

Producing and submitting your thesis – student guidance

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1. Introduction

- 1.1 This guidance is intended for research students at the University of Southampton and should be read in conjunction with the [Regulations for Research Degrees](#) [the Regulations] and the [Code of Practice for Research Degree Candidature and Supervision](#) [the Code of Practice]. It sets out the requirements for the production and submission of a thesis for a Doctoral or Master of Philosophy degree, including accessibility considerations, the processes associated with depositing research data, and for cataloguing and storage of your thesis in the Library.
- 1.2 If you have any questions, please contact your Doctoral College (Faculty) Team.

2. Intention to submit your thesis for examination

- 2.1 You must submit your thesis for examination by the end of your maximum period of candidature. You must inform the Doctoral College (Faculty) Team of your intention to submit no later than two months prior to the date of submission in order to allow for examination arrangements to be made. If you fail to submit your thesis by the end of the maximum period of study, you will be deemed to have withdrawn from the programme and your candidature will be terminated.
- 2.2 The notification of intention to submit process is conducted via [PGR Manager](#) for students who commenced their studies on or after 1 August 2016. Students who commenced their studies prior to 1 August 2016, are required to use paper-based forms for which links are provided in this guidance.
- 2.3 The decision to submit your thesis for examination is your own. You should take note of supervisory advice, but this advice should not be taken as an indication that the final thesis will fulfil the requirements of the examiners. Your main supervisor must inform the Doctoral College (Faculty) Team, in writing, if you submit without their agreement; this information will not be made known

to the examiners but may be referred to in any subsequent discussions about the outcome of the examination, particularly if failure leads to an appeal.

- 2.4 If you wish to attend in-person at a Graduation ceremony in July, you must give notice of your intention to submit your thesis by the previous 31 January. For a Graduation ceremony in December (where available), you must give notice of your intention to submit your thesis for examination by the previous 31 July. If you submit your thesis later than these timescales, your degree may still be awarded, but you will have to ask to attend the next available Graduation date.
- 2.5 Research work submitted as a thesis for a research degree should be openly available and subject neither to security classification nor to restriction on access. You must therefore discuss any potential embargo period for your thesis (and underpinning research data) with your main supervisor at an early stage (and preferably by the time you notify your intention to submit your thesis for examination), so that, at the time of submitting your final thesis for award (refer to section 17 of this guidance) you can complete the necessary processes for requesting an embargo in [PGR Manager](#) or via the [Permission to deposit thesis Form](#). The thesis embargo process ensures that deposits are not made contrary to intellectual property rights (IPR), agreements with industrial sponsors or other partners. If you have any concerns about the confidentiality of the abstract or bibliographic information, this is the time to discuss this with your supervisor. Faculty approval is required for this (refer section 19 of this guidance).

3. **ORCID ID (Open Researcher and Contributor ID)**

- 3.1 If you don't already have one, now is a good time to consider getting an ORCID identifier and including this in your thesis. An [ORCID](#) identifier is a unique researcher identifier, used worldwide, that you keep throughout your life and retain even if you move institutions. It is used to unambiguously link people with their

published work and also with funding. It can help, for example, to get credit for your work, by uniquely identifying you as an author across all systems with the ORCID registry. Your ORCID record is owned and managed by you. Further details available from the [ORCID](#) website.

4. Preparation of your thesis for examination

- 4.1 It is your responsibility to follow the specifications laid out in this guidance when preparing your thesis. If you are seeking help with the preparation of your thesis, you should ensure that those helping you are aware of the requirements. Further information on thesis templates; copyright; restricting access; the Institutional Repository; and Research Data Management, is available via the [University Library thesis](#) website.
- 4.2 If there are issues of confidentiality relating to the content of your thesis that might affect its preparation, proof-reading, or editing, you should seek advice from your main supervisor in the first instance or, on their advice, from the University's [Research and Innovation Services'](#) website.
- 4.3 You should be aware that typesetting a thesis for a student is not part of the duties of members of University of Southampton staff. If you are not planning to typeset the thesis yourself, you may be able to arrange for someone within or outside the University to prepare your thesis, but both acceptance of the work and the charge to be made are entirely a matter between you and the person employed by you to carry out this work. You are advised to agree in advance the method of charging and the date by which the completed work is required. It is also advisable to provide guidance contained in this document on typographic design. The use of a commercial typesetting service may reduce the time taken but will incur cost.

5. Maximum length of thesis

- 5.1 The Regulations and the Code stipulate the maximum length of a thesis. Where appropriate, the Faculty Director of the Graduate

School (in their capacity as Chair of the Faculty Graduate School Subcommittee) may determine a higher word limit for a specific discipline.

- 5.2 The maximum length of the thesis does not include: supporting material or evidence which may be bound in as appendices; references; the bibliography; or as footnotes. All supporting material or evidence will be available to the examiners and will form part of the record.
- 5.3 It is important to remember that the stated maximum word limit is not a target figure; an important aspect of scholarship that must be demonstrated in a thesis is the ability to convey information concisely. If your thesis exceeds the stipulated length, you may be required by the examiners to re-submit your thesis in a format which does not exceed the maximum length.
- 5.4 Prior to notifying your intention to submit, you may present a statement to your supervisory team indicating that the thesis cannot be contained within the stipulated length for reasons relating to the subject material. Should your supervisory team consider a longer thesis is appropriate, its recommendation must be submitted to the Faculty Director of the Graduate School for a decision in advance of your submitting your thesis for examination.

6. Language requirements

- 6.1 You should use gender neutral language unless the nature of your research requires the use of gender specific language.
- 6.2 In accordance with the [Code of Practice](#), a thesis may be written in a language other than English only with the approval of the Faculty Graduate School Subcommittee. Any such request must be made through your co-ordinating supervisor to the Faculty Graduate School Subcommittee which will consider your request on an individual basis. It will require assurances that there will be no problems in examining the thesis and that the subsequent published work will be accessible to subject specialists. If

permission is granted, you will be expected to provide the accompanying abstract in English.

7. Ordering of material

7.1 In a single¹ volume, thesis material should be arranged in the following sequence. Note that not all sections will be required by all disciplines:

- Copyright statement²
- Title and subtitle
- Abstract
- List of contents
- List of tables, illustrations etc
- List of accompanying material (physically appended or electronically linked to), if any. The data DOI should be included if available
- Author's declaration
- Acknowledgements
- Definitions, abbreviations
- Introduction
- Main text, divided into chapters, sections etc.³
- Conclusion
- Appendices
- Glossary
- List of references
- Bibliography

8. Specifications

8.1 The University follows the principles as set out in the 'British Standard Specification for Abbreviation of Title Words and Titles

¹ Please visit the information in this guidance for requirements for additional copies of individual sections and further documentation.

² Also known as University of Southampton Research Repository statement, reference to section 17.2 of this guide

³ Note that submission of a PhD thesis containing chapters in the form of research papers should reflect this in the main text, with the introduction and the submitted papers constituting the main chapters of the thesis.

Publications, BS4148:1985', and the 'BS4821:1990 British Standard Recommendations for the Presentation of Theses and Dissertations'. Whilst this standard has now been officially withdrawn, it still offers the best guidance. Both publications are available through the University Library via [British Standards Online](#). The information below covers all of the major aspects of thesis production, but the British Standards publications contain more detail on, for example, colour reproduction, tables, references, and appendices. The Library also provides support for [citing and referencing](#). You should refer to these if you come across a particular problem.

9. Text, typographical design, page layout, and thesis templates

9.1 Available on the [University Library thesis](#) website are links to Word and LaTeX thesis templates that meet the requirements as set out below. Using templates from the outset to format your work will simplify the process of submitting your thesis, for example, by enabling time-saving features such as the automatic generation and updating of the table of contents. iSolutions' [Producing your thesis in Word](#) website also offer useful guides on the completion of your thesis using Word for Windows or Mac using such templates, including guidance and advice on accessibility compliance. iSolutions' [Creating accessible PDFs](#) also offers useful guidance on creating an accessibility compliant PDF and PDF/A-3. Training on the use of Word and the thesis template is available via the [Doctoral College's Workshops and events](#) pages.

9.2 Text must be presented:

- in a font size of:
 - not less than 2.0mm high for capital letters (2.0mm is approximately 11 pt character size, depending on the font in use);
 - not less than 1.5mm for lower case letters;

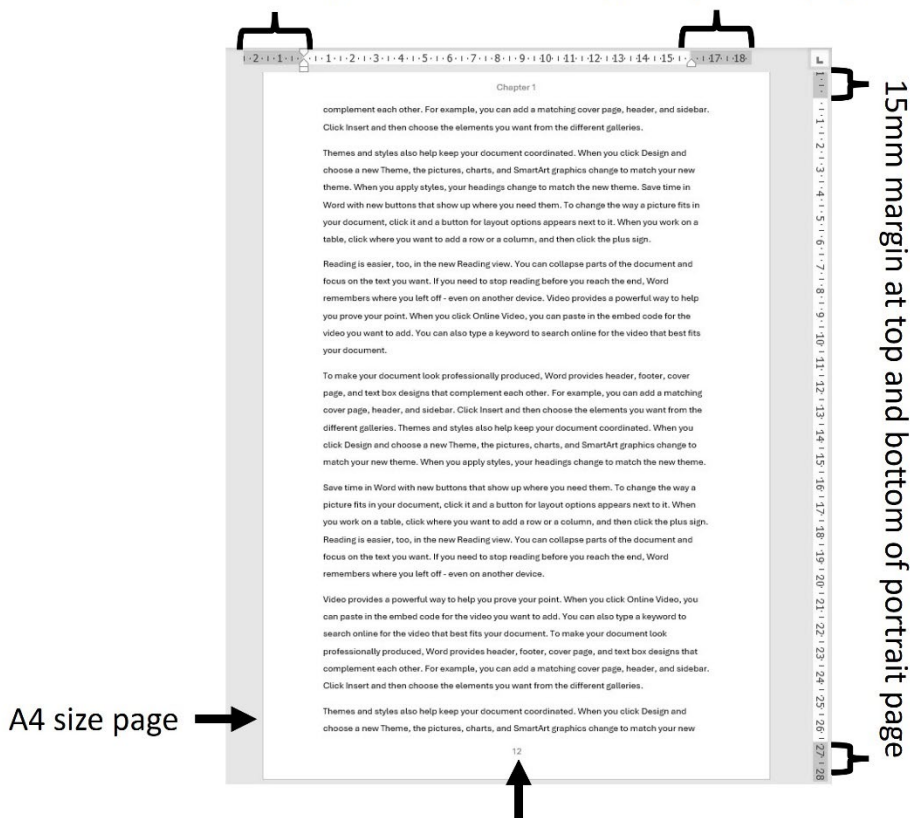
- in a font appropriate to the discipline. Serifed fonts have extra decorations on the ends of the letters that can have a negative impact on their readability, and sans-serif fonts. For example, Aptos (formerly Bierstadt), Arial, Calibri, Lucida Sans, Trebuchet MS, or Verdana are easier to read;
- with even spacing between words; with left justification only of text;
- with 1.5 spacing between lines: double spacing may be used if necessary in the interests of legibility, particularly if lines contain mathematical formulae, diacritic marks or strings of capital letters that may require additional space;
- to make it clear where a new paragraph is starting. This is best done through use of paragraph spacing;
- to make it clear where matter in the text is being quoted.

9.3 The file's page layout must be presented:

- on A4 paper size;
- with margins;
 - on a portrait page on the left and right not less than 25mm (0.98") and for the top and bottom not less than 15mm (0.59");
 - on a landscape page at the top and bottom of not less than 25mm (0.98") and for the left and right not less than 15mm (0.59");
- with running headers and page numbers within the recommended margins;
- each section or chapter should always start on a new page. In Word this is best achieved through use of Section Break (Next Page).

9.4 A diagram showing these text requirements is shown below:

25mm margin down left and right of portrait page



Page number within bottom margin

9.5 The Title page (of every volume if more than one) must contain the following information in the order shown in the table below:

Requirements	Example
Name of University (in title case, bold hyperlinked)	University of Southampton
Name of Faculty in which the research was conducted (in title case)	Faculty of Environmental and Life Sciences
School (title case)	Ocean and Earth Science
Full title of the thesis and any subtitle (in title case, bold) and Thesis DOI (optional include hyperlink)	Fractures in Coal Seams DOI: https://doi.org/10.5258/SOTON/Tnnnn

Requirements	Example
Total number of volumes (if more than one) and the number of that particular volume	Volume 1 of 2
Your full name (in title case, bold), followed if you wish, by any qualifications and distinctions	Arthur Francis Jones
ORCID number (optional, include hyperlink)	ORCID ID 0000-0000-1234-5678
Qualification for which the thesis is submitted	Doctor of Philosophy
Month and year of submission (update to final submission date after examination)	July 2023

- 9.6 A title page is included within the thesis templates previously mentioned, which are available on the [Library thesis](#) website. An example title page is available from the [Quality Handbook](#).
- 9.7 You must ensure that you use a consistent style of referencing, appropriate to your discipline, throughout your thesis. The University would suggest using the Vancouver or Harvard style, but you are advised to decide on a style in discussion with your supervisor. The Library website contains detailed information about [citing and referencing](#), including a 'Find your style' guide.

10. Images and graphics

- 10.1 You should ensure that you are able to provide digital versions of all material within your thesis, including maps, diagrams, photographs, folded materials, and illustrations that are of a high enough quality for digital and print display.
- 10.2 Guidance is available from iSolutions on best practice on the [placement of images and graphics in Word](#).

11. Appendices

- 11.1 Appendices should be clearly marked as such and listed on the contents page. If appendices are submitted in separate volumes, they must be prepared and bound in the same style as the thesis. All supporting material or evidence will be available to the examiners and will form part of the record. In deciding whether to include an appendix, you should consider the requirements of the research funder as well as the University's [Research Data Management Policy](#).

12. Abstract

- 12.1 The abstract should provide a synopsis of your thesis, stating the nature and scope of work undertaken, and the contribution made to knowledge in the subject area. An example of a thesis abstract page is available from the [Quality Handbook](#).
- 12.2 The abstract should not exceed one page (preferably within the limit of 300 words). Single spacing will be acceptable if necessary to keep the abstract on a single page.
- 12.3 The abstract must be immediately after the title page and before the table of contents.
- 12.4 If your thesis is in a language other than English (reference to paragraph 6.2 of this guidance) one copy of a translation into English of the abstract must also be provided. It must say in which language your thesis is written.

12.5 The abstract must be headed as follows:

Requirements	Example
Name of University (in title case)	University of Southampton
Abstract (in title case & underlined)	<u>Abstract</u>
Name of Faculty (in title case)	Faculty of Environmental and Life Sciences
Discipline (in title case)	Ocean and Earth Science
Degree for which thesis is submitted (in title case & underlined)	<u>Doctor of Philosophy</u>
Title of thesis (in title case)	Fractures in Coal Seams
Full name of author	by Arthur Francis Jones

12.6 Apply the following conventions for layout of the abstract:

- No indentation of paragraphs, but it must be clear where a new paragraph is starting;
- Paragraph headings must not be used;
- Quotation marks must be single throughout

13. Declaration of authorship

13.1 It is very important that your thesis contains a clear declaration stating that it is the result of work done wholly or mainly by you whilst in candidature for a research degree at this University. If it is based on work done jointly with others, you must clearly state what was done by others, and what you have contributed yourself. If applicable, you need to indicate the extent to which the thesis incorporates material already submitted (by yourself or any other person) for another degree. You also need to confirm that you have attributed published sources you have consulted or quoted and acknowledged all main sources of help. A completed but unsigned [Declaration of Authorship form](#) must be included in your electronic thesis (e-thesis).

- 13.2 You are at liberty to publish the whole or part of your work prior to submitting it as a thesis, provided that there is no indication in the published work that it is under consideration for the award of a higher degree. If you do publish parts of your thesis before submission, you will need to list references to these publications in the [Declaration of Authorship form](#).

14. Proof reading and editing

- 14.1 You should make sure that your thesis shows a high standard of proof-reading and copy editing, including attention to layout, spelling, grammar, and sentence structure. Your thesis should be checked for accuracy, including references, cross-references, and sequences of numbers. Your text, diagrams, and tables must be numbered sequentially.
- 14.2 As a rule, your supervisory team is not expected to edit your thesis. If your thesis requires editing, your main supervisor should advise you of the need and, if appropriate, give advice on where to obtain help with proof-reading and editing. You are responsible for:
- Arranging help with proof-reading or editing and paying for the service, if required; and
 - Acknowledging the role of the editor in the 'Acknowledgements' section of the thesis using the following words: 'With the oversight of my main supervisor, editorial advice has been sought. No changes of intellectual content were made as a result of this advice.'
- 14.3 If you seek help with editing your thesis, you and your main supervisor are responsible for:
- Ensuring that your main supervisor, and other members of the supervisory team as appropriate, are aware of the entire intellectual content (i.e., the structure, logic, and organisation) of your thesis before assistance is sought from an editor.
 - Ensuring that the editor is directed on what is required, and the extent of input to the thesis that is allowed.
 - Overseeing any contribution to the thesis from the editor.

- Being satisfied that the editor has not changed the intellectual content, and that the final thesis submitted is your own work.
- Ensuring that you acknowledge editorial advice in the thesis.
- Ensuring that any issues of confidentiality are dealt with appropriately (reference to paragraph 4.2 of this guidance).

15. Copyright

15.1 The copyright in all material submitted for a research degree remains with you. However, if you include material that is not entirely of your own creation, for example, if it is reproduced from a book, a journal, or other published source, copies of photographs, drawings, diagrams, or graphs, then copyright clearance may be required if re-use is not covered by fair dealing copyright exemptions. The [Government's definition of fair dealing](#) can be found on the copyright web pages.

15.2 For other published material you will need the copyright holder's permission before making copies. For literary, artistic, or dramatic works, permission is not required if the author has been dead for 70 years or more. You should seek further information and guidance from the Library in the case of films, sound recordings, and broadcasts, which are subject to different copyright restrictions. Special considerations apply to manuscripts. In the case of loose photographs, the name of the copyright holder may be stamped on the back. In the case of books, the name of the copyright holder is usually printed at the beginning. If this information is not obvious then further investigation must be undertaken. You should allow at least two months to obtain copyright permission. You must include in your thesis an acknowledgement of the source of any copyright material.

15.3 If you are in any doubt about the law regarding copyright of material, you should obtain information from the [University Library copyright](#) web pages. If you are still uncertain, the safest course is to seek permission to make the copies you require.

16. Submission of your thesis for examination

16.1 For examination, you are required to submit the following:

- one electronic copy of your thesis.

16.2 Following your viva voce, the examiners' independent reports and their joint recommendation will be scrutinised by the Faculty Director of the Graduate School (in their capacity as Chair of the Faculty Graduate School Subcommittee). If you are successful, you will be recommended for to the University Senate by the Faculty Education and Student Experience Subcommittee for award.

17. Submission of your final thesis for award and other requirements

17.1 Unless an embargo has been approved (reference to section 19 of this guidance), your final thesis must be uploaded to the Institutional Repository for cataloguing and storage.

17.2 Before your award can be processed, you are required to submit the following:

- One electronic copy of your final thesis (e-thesis), including all corrections/amendments made in portable document format (PDF), with PDF/A-3 required. This ensures that the file is self-contained, allowing it to be rendered as intended when opened; that your research is future-proofed for use with new software and operating systems; and allows for the embedding of other file formats, for example, Excel. Further information on electronic submission and file formats can be accessed via the [Library's Thesis deposit via PGR Manager and Pure](#) web page.
 - If you gave your intention to submit via [PGR Manager](#), you should upload your final thesis to PGR Manager.
 - If you gave your intention to submit using the [Research Thesis - Intention to Submit form](#), you should submit your final thesis and a completed [Permission to deposit thesis form](#) (attaching any copyright permissions that

have been obtained) to the Doctoral College (Faculty) Team.

- You must check that your e-thesis contains the thesis copyright statement. Go to the Library [thesis template page](#) for guidance
- The PDF file must be unencrypted and searchable. It should conform to PDF archival (PDF/A) and accessibility standards (go to the [accessible thesis PDF support guide](#) for further information).
- Do **not** include a scanned copy of your signature on the [Declaration of Authorship](#) in the e-thesis, but all other details should be completed.
- Update the date on the title page to the date of your final thesis submission.
- There is currently no upper limit on the file size, however, the Institutional Research Repository has a maximum of 4GB per file. You should contact researchdata@soton.ac.uk for further guidance.
- Research students are encouraged to use a variety of content and media to express themselves. There are no limitations imposed on content other than issues of copyright/IPR and of course, any School regulations as listed in the [Code of Practice](#). It is possible to create a PDF Portfolio file that includes your thesis plus any related image, audio, video, and data files. If you do this, you must still produce a plain PDF file conforming to PDF/A-3 and uploading any additional embedded materials as separate files.
- Incorporate links to underpinning data and other online supplementary material.

18. Submission of your research data

18.1 You must deposit the research data underpinning your thesis. In accordance with the University's [Research Data Management Policy](#),

your data should normally be deposited via the Institutional Repository ([Pure](#)).

- 18.2 Your deposit should be made in sufficient time to allow a Digital Object Identifier (DOI) for the data to be included in your thesis. You should consult the guidance on research data management on the Library's Research Data Management website and Thesis Data Deposit guide.
- 18.3 Restrictions on access to research data, where required, should be appropriate to the data. For the avoidance of doubt, the requirements of the Regulations for Research Degrees concerning embargo length do not apply.
- 18.4 If you have large files (4GB+) contact researchdata@soton.ac.uk to discuss upload and storage options.

19. **Return of research material and other University-owned items**

- 19.1 Before your award can be processed, you must also ensure that you have returned the following, where applicable:
 - Research material that is part of a wider project must be handed over to the members of your research group and not left in personal file storage areas (for example, My Documents, Office 365, Laptop hard drive, OneDrive for Business) as it will be deleted. Otherwise research data should be deposited in the Institutional Research Repository.
 - Laptop and other IT equipment (to the iSolutions' stores in Building 35).
 - Books and other resources that have been borrowed from the University Library. The library service desk can provide you with details of all items recorded as being on loan to you, and you are also able to check this online.
 - Locker/office key.
 - An exit questionnaire, as required by your Faculty.

20. Award and conferment of degree

- 20.1 Recommendations for awards are normally ratified by the Chair of Senate approximately every 4 weeks during term time. Deadlines for the approval of awards can be found on the [Awards and Certificates](#) website. You must therefore ensure that you allow sufficient time for your award to be processed before the approval of award deadline. If you have made your final thesis submission via [PGR Manager](#), you must allow four weeks for the relevant approvals to be made and for the Library to process your final thesis in Pure. You should therefore submit your final thesis for award as soon as possible and no later than four weeks in advance of the next award date in order to ensure your award is processed within the required timescales.
- 20.2 After Senate has ratified a degree, certificates are posted within 2 weeks to either your 'certificate address' or your 'permanent address'. It is your responsibility to ensure that your address is accurately maintained within your student record.
- 20.3 You will be invited to attend the next Graduation ceremony (reference to paragraph 2.4 of this guidance) and, for research students whose awards are approved just prior to the Graduation ceremonies in July, you will normally receive your certificate at the ceremony. If you are awarded at another time, you will have your certificate posted to you.
- 20.4 Arrangements for Graduation ceremonies are made by the University's Exams, Award and Graduation Team. The Team will contact you directly with information on dress, gown hire and other arrangements.

21. Access to your final thesis

- 21.1 Research work submitted as a thesis for a research degree shall be openly available and subject neither to security classification nor to restriction on access. Your thesis should therefore be open and available via the University's Institutional Repository from as early as possible and in line with any requirement stipulated by your

funder. For example, UKRI expects that “a full text version of the thesis should be available no longer than 12 months following award of the doctorate.” ([UKRI Training Grants: Standard Terms and Conditions of Training Grant, TGC 11.5](#)) and “In the case of doctoral theses funded by the Councils, metadata describing the thesis should be lodged in the institution's repository as soon as possible after award.” ([UKRI Training Grants: Guidance, TGC 11](#)).

Restriction to access (thesis embargo)

- 21.2 In exceptional circumstances, access to a thesis may be restricted through embargo by the Faculty Director of the Graduate School in their capacity as Chair of the Faculty Graduate School Subcommittee where such restriction is regarded as desirable on commercial grounds, pending publications or patent applications, or as necessary to maintain confidentiality, the safety of those involved in the research (for example, students, supervisors and research participants) and national security.
- 21.3 If only part of your thesis needs to be restricted (for example, an appendix which contains commercially sensitive material), you should deposit both a complete version of the thesis which will be embargoed as appropriate, and a redacted version with the material removed but the page numbering intact, which will be immediately available in the repository. Both versions must meet the PDF/A-3 and accessibility requirements. Go to the [Library thesis deposit](#) web page for guidance.
- 21.4 The period of restriction shall be determined by the Faculty Director of the Graduate School but should normally not exceed three years from the date of examination (or twelve months for pending publications).
- 21.5 The timeframe and reason for any restriction on access to your thesis must be noted in [PGR Manager](#) (or for students who commenced their studies prior to 1 August 2016, on the [Permission to deposit thesis form](#)), and signed by the main supervisor and the Faculty Director of the Graduate School.

- 21.6 The thesis will be made publicly available automatically at the end of the restricted period. Where your supervisor is aware of ongoing reasons for maintaining the embargo they may apply for an extension to the restricted period. If this occurs, you will be informed and will have the right to reply. As the student, you are responsible for contacting the University (via eprints@soton.ac.uk) **a minimum of 20 working days in advance** of the expiry of the embargo if there are any circumstances that warrant an extension to the original restriction. Any such request to extend an embargo will require the approval of the Director of the Doctoral College and such a period of extension may not exceed one year in duration. If you make a request for an extension where the original embargo period has already ended, this will not generally be considered.
- 21.7 The period of restriction may be subject to extension in some circumstances but will require the approval of the Director of the Doctoral College. The period of extension may not exceed one year in duration.
- 21.8 A request for a thesis embargo may be made on the following basis:
- **Commercial contract**
The contract with a commercial partner or other third-party collaboration states that the research must remain confidential for a given number of years.
 - **Patent pending**
The University or a commercial partner or other third-party collaboration has lodged, or imminently intends to lodge, a patent application relating to an invention described in a thesis. The thesis should be embargoed until after publication of the patent by the relevant patent office.
 - **Ethical considerations/data protection/confidentiality**
Ethical considerations and data protection will usually have been considered when the ethics committee was reviewing the research proposal.

- Third party copyright**

Permission to include third party copyright material should be obtained where necessary – go to the [Library thesis copyright](#) web page for further guidance. If you have been unable to clear third party copyright material, not covered by fair dealing exceptions, you must deposit a complete electronic copy of the thesis with the material removed which will be openly available after any other embargoes have ended. The full and redacted versions must meet the PDF/A-3 and accessibility requirements.
- Publications pending**

Some publishers may consider publicly available electronic theses as prior publications, but not all. Most journal publishers do not view a thesis as prior publication, for example, [Elsevier](#), [Institute of Physics](#), [Nature](#), [Springer](#) and [Wiley](#) do not. If you have not finished publishing from the thesis, you may request that the electronic thesis is embargoed.
- Safety of those involved in the research (including students, supervisors and participants) and national security**

Where circumstances have changed, such as a change in a political regime, and where it may cause harm to make the thesis available immediately, an embargo can be applied. It is not expected that a thesis should contain identifiable special category data. Where it may be pertinent to do so, and it is possible, there should be two versions of the thesis submitted, one publicly available with the material redacted and a complete version that can be embargoed permanently
- Other**

This needs to be a substantial reason and will depend on the type of research undertaken. The reason must be justifiable to demonstrate that an embargo outweighs the public interest in access to the research.

21.9 You will find further information on restricting access on the University [Library thesis restricting access](#) web page.

22. **Reproduction and binding of your thesis (optional)**

22.1 If, at your own cost, you wish to produce a printed copy of your thesis for your own use, then please follow the guidance below regarding its reproduction.

Large illustrations, and material that cannot be bound

22.2 Any maps or tables on oversized sheets included in the text should be folded so that they are at least 7mm (0.25”) in from the right-hand edge of the text sheets, otherwise they may be cut by the guillotine in binding.

22.3 Large maps and diagrams unsuitable for binding in the text may be accommodated in a pocket at the back of the thesis. Their overall dimensions when folded must not exceed 254mm x 180mm (10” x 7.25”) for an A4 volume, and their total thickness should not be more than one-third of the thesis. Failing this, a separate portfolio will be necessary.

22.4 It may occasionally be necessary for non-print material, such as computer programmes, tapes, or film to be included as part of a thesis. As far as possible, such material should be avoided or submitted only as illustrative or supporting material. If material in this form is an integral part of the thesis, then you must consult with your main supervisor, or other members of the supervisory team as appropriate, with regard to its presentation and the number of copies required. It may be possible, depending on the nature of the material, to deposit it in the institutional research repository as a dataset and obtain a DOI that can be quoted in your thesis. For more information contact researchdata@soton.ac.uk.

22.5 Care must be taken to ensure that images and graphics are of a good enough quality for print display. Advice on reproduction and binding is available from the [Print Centre](#), Building 36, situated behind the Library, Highfield campus (telephone: ext. 23603 or 023 8059 3603 (external)).

22.6 Folded material can increase the cost of binding, as does the inclusion of a pocket, but a pocket may be cheaper in the end if all folded material, suitably numbered and indexed, is gathered into it. Alternatively, large originals can be reduced either by using a photocopier, or the [Print Centre](#) (situated in Building 36 behind the Library).

Binding of the thesis

22.7 A soft-bound copy of your thesis can be produced by the Copy Room in the George Thomas Building (Building 37) on the Highfield Campus. The Copy Room can be contacted on copy@soton.ac.uk.

22.8 The University's approved binding suppliers, Caromar Limited, provide hard-bound thesis binding services. Their details are as follows:

- Caromar Limited, Unit 7 Belgrave Industrial Estate, Portswood, Southampton SO17 3EA Telephone: 023 8055 8554 Email: info@caromar.ltd.uk

If you do wish to purchase a hard-bound copies of your thesis, it is recommended that it is bound in black washable buckram with stiff boards, 2-lb strawboard or .090 millboard, and sewn by one of the following methods:

- oversewn on an oversewing machine;
- oversewn by hand onto three 13mm (0.51") tapes;
- plates and diagrams may be guarded where necessary;
- trim head, tail, and fore-edge 3mm (0.12"); round, back and line up spine.

22.9 You may wish any hard-bound volume of your thesis to have lettering on the spine in gold or simulated gold. The following is recommended:

- candidate's surname preceded by initials up the spine (18 pt typeface), starting not lower than the centre of the spine;
- the degree, the year in which the thesis was submitted for examination and the volume number (if applicable), may be lettered across the spine under the candidate's name and

initials (16 pt typeface), the degree abbreviation to start 70mm (2.76”) from the tail of the spine;

- if the spine is too narrow for the above, it is recommended that the degree and year be lettered up the spine.

22.10 If your thesis is bound in more than one volume, the volume or part number would normally appear on the spine beneath the year. The amount of space beneath ‘degree’ and beneath ‘year’ should be the same.

22.11 You may wish to include the title of the thesis on the front cover of each volume, but only the lettering indicated above would normally appear on the spine.

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