**Supplementary guide**

**Follow this guide while completing the ‘*TEMPLATE-Thesis preparation’***

This supplementary guide will assist you in successfully completing your preliminary thesis pages.

Ensure that you download the TEMPLATE from the Graduate Research School portal to ensure you have the most up to date version.

**Page 1 - Thesis title page**

The UniSC logo provided in the preliminary pages template has been approved by UniSC for use in all HDR theses. The logo must be proportionate i.e. not too small or too large. Other versions of the UniSC logo will not be accepted.

**Thesis title**

It is expected that the thesis title is in sentence structure format i.e. capital letters for beginnings of sentences, nouns etc.

**Candidate’s full name**

Your name should appear on the title page as it is shown in your official USC Central record. Any official name changes must be made through the USC Central.

**Candidate’s academic degrees**

The degrees listed here must be tertiary degrees that have already been awarded. The name of the institution is not required. You cannot list the degree currently being examined.

**{Year}**

The year of submission is required. The month/day is not required.

**Name of enrolling unit**

You must list your enrolling unit. Non-enrolling units (Centres) are accepted, however they must be on a new line below the name of the enrolling unit.

NOTE: apart from the sections above, no other information is to be added to the title page.

**Page 2**

**Abstract**

Your abstract should outline the main approach and findings of your thesis and should not exceed 800 words.

**Page 3**

**Declaration by Author**

You must use the declaration by author supplied in the template. You are not permitted to amend the declaration by inserting or removing text.

**Page 4**

**Publications included in this thesis**

If you have published during candidature and you include these publications (wholly or partly) in your thesis, they are to be listed here. Publications are to be incorporated as per [Higher Degree by Research Thesis Format - Guidelines](https://www.usc.edu.au/about/policies-and-procedures/higher-degrees-by-research-thesis-presentation-guidelines).

NOTE:

* Publications listed in this section must also be listed in the section – ‘**Other publications during candidature**’.
* Papers submitted for publication and awaiting review should not be listed here and are to be listed in the section – ‘**Submitted manuscripts included in this thesis**’.
* If you have not included any publications in your thesis then you are required to retain the ‘publications included in this thesis’ heading but you need to state ‘*no publications included*’ under this heading.

You are required to detail the extent of your contribution to each publication in the page **immediately preceding** the chapter that includes your publication/s. Further details are given in the preliminary pages template. An example of what is required on the page immediately preceding the chapter that includes your publication/s is shown in the graphic below:

|  |
| --- |
| Chapter XXXCitation goes hereDetails of your contribution to authorship in no more than one page |

**Page 5**

**Submitted manuscripts included in this thesis**

List your submitted manuscript/s in this section using the same requirements described for **Publications included in this thesis.**

If you have not included any manuscripts in your thesis, you are required to retain the ‘**Submitted manuscripts included in this thesis**’ heading but you need to state ‘no manuscripts submitted for publication’ under this heading.

**Other publications during candidature**

This is where you will list all of your publications arising from your candidature, irrespective of whether they appear in your thesis or not. Publications should be listed using the standard citation format appropriate to your discipline.

List your publications under sub-headings appropriate for your discipline. For example:

* Peer-reviewed papers
* Book chapters
* Conference abstracts

The sub-heading titles should be a slightly smaller font than the ‘Publications during candidature’ heading to show that it is a sub-heading.

Publications that appear in the ‘**Publications included in the thesis’** section, should also be listed here.

If you have not published during candidature, then you are required to retain the ‘Publications during candidature’ heading but you need to state ‘no other publications’ under this heading.

Papers that are in preparation or submitted for review should not be listed in this section as they are not considered publications.

**Contributions by others to the thesis**

This is where you list significant input made by others to your thesis. Examples of what you can include are provided in the thesis preliminary pages template.

If no-one significantly contributed to your thesis, then the heading must be retained and you are required to state ‘no contribution by others’ under this heading.

**Page 6**

**Statement of parts of the thesis submitted to qualify for the award of another degree**

PLEASE NOTE: The content of your thesis must include the work you have carried out **since the commencement of candidature**. You will need permission of the Dean of Graduate Research to include any work in your thesis that has been submitted towards another degree **prior to submission of your thesis**.

**If given approval by the Dean to include previous work** you must list the relevant part of the thesis used towards the other degree. Details of the other degree including degree name, year, institution and whether the degree was awarded are required.

If no parts of your thesis has been submitted towards another award then the heading is to be retained and you are required to state ‘No works submitted towards another degree have been included in this thesis’.

**Research Involving Human or Animal Subjects**

If your research has involved animal or human subjects, ethical approval is required. A copy of the ethics approval letter, or email, must be included in the thesis appendix. Details of the approval must be included in this section. This includes the ethics approval number and the name of the approving committee.

If no animal or human subjects were involved in this research then you need to state ‘No animal or human subjects were involved in this research’.

**Page 7**

**Acknowledgements**

Acknowledgements are to commence on a new page.

This is a free text section for you to record your gratitude to those who provided academic input and support and non-academic support during your candidature.

If you have any dedications, they must either be inserted in this section or after the preliminary pages i.e. after the Field of Research Codes.

**Page 8**

**Financial support**

Start this section on a new page. If your HDR enrolment was supported by the Australian Government Research Training Program (RTP). It is a legislative requirement that you acknowledge this funding in this section of your thesis. **You are required to include the text below**:

‘This research was supported by an Australian Government Research Training Program Scholarship’

Any other funding you have received to support your candidature is also required to be listed in this section. This includes support for Fees and/or a Living Stipend.

If no funding was received, state ‘No financial support was provided to fund this research’.

**Page 9**

**Keywords**

Keywords are search terms that are entered into the UniSC Library Catalogue to assist others to retrieve information contained in your thesis. A maximum of 10 keywords are required. Each keyword is to be separated by a comma.

**Australian and New Zealand Standard Research Classifications (ANZSRC)**

ANZSRC codes provide data that links your thesis to the disciplines and discipline clusters in the Federal Government's Excellence in Research for Australia (ERA) initiative.

You can find a list of [ANZSRC codes](http://www.abs.gov.au/ausstats/abs%40.nsf/0/4AE1B46AE2048A28CA25741800044242?opendocument) on the Australian Bureau of Statistics (ABS) website. Find the division that corresponds with your research and then click on the hyperlink in that section. This will reveal the 6-digit ANZSRC codes that you must include in your thesis.

A maximum of 3 codes at the 6-digit level are required. You are also required to include the description. Examples are provided in the preliminary pages template.

**Fields of Research (FoR) Classification**

Fields of research codes allow research and experimental development (R&D) activity to be categorised according to the methodology used. It lets others know what you were researching.

You can find a list of [Field of Research](http://www.abs.gov.au/Ausstats/abs%40.nsf/Latestproducts/6BB427AB9696C225CA2574180004463E?opendocument) codes on the Australian Bureau of Statistics (ABS) website. Locate the division that corresponds with your research and click on the hyperlink to expose the 4-digit codes.

A maximum of 2 FoR codes at the 4-digit level are required. You are also required to include the description and percentage weighting for each code and percentages need to total 100%. Examples are provided in the preliminary pages template.

**Remainder of your thesis**

It is recommended that the remaining sections of your thesis appear in the following order:

* Dedications (if applicable)
* Table of contents
* List of figures and tables
* List of abbreviations
* Main text of the thesis
* Bibliography or list of references
* Appendices

There may be discipline-specific requirements regarding the remainder of your thesis, discuss this with your advisory team.

**Frequently asked questions and issues**

1. Can I insert a picture on my thesis title page?

Yes. You can insert one picture however it must be small enough so it does not overtake the title page. Before inserting pictures or photographs into your thesis, permission must be obtained from the copyright holder. If you do not have permission, it cannot be inserted.

1. Some of the headings in the preliminary pages do not apply to me. Can I remove or add to them?

No. You are required to retain all headings listed in the preliminary pages.

1. Can I use a different font/font size for the preliminary pages section headings?

Formatting of the thesis should be as detailed in the [HDR Thesis Format - Guidelines](https://www.usc.edu.au/about/policies-and-procedures/higher-degrees-by-research-thesis-presentation-guidelines).

1. Please do not include any instructional text from the template in your preliminary pages, as this information is for guidance only.
2. Text flagged with {brackets} should be modified and the brackets deleted.