

## **Guidelines for the Preparation of Manuscript-Based Theses**

**The University of the West Indies  
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### **Background**

Many Universities permit the preparation of Masters and Ph.D. theses in either traditional Thesis Format or Manuscript-Based Format (also referred to as Multi-Paper Format). There are advantages to permitting students and supervisors flexibility in choice of format, since the Manuscript-Based Format accelerates publishing in a competitive job market, facilitates the dissemination of knowledge and provides students with the opportunity to gain experience in the publication process. The University of the West Indies Regulations for Graduate Diplomas and Degrees are silent on the issue of thesis format, but the University's Thesis Guide is not, and interestingly does accommodate the concept of Manuscript-Based theses. The relevant information appears on Page 1 of the Thesis Guide in a Section entitled Thesis Preparation and is reproduced below:

The greater portion of the work submitted for examination must have been done subsequent to the initial registration of the student as a candidate for the degree.

The thesis must form a distinct contribution to the knowledge of the subject and afford evidence of originality shown either by the discovery of new facts or by the exercise of independent critical power. It must be of a satisfactory literary standard and must be suitable for publication as a thesis of the University of the West Indies.

**The thesis must consist of the candidate's account of his/her own research. It may describe work done in conjunction with his/her Supervisor, provided that the candidate clearly states his/her personal share in the investigation and that his/her statement is certified by the Supervisor.**

**A paper written or published in the joint names of two or more persons, one of whom is the candidate, may be included as part of the thesis, provided that the role that the candidate played in the work described in the paper, and the contribution of the other authors, are clearly explained. No thesis shall consist wholly of previously published work.**

**The candidate may indicate in a preface how far the thesis embodies the result of his/her own research or observation, and in what respect his/her investigations appear to him/her to advance the study of his/her subject.**

Given the above, the purpose of this Paper is to make it clear that the regulatory framework already exists at the University of the West Indies for the submission of Manuscript-Based theses, and to provide specific guidelines for the preparation of such theses.

## **Guidelines for the Preparation of Manuscript-Based Theses**

- A thesis at the University of the West Indies may consist essentially of a collection of manuscripts of which the student is the author or co-author. The manuscripts may be clearly duplicated text of already published papers (not the reprints), submitted papers, or papers yet to be submitted. However, it is essential that all manuscripts comprising a thesis be integrated into a cohesive unit such that the thesis remains a report of a single programme of research. To facilitate this, the thesis must include brief connecting texts before and after each manuscript/chapter, demonstrating the linkage between manuscripts.
- The manuscripts, and hence the thesis as a whole, must conform to the UWI's Thesis Guide with respect to line spacing, margins, font size, tables, figures, *inter alia*, and the manuscripts must be bound together in the traditional manner to form one physical thesis.
- The thesis must include the following:
  - A Table of Contents.
  - A General Abstract.
  - A General Introduction which places the research in the appropriate literature context, provides the rationale and objectives of the research, and thereby demonstrates the linkages between manuscripts/chapters.
  - The individual manuscripts/chapters (each with its own Abstract, Introduction, Methods, Results, Discussion).
  - The connecting statements between manuscripts/chapters.
  - An overall Synthesis and Summary.
  - The Bibliography.
- When co-authored manuscripts are included in a thesis, the student must be the primary author, i.e. the author who has made the most substantial contribution to the work in the manuscript. The student must make an explicit statement in the thesis about the role he/she played in the work described in each manuscript, and the contribution of the other authors. This statement should appear in a single section entitled "Contributions of Authors" as a preface to the thesis. The Supervisor(s) must confirm the accuracy of this statement at the Ph.D. oral defence, or by a written statement at the time of submission in the case of a Masters thesis.

- When published copyright material is presented in a thesis, the student must obtain signed waivers from the publishers and submit these to the Graduate Studies Office at the time of thesis submission. The student must also submit signed waivers from any co-authors of unpublished manuscripts.
- Except in the case of the Supervisor, a co-author of any component of a Manuscript-Based thesis cannot serve as either Internal or External Examiner for that thesis.

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