A thesis for a PhD or MSc in Information Technologies must be an original contribution to scientific knowledge, of highest possible quality and of lasting value to the intellectual community. The following guidelines have been established to fulfil the minimum standards for professional presentation of your work.

**Document Structure:**

**Paper**

For thesis examination, high-quality, long lived white A4 sized paper of density 80gsm, A4, must be used. Three copies to be provided to Faculty for distribution to examiners ‘soft bound’.

For the final thesis submission the paper must be acid-free (neutral pH) bond paper, A4. Three bound copies to be submitted to the Postgraduate Coordinator of the School (one will go together with a letter to the Faculty Office, and thence to the library, one is for the office of the Head of School, and one is given to the supervisor).

**Typeface**

Type size should be at least 10 points. Do not use script, or ornamental forms. Print must be letter quality or near letter quality with dark black characters that are consistently clear, crisp and easy to read. Accent marks and hand annotations must be done neatly in black ink (if they can only be done by hand).

**Margins**

Margins on the binding side (left edge) must be 4cm; all other margins must be 2.5cm. Headers and/or footers must be placed within the 2.5cm margin, Pagination must be placed 1.25 cm from bottom of page.

**Spacing**

One and a half or double spacing is required in the main body of the manuscript except where conventional usage calls for single spacing; e.g., footnotes, indented quotations, tables etc.

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Words must be divided correctly at the end of the line and may not be divided from one page to the next. Use a standard dictionary to determine word division. Avoid short lines that end a paragraph at the top of the page, and any heading or subheading at the bottom of a page that is not followed by text.

**Language**

The thesis must be in English.
Binding, Order and Content

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   i) Soft binding only is required for thesis examination
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      ii) For final submission – Centre on the back of the title page:
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   b) Abstract.
   c) Preface and/or Acknowledgements.
   d) Table of Contents, with page references.
   e) List of Tables, with titles and page references.
   f) List of Illustrations, with titles and page references.

3. Text
   a) Introduction.
   b) Main body, with the larger divisions and more importantly sub-divisions indicated by suitable, consistent headings.

4. References
   a) Appendixes.
   b) Bibliography or List of References.

Pagination
Each page of the manuscript, including all blank pages, and pages with photographs, tables, figures, maps, and computer program printouts should be assigned a number. Consistent placement of pagination, at 1.25 cm from the paper’s edge, should be used throughout the manuscript. If previously published papers are included, the pagination for the thesis must be distinct and it is recommended that the pagination for the published work be removed.

Important: The following pagination plan should be used:
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For text, illustrations, charts, graphs etc., printed in landscape form, the orientation should be facing away from the bound edge of the paper.

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All photographs should be of professional quality. Mount photographs with a dry mounting process, a photo mount with spray adhesive, or double-sided contact paper used for photo mounting. Large maps and charts should be avoided. Where necessary, the must be folded to fit cleanly within the boundary of the thesis.

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If the thesis is more than 7cm thick, it must be bound in two volumes. The title pages carry volume designations. Each volume must have preliminary pages except that the signature page, preface, abstract and acknowledgements are not included in the second volume. Pagination of text pages must be continuous from one volume to the next.

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Volume 1
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A thesis submitted in fulfilment of the requirements for the
degree of Doctor of Philosophy in the School of Information Technologies at
The University of Sydney

Jane Jones
May 2005