which accounts for 50 of the funding calculation under these guidelines) suffers and funding for future years may be lessened. Consequently University’s can sometimes be reluctant to admit or re-admit students who have not completed a previous research degree for fear that they will not complete the program.

If you are a Commonwealth Supported student and you are able to regain a higher degree research place at the same level after previously discontinuing your candidature, you will have the amount of time already spent on your discontinued candidature deducted. Given the lack of funding Universities tend to look very closely at whether they will admit a candidate who has not completed a degree in the past, and it may be difficult to reenter the University research system at a later date if you leave. There may also be implications should you apply for scholarships in the future — for example if you were receiving an APA scholarship you will not be eligible to receive another APA in the future.

If you are considering this option or if you are feeling pressured to discontinue by either your supervisor and/or Department, talk to friends, consult with your research colleagues, discuss the problem with your supervisor, consider downgrading to an MPhil and/or seek out support services like those provided by SUPRA’s Student Advice and Advocacy Officers.
CAN I SUSPEND MY CANDIDATURE?

Where personal circumstances make it difficult to continue, or you are struggling to find the time or motivation to carry on with your thesis, or where you need to work more hours to finance your degree, consider suspending your candidature for a period of time. This may provide you with a much more attractive option than discontinuation and students often return from periods of suspension reinvigorated, enthused and ready to work hard on their research once more.

Suspensions are recorded in whole semesters, and allow you to have a break away from your research without using up the time you have to complete. You will normally need your supervisor and Head of Department to provide you with approval and your Faculty Office should have the relevant forms to fill in. Make sure that if you have a scholarship, you notify the relevant office (normally the Research Office) because you should not be receiving a stipend whilst on suspension.

Semester 1 last date to suspend: 31st March
Semester 2 last date to suspend: 31st August

WHAT ABOUT SHORT PERIODS OF ABSENCE?

While suspensions are recorded in whole semesters, a leave of absence can be a period of less than six months where you do not engage in research. It would normally be used where you have something unexpected come up that prevents you from doing research for a short period of time. For such short periods, consult with your supervisor and provide them with advice in writing about the time of and reasons for the period of absence. Ask that they forward the letter to the Faculty for noting on your file. This is important so that it can be referred to in the event that an extension is needed later on.

Suspension literally ‘stops the clock’ on your candidature while leave of absence does not.

CAN I STUDY FROM A DISTANCE?

Some degrees will offer you the opportunity to study away from one of University of Sydney’s campuses for a period of time. Such study might be conducted either in Australia or overseas. The University places some limitations on where you can study and for how long.

The University of Sydney (Doctor of Philosophy (PhD)) Rule 2004 indicates that a “candidate pursuing candidature outside Australia must complete a minimum two semesters of candidature within the university before submission of the thesis.” Note that this need not be immediately prior to the submission, nor a continuous two-semester period. Notwithstanding such constraints, enquire with your supervisor and the Department about possible opportunities.
Congratulations! You are ready to check through your final draft – a task that can seem just as daunting as the writing of the thesis itself. As we have already said, the University of Sydney will not accept a thesis that is anything less than perfect, so all errors and inaccuracies will have to be ironed out before you can be awarded your PhD.

**FINDING AN EDITOR**

After writing your draft thesis or dissertation, you might find that you are ‘too close’ to even be able to see those errors any more! SUPRA maintains a list of editors that you can obtain by phoning or emailing us. As SUPRA cannot endorse or recommend any particular editor, make sure you ask for the editor’s qualifications and what kind of editing they will be able to do for you (e.g., some editors only check your work for points of grammar and spelling, other editors will look at your work to see if you have a well sustained argument, etc.). You should also ensure that any paid editing of your work accords with the University policy ‘Proof-reading and Editing of Theses and Dissertations’ which can be found at [www.usyd.edu.au/policy](http://www.usyd.edu.au/policy).

**FORM OF PRESENTATION**

Before submission of the thesis, your supervisor is required to provide a certificate stating whether or not your supervisor considers the ‘Form of presentation’ of the thesis is suitable for examination. Form of presentation of the thesis relates to such matters as clarity of expression, accuracy, legibility and generally that it is free from typographical and grammatical errors. It does not relate to the quality of the research, research methodologies used, the validity of hypotheses and arguments contained in the thesis or the academic merits or otherwise of the content of the thesis. However, a candidate would be well advised to heed their supervisor’s advice and direction when preparing for submission.

Importantly, students who are in the final stages of their candidature should re-read the policies contained in the Overview section. Such sections would include: General Requirements in University Policy & Legislation, Inclusion of Published Works, and Presentation & Form of Thesis.

**FORMATTING**

There are no fixed requirements for font sizes and line spacing for your thesis, except that it be readable. Some faculties have style guides, if yours does, you should follow this. If your faculty doesn’t have a style guide, SUPRA recommends that you keep the default borders, as set by your word processing software, use minimum 11 point font and double space lines.
Theses submitted in permanent bound form should normally be on international standard:

- A4 paper, sewn and bound in boards covered in binding fabric;
- Theses should be printed on permanent or acid-free paper;
- The following details are required to be placed on the front cover or the title page:
  - The title of the thesis, the candidate's name and initials, the title of the degree;
  - The name: 'The University of Sydney', and the year.

Labelling is also required on the spine and should conform to the above reading top to bottom except that the name 'The University of Sydney' is omitted and the title of the thesis may be abbreviated.

Upon formal notification of the award of a research degree, a candidate is required to lodge a permanently bound copy of the thesis in the University Library with all corrections having been made. Your degree will not be conferred unless a permanently bound and corrected copy has been lodged.

Temporary Binding

The thesis may be submitted in a temporary binding for examination purposes, which is something SUPRA highly recommends. If bound in a temporary form, this should be strong enough to withstand handling and postage. The preferred form of temporary binding is 'perfect binding'.

A thesis submitted in temporary binding must have a label affixed to the front cover, clearly identifying the name of the candidate, the title of the thesis and the year of submission.

Ringback or spiral binding is NOT acceptable.

The Xerox Demand Binding System is suitable and acceptable for both permanent and temporary binding.

A list of binders may be found in Appendix B, which was up to date at the time of printing. A complete and up to date list of binders may be found on the SUPRA website.

Paying for Thesis Production Costs

If you are fortunate enough to have a scholarship, check if it provides funding over and above your stipend to cover the costs associated with producing your thesis. Many common scholarships such as the Australian Postgraduate Award make this kind of provision. If you don't have a scholarship or else there is no provision for these production costs you might still be able to apply for funding through the Postgraduate Research Support Scheme. For details see http://www.usyd.edu.au/ro/training/prss.shtml
The process for examining PhD theses is set out under the Resolutions of the Academic Board in relation to the Degree of Doctor of Philosophy. These resolutions can be found in the *Postgraduate Studies Handbook*. If you are preparing a research thesis other than a PhD thesis then you should check with relevant program authorities as to how your examination is to proceed. In the case of some non-PhD doctoral programs the process can be similar or even almost identical to what we describe below. In other cases individual faculty resolutions relating to examination will be quite different.

By way of contrast Academic Board resolutions relating to the degree of PhD apply to students enrolled in that degree program in all faculties. The examination processes that apply to PhD students take you from submission right through to lodgement of a permanent copy of the thesis in the library. They are very detailed so our overview should give you a sense for the key things you need to know. For more in depth assistance you should contact SUPRA for advice on your particular case.

**HARD COPY SUBMISSION**

PhD theses can be submitted for examination in hard copy or with special permission, electronically. Hard copy theses can be submitted in either permanent or temporary bound forms. SUPRA strongly recommends that students submit for examination in temporary form to keep costs down and in case revisions are required by your examiners before submission to the library.

A thesis submitted in temporary form should be strong enough to withstand ordinary handling and postage. It should have a cover attached to it clearly identifying the name of the candidate, the title of the thesis and the year of submission. It should be double spaced and printed on International A4 size paper. You are required to submit four copies of your thesis along with four copies of a 300 word summary.

Once permanently bound the thesis should be enclosed within boards covered in binding fabric, with the title of the degree, the year of submission and the name of the University of Sydney in lettering on the front cover or title page. The letter on the spine should also confirm to this, though abbreviating the Uni's name and the thesis title is permitted.

You need to submit a permanently bound copy of the thesis (incorporating any corrections or amendments that may be required) printed on acid-free or permanent paper before the degree of PhD can be awarded.

**ELECTRONIC SUBMISSION**

If you wish to submit electronically you are required to advise your supervisor and Faculty at least three months prior to submission and you must receive a dispensation to do so. Four electronic copies, on disk, should be provided. It should have the same structure as a printed version with each chapter in a separate document, and the title page and disc must include the details required for a paper copy.

You should also complete a form for the purpose of providing this advice and provide information relating to the length of the thesis and any special features or content. When submitting electronically, you must also provide the Faculty with a hard copy and any further hard copies for those examiners who choose not to examine electronically.

Examiners will be selected in the normal manner. Only when the Faculty office confirms the appointment of examiners and the examiners have been asked if they are willing to examine the thesis electronically will you be allowed to submit your thesis electronically. Prospective examiners
must be asked which form they prefer, an electronic version, on disk, or possibly as an e-mail attachment or a hard copy.

Whether you submit in hard copy or electronically you are required to give three months notice of your intention to submit. This notice must be given to the Faculty.

**APPOINTMENT OF EXAMINERS**

After the required number of copies of the thesis and a supervisor’s certificate, certifying that the thesis is in a form suitable for examination, have been provided to the Faculty, the Faculty seeks a recommendation for the appointment of examiners from the Head of Department (HoD) concerned.

The HoD and Faculty are required to avoid delay in the appointment of examiners. They are required to take all possible steps to appoint examiners within four weeks of submission. They are also required to consult with your supervisor and, if necessary, your associate supervisor.

The University has an obligation to ensure that examiners are free from bias either for or against the candidate and/or supervisor. The University is also required to ensure that examiners have the appropriate knowledge of your subject area and are appropriately qualified.

Research students and their supervisors and/or HoD may discuss a range of potential examiners. In many cases this may be done well before notice of intention to submit is given. It is perfectly legitimate for a student to initiate such a discussion, so long as you realise that the names chosen cannot usually be disclosed to you until after the examination process has been completed and the determination about award has been made.

If there is a person or persons you do not want appointed as examiners you have the right to advise your Head of Department or Dean. You should give the name of the person or persons and the reasons why you think they would not be an appropriate examiner. Early identification of the range of potential examiners is a good idea, particularly if your field of research is highly specialised and you want to avoid examination delays.

At present three examiners are required to examine a PhD at least two of whom must be external to the University. There is no requirement that there be an examiner from the University of Sydney. It is NOT appropriate for a student to contact a potential examiner directly and request them to participate in the examination process.

Once the Faculty has appointed examiners the Registrar writes to them inviting them to act, and includes conditions applicable to the examination process, the resolutions for the degree, an information statement, and a report form. If the examiner has indicated a willingness to participate in oral examination of the thesis the date and arrangements for the oral examination will also be notified. Presuming that all examiner’s accept the invitation to act, then the Registrar sends them copies of the thesis.

**THE EXAMINATION PROCESS & EXAMINERS’ REPORTS**

Examiners are required to complete the examination of the thesis and submit a report within two months of receipt of the thesis. They are sent reminder notices and in some cases it may be necessary for the Faculty to appoint a replacement examiner should no response be received. If an examiner’s report is not received after the fourteenth week, then that examiner will be advised that a replacement examiner will be appointed if the report is not received within another two weeks.

Once the process of appointing any replacement examiner has progressed to the point of dispatch of the thesis then any subsequently received report from the examiner who has been replaced will not be considered. Examiners reports are to be independent and examiners are not advised of the names of the other examiners who have agreed to act.

The examiners reports each include a recommendation of:

- Award without further examination, or
- Award subject to correction of typographical errors; or
- Award subject to conditions listed in an examiner’s report being addressed to the satisfaction of the University (this may include a recommendation that an additional oral or other examination take place); or
- Non-award with permission to revise and resubmit the thesis for re-examination following further study
(except in the case of a second examination of an already revised thesis where the option to recommend revise and resubmit is usually not available), or

- Non-award of the degree.

The reports also include a record of whether in the opinion of the examiner:

- The thesis is a substantially original contribution to knowledge of the subject;
- The thesis affords evidence of originality by the discovery of new facts;
- The thesis is evidence of originality by the exercise of independent critical ability;
- A substantial amount of material in the thesis is suitable for publication.

Where an oral examination has been selected as part of the examination process, the examiners initially provide an interim report that is only completed following conclusion of the oral examination. A policy called *Oral Examination of PhD Theses at the University of Sydney* explains this process and can be found at [http://www.usyd.edu.au/policy/](http://www.usyd.edu.au/policy/)

The examiners report must also indicate whether or not the examiner is willing to have their name or their report released in part or in full to the candidate.

**CONSIDERATION OF EXAMINERS’ REPORTS**

If all of the completed examiners reports recommend award of the degree without further qualification or award subject to correction of typographical errors then the Faculty can award the degree either without further examination or subject to the correction of typographical errors. If any other recommendations have been made then a process of consideration of reports is commenced.

At this stage the examination process is still confidential so even though reports have been received you will not receive copies until after the consideration of those reports has been conducted. The process of consideration begins with your HoD being asked to give a recommendation to the Faculty. If reasonably possible the HoD is required to consult your supervisor and annual progress reports.

The extent of consultation and any report made by a supervisor must be included when the HoD makes a recommendation. The resolutions of Academic Board give the HoD a wide range of options for their recommendation from Award without further conditions, right through to Non Award of the degree.

Where the recommendation of the HoD is that the degree be awarded subject to completion of all emendations specified by one or more of the examiners and where the other examiners have also recommended award of the degree, then the Faculty is empowered to award the degree subject to completion of those emendations. Where any other recommendation is made by the HoD then the Faculty is required to make a recommendation of its own which gets referred to the University wide PhD Awards Sub Committee together with the recommendation of the HoD and the reports of the examiners.

The PhD Awards Sub Committee is able to either Award the degree (with or without requiring typographical corrections or emendations) or refer it back to the Faculty concerned. The Faculty is then able to make one of a wide range of possible recommendations from Award of degree without further examination, to Non Award with the opportunity to Revise and Resubmit for further examination or Non Award of the degree with a number of different options in between.

Some of the options available at this stage involve further attempts to examine the PhD by doing things such as appointing an additional examiner or conducting an oral examination (which follows a different process from the one mentioned above). Most of the options open to the Faculty at this stage require that they consult with the PhD Award Sub Committee in some capacity or other, providing a check and balance of Faculty work.

**FINAL OUTCOME OF EXAMINATION PROCESS**

On occasion the outcome of the Faculty and/or PhD Award Sub Committee deliberations requires further oral or other examinations or the appointment of an additional examiner. During this time the examination process is still confidential.
and you will still be unable to access examiners reports.

As soon as this process is completed, however, the Registrar will notify you of the outcome. The different possible outcomes of the examination process under Academic Board resolutions are described below.

**AWARD OF DEGREE WITHOUT FURTHER CONDITIONS**
Results in the Registrar advising the candidate the degree has been awarded and that a copy of the thesis, permanently bound and printed on archival or permanent paper, must be lodged in the University Library.

**AWARD SUBJECT TO TYPOGRAPHICAL CORRECTION**
As above with the copy lodged in the Library requiring all typographical errors to be corrected to the satisfaction of the HoD.

**AWARD SUBJECT TO EMENDATIONS**
All emendations normally need to be completed within a time frame of three months unless specified by the Faculty. Emendations are required to be made in all copies of the thesis lodged with the University including the copy lodged in the University Library. The emendations required will be specified in the advice from the Registrar, as will copies of such detail of the examiners reports as the HoD recommends.

**REQUIREMENT TO TAKE AN ADDITIONAL ORAL OR OTHER EXAMINATION**
In the case of an oral examination a candidate must be given reasonable notice, must be provided with details of the names of persons who will be present, the nature of the examination, and is allowed to advise the Dean in writing outlining any reservations they have about the presence of any person at the examination.

A candidate’s supervisor may be present if the supervisor so wishes. A candidate is, with the approval of the Dean of Faculty, allowed to have present a member of the University nominated by the candidate. At the completion of the oral or other examination the Faculty or College Board gets further recommendations from the HoD and reconvenits its options before making a further resolution.

**RECOMMENDATION OF REVISE AND RESUBMIT OR NON-AWARD**
Where a Faculty or College Board forms the intention to resolve that the degree not be awarded or that the degree not be awarded but the student be allowed to revise and resubmit the thesis, then the candidate must be consulted before the Faculty finalises their resolution. The candidate must be advised by the Registrar in writing, must be given unidentified copies of examiners reports to the extent that those examiners have consented to their release, and must be advised they have a period of four weeks in which to provide notice if they intend to offer commentary on the foreshadowed recommendations of the Faculty.

The candidate’s comments must be in writing and submitted to the Registrar no later than eight weeks from the date of the Registrar’s advice. The Faculty then gets further considers the examiners reports along with the comments of the candidate and the HoD before making a resolution. Where a Faculty resolves that the candidate shall revise and resubmit a thesis, the candidate is required to re-enroll and is advised of the maximum period of time in which revision and resubmission is to take place.

The candidate must also be advised of any appeal provisions, particular conditions and general requirements relating to revision and resubmission, and must be provided details of the examiners’ reports as recommended by the Head of Department. Where a Faculty has resolved not to award the degree, the candidate must be advised of any appeal processes and must be provided with details of the examiners’ reports as recommended by the Head of Department.

All decisions made for revise and resubmit or non-award are reported to the PhD Award Sub-Committee. The sub-committee may note the decision or it may choose to refer the decision back to the Faculty for further consideration.

Faculties may, where non-award of the PhD has occurred, allow a candidate to use all or part of the material submitted in the PhD thesis to be submitted for a Masters degree.

*We strongly urge any candidate to contact SUPRA as soon as possible if you receive notice that the Faculty is considering non award of your degree or non award with the opportunity to revise and resubmit.*
UNIVERSITY OF SYDNEY (DOCTOR OF PHILOSOPHY(PHD)) RULE 2004

This contains rules relating to admission to candidature, progress, supervision, earliest and latest dates for submission, lodgement of the thesis, confidential material and restricted access for doctorates and higher degree theses.

http://www.usyd.edu.au/calendar/

ACADEMIC BOARD POLICIES & RESOLUTIONS

Amongst its many functions the Academic Board has a role to advise the Senate and the Vice Chancellor on matters relating to and affecting the University’s teaching and learning and research activities and its educational programs, including general advice on the academic priorities and policies of the University and to encourage the maintenance and development of high standards of teaching, scholarship and research.

With respect to research and higher degree theses, a diverse range of policies have been formulated by the Academic Board. The policy framework for research degrees and research is subject to regular review.

Listed below are a number of policies that may be of practical use to research degree candidates and we would encourage you to refer to them where appropriate. Those marked * may be of most practical benefit.

• Submission of PhD Theses Containing Published Work*
• Submission of Treatise containing Published Work*
• Oral Examinations of PhD Theses at the University of Sydney*
• Degree of Doctor of Philosophy (Resolution of the Academic Board)*

Contains resolutions relating to form of the thesis, electronic submission, the examination process including the appointment of examiners, examiners reports and their contents, consideration of the reports by the Head of Department and Faculty and their recommendations, conduct of an oral examination, role of the PhD Award Sub Committee, award of the degree including subject to conditions, revise and resubmit, non award.

• Appointment of an additional Examiner as Assessor
• Probationary Candidature and English Expression

This policy sets out a requirement that confirmation of candidature at the end of the probationary period (normally one year) should include commentary on a candidates written English expression in order to address any problems and provide assistance where necessary.

• Code of Practice for supervision of postgraduate research students*
• Review of Progress Postgraduate Research Students
• Nature of the PhD

All of the above may be found at:

POSTGRADUATE RESEARCH STUDIES HANDBOOK

Please note the University of Sydney (Doctor of Philosophy(PhD)) and the Code of Conduct for Research Supervision along with the Academic Board resolutions in relation to the Doctor of Philosophy can also be found, in full, in the Postgraduate Studies Handbook published by the University of Sydney every second year.

Additionally, this handbook contains information relating to supervision, progress, intellectual property, useful contact details and various other important University policies and codes. A copy of the handbook is sent to commencing research students. Copies should be available from your Faculty office or on the web. Copies are also available at the SUPRA Office.
Although this guide is intended to help you write your thesis successfully, there is only so much information that can be covered and we have taken a rather general approach to writing your thesis at the University of Sydney. However, there are many books written on the actual process of writing your thesis: from concept design and writing in plain English, to completion and publication of the thesis. Some of the books available are also subject specific, so it is worth checking out if there are any that are written just for your area of expertise. SUPRA staff members have compiled a short list of references that might help you out — be sure to check the University Library catalogue (and other websites) for more sources (http://www.library.usyd.edu.au).

REFERENCES


ACADEMIC ASSISTANCE

Centre for Continuing Education
Continuing Education is a not-for-profit centre of the University of Sydney. Its role is to make the teaching and research expertise of the University available to the public through short courses.
Phone (02) 9351 2907
Fax (02) 9351 5022
E-mail info@cce.usyd.edu.au
Web http://www.usyd.edu.au/su/cce
Address Level 1, Mackie Building (K01)

Centre for English Teaching
Whatever English skills you need, we can provide. You may need English to get a better job, to pass an exam, for professional development, for further study, or just to help you with work or travel.
Phone (02) 9351 0706
Fax (02) 9351 0710
E-mail info@cet.usyd.edu.au
Web http://www.usyd.edu.au/cet
Address Mallett St Campus Camperdown (MO2)

Institute for Teaching and Learning
The Institute for Teaching and Learning works with members of the University community to enhance and help assure the quality of teaching and student learning experiences and outcomes.
Phone (02) 9351 3725
Fax (02) 9351 4331
E-mail itl@itl.usyd.edu.au
Web http://www.itl.usyd.edu.au
Address Carslaw Building (F07)

The Language Centre
The University of Sydney Language Centre provides language laboratory and audiovisual support services to the Faculty of Arts
Phone (02) 9351 6781
Fax (02) 9351 3626
E-mail Barbara.smith@language.usyd.edu.au
Web http://www.arts.usyd.edu.au/centres/meta
Address Level 2 Brennan Building (A18)

Learning Centre
The Learning Centre assists students to develop the generic skills which are necessary for learning and communicating knowledge and ideas at university.
Phone (02) 9351 3853
Fax (02) 9351 4865
E-mail lc@stuserv.usyd.edu.au
Web http://www.usyd.edu.au/su/lc
Address Level 7, Education Building (A35)

Mathematics Learning Centre
Phone (02) 9351 4061
Fax (02) 9351 5797
E-mail MLC@mail.usyd.edu.au
Web http://www.usyd.edu.au/su/mlc
Address Level 4 Carslaw Bld (F07)

Staff Support and Development Unit (SSDU)
Phone (02) 9351 5871
Fax (02) 9351 4951
E-mail info@ssdu.usyd.edu.au
Web http://www.ssd.usyd.edu.au

ACADEMIC RECORDS
Phone (02) 9351 4109
Fax (02) 9351 5081 / 9351 5350
E-mail A.Siatos@records.usyd.edu.au (Enquiries only)
Address Level 1, Carslaw Building (F07)
Cumberland Campus
Phone (02) 9351 9324

B

BINDING

University Copy Centre
Shop 2; Ground Level, Sports and Aquatic Centre
University of Sydney
Phone (02) 9351 4582
Fax (02) 9351 5566

Allbook Bindery
91 Rydale Rd, West Ryde
Phone/Fax (02) 9807 6026

All States Bookbinding Pty Ltd
9/13-15 Burrows Road South, St Peters NSW 2044
Telephone (02) 9565 5010

Barlos Bookbinding
Phone (02) 9698 5877/01 (02) 9698 5899
Fax (02) 9698 5870

Betta Book Binding and Printing Service
26 Field Street, Kanahooka 2530
Telephone/Fax (02) 4262998

Les Baddocks & Sons
6-8 McGill St, Lewisham
Phone (02) 9560 9222
Fax (02) 9569 2221

L J Cullen Bookbinders
19 Arab Road (Bankstown side), Padstow
Phone (02) 9772 3200
Fax (02) 9792 1337

Sussex Book Binding
3 Jupiter St, Winston Hills
Phone/Fax (02) 9639 3647

BOOKSHOPS

University Co-Op Bookshop
Web http://www.coop-bookshop.com.au
Sports and Aquatic Centre Branch (ground floor)
Phone (02) 9351 3705
E-mail sydu@coop-bookshop.com.au

Cumberland Campus Branch
Phone (02) 9351 9484
E-mail Cumberland@coop-bookshop.com.au
Address U Block, East St, Lidcombe

Law School Branch
Shop 2, 153 Phillip St
Phone (02) 9232 2250
E-mail law@coop-bookshop.com.au

The SRC Secondhand Book Shop
Phone (02) 9660 4756
Address Top Floor (Level 5), Wentworth Building (G01)
Medical Society Bookshop
Phone (02) 9351 2482
E-mail bookshop@medsoc.usyd.edu.au
Address Blackburn Building (D06)

International Student Services Unit
(ISSU)
Counsellors
Phone (02) 9351 4749
E-mail info@issu.usyd.edu.au
Web http://www.usyd.edu.au/su/issu/

COMPUTERS
The SUPRA Offices
FREE internet and computer use.
Phone (02) 9351 3715
Web http://www.supra.usyd.edu.au

Computers and Computer Access Rooms
Phone (02) 9351 6000.

COPYRIGHT
See Intellectual Property

COUNSELLING SERVICES
Camperdown/Darlington Campus
Phone (02) 9351 2228
Fax (02) 9351 7055
E-mail counsell@stuserv.usyd.edu.au
Address Room 710, Level 7, Education Bldg (A35)
Hours 9am-5pm, Monday to Friday (after hours appointments available)

Cumberland Campus
Phone (02) 9351 9638
Fax (02) 9351 9635
E-mail J.Grove@cchs.usyd.edu.au
Address Room A005, Cumberland Campus
Hours 9am-5pm, Monday to Friday
Sydney College of the Arts
Phone (02) 9351 1002 for an appointment
Hours 9am-5pm, Tuesdays only

Cumberland Student Support
Student Welfare Services
Phone (02) 9351 9638

Extra Info & Support Resources
Human Rights & Equal Opportunity Commission
Level 8, Piccadilly Tower
133 Castlereagh Street
SYDNEY NSW 2000
Phone (02) 9284 9600
General Enquiries 1300 369 711
TTY 1800 620 241
Fax (02) 9284 9611

Staff & Student Equal Employment Opportunity Unit
Phone (02) 9351 2212 / (02) 9351 4545
Fax (02) 9351 3195
Web http://www.usyd.edu.au/eeo
Address Level 4, Margaret Telfer Building (KO7)

University of Sydney Harassment & Discrimination Officers
Phone (02) 9351 2212

ETHICS
Ethics Office
Fax (02) 9351 4474
E-mail gail@reschols.usyd.edu.au
Address Ethics Office L414, Main Quadrangle (A14)

Human Ethics
Phone (02) 9351 4474
Fax (02) 9351 6706
E-mail human.ethics@reschols.usyd.edu.au

Animal and Biosafety Ethics
Phone (02) 9351 4811
Fax (02) 9351 6706
E-mail gail@reschols.usyd.edu.au

FREEDOM OF INFORMATION AND PRIVACY AT SYDNEY UNIVERSITY
Phone (02) 9351 4263
Fax (02) 9351 7304
E-mail foi@mail.usyd.edu.au
Web http://www.usyd.edu.au/foi
Address Main Quadrangle (A14)

GRADUATE STUDIES COMMITTEE
Web http://www.usyd.edu.au/lab/committees/GSC/

HARASSMENT
See Discrimination

INTELLECTUAL PROPERTY
Australian Copyright Council
Phone (02) 9318 1788
Fax (02) 9698 3536
E-mail info@copyright.org.au
Web www.copyright.org.au
Postal Address PO Box 1986 Strawberry Hills, NSW 2012

Business Liaison Office
For Intellectual Property inquiries
Phone (02) 9351 4000
Fax (02) 9351 3636
E-mail J.Osborne@blo.usyd.edu.au
Web http://www.usyd.edu.au/su/blo
Address John Woolley Building (A20)

IP Australia
1st Floor, KPMG Centre, 45 Clarence Street,
Sydney
Freecall: 1300 65 1010
Fax (02) 9249 5807
Web http://www.ipaustralia.gov.au

KOORI CENTRE
The Koori Centre provides a place for Aboriginal and Torres Strait Islander students studying in all faculties and courses across the Uni.
Phone (02) 9351 2046
Fax 92351 6923
E-mail adminoff@koori.usyd.edu.au
Web http://www.koori.usyd.edu.au
Address Teachers College (A22), Manning Road

LEGAL AID, LEGAL CENTRES AND ADVICE
Postgraduate students may wish to initially consult a SUPRA Student Adviser, on (02) 9351 3715 or 1800 249 950, to ensure that all available University procedures have been utilised.

Aboriginal Legal Service
Phone (02) 9318 2122
Address 619 Elizabeth St Redfern

Community Justice Centre
Phone (02) 9790 0656
Fax 9796 3258
Freecall 1800 671 964
Address Ground Floor Civic Tower, 66-72 Rickard Rd Bankstown 2200

Domestic Violence Advocacy Service
Phone (02) 9637 3741
Freecall 1800 810 784 country callers only
TTY 1800 626 267
Gay & Lesbian Rights Lobby
Phone (02) 9360 6650
Fax (02) 9331 7963
E-mail info@glrl.org.au
Web http://www.glrl.org.au

Legal Aid Commission of NSW
Phone (02) 9219 5000
Non-local 1300 888 529
TTY 1300 889 529
Web http://www.legalaid.nsw.gov.au
Address 323 Castlereagh St, Haymarket

Law Society of NSW
Phone (02) 9373 7300 (Community Assistance Helpline)
Freecall 1800 357 300 (Country callers only)

Marrickville Legal Centre
Phone (02) 9559 2899
Address 338 Illawarra Rd, Marrickville

NSW Ombudsman
Phone (02) 9286 1000
Freecall 1800 451 524
Fax (02) 9283 2911
TTY (02) 9264 8050
Email nswombo@ombo.nsw.gov.au
Address 24th Floor, 580 George Street, Sydney

Welfare Rights Centre
Phone (02) 9211 5300
Address Level 5, 414 Elizabeth St, Surry Hills

Redfern Legal Centre
Phone (02) 9698 7277
Address 73 Pitt Street, Redfern

Women’s Legal Resource Centre
Phone (02) 9749 5533
Address PO Box 337, Lidcombe NSW 2141

Australian National Library
Phone (02) 6262 1111
Fax (02) 6257 1703
TTY 1800 026 372
E-mail infoserv@nla.gov.au (Reference assistance)
Web http://www.nla.gov.au
Address National Library of Australia, Parkes Place, Canberra ACT 2600

Interlibrary Loans (ILL)
Phone (02) 9351 7277 (ILL Enquiries)
E-mail mdesaxe@library.usyd.edu.au
Web http://www.library.usyd.edu.au
Address Fisher Library (F03)

PHOTOCOPYING & PRINTING
SUPRA Copy Centre
SUPRA also provides copying at significantly reduced prices. For more information, check out the SUPRA brochure (available on-line) or visit SUPRA. We can provide full-colour printing for postgrad students from a number of programs (including word, Quark and some Mac design programs).
Building G10, Raglan St
Darlington Campus,
University of Sydney, NSW 2006
Phone (02) 9351 3715
E-mail supra@mail.usyd.edu.au
Web http://www.supra.usyd.edu.au

University Copy Centre
Phone (02) 9351 4582
Fax (02) 9351 5566
Address Shop 2 Ground Level, Sports and Aquatic Centre (G09)

Research
Phone (02) 9351 4469
Fax (02) 9351 4812
E-mail research@reschols.usyd.edu.au

Scholarships
Phone (02) 9351 3250
Fax (02) 9351 3256
E-mail scholars@reschols.usyd.edu.au

Human Ethics
Phone (02) 9351 4474
Fax (02) 9351 6706
E-mail human.ethics@reschols.usyd.edu.au

Animal and Biosafety Ethics
Phone (02) 9531 4811
Fax (02) 9351 6706
E-mail gail@reschols.usyd.edu.au

Research Management Reporting
Phone (02) 9351 4746
Fax (02) 9351 4812
E-mail margaret@reschols.usyd.edu.au

SCHOLARSHIPS
Department of Education, Training and Youth Affairs (DETYA)
Commonwealth Office
Phone (02) 6240 8111
Address 16-18 Mort St, Canberra 2600

DETYA, NSW State Office
Phone (02) 9298 7200
Address Level 20, 477 Pitt St, Haymarket

Research and Scholarships Office
Address Room K4.01, 1st Floor, Lobby K,
Main Quadrangle (A14)
Phone (02) 9351 3250
Fax (02) 9351 3256
E-mail scholars@reschols.usyd.edu.au

LIBRARIES
The University of Sydney Library comprises over 20 branch, college and department libraries. For locations, hours and details of services offered, see its website
http://www.library.usyd.edu.au

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E-mail scholars@reschols.usyd.edu.au

THESIS GUIDE:

LIBRARIES
The University of Sydney Library comprises over 20 branch, college and department libraries. For locations, hours and details of services offered, see its website
http://www.library.usyd.edu.au

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SUPRA Copy Centre
SUPRA also provides copying at significantly reduced prices. For more information, check out the SUPRA brochure (available on-line) or visit SUPRA. We can provide full-colour printing for postgrad students from a number of programs (including word, Quark and some Mac design programs).
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University of Sydney, NSW 2006
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Main Quadrangle (A14)
Phone (02) 9351 3250
Fax (02) 9351 3256
E-mail scholars@reschols.usyd.edu.au

THESIS GUIDE: "049"
As with the rest of the Thesis Guide, please note that this is a guide only and was correct at the time of printing. Even if your Department, School or Faculty appears below, you must still seek guidance from your supervisor. The following appendix has been alphabetised by discipline.

**AEROMECHANICAL ENGINEERING, SCHOOL OF**

**Info** See Faculty of Engineering for further details

**Contact & Resources**

http://www.aeromech.usyd.edu.au/

**AGRICULTURE, FOOD AND NATURAL RESOURCES, FACULTY OF**

**Info:** For all requirements, please consult the current issue of the Postgraduate Research Studies Handbook.

**ANCIENT HISTORY, DEPARTMENT OF**

**No. Words** 20,000

**Referencing System** As set out in the Short Guide to Writing and Presentation of Papers and Essays

**Style Guides** 12 point Times New Roman one and a half spacing, with 10 point single spacing for footnotes

**Number of Copies / Acid free** Three / zero

**Electronic Submission** No

**Contact & Resources** The Short Guide to the Writing and Presentation of Papers and Essays

http://www.arts.usyd.edu.au/Arts/departs/anchistory

**ARTS, FACULTY OF**

**No. Words** PhD - 70-100,000; MPhil - 40-60,000

**Referencing System** Refer to your Departmental guidelines

**Style Guides** As per University/Department guidelines

**Number of Copies / Acid free** PhD - Four/one; MPhil -Three/one

**Other** Acid free copies should be submitted once the final emended copy is approved

**Electronic Submission** Yes. Faculty suggests that you contact your Department three months prior to submitting.

**Contact & Resources** http://www.arts.usyd.edu.au

See also The submission of Higher Degree Theses form:


**Other Info / Requirements** Students must get permission from their Department and advice the Faculty with regards to electronic submission. The Department must contact potential examiners to ascertain their willingness to examine electronic copies as well as what format they require.

**ARTS, SYDNEY COLLEGE OF THE**

**No. Words**

PhD

a) Max. 80,000 words for thesis only

b) 50,000 - 80,000 words for thesis supported by studio work

MVA

a) 35,000 - 50,000 words for thesis only

b) 10,000 - 12,000 for dissertation plus substantial studio work

**Contact & Resources** See Faculty website::  


For administration specific info, etc, contact Postgraduate Coordinator, Phone: (02) 9351 1106

For matters related to the degrees, contact the Sub Dean, PG Research, Phone: (02) 9351 1031

**CHEMISTRY, SCHOOL OF**

**No. Words** There are no hard and fast rules. Students writing theses consult their supervisors and associate supervisors who will provide them with the proper advice.

**Referencing System** See Faculty of Science

**CLASSICS, DEPARTMENT OF**

See the University guidelines

**COMMUNICATION SCIENCES AND DISORDERS, SCHOOL OF**

**No. Words** None specified

**Referencing System** As determined between student and supervisor; most often APA

**Style Guides** None other than those specified by the University

**Number of Copies / Acid free** The University’s
requirements plus one each for the supervisor and associate supervisor and one extra for the School / as specified by the university

**Electronic Submission** Yes, with prior arrangement with supervisor

**Contact & Resources** Graduate Studies Coordinator:
Professor Vicki Reed, (02) 9351 9646;
E-mail: V.Reed@fhs.usyd.edu.au

**DENTISTRY, MEDICINE AND PHARMACY, FACULTIES OF**

**No. Words**
- **PhD:** A nominal upper limit of 80,000 with a maximum upper limit of 100,000 with permission from Head of Department.
- **Referencing System** Vancouver style
- **Style Guides** No specific rules regarding style exist so long as the thesis is legible and presented in a professional format.

However for ease of reading it would be advisable if the paper size is A4, font size is a minimum of 12 point, double line-spacing, single-sided printing with a 3.5 cm margin.

**Number of Copies / Acid free**
- PhD, Master of Surgery, MPhil or MPhil - three copies submitted plus one to be retained at Faculty office.
- MM and MScM - two copies submitted plus one to be retained at Faculty office. Preferred form of binding is ‘perfect binding’, not spiral.
- Medicine and Pharmacy - one acid free copy
- Dentistry - two acid free copies submission, name of University of Sydney, candidate’s name, title of degree should appear on front cover and title page of thesis. Lettering on spine reads top to bottom as above.

**Electronic Submission** Yes, but the examiner must be in agreement to examine electronically and the candidate must advise their Supervisor and Faculty office three months prior to submission. If the thesis is submitted electronically a hard copy must also be supplied to be retained at the Faculty office.

**Contact & Resources** Further information may be obtained by contacting the Examinations Coordinator – Lisa Creed, ph: (02) 9351 5760 or e-mail: pginfo@med.usyd.edu.au

**Other Info / Requirements** Inclusion of Published works: published papers may be included. The student must either be sole or joint author and their involvement must be outlined. The papers must also be work undertaken during the candidature of the degree.

Theses submitted electronically can either be in the form of CD or e-mail sent to Faculty office or e-mail pginfo@med.usyd.edu.au

The same examination process is followed as with hard copies, and a final copy printed on acid free paper should be supplied with the relevant corrections and emendations made.

**ECOLOGICAL IMPACTS OF COASTAL CITIES, CENTRE FOR RESEARCH ON**

**No. Words** 50,000 -70,000 words for Ph.D. but there is no “hard and fast” length

**Referencing System** Harvard system

**Style Guides** Times New Roman, size 12 point, 1.5 spacing between lines, 3.5cm left hand margin and 2.5cm right hand margin

**Number of Copies / Acid free** Four for Ph.D. and three for M.Sc. / one

**Electronic Submission** No

**Contact & Resources** Centre for Research on Ecological Impacts of Coastal Cities. Phone: (+61) (0) 2 9351 4835
Fax: (+61) (0) 2 9351 6713

Director of the Centre is Professor A. J. Underwood Ph: (+61) (0) 2 9351 2590 http://www.eicc.bio.usyd.edu.au

**ECONOMICS AND POLITICAL SCIENCE (GOVERNMENT AND INDUSTRIAL RELATIONS), SCHOOL OF**

**No. Words** See Chapter 14 in the Postgraduate Research Studies Handbook 80-100,000

**Referencing System** Harvard, or the system enforced by a particular discipline

**Style Guides** Flexible, within reason

**Number of Copies / Acid free** Four / one

**Electronic Submission** Yes, must give three months notice and examiners must be willing. More details in the Postgraduate Research Studies Handbook.

**Other Info / Requirements** See the Postgraduate Research Studies Handbook

**EDUCATION, FACULTY OF**

**No. Words** Max 100,000 words

**Referencing System** Harvard or APA

**Style Guides** None specified

**Number of Copies / Acid free** Four / one

**Electronic Submission** Yes (must notify the graduate division at least nine months before submission)

**ENGINEERING, GRADUATE SCHOOL OF**

**No. Words** Not specified

**Referencing System** We use the sid as reference

**Style Guides** See Faculty guidelines

**Number of Copies / Acid free** Four / one

**Electronic Submission** See Resolutions of the Academic Board

**Contact & Resources** Tel: (02) 9351 7084; E-mail: gse@eng.usyd.edu.au

Students are advised to contact the Graduate School of Engineering before submitting to arrange a mutually convenient time for lodging the thesis. Please bring a letter from the supervisor stating the thesis is in a suitable form for examination and three copies of the abstract/synopsis/summary when you come to lodge your thesis. The student must be currently enrolled.

**ENGLISH, DEPARTMENT OF**

*No. Words* PhD 70-100,000; MPhil 40-60,000; Doctor of Arts 50,000

*Referencing System* Chicago or MLA (discuss with supervisor)

*Style Guides* Discuss with supervisor

*Number of Copies / Acid free* PhD - Four / one; MPhil - Three / one

*Electronic Submission* Yes, see University guidelines and contact your supervisor well in advance

*Contact & Resources* See the Department of English website for up-to-date information:

**FAMILY AND COMMUNITY NURSING, DEPARTMENT OF**

*No. Words* As per university resolutions

*Referencing System* Faculty guide based on Harvard system of referencing or any other system accepted by USyd

*Style Guides* Size: 12 points; Spacing: 1.5

*Number of Copies / Acid free* Four/two

*Electronic Submission* Yes. Contact Department well in advance.

*Contact & Resources* Dr. Sue Forsyth, Associate Dean Postgraduate. Phone: (02) 9351 0607, E-mail: sforsyth@nursing.usyd.edu.au; http://www.usyd.edu.au/nursing

**DUBBO CLINICAL SCHOOL (MEDICINE)**

*Contact & Resources* http://www.dubbo.med.usyd.edu.au

**GEOSCIENCES, SCHOOL OF**

*No. Words* Same as Faculty of Science guidelines

*Referencing System* Follow The Australian Journal of Earth Sciences referencing system

**HEALTH SCIENCES, FACULTY OF**

*No. Words* Masters by research is between 40,000-50,000 words

PhD thesis is between 80,000 to 100,000 words

*Referencing System* Faculty of Health Sciences Reference System is recommended. However other style are accepted in consultation with the supervisor. The main emphasis would be on consistency in referencing style.

*Style Guides* There is no specific style guide stipulated however students are encouraged to use Times Roman, 12 points, one and half to double spacing, 2.5 margins and single sided.

*Number of Copies / Acid free* Masters by research four copies; Doctorate four copies / two

*Electronic Submission* No

*Contact & Resources* Postgraduate Course Work: Ms Liz Devonshire (02) 9351 9760 L.Devonshire@fhs.usyd.edu.au Postgraduate Research: Dr Freidoon Khavarpour (02) 9351 9127 F.Khavarpour@fhs.usyd.edu.au http://www3.fhs.usyd.edu.au/yg/courses/postgrad.html

**HEBREW, BIBLICAL & JEWISH STUDIES, DEPARTMENT OF**

*No. Words* Honours thesis: 15,000 – 20,000

MA dissertation: 12,000 - 15,000

PhD: 80,000 - 100,000

*Referencing System* Cambridge system

*Style Guides* No set fonts, 12 point size, double spacing

*Number of Copies / Acid free* MA - three copies/archive as per university requirements. PhD - as per university requirements

*Electronic Submission* No

*Contact & Resources* PhD: Michael Abrahams-Sprod mabr3390@mail.usyd.edu.au

MA coursework: Dorit Beck db@ep.org.au

Felicity van Breda Ivan9807@mail.usyd.edu.au

INFECTION DISEASES & IMMUNOLOGY, DEPARTMENT OF

No. Words None specified, but recommend: Masters: 25-40,000 words (100-160 pages), plus references, figures, tables. PhDs: 35-60,000 words (140-240 pages), plus references, figures, tables

Referencing System Vancouver recommended; Strongly recommend that students use EndNote

Style Guides No particular font specified, but Times Roman, Helvetica, or Palatino recommended; Point size: body of text should be no smaller than 10point, headings and subheadings in appropriately larger font and/or bold type; Double spacing specified; 2.5cm left, 1.5cm right, 2cm top & bottom

Number of Copies / Acid free three (masters) / one; four (PhD) / one

Electronic Submission No

Contact & Resources Postgrad Co-ordinator: Dr Carol Thompson, (02) 9351 4574, carolt@med.usyd.edu.au
Postgrad Administrator: Ms Dina Bowe, 9351 2405, dbowe@med.usyd.edu.au

Information Technology, School of See Faculty of Science guidelines

ITALIAN STUDIES, DEPARTMENT OF

Referencing System Humanities or Social Science; Follow an appropriate convention (such as MLA, Chicago, MHRA)

Other Info / Requirements All other guidelines can be found in the Postgraduate Research Studies Handbook

LAW, FACULTY OF

Contact & Resources Sue Ng, Postgraduate & Continuing Legal Education
Tel: +61 2 9351 0265
Fax: +61 2 9351 0200
E-mail: suen@law.usyd.edu.au
Web: http://www.law.usyd.edu.au/

Other Info / Requirements See the Postgraduate Research Studies Handbook. All research information for students and Senate Resolutions can be found in this book.

MEDIA AND COMMUNICATIONS, DEPARTMENT OF

No. Words Max length: 15000; Min length: 12000

Referencing System The Harvard author-date system is preferred but any recognised reference system is acceptable, provided it is used consistently throughout the work

Style Guides 12-point font. Times or Times New Roman is preferred but any is acceptable provided it is suitable for academic work. Line spacing: 1.5 or double-spaced.

Margins: 2” (5.17cm) left and right; 1” (2.54cm) top and bottom. Paper should be white A4 bond, pages must be numbered, and some secure means of securing the pages together, such as comb, ring or edge binding should be used.

Number of Copies / Acid free Three / zero.

Electronic Submission Only with prior agreement with supervisor.

Contact & Resources Anne Dunn, Postgraduate Coursework Coordinator
T: (02) 9351 4734,
E: anne.dunn@mediastudies.usyd.edu.au
W: http://www.arts.usyd.edu.au/departs/media

MEDICINE, FACULTY OF

No. Words Maximum 100,000 words

Referencing System Determined by the Student and Supervisor

Style Guides Determined by the Student and Supervisor

Number of Copies / Acid free Four / one

Electronic Submission No

MOLECULAR AND MICROBIAL BIOSCIENCES, SCHOOL OF

No. Words Approximately 150-300 pages

Referencing System Harvard preferred - references cited alphabetically in section at end of thesis

Style Guides Font: Courier or Times preferred. 12 point (10 point for figure legends). Double space. 2.5 cm margins

Number of copies / Acid free Four / One minimum

Electronic Submission No

MUSIC, SYDNEY CONSERVATORIUM OF

No. Words PhD (Musicology or Music Ed): Thesis of 70-100,000 words.
PhD (Composition): Thesis consisting of a portfolio of compositions. Normally candidates submit six works in a variety of genres. Works should be of substantial length (at least 15 minutes duration). Substantially longer works can be submitted (e.g., opera or symphonic work) that are 30 minutes or more and a lesser number of works can be submitted. Each work should be accompanied with analytical notes.
MMus (Composition): Include a substantial body of original compositions and a 15,000 word essay on a topic associated with the composition portfolio.
MMus (Musicology): 40,000 (approx)
MMus (MusicEd) 25-40,000
MMus (Perf): Four 50 minute recitals or performance projects. Critical notes to accompany each that articulate the aim of the performance and its place in the area of the student’s research inquiry.
Referencing System PhD (Musicology or Music Ed): see University’s (current) Postgraduate Research Studies Handbook. MMus (Education): APA style
Contact & Resources http://www.usyd.edu.au/conmusic/tertiary_t or contact
pg@conmusic.usyd.edu.au or phone (02) 9351 1241
Other Info / Requirements Students must give three months notice of intention to submit.

PEACE AND CONFLICT STUDIES, CENTRE FOR
No. Words Graduate Coursework - 12-15,000 words; MPhil/PhD students to be advised in 2004
Contact & Resources Dr. Wendy Lambourne
wendy.lambourne@social.usyd.edu.au
http://www.arts.usyd.edu.au/cpacs
Tel (02) 9036 9286
Fax (02) 9660 0862

PHARMACOLOGY, DEPARTMENT OF
No. Words See Postgraduate Research Studies Handbook
Referencing System Not specified
Style Guides At least 1.5 spacing, double sided printing is permitted
Number of Copies / Acid free Three / one
Electronic Submission Yes, with prior arrangement with supervisor and if examiners are willing
Contact & Resources http://www.usyd.edu.au/su/pharmacology/pg_teach.html

PHYSIOTHERAPY, SCHOOL OF
No. Words Research Masters: Min 40,000 approx.; Max 60,000 approx.
PhD: Min 50,000 approx.; Max preferred 80,000, absolute maximum 100,000
Doctor of Health Sciences: Min 400,00 approx; Max 60,000 absolute maximum
Referencing System Faculty has set of guidelines for essays and assignments
However, for PhD, Research Masters and Doctor of Health Sciences (Professional Doctorate) there is no set requirement. Harvard or APA referencing is strongly recommended
Style Guides Advice in Faculty Guidelines.
No set requirement in this.
Generally recommended a) professional presentation b) Sufficient margins for binding; Fonts - Times New Roman is common not essential; Point size - 11 or 12 for standard text common, not less than 10; Spacing - 1.5 recommended. Single spacing permitted in referencing and tables; Margins Left 1.5” (for binding), 1” top, bottom or right recommended (but can be slightly smaller especially if long thesis or tables); Presentation – Laser printed (original). Duplicates can be photocopied (quality presentation)
Number of Copies / Acid free Masters 3 copies; Doctorate 4 copies
Submit a) 3 or 4 as above copies for examination - can be either hard bound or perfect bound; b) number as above - final copies - must be acid free paper and hard bound
Electronic Submission With permission of Head of School
Contact & Resources Postgraduate Research Programs Coordinator, School of Physiotherapy
pgresNFOsrop@lhs.usyd.edu.au
http://ptwww.lhs.usyd.edu.au/HomeSite/

PUBLIC HEALTH, SCHOOL OF
Referencing System Not specified. Students should refer to the website and download the “Referencing style” guide available in PDF format
Number of Copies / Acid free The final corrected bound copy of the treatise must be a permanent hard-binding on acid free paper. One copy of the final bound treatise must be submitted to the Student Office of the School of Public Health which will be archived.
Contact & Resources Masters of Public Health and International Public Health students should note that there is a treatise guide available on the website: http://www.health.usyd.edu.au
Other Info / Requirements Title and name of student must be vertical on the spine. It is not a requirement to have the title and name on the facing cover, but it is allowable. Any colour may be chosen for the binding of the treatise.

SCIENCE, FACULTY OF
See University guidelines as published in the Postgraduate Research Studies Handbook

RELIGIOUS STUDIES, DEPARTMENT OF
No. Words 80,000 to 100,000 words
Referencing System Studies in Religion is multidisciplinary. Consequently, many systems of referencing have been used; one system per thesis, of course.
Style Guides See a previous successful thesis submitted in the Department
Other Info / Requirements http://www.arts.usyd.edu.au/Arts/departs/religion/default.html
Also, International Students should, in the first instance, consult our International Office. See: http://www.usyd.edu.au/international/index.shtml
SUPRA receives many enquiries from PhD students about tasks they need to complete in the last semester of candidature. To help we have pulled together some of the key requirements from 7 separate policies related to the PhD thesis, added some advice from SUPRA, and briefly listed the major tasks that PhD students need to address in the lead up to submitting their thesis for examination. Our checklist lists these tasks in an indicative order and offers suggested timeframes to help you a sense for when you could be doing different things.

You should still consult with your supervisor and relevant staff within your discipline, school and faculty (eg. postgraduate coordinators & heads of departments) to get their advice on when you need to do things and for information about any additional specific tasks you need to complete. You should also note that not every single issue or every policy relevant to PhD students is covered in our checklist. That said, it's our hope that our checklist will give you a good generic starting point that will make preparing for submission that little bit easier.

Though the items below are relevant to the vast majority of University of Sydney PhD students (with a couple of exceptions like cotutelle students studying under two different institutions) there might be some items that don't relate to your particular situation. If you come to a point that’s not relevant to your candidature tick it off and move to the next item. If at any stage you have difficulties or just want to clarify an issue or find out where you can find a policy reference for a particular point please feel free to contact SUPRA's Student Advice and Advocacy Officers (SAAOs) for a free consultation.

SUPRA's Checklist - At least six months away from submission

☐ Check you are enrolled or will be enrolled in the semester you intend to submit the thesis for examination (you cannot submit your thesis if you are under a suspension).

☐ If you will be over the time limits for submitting your thesis (4 years full time and 8 years part time) then seek SAAO help to apply for an extension of candidature.

☐ Check any word limits or guidelines that apply to your discipline to make sure that the thesis is going to be the right length (there are no University wide guidelines).

☐ Speak with your supervisor, postgraduate coordinator and/or head of department about a wide range of possible internal and external examiners for your thesis.

☐ If relevant write to your head of department and specify the names of anyone who in your opinion would not be suitable to examine the thesis and give reasons.

☐ Check and make sure that any of your published work you intend to include in the body of the thesis occurred during the course of the candidature (if it did not then you may not be able to use that material as part of the body of your thesis).

☐ Discuss with your supervisor and the University whether there is the possibility of exploiting any invention or other intellectual property arising from the thesis.

☐ If it is felt that confidential material is needed in the thesis that can’t be immediately lodged in the library make sure your faculty applies for permission to have that material included in an appendix not available for general inspection for a period.

☐ If there is concern over the exploitation of intellectual property related to your thesis and the thesis can’t yet be lodged in the library at all, then make sure your dean of faculty is aware of this and ask that they recommend deferment of public availability.

☐ Where you have generated research data that will be used in the thesis make sure arrangements are in place for the retention of that data within the University for a minimum of five years. Longer periods may apply in some situations.

☐ Check and confirm the availability of your supervisor, associate supervisor and any other advisers you might need (eg. statistical support) during the last six months of your thesis, and confirm an indicative timetable for regular and intensive supervision.
Three to six months from submission

☐ If you decide you want to submit electronically fill out and submit the form at least three months prior to submission, noting that if any of the examiners do not wish to examine electronically they can request a hard copy of the thesis.

☐ Where you are going to use work in the body of the thesis that has already been published with other co-authors, make sure you get a statement from all authors that demonstrates the parts of the work for which you are responsible.

☐ If you are going to use a professional proof reader or editor check their availability, and make sure they have read and can comply with the Proof Reading and Editing of Theses and Dissertations policy. SUPRA keeps a list of people offering services.

☐ Discuss the possibility of an oral examination with your supervisor and/or head of department, and if appropriate lodge a request that oral examination be conducted well before the thesis is submitted.

☐ If specialised electronic applications form part of the thesis then inform your faculty office at least three months prior to submission so that they can ascertain whether examiners have the capability to accept the format.

☐ If you made exceptional progress and will be ready to submit one semester earlier than the end of your sixth full time semester of candidature, ask your head of department and supervisor to recommend to the faculty permission for early submission.

☐ If you made even more exceptional progress and want to submit even earlier, then make the same kind of approach only this time ask your supervisor and head of department to recommend that the Dean write to the Chair of the Academic Board.

☐ Inform your supervisor of your intention to submit and complete a form provided by your faculty office giving notice of your intention to submit within three months.

One to Three Months from submission

☐ Include a preface to your thesis that states in general terms the sources used in your research, any animal and human ethics approval obtained, the extent to which the work of others is used, and the portion claimed to be an original contribution. Any work submitted for another degree should also be identified in the preface.

☐ Review the form of previous theses submitted in your faculty to get an idea of how others have presented their work and to help you to prepare your own format.

☐ An advanced thesis draft should get thoroughly reviewed from cover to cover by at least yourself and your supervisor for substantive issues such as content, structure and consistency of argument (final editing of grammar and spelling comes later).

☐ Later give the thesis a final and thorough proof read/edit for spelling and grammar as well as for thoroughness of referencing throughout.

One Month out to Submission Day

☐ Write a 300 word summary of the thesis to be included with all four copies of the thesis when you submit for examination.

☐ Where you get additional proof reading/editing from someone other than your supervisor you should give a brief description of services rendered and acknowledge the assistance in either the acknowledgements section of your thesis or with other prefatory matter. If their academic specialisation is similar to yours this also needs to be stated.

☐ Make sure your thesis cover includes a label clearly identifying your name, the title of the thesis and the year of submission.

☐ If submitting electronically prepare the document with the same structure as a printed version with separate documents (Pdf's are usually best) for each chapter.

☐ If submitting electronically the title of the thesis, your initials and surname, the title of the degree, the year of submission and the name of the University of Sydney should be on the title page and also affixed to your disk.

☐ If submitting electronically you also need to provide at least one hard copy to your Faculty office for retention and further copies if one or more examiners are unwilling or unable to examine electronically.

☐ For hard copy submission of the thesis you can submit using permanent binding, though SUPRA strongly recommends you use appropriate temporary binding (‘perfect binding’ is preferred and ring or spiral binding is not allowed) that is strong enough to withstand normal handling and postage.
For hard copy submission prepare at least four copies. Three copies will be forwarded to examiners and one copy is retained by the Registrar.

No matter whether submitting electronically or in hard copy request your supervisor to certify in writing that in their opinion the form or presentation of the thesis is satisfactory. This certificate must be submitted when you submit your thesis.

Where there is joint authorship on material included in the body of your thesis make sure you submit with your thesis evidence identifying sections of work for which you are responsible. The above-mentioned letter from co-authors should suffice.

Make sure you are prepared to submit by the final date for the relevant semester. Normally you get until 31 March the following year for theses due in second semester and 31 August for theses due in semester 1.

Once you have submitted you need to notify the Research Office and/or the scholarship provider if there is any more time left on a scholarship so that you don’t get overpaid and need to pay money back.

After Examination

If possible claim thesis production costs through the Postgraduate Research Support Scheme or via funds provided as part of any scholarship you might have (eg. APAs and UPAs include funding for thesis production costs).

If you’re awarded the PhD subject to typographical corrections or emendations, then you need to complete those and get the head of department or postgraduate coordinator to sign a statement certifying that you have made any necessary corrections.

If you receive notice of a foreshadowed revise and resubmit or a fail examination outcome contact a SUPRA SAAO for advice immediately.

Once you have passed examination the thesis should be permanently bound and is normally to be on A4 size acid free paper, sewn and bound in boards with bookcloth or buckram or other binding fabric. SUPRA keeps a list of binders you can use.

Make sure the title of the thesis, your surname and initials, the title of the degree, and name of the University of Sydney are in lettering on the front cover or the title page.

The lettering on the spine should include similar information though the name of the University can be omitted and the thesis title shortened.

Submit the hardbound copy to your Faculty office for lodgement with the library, complete with any letters from your head of department/postgraduate coordinator confirming that you have completed any corrections.

You can at this point make a decision as to whether to have the thesis included in the Australian Digital Thesis program (see the following website for information and online forms: http://www.library.usyd.edu.au/theses/)

Policy References Used to Prepare This Checklist

– available at www.usyd.edu.au/policy

Oral Examination of PhD Theses at the University of Sydney

Resolutions of the Graduate Studies Committee

Degree of Doctor of Philosophy

Resolutions of the Academic Board

Proof Reading and Editing of Theses and Dissertations

Resolutions of Academic Board

Submission of Doctor of Philosophy Theses Containing Published Work

Resolutions of Academic Board
University of Sydney (Doctor of Philosophy (PhD)) Rule 2004
Rule of the University Senate

University of Sydney (Amendment Act) Rule 1999 (As Amended)
Rule of the University Senate

Code of Practice for Supervision of Higher Degree Research Students
Resolutions of Academic Board

Also see the Postgraduate Research and Coursework Handbook. Available at the following web page it is published bi-annually and includes some of the above policies along with plenty of information on postgraduate study:

http://www.usyd.edu.au/handbooks/

SUPRA PUBLICATIONS


Fact Sheets – we have lots of fact sheets on a range of postgraduate topics with more coming out all the time...

A FINAL WORD FROM SUPRA...

If you’re using this checklist we expect you have completed or aren’t too far away from completing an advanced draft of the thesis and are going to submit at some point in the next six months or so. SUPRA offers a big congratulations on your achievement thus far and we wish you good luck with finishing the thesis!

If you have a question about any of the items you can often find an answer by referring back to the policies we have provided, or even better contact a SUPRA Student Advice and Advocacy Officer and ask them to do it for you. They provide professional and free confidential advice to postgraduate students who subscribe to SUPRA.

CONTACT DETAILS
You can contact a SUPRA SAAO via:

• Email: help@supra.usyd.edu.au
• Telephone: (02) 9351 3715 or free call number: 1800 249 950 if you are outside the Sydney Metropolitan area.
• In writing: Send a fax to (02) 9351 6400 or post your letter to:
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Bld G10, Raglan St
Darlington Campus
University of Sydney NSW
2006
Australia
• Complete a web form:
http://www.supra.usyd.edu.au/Adv/Contact_a_SAAO.html
• Or just come into the office during normal business hours

Disclaimer: This information does not constitute legal advice. Despite our best efforts there may be errors in the information we give you. Seek a range of advice and up to date information on your particular circumstances before you act on the information provided.

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