



Birkbeck Graduate Research School

## Instructions and notes on formatting your thesis

For the examination of Research Degrees MPhil, PhD and D-Psychotherapy

### Academic requirements

The academic requirements of a thesis are specified in the [Birkbeck Research Degree Regulations](#) and students must consult these when preparing a thesis.

### Formatting requirements

By following the instructions below students can ensure that theses meet the practical requirements of the research degree examination process. While the College will only need a digital version of the thesis for examination in most cases, all students are required to follow the instructions below, which are intended to ensure that the BGRS receive a document that can be printed and bound if required.

#### 1. Presentation

- Birkbeck does not prescribe a specific font or referencing system. You may find it useful to consider formatting conventions in your field of study, for example, those of a journal in which your work may be suitable for publication.
- Theses must be presented in a legible form in typescript or print.
- Photographic and other illustrations should be incorporated into the thesis pdf.
- You must make every effort to correct errors before submission. It is not the task of examiners to act as editors and/or proof-readers of a thesis.

#### 2. Layout

- A4 size (210 x 297 mm) sizing should be used. Margins at the binding edge must not be less than 40mm (1.5 inches) and other margins not less than 20mm (0.75 inches).
- Double or one-and-a-half spacing should be used in typescripts, except for indented quotations or footnotes where single spacing may be used.

#### 3. Pagination

- All pages must be numbered in one continuous sequence, i.e. from the title page of the first volume to the last page of type, in Arabic numerals from 1 onwards. This sequence must include everything bound in the volume, including maps, diagrams, blank pages, etc.

#### 4. Title page

- The title page must bear
  - the officially-approved title of the thesis (as stated on the exam entry form, or amended with agreement of the supervisor)
  - the candidate's full name as registered
  - the degree for which it is submitted (e.g. PhD, MPhil)
  - the institution, 'Birkbeck, University of London'

## 5. Declaration

The title page should be followed by a signed declaration that the work presented in the thesis is the candidates own; this only needs to be a sentence in length. If the thesis describes conjoint work, a statement (certified by your supervisor) must accompany the entry form showing clearly your personal share in the research. [Statement of Contribution guidance](#) is available for work done jointly by the research student and their supervisor(s).

## 6. Abstract

- The signed declaration should be followed by an abstract consisting of no more than 300 words.
- A separate copy of the abstract must be submitted with your thesis to Birkbeck Graduate Research School (BGRS), using [this form](#). This is required for publication in the ProQuest *Index of Theses*.

## 7. Table of Contents

- The abstract should be followed by a full table of contents and a list of tables, photographs and any other materials.

## 8. Illustrative material

- Illustrative material must be listed in the table of contents and may be submitted in a range of formats - please contact the Graduate Research School well in advance of submitting your thesis to discuss the best format to use.
- The following examples are provided of illustrative material:
  - Audio recordings
  - Photographic slides
  - Video recordings

## 9. Practice/Performance PhDs

- A candidate who is undertaking practice/performance in accordance with the provisions of the relevant MPhil and PhD regulations should seek approval from the College of the form of the retainable documentation in advance of submitting the thesis.
- A thesis may be submitted in A3 format where provision has been made in the relevant regulations, or where the College has agreed there is a demonstrable need.

## 10. Binding

- Where bound copies of the thesis are produced either for the examination or the award submission (see section 12), they must be robust enough to endure storage, transport and handling, and also have to be easily identified.
- Plain A4 size (210 x 297 mm) white paper must be used, of good quality and of sufficient opacity for normal reading. Only one side of the paper may be used.
- A bound thesis needs to have the candidate's name on the spine to distinguish it.
- Bound theses must
  - Be covered in medium blue cloth (e.g. water resistant material)
  - Be lettered in gold up the spine with the Degree (PhD/MPhil), Year of submission, and Surname and Initials of the candidate (in the same form as on College records), with letters 16 or 18 point (.25 inch). For theses submitted for examination in November and December, the following year should be used
  - Have the pages glued in.
- If the thesis has to be bound in two volumes, the spine should indicate this clearly, e.g. Vol 1 and Vol 2.

- Any material which cannot be bound in with the text must be placed either in a pocket inside or attached to the back cover or in a rigid container similar in format to the bound thesis. If it is separate from the bound volume it must be clearly labelled with the same information as on the title-page (see section 5 above).
- Each copy of the thesis submitted must be accompanied by a full set of this material.
- The following examples are provided of illustrative material:
  - Audio recordings: on cassette tape, CD or DVD (A reliable brand CD-R with phthalocyanine dye (clear light green or light green disc hue)
  - Photographic slides: 35mm in 2"x2" frame
  - Illustrative material in other forms (including video recordings) may be submitted at the discretion of the College.

#### *Binders*

- Birkbeck does not recommend the services of any one firm, but the BGRS maintains [a list of binders](#) that you may find useful.
- If you will be submitting from outside of the UK, we recommend having your thesis printed and bound by a UK-based firm, who can deliver directly to us. This avoids the risks of international shipping. Many of the binders on the above list can accept files by email and online submission.

### 11. Submitting your thesis for examination

- Candidates should submit a pdf of their thesis following instructions provided by the BGRS moodle site. If a submission of a hard copy or copies has been agreed, [please contact the BGRS](#) so we can arrange to receive this.
- Candidates should bring a copy of the thesis (as it was submitted and using the same pagination) to the oral examination.

### 12. Completion of award: submitting final thesis copies

- After the oral examination is complete candidates must provide the Birkbeck Graduate Research School with copies of the final thesis, incorporating any corrections and additions required and approved by the examiners.
- Requirements for final copies of the thesis are specified in the [Birkbeck Research Degree Regulations](#).

#### **Please note:**

- It is not possible for Birkbeck to formally issue the result of the examination until final copies of the thesis have been received and approved.
- Candidates have not been required to submit hard copies of the final thesis during the current Covid-19 pandemic. The BGRS will keep you informed about any changes to requirements.

#### *Submitting an electronic copy of the final thesis*

- The electronic copy of the thesis must be provided as a PDF document; electronic copies received in any other format will not be accepted.
- The electronic copy must be identical to any final hard bound copy; however **the signed declaration should not be included in the final electronic copy.**
- The electronic copy must be emailed as a PDF attachment to the following email address: [mphil-phd-thesis-submission@bbk.ac.uk](mailto:mphil-phd-thesis-submission@bbk.ac.uk). This email address is not to be used for any purpose other than the submission of theses. Messages sent to this email will not be answered.
- Once the thesis has been received at the above address an automated message will be sent to confirm receipt. It is advisable to retain this message as proof of receipt.

- If the electronic copy is too large to send as an email attachment please contact the BGRS who can will provide you with further instructions for how to transfer the file.
- If it has not been possible to obtain 3<sup>rd</sup> Party Copyright permissions to allow the thesis to be placed on open access, the 'Digital Thesis 3<sup>rd</sup> Party Declaration' form must be submitted in the same email as the thesis. In these instances the thesis can be submitted into BIROn; however it will remain locked until 3<sup>rd</sup> Party Copyright permissions have been sought.

### 13. Archiving in the library

- Once the examination is successfully completed, copies of the thesis are deposited in the University's libraries so that the research undertaken can be publicly available:
- any **hard bound copy** will be deposited in the Birkbeck Library and may be used to make a digital copy if requested via the British Library EThOS service.
- an **electronic copy** (if submitted) will be deposited into BIROn, Birkbeck's online research repository and will be available on open access **if 3<sup>rd</sup> party copyright permissions have been sought**. If you wish to embargo your digital copy, please complete the thesis embargo application form.

### Further questions

The [BGRS webpages](#) provide an overview of the PhD examination process and we offer a [termly session](#) which you are welcome to attend if you have any questions about submitting your PhD thesis. However, if at any stage you are uncertain what to do, please contact us.

#### **Birkbeck Graduate Research School (BGRS)**

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Email: [research-degree-exams@bbk.ac.uk](mailto:research-degree-exams@bbk.ac.uk)