

## Format for Thesis Presentation:

The candidates work will usually take the form of a thesis or written dissertation. The thesis will be the form and method of presentation and comprise of a single, coherent body of work which is the students own work. The following chapters are included in the Thesis:

- Introduction
- Literature Review
- Methodology and/or experimental procedure (where appropriate)
- Results
- Analysis and Discussion
- Conclusion
- References/Bibliography
- Appendix: Articles published in peer reviewed journals or other supporting artefacts maybe included

For professional doctorates the form of the thesis can vary. It might take the form of a collection or a portfolio of documents, when taken together demonstrate a coherent body of work at doctorate level, or it might take the form of one single large document.

## Print and Pagination:

- The thesis should be typescript or print using a font size of 12.
- The thesis should be on A4 size paper, single sided, with pages numbered consecutively.
- The main text should be typed using one and one half or double spacing.
- Footnotes and quotations should be typed (using font size 10) using single spacing.
- There should be a left margin of at least 40mm and a right margin of at least 20mm on each page.
- Each such page should also have a page number.
- Any photographs or diagrams where feasible should be incorporated digitally within the text.
- Where this is not appropriate or practical, photographs or diagrams should be fixed firmly in place and provided with reference numbers and legends.
- If 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.

## Print and Pagination (ctd.):

- Appendices should be listed alphabetically. Each appendix should be paginated consecutively but separately from the main text and from each other.
  - Page numbers should be central at the bottom of the page and about 20mm above the bottom edge of the page.
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## Front board and spine

Only the following information should appear on the front board or cover of the thesis

- The title of the thesis;
  - The initials and name of the candidate;
  - The institute award for which the thesis is submitted, together with the year of submission;
  - Where the thesis consists of more than one volume, the volume number and total number of volumes.
  - The same information (excluding the title of the thesis) shall be printed along the spine of the cover. It should be printed in a way which is easily legible when the copy is lying flat with the front cover uppermost.
  - All lettering on the cover and spine shall be of plain graphic design.
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## Title Page

Each volume of the thesis should contain an inside title page and contain the following information only

- The full title of the thesis with any subtitles using a font size of 20.
- Where the thesis consists of more than one volume, the total number of volumes and the number of this particular volume.
- The full name of the author with (optional) any qualifications or distinctions
- The award for which the thesis is been submitted
- The name of the academic unit
- The name(s) of the supervisor(s) of the research
- As the last line of the page, the statement: “Submitted to Cork Institute of Technology (Month)(Year)” is required.

## Written Declaration

A written and signed declaration shall either precede or follow the text of the thesis and state:

1. That the thesis is entirely the candidates own work except where otherwise accredited
2. And that the thesis has not been submitted for an award in any other Institution

This declaration must be signed and dated in the candidates own hand and also must be signed by the supervisor(s), and an equivalent declaration should accompany composition and exhibited work submitted for the purpose of examination.

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## Abstract of Thesis

An abstract should precede the main text and not exceed 300 words. It should be bound as an integral part of the thesis

A copy of the abstract should be included in each copy of the thesis submitted.

The abstract should be typed using single line spacing and should show the author and title of the thesis in the form of a heading.

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## Footnotes and Quotations

Footnotes and indented quotations should be single lined space.

In each chapter the footnotes should be numbered consecutively

A list of references can either be included at the end of a chapter from which they relate or a separate reference section at the end of the main body of the text but before any appendices. This reference list should be thorough and comprehensive.

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## References

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

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## **Pre Publication**

In advance of presentation of the thesis the candidate may publish material. Reference should be made to any such publication including material submitted for publication or in press in the thesis.

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## **Electronic Form**

The final thesis is required to be submitted in electronic form by the candidate.

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## **Guidelines for Thesis by Publication:**

The work is subject to agreement at the “intention to present” stage of the Dean of Graduate Studies acting on the advice of the PRB for acceptance of the thesis format based on peer-reviewed published work.

Where this is so, there is an expectation that the majority of the thesis is based on material that has been previously published as peer-reviewed articles in reputable academic journals or are in press.

Additional content may also be included provided they are distinguished as non-peer reviewed material. This can take the form as journal articles that have been submitted for peer review publication or are intended to be submitted. Where it is judged necessary to present relevant unpublished material other conventional chapters may be included.

No matter what thesis format is chosen, all elements in the thesis are under examination and subject to revision.

Work pre-published and presented in the thesis does not predetermine the outcome of the examination.

An existing part of the examination process is the assessment of publication quality by examiners. The CIT “Code of Good Practice in Research” places responsibility on the supervisor and candidates regarding the quality of the journal or other mediums selected for publication.

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## **In Publication-based theses:**

The work included will usually be in the form of peer reviewed journal articles. In some disciplines, other formats such as peer reviewed conference proceedings or chapters in books are acceptable.

What also may be acceptable are patents and/or licenses created through the candidate's contribution to the research.

Whether the quality and quantity of the work presented represents an appropriate level of scholarly output for a doctoral thesis in the discipline concerned is the key consideration for examiners in all cases.

Within the approved PHD topic all the published papers should sit coherently and be presented editorially in a consistent manner with the thesis - as a whole.

Normally the candidate should be the main author and the primary contributor in the majority of the published works.

In multiple - author papers, the contribution of the candidate must be specified.

The thesis should not consist of a series of publications reporting essentially the same data or findings to different readers.

Presentations at conferences which are “work in progress”, and which are not the final dissemination of the work concerned, are not usually regarded as suitable for inclusion in the thesis.

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