

## SOME GUIDELINES FOR YOUR THESIS/DISSERTATION LAYOUT

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Compiled by the SU Postgraduate Office

### ABOUT THIS DOCUMENT

There is no one-size-fits-all template for theses or dissertations. Stellenbosch University does have *minimal compulsory requirements* applicable to all the faculties of the University, which we outline in this document, but you also need to consider a number of other factors when making decisions about your own thesis or dissertation. Your *faculty or department* might have further requirements, to be read in conjunction with the university-wide regulations. Each discipline or research field also tends to have its own *conventions*, which you should be aware of. Conventions are not rules, but recognised ways of doing things within a particular community. Breaking with style conventions at this stage of your research career is probably not a good idea, because your thesis or dissertation should speak to the academic community that you want to become a part of and you don't want to distract from your main arguments. Having said that, every thesis and dissertation has its own *logic* – which is of your making – and you should ensure that your layout supports this logic. This document aims to inform you of the compulsory minimal requirements for thesis and dissertation layout and formatting and to show you where else you should look for further guidance. We also share some examples of common practices, but please bear in mind that, apart from those requirements specifically marked compulsory, our examples and suggestions always need to be qualified by your own considerations and context.

The document is divided into four parts, dealing with the following four topics

- Part 1 Formatting [p 2](#)
- Part 2 Layout and Structure [p 4](#)
- Part 3 Final submission, duplication and binding of your thesis/dissertation [p 11](#)
- Part 4 Publishing your thesis/dissertation elsewhere [p 13](#)

In each of these sections, we will separate out:

- Compulsory regulations ;
- Faculty requirements;
- General suggestions and common practices.

## PART 1 FORMATTING

### 1.1. COMPULSORY UNIVERSITY REQUIREMENTS AS STATED IN THE CALENDAR

Below we provide a summary of the compulsory requirements for formatting of theses and dissertations as found in Part 1 of the University Calendar (“Jaarboek”). The Calendar states that these regulations are applicable to *all theses and dissertations in all the faculties of the University* and that further faculty-specific regulations may not clash with these general regulations, without official approval. In the 2016 Calendar, the relevant page numbers are 154-158 for Master’s theses and 168-175 for PhD dissertations. The Calendar is available digitally at

<http://www.sun.ac.za/english/faculty/Pages/Calendar.aspx>

#### 1.1.1. REQUIREMENTS FOR TYPEWRITING

Every master’s thesis/doctoral dissertation must be typed as follows:

- Font size - 10, 11 or 12 pts
- Font type - not specified, but Arial or Times New Roman are widely used
- Spacing - may be double, 1.5 or single spacing
- Border - at least 2 cm on around the whole of the typewritten portion, i.e. top, bottom, left and right margins must be at least 2 cm
- Page: A-4 size

Please note: It is very important to format your document to A-4 size. Not doing this will affect your page numbering.

### 1.2. FACULTY AND DEPARTMENT SPECIFIC GUIDELINES

Besides the provisions made and the requirements laid out in Part 1 of the University Calendar as explained above, a faculty *may* have specific provisions and requirements stipulated in the appropriate faculty’s part of the University Calendar. You can find your faculty’s Calendar at <http://www.sun.ac.za/english/faculty/Pages/Calendar.aspx>

Some faculties also have a postgraduate guidebook or guidelines. Others have postgraduate co-ordinators appointed to administer postgraduate processes in the faculty. Ask the relevant faculty secretary in *Block A of the Central Administration Building* in this regard. If your faculty does not have such a document, stick to the University guidelines and use the other considerations below to guide you in finding an appropriate format and layout. Also consult with your supervisor or the postgraduate co-ordinator in your specific department regarding specific departmental requirements.

### 1.3. DISCIPLINARY CONVENTIONS

SUNScholar, the University’s digital archive of all published SU research outputs, contains the theses and dissertations of graduated SU students. You can search by faculty, department or even by supervisor, to find out how others in your field have approached their thesis or dissertation structure, layout and formatting. Just remember that while all the theses and dissertations on SUNScholar were worthy of conferring a degree, they are not necessarily all examples of good formatting. Always use such examples only as starting points for your own decisions. Discuss your thoughts and ideas with

your supervisor and others in your department. SUNScholar can be found at website <http://scholar.sun.ac.za>; or you can reach it by Selecting “E-theses” in the [library](#) search box. Select “Communities and Collections” to see theses and dissertations published by students in your field of research.

#### 1.4. OTHER GENERAL CONVENTIONS:

The following examples are useful and typical ways of numbering pages, tables, figures and illustrations. They are not compulsory regulations and your supervisor or advisors might have other suggestions.

##### TABLES

Number tables according to the chapter in which they appear, i.e. in Chapter 1, tables are numbered Table 1.1, 1.2 etc. and in Chapter 2, Table 2.1, 2, 2 etc.

##### FIGURES

The same applies to figures – Figure 1.1, 1.2 in Chapter 1 and Figure 2.1, 2.2., etc. in Chapter 2.

##### PAGE NUMBERS

Page numbers are usually Roman numerals (i, ii, iii, iv, etc.) for all the introductory pages, Table of Contents etc. Then, from Chapter 1 onwards, Arabic numerals (1, 2, 3, etc.), are normally used. You should therefore set up your document with a *Section Break* between Chapter 1 and the preceding text.

##### FORMATTING SOFTWARE

If you are using word processing software such as MS Word, it is a good idea to create a correctly formatted *template* for your thesis or dissertation. This will ensure that your font, margins, headings, spacing and page numbers remain consistent across your whole document. Find someone who has worked with templates in Word, or consult our [Self help guide for formatting your thesis/dissertation \(Word 2013\)](#) and [Self help guide for formatting your thesis/dissertation \(Word 2016\)](#) on the Postgraduate Skills website.

Students who find MS Word’s formatting options limited, often use LaTeX (pronounced *lay-tech* <http://www.latex-project.org/>), which is a publishing software, as opposed to a word processing software. It is especially useful for producing scientific and mathematical documents and many engineering students use this programme. It is a bit more challenging to learn, but those who do, say it is worthwhile! SU students can download LaTeX for free: instructions and necessary links can be found [here](#).

## PART 2 LAYOUT AND STRUCTURE

As is the case with *formatting* (discussed in part 1), there are also not very detailed or set compulsory guidelines regarding the *layout and structure* of your thesis or dissertation in the University General Calendar. The Calendar only highlights the *layout of the first 4 compulsory pages* of all theses and dissertations and lists *four very broad doctoral dissertation types that are permitted*. To fill in the details of the *precise order and headings of chapters*, you will have to consider the same variety of other factors as explained in part 1 of this document. Ask your supervisor to guide you, enquire after faculty-, department- or discipline specific rules and conventions, and make sure that your structure supports the logic of your dissertation or thesis. This section gives information about the compulsory aspects listed in the Calendar and the format types permitted for doctoral dissertations, followed by some guidelines for layout, found elsewhere.

### 2.1. COMPULSORY UNIVERSITY REQUIREMENTS AS STATED IN THE CALENDAR

#### 2.1.1. COMPULSORY INFORMATION ON THE FIRST FOUR PAGES

##### PAGE 1

- In the top third of the first page: the title of the thesis/dissertation
- directly below this: the author's full names and surname;
- below this: the required set wording\* (see below);
- at the bottom of the first page: the name(s) of the supervisor/co-supervisor(s) and the year and month in which the degree will be awarded, e.g. either December or March and the year.

##### \*FOR MASTER'S THESIS

"Thesis presented in (partial)<sup>1</sup> fulfilment of the requirements for the degree of Master of ... (e.g. Science) in the Faculty of (name of Faculty) at Stellenbosch University." *Please note: If the thesis forms part of a joint- or double-degree agreement with another university, the following sentence must be added: "This thesis has also been presented at.... (state the name of the other university) in terms of a joint-/double-degree agreement."*

##### \*FOR DOCTORAL DISSERTATION

"Dissertation presented for the degree of Doctor of Philosophy<sup>2</sup> in the Faculty of (name of Faculty e.g. Science) at Stellenbosch University." *Please note: If the thesis forms part of a joint- or double-degree agreement with another university, the following sentence must be added: "This dissertation has also been presented at ... (state the name of the other university) in terms of a joint-/double-degree agreement."*

For the Afrikaans set wording, please see [p. 16-17](#) at the end of this document.

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<sup>1</sup> Please note: the term 'partial' is used in this wording only if it is not a 100% thesis, or if it is a 100% thesis but an oral examination is also required to complete the programme. In the case of a 100% thesis, leave the word 'partial' out.

<sup>2</sup> All Doctoral Degrees are called Doctor of Philosophy (PhD), unless it is a senior doctorate (such as DSc or D.Ed.). "So a PhD in Biochemistry would read Doctor of Philosophy in the Faculty of Science..."

Please note: The University *logo* may not be placed on the title page or any other page of the thesis when submitting the thesis or dissertation for examination (p 173 of Part 1 of Calendar). Once the examination process has been completed and a decision has been made to confer the degree, the University's *Crest* must be placed as a *watermark* on the title page of the final thesis /dissertation (i.e. after all changes and recommendations have been made), when uploading the PDF to SUNScholar (See [Part 3](#) for information about uploading to SUNScholar).

PAGE 2:

- In the top half of the second page of the dissertation the following declaration by the student/candidate is compulsory:

“DECLARATION

By submitting this thesis/dissertation<sup>3</sup> electronically, I declare that the entirety of the work contained therein is my own, original work, that I am the sole author thereof (save to the extent explicitly otherwise stated), that reproduction and publication thereof by Stellenbosch University will not infringe any third party rights and that I have not previously in its entirety or in part submitted it for obtaining any qualification.” *Please note: If the thesis/dissertation forms part of a joint- or double-degree agreement with another university, the following sentence must be added again: “This thesis/dissertation has also been presented at .... (state the name of the other university) in terms of a joint-/double-degree agreement.”*

Please note: do not place your signature underneath the declaration, as a signature in the public domain may be abused

- Copyright on second page

The candidate shall include the note below (changed to reflect the year of electronic submission) on the lower half of the second page:

In English theses/dissertations: Copyright © 2017 Stellenbosch University All rights reserved

In Afrikaans theses/dissertations: Kopiereg © 2017 Universiteit Stellenbosch Alle regte voorbehou

Please note: In the case of doctoral dissertations that consist of a *collection of journal articles*, as described in format types 2-4 on p. 6-7 below, the following should be added as a second paragraph, in addition to the above declaration, in the top half of page 2 of your dissertation:

“This dissertation includes [insert number] original papers published in peer-reviewed journals or books and [insert number] unpublished publications. The development and writing of the papers (published and unpublished) were the principal responsibility of myself and, for each of the cases where this is not the case, a declaration is included in the dissertation indicating the nature and extent of the contributions of co-authors.”<sup>4</sup>

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<sup>3</sup> Select thesis or dissertation as appropriate

<sup>4</sup> For the wording of this declaration by co-authors please see the Calendar p 170-171

For the set Afrikaans wordings for page 2 of a thesis/dissertation see p. [16-17](#) at the end of this document.

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#### PAGE 3 AND 4:

- The English and Afrikaans abstracts respectively, each not more than 500 words.

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#### 2.1.2. PERMITTED DISSERTATION TYPES

According to the University rules and policies as published in Part 1 of the Calendar, doctoral dissertations may consist of *written chapters*, *written articles* meant for publication in academic journals, as well as *creative output* (such as artwork) or a combination of these. Irrespective of the choice, all dissertations should have an introduction and conclusion that ties the dissertation together as *a single work*. The four permitted doctoral dissertation types are summarised below.

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#### FORMAT 1: WRITTEN CHAPTERS ONLY

- Introduction
- A number of chapters<sup>5</sup>
- Conclusion - a summary of the research results indicating the scientific contribution of the study

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#### FORMAT 2: ARTICLES, OR COMBINATION OF ARTICLES & CHAPTERS

- Introduction
- a number of published and/or unpublished articles\*
- *or*
- a combination of chapters and published and/or unpublished articles\*
- Conclusion - a summary of the research results indicating the scientific contribution of the study.

\*provided that only articles that originated *after* the student registered for the Doctoral study may be used (with the exception of the Faculty of Medicine and Health Sciences), or, if a Master's study is converted to a Doctoral study, only articles that originated after the student registered for that particular Master's degree.

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#### FORMAT 3: CREATIVE OUTPUT PLUS CHAPTERS, OR CREATIVE OUTPUT PLUS CHAPTERS & ARTICLES

- Introduction
- a number of chapters,  
*or*
- a combination of chapters and published and/or unpublished articles\*
- which one or more of the sub-parts of the integrated and cohesive whole may take the form of *a creative output\**,

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<sup>5</sup> They would, for example, include the Literature Review, Methods, Findings and Analysis chapters, etc. The Calendar does not provide these details, but focuses on the fact that, in addition to chapters written for the dissertation, articles and creative outputs are also allowed, provided they follow the prescribed structures given here.

- Conclusion - a summary of the research results indicating the scientific contribution of the study.

\*provided that only articles that originated *after* the student registered for the Doctoral study may be used (with the exception of the Faculty of Medicine and Health Sciences), or, if a Master's study is converted to a Doctoral study, only articles that originated *after* the student registered for that particular Master's degree.

#### FORMAT 4: FOR SENIOR DOCTORATES ONLY

In the case of senior Doctorates (e.g. D.Sc., D.Ed., D.Th.)

- Introduction
- a number of published articles
- Conclusion - a summary of the research results indicating the scientific contribution of the study.

#### 2.1.3. GENERAL PRINCIPLES FOR DOCTORAL DISSERTATIONS

- A dissertation is the report on research done under supervision on *one central and coherent research problem*.
- A dissertation as a whole is *examined as a single work*.
- The dissertation shall reflect *original research* by candidates into one central and cohesive problem.
- Only work that has been done by the *candidate himself* shall be included in a dissertation, provided that
  - a general declaration shall be included at the front of the dissertation that confirms this
  - if articles<sup>6</sup> are included in a dissertation, a statement with regard to each article shall be included in the dissertation in which *the contribution of the candidate is indicated*. (See p 170-171 of the Calendar Part 1 for the format of this declaration).
- Candidates shall not have submitted the said research *previously to any university* for the purpose of obtaining a degree.

#### 2.2. FACULTY, DEPARTMENT OR DISCIPLINE SPECIFIC REQUIREMENTS & CONVENTIONS

As in Part 1 above, you need to find out whether your faculty has additional provisions and requirements set out in your Faculty's part of the University Calendar or in other publications. Find your Faculty Calendar at (<http://www.sun.ac.za/english/faculty/Pages/Calendar.aspx>), contact the relevant faculty secretary in Admin A on Stellenbosch campus, or find out if there is a specially appointed postgraduate co-ordinator for your faculty or department. Theses and dissertations of previous students published on SUNScholar can also provide you with various examples of structure and layout used in your discipline. SUNScholar can be found at <http://scholar.sun.ac.za> . You can also reach it by Selecting "E-theses" in the library search box. Once on the SUNScholar page, select "Communities and Collections" to see theses and dissertations published by students in your field of research. Always use such examples only as starting points for your own decisions. Discuss your thoughts and ideas with your supervisor and others in your department.

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<sup>6</sup> Regardless of whether or not they have already been published, been accepted for publication or have been finalised with a view to submission for publication

## 2.3. OTHER GENERAL CONVENTIONS:

### 2.3.1. BROAD LAYOUT – LIBRARY WEBSITE

The Library website <http://library.sun.ac.za/en-za/Help/Pages/online-thesis-submission.aspx> provides a useful, slightly more detailed outline of a dissertation or thesis structure. It includes the four compulsory pages provided in the Calendar and shows where these fit into the overall thesis structure:

- Title page
- Declaration
- English - Abstract (max. 500 words)
- Afrikaans - Opsomming (max. 500 words)
- Acknowledgements
- Table of Contents
- List of Figures
- List of Tables
- Main Body – e.g. Chapter 1, Chapter 2, etc.
- Reference List
- Addenda (e.g. Addendum A, Addendum B, etc.)

### 2.3.2. FURTHER READING

There are numerous sources that provide generic outlines for dissertations that you may use as a starting point. Worthwhile books to read regarding layout are provided on [page 15](#) at the end of this document.

### 2.3.2. TYPICAL DISSERTATION STRUCTURES

Erik Hofstee (2006) gives two examples of commonly used dissertation structures - the “classic” and the “alternate” structure. The latter is suitable if your dissertation is a collection of articles. We provide an outline of these two structure types on the next two pages.

Please note, however, that you need to adapt these example structures to match your own needs, the regulations of your faculty and the conventions of your discipline. Also do not forget to add the introductory and concluding parts as provided in the broad outline provided by the library, shown in section 2.3.1. above.

### 2.3.2.1. THE CLASSIC DISSERTATION STRUCTURE (HOFSTEE, 2006)

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Please note that the outline below refers to what content to put where and does not necessarily provide the final section heading names. For example, it is unlikely that you will have a section called “Detailed (works organised by topic or idea)”

#### INTRODUCTION

- Background Information
- Purpose of Study
- Problem statement
- Significance and motivation
- Definitions, assumptions, limitations
- Thesis, delineation, research questions
- Brief Chapter overviews

#### LITERATURE REVIEW

- Introduction
- Broad context theory base
- Detailed (works organised by topic or idea)
- Conclusion

#### METHOD

- Introduction
- Research Design
- Research Instruments
- Data
- Analyses
- Limitations
- Ethics
- Conclusion

#### FINDINGS AND ANALYSES (CAN CONSIST OF MORE THAN ONE CHAPTER)

- Chapter – introduction, sections, sub conclusions
- Chapter – introduction, sections, sub conclusions
- Chapter – introduction, sections, sub conclusions

#### CONCLUSION

- Summary of Findings
- Conclusions
- Summary of Contributions
- Future Research

## 2.3.2. THE ALTERNATIVE DISSERTATION STRUCTURE - INDIVIDUAL STUDIES (HOFSTEE, 2006)

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This structure is suitable if your dissertation consists of a collection of journal articles that you wrote and want to bring together under a single argument. Please note that the outline below refers to what content to put where and does not necessarily provide the final section heading names. For example, it is unlikely that you will have a section called “Major Section.”

### INTRODUCTION

- Background Information
- Purpose of Study, Research Objectives
- Significance and motivation
- Thesis, delineation, research questions
- Definitions, assumptions, limitations
- Theory base, general literature review
- Brief Chapter overviews

### INDIVIDUAL STUDY 1

- Major section: Specific research hypothesis, delineations, etc.
- Major section: Specific literature review
- Major section: Method
- Major section: Findings
- Major section: Analysis
- Major section: Sub conclusion

### INDIVIDUAL STUDY 2

- Major section: Specific research hypothesis, delineations, etc.
- Major section: Specific literature review
- Major section: Method
- Major section: Findings
- Major section: Analysis
- Major section: Sub conclusion

### INDIVIDUAL STUDY 3

- Major section: Specific research hypothesis, delineations, etc.
- Major section: Specific literature review
- Major section: Method
- Major section: Findings
- Major section: Analysis
- Major section: Sub conclusion

### CONCLUSION

- Summary of Findings
- Conclusions
- Summary of Contributions
- Future Research

## PART 3 FINAL SUBMISSION, DUPLICATION & BINDING

Every candidate should acquaint him/herself with the faculty-specific procedures for the submission of a research assignment or thesis for examination. Such procedures are set out in the faculty's part of the University Calendar and/or in the faculty's manual 'Guidelines for Postgraduate Training', where the faculty has such a document. Consult the relevant faculty secretary in Block A of the Central Administration Building in this regard.

### 3.1. COMPULSORY UNIVERSITY REQUIREMENTS AS STATED IN THE CALENDAR

#### 3.1.1. SUBMITTING YOUR THESIS/DISSERTATION DOCUMENT FOR EXAMINATION

- It is important to note that you may under no circumstances communicate with your external examiner(s) about your thesis/dissertation.
- When you are ready to submit your thesis/dissertation<sup>7</sup> for examination you should submit to your faculty one loose-leaf<sup>8</sup> copy and/or electronic copy of your thesis/dissertation *for each* of the supervisor/co-supervisor(s) and examiners.
- The choice of hard copy or electronic copy depends on the preference of each of the individual supervisor(s) and examiner(s).
- If the external examiners prefer hard copies, the copies for the external examiners shall be sent at the candidate's expense.
- Both the typing and the title page of the above-said copies for examination shall comply with the requirements as described in Part 1 and Part 2 above.
- If a thesis contains illustrations (maps, drawings, etc.), the supervisor and examiners may require one copy with original illustrations to be submitted.

#### 3.1.2. SUBMITTING YOUR THESIS/DISSERTATION TO SUNSCHOLAR

- Once your thesis or dissertation has been examined and has been awarded a pass mark (in the case of Master's theses) or approved (in the case of doctoral dissertations), you need to prepare it for submission to SUNScholar, *before graduation*.
- Preparing the document for SUNScholar involves:
  - making all the changes required by examiners /supervisors, to the satisfaction of the supervisor/co-supervisor(s)
  - ensuring that the document has the correct layout, formatting and other compulsory requirements as set out in Part 1 and 2 above, including the Declaration, the SU copyright statement, an English Abstract and Afrikaans Abstract (*Opsomming*).
  - Converting the document to a PDF format. At this stage you can add the University Crest as a watermark on the title page. The watermark is provided on the Library site: <http://library.sun.ac.za/en-za/Help/Pages/online-thesis-submission.aspx>. Should you struggle to insert the watermark, contact the SUNScholar team at [scholar@sun.ac.za](mailto:scholar@sun.ac.za).

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<sup>7</sup> The Calendar specifically states that *doctoral candidates* shall not submit their dissertation for examination until they have been granted written, or if preferred by the supervisor, oral permission to do so from the supervisor. Written or oral permission shall not necessarily imply that the supervisor approves the dissertation.

<sup>8</sup> Loose leaf means the copy must not be bound or stapled in any way

- Only when the document is thus prepared, the supervisor/co-supervisor may certify the text to be final and nominate your thesis/dissertation to be uploaded onto SUNScholar.
- This document is then considered to be the *final master copy* of the thesis/dissertation
- During this submission process, the supervisor shall be given the option of holding the thesis/dissertation back from being released on the open website for a period of no longer than six months, in order to provide an opportunity for publication.
- Uploading instructions are provided on the University Library website at <http://library.sun.ac.za/en-za/Help/Pages/online-thesis-submission.aspx>  
You can also contact the SUNScholar team at e-mail [scholar@sun.ac.za](mailto:scholar@sun.ac.za) and tel +27 21 808 9046/9489

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### 3.1.3. PRINTING HARD COPIES OF YOUR THESIS/DISSERTATION

- Each of your supervisors, co-supervisors and internal examiners are entitled to request a copy of the master (final) copy your thesis or dissertation. They may request either an electronic version or a bound printed version.
- If they request a bound, printed version, you are responsible for producing such a copy, for the cost of printing and binding and for supplying each of them with the requested copy.
- In the case of doctoral dissertations, the external examiners may also request bound, printed copies which you are obliged to supply. You are still expected to carry the cost of the printing and binding, but the posting of the bound copy will be undertaken by the department at the University's expense. Of course the external examiner(s) may also request just an electronic copy.
- The following quality assurance stipulations apply to all printing and binding of theses/dissertations, even if for the candidate's personal possession:
  - For quality assurance purposes, the University prefers that AFRICAN SUN MeDIA are used for the duplication and binding of copies of theses/dissertations. You can contact them at Block A (ABA 1081) of the Central Administration Building, as well as at [www.africansunmedia.co.za](http://www.africansunmedia.co.za)
  - Should a candidate *not* make use of the duplication and binding facilities of AFRICAN SUN MeDIA for the printing of these copies, the candidate will be responsible for ensuring that quality and correctness are maintained.
  - Wording on the spine - the author's initials and surname and the assignment / thesis / dissertation title. If the title is too long, either an abridged title (maximum of 55 letters, inclusive of spaces) or the month and year of award of the degree (e.g. December or March and Year).

## PART 4 PUBLISHING YOUR THESIS OR DISSERTATION

### 4.1. COMPULSORY UNIVERSITY REQUIREMENTS AS STATED IN THE CALENDAR

- The current policy relating to the ownership of any intellectual property (IP) or copyright that is created within the normal course and scope of their studies at the University shall apply likewise to students for the degree of Master and Doctor, namely that such ownership vests in SU. For the full SU IP policy, see: [http://www.innovus.co.za/media/documents/Innovus%20IP\\_policy.pdf](http://www.innovus.co.za/media/documents/Innovus%20IP_policy.pdf)
- Every candidate is encouraged to publish research results, and/or otherwise make them known, prior or subsequent to the submission of his dissertation. Permission to publish must be obtained from the supervisor concerned.
- If a candidate wishes to publish certain material in the course of his research, it is essential that he ensures that it does not infringe upon his right to use this material again in the thesis/dissertation and to publish the completed thesis/dissertation via the University's SUNScholar. In other words the candidate should not through publishing his research materials, transfer copyright to a third party in such a way that publishing the thesis on SUNScholar will then infringe on the third party's copyright.
- Departmental chairpersons shall ask authors and co-authors to publish journal articles under the address of the University as far as possible.
- If a research assignment, thesis or dissertation is not otherwise published within three years after the candidate's qualifying for the degree, the University shall have the right to publish such research assignment, thesis or dissertation (or part thereof) without financial reward to the candidate. For a classified research assignment, thesis or dissertation, such three-year period shall be calculated from the date of declassification
- When a thesis/dissertation, as approved by the University, is published, the title page shall bear the appropriate one of the set wordings indicated below\*.

#### \* DOCTORAL DISSERTATION

"Dissertation approved for the Degree of Doctor of Philosophy in the Faculty of (name of Faculty e.g. Science) at Stellenbosch University. Supervisor: ..."

#### \* MASTER'S RESEARCH ASSIGNMENT/ THESIS

"Thesis/Research assignment presented in partial (please note: the term 'partial' is used in this wording only if it is not a 100% thesis, or if it is a 100% thesis but an oral examination is also required to complete the programme) fulfilment of the requirements for the degree of Master of ..... (e.g. Science) in the Faculty of (name of Faculty) at Stellenbosch University."

- The title page shall also show the year and date of submission. If, in the opinion of the supervisor a thesis/dissertation, as published, has been substantially altered, the above-mentioned set wording for the title page shall *be replaced* by a suitable mention in the preface.

For Afrikaans wording see [pages 16-17](#) at the end of this document.

## USEFUL LINKS AND RESOURCES

### AN EXAMPLE OF A POSSIBLE DISSERTATION STRUCTURE AT SU

If you want to see what the first pages of your dissertation might look like if you put all the information in this guide together, go the link below.

**Please note: This is NOT a TEMPLATE but an example. Please speak to your SUPERVISOR about chapter order and structure of your thesis or dissertation!**

<http://www0.sun.ac.za/international/assets/files/pgskills/Example%20not%20a%20template!.pdf>

### USEFUL LINKS

**The Postgraduate Skills Development Programme for workshops and resources:**

[www.sun.ac.za/postgraduate/pgskills](http://www.sun.ac.za/postgraduate/pgskills)

**The University Calendar Part 1:**

<http://www.sun.ac.za/english/faculty/Pages/Calendar.aspx>

**Faculty Calendars:**

<http://www.sun.ac.za/english/faculty/Pages/Calendar.aspx>

**SUNScholar:**

<http://scholar.sun.ac.za/>

**Instructions on uploading your thesis/dissertation to SUNScholar:**

<http://library.sun.ac.za/en-za/Help/Pages/online-thesis-submission.asp>

**Information about LaTeX publishing software:**

<http://www.latex-project.org/>

– **SU instructions for installing LaTeX:**

<http://www0.sun.ac.za/international/assets/files/pgskills/LaTeX-Install.pdf>

– **Download LaTeX:** <http://mirror.ctan.org/install/macros/latex/contrib/stellenbosch.tds.zip>

**A list of independent editors to help you with language and technical editing of your thesis or dissertation:**

<https://www0.sun.ac.za/international/current-students/postgraduate-students/postgraduate-skills/resources/list-of-editors-1.html>

**Self help guide: Format your thesis/dissertation in MS Word:**

[Self help guide for formatting your thesis/dissertation \(Word 2013\)](#) and

[Self help guide for formatting your thesis/dissertation \(Word 2016\)](#)

**Library user guide for postgraduates and researchers including tools and applications:**

<http://library.sun.ac.za/en-za/Usingthelibrary/Pages/default.aspx>

#### FURTHER READING:

**Hofstee, E.** 2006. *Constructing a good dissertation*. Johannesburg: EPE Publishers. (On page 36 there is a typical dissertation structure)

**Mouton, J.** 2001. *How to succeed in your master's and doctoral studies: A South African guide and resource book*. Pretoria: Van Schaik Publishers. (Chapter 8 includes a typical dissertation structure, for example)

**Trafford, V. & Leshem, S.** 2008. *Stepping Stones to Achieving your Doctorate: Focusing on your viva from the start (Open Up Study Skills)*. Open University Press.

**Bloomberg, L.D. & Volpe, M.** 2012. *Completing your qualitative dissertation: A road map from beginning to end*. Sage Publications.

**Henning, E., Van Rensburg, W., & Smit, B.** 2004. *Finding your way in qualitative research*. Van Schaik Publishers.

### VERPLIGTE BEWOORDING OP TITELBLAD

#### MEESTERSGRAAD-TESIS

“Tesis ingelewer ter (gedeeltelike)<sup>9</sup> voldoening aan die vereistes vir die graad Magister in... (bv. die *Natuurwetenskappe*) in die Fakulteit (naam van Fakulteit) aan die Universiteit Stellenbosch.

Let wel: Indien die tesis deel van ’n gesamentlike- of dubbelegraad-ooreenkoms met ’n ander universiteit vorm, moet die volgende sin bygevoeg word:

“Hierdie tesis is ook ingedien by die ... (voeg die naam van die ander universiteit hier in) in terme van ’n gesamentlike-/dubbelegraad-ooreenkoms.”

#### DOKTORALE PROEFSKRIF

“Proefskrif ingelewer vir die graad Doktor in .... (bv. die *Wysbegeerte*) in die Fakulteit (naam van Fakulteit) aan die Universiteit Stellenbosch.”

Let wel: Indien die proefskrif deel van ’n gesamentlike- of dubbelegraad-ooreenkoms met ’n ander universiteit vorm, moet die volgende sin bygevoeg word:

“Hierdie proefskrif is ook ingedien by die ... (voeg die naam van die ander universiteit hier in) in terme van ’n gesamentlike-/dubbelegraad-ooreenkoms.”

### VERPLIGTE VERKLARING OP BLADSY 2

#### “VERKLARING

Deur hierdie tesis/proefskrif<sup>10</sup> elektronies in te lewer, verklaar ek dat die geheel van die werk hierin vervat, my eie, oorspronklike werk is, dat ek die alleenouteur daarvan is (behalwe in die mate uitdruklik anders aangedui), dat reproduksie en publikasie daarvan deur die Universiteit Stellenbosch nie derdepartyregte sal skend nie en dat ek dit nie vantevore, in die geheel of gedeeltelik, ter verkryging van enige kwalifikasie aangebied het nie. (Let wel: Indien die tesis/proefskrif deel van ’n gesamentlike- of dubbelegraad-ooreenkoms met ’n ander universiteit vorm, moet die volgende sin bygevoeg word: “Hierdie tesis is ook ingedien by die... (voeg die naam van die ander universiteit hier in) in terme van ’n gesamentlike-/dubbelegraad-ooreenkoms.”) Datum:....”

Let wel: In die geval van proefskrifte wat uit versamelde artikels bestaan, soos beskryf in formaattipes 2-4 op bladsye 6 -7, hierbo, moet die volgende algemene verklaring as ’n tweede paragraaf bykomend tot bostaande verklaring bygevoeg word:

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<sup>9</sup> Let wel: Die term “gedeeltelike” word slegs in hierdie formule gebruik indien dit nie ’n 100%-tesis is nie, of wanneer dit wel ’n 100%- tesis is en daar ook ’n mondelinge eksamen ter voltooiing van die studie vereis word) In die geval van ’n 100% tesis word die woord “gedeeltelike” uitgelaat.

<sup>10</sup> Kies die toepaslike een

“Hierdie proefskrif sluit [spesifiseer die getal] oorspronklike artikels gepubliseer in eweknie-beoordeelde vakwetenskaplike tydskrifte en/of boeke en [spesifiseer die getal] ongepubliseerde werke in. Die ontwikkeling en skryf van die artikels/hoofstukke (gepubliseerd en ongepubliseerd) was hoofsaaklik my eie werk en vir elkeen van die artikels/hoofstukke waar dit nie die geval is nie, is ’n verklaring in die proefskrif ingesluit wat die aard en omvang van mede-outeurs se bydrae aandui.”<sup>11</sup>

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## PUBLIKASIE VAN WERKSTUKKE, TESISSE EN PROEFSKRIFTE

### MAGISTERGRAAD WERKSTUKKE EN TESISSE

“Navorsingswerkstuk/Tesis ingelewer ter (gedeeltelike) voldoening aan die vereistes vir die graad Magister in... (bv. die Natuurwetenskappe) in die Fakulteit (naam van Fakulteit) aan die Universiteit Stellenbosch.”

### DOKTORALE PROEFSKRIF

“Proefskrif goedgekeur vir die graad Doktor in... (bv. die Natuurwetenskappe) in die Fakulteit (naam van Fakulteit) aan die Universiteit Stellenbosch. Promotor: ...”.

Verder moet die jaar en datum van inlewering op die titelblad aangedui word. Ingeval die proefskrif soos dit gepubliseer word, na die oordeel van die promotor wesenlik verander is, moet voornoemde formule op die titelblad deur ’n geskikte vermelding in die voorwoord vervang word.

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<sup>11</sup> Vir die verklaring deur mede-outeurs sien die Jaarboek, Deel 1, bladsy 169-170 (2016 uitgawe) <http://www.sun.ac.za/english/Documents/Yearbooks/2016/BeleideEnReels2016.pdf>