

# NOTES ON THE PREPARATION OF THESES

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[www.library.otago.ac.nz/research/theses.html](http://www.library.otago.ac.nz/research/theses.html)

## The Library



2009

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## 1. Preface

The following notes have been prepared by the Library's Reference Staff, primarily as guidelines for students preparing higher degree theses, but they will also be of use to authors of dissertations or research papers. Candidates for any degree should always consult their supervisor for any departmental guidelines. The *Handbook for Research Masters' Degrees* and the *Handbook for PhD Study* are online.<sup>1</sup> A list of selected titles for further reading appears on pages 15-19 of this guide.

## 2. Presentation of Theses Regulations<sup>2</sup>

The University Council has laid down regulations concerning theses. Consult the latest edition of the *University of Otago Calendar* or the University web page [www.otago.ac.nz](http://www.otago.ac.nz) (select Administration> Policy Database> General Regulations).

Amendment<sup>3</sup>:

Page 219 - 2(b) (iii) A refund of costs incurred in the printing and binding of two hard-bound copies of the thesis shall be provided to every PhD candidate whose thesis is submitted after no more than four years of study, or the equivalent in part-time study, and to every recipient of a University of Otago Postgraduate Award whose master's thesis is submitted after no more than 18 months of full-time study, or the equivalent of part-time study.<sup>4</sup>

## 3. Copyright Protection & Declaration Forms

The normal protection of copyright law, *The Copyright Act 1994*, applies to theses. Section 56 covers copying by library staff.

When a thesis is submitted for examination, a Library declaration form concerning the consultation and copying of the work must be completed for the Library copy. Restrictions on access may only be granted by the appropriate PVC (Masters theses) or the DVC Research and appropriate PVC (PhD theses). The form is on page 19.<sup>5</sup> Copies are also available on the Library web page and at the Library Bindery. The soft-bound thesis for a Master's or a PhD must include a declaration stating that the thesis is the student's personal work and has not previously been accepted, for any other degree or diploma. Declaration forms for soft-bound theses are available

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<sup>1</sup> [www.otago.ac.nz/study/postgraduate\\_study.html](http://www.otago.ac.nz/study/postgraduate_study.html)

<sup>2</sup> *University of Otago Calendar 2009*, page 218-9;

<sup>3</sup> Advised by the PhD Office and Scholarships Office in email correspondence 16 March 2009.

<sup>4</sup> Students should contact the Scholarships Office ([scholarships@otago.ac.nz](mailto:scholarships@otago.ac.nz)) about printing refunds. Dunedin students can visit the Scholarships Office and pick up an order form for use at Uniprint; out of town students can get a receipt from a local printer, and then reimbursement can be organised (by direct payment into their bank account) following printing.

<sup>5</sup> [www.library.otago.ac.nz/pdf/thesis\\_declaration\\_08.pdf](http://www.library.otago.ac.nz/pdf/thesis_declaration_08.pdf)

online.<sup>6</sup>

Unless you state otherwise the Library may copy all or part of your thesis and provide it to another institution or individual for the purposes of research and private study.

New Zealand [Copyright Guidelines for Research Students](#) offer guidance in dealing with related issues, permissions and procedures.<sup>7</sup>

## 4. Physical Requirements

- 4.1 The paper should be of good heavy quality A4 (80-120 gms). For the best binding results the paper grain must run from head to tail, not across the page. If coated papers are to be used discuss details with the copying operators and binders beforehand. It is recommended that theses be printed double-sided on 100gsm paper if over 200 pages.
- 4.2 A blank sheet of paper should be placed at the beginning and end of the thesis.
- 4.3 Care should be taken over presentation of the text so that the thesis can be easily read and space provided for examiners' comments. One-and-a-half spacing is recommended between lines. A 12 pt. serif font such as Palatino or Times should be used.
- 4.4 The binding margin must be no less than 30 mm. Guide sheets are provided on pages 22 and 23 of this booklet.

For recto pages (right hand pages of an open book), the left margin must be no less than 30 mm. For verso pages (left hand pages of an open book), the right margin must be no less than 30 mm. All other margins should be uniform, no less than 20 mm. Any tables, photographs, or other illustrative matter, plus pagination, should allow the same binding margin. It is important to keep within these margins, otherwise text and page numbers can be lost in trimming during the binding process.
- 4.5 Pages (together with any interpolated sheets, tables, maps, appendices, etc.) should be numbered consecutively within the binding margins, either centered at the top of the page, or flush with the outer text margin. Preliminary pages should have page numbers in lower case Roman numerals. The main text should have page numbers in Arabic numerals. Inserted figures should have a specific identification of their location (eg. facing p. 42 or between pp. 42 and 43).
- 4.6 Extra large maps, eg. A3 landscape, should be folded so that they open outwards to the right. If there are a number of maps, it is recommended that they be included in a pocket or specially made case. The binder should be notified of any folded matter so that necessary allowance can be made for trimming.

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<sup>6</sup> [www.otago.ac.nz/study/postgraduate\\_study.html](http://www.otago.ac.nz/study/postgraduate_study.html)

<sup>7</sup> [www.lconz.ac.nz/documents/Copyright%20Guidelines%20LCoNZ.pdf](http://www.lconz.ac.nz/documents/Copyright%20Guidelines%20LCoNZ.pdf)

- 4.7 The title page should be set out as given in the example on page 21.
- 4.8 It is recommended that if small photographs are used they be scanned or photocopied onto an A4 sheet. Any problems should be discussed with the Library's Bindery staff or the University's Uniprint staff.
- 4.9 A thesis must be bound in woven cloth (over sewn, rounded and backed) by a bindery and not stapled or glued together. If a thesis is to be bound by the University Library Bindery, the author is responsible for the correct order of pages, and for taking copies of the thesis to the Bindery with binding instructions.
- 4.10 When choosing the spine title, please keep within 50 characters for theses under 50 mm. thick (spaces between words count as characters). The spine title, reading head to tail, should include the author's surname, the balance of characters to be used for the title exactly as given on the title page, or an appropriate abbreviated title that will fit. Theses over 50mm will be titled horizontally across the spine with a maximum of 65 characters. University of Otago does not require a title on the thesis front cover.

## **5. Physical production**

### **5.1 Copying<sup>8</sup>**

Uniprint has copying facilities for reproducing quality copies from clear, dark, black and white masters and from colour. Early advice should be sought from Uniprint staff. A week's notice is normally required before copying can be undertaken. Ensure that pages are in the correct order prior to copying.

### **5.2 Binding**

The University Library's Bindery is located at 109 Leith St. Its web page is at [www.library.otago.ac.nz/services/bindery.html](http://www.library.otago.ac.nz/services/bindery.html)

The Library Bindery provides a high quality service with discounted rates for theses. It will endeavour to complete bound copies within five working days. An extra charge may be made for copies required in less than five days.

The cost of binding a thesis varies, depending on the number of copies required and the time taken to complete the job, including any special features, e.g. separate pockets for folded maps. A quotation should be sought from the binders.

It is recommended that theses are placed in a temporary soft binding if candidates do not wish to have their thesis fully bound before marking (See Presentation of Theses Regulations, 2a). Temporary binding is available at the Library Bindery or the Uniprint Shop. Spiral binding should not be considered as a temporary binding because items cannot be rebound without destroying the margins.

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<sup>8</sup> University of Otago students outside Dunedin should consult their department for local printing arrangements.

### 5.3 Photographs, figures and graphical images

Uniprint staff can assist in the transfer of digital files and the preparation of photographs. For reproduction all figures should be prepared in actual size, allowing for margins. Assistance with photographic matter should be discussed with Uniprint staff at an early stage.

Colour and black and white scanning is available at Information Technology Services (ITS), in the Computer Resource Rooms and at Uniprint which also offers high quality colour photocopying.

### 5.4 Word processing

While there are general guidelines in this booklet specific heading and citation styles may differ within Departments. Please consult your Department for these.

It is recommended that chapters are kept as separate document files during writing, to retain formatting. Once the thesis is complete these files can be merged as a new document.

IT Training offer subsidised student courses on Thesis Writing. Please see the [ITS website](#) for a list of current dates.<sup>9</sup>

This course covers page layout and margins, indents and text alignment, built-in and custom styles, tables, headers and footers, document sections, bookmarks and cross-references, charts and images, captions and figures, footnotes and endnotes, and table of contents and indexes.

LaTeX is another word processing system incorporating features for the scientific and technical documentation, such as formatting equations. It is sometimes used by departments such as Computer Science, Information Science, Physical Geography, Mathematics and Physiology. [Technical support](#) can be found online.<sup>10</sup>

## 6. Parts of the Thesis

### 6.1 Thesis Contents

Check with your supervisor as to the preferred structure of your thesis as there can be variations per discipline. See Section 10 for style manuals used by each discipline. The following order is usually observed:

Declaration concerning thesis form (only in the Library copy)

A. The preliminaries:

1. Title page
2. Abstract
3. Preface (usually contains acknowledgements)

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<sup>9</sup> [www.otago.ac.nz/its/training/student.html](http://www.otago.ac.nz/its/training/student.html)

<sup>10</sup> [dozer.infodiv.unimelb.edu.au/subjectresources/subject/61/all/latex.html](http://dozer.infodiv.unimelb.edu.au/subjectresources/subject/61/all/latex.html)

4. Table of contents
  5. List of tables
  6. List of illustrations or figures
  7. List of abbreviations
- }  
 } (if applicable)  
 }

B. The text:

1. Introductory chapter
2. Main body of the work divided into chapters
3. Final chapter which usually includes a summary, conclusions and any recommendations

C. The reference matter:

1. Bibliography or References
2. Appendix or appendices (if applicable)

The preliminary pages (those outlined in A above) should be numbered by lower case Roman numerals, and all other pages (B & C above) numbered by Arabic numerals. The page number is not shown on the title page, but it is still counted. When a double-sided format is used, verso pages (left hand pages) are even numbered, and recto pages (right hand pages) are odd numbered.

Each major sub-division, e.g. preface, table of contents, list of illustrations, individual chapter, etc., should begin on a new page with a centered heading in capitals or bold type. Paragraphs should be indented five spaces (approximately 10 mm). The text should begin on the third line below the heading. For the setting of sections and sub-sections within a chapter, refer to K.L. Turabian's book listed on page 16 in the "Selected Bibliography of Guides and Manuals". Subdivision of text up to three levels is common, ie. 2, 2.1, 2.11.

## 6.2 Abstract

An abstract of no more than 500 words is required for theses submitted for doctoral and masters degrees and for postgraduate diplomas in the Faculty of Medicine, and the Bachelor of Medical Science. Other authors are recommended to provide an abstract.

The abstract should consist of a statement of the problem, an explanation of the method and procedures, and a summary of conclusions.

## 6.3 Figures

The term 'figure' is normally used to denote any kind of graphic or illustration other than a table, e.g. figures may include photographs, maps, graphs, charts. The placing and numbering of figures is the same as that for tables (see 6.6 below), except that the word FIGURE, its appropriate number and caption should appear below the figure. Referencing styles will vary on use of FIGURE or fig.

Tables and figures are each numbered consecutively throughout the text and their titles are written without terminal punctuation, one double-space below the word TABLE or FIGURE together with their numbers.

Photographs, maps and graphs should be numbered in Arabic numerals. Text references are made in brackets and should precede the figure unless mentioned as

part of a sentence. Where they are not the author's own work, the source must be acknowledged.

#### **6.4 Numbers**

The generally accepted rule is to spell out exact numbers up to ninety-nine. Check Section 10 for the referencing style for your discipline. However, the following exceptions should be noted:

Use numerals for percentages, decimals, street numbers, page numbers and dates, and in technical or statistical discussions where groups of figures are used.

Numerals at the beginning of a sentence are spelt out.

#### **6.5 Quotations**

All quotations should correspond exactly with the original in wording, spelling and punctuation.

Short direct quotations (not more than three lines in length) should be enclosed in double quotation marks and incorporated into the text. Longer quotations should be single-spaced without quotation marks, and indented at both margins forming a block that stands out clearly from the text.

Single quotation marks are generally used for quotations within a quotation. Omissions in quoted matter are indicated by three spaced periods . . . and care must be taken when using these that the original meaning is not altered.

Note that the use of double or single quotation marks varies from style to style. Where the Modern Languages Association and Chicago (Turabian) use double quotation marks around short quotations, the Modern Humanities Research Association uses single quotation marks. Check with your supervisor in case your discipline has a preferred style.

Any interpolated comment should be enclosed in square brackets, e.g. [sic], used to assure the reader that some error has been noted in the original.

#### **6.6 Tables**

Tables (any matter appearing in tabular form, such as statistics) should appear as near as possible to the discussion relating to them, and should be numbered consecutively using Arabic numerals. The word TABLE or Table, in capitals or bold, and its number and caption title should appear above the table, leaving the remainder of the page for source citation or explanatory notes. However, if the table occupies a full page, the caption may be typed on the reverse side of the preceding page, facing the table to which it refers.

#### **6.7 Appendices**

An appendix is not always required. It provides a place for material that is not absolutely necessary to the text, or is used where whole inclusion in the text might break the flow of argument, e.g. the full text of an Act of Parliament. Appendices may be sub-divided according to the class of materials included, in which case each appendix should be listed by capital letter and title in the Table of Contents.



## 7. Documentation Systems

There are three principal documentation systems for referring to sources in a text:

- ~ **footnotes**
- ~ **the Author-Date (Harvard) system or Parenthetical system**
- ~ **the Reference-Number system**

The Author-Date system is generally used in scientific and biomedical literature but it has also been adopted by some other disciplines. The Reference-Number system is sometimes used in scientific and biomedical literature.

Footnotes may be used in combination with the Author-Date or Reference-number system for purposes apart from citing references.

Consult your supervisor as to the method favoured in your subject area.

**Note:** As well as selecting one of the documentation systems for referring to sources in the text it is also necessary to decide on one of the various bibliographic styles for laying out the elements of each reference cited in the bibliography. SEE Section 9 “Bibliographic Style”.

### 7.1 Footnotes

Footnotes have four main purposes:

- 1 To cite the authority for statements in the text.
- 2 To provide cross references.
- 3 To acknowledge indebtedness.
- 4 To explain or supplement material that is included in the text.

A footnote reference is indicated by placing an Arabic number slightly above the line immediately after the punctuation mark ending the material for which the reference is given.

Footnotes are arranged in numerical order at the foot of the page, separated by a double-space below the last line of the text. Alternatively it is possible to draw a line above the footnotes. The last line of a footnote should be 20 mm above the bottom of the page.

They should be indented as for a paragraph and single-spaced, but double spaced between each one. Footnotes are usually numbered consecutively throughout each chapter.

Works referred to in footnotes are listed in the “Bibliography” at the end of the thesis. Footnote style should be related to the style used in the bibliography. Details of styles are given in the guides listed in Section 10 “Selected Bibliography of Guides and Manuals”.

In the first footnote to each source, it is usual in the humanities to give details as follows:

- a) Books: Author's first names followed by surname, *Title in italics*, or underlined. (Place of publication: Publisher, date), page number/s.
- b) Part of a book: Author's first names followed by surname, "Title of chapter or article enclosed by double quotation marks," in *Title of book in italics*, or underlined. Name of editor (Place of publication: Publisher, date), page number/numbers.
- c) Periodical article: Author's first names followed by surname. "Title of article in double quotation marks." *Title of periodical in italics*, or underlined. Volume (month if necessary and year) : pages.

After the first reference is spelt out in full subsequent references can be referred to by author and short title followed by page number/s.

The following Latin abbreviations were once used to refer to subsequent references. They are no longer recommended except for *ibid.* which is still sometimes used.

*ibid.* (*ibidem* = in the same) used for a consecutive reference to the same work, but not necessarily to the same page. If *ibid.* is used without a page number, the reference is to exactly the same page as that previously cited. *Ibid.* should not be used more than two pages after the original citation.

*loc.cit.* (*loco-citato* = in the place cited) used for a non-consecutive reference to the same work and same page.

*op.cit.* (*opere citato* = in the work cited) used for non-consecutive reference to the same work but different page.

## 7.2 The Author-Date (Harvard) System

In the Author-Date system, or Parenthetical system, citations to the literature are inserted into the text as the reference is made instead of using footnotes. Citations consist of the author's surname and the year of publication, enclosed in parentheses. Depending on the structure of the sentence where the citation is made, parentheses may enclose either the name, or the date, or both. Page numbers may be included.

One author: Smith (1970) or (Smith 1970) or (Smith 1970, p. 34-40)

Two authors: Smith and Andrews (1970) or (Smith and Andrews 1970)

Three or more authors: Smith et al. (1970) or (Smith et al. 1970)

et al. (*et alii* = and others, that is other authors)

If the use of the author's surname and year results in two or more identical references for different works, lower case letters are added after the year of publication to distinguish the references. e.g.

Smith (1970a) or (Smith 1970a) for the first reference in the text.

Smith (1970b) or (Smith 1970b) for the second reference in the text, a different work.

Full citations for these sources should be listed in the "References" section of the thesis where citations should be listed alphabetically by the authors' names then by date.

Refer to the style manual for in-text citation examples used in your discipline (see Section 10).

### **7.3 Reference-Number System**

In this system a number, in superscript or parentheses, appears in the text at the point of citation and the citations appear in a numbered list of references at the end of the work. Vancouver, often used in the Biomedical Sciences, is an example of a "numbered" style and follows rules established by the International Committee of Medical Journal Editor ([www.icmje.org](http://www.icmje.org)). Examples of references modeling Vancouver style are available online.<sup>11</sup>

## **8. Bibliography or References**

Considerable time and subsequent checking will be saved if all the necessary data for each citation are collected at the time of consulting the works concerned. Endnote software is available for managing and downloading references.

### **8.1 Humanities**

For theses in the humanities it is usual to choose a heading such as "Selected Bibliography", "Works Consulted" or "Reference List". The list should include all sources which have substantially affected the form or content of the thesis, but a long list of vaguely relevant items should be avoided. For a "Works Cited" list only include materials referred to in-text. To facilitate the use of a lengthy bibliography, as in a history thesis, the references could be arranged according to type of material, e.g. primary sources (manuscripts, official publications, newspapers) and secondary sources (books, periodical articles, theses).

### **8.2 Sciences and Biomedical Sciences**

In science theses full citations for each source mentioned in the text are listed in a bibliography section usually called "References". Only citations referred to in the text should be included in the "References" section. If the Author-Date system has been used the references should be arranged alphabetically by author's surname and under each name by year of publication. In the Reference-Number system the arrangement is either by authors' names or in the order that the references are cited in the text. Biomedical referencing is covered by the National Library of Medicine ([www.nlm.nih.gov](http://www.nlm.nih.gov) section IV.A.9.B Reference Style and Format)

## **9. Bibliographic Style**

There are various acceptable styles; the important point to remember is that having decided on a particular style, you should retain this form throughout the bibliography.

Check with your supervisor as to the preferred method within your discipline. Internationally accepted forms of citation in a variety of subject areas may be found in the works in the "Selected Bibliography of Guides and Manuals" on pages 15-19.

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<sup>11</sup> [www.library.otago.ac.nz/research/citation.html#vancouver](http://www.library.otago.ac.nz/research/citation.html#vancouver)

## 9.1 Sample entries in the style of Turabian's *A manual for writers...* (Chicago style)<sup>12</sup>

The following sample entries follow the method used by one authority, Kate L. Turabian, *A manual for writers of research papers, theses, and dissertations : Chicago style for students and researchers* 7<sup>th</sup> ed., which has selected parts of *The Chicago Manual of Style* most useful for students. The "Selected Bibliography of Guides and Manuals" on pages 15-19 also adopts this style.

### 9.1.1 Books

When listing a book, details should be given in the following order: author's surname and first name or initials. *Title in italics* or underlined (and as given on the title page). Edition if other than the first. Series (if applicable). Place of publication: Publisher, and date.

e.g. a book with one author

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations : Chicago Style for Students and Researchers*. 7th ed. Chicago: University of Chicago Press, 2007.

e.g. a book in a series

Cowan, Charles Donald. *Nineteenth-Century Malaya: The Origins of Political Control*. London Oriental Series vol.11. London: Oxford University Press, 1961.

For books with more than one author the authors should be listed in the order in which they appear on the title page. (Note: in some styles if there are more than three authors only the first is listed, followed by the term 'and others' or 'et al.').

e.g. a book with more than one author

Ashton, Owen and Stephen Roberts. *The Victorian Working-Class Writer*. London: Cassell, 1999.

A work written by a number of authors, but edited or compiled by one of them, is entered under the name of the editor or compiler.

e.g. an edited work

McLintock, A.H. ed. *A Descriptive Atlas of New Zealand*. Wellington: Government Printer, 1959.

Monographs produced by an organization go under the name of that organization.

e.g.

Royal Society of London. *Catalogue of Scientific Papers 1800-1900*. Cambridge: Cambridge University Press, 1914-25.

A chapter or section identified within a publication is entered under the specific chapter first.

e.g. a chapter in a book

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<sup>12</sup> For more details on applying a citation style to research sources consult the models at [www.library.otago.ac.nz/research/citation.html](http://www.library.otago.ac.nz/research/citation.html)

Kelly, G.M. "Anthropology." In *A Reader's Guide to the Social Sciences*, edited by B.F. Hoselitz, 41-88. Rev. ed. New York: Free Press, 1970.

### 9.1.2 Journal articles

When citing a journal article, list the author's name first, followed by the title of the article, *Title of the journal*, the volume numbers, month (if appropriate), year and inclusive page numbers. Do not use ff.

e.g.

Gibson, James J. "The Perception of Visual Surfaces." *American Journal of Psychology* 63 (July 1950): 367-84.

### 9.1.3 Newspaper citations

These include the title of the paper, place of publication, date of issue, page number and column. The initial definite article, although part of a newspaper title, is not generally included.

e.g.

"Unsound Teeth in Children." *Otago Daily Times* (Dunedin) 27 September, 1905, p.3, col.5.

### 9.1.4 Unpublished works

The titles of unpublished works, e.g. theses, are enclosed in quotation marks, not underlined or italicized.

e.g.

Canvin, J.A. "Yugoslavs in Auckland." M.A. thesis, University of Auckland, 1970.

### 9.1.5 Official reports

These are entered under the name of the issuing body, followed by the title, the name of the chairman of the report and publication details. It is customary to include the year and a shoulder number as part of a Parliamentary Papers reference.

e.g.

New Zealand. Commission on Education in New Zealand.  
*Report of the Commission on Education in New Zealand.*  
AJHR, 1962, E. 2. Chairman: Sir George Currie.  
Wellington: Government Printer, 1962.

For a general comment on the citation of N.Z. official publications, see G.A. Wood's *Studying New Zealand* on page 17 in the "Selected Bibliography" below.

### 9.1.6 Electronic references

Accepted styles for citing electronic resources have been developed. Principal guides in the humanities are the Modern Languages Association (MLA)<sup>13</sup> and Chicago<sup>14</sup> styles. In the sciences commonly used styles are those of the American

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<sup>13</sup> [www.mla.org/style](http://www.mla.org/style)

<sup>14</sup> [www.chicagomanualofstyle.org](http://www.chicagomanualofstyle.org)

Psychological Association (APA)<sup>15</sup>, Royal Society of Chemistry (RSC), American Chemical Society (ACS), American Institute of Physics (AIP) and the Council of Biology Editors (CBE)<sup>16</sup>. In the biomedical sciences widely used styles are those of the American Medical Association (AMA)<sup>17</sup> and Vancouver<sup>18</sup>. Turabian's manual does not provide extensive examples of electronic formats, but may be supplemented by using the Chicago manual on which it is based. Chicago subscribes to ISO standards which require consistency but allow discretion in typefaces and in the punctuation between elements.

The citation format of electronic sources is similar to that for printed materials. References to items previously issued in print include the same information as the original sources. Names of sites and dates of access are included, as well as URLs, because of the changing nature of electronic sources. Retain print-outs of important electronic sources as an added insurance.

Electronic citations include: Author. *Title*. City if any, publisher, vendor, date of publication. Description of source (CD-ROM, online database, bulletin board etc.). Date of access (in footnote -Chicago style). Protocol and address, the identifying path to access material.

e.g. an article in an electronic journal from a database

Howard, Hugh. "Building by the Book: The Paradox of Palladio."  
*Biblio* 3, no.11 (November 1998) : 42-47.  
<http://find.galegroup.com>

e.g. an Internet site

*MPs and Parties*. Accessed 22<sup>nd</sup> January 2008 from  
<http://www.parliament.nz/en-NZ/MPP/>

## 9.2 Sample entries of Scientific and Biomedical references

### 9.2.1 Scientific.

The Turabian (Chicago) style for bibliographical citations in the sciences is similar to the above examples, except that the date of publication directly follows the author's name. This allows easy reference from the brief citations consisting of surname and year, inserted parenthetically into the text when using the Author-Date system.

e.g. Book:

Kramer, P.J. and T.T. Koslowski. 1960. *Physiology of Trees*.  
New York: McGraw-Hill.

e.g. Journal article:

Brown, R.D. 1967. Chemistry and education. *J.N.Z. Inst. Chem.*  
31:57-61.

The clearest way of citing journal references is to spell out the journal title in full. However when citing scientific articles it is acceptable to abbreviate the title of a

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<sup>15</sup> [www.apastyle.org](http://www.apastyle.org) and [www.apastyle.org/eleceref.html](http://www.apastyle.org/eleceref.html)

<sup>16</sup> [www.dianahacker.com/resdoc](http://www.dianahacker.com/resdoc)

<sup>17</sup> [healthlinks.washington.edu/hsl/styleguides/ama.html](http://healthlinks.washington.edu/hsl/styleguides/ama.html)

<sup>18</sup> [www.nlm.nih.gov](http://www.nlm.nih.gov) section IV.A.9.B Reference Style and Format

journal according to some recognized standard such as *CASSI: Chemical Abstracts Service Source Index*.

### 9.2.2 Biomedical

These references may follow either the styles used in the scientific literature (see above) or the Vancouver/Index Medicus style outlined in *Uniform Requirements for Manuscripts Submitted to Biomedical Journals*, for details of which see p. 15.

## 10. Selected Bibliography of Guides and Manuals

Guides to writing and researching theses may be found in the Library catalogue under the following subject headings:

DISSERTATIONS, ACADEMIC —HANDBOOKS  
DISSERTATIONS, ACADEMIC — RESEARCH, HANDBOOKS, MANUALS  
ACADEMIC WRITING  
MEDICAL WRITING  
REPORT WRITING — RESEARCH, HANDBOOKS, MANUALS  
TECHNICAL WRITING

Most recent style manuals include examples of citations to electronic media. For those available online the current URL has been given here, however URLs are subject to change. Online guides to electronic style are available via the Library's web page. These often update sections of the printed manuals.

Access Library>Research>Citation Styles  
<http://www.library.otago.ac.nz/research/citation.html>

Examples of bibliographic styles may be found in the following:

### 10.1 General

Anderson, Jonathon, and M. Poole. *Assignment and Thesis Writing*. 4th ed. Milton, Qld: John Wiley & Sons, 2001.  
Cen: Reference LB 2369 .AH852 2001

Barzun, Jacques and H.F. Graff. *The Modern Researcher*. 6th ed. Belmont, CA: Thomson/Wadsworth, 2004.  
Cen:Reference D 13 .B929 2004

*The Chicago Manual of Style*. 15th ed. Chicago: University of Chicago Press, 2003.  
Cen: Reference Z 253 .CH32 2003

Bill Robertson: Reference 808.0270973 CHI

Garson, G. David. *Guide to Writing Empirical Papers, Theses, and Dissertations*. New York: Marcel Dekker, 2002.  
Cen:Reference LB 2369 .G722  
Medical WZ 345 GD75

International Organization for Standardization. Excerpts from International Standard ISO 690-2. Information and documentation: Bibliographic References. Part 2: Electronic documents or parts thereof. Online. Accessed 11 August 2008.  
<http://www.collectionscanada.gc.ca/iso/tc46sc9/standard/690-2e.htm>

- Li, Xia. *Electronic Styles: A Handbook for Citing Electronic Information*. 2nd ed. Medford, N.J.: Information Today, 1996.  
 Cen:Reference & Sci:Reference PN 171 .F56 LP24 1996  
 Law K 114 .LP24 1996                      Med WZ 345 .LR86 1996
- Lipson, Charles. *How to Write a BA Thesis: A Practical Guide from Your First Ideas to Your Finished Paper*. Chicago: University of Chicago Press, 2005.  
 Cen:Reference: LB 2369 .LR69
- Slade, Carole. *Form and Style: Research Papers, Reports, Theses*. 12th ed. Boston: Houghton Mifflin, 2003.  
 Cen:Reference LB 2369 .SL743 2003
- Tremewan, Tanya. ed. *Write , Edit , Print: Style Manual for Aotearoa New Zealand*. Canberra: A.G.P.S., 1997.  
 Cen Z 253 .WY35 1997  
 Cen:Reference Z 253 .WY35 1997  
 Med:Reference WZ 345 .WY735  
 Hoc Z 253 .WY35  
 Bill Robertson 808.0270993 WRI
- Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations : Chicago Style for Students and Researchers*. 7th ed. Chicago: University of Chicago Press, 2007.  
 Cen:Reference and Cen:Books LB 2369 .TX32 2007  
 Sci:Quick Reference LB 2369 .TX32 1996
- Walker, Janice R. and Todd W. Taylor. *The Columbia Guide to Online Style*. 2<sup>nd</sup> ed. New York: Columbia University Press, 2006.  
 Cen:Reference PN 171 .F56 W516 2006

## 10.2 Specific Subject Guides

Some disciplines have developed their own styles and guidelines. A selection of some of the better known follows.

### Biology

- Council of Science Editors. Style Manual Committee. *Scientific Style and Format: the C.S.E. Manual for Authors, Editors, and Publishers*. 7th ed. Council of Science Editors in cooperation with the Rockefeller University Press, 2006.  
 Sci:Quick Reference T 11 .SD21 2006
- McMillan, Vicky. *Writing Papers in the Biological Sciences*. 3rd ed. Boston: Bedford Books, 2001.  
 Sci QH 304 .M459 2001

### Biomedical Sciences

- American Medical Association Manual of Style: A Guide for Authors and Editors*. 10th ed. New York: Oxford University Press, 2007.  
 Med:Reference WZ 345 .A512 2007
- Patrias, Karen. *Citing medicine: The NLM style Guide for Authors, Editors, and Publishers*. 2nd ed. Wendling, Daniel L., technical editor. Bethesda (MD):



National Library of Medicine (US); 2007 [Accessed 6 Aug 2008].  
Available online at: <http://www.nlm.nih.gov/citingmedicine>  
"Uniform requirements for manuscripts submitted to biomedical journals."  
*Annals of Internal Medicine*. 126 (1): 36-47 Online. Accessed 6<sup>th</sup> August  
2008. <http://www.annals.org/cgi/content/full/126/1/36>

### **Business**

Currie, Donald. *Developing and applying study skills : writing assignments, dissertations and management reports*. London: Chartered Institute of Personnel and Development, 2005.  
Bill Robertson 378.170281 CUR

### **Chemistry**

Coghill, Anne M. and Lorrin R. Garson. *The ACS Style Guide: Effective Communication of Scientific Information*. 2nd ed. Washington, D.C.: American Chemical Society, 2006.  
Sci:Reference QD 8.5 .A156 2006

### **Earth Sciences**

*Suggestions to Authors of the Reports of the United States Geological Survey*. 7th ed. Washington, D.C.: U.S.G.P.O., 1991.  
Sci +T 11 .SX94 1991

### **History**

Wood, Gilbert Antony. *Studying New Zealand: A Guide to the Sources*. Dunedin: University of Otago Press, 1999.  
Cen:Reference Z 4416 .WV55 1999  
Cen:Maori Resources Z 4416 .WV55 1999  
Hoc Z 4416 .WV55 1999  
Sci:Reference Z 4416 .WV55 1999  
Bill Robertson 016.993 WOO

### **Humanities**

Modern Humanities Research Association. *MHRA Style Guide: A Handbook for Authors, Editors and Writers of Theses*. London: The Association, 2002.  
Cen:Reference PN 147 .M175 2002  
<http://www.mhra.org.uk>

### **Languages & Literature**

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 7th ed. New York: Modern Language Association of America, 2009.  
Cen:Reference PN 147 .GD94 2009  
Gibaldi, Joseph. *MLA Style Manual and Guide to Scholarly Publishing*. 3rd ed. New York: Modern Language Association of America, 2008.  
Cen:Reference PN 147 .GD94 2008

### **Law**

Greville, Margaret, Scott Davidson and Richard Scragg, *Legal Research and*

- Writing in New Zealand*. 3<sup>rd</sup> ed. Wellington, NZ.: LexisNexis, 2007.  
Law K 79 .GU164 2007
- Nemes, Irene and Graeme Cross. *Effective Legal Research*. Sydney:  
Butterworths, 1997  
Law K 79 .ND784
- New Zealand Universities Law Review: Editorial Guide*. [Wellington]: The  
Review, 1973.  
Law K 100 .NJ676 1971
- University of London, Institute of Advanced Legal Studies. *Manual of  
Legal Citations*. London: The Institute, 1959-60.  
Law K 114 .LU47 also online via lexis.com
- Victoria University of Wellington Law Review: Style Guide*. Edited by  
Katrine Evans, Geoff McLay and Hart Schwartz. Wellington:  
Victoria University of Wellington, [2004].  
Law K 100 .VM368 2004  
Cen:Reference K 100 .VM368 2004
- Watt, Robert. *Concise Legal Research*. 5<sup>th</sup> ed. Sydney, NSW.: Federation  
Press, 5th ed, 2004)  
Law K79 WA78 2004

### Physics

- American Institute of Physics. *AIP Style Manual*. 4th ed.. New York: The  
Institute, 1990.  
Sci:Reference QC 5.45 .AG52 1990

### Psychology

- American Psychological Association. *Publication Manual of the American  
Psychological Association*. 5th ed. Washington, D.C.: The  
Association, 2001.  
Cen:Reference BF 76.7 .AG49 2001  
Cen:Reserve BF 76.7 .AG49 2001  
Med:Reference WZ 345 .P976 2001  
Sci:Quick Reference BF 76.7 .AG49 2001  
Bill Robertson and Bill Robertson:Reference 808..06615 PUB  
Online companion. Accessed 14 August 2008.  
<http://www.apastyle.org/elecref.html>
- APA style guide to electronic references*. Washington, DC.: American  
Psychological Association, 2007.  
Bill Robertson 808.027 APA and  
<http://www.apastyle.org/elecref.html>

### Science

- Day, Robert A and Barbara Gastel. *How to Write and Publish a Scientific  
Paper*. 6th ed. Westport, Conn.: Greenwood Press, 2006.  
Cen:Reference T 11 .D842 2006  
Sci T 11 .D842 2006  
Dental and Medical W Z345 .D272 2006
- Kirkman, John. *Good Style: Writing for Science and Technology*. London:

- E. & F.N. Spon, 1992.  
Sci T 11 .KK8 1992
- Korner, Ann M. *Guide to Publishing a Scientific Paper*. London,  
Routledge, 2008. Ebook on order  
Sci T11 .KU5
- Lindsay D.R. *A Guide to Scientific Writing*. 2nd ed. Melbourne: Longman,  
1995.  
Sci T 11 .LQ95  
Bill Robertson 808.0665 LIN

### **Theology**

- McIntosh, Lawrence D. *A Style Manual for the Presentation of Papers and  
Theses in Religion and Theology*. Wagga Wagga, N.S.W.: Centre for  
Information Studies, 1994.  
Cen:Reference PN 147 .M394

## **11. Protection of Author's Work: Disaster planning**

In case work is lost or destroyed at any stage, authors of theses should make sure that they retain a copy (drafts, notes and other material necessary to reconstitute a thesis) and also that they back up computer files keeping the duplicates in a separate location. An accident is not likely to happen, but if it did the results could be devastating.

## 12. Author's Declaration



THE UNIVERSITY LIBRARY

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- (i) the appropriate Pro-Vice-Chancellor in the case of a Master's thesis;
- (ii) the Deputy Vice-Chancellor (Research), in consultation with the appropriate Pro-Vice-Chancellor, in the case of a PhD thesis.

Where appropriate, the Director of the Enterprise Office may also be consulted.

The form is designed to protect the work of the candidate, by requiring proper acknowledgement of any quotations from it. At the same time the declaration preserves the University philosophy that the purpose of research is to seek the truth and to extend the frontiers of knowledge and that the results of such research which have been written up in thesis form should be made available to others for scrutiny.

The normal protection of copyright law applies to theses.

June 2008

### 13. Title page layout

[Title]

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[Author]

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A thesis submitted for the degree of

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New Zealand.

[Date] .....

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## 14. Margins Guide For Binding Theses

**RECTO PAGES**  
(right-hand, odd numbered, pages)

**All material**  
(text, figures, tables, headers with page numbers)  
**must be placed within these margins**

←30mm→

←20mm→

**no less than 30 mm**  
**as shown on the left**

See the "Physical Requirements" section  
on page 3 of this guide

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**VERSO PAGES**  
(left-hand, even numbered, pages)

**All material**  
(text, figures, tables, headers with page numbers)  
**must be placed within these margins**

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The binding margin must be  
**no less than 30 mm**  
**as shown on the right**

See the "Physical Requirements" section  
on page 3 of this guide

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