

## SUBMISSION GUIDELINES

*Below you will find an overview of what each field in a submission should contain:*

**Name (Surname, Forename):** The name of the thesis author.

**Username:** A unique identifier/name for the thesis author required by the Register system.

**E-mail:** Email address which the Register administrator can contact you on.

**Password:** Required for online registration only.

**Verify Password:** Required for online registration only.

**Current Institution Affiliation:** The institution or college where you work or study. This will be included in your 'Contact Details' on the Register.

**Public Contact Email:** The email address which will be included in your 'Contact Details' on the Register.

## THESIS DETAILS

**Thesis Title:** The title of the thesis.

**Degree Type:** Choose the degree level for which the thesis was completed, e.g. BA, PhD.

**Degree Specialism:** Choose the specific area of the thesis, e.g. Composition, Musicology, Performance.

**Supervisor(s):** The name(s) of your thesis supervisor(s).

**Thesis Status:** Choose whether the thesis is currently in progress, is submitted, or has been accepted.

**Date Submitted / Accepted:** The date the thesis was submitted or accepted. Not relevant for theses in progress.

**Institution Submitting / Submitted To:** The institution the thesis was submitted to, or will be submitted to (the latter for theses in progress).

**No. of Volumes (no. of pages):** Physical number of volumes of the thesis (number of pages in brackets: to take the format #pp.). Example: 1 (190pp.) or 2 (Vol.1 400pp, Vol.2 400pp.) or 1 (34pp. text, 30pp. music). Not relevant for theses in progress.

**Approx. Word Count:** Enter here approximate word count of your thesis, in the format c.##,###  
e.g. c.50,000.

**Thesis Location / Link:** The location of your thesis is usually the library of the institution you submitted to: in this case just state the institution. In some cases, the thesis may be available online on a private website or an institutional repository. For the latter, please provide the web address. Not relevant for theses in progress.

**Related Publications:** Give publication details of any book or article(s) resulting directly out of your thesis/research. This can include related articles published before completion of the thesis.

### **THESIS CONTENT (i.e. Index Information)**

**Persons / Composers:** Enter the names of specific people or groups covered in the content of the thesis.

**Genres / Musical Instruments:** Enter the general genre and or musical instrument which your thesis covers.

**Related Institutions:** Enter the name of institutions central to the content of your thesis.

**Related Places:** Enter specific places/areas central to the content of your thesis.

**Time Frame:** Enter the time period covered by your thesis, e.g. 17th century, 1830-1850, etc.

**Key Issues / Concepts:** Enter central concepts or issues covered by your thesis.

**Abstract:** Enter your thesis abstract here.