

GUIDELINES FOR RESEARCH THESIS

General Regulations

- (a) The form and method of presentation of the candidate's work will normally take the form of a thesis comprising a single, coherent body of original work, which is the student's own work, in the form of a written dissertation comprising a sequence of chapters including:
- a. Introduction,
 - b. Literature Review,
 - c. Methodology and/or Experimental Procedure (where appropriate),
 - d. Results,
 - e. Analysis & Discussion,
 - f. Conclusions
 - g. References/Bibliography.
 - h. Appendix: Articles published in peer-reviewed journals or other supporting artefacts may be included as an appendix.
- (b) For professional doctorates, the form of the thesis may vary, e.g. it might take the form of a single large document or it might take the form of a collection or portfolio of artefacts and documents that, taken together, demonstrate a coherent body of work at the doctoral level.

Print & Pagination

- The thesis should be in typescript or print (12-point type) on A4-size paper single sided, with pages numbered consecutively. The main text should be typed or printed in one and one half or double spacing; footnotes and quotations should be typed or printed (10-point type) in single spacing. On each page there should be a left-hand margin of at least 40mm and a right hand margin of at least 20mm. Each such page should also have a page number.
- Photographs or diagrams, if any, should, where feasible, be incorporated digitally within the text. Where this is not appropriate or practicable they should be fixed firmly in place. They should be provided with reference numbers and legends.
- Where the thesis consists of more than one volume, the pagination should indicate the relevant volume number as well as the page-number on each page.
- Appendices should be named alphabetically, and each appendix paginated consecutively but separately from the main text and from each other.
- Page numbers should be located centrally at the bottom of the page and about 20mm above the bottom edge of the page.

Front Board & Spine

The front board (cover) of the thesis shall contain the following information only:

- (a) the title of the thesis;
- (b) the initials and name of the candidate;
- (c) the Institute award for which the thesis is submitted, and the year of submission;
- (d) the volume number and the total number of volumes where the thesis consists of more than one volume.

The same information (excluding the title of the thesis) shall be printed along the spine of the cover in such a way as to be easily legible when the copy is lying flat with the front cover uppermost. All lettering on the cover and the spine shall be of plain graphic design.

Title Page

The inside title page of each volume of the thesis should contain the following information:

- (a) the full title of the thesis, with any subtitles, in 20 point type;
- (b) if there is more than one volume, the total number of volumes and the number of the particular volume;
- (c) the full name of the author with, if desired, any qualifications or distinctions;
- (d) the award for which the thesis is submitted
- (e) the name of the department;
- (f) the names(s) of the Supervisor(s) of the research;
- (g) as the last line on the page, the statement "Submitted to Cork Institute of Technology, (Month) (Year)".

Written Declaration

- A written and signed declaration shall either precede or follow the text of the thesis, stating:
 - that the thesis is entirely the candidate's own work except where otherwise accredited;
 - that the thesis has not been submitted for an award at any other institution;
- This declaration must be signed and dated in the candidate's own hand, and must also be signed by the Supervisor(s).
- An equivalent declaration should accompany exhibited work and composition submitted for the purposes of examination.

Abstract of Thesis

An abstract not exceeding **300 words** should be bound in as an integral part of the thesis, and should precede the main text. Each copy of the thesis submitted should include a copy of the abstract. The abstract should be printed or typed in single spacing and should indicate the author and title of the thesis in the form of a heading.

Footnotes & Quotations

Footnotes and indented quotations should be single line spaced. The footnotes in each chapter should be numbered consecutively. A list of references may be included either at the end of the chapter to which they relate, or in a separate reference section located at the end of the main body of the text, before any appendices. References should be thorough and comprehensive.

References

The thesis must include a reference section detailing all of the learned works consulted in its composition. A recommended reading list (bibliography) may also be included.

Pre-Publication

The candidate may publish material in advance of presentation of the thesis, but reference should be made to any such publication, including material submitted for publication or in press, in the thesis.

Electronic Form

Candidates are required to submit the final thesis in electronic form.