



Formatting Guidelines

Graduate Dissertations, Theses, Projects & Practicum Reports

(Revised: January 2012)

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General Information

For the purpose of this publication, the word thesis is interchangeable, where appropriate, with the words dissertation, project and practicum report.

Graduate theses are a contribution to knowledge. It is important that the findings be presented in a fashion to maximize their usefulness to others. If a thesis does not conform to the instruction below it will not be accepted nor will the degree be conferred until appropriate corrections have been made.

The Office of Research and Graduate Programs may refuse any typescript that does not meet acceptable standards of quality.

Number of Copies – Submitted with the Request for Oral Examination Form

It is mandatory to provide 2 copies of your thesis on regular paper to your supervisor. These copies should be submitted by your supervisor with the Request for Oral Examination Form (GR 321 for thesis and GR 361 for dissertations) to the Office of Research and Graduate Programs. Also, please provide a **pdf** version of your thesis to the Office of Research and Graduate Programs directly by email attachment or using UNBC's fileportal.unbc.ca to upload thesis (send link to Graduate Programs Office (grad-office@unbc.ca)).

Number of Copies - After the Oral Examination

It is mandatory to provide the following copies of your dissertation/thesis/project to the Office of Research and Graduate Programs after you have had your oral examination and have made any revisions resulting from the examination:

- 2 copies on acid-free paper, shrink-wrapped individually
- 1 copy on regular paper, shrink-wrapped individually (not necessary for projects)

Please consult your supervisor as additional copies may be required by your program. If you are having more copies bound for yourself (i.e., for your supervisor, supervisory committee, family members or friends) please supply each copy shrink-wrapped individually and on whichever paper (acid-free or regular) that you want them to be bound on.

Acid-free paper is available from the UNBC Bookstore and UNBC Copy Services. If you are taking your thesis to UNBC Copy Services for copying, your original should be on regular paper. The main thing to keep in mind is that the print quality should be high throughout your documents.

Currently, the cost¹ to have bound copies made is \$34.00 (as of July 1, 2011) per bound copy. It is the student's responsibility to pay for all bound copies of the thesis. If your program is willing to pay for any or all copies, please have your supervisor complete an internal requisition with the appropriate budget codes on it and submit it at the time that the thesis copies are dropped off to the Office of Research and Graduate Programs.

The bound copies are currently done in Surrey, BC and usually take approximately three weeks to complete. This time limit can vary depending on the time of year.

¹ All costs referred to in this document are subject to change.

Thesis Format

Preliminary Pages

Parts 1-4 listed below must be included in your thesis; part 5-7 only if they are appropriate; part 8 is optional. Those parts that are included must be in the order given, 1-8.

1. Title Page

The form and contents of the title page must follow the sample shown (see Page 12). All information shown on the sample – from the title to the copyright statement – is required.

Library and Archives Canada suggests that titles should

“Use word substitutes for formulas, symbols, superscripts, Greek letters, or other non-alphabetical symbols in the title. If your title contains symbols or non-Roman letters, please suggest appropriate translations using Roman letters and provide them as keywords.”

Please note: The title page must be approved by the Office of Research and Graduate Programs prior to submission of a request for oral examination.

2. Approval Page

The approval pages will be prepared by the Office of Research and Graduate Programs and will be provided to the Chair of the student’s oral examination. The Chair of the oral examination will ensure that the approval pages are signed by the appropriate members of the Examining Committee and are returned to the Office of Research and Graduate Programs. The Examining Committee should sign the approval pages using blue ink.

The approval forms will be inserted into the final thesis copies by the Administrative Assistant - Office of Research and Graduate Programs after the student brings their finalized shrink-wrapped thesis copies to the Office of Research and Graduate Programs to be bound.

3. Abstract

The abstract should be a summary or condensation of the thesis. It should state the problem, the methods of investigation, and provide the general conclusions. Library and Archives Canada requires abstracts to be no more than 150 words for a Master’s thesis and no more than 350 words for a Doctoral dissertation.

4. Table of Contents

The table of contents must include an abstract, the list of tables and/or the list of figures (if applicable), the acknowledgement as well as all the main divisions of the thesis, subdivisions, bibliography, appendix and index. Page numbers must be given. A sample table of contents is provided at the end of this booklet (see Page 13).

5. List of Tables

A list of tables must include a list of table numbers, full titles, and page numbers beginning on a separate page. The tables must be numbered in Arabic numerals consecutively in order of appearance.

6. List of Figures

A list of figures must include a list of figures (i.e. graphs, photographs, and other illustrative material) with full titles and page numbers beginning on a separate page. The figures must be numbered in Arabic numerals consecutively [Figure (or Fig.) 1, 2, 3 etc. or 2.1, 2.2 etc.] in order of appearance and should be captioned.

7. Glossary

A glossary to clarify the meaning of technical terms may be placed prior to the acknowledgement. Glossaries are normally presented in alphabetical order.

8. Acknowledgement and Dedication

Although not required, some candidates insert a brief dedication and/or acknowledgement. This must be placed at the end of the preliminary section and must be numbered and noted in the Table of Contents. The acknowledgment and dedication should not be more than one page each. Note: the “Acknowledgement” and “Dedication” heading must be used as required.

Text

While not all the parts of the text listed here are required in all theses, those present are to be in the following order: introduction, main body, nomenclature, bibliography, appendices, and index.

Notes

The footnotes or endnotes may be numbered consecutively throughout the thesis, or throughout each chapter. They may be at the bottom of pages, at the end of chapters, or at the end of the main body of the text immediately preceding the bibliography. Candidates are reminded that a consistent and established style must be followed in the footnotes, endnotes and bibliography (see *Style Manuals*).

Specifications

Duplicating and Reducing Charts, Graphs, Figures and Tables

Care must be taken in both duplicating and reducing figures (charts, drawings, graphs, photographs, maps, etc.). These must not be reduced beyond easy legibility. Reduction emphasizes the faults of the original; quality is further lessened on microfiche. See *Illustrative Material*.

The Office of Research and Graduate Programs may refuse any typescript or printout that does not meet acceptable standards of quality.

Facing Pages

Facing pages are not acceptable. If the caption for a figure, table, etc., cannot be arranged on the same page as its accompanying illustration, place it on a separate page, number the page in its proper sequence (one before the illustration) and present it face up.

Font Size and Type

One font type and size must be used throughout the thesis document; each page must be typed on one side only. A medium-sized clear font type – e.g. New Times Roman, Palatino, Arial, or Helvetica are strongly recommended. A 12 point font size is mandatory and must be used for everything but captions and endnotes/footnotes. A 10 point font size may be used for captions and endnotes/footnotes but care must be taken to ensure that it is used consistently in all caption and endnote/footnote areas. See *Illustrative Materials*.

Forms To Be Completed

The following forms, obtainable from the Office of Research and Graduate Programs, are to be completed and submitted with the final copies of your thesis.

- **UNBC Partial Copyright Licence Form (GR 306)**
A UNBC Partial Copyright Licence Form (GR 306) must be submitted with the two copies of the finished thesis on acid-free paper (see Page 14). The UNBC Partial Copyright Licence allows the UNBC Library to loan and make single copies only for Library users and other libraries without taking any rights away from the candidate. One of the bound copies of the student's thesis is kept in the Special Collection of the UNBC Library and the other bound copy is kept in the General Collection.

- **Binding Instructions for Thesis Form (GR 301)**
The Binding Instructions for Thesis Form (GR 301) provides the student with information about how the finished thesis should be received by the Office of Research and Graduate Programs. It identifies the cost to the student per bound copy and clarifies the obligation of the student to pay all costs associated with the copying and binding of the finished thesis.

Title and student name for the spine of your bound copies must be limited to 150 characters including spaces and if your thesis is ½ inch thick or less you are limited to 80 characters. Your name may include initials of your first and/or middle name(s). Please remember that the name on your thesis should reflect your legal name.

➤ **LAC – Non-Exclusive Licence to Reproduce Theses Form (GR 304)**

(Projects & Practicum Reports Excluded)

It is strongly encouraged and recommended that a Master's or Doctoral candidate have his/her thesis filmed by the Library and Archives Canada (LAC), thus allowing representation in *Dissertation Abstracts International* or *Master's Abstracts International*, the Library and Archives Canada Catalogue, *AMICUS*, *Canadiana: the National Bibliography on CD-ROM*, and the *Canadian Research Index*. Representation in these research databases will allow for exposure to the international research community. *Dissertation Abstracts International* is a standard part of any Master's or Doctoral student's literature review.

A completed and signed Library and Archives Canada – Non-Exclusive Licence to Reproduce Theses Form (GR 304) must accompany the finished thesis to the Office of Research and Graduate Programs. The licence is a contract between the LAC and a student. Essentially, the licence gives the LAC the permission to publish the student's thesis (and to distribute it), while not taking any rights away from the student.

The University will notify the LAC and their current theses contractor ProQuest Information and Learning, when student theses are sent to be microfiched. The cost for candidates to have their thesis microfiched by the LAC is currently \$48.00 per thesis/dissertation payable by the candidate at the time of submitting their final copies to the Office of Research and Graduate Programs.

Please note that if the quality of the typescript or printout is poor in whole or in part, the LAC will not film it, nor, consequently, will it be entered into the databases. Also, the LAC will not film material judged to be in violation of copyright. If a thesis is refused by the LAC, the student forfeits the fee. A letter will be sent by the Office of Research and Graduate Programs to the student advising them that the LAC has refused to film their document.

The information given on the Library and Archives Canada – Non-Exclusive Licence to Reproduce Theses Form (GR 304) should be typed, but if handwritten, black ink must be used and the required margins observed.

➤ **LAC – UMI Subject Code & Term Form (GR 305)**

(Projects & Practicum Reports Excluded)

A Subject Form must also accompany the Library and Archives Canada – Non-Exclusive Licence to Reproduce Theses Form (GR 305) and the finished thesis to the Office of Research and Graduate Programs.

The subject form is produced by contractor ProQuest Information and Learning to assist them with choosing the appropriate subject area for the thesis.

After the forms and finished thesis are received by ProQuest Information and Learning (Bell & Howell/UMI), the thesis is assigned an International Standard Book Number (ISBN) recognizing it as a published work. It is then microfilmed and will be listed in the above-mentioned databases. ProQuest Information and Learning also provides the LAC with machine readable catalogue records, to be used by the LAC for the cataloguing of the thesis. They further send two copies of the thesis on microfiche to the LAC, for their

collection. Another microfiche copy is returned to the University and the original silver halide microfiche produced during the microfilming process becomes the preservation master.

Illustrative Material

Illustrations, including photos, maps, graphs, tables, etc., must be on high quality paper, preferably 8 ½ x 11 inches (21.6 x 27.9 cm), and have the required margins (see *Margins*). If on larger paper, i.e., 11 x 17 inches (28 x 41 cm), they can be carefully folded so they can be inserted into the finished thesis; or they can be carefully folded and put in a folder at the back of the thesis. Please consult the Office of Research and Graduate Programs to ensure that proper procedure is followed.

Clear scanned images or high quality laser copies are required. All illustrations should have a caption. The preferred font size for a caption is 11 points; however, the font size can be as small as 10 points if necessary. Care should be taken to ensure the same font size is used for all captions throughout the thesis document.

Labels, symbols or cross-hatching should be used in place of colours to denote significant details; colours often cannot be usefully distinguished when microfilmed or photocopied. Lines on a graph should be identified by labels or symbols rather than colours. Shaded areas - such as countries on a map - will have better contrast if cross-hatching is used instead of colour.

Colour illustrations are not recommended as the colour images will lose clarity when microfilmed.

Construction paper, cardboard and pencil are not acceptable.

Infringement of Copyright

Copying material written, drawn, or photographed by persons other than the thesis author may violate the law of copyright. Candidates must request written permission of the copyright holder(s) if the extent of copying appears to be more than the allowable “fair dealing” expressed in the Canadian Copyright Act, Section 29. Candidates are advised consult the ProQuest Information and Learning web-site: http://www.proquest.com/assets/downloads/products/UMI_CopyrightGuide.pdf for information on copyright issues. The above-mentioned web-site has a copyright sample permission letter that may be useful. Please remember that the Library and Archives Canada will not film material judged to be in violation of copyright. Students must be prepared to provide evidence that they have obtained the necessary copyright permission from the copyright owners.

Margins

The margins must be at least 32 mm (about 1 ¼ inches) on the left or binding edge, and 25 mm (about 1 inch) on the three outer edges of every page.

Non-Print Media

Please contact the Office of Research and Graduate Programs if you plan to submit non-print media as part of your thesis. Non-print media includes audio, video or any other electronic materials.

Pagination

The preliminary pages are to be numbered in small Roman numerals (ii, iii, iv, etc.); the text is to be numbered in Arabic numerals. The title page is “i” but is not numbered; the signed approval page is placed by the Office of Research and Graduate Programs behind the title page and is not numbered or counted. Numbering begins at “ii” on the first page of the abstract. The first page of the text is “1” and the numbering continues throughout including pages with tables, figures, the bibliography, appendices and index. Every page – *other than the title page and the approval page* – must be numbered. To avoid being trimmed away by the binder, the numbers should be placed at least 8mm (¼ inch) from the edge of the page; the numbers may be placed either in the centre (top or bottom) or on the right of the page. See *Facing Pages*.

Paper

High quality bond paper, 8 ½ x 11 inches (21.6 x 27.9 cm), must be used; 20-24 pound (75-90 gm²) stock for typescripts and computer printouts. The paper stock must be white, not cream, grayish, or coloured. Erasable paper must not be used. Recycled paper must be white (not off-white). Pages with holes, such as those made by binder rings, are not acceptable.

If you are not using UNBC Copy Services to copy your final acid-free thesis copies, you must provide proof (i.e., the package label) that the paper used is acid-free paper.

Patentable Materials

The University has policies and procedures on patents.

It should be noted that public disclosure, in any form, of patentable material before a formal patent application has been filed in at least one country, may comprise potential patent protection in other countries. Deposition of a thesis in the University Library constitutes such disclosure.

If it appears that the subject matter of the research to be incorporated into the thesis is likely to lead to patentable or licensable material, the matter should be discussed with the University Industry Liaison Office (UILO) as early as possible and in all cases before the intended date of depositing the thesis in the UNBC Library. While patent applications can be filed very quickly, some time is required to translate research results into a strong patent. A lead time of one or more months may make the difference between a worthless patent and one which will give you substantial financial rewards. It is best to consult with the UILO as soon as you determine that your work may have commercial potential.

Printouts

One type face and one size of type throughout the thesis are preferred. A high standard, letter quality print is expected; poor print and inferior grades of paper will not be approved. If uncertain of the acceptability of print or paper, bring samples to the Office of Research and Graduate Programs before starting the final printout.

Prohibited

The following items are prohibited for use in theses at the University of Northern British Columbia:

- Binding (all copies must be handed in unbound)
- Cardboard
- Construction paper
- Dot-matrix characters
- Erasable paper (under any of its various trade names)
- Holes (such as those made by binder rings)
- Letraset or like adhesive prints
- Pencil
- Rubber Cement
- Scotch Tape or like adhesive tapes

Publication of a Series of Papers as a Thesis

It is not acceptable to bind together a series of published papers in reprint format and submit this collection as a thesis.

The thesis must be a coherent document with an introductory section, a main body, and a concluding section. Terminology and nomenclature must be consistent throughout the thesis. Subject to these constraints, to copyright considerations, and to permission from the supervisory committee, it may be possible to utilize material previously published by the author or accepted for publication as chapters or sections of the thesis. However, this material must be typed and presented in the same typeface and format as the rest of the thesis. Care should be taken to eliminate redundancies in such topics as methodology and introductory comments.

Where material previously published (or in press) by the author is included as part of the thesis, it is mandatory to provide full details of authorship, journal name, volume, page limits, year and title of article (or comparable information for proceedings, books, etc.) in a preface or foreword. In the case of joint authorship, there must be a statement clearly stating the role of the respective authors and, in particular, making very clear the extent and nature of the contribution of the thesis author. This statement should be signed by the co-authors or at least by the senior author other than the candidate to indicate that they are in agreement that the contributions of the thesis author are as stated.

The written permission of each and every copyright holder – most often, the joint authors – is required, unless the copyright has been assigned to a third party – such as a publisher – in which case only the assignee's permission is required. Note that in the case of published material copyright has often been assigned to the publisher, ensure that you are the holder of copyright or have permission.

Quality of Type and Print

The quality of type and print must be high and this excellence maintained throughout the thesis document. Letters should be sharp, black, unbroken, and unvarying in intensity from line to line and page to page.

Restricted Thesis

Under unusual circumstances it may be desirable to restrict access to a thesis for a limited period of time (normally at least 6 months and not more than 12 months). In such cases, a Restricted Thesis Form (GR 322) must be completed and submitted to the Dean of Graduate Programs. If you require a copy of the above form, please contact the Office of Research and Graduate Programs.

The Dean of Graduate Programs will not sign the Restricted Thesis Form (GR 322) unless there is a full and convincing justification. If, for good reason, a further delay beyond the specified time is thought advisable, a candidate can request an extension beyond the initial 6-12 month restriction. In such cases, the Restricted Thesis Extension Form must be completed and submitted to the Dean of Graduate Programs with an explanation outlining the justification for the restriction extension. If you require an extension, please contact the Office of Research and Graduate Programs for a copy of the Restricted Thesis Extension Form.

Under no circumstances will a thesis be restricted for more than two years in total.

Spacing

The thesis copy must be double spaced except the acknowledgement, block quotations, endnotes, footnotes, captions on tables and figures, appendices, and the index; these may be single spaced. The bibliography should be single spaced but with double spacing between entries. Creative Writing theses consisting of poetry or drama may be single spaced. Novels and stories must be double spaced.

Style Manuals

An established style must be followed consistently throughout the thesis. This is most important in footnotes, endnotes, and the bibliography. Three standard style manuals are suggested: however, this is not an all-inclusive list: The University of Chicago Press, *The Chicago Manual of Style*; The Modern Language Association of America, *MLA Handbook for Writers of Research Papers*; Kate L Turabian, *A Manual for Writers of Term Papers, Theses and Dissertations*. Use the latest editions available. Candidates should ultimately be guided by the preference of their supervisor and program.

If there is a conflict between the instructions in this booklet and those in the style manual chosen, the former are to be followed.

Symbols, Accents, Etc.

Characters not available on standard keyboards or computer printers (e.g., those needed for mathematical equations, chemical formulas and accenting languages) should be neatly executed by hand in black ink. Letraset or like adhesive prints must not be used. Please note that French accents and other diacritical marks are available on many typewriters and printers and should be typed.

Sample Title Page

In Times New Roman (Must be 12 point font size)

[1 line space from top margin]

**IMAGES AND METAPHORS:
POETIC IMAGERY IN THE SONNETS OF KEATS (Bold, All Caps)**

[2 line spaces]

by

[2 line spaces]

Your Legal Name (Bold)

[1 line space]

B.A., University of Calgary, 2003
M.L.S., University of Western Ontario, 2005

[11 lines spaces]

THESIS SUBMITTED IN PARTIAL FULFILLMENT OF
THE REQUIREMENTS FOR THE DEGREE OF
MASTER OF ARTS
IN
INTERDISCIPLINARY STUDIES

[11 lines spaces]

UNIVERSITY OF NORTHERN BRITISH COLUMBIA

July 2010

[2 line spaces]

© Jill Studentname, 2010

Sample Table of Contents

In Times New Roman (Must be 12 point font size)

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**UNIVERSITY OF NORTHERN BRITISH COLUMBIA PARTIAL
COPYRIGHT LICENCE**

I hereby grant the University of Northern British Columbia Library the right to lend my project/thesis/dissertation to users of the library or to other libraries. Furthermore, I grant the University of Northern British Columbia Library the right to make single copies only of my project/thesis/dissertation for users of the library or in response to a request from other libraries, on their behalf or for one of their users. Permission for extensive copying of this project/thesis/dissertation for scholarly purposes may be granted by me or by a member of the university designated by me. It is understood that copying or publication of this thesis/dissertation for financial gain shall not be allowed without my written permission.

Title of Project/Thesis/Dissertation: _____

Author _____
Printed Name Signature Date

BINDING INSTRUCTIONS FOR MASTER AND PHD PROGRAMS

General Instructions:

Students are responsible to cover the costs for:

- 1) Making copies of their final document onto acid-free and regular paper; and,
- 2) Having their copies hard-cover bound*; and,
- 3) The Library and Archives Canada (LAC) Submission Fee (pertains to Dissertation and Theses only) of \$48.00 (taxes included).

Students may wish to have more copies bound for their supervisor, program**, supervisory committee members, family, friends, etc. The cost of having hard-cover bound copies made is \$34.00 (as of July 1, 2011) (tax included) for theses and dissertations. It is the student's responsibility to pay for all bound copies of the thesis.

*The Graduate Programs Administrative Assistant keeps the originally-signed Approval Pages, on acid-free paper, for insertion into the two thesis/project copies and any additional copies that you would like bound.

**PLEASE NOTE: When figuring out how many bound copies you wish to have made, you should check with your Supervisor and Administrative Assistant to the Program to determine if your Program has any special requirements for submitting a bound copy to them.

The Office of Research and Graduate Programs sends the paper copies out to be hard-cover bound by a company in Surrey, BC. This process normally takes approximately three-six weeks to complete. This time limit can vary depending on the time of year.

Title and Student Name for the spine of your hard-cover bound copies must be limited to 150 characters including spaces if your thesis/project is more than 3/4 inches thick.

If your thesis/project is less 1/2 inch thick, then please make sure the title and student name are a maximum of 80 spaces. Your name may include initials of your first and/or middle name(s). Please note that your legal name should be used.

Please state below the title and name that you wish to appear on the spine of your hard-cover bound copies:

(150 character maximum)

For Dissertations & Theses:

The University of Northern British Columbia requires two copies of the finished document on acid-free paper and one copy on regular paper.

The two copies on acid-free paper will go to the UNBC Geoffrey R. Weller Library (one bound copy for the General Stacks and one bound copy for the University Archives). The regular paper copy will be sent to the LAC to be microfiched and databased. These copies can be made from a copy of your document printed out on regular paper and taken to UNBC Copy Services at the UNBC Prince George Campus for copying onto acid-free paper. The document you are getting copies made from can become the regular copy for the LAC.

All copies of the document must be individually shrink-wrapped (wrapped in plastic) before they are brought to the Office of Research and Graduate Programs. This prevents the corners from being damaged during shipping. You can request this service from UNBC Copy Services.

The student must also submit the UNBC Partial Copyright Licence Form (GR 306) and the Library and Archives Canada Copyright Licence Form (GR 304) and UMI Subject Term and Code Form (GR 305) to the Office of Research and Graduate Programs. If the student's Abstract is over the following word limit, the student must condense their abstract just for the LAC submission to the following word limit and attach a copy to the LAC forms: 150 word Abstract for Theses; and 350 word Abstract for Dissertations.

Submissions for Projects, Practicum Reports:

The University of Northern British Columbia requires two copies of the finished document on acid-free paper.

The two copies on acid-free paper will go to the UNBC Geoffrey R. Weller Library (one bound copy for the General Stacks and one bound copy for the University Archives). These copies can be made from a copy of your document printed out on regular paper and taken to UNBC Copy Services at the UNBC Prince George Campus for copying onto acid-free paper.

Please note that projects and practicum reports are not submitted to the Library and Archives Canada.

All copies of the document must be individually shrink-wrapped (wrapped in plastic) before they are brought to the Office of Research and Graduate Programs. This prevents the corners from being damaged during shipping. You can request this service from UNBC Copy Services.

The student must also submit the UNBC Partial Copyright Licence Form (GR 306) along with their final copies to the Office of Research and Graduate Programs.

**Library and Archives of Canada (LAC)
Submission Forms:**

- 1. Non-Exclusive License to Reproduce Theses - What You Should Know (GR 303)**
- 2. Non-Exclusive License to Reproduce Theses (GR 304)**
- 3. UMI Subject Term and Code Form (GR 305)**
- 4. LAC Submission Form & Checklist (GR 307)**

Refer to:

<http://www.unbc.ca/graduateprograms>