

Thesis Submission Guidelines for Doctoral Researchers

Thesis submission Guidelines for Doctoral Researchers

Title page requirements

- Doctoral Researcher name
- Thesis title
- University name
- Department (if wanted)
- If it is a MPhil, PhD or MD(Res)
- Add relevant logos of Universities involved
- Date (can be month and year)
- Supervisor names (if wanted)

Word Count

The Research Degree Regulations at City St George's prescribe a maximum word limit of 50,000 words for MD(Res), 60,000 words for the MPhil degree and 100,000 words for the PhD degree. In all cases this length includes footnotes but excludes the bibliography and any appendices.

Where a candidate wishes to exceed the word limit for a thesis, the candidate must seek approval from the Doctoral College Board of Studies Chair by emailing the Doctoral College (doctoralcollege@city.ac.uk). Any such enquires must be made at least three months before the submission of the thesis. If approval has not been given, the thesis will need to be amended and resubmitted.

The word count for a doctoral thesis does not include:

- supporting materials;
- appendices;
- bibliography.

Lists

Also not included in the word count is a potential list of tables and list of figures

Abstract

The abstract for your thesis should be up to 400 words long.

Acknowledgements

Use this section for any thank yous and dedications

Declaration

Examples:

I confirm that I am the sole author of this thesis and the work to which it refers. All referenced studies have been appropriately cited and included in the bibliography, and any contributions of collaborators have been made clear in the body of the thesis. This thesis has not been previously submitted to any university of institution. Any contributions from collaborators, or where information has been derived from other sources, is explicitly referenced in the text

Generative AI Guidelines

<https://www.citystgeorges.ac.uk/research/doctoral-college/doctoral-training-resources/use-of-generative-ai-tools-in-doctoral-research>

Copyright

Some researchers may need to add a statement about copyright.

Intellectual Property

<https://staffhub.city.ac.uk/policies/research-and-enterprise-policies/intellectual-property-policy>

Referencing

See the website for information on correct referencing

<https://libraryservices.citystgeorges.ac.uk/support/citing-and-referencing>

Please note that your dept might have differing requirements so it is important to liaise with your supervisory team and Senior Tutor for Research.

The below policies and regulations also contain helpful information for your thesis submission.

Examination policy

https://www.citystgeorges.ac.uk/about/governance/policies/doctoral-researcher-policies/_nocache

Senate Regulation 24 Doctoral Programmes

https://www.citystgeorges.ac.uk/_data/assets/pdf_file/0007/795238/Senate_Regulation_24_Doctoral_Programmes_251210.pdf

Senate Regulation 24a Professional Doctorates

<https://www.citystgeorges.ac.uk/about/governance/policies/senate-regulations>

Senate regulation 25 Retention of thesis

[Senate Regulation 25 Physical Format Binding and Retention of Theses 20190710 20191023](#)

Doctoral Researcher policies page

https://www.citystgeorges.ac.uk/about/governance/policies/doctoral-researcher-policies/_nocache