



The University of the South Pacific
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FORMAT AND STYLE GUIDE FOR THESES SUBMISSION AT THE UNIVERSITY OF THE SOUTH PACIFIC

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 in consultation with their supervisor(s), School Administrative Assistants and Library staff.

The order of items in the thesis proper is set out from points 2 - 14.

1. General

The thesis is to be produced using an electronic device and printer.

Candidates are to consult the current USP Calendar for maximum word limits. Submission of Thesis for Examination <https://www.usp.ac.fj/handbookandcalendar2023/university-requirement-and-regulations/undergraduate-postgraduate-programme-requirements-and-admission-regulations/>

1.1 Paper Quality

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

1.2 Margins

Top, bottom and right margins to be 25mm. or 1" and left margins to be 40mm. or 1.5".

Both left and right margins to be justified.

1.3 Font

Font to be Times New Roman, font size 12 unless otherwise stated.

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

1.4 Line Spacing

Line spacing to be set at 1.5.

1.5 Photographs

Photographs must be original prints of professional quality.

1.6 Pagination

Preliminary pages (pages preceding page 1 of Chapter 1) to be numbered using lower case Roman numerals. Title and declaration pages are not numbered.

Continuous Arabic numerals to be used from page 1 through to the last page, including appendices.

1.7 Binding

The bindery section of 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 copy of the thesis is hardbound in the School colour.

Lettering on the Cover and Spine: Rutland Brass Font 18 Upper Case

2. Title Page

This is the first page of the thesis proper with the following components centred on the page:

- Full title of thesis - font size 16, bold, upper case
- Candidate's full name, preceded by the word "by" - font size 14
- Statement on the degree for which the thesis is submitted
- Statement on copyright, with year that the degree is conferred rather than year of submission
- School
- University
- Date (month and year) the degree is conferred.

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

by

Joeli Nemani Koroi

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

Copyright © 2009 by Joeli Nemani Koroi

School of Information Technology, Engineering, Mathematics and Physics

The University of the South Pacific

August, 2009

3. Declaration

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

This page is not numbered.

Sample Declaration Page

DECLARATION

Statement by Author

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.

Statement by Supervisor

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

4. Dedication (optional)

This page honours those who inspired or encouraged the writing of the thesis or it records something of personal significance.

5. Acknowledgment

A paragraph expressing appreciation is recommended to thank those who provided special assistance e.g. supervisors, individuals, governments or institutions that gave financial support, etc. The maximum length shall be one (1) page.

- 6. 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.
- 7. Abbreviations**
Abbreviations and acronyms used should be listed alphabetically, followed by their expansions.
- 8. Table of Contents**
This page lists the sections (or chapters) and subsections with their corresponding page numbers aligned correctly. 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.
The preliminary pages of title and dedication pages are not included.
This 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.
- 9. Main Body of Text**
The first section (or chapter) is usually titled Introduction.
Each chapter should begin on a new page.
- 10. Referencing and Bibliography**
Consult Supervisor(s) and School on the required format for in-text citation and the bibliography.
- 11. Glossary (optional)**
An alphabetical list of specialized and technical terms used in the thesis and their definitions.
- 12. Appendices (optional)**
Supplementary information that is too lengthy to include in the main text.

Sample Appendix

APPENDIX A

MAP OF THE PACIFIC

- 13. Index (optional)**
Lists topics in detail according to alphabetical order with page numbers.
- 14. Special Inclusions (optional)**
May include previous publications, large maps, CDs/DVDs, etc., which shall be placed in a pocket on the inside of the back cover.
- 15. Lodgement of Thesis**
Candidates shall provide to the appropriate School Office **final** copies of the Thesis or Supervised Research Project.
- 16. Deposit of Theses with the Library**

The availability of a USP thesis in the Library in both print and digital formats is a requirement of the candidate being awarded a USP degree and the following steps are put in place to aid the process:

1. The School Administrative Assistant (AA) to refer candidates to the section in the current USP Calendar, titled *Thesis Printing, Binding and Lodgement Regulations (Attachment 1)*
2. Each print copy lodged with the School must be accompanied with a completed and signed Thesis Consent Form (*Attachment 2*)
3. The AA to forward to the Library the following:
 - (i) printed copies for binding
 - (ii) a digital copy for uploading on the Library-hosted USP Thesis Portal <http://digilib.library.usp.ac.fj/>
 - (iii) completed Binder Authorisation Form (*Attachment 3*)
 - (iv) signed internal memorandum from the Head of School addressed to the University Librarian certifying that items 3(i). and 3(ii) are the final approved copies of the candidate's work (*Attachment 4*)
4. Upon satisfactory submission to the Library, a signed internal memorandum from the University Librarian is sent to the Deputy Vice Chancellor and Vice-President (Education) confirming receipt of the final approved copies of the hardbound and digital versions of the thesis.

17. Distribution of Copies

The School Office may retain one hard copy and must distribute one hard and one digital copy to the USP Library on Laucala Campus.

For those enrolled at the Samoa or Emalus Campus, an extra hardbound copy must also be provided for that Library, and these will be accepted and forwarded to the relevant library by the Laucala Campus Library.

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

Updated SJY, 11 March 2009

Updated SJY/EQ, 24 June 2009

Revised by ERF/GR and submitted to USP Senate, 13 April 2023

Attachment 1: Thesis Printing, Binding and Lodgement Regulations

10.0 THESIS PRINTING, BINDING AND LODGEMENT

- 10.1 These Regulations are complementary to, and shall be read in conjunction with, the programme regulations for individual postgraduate degrees and the Format and Style Guide for Theses Submission at The University of the South Pacific.
- 10.2 For the purposes of examination the student shall submit three (3) copies of their PhD thesis or to (2) copies of their Master's thesis or Supervised Research Project (SRP) to the Vice-Chancellor or delegate. The copies may be soft-cover or ring-bound for this purpose.
- 10.3 Every thesis or Supervised Research Project shall be presented in print and/or electronic form, or portfolio, as required by the University, using the reference style of the Academic Unit.
- 10.4 For the award of the degree, the student shall provide to the Academic Unit copies of the thesis or Supervised Research Project, corrected and/or modified according to directions of the University, as follows:
- (a) 2 hard-bound copies for those enrolled at Laucala Campus, or 3 hard-bound copies for those enrolled at Samoa or Emalus Campus; and
 - (b) a digital copy for uploading on the Library-hosted USP Theses Portal
- 10.5 The Academic Unit should distribute the copies as follows:
- (a) 1 copy with the University Library on Laucala Campus;
 - (b) 1 copy with the appropriate Academic Unit of the University; and
 - (c) 1 copy for the Library at Samoa or Emalus Campus, for those enrolled at those campuses. The Laucala Campus Library will accept and forward copies for the Samoa or Emalus Campus Libraries.
- 10.6 The hard-bound copies of the thesis or Supervised Research Project shall be signed:
- (a) on the Declaration page by the student and supervisor(s); and
 - (b) on the Thesis Consent form by the student.
- 10.7 The copyright for the thesis or Supervised Research Project shall remain with the author of the thesis and need no further protection by withdrawing access to the Library copies.

Extracted from [USP Calendar 2022](#)

Attachment 2: Thesis Consent Form



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 : _____

Last revised: January 2020

Attachment 3: Binder Authorisation Form



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BINDER AUTHORISATION FORM

Name of School/Discipline :

To : Senior Binder, USP Library, Laucala Campus

From :

Date :

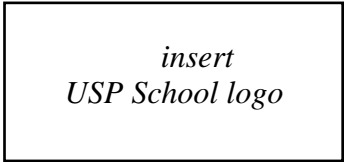
Subject : Binding fees
[insert name of student, ID number, cost of binding/copy, total number of copies and total cost of binding]

The above-mentioned total cost of binding is authorised to be paid from the

vote code :

.....
Signature
Full Name
Designation

Attachment 4: Sample Internal Memorandum



MEMORANDUM

To : University Librarian
From :
Date :
Reference :
Subject : Final Approved Print and Digital Copies of Thesis
[insert name of student and ID Number]

This is to certify that the enclosed print and electronically submitted digital copies of the following thesis are the **final approved and identical copies** of the candidate's work.

Title of thesis :

By : *[insert name of student and ID Number]*

Award : *[insert title of qualification]*

School : *[insert name of School/Division]*

Respectfully,

.....
Signature

Date: