

REGULATIONS FOR THESIS PREPARATION

1. **Line Spacing:** All text should be double spaced on A4 paper (210 mm x 297 mm).
2. **Text Size and Font:** Body text should be non-bold 12 point in size using a professional font, such as arial, arial narrow, courier, georgia, optima, sommet, times new roman or verdana. Titles and sub-titles may be larger than 12 point and in bold, underlined and/or italicised text.
3. **Page Format:** The margins on each sheet should be no less than 35 mm on the left-hand side, 15 mm on the right-hand side, 25 mm at the top and bottom.
4. **Figures, Schemes and Tables:** These should be placed close to where the text refers to them. They may be placed between pages of text, or in the body of the text.
5. **ChemDraw Images:** It is advisable to generate ChemDraw images using preset document settings (see File dropdown menu) such as ACS Document 1996 or RSC (1 Column) Document. These ensure readability when copied into word-processing software. Images from recent versions of ChemDraw can be copied directly into Microsoft Word without distortion. Older versions benefit from saving as a .TIFF image and inserting as a picture.
6. **Title Page:** The following information should appear on the title page
 - Subject of the thesis.
 - Author's name.
 - Degree for which submission is made (Bachelor of Science (Honours) or Bachelor of Science (Advanced)).
 - Date of submission.
 - Supervisor.
7. **Abstract:** The title page should be follm /TT21o0Sbe T1.01 Tf (7.) Tj E0 0.270 0 0.24 92 108.3565 3998.54 cm BT 4
8. **Introduction:** The introductory section should contain a clear statement of the aim of the investigation, together with a brief survey of relevant background information. It is not necessary to include large amounts of material that is readily available in standard textbooks.
9. **Length of Thesis:** The aim should be to produce a clearly written, properly documented and thoroughly organised thesis that occupies 30-50 pages. Theses exceeding 50 pages are not welcomed and over elaborate presentation of diagrams etc., is not necessary. Typically, thesis content beyond page 50 of the thesis will not be examined.
10. **References:** The style mAuthor (with initials),

Journal name (in conventional abbreviation, printed in italics), Year,
Volume (in bold), page number

USEFUL ADVICE FOR THE DRAFTING OF HONOURS THESES

Each year the Honours theses are assessed by examiner panels. The following advice has been developed based on this experience and the noting of common errors. It is intended to assist future candidates submit the best thesis and to avoid such errors:

1. Latin phrases and abbreviations of Latin phrases must be set in italic type or, if in a section which is already italicised, set in non-italic type. For example: *'in situ'*. The list below shows some common Latin phrases you may need to use in your thesis:
 - *ca. cf. e.g. et al. etc. i.e. in situ inter alia vide supra via*
 - Note the full stops and make sure you know the meaning of these phrases before you use them.
2. Letters used to represent physical quantities should be italicised, for example, *m* for mass, V_m for molar volume (note; 'm' for molar is not italicised), *m/z* for mass to charge ratio, *k* for a rate constant, *K* for an equilibrium constant, but note pK_a where only the *K* is italic.
 - For more detail see *Quantities, Units and Symbols in Physical Chemistry*, I. Mills, T. Cvitas, K. Homann, N. Kallay, K. Kuchitsu, Blackwell Science, Oxford, 2nd ed., **1993**, UK.
 - Some terms used in chemical nomenclature are also set in italics, for example *endo, exo, cis, trans*.
3. When referring to a compound by number, a noun 'qualifier' is required prior to the number. The two major chemical societies suggest the following:

1. Synthetic projects are dramatically affected by having the correct amount of detail in the results and discussion. This content **should not** be a repeat of the experimental but should include sufficient detail to indicate that the reaction was completed successfully, identifying key features where appropriate. Yields and m.p., for example, are really not necessary (unless either is notable, which is highly unlikely except for a particularly novel compound) and experimental details should be limited to when it suits the discussion. A hypothetical example where a reaction did not go well but the product could still be isolated is given below:

“Phenylalanine **1** was treated with acetic anhydride under basic aqueous conditions to give the corresponding acetamide **2** (Scheme 1). A proton NMR spectrum of the crude reaction mixture indicated the presence of both the starting material **1** and product **2** in a *ca.* 1:1 ratio. This is exemplified by the presence of signals of approximately equal integration at 3.45 and 4.40 ppm, corresponding to the alpha protons of the starting material **1** and product **2** respectively. Partitioning this reaction mixture between ethyl acetate and dilute aqueous acid

THESIS MARKING¹ - A GUIDE FOR STUDENTS

Abstract, Thesis Format and Presentation = 20% of Thesis Mark

- Quality of Abstract
- Arrangement and clarity of presentation
- English expression and spelling
- Quality of figures and illustrations
- Formatting of references
- Editing, formatting, and general impression

Introduction and Literature 20%

HONOURS CLASS RECOMMENDATIONS² – A GUIDE FOR STUDENTS

85 and above (1st)

Student has an excellent command of the theory and practice of the discipline. Student works independently and completes stages of the project punctually with good time management. Student demonstrates independence of thought; problem solves and makes a strong contribution to the direction of the research, as evidenced in seminar-defence. Student demonstrates the key outcomes of the project