

## **XV. Rules for the Form of Theses**

1. These rules apply to theses submitted for the MD, DBA, EdD, MPhil, LLM, PhD or PhD (Integrated) and to unpublished work submitted for the LLD.
2. The thesis to be retained by the University for examination should be submitted in electronic form.
3. If a candidate is recommended for an award, the degree will not be awarded until the final thesis has been hard-bound in a fixed binding of boards and submitted to the graduate school administrator, along with an electronic version of the thesis. The volume must bear the name of the candidate, the title of the thesis, the name of the degree for which the thesis is submitted and the date of successful examination.
4. Any electronic or hard-bound thesis must adhere to the format indicated in the Guidelines for the Submission of Work and Format of Theses available at: <https://www.ncl.ac.uk/students/progress/student-resources/PGR/FormsPolicies.htm>
5. When titles of theses quote generic and specific names of living or fossil organisms, these names should obey the appropriate rules of nomenclature, and the higher systematic position of the organisms should be given. When necessary, a shortened version of the title should be printed on the cover of the thesis and the full title should appear on the first appropriate page inside.
6. The texts of theses must be, as far as possible, word processed and on A4 paper of good quality, if printed.
7. Diagrams, maps and similar documents may be submitted in a portfolio of any size and must bear equally the particulars mentioned in (4) above.
8. The normal length of a thesis has been determined as follows. Candidates must note any requirements or guidance issued by their graduate school committee or specific programme regulations.
  - a) For the Faculty of Humanities and Social Sciences the doctoral thesis should not exceed 100,000 words (inclusive of notes, but excluding bibliography and appendices);
  - b) For the Faculty of Medical Sciences and the Faculty of Science, Agriculture and Engineering the doctoral thesis should not exceed 80,000 words (inclusive of notes, but excluding bibliography and appendices);
  - c) For PhD (Integrated) programmes in the Faculty of Humanities and Social Sciences the thesis should not exceed 80,000 words (inclusive of notes, but excluding bibliography and appendices);
  - d) For PhD (Integrated) programmes in the Faculty of Science, Agriculture and Engineering the thesis should not exceed 50,000 words (inclusive of notes, but excluding bibliography and appendices);
  - e) For the Faculty of Humanities and Social Sciences the Master of Philosophy thesis should not exceed 50,000 words (inclusive of notes, but excluding bibliography and appendices);

- f) For the Faculty of Medical Sciences and the Faculty of Science, Agriculture and Engineering the Master of Philosophy thesis should not exceed 40,000 words (inclusive of notes, but excluding bibliography and appendices).
- g) There are different word limits for the following Practice-Based research degrees in Arts and Humanities and these are detailed in the Handbook for Examiners of Research Degrees:  
<https://www.ncl.ac.uk/students/progress/student-resources/PGR/Publications.htm>
- Fine Art and Digital Cultures PhD
  - Music PhD
  - Film Practice PhD
  - Theatre/Performance PhD
  - Creative Writing PhD
  - Architecture, Planning and Landscape MPhil and PhD
  - Creative Practice PhD in Museum, Gallery and Heritage Studies

*Note: If a thesis exceeds the maximum word-limit, a candidate should apply for a concession from the relevant Dean of Postgraduate Studies before submission.*

### **Notes for Published Work Submissions – for Staff Candidates Only**

9. A staff candidate who is submitting for a Doctor of Philosophy by Published Work, should submit the published works bound in the approved form in accordance with these rules and section XIV *Rules for the Submission of Work for Higher Degrees*. In addition, the candidate shall submit:

- a) a list of the published works submitted;
- b) an accompanying Doctoral Statement concerning the work submitted and setting out the proposed basis for the award of the degree and placing the work in its wider context;
- c) the relevant submission form or forms.

10. In the case of jointly authored publications included in a candidate's published work submission, the candidate shall submit a form for each publication indicating the percentage share of the work attributable to the candidate. The candidate will be required to obtain, before submission of each form, signatures from each co-author and collaborator certifying the candidate's share of the work concerned.

11. Publications selected for submission by a candidate should demonstrate progressive development or coherence in research activity.

12. The amount of research activity should be equivalent to that expected from a three year full-time PhD.

13. All items must have been produced within a minimum of three years and a maximum of six years.

14. The number and scope of the works required for a Doctor of Philosophy by Published Work submission, and the nature and length of the accompanying

Doctoral Statement are detailed below (as determined in each faculty and approved by the University Education Committee): The number of publications should be increased pro-rata if jointly authored publications are submitted.

15. Candidates should not include multiple versions of the same paper in their submission

16. ***Humanities and Social Sciences***

- a) Candidates would normally be expected to submit at least five articles in refereed journals or the equivalent in books, monographs, works of art, performances and chapters in books or any combination of these types of publication. Papers must have been published either in established, refereed journals, in chapters in edited books or, when appropriate, may be in a professional journal held in high standing by academics and senior practitioners working in the field. The significance of artworks and performances must be demonstrated by the standing of the exhibition venue, the nature of commissioning process or the level of critical appraisal of the work.
- b) The Doctoral Statement should normally be of about 5000 words in length but can be longer (up to a maximum of 10,000 words) where the publications submitted do not address all key aspects of the research conducted.
- c) The Doctoral Statement should set out the proposed basis for the award of the degree, placing the work in its wider context, particularly drawing out linkages between the different pieces of work. It should demonstrate the required development or coherence in the work across the period covered by the publications and should incorporate a critical appraisal and discussion of the corpus.

17. ***Medical Sciences***

- a) The submission should normally be based on at least four original articles in peer reviewed journals and must be based on work in which the candidate has had a major contribution.
- b) The submission should include an introductory section which reviews the relevant literature in the candidate's field of research and which puts his/her original observations into a broader scientific context. This should normally be at least 10,000 words in length and include a critical appraisal of what has been achieved.

18. ***Science, Agriculture and Engineering***

- a) The submission should normally comprise of at least four original articles in peer reviewed journals and should represent a significant contribution to knowledge in the candidate's field.
- b) The accompanying Doctoral Statement should normally be a minimum of 10,000 words. It should summarise the relevant literature, set the work carried out in its wider context, include a critical appraisal of what has been achieved and provide ideas for future work.

