Guidance on the Format of the Masters by Research Dissertation

1 Hard copies

Presentation
- The two hard copies of the dissertation must be securely bound (e.g. spiral bound, cloth bound, comb bound) and be robust enough to endure the examination process. If a candidate has queries regarding appropriate binding formats, they should email researchdegrees@royalholloway.ac.uk.
- The dissertation must be presented in a permanent and legible form in typescript or print except that mathematical or similar formulae may be inserted neatly by hand. It is recommended that the font should be 11pt / 12pt, depending on the font chosen.
- Photographic and other illustrations should be permanently mounted on A4 size paper and bound in with the dissertation.
- The candidate 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 dissertation. Candidates are not permitted to submit corrections or revisions to the examiners after (re-) submission of their dissertation.

Paper
- It is expected that A4 size paper (210 x 297 mm) should be used. Plain white paper must be used, of good quality and of sufficient opacity for normal reading. Normally only one side of the paper may be used.

Format other than a monograph
- It is at the discretion of the department to permit the candidate to present the dissertation in a format other than a monograph, for example as papers (including book chapters, journal articles or conference proceedings).
- If the candidate wishes to present the dissertation in a format other than a monograph, they are advised to discuss this with their supervisor in the first instance.

Layout
- Margins at the binding edge must be not 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. These guidelines do not apply if the dissertation is in a format other than a monograph, in which case the layout of the published papers will reflect the format of the journal / book in which they have been published.

Pagination
a) For a standard monograph dissertation:
   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. Any material which cannot be bound in with the text must be placed in a pocket inside or attached to the back cover or in a rigid container.

b) For a dissertation in a format other than a monograph:
   Since a dissertation presented in a format other than a monograph includes copies or offprints of journal articles, book chapters etc. which already have page numbers, the pages of these items will not be included in pagination sequence of the submission. The dissertation may also include work that has been submitted for publication or is still in preparation for publication that does not yet have publishers’ page numbers. For all these items candidates should insert a sheet of A4 before each on which is displayed the full bibliographic citation of the publication (or the details of the work submitted or in preparation including the total number of manuscript pages), and the page number of the dissertation. For example, if the publication’s section starts on p.75, insert an A4 sheet before the first item on which is printed the full details of the item and p.75. The first item
will then follow, with its own pagination. Before the second item insert another A4 sheet on which is printed the full details of the second item and p.76, and so on. This applies equally to the print and electronic thesis.

**Title Page**

- The title page must bear the officially-approved title of the dissertation, the candidate’s full name as registered, Royal Holloway, University of London and the degree for which it is submitted.

**Declaration of Authorship**

- The title page should be followed by a signed declaration that the work presented in the thesis is the candidate’s own. A template for this declaration is available on Student Administration website at http://www.rhul.ac.uk/ecampus/academicsupport/examinations/researchdegrees/students.aspx.
- If the work includes co-authored work, the candidate should instead complete a ‘Declaration of Authorship for Co-Authored Work’, to be submitted at the same time as the pre-viva copies of the thesis.

**Abstract**

- The signed declaration should be followed by an abstract consisting of no more than 300 words.

**Table of Contents**

- In each copy of the thesis, the abstract should be followed by a full table of contents (including any material not bound in) and a list of tables, photographs and any other materials.

**Illustrative material**

- Illustrative material may be submitted in the following forms and should be listed in the table of contents:
  - (a) Audio recordings: Compact cassette tape C60 or C90.
  - (b) Photographic slides: 35 mm in 2” x 2” frame
  - (c) A reliable brand CD-R with phthalocyanine dye (clear light green or light green disc hue), DVD-R or DVD+R.
- Illustrative material in other forms (including videotapes) may be submitted at the discretion of the Royal Holloway College Board of Examiners Executive Committee. Enquiries should be made well in advance of the submission of the thesis to Student Administration. 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 paragraph 6 above). Each copy of the thesis submitted must be accompanied by a full set of this material.

2 **Electronic copy**

- The electronic version of the thesis should be submitted to researchdegrees@royalholloway.ac.uk in an accessible PDF format and laid out according to the existing specifications for the print dissertation as above. It should be the identical to the hard-bound copies submitted to Student Administration.