THE UNIVERSITY OF THE WEST INDIES

THESIS GUIDE

A GUIDE FOR THE PREPARATION OF THESES, RESEARCH PAPERS AND PROJECT REPORTS

It is the responsibility of the candidate to know the General & Faculty Regulations governing Higher Degrees.
This Guide is meant to help candidates observe the Regulations; it is not a substitute for them.

December 1998

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INTRODUCTION

This guide is intended as a supplement to the University Regulations for Higher Degrees. Candidates should also consult their departments for specific Faculty requirements.

Candidates are advised to acquaint themselves with the recommendations of this guide in the early stages of preparation, even though some of the recommendations apply only to the final stages. The Guide is also provided for the information of supervisors whose responsibilities include ensuring that candidates follow its recommendations.

A thesis which does not follow the approved format will not be accepted and the degree will not be conferred until an acceptable standard has been met.

THESIS PREPARATION

The thesis must be written in English, but the Board for Graduate Studies and Research may, in special circumstances, on application from candidates in the Departments of Foreign Languages and Literature, and on the favourable recommendation of the Faculty Sub-Committee, give permission for theses to be written in a language other than English.

The greater portion of the work submitted for examination must have been done subsequent to the initial registration of the student as a candidate for the degree.

The thesis must form a distinct contribution to the knowledge of the subject and afford evidence of originality shown either by the discovery of new facts or by the exercise of independent critical power. It must be of a satisfactory literary standard and must be suitable for publication as a thesis of the University of the West Indies.

The thesis must consist of the candidate's account of his/her own research. It may describe work done in conjunction with his/her Supervisor, provided that the candidate clearly states his/her personal share in the investigation and that his/her statement is certified by the Supervisor.

A paper written or published in the joint names of two or more persons, one of whom is the candidate, may be included as part of a thesis provided that the role that the candidate played in the work described in the paper, and the contribution of the other authors, are clearly explained. No thesis shall consist wholly of previously published work.

The candidate may indicate in a preface how far the thesis embodies the result of his/her own research or observation, and in what respect his/her investigations appear to him/her to advance the study of his/her subject

A candidate will not be permitted to submit a thesis consisting wholly of work for which a degree has been conferred on him/her in this or any other University; but a candidate shall not be precluded from incorporating work which he/she has already submitted for a degree in this or any other University in a thesis covering a wider field, provided that he/she shall indicate in the preface to his/her thesis any work done which had been so incorporated.

A thesis must be submitted in a form that can be reproduced in a clear and usable format, and since a thesis will be stored for many years, it must also be in a form that is durable. Durability depends on the choice of binding and the quality of the paper used.

Close attention should be paid by the student to the following criteria:

a) the text and all illustrative material should be clear and error free;
b) paper of good quality should be used;
c) margins on each page should be as specified in the General Regulations for Higher Degrees and in this guide.

Tile professional staff of the Campus Libraries are available for advice, before submission, on the technical requirements of the thesis, for example, layout, bibliography, footnotes etc.

COLLATION

It is the candidate's responsibility to prepare and assemble all materials for the thesis, and to have the pages of the thesis in correct order.

PAPER

The thesis must be produced on one side only of good quality white bond paper (usually of 20-lb weight) of standard letter - size (8 1/2" × 11") or international A4 size (210mm × 297mm). The same grade of paper must be used throughout the thesis.

PRODUCTION OF MANUSCRIPT

Theses must be produced on an electronic typewriter or, if computer produced, printed on a high quality printer.

(a) Spacing

Double line spacing must be used. Single spacing is permitted within long quotations, footnotes, bibliographic items, appendix items and sub-sections of the Table of Contents. However, between each entry double spacing should be used.

(b) Margins

The top, bottom and right margins should be not less than 1" or 2.5cm in width, and the left-hand margin should be 2" or 5cm in width to allow for loss in binding.

(c) Typeface

The type should be 10 or 12 pitch/point, and the same typeface must be used throughout the text.

Equations and formulae must be typed. Hand insertions in permanent black ink are acceptable only where the instrument cannot make the symbol. A sample page can be submitted to the Library for approval if desired.

QUOTATIONS

Quotations of more than two lines should be set off from the text in single spacing and indented at least four spaces from the left hand margin.

FOOTNOTES/ENDNOTES

Footnotes should be single spaced and placed at the bottom of the appropriate page.

If the references are treated as endnotes, they are to be placed in sequence (by chapter) immediately preceding the bibliography.

Form and style will differ from discipline to discipline, but the form and style selected must be maintained throughout the thesis. The recommended Style Manual appropriate to the discipline advises on the preparation and arrangement of footnotes and endnotes.

Footnotes and Endnotes are both acceptable.

See *Appendix IX* for recommended Style Manuals.

TABLES, FIGURES

A table or a figure should appear in the text closely following the point where it is first discussed, usually no further than the page following.

Tables and figures should be listed by number, title and page number in the thesis, and the titles of tables and figures should correspond exactly to the titles which appear in the text. These lists should be placed after the Table of Contents. Arabic numbers should be used in two separate sequences for the identification of the Tables and Figures.

CORRECTION OF ERRORS

The thesis must be free of typographical errors.

Corrections made in ink or with opaquing fluid are not acceptable. If a neat erasure cannot be made the page must be re-typed.

Deletions must not be made by crossing out or striking out letters or words. The typed line must be continuous. If the word or words cannot be erased clearly and neatly with proper spacing, the whole line, the paragraph, or the whole page must be re-typed.

Additions of words or phrases must not be typed between lines or inserted by hand. The whole page must be re-typed to incorporate the additions.

Pages which are obviously insert pages are not acceptable. The surrounding pages should be re-typed to incorporate the material.

PAGINATION

The title page is not numbered or paged in.

The pages before the start of the text must be numbered in lower case Roman numerals. The pages of the text must be numbered in a new sequence of Arabic numerals consecutively throughout the thesis.

All page numbers, Roman or Arabic, must be in an exact consistent location, preferably at the top right hand corner of the page. Approximately three quarters of an inch down and three quarters of an inch inwards at the top right-hand corner.

Each chapter should begin on a new page.

Appendices should continue the sequence of Arabic numerals. If appendices are pages from other documents, this must be so indicated, by means of a footnote on the first page of the relevant appendix, where a full bibliographic description of the original sources should be given.

The numbering sequence should include all matters which will be part of the bound volume, for example, maps, plans and diagrams, with the exception of structural diagrams in Chemistry theses, should appear on numbered facing pages.

A separate sequence of numbering in lower case Roman numerals should be given to material such as plates, maps, diagrams and tables which are loose and which will be placed in end pockets of bound volumes, or will be bound separately from the typescript. All loose material should bear the candidate's surname, initials, degree and date of submission.

When a thesis consists of two volumes, one continuous numbering sequence should be used for both volumes, i.e. the numbering of the second volume should continue from the numbering of the first volume.

ARRANGEMENT

The following sequence for the arrangement of the thesis should be followed:

Title Page
Declaration Form for the Reproduction of Thesis
Abstract
Acknowledgments (if any)
Dedication (if any)
Table of Contents (including Appendices)
Table of Cases (if any)
Table of Statutes (if any)
Table of Constitutional Instruments (if any)
Glossary (if any)
List of Figures, Tables, Illustrations, Charts, etc,
Preface (if any)
Text of Thesis
References (including endnotes as necessary) and/or
Bibliography
Appendices (if any)

TITLE PAGE

The title page shall bear the officially approved title of the work, the name of the University, the degree for which the thesis is submitted, the full name of the candidate as officially registered and the year when the work was submitted for examination. The standard format is given in *Appendices I and II.*

ABSTRACT

Each copy of the thesis shall contain an abstract of not more than 300 words, the first page of which shall be numbered i, (i.e. the lower case Roman numeral).

It must include the title 'ABSTRACT', the thesis title, the author's name and a summary of the content and conclusions of the thesis. The format is illustrated in *Appendix III.*

The abstract should identify briefly the purpose of the research, the methods used, the results obtained and the significance of the results or findings.

Candidates are asked to indicate keywords which best reflect the subject of the thesis to facilitate retrieval of information. These keywords should be placed at the end of the Abstract under a heading 'keywords'.

ACKNOWLEDGMENTS (Optional)

The inclusion of this single page is left to the discretion of the author. The acknowledgments page is a record of the author's indebtedness and should include acknowledgments of permission to use copyrighted material which appears extensively in the thesis.

DEDICATION

Dedication is permissible.

TABLE OF CONTENTS

The Table of Contents should include the Abstract, Acknowledgments, Dedication, Lists of Figures, Tables, etc., which have been placed before the text. The beginning page number of each of these sections as well as that of the chapters, the significant sections, bibliography and other end matter, should be given.

BIBLIOGRAPHY

1. A fundamental rule of good scholarship is that the basic research be reliable and correct and that all sources be acknowledged.

2. All references whether they be footnotes, endnotes or bibliographies must conform to certain stylistic requirements. Although the sciences and humanities differ in matters of form, the fundamental principles that govern referencing procedures are the same.

3. Titles of journals, when abbreviated in the References/Bibliography, should be done in an accepted and consistent style.

4. A recommended style manual appropriate to the discipline should be used for the organization of all references. A list of Style Manuals recommended by each Faculty/Department is given in *Appendix IX*.

APPENDICES

The purpose of an appendix is to contain research material which is pertinent to the thesis but which is not essential to an understanding of the work done by the candidate.

The appendices should be numbered and should form part of the sequence of pages bearing Arabic numerals. Each appendix must have a title descriptive of its contents, and a list of Appendices must be included in the Table of Contents. (See Arrangement)

ILLUSTRATIVE MATERIAL

Photographs or any other illustrative material incorporated into the thesis either should be printed on a single weight photographic paper or be dry-mounted and accurately fixed on thesis paper using a pressure applied adhesive (such as mounted squares). They should not be mounted with staples, cellophane tape, rubber cement, glue, or photo covers as deterioration of the paper may result.

OVERSIZE MATERIAL

Oversize materials such as graphics, maps, charts etc. necessary to the exposition of the thesis can often be reduced in size photographically (photo-reduction) to fit the standard thesis page, or appear as a foldout. A foldout is a page whose left side is bound into the thesis but whose right side can be unfolded in one or more panels, extending, when read, beyond the right side of other thesis pages. The foldout should be carefully folded so that no folds fall outside the thesis margins. The page number should be placed to align with the number of other pages of the thesis. Alternatively, such materials should accompany the bound copy of the thesis in a pocket affixed to the inside back cover of the thesis and paged as advised under Pagination.

LENGTH OF THESIS

A thesis submitted for examination shall be the length approved by the Board for Graduate Studies and Research for the Faculty in which the candidate is registered. The candidate must indicate on a loose leaf inserted in the folder the approximate number of words contained in the thesis. A candidate wishing to exceed the prescribed limit must apply for permission the Board for Graduate Studies and Research through his Supervisor.

The approved maximum lengths of theses are as follows (there are approximately 250 - 280 words per page):

FACULTY OF SCIENCE & TECHNOLOGY
FACULTY OF PURE APPLIED SCIENCES
FACULTY OF SCIENCE AND AGRICULTURE

Agriculture

M.Sc. not to exceed 200 pages*
M.Phil. not to exceed 250 pages*
Ph.D. not to exceed 300 pages*
*including appendices

Natural Sciences

M.Sc. not to exceed 15,000 Words*
M.Phil. not to exceed 50,000 Words*
Ph.D. not to exceed 80,000 Words*
*excluding references, appendices, tables & figures

FACULTY OF ARTS & EDUCATION
FACULTY OF HUMANITIES
FACULTY OF HUMANITIES & EDUCATION

Arts

M.A. not to exceed 20,000 Words*
M.Phil not to exceed 50,000 Words*
Ph.D. not to exceed 80,000 Words*
*excluding footnotes or endnotes & appendices

Education

M.Ed. (project) not to exceed 18,000 words*
M.Phil. not to exceed 50,000 words*
Ph.D. not to exceed 80,000 words*
*excluding footnotes or endnotes & appendices

FACULTY OF ENGINEERING

M.Sc. not to exceed 200 pages*
M.Phil. not to exceed 250 pages*
Ph.D. not to exceed, 500 pages*
*Including appendices

FACULTY OF LAW

LL.M. (Legis. Draft.: with Research Paper not to exceed 15,000 Words)*
LL.M. (Coursework: with Research Paper not to exceed 25,000 Words)*
LL.M (Thesis only) -not to exceed 50,000 Words*
Ph.D. -not to exceed 80,000 Words*
*exclusive of footnotes or endnotes & appendices

FACULTY OF MEDICAL SCIENCES
SCHOOL OF CLINICAL & MEDICAL SCIENCES
SCHOOL OF MEDICINE
SCHOOL OF DENTISTRY
SCHOOL OF VETERINARY MEDICINE

M.Phil. - not to exceed 50,000 Words*
Ph.D. - not to exceed 80,000 Words*
*excluding references, appendices, tables & figures.

FACULTY OF SOCIAL SCIENCES

M.Sc. not to exceed 20,000 Words*
M.Phil. not to exceed 50,000 Words*
Ph.D. not to exceed 80,000 Words*
*excluding appendices & footnotes

SUBMISSION OF THESIS

At least three months before the thesis is ready for submission for examination, the candidate is required to formally apply for entry to the Examination on a specified form and pay the required examination fee. The application must be accompanied by a certificate of completion of study from the Supervisor. (A sample of each of these forms is given in *Appendix IV*. (The arrangement or format may vary according to the Campus).

The formal submission of the thesis for examination is made by the candidate to the Administrative Assistant in the Graduate Admission Section of the Registrar's Office.

Four copies of the thesis should be submitted.

The thesis submitted must be accompanied by a certificate from the candidate's Supervisor that the thesis is presented in a technically acceptable form. *Appendix IV (ii)* refers.

If in the opinion of the Supervisor, the thesis is not ready for submission, he/she shall advise the Registrar in writing that the thesis has been submitted against his/her advice and that he/she has advised the candidate accordingly.

The student, the Supervisor, Department and Faculty - have a shared responsibility to ensure the quality of the thesis. Since theses are contributions to knowledge and are open to public scrutiny, sound academic standards must be adhered to in their preparation and presentation.

It is preferable that the thesis submitted for examination is in soft cover, but the thesis can also be submitted in one or more binders.

The sequence of events following the thesis submission is given in *Appendix V.*

LIBRARY SCRUTINY

The Libraries' scrutiny of theses is intended to ensure that students comply with the requirements of the Thesis Guide in relation to format, arrangement, abstract, references and bibliography. The Libraries seek to ensure an awareness of the discipline involved in preparing scholarly publications in a consistent style.

The Libraries certify the thesis as acceptable when they are satisfied that the thesis complies with the requirements of the Thesis Guide and recommended style manuals. This process should be completed within 30 days. A form to this effect is sent to the Registrar's Office. *Appendix VIII* refers.

EXAMINATION

The University Regulations governing the appointment of Examiners and the examination of the thesis are given in the Ph.D. Regulations and in the Regulations for Postgraduate Diplomas and Masters' Degrees.

Nomination of the candidate's Examiners to the Board for Graduate Studies and Research is the responsibility of the Department to which the candidate belongs. The Department should ensure that the Examiners nominated (especially the External Examiner) are willing to examine the thesis before submitting names for appointment.

The Thesis Examining Committee consists of a minimum of three Examiners - normally two Internal Examiners (of whom one is the candidate's Supervisor) and one External Examiner. It is possible under certain circumstances to have one Internal and two External Examiners. Each examiner must submit to the Registrar a confidential written appraisal of the thesis. The deadline for these reports is two months after the receipt of the thesis.

For Masters' degrees, Faculty Regulations specify whether an oral examination is compulsory for the relevant degree programme, but in all cases the examiners can request an oral examination.

The oral examination is compulsory for the Ph.D. Degree.

The Registrar's office will arrange a date for the final oral examination in consultation with the examiners and the notice of the oral examination

will appear on Campus Notice Boards normally at least two weeks before the date of the examination.

Normally, the oral examination is held within four months from the date of submission of the thesis. Four decisions are open to the Examiners - the thesis can be accepted as submitted, accepted with minor corrections, accepted with major modifications, or rejected. In the case of a Ph.D. thesis, the thesis can be recommended for a lower degree.

Minor corrections are normally typographical errors and small corrections to tables, references etc., or the addition and/or alterations of a few sentences or paragraphs. Such minor corrections normally are subject only to the approval of the thesis Supervisor before the thesis is recommended for the award of the Degree and is accepted for binding.

Where, in the judgement of the Examiners, changes of a substantive nature are required which will require re-writing of parts of the thesis, the Examiners will recommend that a candidate do these major modifications and then re-submit the thesis for examination. A statement of the modifications required by the Examiners is conveyed to the candidate by the Registrar. The Dean of the School for Graduate Studies and Research may recommend that a thesis, resubmitted for examination, be referred back to the External Examiner.

The thesis is rejected when in the judgement of the examiners the thesis is unacceptable on substantive grounds.

PUBLICATION OF THESIS

RESTRICTION

It is the intention of the University that there should be no restriction on the availability of a thesis to those who may wish to consult it.

However, in exceptional cases, the author of the thesis, in consultation with the thesis supervisor and with the approval of the Senate shall have the sole right to determine distribution of copies of his work for three years from the date of acceptance of the thesis. The author may also ask the Senate to withhold the thesis and its abstract from access while a patent is sought, or for other good cause.

MICROFILMING

When submitting the thesis for Library scrutiny the student should include a completed copy of the Declaration Form permitting the University to make a microfilm copy of the thesis. Microfilming ensures long-term preservation of the thesis since the printed copy will deteriorate with time and use.

The declaration includes also the provision that the candidate may exercise the right to prohibit the distribution of the microfilm for three years after the date of depositing the thesis. All bound copies finally submitted to the University should include signed copies of the Form which is available in the Office of the Assistant Registrar, School for Graduate Studies and Research. A sample of the Declaration Form is given in *Appendix VII*.

BINDING OF THESIS

When the recommendation for the award of the degree has been made to the Senate by the Board for Graduate Studies and Research, the candidate is required to submit to the Registrar's Office, for deposit in the University Libraries, three bound copies of the thesis presented in a form acceptable in all particulars and which conform to the Regulations. A copy of the candidate's signed Declaration Form is to be included in each bound thesis.

A thesis submitted for deposit in the University Libraries must be bound. The binding of the thesis should be in good quality black art vellum or cloth, with overcast edges cut. The thesis title, author's full name and the year of conferral of the degree should be lettered boldly in gold on the front cover in letters 1/4" (6 mm) high. (*Appendix VI* refers). The author's name, degree, and year of conferral of degree should appear on tile spine, lettered downwards, using the same font.

It is the responsibility of the candidate to see that the thesis is bound in accordance with the University's regulations.

The University reserves the right to reject any manuscript that does not observe the University's regulations, that is not neat and legible, or that is not suitably bound.

NOTE:

This Thesis Guide, with due alteration to details [to be approved by the Campus Committee for Graduate Studies and Research] shall apply to Research Papers and Research Projects.

Board for Graduate Studies & Research
1998.

APPENDIX I (i)

FORMAT OF TITLE PAGE FOR M.A. & M.SC. & LL.M. THESES/RESEARCH PAPERS/PROJECT REPORTS/CASE BOOKS. ETC.

TITLE OF THESIS/RESEARCH PAPER/PROJECT REPORT, etc.[1]

(At Top of Page & All Capitals)

(In Centre of Page) A Thesis (Research Paper)

Submitted in Partial Fulfilment of the Requirements for the Degree of
(Specify Name of Degree e.g. Master of Science in Economics)

of
The University of the West Indies

(At Bottom of Page) Author's Name in Full[2]
Year of Submission

Department of
Faculty of
Campus

[1]As approved by the Board for Graduate Studies and Research
[2]Exactly as it is on file at the Registrar's Office

APPENDIX I (ii)

SPECIMEN TITLE PAGE FOR M.A. & M.SC. & LL.M. THESES/RESEARCH PAPERS

PROSPECTS FOR A UNITED CARIBBEAN:
A HISTORICO-POLITICAL
ANALYSIS OF THE FUTURE OF
THE CARIBBEAN INTEGRATION MOVEMENT

A Thesis
Submitted in Partial Fulfilment of the Requirements for the Degree of
Master of Science in Politics

of
The University of the West Indies

Peter Wilsden Wickham
1993

Department of Government, Sociology and Social Work
Faculty of Social Sciences
Cave Hill Campus

APPENDIX II (i)

FORMAT OF TITLE PAGE FOR PH.D. & M.PHIL. THESIS

(At Top of Page & All Capitals) TITLE OF THESIS[1]

(in Centre of Page)

A Thesis
Submitted in Fulfilment of the Requirement for the Degree of
(Specify Name of Degree)

of
The University of the West Indies

(At Bottom of Page) Author's Name in Full[2]
Year of Submission

Department of
Faculty of
Campus

[1]As approved by Board for Graduate Studies & Research
[2]Exactly as it is on file at the Registrar's Office

APPENDIX II (ii)

SPECIMEN TITLE PAGE FOR PH.D & M. PHIL THESIS

THE WORK BEHAVIOUR OF TEACHERS
COMPARED WITH GOVERNMENT AND
PRIVATE SECTOR WORKERS

A Thesis
Submitted in Fulfilment of the Requirement for the Degree of
Doctor of Philosophy in Education

of
The University of the West Indies

by
Donald Eugene Collins
1985

Department of Educational Studies
Faculty of Education
Mona Campus

APPENDIX III (i)

FORMAT OF ABSTRACT FOR MASTER'S THESIS

ABSTRACT

An Elementary Integral Equation Method Applied
To Boundary Value Problems in Geomechanics

Mohammad Osama Al- Hunaidi

Contact stress and soil-structure interaction problems are important in two respects, first: evaluating the deflection, flexural moments and shearing forces structural in the unit, and secondly, establishing the stress and displacement fields in the supporting soil medium.

In this thesis, a numerical method of solution is presented for the prediction of contact stresses, as well as the displacement of simple rigid structural units embedded in elastic, isotropic and semi-infinite soil medium.

The analysis is based on a displacement integral equation. The integral equation describes the displacement field in the half-space (due to a traction function at some boundary within the half-space) using Melan's fundamental solution and the principle of superposition.

Keywords: Mohammad Osama Al-Hunaidi; Contact stress and soil-structure interaction; Melan's fundamental solution.

APPENDIX III (ii)

FORMAT OF ABSTRACT FOR DOCTORAL THESIS

ABSTRACT

History, Ethics and Emergent Probability: Bernard Lonergan's
Emergent Probability and its Import For His Philosophy of
History and His Ethical Foundations

Kenneth Richard Melchin

This dissertation examines Bernard Lonergan's structured world view, emergent probability, as the appropriate context for understanding his ethical foundations in *Insight*, chapters six and eighteen, and in *Method in Theology*, Chapter two, and for understanding these foundations within his account of the dynamic structure of history as developed in *Insight*, chapters seven and twenty. The contention throughout is that a precise grasp of the concepts underlying Lonergan's terms, "direct and inverse insights", "systematic and non-systematic relations", "probability", "statistical and classical laws", "recurrent schemes", "emergence", "higher viewpoints" and "finality" are all essential to understanding his work in ethics and history and to understanding the role of religion in these fields.

Keywords: Kenneth Richard Melchin; Bernard Lonergan; ethics and history.

THE UNIVERSITY OF THE WEST INDIES, ST. AUGUSTINE SCHOOL FOR GRADUATE STUDIES AND RESEARCH APPLICATION FOR ENTRY TO A RESEARCH DEGREE

This form must be accompanied by:

(a) the correct Examination fees (M.Phil. TT$100.00; Ph.D. $TT150.00)

Receipt Number _____

(b) a statement by the student's Supervisor certifying that the candidate has completed a course of study at this University for a Higher Degree by thesis and has complied with the attendance requirements of the Faculty. This statement should be counter-signed by the Head of Department.

Candidates are required to use Block Capitals

Surname _____

Other Names _____

I.D. # _____

Permanent Address: _____

_____

(This address will be used for all future correspondence relating to the examination and graduation processes. (Please inform the Assistant Registrar of any subsequent change of Address)

Degree for which you are registered: _____

Faculty _____

Supervisor/s _____

_____

Date of registration as a candidate for this examination: _____

_____

Have you previously entered for this examination? _____

When? _____

If re-examination in one part was then allowed state this _____

_____

Title of Thesis as approved by the University _____

_____

_____

Proposed date for submission of the Thesis for examination:

_____

Titles of subsidiary published works, if any, submitted in support of candidate. (Four copies of each must be sent separately):

_____

_____

Title of any Dissertation or Thesis for which a Degree of this or any other university has been conferred upon you, and extent (if any) to which such work is incorporated in the Thesis which you now submit.

_____

_____

Date: _____ Signature of Candidate: _____

APPENDIX IV (ii)

THE UNIVERSITY OF THE WEST INDIES
ST. AUGUSTINE CAMPUS

CERTIFICATE OF ACCEPTABILITY/COMPLETION OF COURSE OF STUDY FOR A HIGHER DEGREE BY THESIS

Faculty in which student is registered _____

Degree _____

Title of Thesis _____

We hereby certify that (name in full) _____

_____

a Registered student of the University has completed an Approved Course of Study for a Higher Degree* in accordance with the Regulations and to our satisfaction, under the supervision of the Teacher named below extending from:

_____ to _____

and has complied with the requirements of the University as set out in the Thesis Guide and the work is acceptable for examination.

*If the Supervisor is not satisfied with the student's performance he should delete this phrase and write appropriate comments below.

Supervisor's Comments (if any) _____

_____	_____
Signature of Head of Department	Signature of Supervisor
_____	_____
Name of Department	Signature of Supervisor (Joint/Co-Sup)
Date_____	Date _____

APPENDIX IV (iii)

THE UNIVERSITY OF THE WEST INDIES
ST. AUGUSTINE CAMPUS

CERTIFICATE OF ACCEPTABILITY/COMPLETION OF RESEARCH PAPER/PROJECT REPORT

Faculty in which student is registered _____

Degree Followed _____

I hereby certify that MR/MRS/MISS_____
(Name in Full)

a Registered student of the University has completed his/her M.A./M.Sc./Research Paper/Project Report and four identical copies of the work have been produced in accordance with the requirements of the University as set out in the Thesis Guide. The work is acceptable for examination.

Title of Research Paper/Project Report: _____

_____

_____

_____	_____
Signature of Supervisor	Signature of Head of Department
_____	_____
Name of Supervisor	Name of Department
_____	_____
Date	Date

APPENDIX V

THESIS ROUTING

STUDENT	Five copies of Thesis submitted to Registrar by student in softbound form with Certificate of approval.
REGISTRAR'S OFFICE	Thesis forwarded by Registrar to: i. Approved internal and external examiners with request for submission of report within three months from date of receipt of thesis. ii. To the Campus Librarian with a request for submission of comments on format etc within one month.
EXAMINERS & CAMPUS LIBRARIAN	i. Each Examiner submits to Registrar under confidential cover, written report on the thesis and returns copy of thesis to Registrar's Office to await oral examination (PhD) or in the case of MPhil to await decision of Campus Committee. ii. Campus Librarian submits comments on format etc and returns copy of thesis to the Registrar's Office.
REGISTRAR'S OFFICE	After results of Oral Examination, (PhD) decision of Campus Committee (MPhil) soft cover thesis returned to student for minor or major corrections as specified.
STUDENT	Student does Examiner's corrections and Librarian's adjustments and has them approved by Supervisor and Librarian and then takes three unbound copies of the thesis with Supervisor's Certificate and Librarian's Certificate of Acceptance to the Registrar's Office.
REGISTRAR'S OFFICE	Registrar sends three copies of the thesis to the Campus bindery to be bound according to regulations.
UNIVERSITY LIBRARIES	Registrar deposits one copy of the bound thesis in each Campus Library.

APPENDIX VI (i)

FORMAT FOR COVER OF THESIS

(all capitals)	TITLE OF THESIS
(in middle)	AUTHOR'S FULL NAME
(towards the end of page)	YEAR (Year of Conferral of Degree)

APPENDIX VI (ii)

SPECIMEN FOR FRONT COVER AND SPINE OF THESIS

J. J. JONES Ph.D. 1978	ECONOMIC PLANNING IN UNIVERSITIES JAMES J. JONES 1978

The labeling on the spine should read top down - author, degree, date - but , should be so oriented that when the book is laid flat with the cover up the words and dates on the spine are upright.

APPENDIX VII

THE UNIVERSITY OF THE WEST INDIES

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As you are about to submit a thesis for Higher Degree, you are required to sign the declaration below. Should the examiners require a change in the title set out below you must complete a new form. This declaration will be destroyed if your thesis is rejected by the examiners.

University Registrar

_____

THIS DECLARATION MUST DE COMPLETED AND RETURNED WITH THE EXAMINATION ENTRY FORM

To be completed by the candidate

NAME IN FULL (Block capitals) _____

_____

TITLE OF THESIS _____

_____

DEGREE FOR WHICH THESIS IS PRESENTED _____

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DATE OF AWARD OF DEGREE (to be completed by the University)

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DECLARATION

1. I recognise that my thesis will be made available for public reference and inter-library loan

2. I authorize the University of the West Indies to make microfilm copies of my thesis for the purposes of public reference, preservation and inter-library loan.

3. I understand that before any person is permitted to read, borrow or copy any part of my thesis that person will be required to sign the following declaration: "I recognise that the copyright in the above mentioned thesis rests with the author. I understand that copying the thesis may constitute an infringement of the author's rights, unless done with the written consent of the author or in accordance with provisions of the Copyright Act which expressly permit copying without the author's consent. I further understand that no Information derived from the thesis may be published without acknowledgement".

4. I warrant that this authorisation does not, to the best of my belief, infringe the rights of any third party.

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Date _____ Signature of Candidate _____

Note A candidate may apply to the Senate at the time of submitting the thesis for deposit in the Libraries or thereafter: -

1. To retain personally for three years the sole right to grant permission to copy his work for distribution.
2. To withhold the thesis and its abstract from access for a period of one year provided that he shows either evidence of having applied for a patent in respect of his work, or other good cause. Application may be made for withholding the thesis and its abstract from access for a further period but approval will only very exceptionally be given for a period exceeding three years overall.

THE UNIVERSITY OF THE WEST INDIES

TO: Assistant Registrar, School for Graduate Studies and Research

FROM: Campus Librarian

NAME OF CANDIDATE _____

TITLE OF THESIS _____

_____

I certify that	Yes	No	Remarks
1. The approved thesis layout and other guidelines have been followed.			
2. The information on the title page is consistent with the standard format approved by the University.			
3. An abstract has been included in the theses and is satisfactory.			
4. All references follow an accepted style which is used consistently.			
5. The declaration form permitting reproduction of the thesis has been signed by (the candidate and provided for binding into the thesis.			

I certify that the above thesis is acceptable/not acceptable in its present form.

Date _____ Signature _____

APPENDIX IX

RECOMMENDED STYLE MANUALS

Faculty of Science and Agriculture Pure & Applied Sciences; Science & Technology	Agriculture The Chicago Manual of Style. Chicago: University of Chicago Press. Latest edition. Natural Sciences (a) The Chicago Manual of Style. Chicago: University of Chicago Press. Latest edition. (b) The ACS Style Guide: a manual for authors and editors. Janet S Dodd, Editor. Washington: American Chemical Society, 1986. (c) AIP Style Manual for Physicists. New York: American Institute of Physics. Latest edition .
Faculty of Arts & Education; Humanities; Humanities & Education	Arts (a) MLA handbook for writers of research papers. New York: Modern Language Association. Latest edition (b) A Manual for Writers of Term Papers, Theses and Dissertations, Kate L. Turabian. Chicago: University of Chicago. Latest edition. Education Publication Manual of the American Psychological Association. Washington: APA. Latest edition.

Faculty of Engineering:	The Chicago Manual of Style. Chicago: University of Chicago Press. Latest edition.
Faculty of Medical Sciences:	(a) International Committee of Medical Journal Editors. Uniform requirements for manuscripts submitted to biomedical journals. (Rev.) British Medical Journal 302 (1991); 338-341. (b) Publication Manual of the American Psychological Association. Washington: APA. Latest edition. (c) The Oxford Dictionary for Scientific Writers and Editors. Oxford: Oxford University Press. Latest edition.
Faculty of Social Sciences:	The Chicago Manual of Style. Chicago: University of Chicago Press. Latest edition.
Faculty of Law:	(a) The Chicago Manual of Style. Chicago: University of Chicago Press. Latest edition. (b) The Bluebook: A Uniform System of Citation. Mass., Cambridge: Columbia Law Review, The Harvard Law Review, The University of Pennsylvania Law Review, and The Yale Law Journal.

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NAME IN FULL (Block capitals) _____

TITLE OF THESIS _____

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DEGREE FOR WHICH THESIS IS PRESENTED _____

DATE OF AWARD OF DEGREE (to be completed by The University) _____

DECLARATION

1. I authorise The University of The West Indies, subject to the conditions set out in paragraph 3 below, to make a microform copy of my thesis for its preservation and for the purpose of inter-library loan and supply of copies.

2. I recognise that my thesis will be made available for public reference, inter-library loan and copying.

3. I understand that before any person is permitted to read, borrow or reproduce a single copy of my thesis he/she will be required to sign the following declaration: "I recognise that the copyright of the above mentioned thesis rests with the author. No information derived from it may be published without acknowledgment, and no part of the work may be reproduced in any form without the prior written consent of the author."

4. I warrant that this authorisation does not, to the best of my belief, infringe the rights of any third party.

5. I understand that in the event of my thesis being rejected by the examiners, this declaration would become void.

DATE _____ SIGNATURE OF CANDIDATE _____

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1. To retain personally for three years the sole right to grant permission to copy his/her work for distribution.

2. To withhold the thesis and its abstract from access for a period of one year provided that he/she shows either evidence of having applied for a patent in respect of his/her work, or other good cause. Application may be made for withholding the thesis and its abstract from access for a further period but approval will only very exceptionally be given for a period exceeding three years overall.

The Registry.
St. Augustine