


# University of Waikato Thesis Presentation & Submission Checklist

This guide is intended to be used in conjunction with advice and assistance from your [Academic Liaison Librarian](#)

Please be aware these are general suggestions rather than formal University stipulations.

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<b>Copyright permissions</b> PhD, and Masters of 593, 594, 595 require copyright permission to use images, graphs, tables you don't own. Talk to your librarian. See UoW " <a href="#">Copyright Guidelines for Research Students</a> " for permissions letter & log.
<b>Permission required to use photos of people if they are recognisable.</b> Consider your ethics approval.
<b>Word Formatting - get this sorted early - ideally in the early stages of your thesis project</b>
Create an <b>Automatic Table of Contents</b> or <b>List of Figures</b> , by using the <b>Heading Styles</b> function in Word. This will make navigating your document easier too, so you can work smarter, not harder.  We offer <a href="#">online classes</a> , AND self paced lessons* and your librarian can assist with troubleshooting.  * To access the <b>self-paced lesson</b> , add the University of Waikato <a href="#">Library Research Workshops paper</a> to your Moodle listing ( <b>log in with your University username &amp; password</b> ), click on 'the Word for Theses and Long Documents: Online workshop' click on '  <a href="#">Word for theses and long documents: Self-paced lesson</a>
<b>Formatting conventions</b>  As indicated <a href="#">here</a> , there are no firm rules. Your division, school or programme may have specific requirements. Contact your librarian for guidance.
<b>Margins</b>  There are no regulations as submission is digital, but if you want to print a copy ensure you have top/bottom at least 2.5cm left and right margins.
<b>Headings</b>  Use "Heading Styles" – you can't automate table of contents without them, ensure levels are consistent. If you require Numbered Headings – use a Numbered Heading Style to save time and frustration!
<b>Spacing conventions</b> - 'Heading' & 'Normal' styles allow you to set the spacing for your document.  Use styles to set these to avoid having to manually adjust spacing.
<b>Page numbers</b>  Use section breaks to allow different numbering in the preliminary section i, ii, iii & body section 1,2,3,4
<b>Captions</b>  For images, tables, graphs – use insert caption feature to generate automated lists
<b>Joining up chapters</b>  If using EndNote, remove <b>traveling libraries</b> prior to joining up chapters. Your librarian can help. Do NOT copy and paste chapters, use 'insert text from file' in Word. <b>Google Docs</b> : reformatting may be required if copying or downloading Google docs to Word

## Acknowledgement of Proof Reader

You must acknowledge that you engaged a proofreader (if applicable). See “[Guidelines for Proof-reading of Theses](#)” (search or UoW webpages for this PDF document)

## Order of Content

Title Page - no number on this page  
Abstract – 500 word limit  
Preface and Acknowledgements  
Table of contents - for Automatic Table of Contents, see the *Word Formatting* section above  
Lists of tables, diagrams, maps, photographs, illustrations, abbreviations, etc.  
Text of thesis  
Bibliography (or 'References')  
Appendices (if any)  
Index (if required)

## Title Page

Download from <https://www.waikato.ac.nz/library/guidance/guides/thesis-writing/presentation>

### **Partial fulfilment / Fulfilment**

- PhD - use 'partial fulfilment' when submitting for exam, post examination use 'fulfilment'
- DMA - use 'partial fulfilment' in both instances, as your composition makes up the other part.
- Masters - use 'partial fulfilment' where the degree is a combination of a thesis and taught papers.
- Masters - use 'fulfilment' where the entire degree was by thesis only

## Appendices

May require reformatting if they have wider margins than the document you're importing them into. Name them A, B, C, D in order referred to in text.

## Save as PDF prior to submitting

Once Word document is formatted, create a copy and remove any connection with EndNote (or other referencing software) so that all the code is not in the background of your PDF.

Save document as a PDF, check formatting is still ok (it can shift). Inconsistencies in spacing will be obvious. Fix any issues in word, re PDF, then check for more issues, fix, re PDF and so on, until layout is correct.

## Printing - Paper size = A4

Printing is for your own purposes and does not need to be done at time of submission. Email or take your PDF to **Waikato Print** – specify which pages need to be in colour (e.g. if you have 10 preliminary pages, and colour page is page 15 of your body text, then it's page 25 on the PDF)

## Submission for examination & completion

Submission for examination:

<https://www.waikato.ac.nz/students/research-degrees/examination-process/submission-for-examination>

Submission for Completion:

<https://www.waikato.ac.nz/students/research-degrees/examination-process/submission-for-completion>

Masters Thesis Submission:

<https://www.waikato.ac.nz/students/examinations/assessment/masters-theses-and-dissertations>