

## PhD Style Guidelines

### Style guidelines for the presentation and layout of PhD theses

1. You should begin by reading the Student Registry Guidance on submitting your thesis: <https://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/phd-msc-mlitt/submit>
2. **Word Limit Conventions**

The thesis is not to exceed 80,000 words (approx. 350 pages) for the PhD degree and 60,000 words for the MSc or MLitt degree. These limits include all text, figures, tables and photographs, but exclude the bibliography, cited references and appendices. Permission to exceed these limits will be granted only after a special application to the Degree Committee.
3. The thesis must include a title page giving the candidate's full name, their college, the full title of the thesis, and the date of submission. It should also include a statement of length and a Declaration stating: *"This thesis is submitted for the degree of Doctor of Philosophy."*
4. The preface should include a declaration stating: *"This thesis is the result of my own work and includes nothing which is the outcome of work done in collaboration except as declared in the Preface and specified in the text,"* and: *"It is not substantially the same as any that I have submitted, or, is being concurrently submitted for a degree or diploma or other qualification at the University of Cambridge or any other University or similar institution except as declared in the Preface and specified in the text. I further state that no substantial part of my dissertation has already been submitted, or, is being concurrently submitted for any such degree, diploma or other qualification at the University of Cambridge or any other University or similar institution except as declared in the Preface and specified in the text."*
5. Two copies of a summary/Abstract of about 500 words in length (with your name and thesis title on it), should be submitted along with the thesis.
6. The thesis, apart from quotations and recognised technical formulae, must be written in English
7. Margins should be 1 inch/ 2.5 cm all round (after allowing for binding)
8. The thesis must be typed, and formatted for printing on A4 paper.
9. The minimum font size for text is 12pt and 10pt for footnotes. Easily readable fonts are preferred for example, Arial, Times New Roman.
10. Use one-and-a-half spaced type.
11. Chapters always begin on a new page.
12. Paragraphs should be indented three spaces, except for the first paragraph of each new section which should be flush with the left-hand margin.

13. Section headings must be clearly marked and lettered or numbered in a consistent way.
14. The bibliography should consist of references only. This means that works not cited in the text should not appear in the bibliography
15. We recommend that the citation system you use and the way you compile your bibliography conform to the system used by the Journal of the Royal Anthropological Institute. However you do not have to use this system and you may choose another system with which you are more familiar, as long as this is a widely accepted system in the social sciences. The most important point here is that whichever system you decide on you must stick to it consistently
16. It is imperative that any and all quotations taken from the work of other people are fully acknowledged in the text and the work listed in the bibliography. It is equally important to acknowledge the provenance of ideas and material that you use and paraphrase in your thesis.

Plagiarism is defined as submitting the ideas or work of another person as your own without due acknowledgement; or, in the case of self-plagiarism, unless explicitly permitted by regulation, submitting one's own work that has already been submitted for assessment to satisfy the requirements of any other academic qualification, or submitted for publication without due acknowledgement. It is both poor scholarship and a breach of academic integrity. Examples include students who copy short passages into their essays without references to indicate that the material is a quotation, and senior academics who fail to acknowledge the real source of important ideas and insights in their work. It may also involve the use of work obtained from other students.

The Department of Social Anthropology and University view all kinds of plagiarism as a serious attack on standards of academic behaviour. Students necessarily work with the ideas of other people and must therefore ensure that they make proper use of references and citations. This will ensure that there is no danger that any of their work might be construed as a deliberate attempt to deceive the reader into believing that borrowed or copied ideas or passages are the original work of the student. Unmistakable evidence of plagiarism will be reported to the appropriate disciplinary authorities in the University.

Please read the Department's plagiarism policy:

<https://www.socanth.cam.ac.uk/system/files/documents/hsps-plagiarism-guidance.pdf>

17. Before submission you should carefully proofread your thesis, paying close attention to spelling, typographical errors, and such like. First use a spell check on your computer and then proofread a printed out version. It is also a good idea to arrange for someone else to check it for errors and also for clarity of exposition
18. All figures, tables, illustrations, etc should be clearly numbered and should be listed in the frontmatter in "List of Figures" or "List of Figures and Tables", following the "Table of Contents"

There are many more issues that could be included (punctuation, numerals, dates, foreign words, capitals etc). It is best to consult your supervisor for advice on these matters if you are uncertain.