FACULTY OF GRADUATE STUDIES
500 Glenridge Avenue
St. Catharines, ON L2S 3A1
Tel: 905-688-5550
Fax: 905-688-0748
Website: http://wwwbrocku.ca/graduate-studies

Faculty of Graduate Studies
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Format of Thesis

- Theses must be prepared in one of two formats:
  - Monograph Format
  - Integrated Article Format
- Consult your graduate program and supervisory committee to determine which format the program will recommend and accept.

Monograph Format

In order of appearance:

- Prefatory pages
  - Frontispiece or Quote Page (optional); faces the title page
  - Title Page
  - Dedication (optional)
  - Abstract (not more than 150 words for master's, 350 for doctoral)
  - Preface (optional)
  - Acknowledgement (optional)
  - Table of Contents (listing chapter heads and subheads, bibliographies, and appendices)
  - List of Illustrations/Photographs/Maps (if any)
  - List of Tables and Figures (if any)
  - List of Symbols, Nomenclature, or Abbreviations (if any)
- Body of Text
- Footnotes/Endnotes (as applicable to your discipline)
- Bibliography
- Appendices (if any)

Integrated Article Format

In order of appearance:

. Prefatory pages

- Frontispiece or Quote Page (optional); faces the title page
- Title Page
- Examining Committee Signature Page
- Dedication (optional)
- Abstract (not more than 150 words for master's, 350 for doctoral)
- Preface (optional)
- Acknowledgement (optional); should appear in the prefatory pages only and not in each paper.
- Table of Contents (listing chapter heads and subheads, bibliographies, and appendices)
- List of Tables (if any)
- List of Figures or Illustrations (if any)
- List of Plates (if any)
- List of Symbols, Nomenclature, or Abbreviations (if any)

. Body of Text

- Introductory chapter (Introduction) to the entire thesis with its own bibliography
- Each subsequent chapter, consisting of an "article" without an abstract, but with its own bibliography
- Final chapter (General Discussion and Conclusions), to relate the separate studies to each other and to a relevant discipline or field of study. This section has its own bibliography.

. Appendices (if any) may contain details of methodology, tabulated data, and so on, not provided in detail in previous chapters.

Style (Font & Type Face, Spacing, Margins)

Font &Type Face

- Only one single typeface, with its *italic* and **bold** variants, should be used through the entire thesis in both monograph and integrated article formats, including the title page, signature page, acknowledgements, bibliography, and appendices. (Exceptions to this

can be made for footnotes, subscripts and superscripts, and for tables, figures or illustrations imported from other sources.)

- Font size should be 10 point or larger, although a smaller type size may be used for graphs, formulas, and appendices.

Spacing

- All pages of the thesis may be single, one-and-a-half, or double-spaced, with the exception of the Abstract, which must be double-spaced.
- The Table of Contents, List of Figures, List of Plates, List of Symbols, Nomenclature, or Abbreviations, and Bibliography, if single-spaced, should have two spaces between individual entries. Quotations should be indented.

Margins

- A minimum left margin of 1.5 inches (3.8 cm) is required. The top, bottom, and right margins should be at least 1 inch (2.54 cm).
- These margin regulations are required on all pages of the thesis. There will be occasions when material on pages of tables, figures, illustrations, appendices, and so on will exceed the margins. Students may photo reduce these to fit within the margins, provided that the print clarity is not affected. If the print quality deteriorates, then it is preferable to exceed margins as little as possible.

Page Numbering

Prefatory Pages

- Prefatory pages are those pages before the Introduction of Chapter 1. Each must be a separate page, single-sided.
- Prefatory pages are not numbered but must appear in the correct order, as shown in the "Format of Thesis" section above.

Body of the Thesis (Abstracts, Footnotes)

- All pages of a thesis, beginning with the Introduction or Chapter 1, must be numbered consecutively with Arabic numbers (1, 2, 3 and so on). This includes pages containing tables, figures, illustrations, the Bibliography, and Appendices.
- The page numbers may be printed either at the top or bottom of the page, and they may either be centered, or in the right hand corner, but they must be placed consistently on all pages.
- The page numbers should be approximately ¾ inch (1.9 cm) from the paper's edge.
- If a typed character will not adhere to the photographic paper being used, do not print the number on the page, but do allow for that page number in the pagination.

Abstracts and Key Words

- The abstract should be a concise and accurate summary of your work.
- Abstracts must not exceed 150 words for a master's thesis and 350 words for a doctoral thesis.
- The abstract must be double-spaced on one side of the paper only.
- Do not use graphs, charts, tables, or illustrations.
- Display symbols and foreign words and phrases clearly and accurately. If a supervisory committee permits a thesis to be written in a language other than English, two abstracts are required; the first in English, the second in the language of the thesis.
- Include all pertinent place names and other proper nouns. These are very useful in automated information retrieval.
- Specify five key words to describe your thesis research.

Footnotes

- For Monograph-Format Theses, footnotes may be placed at the foot of the page (footnotes proper), in a group at the end of a chapter (called "Notes"), or grouped at the end of the thesis before the Bibliography (called "Endnotes"). If notes or endnotes are collected at one place in the thesis, their location is to be shown in the Table of Contents by title and page.
- For Integrated Article-Format Theses, the notes are to be located within the appropriate chapter, either at the foot of the page (footnotes), or grouped at the end of the chapter before the Bibliography (endnotes).

Bibliography or Literature Cited

- Use a citation format that is standard in your field, or in accordance with the style manual chosen.
- For Monograph-Format Theses, the Bibliography is required to be at the end of the thesis, preceding the appendices.
- For Integrated Article-Format Theses, bibliographies are to be placed at the end of each appropriate chapter.

Illustrations/Photographs/Maps

- Illustrations should be positioned as the main text (the type reading across the 8 ½ inch dimension).
- All photographs and reproductions of photographs should be of professional quality with a sharp contrast.
- Maps taken from published sources usually require copyright permission. Students should follow the information in the "Copyright Material" section.

Tables and Figures

- All tables and figures must be of excellent quality and all labeling must be clear and sharp. Maps should be redrawn if acceptable quality is not obtained.
- Lines on graphs should be identified by labels or symbols rather than by colours. Similarly, shaded areas such as countries on a map have better contrast if crosshatching is used instead of colour.
- All tables and figures are required to be numbered. Each table or figure is to be identified with the word “Table” or “Figure” and its number. Whenever possible, the title and caption of each table and figure should be on the same page as the figure or table.
- A list of all tables and a separate list of all figures, identifying each by name, number, and page must be included in the prefatory pages.

Monograph Format

- For Monograph-Format theses, tables or figures may be kept together and placed as a group at the end of the thesis before the Bibliography, or placed individually throughout the body of the text, or grouped together at the end of each chapter. However, it is strongly recommended that figures and tables be inserted as closely as possible to the relevant text rather than putting the material in groupings at the end of the chapter or thesis.

Integrated Article Format

- For Integrated Article-Format theses, each table and figure is located within the appropriate chapter, immediately following the first text reference to it, or the tables and figures may be grouped at the end of each paper before the Bibliography. Both tables and figures in this type of format are to be numbered consecutively using the chapter number (e.g. tables in Chapter 2 would be numbered Table 2-1, 2-2, and so on; tables in Chapter 3 would be numbered Table 3-1, 3-2, and so on).

Thesis Title

- Your thesis will be a valuable reference for other scholars only if it can be easily located within the libraries. Retrieval systems use key words in the title to locate your thesis. It is essential that the title be meaningful and descriptive of the content of the work.
- The wording of the title must be identical on the Theses Non-Exclusive License, Partial Copyright License, Title Page, and Examining Committee Signature Page.

Copyright © Material

- The student, as author, retains the copyright to the thesis.

- In conformity with the Copyright Act, there must be no substantial amount of copyrighted material in the thesis. Please read the following information carefully if you are including material that is previously copyrighted.
- Under the Copyright Act, a reasonable extract of another person's work can be included in a student's thesis, provided that the source is documented. Students using a substantial amount of copyrighted material in their theses must include, with the thesis, letters of permission from the person(s) or publishing company holding the copyright. Acquiring letters of copyright permission takes a considerable amount of time; students requesting such letters should do this well in advance of the submission of the thesis, as these letters must accompany the thesis when the final copies are presented to the Faculty of Graduate Studies.
- When letters of copyright permission cannot be obtained, the copyright material must be removed and a page inserted in its place, in the microfilming copy of the thesis only. This page should explain: that the material involved has been removed because of copyright restrictions; what information the material contained; and the original source of the material [e.g. page 12 has been removed due to copyright restrictions. The information removed was Figure 23 (*describe the figure information and source*)].
- Provide a footnote for any or all chapters that have been submitted for publication, accepted for publication, or published. In order to avoid copyright problems, please use the following format for wording in the footnote:

  A version of this chapter has been submitted for publication/accepted for publication/published. Jones 1984. Journal of Data. 48: 206-215.
- If the material is co-authored, permission from the co-authors for the use of this material is required as stated previously.
- For additional copyright information, please go to the Library and Archives Canada website at: http://www.collectionscanada.gc.ca/index-e.html

Format Thesis for Uploading

- Save the final, approved version of the thesis in a .pdf format
- Name the file using the following format: example Brock_LastName_FirstName_Year.pdf