GUIDELINES FOR PREPARATION OF HONOURS THESIS

SUBMISSION, STRUCTURE AND SETTING OUT OF THE THESIS

1) **Thesis Submission**
   - **Electronic copy only.** This is to be submitted by dropbox/email/usb to Mary Ljubanovic E: mlju@unimelb.edu.au
   - **One hard copy of the abstract is to be submitted.** Your name and student ID must be inserted on the top right hand corner. *This abstract will be forwarded to the examiners for your final thesis oral presentation in October.*
   - **Your thesis must be submitted by 4.00pm on the submission due date** to Mary Ljubanovic, Honours Administrator, Department of Medicine (RMH), 4th Floor, Clinical Sciences Building, Royal Melbourne Hospital (Royal Parade entry). **WARNING. It is not possible to grant extensions except in the case of serious illness or bereavement. Late work must be deemed “Late” and will have a grading penalty applied.**

   The electronic copy of your thesis will be deposited in the Department of Medicine (RMH) Library.

2) **If you wish to print your thesis for your supervisor/yourself/parent -** the thesis must be laser-printed, single-sided using a standard word processing software program (e.g. Microsoft Word) on A4 paper. You may use either Arial or Times New Roman fonts only. The use of font-spacing or other text compressing software, eg Pagemaker or other desk-top publishing software is not permitted.

3. The submitted electronic version must exactly match your written version and may randomly be audited using “anti-cheating” software that detects plagiarised material. **IMPORTANT: plagiarism is an extremely serious offence at the University of Melbourne- penalties include failure with no right to resubmit or expulsion from the University. You will be required to formally declare in writing that your thesis is your own work. Being found guilty of plagiarism can have life-long consequences for you.**

4. **Text must be double-spaced throughout.**
   - Figures and legends are not required to be double-spaced. **Figures, tables and their legends do not constitute body text.**

5. **Pagination.**
   - Title Page. Page numbering not preferred but is permitted.
   - Number the Dedication, Declaration, Acknowledgement, Table of Contents, Abstract and Abbreviation pages in Roman numerals (i, ii, iii, iv etc.)
   - Number the Body of the Thesis in Arabic numerals (1, 2, 3 etc).
   - Number the Appendix (if any) in Roman numerals
   - Use a minimum font size of 11.
   - Leave a minimum 2.5 cm margins all round the text.
   - Number Tables, I, II, III, IV, etc. and Figures 1, 2, 3 etc. in order of first mention in the text.

6. The order of presentation in the thesis is:
   - Title page
   - Dedication page ie to Parents (optional)
   - Declaration (must be signed)
   - Acknowledgements
   - Table of contents
Abstract
Abbreviations used (if any)

introduction)
Aims)
Methods, acknowledging appropriate ethics clearances)
Results)
Discussion)

References
Tables* 
Figures*, with legends
Appendix

* You may include as many figures and/or tables as you deem necessary. Figures and tables should be on separate pages labelled with their sequential number (i.e. Figure 1….Table I, II etc). Do not mix figures or tables within your body text.

7. Title page: This should contain the thesis title, your full name and degree(s), what the thesis is being submitted for (i.e.”Thesis submitted to University of Melbourne for the Degree of BSc with Honours”), and the date of submission, and student ID.

8. Abstract: Special attention should be paid to the abstract at the front of the thesis since this is an especially important part upon which your examiners make their judgment. It should be factual and informative, summarizing the main purposes and results of the work. It should be 1 to 2 pages long (ie longer than a normal paper abstract and more informative). It should enable anyone who has not read the full thesis to understand the objective of the research, the approach used, the results found and their significance. It is best written when the rest of the paper is completed. Avoid using abbreviations and references in the Abstract.

9. Abbreviations: These should be kept to a minimum. List abbreviations used on a separate page after the Abstract and consult the Department of Medicine or journals such as Cell or for approved abbreviations and also for any uncertainties in style.

10. Body of the thesis (Introduction, Aims, Methods, Results and Discussion): This should be no more than 35 pages of typed text, double-spaced (A4 pages). You should aim to make your body text concise and use it to give a complete account of your project. IMPORTANT marks may be deducted for exceeding 35 pages of body text. Examiners may remove all pages in excess of 35 pages. As the thesis constitutes a formal assessment you may not exceed 35 pages of body text- this is to ensure fairness for all candidates.

For appropriate material, you may use one or more appendices at the end of the thesis. Lengthy experimental procedures description, mathematical derivations, etc. could be placed in this section. Appendices facilitate future ready reference to valuable details without impairing the readability of the thesis. Where appropriate, references should be made to the original source when established techniques are used, mentioning only innovations in any detail. Important: do not use the Appendix for material that should be included in the body text. Appendices are very rarely needed. You should concentrate on writing clearly and concisely.

All data should be shown in some form. “Data not shown” is not acceptable for a thesis.

You may divide the introduction, methods, results and discussion into numbered subsection if desired eg.

1. Main heading
   1.1 subsection
   1.2 subsection etc
11. **Acknowledgements:** You must honestly acknowledge help from associates, etc, at the end of the thesis, pointing out clearly those measurements, calculations, diagrams, etc, which were executed by persons other than the writer of the thesis.

12. **Ethics:** You must acknowledge in your Methods section that the project had received prior ethical clearance(s) and was performed in accordance with the appropriate Hospital, University and NMHRC guidelines. Projects involving human subjects must acknowledge conformity with the Helsinki guidelines.

13. **References:** These should include all authors, the title, and inclusive page numbers. One of two systems can be used:

   (a) The “name and year” system is the preferred form (to follow instruction to Authors for *Cell*). For example “……… as shown previously (Miller, 1989; Fallon and Loughlin, 1993)”

   The references should be listed alphabetically at the end of the text in the following style:


   (b) **Alternatively,** the references may be numbered in order of appearance in the text as:

   “……… as shown previously [7].”

   “……… as shown by Miller [7].”

   The references are listed at the end of the text in numerical order in the same style as above.

Copies of the journal *Cell* are available in the Department to consult for referencing.

Note that bibliographic software such as Endnote makes this process relatively easy as complete references can be downloaded over the web and inserted directly into your Endnote library. Endnote also allows you to use a template with the preferred “Cell” citation formation. Endnote is supported by the University of Melbourne and may be downloaded centrally from the University’s website. The Brownless Medical Library also provides assistance in the use of Endnote.

14. **Tables:** Give them fully explicit titles centered at the top of the Table and provide footnotes as superscripts, denoted as lower case letter (ie “a”, “b”, “c”) in order of appearance where necessary. Avoid presenting the same data in a Figure and Table. Give all units in Table headings in the text and make sure they are consistent throughout.

15. **Figures:** Pay great attention to the preparation of figures. Give fully explicit titles and an adequate legend either underneath the Figure or on the opposite (facing) page so that it can be easily referred to while studying the Figure. Give all units on Figure ordinates and make sure they are consistent throughout. The four submitted copies of the thesis must have originals of all half tone photographs or of laser scanned images (eg Northern and Western blots). Paste photographs on non-transparent paper. Do not draw curves beyond data points unless you have special justification.

**Figures, tables and their legends do not constitute body-text**
1. Writing the thesis will take much longer than you think. In order to make it easier:
   - Discuss the content and format with your Supervisor before starting.
   - Read the literature from the start of the year and read deeply and widely. Make an Endnote reference entry for each paper you read.
   - Make an outline and a timetable for writing and discussing each chapter.
   - Make a style sheet specifying all the detail of layout, formatting, graphs, tables, abbreviations. Use of a style sheet ensures you have consistency over the whole thesis.
   - Make sure you know how to use your word-processing program and learn how to use the Table of Contents function. The university supports Microsoft Word but not other programs.
   - Show your Supervisor a draft of each section as you write it and get his/her criticisms and suggestions.
   - Submit a complete draft to your Supervisor one month before final submission.
   - Save regularly and make backups.

2. Write the thesis in your own words - it must be your original work. It is forbidden at all times to use sentences or paragraphs from other authors' works - such plagiarism is readily detected and constitutes a very serious offence that carries severe penalties. Under University guidelines, students found guilty of plagiarizing the work of others may be failed without rights or ability to resubmit or may be expelled.

3. Carefully check for omissions, spelling errors, typographical errors, inconsistencies (especially in units used).

4. When using computers, remember to keep back-up copies of all the work you prepare on a USB in order to avoid any disastrous accidents!
DECLARATION TO ACCOMPANY THESIS SUBMISSION

This page should be copied and included with your thesis

DECLARATION BY SCHOLAR:

I, .................................................................................. (student’s name)

certify that

- the thesis comprises only my original work, except where indicated in the accompanying Acknowledgement statement *

- the thesis conforms to the specifications outlined in the Honours Handbook.

Signature:________________________________________

Date:________________________________________

DECLARATION BY SUPERVISOR:

I confirm that the declaration above of.................................................(student’s name) thesis are a true and fair representation of the student’s work.

Signature:________________________________________

Date:________________________________________
ACKNOWLEDGEMENT

*Your Acknowledgement page must declare, as appropriate:

- the extent to which the student has used the work of others
- the contribution of the student to work carried out in collaboration with others
- a description of work submitted for any other qualification
- a description of work carried out prior to enrolment in Honours.