PART A

PRESENTATION OF BUSINESS THESES
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PART A – PRESENTATION OF BUSINESS THESES

1. Introduction

This style manual has been prepared for business students who are undertaking a higher degree by research. It is practical guide, dealing with layout and presentation, rather than how to undertake the actual research which forms the thesis.

The main reference for this style manual is the *Style Manual for Authors, Editors and Printers (5th edn, AGPS, Canberra, 1994)* published by the Australian Government Publishing Service. This publication is an excellent guide for all research students and academics generally.

Students should also familiarise themselves with the RMIT Higher Degrees by Research Regulations (contained in Part F).

2. Front of Thesis

This section covers the requirements of the thesis before page one. These pages must be numbered using lower case Roman, i.e. (i), (ii), etc. commencing with the title page. They should be centred at the top of the page.

2.1 Title Page

The title of the thesis should be placed about 18 line spaces down from the top of the page. It should be in capital letters. The full name and degrees of the author, in capitals and in lower case, should be underneath the title, then the name of the School and Faculty associated with the work, and the month and year when the thesis is submitted for degree. There should be no punctuation marks following the title of author’s name. At the bottom of the page, the following words should be typed:

‘A thesis submitted in fulfilment of the requirements for the degree of [either Master of Business or Doctor of Philosophy] from the Royal Melbourne Institute of Technology.’
2.2 Certification

A Statement signed by the candidate certifying that:

a) except where due acknowledgement has been made, the work is that of the candidate alone; and

b) the work has not been submitted previously, in whole or in part, to qualify for any other academic award; and

c) the content of the thesis is the result of work which has been carried out since the official commencement date of the approved research program.

2.3 Acknowledgments

An acknowledgment page is optional. If included, it is normally written in the first person and acknowledges special help or assistance given by an individual or an organization. It is not usual to acknowledge one’s supervisor. Any financial grants should be acknowledged here. The section should conclude with the author’s name or initials.

2.4 Table of Contents

This table contains the titles of chapters, with page references at the extreme right. Sub-section, titles and page numbers may also be included. It should be headed ‘Contents’ in capital letters, centred, at least two inches from the top of the page. The rest of the table should be in capitals and lower case. Use capital Roman numerals for chapter numbers. The appendix or appendices, and the bibliography are shown in the table.

2.5 Lists of Tables, Figures, Cases, Legislation and Abbreviations

Tables and charts contained in the thesis should be listed on a separate sheet, with page numbers. A separate table each for cases and legislation cited in the thesis. Cases should be in alphabetical order, typed in capital letters and lower case, not italicised, and should include the full case citation. The page should be listed at the extreme right of each case reference. Legislation should be in alphabetical order and may also be divided into jurisdictions.

Lists of abbreviations are not necessary unless the abbreviations used in the thesis are unusual ones.
3. The Body of the Thesis

This section briefly describes the content of the research paper itself. The pages of the thesis should be numbered in Arabic numbers (eg. 1, 2, 3, etc.).

3.1 Page One

After the front pages described in section two above there should be a page which contains the title of the thesis, typed in capitals and centred. The page is not numbered but it is treated as page one in the pagination.

3.2 Abstract

The abstract should be on a separate page and is a summary of the research of not more than 1000 words.

3.3 Chapters

Each chapter should begin on a new page. The chapter heading should be dropped at least three inches from the top of the page. It should look as follows:

Chapter 1

INTRODUCTION

There is a double space between the lines and no full stops. The heading should be single-spaced if more than one line and should be progressively shorter. Leave one inch or more between the heading and the first line of the text.

A chapter may be divided into sections and sub-sections. A consistent method of grading headings must be adopted, such as:

1. RATIONALE FOR APPROACH

1.1 Questionnaire

1.1.2 Selection of Participants

i. Mature Age Students

There are no particular requirements for the type of font to be used in the thesis as long as it is consistently used.
3.4 Pagination

Arabic numerals, with parenthesis or full stops, should be used. The pages should be numbered consecutively, beginning with the first chapter (which begins at page two). Page numbers should be placed in the top right hand corner or centre of the page. As mentioned earlier, pages without text, such as the half title page mentioned at 3.1 are not numbered but are counted in the pagination. Also pages on which a chapter, appendix or bibliography begins bear no number.

3.5 Figures, Tables, etc

Figures, tables, etc. must carry a number and a caption and must be placed as close as possible to the text page which refers to them. Suitable formats are to place figures or tables either immediately after or opposite the appropriate text page.

3.6 List of References

A list of references conforming to a recognised international standard (See part B) should be included.

3.7 Appendices

Material, such as tables, long quotations, original documents or similar material which cannot be appropriately included in the text, are placed in an appendix. Each appendix should begin on a new page with the appendix number, for example, Appendix A, centred at the top of the page. The title of the appendix should be typed two spaces below the appendix number.

4. Additional RMIT Thesis Requirements

4.1 Intended Date of Submission

At least three months before the intended date of submission of the thesis for examination, the Senior Supervisor and the Head of School must recommend the names of suitable examiners to the Faculty Board and then to the Research and Graduate Studies Committee.
4.2 Binding of Thesis

Thesis must be typed in English and must be 1.5 lines spaced and typed on metric size A4 paper. They should have a margin of 3 cm on the left-hand side of all pages and approximately 2 cm on all other edges. Three copies of the thesis, in temporary bound form (eg. spiral binding), should be submitted to the Research and Graduate Studies Committee by the submission date with the Thesis/Project Submission form completed. The Head of School must certify to the Research and Graduate Studies Committee that the thesis is suitable in format and content to be submitted for examination. The candidate should retain the original copy.

4.3 Examination of Thesis

After a thesis has been examined and passed, the candidate is responsible for having at least four copies of the thesis in its final form. Three copies should be bound in a permanent cover. The cover should have the title of the research thesis, the author’s initials and surname, the short title of the degree, the year of submission and RMIT in descending order lettered in gold onto the front cover and on the spine. The senior supervisor’s school and the Research Development Unit hold one copy of the bound thesis, a copy is also sent to the Higher Degrees Unit. The Research Development Unit will reimburse the research student for their copy. A receipt should be submitted to the Research Development Unit. The final copy should be in a spring back folder or box file, unbound and printed on archival paper. It will be sent to the Library where it will be available for loan. All copies of the thesis become the property of RMIT, subject to any approved agreement about confidentiality entered into by RMIT, the candidate and any external body.