

## Definitions:

**Article:** A paper that has been published. This usually refers to work published in professional publications, edited journals and peer-reviewed scholarly or scientific journals.

**Manuscript:** A written paper pre-publication. Examples of manuscripts include, but are not limited to: drafts, writing in progress, work submitted to a publisher that is under review or not yet published, elements of your thesis that you are crafting for submission to a journal.

## Introduction

These Guidelines apply to theses prepared for Higher Degrees by Research (HDR). HDR candidates at the University of the Sunshine Coast may structure their thesis either in a:

- Traditional thesis; or
- Thesis with manuscript(s); or
- Creative Artefact and Exegesis

These guidelines stipulate requirements for thesis format however where applicable, thesis structure should be adjusted to ensure conformity to discipline expectations. Regardless of the discipline area, it is required that the thesis be presented in scholarly English and be free from typographical and grammatical errors.

If there is a legitimate case for a thesis or exegesis to exceed the below word limits, special representation should be made to the Dean, Graduate Research, for prior written approval to submit such a thesis or exegesis.

## Traditional format

Word length (includes appendices and footnotes; excludes reference list and bibliography)

- PhD: ~80,000
- Masters: ~40,000

Format (PhD and Masters)

Typically, the following type of approach should be adopted for the format of the thesis:

- International Standard Paper Size A4 (297 x 210mm) should be used;
- The typing should be 1.5 spaced, presented in a clear and legible font and would normally be expected to be double-sided;
- Left and right margins should be no less than 30mm and page numbers should appear inside the margins;
- Pages should be numbered consecutively and clearly;
- Folding diagrams or charts should be arranged so as to open to the top and right;
- Before producing final copies of a thesis for submission, the candidate should ensure that all the spelling, grammar, punctuation and choice of language are of a higher degree standard and the bibliography is complete and exact. It is recommended that candidates have their theses proof-read before producing final copies.

Structure

Refer to Template and Supplementary Guide (USC log in required)

## Manuscript format

Word length (includes appendices and footnotes; excludes reference list and bibliography)

- PhD: ~80,000
- Masters: ~40,000

Format (PhD and Masters)

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## Manuscripts and Articles

Research articles may be at any stage of preparation prior to publication (i.e. Manuscripts) or following acceptance for publication (i.e. Articles). The status of each Manuscript or Article should be made clear to the reader. Research contributing to scholarly work that is included in the thesis must have been conducted during candidature. Works published prior to candidature cannot be included in the thesis.

- Candidates may be either a sole or co-author.
- In cases of co-authorship, the candidate must have a general declaration on all papers that they have contributed 50% or more.
- The minimum number of manuscripts to be included in a thesis is dictated by discipline expectations.
- For scholarly works that are published, the accepted author manuscript must be included in the thesis, rather than a journal formatted version.
- The presence of peer-reviewed published works within the thesis does not pre-empt the assessment of the examiners regarding the quality of the thesis nor does it preclude amendments to the thesis based on examiners recommendations.

## Structure

Refer to Template and Supplementary Guide (USC log in required)

## Creative Artefact and Exegesis format

The Creative Artefact is an original product designed, created or constructed by a candidate during candidature derived from one or more of the creative arts including graphical and new media techniques. The Creative Artefact is to be accompanied by an exegesis, which is a scholarly, critical commentary on the original creative work in dialogue with, and informing that original work or collection of works, resulting from research undertaken and produced during candidature. The exegesis also includes explicit reference to the research methodologies employed in the creation of the original creative artefact(s).

The indicative length for the exegesis is 30,000 to 40,000 words for a doctorate and 15,000-20,000 for a masters degree. The Principal Supervisor is responsible for providing guidance to candidates on the appropriate structure for their exegesis. There is no recommended word length for the creative component.

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