

FORMATTING GUIDELINES FOR PREPARING A THESIS

In order to prepare a complete, legible and well-organized thesis document, students are advised to follow the minimal style and format requirements described below. If these requirements are not met, theses may be rejected when submitted for binding. Programs and disciplines may have other more specific guidelines for thesis preparation and students must consult with their research supervisors for further direction.

General guidelines for submission

1. Submission of Final Work forms should be submitted electronically on the CD as a separate file in addition to a hard copy printed and signed.
2. Certificate of Approval should be a separate electronic file on the CD and should not be contained in the digital thesis.

Language

All theses must be written in English. Canadian, American, or British spelling is acceptable, but one form must be used consistently throughout the thesis.

Style for headings, subheadings, references, figures, tables, spelling, punctuation, and bibliographic citations:

The candidate must follow a standard style that is appropriate for the discipline and has been approved by his/her supervisor. This style should be followed consistently throughout the thesis. Style manuals are available in the UOIT Library and resources are listed at the end of this section. The most current edition of the *Publication Manual of the American Psychological Association* is recommended by the Library as the standard model for Science and Engineering programs.

Paper

The thesis, including both textual and non-textual material, must be produced onto good quality 21.5 x 28 cm (8 ½ x 11 inch) 20lb white paper.

Oversize pages: It's better to avoid using charts, graphs, maps, and tables that are larger than the standard page size because oversized pages complicate the process of microfiling. If oversized pages are used, they should be carefully folded into the manuscript. The fold must not extend to the full width of the page in case the binder trims the edges and the foldout is destroyed. The fold must be at least 25mm (1 inch) from the right edge of the page.

Margins

Because of the requirements of binding, the left hand margin should be at least 38 mm (1.5 inches) from the left-hand edge of the paper and there should be a margin of at least 25 mm (1 inch) on the top, bottom and right edges. These margins apply equally to all illustrative material: diagrams, maps, photographs, charts, tables etc.

Line spacing

All textual material (including the abstract, acknowledgments, and other preliminary material) must be

printed with 1.5 - 2 spaces between lines. The only exceptions to this requirement are references, bibliographies, and indented long quotations, which may be single-spaced.

Typescript, point size, and print quality

The style of font, font size, footnote/reference method, pagination, margins, and any other aspects of production are to be consistent throughout the thesis. The thesis must be printed on one side of the paper only. For the text, type smaller than 12 point must not be used, but a smaller point size, not less than 9, is acceptable for footnotes, graphs, formulas, and appendices.

The thesis must be printed in black ink and the typescript must be sharp and clean. Printing should be laser printer or letter quality. All duplication costs are borne by the student.

Page Numbering

It is the responsibility of the student to ensure that all pages are present, in sequence, and correctly numbered. With the exception of the title page, each page in the thesis must be numbered. Minimum font size for numbering is 10-point and must be consistent throughout the text. There must be no missing, blank or duplicate pages. Specific page number formats, where applicable, are indicated below:

- The pages of preliminary material (acknowledgment, table of contents, etc.) must be numbered with small Roman numerals (i, ii, iii) placed in the centre of the page, not less than 12.5 mm (.5 inch) from the bottom edge.
- The main body of the thesis, starting with the first page of the Introduction or Chapter One as page 1, must be numbered with Arabic numerals (1, 2, 3). It is normal practice for the page numbers in the main body of the text to appear in the upper right corner, although lower right or bottom centre are also acceptable. Page number placement should be consistent throughout the text, although it is acceptable for the first page of every major section or chapter to be numbered at the bottom centre 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 to avoid being cut off during binding.
- For page numbering of illustrative material see section below.

Landscaped Pages

If a table/figure is too wide for an 8 1/2 x 11 page, the landscape orientation should be used. The table number and title should be placed at the binding side (left-hand side). The page numbering should follow the format of the thesis.

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 placement, font size and style, and lettering or numbering should be maintained throughout the thesis text (except Table of Contents). Each chapter should begin on a new page.

Illustrative material

Illustrative material should appear in the text, not at the end of chapters. All illustrative material, from ink drawings to printed maps, charts and graphs to photographs must be clear, crisp and easy to read. Explanations or captions of figures and tables may appear beneath the figures and tables to which they refer or they may face them. In the latter case, captions appear on a separate page facing the figures, etc. to which they refer, and the front of this page is left blank, except for the page number. Facing pages must be numbered as any other page, so that all pages are numbered consecutively. Page

numbers should be placed following the conventions used for the main text. Remember to reverse the margins for these caption pages so that the bound edge (right-hand side) has a margin of at least 38 mm (1.5 inches).

Photographs

Black and white photographs with a matte or semi-matte finish are recommended. Colour photographs do not reproduce as well. In those cases where digital photos cannot be copied directly onto paper, photographic prints should be mounted using one of two methods; dry mount or double-sided adhesive. Picture corners and cellophane tape should NOT be used. In either case, the photograph must be permanently fixed within the thesis. The negative may also be reproduced onto 8 1/2" X 11" (or the metric equivalent) photographic paper. Xeroxed photographs and slides are not acceptable.

If photographic paper is used for illustrative materials, numbers may be placed on the reverse side, if necessary, in black ink.

Collation

It is the student's responsibility to ensure that the pages of the thesis are in correct order and that no pages are missing.

Corrections

No interlineations, crossing out of words or letters, or strikeovers are permissible. Correcting liquid and other impermanent methods of correction should not be used. Pages on which corrections have been made will have to be redone.

Footnotes

Students are advised to consult with their supervisors regarding the form and location of footnotes and the presentation of references and bibliography. A scholarly style consistent with discipline practice should be chosen and used consistently throughout the entire list. The preferred location for footnotes is either at the bottom of the page or at the end of the chapters to which they refer. 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 minimum).

Figures and Tables

The format of tables, figures, etc., must follow one style consistently. The student's supervisor should be consulted for advice on the most appropriate style for the discipline. Captions may be single-spaced and may appear directly above or below the figure/table or alone on the immediately preceding page. The figure/table number must appear on both the figure/table and the page carrying the description of the figure.

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 colour or grey-scale, as appropriate to the subject matter.

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.

All figures and tables are to be listed at the beginning of the thesis except those appearing in the appendices. Numbering or lettering style (if any) should be in accordance with discipline practice and consistent throughout the thesis.

Appendices and other Supplementary Material

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.

If a thesis contains accompanying material such as CD-ROMs, videotapes or audiotapes, etc., which are an essential part of the thesis, the items should be included in the thesis. The following statement is included in the thesis by the Library when it is sent to the National Library: "The accompanying material is available upon request from the UOIT Library." The material will then have to be copied at the expense of the party requesting the document. This statement is then included in the National Library cataloguing of the thesis.

Two-Volume Theses (not applicable to electronic thesis submissions)

A thesis submitted with a thickness greater than 3 inches requires a two-volume thesis format. Binding costs will be per volume. The title page, author's declaration page and abstract must be in the first volume. Volume 1 must have a table of contents and a list of tables and a list of figures, etc., for the entire thesis. Each additional volume must contain a duplicate of the title page of the first volume (with the volume number indicated on each title page). Each additional volume must contain a table of contents, a list of tables and a list of figures, etc., to cover the portion of work found in that particular volume. The page numbering of the body of the thesis must flow consecutively from one volume to the next.

Suggested Style Manuals

For questions not answered in either these guidelines or in the style manual employed, students are urged to consult their research supervisors.

Style manuals which may be used in the preparation of a thesis are available in the Library. Students must be guided by their supervisor(s)/supervisory committees in the selection of a style appropriate for the discipline.

The following resources may be of assistance:

Chicago Guide to Preparing Electronic Manuscripts; for Authors and Publishers. Chicago, University of Chicago Press, 1987.

The Chicago Manual of Style. 14th edition, Chicago, University of Chicago Press, 1993.

Editing Canadian English. Vancouver, Douglas and McIntyre, 1987.

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. New York, Modern Language Association of America, 1988.

MLA Style Manual, New York (latest edition).

Style Manual for Writers and Editors. Ottawa, National Research Council of Canada, Canadian Government Specifications Board, Queen's Printer, 1962.

Publication Manual of the American Psychological Association. 4th rev.ed. Washington, D.C., American Psychological Association.

Thibault, Danielle. *Bibliographic Style Manual*. Ottawa, Supply and Services Canada, 1990.

ORGANIZATION OF THESIS

The following are the minimal requirements that students must keep in mind when organizing their theses. Student should consult with their research supervisors/supervisory committees to ensure that they follow the conventions of their discipline.

1. Preliminary Pages

Title Page
Certificate of Approval
Abstract and Keywords
Co-Authorship Statement (where applicable)
Dedication (optional)
Acknowledgments (where applicable)
Table of Contents
List of Tables (where applicable)
List of Figures (where applicable)
List of Appendices (where applicable)
List of Abbreviations, Symbols, Nomenclature (where applicable)
Preface (where applicable)

Note: preliminary pages are numbered with lower case roman numerals, beginning with (ii) following the title page; these are to be centred at the bottom of the page.

2 Main Body of Thesis

Introduction
Main Body with Chapter
(This may include chapters related to such areas as Methods, Results, Discussion and Conclusions (the last two may be presented as one single or two separate sections).)

Note: Arabic numerals are used for all pages of these sections. Each chapter should begin on a separate page.

3. Back Matter

Appendices
Endnotes/Reference List/Bibliography
Glossary

Note: The information included in the back matter and its order may vary with disciplines. Students should follow the conventions of their discipline.

1. Preliminary Pages - Details

Title Page

Graduate theses completed at UOIT must include a standard title page. Please use the required

template to prepare the title page for your thesis.

The International Copyright Notice including the copyright symbol ©, followed by the candidate's name and the year in which the thesis is approved, must appear at the bottom of the title page.

There is no page number written on this page, but it is considered to be page one (i).

In very rare cases where the thesis requires more than one volume, each volume must have its own title page. The title pages of the two volumes differ only by the presence of the words "Volume I" and "Volume II" on the respective title pages. In addition, when appendices are bound in a separate volume, the duplicate title page should add the word "Appendices" just below the title of the thesis.

Certificate of Approval

A copy of the Certificate of Approval appears in the thesis as page ii. This certificate identifies the members of the students' examining committee and is signed by each of them when the thesis is approved. The signature of the student's supervisor confirms that all revisions required by the examining committee have been made. The original signed certificate will be retained in the student's file in the Office of Graduate Studies.

Abstract and Keywords The abstract occupies a single page and provides a summary of the thesis outlining the problem, methods of investigation, main results and general conclusions. The abstract must give enough information about the thesis to allow a potential reader to decide whether or not to consult the complete work. It should not include graphs, charts, illustrations, tables or references.

The abstract of a master's thesis must not exceed 150 words, while the abstract of a doctoral thesis may be up to 350 words. These guidelines will be strictly enforced.

The abstract should have the same line spacing as the text of the body of the thesis.

At the end of the Abstract should appear a list of keywords. Librarians use these keywords when assigning subject headings and index terms as part of the Cataloguing Record. The candidate selects the terms that will help others get access to his/her work.

The Co-Authorship Statement (where applicable) In the case where a thesis includes papers co-authored by the candidate and others, the thesis must state explicitly who contributed to such work and the nature and extent of this contribution. The Supervisor(s) must attest to the accuracy of such statements about co-authorship at the oral examination.

Acknowledgments (where applicable) This is a brief acknowledgment of assistance given to the candidate in his/her research and writing. The content and format of this page are up to the student.

Table of Contents The table of contents provides a listing of all the main topics and subdivisions of the thesis. Individual entries (titles, headings, etc.) that extend onto more than one line should be single-spaced; line spacing of 1.5-2 should be maintained between entries. Chapter titles and (sub)headings should be in 12-point font regardless of their font size in the main body of the text. Page numbers listed in the table should be aligned at the right-hand side of the page.

In the rare case where the thesis requires more than one volume, each volume must have its own table of contents.

List of Tables and/or Figures (if applicable)

Individual entries (titles, captions, etc.) that extend onto more than one line should be single-spaced, but line spacing of 1.5-2 should be maintained between entries.

2. Body of Thesis - Details

The following sections are offered as a guide. They may not be applicable to all theses and students should consult with their supervisors for more specific directions.

Introduction:

This section should normally present the purpose, methods and scope of the study together with a survey of the literature pertaining to the subject of the investigation.

Methods:

This section should present a detailed account of all methods used in the investigation.

Results:

All results to be presented in the thesis must be given in this section together with any explanations that are necessary.

Discussion and Conclusions:

As discussion of the results obtained in the investigation and a summary of the candidate's conclusions should be given in one final section, or they may be presented in two separate sections.

Note re: Footnotes

The extensive use of footnotes is not acceptable, but where such additions to the text are considered necessary, they should be placed at the bottom of the appropriate page or at the end of the chapter. A consistent style of footnotes, approved by the supervisor, must be followed throughout the thesis.

3. Back Matter - Details

- Appendices
- Endnotes/Reference List/Bibliography
- Glossary

Appendices

The purpose of an appendix is to include in the thesis supporting material that is not an essential part of the text itself. Appendices may include extensive data tables, source codes, mathematical developments, additional experiments, analytical procedures, survey forms or any other supplementary material approved by the supervisory committee.

Important documents such as copyright permission letters and research ethics approval forms may be included as appendices.

Each topic should be presented in a separate Appendix; this must be identified by an upper case Roman letter.

Endnotes/Reference List/Bibliography

The thesis must contain a complete reference list or bibliography, citing all the literature and other sources referred to in the thesis, including websites.

Format and placement of reference citations should be consistent throughout the thesis, and should conform to a scholarly style consistent with discipline practice. All cited references must be listed at the end of the thesis. References cited in the appendices should appear in the bibliography or reference list. All references should be typed single spaced, with 1.5-2 lines between each entry. The general form of the reference and the method of abbreviating names of periodicals should be the same as that used in the appropriate Journal recommended by the Faculty.

Endnotes, if used, are placed first. The bibliography or reference list may go either before or after appendices or other supplementary material, whichever is normal for the discipline.

Glossary (if applicable)

The glossary is a list of difficult, technical or foreign terms with definitions or translations. These are listed alphabetically.

USE OF COPYRIGHTED MATERIAL

Under the Copyright Act, students may include a reasonable extract of another person's work in the thesis. If more than a reasonable extract is quoted, the student must obtain written permission from the copyright holder(s) to include the material with the thesis. If the thesis contains a chapter(s) which the student published as a journal article(s) or part of a book, written permission must be obtained from the copyright holder(s) (i.e. publisher(s)).

If part of the thesis or dissertation was written in conjunction with another author(s), the student must include a statement from the co-author(s) permitting its inclusion in the thesis.

The permission letters should not only allow inclusion of the material in the thesis but should specify the use made of the thesis by the National Library of Canada as worded in the Non-Exclusive Licence to Reproduce Theses. The letters of copyright permission should be located in a separate appendix.

In addition, the student must ensure that the universal copyright notice © appears on the title page of the thesis.

Students are strongly advised to contact copyrighted source(s) early in the thesis preparation, as it may take some time to acquire written permission to use others' work.

A sample letter is provided on the following page.

Sample Copyright Permission Letter

[Date]

[Name of Publication]

[Address of Publication]

I am preparing my [degree type] thesis for submission to the Office of Graduate Studies at the University of Ontario Institute of Technology (UOIT) in Oshawa, Ontario, Canada. I am seeking your permission to include a manuscript version of the following paper(s) as a chapter in the thesis:

[List title of paper, authors, journal or book, volume number, page numbers, year of publication.]

Canadian graduate theses are reproduced by the Library and Archives of Canada (formerly National Library of Canada) through a non-exclusive, world-wide license to reproduce, loan, distribute, or sell theses. I am also seeking your permission for the material described above to be reproduced and distributed by the LAC(NLC). Further details about the LAC(NLC) thesis program are available on the LAC(NLC) website (www.nlc-bnc.ca).

Full publication details and a copy of this permission letter will be included in the thesis.

Yours sincerely,

[Name]

Permission is granted for:

- a) the inclusion of the material described above in your thesis.
- b) for the material described above to be included in the copy of your thesis that is sent to the Library and Archives of Canada (formerly National Library of Canada) for reproduction and distribution.

Name: _____ Title: _____

Signature: _____ Date: _____

COVER PAGE TEMPLATE

Thesis Title (spell out all words)

by

Student Name (must be name under which student is registered at UOIT)

A Thesis Submitted in Partial Fulfillment
of the Requirements for the Degree of

Degree Name (spell out degree in full, no abbreviations)

in

The Faculty of _____

Program

University of Ontario Institute of Technology

Month and Year (in which thesis is accepted)

© student name, year