

School of Graduate Studies

GENERAL FORMS OF THESES



Revised September 2009

In preparation for the thesis examination, the candidate must submit one paper copy of the thesis to each member of the Thesis Examining Committee including the Chair. As well as, the Ph.D. candidate must submit by e-mail to the School of Graduate Studies (thesis@queensu.ca) an electronic copy in PDF format for formatting review.

As the final requirement of most degree programs, a degree candidate registered in 899/999 must submit one electronic copy of the thesis, in PDF format revised as recommended by the Thesis Examining Committee and finally approved by the supervisor/committee, to the School of Graduate Studies via the E-Thesis Submission process.

At the end of the E-Thesis submission process, the archival copy of your thesis is

- a) Loaded in QSpace, Queen's institutional repository.
- b) Catalogued in the library catalogue.
- c) Transmitted by Queen's Library to Theses Canada.

The School of Graduate Studies acknowledges that students write using a variety of word processors and editors. For this reason, SGS does not stipulate the use of any particular authoring format in the creation of theses and dissertations. However, there are a couple of templates that have been designed to assist students in formatting their theses according to the Thesis Formatting and Preparation guidelines.

If you elect to use the templates provided, the formatting automatically conforms as required to the 'General Forms of Theses'.

Templates are available at the following link in WORD & LaTeX:

<http://library.queensu.ca/webir/e-theses/sgs-index.html>

The School of Graduate Studies and Research recognizes that the form of the thesis may vary dependent upon the discipline and degree sought but that the following provides the minimum acceptable standards for all theses submitted.

Note: SGS sets minimum guidelines for formatting. Departments can augment the standard requirements with additional ones if they wish. Departments are not at liberty to set aside any of the minimum requirements.

The thesis must be expressed in a satisfactory literary form consistent with the discipline concerned and 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 it must comprise overall 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.

In detail the thesis shall consist of the following in order as given:

TRADITIONAL FORM	MANUSCRIPT FORM
Title Page (sample attached)	Title page (sample attached)
Abstract (not more than 350 words)	Abstract (not more than 350 words)
Co-Authorship (if necessary)	Co-Authorship (if necessary)
Acknowledgments	Acknowledgements
*Statement of Originality	*Statement of Originality
*CHEM, CISC, GEOL, MATH, PHYS (Ph.D. only)	*CHEM, CISC, GEOL, MATH, PHYS (Ph.D. only)
Table of Contents (Include intro pgs, bibliography, appendices, etc.)	Table of Contents (Include intro pgs, bibliography, appendices, etc.)
List of Tables	List of Tables
List of Figures and Illustrations	List of Figures and Illustrations
Chapter 1: Introduction	Chapter 1: General Introduction
Chapter 2: Literature Review	Chapter 2: Literature Review (optional)
Chapter 3 to n: Body of Thesis	Chapter 3 to n: Manuscripts
Chapter n + 1: Summary, Conclusions	Chapter n + 1: General Discussion
Bibliography or References	Summary and Conclusions
Appendices	Appendices

Publication or acceptance for publication of research results before presentation of the thesis in no way supersedes the University's judgment of the work at a thesis defence. A formal section, "Co-Authorship", following the abstract section in both forms, should delineate the candidate's contribution to knowledge, and should allow the contribution of co-authors (if any) to be discerned.

*The departments of Chemistry, Computing, Geology, Mathematics and Physics require a "Statement of Originality" to appear in all doctoral theses, normally following the "Acknowledgements" section.

PRODUCTION OF THESIS:

The type of font, font size, footnote/reference method, pagination, margins, and any other aspects of production are to be consistent throughout the thesis, in both forms, and are to follow the guidelines below.

The text must be double-spaced except for footnotes, figure captions and quotations of five lines or more that should be single-spaced. The inside margin (left) should be 3.8 cm. or 1 ½" (inches); other margins 2.5 cm. or 1 inch. This applies to figures and tabulations as well. Ornate type styles are not acceptable. Italics may be used only for emphasis, or where appropriate (e.g. scientific names). This production style applies to **both** the "Traditional" and "Manuscript" forms.

COPYRIGHT

The international copyright symbol © must appear at the bottom of the title page of every thesis (see example). The date of the copyright notation is the **month and year the thesis is finally submitted**.

Print/Type Size

The same type font and size must appear throughout. This applies to **both** the "Traditional" and "Manuscript" forms. A standard font, of at least 10-12 points is required, but a smaller type size may be used for graphs, formulas, and appendices.

Sheet Size

21.5 x 28 cm. (8 ½" x 11 inches)

Personal Computer

The School of Graduate Studies recognises the vast number of word processing packages available. Most packages are acceptable, and the School does not recommend any one package over another. However, if a non-standard or specially adapted word processing package is used, the thesis must still conform to the minimum acceptable standards as detailed in this document. If there are any questions about the quality and format of a particular word processing package, the package should be checked by the School of Graduate Studies **before** the thesis is produced. A sample page may have to be produced for scrutiny.

Theses **must** be carefully proof-read so as to eliminate all typographical errors and mistakes in spelling or grammar **before** submission for examination. Theses which are rendered obscure or difficult to read because of such errors are unacceptable for examination and may be returned to the candidate for correction and resubmission.

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 of the thesis or immediately following the text, where they should be divided and numbered by chapter. The style of footnotes and/or references must be consistent throughout the thesis. This applies to **both** the "Traditional" and "Manuscript" forms.

Pagination

Introductory material before the first chapter must be separately numbered by small Roman numerals. The main body of the thesis, including the text, bibliography and appendices, must be numbered continuously by Arabic numerals. The main body of the thesis starts with the first page of the first chapter, and should be numbered accordingly. This pagination style applies to **both** the "Traditional" and "Manuscript" forms. Page numbers should be positioned on the bottom centre of each page.

Tables, Figures, Photographs and Maps

These must conform to the previous regulations and be incorporated in relation to the text and pagination (*i.e. inside margin (left) should be 3.8 cm. or 1 ½" (inches); other margins 2.5 cm. or 1 inch*).

Computer tabulations, if printed on 11 x 17 inch computer paper, should be photographically reduced to 8 1/2 x 11 inch size.

Figures must have scales and symbols defined on them or in the figure legend and not in the text. Figure captions should normally appear on the same page as the figure.

For paper copies, maps which cannot be reduced should be submitted folded to the sheet size so that they can be inserted separately into an attached envelope. Fold-out figures that are to be bound into the text must be folded small enough so that they will not be cut apart in the binding process.

For more information on preparing the thesis copy, the student should consult the Chair of Graduate Studies in the Department, or the Supervisor.



CANADIAN LIBERALISM IN WARTIME
A Study of the Defence of Canada Regulations
and
Some Canadian Attitudes to Civil Liberties in Wartime
1939-1945

by

GEORGE RAMSAY COOK
(must be your full legal name)

A thesis submitted to the Department of History
in conformity with the requirements for
the degree of Doctor of Philosophy

Queen's University

Kingston, Ontario, Canada

April, 2009

(must be the final submission month and year)

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