

UNIVERSITY OF OXFORD: GRADUATE STUDIES OFFICE

**PREPARATION AND SUBMISSION OF THESES AND ABSTRACTS
SUBMITTED FOR THE DEGREES OF D.PHIL., M.SC.
(BY RESEARCH), AND M.LITT.**

Please be aware that the following notes are excerpts from the University's Examination Regulations: Candidates for examination are advised to pay careful attention to the detailed requirements set out in the Examination Regulations themselves.

REGULATIONS OF THE GENERAL BOARD**1. TEXT AND FOOTNOTES**

Candidates should note that the purpose of these regulations is not only to ease the task of the examiners (which is obviously in candidates' interests), but also to ensure that the copy finally deposited in the Bodleian or other university library is of a standard of legibility which will allow it (subject to applicable copyright rules) to be photocopied or microfilmed if required in future years.

The thesis must be printed or typed with a margin of 3 to 3.5 cms on the left-hand edge of each page (or on the inner edge, whether left-hand or right hand, in the case of a thesis which is printed on both sides of the paper). Theses in typescript should present the main text in *double spacing* with quotations and footnotes in single spacing. In the case of word-processed or printed theses, where the output resembles that of a typewriter, double spacing should be taken to mean a distance of about 0.33 inch or 8 mm between successive lines of text. Candidates are advised that it is their responsibility to ensure that the print of their thesis is of an adequate definition and standard of legibility.

Footnotes should normally be placed at the bottom of each page. Where they are given at the end of each chapter or at the end of the thesis, two separate unbound copies of footnotes should also be presented, for the convenience of the examiners.

Candidates should carefully note the regulations concerning word limits which individual boards have made. In such cases, candidates should state the approximate number of words in their theses.

Theses must be submitted in English unless for exceptional reasons a board otherwise determines in the term in which the candidate is first admitted as a research student.

The pages of the thesis must be numbered. Each copy should have an abstract included (see below).

2. EXAMINERS COPIES: BINDING AND PRESENTATION

At the time of their examination, candidates must submit two copies of their thesis, which must be securely and firmly bound in either hard or soft covers. Loose-leaf binding is not acceptable. **Candidates are responsible for ensuring that examiners' copies are securely bound and should note that theses which do not meet this requirement will not be accepted.**

Fine Art candidates offering studio practice as part of their submission must submit, together with the written portion of their thesis, documentation in appropriate form of the exhibition or portfolio of works to be examined. Wherever possible, this documentation should be bound with the written portion of the thesis.

Candidates should pack each copy of the thesis intended for the examiners into a separate but *unsealed* parcel or padded envelope, ready in all respects, except the address, to be posted to the examiners when appointed. Each parcel should bear the candidate's name and society and the words 'M.LITT./M.SC./D.PHIL. (as appropriate) THESIS AND ABSTRACT' in BLOCK CAPITALS in the bottom left-hand corner. A slip giving the address to which the examiners should write in order to contact the candidate about arrangements for the oral examination should be enclosed with each copy of the thesis. **Candidates are responsible for ensuring that their examiners have no difficulty in communicating with them.** The separate copies thus packed should be submitted to the Research Degrees Examinations Team, Examination Schools, High Street, Oxford. If sent or posted they should be enclosed in one covering parcel.

The theses of candidates who fail to follow this advice are liable to delay in being forwarded to the examiners.

3. DATE OF SUBMISSION OF EXAMINERS' COPIES

Candidates may submit the examiners' copies of their thesis, prepared as described above, at the same time as they apply for the appointment of their examiners. If they intend, however, to submit the examiners' copies at a later date, they will be required to state, at the time of their application for appointment of examiners, the date by which they will submit. This should be as soon as possible after the date of application and may in no case be later than the last day of the vacation immediately following the term in which application for the appointment of examiners has been made.

4. LIBRARY COPIES: BINDING AND PRESENTATION

Once the board has provisionally granted a candidate leave to supplicate, he or she must submit a finalized copy of the thesis, as approved by the examiners, to the Examination Schools for deposit in the relevant university library. This should incorporate any corrections or amendments which the examiners may have requested of the candidate. The examiners must confirm in writing in their report to the board that any corrections required have been made.

The library copy of the thesis must be in a permanently fixed binding, drilled and sewn, in a stiff board case in library buckram, in a dark colour, and lettered on the spine with the candidate's name and initials, the degree, and the year of submission.

Fine Art candidates offering studio practice as part of their submission must submit the written portion of their thesis together with documentation in appropriate form of their exhibition or portfolio of works. Wherever possible, this documentation should be bound with the written portion of the thesis.

Candidates should note that leave to supplicate is conditional upon receipt by the Examination Schools of the library copy of their thesis and that candidates may not proceed to take their degree until they have fulfilled the requirement to submit a library copy of the thesis.

5. ABSTRACTS

The abstract of the thesis should concisely summarize its scope and principal arguments, in about 300 words. It should be printed or typewritten, on one side only, of A4-sized paper. Each copy of the abstract should be headed with the title of the thesis, the name and college of the candidate, the degree for which it is submitted, and the term and year of submission.

One copy of the abstract prepared at the time of the examination should be bound into each of the examiners' copies of the thesis. Subsequently, when the examination is completed, candidates should also arrange for a copy of the abstract to be bound into the library copy of their thesis, and should submit with the library copy a separate, unbound copy of their abstract, which may be despatched to ASLIB and published. The copy of the abstract which is earmarked for dispatch to ASLIB should be presented separately in a form suitable for microfilming, i.e. it should be (1) on one side of a single sheet of A4 paper, and (2) a typed single-spaced top copy, a clear photocopy, or a printed copy (i.e. it should not be a carbon or poor photocopy, and (3) headed up with name, college, year and term of submission and the title of the thesis.

It should be noted that some boards have made regulations requiring the submission of more detailed abstracts in addition to the general requirement of an abstract not normally exceeding 300 words.

6. REGULATIONS OF BOARDS AND COMMITTEES

Specific requirements for particular subject areas are set out below:

(i) *Anthropology (Social and Cultural)*

D.Phil. theses submitted by students in Anthropology must not exceed 100,000 words, including notes (but excluding bibliography, glossary, and appendices containing ethnographic material and archaeological evidence), unless for exceptional reasons and on the recommendation of the candidate's supervisor the Graduate Studies Committee for the School of Anthropology and Museum Ethnology otherwise determines.

(ii) *Archaeology*

Theses submitted for the Degree of D.Phil. in Archaeology should not normally exceed 80,000 words, excluding bibliography and descriptive catalogue or similar factual matter.

(iii) *Biochemistry*

D.Phil. theses should normally be not more than 50,000 words in length (approximately 170 sides of A4 paper), exclusive of bibliography, appendices, diagrams, and tables. In exceptional circumstances the permission of the board can be sought to exceed this limit, but in no case may a thesis be longer than 75,000 words.

A set of scientific papers prepared as for publication, but not necessarily yet published, that concern a common subject may constitute an acceptable thesis, provided that with the addition of an Introduction, General Discussion, and General Conclusions they constitute a coherent body of work. Such papers should either be incorporated as typescript pages or as offprints bound into the body of the thesis. Papers written in collaboration should not be included unless the greater part of the work is directly attributed to the candidate himself or herself, and the supervisor so certifies. Joint papers may however be included as appendices in a thesis.

Candidates with some published work may also include that as part of a traditional thesis, normally as an appendix.

Approval to submit a thesis using this format must be sought in advance from the appropriate Director of Graduate Studies.

(iv) *Biochemistry: Joint Programme with the SCRIPPS Research Institute*

The provisions of the General Regulations of the Educational Policy and Standards Committee Governing the Examination of Students for the Degrees of M.Sc. by Research, M.Litt., and D.Phil. and Concerning the Maintenance of the Register, cll. 1, and 2, apply.

Theses for the Degree of Doctor of Philosophy (Joint Oxford/TSRI) should not normally be more than 50,000 words in length (amounting to approximately 170 sides of A4 paper), exclusive of bibliography, appendices, diagrams, and tables. In exceptional circumstances the permission of the board can be sought to exceed this limit, but in no case may a thesis be longer than 75,000 words.

(v) *Biological Sciences (Plant Sciences and Zoology)*

D.Phil. theses should normally be not more than 50,000 words in length (approximately 170 sides of A4 paper), exclusive of bibliography, appendices, diagrams, and tables. In exceptional circumstances the permission of the board can be sought to exceed this limit, but in no case may a thesis be longer than 75,000 words.

A set of scientific papers prepared as for publication, but not necessarily yet published, that concern a common subject may constitute an acceptable thesis, provided that with the addition of an Introduction, General Discussion, and General Conclusions, they constitute a coherent body of work. Such papers should either be incorporated as typescript pages or as offprints bound in to the body of the thesis. Papers written in collaboration should not be included unless the greater part of the work is directly attributed to the candidate himself or herself, and the supervisor so certifies. Joint papers may however be included as appendices in a thesis.

Candidates with some published work may also include that as part of a traditional thesis, normally as an appendix.

Approval to submit a thesis using this format must be sought in advance from the appropriate Director of Graduate Studies.

(vi) *Classics*

All candidates when they their theses must state the approximate number of words therein both (a) including citations and, if they have been granted permission to count citations separately, (b) excluding citations. Theses exceeding the word limit are liable to be returned unexamined for reduction to the proper length. Candidates who have submitted in their final term may be allowed a maximum period of two terms to effect the necessary reduction.

Theses submitted for the Degree of M.Litt. in *Ancient History and Archaeology* should not exceed 50,000 words, and those submitted for the Degree of D.Phil. should not exceed 100,000 words, excluding the bibliography, any text that is being edited or annotated, and any descriptive catalogue, but including footnotes and appendices. Leave to exceed these limits will only be given in exceptional cases, and upon the presentation of a detailed explanation by the candidate, together with a statement of the excess length required and the written support of the supervisor. Such applications should be made immediately it becomes clear

that authorization to exceed the limit will be required, and in any case not later than the Friday of the fifth week of the term before that in which application is made for appointment of examiners. Every candidate submitting a thesis must state the number of words therein.

A thesis submitted for the Degree of M.Litt. in *Classical Languages and Literature* should not exceed 60,000 words. There is no minimum word limit but approximately 50,000 words would be accepted as a guideline. A thesis submitted for the Degree of D.Phil. should not exceed 100,000 words. There is no minimum word limit but approximately 80,000 words would be accepted as a guideline. The word limit excludes the bibliography, any text that has been edited or annotated, translations of Greek or Latin quoted, and any descriptive catalogue, but includes Greek or Latin quoted, footnotes and appendices.

Candidates submitting archaeological theses incorporating photographs are required to present original photographs in one copy of the thesis only, provided that the copies in the other two are adequately reproduced.

The copy of the thesis containing the original photographs should be the one deposited in the Bodleian Library.

(vii) *Clinical Medicine*

D.Phil. theses should normally be not more than 50,000 words in length (approximately 170 sides of A4 paper) exclusive of bibliography, appendices, diagrams, and tables. In exceptional circumstances the permission of the board may be sought to exceed this limit.*

* The provisions relating to the word limit shall apply only to candidates admitted to the status of Probationer Research Student with effect from Michaelmas Term 1992 or later.

(viii) *Comparative Philology and General Linguistics*

Theses submitted for the Degree of M.Litt. in Comparative Philology and General Linguistics should not exceed 50,000 words, exclusive of bibliographical references, but including notes, glossary, appendices, etc. unless the candidate has, with the support of his or her supervisor, secured the leave of the committee to exceed this limit.

Theses submitted for the Degree of D.Phil. in Comparative Philology and General Linguistics should not exceed 100,000 words, exclusive of bibliographical references, but including notes, glossary, appendices, etc., unless the candidate has, with the support of his or her supervisor, secured the leave of the committee to exceed this limit.

(ix) *Continuing Education*

Theses submitted for the Degree of D.Phil. in *Archaeology* should not normally exceed 80,000 words, *excluding* bibliography and descriptive catalogue or similar factual matter.

Theses submitted for the Degree of D.Phil. in *English Local History* and in *Evidence-based Health Care* shall not exceed 100,000 words. This shall *include* all notes, appendices, and any source material being edited, and all other parts of the thesis whatsoever *excluding only* the bibliography.

Theses submitted for the degree for D.Phil. in *Software Engineering* shall not exceed 200 pages, A4 size, in normal sized type.

Any thesis exceeding these limits is liable to be rejected on that ground. It is recognized that in special circumstances it will be necessary for leave to be granted to exceed this limit by a stated amount. In particular it is recognized that the inclusion of essential edited source material, whether as an appendix or as a main part of the thesis, presents special problems in regard to length; and the board will be prepared to consider applications for edited material to be excluded from the word limit otherwise placed on the thesis. Leave to exceed these limits for other reasons will be given only in most special cases and on the recommendation of the supervisor. Any application for special permission to exceed the limit should be submitted with a detailed explanation and statement of the amount of excess length requested, and with a covering letter from the supervisor. Applications should be made as soon as possible and may not be later than the last day of the fifth week of the term before that in which application is made for the appointment of examiners.

Theses submitted for the degree of D.Phil. in *Archaeology*, *English Local History* and *Evidence-based Health Care* must be accompanied by two printed or typewritten copies of an abstract of the thesis, which shall not normally exceed 2,500 words for the D.Phil. prepared by the student. One copy of the abstract shall be bound into the copy of the thesis which shall be deposited in the Bodleian Library. (This is in addition to the requirement to submit an abstract of more than 300 words in length required by the Educational Policy and Standards Committee's Regulations.)

(x) *Educational Studies*

Theses submitted for the Degree of M.Sc. by research should not contain more than 50,000 words, and while it is advisable that they should be considerably shorter, they should not contain fewer than 25,000 words.

A thesis for the Degree of M.Litt. which exceeds 50,000 words, or a thesis for the Degree of D.Phil. which exceeds 100,000 words, in each case including footnotes/endnotes but excluding appendices and references or bibliography, is liable to be rejected by the board unless the candidate has, with the support of his or her supervisor, secured the leave of the Department's Academic Board to exceed this limit.

(xi) *English Language and Literature*

Theses submitted to the Board of the Faculty of English Language and Literature for the Degree of M.Litt. should normally be around 40,000 words in length and should in no case exceed 50,000 words, exclusive of the bibliography and of any text that is being edited but including notes, glossary, appendices, etc. Theses submitted for the Degree of D.Phil. should normally be around 80,000 words in length and should in no case exceed 100,000 words, exclusive of the bibliography and of any text being edited, but including notes, glossary, appendices, etc. Leave to exceed these limits will be given only in exceptional cases (e.g. when the subject of the thesis requires extensive quotation from unpublished or inaccessible material, or where substantial and supplementary bibliographical or biographical listings are essential or helpful for an understanding of the arguments of the thesis) and on the recommendation of the supervisor. Applications to exceed the limit of 50,000 words for the M.Litt. or 100,000 words for the D.Phil. must be made in writing to the board's Graduate Studies Committee in advance of the application for appointment of examiners. Each application should include a detailed explanation, a statement of the excess length requested, and a covering letter from the supervisor.

(xii) *Fine Art*

EITHER

(A) For the Degree of M.Litt. a thesis not exceeding 40,000 words, or for the Degree of D.Phil. a thesis not exceeding 80,000 words, including notes, bibliography, glossary, appendices, etc.

OR

(B) For the Degree of M.Litt., an exhibition of studio work and a written thesis of up to 20,000 words. For the Degree of D.Phil. an exhibition of studio work and a written thesis of up to 40,000 words.

In the case of those offering studio practice as part of the final submission, both assessors will view the portfolio or exhibition of studio work prior to the oral examination. The supervisor will ensure that the assessors view the studio work. This may take place in a different venue from, and on a day prior to the oral examination. There should normally be no more than three months between the dates of the viewing and the oral examination. In conducting the oral examination, the assessors will be concerned to establish that the studio work has been clearly presented in relation to the argument of the written thesis, and that it has been set in its relevant theoretical, historical, or critical context.

(xiii) *Geography*

Candidates for the Degrees of M.Sc., M.Litt., and D.Phil. shall submit at least two sets of all maps, diagrams, and other illustrations, one of which may be a reproduction of the original set. The copy of the thesis deposited in the Bodleian shall be one of those with a complete set of maps and illustrations.

Applications for leave to present one set only of maps, diagrams, and other illustrations may be granted in exceptional circumstances, but such concessions shall be granted only very sparingly.

M.Sc. theses should be approximately 40,000 words, inclusive of appendices but exclusive of tables, figures, and references.

M.Litt. theses should not exceed 50,000 words, exclusive of the bibliography, unless for exceptional reasons and on the recommendation of the candidate's supervisor the board otherwise determines.

D.Phil. theses submitted by students in Geography must not exceed 100,000 words, exclusive of the bibliography, but including notes, glossary, appendices, etc., unless for exceptional reasons and on the recommendation of the candidate's supervisor the board otherwise determines.

A D.Phil. thesis may be accepted for examination if comprised of a minimum of four scientific papers submitted for publication if not yet accepted or published. Such a body of work shall be deemed acceptable provided it represents a coherent and focused body of research. It should include an Introduction, a Survey of Literature, and a Conclusion. Current word limits and conditions remain in place.

A D.Phil. thesis submitted under this rubric may include joint publications. In that case, all co-authors must certify in writing to the Director of Graduate Studies of the School that the majority of that work represents the work of the candidate.

Candidates wishing to proceed in this manner must obtain permission from his/her supervisor, the School, and the Divisional Board and must be approved at the time of confirmation of D.Phil. status. Evidence must be submitted at the time permission is sought that the scientific papers have been submitted to identified journals.

If, after a petition is accepted, a candidate wishes to revert to a standard D.Phil. thesis format, the candidate must lodge a petition with his/her supervisor, the School, and Divisional Board showing good cause for the change.

(xiv) *History*

Theses submitted for the Degree of M.Litt. should not exceed 50,000 words and those submitted to the Degree of D.Phil. should not exceed 100,000 words, *including* all notes, appendices, any source material being edited, and all other parts of the thesis whatsoever, *excluding only* the bibliography, any thesis exceeding these limits is liable to be rejected on that ground. Any application for permission to exceed the limit should be submitted with a detailed explanation and statement of the amount of excess length requested, and with a covering letter from the supervisor.

Applications should be made as soon as possible and may not be made later than the last day of the fifth week of the term before that in which application is made for appointment of examiners. The presentation and footnotes should comply with the requirements specified in the Regulations of the General Board for the degrees of M.Litt. and D.Phil. and follow the *Conventions for the presentation of dissertations and theses* of the Faculty of History.

All candidates must submit with their thesis two printed or typewritten copies of an abstract of the thesis, which shall not normally exceed 1,500 words for the M.Litt. or 2,500 words for the D.Phil., prepared by the student. This is in addition to the requirement to submit an abstract of not more than 300 words in length required by the General Board's regulations. Copies of both abstracts shall be bound into the copy of the thesis which shall be deposited in the Bodleian Library.

(xv) *Law*

All theses and dissertations in Law must conform to the statement which appears in the Law Faculty's Graduate Students' Handbook under the title 'Format of Theses in the Faculty of Law'.

(xvi) *Mathematical Sciences*

The text of theses submitted for the Degree of D.Phil. shall not exceed 200 pages, A4 size, double-spaced in normal-size type, but there is no limit in references, numerical tables, diagrams, computer output, etc. The normal length of a thesis, however, is nearer 100 pages (exclusive of the material defined above).

Where some part of the thesis is not solely the work of the candidate or has been carried out in collaboration with one or more persons, the candidate shall submit a clear statement of the extent of his or her own contribution.

(xvii) *Medieval and Modern Languages*

Theses submitted for the Degree of M.Litt. should not exceed 50,000 words and those submitted for the Degree of D.Phil. should not exceed 80,000 words, excluding the bibliography and any text that is being edited but including notes, glossary, appendices, etc. Leave to exceed these limits will be given only in exceptional cases. Any application for permission to exceed the limit should be submitted with a detailed explanation and statement of the amount of excess length requested, and with a covering letter from the supervisor. Application must be made immediately it seems clear that authorization to exceed the limit will be sought and normally not later than six months before the intended date of submission of the thesis.

Every candidate who is editing a text must also state the length of the text being edited.

In addition to the arrangements for an abstract of the thesis set out in the Educational Policy and Standards Committee's regulations above, three printed or typewritten copies of a fuller abstract of the thesis (which shall not normally exceed 1,500 words for the M.Litt. and 2,500 words for the D.Phil.) prepared by the student is required. A copy of the fuller abstract must be bound into the copy of the thesis which, if the application for leave to supplicate for the degree is successful, will be deposited in the Bodleian Library. The fuller abstract may be bound into the two examiners' copies of the thesis if the candidate so desires.

(xviii) *Music*

M.Litt.

EITHER a thesis of not more than 50,000 words.

OR (Musical Composition) a portfolio of between three and six musical compositions, totally approximately 45 minutes' duration, and a dissertation of not more than 15,000 words either on the candidate's own music or on some aspect of music related to the candidate's compositional concerns.

D.Phil.

EITHER a thesis of not more than 100,000 words, exclusive of any text being edited but including notes, bibliography, glossary, appendices, etc.

OR a portfolio of musical compositions, totalling approximately 45 minutes' duration, and a dissertation or group of essays relevant to the intellectual and artistic concerns of the candidate, of not more than 45,000 words.

OR (Musical Composition) (a) a portfolio of between three and six musical compositions, totalling between 45 and 90 minutes' duration, with at least one composition being of large scale (defined as for large-scale forces, such as orchestra, and/or of more than 30 minutes' duration); and (b) a dissertation of between 20,000 and 25,000 words either on the candidate's own music or on some aspect of music related to the candidate's compositional concerns.

(xix) *Oriental Studies*

Theses submitted for the Degree of M.Litt. should not exceed 50,000 words and those for the Degree of D.Phil. should not exceed 100,000, exclusive of any text that is being edited, and of bibliography, but including notes, glossary, appendices, etc. Leave to exceed this limit will be given only in exceptional cases.

(xx) *Oxford Internet Institute (D.Phil.)*

The thesis must not exceed 100,000 words, the limit to include abstract, all notes and appendices but not the bibliography. Any thesis exceeding this limit is liable to be rejected on that ground unless prior dispensation has been granted by the Graduate Studies Committee on the advice of the candidate's supervisor.

(xxi) *Philosophy*

M.Litt. theses should not exceed 50,000 words, and D.Phil. theses should not exceed 75,000 words, exclusive of bibliographical references, unless the candidate has, with the support of his or her supervisor, secured the leave of the board to exceed this limit.

All candidates when they submit their theses must state the approximate number of words therein both (a) including citations and, if they have been granted permission to count citations separately, (b) excluding citations. Theses exceeding the limit are liable to be returned unexamined for reduction to the proper length. Candidates who have submitted in their final term may be allowed a maximum period of two terms to effect the necessary reduction.

(xxii) *Physical Sciences*

(a) Longer abstracts: Geology, Chemistry, and Engineering

Candidates for the Degrees of M.Sc. and D.Phil. in *Geology* must submit with their theses, in addition to the abstracts of them required of all candidates of up to 300 words, three copies of a longer abstract of not more than 1,500 words for the M.Sc. and 2,500 for the D.Phil., one copy of which shall be bound into the copy of the thesis which, if the application for leave to supplicate for the degree is successful, will be deposited in the Bodleian Library.

Candidates for the Degrees of M.Sc. and D.Phil. in *Chemistry* or *Engineering* may if they wish submit with their theses, in addition to the abstract of them required of all candidates, a longer abstract of not more than 1,500 words for the M.Sc. and 2,500 for the D.Phil. Should such an abstract be submitted, a copy of it must be bound into the copy of the thesis which, if the application for leave to supplicate for the degree is successful, will be deposited in the Bodleian Library. The fuller abstract may be bound into the other two copies of the thesis if candidates so desire.

(b) Word limits

Theses submitted by candidates in *Metallurgy* or *Materials Science* shall not exceed 25,000 words for the M.Sc. and 40,000 words for the D.Phil., A4 size, double-spaced, but there is no limit on references, diagrams, tables, photographs, computer programmes, etc.

Theses submitted by candidates for the Degree of D.Phil. in *Physics* (except *Theoretical Physics*) must not exceed 250 pages, A4 size, double spaced in normal-size type (elite), the total to *include* all references, diagrams, tables, etc.

The text of theses submitted for the Degree of D.Phil. in *Theoretical Physics* must not exceed 150 pages as defined above.

Theses submitted for the Degree of M.Sc. in *Physics* must not exceed 150 pages as defined above.

Theses submitted by candidates in *Engineering Science* must not exceed 250 pages for the Degree of D.Phil. or 200 pages for the Degree of M.Sc. They should be double spaced on A4 paper in normal size type (Times New Roman, 12 point), the total to *include* all references, diagrams, tables, appendices, etc.

The text of theses submitted for the Degree of D.Phil. in *Geology* and *Mineralogy* must not exceed 250 pages as defined above, but there is no limit on diagrams, tables, etc.

In special circumstances the Graduate Studies Committee of the appropriate sub-faculty may, on application made *before* the thesis is submitted, grant leave to exceed the limit by a stated amount. Applications to exceed these limits must explain why the candidate believes the nature of the thesis is such that an exception should be made, and must be supported by the supervisor.

(xxiii) *Physiological Sciences*

Theses submitted for the Degree of D.Phil. should normally contain not more than 50,000 words, exclusive of the list of references, numerical appendices, diagrams, and tables. A set of scientific papers which concern a common subject may exceptionally constitute an acceptable thesis, but only if with the addition of an introduction, general discussion, and general conclusions they constitute a continuous theme. Joint papers may not be included unless the supervisor certifies the extent of the candidate's own contribution. Joint papers may be included as appendices in a thesis. Approval to submit a thesis using this format should be sought from the faculty board (via the Chair of the Graduate Studies Committee, c/o Graduate Studies Office, Wellington Square, Oxford, OX1 2JD) as soon as possible after admission and not later than the date at which the appointment of examiners is requested.

(xxiv) *Politics and International Relations*

Theses for the Degree of M.Litt. which exceed 50,000 words, and those for the Degree of D.Phil. which exceed 100,000, excluding the bibliography, are liable to be rejected unless candidates have, with the support of their supervisors, secured the leave of the board to exceed this limit. These figures are strictly maxima. It is not the committee's intention that they should be construed as norms, and candidates are advised that many successful theses have been significantly shorter.

(xxv) *Psychological Studies*

Theses for the Degree of M.Sc. should not contain more than 50,000 words. Theses for the Degree of D.Phil. should not contain more than 100,000 words inclusive of appendices, excluding only the list of references and bibliography, and it is advisable that they should be shorter. Theses exceeding these limits are liable to be rejected on that ground. If a report on experimental work is included it must be adequate for the examiners to be able to assess it as an experiment.

A set of scientific papers which concern a common subject may exceptionally constitute an acceptable thesis, but only if with the addition of an introduction, general discussion, and general conclusions they constitute a continuous theme. Joint papers may not be included unless the supervisor certifies the extent of the candidate's own contribution. Joint papers may be included as appendices in a thesis. Approval to submit a thesis using this format should be sought from the board (via the Chairman, Graduate Studies Committee, c/o Graduate Studies Office, Wellington Square, Oxford, OX1 2JD) as soon as possible after admission and not later than the date of transfer to D.Phil. status.

Candidates shall submit, in addition to the abstract of the thesis required by the Educational Policy and Standards Committee's regulations, two printed or typewritten copies of a more detailed abstract of the thesis which shall not normally exceed 1,500 words for the M.Sc. and 2,500 for the D.Phil. A copy of this fuller abstract must be bound into the copy of the thesis which, if the application for leave to supplicate is successful, will be deposited in the Bodleian Library.

(xxvi) *Said Business School*

Theses for the Degree of M.Litt. which exceed 50,000 words, and those for the Degree of D.Phil. which exceed 100,000, excluding the bibliography, are liable to be rejected unless candidates have, with the support of their supervisors, secured the leave of the board to exceed this limit. These figures are strictly maxima. It is not the committee's intention that they should be construed as norms, and candidates are advised that many successful theses have been significantly shorter.

(xxvii) *Social Sciences - Economics, Social Policy and Social Work, Sociology, and Development Studies*

Where, exceptionally, transfer has been allowed to M.Sc. by Research status, candidates are required to submit either a thesis or two written papers not exceeding in total 25,000 words in length.

Theses for the Degree of M.Litt. which exceed 50,000 words, theses or written papers for the M.Sc. by Research which exceed in total 25,000 words, and those for the Degree of D.Phil. which exceed 100,000, excluding the bibliography, are liable to be rejected unless candidates have, with the support of their supervisors, secured the leave of the appropriate Academic Studies Committee to exceed this limit. These figures are strictly *maxima*. It is not the board's intention that they should be construed as norms, and candidates are advised that many successful theses have been significantly shorter.

(xxviii) *Theology*

Theses submitted for the Degree of M.Litt. should not exceed 50,000 words, or 100,000 for the D.Phil., excluding only the bibliography in both cases. The faculty board is prepared to consider an application for a relaxation of this limit in special circumstances.

In addition to the abstract required for the M.Litt. degree and the D.Phil. degree under the Educational Policy and Standards Committee's regulations, the application for leave to supplicate must be accompanied by two printed or typewritten copies of an abstract of the thesis prepared by the candidate of between 1,000 and 1,500 words for an M.Litt., and between 1,500 and 2,500 for a D.Phil. One copy of this abstract should be bound into the copy of the thesis to be deposited in the Bodleian Library.

ROH/GSO 1993 (Revised March 2001), (Revised 22 July 2005), (Revised 17 October 2006)
GSO1/Notes Prep and Sub