

**Thesis Preparation Guide**  
**School of Information Technologies**  
**The University of Sydney**

[This document is loosely based on Stanford University's guide available at <http://www.stanford.edu>]

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.

**Word and Text Divisions**

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**

### **1. Binding**

- i) Soft binding only is required for thesis examination
- ii) Full/hard binding is required for final submission ie, (after examination and/or emendations). Three copies in red (if PhD) blue (if MSc) with gold lettering on the spine (Title, Name, Degree, Sydney University, and year).

### **2. Preliminary Pages**

#### **a) Title Page**

- i) The format must be followed exactly. Use upper case letters (see page sample at the end of this document). The title of the thesis should be a meaningful description of the content of the manuscript. Use word substitutes for formulas, symbols, superscripts, subscripts, Greek letters etc.
- 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**

- b) Appendices.
- c) 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:

- a) For the preliminary pages, use small Roman numerals (i, ii, iii, iv, etc.). The title page does not have a number but counts as page i; the following page is ii. The placement of these numbers should be consistent on each page.
- b) For the remainder of the manuscript, use continuous pagination for text, illustrations, images, appendices, and bibliography, using Arabic numbers (1,2,3, etc.). Remember to start with page 1, as this is not a continuation of the Roman numeral numbering.

## **Landscape**

For text, illustrations, charts, graphs etc., printed in landscape form, the orientation should be facing away from the bound edge of the paper.

## **Photographs, Maps, and Charts**

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, they must be folded to fit cleanly within the boundary of the thesis.

### **Double Volumes**

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.

### **Scholarly Reference**

In choosing an annotation or reference system, student should be guided by the practice of their various sub-disciplines. At the aggregate level Computer Science theses should follow the reference prescribed for IEEE Transactions. For Information Systems follow the references system used by the Journal of Management Science. When a reference system has been selected, it should be used consistently throughout the thesis. The placement of footnotes is at the discretion of the student with approval of the main supervisor. An important aspect of modern scholarship is the proper attribution of authorship for joint or group research. If the manuscript includes joint or group research, the student must clearly identify his/her contribution to the enterprise in the introduction.

### **Published Papers and Multiple Authorship**

The University has a new policy on "Thesis by Publication". Please contact the Faculty of Engineering and IT office to obtain details of this process.

### **Use of Copyrighted Material**

If copyrighted material belonging to others is used in your thesis, you must give full credit to the author and publisher of the work used and if the quotation exceeds "fair use," you must obtain permission from the copyright owner. In general permissions are required for quotations that are reproduced as complete units (journal articles, complete chapters or sections of books, maps, charts, graphs, tables, drawings or other illustrative materials). In determining whether other excerpts from copyrighted material exceed "fair use" criterion, the primary considerations are length and substantiality of the portion used, the nature of the copyrighted work quoted, the effect of the use on the market for or value of the quoted work, and the purpose and character of your use including whether it is commercial in nature or for non-profit educational use. If you are in doubt, it is of course safest to obtain permission. Permissions to use copyrighted material is obtained from the owner of the copyright.

Preparation for Examination: Note that your Supervisor must approve the following statement "I have examined this thesis and attest that it is in a form suitable for examination". This statement will be incorporated into a letter from the Postgraduate Coordinator to the Faculty Office on submission.

## **SAMPLE TITLE PAGE FOR SCHOOL OF IT THESIS**

The title page must meet these specifications including the use of upper-case letters and must be centred within the margins both vertically and horizontally. There should be no bold type on the title page.

### TRANSACTION MANAGEMENT IN WEB SERVICES

Volume 1  
(Only use this if there is more than one volume)

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  
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