Guidance for submission of theses

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Key purpose of this document

This document is designed to guide postgraduate research students (*with the exception of MSc(Res) and MSt(Res)* students) through the process of preparing for submission of their postgraduate research thesis at the University of St Andrews.

It is a step-by-step guide to completing the tasks listed in the table of contents and provides specific information to help students answer the questions in the tasks. In addition, it provides information regarding the format of the thesis and a list of key contacts.

This document has been compiled by Academic Registry and the Library.

What tasks do I need to complete and where can I find them?

All students are required to complete the following tasks:

- **Declare my intention to submit my thesis (MySaint)**
- *(This task is available to you at any time (provided that you are a registered student), however, you should only complete this nearing the submission of your thesis)*
- **Preparing for submission of my thesis (for examination) (MySaint)**
- *(This task becomes available to you once you have completed the 'Declare my intention to submit my thesis' task i.e., pre examination)*
- **Submit my thesis (for examination) (Moodle)**
  You submit your thesis (for examination) in Moodle in the 'Registry Student Journey activities' module. You may need to click 'Enrol me' in order to access the page. You will be able to submit your thesis in the 'PGR thesis submission' section.
- **Preparing for submission of my Library copies (i.e., final copies, post examination) (MySaint)**
- *(This task becomes available to you once the Associate Provost (Students) has approved your examining committee's final recommendation that the degree be awarded, i.e., post examination)*
- **Submit my final Thesis**
  Once you have completed the MySaint task Preparing for submission of My Library copies, you will need to select Submit my final thesis task – this will take you to the St Andrews Repository registration page, where you will need to register and receive registration confirmation, before you are able to upload the final copy of your thesis. You will receive an email with these instructions once your assessment is confirmed by the Associate Provost (Students).

Should the final recommendation from the examination of your initial submission be 'resubmit within 6 or 12 months *(whichever is applicable)*, you will also be required to complete:

- **Declare my intention to resubmit my thesis**
  (This task becomes available to you following Associate Provost (Students) approval of your examining committee's recommendation that you resubmit your thesis – you should only complete this nearing the resubmission of your thesis)
- **Preparing for resubmission of my thesis (for examination)**
  (This becomes available to you once you have completed the 'Declare my intention to resubmit my thesis' task)

The links to the tasks are located in MySaint as follows:

- Workspace: My courses
- Portlet: My tasks
  - ➢ Thesis preparation and examination (PGR)
    Link to appropriate task will be displayed to you at the appropriate time
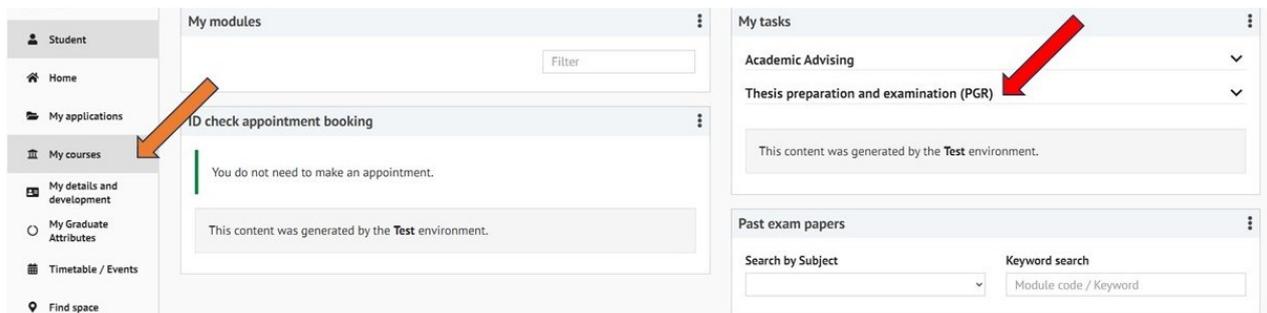
Task: Declaring your intention to submit or resubmit your thesis

You are required to declare approx. four months prior to submission or resubmission, when you are intending to submit or resubmit your thesis. You should do this by completing a task in MySaint entitled 'Declare my intention to (re)submit my thesis'. This enables Academic Registry to ensure that all the necessary administration is in place for examination of your thesis.

In the task you will be asked to provide the following key pieces of information:

- The date of your intention to submit or resubmit your thesis (you will be asked to provide a date range - the date range cannot exceed a four-week period and must not go beyond your expected end date).
- The proposed title of your thesis.
- If your research required ethical approval (if the answer to this is 'yes', you will be required to upload a copy of your ethical approval letter) – *you will not be asked this question if you are resubmitting your thesis*.

The PGR team will use the dates you have provided to ensure that the examining committee is in place prior to your submission.

Once you have completed the task, if you wish to amend the dates **significantly**, please contact the PGR team. If you decide to submit your thesis a day or two before the date you indicated in the task, there is no requirement for you to notify the PGR team.

Task: Preparing for submission or resubmission of your thesis

Both your title page and declarations **must** be compiled using this task in MySaint Please do not edit these after their generation by the task in MySaint.

We strongly advise that, in advance of completing this task, you discuss any requirements for embargo of both the full text of your thesis and underpinning data/digital outputs with your supervisor(s).

Your declarations in your thesis are the basis for any embargo request to the *Associate Provost (*Students) for approval and the PGR team will process any such request when you submit your thesis to them in Academic Registry.

To help inform your discussions with your supervisor(s), the finer details of the questions you will be asked to answer, along with advice from Academic Registry and the Library, are detailed in the pages which follow.

Once the task is complete, you will not be able to go through it again. Should you decide **mid-way** through the task that you have made a significant error, you should contact the PGR team who will reset the task for you.

Note that, if you are preparing to resubmit your thesis and you already have an approved embargo on **any** of the following:

- full text of thesis (electronic)
- research data/digital outputs

you will not be able to request an alternative embargo. Should you wish to amend or remove an approved embargo, please contact the PGR team directly for advice **before** completing the task.

Submitting by portfolio

If you have made a request to the *Associate Provost (Students)* to submit your thesis by portfolio and it has been approved, you will not be asked any of the questions in the 'Create your declarations' sections in the pages which follow. Once you have completed the questions to create your title page, you will be taken to the confirmation screen to download/print/save both your title page and standard portfolio declarations.

Creating your title page

In the task, you will be asked to enter:
- your thesis title (the title you provided when you declared your intention to submit or resubmit will be displayed to you and you can update it if required),
- month and year of submission or resubmission for examination.

You will then be able to download/save your title page. This is created using a standard template, personalised for you using information we hold on our student records system and the details which you provide in the task.

You will then continue to the declarations.

Creating your declarations

You will be asked the following questions to enable the task to generate your declarations:

Word count
What is the word count of your thesis?
It is expected that you enter an 'approximate' length i.e., if your thesis is 79534 words, you would enter 80000. *Please do not insert a comma within the number e.g., 80,000.*

Assistance in writing your thesis
Did you receive any assistance in writing your thesis other than your supervisor(s)?
This is a 'yes', 'no' answer. If you answer 'yes', you are then asked the following two questions:

What is the name of the person you received assistance from?
This is a free text box for you to enter the person's name.

What did they assist you with?
You are given 4 options i.e. Language, Grammar, Spelling and Syntax. You must select at least one of the options.

Acknowledgement of funders
Did you receive funding from an organisation or institution?
This is a 'yes', 'no' answer. Depending on your answer, it displays a note of what will be stated in your declarations.

Useful background information about funders

Most major research funders include in the terms and conditions of their grant awards a requirement for students to acknowledge in their theses the support received from the funder in question.

For all funded theses, postgraduate research students must include a sentence in the acknowledgement section of the full text of the thesis to acknowledge that funding, for example,

> This work was supported by the XXX Research Council [grant number xxxx].
> This work was supported by the University of St Andrews (School of Biology).

(The first suggested form for this acknowledgement is taken from the former Research Information Network's Guidance on the Acknowledgement of Funders in Scholarly Articles)
The statement should be repeated for multiple funders. See Appendix II for an example of an acknowledgements page.

In addition, for all funded theses, postgraduate research students should submit funder and grant information as part of the thesis metadata submission process into the St Andrews Research Repository. Appropriate metadata fields and help information will be provided in the submission form.

Copyright

Does your thesis contain any third party material that requires copyright clearance?

This is a 'yes', 'no' answer. Depending on your answer, it displays some relevant information. More general information can be found in the box below.

Useful background information about copyright

Read detailed guidance about copyright and theses.

Your thesis submitted for examination is an unpublished work and is considered to be an examination script. Copying for the purpose of examination is permitted under 'Illustration for instruction' (CDPA s.32, June 2014) and the legislation allows you to include third party copyright material provided it's accompanied by sufficient acknowledgement and its use is considered 'fair dealing', i.e. the amount of the work being copied is reasonable and proportionate for your purposes.

The Final (Library) version of your thesis will be made available online, and is therefore deemed to be published. You will therefore have different responsibilities regarding any third-party copyright material you use, e.g. quotations and extracts from other people's publications, i.e. books and journals, illustrations, photographs, diagrams, maps, graphs.

You may still include third-party copyright material in the Final (Library) version of your thesis without the permission of the copyright holder under the 'Criticism, review, quotation and news reporting (CDPA s.32, June 2014) exception, provided the material:

- is already publicly available
- is accompanied by sufficient acknowledgement
- is being used for the purpose of criticism or review
- your quotation, (or other extract), is no more than is required for your specific purpose
- the use is considered 'Fair Dealing' (i.e. it does not impinge upon the copyright holder's ability to commercially exploit their work).

If your use of third-party copyright material does not meet these criteria, you will need to seek the permission of the copyright holder to include it in the Final (Library) version.

 For example, if you want to include:

- a substantial quotation, e.g., a whole poem, a large amount of text, or
- a photograph, or other copyright image whose use is unlikely to be considered 'Fair Dealing'

you would have to request permission from the copyright holder. To contact copyright holders, you can use the [copyright holder letter template](#).

If you need copyright permissions but are unable to obtain them, the Library will accept a redacted version of your electronic thesis with the uncleared material temporarily removed. The Library would also still require a complete, intact version of your electronic thesis which could be made available once all copyright permissions were obtained, (pending any embargoes requested). Please ensure that you liaise directly with the 'Library E-Theses Team (digirep@st-andrews.ac.uk) for advice.

Permission for publication (Full text of thesis)

Before you submit your thesis for examination, decide whether or not you need to request an embargo in your declaration. (An embargo means that public access to the thesis is restricted for a certain amount of time.)

Useful background information about embargo

Make sure you discuss any potential need for an embargo with your supervisor(s) in plenty of time. You can request an embargo on the grounds that publication would:
- be commercially damaging to the researcher, or to the supervisor, or the University
- preclude future publication
- be in breach of law or ethics

Remember your electronic thesis will be uploaded to the St Andrews Research Repository and will be available online open access if no embargo is requested.

You also have the option to apply an embargo to the title and/or abstract of your thesis in addition to the full text. So your embargo options would be an embargo on:
- the full text of your thesis – *in which case the abstract would be available in the St Andrews Research Repository, and the title would be available in the St Andrews Research Repository and the Library catalogue*
- the full text and the abstract of your thesis - *in which case the title would be available in the Library catalogue*
- the full text, the abstract, and the title of your thesis - *in which case none of the three would be available in the St Andrews Research Repository or the Library catalogue. (The title of your thesis would be published however in the Graduation booklet.)*

If you request a partial embargo on full text e.g. you request an embargo on a single chapter or you need to embargo certain illustrations because of copyright, as described above, then please consider how to organise the full text files that you submit to the Repository. The Library always requires a complete, intact version of your electronic thesis but in addition to this you should submit an additional redacted version with any embargoed material removed. The Library E-Theses Team can advise on the full text files that you need to prepare and submit.

Important information
Because you do not need to submit a print copy of your thesis then you must answer No to the question: Would you like to embargo the printed copy of your thesis?

Would you like to embargo the printed copy of your thesis?

Please select No to this question – as there is no longer a need to a printed copy to be submitted. This is a legacy question and will be removed in the future to reflect the change to e-only submission.

Electronic thesis

Would you like to embargo your electronic thesis?

This is a 'yes', 'no' answer. If you answer 'no', you move on to the 'Permission for publication of underpinning research data/digital outputs' section. If you answer 'yes', you are asked the following questions:

Would you like to embargo all or part of your electronic thesis?

You can select either 'all' or 'part'.

Note that 'all' or 'part' does **not** include the title and abstract. If you choose to embargo, you will be asked separately if you would like to embargo your title and/or abstract of the full text of your thesis.

If you embargo **part** of your electronic thesis, you will be required to submit **two** electronic copies for the Library (i.e. your final copies):

- One copy will contain your complete thesis
- One copy will contain your thesis without the part(s) you have embargoed

If you choose 'part', you are asked the following question:

What part(s) of your thesis would you like to embargo?

This is a free text box. You should enter the part(s) separated by commas e.g. Chapter 3, Chapter 6, Appendix I and II. Do not list one under another.

How long would you like to embargo your electronic thesis for?

This is a drop down list which allows you to select 1 year *or* 2 years *or* 3 years *or* 4 years *or* 5 years *or* More than 5 years.

If you choose 'More than 5 years', you are given the following instruction:

Please enter the actual number of years you would like to embargo your electronic thesis for, or select permanent if you would like to request a permanent embargo.

There is a free text box to enter the number of years, e.g. 7 or a checkbox to select if you wish to request a permanent embargo.

It should be noted that **initial embargos** are normally requested **up to a maximum of five years**.

Any requests for more than 5 years embargo require special permission from the Associate Provost (Students) and will only be granted in **exceptional** circumstances.

The embargo will be lifted automatically at the end of the embargo period if we do not hear from you before the embargo end date. This means the thesis will become publicly available in the St Andrews Research Repository following the embargo end date.

Extensions may be possible, with a cogent justification, but the onus will be on authors and supervisors to contact the Library (digirep@st-andrews.ac.uk) at least 1 month in advance of the embargo end date. If a supervisor is unavailable, the Head of School will be consulted.

Please note that the **total period of an embargo**, including any continuation is **not expected to exceed ten years**.

On what grounds have you requested an embargo on your electronic thesis?
You must select at least one of the following:

- Publication would be commercially damaging to the researcher, or to the supervisor, or the University
- Publication would preclude further publication
- Publication would be in breach of law or ethics

Supporting statement
This is a free text box to allow you to provide a statement to support your request for embargo. This does not need to be a lengthy statement. Some examples are:

- *I have a patent pending.*
- *I have a publishing contract pending. [The Library may request further evidence of a publishing contract which requires an embargo. Published books are likely to be considered as new, revised works and many publishers are happy for earlier work in the form of a thesis to be available]*
- *My research includes interviews with individuals whose lives may be at risk should my research be made publicly available.*
- *My research was sponsored/funded by a commercial company and there are conditions on my research being made publicly available.*

Note that you will only be shown the following regarding the title/abstract of the full text of your thesis if you have requested an embargo.

Permission for publication (title/abstract for full text of thesis)

Title and abstract

Would you like to embargo the title and/or abstract of your thesis?
You must select **one** of the following:

- No, I agree to the title and abstract being published.
- Yes, I require an embargo on the title and/or abstract of my thesis.

If you answer, 'yes', you are required to select **one** of the following:
- I require an embargo on the title **and** abstract, but I understand that the title will be used in the graduation booklet.
- I require an embargo on the abstract only.

Permission for publication of underpinning research data or digital outputs

Useful background information about underpinning research data/digital outputs

The University and all major research funders have requirements on the deposit and sharing of research data or research digital outputs that are created or collected as part of any research project, including data or digital objects underpinning your thesis. You should, therefore, check if specific funders' requirements apply to your work and what you can do to meet them.

If your research is subject to requirements to deposit data/digital outputs then, in addition to deciding whether or not you need to request an embargo on the full text of your thesis, you would also have to decide whether or not there is a need to embargo the data/digital outputs.

As for the full text, the matter of an embargo on data or digital outputs should be discussed with your supervisor(s) as early as possible. Similarly to the full text, you can request an embargo on the grounds that publication would:

- be commercially damaging to the researcher, or to the supervisor, or the University, (for example, intellectual property rights)
- preclude future publication
- be in breach of law or ethics or data protection.

Deposit of your research data/digital output is via PURE, the institutional research information system and can be deposited **before or after** submission of your thesis for examination.

For advice and assistance, please, contact the Research Data Management team (research-data@st-andrews.ac.uk) or visit the research data management website and the Research data management policy.

Underpinning research data or digital outputs

Is your thesis based on original research data/digital outputs that you wish to deposit and/or are subject to the requirements of the University or the funding body to deposit them?

This is a 'yes', 'no' answer. If you answer 'no', you move on to the 'Confirmation' section where you can download/save/print both your title page and declarations. If you intend to deposit your data even without requirements form funding bodies, you should answer 'yes' as this will enable you to request an embargo. If you answer 'yes', you are asked the following question:

Would you like to embargo your research data/digital outputs?

This is a 'yes', 'no' answer. If you answer 'no', you move onto the 'Confirmation' section where you can download/save/print both your title page and declarations. If you answer 'yes', you are asked the following questions:

Would you like to embargo all or part of your research data/digital outputs?

You can select either 'all' or 'part'.

Note that 'all' or 'part' does **not** include the title and description. If you choose to embargo, you will be asked separately if you would like to embargo your title and/or description of your underpinning research data/digital outputs.

If you choose 'part', you are asked to answer the following question:

What part(s) of your thesis would you like to embargo?

This is a free text box. You should enter the part(s) separated by commas e.g. data files 010, 065, 090, folder 1. Do not list one under another.

How long would you like to embargo your research data/digital outputs for?

This is a drop down list which allows you to select 1 year *or* 2 years *or* 3 years *or* 4 years *or* 5 years *or* More than 5 years.

If you choose 'more than 5 years', you are given the following instruction:

Please enter the actual number of years you would like to embargo the underpinning research data/digital outputs for, or select permanent if you would like to request a permanent embargo.

There is a free text box to enter the number of years e.g. 7 or a checkbox to select if you wish to request a permanent embargo.

It should be noted that **initial embargos** are normally requested **up to a maximum of five years**.

Any requests for more than 5 years embargo require special permission from the Associate Provost (Students) and will only be granted in **exceptional** circumstances.

The embargo will be lifted automatically at the end of the embargo period if we do not hear from you before the embargo end date. This means the data underpinning your thesis will become publicly available on the University of St Andrews Research Portal following the embargo end date.

Extensions may be possible, with a cogent justification, but the onus will be on authors and supervisors to contact the Library (research-data@st-andrews.ac.uk) at least 1 month in advance of the embargo end date. If a supervisor is unavailable, the Head of School will be consulted.

Please note that the **total period of an embargo**, including any continuation is **not expected to exceed ten years**.

On what grounds have you requested an embargo on your research data/digital outputs?

You must select **at least one** of the following:

- Publication would be commercially damaging to the researcher, or to the supervisor, or the University (e.g. Intellectual Property Rights)
- Publication would preclude further publication
- Publication would be in breach of law or ethics or data protection

Supporting statement

This is a free text box to allow you to provide a statement to support your request for embargo. This does not need to be a lengthy statement. Some examples are:

- *I have a patent pending.*
- *I have a publishing contract pending.*
- *My research includes interviews with individuals whose lives may be at risk should my research be made publicly available.*
- *My research was sponsored/funded by a commercial company and there are conditions on my research being made publicly available.*

Note that you will only be shown the following regarding the title/description if you have requested an embargo on your underpinning data/digital outputs.

Permission for publication of underpinning research data or digital outputs (title/description)

Title and description

Would you like to embargo the title and/or description of your research data/digital outputs?

This is a 'yes', 'no' answer. If you answer 'no', you move on to the 'Confirmation' section where you can download/save/print both your title page and declarations. If you answer 'yes', you are required to select one of the following:

- I require an embargo on the title **and** description
- I require an embargo on the description only

Confirmation

You are provided with two links – one to your title page and one to your declarations. You can download/save both for insertion into your thesis.

Both are created using a standard template, personalised for you using information we hold on our student records system and the details which you provide in the task.

Task: Preparing for submission of your Library copies (i.e. final copies)

The questions you are asked in the 'Preparing for submission of my Library copies' task are the same as for initial submission i.e. as detailed on the previous pages with a couple of exceptions:

1   If you have an approved embargo on **any** of the following:
   • full text of thesis (electronic)
   • research data/digital outputs
   you will not be able to request an alternative embargo. Should you wish to amend or remove an approved embargo, please contact the PGR team directly for advice **before** completing the task.

2   You are asked to confirm/update your **home email address**.

Task: Submit Library copies (i.e. final copies) of your thesis

At the point you are completing the above task, you will have received an emailed letter from the Associate Provost (Students) approving your examining committee's final recommendation. The email will advise you of the procedures for submitting your Library copies and which further tasks to complete in MySaint and in the St Andrews Research Repository.

In order to submit your final (Library) copies you are required to register with the St Andrews Research Repository, to upload the required electronic full text files and to provide information about the final version of your thesis. This is a requirement of the mandatory electronic deposit of your thesis.

For more detailed guidance on registering to the St Andrews Research Repository and submitting your final thesis, please see the Guidance for submission of theses and the Theses Libguide.

Appendices

Appendix I: Formatting your thesis

Length of your thesis

The length of your thesis is dependent on the degree you are being examined for. In general, the maximum length of your thesis (excluding bibliography and appendices) should not exceed:

- Doctorate (excluding Doctor of Medicine)   80,000 words
- Doctorate (MD – Doctor of Medicine)   50,000 words
- Masters   40,000 words

The above word limits **include** footnotes and edited original documents and texts.

Full details can be found in the Postgraduate Senate Regulations.

Note that permission to exceed the word limit must be obtained by the Associate Provost (Students) well in advance of submission. Please contact the PGR team for advice in the first instance.

Presentation of your thesis for Examination

Your thesis must be written in English unless the Associate Provost (Students) has given special permission for another language to be used. Graphic data can be presented in coloured form, for example, graphs, photographs, chemical structures.

You may submit supplementary data in the form of supplementary files. The preference is for this supplementary data to be included in the same file, at the end of your thesis. The data may be presented in any suitable format. Where applicable you are also advised to present your data as a text file in which individual items of numeric data are separated by commas, that is in CSV format. The latter format is readable by all data analysis packages.

Unless the *Associate Provost (Students)* has given permission for another format to be used, your thesis should be word processed in single, 1.5 or double line spacing. The margins should be no narrower than 30 mm.

Examination copies of your thesis should be submitted in Moodle. See additional information at Submission for examination. All copies must contain the following:

- A title page with the title of the thesis, the name of the candidate, the name of the degree, and the date of submission or resubmission.
- An abstract of the thesis of not more than 300 words (in the exceptional case of a thesis written in a foreign language a summary in English of between 2,000 and 3,000 words is required as well as the abstract).
- Declarations pages (including embargo requests) signed by **both** you and your supervisor (signatures must be handwritten although these could be scans of handwritten signatures).
- Ethical approval letter *(if applicable)*

Presentation of your final Library copies
See the Theses Libguide for full information about how to submit your final Library copies to the St Andrews Research Repository. More information is also available at Submission of final copies for graduation.

In particular please note the requirements for multiple files to be deposited. This helps us to digitally preserve your thesis. In addition to the PDF of your final thesis we also require your files in their original formats e.g. Microsoft Word or LaTeX.

Please also refer to the [University guidance on Digital Accessibility](). Ensuring that your final Library PDF and original file format copies comply with this guidance will enhance the accessibility of your work to your readership and will enable longer term preservation of an accessible format.

Presentation of the final version of your research data

Your research data might fall under one of the two definitions below:

- Primary underpinning data or digital outputs: Data or digital outputs that are the foundation of your thesis but are not essential to the reader of your theses to understand it. These types of data or digital outputs should be submitted to Pure by following our guidance document on thesis data submission.
- Primary supplementary or complementary data or digital outputs: Data or digital outputs that are an integral part of your thesis that are essential to the reader to understand your thesis. These types of data or digital outputs should be submitted to Registry alongside your thesis.

Underpinning data should be submitted via [Pure](). They should be submitted in separate files and preferably in a zip file if you have more than 10 data files.

Supplementary data should be submitted via the St Andrews Digital Repository alongside the full text of your thesis. You should upload only one file preferably a zip file if you have more than one data file.

If your work is not based on research data or you do not have permission to deposit your data, more guidance and definitions are available on the [research data management website]().

Appendix II: Example of acknowledgements page

A blank Microsoft Word template for the Acknowledgements page is available in MySaint (same location as your tasks).

General acknowledgements

I'd like to thank the following for their help and support . . .

Funding

This work was supported by the Engineering and Physical Sciences Research Council [grant number EP/L1234567/8]; the Arts and Humanities Research Council [grant number 47456]; and the Economic and Social Research Council [grant number 576879].

Research Data/Digital Outputs access statement

Research data underpinning this thesis are available at https://doi.org/10.4225/15/55D51A334B70777

OR

Digital outputs underpinning this thesis are available at https://doi.org/10.4225/15/55D51A334B70777

Appendix III: Key Contacts

In addition to discussing submission of your thesis with your supervisor team, advice and information can also be sought from Academic Registry, the Library and the following useful contacts

Postgraduate Research team (Academic Registry)

Provides general information regarding submission of your thesis.

Email   registry-pgr@st-andrews.ac.uk
Phone   +44(0)1334 463084

E-Theses Team (Library)

Provides information regarding full text of thesis including copyright, embargoes, funder acknowledgement, registering with the repository.

Email   digirep@st-andrews.ac.uk
Phone   +44(0)1334 462302/2299

Research Data Management team (Library)

Provides information regarding research data and research digital outputs including deposit and embargoes.

Email   research-data@st-andrews.ac.uk
Phone   +44(0)1334 462343

Copyright (Library)

Provides information regarding specific copyright issues and advice

Email   copyright@st-andrews.ac.uk

Digital Preservation (Library)

Provides information regarding concerns about file formats and long-term access to theses
Email   digitalarchives@st-andrews.ac.uk

Digital Accessibility Adviser

Provides information regarding digital accessibility of full text

Email   rjw@st-andrews.ac.uk