DEPARTMENT OF MECHANICAL AND MECHATRONIC ENGINEERING  
STELLENBOSCH UNIVERSITY  

Formatting Requirements for Dissertations, Theses and MEng Project Reports

The copies of PhD dissertations, MScEng/MEng Research theses and MEng Structured reports, for the main project assignment, that are submitted for examination have to meet the requirements given below without any exceptions. For penalties that will be applied for non-compliance, please refer to the Department's postgraduate Programme Outlines.


- The document must be bound with a clear plastic front cover.
- The first four pages must meet the requirements in Appendix A and the first page must use the header, footer and layout of the example in Appendix B. Note that the first page serves as both cover and title page.
- Table of contents, List of figures, List of tables, Nomenclature must each start on a new page in this order.
- Headings before the Introduction are not numbered. The Introduction must be Chapter 1. The first appendix must be Appendix A. The "legal" section numbering scheme must be used, with chapters being numbered 1, 2, 3, etc. and their subsections 1.1, 1.2, 1.3, … etc. Appendices must be numbered A, B, C, etc and their subsections A.1, A.2, etc. A section cannot have only one subsection, e.g. there cannot be a section 3.3.1, if there is no section 3.3.2. Not more than a single paragraph of a few lines in length may precede the first subheading (e.g. you cannot have a page of text between heading 3.3 and heading 3.3.1).
- Table of contents, list of figures and list of tables must give page numbers for all entries and the page numbers must all be right-justified to the right-hand margin.
- All appendices must be listed in the table of contents and each appendix must have a title, e.g. "Appendix A. Measured data".
- The capitalisation of headings must be consistent: if only the first word in a heading of a particular level is capitalised in one heading, this format must be used for all headings of that level.
- If a nomenclature list is included, the symbols must be ordered alphabetically (Roman letters first, followed by Greek). The inclusion or omission of units associated with each symbol must be done consistently (i.e. either give all or none). Do not attempt to define standard mathematical quantities, such as \( \pi \) and \( e \), and do not declare SI units as symbols.
- Page numbers: There must be no page number on the title page, and the declaration is either page i or page ii (depending on your preference). "Introduction" must be on page 1. Appendices may either continue the page numbers of the body, or be numbered A.1, A.2, etc.
- Each table must have a caption, which must be given above the table. Each table must be referred to in the text. The table has to appear on the same page as the first reference to it, or as soon as practical thereafter.
- Each figure must have a caption, which must be given below the figure. Each figure must be referred to in the text. The figure has to appear on the same page as the first reference to it, or as soon as practical thereafter.
Either the alphabetical or the numerical referencing systems (Basson & Von Backström, 2007, sections 3.15, F.6, F.8) must be used. The selected system must be followed precisely and consistently. If the numerical system is used, the references must be numbered in the order of their first appearance in the text. If the alphabetical system is used, the list in the References section must be ordered alphabetically.

The font type, letter height, line spacing and page margins must be according to Tables 1 and 2 in section 6.1 of Basson & Von Backström (2007).

Only use full sentences in the paragraphs of the text.

A number and its unit must be separated by a "hard space" or a "non-breaking space", i.e. a space that will not be stretched when the line is justified, nor be placed on a line break. To insert a hard/non-breaking space in MS Word, type <Ctrl><Shift>Spacebar, or in LaTeX type "~".

Symbols for physical quantities, e.g. \( v \), must be in italics. Units and trigonometric functions, e.g. \( \cos \), must not be in italics.

The use of italics, abbreviations and punctuation in the list of references must be consistent.

All labels or annotations in figures must be clearly readable. The text must not be smaller than 10 points. Lines in figures must be at least 0.5 point thickness.

The document may be printed single-sided or double-sided.

The page limits applicable to the type of document may not be exceeded by more than 2 pages, unless the supervisor has obtained written prior approval from the Postgraduate Coordinator and a copy of this approval must be submitted with the document.
Appendix A: Instructions from University Calendar Part 1, 2011:

According to sections 5.7.5 and 6.9.5, the following is compulsory information on the first four pages of the thesis and dissertation. The Department requires similar content on MEng project reports ("Assignments" according to the Calendar).

The first page:

- (5.7.5.1) In the top third of the first page: the title of the thesis and, directly below this, the author's full names and surname;
- (5.7.5.2) Below the author's name and surname on the first page, one of the following (replace "Mechanical" with "Mechatronic", but note not Mechatronics, if applicable):
  
  Dissertation presented for the degree of Doctor of Philosophy in the Faculty of Engineering at Stellenbosch University
  
  Thesis presented in partial fulfilment of the requirements for the degree of Master of Science in Engineering (Mechanical) in the Faculty of Engineering at Stellenbosch University
  
  Thesis presented in partial fulfilment of the requirements for the degree of Master of Engineering (Mechanical) in the Faculty of Engineering at Stellenbosch University
  
  Assignment presented in partial fulfilment of the requirements for the degree of Master of Engineering (Mechanical) in the Faculty of Engineering at Stellenbosch University
- (5.7.5.3) At the bottom of the first page: the titles, initials and surnames of the supervisor/co-supervisor(s) and the expected date of award of the degree (month and year), e.g. either December or March.

On the second page (5.7.5.4, 5.7.5.5, 6.9.5.4, 6.9.5.5)

- In the upper half (replace "thesis" with "dissertation" or "assignment" when appropriate):
  
  DECLARATION
  
  By submitting this thesis electronically, I declare that the entirety of the work contained therein is my own, original work, that I am the sole author thereof (save to the extent explicitly otherwise stated), that reproduction and publication thereof by Stellenbosch University will not infringe any third party rights and that I have not previously in its entirety or in part submitted it for obtaining any qualification.

  Date: ...............................................

- In the lower half of the second page (changed to reflect the year of electronic submission or, for assignments, the graduation ceremony):
  
  Copyright © 2011 Stellenbosch University
  
  All rights reserved

January 2012
Pages three and four (5.7.5.6, 6.9.5.6):
- English and Afrikaans abstracts, of not more than 500 words each

Appendix B: Title page example

B.1 Examination copy

The example for the printed version to be submitted to the examiners follows on the next page. Note that there must be no watermark of the University crest.
Title

Full name of student

Thesis presented in partial fulfilment of the requirements for the degree of Master of Engineering (Mechanical) in the Faculty of Engineering at Stellenbosch University

Supervisor: Prof AB Surname
Co-supervisor: Dr CD Other

December 2011
B.2 Library copy

For the copy eventually submitted to the university library, the content of the title page is the same as the example on the previous page, except that the header and footer must be omitted. The University’s crest will be placed by the library as a watermark on the title page of the thesis during the process of converting it to a PDF document so as to establish the institution’s intellectual property. The watermark must not be added by the student.
Title

Full name of student

Thesis presented in partial fulfilment of the requirements for the degree of Master of Engineering (Mechanical) in the Faculty of Engineering at Stellenbosch University

Supervisor: Prof AB Surname
Co-supervisor: Dr CD Other

December 2011