

**The information contained within this document (Appendix B & C) was taken from the Faculty of Mathematics and Sciences Policies and Procedures – See the Dean or Assistant to the Dean for more information on these policies**

## **Appendix B**

### **Instructions for Students in the Preparation and Submission of Theses for Higher Degrees in the Sciences.**

Following a successful defense a graduate student submitting a thesis in partial fulfillment of the requirements governing the award of Higher Degrees shall submit **four copies** of his/her approved thesis, bound in a manner acceptable to the Chair of the Committee on Graduate Studies, before the degree will be conferred (an optional fifth copy may be submitted if the supervisor requires a bound copy). The following regulations are provided for the guidance of students and faculty.

#### **General Information**

##### **1. Number of Copies**

Five copies of the thesis must be prepared for the oral examination. The original and photocopies or printed copies must be submitted in an unbound form to the Chair of the candidate's major department for examination. If additional copies are submitted, these will be returned to the candidate after the thesis oral examination. Each copy must be adequately secured in a spring-back or similar folder, but **not** in a folder requiring the punching of holes in the sheets of the thesis.

##### **2. Deposit of Theses**

A candidate submitting a thesis in partial fulfillment of the requirements governing the award of higher degrees must deposit the required number of copies of the approved thesis with the University Library before the degree will be conferred.

B. In depositing the thesis, the following regulations will apply:

- (i) **Submission of thesis:** When the thesis is in its final form after the oral examination, the candidate will submit, in unbound form, **four** copies, one of which must be the master copy, to the Department Chair (an optional fifth copy may be submitted if the supervisor requires a bound copy). The binding of this copy will be paid for by the supervisor). The thesis must be free from typographical and other errors; all copies must be identical in content, each containing all illustrations, charts, maps, figures, tables and appendices as approved by the Examining Committee and such corrections as required by the Committee. Each copy of the thesis must contain a copy of the **Certificate of Approval** duly signed by each member of the Examining Committee. The thesis must be accompanied

by three copies of the Brock University **Graduate Record Form** and two copies of the National Library Form NL91. These materials will be forwarded by the Department Chair to the Librarian, who will forward signed copies of the Graduate Record form to the appropriate Dean. The latter will sign and forward the original copy of this form to the Assistant Registrar of Graduate Studies.

(ii) **Binding:** The University Library will arrange for the binding of the thesis. Candidates will receive a bound copy for their personal use. A fee is levied at registration to cover the cost of binding. The department can arrange binding of additional copies of a thesis at the candidate's expense.

(iii) **Disposition of Copies:** After binding, the copies will be dispersed as follows:

Master Copy: will be deposited in the Archives in the University Library;

Copy 2: will be catalogued and placed in the University Library for consultation;

Copy 3: will be returned to the major department for its files;

Copy 4: will be returned to the candidate;

Copy 5: optional copy for candidate's supervisor (to be paid for by the supervisor).

(iv) **Circulation and Copying:** In normal circumstances, as a condition of engaging in graduate study in the University, the author of a thesis grants certain licenses and waivers in respect of the circulation and copying of the thesis. Unless there is a specific arrangement to the contrary, the University Library will allow the thesis to be consulted or borrowed or to be issued in whole or in part in photostatted or microfilmed form.

### **Legibility**

1. The typescript must be clear and sharp. A laser printer copy is preferred but text produced from any computer printer is acceptable, as long as characters are dark and clean.
2. Right-hand pages only should be clearly numbered and arranged in the correct order. These should be numbered in one continuous sequence, (**i.e.**, from the title page or from the first page of any matter that precedes it) to the last page of type, in Arabic numerals, from 1 onwards. This sequence should include everything bound in the volume, maps, diagrams, etc., and even blank pages. When a thesis consists of two or more volumes, one sequence should be used for all; (**i.e.**, if

volume I ends at p. 200, volume II should begin with p. 201).

3. A good quality bond paper must be used.
4. Pages must be printed on one side only.
5. The dimensions of the paper used for the thesis are 21.5 cm by 28 cm (8.5 inches by 11 inches).
6. The type-size should be 10 - 12 points, but smaller type-size may be used for graphs, formulas and appendices.
7. The abstract must conform to the following specifications:
  - a) Abstracts should not exceed 150 words.
  - b) Abstracts must be double spaced on one side of the paper only.
  - c) Abstracts should not include graphs, charts, tables or illustrations.
8. Plates, maps, plans, diagrams, tables etc., which are not bound in with the text but which are either loose or in an end pocket, or separately bound, should be given one separate sequence of numbering.
9. Published material submitted with a thesis, whether bound in with the thesis or not, should not be included in the pagination.
10. Photographic and other illustrations should be securely fixed, preferably by dry-mounting. "Photograph album pockets" or slits in the pages are not adequate. In no circumstances should "cellotape" or a similar material be used for any purpose in a copy of the thesis.
11. Subsidiary papers and other loose material should be bound in whenever possible. If this is not possible, an adequately guarded pocket for such material should be provided at the end of the thesis. Any such loose materials (and corrigenda sheets, if not bound in) should bear the candidate's name, initials and degree.
12. The title page should bear the officially approved title of the thesis and the candidate's name as registered. At the bottom of the page, the International Copyright Notice must appear; this consists of C enclosed by a circle ©, followed by the candidate's name and the year of submission.

### **Format**

A thesis should normally include the following major parts:

**A. Preliminary Pages**

1. **The first page** must be a blank, **unnumbered** sheet.
2. **Title page:** The form of the title page must follow the sample shown at the end of these instructions. It must state the full title of the thesis, the candidate's name in full, his/her previous degrees, the degree expected, the title of the Department at Brock University, and the year of submission. The International Copyright Notice (C enclosed by a circle ©, followed by the candidate's name and the year of submission) must appear at the bottom of the page. (Sample title page as Appendix C.)
3. **Abstract:** The abstract should be a summary of the thesis outlining the problem, methods of investigation, the main results and general conclusions.
4. **Acknowledgments:** This section should be a brief acknowledgment of assistance given to the candidate in his research and writing.
5. **Table of Contents:** This should set forth all the principal topics or subdivisions of the thesis.
6. **List of Tables.**
7. **List of Figures:** This should include separate lists of all figures, plates and maps.

## **B. Text**

Although the following sections may not be applicable to all theses, they are offered as a guide.

1. **Introduction:** The introduction to a thesis 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.
2. **Methods:** This section should present a detailed account of all methods used in the investigation.
3. **Results:** All results to be presented in the thesis must be given in this section together with any explanations that are necessary.
4. **Discussion and Conclusions:** A discussion of the results obtained in the investigation and a summary of the candidate's conclusions should be given in one final section, or may be presented in two separate sections.
5. **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. A consistent style for footnotes, approved by the major department, must be followed throughout the thesis.

## **C. References**

The list of references is a very important part of a thesis and care should be given to its preparation. All references should be typed single spaced, with double spacing 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 major department.

## **D. Appendices**

Appendices should be used to present material accessory to the argument of the text. These may be of such nature as not to form integral parts of the text, and of such extent as not to be appropriate as footnotes. Such material as extensive tables, mathematical developments and additional experiments may well form appendices. Each topic shall form a separate Appendix, which must be identified by an upper case Roman letter.

## **E. Last Page**

**The last page** should be a blank **unnumbered** sheet.

The above list of instructions is a guide to the minimal requirements to be kept in mind when organizing the thesis. Additional instructions may be specified by individual Departments. It is the responsibility of the thesis supervisor and major department to ensure that details not considered here, (**e.g.**, colouring of illustrations, quality of photographic plates, etc., are discussed and clarified with the student).

## Appendix C

The Case of the Processing Nucleus

by

Sherlock C. Holmes, B.Sc.

A Thesis

submitted to the Department of Biological Sciences

in partial fulfillment of the requirements

for the degree of

Master of Science

May, 1996

Brock University

St. Catharines, Ontario

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