Procedure for Thesis Formats and Content

1. Thesis Format

- The work must comprise a coherent account of a unified research project rather than a collection of loosely connected studies.
- It must have an acceptable form for its discipline and display a thorough knowledge of and scholarly approach to the subject.
- Before beginning to write, each student, in consultation with their Supervisory Committee and Graduate Program, should decide on the best format in which to present the work.
- Respecting the variety of cultures both academic and social, the School of Graduate and Postdoctoral Studies (SGPS) accepts theses in monograph format, integrated-article format, and alternative formats, as will be further described in sections 6-8 below.
- SGPS respects Indigenous cultures and encourages the submission of theses that represent Indigenous research in a relevant format.

1.1 Monograph Format

- The monograph format organizes chapters around a central problem.
- A monograph thesis may include published material, in which case full citations must be provided.

1.2 Integrated Article Format

- In the integrated-article format, the chapters treat discrete but related problems.
- The work must include connecting materials to provide logical bridges between the different chapters, thereby achieving an integration of information.
- Chapters may include content from, or entire, published articles, submitted articles, and unpublished work for which the student was the principal contributor. Full citations must be provided.
- Publication or acceptance for publication of research results before presentation of the thesis in no way supersedes the University's evaluation and judgment of the work during the thesis examination process. The criteria that determine whether an article is suitable for publication are not identical to the academic requirements for a thesis.
- The number of papers to be included is not specified. The substance

of the thesis should be consistent with the quantity and quality of original work expected in a monograph thesis.

1.3 Alternative Formats

- The traditional monograph or integrated-article thesis will not in every case be the best way to communicate scholarly work.
- In some disciplines scholarly output takes other forms, including, but not limited to, musical scores, artistic performances or exhibitions, digital recordings, catalogues, policy documents, software, new materials or composites etc. Such forms of scholarly output may be incorporated into an alternative-format thesis.
- The substance of the thesis should be consistent with the quantity and quality of original work expected in a monograph thesis.
- The choice of thesis format should be considered on a case by case basis early in the development of the thesis, as part of a process where both the format and the content of the proposed thesis are examined.
- A student wishing to pursue an alternative format thesis must justify to their proposal committee (or equivalent) how the proposed format best accomplishes the scholarly goals of the thesis; how the proposed format can be achieved within the standard time-frame for the program; how appropriate examiners will be secured; how the work will be disseminated; any issues of long-term storage and public availability, and any other considerations relevant for the discipline and/or format.
- Though the thesis proposal may be rejected on the grounds of the proposed format and/or content, it may not be rejected without due consideration of both elements.
- If a proposed alternative format is accepted, the proposal document (modified as necessary) must be signed by the supervisor and the graduate chair and retained by the relevant department/program.
- This process is intended to encourage openness to consider alternative formats and to aid in the development of innovative scholarly work while providing appropriate supervisory support and maintaining scholarly standards.
- Because this is an area of evolving academic practice, communication between the student, supervisor, program, and SGPS is strongly encouraged.

1.4 Elements of the Thesis

Regardless of the format chosen, all theses must fulfill certain core expectations of scholarly presentation and content. The following are the elements of the thesis in the order in which they should normally appear. Optional elements may be included at the discretion of the student.

Front Matter:
- Title Page (provided by Scholarship@Western upon upload)
- Abstract and Keywords
- Summary for lay audience (maximum 350 words) *effective July 1, 2019
- Co-Authorship statement (where applicable)
    - In the case of co-authored papers (chapters), the student must include a **statement of co-authorship** for each paper included in the thesis, describing the nature and extent of contributions by the student and by others. This must include a detailed description of the work (in conducting the research and preparing the manuscript) for which the student was solely responsible. An estimate of the percentage of the work conducted solely by the student must be included. The goal is to make clear to the examiners the student's contribution to the work. The publication status of each paper must be indicated (i.e. not submitted for publication; submitted (where and when?); published (with full citation)). For further guidelines on authorship, see MAPP 7.0.
- At the time of approving the submission of the thesis, the supervisor will be asked to confirm the accuracy of the statement of co-authorship.
- Epigraph (optional)
- Dedication (optional)
- Acknowledgments (optional)
- Table of Contents
- List of Tables (where applicable)
- List of Figures and/or Illustrations (where applicable)
- List of Appendices (where applicable)
- List of Abbreviations, Symbols, Nomenclature (where applicable)
- Preface (optional)

The Body of the Thesis:
- Introductory chapter to the entire thesis
    - This must address the objectives of the work.
    - For an integrated-article or alternative-format thesis this may explain how the work forms a coherent thesis.
- Literature review and/or research methods
    - This may take the form of a stand-alone chapter or may be integrated into the introductory or middle chapters as appropriate for the discipline and the format of the thesis.
- Middle chapters
    - For an integrated-article thesis each article is presented without an abstract. Each chapter should contain connecting materials to provide logical bridges between the articles. A thesis consisting solely of published articles without connecting elements is not acceptable.

- For an alternative format thesis, middle chapter(s) may be replaced by other relevant text, images or artefacts.
    - Conclusion
        - For an integrated-article thesis this may relate the separate studies to each other and to a relevant discipline or field of study.
        - For an alternative format thesis this may relate the introduction, literature review/methodology, middle chapter(s) and/or other text(s)/object(s) to each other and to the relevant discipline(s) or field(s) of study.
    Bibliography:
    - There may be a single bibliography for the entire thesis, or each chapter may have its own individual bibliography, depending on the norms of the discipline.
    Appendices:
    - Details of methodology, tabulated data, and other pertinent data not provided in detail in previous chapters (where applicable).
    - Ethics Approval (where applicable).
    - Copyright releases from publications (where applicable).
    Curriculum Vitae (optional)

2. Length

- Programs may have regulations that limit length. Students should contact their program for these regulations.

3. Copyrighted Material and Permissions

- The candidate must ensure that the work does not contain a substantial amount of copyrighted material.
- Under the Copyright Act, the "fair use" provision allows the quotation of a reasonable extract of someone else's work, if properly cited.
- For more extensive quotation, the candidate must obtain written permission from the copyright holder(s) and include this permission in the thesis.
- If the candidate wishes the work to include text that they have already published as a journal article or book chapter, they must obtain permission from the publisher and include this permission in the appendices. This is of utmost importance if the integrated-article format is used.
- Any chapters that have been published, accepted for publication, or submitted for publication must carry the following footnote: A version of this chapter has been published/accepted for publication/submitted for publication (Cite the reference).

4. Confidentiality Agreement

- If the candidate feels that the nature of the information contained in the work must remain confidential (e.g., concerns pending patents etc.) for a specified

period of time, a confidentiality agreement is required.

5. Contents

5.1. Titling

- An effective title makes the thesis accessible to other scholars. The title must provide an accurate description of the thesis content. Library catalogues and online bibliographic databases use words in the title as a way to retrieve a thesis. Thus, if possible, the title should include key words that link the thesis to literature on its topic. Use word substitutes for formulas, symbols, superscripts, subscripts, Greek letters, and so on.

5.2 Title Page

- The title page contains the copyright notice and information to identify the thesis in catalogues and bibliographies. A title page is generated and attached to the front of a thesis after it is uploaded to Scholarship@Western.

5.3 Abstract and Keywords

- The abstract (page-numbered ii) provides a succinct summary of the work. To satisfy the requirements of the National Library and University Microfilms International, the abstract must be no longer than 350 words for a Doctoral thesis and 150 words for a Master's thesis.
- The abstract must give enough information about the thesis to allow a potential reader to decide whether or not to consult the complete work. The candidate must ensure that the abstract refers to all the elements that would make the thesis worth consulting. The abstract should include important place names and proper nouns because these can be significant key words for electronic retrieval. It should not include graphs, charts, illustrations or tables. The expected content of an abstract varies among disciplines, but all abstracts can be expected to include the following:
    - a statement of the research problem or question
    - an indication of the research method(s) used or theoretical orientation taken
    - findings or major discoveries made
    - conclusions and significance.
- The abstract should have the same line spacing as the text of the body of the thesis.
- Keywords: 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, as the person most familiar with the research and its significance, selects the terms that help other

scholars get access to his/her work. For example, the following keywords could be used for a thesis studying fuzzy relational modeling:

- Keywords: fuzzy relational modeling, fuzzy simulation, fuzzy c-Means, Centre of Gravity, Centre of Area, Weighted Average of Cluster Centres, Polyline algorithm.

- The following could be used to describe a thesis entitled "The Other of Grammatology: Lacan, Derrida, Kristeva," which studies the relationship between psychoanalysis, deconstruction, and feminism as they relate to linguistic representations:

- Keywords: Psychoanalysis, Deconstruction, Freud, Derrida, Kristeva, Lacan, Feminism, Reference.

5.4 Summary for Lay Audience

- Effective July 1, 2019, theses submitted for examination must include a Summary for Lay Audience.
- The summary for lay audience is a brief (maximum 350 words) and accessible summary of a research project that is used to explain complex ideas, technical writing and scientific terms to people who do not have prior knowledge of the subject. While your abstract is designed with your subject peers in mind, the Summary for Lay Audience communicates the importance, impact, and content of your thesis to a broader audience.

5.5 Co-Authorship Statement (where applicable)

- Although SGPS allows co-authorship of chapter materials, the candidate must be the principal contributor to the work and to the manuscript. Authorship conventions vary by discipline, and so order of authors cannot be taken as an indicator of the significance of an author's contribution to the work.
- In the case of co-authored papers (chapters), the student must include a **statement of co-authorship** for each paper included in the thesis, describing the nature and extent of contributions by the student and by others. This must include a detailed description of the work (in conducting the research and preparing the manuscript) for which the student was solely responsible. An estimate of the percentage of the work conducted solely by the student must be included. The goal is to make clear to the examiners the student's contribution to the work. The publication status of each paper must be indicated (i.e. not submitted for publication, submitted (where and when), published (with full citation).
- At the time of approving the submission of the thesis, the supervisor will be asked to confirm the accuracy of the statement of co-authorship.
- For further guidelines on authorship, see MAPP 7.0.

5.6 Acknowledgements (where applicable)

- The acknowledgments note help received from the Supervisor(s), staff, co-authors and co-researchers, fellow students, technicians or others in the collection of materials or data, the design and construction of apparatus, the analysis of data, and the writing of the thesis.

5.7 Table of Contents

- The table of contents provides a listing of the main elements in the thesis. In the rare case where the thesis requires more than one volume, each volume must have its own table of contents.

5.8 Ethics Approval (where applicable)

- If the thesis has involved the use of animal or human subjects, the candidate must provide evidence of the necessary ethics approval from the appropriate committee, such as a copy of the Western ethics approval form in an appendix.
- For more information on research involving humans consult the Office of Research Ethics website. For information on the use of animals consult the Animal Care and Veterinary Service website.

5.9 Appendices (where applicable)

- The purpose of an appendix is to include in the thesis supporting material that is not an essential part of the text itself. For example, in a thesis that involves a survey, letters of information to subjects, questionnaires, or other research instruments may appear in an appendix. In a thesis that analyzes a rare or inaccessible text, that text may be included in an appendix. An appendix also may include raw data on which analysis has been performed, either in print or disk format.

5.10 Curriculum Vitae

- The vita should be a brief document and include only public information: name, post-secondary education and degrees, awards, related work experience, and relevant publications. It is not intended to be a job resumé. The Vita is the last page(s) of the thesis.

6. Electronic Thesis and Dissertation (ETD)

6.1. File Format

- Candidates must present their work in an acceptable file format type. These acceptable types are:
  - Portable Document Format (.pdf)

- Word Document (.doc)
- Rich Text Format (.rtf)
- Note: candidates are encouraged to use the Portable Document Format (.pdf) as all documents received through the Scholarship@Western Electronic Thesis and Dissertation repository are automatically converted to .pdf. Using the .pdf format allows the candidate to verify the appearance and organization of the document as it will be presented to the examiners.

6.2. Supplementary Content on EDT

- Candidates who would like to include supplementary multimedia to accompany their work may do so in the Supplementary Content section of the submission process. These files may have any format type, however, candidates should be aware that the content should be in a universally accessible format – this is required in order to ensure that examiners will be able to access the material.

7. Style

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

- The candidate must follow a standard style manual that has the approval of their Graduate Program, so that the form and location of notes and the presentation of references/bibliographies is consistent throughout the thesis and conforms to a style appropriate to the discipline.

7.2. Typescript and point size

- The style of font, font size, footnote/reference method, pagination, margins, and any other aspects of production are to be consistent throughout the thesis. 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.

7.3. Line spacing

- All textual material (including the abstract, acknowledgments, and other preliminary material) must have 1.5 - 2 spaces between lines. The only exceptions to this requirement are references, bibliographies, and indented long quotations, which may be single-spaced.

7.4. Margins

- Due to the requirements of binding and microfiching, the candidate must observe the following specifications for margins on all copies. Leave a margin

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

7.5. Illustrative material

- Illustrative material must 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 readable. Annotate appropriately coloured charts, figures, graphs or maps, since the colours will reproduce in indistinguishable shades of grey on microfiche. When photographs are incorporated into the thesis, they should be high-contrast colour or black-and-white prints. Explanations or captions of figures and tables may appear beneath the figures and tables to which they refer or they may face them.

7.6. Page Numbering

- With the exception of the title page (provided by Scholarship@Western after upload), each page in the work must be numbered. The following system is to be used:
    - 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 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) placed in the upper right-hand corner, not less than 12.5 mm (.5 inch) from each edge to avoid being cut off during the binding of paper copies.
    - For page numbering of illustrative material see Illustrative Material section.