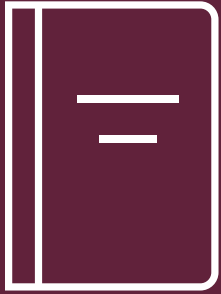


# Postgraduate Office

## Formatting and Layout Guidelines for Theses and Dissertations

2024



# Formatting and layout

See the following points in the [General Information and Rules Yearbook: Part 1](#) for the official SU formatting guidelines:

Under *Postgraduate Qualifications point 5.7.* for provisions of the format, final submission, duplication and binding of master's theses (excluding MMed).

Under *Postgraduate Qualifications point 6.10.* for provisions of the format, final submission, duplication and binding of doctoral dissertations.

For information on:

- Font type (note the change of font choices), size, line spacing, page size and orientation
- Abstracts (note the change in the requirements)
- Compulsory wording of the first four pages

Ask your supervisor to guide you, enquire about faculty, department, or discipline-specific rules and conventions, and make sure that your format and structure support the logic of your thesis or dissertation.

## Title page

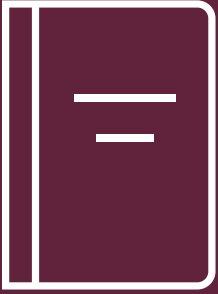
The Library's website provides links to downloadable document templates for the first four compulsory pages of a thesis and dissertation.

Note: SU's logo may not be on the title page of your thesis or dissertation when it is submitted for examination, as it is not the final product. Only after your thesis or dissertation has gone through the examination process do you use the official SU thesis or dissertation title page template – when you prepare your thesis or dissertation for submission to SUNScholar.

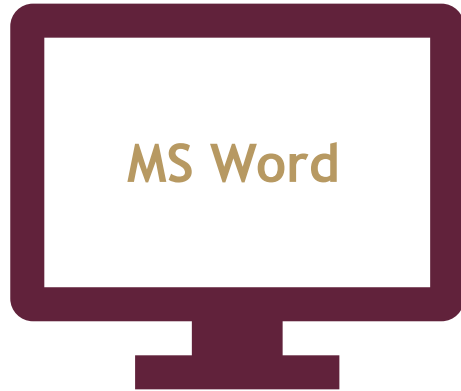
**Abstract:** All theses and dissertations must contain an abstract (summary) of no more than 500 words in the language of the thesis or dissertation. You may include additional abstracts in other languages of no more than 500 words each – in the case of joint degrees with international partner institutions, in the language(s) prescribed by an agreement.

[Click here](#)





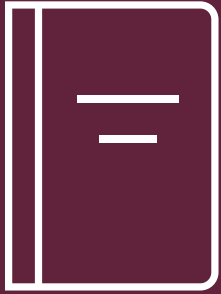
# Additional formatting help



- A [guide](#) on how to format your thesis/dissertation using MS Word.
- Download MS Word from the Office 365 hub on [My.SUN](#).



- Download [Latex](#) software and access the user manuals from the SU CTAN space.



# Final submission to SUNScholar

Refer to the [General Information and Rules Yearbook: Part 1](#) for SU's theses and dissertations final submission process requirements, under the following points in the Yearbook:

5.7 and 6.10, and the Library's [Submitting your thesis/dissertation to SUNScholar](#) guidelines.

Note: Submitting your thesis or dissertation to SUNScholar takes place only after your thesis or dissertation has been examined and has passed.

# Publishing your thesis or dissertation

See the [General Information and Rules Yearbook: Part 1](#) under points 5.10 (thesis), 6.9 (dissertations)



The current policy relating to the ownership of any intellectual property (IP) or copyright that is created within the normal course and scope of [a student's] studies at the University [must] apply likewise to students for the degree of master's and doctorate, namely that such ownership [belongs to] SU. For the full SU IP policy, see:

[www.innovus.co.za/copyright.html](http://www.innovus.co.za/copyright.html).

# Useful links to resources

- [The Postgraduate Skills Development Programme's workshops and resources](#)
- [The University's General Rules and Information Yearbook Part 1](#)
- [Faculty Yearbooks](#)
- [The SUNScholar theses and dissertations repository](#)
- [Instructions on how to upload your thesis/dissertation to SUNScholar after examination](#)
- [Information about LaTeX publishing software](#)
- [SU instructions for installing LaTeX](#)
- [A list of independent editors to buy in to do language and technical editing of your thesis/dissertation](#)
- [A self-help guide to format your thesis/dissertation in MS Word](#)
- [Library user guide for postgraduates and researchers, including tools and applications](#)
- [A guide to using Turnitin, SU's similarity checker](#)