

ADDITIONAL GUIDANCE ON RESEARCH DEGREE THESIS SUBMISSION

NOTES

The guidance below is provided to supplement the Codes of Practice and to assist you in the submission of your thesis and transfer report.

It is your responsibility to ensure that all documents are submitted in line with BU requirements and non-compliance, particularly with submission of your final thesis, may delay the conferment of your award.

In all instances, you should confirm the requirements of your individual Academic School with your Research Administrator prior to submission.

1 TRANSFER REPORT

No of copies to be submitted	Your Research Administrator can confirm the number of copies required by your Academic School.
Page layout	Single sided
Binding	Soft bound or loose leafed in a ring binder (folder)
Printing costs	These are normally the responsibility of the PGR

2 THESIS FOR VIVA

No of copies to be submitted	Your Research Administrator can confirm the number of copies required by your Academic School.
Page layout	Single sided
Binding	Soft bound (for example: perfect binding)
Printing costs	These are normally the responsibility of the PGR

3 FINAL THESIS

No of copies to be submitted	Your Research Administrator can confirm the number of copies required by your Academic School.
Page layout	Single sided or double sided* <i>*where double sided mirror margins must be used to ensure that the widest margin is adjacent to bound edge of page.</i>
Printing costs	These are normally the responsibility of the PGR
Binding	Permanent or hard back binding <i>All lettering should be in gold on a blue (Ref: Arbelave Buckram Blue 548 or International reference: Sealab L.38.46) background.</i> It is recommended you contact P.J. Wellman (see below) to discuss individual requirements
Electronic submission	The electronic version of the thesis should be submitted to on an appropriate digital media e.g. non re-writable CD or memory stick, with your name clearly visible. It should include: <ul style="list-style-type: none"> • a PDF version (for uploading to the BURO and EThOS); • the original word processor files (where possible) for digital preservation purposes; • any supplementary data required for assessment. Datasets should be supported by good accompanying documentation which is appropriate to your subject discipline.

4 ADDITIONAL INFORMATION	
Printing	<p>You may wish to use CLOC who are the University's printers.</p> <ul style="list-style-type: none"> • Thesis should be submitted as a single PDF document. • Colour printing will affect the overall cost of the printing. • For a quote and to discuss individual requirements, please contact: Glenn Birchall (Account Manager) CLOC Ltd Tel: 01202 963524 www.clocltd.co.uk/ Email: gbirchall@bournemouth.ac.uk • If you inform him that you are a BU Postgraduate Researcher, printing will be done at the BU rates.
Binding / Printing	<p>It is recommended that you use the following PJ Wellman for binding your thesis, he can also advise and arrange printing of your thesis.</p> <ul style="list-style-type: none"> • For a quote and to discuss individual requirements, please contact: Paul Wellman (Manager) PJ Wellman Limited Tel: 07999 543552 www.pjwellman.co.uk/ Email: sales@pjwellman.co.uk • Paul Wellman is experienced in binding theses for Bournemouth University and will be able to advise you on the best options for both soft and hard bound binding.