

## PREPARATION OF A THESIS

### NOTE:

Academic ethics and university regulations require that all research degree information be made available for scholarly use, though copyright is protected. Regulations permit delay of publication for up to one year, by special approval, for certain types of information.

All students will be required to sign authorizations to permit publication of their research.

### Preparation

Although each department will have its own requirements concerning the editing and preparation of the thesis, a standard overall format is desirable. It is with this in mind that the following instructions are presented.

1. The theses should be presented on white Bond paper with a hard, bright and even surface. The opacity is very important to prevent the typing on the following page from showing through during the microfilming process.
2. Leaves should be printed on the recto side only.
3. The original text of the thesis should be typed, double-spaced on bond paper of 8½" x 11" (21½ cm x 28 cm) size. Typing should be on one side only of each sheet. On the left side of each page there should be a margin of 1½" (38 mm) so that binding will not interfere with the text. There should be 1" (25 mm) margins on the right side, top and bottom. Major sections of the thesis should begin on new pages with a slightly greater margin at the top.
4. An original or superior copy should be provided for microfilming. Whether the thesis is typewritten or printed on laser, daisy wheel or dot matrix printers, the best reproduction quality will be achieved if there are 10 to 12 characters per inch, if the characters are black, evenly spaced, neat and dense. (Type size smaller than 12 pitch - or 10 point - will not be accepted). Characters lacking in neatness appear to "bleed," when reproduced in microform. Printouts produced on dot matrix printers should have letter quality where dots cannot be seen with the naked eye. Otherwise, these dots will appear to be vibrating when reproduced in microform and will be refused by the National Library for microfilming.
5. Footnotes, as required, may be placed at the bottom of the appropriate page and separated from the text by a solid line, or at the end of each major division, according to departmental requirements. Reference to footnotes should be by superscript number. The organization of the references in the text and in the Bibliography should be consistent with accepted scholarly procedures and departmental requirements.
6. Because many microfiche readers do not permit the rotation of images, illustrations should be positioned as the main text (the type reading across the 21.5 cm dimension). Graphic illustrations and drawings should be in black and white on paper of the same quality as the text. Illustrated material will reproduce well if drawn in dark, opaque ink. On a microfilm, colours appear as varying shades of grey. Therefore, labels and symbols should be used rather than colours to identify the lines of a graph; cross-hatching provides sharper contrast than colour to shaded areas, such as countries on a map.  
  
All illustrations must be numbered in sequence and be referred to accordingly in the text.  
  
If any illustration exceeds the 8½" (21.5 cm) width, it must be tipped into the appropriate position, supplied with an ample margin on the left side for binding and must be folded to fit the final text. Photographs must be mounted in the same manner and must be supplied with each copy of the thesis.
7. If a thesis submitted to the university includes coloured photographs, the copy of the thesis submitted for microfilming must include black and white photographs of the same subject or, if necessary, black and white photographs reprinted by a photographer from the coloured photographs. Black and white

photographs with a full range of contrast reproduce well. Those with limited contrast reproduce satisfactorily on positive microfilm. Photographs with a glossy finish and photographs with dark backgrounds should be avoided.

8. Charts, graphs, maps and tables that are larger than the standard page might have to be used in the thesis. Such oversize pages complicate microfilming and it is recommended that they be avoided unless absolutely necessary. Oversize pages shall be microfilmed in sections, with the sections numbered and arranged so that they read from left to right, top to bottom. This is not applicable to a considerable number of pages nor to legal size pages (21.5 X 35.5 cm). Large charts, graphs and plates can also be reduced. However, notations or writing on them must be easily legible and no smaller than elite type.
9. Overlays must be carefully aligned with underlying maps or charts. In order to produce the most legible image, the underlying sheet is filmed alone. The overlay is then placed on the underlying sheet and both are filmed together.
10. Slides will not reproduce on microfiche.
11. Legends for all figures should be placed either below the figure on the same page or on a facing page. If the illustration is too large to allow this, the legend may be placed (centred) on the facing page.
12. Tables should be prepared to fit, with appropriate margins, the normal 8½" x 11" (21½ cm x 28 cm) sheet. Tables exceeding the 8½" (21½ cm) width must be folded to fit the text. Tables should bear consecutive numbers and titles.
13. A title page must be affixed to all theses, followed by a thesis abstract (pg. iii) and a table of contents. Lists of figures and tables, giving the pagination, follow the table of contents. Acknowledgements, if required, will be given on a separate sheet before the table of contents. Prior to binding, an official signature sheet (pg. ii - the signatures of the examining committee) will be added immediately after the title page by the Graduate Studies Office. All of these introductory pages should be numbered consecutively in lower case Roman numerals. No number should appear on the title page but it is to be counted. Normal numbering begins with the first page of the thesis itself and continues through all appendices, bibliographies, etc.
14. In order to avoid pirating of theses, the student must place on the title page the international copyright notice. This consists of 3 elements on the same line:
  - i) The letter "c" enclosed in a circle \_ ©.
  - ii) The name of the copyright owner, in this case the author.
  - iii) The year.

Ex: © John Robert Smith, 1985.
15. When the student has completed the thesis, to the satisfaction of himself/herself and his/her supervisor, he will submit sufficient unbound copies for distribution to the examining committee. The copies must be on good quality bond paper. When the thesis has been examined and comments received (during the defence process), it will be returned to the student for final correction, if necessary.

After the thesis has been corrected and approved by the supervising committee, the Graduate Coordinator will inform the Office of the Vice-President, Research and Graduate Studies in writing that all requirements for the degree have been satisfactorily completed.
16. Unbound theses should be placed individually into file folders, cardboard boxes or envelopes. File folders are preferred, adding rubber bands to ensure safer handling. We do not encourage the use of Accopress binders.
17. Three copies of the corrected thesis must be submitted to the Office of the Vice-President, Research and Graduate Studies for binding and distribution in support of the department's notification that requirements are complete. The bound copies will be distributed as follows:
  1. Two copies to the Librarian, including the original, of which:

- a) One will be the archive copy.
- b) One will be transferred as a departmental holding.

2. One copy to the supervisor,

Extra copies may be submitted if the candidate wishes, but payment for the binding of all copies beyond the first two listed above must be made at the time of submission.

Any necessary arrangements with the National Library concerning the deposit and microfilming of theses will be made by the Library.

NOTE: Students and departments are advised to make sure that a spare copy is always available for reference while statutory copies are being bound.

18. MAJOR REASONS FOR REJECTING A THESIS FOR MICROFILMING

1. Poor legibility of any thesis which will not produce a quality micro image.
2. Missing pages (leaves).
3. The unauthorized presence of substantial copyrighted material.