



University of  
**Southern  
Queensland**

11 August 2023

# **HIGHER DEGREE BY RESEARCH SUBMISSION GUIDELINES**

## **THESIS WITH CREATIVE WORKS**

CRICOS: QLD 00244B, NSW 02225M

TEQSA: PRV12081

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# 1. INTRODUCTION

This document details the submission guidelines for presenting a thesis/exegesis with creative works for examination. These guidelines expand on the [Higher Degree by Research Thesis Presentation Schedule](#). Please note: any discipline-specific formatting or referencing requirements should be adhered to over the specifications noted herein, apart from the Title Page. Any variations to the specifications in this guidelines document should be noted in the thesis/exegesis submission email to the GRS.

# 2. FORMATTING REQUIREMENTS

The thesis/exegesis is to be presented in written form and must provide a critical research framework for understanding a substantive aspect of the creative work, including, but not limited to, an examination of creative practices or processes, genre, or an appropriate theoretical concept or concepts. That is, the exegesis should illuminate some aspect of the creative work from a practitioner's perspective that is critically and professionally informed in order to extend or enhance the field/s of knowledge.

The thesis should have a clear symbiotic relationship with the creative work. The size, form, and scale of the creative work may vary depending on the field of practice in which the thesis is situated. The creative work may be in any field or genre. For instance, creative works may come in the form of a literary work, exhibition, performance, film, music, or other format. In producing and presenting the work, it is expected that students demonstrate familiarity with the genre or field in which their work is positioned, and that the work produced is of a professional standard.

## General Formatting

- 1.5 line spacing
- A4 (297 mm x 210 mm) page layout
- All margins of at least 25mm
- 12-point font size unless otherwise specified
- All thesis/exegesis section and Chapter titles should be in bold capital letters and centred
- All section/Chapter headings should be in sentence case and left justified
- All text in black ink (Tables and Figures may contain colour)
- Consistent font throughout the thesis (Arial is preferred)
- Page numbers at the bottom of the page
- No page headers or footers unless it is a specified requirement of your discipline's referencing style
- No blank pages should be included in the thesis

## Word Count

The word count is obtained from the main text of the thesis (that is, from the start of the first chapter to the end of the final chapter). Tables and diagrams (including associated legends), appendices, references, footnotes and endnotes, and the bibliography or reference list are not included in the word count. Preliminary material or frontmatter, such as the Title Page, Abstract, Certification of Thesis, Statement of Contribution, Acknowledgements, and Table of Contents, are also excluded from the word count.

At UniSQ, a traditional thesis (with no creative component) is understood to be a maximum of 100,000 words. Therefore, students seeking to use creative outputs, practices, and processes will need to express the weighting of the exegesis relative to the creative component.

For a doctoral thesis, the suggested weightings are as follows:

- 50% for the creative component and 50% for the exegesis (approximately 50,000 words)
- 60% for the creative component and 40% for the exegesis (approximately 40,000 words), or
- 70% for the creative component and 30% for the exegesis (approximately 30,000 words).

For a masters with research (i.e., the MRES), the word count would be scaled accordingly.

While this information is normally provided during Confirmation of Candidature, students should seek discretionary advice from their supervisor/s to prepare the most effective exegesis and creative component combination for examination.

## Order of Contents

The thesis contents should be arranged in the following order. The initial pages are numbered using Roman Numerals (i, ii, iii, iv, etc.), starting from the abstract at one (i). The pages from the first chapter onwards are numbered in numeric sequences (1, 2, 3...) starting at one (1).

- TITLE PAGE
- i. ABSTRACT
- ii. CERTIFICATION OF THESIS
- iii. STATEMENT OF CONTRIBUTION
- iv. ACKNOWLEDGMENTS
- v. TABLE OF CONTENTS
- vi. LIST OF TABLES
- vii. LIST OF FIGURES
- viii. ABBREVIATIONS
- 1. CHAPTER 1: INTRODUCTION
- 2. CHAPTER 2: LITERATURE REVIEW/CONTEXTUAL REVIEW
- 3. CHAPTER 3: ... (etc)
- 4. CHAPTER [Final Chapter number]: DISCUSSION AND CONCLUSIONS
- 5. REFERENCES
- 6. APPENDICES

## 3. SECTION DETAILS – THESIS WITH CREATIVE WORKS

### Title Page

The [UniSQ Logo](#) should be centred at the top of the Title Page.

The Title Page should include:

- The full title of the thesis (in capital lettering, size 18 font)
- The full name and academic qualifications (abbreviated) of the student
- The award for which the thesis is submitted (e.g., Doctor of Philosophy), and
- The year of submission (e.g., 2023).

*Please see Figure 1 for an example of a Title Page.*

## **Abstract**

An Abstract is a precise and condensed summary of an academic work, which includes the major conclusions of the work. A brief mention, usually restricted to a sentence or two, of the objectives and methodology is usually given to set these conclusions in context; and similarly, any other significant aspects of the work should be mentioned.

Therefore, as a minimum, the Abstract should include:

- A brief statement of the research problem
- A brief description of the methodology/methods used
- A brief summary of the findings and their implications

Great care must be taken when writing the Abstract because it is by this page, and often this page alone, that other academics will peruse the work and decide whether to engage with the thesis. There exist several "Abstract" publications containing entirely academic thesis abstracts reproduced for this purpose. Accordingly, students may expect that examiners will take great care to check that the work of the thesis is adequately presented in the Abstract.

In terms of formatting, the Abstract should:

- Be contained to a single page
- Be left justified
- Be framed in the third person point of view
- Take the form of a single paragraph
- Not exceed 300 words
- Not include headings or subheadings

## **Certification of Thesis**

This statement certifies that the thesis is the bona fide work of the student.

For this reason, the Certification of Thesis must declare:

- Word length, including quotes and in-text references (but excluding tables, figures, appendices, bibliography, references, and footnotes)
- The weightings of the creative component and exegesis (e.g., 70%/30% split)
- That the work has not been previously submitted for an award, except where acknowledged
- That the thesis contains no material previously published by, or written by, another person, except where due acknowledgement is made

- An acknowledgement of any key collaborators and their level and type of contribution, where deemed appropriate

In terms of formatting, the Certification of Thesis should:

- Be contained to a single page
- Be left justified
- Be framed in the third person point of view
- Include the thesis title (in italics and sentence case)
- Not include headings or subheadings

*Please see Figure 2 for an example of a Thesis Certification.*

### **Statement of Contribution**

Where published papers and creative works have joint authorship, a statement must be included within the preliminary pages of the thesis declaring that the student made the majority contribution to the conduct of the research and/or authorship of the papers or creative works. Normally, a student would be expected to make more than 50% contribution to each paper. An acknowledgment of the collective contribution of other authors/creative researchers must also be included in this section.

*Please see Figure 3 for an example of a Statement of Contribution.*

### **Acknowledgements**

You should acknowledge any assistance that you received while undertaking your research and writing your thesis. You should carefully consider all forms of assistance that you received. For example, this assistance could be academic, technical, financial, secretarial, administrative, or personal (e.g., family and friends). If you have received support through the Australian Government Research Training Program, you must acknowledge this support in your thesis. The correct statement to include is as follows: *This research has been supported by the Australian Government Research Training Program Scholarship* (no italics).

### **Table of Contents**

The purpose of a Table of Contents is to provide a clear and comprehensive index of the material presented. The Table of Contents should include all the section titles, headings, and subheadings used in the thesis, in the order they appear.

*Please see Figure 4 for an example of a Table of Contents.*

## Chapters

The main text of the thesis or exegesis will be divided into chapters. The order of chapters, and their content, will differ depending on your subject or discipline. Typical chapter headings might include:

CHAPTER 1: INTRODUCTION

CHAPTER 2: LITERATURE REVIEW

CHAPTER 3: RESEARCH METHODOLOGIES

CHAPTER 4: CREATIVE OUTCOME

CHAPTER 5: DISCUSSION AND CONCLUSIONS

Of these chapters, three are compulsory. The first compulsory chapter, "INTRODUCTION", must include a clear statement of the objectives of the research project, often as a specific subsection. Second, a "LITERATURE REVIEW" that contextualises the research project in relation to the present state of knowledge and practice in the field. The third compulsory chapter, "DISCUSSION AND CONCLUSIONS", should include suggestions for further work/research avenues in the field, as appropriate.

In terms of formatting, Chapters should observe the following requirements:

- Chapter titles should be in capital letters (size 16 font), centre aligned, and numbered in sequence (e.g., Chapter 1, Chapter 2, Chapter 3...)
- Section headings within chapters should be formatted in sentence case, left aligned, and numbered in sequence (e.g., 1.1, 1.2, 1.3...)
- Further subheadings should also be formatted in sentence case, left aligned, italicised, and numbered in sequence (e.g., 1.1.1, 1.1.2, 1.1.3...)

*Please see Figure 5 for an example of Chapter formatting.*

### Chapters 1 and 2

The thesis by creative works must contain an Introduction (Chapter 1) and a Literature or Contextual Review (Chapter 2) that contextualises the research project in relation to the present state of knowledge and practice in the field.

### Chapter 3: Research Methodologies

A discussion and justification of the research design, including research paradigm and theoretical/conceptual framework, research methodologies, and methods employed, should be included in the thesis by creative works.

## **Chapter 4: Creative Analysis, Findings or Assertions from the Creative Outcome**

The thesis with creative works should include a detailed discussion of the cycle of practice and should be carried out with the following objectives:

- The thesis/exegesis demonstrates the candidate's capacity to critically and creatively reflect on and analyse, theoretical concepts, professional practice, and/or aspects of creative practice.
- The thesis/exegesis demonstrates the candidate's capacity to formulate coherent and convincing arguments based on a strong knowledge and understanding of their field of practice or investigation.

The thesis with creative works should also include a detailed analysis of the final creative work, which considers the following objectives:

- The creative work demonstrates a rigorous and critically-informed approach to arts practice, and embodies a clear symbiotic relationship with the exegesis.
- The creative work embodies or expresses a creative and/or innovative approach to solving the problems or challenges arising from the practice.
- The creative work establishes a clear relationship to a field of artistic practice, either sitting well within a field of practice, or subverting/expanding on the field's existing practices.
- The creative work demonstrates technical mastery in execution and presentation.
- The creative work communicates in creative, imaginative, or otherwise stimulating ways with its intended audience.
- The creative work embodies an ethically informed approach to creative practice.

## **Chapter #(Final Chapter): Discussion and Conclusions**

In the final chapter of the thesis, a summary of findings, conclusions, and suggestions for future work on the topic or in the field, and/or the articulation of a model of practice, is required.

## **Tables and Figures**

Tables and Figures should be numbered using a separate sequence for each chapter (e.g., Table 2.1, Figure 5.7, etc). This excludes those Tables and Figures within the chapters for published/submitted papers. Please consider the following when including Tables or Figures:

- A Table or Figure must fit within the text area.
- A Table or Figure should not go outside the page margins.
- Tables and Figures should be inserted as close as possible after the paragraph where first mentioned.

- A Table or Figure should not be split over two pages. Instead, start the Table or Figure at the top of the next page or resize it to fit.
- If a Table or Figure is bigger than one page, start it at the top of a page and run it over two pages, making sure you repeat the heading row on the second page.

## References

Any thesis must indicate its relation to other literature in the field, and this is usually accomplished by means of citation (referencing). Referencing of documentation is also a formal mechanism for giving appropriate acknowledgement of the work of others within the main text. Proper documentation enables an author to avoid any suspicion of plagiarism to refer to the source or authority for statements made in the text, and to indicate where fuller details on a particular point may be found.

All references cited in the body of the thesis/exegesis must be listed here in alphabetical order in accordance with the referencing system most suitable for the discipline (e.g., APA, Harvard, Oxford, MLA).

### **Bibliography** (if appropriate)

The bibliography is a list of books that you have found useful overall, but for which there are no direct in-text references in the thesis—for example, textbooks or books on academic writing or thesis presentation which you have read but not cited.

### **Images, Plans, Diagrams, and Photographs**

Small images, plans, diagrams, and photographs should be incorporated into the text and numbered according to discipline-specific guidelines.

Page numbering may be carried through to the appendices or separate pagination such as A1, A2, A3 used if more convenient as frequently appendices are prepared in advance of the final draft of the text.

Figures, tables, etc, when used exclusively in an Appendix, may conveniently be labelled Figure A.1, Table A.1, etc.

## Appendices

Appendices should be labelled Appendix A, Appendix B, Appendix C etc., with the order being determined by the order in which they are referred to in the main body of the text.

Page numbering may be carried through to the appendices or separate pagination such as A1, A2, A3 if more convenient.

Figures, tables, etc., when used exclusively in an Appendix, may be labelled Figure A.1, Table A.1, etc., if more convenient.

## Raw Data

In some research fields, raw data should be presented to enable future researchers to confirm results and derive maximum benefit from the work. However, given the often-vast data volume linked to qualitative and creative output, it is left to the Student and HDR Supervisory Team together to determine the appropriate level of raw/semi-processed/processed data to present.

On some occasions, an examiner may wish to view raw data not directly presented in the thesis. Hence Students are required to maintain their raw data in an accessible and presentable form.

## Computer Code

Computer code should be listed in the Appendices only when the student has written them.

Each code piece should be adequately 'self-documenting', with comment panels outlining language, machine requirements, library function/subroutine requirements (where nonstandard), input and output variables, etc. Flow charts are not explicitly required, but if there is a suite of codes or interactive subroutines, one (or more) structure charts may be appropriate.

## Submission

The thesis submitted for examination will be submitted electronically as a pdf document, via email to the Graduate Research School (GRS). The submission requirements for the examination of a thesis are outlined in the [HDR Thesis Examination Procedure](#).

## 4. PRINTED SUBMISSION (WHERE REQUESTED)

Normally, the thesis will be examined using an electronic copy, although an examiner may request a hard copy. Please refer to the [HDR Thesis Examination Procedure](#), section 4.2.3.

## 5. EXAMPLE FIGURES

The following figures are examples from the Standard Thesis template document.

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University of  
**Southern  
Queensland**

# **HOW AN HDR THESIS SHOULD BE PRESENTED FOR EXAMINATION**

A Thesis submitted by

Jo Blogs

For the award of

Doctor of Philosophy

2022

**Figure 1: Title Page—Example**

## CERTIFICATION OF THESIS WITH CREATIVE WORK

I, Jo Blogs, declare that the PhD thesis with creative work entitled, *How an HDR Thesis should be presented for examination*, consists of the specified word length of 100,000 words including quotes and exclusive of tables, figures, appendices, bibliography, references, and footnotes. My creative component consists of a 70%-50% [insert between 50% – 70%] of the overall practice-led research. The work is original and has not previously been submitted for any other award, except where acknowledged. I have acknowledged any key collaborators and their level and type of contribution, where deemed appropriate in the statement of contribution.

Date:

Endorsed by:

[insert title and name of Principal Supervisor]

Principal Supervisor

[Insert title and name of Associate Supervisor]

Associate Supervisor

[insert title and name of Associate Supervisor]

Associate Supervisor

Student and supervisors' signatures of endorsement are held at the University.

### Figure 2: Certification of Thesis—Example

## STATEMENT OF CONTRIBUTION

Where published papers and creative works have joint authorship, I have made the majority contribution to the conduct of the research and authorship of the papers and/or creative works. I acknowledge the collective contribution of other authors/creative researchers below.

Paper 1:

[Student, A., Author, A., & Author, B. (year). Title of paper, *Title of Journal*, volume, page range. <https://doi.org/XXXX>. ]

[Student contributed n% to this paper. Collectively [names of co-authors] contributed the remainder.]

Paper 2:

[Student, A., Author, A., & Author, B. (year). Title of paper.

Submitted to journal]

[Student contributed n% to this paper. Collectively [names of co-authors] contributed the remainder.]

Creative Research Component and/or Output 1:

[Student, A., Collaborating Creative Practitioner/Author, A., & Collaborating Creative Practitioner/Author, B. (year). Name of creative work. [Creative Discipline/Type of work e.g. curatorial work or original solo exhibition of visual artworks]

[Student contributed \_% to this work. Collectively [names of collaborators and roles] contributed the remainder].

### Figure 3: Statement of Contribution—Example

## TABLE OF CONTENTS

|  |      |
|--|------|
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| CERTIFICATION OF THESIS .....                          | ii   |
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| ACKNOWLEDGEMENTS .....                                 | iv   |
| DEDICATION .....                                       | v    |
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| LIST OF FIGURES .....                                  | viii |
| ABBREVIATIONS .....                                    | ix   |
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| 1.1.    Template text .....                            | 1    |
| 1.2.    Example heading two.....                       | 1    |
| 1.2.1.    Example subheading one .....                 | 1    |
| CHAPTER 2: LITERATURE REVIEW.....                      | 2    |
| 2.1.    [Heading one].....                             | 2    |
| 2.1.1.    [Subheading one].....                        | 2    |
| CHAPTER 3: PAPER 1 – [INSERT TITLE] .....              | 3    |
| 3.1.    Introduction .....                             | 3    |
| 3.2.    Links and implications .....                   | 3    |
| CHAPTER [Final number]: DISCUSSION AND CONCLUSION..... | 4    |
| REFERENCES.....  | 5    |
| APPENDIX [A, B, etc.] .....                            | 6    |
| APPENDIX B.....  | 7    |
| APPENDIX C .....                                       | 8    |

**Figure 4: Table of Contents—Example**

# CHAPTER 1: INTRODUCTION

## 1.1. Where to start

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus fermentum laoreet aliquet. Mauris imperdiet dictum leo, in accumsan lorem maximus vel. Morbi ac malesuada quam, eu lacinia arcu. Ut dignissim, ex quis hendrerit tristique, quam purus volutpat odio, sollicitudin consectetur ligula justo eu turpis. Quisque mi massa, commodo non bibendum ut, pretium sit amet odio.

Etiam accumsan justo libero, sit amet dignissim nisi sollicitudin ut. Praesent a arcu venenatis, bibendum felis eu, consequat turpis. Phasellus eu mauris sit amet nisi posuere tincidunt. Duis imperdiet odio vitae velit gravida finibus. Sed non diam blandit, varius ex vitae, sollicitudin metus. Fusce rutrum diam eu consectetur aliquet.

## 1.2. Writing about your passion

Morbi ac malesuada quam, eu lacinia arcu. Ut dignissim, ex quis hendrerit tristique, quam purus volutpat odio, sollicitudin consectetur ligula justo eu turpis. Quisque mi massa, commodo non bibendum ut, pretium sit amet odio.

Mauris nec tortor eget odio faucibus venenatis sed id eros. Cras et leo lacinia risus tristique molestie vitae a arcu. Etiam magna sapien, laoreet at nulla sit amet, rutrum vestibulum nisi. Cras tincidunt in risus a congue. Phasellus volutpat lectus id metus vehicula, ac interdum justo porttitor.

### 1.2.1. *Selecting one passion from many*

Duis imperdiet odio vitae velit gravida finibus. Sed non diam blandit, varius ex vitae, sollicitudin metus. Fusce rutrum diam eu consectetur aliquet.

**Figure 5: Chapter Formatting—Example**



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**Queensland**

**For more information, please contact the**

**Graduate Research School**

[grs@unisq.edu.au](mailto:grs@unisq.edu.au)