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## FGS E-MRP Format Specifications

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Format of MRP .....	2
Page Numbering .....	3
Body of the MRP (Abstracts & Footnotes) .....	3
Bibliography or Literature Cited .....	3
Illustrations/Photographs/Maps .....	3
Tables and Figures .....	4
MRP Title .....	4
Copyright © .....	4
Format MRP for Uploading .....	4

## MRP Formats

### Style (Font & Type Face, Spacing, Margins)

#### Font & Type Face

- Only one single typeface, with its *italic* and **bold** variants, should be used through the entire MRP in both monograph and integrated article formats, including the title page, signature page, acknowledgements, bibliography, and appendices. (Exceptions to this can be made for footnotes, subscripts and superscripts, and for tables, figures or illustrations imported from other sources.)
- Font size should be 10 point or larger, although a smaller type size may be used for graphs, formulas, and appendices.

#### Spacing

- All pages of the MRP may be single, one-and-a-half, or double-spaced, with the exception of the Abstract, which must be double-spaced.
- The Table of Contents, List of Figures, List of Plates, List of Symbols, Nomenclature, or Abbreviations, and Bibliography, if single-spaced, should have two spaces between individual entries. Quotations should be indented.

#### Margins

- A minimum left margin of 1.5 inches (3.8 cm) is required. The top, bottom, and right margins should be at least 1 inch (2.54 cm).
- These margin regulations are required on all pages of the MRP. There will be occasions when material on pages of tables, figures, illustrations, appendices, and so on will exceed the margins.

Students may photo reduce these to fit within the margins, provided that the print clarity is not affected. If the print quality deteriorates, then it is preferable to exceed margins as little as possible.

## Page Numbering

### Prefatory Pages

- Prefatory pages are those pages before the Introduction of Chapter 1. Each must be a separate page, single-sided.
- Prefatory pages are not numbered but must appear in the correct order, as shown in the “Format of MRP” section above.

### Body of the MRP (Abstracts, Footnotes)

- All pages of a MRP, beginning with the Introduction or Chapter 1, must be numbered consecutively with Arabic numbers (1, 2, 3 and so on). This includes pages containing tables, figures, illustrations, the Bibliography, and Appendices.
- The page numbers may be printed either at the top or bottom of the page, and they may either be centered, or in the right hand corner, but they must be placed consistently on all pages.
- The page numbers should be approximately  $\frac{3}{4}$  inch (1.9 cm) from the paper’s edge.
- If a typed character will not adhere to the photographic paper being used, do not print the number on the page, but do allow for that page number in the pagination.

### Abstracts and Key Words

- The abstract should be a concise and accurate summary of your work.
- Abstracts must not exceed 150 words for a master’s MRP and 350 words for a doctoral MRP.
- The abstract must be double-spaced on one side of the paper only.
- Do not use graphs, charts, tables, or illustrations.
- Display symbols and foreign words and phrases clearly and accurately. If a supervisory committee permits a MRP to be written in a language other than English, two abstracts are required; the first in English, the second in the language of the MRP.
- Include all pertinent place names and other proper nouns. These are very useful in automated information retrieval.
- Specify five key words to describe your MRP research. Footnotes
- For Monograph-Format Theses, footnotes may be placed at the foot of the page (footnotes proper), in a group at the end of a chapter (called “Notes”), or grouped at the end of the MRP before the Bibliography (called “Endnotes”). If notes or endnotes are collected at one place in the MRP, their location is to be shown in the Table of Contents by title and page.
- For Integrated Article-Format Theses, the notes are to be located within the appropriate chapter, either at the foot of the page (footnotes), or grouped at the end of the chapter before the Bibliography (endnotes).

### Bibliography or Literature Cited

- Use a citation format that is standard in your field, or in accordance with the style manual chosen.
- For Monograph-Format Theses, the Bibliography is required to be at the end of the MRP, preceding the appendices.
- For Integrated Article-Format Theses, bibliographies are to be placed at the end of each appropriate chapter.

### Illustrations/Photographs/Maps

- Illustrations should be positioned as the main text (the type reading across the 8  $\frac{1}{2}$  inch dimension).
- All photographs and reproductions of photographs should be of professional quality with a sharp contrast.
- Maps taken from published sources usually require copyright permission. Students should follow the information in the “Copyright Material” section.

## Tables and Figures

- All tables and figures must be of excellent quality and all labeling must be clear and sharp. Maps should be redrawn if acceptable quality is not obtained.
- Lines on graphs should be identified by labels or symbols rather than by colours.
- Similarly, shaded areas such as countries on a map have better contrast if crosshatching is used instead of colour.
- All tables and figures are required to be numbered. Each table or figure is to be identified with the word “Table” or “Figure” and its number. Whenever possible, the title and caption of each table and figure should be on the same page as the figure or table.
- A list of all tables and a separate list of all figures, identifying each by name, number, and page must be included in the prefatory pages.

## MRP Title

- Your MRP will be a valuable reference for other scholars only if it can be easily located within the libraries. Retrieval systems use key words in the title to locate your MRP. It is essential that the title be meaningful and descriptive of the content of the work.
- The wording of the title must be identical on the Theses Non-Exclusive License, Partial

## Copyright<sup>®</sup>, Copyright License, Title Page, and Examining Committee Signature Page

- The student, as author, retains the copyright to the MRP.
- Students must familiarize themselves with copyright rules and regulations. Students should review the copyright information found at: <http://brocku.ca/library/campus-copyright-information>
- For additional copyright information, please go to the Library and Archives Canada website at: <http://www.collectionscanada.gc.ca/index-e.html>

## Format MRP for Uploading

- Save the final, approved version of the MRP in a .pdf format
  - Name the file using the following format: example Brock\_LastName\_FirstName\_Year.pdf
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