

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 (optional)
- Dedication (optional)
- Table of Contents
- List of Figures, Tables, Illustrations, 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.

The title should be brief, to the point, and contain enough information about the contents to give readers a general idea of what is to follow.

The full name of the program is used. The month indicated at the bottom of the title page should be the convocation month and year (e.g., May, September, January).

In order to claim copyright, the author of a thesis must ensure that all final copies of the document bear the International Copyright Notice at the bottom of the title page before the student's work is sent to binding. The notice consists of three elements printed on one line:

1. the letter "C" enclosed in a circle, ©
2. author's name
3. the year of graduation

Students who are claiming a Creative Commons License (see Section 3.2) must include the following three elements printed on one line:

1. the year of graduation
2. Copyright Notice: This document is licensed under the Creative Commons [enter your choice of license here]
4.0 License. [enter license URL here]
You are free to: [Enter details from the CC license here]
Under the following conditions: [Enter details from the CC license here]
With the understanding that: [Enter details from the CC license here]

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 (optional)

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 (if 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 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.

Spelling and Language

Canadian, American or British spelling is acceptable provided the chosen style is used consistently throughout the document. The use of a spell checker is highly recommended.

As per the School of Graduate Studies academic regulations, a candidate may write their thesis and be examined in English or French. Application to defend in a language other than English or French must be submitted to the Dean of Graduate Studies by the Graduate Program Director at least one (1) year in advance of the proposed date of the thesis/dissertation defence. Theses should be gender neutral and avoid sexist language.

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 materials

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 Materials

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.

Accompanying Materials

If a thesis contains accompanying material such as slides, video tapes, DVDs, other forms of media, objects, etc., which are an essential part of the thesis, the items should be itemized and described in the thesis. Accompanying material should be contained inside a special pocket attached to the inside back cover. When it is necessary to use pockets, all material to be placed in the pockets must be sealed in an envelope marked clearly with your full name and the title of your thesis, and must be submitted with the thesis. There must be one envelope, with contents, for each copy of the thesis. The existence of the envelope should be noted on the Table of Contents for the print thesis.

If accompanying material will not fit in a pocket, the student is asked to provide an archival box (no larger than a standard sized book shelf) to accommodate the print thesis and all the accompanying materials. The box must be marked clearly with the student's name and the title and date of the thesis. It is the student's responsibility to ensure that all the elements of the thesis are in appropriate bindings or containers.

The following statement should be included in the thesis:

Accompanying Material The following accompanying material is available upon request from the Trent University Library: [list and describe the material]. Anyone requesting the material may view it in the Trent University Library or pay to have it copied for personal use.

Students should not submit original artwork or other objects with the thesis; rather these items should be photographed or digitized.

Numbering pages

Each and every page in the thesis must be numbered. Page numbers should be in a consistent location: that is either centre top or centre bottom of the page. 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

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.

It is the student's responsibility to ensure that pages are numbered correctly and that there are no pages missing.

Running chapter titles are not allowed.

Title Page	Counted as "i" but not numbered
Abstract Preface, if any	

Acknowledgements (optional)	Pagination is in lower case Roman numerals that continue in sequence following the title page
Dedication (optional)	
Table of Contents	
List of Figures, Tables, Illustrations, if any	
List of Abbreviations and Symbols, if any	
Glossary	Pagination is in Arabic numerals. Page one of the first chapter should be counted as “1”. This sequence continues through the entire document including references and appendices
Body of Thesis	
Bibliography	
Appendices (copyright releases should be included where applicable)	

Mathematical Formulae and Symbols

When necessary, mathematical formulae and symbols can be legibly written in script.

Rights Management

As authors, students are encouraged to familiarize themselves with their rights under copyright and intellectual property law, and to consider the benefits of opening their copyright terms by adding a creative commons license.

Copyright Ownership

The Copyright Act protects the expressions of ideas. When a student submits work which is eligible for copyright to the university as a requirement of an academic program, the university acknowledges the student's sole copyright ownership with the following conditions:

- a) The physical document (thesis, research paper, work term report, examination answer paper and such) submitted to the university by a student becomes the property of the university.
- b) With the exception of examination answer papers, the university receives a nonexclusive royalty free license to:
 - i. Circulate the work as part of the university Library collection
 - ii. Make copies or representations of the work for academic purposes within the University
 - iii. Make copies of a thesis deposited in the university Library at the request of other universities or bona fide institutions
 - iv. Submit a copy to Library and Archives Canada for reproduction

v. Publish the abstract of any work which is a student thesis

Computer programs or other products written or partially written by a student in support of a project, thesis or other original work, may have potential value as a marketable intellectual property. The University acknowledges the student's ownership of all rights with respect to such software except as follows:

- a) Students may be required to sign a waiver of rights to software by the academic department for which a supervised project or thesis is to be undertaken, or by the faculty supervisor of the project or thesis.
- b) The university assumes a non-exclusive, paid-up, royalty-free license to use, for the university's administration, education and research activities, all software written using university facilities or written in support of academic work at the university. This license does not include the right to use the software for commercial purposes or to distribute the software to others.
- c) Students acquire no rights to software written under supervision in the course of employment by the university.

Students submitting print and electronic theses in fulfillment of degree requirements must complete and sign a Trent University License Form, available when submitting through online.

For Canadians, there are no formalities required to copyright original work. The author is the immediate owner of the copyright in the original work, except in certain cases where he or she is under an employment contract. However, students including works by other authors in their document should obtain prior permission from the copyright holder.

Copyright is a statutory right conferred on citizens of Canada by the Canadian Copyright Act. By means of international treaties, the rights defined in the Canadian Copyright Act extend to nationals of some other countries.

Creative Commons License

Students who wish to claim a Creative Commons license must decide which license is appropriate. This decision reflects the level of control the students wants to maintain over attribution, sharing, commercial usage, and derivative works.

The latest versions of Creative Commons Licenses can be found at <http://creativecommons.org/choose/>

Use of Copyrighted/Licensed Material

Frequently a thesis will include extracts from previously copyrighted works, such as journal articles, maps, etc. Under the Canadian Copyright Act, a reasonable extract of

another person's work can be included, as long as it is properly cited. If more than a reasonable extract is quoted, written permission must be obtained from the copyright holder(s) and included within the thesis (see Appendix B: Sample Letter of Permission to Quote or Reproduce Copyrighted Material). This regulation does not apply to properly referenced material; it generally refers to direct extracts from a copyrighted work, such as figures, illustrations, diagrams, images, which are included in an Appendix, for example.

If the thesis contains a section or chapter which the student published as a journal article or as part of a book, written permission must be obtained from the copyright holder(s) (i.e., publishers) and included within the thesis. The permission letter from the publisher needs to acknowledge the terms of the Trent University License and the LAC Theses Non-Exclusive License that the student is required to sign. If the thesis includes material (e.g. a chapter, an article) that has been co-written with another author, permission is required from the author before the thesis can be submitted to Library and Archives Canada. The co-author must be informed that the student has signed licenses with the Trent University and Library and Archives Canada to reproduce, communicate to the public via the internet, to loan, distribute or sell copies of their thesis, etc.

Written permission must be obtained prior to the defence and must accompany the submitted thesis. The letters of copyright permission should be located just prior to the Bibliography.

The universal copyright notice © or the universal creative commons notice (CC) must appear on the title page of your thesis.

Library and Archives Canada will reject a thesis if it contains a substantial amount of copyrighted material that has not been authorized.

Students who are using material licensed under Creative Commons are responsible for ensuring they understand and are in compliance with the terms of the license. In cases of uncertainty, written permission should be requested. Locating a copyright or license holder may take some time, so the process should be started early.

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 Trent 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.

The PDF of the thesis/dissertation should be saved as Lastname_Firstname.pdf (replacing 'Lastname' with your last name and replacing 'Firstname' with your first name). It is recommended that security settings are NOT set on the PDF version.

Supplementary Media Files

To submit supplementary files (such as multi-media files or data files) as part of the electronic copy, you must follow the procedures below.

Multimedia Appendix

Each supplementary file must be referenced in its own appendix in the thesis. A separate appendix must be created for the supplementary file that looks like this (replacing 'sound file' with your description, 'Sample Multimedia Appendix' with something appropriate, and the file name/description with your file name/description; you can also include additional information about your supplementary file if necessary):

Sample Multimedia Appendix

This appendix is a sound file of Beethoven's Symphony No. 9 (Scherzo). The file name of this sound file is "Beethoven's Symphony No. 9 (Scherzo).wma".

The appendices created for any supplementary files should be referred to in the Table of Contents of the thesis.

File Formats/Size

The recommended file size is 500MB or less.

Images: GIF (.gif), JPEG (.jpeg), PDF (.pdf) use Type 1 PostScript fonts, TIFF (.tif)

Video: MP4 (.mp4) Apple Quick Time (.mov). Ensure that the file has been tested on different computers and with different browsers. This is especially important if the files are compressed.

Audio: AIF (.aif), CD-DA, CD-ROM/XA, MIDI (.midi), MPEG-2, SND (.snd), WAV (.wav)

Other: Any other file types must be converted to PDF format before submitting.

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.

Restriction of Circulation of a Thesis

If, at the time of submitting the thesis, the student elects to protect any rights to immediate commercial publication, or to obtain a patent which may arise from the research, or to keep the thesis out of circulation for other reasons, the student may apply in writing to the Dean of Graduate Studies requesting that the thesis be withheld from deposit in the Trent University Library or submission to Library & Archives Canada.

- for an initial period of six months, 1 year, 2 years, or 5 years.

The student must submit any request for extension of the restriction one month prior to the termination of the previous period. Subsequent requests must follow the same procedure.

The university will not consent to any restrictions being placed upon the circulation or availability of a thesis following its deposit in the School of Graduate Studies, unless where a student's interests (e.g., patent rights) would be jeopardized by publication. In such cases, a thesis may be withheld from public domain (i.e., Trent University Bata Library and the Library and Archives Canada) on the authorization of the Dean of Graduate Studies.

Indigenous Studies: Traditional & Sacred Knowledge

Where theses and dissertations contain traditional or sacred Indigenous knowledge, students may request additional license options, with approval of the thesis supervisor and the Dean of Graduate Studies.

License terms for Indigenous Studies theses and dissertations are approved as part of the thesis proposal and ethics approval processes. Students will select additional license terms during submission to the thesis portal.

Questions

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