

Compare New with Current Version

FGSR Thesis Formatting Requirements

* Also consult department-specific guidance

NEW Format	CURRENT Format (for submission up to Spring 2014 Convocation)
<p>Formats:</p> <ul style="list-style-type: none"> • Allowable format types indicated. Check with the Department. • Goes on to list the components of a thesis in more detail 	<p>Formats:</p> <ul style="list-style-type: none"> • Outline provided for the 3 main formats. FGSR no longer provides, check department-specific guidance.
<p>15. Page Numbers: [moved up in order for this chart]</p> <ul style="list-style-type: none"> • Preliminary pages (front pages) use lower case Roman numerals; • Arabic numerals are used for the body of the thesis. 	<p>Page Numbering:</p> <ul style="list-style-type: none"> • Prefactory pages are not numbered • [no change]
<p>1. Title Page:</p> <ul style="list-style-type: none"> • First page of the thesis, but page number ‘i’ not displayed • Individual departments advise on thesis title. <ul style="list-style-type: none"> ○ Use word substitutes for formulae, symbols, etc • Sample of title page <ul style="list-style-type: none"> ○ Items rearranged on page ○ Only one sample provided: if the student has a Specialization, include the word “in” and insert specialization [check Bear Tracks]; if no specialization, remove the word “in” ○ © Student’s Name, YEAR thesis submitted 	<p>Thesis Title:</p> <ul style="list-style-type: none"> • Prefactory pages are not numbered • [no change] <ul style="list-style-type: none"> ○ [no change] • Sample of title page <ul style="list-style-type: none"> ○ Two samples provided, one with specialization and one without specialization ○ Spring/Fall Convocation and Year ○ Caution at the bottom about reproduction and copyright [removed-Proquest adds it]

<p>2. Abstract:</p> <ul style="list-style-type: none"> • At least 10 point font, double-spaced • Strict maximum count of 700 words, master's or doctoral • Marked as page 'ii'. 	<p>Abstracts:</p> <ul style="list-style-type: none"> • Must be double-spaced • 150 words for master's and 350 word for doctoral • Prefactory pages are not numbered
<p>3. Preface:</p> <ul style="list-style-type: none"> • Mandatory when: <ul style="list-style-type: none"> ○ A thesis contains journal articles authored/co-authored by student ○ <u>And/or</u> the research required ethics approval. • Optional if neither of the above applies. • Student's supervisor must verify. • Footnote provides two links for information on copyright law. 	<p>Preface:</p> <ul style="list-style-type: none"> • Optional • Page on Copyright Material: Obtaining Copyright Permission; Publication; Co-authorship [purpose now served by Preface]
<p>4. Dedication: (optional)</p>	
<p>5. Acknowledgements:</p> <ul style="list-style-type: none"> • Optional but advisable 	<p>Acknowledgement:</p> <ul style="list-style-type: none"> • Optional
<p>6. Table of Contents</p>	
<p>7. List of Tables: (if applicable)</p>	
<p>8. List of Figures or Illustrations (if applicable)</p>	
<p>9. List of Plates (if applicable)</p>	
<p>10. List of Symbols or List of Abbreviations (if applicable)</p>	
<p>11. Glossary: Optional</p>	

<p>12. Body of the Document:</p> <ul style="list-style-type: none"> • The first page of the introduction is marked as page '1'. 	<ul style="list-style-type: none"> • [no change]
<p>13. Bibliography/Works Cited:</p> <ul style="list-style-type: none"> • indicating all sources used, placed at the end of the thesis; <ul style="list-style-type: none"> ○ FGSR rules does not preclude retaining bibliographies at the end of chapters for departments using "paper-based" format 	
<p>14. Appendices: optional</p>	
<p>15. Page Numbers: [moved to top of chart]</p>	<p>Page Numbering</p>
<p>16. Font and Page Size:</p> <ul style="list-style-type: none"> • [more recommendations] minimum font Arial 10 or Times New Roman 12; for easy screen readability, Georgia 11, Trebuchet MS 10, Verdana 10 • A different font and/or size may be used for headings and captions • Page margins no less than 1" (for binding, may use wider left-hand margin) • Page size 8.5"x11"/21.5 cm x 28 cm (for other needs refer to department-specific guidance) 	<p>Font Size & Print Quality</p> <ul style="list-style-type: none"> • 10 pt or larger • Only one single typeface should be used • Page margins 1.5" (left/right) and 1" (top/bottom)
<p>17. Line Spacing:</p> <ul style="list-style-type: none"> • Line spacing must be at least one-and-a half spaces (except for abstract, which is double-space). • <ul style="list-style-type: none"> ○ Single space may be used for long quoted passages and footnotes. 	<p>Spacing:</p> <ul style="list-style-type: none"> • All pages may be single, one-and-a-half or double (except Abstract, which is double-spaced)

<p>18. Footnotes, Endnotes and In-text References:</p> <ul style="list-style-type: none"> • style must be consistent 	<p>Footnotes:</p> <ul style="list-style-type: none"> • Specific info for Traditional- and Paper-format (refer to department-specific guidance)
<p>19. Personal Information:</p> <ul style="list-style-type: none"> • Theses Canada prohibits inclusion of personal information 	
<p>20. Electronic Submission:</p> <ul style="list-style-type: none"> • <u>As of April 3, 2014 (for submissions to Fall 2014 convocation)</u> no longer accepting “hard copy” paper submissions. 	