

Thesis and Dissertation Style Guide

Lincoln University

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Style

These notes have been compiled as a **guideline** - your Supervisor or Faculty Postgraduate Coordinator will know the style conventions in your area of research.

If you wish to view examples of recent theses in your subject area search

<https://researcharchive.lincoln.ac.nz/>

The appearance of your thesis or dissertation is important. Once you have decided on a style, follow that style consistently throughout. Consider carefully:

- The layout of tables, the title page, contents page, and footnotes,
- Typefaces, and the use of italic and bold fonts,
- Capitalisation, indentations and numbering of headings and
- Capitalisation of the initial letter of proper names.

Content and arrangement

Your Supervisor will be able to advise on the content requirements appropriate to your area or research. It is suggested that material is arranged in the following order:

Title page

Declaration (Required for examination copy only)

<https://ltl.lincoln.ac.nz/declare>

Abstract/keywords

Preface (may include acknowledgement, no sample follows)

Contents

Tables, Figures or illustrations

Plates

Abbreviations

Chapters

Acknowledgements (if not included in the Preface or if Preface not included)

References

Appendices

Thesis template

To help with consistency and efficiency a Word template is available from Library, Teaching and Learning website>Research>Writing a thesis or dissertation

<https://ltl.lincoln.ac.nz/research/writing-a-thesis-or-dissertation/>

Data management template

Writing a data management plan at the start of a research endeavour will help to clarify how to manage the data during the process, and upon completion. For more information on a data management template:

<https://ltl.lincoln.ac.nz/Research/Data/>

References & EndNote

Discuss the choice of an appropriate referencing style with your Supervisor and use it consistently throughout. It may help to consult the “Instructions to Authors” from a top journal in your field.

Ensure that you note full details of any relevant publications as you use them. You are strongly advised to use the bibliographic management software, **EndNote** to record details of your references and to prepare your reference list.

EndNote

- The University has a site licence and it is also available to download to your laptop from ITHelp website, see ITHelp>Information for postgraduate students>Software download, <http://ithelp.lincoln.ac.nz/Software/Software-download-service/>
- Library Teaching and Learning (LTL) run regular EndNote workshops, book via LTL web site > Workshops and Appointments, <https://ltl.lincoln.ac.nz/advice/study-skills/book-a-workshop-or-appointment/>
- For further guidance go to: <https://ltl.lincoln.ac.nz/advice/referencing-endnote/> or ask the Postgraduate Liaison Librarian.

Citations within the text

You must acknowledge the source of an idea or a direct quotation within the text with a citation to the original author’s name and date of publication. These citations provide authority for statements made:

- Acknowledge direct quotations, which are indicated by quotation marks and
- Enable the reader to refer to the full details of the publication, which must be recorded in the Reference List at the end of the chapter or thesis.

To avoid plagiarism you must acknowledge the source when you summarise or reword other work.

References (or Bibliography)

The term “References” is usually appropriate. Head your list according to the following definitions:

- *References* list only those items that are specifically referred to in your text. They allow others to refer to original texts to verify the statements that you cite,
- *Bibliography* is a systematic record of all literature on the subject you have researched. Items may be included even if you do not refer to them in your text.

Footnotes

Footnotes may be used in some disciplines as an alternative to references within the text.

An Arabic numeral is placed at the appropriate place in the text, and reference details noted after that number at the bottom of the page.

Third Party Copyright

If you are including the original of images, figures, maps, tables, etc., owned by someone else (referred to as *third party copyright*) you need to obtain permission from the author/creator of that work. For further information check the LTL website, Understanding copyright

<https://ltl.lincoln.ac.nz/advice/copyright/>

If you are unable to get permission, then there are further steps you must take when depositing to the research archive, see <https://ltl.lincoln.ac.nz/deposit>

This represents the title of the Thesis

NAME OF DEGREE: Check the correct form of the degree in the University Calendar, e.g. *Master of...*, NOT *Masters of...*

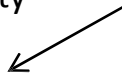


A thesis
submitted in partial fulfilment
of the requirements for the Degree of
Master of Resource Studies

at
Lincoln University
by
A. B. Smith

YOUR NAME:
Give this some thought!

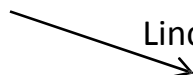
How do you want to be known and recorded? It is important to be consistent when publishing and not create variants of your name. For example, do you want to be known in full, with initials, without initials, etc.



DATE: this is the year of
submission for examination



Lincoln University
2012



Sample abstract

Abstract & Keywords

An abstract or synopsis of your thesis, of not more than 500 words must be provided. A list of up to 20 keywords should be appended.

Abstract of a thesis submitted in partial fulfilment of the requirements for the Degree of M.R.S.

**The full title of the thesis
should appear here**

by

A. B. Smith

The Examination Regulations require that an abstract of your thesis is prepared as part of the thesis. The abstract page begins with “Abstract of a thesis ...” set out as above. The body of the abstract is printed here. The abstract should not exceed 500 words and should be followed by a list of not more than 20 keywords.


Sample contents

Contents	Page
Abstract	ii
Preface	iii
Contents	iv
Tables	v
1 Introduction	1
1.2 Nature and scope of the investigation	3
2 Review of the Literature	7
3 Materials and Methods	12
3.1 Collection of field samples	12
3.2 Collection sites	14
3.3 Sampling, with particular reference to deviations from procedure used in earlier investigations to this topic	16
8 Discussion	56
9 Summary	60
Acknowledgments (if not in preface or if no preface)	63
References	64
Appendices	82

Sample contents page for a list of tables, figures or illustrations

Tables

	Page
1 Mean rate of growth of specimens in 2009 season	47
2 Mean rate of growth of specimens in 2010 season	48

<h2>Style and content guideline checklist</h2>	
<p>Margins</p> <ul style="list-style-type: none"> • Left side of each sheet should not be less than 30mm wide. • The other three margins should be at least 20mm wide. This applies to all pages, including tables and illustrations. 	
<p>Pagination</p> <ul style="list-style-type: none"> • Page numbers on every page, except the title page and Declaration. • Roman numerals (i, ii, iii, iv, etc.,) may be used for the preliminary pages up to, but not including, the first page of Chapter 1. The title page is counted as page i even though the number is not printed on the sheet. • Arabic numerals (1, 2, 3 etc.,) begin with the first page of Chapter 1 and follow through all of the remaining pages, including any tables, figures, list of references and appendices. 	
<p>Figures and tables and images</p> <ul style="list-style-type: none"> • Fit within the margins. Leave space on the same page for accompanying notes, descriptions and the page number. • Remove images if you do NOT have copyright permission. If possible, include a link to original source on the internet. Leave a space to retain pagination format. 	
<p>Data sets</p> <p>If you have data sets associated with your thesis or dissertation please consult the Data management template for guidance:</p> <ul style="list-style-type: none"> • https://lil.lincoln.ac.nz/research/data-management-plans-and-tools/ 	
<p>Preparing your file for deposit to the Lincoln University Research Archive</p> <ul style="list-style-type: none"> • https://lil.lincoln.ac.nz/deposit 	