



London School of Economics

Formatting and binding your thesis

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

You will need to have your thesis copied and bound for the examination stage (viva voce examination) only. Once you have successfully completed your MPhil/PhD, a final electronic copy is required for deposit in the School's Library: no hard copy is required for this purpose.

In addition to these notes, you should read the *Regulations for Research Degrees*, on the requirements of a thesis:

<http://www.lse.ac.uk/resources/calendar/academicRegulations/regulationsForResearchDegrees.htm>

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

1 Number of copies

For the examination, two soft-bound copies must be submitted to the Research Degrees Unit; a candidate may be required to provide a third copy if a third examiner is appointed. 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. Any photographic and other illustrations should be permanently mounted on A4-size paper and bound within the thesis. You must make every effort to correct errors before submission: once your thesis has been submitted for examination you will not be able to make revisions to it at that stage.

3 Paper

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 bound in the volume, including maps, diagrams, blank pages, etc.

6 Title Page [A template is available on the Research Degrees website:

<http://www.lse.ac.uk/intranet/students/researchStudents/researchDegrees/Year%20by%20year.aspx>]

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 [A template is available on the Research Degrees website:

<http://www.lse.ac.uk/intranet/students/researchStudents/researchDegrees/Year%20by%20year.aspx>

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 34.5 and 36.3).

If appropriate, a statement of any conjoint 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 [A template is available on the Research Degrees website:

<http://www.lse.ac.uk/intranet/students/researchStudents/researchDegrees/Year%20by%20year.aspx>

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

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

Candidates should submit two bound copies of their thesis. 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). You are not required to use professional binders for this purpose. If you wished 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. If you are in London, the LSE's [Reprographics Service](#) can also print and bind theses as well as the [Students' Union Copy Shop](#).