GUIDELINES FOR THE INCLUSION OF PUBLICATIONS IN A **FULL RESEARCH MASTER'S THESIS** SUBMITTED TO THE UNIVERSITY OF CAPE TOWN'S HEALTH SCIENCES FACULTY

The General Rule FGM3.2 (f) states : 'The [Master's] dissertation may include the candidate's own published material on the same subject, if the prior permission of Senate has been obtained".

The Faculty of Health Sciences (FHS) does not offer a full research Master's Degree "by publication", for any program. The FHS requires that a thesis be produced in accordance with standard requirements to fulfil the requirements for a full research Master's degree.. These requirements include the need for a thematically cohesive thesis, with a clear theme or narrative, as well as consistent formatting (including referencing, tables and figure formatting) throughout the work. In fulfilling these requirements it is possible, if the prescribed permission has been obtained, to include publications verbatim in the full Master's thesis.

In some circumstances it may be that the 'included publication' is of another type (e.g. a policy document, technical report or book). In such cases the motivation and 'publication' would be considered on its specific merits and motivated accordingly.

Students registered in the FHS for a Research Master's by full dissertation, may therefore apply to the Chair of the FHS Doctoral and research Master's Committee (DMC) to include verbatim published articles in their thesis. Of note, publication is encouraged during the course of study towards a Master's degree, and not all publications require approval from the DMC Chair. Approval from the Chair is only required if the published work is planned to be included verbatim, and in entirety, in the thesis (e.g. as a Chapter).

Approval to include publication/s is not automatic, and will be considered according to the following guidelines, which should be considered when submitting a motivation to the DMC Chair:

- The primary supervisor and candidate must agree to the plan of including publications in the thesis, and this should be noted in the annual Memorandum of Understanding (MoU).
- Formal permission must be sought and obtained from the FHS DMC Chair for the inclusion of a publication, prior to finalising the thesis for submission for examination.
- Papers to be included verbatim should be published or accepted for publication in a reputable peer reviewed, UCT-accredited journal.
    - Approval is not needed for papers under preparation or currently under review.
    - Approval is also not needed where work has been published, but is not being included verbatim in the thesis.
- The full research Master's thesis cannot simply be a single or compilation of publications. The thesis must be presented as a composite body of work, with all the necessary components of a traditional dissertation.

    - Even though there may be publication(s) included, the thesis must show acceptable academic style, scholarly content and coherence as a connected account with a satisfactory introduction, literature review, statement of thesis aims and discussion/conclusion.
    - The thesis must include a thorough and critical literature review - There must be a significant academic discussion leading to clearly articulated conclusions, based on the thesis as a whole and best presented as a final chapter.
- It should be clear to the reader/examiner what the rationale for including the paper(s) is/are. It should demonstrate specifically how including the publication(s) assist(s) in fulfilling the thesis aims. We suggest that each paper is prefaced with a synopsis of how the paper contributes to the thesis aims and objectives. This in addition to full discussion in the appropriate place(s).
- The student should be the lead (first) author of each included publication
- All included publications and the research presented therein must have been written and undertaken under the supervision of the supervisor(s) while registered for the relevant Master's Degree with the University of Cape Town. It is therefore expected that the supervisor should be listed as a co-author on the publication.
- If a publisher holds the copyright to a publication, the student must ensure it is appropriately referenced in the text.
- There must be a consistent format style throughout the thesis.
    - The text of an included publication must be included verbatim as it appears in print (or online) but must be reformatted to match the format, themes and styles used in the thesis as a whole
    - Reference, Figure and Table numbers must be renumbered to follow chronologically throughout the thesis.
    - The referencing style used in the thesis should be consistent throughout the thesis including in the included publication(s).
- The maximum word count for a full research Master's thesis is 50 000. In the case of a thesis including publication(s) this remains so – the included publications must be included in the total word count (references are not included in the word count).
- In the motivation to the DMC Chair, and in the thesis itself, it should be made unambiguously clear at what levels the candidate was involved in the research and publication(s), and what the specific roles of candidate and co-authors were. This should be verified by the supervisor(s) in the motivation letter.
- Written letters of support should be obtained from each co-author and the supervisor(s), attesting to their agreement on the stated contributions that the candidate made to the study and the role they played as co-authors, and that permission is granted to the student to include the co-authored paper in the thesis. In certain cases, where there are a large number of co-authors, the principal investigator and supervisor can sign such support on behalf of the group. These documents must be submitted along with the motivation letter for consideration by the DMC Chair.
- If co-authors themselves are postgraduate students, they should verify that they will not be including this publication(s) in their own thesis.
- The student should include the following declaration in their thesis, if permission is granted to include publication/s. This declaration should be include on a separate

page at the front of the thesis, following the declaration that the thesis is the student's own work:

- "I confirm that I have been granted permission by the Doctoral and research Master's Committee of the University of Cape Town's Faculty of Health Sciences to include the following publication(s) in my thesis, and where co-authorships are involved, my co-authors have agreed that I may include the publication(s):
    - Citation of Publication 1 ….. Publication 2 etc."