

RESEARCH DEGREE THESIS GUIDELINES 2024-25

This document can be located on the Research Degrees Blackboard site under the 'Regulations and Procedures' tab.

The university regulates for electronic submission and publication of theses. Theses should be emailed to the Doctoral School at ! RDC admin (if within SHU) or rdcadmin@shu.ac.uk (if external to SHU).

1. INTRODUCTION

Sheffield Hallam University awards research degrees to candidates who meet the award objectives as stated in the Research Degree Regulations. The assessment process is undertaken by an examining team who are approved by the University Research Degrees Committee (RDC) for each individual research degree candidate. Examiners should be nominated by a candidate's Director of Studies at least 4 months in advance of thesis submission.

The assessment comprises two elements; a written thesis and the defence of that through an oral examination. This document provides a guide to research students on the thesis requirements for assessment, submission and publication.

2. THESIS CONTENT AND WORD COUNT

The thesis provides a written record of the critical investigation and evaluation of the topic of the research programme. Practice-based theses may be accompanied by supplementary material such as artefacts or other creative outputs. The thesis should include information relevant to the candidate's work (for example, previous work in the field); details of the way the investigation was carried out (for example, experimental details); a record and critical appraisal/discussion of results and conclusions. **The research must have full ethics approval before being presented for assessment and all ethics approval emails/letters for each research study must be provided as an Appendix in the thesis (see page 3). Any advisory comments or sensitive information should be redacted.**

The university has a suite of research degree awards where the word count of the thesis varies depending on the level of the award (level 7 is for a Research Masters and level 8 for Doctoral awards). The text in the main body of the thesis should not exceed the **maximum** word count as noted on page 2. The 'main body of the thesis' comprises all content from the Introduction to the Conclusion/ Recommendations, including references, citations, footnotes, and data. Anything outside of this, including bibliographies, appendices and ancillary data in annexes, does not contribute to the word count.

Regulation R12.9 specifies the maximum word counts (no minimum is specified) as follows:

Professional Doctorate Monograph style

Professional Doctorate in Business Administration (DBA)	70,000 words
Professional Doctorate in Education (EdD)	60,000 words
Professional Doctorate in Professional Studies (DProf)	50,000 words

Monograph style

PhD	80,000 words
MPhil	40,000 words

Candidates and supervisors are expected to discuss the word count of the thesis to establish disciplinary norms and to meet the expectations of examiners in the field.

Article-based

PhD (Excluding the word count of the published material, which is expected to be a further 20,000 to 40,000 words)	40,000 words
DBA (Excluding the word count of the published material, which is expected to be a further 17,500 to 35,000 words)	35,000 words
EdD (Excluding the word count of the published material, which is expected to be a further 15,000 to 30,000 words)	30,000 words

For **creative/practice-based** monograph submissions where the thesis is accompanied by material in other than written form or the research involves creative writing or the preparation of a scholarly edition, the written thesis should normally be within the range:

PhD	30,000	40,000 words
MPhil	15,000	20,000 words

3. THESIS FORMATTING

The thesis must be written in English unless approval has been given by RDC to present the thesis in another language.

The following formatting requirements must be adhered to:

Title Page

(See Example Title Page below on page 4)

PLEASE DO NOT include any images, or the university logo/crest on the Title Page.

The title page must give the following information **only**:

- i) the full title of the thesis as approved by the Research Degrees Committee;
- ii) the full legal name of the author;
- iii) that the degree is awarded by the University;
- iv) the award for which the degree is submitted in partial fulfilment of its requirements;
- v) the Collaborating Organisation(s), if any; and
- vi) the month and year of the submission of the thesis.

Candidate Declaration

The thesis must include a Candidate Declaration, **located directly after the title page**. There are 5 points for inclusion in the declaration plus a signature box. For points 1 and 2 candidates must choose one of the options as presented on page 5. For points 3, 4, 5 and the signature box these should be written as presented on page 5 & 6 (see example template on page 7). These points cover any concurrent registration for other academic awards, whether any material in the thesis has been part of a submission for any other award, and a declaration of authorship, research conduct, and word count.

Abstract

The thesis must contain an abstract of approximately 300 words which provides a synopsis of the thesis stating the nature and scope of the work undertaken and the contribution made to knowledge in the subject. This should sit after the Title page and the Candidate Declaration and be single spaced. A separate copy of the abstract must be submitted with the thesis. The separate copy of the abstract must have the name of the author, the degree for which the thesis is submitted, and the title of the thesis as a heading.

Table of Contents

The table of contents will comprise the titles of the principal subdivisions of the thesis and of any annexes, such as bibliography, reference pages etc., together with the page numbers on which these appear.

Layout

The thesis must be typed, and the size of character used in the main text, including displayed matter and notes, **must not be less than a font size of 12. Preferred fonts are Arial, Calibri and Times New Roman.**

Although the university does not require candidates to submit hard copy theses, the examiners may request a printed copy for assessment, therefore the margin size must be set as follows:

left (binding edge)	40mm
others	20mm

Pages must be **numbered** consecutively through the main text including photographs and/or diagrams included as whole pages; page numbers must be positioned centrally at the bottom of the page, 20 mm above the edge.

Line spacing: double or one-and-a-half spacing should be used throughout except for indented quotations or footnotes where single spacing may be used.

Appendices must be numbered continuously, but separately, from the main text. One Appendix must contain your ethics approval(s) (with any advisory comments or sensitive information redacted) and begin with a page using the following headings, to indicate where ethics is referenced in your thesis:

Thesis chapter(s)	Research study	Ethics review reference	Approval date

References must be in an established referencing style appropriate to the academic conventions of the subject area. Advice can be obtained from candidate's supervisory team or Library staff.

Pictures, photographs and diagrams can be included in the thesis where appropriate, in whichever font or format is appropriate. Good practice when using images is to add alternative text (alt text) for digital accessibility purposes, which helps users of screen readers access your thesis.

Plate captions should be set out as follows:

Plate upright: caption at bottom, plate number immediately above.

Plate sideways: caption at right-hand side with plate number above it.

If the plate is to face the text on the left of page, it must be at the right-hand side. If the plate is to face blank verso of previous page, then the binding margin must be at the left.

Example Title Page

Women and the Trades Union Movement

Andrea Other

A thesis submitted in partial fulfilment of the requirements of
Sheffield Hallam University
for the degree of Doctor of Philosophy

August 2024

Candidate Declaration

Please use the options marked with a * as appropriate and include in your thesis after the Title Page (see example declaration layout on page 3).

I hereby declare that:

(Concurrent registration for two or more academic awards)

[Either:]*

1. I have not been enrolled for another award of the University, or other academic or professional organisation, whilst undertaking my research degree.

[Or:]*

1. I have been enrolled for another award of the University, or other academic or professional organisation, whilst undertaking my research degree. I was an enrolled student for the following award:

Name of award:

Awarding body:

(Material submitted for another award)

[Either:]*

2. None of the material contained in the thesis has been used in any other submission for an academic award.

[Or:]*

2. The following material contained in the thesis formed part of a submission for the following award:

Name of award:

Awarding body:

Material submitted for that award:

*[Please list the material contained in the present thesis that has been submitted in support of an application for another degree or qualification at any university or institution of learning. It should be clear what proportion of the present thesis was submitted elsewhere.]**

(Authorship and Collaboration)

3. I certify that this thesis is my own work. The use of all published or other sources of material consulted have been properly and fully acknowledged.

[Where a candidate's research programme is part of a collaborative project, the thesis must clearly indicate in addition the candidate's individual contribution and the extent of the collaboration. For example:

*"The data presented in this thesis was obtained in an experiment carried out by the [name of collaboration] in [location of experiment/where collaboration happened]. I played a major role in the preparation and execution of the experiment, and the data analysis and interpretation are entirely my own work. Any contributions from colleagues in the collaboration, such as diagrams or calibrations, are explicitly referenced in the text."]**

(Research conduct)

4. The work undertaken towards the thesis has been conducted in accordance with the SHU Principles of Integrity in Research and the SHU Research Ethics Policy, and ethics approval has been granted for all research studies in the thesis.

(Word count)

5. The word count of the thesis is

(Signature)

Please complete electronically:

Name	
Award	
Date of Submission	
Research Institute	
Director(s) of Studies	

[Example] Candidate Declaration

I hereby declare that:

1. I have not been enrolled for another award of the University, or other academic or professional organisation, whilst undertaking my research degree.
2. None of the material contained in the thesis has been used in any other submission for an academic award.
3. I certify that this thesis is my own work. The use of all published or other sources of material consulted have been properly and fully acknowledged.
4. The work undertaken towards the thesis has been conducted in accordance with the SHU Principles of Integrity in Research and the SHU Research Ethics Policy, and ethics approval has been granted for all research studies in the thesis.
5. The word count of the thesis is 50,000.

Name	<i>Full legal name as per title page of thesis</i>
Date	<i>Month and Year of thesis submission as per title page of thesis</i>
Award	<i>Type of research degree i.e. PhD, DBA etc.</i>
Research Institute	<i>i.e. Social and Economic</i>
Director(s) of Studies	<i>i.e. Professor Andrew Hallam</i>

4. THESIS SUBMISSION REQUIREMENTS

4.1 E-SUBMISSION OF THESES FOR THE ASSESSMENT PROCESS

Research degree theses should be submitted for assessment as a pdf file, along with a separate copy of your abstract by email to the RDC admin or rdcadmin@shu.ac.uk inbox.

4.2 THE SUBMISSION OF THESES IN THEIR FINAL FORMAT AFTER THE ASSESSMENT PROCESS HAS BEEN COMPLETED

After the recommendation of the award of the degree by the examining team and once any amendments have been completed satisfactorily and approved by the examiner(s), then candidates are required to submit a final Version of Record of their thesis to the University.

4.2.1 E-THESIS

The University regulations stipulate the submission and preservation of e-theses as the final Version of Record. The benefits of e-thesis submission to research degree graduates, and in turn to the university, are that the discoverability of the research is greatly enhanced. It assists in publicising the work of all our researchers and should help individuals in establishing their academic reputation in their chosen research field. This in turn enhances the University's research profile by showcasing its research strengths.

When the Vice-Chancellor confers a research degree award and RDC notifies candidates of this, they will be sent a Thesis Deposit Agreement (TDA) form. Candidates will need to complete this and submit it together with the electronic version of record of their thesis as a PDF/A file to rdcadmin@shu.ac.uk

E-theses will be made available via the University's Research Archive (SHURA, <https://shura.shu.ac.uk>) and an electronic copy of the thesis will also be included in the British Library Electronic Theses Online Service (EThOS <http://ethos.bl.uk>).

The candidate's Director of Studies is responsible for sending a link to the thesis to any Collaborating Organisation.

4.2.2 EMBARGO PERIOD

Unless a research degree candidate specifies otherwise, the e-thesis will be available online immediately. However, candidates can delay electronic access to their thesis for a period of up to 1 year from their date of award. A record of the thesis will exist in SHURA but no-one will be able to read the thesis until the end of the embargo period. Candidates who need a longer embargo period will have to obtain formal approval from the Head of Research Degrees in their Research Institute and confirm their approval with the TDA form.

4.2.3 CONFIDENTIALITY

RDC may agree that a confidentiality restriction is placed on the thesis for a specified period. In such cases for the duration of the period, the full text of the thesis will not be made available on SHURA. Instead, for the duration of the confidentiality period, only the author's name, their supervisors' names, the department/research centre, thesis title, research degree award and year of submission will be published.

RDC may approve an application for confidentiality normally only in order to enable a patent application to be lodged, to protect commercially or politically sensitive material, or to protect material which may result in competitive advantage. However, the thesis must not be restricted in this

way in order to protect researchers and research leads. Although the normal maximum period of confidentiality restriction is two years, in exceptional circumstances RDC may approve a longer period. However, where a shorter period would be adequate, RDC will not automatically grant confidentiality for two years.

4.2.4 COPYRIGHT IN THE THESIS

The candidate is free to publish material in advance of the thesis and reference must be made in the thesis to any such work. Copies of published material may be submitted with the initial soft bound copy of the thesis for examination. However, to respect copyright laws, any such published material must be removed from the final copy of the thesis. The final copy of the thesis must contain bibliographic references to the cited published material but must not contain the published material itself.

Details of copyright in the electronic thesis can be found in the guide 'Copyright and your electronic thesis':

(<https://library.shu.ac.uk/lms/freebooks/CopyrightAndYourElectronicThesiscurrentversion.pdf>).

The guide aims to outline:

- copyright issues in relation to research
- publishing the thesis electronically as Open Access in the SHU Research Archive (SHURA)

The document first introduces the concept of copyright and any copyright considerations that research degree candidates need to take into account whilst conducting their research. The guide then introduces the concepts of electronic theses and Open Access, as well as the University's policy with regards to publishing the thesis electronically as Open Access. It outlines any copyright considerations that candidates need to take into account whilst writing up their thesis. This may include contacting any copyright holders of third-party items used in the thesis - it is important to start seeking permissions as soon as possible. Finally, the guide discusses the procedure for submitting the thesis electronically as the Version of Record after the assessment process has been completed.

Further guidance is available from the following link which can also be found on the Research Degrees Blackboard site. <http://blogs.shu.ac.uk/libraryresearchsupport/your-thesis/>.

4.2.5 DISSEMINATION OF THESES VIA PROQUEST DISSERTATIONS AND THESES

Sheffield Hallam University has an agreement with ProQuest's Dissertations and Theses database. Candidates' theses can be automatically added to this database so that their thesis will sit alongside theses from other leading institutions, including those in the official thesis repository of the US Library of Congress.

If candidates choose to do this, their thesis will also be indexed in over 30 subject databases in a wide variety of disciplines. This means that the thesis will be discoverable and retrievable by a global audience.

ProQuest offer one-off sales of print-on-demand, microform or PDF versions of theses to individuals. A royalty of 10% of individual sales of copies is payable to the author when the accrued royalties reach \$25. You can claim these royalties from ProQuest if you wish to do so by contacting them directly at disspub@proquest.com.

Individuals will retain all their rights as an author and can contact the University or ProQuest at any time to request take-down of their thesis. There are no costs.

4.2.6 HARD BINDING

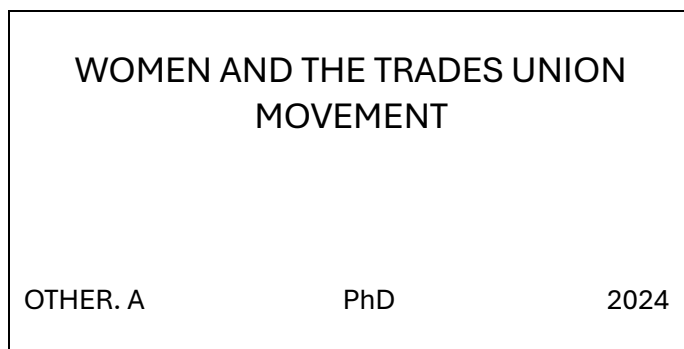
(this is optional, after examination when the research degree award has been confirmed)

Candidates can still print a copy of their thesis for their own purposes if they prefer to keep a hard copy record. For example, some candidates may wish to present a copy to their supervisors or family members.

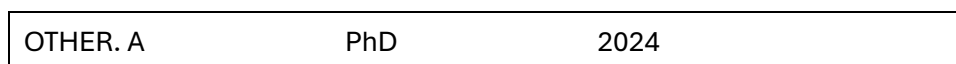
If candidates choose to do this, bearing in mind that the university Library does not require a copy, then the thesis could be bound in the traditional purple binders cloth (the code is Pantone 268U) with gold lettering. The University's Print Unit can arrange to have research degree theses bound in this way, for a set fee, with candidates bearing the cost.

The front cover should normally bear the title of the thesis (as approved by the Research Degrees Committee), the name and initials of the candidate, the degree, and the year of submission (or in the case of a re-examination, the year of resubmission) in at least 24 pt type. The spine of the thesis must bear the same information (excluding the title of work) reading downwards. See example below:

Front Cover



Spine (top to bottom)



Agreed by:

Research Degrees Committee, in line with Research Degree Regulations 2024-25