

Deputy Vice-Chancellor's Office  
Postgraduate Research Office

## Including Published Work in a Thesis – Guidelines for Students

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The University of Canterbury encourages students to publish research from their studies, particularly in peer-reviewed journals. The inclusion in a thesis of work that is already published or submitted for publication (jointly referred to below as “published work”) is supported where that work was prepared with substantive input from the student during the student’s enrolment for the degree.

Students who wish to include published work in their theses must discuss with their supervisors the appropriate format in which to do so. Practices differ between disciplines and it is important to obtain advice from experts within the relevant discipline. Schools, departments and programmes are encouraged to develop and promulgate appropriate practices.

Regardless of discipline, the following guidelines must be met.

**1. *The thesis document must be an integrated and coherent body of work.***

The thesis will be assessed as a single document and must stand on its own merits. To this end it may be necessary to alter the format of published work for inclusion in a thesis. Publications that were authored during a student’s candidature, but do not fit the coherent body of the thesis, may be included as appendices to the thesis.

**2. *The student must ensure that published work in the thesis conforms to copyright.***

If copyright is held by a publisher, the candidate must obtain written permission to use the published work in the thesis; and evidence of such permission must be included in an appendix. Some publishers will not permit the inclusion of the published version of a paper, but may permit the use of the manuscript version following peer review (often referred to as the post-print).

**3. *Students can be examined on any material contained within the submitted thesis, including appendices.***

**4. *Inclusion of published material in a conventional thesis.***

Where material that appears already in publication (but not the publications themselves) is included in a thesis, it is essential to make this explicit by providing appropriate citations and/or by including a statement at the beginning of the thesis – e.g., “Material covered in Chapter 4 has previously been published in Bloggs, J. (2020). *Behavioural mimicry and stigmatization. Social Activities, 20, 18-34.*”

## **5. Thesis with Publications**

The University permits submission of a “thesis with publications” (as opposed to the European model of “thesis by publication”, where publications are bound into a thesis with no accompanying text). In the case of a *thesis with publications* the following guidelines are to be adhered to.

- Where the included publications are co-authored, the contributions of the student submitting the thesis for examination must be formally documented by completing a co-authorship form for each publication – seek advice from your supervisors.
- A statement must appear at the beginning of the thesis detailing those publications that have been included in the thesis. The details must include all of the normal citation fields (authors, journal, year, issue number, page numbers ...) appropriate to the discipline.
- The thesis must include a general introduction that explains the overarching theme of the work, its context and the manner in which the compilation of publications constitutes a coherent body of work (as required in 1).
- The publications should be linked by bridging sections that explain the transition from one to the next – how the next publication complements previous publications and/or sets the scene for publications that appear later.
- The thesis must end with a conclusion tying together the contributions of the publications to represent a coherent overall account of how the body of the work contributes to knowledge and understanding, and how it addresses any question or hypotheses.
- All and any aspects of the included publications will be examinable and can be discussed at the oral examination, even where they were primarily the work of a co-author. For example, if a co-author conducted analyses presented in a thesis the student must be able to answer questions regarding those analyses.

## **6. Research that has been published does not guarantee a pass when included in a thesis.**

Examiners will judge a candidate’s research on its quality and original contribution to knowledge and understanding. Examiners may require changes to any part of the thesis, even when that material has been previously published.