

Guidance for printing of theses for research degrees

The University has moved away from requiring printed submissions for research degrees, but recognises that individuals may still wish to obtain print versions for personal use. The following guidance should be read in conjunction with the Format of Thesis guidance.

Presentation Guidelines

1. Paper quality and typographical detail

When printing, A4 size white paper, of good quality (see end-note 1), should be used; both sides of the paper may be used for printing; however, should only one side be used, this should appear as the right hand page (rectos).

The size of character used in the main text, including displayed matter and notes, should be not less than 2.0mm for capitals and 1.5mm for x-height (height of lower case x).

2. Method of Production

The presentation should be a permanent and legible form in typescript or print with uniform density of type (see end-note 2) and drawings and sketches in black ink. Colour may be used in illustrations only if it is necessary to improve scientific clarity. Copies, produced by xerographic or comparably permanent processes, should be clearly legible and capable of photographic reproduction.

3. Lay-out

Margins at the binding edge should be not less than forty millimetres and other margins not less than twenty millimetres. Double or one-and-a-half spacing should be used in the typescript, except for indented quotations or footnotes where single spacing may be used. Quoted matter which is displayed, normally more than thirty words, should be indented 5 millimetres to 10 millimetres.

4. Diagrams, Maps, Illustrations, Published Papers, Tables

a) Binding

Whenever practicable diagrams, maps, illustrations, published papers and tables shall have a binding margin of at least forty millimetres and should if possible be bound in the thesis near the appropriate text.

b) Photographic Print

Photographic print shall be on single weight paper or permanently mounted on cartridge paper for binding and shall be securely fixed in the thesis.

c) Other Illustrative Material

Other material which cannot conveniently be bound in the text may be placed in a pocket to be attached to the inside back cover by the book binder. A list of the materials contained within the pocket must be securely affixed to it.

d) Numbers and Captions

The numbers and captions shall be at the bottom of the illustrations. The top of an illustration which is bound sideways shall be to the left of the page.

e) Tables

Tables shall be numbered consecutively throughout the text. The method of numbering shall be distinct from that used for other material. There should also be a title for each table which should follow a number.

5. Binding (where applicable)

a) Cloth

Cloth shall be of buckram with colours as follows:

PhD (Red 535)

MPhil (Green 557)

Samples of the colours used can be seen in the Library on application to the Librarian.

Theses must be bound in colours identical to these.

b) Lettering

Gold lettering shall be used on the spine, giving the following information:

i) Year of submission e.g. 2023

ii) Degree e.g. PhD

iii) Author's initials and name e.g. A.N.Other

Note: (i) and (ii) should run across the spine, the bottom of the lettering being 20 millimetres and 50 millimetres from the top of the spine. The author's name should run from top to bottom of the spine, beginning 80 millimetres from the top of the spine.

If work consists of more than one volume, the spine shall also bear the number of each volume.

c) Responsibility for Binding of Theses

The transaction between the author of a thesis and a bindery is entirely personal and Ulster University will not act as agent.

Names of possible binders are noted below.

6. End-Notes

a) Recommended Paper

A4 within the range 70 gsm to 100 gsm.

b) Paper for mounting photographs or other material

Any paper, preferably white, not below 120 gsm and not above 200 gsm.

Gsm = Grams per square metre; the higher the value the thicker the paper.

Binders' Addresses

[H D Finch Reprographics Ltd](#)

[Belfast Book Binding](#)

[Finebind](#)