

Review Your Thesis or Dissertation

This document shows you the basic structure of your thesis/dissertation. If you need detailed information on formatting requirements, please refer to the [Thesis Guidelines](#).

Thesis or a doctoral dissertation is referred to as 'thesis' throughout this document and the FGS website.

You do not need to use the same fonts, chapter numbering and general style (e.g., bold/italic) from this document for your thesis.

Please consult your program and follow a citation style guide recommended by your discipline.

The idea of this guide was drawn on UBC's [Thesis Review](#). Many thanks for UBC's brilliant work!

DO NOT BOLD ANYTHING ON THE TITLE PAGE.
[DOWNLOAD THE TITLE PAGE TEMPLATE HERE!](#)

Must be in UPPERCASE.

UNIVERSITY OF CALGARY

How to Format My Thesis:

Must be lower case.

a Guideline to Reviewing Your Own Work

by

Title **must** be double-spaced, in upper- and lowercase letters, all in written text. No symbols are allowed (except for Greek alphabets).

Kawaii Fang

Must be in upper- and lowercase letters. This name must be the author's legal name as it appears in the university of Calgary records. Names **cannot be** changed.

MUST ALL BE UPPERCASE.

A THESIS

SUBMITTED TO THE FACULTY OF GRADUATE STUDIES

IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE

DEGREE OF MASTER OF ARTS

Spell out degree in full.

GRADUATE PROGRAM IN GERMAN

A comma between
CALGARY and ALBERTA

CALGARY, ALBERTA

AUGUST, 2011

Spell out the entire official
program name in CAPITALS.

A comma between month and
year. Must be the month the
final copy of the thesis is
submitted to the FGS.

© Kawaii Fang 2014

NO comma between name and
year. Must be the year that the
final copy of the thesis is

© must appear to the
left of your name.

No page number on the
title page.

Abstract

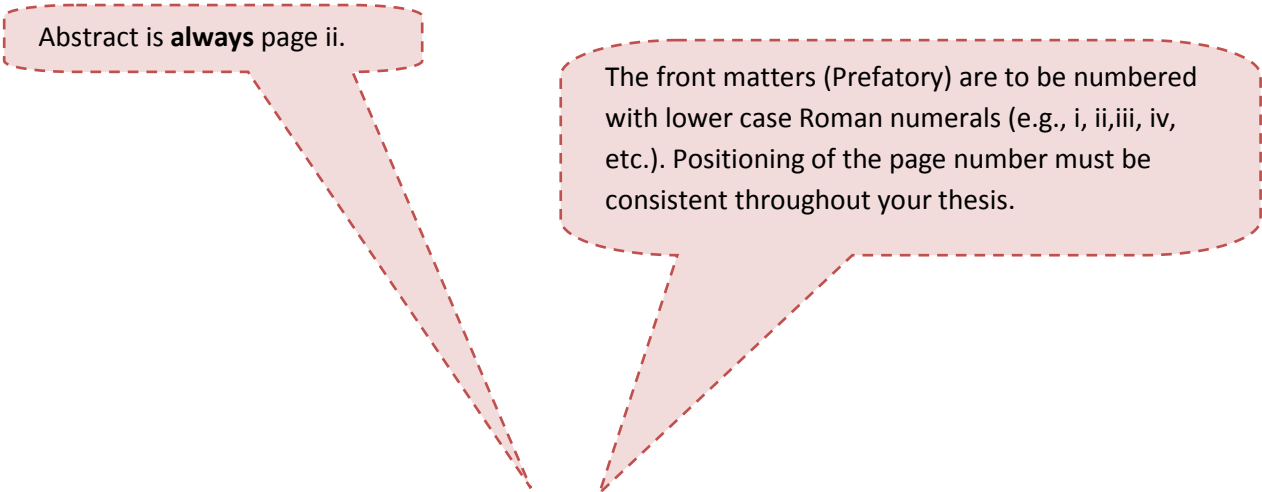
Abstract is a concise and accurate summary of the research contained in the thesis.

Usually, it includes the problem the methods of investigation, and the general conclusion.

It should also contain relevant keywords that will allow other people to find your research more easily.

Abstracts in theses presented by candidates for Master's degrees must be **no longer than 150 words**. Abstracts in theses presented by candidates for doctoral degrees must be **no longer than 350 words**. Hyphenated words or words separated by a slash are considered two words.

You need to double-space or one and one-half space your abstract, and it should not contain any graphs, tables, or illustrations.

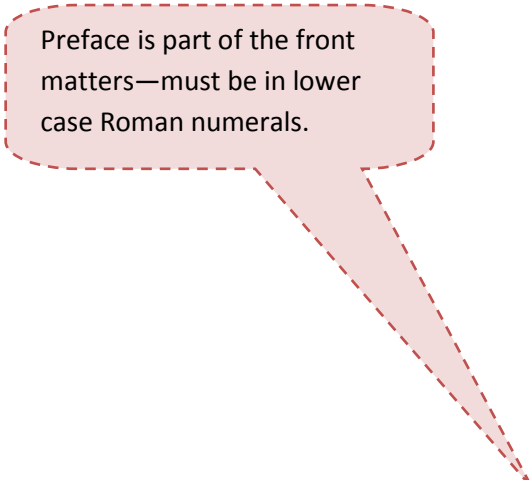


Abstract is **always** page ii.

The front matters (Prefatory) are to be numbered with lower case Roman numerals (e.g., i, ii, iii, iv, etc.). Positioning of the page number must be consistent throughout your thesis.

Preface

Preface is optional and obviously it should be more than one line as demonstrated here.



Preface is part of the front matters—must be in lower case Roman numerals.

Acknowledgements

Acknowledgement is also optional. However, the following is a list of people that are usually mentioned in the acknowledgements:

1. Supervisor and committee
2. Grant support
3. Helpful fellow students, lab mates
4. Family support

Acknowledgements is part of the front matters—must be in lower case Roman numerals.

Dedication is optional. Change the colour of the word “Dedication” to **white** so it will not show up on the page.

To all the summer time I've missed

Dedication is part of the front matters—must be in lower case Roman numerals.

Table of Contents

Abstract	ii
Preface	iii
Acknowledgements	iv
Dedication	
Table of Contents	
List of Tables	
List of Figures and Illustrations	
List of Plates	
List of Symbols, Abbreviations, Nomenclatures	
Epigraph	
Chapter 1: Introduction to Formatting Requirements	1
1.1 Background	1
1.2 What is required?	1
1.2.1 Typeface	1
1.2.2 Font size	1
1.2.3 Justification	1
1.2.4 Margins	2
1.2.5 Spacing/Printing	2
1.2.6 Page Numbers	2
Chapter 2: Review of the Literature	4
2.1 Background	4
Chapter three: Tables and Graphs	6
3.1 Tables	6
Chapter 4: Conclusion	9
4.1 This is heading one	9
Bibliography	10
Appendices A: attach if any	11
Appendices B: How to landscape a page	12

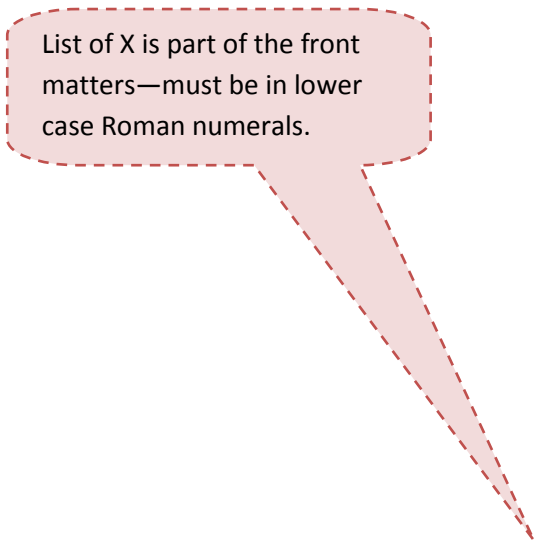
Bolding chapter titles in the table of content is optional.

You do not need to follow the formatting style shown here (indentation, bolding, spacing, etc). This is just an

List of Tables

Table 3.1 Example table one 7

Table 3.2 Example table two 7



List of Figures and Illustrations

List of X is part of the front matters—must be in lower case Roman numerals.

List of Plates

List of X is part of the front matters—must be in lower case Roman numerals.

List of Symbols, Abbreviations, Nomenclatures

List of X is part of the front matters—must be in lower case Roman numerals.

Epigraph

List of X is part of the front matters—must be in lower case Roman numerals.

Chapter 1: Introduction to Formatting Requirements

1.1 Background

Only **one single typeface** (font), with its *italic* and **bold** variants, may be used through the **entire** thesis, including the title page, approval page, acknowledgements, bibliography and appendices. (Exceptions to this can be made for footnotes, subscripts and superscripts, and for tables, figures or illustrations imported from other sources.)

Be consistent with capitalization.

1.2 What is required?

Please see the following sections on required formatting. Remember to keep the entire thesis consistent. For example, all titles/headings are capitalized consistently.

1.2.1 Typeface

Only **one single typeface** (font), with its *italic* and **bold** variants, may be used through the **entire** thesis, including the title page, approval page, acknowledgements, bibliography and appendices. (Exceptions to this can be made for footnotes, subscripts and superscripts, and for tables, figures or illustrations imported from other sources.)

1.2.2 Font size

Only twelve-point font size is acceptable. This means that there must be approximately twelve characters per inch. However, in the case of certain fonts that have a large “x-height” (i.e., where a lowercase letter such as “x” is half or less the height of an uppercase “X”), eleven-point may be acceptable.

1.2.3 Justification

A thesis may be fully justified (i.e., have even left- and right-hand margins), or left justified only (i.e., have ragged right-hand margins). However, the justification must be consistent throughout the body of the thesis.

Keep all headings and subheadings consistent with chapter numbers. **Consistency is the key.** **Bolding** or *Italicizing* headings/subheadings are optional. If you choose to bold/italicize them, remember to keep them all consistent.

1.2.4 Margins

- Standard paper size is 8.5 inches x 11 inches (letter size)
- Margins on all page **are required** to be:
 - Left: 1 inch or Minimum of 3.5 cm (1.5 inch if you wish to bound your thesis)
 - Right: 1 inch (2.5cm)
 - Top: 1 inch (2.5cm)
 - Bottom: 1 inch (2.5cm)

1.2.5 Spacing/Printing

All pages of the thesis are required be double or one-and-one-half spaced (including Abstract, Acknowledgements, Dedication, etc)

Single spaced is **only** permitted in the cases of extensive Table of Contents, List of Tables, List of Figures, List of Plates, List of Symbols, Abbreviations, or Nomenclature **and** when there are extensive quotations within the body of the text.

Thesis must be printed singled-sided. Double-sided printing is not permitted.

1.2.6 Page Numbers

All pages in the thesis **must** be numbered, with the only exception of the title page (and the frontispiece, if applicable).

- All page numbers must be either in the lower centre or on the top or lower right of the page when the page is viewed in portrait view. **The location of the page number must be consistent throughout the thesis.**

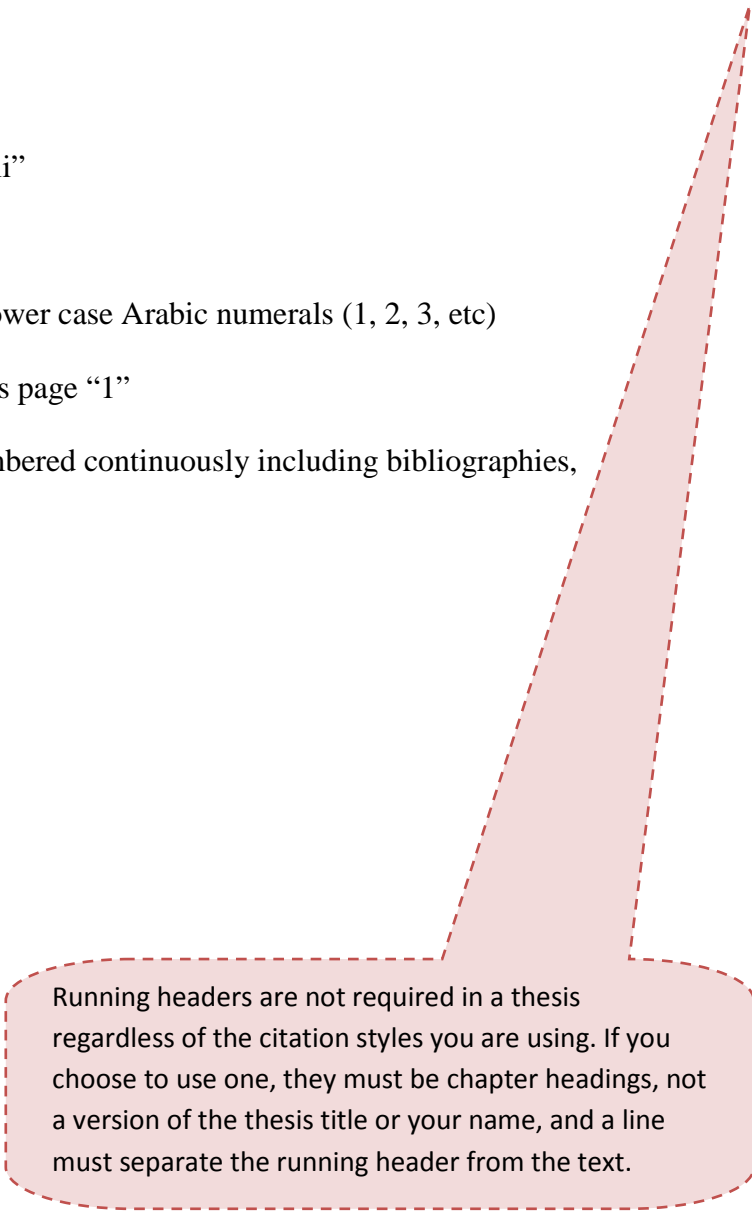
Prefatory pages:

- must be numbered with **lower case Roman numerals** (e.g., i, ii, iii, iv, etc.)
- page “i” should **not** appear on the title page

- Abstract is **always** page “ii”

Body of thesis:

- Must be numbered with lower case Arabic numerals (1, 2, 3, etc)
- The first page of the text is page “1”
- Subsequent pages are numbered continuously including bibliographies, appendices, and index



Running headers are not required in a thesis regardless of the citation styles you are using. If you choose to use one, they must be chapter headings, not a version of the thesis title or your name, and a line must separate the running header from the text.

Chapter 2: Review of the Literature

2.2 This is the second subtitle

[illegible]

Headings and subheading must never appear at the bottom of a page without any following text. Start them on the next page, even if it means leaving a larger lower margin on the preceding page.

Chapter three: Tables and Graphs

3.1 Tables

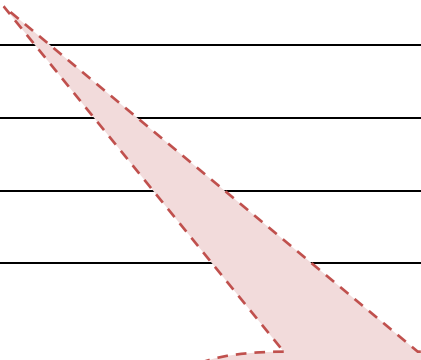
Remember to make your tables and/or figures clear and readable.

3.2 This is subheading two

[illegible]

You can leave white space at the end of a page in order to prevent a table from crossing two pages.

Heading	Heading two



Headings must be repeated if the table splits over two pages or more.

Chapter 4: Conclusion

4.1 This is heading one

[illegible]

Bibliography is not a chapter. No chapter number should be given and it should always start on a new page.

This is also called "Reference" or "Work Cited"

Bibliography

Auther, A, 2011. Title, publication details, in style permitted by your discipline. Please consult a style manual appropriate for your discipline for further details.

Auther, A, 2011. Title, publication details, in style permitted by your discipline. Please consult a style manual appropriate for your discipline for further details.

DO NOT follow the citation format here. This is not intended to be a sample format for your bibliography. Use a style manual or journal style guide recommended by your program.

Appendices are not chapters. No chapter number should be given.

Appendices A: Attach if any

The following are appropriate for inclusion in the appendices:

- Additional details of methodology and/or data
- Diagrams of specialized equipment developed
- Copies of questionnaires or surveys used in the research

All appendices must follow immediately after the concluding chapter. Page numbering continues on from the body of the thesis, in sequence. Appendices must be relevant information and only include materials that are referred to in the body of the thesis.

Remember you no longer need to include your ethics approval as an appendix in your thesis. Please submit ethics approval as supporting documents separately.

If you have any questions, please refer to the [Thesis/Dissertation Guidelines](#).

Visit the [thesis/dissertation preparation](#) for more information on preparing your thesis.

Appendices B: How to landscape a page

In Microsoft word, you can landscape a single page.

1. Go to **page layout** (in word 2007)
2. Insert **page break/next page**
3. Under **Page Layout**, select **Orientation** and change the orientation of the page to **Landscape**
4. If you would like to keep the subsequent pages as landscape, then you do not need to adjust anything. If you would like to the following pages to be portrait again. Follow steps 1-2 and change the orientation of the page back to portrait in step 3.