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Faculty of Graduate Studies Thesis Format Specifications

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Format of Thesis

- Theses must be prepared in one of two formats:
 - . Monograph Format
 - . Integrated Article Format
- Consult your graduate program and supervisory committee to determine which format the program will recommend and accept.

Monograph Format

In order of appearance:

- . Prefatory pages
 - Library Release Form
 - Frontispiece or Quote Page (optional); faces the title page
 - Title Page
 - Examining Committee Signature Page
 - Dedication (optional)
 - Abstract (not more than 150 words for master's, 350 for doctoral).
 - Preface (optional)
 - Acknowledgement (optional)
 - Table of Contents (listing chapter heads and subheads, bibliographies, and appendices)
 - List of Tables (if any)
 - List of Figures or Illustrations (if any)
 - List of Plates (if any)
 - List of Symbols, Nomenclature, or Abbreviations (if any)
- . Body of Text
- . Footnotes (if any)
- . Bibliography
- . Appendices (if any)

Integrated Article Format

In order of appearance:

- . Prefatory pages
 - Library Release Form
 - Frontispiece or Quote Page (optional); faces the title page
 - Title Page
 - Examining Committee Signature Page
 - Dedication (optional)
 - Abstract (not more than 150 words for master's, 350 for doctoral)
 - Preface (optional)
 - Acknowledgement (optional); should appear in the prefatory pages only and not in each paper.
 - Table of Contents (listing chapter heads and subheads, bibliographies, and appendices)
 - List of Tables (if any)
 - List of Figures or Illustrations (if any)
 - List of Plates (if any)
 - List of Symbols, Nomenclature, or Abbreviations (if any)
- . Body of Text
 - Introductory chapter (Introduction) to the entire thesis with its own bibliography
 - Each subsequent chapter, consisting of an "article" without an abstract, but with its own bibliography
 - Final chapter (General Discussion and Conclusions), to relate the separate studies to each other and to a relevant discipline or field of study. This section has its own bibliography.
- . Appendices (if any) may contain details of methodology, tabulated data, and so on, not provided in detail in previous chapters.

Paper

- Standard paper size is 8.5 inches x 11 inches (21.59 cm x 27.94 cm)
 - . one type and brand name of paper must be used throughout the official copies submitted to the FGS. The only exception is the use of photographic paper.
 - . a good quality paper with at least 50% cotton content is required in order that the thesis will not discolour and will withstand frequent or long-term use.

Print Quality and Duplication

- Only one single typeface, with its *italic* and **bold** variants, should be used through the entire thesis 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. Computer printouts with small and indistinct print and/or very narrow margins may be illegible in microform.
- Print and duplication of the thesis must be of the highest quality. A laser printer copy is preferred, but text produced from any computer printer is acceptable, provided that the characters are dark black, consistently clear and dense. Broken, uneven, blurred, or light lettering is not acceptable.

Number of Copies

- Students must present four unbound copies of the thesis to the FGS as a requirement for convocation—one will be catalogued, and microfiched and placed in the University Library for consultation, one will be bound and returned to the graduate program, one will be bound and returned to the candidate, one will be forwarded to ProQuest/UMI to be reproduced on microfiche and digitized for PDF format on behalf of Theses Canada.

Spacing

- All pages of the thesis 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.

Single-sided vs. Double-sided

- The body of the thesis may be double-sided, however single-sided is preferred and all prefatory pages must be single-sided.
- The copy presented to FGS for microfilming for the Library and Archives Canada must be single-sided.

Margins

- For single-sided copies, 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).
- For double-sided copies, minimum left and right margins of 1.5 inches (3.8 cm) are required. The top and bottom margins should be at least 1 inch (2.54 cm).
- These margin regulations are required on all pages of the thesis. 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.
- In the binding process, each page will be trimmed on all sides by between 1/8 inch (0.32 cm) and ¼ inch (0.64 cm); further allowance must be given for the bound left-hand side of the page.

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 Thesis” section above.

Body of the Thesis

- All pages of a thesis, 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 ¾ inch (1.9 cm) from the paper’s edge.

- Keep in mind that the page will be trimmed on all sides by up to ¼ inch (0.64 cm) before binding. Page numbers too close to the edge of the page will be trimmed off during binding, or will not present an acceptable format once the trimming is complete.
- 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

- Thesis abstracts are published in the electronic database of **ProQuest Dissertations and Theses**.
- The abstract should be a concise and accurate summary of your work.
- Abstracts must not exceed 150 words for a master's thesis and 350 words for a doctoral thesis.
- 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 thesis to be written in a language other than English, two abstracts are required; the first in English, the second in the language of the thesis.
- Include all pertinent place names and other proper nouns. These are very useful in automated information retrieval.

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 thesis before the Bibliography (called "Endnotes"). If notes or endnotes are collected at one place in the thesis, 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 thesis, preceding the appendices.

- For Integrated Article-Format Theses, bibliographies are to be placed at the end of each appropriate chapter.
- If an alphabetical format is used, strict order must be maintained. Generally, an author who has published a work on his/her own precedes any listing with multiple authors (e.g. a work by Brown, J would precede a work by Brown, J and Smith, S). Multiple works by one author (or one set of authors) should be listed chronologically or in reverse chronology in order of publication. The general rule is to list items in alphabetical order first, then in chronological order within the alphabetization.

Illustrative Material

- Illustrative material will reproduce satisfactorily by photocopying only if the original is of high quality. 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.
- Microfilming is a black-and-white photographic process. Colours appear as varying shades of grey. Therefore, lines on a graph 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.
- Many microfiche readers do not allow the rotation of images; therefore, illustrations should be positioned as the main text (the type reading across the 8 ½ inch dimension).

Tables and Figures

- 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.

Monograph Format

- For Monograph-Format theses, tables or figures may be kept together and placed as a group at the end of the thesis before the Bibliography, or placed individually throughout the body of the text, or grouped together at the end of each chapter. However, it is strongly recommended that figures and tables be inserted as closely as possible to the relevant text rather than putting the material in groupings at the end of the chapter or thesis.

Integrated Article Format

- For Integrated Article-Format theses, each table and figure is located within the appropriate chapter, immediately following the first text reference to it, or the tables and figures may be grouped at the end of each paper before the Bibliography. Both tables and figures in this type of format are to be numbered consecutively using the chapter number (e.g. tables in Chapter 2 would be numbered Table 2-1, 2-2, and so on; tables in Chapter 3 would be numbered Table 3-1, 3-2, and so on).

Photographs

- All photographs and reproductions of photographs should be of professional quality with a sharp contrast. Try to avoid using color photographs, since microfilming is a black-and-white photographic process and colours will appear as slightly varying shades of gray.
- Laser photocopies are also suggested instead of colour photographs, since it is now possible to make photocopies of as high a quality as photographs. If the thesis includes coloured photographs, the unbound copy submitted for microfilming must include black and white photographs or digital copies of the same subject (either originals or photographer's reproductions). Photographs with a glossy finish and photographs with dark backgrounds should be avoided.
- The PMT process of reproducing photographs is also acceptable.
- Dry-mounting tissue is the preferred method of affixing photographs, since it provides the neatest and most permanent method of affixing photographs. Glues are acceptable as long as the photos adhere well to the page. Do not use rubber cement or tape.
- Photographs reproduced directly on 8.5 inches x 11 inch (21.59 cm x 27.94 cm) photographic paper are acceptable.

Maps

- Charts and maps that are larger than the standard page complicate microfilming and it is recommended that they be avoided unless absolutely necessary.
- Students using maps in their thesis should ensure that excellent print quality is obtained. When photocopying maps from other sources, the print quality of the original must be clear and sharp or the map should be redrawn.
- Maps taken from published sources usually require copyright permission. Students should follow the information in the "Copyright Material" section (see page 10).
- Oversized maps may be contained in a pocket on the inside back cover of the thesis. They must be of excellent quality and labeled in accordance with a List of Maps, which will appear in the prefatory pages.

- Overlays must be carefully aligned with underlying maps or charts. If these cannot be avoided, the underlying sheet will be microfilmed first and then the overlay and the sheet together.

Oversized Pages

- Oversized pages may be impossible to microfilm. Wherever possible, charts, graphs, maps and tables, which are larger than the standard page size must be photo-reduced in such a way that the material remains clearly legible. It is recommended that such pages be avoided unless absolutely necessary.
- If material which is larger than the standard size must be used, it should be carefully folded into the manuscript. The fold should not extend the full width of the page, as the binder will trim the right edge and the fold out will be destroyed. Make as few folds as possible. There is also the option of placing the material in a pocket attached to the inside back cover of the thesis.
- It is not possible to microfilm very large materials such as blueprints, or material on video or computer disks. Therefore, they do not need to be produced for the microfilming copy.

Two-Volume Theses

- For very long theses in which more than one volume is required:
 - . each volume must have its own prefatory pages;
 - . the Library Release Form, Frontispiece or Quote Page (if any), Title Page, Examining Committee Signature Page, Dedication (if any) and the Abstract must be in the first volume;
 - . Volume 1 must contain the Table of Contents, List of Tables, List of Figures, and so on, for the entire thesis;
 - . Volume 2 must contain a duplicate of the Title Page of Volume 1;
 - . Volume 2 must contain the Table of Contents, List of Tables, List of Figures, and so on, to cover the portion of work found in Volume 2;
 - . the page numbering of the body of the thesis must flow consecutively from Volume 1 to Volume 2;
 - . for Traditional-Form Theses, the Bibliography and Appendices for both volumes are to be at the end of Volume 2 and are to be referred to in the Table of Contents of each volume;
 - . for Paper-Format Theses, the Appendices for both volumes are to be at the end of Volume 2 and are to be referred to in the Table of Contents of each volume;

- . when the Appendices are bound in a separate volume, this volume must have a title page duplicating that of the main volume, but with the addition of the word “Appendix” or “Appendices” just below the title of the thesis;
- . the word “Appendix” or “Appendices” along with the short title must then appear on the spine of this volume. Pagination of the Appendices must flow in sequence from Volume 1.

Thesis Title

- Your thesis 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 thesis. It is essential that the title be meaningful and descriptive of the content of the work. Use word substitutes for formulae, symbols, superscripts, subscripts, Greek letters, and so on if possible.
- The wording of the title must be identical on the Library Release Form, Title Page, and Examining Committee Signature Page.

Short Title for Spine

- When a thesis title is lengthy, a short title of 45 characters is needed for the spine of the bound thesis. This should follow the wording of the original title as closely as possible.
- The object of the short title is to facilitate easy recognition of the thesis on the library shelf. If it is not possible to shorten the thesis title satisfactorily or if a student chooses to print the whole title, this can be done at an additional cost, provided that the title is not too long.

Copyright © Material

- The student, as author, retains the copyright to the thesis.
- In conformity with the Copyright Act, there must be no substantial amount of copyrighted material in the thesis. Please read the following information carefully if you are including material that is previously copyrighted.
- Under the Copyright Act, a reasonable extract of another person’s work can be included in a student’s thesis, provided that the source is documented. Students using a substantial amount of copyrighted material in their theses must include, with the thesis, letters of permission from the person(s) or publishing company holding the copyright. Acquiring letters of copyright permission takes a considerable amount of time; students requesting such letters should do this well in advance of the submission of the thesis, as these letters must accompany the thesis when the final copies are presented to the Faculty of Graduate Studies.

- When letters of copyright permission cannot be obtained, the copyright material must be removed and a page inserted in its place, in the microfilming copy of the thesis only. This page should explain: that the material involved has been removed because of copyright restrictions; what information the material contained; and the original source of the material [e.g. page 12 has been removed due to copyright restrictions. The information removed was Figure 23 (*describe the figure information and source*)].
 - Provide a footnote for any or all chapters that have been submitted for publication, accepted for publication, or published. In order to avoid copyright problems, please use the following format for wording in the footnote:

*A version of this chapter has been submitted for publication/accepted for publication/published.
Jones 1984. Journal of Data. 48: 206-215.*
 - If the material is co-authored, permission from the co-authors for the use of this material is required as stated previously. Students who still have questions about copyright and preparing their thesis for microfilming should contact :

Theses Canada, Library and Archives Canada, 395 Wellington Street, Ottawa, Ontario K1A 0N4, Telephone: 819-853-6221, Fax: 819-953-8508
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