

## Graduate Thesis and Dissertations Formatting Guidelines

### Titling the Thesis

The thesis will be a valuable resource for other scholars only if it can be easily identified and located. Library catalogues and online bibliographic data bases use the words in the title (and sometimes a few other descriptors) as a way to retrieve a thesis. It is therefore essential that the title provide a meaningful description of the content of the work. If possible, include in the title several key words that other researchers may be expected to use when searching for something on your topic. Avoid oblique references; if your title is a catchy but uninformative quotation, make sure that the subtitle clarifies what the thesis is about, for example, "The One and the Many: Mutability in Shelley's *Adonais*" or "The One and the Many: Canada's Wooden Aircraft Program in World War Two." Use word substitutes for formulas, symbols, superscripts, subscripts, Greek letters, and so on.

### Order of Elements

For consistency, the order of the front matter must be as follows:

- Title Page
- Abstract Preface, if any
- Acknowledgements
- Table of Contents
- List of Figures
- List of Tables, if any
- List of Abbreviations and Symbols, if any
- Glossary
- Body of Thesis
- Bibliography
- Appendices (copyright releases should be included where applicable)

### Title Page

The title page contains the copyright notice and the information necessary to identify your thesis in catalogues and bibliographies. The title page is the only page in the thesis

that is not numbered on the page itself, but the presence of the title page is accounted for in the numbering of pages.

## **Abstract**

Each thesis must contain an abstract, typed on a separate single sheet. It must include the title "ABSTRACT", the thesis title, the author's name, and a summary not exceeding 150 words. The thesis abstract provides a succinct summary of the thesis. The abstract must be no longer than 350 words for a doctoral dissertation and 150 words for a Master's thesis. The purpose of an abstract is to give a potential reader enough information about your thesis that a reader can decide whether or not to consult the complete work. Since people who consult abstracting services such as Dissertations Abstracts International or Masters Abstracts International rely only on the title and abstract, you should make sure that the abstract includes an indication of all the elements that would make your thesis worth consulting. If your thesis includes in the appendix a transcribed interview with an author, you might want to refer to this feature in the abstract. Include important place names and proper nouns because these can be important key words for electronic retrieval.

Do not include graphs, charts, illustrations or tables in your abstract. 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, you should provide a list of keywords. The Cataloguing Staff in the Trent University Library System will use these keywords when assigning subject headings and index terms as part of the Cataloguing Record. Since you are the person most familiar with your own research and its significance, it is appropriate that you should be involved in choosing the terms that help other scholars get access to your 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.

## **Acknowledgements**

You should include an acknowledgement, where applicable, of the extent to which you have received help (paid or unpaid) from faculty, supervisors, 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. The acknowledgement section is also the place to clarify your role in joint work. It is appropriate to acknowledge the support and advice provided by supervisors.

## **Table of contents**

The table of contents provides a listing of the main elements in the thesis. As a precaution, check the table of contents against the final form of the thesis to make sure that the page numbers reflect the final printing.

## **Appendices**

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 Social Science thesis, letters of information to subjects, questionnaires, or other research instruments may appear in an appendix. An appendix to an Arts thesis may include a primary document that is otherwise inaccessible and is analyzed in the text itself. Appended material must be of sufficiently high print quality. An appendix to a thesis in the Natural Sciences may include necessary raw data on which analysis has been performed in print format. Copyright releases from publications must be included here.

## **Style for spelling, punctuation, and bibliographic citations**

Select a standard style manual recommended by your graduate program and follow it consistently. The form and location of notes and the presentation of references/bibliographies must be consistent throughout the thesis and conform to a style appropriate to the discipline. Notes may be placed at the bottom of the page, at the end of each chapter, or collected at the end of the thesis. Either American or British spelling is acceptable, and the chosen style should be used consistently throughout the thesis. The use of a spell checker is highly recommended.

## **Typescript, point size, and print quality**

The type of font, font size, footnote/reference method, pagination, margins, and any other aspects of production are to be consistent throughout the thesis. The thesis must be printed on one side of the paper only to conform to a requirement of the National Library of Canada. To ensure legibility of all copies, the original of the thesis must be of laser-print quality or letter quality. The entire thesis, with the possible exception of

figures, tables, graphs, and chapter headings should be in the same font throughout. For the text, print smaller than 12 points should not be used, but you may use a smaller point size for footnotes, graphs, formulas and appendices.

## **Line spacing**

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

## **Margins**

Because of the requirements of binding, you 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.

## **Illustrative material**

Keep illustrative material within the margins defined above. All illustrative material should follow one style consistently throughout the body of work. Coloured graphs and figures are acceptable. Any hand-drawn illustrative material must be done in permanent black ink. Explanations or captions of figures and tables appear beneath the figures and tables to which they refer.

## **Oversize and Undersize Material**

When the size of drawings, charts, computer tables, etc. does not remain within the normal margins, these margins may be reduced to 1.3 cm on the right and 2.54 cm on the left. Since a further reduction would not allow the volume to be bound, it may be necessary either to fold the material, making sure the folds lie within the prescribed limits, or to place the material in an envelope which will eventually go into a pocket at the back of the bound volume. Material that is smaller than standard size, such as a photograph, should be securely mounted on standard paper.

If oversized pages must be used, they should be carefully folded into the manuscript. The fold must not extend to the full width of the page in case the edges are trimmed by the binder and the fold-out is destroyed. The fold must be at least one inch from the right edge of the page.

## **Numbering pages**

Each and every page in the thesis must be numbered. The following system should be used, with small Roman numerals for the preliminary pages and Arabic numbers for

everything else. The pages of preliminary material should be numbered with small Roman numerals placed in the centre of the page, not less than 12.5 mm (.5 inch) from the bottom.

The title page counts as page I, but the number does not appear. Therefore numbering of the preliminary pages starts with the Abstract as ii.

The body of the thesis, starting with the first page of the Introduction or Chapter One as page 1, should be numbered with Arabic numerals placed in the upper right-hand corner, not less than 12.5 mm (.5 inch) from each edge.

Running chapter titles are not allowed.

## **Mathematical Formulae and Symbols**

When necessary, mathematical formulae and symbols can be legibly written in script. A permanent black ink is recommended.

## **Submission of Thesis/Dissertation**

Prior to printing or binding, a copy of your final thesis/dissertation must be submitted to the School of Graduate Studies for approval. The School of Graduate Studies will review your Formatting to ensure that these guidelines have been followed and conforms to the requirements set by the university and the National Library of Canada.

Once your final thesis copy, including any revisions, is approved by your Graduate Program, you are required to upload a PDF of your thesis/dissertation using the online submission system.

You are not required to submit printed copies to the School of Graduate Studies. The student may wish to have one or more personal copies bound. There is a binding fee per copy, and the student is responsible for these costs.

## **Questions**

If you have any questions, please contact the School of Graduate Studies: (705) 748-1011 ext. 7245 or email [graduate@trentu.ca](mailto:graduate@trentu.ca)