



HDR Thesis Presentation & Formatting Guideline

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1 Thesis Presentation, Layout and Formatting

Throughout this guideline, the word **thesis** means using one or more media, a substantial and intellectually coherent product or products such as a thesis, dissertation and artefacts, or exegesis and portfolio of creative works and/or presentation, for submission to external examination against international standards.

A high standard of thesis presentation is required. This guideline provides information about the general requirements and formatting for the presentation and submission of a thesis, for both examination and post examination of Higher Degrees by Research.

There is a wide range of disciplines in which thesis are written, so the generic information provided here may not cover all the specific requirements of every discipline. HDR candidates should consult with their primary supervisor regarding matters such as style and discipline specific format, prior to preparing the final draft of the thesis.

You should read this guideline in conjunction with the *HDR Examination procedure*. This procedure details the acceptable thesis formats, compulsory inclusions, and word limits.

1.1 Page Set-up

- Use international size A4 (210 x 297 mm)
- Double-sided set-up/printing
- Margins: no less than 25mm (left, right, top and bottom)
- Gutter: 10mm – 15mm (mirrored margins), left position (to allow for thesis binding)
- Use Section Break Odd for each new Chapter (this places the first page of the Chapter on the right-hand side when double-sided printing is used)

1.2 Font Type, Size and Spacing

The text of a thesis must be presented in a clear, legible typeface

- At least 11pt for paragraph text
- Standard Serif (e.g. Times New Roman) or Sans Serif (e.g. Arial, Calibri) fonts
- Line spacing: 1.15 or 1.5
- Paragraph spacing: 8pt above, 8pt below

1.3 Heading Styles

It is recommended that you utilise the **Styles** function in word as this will allow you to easily create an auto-table of contents.

When deciding what size the styles should be formatted at, start with your 'normal' paragraph styles (e.g. Times New Roman, size 11) and go up by 2-3 pts in size for each Heading Styles font size.

For example:

Style	Font	Effect	Size	Numbering	Example
Heading 1	Arial	Bold	18	1.	Chapter 1. Xxx
Heading 2	Arial	Bold	16	1.1.	1.1. Xxx
Heading 3	Arial	Bold	14	1.1.1.	1.1.1. Xxx
Normal Style	Times New Roman	Regular	11	--	Normal

1.4 Page Numbering

There are two distinct sequences of pagination:

- preliminary pages: should be numbered in a single sequence (beginning with the title page) using lower-case roman numerals (i, ii, iii, iv....)
- main text and end matter pages: should be numbered in a single sequence (beginning with the first page of the main text (chapter 1) and continuing through to the final page of the end matter) using Arabic numerals (1, 2, 3, 4....)

Although all pages are assigned a page number, it is conventional for the page number not to be shown on the title page, blank pages, or pages turned to landscape (e.g. for a large table).

To separate these number styles, you will need to use the 'Section break' function, which allows for setting distinct header/footer styles between sections.

1.5 Diagrams, Figures, Tables and Plates

Diagrams, figures, tables and plates may vary depending on your discipline. The following is a general guide for standard practice:

- Diagrams, figures and plates should be inserted at the appropriate place within the text
- All figures should include and position the legend at the bottom of the figure, following the figure heading

- Small tables should be inserted at the appropriate place within the text, large or bulky tables should appear as an appendix.

1.6 Photographs and Illustrations

Photographs and illustrations should be inserted into the appropriate place in the text. Due acknowledgement of the source must be made.

1.7 University Logo

The University of Tasmania 'public' logo must be used on your thesis title page. Ensure you refer to the University of Tasmania Brand Guidelines from the [Marketing Downloads intranet](#) and to download the high resolution Colour Vertical Print primary logo (example below).



UNIVERSITY of
TASMANIA

1.8 Thesis Binding

Thesis Examination copy

The University of Tasmania requires theses to be submitted electronically as a PDF via iGRad (Examination tab → Thesis Submission tab).

If an examiner requests a hard copy, the thesis should be soft-bound (e.g. plastic ring, spiral, taped spine) with card or plastic covers as this allows for any corrections required by the examiners to be made more easily. However, some disciplines do not conform to this standard and you should discuss this with your supervisory team. The binding should be strong enough not to be damaged in the post or by normal handling.

The production of hard copy theses, if required, are the responsibility of the candidate and School.

Final/Corrected copy held within the library repository

The University of Tasmania requires corrected final theses to be submitted electronically as a PDF via iGRad (Examination tab -> Graduation Requirements tab).

You may wish to have hard copies bound for yourself, your supervisors and family. You are welcome to do so and this will be at your own expense.

2 Arrangement of the Thesis Contents

The material to be included in the thesis should be arranged within the following sections:

- preliminary pages (or preamble): all material necessary to prepare the reader for the main text to come by giving information relating to its physical contents and background (Sections 2.1 – 2.7)
- main text: the main body of the thesis divided into chapters (Section 2.8)
- end matter: all reference material that supports or adds to the readers understanding of the main text, this includes a reference list and any appendices (Sections 2.9 – 2.10)

2.1 Title Page

Required See sample title page ([Section 4.1](#)). You can download the *thesis title template page* from the graduate research candidate forms [webpage](#).

Must include:

- University logo (see [Section 1.7](#))
- thesis title¹
- your full name
- a list of your prior qualifications
- the University academic unit
- the University's full name – University of Tasmania
- date of submission/re-submission (Month-Year)²
- Appropriate submission statement at the bottom
 - For thesis only: “*Submitted in fulfilment of the requirements for the degree of <Doctor of Philosophy>*”
 - For thesis with a creative component or Professional Doctorate with mandatory coursework: “*Submitting in partial fulfilment of the requirements for the degree of <Doctor of Education>*”

¹*The thesis title cannot be amended after submission of your thesis for examination. Please ensure the title is correct upon submitting your thesis.*

²*If the thesis required corrections, the month and year on the title page must be the month and year of submission of the final thesis, following all examinations and corrections.*

2.2 Dedication (optional)

Optional No need to exceed more than a few words.

2.3 Statements and Declarations

The thesis must contain a Declaration of Originality and the appropriate Authority of Access Statement. Statements relating to ethical conduct, published work and co-authorship must also be included if appropriate. All statements must be signed³ and dated by the candidate.

Where you have included published work within your thesis, please ensure both the Statement regarding Published Work and the Statement of Co-Authorship are included as separate statements.

³A typed name is sufficient in lieu of a 'wet' signature.

2.3.1 Declaration of Originality

Required You must include a Declaration of Originality, to the effect that the work contained in the thesis is the bona-fide work of the candidate, that the work has not been previously submitted for an award, and that, to the best of the candidate's knowledge and belief, the thesis contains no material previously published or written by another person except where due acknowledgement and reference is made in the dissertation to that work.

Example declarations include:

This thesis contains no material which has been accepted for a degree or diploma by the University or any other institution, except by way of background information and duly acknowledged in the thesis, and to the best of my knowledge and belief no material previously published or written by another person except where due acknowledgement is made in the text of the thesis, nor does the thesis contain any material that infringes copyright.

I certify that the intellectual content of this thesis is the product of my own work and that all assistance received in preparing this thesis and sources have been acknowledged, nor has this thesis been submitted for any degree or other purposes.

I declare that this is my own work and has not been submitted in any form for another degree or diploma at any university or other institution of tertiary education. Information derived from the published or unpublished work of others has been duly acknowledged in the text and a list of references is given.

2.3.2 Statement of Authority of Access

Required The Authority of Access Statement should reflect any agreement which exists between the University and an external organisation (such as a sponsor of the research) regarding the work.

Example statements include:

This thesis may be made available for loan and limited copying and communication in accordance with the Copyright Act 1968.

This thesis may be made available for loan. Copying and communication of any part of this thesis is prohibited for two years from the date this statement was signed; after that time limited copying and communication is permitted in accordance with the Copyright Act 1968.

This thesis is not to be made available for loan or copying for two years following the date this statement was signed. Following that time, the thesis may be made available for loan and limited copying and communication in accordance with the Copyright Act 1968.

(A statement of conditions applying to loan and access for copying which is consistent with any existing (intellectual property or other kind of) agreements relating to the thesis or work reported in it.

A thesis can be restricted for up to two (2) years to allow time for publishing of the work(s). A candidate may apply to the Dean of Graduate Research to extend this embargo period. Refer to Section 21 of the [HDR Examinations procedure](#) for detail.

2.3.3 Statement Regarding Published Work

Required (where applicable) Where research papers resulting from a thesis are included within the body of a thesis, a statement regarding published work must be included.

Example statement:

The publishers of the papers comprising Chapters <X to/and Y> hold the copyright for that content and access to the material should be sought from the respective journals/publishers. The remaining nonpublished content of the thesis may be made available for loan and limited copying and communication in accordance with the Statement of Access and the Copyright Act 1968.

You may also include the following sentence, if appropriate:

Due to the inclusion of published material there is unavoidable repetition of material between chapters in this thesis.

2.3.4 Statement of Co-Authorship

Required (where applicable) See sample statement ([Section 4.4](#)). Download the [statement of co-authorship template](#) from the graduate research candidate forms [webpage](#).

Where research papers resulting from a thesis are mentioned or included within the body or appendix of a thesis (*in whole or in part*), a Statement of Co-Authorship must be included within the thesis preamble. The Statement, endorsed by the Primary Supervisor and Head of School, is required in all versions of the thesis.

The Statement documents the contribution of each author to the research paper. This will be used by the thesis Examiner to assess whether the contribution of the candidate was sufficient to justify inclusion of the paper(s) in the thesis.

Candidates should also refer to the [Guidelines for Incorporating Publication into a Thesis](#).

2.3.5 Statement of Ethical Conduct

- Required (where applicable)** If your research required approval from an ethics committee, a statement including the ethics approval number(s) must be included.
- You may include the statement (without an ethics approval number/s) if your research utilised archival samples and therefore did not require ethics approval, however your research was still conducted in an ethical manner.
- Template statement:
- The research associated with this thesis abides by the international and Australian codes on human and animal experimentation, the guidelines by the Australian Government's Office of the Gene Technology Regulator and the rulings of the Safety, Ethics and Institutional Biosafety Committees of the University. <Ethics Approval No/s X and Y>*

2.4 Acknowledgements

- Optional** An opportunity to acknowledge those who supported you academically, financially or personally in the completion of your research.
- No more than two (2) pages
- Required** If you are the recipient of a Research Training Program (RTP) stipend (living allowance scholarship) and/or RTP fees offset scholarship, you must acknowledge receipt of this support in your acknowledgement section, please use the following statement:
- “This research was supported by an Australian Government Research Training Program (RTP) Scholarship”*
- All domestic⁴ candidates are supported with an RTP Fees Offset scholarship. See the [HDR Research Training Program & Other Scholarships procedure](#) for further detail.

⁴Domestic candidates includes: Australian citizens, Australian Permanent Residents, and New Zealand Citizens studying in Australia.

2.5 Table of Contents

- Required** List sections, chapters and main headings with page numbers.
- If you use ‘Styles’ for your headings you will then be able to use the ‘Insert Table of Contents’ function, which will allow for automatic updates.

2.6 Lists of Tables, Figures, Abbreviations and Plates

- Required** Include table/figure/plate titles and page numbers.

If you use the 'Insert Caption' function, you can then use the 'Insert Table of Figures' function, which allows for automatic updates.

Optional A list of abbreviations is optional, and should only be included where those abbreviations that are used are likely to be unknown to the reader, or abbreviations that have been devised for use in the thesis.

2.7 Abstract / Executive Summary

Required The thesis should be prefaced by an abstract/executive summary of 500 – 1000 words, which normally:

- states the principal objectives and scope of the study
- briefly describes the methodology employed
- summarises the results, and
- states the major conclusions of the research

2.8 Body of Thesis / Main Text

Required The main text will usually be divided into chapters. Depending on your discipline and/or research design, typical headings might be:

- General Introduction
- Methods / Methodology
- Results (several chapters)
- General Discussion
- Conclusions

Chapters can be numbered or just given titles. The chapters, their order and their usual content will differ depending on the subject or discipline of the thesis, and whether publications have been incorporated.

2.9 References

Required A comprehensive list of all in text citations (including within appendices) must be documented.

You should use a consistent method and style of citing your references. Most disciplines have a recommended standard referencing style(s). Work with your primary supervisor to determine an appropriate style for your thesis.

2.10 Appendices

Optional Information supporting or supplementing the text (e.g. sample questionnaires, large/bulky tables, publications authored/co-authored that are not already included in the main text of the thesis).

Ethics approval documentation does not need to be included in the thesis. Please discuss what appendices should be included with your primary supervisor.

Each appendix should be given a unique letter/number and description. Appendices must be included in the table of contents.

3 Editorial Standards

It is important that a dissertation be well written and in an acceptable style for the discipline. This means:

- accuracy and clarity
- precision and conciseness
- a high standard of spelling, grammar and punctuation
- a good choice of language
- sound paragraph and sentence construction
- elimination of redundant or ambiguous words, phrases and passages
- a thorough revision and correction of all typing errors before submission

3.1 Acceptable thesis formats

The structure of a thesis will be decided in consultation with the primary supervisor and will conform to an acceptable thesis format for the relevant discipline. A thesis may include:

- written text with conventional chapters presented as typescript
- written text containing a combination of peer reviewed publications, articles undergoing peer-review or revision, and conventional chapters presented as typescript
- written text containing a combination of peer reviewed publications, and articles undergoing peer-review or revision
- creative, visual or professional practice products (eg musical manuscript, audio-visual materials, models, designs, computer software, digital material or other nonwritten material) together with an exegesis, presented as typescript
- a **thesis by prior publication**⁴ (see Schedule E, HDR Examination procedure) that forms a cohesive body of knowledge arising from a program of research and be bookended by:
 - comprehensive yet concise and critical introduction to the work showing how the individual publications are linked by a common theme
 - substantial literature review (which may be a recent published narrative or systematic review by the candidate), and
 - general discussion/conclusions chapter.

⁴A thesis by prior publication is a type of doctoral degree. It is separate and distinct from a thesis that includes publications.

3.2 Length of Thesis

The word length of a thesis will vary according to the discipline and must be of sufficient scope for the level of degree.

There is no prescribed minimum length, however in accordance with the HDR Examination procedure, a thesis will not exceed the maximum word limits stipulated:

Masters by Research	Thesis (dissertation only): 50,000 words Exegesis: 20,000 words
Doctoral Degree	Thesis (dissertation only): 100,000 words Exegesis: 50,000 words
Professional Doctorate	Thesis (dissertation only): 80,000 words

Word limits are inclusive of chapters and footnotes (the body of the thesis), but exclusive of thesis preamble, tables, maps, bibliographies, datasets, and appendices.

3.3 Language of Thesis

The thesis must be written in English, unless approved to write in an Australian Indigenous Language in accordance with the [Research Training Ordinance](#) and the [HDR Examination procedure](#).

3.4 Avoidance of Plagiarism

All quotations, conclusions, findings, important ideas, or concepts reached by others (or published previously by the candidate) that are used or referred to in the thesis must be fully acknowledged. The candidate must check their final thesis through Turnitin (through MyLO) or iThenticate and thoroughly review the matching report with their primary supervisor.

The candidate must declare that they have stated clearly and fully in the thesis the extent of any collaboration with others and that to the best of their knowledge and belief, the thesis contains no material previously published (including grey literature and online blogs, etc.) by any other person except where due acknowledgment has been made.

3.5 Referencing

A candidate should consult with their primary supervisor regarding the most appropriate referencing and citation style for their discipline. All references cited in the body of the thesis must be listed in the Reference list.

An author-date style (such as Harvard) or a numerical style (such as Vancouver) are the most common systems. Please choose the style most appropriate to your discipline and be consistent with this throughout your thesis. The use of referencing software such as EndNote will assist with this. Be sure to vet the references in your database, as any errors that appear there (including inappropriate Capitalisation) will automatically transfer across into your thesis.

If you are including chapters that have been published, ensure you select and use a single and consistent referencing style throughout your thesis. This is easily managed if you have used the *cite while you write* function in Microsoft Word, as it is linked with your Endnote database

3.6 Incorporating Published Material in the Thesis

In accordance with the [Guidelines for Incorporating Publications into a Thesis](#), a thesis that uses publications should include:

- A comprehensive, yet concise and critical introduction to the work. This should include sections that link the papers together (where published works are used chiefly as chapters and the connections not immediately obvious)
- A literature review (which may be in the format of a conventional literature review or narrative/systematic review article published or publishable by the candidate)
- A clear outline of the research methodology used
- Clear and detailed Statements and Declarations (as required)
- A general discussion and conclusions chapter that synthesises the material and demonstrates that the research comprises a coherent whole, and
- If the candidate prefers and/or the discipline norm specifies, a single reference list/bibliography.

A clear statement should be provided that various chapters in the thesis have been published/accepted for publication in modified form in Journal X, Book Y or Conference Proceedings Z where appropriate.

Above all, candidates and supervisors must consider the coherence of the thesis, and the way in which each publication contributes to the overall work. It is the supervisors' responsibility to guide candidates through the process of correctly and sensibly structuring a thesis that is of high quality and complies with University of Tasmania requirements.

3.7 Copyright

The author of the thesis will normally retain the copyright, unless otherwise agreed in writing (through a deed of assignment), as a prerequisite requirement at the beginning of candidature.

3.8 Proofreading and Copy Editing

A candidate and supervisory team are responsible for editing and proofreading a thesis prior to submission. The thesis submitted for examination should be free of typographical and spelling errors.

Professional editorial intervention must be restricted to copy-editing and proofreading as described in the [Australian Standards for Editing Practice: Guidelines for editing research theses](#). A professional proof-reader may be used to assist with formatting, grammar and style only. The proof-reader must not alter or improve the substantive content or conceptual organisation of the thesis.

The primary supervisor will oversee the process and monitor professional proofreading on an individual basis. Professional copy-editing must be acknowledged in the thesis.

The use of a professional editor is not permitted.

3.9 Assignment of Intellectual Property Rights

A thesis or exegesis cannot be submitted for examination unless the appropriate Deed of Assignment of Intellectual Property Rights has been provided, if required.

4 Examples and Templates

4.1 Example of a Title Page (specimen only)

Download the [thesis title page template](#) from the [graduate research forms webpage](#).



UNIVERSITY *of*
TASMANIA

<THESIS TITLE>

<Candidate full name>

<Previous Qualifications>

<School/Institute | College>

Submitted in fulfilment of the requirements for the <Degree name>¹

University of Tasmania <Month, year of submission>

<Link to Thesis <and Supplementary Material>>:

<LINK>

¹ NOTE: If the degree contains coursework or your assessment includes an exhibition / performance / recital then this should read "Submitted in partial fulfilment of the requirements for the <Degree name> University of Tasmania <Month, year of submission>"

4.2 Example of a Table of Contents page (specimen only)

TABLE OF CONTENTS	
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1.1.3 Barramundi production.....	3
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1.2 WHAT IS EPITHELIOCYSTIS?	5
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4.3 Example of a List of ... page (specimen only)

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4.4 Template for the Statement of Co-Authorship

Download the [Statement of Co-Authorship template](#) from the [graduate research forms webpage](#).

The following people and institutions contributed to the publication of work undertaken as part of this thesis:

Candidate -- <Name and School>

Author 1 -- <Name and institution>

Author 2 -- <Name and institution>

Author 3 -- <Name and institution>

Author 4 -- <Name and institution>

Author 5 -- <Name and institution>

Contribution of work by co-authors for each paper:

PAPER 1: Located in Chapter X

<Full paper citation>

Author contributions:

e.g.

Conceived and designed experiment: Candidate, Author 1, Author 2

Performed the experiments: Candidate

Analysed the data: Candidate, Author 3, Author 4

Contributed reagents/materials/analysis tools: Author 1, Author 2

Wrote the manuscript: Candidate, Author 1, Author 3

PAPER 2: Located in Chapter Y

<Full paper citation>

Author contributions:

e.g.

Conceived and designed the review: Candidate, Author 1, Author 2

Analysed the data: Candidate, Author 3, Author 4

Wrote the manuscript: Candidate, Author 1, Author 3

PAPER 3: Located in Chapter Z

<Full paper citation>

Author contributions:

<list as appropriate>

We, the undersigned, endorse the above stated contribution of work undertaken for each of the published (or submitted) peer-reviewed manuscripts contributing to this thesis: Signed:

<Name>

Candidate

<School of xxxxx>

University of Tasmania

Date:

<Name>

Primary Supervisor

<School of xxxxx>

University of Tasmania

<Name>

Head of School

<School of xxxxx>

University of Tasmania

5 Acknowledgements

This guideline has been developed to support the Research Training Ordinance, Research Training Policy, HDR procedures and UTAS brand guidelines.

Several thesis preparation procedures and guidelines from a range of Australian universities were reviewed and the following universities are gratefully acknowledged:

- Edith Cowan University
- Federation University
- James Cook University
- Macquarie University
- University of New England
- University of Sydney
- University of Western Australia

6 Versioning

Former Version	Version 1	Fact Sheet: General Requirements of a Higher Degree by Research Thesis; Approved December 2020 by Graduate Research Office
Current Version	Version 2	HDR Thesis Presentation & Formatting Guidelines; Approved December 2020; by Graduate Research Office