

Theses and Dissertations

Style Guide

Lincoln University

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Style

Your Supervisor or Faculty Postgraduate Coordinator will know the style conventions in your area of research. However, it is recommended that you use the template provided below for ease of setting up numbering, style and consistency. If you wish to view examples of recent theses in your subject area search at: <http://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 the following 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
- 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 of research. It is suggested that material is arranged in the following order:

Title page
Declaration (Required for **examination copy only** from your Faculty PG Administrator)
Abstract followed by Keywords
Acknowledgements
Contents
Tables, Figures or Illustrations/Plates
Abbreviations
Chapters
References
Appendices

Thesis writing template

To help with consistency and efficiency a Word template is available from Library, Teaching and Learning website, under the heading 'Copyright, formatting and templates':

<https://lrl.lincoln.ac.nz/learning-and-research-skills/theses-and-dissertations/writing-a-thesisdissertation/>

Data management plan and 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 see: <https://lrl.lincoln.ac.nz/learning-and-research-skills/research/manage-and-publish-your-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

- Endnote is available through the IT Help Website <https://ithelp.lincoln.ac.nz/> under the heading 'Software Downloads'
- Learning, Teaching and Library (LTL) run regular EndNote workshops, book via LTL calendar <https://ltl.lincoln.ac.nz/advice-and-support/workshops-and-events/calendar>
- For further guidance see: <https://ltl.lincoln.ac.nz/tools-and-databases/endnote/>

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. See :<https://ltl.lincoln.ac.nz/learning-and-research-skills/research/copyright-and-open-access/>

If you are unable to get permission, then there are further steps you must take when depositing to the research archive, see advice in the above link under the heading 'Depositing your thesis/dissertation in Research@Lincoln'

The full title of the thesis
should appear here

The title of your thesis should be in sentence case, i.e. only proper nouns capitalised.

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.... /Doctor of Philosophy]

at
Lincoln University
by
[Your name]

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 to create variants of your name. For example, do you want to be known in full, with initials, first initial only, etc.

DATE: this is the year of submission for examination

Lincoln University
2012

Abstract & Keywords

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

Sample abstract

Abstract of a thesis submitted in partial fulfilment of the requirements
for the Degree of [Master of... Doctor of... etc]

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

by
[Your name]

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.

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
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

Style and content guideline checklist	
Margins • 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.	
Pagination • Page numbers on every page, except the title page and Declaration. • Roman numerals (i, ii, iii, iv, etc.,) should 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.	
Figures, tables and images • Fit within the margins. Leave space on the same page for accompanying notes, description, and citation. • If you do NOT have copyright permission, you will need to provide 2 files in your final deposit into the Research Archive. One file, with images hidden behind a text box, will be used in the Open Access archive, while your full dissertation/thesis with the copyrighted material will remain a closed file and only accessible by staff and students of Lincoln University. If possible, include the url and/or doi to the original source.	
Data sets If you have data sets associated with your thesis or dissertation please consult the following for guidance: https://ltl.lincoln.ac.nz/learning-and-research-skills/research/manage-and-publish-your-research-data/ or contact our Records and Research Data Analyst, Talia Skinner.	
Preparing Word document for conversion to PDF and online deposit with the Research Archive https://ltl.lincoln.ac.nz/learning-and-research-skills/theses-and-dissertations/depositing-into-researchlincoln/	