

Formatting and Layout Guidelines for your Thesis or Dissertation

Compiled by the Postgraduate Office, Stellenbosch University (revised February 2022)

About this document

There is no one-size-fits-all template for theses or dissertations, however, Stellenbosch University (SU) does have *minimum compulsory requirements* applicable to all SU faculties, which we outline in this document. In addition, we point out a number of other factors that you need to consider when making decisions about your thesis or dissertation's layout.

Note that your *faculty or academic department* may have further requirements to be read in conjunction with the University's regulations, as each discipline or research field tends to have its own *conventions*, of which you need to be aware. Conventions are not rules, but recognised ways of doing things within a particular community. Breaking with discipline-specific style conventions at this stage of your research career is probably not a good idea, because your thesis or dissertation should speak to the academic community of which you want to become a part, and you do not want to distract from your main arguments. Having said that, every thesis and dissertation has its own *logic*, which is of your making, and you should ensure that your layout supports this logic.

This document aims to:

- ☞ Inform you about SU's minimum requirements for the layout and formatting of theses and dissertations.
- ☞ Tell you where you should look for further guidance.
- ☞ Provide you with examples of common practices.

The document is divided into four parts, dealing with the following four topics:

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Under each topic, we point out:

- ☞ Compulsory regulations
- ☞ Faculty requirements
- ☞ General suggestions and common practices

Part 1 Formatting

1.1. Compulsory requirements as stated in the 2022 General Calendar

We provide a summary of the compulsory requirements for formatting of theses and dissertations as stated in Part 1 of the University's General Calendar¹ (Policies and Rules) below. The General Calendar states that these regulations are applicable to *all theses and dissertations in all the faculties of the University* and that further faculty-specific regulations may not clash with these general regulations, without official approval. In the English 2022 General Calendar, the relevant page numbers are 51-55 for Master's theses and 60-67 for PhD dissertations.

The General Calendar is available digitally here:

<http://www.sun.ac.za/english/faculty/Pages/Calendar.aspx>

1.1.1. Requirements for typewriting

All Master's theses/doctoral dissertations must be typed as follows:

- In letters of not less than size 10 font and not more than size 12 font.
- Spacing between lines to be either double spacing or one-and-one-half spacing or single spacing.
- A blank border of no less than 2 cm in width around the whole of the typewritten portion.
- Page A4 size.
- Portrait orientation.

Note: It is important that you format your document to A4 size. Not doing so will affect your page numbering.

1.2. Faculty and academic department guidelines

In addition to the provisions made and the requirements laid out in Part 1 of the General Calendar as explained above, a faculty *may* have additional provisions or requirements stipulated in the appropriate Faculty Calendar. Find your faculty's Calendar at <http://www.sun.ac.za/english/faculty/Pages/Calendar.aspx>.

Some faculties have a specific postgraduate guide-book or guidelines, and/or postgraduate co-ordinators appointed to administer postgraduate processes in the faculty. Consult with your supervisor, promoter², or the postgraduate co-ordinator in your academic department regarding specific departmental requirements. If your faculty does not have specific guidelines, stick to the University guidelines, and use the other considerations below to guide you in finding an appropriate format and layout.

1.3. Disciplinary conventions

SUNScholar, the University's digital archive of all published SU research outputs, contains the theses and dissertations of graduated SU students. You can search by faculty, department or by supervisor, to find out how others in your field have approached their

¹ SU's Calendars are also known as Year Books.

² At SU, 'supervisor' is used for Master's research and 'promoter' is used for doctoral research.

thesis or dissertation structure, layout, and formatting. Just remember that while all the theses and dissertations on SUNScholar were worthy of conferring a degree, they are not necessarily all examples of good formatting. Always use such examples as starting points only. Discuss your thoughts with your supervisor or promoter.

SUNScholar can be found at <http://scholar.sun.ac.za>; or you can find it by selecting "E-theses" in the [Library's](#) search box. Select "Communities and Collections" to see theses and dissertations published by students in your field of research.

1.4. Other general conventions

The following examples are useful to illustrate typical ways of numbering pages, tables, figures, and illustrations. The examples do not reflect compulsory regulations, so check with your supervisor or promoter – they might have other suggestions.

Tables

Number tables according to the chapter in which they appear, i.e., in Chapter 1, tables are numbered Table 1.1, 1.2, etc. and in Chapter 2, Table 2.1, 2.2 etc.

Figures

The same applies to figures – Figure 1.1, 1.2 in Chapter 1 and Figure 2.1, 2.2., etc. in Chapter 2. Page numbers are usually Roman numerals (i, ii, iii, iv, etc.) for all the introductory pages,

Page numbers

Table of Contents etc. Then, from Chapter 1 onwards, Arabic numerals (1, 2, 3, etc.), are normally used. You should therefore set up your document with a *Section Break* between Chapter 1 and the preceding text.

Formatting software

If you are using word processing software like MS Word, it is a good idea to create a properly formatted *template/style-sheet* before you start typing your thesis or dissertation. This will ensure that your font, margins, headings, spacing and page numbers remain consistent throughout your document. Find someone who has worked with templates in MS Word, or consult our [self-help guide for formatting your thesis/dissertation](#) on our Postgraduate Skills Development Programme's website, or sign up for our Programme's workshop *Formatting your Thesis or Dissertation*. See our website for further information: www.sun.ac.za/pgo/pgskills.

Students who find MS Word's formatting options limiting, often use LaTeX (pronounced *lay-tech*/la:tɛk, source: <http://www.latex-project.org/>), which is a form of publishing software, as opposed to a form of word processing software. It is especially useful for producing scientific and mathematical documents (e.g., many engineering students use this programme). It is a bit more challenging to learn, but those who learn to use it say it is worthwhile. SU students can download LaTeX for free, instructions and necessary links can be found [here](#).

Part 2 Layout and structure

Like with *formatting* (discussed in Part 1), there are not very detailed, set/compulsory guidelines regarding the *layout and structure* of your thesis or dissertation in the General Calendar. The General Calendar only highlights the *layout of the first 4 compulsory pages* of all theses and dissertations and lists *four very broad doctoral dissertation types that are permitted*. To fill in the details of the *precise order and headings of chapters*, you will have to consider the same variety of other factors as explained in Part 1 of this document. Ask your supervisor or promoter to guide you, enquire about faculty, department, or discipline specific rules and conventions, and make sure that your structure supports the logic of your dissertation or thesis. This section gives information about the compulsory aspects listed in the General Calendar and the format types permitted for doctoral dissertations, followed by some guidelines for layout found from other sources.

2.1. Compulsory University requirements as stated in the General Calendar

2.1.1 Compulsory information on the first four pages

Page 1

- In the top third of the first page, type the title of the thesis/dissertation
- directly below this, the author's full names and surname;
- below this, the required set wording* (see below);
- at the bottom of the first page, the name(s) of your supervisor/co-supervisor/promoter and the year and month in which the degree will be awarded, e.g., either December or April and the year.

Wording for a Master's thesis

Thesis presented in partial fulfilment [or in fulfilment] (choose the appropriate one, note: the term 'partial' is used in this wording only if it is not a 100% thesis, or if it is a 100% thesis but an oral examination is also required to complete the degree) of the requirements for the degree of Master of [e.g., Engineering (Civil Engineering)] in the Faculty of [e.g., Engineering] at Stellenbosch University.

Note:

- If the thesis forms part of a joint- or double-degree agreement with another university, the following sentence must be added:
This thesis has also been presented at (state the name of the other university here) in terms of a joint-/double-degree agreement.
- If you received a study bursary from the National Research Foundation (NRF), the NRF requires the following wording appear on the title page (just below the above formula):
The financial assistance of the National Research Foundation (NRF) towards this research is hereby acknowledged. Opinions expressed and conclusions arrived at, are those of the author and are not necessarily to be attributed to the NRF.

Wording for a doctoral dissertation

Dissertation presented for the degree of Doctor of [e.g., Science (Applied Mathematics)] in the Faculty of [e.g., Science] at Stellenbosch University.

Note:

- If the dissertation forms part of a joint- or double-degree agreement with another university, the following sentence must be added:

This dissertation has also been presented at (state the name of the other university here) in terms of a joint-/double-degree agreement.

- If you received a study bursary from the National Research Foundation (NRF), the NRF requires that the following wording appear on the title page (just below the above formula):

The financial assistance of the National Research Foundation (NRF) towards this research is hereby acknowledged. Opinions expressed and conclusions arrived at, are those of the author and are not necessarily to be attributed to the NRF.

For the Afrikaans prescribed/set wording, see [pp. 15-16](#) of this document.

NB: The University *logo* may not be placed on the title page or any other page of the thesis when submitting the thesis or dissertation for examination (see Part 1 of the General Calendar). Once the examination process has been completed and a decision has been made to confer the degree, the University's *crest* will be inserted as a *watermark* on the title page of the final thesis /dissertation (i.e., after all changes and recommendations have been made), by the SUNScholar team (See Part 3 of this document for [information about uploading](#) to SUNScholar).

Page 2:

- In the top half of the second page of the dissertation, insert the following compulsory declaration:

DECLARATION

By submitting this thesis³ 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.⁴

Date:.....

Please note: do not insert your signature underneath the declaration, as a signature in the public domain may be abused. Leave out your signature.

- Copyright on the second page

The candidate must include the following copyright information (changed to reflect the year of electronic submission) on the lower half of the second page:

³ Insert the relevant thesis or dissertation.

⁴ If part of a joint-degree insert: This dissertation/thesis has also been presented at (state the name of the other university here) in terms of a joint-/double-degree agreement.

For English theses/dissertations:

Copyright © 2022 Stellenbosch University

All rights reserved

For Afrikaans tesis/verhandeling:

Kopiereg © 2022 Universiteit Stellenbosch

Alle regte voorbehou

Note: In the case of doctoral dissertations that consist of a *collection of journal articles*, as described in format types 2-4 on p. 6-7 below, the following should be added as a second paragraph, in addition to the above declaration, in the top half of page 2 of your dissertation:

This dissertation includes [insert number] original papers published in peer-reviewed journals or books and [insert number] unpublished publications. The development and writing of the papers (published and unpublished) were the principal responsibility of myself and, for each of the cases where this is not the case, a declaration is included in the dissertation indicating the nature and extent of the contributions of co-authors.⁵

For the prescribed/set Afrikaans wording of page 2 of a thesis/dissertation see pp. [15-16](#) of this document.

Page 3 and 4:

- The English and Afrikaans⁶ abstracts are inserted here respectively, each not more than 500 words.

2.1.2. Permitted dissertation types

According to the University rules and policies as published in Part 1 of the General Calendar, doctoral dissertations may consist of *written chapters*, *written articles* meant for publication in academic journals, as well as *creative output* (such as artwork) or a combination of these. Irrespective of the choice, all dissertations should have an introduction and conclusion that ties the dissertation together as *a single work*. The four permitted doctoral dissertation types are summarised below. **Find specific tips on the thesis or dissertation by publication⁷, here:** <https://thesisbypublication.com/>.

Format 1: Written chapters only

- Introduction
- A number of chapters⁸
- Conclusion - summary of research results indicating the study's scientific contribution.

⁵ For the wording of this declaration by co-authors please see the General Calendar p. 205.

⁶ It is common practice in some SU departments to insert an abstract in an alternative language (instead of the Afrikaans abstract), e.g., in cases where the research was part of a joint degree, the second abstract is often in the language of the partner institution, e.g., French.

⁷ Make an appointment with Professor Liezel Frick, Director of SU's Centre for Higher and Adult Education, for extra guidance on the thesis by publication: blf@sun.ac.za.

⁸ The researcher would, for example, include the literature review, methods, findings, and analysis chapters, etc. The General Calendar does not provide these details, but focuses on the fact that, in addition to chapters written for the dissertation, articles and creative outputs are also allowed provided they follow the prescribed structures.

Format 2: Articles, or combination of articles and chapters

- Introduction
- A number of published and/or unpublished articles⁹ *or*
- A combination of chapters and published and/or unpublished articles*
- Conclusion - a summary of the research results indicating the scientific contribution of the study.

Format 3: Creative output plus chapters, or creative output plus chapters and articles

- Introduction
- A number of chapters, *or*
- A combination of chapters and published and/or unpublished articles^{10*} where one or more of the sub-parts of the integrated and cohesive whole may take the form of *creative output**
- Conclusion - a summary of the research results indicating the scientific contribution of the study.

Format 4: For senior doctorates only

In the case of senior Doctorate Degrees (e.g., D.Sc., D.Ed., D.Th.)

- Introduction
- A number of published articles
- Conclusion - a summary of the research results indicating the scientific contribution of the study.

2.1.3. General principles for doctoral dissertations

A dissertation is the report on research done under supervision on *one central and coherent research problem*.

- A dissertation as a whole is *examined as a single work*.
- The dissertation [must] reflect *original research* by candidates into one central and cohesive problem.
- Only work that has been done by the *candidate themselves* [must] be included in a dissertation, provided that:
 - A general declaration is included at the front of the dissertation that confirms this.
 - If articles¹¹ are included in a dissertation, a statement with regard to each article [must] be included in the dissertation in which *the contribution of the candidate is*

⁹ Provided that only articles that originated *after* the student registered for the doctoral study may be used (with the exception of the Faculty of Medicine and Health Sciences), or, if a Master's study is converted to a doctoral study, only articles that originated after the student registered for that particular Master's degree.

¹⁰ Provided that only articles that originated *after* the student registered for the doctoral study may be used (with the exception of the Faculty of Medicine and Health Sciences), or, if a Master's study is converted to a doctoral study, only articles that originated *after* the student registered for that particular Master's degree.

¹¹ Regardless of whether or not they have already been published, been accepted for publication or with a view to submission for publication.

indicated. (See pp. 64-65 of the English General Calendar Part 1 for the format of this declaration).

- Candidates [must] not have submitted the said research *previously to any university* for the purpose of obtaining a degree.

2.2 Faculty, department, or discipline-specific requirements and conventions

Like in Part 1 above, you need to find out whether your faculty has additional provisions or requirements. These can be found in your Faculty Calendar. Some faculty's also list this information about additional provisions on their website. Find your faculty's Calendar at <http://www.sun.ac.za/english/faculty/Pages/Calendar.aspx>. You can also contact the relevant faculty representative in Admin A on Stellenbosch campus, or you can find out if there is a specially appointed postgraduate co-ordinator in your faculty or department.

2.3. Other general conventions:

2.3.1. Broad layout – Library website

The Library's website provides a useful, slightly more detailed outline of a dissertation or thesis structure. It includes the four compulsory pages provided in the General Calendar and shows where these fit into the overall thesis structure:

<http://library.sun.ac.za/en-za/Help/Pages/online-thesis-submission.aspx>

- **SU's Crest:** The SUNScholar team will add the crest as a watermark to the accepted pdf. You must not do so. See the English General Calendar 2022, p. 53.
- [Declaration – Master's Degree](#) / [Declaration – Doctoral Degree](#)
- English - Abstract (max. 500 words)
- Afrikaans - Opsomming (max. 500 words)
- Acknowledgements
- Table of Contents
- List of Figures
- List of Tables
- Content (e.g., Chapter 1, Chapter 2, etc.)
- Reference List ([Referencing techniques](#))
- Addenda (e.g., Addendum A, Addendum B, etc.)

2.3.2. Further reading

There are numerous sources that provide generic outlines for dissertations that you can use as a starting point. Worthwhile books to read regarding layout are provided on [p. 14](#) of this document.

2.3.2. Typical dissertation structures

Erik Hofstee (2006) gives two examples of commonly used dissertation structures - the "classic" and the "alternate" structure. The latter is suitable if your dissertation is a collection of articles. We provide an outline of these two structure types on the next two pages.

Note: you need to adapt these example structures to match your own needs, the regulations of your faculty and the conventions of your discipline. Also, do not forget to add the introductory and concluding parts as provided in the broad outline provided by the Library, shown in section 2.3.1. above.

2.3.3. The classic dissertation structure (Hofstee, 2006)

Please note that the outline below refers to what content to put where and does not necessarily provide the final section heading names. For example, it is unlikely that you will have a section called "Detailed (works organised by topic or idea)"

Introduction

- Background information
- Purpose of study
- Problem statement
- Significance and motivation
- Definitions, assumptions, limitations
- Thesis, delineation, research questions
- Brief chapter overviews

Literature review

- Introduction
- Broad context theory base
- Detailed (works organised by topic or idea)
- Conclusion

Method

- Introduction
- Research design
- Research instruments
- Data
- Analyses
- Limitations
- Ethics
- Conclusion

Findings and analyses (can consist of more than one chapter)

- Chapter - introduction, sections, sub conclusions
- Chapter - introduction, sections, sub conclusions
- Chapter - introduction, sections, sub conclusions

Conclusion

- Summary of findings
- Conclusions
- Summary of contributions
- Future research

2.3.4 The alternative dissertation structure – individual studies (Hofstee, 2006)

This structure is suitable if your dissertation consists of a collection of journal articles that you wrote and want to bring together under a single argument. Please note that the outline below refers to what content to put where and does not necessarily provide the final section heading names. For example, it is unlikely that you will have a section called 'Major section'.

Introduction

- Background information
- Purpose of study, research objectives
- Significance and motivation
- Thesis, delineation, research questions
- Definitions, assumptions, limitations
- Theory base, general literature review
- Brief chapters overview

Individual study 1

- Major section: Specific research hypothesis, delineations, etc.
- Major section: Specific literature review
- Major section: Method
- Major section: Findings
- Major section: Analysis
- Major section: Sub conclusion

Individual study 2

- Major section: Specific research hypothesis, delineations, etc.
- Major section: Specific literature review
- Major section: Method
- Major section: Findings
- Major section: Analysis
- Major section: Sub conclusion

Individual study 3

- Major section: Specific research hypothesis, delineations, etc.
- Major section: Specific literature review
- Major section: Method
- Major section: Findings
- Major section: Analysis
- Major section: Sub conclusion

Conclusion

- Summary of findings
- Conclusions
- Summary of contributions
- Future research

Part 3 Final submission, duplication, and binding

Every candidate should acquaint themselves with the faculty-specific procedures for the submission of a research assignment or thesis for examination. Such procedures are set out in your Faculty Calendar and/or in your faculty's manual 'Guidelines for Postgraduate Training' if the faculty has such a document. Consult your relevant faculty representative in Block A of the Central Administration Building if you are still unsure.

3.1. Compulsory university requirements as stated in the Calendar

3.1.1. Submitting your thesis/dissertation document for examination

- It is important to note that you may under no circumstances communicate with your external examiner(s) about your thesis/dissertation.
- When you are ready to submit your thesis/dissertation¹² for examination you should submit to your faculty one loose-leaf¹³ copy and/or electronic copy of your thesis/dissertation *for each* of the supervisor/co-supervisor(s)/promoters and examiners.
- The choice of hard copy or electronic copy depends on the preference of each of the individual supervisor(s)/promoters and examiner(s).
- If the external examiners prefer hard copies, the copies for the external examiners [must] be sent at the candidate's expense.
- Both the typing and the title page of the above-said copies for examination [must] comply with the requirements as described in Part 1 and Part 2 above.
- If a thesis contains illustrations (maps, drawings, etc.), the supervisor/promoter and examiners may require one copy with original illustrations to be submitted.

3.1.2. Submitting your thesis/dissertation to SUNScholar

- Once your thesis or dissertation has been examined and has been awarded a pass mark (in the case of Master's theses) or approved (in the case of doctoral dissertations), you need to prepare it for submission to SUNScholar, *before graduation*.
- Preparing the document for SUNScholar involves:
 - making all the changes required by examiners/supervisors/promoters, to the satisfaction of the supervisor/co-supervisor(s)/promoter(s).
 - ensuring that the document has the correct layout, formatting and other compulsory requirements as set out in Part 1 and 2 above, including the Declaration, the SU copyright statement, an English Abstract and Afrikaans Abstract (*Opsomming*).¹⁴
 - During the process of converting the document to a PDF format the SU Crest will be placed by the SUNScholar team.

¹² The General Calendar specifically states that *doctoral candidates* shall not submit their dissertation for examination until they have been granted written, or if preferred by the supervisor/promoter, oral permission to do so from the supervisor. Written or oral permission does not necessarily imply that the supervisor/promoter approves the dissertation.

¹³ 'Loose leaf' means the copy must not be bound or stapled in any way.

¹⁴ Check with your department what language the abstracts should be in, as some departments allow for the second abstract to be in another language.

See: <https://library.sun.ac.za/en-za/Research/oa/Pages/SUNScholar.aspx>.

- Only when the document is thus prepared, the supervisor/co-supervisor/promoter may certify the text to be final and nominate your thesis/dissertation to be uploaded onto SUNScholar.
- This document is then considered to be the *final master copy* of the thesis/dissertation.
- During this submission process, the supervisor/promoter [must] be given the option of holding the thesis/dissertation back from being released on the open website for a period of no longer than six months, in order to provide an opportunity for publication.
- Uploading instructions are provided on the University Library website at <http://library.sun.ac.za/en-za/Help/Pages/online-thesis-submission.aspx>
- You can also contact the SUNScholar team at e-mail scholar@sun.ac.za and tel +27 21 808 9046/9489.

3.1.3. Printing hard copies of your thesis/dissertation

- Your supervisors, co-supervisors/promoter and internal examiners are entitled to request a final/master copy of your thesis or dissertation. They may request either an electronic version or a bound, printed version.
- If they request a bound, printed version, you are responsible for producing a copy, for the cost of printing and binding and for supplying each of them with the requested copy.
- In the case of doctoral dissertations, the external examiners may also request bound, printed copies which you are obliged to supply. You are still expected to carry the cost of the printing and binding, but the posting of the bound copy will be undertaken by the department at the University's expense. Of course, the external examiner(s) may also request just an electronic copy.
- The following quality assurance stipulations apply to all printing and binding of theses/dissertations, even if for the candidate's personal possession:
- For quality assurance purposes, the University prefers that AFRICAN SUN MeDIA are used for the duplication and binding of copies of theses/dissertations. You can contact them at Block A (ABA 1081) of the Central Administration Building, as well as at www.africansunmedia.co.za
 - Should a candidate *not* make use of the duplication and binding facilities of AFRICAN SUN MeDIA for the printing of these copies, the candidate will be responsible for ensuring that quality and correctness are maintained.
 - Wording on the spine - the author's initials and surname and the assignment / thesis / dissertation title. If the title is too long, either an abridged title (maximum of 55 letters, inclusive of spaces) or the month and year of award of the degree (e.g., December or March and Year).

Part 4 Publishing your thesis/dissertation

4.1. Compulsory University requirements as stated in the General Calendar

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

[http://www.innovus.co.za/assets/files/Downloads/110324_Final_IP_Policy_\(Software_Amend\)_2\).pdf](http://www.innovus.co.za/assets/files/Downloads/110324_Final_IP_Policy_(Software_Amend)_2).pdf)

- Every candidate is encouraged to publish research results, and/or otherwise make them known, prior or subsequent to the submission of their dissertation. Permission to publish must be obtained from the supervisor/promoter concerned.
- If a candidate wishes to publish certain material in the course of their research, it is essential that they ensure that it does not infringe upon their right to use the material again in the thesis/dissertation and to publish the completed thesis/dissertation via the University's SUNScholar. In other words, the candidate should not through publishing their research materials, transfer copyright to a third party in such a way that publishing the thesis on SUNScholar will infringe on the third party's copyright.
- Departmental chairpersons [must] ask authors and co-authors to publish journal articles under the address of the University as far as possible.
- If a research assignment, thesis, or dissertation is not otherwise published within three years after the candidate's qualifying for the degree, the University shall have the right to publish such research assignment, thesis, or dissertation (or part thereof) without financial reward to the candidate. For a classified research assignment, thesis or dissertation, such three-year period shall be calculated from the date of declassification.
- When a thesis/dissertation, as approved by the University, is published, the title page shall bear one of the appropriate set wordings indicated below.

Doctoral dissertation

Dissertation approved for the Degree of Doctor of Philosophy in the Faculty of (name of Faculty e.g., Science) at Stellenbosch University. Supervisor/Promoter: ...

Master's research assignment/thesis

Thesis/Research assignment presented in partial fulfilment (please note: the term 'partial' is used in this wording only if it is not a 100% thesis, or if it is a 100% thesis but an oral examination is also required to complete the programme) of the requirements for the degree of Master of (e.g., Science) in the Faculty of (name of Faculty) at Stellenbosch University.

- The title page [must] also show the year and date of submission. If, in the opinion of the supervisor/promoter a thesis/dissertation, as published, has been substantially altered, the above-mentioned set wording for the title page shall *be replaced* by a suitable mention in the preface.

See [pp. 15-16](#) of this document for the prescribed/set Afrikaans wording.

Part 5 Useful links to resources and further reading

Useful links

The Postgraduate Skills Development Programme's workshops and resources:

www.sun.ac.za/pgskills

The University's General Calendar Part 1:

<http://www.sun.ac.za/english/Documents/Yearbooks/Current/Part-1-General-Calendar.pdf>

Faculty Calendars (Year Books):

<http://www.sun.ac.za/english/faculty/Pages/Calendar.aspx>

The SUNScholar theses and dissertations repository:

<http://scholar.sun.ac.za/>

Instructions on how to upload your thesis/dissertation to SUNScholar after examination:

<http://library.sun.ac.za/en-za/Help/Pages/online-thesis-submission.aspx>

Information about LaTeX publishing software:

<http://www.latex-project.org/>

- **SU instructions for installing LaTeX:**

<https://www0.sun.ac.za/international/assets/files/pgskills/LaTeX-Install.pdf>

- **Download LaTeX:**

<http://mirror.ctan.org/install/macros/latex/contrib/stellenbosch.tds.zip>

A list of independent editors for you to contract in to do language and technical editing of your thesis or dissertation:

<http://www.sun.ac.za/english/research-innovation/Research-Development/Postgraduate%20Skills%20Development/PGO%20Unvetted%20Editors%20List%202022.pdf>

A self-help guide to format your thesis/dissertation in MS Word:

<http://www.sun.ac.za/english/research-innovation/Research-Development/formatting-your-thesis-or-dissertation>

Library user guide for postgraduates and researchers including tools and applications:

<https://libguides.sun.ac.za/>

The thesis by publication website: <https://thesisbypublication.com/>

Further reading

Hofstee, E. 2006. *Constructing a good dissertation*. Johannesburg: EPE Publishers. (On page 36 there is a typical dissertation structure)

Mouton, J. 2001. *How to succeed in your Master's and doctoral studies: A South African guide and resource book*. Pretoria: Van Schaik Publishers. (Chapter 8 includes a typical dissertation structure, for example)

Trafford, V. & Leshem, S. 2008. *Stepping Stones to Achieving your Doctorate: Focusing on your viva from the start (Open Up Study Skills)*. Open University Press.

Bloomberg, L.D. & Volpe, M. 2012. *Completing your qualitative dissertation: A road map from beginning to end*. Sage Publications.

Henning, E., Van Rensburg, W., & Smit, B. 2004. *Finding your way in qualitative research*. Van Schaik Publishers.

Afrikaanse bedwording formules

Verpligte bewoording op titelblad

Meestersgraad - tesis

Tesis ingelewer ter (gedeeltelike)⁹ voldoening aan die vereistes vir die graad Magister in... (bv. *die Natuurwetenskappe*) in die Fakulteit (naam van Fakulteit) aan die Universiteit Stellenbosch.

Let wel: Indien die tesis deel van 'n gesamentlike- of dubbelegraad-ooreenkoms met 'n ander universiteit vorm, moet die volgende sin bygevoeg word:

Hierdie tesis is ook ingedien by die ... (voeg die naam van die ander universiteit hier in) in terme van 'n gesamentlike-/dubbelegraad-ooreenkoms.

Doktorale proefskrif

Proefskrif ingelewer vir die graad Doktor in(bv. die Wysbegeerte) in die Fakulteit (naam van Fakulteit) aan die Universiteit Stellenbosch.

Let wel: Indien die proefskrif deel van 'n gesamentlike- of dubbelegraad-ooreenkoms met 'n ander universiteit vorm, moet die volgende sin bygevoeg word:

Hierdie proefskrif is ook ingedien by die (voeg die naam van die ander universiteit hier in) in terme van 'n gesamentlike-/dubbelegraad-ooreenkoms.

Verpligte verklaring op bladsy 2

VERKLARING

Deur hierdie proefskrif elektronies in te lewer, verklaar ek dat die geheel van die werk hierin vervat, my eie, oorspronklike werk is, dat ek die alleenouteur daarvan is (behalwe in die mate uitdruklik anders aangedui), dat reproduksie en publikasie daarvan deur die Universiteit Stellenbosch nie derdepartyregte sal skend nie en dat ek dit nie vantevore, in die geheel of gedeeltelik, ter verkryging van enige kwalifikasie aangebied het nie. (please note: if the dissertation forms part of a joint- or double-degree agreement with another university, the following sentence must be added: "Hierdie proefskrif is ook ingedien by die (state the name of the other university here) in terme van 'n gesamentlike-/ dubbelegraad-ooreenkoms.)

Datum:

Let wel: In die geval van proefskrifte wat uit versamelde artikels bestaan, soos beskryf in formaattipes 2-4 op bladsye 6 -7, hierbo, moet die volgende algemene verklaring as 'n tweede paragraaf bykomend tot bostaande verklaring bygevoeg word:

⁹ Let wel: Die term "gedeeltelike" word slegs in hierdie formule gebruik indien dit nie 'n 100%-tesis is nie, of wanneer dit wel 'n 100%-tesis is en daar ook 'n mondelinge eksamen ter voltooiing van die studie vereis word) In die geval van 'n 100% tesis word die woord "gedeeltelike" uitgelaat.

¹⁰ Kies die toepaslike een.

Hierdie proefskrif sluit [spesifiseer die getal] oorspronklike artikels gepubliseer in eweknie-beoordeelde vakwetenskaplike tydskrifte of boeke en [spesifiseer die getal] ongepubliseerde werke in. Die ontwikkeling en skryf van die artikels/hoofstukke (gepubliseer en ongepubliseer) was hoofsaaklik my eie werk en vir elkeen van die artikels/hoofstukke waar dit nie die geval is nie, is 'n verklaring in die proefskrif ingesluit wat die aard en omvang van mede-outeurs se bydrae aandui.¹⁵

Publikasie van werkstukke, tesisse en proefskrifte

Magistergraad werkstukke en tesisse

Navorsingswerkstuk/Tesis ingelewer ter (gedeeltelike) voltooiing aan die vereistes vir die graad Magister in... (bv. die Natuurwetenskappe) in die Fakulteit (naam van Fakulteit) aan die Universiteit Stellenbosch.

Doktorale proefskrif

Proefskrif goedgekeur vir die graad Doktor in... (bv. die Natuurwetenskappe) in die Fakulteit (naam van Fakulteit) aan die Universiteit Stellenbosch. Promotor: ...

Verder moet die jaar en datum van inlewering op die titelblad aangedui word. Ingeval die proefskrif soos dit gepubliseer word, na die oordeel van die promotor wesenlik verander is, moet voornoemde formule op die titelblad deur 'n geskikte vermelding in die voorwoord vervang word.

¹⁵ Vir die verklaring deur mede-outeurs sien die Algemene Jaarboek, Deel 1.