

## Instructions and notes on submission for Research Degrees

- Every candidate submitting a thesis must do so in accordance with the following instructions.
- For the requirements of a thesis (including any length limitations), the current [Research Degree Regulations](#) should be consulted.
- For guidance on thesis word count, please refer to the [Guidance on Thesis Word Count](#).
- If at any stage you are uncertain what to do, please contact the [Doctoral School](#).

### 1 Pre-viva submission requirements

You need to submit an **electronic copy of your thesis** by your submission deadline (i.e. a hard copy is no longer required as a matter of course).

- This should be emailed to the [Doctoral School](#)
- The thesis should be accompanied by a [Declaration of Number of Words form](#), signed by your supervisor

#### For a thesis which is larger than 20MB

If your thesis is going to be 20MB or larger, you won't be able to share this via email. If this is the case, at least two weeks before your submission deadline, you should email the [Doctoral School](#) to request a share link to a thesis deposit folder. You will be given access to a SharePoint folder where you can upload the thesis and any supporting files in time for your submission deadline. Please do not zip/compress the files when uploading files to the folder. In order to complete the thesis submission process, you must also email the [Doctoral School](#) attaching your declaration of words to the email.

The only exception to submission of an electronic thesis is where agreement is in place for a restriction of access for reasons of confidentiality, commercial sensitivity or patents which makes it inappropriate to provide an electronic copy for the examiners. An application for permission to exclude the need to submit a pre-viva electronic copy of the thesis should be made in writing to the Doctoral School no later than the time of your entry to the examination. This application must be supported by your supervisor.

**Hard copies** for your thesis are only required if:

- the requirement to submit an electronic copy of your thesis has been waived ([see above](#)). In such cases, you will need to submit three copies of the thesis
- either / both your examiners or independent chair specifically request a hard copy. The Doctoral School will inform you if that is the case once the examiners and chair have accepted their invitation to examine. Please note that a request for a hard copy of the thesis can also be made by any of the examination team after you have submitted your thesis. We will let you know if this happens
- you have a particular reason why you would like to present the thesis as a hard copy to the examiners, in which case you will need to submit three copies of the thesis

If you are submitting hard copies of your thesis:

- Please submit them:
  - In person: to the [Doctoral School helpdesk](#) (Tuesdays 10:00 - 16:00)
  - By post/In person: to the [Student Services Centre](#), Davison Building, Royal Holloway, Egham TW20 0EX  
Including when the Doctoral School help desk is not open
- The content and format of the hard copies must be identical to the electronic copy submitted
- The theses must be robust enough to endure the examination process and be easily identifiable
- The theses must be securely bound (e.g. spiral bound, cloth bound, comb bound). If you have queries regarding appropriate binding formats, please email the [Doctoral School](#).

## Documents which support your submission

If you are submitting physical items to support your thesis, such as a photo books, portfolios etc, please make it known to the Doctoral School at the time of submission, if these should be returned to you after examination. Otherwise, these items will not be returned.

## 2 Post-viva submission requirements

If you pass the viva subject to specified amendments, you will be required to send an electronic copy or your corrected thesis directly to the appointed examiner, copying in the Doctoral School. If the examiner specifically requests a hard copy of the corrected thesis, the Doctoral School will inform you.

Once the examiners have passed your thesis (either outright at the viva or once the examiners have confirmed that the specified amendments have been completed satisfactorily), you must upload the electronic version of your finalised thesis to the institutional repository (see [paragraph 5](#) below). The University will not ratify the final result of the examination until this has been received.

Please note that, although successful candidates are not required to submit a hard-bound copy of their finalised thesis to the University, your academic department may request that you submit a bound copy of your thesis to them for their records. If you submitted pre-viva hard copies for examination due to reasons of confidentiality surrounding your research, you will be expected to submit one hard copy of the final thesis to the Doctoral School.

## 3 Format of the pre-viva electronic copy of the thesis

The electronic version of the thesis should be submitted in an accessible PDF format and laid out according to the specifications for the theses outlined below. If a [hard copy](#) of the pre-viva thesis is required, it must be identical to the electronic copy submitted to the Doctoral School.

A suggested order for the pages of your thesis can be found [here](#).

### a. Presentation

Theses must be presented in a permanent and legible form in typescript or print. 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. Candidates are not permitted to submit corrections or revisions to the examiners after (re-) submission of their thesis to the Doctoral School for examination.

It is recommended that the thesis is reviewed by your supervisor before submission.

The Doctoral School is not able to contribute to the cost of any proof-reading services.

### b. Size of page

The pages should be A4 size (210 x 297 mm)

### c. Layout

Double or one-and-a-half spacing should be used in typescripts, except for indented quotations or footnotes, where single spacing may be used. In case a hard copy of the thesis is also required, the margins should be made wide enough to allow for binding i.e. the margins at the potential binding edge(s) must be not less than 40mm (1.5 inches) and the other margins not less than 20mm (0.75 inches). These guidelines do not apply if the thesis 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.

### d. Pagination

(a) For a standard monograph thesis:

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 included in the thesis, including maps, diagrams, blank pages, etc.

(b) For a thesis in a format other than a monograph:

Since a thesis 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 the pagination sequence of the submission. The thesis 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 page 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 thesis. For example, if the publication's section starts on p.75, insert a page 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 page on which is printed the full details of the second item and p.76, and so on.

e. Title page

The title page must bear:

- the officially approved title of the thesis
- your full name, as registered with the University
- Royal Holloway, University of London
- the degree for which it is submitted.

f. Declaration of Authorship

The title page should be followed by a Declaration of Authorship i.e. a signed declaration that the work presented in the thesis is your own. If the work includes co-authored work, you should instead complete a Declaration of Authorship for Co-authored Work which is not included in the thesis itself but instead should be submitted to the Doctoral School at the same time as the pre-viva copy of the thesis

- [Declaration of Authorship template](#)
- [Declaration of Authorship for Co-authored Work form](#)

g. Abstract

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

h. Table of contents

In each copy of the thesis, the abstract should be followed by a full table of contents (including any material submitted separately) and a list of tables, photographs and any other materials.

i. Illustrative material

Illustrative material may be submitted in the following forms and should be listed in the table of contents:

- (a) Audio recordings: CD or USB
- (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)
- (d) DVD-R or DVD+R
- (e) Link to a student web page

Illustrative material in other forms (including videotapes) may be submitted at the discretion of the Royal Holloway Research Degrees Programmes Committee. Enquiries should be made well in advance of the submission of the thesis to the Doctoral School. Any material which cannot be submitted electronically must be submitted in a rigid container and must be clearly labelled with the same information as on the [title page](#). A full set of this illustrative material is required for each examiner. Please make it known to the Doctoral School at the time of submission if these items are to be returned to you at the end of the examination process.

j. Practice/Performance PhDs

A candidate who is undertaking practice/performance in accordance with the provisions of the relevant [Research Degree regulations](#) should have sought approval from Royal Holloway of the form of the retainable documentation. This request for approval should be sent to the Doctoral School no later than the time of your entry to the examination.

#### 4 **Format of the pre-viva hard copy of the thesis – if required**

Any hard copies of the thesis required must be identical to the electronic copy submitted to the Doctoral School. In addition to the [format guidelines](#) in section 3, please note:

- Plain white A4 (210 x 297 mm) paper must be used. It should be of good quality and of sufficient opacity for normal reading.

- A thesis may be submitted in A3 format where Royal Holloway has agreed there is a demonstrable need. All applications for permission to present the thesis in an alternative form should be made in writing to the Doctoral School no later than the time of your entry to the examination.
- If submitting [illustrative material](#), this should be clearly identified with the submission.

## 5 Submission of the finalised thesis

The electronic version of the finalised thesis should be submitted in an accessible PDF format and laid out according to the existing specifications as [above](#). It should be the post-viva, corrected version of the thesis.

- Ancillary material that would normally be submitted as appendices may be uploaded as separate files with the main thesis PDF file.
- Please contact the Library via [openaccess@royalholloway.ac.uk](mailto:openaccess@royalholloway.ac.uk) if you require specific guidance on issues relating to copyright, use of third-party material or where open access data archiving is required.
- The IT Service Desk ([itservicedesk@royalholloway.ac.uk](mailto:itservicedesk@royalholloway.ac.uk)) can advise on technical issues relating to file formatting, scanning and associated software.
- For details how to submit the electronic thesis file(s) into the Royal Holloway institutional repository via Pure, the Research Information System, please [click here](#)
  - Candidates will need to enter publication details as part of the submission process, and they will also have the option of specifying an access restriction period of two years.
  - Please refer to Section C of the MPhil/PhD examination entry form for clarification on what the electronic version of thesis is used for.

## 6 Copyright

Authors will need to heed the terms of their publishing agreement (Copyright Transferring Agreement (CTA)), particularly if they have transferred copyright ownership to their publisher. If authors are unsure whether they have transferred their rights to the publisher, they should email the library at [openaccess@royalholloway.ac.uk](mailto:openaccess@royalholloway.ac.uk).

The two year access restriction option for the thesis should be used where necessary (e.g. where published material contained in a thesis presented in a format other than a monograph cannot be immediately available as open access but would be open access within two years). A subsequent extension to that access restriction may be requested if necessary via the [Extended Embargo Request form](#) (e.g. where material was in review or awaiting submission for publication when the thesis presented in a format other than a monograph was submitted and publication has taken longer than expected), to be submitted to the Doctoral School.

Whilst it is rare for publishers to prevent the incorporation of published material in a thesis for assessment purposes, authors should be aware that it may be necessary later to redact publisher-owned material from the access version of the electronic thesis. For example, material that is still being considered for publication, or material that is published but not available for open access, should be redacted from the electronic version unless the access restriction option has been used

If you have any queries regarding the submission or format of your thesis, you should not hesitate to contact the Doctoral School:

Telephone: 01784 276886

Email: [doctoralschool@royalholloway.ac.uk](mailto:doctoralschool@royalholloway.ac.uk)

Webpage: [intranet.royalholloway.ac.uk/doctoral-school/pgr-student-lifecycle/phdmpil-exam-process/thesis-submission.aspx](http://intranet.royalholloway.ac.uk/doctoral-school/pgr-student-lifecycle/phdmpil-exam-process/thesis-submission.aspx)