



### **Introduction to Thesis Formatting Guidelines**

The attached guidelines have been developed to help PGR students negotiate the complicated task of formatting large reports – especially in the context of their thesis. They incorporate the good practice that has been gathered over the years of providing advice to students and reviewing College guidelines, using the British Standard for PhD Theses as a reference point.

Experience suggests that PGR students look for guidance on this early on during their PhD study, since the associated skills are useful for reports and publications they may be involved in writing ahead of their thesis.

It is recognised that individual Colleges/Schools may have particular requirements for thesis formatting, for example, relating to the software used in some disciplines. Referencing and footnote requirements may also vary by discipline. Colleges/Schools would be expected to ensure that information about their individual requirements is made available and promoted to their students, via websites and supervisors.

These guidelines will:

- Be placed on the library website to provide guidance to students
- Provide Colleges/Schools with a template for developing discipline-specific guidance
- Be part of the material provided to students attending the 'Using Word to prepare your Thesis' courses
- Be provided as part of the Moodle based online course on thesis formatting
- These guidelines will not become a regulatory document.



**Thesis – Format Guidelines**

<b>Page Layout and Order</b>	
Margins	Top 1.8cm Bottom 1.8cm Left 1.5cm Right 1.5cm Gutter 2.5cm (making total binding edge of 4.0cm)

<b>Pages (printing)</b>		
Single sided on A4 paper, 70 – 100gm		
Front Matter	Title Page	Title of Thesis (total number of volumes, if more than 1 and the number of the particular volume)  Full name of Author  Any qualifications  Submitted in fulfilment of the requirements of the Degree of XXX  School of XXX, College of XXX University of Glasgow  Month and year of deposition to the Library
	Abstract	Following title page  Synopsis of thesis, stating the nature and scope of work undertaken etc  On its own on a single page



College of Social  
Sciences

	Contents	Pull out on headings with page numbers (to include all pages, but no reference the contents page itself)
	Order <i>(NB: all of these pages may not be required, delete as appropriate)</i>	Title page Abstract Table of contents List of tables List of figures List of accompanying material preface Acknowledgement Author's declaration * Definitions/abbreviations text - in chapters appendices Glossary List of references bibliography index

\*Authors declaration – *sample text below:*

"I declare that, except where explicit reference is made to the contribution of others, that this dissertation is the result of my own work and has not been submitted for any other degree at the University of Glasgow or any other institution."

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Text Format	
Characters	Not less than 2.0mm for capitals and 1.5mm for height of lowercase x – 12 point as the base font size.  Even space between characters and words.
Words	Flush left or may be justified (note: formatting issues can be encountered with justified paragraphs)  With an additional line space between paragraphs (eg in 1½ line spacing, 3 lines (1½+1½ or 18pt+18pt) between paragraphs)



## College of Social Sciences

Quoted matter	Indented 5mm to 10mm  Text same size as main text, but lines may be in single line spacing
Fonts	Times New Roman or Trebuchet MS for the body of the thesis Arial or Trebuchet MS for Headings
Line Spacing	1.5 line spacing
Headings	Used to indicate the hierarchical structure of the text  Normally not more than 4 levels - including chapter headings as first level  Each level distinguished from the other by position, typography, or both  Preceding and following space should be not less than the space between paragraphs  Not centred - except possibly for chapter headings
Heading Numbering	If required, in the format –  1.       Heading1 1.1      Heading2 1.1.1    Heading3

<b>Headers/Footers</b>	
Headers	Desirable, but not essential - help to identify source of a single page, particular chapters  should include chapter number and/or chapter heading and page number (see Numbering below)  10 point size  Not on preliminary pages or chapter openings omitted from pages with full page illustrations



## College of Social Sciences

<b>Numbering</b>	
Page numbering and chapters	<p>Arabic numerals should be used throughout (Note: current publication practices indicate this to be standard)</p> <p>Visibly clear of the text, preferably in the top outer corner of each page, although may be placed in the Footer</p>
Object numbering	<p>tables, figures and equations should each follow a separate sequence</p> <p>Arabic numerals should be used, below the object Chapter number may be included</p> <p>eg        Fig1-2 (Figure 2 in Chapter 1)</p>
The title page should be counted, not numbered	

<b>Other Formatting</b>	
Footnotes/Endnotes	<p>Footnotes - throughout the text</p> <p>Endnotes - placed at end of chapter or end of the text, clearly separated from main text and each other</p> <p>Smaller in character size and more closely spaced (same size as header/footer text is recommended (10pt), although if over 100 words, 12pt should be used)</p> <p>Hanging indent format</p>
References	<p>There is no University standard regarding reference format – please consult your College.</p> <p>The most important consideration is to be consistent between two possible schemes.</p> <p>[1] Harvard system = Smith,2008:252) and where List of References (rather than Bibliography) is supplied</p>



## College of Social Sciences

	<p>[2] Footnote system- here the first ref should be full = "A.Smith, Important Article, in J. of Significance, 2008, 12, 10-25, p 11" or 'A.Smith, "A Major Statement", London: Key Publishers, 2008 p. 11' &amp; thereafter "Smith, Imp.Article p. 12 " or Smith "Major Statement" p.12 and Bibliography (rather than List of References) is supplied.</p>
Tables	<p>Each should appear complete on one page, close to first reference to it</p> <p>If many tables, they may be collected at the end of the thesis as an appendix</p> <p>Normally portrait</p>
Word Count (limit)	<p>A Phd thesis should not normally exceed 100,000 words of text (including your appendices and additional material). However, the PGR Committee of the College of Social Sciences suggest the following limits:</p> <p>PhD: 70,000 to 100,000 words. <i>(Allowing 250 words per page, this means between about 280 and 360 pages.)</i></p> <p>Master's by Research / MLitt: 30,000 to 40,000 words. <i>(Equivalent to between about 120 and 200 pages.)</i></p> <p>In all cases, you should consult your supervisors as to length. In the College of Social Sciences, you must get permission from the Higher Degrees Committee if you want to submit a thesis greater than these limits.</p>