Thesis Submission Guidelines

This guide outlines the format requirements for EIT theses

Format

1. **Responsibility of Preparation:** The entire preparation of a thesis is the responsibility of the student.

2. **Typing:** The work should be produced by word processor. For the text, use Arial or Calibri 11-point, or Times New Roman 12-point, and 1.5 line spacing. Text is to be printed on one side of the paper only with margins of at least 4 cm on the left (to allow room for binding), 2.5 cm top and bottom, and 2 cm on the right.

3. **Page Numbering:** Pages must be numbered consecutively, using lower case Roman numerals in preliminary pages and Arabic numerals, starting again from 1 at chapter 1, in the body of the text.

4. **Referencing and Citation Style:** APA 7th edition formatting must be used for all figures, tables, citations, and references. EIT provides study guides on APA referencing and Library and Learning Advisor support. The EndNote citation package is recommended and is downloadable from MyEIT.

5. **APA Style:** APA style should be followed in relation to punctuation, italics, bold, heading styles, presentation of numbers, etc. Refer to the *APA Style* guide and seek support from a Learning Advisor if needed.

6. **Figures and Tables**: These should be numbered sequentially in Arabic numerals and should appear after the first reference to them in the text. See the *Figures and Tables guide* for presentation guidance.

7. **Appendices**: Appendices should be added after the reference list and headed with the word Appendix and a letter (e.g., Appendix A). Where there is one appendix, just head with the word Appendix. See the *APA Style* guide for more information.

8. **Proofreading:** Students may seek support from Learning Services for proofreading strategies, and may also engage a third party proofreader at their own expense.

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Title page

- Title of the thesis is centered in the top third of the page
- Declaration and degree are centred in the middle third of the page
- Author's name and date are centred in the bottom third of the page

Thesis Title

A thesis submitted in partial fulfilment

of the requirements for the degree of

Master of XXX

at the

Eastern Institute of Technology

Taradale, New Zealand

Author's full name

Year

Order of Thesis Sections

The thesis should be presented in the following sequence, although the topic or requirements of the student's work may indicate the need for variation.

Preliminaries:
- Title page
- Originality Declaration
- Abstract
- Acknowledgements
- Table of Contents
- List of Figures and Tables

Main body (normally these are individual chapters):
- Introduction
- Literature Review
- Method/Methodology
- Results/Findings
- Discussion
- Conclusion
- Reference List
- References/Bibliography
- Appendices

Production

1. **Cost of Production:** The cost of production of a thesis for presentation is the responsibility of the student.

2. **Paper:** The paper should be good quality (e.g., 100 gm Bond) and A4 size. Appropriate paper is available from a number of stationery suppliers as well as from EIT Reprographics.

3. **Printing:** The original copy of your thesis should be printed on a laser printer. Subsequent copies may be produced with a good quality photocopier.

4. **Binding:** Examination copies of the thesis should be coil-bound, and official copies should be hard-bound. Printing, copying, and binding for coil-bound and hard-bound examination copies can be done by EIT Reprographics.

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The Cover

The colour of the hard-bound cover of the thesis is aubergine and the cover/spine lettering should be gold (unless otherwise specified). The spine should have your first initial and last name, the degree (e.g., MN, MHSc, MPP) and year. The cover should have the thesis title, your name, and the year.

Initial, Last Name

MN, MHS, MPP Year

**Title of Research
in Title Case**

Your Name

Year

Copyright

Copyright resides with the author, and is governed by the Copyright Act 1994. Unless you state otherwise, the EIT Library may copy all or part of your thesis and provide it to another institution for the purposes of research and private study.

You may assert your moral right to be identified as the author of the work in a statement to this effect on the verso (back) of the title page (i.e., "The author asserts their moral right to be identified as the author of this work").

Submission for Examination

To submit the thesis for examination, the student must send three soft-bound (coil-bound) copies of the final work to the Faculty Masterate Research Administrator, with the accompanying *Statement by Supervisor on Submission of Masterate Thesis* form. The deadline for submission is the date specified in the course syllabus**.**

Your supervisors must sign off your thesis prior to submission by completing the *Statement by Supervisor on Submission of Masterate Thesis* form. This form must also be signed by the student. It is the responsibility of the student to ensure that this form is completed and accompanies the thesis when it is submitted for examination.

The Postgraduate Research Administrator will decline to accept any thesis that is submitted without a completed *Statement by Supervisor on Submission of Masterate Thesis* form.

After your thesis has been examined, you may be required to make changes as requested by one or both examiners. The Faculty Academic Committee may require these changes to be completed and incorporated into your final submitted work prior to your degree being conferred. Your supervisors will provide guidance if changes are required.

After satisfactory completion of any changes required by the Faculty Academic Committee, you must submit two hard-bound copies of the final version of your thesis to the Postgraduate Research Administrator.

An electronic copy of the thesis is also required to be submitted, which will be placed on the Digital NZ website following insertion of a copyright page.

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