

HELI Thesis Layout Guidelines

A complete thesis has three main parts: Front Matter, Main Body and End Matter. These parts should be organized in the order discussed below.

A. **Front Matter**¹: A thesis should normally have front matter in the following order:

1. **Title Page**
2. **Declaration of Original Content** – Must include the following two statements:
 - ***Statement of Originality:***

I hereby declare that the work presented in this thesis is, to the best of my knowledge and belief, original and my own, except where otherwise acknowledged. Any materials derived from the work of others have been properly referenced. This thesis has not been submitted, in whole or in part, for the award of any other degree or qualification at this or any other institution.

- ***Ethical Use of AI Statement:***

AI tools were used in this research solely for non-substantive tasks, including grammar checks, citation formatting, and proofreading. No AI-generated content was included without rigorous verification, and all analytical interpretations, arguments, and conclusions remain my original work.

3. **Acknowledgement** – people, organisations, funders whose contributions have assisted the research
4. **Status of manuscripts** (book chapters or papers) submitted for publication as part of the thesis (*if applicable*).
5. **Abstract** – a 300–500 words summary of the research questions addressed, results and the conclusions drawn.
6. **Table of Contents**, including front matter, chapter and back matter headings, chapter subheadings.
7. **List of Tables**
8. **List of Figures** (including charts)
9. **List of Abbreviations**

¹ Everything from Title page to the beginning of the Chapter

B. **Main Body (Chapters²)** : A thesis should normally have a main body in the following order:

Chapter 1: Introduction

This chapter normally includes:

- **Introduction and Background:** Introduce the topic, providing context and explaining its importance in the field. Outline the research problem, objectives, and research questions.
- **Research Scope and Objectives:** Clearly state the scope of your research, what it includes and excludes. Define the specific objectives or aims of your study.
- **Significance and Contributions:** Explain the significance of your research and how it contributes to the field. Highlight the potential implications or applications of your findings.
- **Organisation of the Thesis:** Provide an overview of the structure of your thesis, outlining how subsequent chapters are organised and what each chapter will cover.

Chapter 2: Literature Review³

This chapter normally includes:

- **Introduction to the Literature Review:** Introduce the purpose and scope of the literature review chapter. Explain its significance in providing the background and context for your research.
- **Conceptual Framework or Theoretical Perspectives:** Discuss the theoretical frameworks, models, or concepts relevant to your research. Explain how these theories or concepts inform your study.
- **Historical Overview (*if applicable*):** Provide a historical perspective on the development of the topic or related theories. Trace the evolution of ideas in the field.
- **Key Themes and Subtopics:** Organise the literature into themes or subtopics relevant to your research. Group related studies together and discuss their findings, methodologies, and contributions.
- **Critical Analysis of Literature:** Evaluate and critique the existing literature. Discuss strengths, weaknesses, gaps, contradictions, and debates in the research.
- **Identifying Gaps and Rationale for Your Study:** Highlight the gaps or limitations in the existing literature. Explain how your research will address these gaps and contribute to the field, then link it to the Methodology Chapter.

Chapter 3: Methodology⁴

This chapter normally includes:

- **Research Design:** Describe the overall structure and approach of your research, whether it is experimental, correlational, qualitative, quantitative, mixed methods, etc.

² For any other discipline related specific requirements consult research supervisors

³ Should be comprehensive, insightful, relevant and up to-date (~last 5 years, with the exception of seminal literature)

⁴ The specific headings and content within the methodology chapter may vary based on the nature of your research/field of study. For any other discipline related specific requirements consult research supervisors.

- **Participants or Sampling:** Explain the characteristics of your participants or sample, including how they were selected, their demographics, and any inclusion/exclusion criteria.
- **Data Collection Methods:** Detail the specific methods used to gather data (e.g., surveys, interviews, experiments, observations), including instruments or tools utilised and their justification.
- **Procedure:** Outline the step-by-step process followed during data collection, including any ethical considerations and how informed consent was obtained.
- **Data Analysis:** Explain the techniques used to analyse the collected data, whether statistical methods, content analysis, thematic analysis, etc. Justify your choice of analysis methods.
- **Validity and Reliability:** Discuss how you ensured the credibility and trustworthiness of your data and findings. Address any measures taken to ensure the reliability and validity of your research.
- **Ethical Considerations:** Describe how ethical standards were upheld throughout the research, including participant confidentiality, informed consent, and any ethical approvals obtained.
- **Limitations:** Acknowledge any methodological limitations or constraints faced during the research process that could affect the validity or generalisability of your findings.

Chapter 4: Results

This chapter normally includes:

- **Evidence-based presentation of key findings** (may include tables, charts, quotes, themes, mind maps). Finding may be organised by themes, research questions, or variables.
- **Objective reporting without interpretation** (especially for quantitative analysis).
- **Explanation of techniques** (quantitative, qualitative, computational or experimental) employed for analysis.
- **Acknowledgment of Limitations:** Address any limitations in the study that may have influenced the results.
- **Explanation of Constraints:** Explain any constraints faced during data collection or analysis that might have affected the outcomes.
- **Conclusion and Transition:** Conclude the Results chapter by transitioning smoothly to the Discussion chapter, where findings are interpreted in depth and implications are discussed.

Chapter 5: Discussion

This chapter normally includes:

- **Interpretation and Analysis:** Provide a detailed interpretation of the findings and discuss their implications. Discuss any identified patterns, relationships, or discrepancies in the data.
- **Highlighting Significance:** Highlight the significance of the findings in relation to the research objectives or hypothesis. Highlight any novel aspects or unique contributions of the study.

- **Comparison with Existing Literature:** Compare the results obtained in the study with previous research or existing literature, noting similarities, differences, or contributions to the field. Interpret findings in relation to the literature and theoretical framework.
- **Addressing Research Questions:** Connect the findings with the research questions or hypotheses and address the identified gap in the literature.
- **Address Unexpected or Contradictory Findings:** Explain and explore unexpected or contradictory findings and provide potential explanations.
- **Data Validity and Reliability:** Discuss the reliability and validity of the data collected and its impact on the findings.

Chapter 6: Conclusion⁵

This chapter normally includes:

- **Restatement of Research Objectives:** Restate the research objectives or questions addressed in the study or hypothesis tested.
- **Summary of Findings:** Summarise the main findings obtained from the research.
- **Discuss Contributions:** Reinforce the significance of the study's outcomes to the field and potential practical implications.
- **Recommendations and Future Directions:** Suggest potential areas for further research or improvements based on identified gaps or limitations.
- **Conclusion and Closing Thoughts:** Summarise the key points discussed in the Conclusion chapter. End with a strong and conclusive statement that leaves a lasting impact on the examiner/reader.
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C. **End Matter**⁶: A thesis should normally have end matter in following order:

1. **References** – must include all references quoted in the thesis with a single list of references at the end of the main text. Reference should follow APA 7th style.
2. **Appendices** – for supporting information related to the thesis. If applicable, it should include:
 - Ethics approval letter
 - Participant Information sheet
 - Consent Form
 - Survey/Interview questionnaire
 - Any supplementary data, tables or documents
 - Copies of any published manuscripts out of the research

Notes:

- A thesis submitted to HELI must adhere to a consistent spelling style using Australian English.
- If applicable, a thesis submitted to HELI must also contain a statement at the beginning of the thesis about the status of manuscripts submitted as part of the thesis (i.e. have they been

⁵ Ensure no new findings or data are introduced in the Conclusion chapter.

⁶ Material outside the main body of the thesis that may furnish useful reference to the reader.

submitted and are subject to review, are they published and if so where, if they are jointly authored then who are the other authors?). Copies of published manuscripts must be provided in an appendix to the thesis.

- Students must request permission before using any third-party copyright information in their thesis. The library will provide advice and guidance on all copyright matters.