
Thesis preliminary pages template supplementary guide

This supplementary guide will assist you in successfully completing your thesis preliminary pages. Please follow the template requirements exactly. Any thesis that does not follow the template exactly will be sent back to the student for corrections and PA approval, which will delay your thesis submission.

Please ensure that you [download the preliminary pages template from the Graduate School website](#) to ensure you have the most up to date version.

For a list of **frequently asked questions**, please refer to the end of this guide.

If you have any questions regarding the template format or the required headings, please contact the UQ Graduate School via graduateschool@uq.edu.au.

UQ Logo

The UQ logo provided in the preliminary pages template has been approved by UQ for use in all HDR theses. The logo must be proportionate i.e. not too small or too large. Other versions of the UQ logo will not be accepted.

Thesis title

It is expected that the thesis title is in sentence structure format i.e. capital letters for beginnings of sentences, nouns etc.

Candidate's full name

Your name should appear on the title page as it is shown in your official UQ MySinet record. Any official name changes must be made through the UQ Student Centre.

Candidate's academic degrees

The degrees listed here must be tertiary degrees that have already been awarded. The name of the institution is not required. You cannot list the degree currently being examined.

{Year}

The year of submission is required. The month/day is not required.

Name of enrolling unit

You must list your enrolling unit. Non-enrolling units (Centres) are accepted, however they must be on a new line below the name of the enrolling unit. Faculty of Medicine candidates can add the discipline they belong to under 'Faculty of Medicine'.

NOTE: apart from the sections above, no other information is to be added to the title page.

Abstract

Your abstract should outline the main approach and findings of your thesis and must be between 300 and 800 words.

Declaration by Author

You must use the declaration by author supplied in the template. You are not permitted to amend the declaration by inserting or removing text. Do not sign and date the declaration.

Publications included in this thesis

If you have published during candidature and you include these publications (wholly or partly) in your thesis, they are to be listed here. Publications are to be incorporated as per [PPL 4.60.08 Higher Degree by Research Examination](#).

NOTE:

- Papers submitted for publication and awaiting review should not be listed here and are to be listed in the section – **‘Submitted manuscripts included in this thesis’**.
- If you have not included any publications in your thesis then you are required to retain the ‘publications included in this thesis’ heading but you need to state *‘no publications included’* under this heading.

You are required to detail the extent of your contribution to each publication. Further details are given in the preliminary pages template. An example of what is required on the page immediately preceding the chapter that includes your publication/s is shown in the graphic below:

Chapter XXX
Citation goes here
Details of your contribution to authorship in no more than one page

Submitted manuscripts included in this thesis

List your submitted manuscript/s in this section using the same requirements described for **Publications included in this thesis**.

If you have not included any manuscripts in your thesis, you are required to retain the '**Submitted manuscripts included in this thesis**' heading but you need to state 'no manuscripts submitted for publication' under this heading.

Other publications during candidature

This is where you will list all of your publications arising from your candidature, irrespective of whether they appear in your thesis or not. Publications should be listed using the standard citation format appropriate to your discipline.

List your publications under sub-headings appropriate for your discipline. For example:

- Peer-reviewed papers
- Book chapters
- Conference abstracts

The sub-heading titles should be a slightly smaller font than the 'Publications during candidature' heading to show that it is a sub-heading.

If you have not published during candidature, then you are required to retain the 'Other publications during candidature' heading but you need to state 'no other publications' under this heading.

Papers that are in preparation or submitted for review should not be listed in this section as they are not considered publications.

Contributions by others to the thesis

This is where you list significant input made by others to your thesis. Examples of what you can include are provided in the thesis preliminary pages template.

If no-one significantly contributed to your thesis, then the heading must be retained and you are required to state 'no contribution by others' under this heading.

Statement of parts of the thesis submitted to qualify for the award of another degree

PLEASE NOTE: The content of your thesis must include the work you have carried out **since the commencement of candidature**. You will need permission of the Dean of the Graduate School to include any work in your thesis that has been submitted towards another degree **prior to submission of your thesis**.

If given approval by the Dean to include previous work you must list the relevant part of the thesis used towards the other degree. Details of the other degree including degree name, year, institution and whether the degree was awarded are required.

If no parts of your thesis has been submitted towards another award then the heading is to be retained and you are required to state 'No works submitted towards another degree have been included in this thesis'.

Research Involving Human or Animal Subjects

If your research has involved animal or human subjects, ethical approval is required. A copy of the ethics approval letter, or email, must be included in the thesis appendix. Details of the approval must be included in this section. This includes the ethics approval number and the name of the approving committee.

If no animal or human subjects were involved in this research then you need to state 'No animal or human subjects were involved in this research'.

Acknowledgements

Acknowledgements are to commence on a new page.

This is a free text section for you to record your gratitude to those who provided academic input and support and non-academic support during your candidature.

If you have any dedications, they must either be inserted in this section or after the preliminary pages i.e. after the Field of Research Codes.

Financial support

Start this section on a new page. If your HDR enrolment was supported by the Australian Government Research Training Program (RTP). It is a legislative requirement that you acknowledge this funding in this section of your thesis. An example of what you can write is below.

'This research was supported by an Australian Government Research Training Program Scholarship'

Any other funding you have received to support your candidature is also required to be listed in this section. This includes support for Fees and/or a Living Stipend.

If no funding was received, state 'No financial support was provided to fund this research'.

Remainder of your thesis

It is recommended that the remaining sections of your thesis appear in the following order:

- Dedications (if applicable)
- Table of contents
- List of figures and tables
- List of abbreviations
- Main text of the thesis
- Bibliography or list of references
- Appendices

There may be discipline-specific requirements regarding the remainder of your thesis, therefore we recommend that you discuss this with your advisory team.

Frequently asked questions and notes

1. Can I insert a picture on my thesis title page?

Yes. You can insert one picture however it must be small enough so it does not overtake the title page. Before inserting pictures or photographs into your thesis, permission must be obtained from the copyright holder. If you do not have permission, it cannot be inserted.

2. Can I insert a picture on any of my other pages?

You may insert a picture on your optional Dedication page. However, you cannot insert pictures anywhere else on the preliminary pages.

3. Some of the headings in the preliminary pages do not apply to me. Can I remove or add to them?

No. You are required to retain all headings in the order listed in the preliminary pages.

4. Is there a preliminary pages template available in LaTeX?

Yes. Please refer to: <https://my.uq.edu.au/information-and-services/higher-degree-research/my-thesis/1-thesis-preparation?p=5#5>

5. Can I use a different font/font size for the preliminary pages section headings?

Formatting of the thesis should be as detailed in the procedures section of the [Thesis Examinations Policy](#). However, there may be discipline-specific requirements regarding the remainder of your thesis. Therefore we recommend that you discuss this with your advisory team.

6. Please do not include any instructional text from the template in your preliminary pages, as this information is for guidance only.

7. Text flagged with {brackets} should be modified and the brackets deleted.