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## **Recommendations for the Presentation of Theses**

### **Introduction**

The following recommendations concerning the presentation of theses are made with a view to producing greater uniformity in the layout, form and bibliographical presentation of theses. Individual Faculties may have special requirements for the layout of the thesis; you should consult your supervisor or the College Office about any College-specific requirements.

### **Recommendations**

#### **1. Scope:**

These recommendations apply to the presentation of theses for the degree of PhD and other research-based doctoral and Master's degrees.

#### **2. Submission of the thesis**

A student is eligible to submit a thesis only when registered as a student of the University. In order to register, students must return a completed registration form and pay the course fees for all years including the year in which the thesis is submitted.

For submission dates for fees purposes, please see the [Fees Office website](#). When submitting a thesis to Assessment, it must be accompanied by a form (available from Assessment) signed by the supervisor(s) stating that the thesis has been prepared for examination under their supervision.

Three copies of the thesis should be submitted for examination, together with three copies of an abstract summarizing the content of the thesis. The thesis may be submitted for examination in softbound format. However, the degree will not be awarded until a hard-bound copy of the thesis (see paragraph 3 below), incorporating any changes and corrections required by the examiners, has been lodged with Assessment. As a courtesy, the candidate normally also presents a bound copy of the thesis to the supervisor and/or the Head of School.

#### **3. Cover:**

3.1 **Binding:** The thesis shall be bound within boards. The binding shall be of a fixed kind in which leaves are permanently secured. The boards shall have



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sufficient rigidity to support the weight of the work when standing upon a shelf.

3.2 Cover Title: The outside front board must bear the title of the work in at least 24pt (8mm) type. The name and initials of the candidate, the qualification for which the work is submitted and the year of submission must also be shown.

3.3 Spine Title: The spine of the work shall bear in at least 24pt (8mm) type, if practicable, the surname and initials of the candidate, the degree for which the work is submitted and the year of submission. This information shall normally be printed along the spine in such a way as to be readable when the volume is lying flat with the front cover uppermost. If the work consists of more than one volume the spine shall also bear the number of each volume.

**4. Paper Quality and Typographical Detail:**

4.1 Methods of Production: Theses shall be presented on good quality paper in typescript or print on one side of the paper only. (Copies presented by xerographic or comparably permanent processes are acceptable.)

4.2 A4 size paper (80-100 g) should be used.

4.3 Layout: Margins at the binding edge shall be not less than 40mm and other margins not less than 20mm. Double or one-and-a-half spacing is recommended in typescripts, except for indented quotations and footnotes, where single spacing may be used

**5. Pagination:**

5.1 Pages shall be numbered consecutively throughout the thesis, including appendices, but excluding photographs and/or diagrams which are not embodied in the text.

5.2 Position of Page Numbers: Page numbers shall be located centrally at the bottom of the page.

5.3 Multi-Volume Theses: If there is more than one volume, each volume shall carry its own pagination.

**6. Preliminaries:**

6.1 Title Page: The title page of every volume shall give the following information in the order listed:



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- o The full title of the thesis and subtitle, if any.
- o The total number of volumes, if more than one, and the number of the particular volume.
- o The full name of the author (followed, if desired, by any qualifications and distinctions).
- o That "The thesis is submitted to University College Dublin for the degree of PhD [or other degree as appropriate] in the College of "
- o The month and year of submission.
- o The School(s) in which the research was conducted, and the name of any other organisation associated with the research.
- o Name(s) of the Head(s) of the School(s) concerned.
- o Name(s) of the supervisor(s) of research.

6.2 The title should describe the content of the thesis accurately and concisely.

6.3 Table of Contents: the table of contents shall immediately follow the title page. It should list the title of each chapter and the main sections in each chapter

6.4 Summary: There shall be a summary of the thesis (of approximately 300 words)

## **Contents**

Custom and practice in relation to the presentation of the outcomes of research and scholarship in a thesis may vary from one discipline to another. However, most theses comprise several chapters, at least one of which will present an introduction to the literature pertinent to the research topic and define the aim of the author's research, a chapter which describes the methodology employed and one or more chapters presenting the results of the research and the conclusions of the author.

The thesis must also contain a bibliography of the books and scholarly articles consulted in the composition of the thesis. The bibliography should conform to the Harvard notation, or to some other recognised bibliographic convention appropriate to the discipline.

Detailed experimental results or other material inappropriate to the text may, if wished, be presented in appendices.

Candidates may wish to consult the UCD publication *Guidelines for PhD Examiners* which lists some of the factors which examiners will take into account when forming a judgement on a thesis.



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### **Conferring of the degree**

PhD and other postgraduate degrees are conferred at different times of the year depending on the graduand's College. Information of the dates of conferring ceremonies is available from the President's Office.

Candidates are advised to allow at least three months between the submission of the thesis and the ceremony at which they hope to be conferred to allow for examination of the thesis by internal and external examiners, the holding of a *viva voce* examination of the candidate and a decision on the award of the degree by the Academic Council or its Examinations Standing Committee.

### **Ownership of the Thesis**

Following examination and the award of the degree, the thesis remains the property of University College Dublin and will be deposited in the university library.

Permission to Consult: The following rules are proposed for the consultation of theses in the Library of University College, Dublin:

- (1) Consultation is allowed only by written permission of the head of the School.
- (2) For the first three years after the thesis has been deposited in the Library, the author's written permission is also required. In cases where the author of the thesis has indicated that the thesis may be consulted immediately, this will be permitted subject to the permission of the head of the School.
- (3) Loans may be made only to another University library.