

## Thesis Preparation

Thesis submission guidelines are available at Graduate Research School website  
<https://www.jcu.edu.au/graduate-research-school/forms-and-policies/hdr-thesis-format-guidelines>

## College Process - Submission of final thesis

University Degree requirements state that the candidate's degree shall not be conferred until the candidate has submitted an electronic pdf version of thesis to the library. The library deposit will be organised by the College Academic Services Officer (ASO).

Personal bound copies can be organised with the College ASO as follows:

- (Up to 3 personal copies can be supported through this fund if candidate has funds remaining; any extra copies must be paid by the student and arranged directly with the bookbinders in Cairns)
- Supervisor's copy if required from the student's support funds allowance.

There is no requirement for a bound copy to be deposited for College records.

Students who hold a JCU scholarship may have funds available to them to cover the expense of copying and binding their thesis. Please advise the College ASO at the time of binding if your scholarship conditions allow for thesis binding costs.

## Thesis Binding - Formatting suggestions

### Advice to Candidates:

#### Page numbering

Please check page numbering and aligned to the correct margin or center all numbering.

If alternating margins, please check that the larger margin will be aligned with the spine.

- **This is important** for double-sided printing of final bound copy (your personal copy)
- page numbers on the margin need to be alternated so page number appears at the outside margin - not at the spine.
- **PLEASE PROVIDE YOUR FINAL COPY IN ONE SINGLE PDF**

#### Declaration Pages:

Following declaration pages are not required - as this detail is now included in the thesis release form

- Statement of Access", "Statement on Sources" and/or "Electronic Copy Declaration",

#### Title Page:

- Check that College name is correct "College of Arts, Society and Education"