

SCHOOL OF GRADUATE STUDIES



GENERAL FORMS OF THESES

UPDATED FEBRUARY 2016

TABLE OF CONTENTS

1.0 INTRODUCTION	3
2.0 PRODUCTION OF THE THESIS DOCUMENT.....	4
2.1 General.....	4
2.2 Templates.....	4
2.3 Thesis file naming convention	4
2.4 Copyright Permission	4
2.5 Copyright Symbol	5
2.6 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 FORMAT	10
4.1 Sheet Size	10
4.2 Margins	10
4.3 Font size	10
4.4 Spacing	11
4.5 Pagination	11
4.6 Tables, Figures and Maps.....	11
4.7 Footnotes and References	11
4.8 Multimedia.....	11
4.9 Research Ethics Board (REB) approval	11
5.0 THESIS SUBMISSION	12
5.1 Oral Thesis Examination:.....	12
5.2 QShare.....	12
5.3 Final Degree Requirement	12
5.4 Submission of Final Thesis to QSpace	12

1.0 INTRODUCTION

The School of Graduate Studies sets minimum submission and formatting standards for all theses submitted and these standards cannot be set aside. The School of Graduate Studies recognizes that the form of the thesis may vary dependent upon the discipline and degree sought. Departments may also augment these standard requirements with additional requirements as appropriate.

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) Sent 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 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 reason, the student 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 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 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 duration of the restriction. Under extraordinary circumstances, a student may contact the Dean of the School of Graduate Studies to request restriction of the metadata information for the duration of the thesis restriction.

¹ Queen's digital repository, QSpace, is a partnership among Queen's communities, Library and IT Services. QSpace content consists of collection produced by Queen's communities. The collections are managed, preserved and made accessible by Queen's Library and IT Services through QSpace.

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, 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**” format, explained below. Since some departments and programs do not permit students to use the “Manuscript” format, it is important to check with your departmental Graduate Assistant or Graduate Coordinator about this option.

2.2 Templates: Templates in WORD & LaTeX are available to assist students in formatting their theses according to the following thesis formatting and preparation guidelines. Further information about these templates is available at <http://www.queensu.ca/etheses/>. If you elect to use the templates, the formatting automatically conforms as required to the *General Forms of Theses*.

2.3 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

2.4 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 the page of the thesis on which the material appears, or in a footnote or reference section.

For more information about copyright, go to:

- [Library and Archives Canada](#)

² The School of Graduate Studies gratefully acknowledges the authors of the University of Toronto website

2.5 Copyright Symbol: The international copyright symbol © must appear at the bottom of the title page of every thesis. The date in the copyright notation must be the month and year the thesis is finally submitted to QSpace.

Follow the formatting requirements below:

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

Kingston, Ontario, Canada

Final (QSpace) submission month, year

***Copyright © your full name, year

2.6 Title Page:- *continued*

*Must be the full name (i.e. Physics, Engineering Physics & Astronomy, not Physics)	**The permissible degrees for the title page are:
Art Conservation	Doctor of Philosophy
Art History	Master of Arts
Biology	Master of Art Conservation
Biomedical and Molecular Sciences	Master of Education
Chemical Engineering	Master of Environmental Studies
Chemistry	Master of Laws
Civil Engineering	Master of Science
Classics	Master of Applied Science
Computing	Master of Urban and Regional Planning
Cultural Studies	
Economics	
Education	
Electrical & Computer Engineering	
English Language and Literature	
Environmental Studies	
French Studies	
Gender Studies	
Geography and Planning	
Geological Sciences & Geological Engineering	
Global Development Studies	
History	
Kinesiology & Health Studies	
Law	
Management- School of Business	
Mathematics & Statistics	
Mechanical & Materials Engineering	
Mining Engineering	
Neuroscience	
Nursing	
Pathology & Molecular Medicine	
Philosophy	
Physics, Engineering Physics & Astronomy	
Political Studies	
Psychology	
Public Health Sciences	
Rehabilitation Science	
Sociology	

**For the thesis file name, degrees in
short are:**

PHD
MA
MAC
MED
MES
LLM
MSC
MASC
MPL

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

	Title page	
Introductory Material	Abstract (350 words or less)	ii
	Co-Authorship (if applicable)	iii
	Acknowledgements	iv
	Table of Contents	v
	List of Tables (if applicable)	vi
	List of Figures (if applicable)	vii
	List of Abbreviations (if applicable)	viii
	List of Symbols (if applicable)	ix
	Nomenclature (if applicable)	x
	Glossary (if applicable)	xi
Main Body	*Chapter 1 Introduction	1
	Chapter 2 Literature Review (as necessary)	Continue from end of previous Chapter...
	Chapter 3 to n: Body of the Thesis	
	Chapter n + 1: Summary and/or Conclusions	
Additional Material	Bibliography or References	
	Appendices (if applicable)**	

* Include the word “Chapter” in the Table of Contents and in the main body of the thesis.

** Research Ethics approval to appear if required, as an appendix. See 3.9 below for information.

Helpful hints for WORD users:

- To make sure the page number does not appear on the title page, click on the footer and select different 1st page.
- Insert a section break following the introductory pages so that you can change the pagination from Roman Numerals to page 1 for Chapter 1.

3.1 Sheet Size: Letter size - 21.5 x 28 cm. (8 ½” 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:

Audio	Images	Video
AIFF	GIF	AVI & ASF
MPEG Audio	JPEG	MOV
RealAudio	PNG	MPEG
WAV	TIFF	Apple Quicktime Video
	BMP	WMV
	Photo CD	WebM

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 (REB) 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 an REB 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/ors/researchethics/GeneralREB.html>

4.0**MANUSCRIPT FORMAT**

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

	Title page	
Introductory Material	Abstract (350 words or less)	ii
	Co-Authorship (if applicable)	iii
	Acknowledgements	iv
	Table of Contents	v
	List of Tables (if applicable)	vi
	List of Figures (if applicable)	vii
	List of Abbreviations (if applicable)	viii
	List of Symbols (if applicable)	ix
	Nomenclature (if applicable)	x
	Glossary (if applicable)	xi
Main Body	*Chapter 1 General Introduction	1
	Chapter 2 Literature Review (<i>as necessary</i>)	Continue from end of previous Chapter...
	Chapter 3 to n: Manuscripts	
	Chapter n + 1: General Discussion and/or Summary and/or Conclusions	
Additional Material	Bibliography or References	
	Appendices (<i>if applicable</i>)**	

* Include the word “Chapter” in the Table of Contents and in the main body of the thesis.

** Research Ethics approval to appear if required, as an appendix. See 4.9 below for information.

Helpful hints for WORD users:

- To make sure the page number does not appear on the title page, click on the footer and select different 1st page.
- Insert a section break following the introductory pages so that you can change the pagination from Roman Numerals to page 1 for Chapter 1.

4.1 Sheet Size: Letter size - 21.5 x 28 cm. (8 ½” x 11 inches)

4.2 Margins: At least 2.5 cm or 1 inch.

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

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

4.5 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.

4.6 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.

4.7 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.

4.8 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:

Audio	Images	Video
AIFF	GIF	AVI & ASF
MPEG Audio	JPEG	MOV
RealAudio	PNG	MPEG
WAV	TIFF	Apple Quicktime Video
	BMP	WMV
	Photo CD	WebM

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

4.9 Research Ethics Board (REB) 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 an REB 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/ors/researchethics/GeneralREB.html>

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 for format review, either by email to thesis@queensu.ca or [QShare](#).

5.2 QShare: QShare is an on-line file storage, distribution and sharing solution for the Queen's community. It provides a secure, web-based file space where your thesis can be securely stored and, if desired, shared with your thesis advisor and others - anywhere, anytime. QShare Personal accounts are available free of charge to all Faculty, Staff and Graduate Students of Queen's University.

5.3 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 via the E-Thesis Submission process.

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