

SCHOOL OF GRADUATE STUDIES AND



General Forms of Theses

UPDATED DECEMBER 2022

TABLE OF CONTENTS

1.0	Introduction	3
2.0	Production of the Thesis Document	4
2.1	General	4
2.2	Thesis file naming convention	4
2.3	Copyright Permission	4
2.4	Copyright Symbol	
2.5	Title Page	6
3.0	Traditional Thesis Format	8
3.1	Sheet Size	8
3.2	Margins	8
3.3	Font size	8
3.4	Spacing	9
3.5	Pagination	9
3.6	Tables, Figures and Maps	9
3.7	Footnotes and References	9
3.8	Multimedia	9
3.9	Research Ethics Board (REB) approval	9
4.0	Manuscript, Project and Portfolio	

1.0 INTRODUCTION

The School of Graduate Studies and Postdoctoral Affairs sets minimum submission and formatting standards for all theses submitted and these standards must be adhered to. Departments may augment these standard requirements with additional requirements as appropriate; students must be made aware of these additional requirements at the outset.

Theses must be carefully proof-read so as to eliminate typographical errors and mistakes in spelling or grammar before submission for examination. Theses that are difficult to read because of such errors are unacceptable for examination and may be returned to the candidate for correction and resubmission.

At the end of the E-Thesis submission process, the archival copy of your thesis is

- a) Uploaded to QSpace¹, Queen's institutional digital repository.
- b) Catalogued in the library catalogue.
- c) Transmitted by Queen's Library to Theses Canada.

When the final thesis is submitted electronically and approved by the School of Graduate Studies and Postdoctoral Affairs, and if the option to "restrict from publication" has not been selected, the thesis will be available on QSpace and worldwide immediately.

Restriction of Thesis: If, at the time of submitting the thesis for completion of degree requirements, the student elects to protect any rights to commercial publication, or to obtain a patent which may arise from the research, or as a result of any contract made with a third party, or for any other justifiable reason, the student, with agreement of his/her supervisor, must indicate that the thesis is to be restricted as part of the submission process on QSpace. This will restrict the archival copy of the thesis from placement in QSpace, Library and Archives Canada, and Proquest, and will restrict copies of the thesis submitted to the School of Graduate Studies and Postdoctoral Affairs from binding, microfilming or deposit in any library.

The duration of the restriction shall be five (5) years, with immediate and automatic release to QSpace, Library and Archives Canada, and Proquest, at the end of the restriction period. Students may release their thesis from restriction earlier than 5 years by informing the School of Graduate Studies and Postdoctoral Affairs that the restriction may be lifted.

NOTE: The author's name, thesis title and thesis abstract (also known as the thesis metadata) shall be available for all restricted theses through the usual online databases throughout the du

2.0 PRODUCTION OF THE THESIS DOCUMENT

2.1 General: The thesis must be expressed in a satisfactory literary form consistent with the discipline concerned and must display a scholarly approach to the subject and a thorough knowledge of it. Parts of the thesis may be prepared in a form suitable for separate publication or dissemination, but the thesis must comprise a coherent account of a unified research project rather than a collection of loosely connected studies. A critical review of previous work related to the subject and a concluding summation of the contribution made in the thesis to scholarship in the chosen field must be included in the thesis.

Theses can conform to either the "Traditional" or "Manuscript, Project, Portfolio" format, explained below, though departments may limit the format options. Check with your departmental Graduate Assistant or Graduate Coordinator about thesis formats acceptable in your unit.

3 Thesis file naming convention: In order to successfully submit your thesis via the E-Thesis submission process, the final version of your thesis must be in PDF format and must be named using the following file naming convention:

lastname_firstname_middleinitial_finalsubmissionyearmonth_degree.pdf

Example: Martin_Alice_B_201601_PhD.pdf

4 Copyright Permission²: Copyright permission is required

- if your thesis contains someone else's work; text, figures, maps, images, questionnaires, photos, etc.; AND/OR
- if your thesis contains your own previously published materials (e.g. journal article) or material (e.g. a chapter, an article) that was co-written with another author.

You must obtain written permission to reproduce copyright material from the copyright owner (e.g. journal publisher and/or co-authors). Any copyrighted material including photos, pictures, charts, graphs, maps, etc. must receive full citation within your thesis, on

•

2.6 Title Page: Is to be double spaced and to include the following:

Thesis Title

By

Your Full Name

A thesis submitted to the Graduate Program in *

in conformity with the requirements for the

**Degree of ...

Queen's University

2.6 Title Page:-

3.1 Sheet Size: Letter size - 21.5 x 28 cm. (8 1/2" x 11 inches)

3.2 Margins: At least 2.5 cm or 1 inch.

3.3 Font size: A standard font 10-12 points is required, but a smaller type size may be used for graphs, formulae and appendices.

3.4 Spacing: The text must be double-spaced except for footnotes, figure captions and quotations of five lines or more, which can be single-spaced.

3.5 Pagination: Introductory material before the first chapter is to be separately numbered by small Roman numerals. The main body of the thesis, including the text, bibliography and appendices, must be numbered continuously. The main body of the thesis starts with the first page of the first chapter, and should be numbered accordingly. Page numbers should be positioned on the bottom centre of each page.

3.6 Tables, Figures and Maps: These must appear soon after they are first mentioned in the text, or at the end of the chapter in which they are first mentioned, and must be labeled appropriately. Wherever possible, the captions should be on the same page as the table/figure.

3.7 Footnotes and References: Several footnote citation forms are acceptable. Space should be left on the page for any footnotes. There should be a line separating the text from the footnotes. Footnotes may also be collected separately at the end of each chapter. References may appear at the end of each chapter or at the end of the thesis.

3.8 Multimedia: You may submit multimedia files as part of your e-thesis, as supplementary files. **QSpace** can accept multimedia files, in a variety of standard formats. The multimedia formats currently accepted are:

Currently Library and Archives Canada does not accept multimedia files. However, multimedia files that are part of your thesis will be available on QSpace.

3.9 Research Ethics Board (GREB) approval: Any research project that involves human subjects must receive ethics approval from one of the university's Ethics Boards prior to the start of the project. Health Sciences students receive ethics approval from the Health Sciences Research Ethics Board. Non-health sciences students receive ethics approval from the General Research Ethics Board. If a GREB submission was required for your research, a copy of the Board approval must be included as an appendix in your thesis. For more information on Queen's Research Ethics Board approval, go to the website of the O(ear)-3 (c)-3 (c)-3 eseariearcits. For1 (i)1 (on w)1 (udent)-3 (s)-1 -1.:hesnEB: i81.8

4.0

MANUSCRIPT, PROJECT, PORTFOLIO FORMAT

The thesis shall consist of the following sections, in the order specified.

Elements (brief description)	Pg# i.e.	Required or Optional
Title page		Required
Abstract (350 word maximum)	ii	Required
Lay abstract (Suited for non-specialist audience; 350 word maximum)		Optional
Co-authorship (if applicable) (If any work presented in the thesis has been published, submitted, or is part of a collaborative work, the co-authors/co-contributors must be named, and the relative contributions of each stated. Note that co-authors may be other students)	iii	Required
Acknowledgments	iv	Optional
Table of Contents (Include section/chapter titles, major headings and sub-headings with page references)	v	Required
List of Tables (if applicable)	vi	Required
List of Figures (if applicable)	vii	Required
List of Abbreviations and symbols (if applicable)	viii	Required
List of Abbreviations and symbols (if applicable)	ix	Required
Nomenclature and/or Glossary (if applicable)	x	Required
Chapter 1 General Introduction (States the theme, aims, g-0 .65 08 -0 0 2133,		

4.9 Research Ethics Board (GREB) approval: Any research project that involves human subjects must receive ethics approval from one of the university's Ethics Boards prior to the start of the project. Health Sciences students receive ethics approval from the Health Sciences Research Ethics Board. Non-health sciences students receive ethics approval from the General Research Ethics Board. If a GREB submission was required for your research, a copy of the Board approval must be included as an appendix in your thesis. For more information on Queen's Research Ethics Board approval, go to the website of the Office of Research Services: <http://www.queensu.ca/urs/ethics/general-research-ethics-board-greb>

5.0 THESIS SUBMISSION

5.1 Oral Thesis Examination:

a. Master's Candidates: Rules and regulations on the membership of Thesis Examining Committees, deadlines, and all procedures for the convening of Thesis Examining Committees for all Master's degree candidates fall under the jurisdiction of the faculty-based Graduate Councils. Students must consult with their home department to determine the administrative procedures they are to follow and the deadlines that must be met. These deadlines and procedures will be strictly enforced by the department.

b. Ph.D. Candidates: In preparation for the thesis examination, you must submit one copy of the thesis to each member of the Thesis Examining Committee including the Chair 25 working days before the defense.

Ph.D. candidates must also submit their thesis in PDF format to the School of Graduate Studies and Postdoctoral Affairs for format review, by email to thesis@queensu.ca.

5.2 Final Degree Requirement: One electronic copy of the final thesis, in PDF format revised as recommended by the Thesis Examining Committee and finally approved by the supervisor/committee, must be submitted to fulfill degree requirements to the School of Graduate Studies and Postdoctoral Affairs via the E-Thesis Submission process.

5.3 Final Thesis Submission to QSpace: To submit your thesis, go to [QSpace](#).