



**Royal
Veterinary
College**

University of London

Instructions and notes on submission, format and binding of theses submitted for the degrees of MRes, MPhil, Prof D and PhD

For the requirements of a thesis (including any length limitations), the current Regulations for the relevant degree should be consulted.

Every candidate submitting a thesis for examination must do so in accordance with the following instructions:

1. Title Page

The title page must bear

- the officially-approved title of the thesis
- candidate's full name as registered (followed by any previous qualifications, if desired)
- the name of the College/Institute at which the candidate was registered and the degree for which it is submitted
- The month and year which it was submitted
- The following copyright statement:

"The copyright in this thesis is owned by the author. Any quotation from the thesis or use of any of the information contained in it must acknowledge this thesis as the source of the quotation or information."

The title page should be followed by a signed declaration that the work presented in the thesis is the candidate's own (format given in Appendix A).

2. Abstract

The title page should be followed by an abstract summarising the work presented in the thesis and consisting of no more than 300 words.

3. Acknowledgments

The acknowledgments of the thesis are written in gratitude to all those who were instrumental in bringing the thesis to fruition.

4. Table of Contents

The acknowledgements should be followed by a full table of contents (including any material not bound in) and a list of tables and figures.

5. Layout

Margins at the binding edge must be not less than 40mm (1.5 inches) and other margins not less than 20mm (0.75 inches). Double or 1.5 line spacing should be

used throughout, except for indented quotations or footnotes where single spacing may be used.

6. Pagination

All pages must be numbered from the first to the last page in one continuous sequence, i.e. from the title page to the last page, in Arabic numerals from 1 onwards. This sequence must include everything bound in the thesis, including figures, diagrams, blank pages, bibliography, appendices etc. Any material which cannot be bound in with the text must be placed in a pocket inside or attached to the back cover or in a rigid container similar in format to the bound thesis if a hard bound copy of the thesis is required by the examiners.

7. Presentation

Theses must be presented in a permanent and legible form in a clear and legible font (e.g., Times New Roman 12 or Arial 10). You must make every effort to correct grammatical and formatting errors before submission. It is not the task of Examiners to act as editors and/or proof-readers of a thesis.

8. Paper

If examiners have requested hard copies of the thesis, A4 size paper (210 x 297 mm) should be used. Plain white paper must be used, of good quality and of sufficient opacity for normal reading. The thesis can be printed double-sided, provided that good quality paper is used.

9. Referencing

Either the Harvard or Vancouver style of referencing should be used.

Detailed information on referencing can be found on RVC Learn at:

<https://learn.rvc.ac.uk/mod/book/view.php?id=80252>

Detailed information regarding plagiarism can be found on RVC Learn at:

<https://learn.rvc.ac.uk/mod/book/view.php?id=80252&chapterid=136702>

10. Published work

Papers describing information contained in the thesis that have been published can be included as an appendix.

11. Number of copies

The Graduate School will only request electronic (Word or PDF) copies of a thesis and these should be sent to rdofficer@rvc.ac.uk. Examiners are asked if they require hard copies. If an examiner requires a hard copy, students are asked to arrange for this to be sent directly to the examiners. Delivery costs can be reclaimed from the Graduate School. Each candidate is required to bring a copy of

the thesis to the oral examination paginated in the same way as the copies submitted to the examiners and adequately bound.

12. Binding

If examiners require hard copies of a thesis they will be asked if a spiral bound copy is sufficient. If they require a more formal copy, the thesis must

- be **soft-bound** with pages glued in;
- be covered in medium blue cloth (water resistant material);
- be lettered in gold up the spine with Degree (PhD) and Surname and Initials, with letters 16 or 18 point (.25 inch).

13. Binders

A list of binders are available from the Graduate School and can be found on the [Submission and Examination page RVC Learn](#).

14. Additional Information

Examiners often require candidates to make minor amendments to otherwise successful theses. They may either give you the annotated theses back after the oral examination or ask the Research Degrees Officer to do so.

If you are asked directly by your examiners to make amendments, you should forward an electronic copy of the revised thesis to the Research Degrees Officer who will pass it on to either the examiners or the supervisor, depending on who is to approve the corrections (this decision is made by the examiners and communicated in the examiners' report).

The Research Degrees Officer will not issue the result of the examination to successful candidates until the Graduate School has received the final electronic copy of the thesis and the examiners (or supervisor) have confirmed that any required amendments to the thesis have been made.

Once the examination is successfully completed, the library log an electronic copy of the thesis so that the research undertaken can be publicly available. A hard-bound copy should be printed and given to the supervisor(s), only if requested.

If at any stage you are uncertain what to do, please ask the Research Degrees Officer at the RVC.

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Appendix A

Student Declaration form

On submitting the thesis, a student will be required to insert the following signed Declaration into their bound thesis:

I certify that:

1. The thesis being submitted for examination is my own account of my own research;
2. My research has been conducted ethically;
3. The data and results presented are the genuine data and results actually obtained by me during the conduct of the research;
4. Where I have drawn on the work, ideas and results of others this has been appropriately acknowledged in the thesis;
5. Where any collaboration has taken place with other researchers, I have clearly stated in the thesis my own personal share in the investigation;
6. The greater portion of the work described in the thesis has been undertaken subsequent to my registration for the higher degree for which I am submitting for examination;
7. The thesis submitted is within the required word limit as specified by the RVC; the total number of words is given below.

Student signature..... Date:

Word count:.....