

## Formatting and binding your thesis

Please note that the following instructions apply to both MPhil and PhD theses unless specified otherwise.

**NOTE RE COVID 19: Theses submissions for the foreseeable future is required only in electronic format. The electronic thesis should be submitted by email to [phdacademy@lse.ac.uk](mailto:phdacademy@lse.ac.uk) by the candidate's thesis submission date.**

Once candidate have successfully completed their MPhil/PhD, a final electronic copy will be required for deposit in the School's Library: no hard copy is required for this purpose.

In addition to these notes, you should read paragraphs 46-48 [Regulations for Research Degrees](#), on the requirements of a thesis.

Every candidate submitting a thesis must do so in accordance with these instructions:

### 1 Number of copies

Only one electronic copy is required. If examiners need hard copies, candidates will be notified by the PhD Academy, and they will need to provide one copy for each examiner. Each candidate is required to take their own copy to the oral examination paginated in the same way as those submitted for the examiners.

### 2 Presentation

Theses must be presented in a font size and style which is easily readable. Candidates must make every effort to correct errors before submission: once the thesis has been submitted for examination candidates will not be able to make revisions to it at that stage.

### 3 Paper

If a candidate is required to provide printed copies, then A4 paper (210 x 297 mm) should be used. Plain white paper must be used, of good quality and sufficient opacity for reading. Only one side of the paper may be used. (See Section 10 below).

### 4 Layout

Margins at the binding edge must not be less than 40 mm and other margins not less than 20 mm. Double or one-and-a-half line spacing should be used, except for indented quotations or footnotes where single spacing may be used.

### 5 Pagination

All pages must be numbered in one continuous sequence, i.e. from the title page to the last page of type, in Arabic numerals from 1 onwards. This sequence must include everything in the volume, including maps, diagrams, blank pages, etc.

**6 Title Page** The title page must bear the title of the thesis, the candidate's full name (as registered at the School), the name of the LSE and the degree for which the thesis is submitted.

**7 Declaration** The title page should be followed by a declaration that the work presented in the thesis is the candidate's own. This should contain the final word count of your thesis (see [Regulations for Research Degrees](#), paragraphs 48.1 and 51.5 respectively). The abstract, acknowledgments and content pages do not count towards the final word count.

If appropriate, a statement of any co-authored work contained within the thesis should also

be included with the declaration.

If your thesis contains any work which is the result of previous study, you will also need to include this within the declaration.

**8 Abstract** The declaration should be followed by an abstract of your thesis consisting of no more than 300 words

For a template covering points 6-8, please refer to *Template for the front pages of your thesis*: <https://info.lse.ac.uk/current-students/phd-academy/phd-journey/a-z-guidance>

### **9 Table of Contents**

In each copy of the thesis the abstract should be followed by a full table of contents (including any material not bound in) and a list of tables, photographs and any other materials.

### **10 Binding**

If candidates are required to submitted bound copies for the examiners, then the theses need to be bound in a way that will be robust enough to allow posting to the examiners, we recommend they should have the pages glued in (rather than spiral-bound). Candidates are not required to use professional binders for this purpose. If candidates wish to do so, Walter Newbury (<http://www.walternewbury.co.uk/>) in London offer an online submission and printing service and will deliver your printed theses directly to our office. This is often helpful for students who are not at the School at the time of submission.

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