

MASTERS THESIS/PHD DISSERTATION FORMAT PROCEDURES SHEET

PLEASE READ CAREFULLY PRIOR TO SUBMITTING MASTERS THESIS/PHD DISSERTATION

I. FORMAT REQUIREMENTS

The body of the thesis must be formatted to fit these specific requirements:

- Text must be double spaced
- Margins must measure approximately 1" or 2.5cm
- Page numbers, headers and footers must be within the margin measurements
- Ensure charts do not exceed page margin measurements
- Electronic version should be in a single PDF file.

The title page must include the following information:

- Title of thesis
- Name of author
- Degree to be awarded
- The words "Saint Mary's University"
- The words "Copyright [author's name, year]" or "© [author's name, year]"
- Date of submission (title page date and signature page date must be the same)
- Names of Examining Committee members with "Approved" in front of names (do not include signatures)

The abstract must:

- Not exceed 150 words (300 words for PHD dissertations)
- Be single spaced
- Include the word "Abstract"
- Include author's name
- Include thesis title
- Include date of submission (title page date and signature page date must be the same)

Examples of title pages and abstracts may be viewed on the University Archives website (www.smu.ca/academics/archives/masters-thesis.html)

II. COPYRIGHTED MATERIAL – What to consider when creating/submitting your thesis:

- The use of copyrighted material in Canada is governed by the Canadian Copyright Act
- According to Library and Archives Canada "If your thesis includes material that was previously published, and copyright was assigned to a publisher, you must obtain written permission to include this material in your thesis or dissertation and must submit a copy of this permission when submitting your work."
- Full attribution must always be given to the original creator of the work, regardless of how much you are including in your theses.
- The Copyright Guide for Students (libguides.smu.ca/studentcopyright) on the library website goes into more detail on copyright procedures.
- If you are unsure about the copyright guidelines of the work you are using you can contact the library's copyright office at copyright@smu.ca

III. LICENCE TO REPRODUCE

University regulations require all students submitting a Masters theses or PhD Dissertation include the "Non-exclusive License to Reproduce Theses" form, which should be electronically signed and returned as an attachment, or printed off, filled in, scanned, and returned as an attachment. This form gives permission to the University and its designates to publish a copy of the theses, which may include the library's online repository as well as being submitted to the National Library of Canada. This form does not restrict or remove the student's copyright in the work.

You can open the document in Acrobat Reader and select "Tools - Fill and Sign" to fill in the fields and add in electronic signature. Alternately, you can also print off the form, fill it in, and scan it.

IV. RESEARCH ETHICS BOARD

If your work involved human research participants (for example, conducted interviews or surveys), you will have obtained a "Certificate of Research Ethics Clearance" from the University's Research Ethics Board. An electronic copy of the certificate should be submitted with your project. This is in accordance with the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS2), Article 2.1.

V. RESTRICTIONS

If your thesis contains confidential or sensitive material, you may wish to have your thesis restricted. This request must be submitted with your theses in an attached letter, addressed to the University Librarian. The request should specify the length of the restriction (up to a maximum of five years). Restricted theses will not be published for the length of the restriction.

VI. SIGNATURES OF EXAMINING COMMITTEE

Students must submit a signed signature sheet(s) from all members of the examining committee and include it as an attachment to their email when submitting their final theses to FGSR. This page must include all the elements that are on the title page (see section one above), as well as the signatures. In some departments this signature sheet is referred to as the "certification page", which is the same

thing. Please note that the title page within the body of your PDF cannot have signatures on it, due to copyright law, only the names. Contact FGSR for more details.

VII. SUBMISSION PROCEDURES

When the thesis has been approved and signed off by your advisor, and you have complied with the formatting requirements, please submit to grad-thesis@smu.ca the following documents and attachments.

1. The covering email must include the following information:
 - Name of student (as it appears on the title page)
 - Student's A#
 - Title of Thesis/Dissertation (as it appears on the title page)
 - Degree awarded (BA, BSc, MA, MSc, PhD, etc.)
 - Department
 - Research Ethics Board Number (if one was assigned):
2. One PDF copy of your theses. This should include the title page, abstract, and any appendices all in a single document.
3. Electronic version of the License to reproduce form (www.smu.ca/academics/archives/thesis-forms-procedures.html) as an attachment.
4. Signatures sheet(s) from examining committee (see above) as an attachment.
5. As additional attachments, and only if applicable, please include:
 - Copyright permission letter(s);
 - Research Ethics Certificates;
 - Restriction Letters;

VIII. DISTRIBUTION OF THESES/DISSERTATIONS

Once received and approved, Graduate Studies will forward the thesis to the Patrick Power Library which in turn publishes the thesis. Digital copies will be added to the library's Institutional Repository, at which time the student and advisor will be sent a link to the thesis.

QUESTIONS?

If you have any questions about the thesis process, contact the staff of the Faculty of Graduate Studies and Research at 491-6478 or grad-thesis@smu.ca .