

Library Copy – Formatting Checklist

Your library copy is submitted via [HDR examinations](#). Please ensure your submission meets the below criteria to avoid potential delays.

All library copy submissions will include three components to be submitted in the HDR Examination system:

- A Clean thesis document
- A Digital Copyright and Access form
- A Thesis summary

The checklist is broken down into sections to guide you through the formatting requirements of each element of the library copy submission.

Also review *Preparing library copy of your thesis* on our [Examinations Procedures](#) webpage.

If you are seeking advice on the tracked changes version of your thesis or your Response to Examiners form, please review *Find out what happens after submission* on our [Examinations Procedures](#) webpage.

If you are a Cotutelle student, these requirements may vary.

Please contact research-examination@deakin.edu.au if you have any questions.

Clean Thesis Document

1. General Formatting:

The general formatting may vary by discipline and school. General principles are as follows:

- The font size must be at least 12 point.
- The spacing and line length should be appropriate for the font size.
- The margins are not less than 20mm on the binding side (the left side).
- Tables, diagrams and figures should be inserted in the text as close to the first reference to them as is convenient, with suitable captions.
- The length should not exceed 50,000 words for a masters thesis or 100,000 words for a doctoral thesis. This includes: the title page, contents page, abstract, bibliography, figures and tables, appendices and any notes.

2. Title Page Formatting:

The [thesis title](#) page must be inserted as page one of your thesis (not numbered). Please do not add any other information to the title page or change the layout. The specific formatting requirements from the sample title page (linked above) should be followed, noting its structure and the placement of all elements on the page. Below are some specifics to keep in mind.

- Apply **title casing** to your thesis title and headings. i.e. capitalising the first letter of major words.

For example: "Artificial Intelligence Applications in Enhancing Diagnostic Accuracy and Treatment Planning".

- Ensure your thesis title is clear, grammatically correct, does not include acronyms or abbreviations and does not include parentheses.

- Ensure your title is a maximum of 10 major words, excluding minor words like "and", "in", "or", "of", "the" are not counted in this limit.

- Write your abbreviated [postnominals](#) correctly noting Deakin's lack of spacing, punctuation marks, and absence of the awarding institution. Place postnominals on a separate line below your name.

Correct Example: BA(Hons), MA(LitSt)

Incorrect Example: B.A (Honours) Deakin University, M.A (Literacy Studies)

- Do not** include your school/faculty/institute name.

- Do not** include your supervisors' names.

- Do not** include any logos or imagery.

- Write the date at the bottom of the page as "Month, Year".

3. Candidate Declaration:

The [candidate declaration](#) form **must be signed** electronically or printed and signed and then scanned into electronic format.

- Ensure your candidate declaration is the most recent version available [here](#), with no edits to the wording.

- Ensure your candidate declaration is inserted as the second page of your thesis (not numbered).

- Ensure you add a written or digital signature.

- Ensure your listed thesis title is correct.

- Remove the bracketed "(10 words maximum)" and "(Please Print)" from the declaration.

4. RTP/Funding Acknowledgement:

The [Research Training Program \(RTP\)/Funding Acknowledgement](#) page needs to be inserted if you are the recipient of an RTP Scholarship. If you have received any other financial support for your project, including a DUPR scholarship, you are encouraged to note your acknowledgement of this in this section.

- Ensure you delete the highlighted sentences before submitting your thesis.

- Ensure your RTP/Funding Acknowledgement is inserted as the third page of your thesis (not numbered).

5. Acknowledgements (Optional):

The acknowledgements page is optional. If inserted, it is used to recognise and thank everyone who helped you with your thesis.

- Ensure your acknowledgements page is inserted as the fourth page of your thesis (not numbered).

- If a professional editor has been used, editing assistance may be required to be acknowledged depending on the agreement between the candidate and the editor.

6. Authorship Statements:

Regardless of your thesis structure, [Authorship statements](#) must be inserted into the thesis **if you have included any multi-authored papers**. There must be one form inserted for each multi-authored paper. This statement needs to describe clearly the contributions made by you and by every other author and must be signed by all authors.

- Ensure that all listed authors have signed the statement.

7. List of Publications (Optional):

Should be inserted as the fifth page of your thesis (not numbered). Please indicate if each publication was submitted or accepted. A full version of your publication(s) may be included as an appendix to your thesis. Note: this will be included in the word limit so you may prefer to provide a link to the publication as an alternative.

Digital Copyright and Access Form

The Digital Copyright and Access Form relates to the copyright and accessibility of your thesis via the internet. This form must be completed and signed, then uploaded in PDF format along with your final thesis submission via HDR examinations.

- Insert a personal email address, rather than your Deakin email.
- Ensure your thesis title is the exact same as what is in your thesis document.
- Ensure your name, signature, and the date are inserted at the bottom of the form.

Thesis Summary

The thesis summary will appear in the graduation ceremonies program and Deakin Research Online (DRO) repository, therefore you must ensure that the summary is understandable to a broad audience. Please pay attention to spelling, punctuation, and grammar.

- Commences with either "This research," "This thesis," or "This study."
- Is longer than one sentence and approximately 50 words total (maximum of 59 words total).
- Is not written in the first person and doesn't refer to the author.
- Provides a description of the research and the outcome(s).
- Is in plain English with minimal jargon where possible.