

PhD Layout

Directions on Format, Layout and Presentation

There must be a title page that shall contain the following information:

The full title and subtitle, if any

The volume number and total number of volumes, if more than one

The full name of the author, followed, if desired, by any qualifications

The name(s) of the supervisor(s), school(s)/department(s), institution

The month and year of submission

Table of contents

The Table of Contents, which should not be over-detailed, shall immediately follow the title page.

Format and Layout

The text must be printed on good quality (110 g/m²) A4 size paper with a left-hand margin of 4 cm. A maximum of one-and-half line-spacing, left-justified only, an easily readable layout and double-sided printing are recommended for the body text. More compact formats with smaller font sizes are usually appropriate for certain sections such as reference lists, bibliographies and some kinds of appendices. Pages must be numbered consecutively, with page numbers located centrally at the bottom, and chapter headers at the top, of each page. Diagrams, graphs, photographs and tables should be properly located in relation to the text.

Binding

The copies of the thesis presented initially for examination may be spiral or gum-bound. The copy of the final bound thesis lodged in the University Library must be bound within boards with leaves permanently secured. The cover bears the title of the Thesis, author's name, degree awarded and the date of submission. The spine bears the author's name, the degree awarded and the date of submission.

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