Unitec Institute of Technology TE WHARE WĀNANGA O WAIRAKA	**Presentation and Publication of Student Research**

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1. GUIDELINES FOR THE PRESENTATION OF POSTGRADUATE STUDENT RESEARCH

Introduction

This document indicates general guidelines for thesis/dissertation/research project presentation. Individual programmes may have their own degree-specific requirements. Candidates should check the requirements with their supervisors before embarking on their work.

1.1. Language

There are two official languages in New Zealand: Te Reo Maori and English. Theses/ dissertations/Research Projects can be presented in either of these languages, except where Programme Regulations specify limitations.

1.2. General requirements

For examination purposes a candidate must submit two soft bound copies and an electronic copy of the thesis/dissertation/research project to the Research Office and Postgraduate Centre office, unless a variation is specified in the programme regulations. Any electronic version of the document supplied must be identical to the printed version (where possible).

a) Four soft bound copies must be submitted for level 10 (doctoral level) examination. Upon submission the candidate will receive a receipt confirming number of copies and date of submission.

b) The copies of the thesis/dissertation/research project to be submitted for examination must be clearly legible, carefully edited and paginated. Any figures, photographs, illustrations, maps, graphs, charts, etc., contained in the thesis or dissertation must also be clear. Photographic reproductions should be consistent in all copies.

c) Theses, dissertations, and research projects will not be accepted for examination unless the student is enrolled in the relevant courses at the time he/she submits the work, and unless a signed Declaration Form is provided at the time of the submission (see below). Where examiners identify required amendments to be made to the thesis before final submission, these changes must be completed to the satisfaction of the student's primary supervisor, and the completion of these changes must be notified to the Research Office and Postgraduate Centre by the supervisor before the student submits the final electronic copy.

d) The preferred format of the digital (electronic) version for examination is Microsoft Word. The following formats are acceptable:

- PDF
- Word (.doc for PC or .mcw for Mac)
- Rich Text Form (.rtf)
- HTML (.html) – only where work submitted is a website

e) Once examination is **successfully completed** an electronic copy, in PDF format, must be submitted to the Research Office and Postgraduate Centre. Refer to section 1.5 for additional information on the submission of a digital thesis.

Where possible, the students should submit their entire thesis/dissertation/research project in one electronic file.

For technical assistance email the Library - library@unitec.ac.nz

1.3. Style and format

a) **Supervisors** must be consulted for advice on departmental requirements and preferences. These are often specified in Programme Handbooks.

b) The recommended **order of material** in a thesis/dissertation/research project is as follows, however, supervisors should be consulted as to mandatory requirements:

- **Library Form (see relevant form)**
- **Declaration Form (see relevant form)**
- **Title-page**
- **Abstract**
- **List of pre-publications (if appropriate)**
- **Preface and/or acknowledgments**
- **Table of contents**
- **List of tables, figures, photographs, maps, illustrations, glossary, or abbreviations**
- **Text**
- **Bibliography/list of references**
- **Appendices**

c) **Library Form** (See relevant forms)

d) **Declaration Form** (See relevant forms)

e) **Title-page**

The title of the thesis/dissertation/research project should be centred in the top third of the title-page, and should describe the content of the thesis/ dissertation/research project accurately and precisely. The author's (candidate's) full name is centred in the middle of the title-page. Information regarding the degree, subject, tertiary institution, and date is centred in the lower third of the page. The preferred form of wording is: 'A thesis (or dissertation or research project) submitted in partial fulfilment of the requirements for the degree of .... Unitec Institute of Technology, 20XX

f) **Abstract:** Each copy of every thesis/dissertation/research project must include a short abstract which should not exceed 350 words in the case of a masterate, or 1000 words for a PhD.

g) **Preface and/or Acknowledgments:** A preface may set out briefly the scope and purpose of the study, though the wording of the abstract may make this redundant. This section may include, or be confined to, acknowledgments, and in the latter case should be headed 'Acknowledgments'. Persons or institutions acknowledged should be those who have contributed to the content of the thesis/dissertation/research project.

h) **Table of contents:** This should list chapter titles and subheadings as required. If a thesis/dissertation/research project consists of more than one volume, the contents of the whole thesis/dissertation/research project should be shown in the first volume, and the contents of subsequent volumes in separate tables of contents in the relevant volumes.

i) **Lists:** Tables, figures, photographs, maps and illustrations should be listed in a format acceptable to the discipline.

j) **Abbreviations:** Any abbreviations used should be separately listed in this section. Place the abbreviation in a left-hand column, with the full form to its right.

k) **Text:** This comprises the main body of the thesis/dissertation/research project.

l) **Bibliography/List of References:** This section should be arranged alphabetically by author. The decision to present either a bibliography (which lists items read and cited) or a list of references (which lists only cited items) should be negotiated with the candidate's supervisor.

It is important that citations be consistent in style, though the system chosen can depend on your subject field. Information on forms of documentation can be found in the Unitec Library or through your supervisor.

m) **Appendices:** Any additional material which, although pertinent, does not fit conveniently in the body of the text may be included here.

1.4. Format: Paper and Binding

a) The soft bound copies submitted to the postgraduate office for examination may be spiral bound or fast back (pre glued) , with the appropriate number of copies submitted as identified in section 1.2). Once examination is successfully completed an electronic copy needs to be submitted as noted above.

b) **Thesis/dissertation/research project cover:** The thesis/dissertation/research project title should be placed in the centre of the top third of the front cover. The candidate's name should be centred in the middle of the cover. The year of submission should be centred in the bottom third.

c) Lines must be one and a half spaced and may be presented double-sided. Margins should be adequate for binding (20mm on the left is standard).

d) Page numbers should be located in a consistent position throughout the thesis/dissertation/research project. They may be either centred at the bottom of the page, or appear at the top right corner of the page. The preliminary pages (title-page, abstract, preface, table of contents, list of tables, etc.) are usually numbered in lower-case Roman numerals (i, ii, iii, etc.) - the first page counted, but not numbered, being the title-page.

1.5. Submission of Digital Thesis

a) The electronic version of the thesis must be the same as the original thesis, in all respects. Once the examination process is complete the original version of the thesis will include any changes recommended by examiners. After the student has received approval from their Principal Supervisor that all recommended amendments have been done, the final version of the thesis should be emailed to researchexamination@unitec.ac.nz.

b) The electronic copy of the thesis should be in Adobe Acrobat PDF format. In order to ensure that the correct version of the thesis is lodged in the institutional repository it is absolutely crucial that the following naming convention is adhered to:

Abbreviation of the degree\Year\Name & Surname of Student\ID No_Final Thesis

Example: MEd\2016\Jo Blog\123456_Final Thesis

c) No document security should be set. This will be done by the Library. Once the thesis is lodged in the library, no changes can be made and 'copying and pasting' is not enabled.

1.6. Copyright

Copyright belongs to the authors, though modified by the special conditions outlined under Unitec's policy on intellectual property. In general, matters of copyright are governed by the Copyright Act 1994.

In New Zealand, a thesis is considered an unpublished work, so images can be used (without obtaining permission first) as it is an educational work. However, if a NZ thesis is later published to be sold as a book, permission to use images will need to be granted by the copyright-holder first.

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Hardcopies of this document are considered copies of the original. Refer to the electronic source for the controlled latest version.

1.7. Embargo

Examined postgraduate research covered by the Conduct of Student Research Policy will normally be available for public access unless there are compelling reasons for restriction access to it. The circumstances in which an embargo can be sought are limited to the following justifications:

a) To protect commercial exploitation of an idea. The research might be commercially sensitive or patentable, or the reasons for non-disclosure are consistent with the provisions of the Privacy Act (1993) or the Official Information Act (1982).

b) That the release of the research might harm the researcher (e.g. their career) or their participants, or the institutions that the participants represent, or the research might be injurious to the public good (e.g. people could lose their jobs).

In seeking an embargo, a detailed application should be submitted to the Dean, Research by the student. The reason for requesting the embargo should be clearly detailed with evidence provided. It is noted that it is expected that embargos of student research would be granted very rarely, and that it is expected that the researcher would have flagged the possibility of an embargo at the beginning of the research process. Embargoed work shall be held with the office of the Dean, research until such time as the embargo period has ended. The work shall then be lodged in the usual manner.

2   GUIDELINES FOR PROOF-READING AND EDITING STUDENT RESEARCH

2.1. Preamble
These guidelines are not a substitute for reading, interpreting and implementing the intent of Conduct of Student Research Policy. People using these Guidelines should refer in the first instance to the policy itself, and in the case of conflict, the policy shall prevail.

2.2. Introduction
These guidelines are intended to clarify the extent to which external assistance may be involved in the preparation of the final version of a thesis/dissertation prior to submission. It is expected that the product of student research is a product that represents the student's own work.

2.3. Guidelines
Based on these dictionary definitions of proof-reading and editing:
a) Proof-reading is reading and marking mistakes so that they can be corrected
b) Editing is preparing and making ready for publication by correcting the mistakes and making other changes (Macmillan Dictionary, 2015; Oxford English Dictionary, 2015).

It is acceptable for students to use both proof-readers and editors to help them to check and prepare their research document for publication. This work can include proofreading to look for typographical errors and inconsistencies and mark them. It can also include editing services to help format, indicate mistakes and organise writing for publication. The services of proofreading and editing should be seen as guidance only and the student should be making the decisions about what goes into the final document.

It is important that the responsibility for the final content, language and presentation of the document remains with the student. Students are reminded that they sign a declaration stating that the work being examined and/or published is their own.

3 GUIDELINES FOR PUBLICATION FROM A THESIS OR DISSERTATION OR RESEARCH PROJECT

3.1 Introduction

It is important for Unitec's reputation that manuscripts submitted to external publishers are of high quality as research publications, particularly refereed publications are a major performance indicator for tertiary institutions. All publications of staff and students at Unitec will be of high quality and will be recorded institutionally.

3.2 Implementation

a) **Peer Review**

It is recommended that manuscripts authored or co-authored by staff and students be submitted in a peer reviewed outlet. Student work being submitted for grading or marking (as opposed to publication) to a tertiary institution (Unitec or elsewhere), does not constitute peer review, even if the student is a staff member.

b) **Authorship of Papers from Postgraduate Theses, Dissertations or Research Projects**

Authorship based on supervised research by graduate students should be discussed before the papers are written. Usually students who write the papers (it is part of the learning and development process) are the first author, and supervisors are named as co-authors. This is subject to negotiation. Supervisors should review such papers before submission.

These conditions apply whether papers are submitted before or after the student leaving Unitec. Normal rules for determining authorship should apply.1

c) **Recording of Publications**

Staff should present a copy of each publication (as they appear in the press or immediately following publication) for recording and inclusion in the annual publication report.

Acknowledgement: This policy is based on documents from Lincoln and Massey University.
Extract from the NHMRC/AVCC Statement and Guidelines on Research Practice:
"3.1 Each institution must establish a written policy on the criteria for authorship of a research output. Minimum requirement for authorship should accord with the "Vancouver Protocol" [the medical research convention]. Authorship is substantial participation, where all the following conditions are met:
a. conception and design, or analysis and interpretation of data; and
b. drafting the article or revising it critically for important intellectual content; and
c. final approval of the version to be published.
Participation solely in the acquisition of funding or the collection of data does not justify authorship. General supervision of the research group is not sufficient for authorship. Any part of an article critical to its main conclusion must be the responsibility of at least one author. An author's role in a research output must be sufficient for that person to take public responsibility for at least that part of the output in that person's area of expertise. No person who is an author, consistent with this definition, must be excluded as an author without their permission, in writing."