

Appendix 12: Regulations for the Form of Theses

1. Applicability

- 1.1 Research degree and professional doctorate students who have successfully completed their thesis examination are required to submit both printed and electronic copies of their thesis to the Chow Yei Ching School of Graduate Studies (SGS). An electronic copy will be uploaded onto online databases for both internal and public access.
- 1.2 The submission of the printed and electronic copies of the thesis forms part of the graduation requirement. The required formats for the printed and electronic copies are given below:

2. Format of the Printed Copy

- 2.1 The thesis should be presented in a permanent and legible form either in original typescript, plain paper photocopy or a comparably permanent process.
- 2.2 The lower-case x-height of characters should not be significantly larger or smaller than 2mm. Double or one-and-a-half spacing should be used, except for indented quotations or footnotes where single spacing may be used.
- 2.3 International A4 size paper of good and opaque quality should be used for the thesis which should be typed on one side of the paper only. Exceptionally, paper other than international A4 size may be used when the nature of the thesis requires it.
- 2.4 Margins at the binding edge should not be less than 40mm and other margins should not be less than 20mm. Exceptionally, margins of a different size may be used when the nature of the thesis requires it.
- 2.5 Pages should be numbered through the thesis in Arabic numerals on the upper right hand corner, including appendices but excluding the table of contents and other material preceding the beginning of the general text which may be numbered with lower case Roman numerals.
- 2.6 The thesis should contain the following parts in the order shown:
 - (a) Title page, containing the following information in both Chinese and English:
 - the thesis title
 - the full name of the candidate
 - the degree for which the thesis is submitted
 - the name of the University
 - the month and year of the College's/School's endorsement in recommending the award
 - (b) The abstract of contents

- (c) Acknowledgment, if any
 - (d) The table of contents and, where appropriate, a list of plates, tables, figures, symbols or other abbreviations
 - (e) The general text
 - (f) Bibliography
 - (g) Appendices and other addenda, if any.
- 2.7 Whenever practicable, diagrams, maps, illustrations, computer printouts, published papers and tables should be included in the thesis adjacent to the corresponding text.
- 2.8 Folded diagrams or charts included in the text should be arranged so as to open out to the top and left.
- 2.9 Photographic prints should be on single weight paper or permanently mounted on cartridge paper for binding and should be securely fixed in the thesis.
- 2.10 Illustrative material which cannot be conveniently bound in the text (such as maps and slides) should be packaged in such a way that it can be bound with the thesis. If the amount of such material is substantial, it should be gathered into a supplementary volume and packaged in a rigid container similar in format to the bound thesis. All loose material should be marked with the candidate's name and degree for which the work is submitted so that it can be readily linked with the thesis.
- 2.11 The thesis should be bound in boards covered in dark blue cloth or other suitable material. The binding should be of a fixed kind with leaves permanently secured by sewing.
- 2.12 The outside front cover should bear in gold lettering the title of the thesis, the full name of the candidate, the degree for which the thesis is submitted, the name of the University and the month and year of the College's/School's endorsement in recommending the award.
- 2.13 The spine should bear in gold lettering:
- (a) 20 mm from the bottom and across – CityU
 - (b) 70 mm from the bottom and across – the degree and year of the College's/School's endorsement in recommending the award – e.g., MPhil 2003
 - (c) Evenly spaced between the statement of the degree and year of endorsement and the top of the spine and across or down – the name of the author and the title (or, if necessary, an abbreviated title) of the thesis.

- 2.14 Where lettering runs down the spine it should be printed in such a direction that it is upright when the thesis is lying flat with the front cover uppermost.
- 2.15 Notwithstanding the provisions of clause 2.11 of these Regulations, a candidate should present a thesis in an unbound form prior to examination in such a way that could be forwarded to the examiners without the risk of disarrangement. It should be the responsibility of the candidate to ensure that the thesis is properly bound after the examination, and prior to lodgment. No award shall be made until these arrangements have been completed.

3. Format of the Electronic Copy

- 3.1 Students are required to submit their theses in an electronic format in accordance with the specifications given in the Library's Webpage.
- 3.2 It is the responsibility of the student to ensure that an acceptable copy of his/her thesis in an electronic format is submitted to SGS.
- 3.3 Students who wish to use newer technologies for their theses, such as digital multimedia, hyper linking, etc. should check early in their thesis production, on the viability of software involved vis-à-vis, library preservation, and incorporation of such theses in the Library's online database.

4. Waivers

Where a candidate would meet with serious difficulty in complying with the provisions of these Regulations, he or she may apply to SGS for a particular Regulation(s) to be waived.

5. Further Advice

Candidates requiring further advice on the interpretation of these regulations should consult SGS.