School of Business & Tourism

Thesis formatting presentation and submission guidelines

1) The thesis format and referencing must be carried out according to the DoR, RTU, HDR student handbook. This can be found via the following link http://scu.edu.au/research/index.php/dds?cat_id=1218#cat1218: Refer to Pages 15, 16 and 17 of this handbook.

2) **Referencing** must be 100% consistent throughout the draft thesis. We do not stipulate any particular referencing style. Candidates are advised to choose the style that is most frequently used in their discipline – refer to high-ranking journals in your discipline. A general example of a suitable SBaT referencing style can be found by clicking on the following link. http://scu.edu.au/library/index.php/14:

In-text referencing
a) For direct quotes, page number or numbers should immediately follow the author and date. Page numbers should not be placed at the end of the quote.
b) Go to the original source instead of using 'cited in' or 'in'. You need to refer to the original reference. To do otherwise does not cohere with the standard expected of higher degree research.
c) Use semi-colons rather than commas to separate references within parentheses, e.g., (Smith, 1991; Wang, 2005; Rodriguez García, 2014). Make sure you use appropriate accents for authors' names if required. Do so using the insert symbol function.
d) You may wish to use the ampersand (&) symbol between authors' names when used between parentheses. However, do not use this symbol in the main text of your thesis, e.g., (Smith & Wang, 2008), but 'Smith and Wang (2008, p. 26) claim that "referencing is easy if when know how"'.
e) You may wish to use a space after the 'p.' symbol for page number. If you do so, please be consistent. Otherwise, ensure that no spaces appear after the 'p.' symbol.
f) Use either a hyphen (-) or a dash (–) to indicate a range of page numbers. Do not mix the two. In addition, do not allow spaces on either side of the hyphen or dash. The same requirement pertains to your reference list.

Reference list
g) Articles should normally have both volume and issue number. Consistently provide both, you do not need a month date if these are provided.
h) References to book chapters in the reference list should have full page numbers.
i) Places of publication should be a city, not a state, county or country.
j) There is no need for 'Pty', 'Ltd' or 'Inc.' after the publisher's name.
k) Ensure that publisher and place of publication are consistently in the same order throughout.
l) Be consistent with type case – use either sentence case or capitalise each word, aside from prepositions or definite and indefinite articles, unless it is the first word, e.g., "**A**n **a**rticle **a**bout **s**omething" or "**A**n **A**rticle about **S**omething". You may wish to capitalise the first letter after a colon, but be consistent in doing so.
m) Use either single or double quotation marks for article titles. Do not mix formatting. The same applies for in-text quotes.
n) Pay particular attention to removing italics from commas after italicised journal or book titles.

If you use Endnote, be mindful that inconsistencies in your reference list may still occur, particularly if the data has been entered incorrectly. You will still need to check each reference with your own eyes to ensure 100% consistency.

3) **Formatting (includes headings and table of contents)**
   a) Ensure that headings and the body of text are on the same page.
   b) The location of thesis headings and sub-headings must cohere with the page numbers stated in the table of contents. Ensure you use the 'Table of Contents' option on the referencing tab in Word.
   c) Paragraphs must normally be 3 sentences long at the very least. Either 'spacing' or 'indentation' of paragraphs must be used, not both.
   d) Do not use sentence quotes. Incorporate quotes as part of your own sentence.
   e) Block quotations only to be used when absolutely needed. Examiners want to read your work, not that of others.
   f) Diagrams and captions must be numbered and labelled correctly and on the same page. If based on the diagram of somebody else, include author, date and page number.
   g) Appendices are to follow the reference list. Use appendices sparingly.
   h) Spelling should be English (AUS or UK) not US. Set your spell check to this. Do not mix spelling styles, e.g., you should not have 'realise' and 'realize' in the same document, unless it is in a quote or in your reference list. In these cases, always use the original spelling.
   i) The inside margin must be 3cm wide. The top, bottom, and outside margins must be at least 2cm wide to allow for trimming by the printer.
   j) No double-spacing after full stops or between words. Use Ctrl F to search for anomalies.

4) The draft thesis must be submitted to 'Turnitin'. The 'Turnitin' report must be submitted with the thesis.

5) Please submit the thesis as a word document so track changes may be made by the School Director, HDR.

6) The Principal Supervisor and Co-ordinating Supervisor (if applicable) **must** review the draft thesis and ensure that the above has been met. The 'HDR Thesis Submission – Statement by Principal Supervisor' form supervisor should be completed and submitted with the thesis along with an **email of recommendation from the Principal Supervisor or Co-ordinating Supervisor to hdr.sbat@scu.edu.au . Do not send directly to the School Director, Higher Degree Research (SDHDR).** The Updated form found can be found via link http://scu.edu.au/research/index.php/dds?cat_id=1218#cat1218

7) **DBA Candidates only -** When sending the final thesis and documentation, please ensure that you **copy in (cc)** the DBA Director, Associate Professor Michelle Wallace @ michelle.wallace@scu.edu.au and dba@scu.edu.au into all correspondence.

8) **DBA Candidates only -** Once the DBA Administrator has received the email, any fees accrued will be stopped.

9) The SDHDR will review the draft thesis and sign off if the above have been met. If these requirements have not been rigorously met, the thesis will be returned directly to the Supervisor and/or the Co-ordinating Supervisor for further work.

You will make yourself a smaller target for examiners if you follow the above guidelines.

Please send your electronic thesis copies and supporting documentation directly to hdr.sbat@scu.edu.au