



• The University of the South Pacific  
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## **FORMAT AND STYLE FOR THE PRESENTATION OF THESES AT THE UNIVERSITY OF THE SOUTH PACIFIC: GUIDELINES**

This document details the guidelines on the format and style for the **final copy** of theses submitted at the University of the South Pacific.

Candidates are required to follow these guidelines as closely as possible, but they should also speak to their supervisor(s) about requirements by their respective divisions/schools/faculties.

The order of items in the thesis proper is also set out from point 4 onwards below. The items from point 4 onwards must also be included in the electronic copy.

### **1. General**

The thesis shall be produced using a word processor and a high quality laser printer. Print shall be letter quality-dark, crisp, clear, and straight on the pages.

Candidates should consult their Faculty on the length of the thesis. As a general guide, the *USP Calendar* gives the maximum word limits (including notes and bibliography) as 50,000 words for a Masters and 100,000 words for a PhD thesis. (Each division/school/faculty will have its own guidelines)

#### **Paper Quality**

The thesis shall be printed on high-quality acid free watermarked bond white A4 paper on one side only.

#### **Margins**

Top, Bottom and Right margins shall be 25 mm, and Left margins shall be 40 mm.

Both Left and Right margins shall be justified.

## **Font**

The Font in the text shall be Times New Roman Point 12.  
Divisions/Schools/Faculties may allow other fonts for specific purposes (e.g. linguistic data)

Smaller, Sans serif or narrow/condensed fonts may be used in tables, captions, footnotes, etc.

## **Line Spacing**

The line spacing shall be 1.5.

## **Photographs**

Photographs must be original prints of professional quality, preferably in black and white, or laser copies of original prints (as long as the quality of the original prints is maintained).

## **Pagination**

Preliminary pages (all the pages before page 1 of Chapter 1) shall be numbered using lower case roman numerals (e.g. iv, v, vi, etc.). The Title page, Copyright page and Declaration page are not numbered.

Continuous arabic numbers shall be used from page 1 through to the last page, including appendices.

Page numbers shall be placed 19 mm from the bottom edge of the paper centred between the margins.

## **2. Binding**

The bindery at the USP Library is the official binder. All copies delivered to the Library for binding must be clean, unpunched and unbound. Candidates are responsible for ensuring that all pages are present and in order within each copy.

The final copies of the thesis must be hard-bound, that is, sewn and bound in boards that are covered with binding fabric. The binding fabric must be rexine or buckram.

The colour shall be the faculty colour.

A typical hard bound volume has a maximum thickness of 64 mm (or 580 pages). Theses of exceptional thickness may have to be split into two or more volumes.

### 3. **Lettering on the Cover and Spine**

The following lettering is recommended for the front cover:

- The full title of the thesis: Rutland brass Font 18 Upper Case.
- The candidate's full name: Rutland brass Font 18 Upper Case.

#### **Sample of Cover:**

**THE REIMANN HYPOTHESIS:  
A PROOF AND VERIFICATION**

**JOELI NEMANI KOROI**

The following lettering is recommended for the spine:

- Title proper only (i.e. no subtitle): Rutland brass Font 18 Upper Case. A smaller Font may be used depending on the thickness of the thesis.
- Candidate's initials and surname: As above
- Abbreviated title of the degree: As above
- Year of submission: As above

**Sample of Spine:**

<b>THE REIMANN HYPOTHESIS</b>	<b>J.N. KOROI</b>	<b>PHD</b>	<b>2009</b>
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**4. Title Page**

This is the first page of the thesis proper.

The components are as follows and must be centred on the page which is not numbered. Use Times New Roman Font 12 except where indicated. (See Sample on next page)

- Full title of the thesis: Times New Roman Font 16 bold, upper case
- Candidate's full name, preceded by the word "by": Times New Roman Font 14
- Statement on the degree for which the thesis is submitted.
- Copyright statement: Copyright © (Year that the degree is conferred, not the year of submission) by (Name of Student)
- School
- Faculty
- Name of the university, i.e. The University of the South Pacific
- Year the degree is conferred

**Sample of Title Page:**

**THE REIMANN HYPOTHESIS:  
A PROOF AND VERIFICATION**

by

Joeli Nemani Koroi

A thesis submitted in fulfillment of the requirements for the degree of  
Doctor of Philosophy

Copyright © 2009 by Joeli Nemani Koroi

School of Computing, Information and  
Mathematical Sciences  
Faculty of Science, Technology and Environment  
The University of the South Pacific

August, 2009

**5. Declaration of Authenticity or Originality**

A signed and dated statement by the candidate and supervisor on the authenticity or originality of the work. Should the candidate or Chief Supervisor be unable to do this and the graduation of the student is affected, he/she may sign electronically with evidence provided to the Library.

Each copy of the thesis must have an originally signed copy of the declaration statement (not a photocopy). This page is not numbered.

**Sample Declaration:**

<b>DECLARATION</b>	
<b>Statement by Author</b>	
I, Joeli Nemani Koroi, declare that this thesis is my own work and that, to the best of my knowledge, it contains no material previously published, or substantially overlapping with material submitted for the award of any other degree at any institution, except where due acknowledgment is made in the text.	
Signature .....	Date.....
Name .....	
Student ID No. ....	
<b>Statement by Supervisor</b>	
The research in this thesis was performed under my supervision and to my knowledge is the sole work of Mr. Joeli Nemani Koroi.	
Signature.....	Date .....
Name.....	
Designation .....	

The Office of the Dean shall include an originally signed declaration that the thesis has been approved, and that the print and electronic copies submitted are the final approved copies of the thesis incorporating any amendments.

## **6. Dedication (Optional)**

This is to honour those who inspired or encouraged the writing of the thesis or to record something of personal significance.

## **7. Acknowledgment**

A paragraph expressing appreciation is recommended, to thank those who provided special assistance (e.g. supervisors, governments or institutions that gave financial support, etc.). The maximum length shall be one page.

## **8. Abstract**

A brief and precise summary of the thesis, indicating the purpose of the study, the research methodology and a summary of the outcomes. This should be approximately 300 words in length.

## **9. Abbreviations**

Abbreviations and acronyms used should be listed alphabetically, followed by their expansions.

## **10. Table of Contents**

This page lists the sections (or chapters) and subsections with their corresponding page numbers. The Chapter headings and sub-headings that are used in the text should be listed verbatim, keeping in mind that the Table of Contents should be as comprehensive as possible as an index may not be provided.

Do not include the preliminary pages such as Title Page, Dedication, however, it is recommended that the Abstract is listed.

The page may also include a List of Tables and List of Figures and Illustrations. These should be formatted in the same way as the Table of Contents.

## **11. Main Body of Text**

Check with the division/school/faculty on the acceptable format and numbering conventions. The first section (or chapter) is usually entitled Introduction.

Each chapter should begin on a new page.

A good general book to consult is: A. Crosbie Walsh, *Getting on Top of Your Thesis: the Essential Research Skills*, 2nd edition, Amokura Publishers, 1996.

**12. Referencing and Bibliography**

All theses must have references for every source mentioned in the text (as footnotes, endnotes or parenthetical citations) and a Bibliography citing the sources and materials used in carrying out the research.

The format shall conform to the style manual that is preferred by the School or Faculty. Check with your supervisor on the required format for the bibliography and the citing of references in the text.

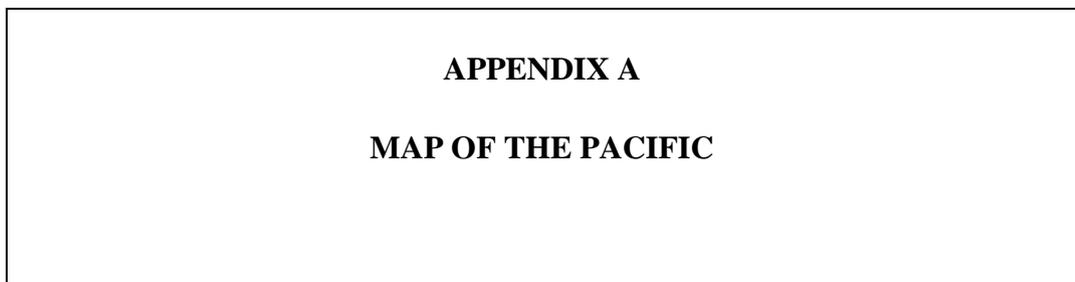
**13. Glossary (Optional)**

An alphabetical list of specialized and technical terms used in the thesis and their definitions.

**14. Appendices (Optional)**

Supplementary information that is too lengthy to include in the main text.

Each appendix shall be labeled thus:



**15. Index (Optional)**

Lists topics in detail in alphabetical order with page numbers.

**16. Special Enclosures (Optional)**

May include previous publications, large maps, CDs/DVDs, etc., and shall be placed in a pocket on the inside of the back cover.

**17. Lodgement of Thesis**

Candidates shall provide to the Office of the Faculty Dean **final** copies of the Thesis or Supervised Research Project, corrected and/or modified according to directions of the University, as follows :

- (a) two hard-bound copies for those enrolled at Laucala Campus, or three hard-bound copies for those enrolled at other Campuses (e.g. Alafua or Emalus Campus) – **note: all copies must be original copies and not photocopies, i.e. originally printed, with original signatures, colour, etc. ;**
- (b) an electronic copy in CD or DVD format. The electronic copy and print copy shall be identical in content. It shall be in pdf read-only format, password protected if necessary, and must be properly labeled.

**Sample Label for Electronic Copy:**

<p style="text-align: center;"><b>THE REIMANN HYPOTHESIS: A PROOF AND VERIFICATION</b></p> <p style="text-align: center;">by Joeli Nemani Koroi</p> <p style="text-align: center;">A thesis submitted in fulfillment of the requirements for the degree of Doctor of Philosophy</p> <p style="text-align: center;">Copyright © 2009 by Joeli Nemani Koroi</p> <p style="text-align: center;">School of Computing, Information and Mathematical Sciences, Faculty of Science, Technology and Environment The University of the South Pacific</p> <p style="text-align: center;">August, 2009</p>
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**Distribution of Copies**

The Office of the Faculty Dean shall distribute the hard copies as follows:

- (i) one copy with the USP Library on Laucala Campus;
- (ii) one copy with the appropriate Faculty of the University; and
- (iii) one copy for the Library at the relevant Campus (e.g. Alafua or Emalus Campus). (The Laucala Campus Library will accept and forward copies for the relevant Campus Libraries)

The Office of the Faculty Dean shall forward the electronic copy to the USP Library on Laucala Campus.

The Office of the Faculty Dean shall follow the “Procedures for Deposit of USP Theses with the Library” (See attached)

**Please note that “Candidates will not be awarded the degree until the University Librarian confirms in writing to the Registrar that the required copies of the thesis have been received by the Library”.**

**Passed by USP Senate 26 September 2007 Paper S3/07/4.1**

**Updated SJY, 11 March 2009**

**Updated SJY/EQ 24 June 2009**

### **Procedures for Deposit of USP Theses with the Library**

1. The AA in the Faculty should advise/refer post-graduate students of that section of the USP Calendar titled *Theses Printing, Binding and Lodgement Regulations (USP Calendar)*. [See: *Attachment 1*]
2. Each copy of the hardbound thesis that the student deposits with the Faculty must be accompanied with a Thesis Consent Form [See *Attachment 2*]
3. The case containing the electronic copy of the thesis, CD or DVD, must be appropriately labeled, i.e. information as stated on the title page of the thesis. [Refer to Sample in the *Guidelines for the Format and Style For the Presentation of Theses at USP*]
4. The Faculty AA forwards the thesis, accompanied by a covering memo [See *Attachment 5*] from the Office of the Dean on Faculty letterhead, to the University Librarian, who will then inform the Registrar of its receipt. The Dean may delegate the signing of the memo to the Associate Dean (Research).
5. The Library at Laucala will receive hardbound copies for delivery to the Alafua and Emalus Campus Libraries, where applicable. This should be indicated in the memo from the Faculty.

EF, 3 April, 2006

Revised 30 March 2009

Revised 24 June 2009 SJY/EQ

Revised 13 April 2018 GR

## ***Attachment 1: Thesis Printing, Binding and Lodgement Regulations***

Extracted from USP Calendar 2009, p. 158

### **THESIS PRINTING, BINDING AND LODGEMENT REGULATIONS**

- 18.2 These regulations are complementary to, and shall be read in conjunction with, the programme regulations for individual postgraduate degrees and the Guidelines on the Format and Style for the Presentation of Theses at the University of the South Pacific.
- 18.3 Every Thesis or Supervised Research Project shall be presented in print and electronic form as required by the University, using the referencing style required by their faculty.
- 18.4 For the purposes of examination the student shall submit three copies of their PhD Thesis or two copies of their Master's Thesis or Supervised Research Project to the Registrar or nominee. The copies may be soft-cover or ring-bound for this purpose.
- 18.5 For the award of the degree, the student shall provide to the Faculty copies of the Thesis or Supervised Research Project, corrected and/or modified according to directions of the University, as follows:
- (a) two hard-bound copies for those enrolled at Laucala Campus, or three hard-bound copies for those enrolled at Alafua or Emalus Campus; and
  - (b) an electronic copy in CD or DVD format.
- The Faculty should distribute the copies as follows:
- (i) one copy with University Library on Laucala Campus;
  - (ii) one copy with appropriate Faculty of the University; and
  - (iii) one copy for the Library at Alafua or Emalus Campus for those enrolled at those campuses.  
(The Laucala Campus Library will accept and forward copies for the Alafua or Emalus Campus Libraries)
- 18.6 The hard-bound copies of the Thesis or Supervised Research Project referred to in Clause 1.4 shall
- (a) be signed on the Declaration of Authenticity page by the student; and
  - (b) contain a statement of the student's restrictions regarding accessibility.
- 18.7 The copyright for the Thesis or Supervised Research Project shall remain with the author.  
(Detailed guidelines approved with the above regulations should be in each faculty webpage on research and the Office of Research and Graduate Affairs webpage also)



## Thesis Consent Form - print and digital formats

### 1. THESIS INFORMATION

Author of Thesis: \_\_\_\_\_

Title of Thesis: \_\_\_\_\_  
\_\_\_\_\_

Degree: \_\_\_\_\_

School/Faculty: \_\_\_\_\_

Date of Award: \_\_\_\_\_  
(month, year)

### 2. FAIR USE

This thesis may be consulted for the purposes of research or private study provided that due acknowledgement is made where appropriate.

In accordance with the Fiji Copyright Act (1999), this thesis may be copied for the purposes of research or private study, or criticism, review and news reporting inclusive of not more than 10% of the work. As the owner of the intellectual content I grant copying at a higher percentage of \_\_\_\_\_%.

### 3. DECLARATION

In compliance with USP requirements and where applicable:

- a print copy of my thesis is deposited in The University of the South Pacific Library's Pacific Collection.
- a digital copy is
  - created in microfilm or microfiche format for preservation purposes
  - created for archival and preservation purposes
  - made available on the USP Intranet
  - made available on the Internet

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

### 4. CONTACT INFORMATION

If you consent to your contact details being available online please tick the box:

Email address: \_\_\_\_\_ Permanent Residential Address \_\_\_\_\_

Phone \_\_\_\_\_

Mobile : \_\_\_\_\_

Home : \_\_\_\_\_

Work : \_\_\_\_\_

*Attachment 3: Sample: Internal memo*

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**INTERNAL MEMORANDUM**

**To** : **University Librarian**  
**From** : Office of the Dean File No.  
:  
**Date** :  
**Subject** : **Final Approved Print and Electronic Copies of Thesis – [Name of student and ID Number]**

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This is to certify that the enclosed print and electronic copies of the following thesis are:  
(a) **the final approved copies** of the candidate's work and (b) **identical**.

**Title of thesis:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**By** [ Full Name of Author, ID number] \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For the award of** [Name and Title of the Award] \_\_\_\_\_  
\_\_\_\_\_

**By** [Name of Faculty and School/Department/Division] \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

.....  
**Signature**

.....  
**Date**

.....  
**Full Name**

.....  
**Designation**

## Thesis Checklist

To facilitate some consistency and quality in the presentation of theses, a checklist, in two parts, is provided:

**Part A** refers to the Thesis.

**Part B** refers to the documentation from the supervisors and the Faculty that must accompany the thesis

It is strongly recommended that all of Part A is in place when the copies of the theses are brought to the Library for binding where it will be checked against the list.

Item	Example	✓	✗
<b>PART A: THE THESIS</b>			
<b>TITLE PAGE or Label for the cover of the e-copy</b>	All information to be centred. This information includes the title, author's name, thesis statement, degree, copyright statement, school/faculty/USP, and date (see below for specifications)		
<b>Title of thesis</b> – Upper case Bold (Font 16)	<b>THE POLITICS OF RACE</b>		
<b>By</b>	by		
<b>Full Name</b> - Upper and lower case (Font 14)	Johnson Ala Ma'ilei		
<b>Statement on thesis and type of degree being awarded.</b> (Font 12)	A thesis submitted in partial fulfillment of the requirements for the degree of Master of Science in Marine Science		
Copyright	Copyright © 2008 by Johnson Ala Ma'ilei		
Name of School, Name of Faculty The University of the South Pacific	School of Marine Studies Faculty of Islands and Oceans The University of the South Pacific		
Month, Year	August, 2008		

<p><b>DECLARATION OF AUTHENTICITY OR ORIGINALITY</b> [new page]</p> <p>Both statements should appear on the same page with the author’s statement preceded by that of the supervisor.</p> <p>The candidate and supervisor must sign and date the statement.</p> <p>Should they be unable to do this and the graduation of the student is affected, he/she may sign electronically with evidence provided to the Library.</p>	<p style="text-align: center;"><b>DECLARATION</b></p> <p><b>Statement by Author</b> I, Johnson Ala Ma’ilei, declare that this thesis is my own work and that, to the best of my knowledge, it contains no material previously published, or substantially overlapping with material submitted for the award of any other degree at any institution, except where due acknowledgement is made in the text. Signature ..... Date..... Name ..... Student ID No. ....</p> <p><b>Statement by Supervisor</b> The research in this thesis was performed under my supervision and to my knowledge is the sole work of Johnson Ala Ma’ilei Signature ..... Date..... Name ..... Designation .....</p>		
<p><b>ACKNOWLEDGEMENTS</b> [new page]</p>	Optional		
<p><b>ABSTRACT</b> [new page]</p>	300 words. Line spacing 1.5 minimum		
<p><b>ABBREVIATIONS</b> [new page]</p>	List abbreviations and acronyms in alphabetical order, followed by what they stand for		
<p><b>TABLE OF CONTENTS</b> [new page]</p>	This lists sections (chapters) and subsections with their corresponding page numbers.		
<p><b>List of Tables</b> <b>List of Figures</b> <b>List of Appendices</b></p>	These items may be placed on the Table of Contents page and formatted in the same way as the TOC		
<p><b>Chapters</b> [Each chapter should begin on a new page]</p>	Printed single sided; spacing normally 1.5 to double; single spacing NOT acceptable		
<p><b>REFERENCES</b> [New page if listed after the Chapters]</p>	Every source mentioned should be referenced (in parenthesis, as footnotes, or in endnotes) as per citation style used.		
<p><b>BIBLIOGRAPHY</b> [New page]</p>	As per citation style used; usually in alphabetical order of author/title		

<b>APPENDICES</b>	Attach the Appendices in numerical sequence		
<b>PART B: DOCUMENTATION FOR THE LIBRARY</b>			
<b>DOCUMENTATION to accompany Thesis</b>			
<b>Memo from the Office of the Dean confirming award of degree, and that the print copy and e-copy are identical</b>	Memo from the Office of the Dean on Faculty letterhead, to the University Librarian, who will then inform the Registrar of its receipt. The Dean may delegate the signing of the memo to the Associate Dean (Research).		
<i>Thesis Consent Form</i>	Attachment 2		

Elizabeth Fong  
 URGAC Member as Chair of USP Scholarships Committee  
 Feb 2009

Revised 30 March 2009  
 Revised 24 June 2009 SJY/EQ  
 Revised 13 April 2018 GR  
 Revised 11 September 2020 GR