

## **Format for Undergraduate Theses in Geography GPHY 502/3.0 or 503/6.0**

Students in GPHY 502/3.0 or 503/6.0 (Research and Thesis in Geography) must submit a thesis that conforms to the requirements set out below.

The thesis to be examined by the supervisor will have the following:

**Title Page** (an example of the title page is located at the end of this document)

**Abstract**

**Acknowledgments** (optional)

**Table of Contents**

**Chapters 1 to n:** (Body of the thesis)

**References** or **References and Notes**

**Appendices** (optional)

**Abstract:** A summary of the major findings of the thesis in 300 words or less. The text should be double spaced. The abstract must be able to be read separate from the thesis so there should be no footnotes or references to other literature or to the body of the thesis in the abstract.

The **Table of Contents** should list the page numbers of each section from the Abstract to the Appendices. The title of each chapter and of each of the sub-headings of the chapters should be listed. Page numbers should begin with the Abstract as p. 1 and continue to the last page of the Appendices. Page numbers should appear in the upper right of each page.

The **Body of the thesis** should consist of several chapters setting out the study. Normally, the first chapter will be an introduction that sets the stage for the work. It may include the scope of the study, the objectives, the research methods, the organization of the chapters to follow, etc. The second chapter may review understanding of the subject based on existing literature and scholarly sources. The third chapter may present the results of the research and the fourth chapter the interpretation of the results (or the third chapter may present both results and interpretation). The final chapter may present briefly the conclusions of the research. Each chapter begins with the chapter number and title at the top of a new page. Subtitles may be used to separate components of the chapter.

The thesis should be written in a scholarly style acceptable within the sub-discipline of Geography. Students are encouraged to refer to a manual of style and professional publications in their field of research, and to consult with their supervisor before writing the thesis.

Figures (maps, graphs, photographs, drawings, etc.) should be included in the text of each chapter near where they are referred to in the text. Figures should be numbered sequentially through the thesis (e.g. Figure 1, Figure 2, etc.), or in each chapter (Figure 1.1, Figure 1.2, .... Figure 2.1, Figure 2.2 ... etc.). Each figure must have a caption below or beside it (e.g. Figure 6. Map showing the distribution of ...). Figures must be referred to in the text (e.g. ".... as shown in Figure 6.") and must be cited in order (e.g. Figure 5 is cited before Figure 6). Large figures (e.g. 11 x 17) may be fan-folded into the body of the thesis or placed in a labelled envelope

attached to inside of the back cover. Figures from other sources should be so acknowledged in the caption, and should be renumbered in the thesis. Figures must be neat and legible.

Tables (lists of data or text) should be included as figures. The table should have a title above it (e.g. 'Table 4. Population trends in Mytown'). Each column of data or information must have a title, and foot notes (if any) should be placed below the table. The title, column titles, body, and footnotes should be separated by horizontal lines.

**Length of the body:** The body of the thesis should consist of about 20 to 40 pages (502/3.0) or 30 to 50 pages (503/6.0) of **double spaced text** plus figures and tables, if any.

**References (or References and Notes)** to the literature must be listed under a separate heading following the last chapter and must be in an acceptable scholarly format. Each reference must be cited in the text and each citation must appear in the list of references. References and notes may be single spaced.

**Appendices** (if any) should include information, data, or figures important to the thesis but which are not central to the presentation. They should be referred to in the text. If there is more than one Appendix, they should be numbered sequentially. They may be presented on paper or on digital media (e.g. as a CD). The latter should be labelled and enclosed in an envelope attached to inside of the back cover of the thesis.

**Record copy of the thesis:** Following examination of the thesis by the supervisor, the student must present a clean, corrected copy of the work to the Department of Geography and Planning. The thesis must be printed on one side of the page only on good quality 8½ x 11 bond paper according to the format set out above. The front and back covers of the thesis should be card stock and the title page of the thesis should be printed on the front cover. The thesis should be bound with spiral or surlox binding.

**A STUDY OF A VERY IMPORTANT ASPECT OF GEOGRAPHY**

by

**SUSAN A. STUDENT**

B.Sc. Honours [or B.A. Honours] 2012

A thesis submitted to the Department of Geography and Planning

in conformity with the requirements of

GPHY 502/3.0 [or 503/6.0]

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