



# Formatting Guidelines

## Dissertations, Theses, Defendable Projects & Practicum Reports

(Revised: April 2023)

Office of Graduate Administration  
in the Office of the Registrar

Email: [grad-office@unbc.ca](mailto:grad-office@unbc.ca)

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## General Information

For the purpose of this publication, the word thesis is interchangeable, where appropriate, with the words dissertation, defendable 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 by the Office of Graduate Administration, nor will the degree be conferred until appropriate corrections have been made.

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

It is mandatory to provide a pdf version of your thesis via email to your supervisor. The pdf theses/dissertation/project/practicum should be submitted by your supervisor with the Request for Oral Examination Form to the Office of Graduate Administration. Also, please provide a pdf version of your theses/dissertation/project/practicum to the Office of Graduate Administration directly by email attachment or using UNBC's <http://cp.sync.com/> to upload thesis/dissertation (send link to Graduate Programs Office: [grad-office@unbc.ca](mailto:grad-office@unbc.ca)). Our office will not process the Request for Oral until we have received the complete package from the supervisor, including the PDF copy of the theses/dissertation/project/practicum.

### Number of Copies - After the Oral Examination

It is mandatory to provide your finalized copy of your dissertation/thesis/project to the Office of Graduate Administration in PDF format after you have had your oral examination and have made any revisions resulting from the examination. No printed copies are required.

As no hard-cover bound copies are required, it is up to the student to arrange for the printing to be done on their own. It is the student's responsibility to pay for all bound copies of the thesis/dissertation.

## 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 states 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 and abstract must be checked and approved by the Office of Graduate Administration.***

### 2. Approval Page

The approval page will be prepared by the Office of Graduate Administration and will be provided to the Chair of the student’s oral examination. The Chair of the oral examination will ensure that the approval page is signed by the appropriate members of the Examining Committee and returned to the Office of Graduate Administration.

The approval page will no longer be inserted into the final thesis/dissertation copies by the Office of Graduate Administration, nor provided to the student and/or supervisor. The final signed approval page will be used for record keeping purposes only and is considered as the final grade.

### 3. Abstract

The abstract should be a summary or condensation of the thesis/dissertation. 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 500 words.

### 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.

## **10. 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.*

### **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.

### **Length of Theses/Dissertation**

A thesis should consist of 100-150 pages from start to finish, and a dissertation has no page limit, although unnecessary long dissertations are viewed negatively. Speak to your supervisor for more information on what is specifically required by the program.

### **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.*

### **Form To Be Completed**

The following form, obtainable from the Office of Graduate Administration, is to be completed and submitted with the final copy of your thesis/dissertation/Defendable Project.

#### **➤ UNBC Partial Copyright License Form**

A [The UNBC Institutional Repository Non-Exclusive Distribution License](#) must be submitted with the final PDF copy of the thesis. The UNBC Partial Copyright License allows the UNBC Library to place a digital copy of the work in UNBC's institutional repository, which is openly accessible to the general public without taking any rights away from the candidate. It also provides for Library and Archives Canada to harvest the work for inclusion in Canada's national theses collection, known as Theses Canada.

## Things to be aware of when using Illustrative Material (for printing/hard copies)

Illustrations, including photos, maps, graphs, tables, etc., must be able to be printed (hard-bound copies) on paper of 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.

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 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.

The Office of Graduate Administration may refuse any PDF that does not meet acceptable standards of quality.

## Infringement of Copyright

Copying material written, drawn, or photographed or otherwise created by persons or agencies other than the thesis author may violate the rights of the copyright owner and constitute copyright infringement. Candidates must request written permission of the copyright holder(s) for inclusion of any materials they did not produce themselves. Students must be prepared to provide evidence that they have obtained the necessary copyright permission from the copyright owners.

For guidance on what types of inclusions need copyright permissions, please refer to UNBC's copyright office web pages for dissertations and theses: [Home - Copyright - Subject Guides at University of Northern British Columbia \(unbc.ca\)](#).

A form for requesting copyright permission is available at [http://library.unbc.ca/sites/default/files/thesis\\_copyright\\_permission.pdf](http://library.unbc.ca/sites/default/files/thesis_copyright_permission.pdf).

Workshops for copyright in dissertations and thesis are offered by UNBC's copyright office several times each year, and personal assistance is available by emailing UNBC's copyright office at [copyright@unbc.libanswers.com](mailto:copyright@unbc.libanswers.com)

## 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 Library, in advance, if you plan to submit non-print media as part of your thesis. Non-print media includes audio, video or any other electronic materials.

For any students wanting their thesis to be videotaped they must first get the permission of the Office of Graduate Administration. For guidance on video/audio requirements please refer to UNBC's guide: <https://www.unbc.ca/graduate-programs/theses-defendable-projects>

## **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. 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**

If you are not using UNBC Copy Services to copy your final acid-free thesis copies, the quality of your bound copy may be less than ideal.

## **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, sometime 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 recommended.



## **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, or instead of individual chapters.

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.

## **Request for Excluded Thesis/Dissertation/Project**

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 Request for Excluded Thesis/Dissertation/Project Form must be completed and submitted to the Office of Graduate Administration at [grad-office@unbc.ca](mailto:grad-office@unbc.ca).

The Office of Graduate Administration will not approve the Request for Excluded Thesis/Dissertation/Project Form 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 Request for Excluded Thesis/Dissertation/Project Form must be completed again, choose the “other” option, and submit to the Office of Graduate Administration with an explanation outlining the justification for the restriction extension. Please email the completed and signed form to [grad-office@unbc.ca](mailto:grad-office@unbc.ca).

*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.

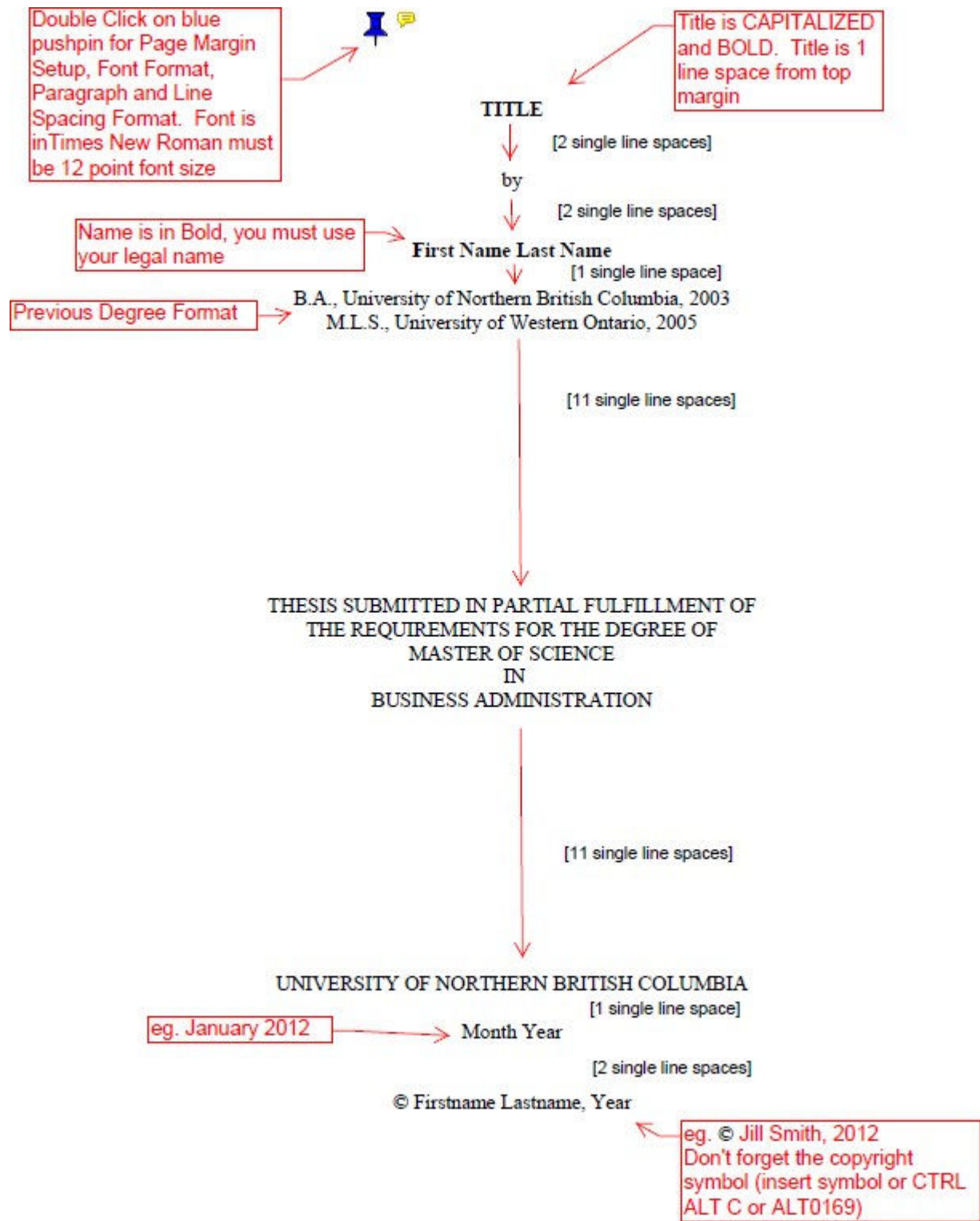
## **Style Manuals**

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 (6<sup>th</sup> 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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- 1) Making copies of their final document onto acid-free or regular paper (preference of student as these copies are for personal use only);
- 2) Having any copies for their own personal use hard-cover bound if they should choose; and,
- 3) It is the student's responsibility to pay for all bound copies of the thesis.

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.

As a guideline recommendation for your own bound copies, the 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 ½ inch thick, it is recommended that 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.

### **For Dissertations & Theses:**

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The PDF copy of your thesis will go to the UNBC Geoffrey R. Weller Library's online database.

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. Library and Archives Canada requires abstracts to be no more than 500 words.

### **Submissions for Projects, Practicum Reports:**

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