



Masters (By Research) Programs

THESIS FORMAT

School of Medicine

Faculty of Medicine, Dentistry and Health Sciences

Candidates for Masters (by Research) degrees in the School of Medicine shall present three copies of their thesis in conformity with the requirements set out below. A thesis may be rejected as unsuitable for examination if it does not conform to these requirements. The format required for a Higher Degree Thesis submitted in the School of Medicine complies with Statute 12.5 of the University of Melbourne's Standing Resolutions.

The Faculty of Medicine, Dentistry and Health Sciences has resolved that a thesis submitted for the degree of Masters (by Research) in the School of Medicine (a) should be on a topic approved by the Faculty; (b) should embody original observations made by the candidate; (c) should include a critical review of the literature in the relevant field, and; (d) should be in a format suitable for publication.

A candidate who submits work which has been done in collaboration with other workers is required to submit a statement detailing the extent to which the candidate was responsible for the initiation and prosecution of the work. Care should be taken to avoid plagiarism and collusion (refer Code of Conduct for Research) by duly acknowledging another person's ideas, work or data. The examiners shall take such steps as they think fit to assess the value of the candidate's share of the joint work and shall be satisfied that the individual candidate has been responsible for making a substantial contribution to the theory and practice of the relevant field.

WORD LIMIT

A Masters (by Research) thesis should normally be approximately 30,000 words in length, exclusive of words in tables, figures, bibliographies, appendices and footnotes.

FORMAT OF THE THESIS

- International Standard Paper Size A4 (297mm x 210mm) should be used.
- Pages should be numbered consecutively and clearly.
- The typing should be 1.5 spaced and presented in a clear and legible font and would normally be expected to be double-sided.
- Left and right margins should be no less than 30 mm. Care should be taken with page numbers to allow for page trimming when the thesis is hard bound.
- Folding diagrams or charts should be arranged so as to open out to the top and right.

Before producing final copies of a thesis for submission, the candidate should ensure that all the spelling, grammar, punctuation and choice of language are of a doctoral standard and the bibliography is complete and exact.

ORDER OF CONTENTS

A thesis follows the following order:

- Title page
- Abstract
- Declaration
- *Preface (if applicable)
- Acknowledgments
- Table of contents
- List of tables, figures and illustrations (if list items are fewer than 10 in number, this is not necessary)
- Main text
- Bibliography or List of References
- Appendices

Note: Any published papers associated with the work may be added as appendices. Any parts of the thesis which have been previously published should be indicated in the preface.

TITLE PAGE

A thesis must be preceded by a title page. The title page of the thesis should show:

- the full title of the thesis
- the full name and degrees of the author (candidate)
- a statement as to the thesis being submitted in total fulfillment of the requirements for the degree of Doctor of Medicine
- month and year (in which the thesis is submitted)
- the name of the Department and Faculty through which the thesis is submitted
- the name of the University

ABSTRACT

The title page must be followed by:

An Abstract of 300-500 words in English.

DECLARATION

The following declaration, signed by the student:

This is to certify that

- i. the thesis comprises only my original work towards the Doctor of Medicine except where indicated in the Preface*,
- ii. due acknowledgement has been made in the text to all other material used,
- iii. the thesis is less than 100,000 words in length, exclusive of tables, maps, bibliographies and appendices.

Signature:

***PREFACE**

If applicable, a Preface includes where appropriate, a statement of:

- Work carried out in collaboration indicating the level of contribution of others,
- Work submitted for other “qualifications” and/or
- Work carried out prior to Doctor of Medicine enrolment.

THESIS PREPARATION AND BINDING

Candidates are required to submit three temporarily bound copies of the thesis to the School of Medicine, The University of Melbourne, VIC 3010. The candidate's name should be clearly marked on the spine of each thesis copy.

Theses should normally be bound using temporary binding to facilitate the incorporation of amendments which might be required by the examiners. The thermal binding method must be used with covers strong enough to resist damage by bending or knocking. Twin-ring, spring-back and spiral binders are not acceptable, as theses bound in these ways frequently do not survive travel through the post.

If there are photographs or charts which need to be included in the thesis, facilities are available for colour laser printing and photocopying in the Postgraduate Association and a scanner is available in the Graduate Publishing and Presentation Centre, School of Graduate Studies. The Postgraduate Association also provides a temporary binding and photocopying service.

Candidates will be notified in writing of the receipt of their thesis.

FINAL SUBMISSION

After the thesis has been examined and passed, candidates are required to submit two hard-bound copies of the thesis to The School of Medicine, The University of Melbourne, VIC 3010. One copy of the thesis must be printed on acid-free paper. This copy must be clearly indicated as such.

FURTHER INFORMATION

Your supervisor and Head of Department will be able to provide further advice regarding the preparation of a thesis in accordance with the academic conventions of your discipline. Further advice is also available from the Manager (Postgraduate Programs) or the Administrative Officer (Postgraduate Programs) at the School of Medicine on +613 8344 5999.

Further information about preparing a thesis may be obtained from the University of Melbourne Press publication, How to Write a Better Thesis or Report (1995) by David Evans, available from the Melbourne University Bookroom office for AUD\$27.45. Phone +61 3 8344 4088 or visit http://www.bookroom.unimelb.edu.au/catalogue/mup/0_522_84665_3.html to order on-line.