



THESIS FORMAT GUIDELINES

General Overview

The thesis is the compilation and professional showcase of your research. Submitted thesis must be written in a thesis based format as a collection of scholarly related papers, intended for publications, of which the student is the author or co-author. The thesis may include the text of one or more manuscripts, with at least one published article for master degree and two published articles for Ph.D. degree. Although you eventually may submit your chapter(s) to different journals, in your thesis you must use the first (Introduction) and last (Discussion/Conclusion) chapters to bookend a cohesive report where congruency across all chapters is maintained. The text (not the reprints) of one or more papers submitted, or to be submitted, must conform to the "Guidelines for Thesis Preparation" with respect to font size, line spacing and margin sizes and must be bound together as an integral part of the thesis. (Reprints of published papers can be included in the appendices at the end of the thesis). Manuscripts can be stand-alone chapters in a thesis, or parts of a chapter. In either case, there must be logical bridges with preceding and following text. The publication status (submitted, in revision, in press, or published, with dates) and book or journal details (volume, page numbers, etc.) of any manuscripts or papers included in the thesis must be specified with each such chapter. A Manuscript-based thesis will be judged by the examiners as a unified, logically-coherent document in the same way a traditional thesis is judged.

1. Thesis Guidelines

1. The thesis must represent a coherent body of original work by the student. The thesis must be more than a collection of manuscripts. All components must be integrated into a cohesive unit with a logical progression from one chapter to the next, providing a cohesive, unitary focus, documenting a single program of research. Connecting text must be provided so that the completed thesis functions as an integrated whole.
2. The thesis must display a scholarly approach and thorough knowledge of the subject.
3. Plagiarism in any form is completely unacceptable.
4. The thesis must be written by the student (with appropriate editorial advice and guidance as needed) and conforms to normal academic standards. Writing Workshop and assistance in improving the students' writing skills is available at both the faculty and university levels.
5. Prior to undertaking any thesis research, all necessary precautions must be considered and documented. This includes **Animal Care**, **Human Research Ethics**, and **Biohazardous Materials**.
6. Prior publication before submitting the thesis to examiners is required. One published manuscript is required for a Master's thesis and two published manuscripts are required for Ph.D. thesis. It is advisable to discuss the total number of papers required for a manuscript-based thesis for either an MSc or PhD thesis, and to discuss



also authorship issues at a thesis supervisory committee meeting as early as possible in discussion of thesis research.

2. Preparation of the Thesis

The following formatting guidelines have been designed to benefit current and future users of the thesis by ensuring that it is a complete, legible, well organized, and accessible document. The formatting guidelines are intended to help students prepare their thesis manuscripts to an appropriate academic or professional standard. Students are advised that significant departures from these guidelines may result in a lower quality of reproduction or, in extreme cases, rejection.

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2.1. General Guidelines

a) **Language:** Essentially English.

b) **Style:** A style appropriate to the subject matter should be followed consistently. Students should consult their academic units to see if electronic Style Templates are required or recommended. The form and location of notes and bibliographic references must be consistent throughout the thesis and conform to discipline practice. American, or British spelling is acceptable, but one form must be used consistently throughout the thesis.

c) **Page Set-up:** 21.5 x 28 cm (8.5" x 11"), portrait (vertical) orientation.

d) **Margins:** Left-hand margins should be 38 mm (1.5") wide. All other margins should be well defined at approximately 25 mm (1"). Right-justification is not necessary.

e) **Font:** For the main body of the text, a standard, easily legible, 12-point font is preferred (e.g., Times New Roman) although for some font styles (e.g., Arial) 11-point may be acceptable. Chapter titles and section subheadings may be in a different style and in 12 or 14-point font- they should stand out clearly from the text. Footnotes can be 10 or 12-point font. The title of your thesis must be in Title Case or ALL CAPS. The title of all entries in the Table of Contents must be in Title Case.

f) **Page Numbers:** All pages must be numbered in sequence. There must be no missing, blank, or duplicate pages. Specific page number formats, where applicable, are indicated below. Minimum font size is 10-point and must be consistent throughout the text. Chapter 1 must start on page 1.

g) **Line Spacing:** 1.5 or 2 for text; exceptions are noted below.

h) **Order of Items in Entire Thesis:** The following order of items is recommended, please note which items are optional.

- Preliminary Pages (numbered with lower case Roman numerals):
- Title Page
- Dedication Page (optional)
- Table of Contents
- List of Tables (if applicable) (**First Entry in Table of Contents**)
- List of Figures (if applicable)



- Abstract
- List of Abbreviations and Symbols Used (if applicable)
- Glossary (optional)
- Acknowledgements (optional)
- Main Pages (numbered with Arabic numerals):
- Body of Text – divided into chapters
- Final Pages (continuation of Arabic numerals):
- Endnotes (optional)
- Bibliography*
- Appendices (optional)* (**Final Entry in Table of Contents**)
- The order of the last two items (Bibliography and Appendices) may be reversed for consistency with discipline practice.

2.2. Preliminary Pages

- a) **Page Numbers:** The page numbers in the preliminary material are to be in lower case Roman numerals, centered at the bottom of the page, except for the title page, which is not numbered.
- b) **Title Page:** This must be in standard format. There is no page number written on this page, but it is considered to be page one (i).
- c) **Dedication Page** (if applicable): The content and format of this page are up to the student.
- d) **Table of Contents:** For clarity, use 12 point font. For the ordering of items in the Table of Contents, please see section 2.1.h(above). All chapter titles, headings and subheadings should appear in the Table of Contents. Insert the word “Chapter” in front of chapter numbers in the table of contents and in the main body of text. Chapter 1 should be entitled Introduction, for example, ‘Chapter 1: Introduction’ and the last chapter entitled Conclusion (or Discussion). Titles that extend onto more than one line should be single-spaced; but line spacing of 1.5-2 should be maintained between entries. Text within the titles must not hang over the Table of Contents’ page numbers; the ‘column’ of page numbers must be free of any text from the titles. Right align page numbers. Each appendix (if applicable) should be listed separately in the Table of Contents.
- e) **List of Tables and List of Figures** (if applicable): Table/Figure titles that extend onto more than one line should be single-spaced, but line spacing of 1.5-2 should be maintained between entries. Text within the titles must not hang over the page numbers; the ‘column’ of page numbers must be free of any text from the titles. The lists should include any material included in a supplementary electronic file.
- f) **Abstract:** The thesis must contain an abstract. This should occupy a single page, and may be single-spaced, if necessary. There should be no illustrations or footnotes. Students are advised that, owing to space limitations
- g) **List of Abbreviations and Symbols Used** (if applicable).
- h) **Glossary** (if applicable).



i) **Acknowledgements** (if applicable): The content and format of this page are up to the student.

2.3. Main Pages (Body of Text) – Standard format

a) **General:** The thesis should be organized as chapters, and should follow the general guidelines and order of items listed in section 2.1. Chapter 1 must start on page 1. Although manuscript chapters will normally have their own introduction and discussion sections, there should be a single general introductory chapter at the beginning of the thesis and a single comprehensive discussion chapter at the end. Linking sections between manuscripts may be included as necessary. Where publication abstracts, acknowledgements, or reference lists are included, they should appear as sections or subsections that are numbered in accordance with the rest of the chapter text.

b) **Page Numbers:** All pages must be numbered in sequence. Minimum font size is 10-point. It is normal practice for the page numbers in the main body of the text to appear in bottom center, although lower right or the upper right corner are also acceptable. Page number placement should be consistent throughout the text, although it is acceptable for the first page of every chapter to be numbered at the bottom center of the page regardless of the number placement on other pages. Page numbers must be at least 0.5 inches (1.3 cm) from the top or bottom of the page and 1 inch (2.5 cm) from the right. FOR PAGES WITH LANDSCAPE SET UP: (if you have a large table/photo that fits to the page in landscape), the page numbers should be located in the same position as all other page numbers in the main body of the thesis (vertical when bound). To fix this in Word, you need to do two things per page: create a text box with a white background and no border to mask the generated page number and then another text box with a white background and no border to insert the number in the correct place, rotated to the correct orientation (confirm correct font and size).

c) **Line Spacing:** 1.5 or 2, except where indicated otherwise. Short sections (e.g., quotations, equations, footnotes) may require more or less than this, according to discipline practice.

d) **Chapter Titles, Headings, and Sub-headings:** All chapter titles, headings, and sub-headings must appear in the table of contents. For each level of title or heading, consistent format in font size and style, numbering or lettering, and placement should be maintained throughout the thesis text (except Table of Contents; see 2.2(f)). Each chapter should begin on a new page. Title Case should be used when listing each title or heading.

e) **Tables and Figures:**

□ **General:** The content, placement, and format of figures and tables are determined by discipline practice. Sources of any figures or tables not original to the thesis must be cited; in some cases copyright permission may be necessary. Lettering in tables and figures should be legible at the scale of reproduction in the thesis. Figures may be in color or grey-scale, as appropriate to the subject matter; students are advised to produce figures in grey-scale for environmental and economic causes.



- **Captions:** Captions may be single-spaced and may appear directly above or below the figure or table or alone on the immediately preceding page. Captions can be in sentence form, without capitalizing all major words.
- **Page Setup:** Figures, tables, and captions may be embedded in the text or appear on separate pages as appropriate. Landscape or portrait orientation is acceptable, although the page itself must appear in portrait (vertical) orientation. Margin width and page number placement should be consistent with the rest of text.
- **Numbering:** All figures and tables are to be listed at the beginning of the thesis except those appearing in the appendices; note that there are a few discipline-specific exceptions to this rule. Numbering or lettering style (if any) should be in accordance with discipline practice, and consistent throughout the thesis.
- f) **Footnotes:** Footnotes should conform to a scholarly style consistent with discipline practice. In order to ensure that the thesis will be legible when it is reproduced by LAC (Library Archives), the font size used for both the superscripts and the corresponding text should be the same as that used in the main body of the text (10-point font minimum; see section 2.1). Footnotes may be placed at the bottom of the page, at the end of each chapter, or at the end of the thesis (endnotes), as long as placement and formatting are consistent throughout the thesis.

2.4. Final Pages (Endnotes/References/Appendices)

- a) **Endnotes:** If used, must be placed before the Bibliography and Appendix.
- b) **Bibliography/References/Reference List/Works Cited:** Choose which title for this section is most appropriate for your thesis and department. All cited references must be listed at the end of the thesis. This applies whether or not the thesis has been submitted as a series of related manuscripts with individual reference lists. The thesis must contain a complete reference list or bibliography, citing all the literature and other sources referred to in the thesis and appendices, including websites. Individual reference entries must not be split over two pages. Format and placement of reference citations should be consistent throughout the thesis, and should conform to a scholarly style consistent with discipline practice.
- c) **Appendices:** Each appendix should be listed separately in the Table of Contents.
 - **General:** Appendices may include data tables, source codes, analytical procedures, survey forms, or any other supplementary material approved by the supervisory committee. Content and format should be in accordance with discipline practice.
 - **Copyright Permission:** Where a thesis includes copyrighted material (e.g., publications), copyright permission letters should be included as a separate appendix. Reprints may be included in the appendices, provided copyright permission is obtained.
 - **Supplementary Material:** Supplementary material not intended for publication (e.g., extensive data tables, details of experimental methods) may appear as supplements to publication-format chapters, as separate chapters, or as appendices, depending on the nature and length of the additional material required.
- d) **Pagination:** Pages should be numbered in sequence with the rest of the thesis.



- e) **Line Spacing:** Individual entries may be single-spaced; spacing between entries should be 1.5 or 2 lines. Individual reference entries must not be split over two pages.
- f) **Font Size:** Font size for both endnotes and cited references should be consistent with the rest of the thesis text. Other details of format (italics, punctuation, etc.) should be compatible with discipline practice and should be consistent through the entire list.

3.0. Checklist

3.1 General:

- a) 21.5 x 28 cm (8.5" x 11") page format;
- b) Left-hand margin 3.81 cm (1.5"); other margins 2.54 cm (1");
- c) Line spacing 1.5 or 2, except where otherwise indicated;
- d) 12-point font in main body of text, unless otherwise specified;
- e) All pages numbered (except title page);
- f) No missing, blank, or duplicate pages;
- g) PDF/A can't contain any signatures; File name can't contain an ampersand (&).

3.2 Preliminary Pages:

- a) Page numbers: lower case Roman numerals, centered on bottom of page, no number on title page. Thesis title in 'Title Case' or 'ALL CAPS';
- b) Table of contents: complete; numbers and wording consistent with text;
 - First entry on Table of Contents is the List of Tables (if you have it), see sec 2.1.h for ordering Table of Contents entries;
 - All titles found in Table of Contents (and their corresponding headings within the text) should be in Title – highlight the title in Microsoft Word, go to format, change case and select title case).
 - Right-align page number entries (use the right aligned tab).
 - Use 1.5-2 line-spacing between entries; entries that are more than one line should be single-spaced.
 - Insert the word "Chapter" in front each Chapter and in the main body of text, for example, Chapter 1: Introduction
 - Chapter 1 should be entitled Introduction and Last Chapter Conclusion (or Discussion);
 - Ensure that text within the titles must not hang over the Table of Contents page numbers; the 'column' of page numbers must be free of any text from the titles.
 - Entries should have a minimum of two leaders (or dots) separating the text from the page number, force breaks where necessary;
 - List each Appendix separately.

3.3 Main Pages - Body of Text

- a) Font size, page numbers, line spacing, and headings as for standard format;
- b) Statement of student contribution to co-authored manuscripts
- c) Chapter 1 starts on page 1



d) Abstract, acknowledgements, reference lists (if any) numbered as sections consistent with rest of chapter;

e) Publication status and details for each manuscript or paper;

f) General introduction and discussion/conclusion chapters included in thesis.

g) Figures and Tables: There are a few acceptable locations where you can include Figures and Tables in your thesis: They can be embedded in the body of the chapter text as soon as possible after the paragraph containing the first reference to that particular figure or table. Alternatively, figures and tables may be placed on a separate page (again, as soon as possible after they are first referenced), or grouped at the end of the relevant chapter immediately before the 'Literature Cited' section. Whichever method you choose, be consistent throughout the entire thesis (i.e. you cannot switch between format styles). Discuss the appropriate format to use with your supervisor. Figures and tables must be sequentially numbered according to the chapter where they appear, i.e.

! figures in Chapter 1 are labelled Figure 1.1, 1.2, 1.3, etc.

! figures in Chapter 2 are labelled Figure 2.1, 2.2, 2.3, etc.

When a table carries on to more than one page the first row in the table (containing the headers) should be repeated on the 2nd and subsequent pages.