

# REGULATIONS GOVERNING THE FORMAT, BINDING AND PRESENTATION OF THESES FOR HIGHER DEGREES BY RESEARCH

(Applicable to students admitted on or after January 1, 2001 and subsequent intakes.)

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1. The thesis submitted for examination shall be typewritten or printed on one side or both sides of International size A4 paper<sup>1</sup> (except for drawings, maps, or tables on which no restriction is placed), with margin of not less than 35 mm on both right and left-hand edges of each page.
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2. An abstract in English of not fewer than 200 and not more than 500 words shall be a part of each thesis. The format shall be the same as that of the thesis itself. The front page of each abstract shall contain the following statement:
 

Abstract of thesis entitled "....."

Submitted by.....

for the degree of.....

at The University of Hong Kong in (*month and year*).
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3. Four copies of the thesis shall be submitted for examination, together with seven copies of the abstract, one to be bound together with each copy of the thesis and three to remain unbound. Each copy of the thesis with its abstract preceding the title page, shall be bound in one or more volumes either in the manner prescribed in Regulation 4, or in a temporary heat-sealed 'Perfect' binding with the title, name of author, degree, date and the words 'Temporary Binding for Examination Purposes' lettered on the front cover (or, if a transparent cover is used, then on the first page so that the lettering may be read through the cover).
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4. After receiving notification that all formal requirements for conferment of the degree have been satisfied, the successful candidate shall submit to the Faculty Office:
    - (a) four hard copies of the finalized bound thesis and one extra unbound copy of the finalized abstract. One copy of the thesis shall be submitted to the University Libraries for cataloguing and then accessioned by the University Archives. This copy shall be bound, in one or more volumes as determined by the Librarian, with its abstract preceding the title page, between boards faced with green cloth with the title, name of author, degree, and date to be lettered in gilt on the front cover and spine in accordance with the standard layout approved by the Librarian. The titles of theses written in Chinese shall be lettered on the cover in Chinese and in English. The remaining thesis copies shall be kept by the department and the supervisor(s). The finalized abstract shall be used for University publications; and
    - (b) one soft copy of the thesis for digitization and storage in the University's own online database of HKU theses, which is networked to an international database on theses and dissertations, and will be open to general access and consultation. Detailed specifications regarding the format of electronic theses will be provided by the Librarian from time to time.

<sup>1</sup> 297 mm x 210 mm

N.B. Candidates for higher degrees are reminded that any thesis not typed or printed on the correct paper will not be accepted.