



Faculty of Medicine, Dentistry & Health Sciences **Melbourne Dental School**



DCD Thesis Format Guidelines

LAYOUT

- Use International Standard Paper Size A4 (297mm x 210mm) paper.
- Type using 1.5 line spacing, clear font size 11 or 12 and normally expected to be double-sided.
- Left and right margins no less than 3 cm on all sheets.
- Text is to be right and left justified.
- Pages should be consecutively numbered; if sheets are interpolated they should be lettered consecutively, each letter being preceded by the number of the last previous numbered page. Page numbers should appear inside the margins.
- Folding diagrams and charts should be arranged so as to open out to the top and right.
- The title page must show the title of the thesis or work, the degree for which it is submitted, the name of the school to which it is submitted and the full name of the author.
- The original or good quality photocopy on acid-free archival quality bond paper shall be bound in a manner such that it will stand on a shelf as a book (with the name of the author and the title or an abbreviation thereof appearing on the spine) for deposit in the Ballieu Library.

DRAFT THESES FOR EXAMINATION

- The University logo is NOT to be used in the thesis.
- Before producing draft copies of your thesis for submission, you must ensure that all spelling, grammar, punctuation and choice of language are of masters' standard and the bibliography is complete and exact.
- All fonts and justifications are to be consistent throughout the thesis.
- Number your objectives.
- Put all figures and tables at the end of each chapter rather than embedded in the text. This structure will then match a journal submission and make that step easier for you. It also makes it easier for the reader (examiner) as the text is not broken up unevenly with the figures and tables.
- Put the name of the selected journal on the front page of each chapter that could be presented as a journal article.
- The thesis must be preceded by a title page that shows:
 - The title of the thesis
 - The full name of the author as it appears on the enrolment record
 - The degree for which it is submitted
 - Month and year
 - The name of your discipline, the School and Faculty
eg. Orthodontics
Melbourne Dental School
Faculty of Medicine, Dentistry and Health Sciences
- This statement must appear on the title page:

“Submitted in partial fulfillment of the requirements of the degree of Doctor of Clinical Dentistry.”
- The title page must be followed by these sections in this sequence:
 - An abstract of 300-500 words concisely reporting key findings and the overall conclusions. Please use the IADR abstract format.
 - The declaration signed by the student:



DRAFT THESES FOR EXAMINATION (CONT'D)

"This is to certify that the thesis comprises only my original work except where indicated in the preface; due acknowledgment has been made in the text to all other material used; the thesis is <give word count> words in length, inclusive of footnotes, but exclusive of tables, maps, appendices and bibliography."

- Acknowledgements – include the extent to which others have contributed to the thesis.
 - Table of Contents
 - List of tables, figures and illustrations (not necessary if less than ten items)
 - Main text
 - Bibliography
 - Appendices
- When students submit the draft thesis for examination, the thesis is to be spiral bound with a clear plastic front cover and a cardboard back cover. This allows for any requested examiners' changes to be made easily, prior to the thesis being permanently bound.
 - Students should consult previous theses (both draft and final versions) that are held by the School, for particular details of content, layout and presentation that may pertain to their speciality.

PERMANENT THESIS BINDING

- Two permanently bound thesis copies incorporating any necessary amendments or revisions must be submitted to the Chair of Examiners in MDS, Associate Professor Ivan Darby.
- Addenda of any length are not accepted.
- Paper: One copy must be printed on A4 archival quality paper (for binding purposes this paper should be approx. 80-100GSM) and is available from the Co-op Bookshop (in the Baillieu Library Building), GSA Print Room, Zetta Florence (197 Brunswick St, Fitzroy ph. 9417 6211) or stationery suppliers.
- The words "Produced on archival quality paper" should be printed on the title page of this copy. The archival quality paper copy is for the Baillieu Library and the second copy is for the MDS library.
- You are free to make any number of additional copies of your thesis for personal use. It is customary for your supervisor(s) to receive a copy.
- You are free to choose the colour for the final bound cover of your thesis.
- Thesis spine and cover: The name of the author, the thesis title (abbreviated if necessary), degree and year of initial submission or, in the case of rewrites, the year of resubmission, must be on the spine. There are no requirements for printing on the outside front cover.
For example:
Buccal Corridors in Orthodontics
Anna H Meyer
DCD
2016
- The correct degree abbreviation of Doctor of Clinical Dentistry is DCD. Please use this on the spine and any professional stationery.
- The following binders are commonly used by candidates:
 - GSA Print Room pickup and delivery service
Doncaster Bookbinders in conjunction with the GSA Print Room offers a weekly pick-up and delivery service for permanent binding. Theses are collected from GSA on Mondays before 10:30am and returned the following Monday after 2pm. Please note bonded leather theses will take two weeks.
Graduate Centre, 1888 Building, Gate 8, Grattan Street (Uni Map L12; Bldg No. 198), phone 8344 8326, email printroom@gsa.unimelb.edu.au

Note: further details are available from Doncaster Bookbinders (see below).

- Corvina Bookbinding
- Huntingdale Road, Mt Waverley, phone 9808 0489, collection from Parkville campus may be possible.
- Doncaster Bookbinders
- Ebden Street, Moorabbin, phone 9555 4633, email sales@doncasterbookbinders.com.au
- Irwin and McLaren Bookbinders
- Cubitt Street, Richmond, phone 9428 5829, email info@irwinandmclaren.com.au
- Scribe Bookbinding
- Drummond Street, Carlton North, phone 9347 0039, email info@scribebookbinding.com
- Note: collection may be possible so please contact John Stinson.
- Whites Law Bindery
- 802-804 Glenhuntly Rd, Caulfield South, phone 9523 6026, email tony@whiteslaw.com.au
- There is also an online printing and binding service located in NSW: thesisonline.com.au

The University has used its best endeavours to ensure that material contained in this publication was correct at the time of printing. The University gives no warranty and accepts no responsibility for the accuracy or completeness of information and the University reserves the right to make changes without notice at any time in its absolute discretion. Users of this publication are advised to reconcile the accuracy and currency of the information provided with the relevant faculty or department of the University before acting upon or in consideration of the information.