

CHECKLIST #1: THESIS CHECKLIST AND FORMATTING GUIDELINES

The School of Graduate and Postdoctoral Studies (SGPS) requires discipline-specific standards with respect to thesis format (including electronic format), organization, manuscript (co)authorship, and any other requirements. **Prior to submission, use this checklist to ensure all standards are met.** For reference, additional detailed information on sections below are outlined in the Formatting Guidelines, where necessary.

Note: Students are responsible for informing themselves of any special formats or standards required by their program/discipline. A document template (MS Word Format) has been created to assist with this. The template can be downloaded from the [SGPS website](#).

Submission Guidelines

- For thesis submission guidelines review Checklist #2: Thesis Package for Submission and submit with thesis package. [Available on SGPS website](#).

General Formatting

- Paper is of good quality, 21.5 x 28cm (8.5 x 11 inches), 20lb white paper (for oversized pages see guidelines below)
- The thesis is consistently written in ONE acceptable form of English throughout (use of Canadian, OR American, OR British spelling is accepted)
- Left margin 38mm (1.5 inches), other margins are 25mm (1 inch)
- Line spacing is 1.5 to 2 spaces between lines, except where otherwise indicated. See Guidelines below.
- Main body text is 12-pt, and font is consistent throughout (9pt is acceptable for footnotes, graphs, formulas, and appendices. See guidelines below)
- Paragraphs, abbreviations, symbols, titles, headings and subheadings meet academic-specific style standards and consistent throughout
- All page numbers are in sequence, consistent in font size, and meet academic-specific style standards (See guidelines below for more details).
- Academic-specific formatting style for tables, illustrations, figures, and lists is consistent throughout
- Captions appear on same page as figure/table and placement (above/below) is consistent throughout. If unable to place on same page, caption is placed on single page immediately preceding figure/table
- No blank, missing or duplicate pages
- Print quality is sharp, clean, portrait (vertical) orientation, single-sided, and typescript in black ink

Title Page and Preliminary Pages

- Title page (i), Thesis Examination Information page (ii), copyright agreement etc. are all present and in standard format. See Thesis document template for more details.
- The universal copyright symbol is included on the title page
- Thesis title and student name is consistent on the first three pages
- Date on thesis title page is consistent with when thesis and/or revisions were approved
- Page numbers: lower case Roman numerals, centered on bottom page. No page number on title page. Beginning with (ii) following the title page on Thesis Examination Information page.

Abstract

- Abstract adheres to the thesis template (does not exceed 150 words for Master's Thesis, or 350 words for PhD)
- Abstract is on a single-page and provides a summary of the thesis, including problem, research methodology, main results, and general conclusions
- Abstract does not include graphs, charts, illustrations, tables or references
- Line spacing is the same as body of thesis
- A list of relevant keywords is provided at the end of the Abstract
- Page is numbered in lower case Roman numerals, centered on bottom of page

Table of Contents

- Table of contents is complete, accurate and double-spaced between the title and first entry
- Line spacing of 1.5 or 2.0 should be maintained between entries
- Page numbers and wording match and are consistent with text, headings, and subheadings
- Chapter titles and subheadings should be in 12-point font
- Headings and/or subheadings are consistent in placement levels, font size, style and format. Individual entries are single-spaced
- Entries that exceed one line should be single-spaced
- If more than one thesis volume, each volume must have its own table of contents

Body of Text, Standard Format

- General introduction, discussion, and conclusion chapters included in thesis
- Page numbers start at 1 on the first page of the main body, in the upper right corner, lower right, or bottom center (although bottom center is preferred)
- No interlineations, crossing out of words/letters, strikeouts, and/or correction liquid used in document
- Headings and subheadings are not hanging on bottom of page

- Titles and subheadings are consistent in style, format, font size, placement and maintained throughout
- Illustrative material is clear, crisp, easy to read, and appears in text, not at end of chapters
- Photographs are black and white, matte or semi-matte finish (for colour or other issues see Guidelines)

Endnotes and Reference List or Bibliography

- Format consistent with discipline practice, font size consistent with main body of text
- Reference list or bibliography must include all items referred to in text, even where reference lists appear with chapters
- Individual entries in reference list or bibliography may be single spaced, 1.5 or 2 lines required between entries

Figures and Tables

- Pages numbered consecutively with text; page numbers consistent in placement and format
- All figures and tables are to be listed at the beginning of the thesis, except those appearing in the appendices
- Font size may be smaller than text but must be legible at scale of reproduction (not less than 9pt)
- Caption must appear on same page as figure/table and should be placed consistently above or below figure/table
- If caption cannot fit onto page, place it on a single page immediately preceding figure/table
- Figures may be in color or grey-scale, as appropriate to the subject matter

Appendices or other supplementary material

- Numbered or lettered in sequence, listed in table of contents with title
- Copyright permission letters, data tables, analytical procedures, source codes (if applicable)
- Ethics approval letters (if applicable)
- Glossary (if applicable)

Formatting Guidelines

In order to prepare a complete, legible and well-organized thesis document, students are advised to follow the minimal style and format requirements described below (and outlined in checklist #1). If these requirements are not met, theses may be rejected when submitted for binding. Programs and disciplines may have other more specific guidelines for thesis preparation and students must consult with their research supervisor(s) for further direction.

Style for headings, subheadings, references, figures, tables, spelling, punctuation, and bibliographic citations:

The candidate must follow a standard style that is appropriate for the discipline and has been approved by the supervisor(s). This style should be followed consistently throughout the thesis. Style manuals are available in the Ontario Tech University Library and resources are listed at the end of this section. The most current edition of the Publication Manual of the American Psychological Association is recommended by the Library as the standard model for Science and Engineering programs.

Oversized pages:

It is better to avoid using charts, graphs, maps, and tables that are larger than the standard page size because oversized pages complicate the process of microficheing. If oversized pages are used, they should be carefully folded into the manuscript. The fold must not extend to the full width of the page in case the binder trims the edges and the foldout is destroyed. The fold must be at least 25mm (1 inch) from the right edge of the page.

Margins:

Because of the requirements of binding, the left hand margin should be at least 38 mm (1.5 inches) from the left-hand edge of the paper and there should be a margin of at least 25 mm (1 inch) on the top, bottom and right edges.

Line spacing:

All textual material must be printed with 1.5 - 2 spaces between lines. The only exception to this requirement are references, bibliographies and indented long quotations, which may be single-spaced.

Print quality:

The thesis must be printed in black ink on 20lb white paper and the typescript must be sharp and clean. Figures may be in color or grey-scale, as appropriate to the subject matter. Printing should be laser printer or letter quality. All duplication costs are borne by the student.

Page numbering:

It is the responsibility of the student to ensure that all pages are present, in sequence, and correctly numbered. With the exception of the title page, each page in the thesis must be numbered.

Minimum font size for page numbering is 10-point and must be consistent throughout the text. There must be no missing, blank or duplicate pages. Specific page number formats, where applicable, are indicated below:

- The pages of preliminary material (acknowledgment, table of contents, etc.) must be numbered with small Roman numerals (i, ii, iii) placed in the centre of the page, not less than 12.5 mm (.5 inch) from the bottom edge.
- The main body of the thesis, starting with the first page of the Introduction or Chapter One as page 1, must be numbered with Arabic numerals (1, 2, 3). The page numbers in the main body of the text may appear in the upper right corner, lower right or bottom centre, although bottom centre is preferred.
- Page number placement should be consistent throughout the text, although it is acceptable for the first page of every major section or chapter to be numbered at the bottom centre of the page regardless of the number placement on other pages. Page numbers must be at least 0.5 inches (1.3 cm) from the top or bottom of the page and 1 inch (2.5 cm) from the right to avoid being cut off during binding.
- For page numbering of illustrative material see section below.

Landscaped Pages:

If a table/figure is too wide for an 8 1/2 x 11 page, the landscape orientation should be used. The table number and title should be placed at the binding side (left-hand side). The page numbering should follow the format of the thesis.

Illustrative material:

Illustrative material should appear in the text, not at the end of chapters. All illustrative material, from ink drawings to printed maps, charts and graphs to photographs must be clear, crisp and easy to read. Explanations or captions of figures and tables may appear beneath the figures and tables to which they refer or they may face them. In the latter case, captions appear on a separate page facing the figures, etc. to which they refer, and the front of this page is left blank, except for the page number. Facing pages must be numbered as any other page, so that all pages are numbered consecutively. Page numbers should be placed following the conventions used for the main text. Remember to reverse the margins for these caption pages so that the bound edge (right-hand side) has a margin of at least 38 mm (1.5 inches).

Photographs:

Black and white photographs with a matte or semi-matte finish are recommended. Colour photographs do not reproduce as well. In those cases where digital photos cannot be copied directly onto paper, photographic prints should be mounted using one of two methods; dry mount or double-sided adhesive. Picture corners and cellophane tape should NOT be used. In either case, the photograph must be permanently fixed within the thesis. The negative may also be reproduced onto 8 1/2" X 11" (or the metric equivalent) photographic paper. Xeroxed photographs and slides are not acceptable. If photographic paper is used for illustrative materials, numbers may be placed on the reverse side, if necessary, in black ink.

Footnotes:

Students are advised to consult with their supervisor(s) regarding the form and location of footnotes and the presentation of references and bibliography. A scholarly style consistent with discipline practice should be chosen and used consistently throughout the entire list. The preferred location for footnotes is either at the bottom of the page or at the end of the chapters to which they refer. The font size used for both the superscripts and the corresponding text should be the same as that used in the main body of the text (10-point minimum).

Preliminary pages***Title Page***

Graduate theses completed at Ontario Tech University must include a standard title page. Please use the [required template](#) to prepare the title page for your thesis.

The International Copyright Notice including the copyright symbol ©, followed by the candidate's name and the year in which the thesis is approved, must appear at the bottom of the title page.

There is no page number written on this page, but it is considered to be page one (i).

In very rare cases where the thesis requires more than one volume, each volume must have its own title page. The title pages of the two volumes differ only by the presence of the words "Volume I" and "Volume II" on the respective title pages. In addition, when appendices are bound in a separate volume, the duplicate title page should add the word "Appendices" just below the title of the thesis.

Thesis Examination Information Page

The thesis examination information appears in the thesis as page ii. This page identifies the members of the students' examining committee; it is not signed.

The original signed certificate of approval will be retained in the student's file by the School of Graduate and Postdoctoral Studies.

Abstract and Keywords

The abstract occupies a single page and provides a summary of the thesis outlining the problem, methods of investigation, main results and general conclusions. The abstract must give enough information about the thesis to allow a potential reader to decide whether or not to consult the complete work. It should not include graphs, charts, illustrations, tables or references.

The abstract of a master's thesis must not exceed 150 words, while the abstract of a doctoral thesis may be up to 350 words. **These guidelines will be strictly enforced.**

The abstract should have the same line spacing as the text of the body of the thesis. At the end of the Abstract should appear a list of keywords. Librarians use these keywords when assigning subject headings and index terms as part of the Cataloguing Record. The candidate selects the terms that will help others get access to his/her work.

The Co-Authorship Statement (where applicable)

In the case where a thesis includes papers co-authored by the candidate and others, the thesis must state explicitly who contributed to such work and the nature and extent of this contribution. The supervisor(s) must attest to the accuracy of such statements about co-authorship at the oral examination.

Acknowledgments (where applicable)

This is a brief acknowledgment of assistance given to the candidate's research and writing. The content and format of this page are up to the student.

Figures and Tables:

The format of tables, figures, etc., must follow one style consistently. The student's supervisor(s) should be consulted for advice on the most appropriate style for the discipline. The figure/table number must appear on both the figure/table and the page carrying the description of the figure.

Sources of any figures or tables not original to the thesis must be cited; in some cases copyright permission may be necessary.

Landscape or portrait orientation is acceptable, although the page itself must appear in portrait (vertical) orientation. Margin width and page number placement should be consistent with the rest of text.

Supplementary material:

If a thesis contains accompanying material such as CD-ROMs, videotapes or audiotapes, etc., which are an essential part of the thesis, the items should be included in the thesis. The following statement is included in the thesis by the Library when it is sent to the National Library: "The accompanying material is available upon request from the Ontario Tech University's Library." The material will then have to be copied at the expense of the party requesting the document. This statement is then included in the National Library cataloguing of the thesis.

Two-volume thesis (not applicable to electronic thesis submissions):

A thesis submitted with a thickness greater than 3 inches requires a two-volume thesis format. Binding costs will be per volume. The title page, author's declaration page and abstract must be in the first volume. Volume 1 must have a table of contents and a list of tables and a list of figures, etc., for the entire thesis. Each additional volume must contain a duplicate of the title page of the first volume (with the volume number indicated on each title page). Each additional volume must contain a table of contents, a list of tables and a list of figures, etc., to cover the portion of work found in that particular volume. The page numbering of the body of the thesis must flow consecutively from one volume to the next.

Endnotes/Reference List/Bibliography

The thesis must contain a complete reference list or bibliography, citing all the literature and other

sources referred to in the thesis, including websites.

Format and placement of reference citations should be consistent throughout the thesis, and should conform to a scholarly style consistent with discipline practice. All cited references must be listed at the end of the thesis. References cited in the appendices should appear in the bibliography or reference list. All references should be typed single spaced, with 1.5-2 lines between each entry. The general form of the reference and the method of abbreviating names of periodicals should be the same as that used in the appropriate Journal recommended by the Faculty.

Endnotes, if used, are placed first. The bibliography or reference list may go either before or after appendices or other supplementary material, whichever is normal for the discipline.

Glossary (if applicable)

The glossary is a list of difficult, technical or foreign terms with definitions or translations. These are listed alphabetically.

Suggested style manuals:

For questions not answered in either these guidelines or in the style manual employed, students are urged to consult their research supervisors. Style manuals which may be used in the preparation of a thesis are available in the Library. Students must be guided by their supervisor(s)/supervisory committees in the selection of a style appropriate for the discipline.

The following resources in the library may be of assistance:

Current official style manuals in Library or free online	Ontario Tech Library-created guide	Notes
<i>Publication manual of the American Psychological Association</i> (6th ed). (2010). Washington: American Psychological Association. [Catalogue link]	Library's APA Citation Style guide – based on current 6 th ed.	
<i>MLA handbook</i> (8th ed.). (2016). New York: Modern Language Association. [Catalogue link]	Library's MLA Citation Style guide - based on current 8 th ed.	
<i>The Chicago manual of style</i> (17th ed). (2017). Chicago: University of Chicago Press. [On order] <i>The Chicago manual of style</i> (16th ed.) (2010). Chicago: University of Chicago Press. [Catalogue link]		
Turabian, Kate. (2018). <i>A manual for writers of research papers, theses, and dissertations: Chicago</i>		

<p><i>Style for students and researchers</i> (9th ed.). Chicago: University of Chicago Press. [On order]</p> <p>Turabian, Kate. (2013). <i>A manual for writers of research papers, theses, and dissertations: Chicago Style for students and researchers</i> (8th ed.). Chicago: University of Chicago Press, 2013. [Catalogue link]</p>		
<p><i>Canadian guide to uniform legal citation (McGill guide)</i> (9th ed.). (2018). Toronto: Thomson Reuters Canada. [Catalogue link]</p>	<p>Library's Legal Citation (McGill) guide – based on 8th ed.</p>	
<p><i>IEEE editorial style manual</i>. (2016). Retrieved from http://ieeauthorcenter.ieee.org/wp-content/uploads/IEEE_Style_Manual.pdf</p>	<p>Library's IEEE Citation Style guide.</p>	<p>Only available online.</p>
<p>ASME. <i>Guide to conference publications: Citations and references</i>. Retrieved from https://www.asme.org/shop/proceedings/conference-publications/references</p> <p>ASME. <i>ASME journals digital submission tool guidelines and information</i>. Retrieved from https://www.asme.org/shop/journals/information-for-authors/journal-guidelines/references</p>		<p>Only available online.</p>
<p>Michener Institute. <i>Vancouver style reference guide</i>. Retrieved from https://michener.ca/students/library/referencing-writing-help/vancouverstyle/</p>		<p>A common style for medical journals.</p>

Use of Copyrighted Material:

Under the Copyright Act, students may include a reasonable extract of another person’s work in the thesis. If more than a reasonable extract is quoted, the student must obtain written permission from the copyright holder(s) to include the material with the thesis. If the thesis contains a chapter(s) which the student published as a journal article(s) or part of a book, written permission must be obtained from the copyright holder(s) (i.e. publisher(s)).

If part of the thesis or dissertation was written in conjunction with another author(s), the student must include a statement from the co-author(s) permitting its inclusion in the thesis.

The permission letters should not only allow inclusion of the material in the thesis but should specify the use made of the thesis by the National Library of Canada as worded in the Non-Exclusive Licence to Reproduce Theses. The letters of copyright permission should be located in a separate appendix.

In addition, the student must ensure that the universal copyright notice © appears on the title page of the thesis.

Students are strongly advised to contact copyrighted source(s) early in the thesis preparation, as it may take some time to acquire written permission to use others' work or own work published in a journal.

A sample letter is provided on the following page.

Sample Copyright Permission Letter

[Date]

[Name of Publication]

[Address of Publication]

I am preparing my [degree type] thesis for submission to the School of Graduate and Postdoctoral Studies at the University of Ontario Institute of Technology (Ontario Tech) in Oshawa, Ontario, Canada. I am seeking your permission to include a manuscript version of the following paper(s) as a chapter in the thesis:

[List title of paper, authors, journal or book, volume number, page numbers, year of publication.]
Canadian graduate theses are reproduced by the Library and Archives of Canada (formerly National Library of Canada) through a non-exclusive, world-wide license to reproduce, loan, distribute, or sell theses. I am also seeking your permission for the material described above to be reproduced and distributed by the LAC(NLC). Further details about the LAC(NLC) thesis program are available on the LAC(NLC) website (www.nlc-bnc.ca).

Full publication details and a copy of this permission letter will be included in the thesis.

Yours sincerely,

[Name]

Permission is granted for:

- a) the inclusion of the material described above in your thesis.
- b) for the material described above to be included in the copy of your thesis that is sent to the Library and Archives of Canada (formerly National Library of Canada) for reproduction and distribution.

Name

Title

Signature

Date (dd/mmm/yyyy)