

Postgraduate Research Thesis Submission Guidelines

Introduction

These guidelines outline the specific requirements for the presentation and submission of theses for both examination and post examination for postgraduate research students.

Definition of “College” – *The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health, FIAFitnation, College of Natural Beauty and Wellnation. For the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective trading names.*

Format and presentation

Word length

Differences in disciplines and the type of thesis will influence the appropriate word limit for a thesis. The following word limits exemplify a typical range:

PhD: 80,000 – 100,000

Masters by Research: 40,000 – 50,000

Honours: 10,000 – 15,000

Printing

All copies of the thesis must be typed on International Standard Paper size A4 (297mm x 210mm) except for illustrative material such as drawings, maps and printouts to the College, on which no restriction is placed.

Paper must have a minimum weight of 80 gsm.

Copies may be printed either single or double sided.

Language of the thesis

The language of the thesis must be in English.

Formatting

The typing must be 1.5 spaced or double spaced and in Arial font (size 11). Single-spacing may only be used for appendices and footnotes.

The margins on each sheet must not be less than 40mm on the left-hand side, 20mm on the right-hand side, 30mm at the top and 20mm at the bottom to allow for binding.

Order of contents

The recommended order of contents of a thesis is as follows:

- i. Title Page
- ii. Certificate of original authorship
- iii. Acknowledgment including reference to persons who have assisted in the research work itself or in the preparation of the thesis itself (including any editorial assistance)
- iv. Preface (if any)
- v. Table of Contents
- vi. List of illustrations and tables (if any)
- vii. Abstract
- viii. Introduction (if separate from Chapter 1)
- ix. Chapters in sequence
- x. Appendix or appendices (if any)
- xi. Bibliography

Title Page

The title page must contain the thesis title, author's name, degree and year of submission.

Certificate of original authorship

Students are required to make a declaration of original authorship when they submit the thesis for examination and the final bound copies. Following is a recommended wording for this certificate:

CERTIFICATE OF ORIGINAL AUTHORSHIP

I certify that the work in this thesis has not previously been submitted for a degree nor has it been submitted as part of requirements for a degree except as fully acknowledged within the text.

I also certify that the thesis has been written by me. Any help that I have received in my research work and the preparation of the thesis itself has been acknowledged. In addition, I certify that all information sources and literature used are indicated in the thesis.

Signature of Student:

Date:

Page numbering

Pages must be numbered consecutively using Arabic numerals, beginning with the first page of the Introduction (or Chapter 1, if there is no separate Introduction).

Preceding pages, except the title pages, should normally be given lower-case Roman numerals.

Thesis abstract

Each copy of the thesis must have an abstract of no more than 400 words. An additional copy of the abstract must be submitted electronically to your supervisor.

An electronic copy of a 200 word abstract is required upon submission of the final bound thesis for the Australian Higher Education Graduation Statement (AHEGS).

Appendices

Long tables, raw or relatively unprocessed data, detailed reports or computer print outs (E.G.: surveys) are generally more appropriately included in an Appendix. Confidential material is generally placed in an Appendix.

Large diagrams, charts and tables

Large diagrams, charts, maps, tables, illustrations, etc which exceed A4 size must be folded so that when opened, they can be easily read. They must be clearly referred to in the text and bound in the back of the thesis.

Referencing

The thesis must be referenced using [American Psychological Association \(APA\)](#) style, 6th edition.

Digital copy of examination

In addition to the required number of paper copies, students must submit a single digital copy of their thesis for examination. The copy should be in a format that can be annotated by examiners. A digital copy for examination is not required for work that is not printed on paper. If there is an exegesis to accompany work that is not printed on paper, a digital copy of this must be provided.

Binding

Examination copies

Each copy of the thesis must be submitted for examination in temporary binding, which should be strong enough to prevent damage during postage and handling. Binding such as 'perfect-bind' or 'comb-bind' or 'spiral-bind' are suitable for this purpose.

The digital copy for examination must accompany the hard copies and be in a readable format.

Final bound hard copies

Post examination, each final bound hard copy of the thesis should be bound in boards and embossed in gold lettering on the spine and front cover. The theses should be covered with light green (#2007) buckram for Honours degrees and in leaf green (#2008) buckram for Masters degrees and dark green buckram (#2034) for Doctoral degrees.

Thesis submission

Timing

Each Higher Degree by Research student needs to provide prior notice of his or her intention to submit the thesis for examination.

Honours students must submit the [Supervisor Approval to Submit Thesis Form](#) on or before their thesis due date. An Honours student may apply to the Postgraduate Research Coordinator for an extension to the submission date of an Honours thesis. Students must complete the [Postgraduate Research Degree Thesis Extension Form](#) for all thesis extension requests, and submit this on or before the [Notification of Intention to Submit Thesis Form](#) due date. All extension applications must demonstrate exceptional circumstances which warrant the granting of an extension, in line with the provisions of the [Special Circumstances Policy – Higher Education](#). The maximum extension which may be granted is 6 months.

Masters and doctoral students must submit the Notification of Intention to Submit form a minimum of two (2) months prior to their intended thesis submission date.

Theses should be re-submitted approximately three months after the return of their thesis from examiners.

Number of copies

Two copies of a thesis must be submitted for examination. A third copy may be required for theses where a third examiner has been nominated (see [Honours Examination Policy - Higher Education](#)). One digital copy of a doctoral or masters thesis must be submitted for examination.

Four copies are to be submitted of the final bound version and all four copies will be retained by the College. Two copies will be held in the library (one in the local library and one centrally at the Brisbane library), one copy with the Principal Supervisor and one copy with the Office of Research.

Certifications

Examination copies of theses must be submitted to the Office of Research with the [Supervisor Approval to Submit Thesis Form](#) signed by the supervisor(s) stating that the student's work is ready for examination. The Postgraduate Research Coordinator must also verify that the thesis is ready for examination. The supervisor certificate is available from the Endeavour website.

All students must complete the Student Statement for Submission of Thesis for Examination form to accompany the thesis submission for examination. The form is available from the Endeavour website. If the supervisor and Postgraduate Research Coordinator fail to certify that the thesis is ready for examination, the student must be given detailed feedback from the supervisor(s) as to why the thesis is not deemed ready for examination. If the student does not agree with the feedback, and the issues cannot be resolved within the faculty, the student may request a review of this decision by the Research Degrees Board.

Inclusion of published work in the thesis

General conditions

Australian College of Natural Medicine Pty Ltd (ACNM) trading as Endeavour College of Natural Health, FIAFitnation, College of Natural Beauty, Wellnation
(National CRICOS Provider #00231G)

A thesis may not incorporate work published previous to the period of candidature.

All publications produced during the candidature must be acknowledged in the thesis.

Students should ensure they have gained permission from the publisher to include published work in their thesis. Evidence that this permission has been secured must be provided before lodgement of the thesis with the Endeavour Library. More information about this process is available from the Endeavour Library Staff.

Reasons for inclusion of publications in the thesis

Reasons for inclusion of publications in the thesis must cover the following:

- There is evidence of published output during candidature; and
- The published output contributes to the arguments in the student's thesis.

Types of publications and conditions for inclusion of publications in the thesis

Types of publications

These include journal articles, conference papers, book chapters, research project reports. Any of these may be included in a conventional thesis. For a thesis by publication, however, only peer-reviewed journal, conference, or book chapter publications may be included.

Conditions for inclusion of publications in either form of thesis

1. The included publications must be original work arising from research by the candidate during their candidature i.e. within the dissertation project.
2. The included publications must contribute to the argument of the thesis.
3. Where publications are included verbatim the included publications must be published or accepted prior to the submission of the thesis. Students are required to obtain written permission from the copyright owners if their publications are already under copyright or restriction.
4. Where publications are included verbatim students are required to indicate clearly the contributions of each author in any joint publications.
5. For a thesis by publication the student must be either the first author or have made substantial contributions (50% or more) to the publication.

Format options

A thesis may be classified as either a conventional thesis or a thesis by publication. Different thesis formats have different rules for what kinds of publications may be included, and how they are included.

Conventional thesis

A conventional thesis could adopt one of the following formats to reference related publications:

- List all publications with all reference details on a separate page.
- Insert footnotes in related chapters to indicate that the main results of these chapters have been published and give all reference details (eg ‘The main results of this chapter were previously published in Smith and Jones (2013) etc.’).
- Include a verbatim copy of publications at the end of thesis as an appendix.
- Include a verbatim copy of a publication as part of the main text of the thesis, for example by including one publication verbatim as a stand-alone chapter in an otherwise conventional thesis. Students must include connecting statements (e.g. introduction and summary) that position the publication in relation to the rest of the thesis.

Thesis by publication

A thesis by publication comprises a coherent suite of publications where verbatim copies of publications form chapters of the manuscript accompanied by an exegesis, which is a significant intellectual undertaking in its own right. It elaborates the argument for coherence and cohesion of the dissertation project and the resulting publications by providing the theoretical and conceptual backbone for the thesis. The exegesis should exclude new results, but may include new insights through providing a synthesis across the conclusions from the papers. The exegesis could include:

- an introduction to the problem area and the various sub-studies
- the overall aim and research questions of the dissertation
- a research overview, including the disposition of the dissertation, illuminating and positioning the contribution to the research field
- the central theoretical and methodological points of departure of the dissertation as a whole, including the motivation for the choices of theory and method
- a critical discussion of data choices, collection and analytical processes, interpretations, and other considerations made in the different sub-studies / articles
- a description of how the articles are interrelated
- a summary and synthesis of the main findings, conclusions, and contributions of the dissertation as a whole
- recommendations for further research

Confidentiality and restricted access

The College recognises that in some cases there is a need to protect the right of higher degree students to take advantage of their own research work. It also acknowledges the need to restrict access to any material which may have been available on a confidential basis or which has commercial potential.

If there is any confidential material covered by a non-disclosure agreement or Intellectual Property assignment deed, a student must seek permission from the Postgraduate Research Coordinator for restriction of access to such material. Restriction to access to such material is normally for a period of two years and in some cases, indefinitely.

Wherever possible, the restricted information should be placed in an appendix to the thesis.

The request for restriction to access must be done when the thesis is submitted for examination.

Copyright

In accordance with the [Endeavour Intellectual Property Policy](#), a student owns the copyright in the original content of his/her thesis. Information and advice about copyright is available to view on the Endeavour Library website.

Digital Copy for Lodgement in the Endeavour Library

All students must submit a digital copy of their post examination thesis to the library which will be published in the College's digital repository.

Digital format

The digital format of the thesis must be a single Portable Document File (PDF). The maximum size of upload is 25MB. If a single file is not possible for whatever reason, students must use Zip for multiple files. If the file is larger than 25 MB, students should consult the Endeavour Library for information about how to submit on dropbox.

There must be no security settings on the document – these will be added later by the library.

Research work that is not print on paper must be supplied in digital form wherever practicable. If the work cannot be digitised, then a digital copy of the accompanying exegesis (where one such exists) must be submitted to the Endeavour Library.

Postgraduate research students must also submit a digital abstract along with their final hard bound copy of their thesis. The digital abstract is a 45 to 90 second mp4 video submitted via email to pgr@endeavour.edu.au or USB to the Office of Research, accompanied by a written transcript of the abstract audio text to make the abstract accessible to diverse audience needs. The digital abstract is to be submitted along with the digital copy of the final thesis.

Copyright clearance

The digital copy of the thesis will be published in the [Endeavour Thesis and Papers Repository](#) which is an online digital repository that aims to provide open access to the College's research output. If the digital thesis contains any third party material protected by copyright, the student must either obtain permission to use this material or remove the material from the digital thesis. Obtaining permission is known as a copyright clearance.

The Endeavour Library has more detailed information about copyright and advice on seeking permission to use third party material.

Digital theses that include previously published work may be exempt from inclusion in Endeavour Thesis Repository if copyright clearance cannot be obtained. In such cases, students are still required to submit the digital copy but only the abstract will be published.

Confidential or restricted material

The digital copy of the thesis may contain material which is restricted due to a confidentiality agreement or Intellectual Property assignment deed as outlined in these guidelines.

At the point of digital submission, the student should indicate which sections of the digital thesis contain confidential material. This material can either be removed before the digital copy is published to Endeavour Thesis Repository or the whole digital thesis can be published when the period of restriction has expired.