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

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Thesis Format

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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.

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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.

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“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.”

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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.

9. 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.

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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).
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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. 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.

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- Holes (such as those made by binder rings)
- Letraset or like adhesive prints
- Pencil
- Rubber Cement
- Scotch Tape or like adhesive tapes

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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.

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*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. The standard style manuals that are suggested (however, this is not an all-inclusive list): The APA Manual (6th ed.), 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 Table of Contents

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

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