



Advice to Postgraduate Researchers (PGRs) on the use of their work, which has formed part of solely or jointly authored publications, within a thesis submission

This document provides guidance on the use of published material in a traditional, chapter style of thesis where published material may be used to form a chapter of a thesis but must be rewritten and integrated within the thesis as a whole.

Background

The Graduate Board wishes to encourage all PGRs to publish their work and disseminate their results, either before or after submission of a thesis. The Board has considered the guidance which can be issued to PGRs and supervisors upon the situations when the use of published work within a thesis (which has been carried out during the course of the candidature) is relevant and acceptable to the University.

This guidance, outlined below, is intended to provide PGRs with further information on identifying the contribution of others to the work contained within the thesis. This is especially important when chapters might have been based on jointly authored publications as the examiners will need to be able to clearly identify the work directly attributable to the PGR to determine whether there is a substantially original contribution by the PGR and whether this contribution is at the appropriate level to merit the award of the degree.

Advice to candidates¹

1. A collection of publications bound together is not an acceptable form of submission for a research degree thesis at the University of Leeds.
2. Where the PGR is the sole, lead², first or primary author on a publication the University will permit³ the use of the work **contained within the publication which the PGR was directly responsible for authoring** to form the basis for all or part of a chapter of the thesis. The PGR would not be expected to reproduce any aspect of a publication that was not their own written work or illustrations
3. PGRs must bear in mind that it is not acceptable to simply include the work, as published, to form a chapter of a thesis. In all cases the work must be reformatted and, if necessary, rewritten to ensure integration with the central arguments of the thesis so that it reads as a coherent whole. Instances of repetition should be removed as much as possible to ensure that the thesis is a coherent and readable piece of work.
4. PGRs are asked to bear in mind that journal articles can be very restrictive in terms of length and it is expected that, where appropriate, the thesis will include a more in depth discussion of methods, results etc than appeared in the original publication.

5. In all cases the thesis is expected to conform to the norms within the discipline for the structure of a thesis, presentation of research, methods, results etc and must also conform to the regulations for the format and presentation of theses for research degrees as published in the [Guide to the thesis examination process](#)⁴.
6. Where a PGR has used work from a solely or jointly authored publication to form part of a chapter of the thesis then they must also provide loose⁵ copies of the publications alongside the copies of the thesis submitted for examination⁶, to assist the examiners. A copy of each publication must be provided for each examiner.
7. Where the PGR has contributed work to a multi-authored publication and their contribution is not significant the work should not be used to form part of a chapter of a thesis. Where the PGR has not directly authored the work the University would not expect the PGR to replicate any aspect of the publication.

Presentation of the thesis (where work from jointly authored publications will be included)

8. Where work which has formed part of jointly authored publications has been included in a thesis the contribution of the PGR and others should be explicitly stated in all relevant sections of the thesis. Examiners will need to be able to clearly identify the work directly attributable to the PGR to determine whether there is a substantially original contribution to the subject concerned and whether the PGR's own contribution is at the appropriate level to merit the award of the degree.
9. To assist the examiners in this process, PGRs must ensure that the following information is included within their thesis as set out in more detail in the full [Guide to the thesis examination process](#):
 - i. The appropriate statement is presented on page 2 of their thesis as follows:

10. The PGR confirms that the work submitted is his/her/their own, except where work which has formed part of jointly authored publications has been included. The contribution of the PGR and the other authors to this work has been explicitly indicated below. The PGR confirms that appropriate credit has been given within the thesis where reference has been made to the work of others.
 - ii. Page 2 of the thesis must then be used to explicitly outline:

¹ For the purpose of this document, the term "publication" refers to work which has been submitted or accepted for publication, in addition to work which has been published

² The term "lead" refers to the contribution of the PGR to the work, rather than the order in which the names of the authors appear on the publication

³ Under the terms of its Policy on Intellectual Property Rights
http://www.leeds.ac.uk/secretariat/policies_procedures_codesofpractice.html

⁴ http://students.leeds.ac.uk/info/10125/assessment/773/submitting_your_thesis

⁵ Copies of publications should not be bound into the copies of the thesis. Further information is available in guidelines on eThesis preparation:
http://students.leeds.ac.uk/info/10125/assessment/913/submitting_your_final_ethesis

⁶ Copies of publications are required alongside the thesis submitted for examination only. In the event of a successful examination, candidates are **not** required to supply copies of publications alongside the final hard bound copies of the thesis and these must not be bound into the thesis.

- a. The details of which chapters within the thesis have been based on work from jointly authored publications and/or manuscripts;
- b. Details of the jointly authored publications which have been used (e.g. title, names of authors, publication/submission details etc.);
- c. Details of the work contained within these publications which is directly attributable to you;
- d. Details of the contributions of the other authors to the work (in the case of jointly authored publications).

Copyright Information

PGRs should seek permission from copyright owners for any substantial third party content included in their thesis. Further information is available on the Library website⁷ for fair dealing and clearing copyright. Further information is also available in guidelines one Thesis preparation:

http://students.leeds.ac.uk/info/10125/assessment/913/submitting_your_final_thesis.

August 2018

⁷ <https://library.leeds.ac.uk/copyright-for-phds> and <http://library.leeds.ac.uk/copyright-basics>

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http://students.leeds.ac.uk/info/103553/research_student_policies_and_procedures/955/regulations

[codes_policies_and_procedures_for_postgraduate_research](#) (See Thesis Submission and Examination Section)