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- **lastname_firstname_middleinitial_finalsubmissionyearmonth_degree.pdf**
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**Degrees in short are: PHD, MA, MED, MES, LLM, MSC, MASC, MPL*

Title Page: (see sample on the following page) with the following noted:

- the full name of your Department/School/Faculty
- the full name of your degree
- final submission month and year
- Copyright © your name, year

Pagination: Introductory material before the first chapter is to be separately numbered by small Roman numerals. The main body of the thesis, including the text, bibliography and appendices, must be numbered continuously. The main body of the thesis starts with the first page of the first chapter (i.e. Chapter 1 Introduction, pg1), and should be numbered accordingly. Page numbers should be positioned on the bottom centre of each page.

Helpful hints for WORD users:

- To make sure the page number does not appear on the title page, click on the footer and select different 1st page.
- Insert a section break following the introductory pages so that you can change the pagination from Roman Numerals to page 1 for Chapter 1.

Abstract (350 words or less)

Margins: At least 2.5 cm or 1 inch.

Font size: A standard font 10-12 points is required, but a smaller type size may be used for graphs, formulae and appendices.

Spacing: The text must be double-spaced except for footnotes, figure captions and quotations of five lines or more, which can be single-spaced.

Tables, Figures and Maps: These must appear soon after they are first mentioned in the text, or at the end of the chapter in which they are first mentioned, and must be labeled appropriately. Wherever possible, the captions should be on the same page as the table/figure/maps.

Table of Contents:

- Include all introductory pages
- Chapter 1 Introduction, page 1 or for manuscript format, Chapter 1 General Introduction, page 1 (include “Chapter” in the table of contents and the main body of the thesis).

Title Page: Is to be double spaced and to include the following:

Thesis Title

By

Your Full Name

A thesis submitted to the Graduate Program in *
in conformity with the requirements for the
**Degree of ...

Queen's University

Kingston, Ontario, Canada

Final submission month, year

Copyright © your full name, year

***Must be the full name (i.e. Physics, Engineering Physics & Astronomy, not Physics)**

****The permissible degrees for the title page are:**

Anatomy and Cell Biology
Art Conservation
Art History
Biochemistry
Biology
Chemical Engineering
Chemistry
Civil Engineering
Classics
Community Health & Epidemiology
Computing
Cultural Studies
Economics
Education
Electrical & Computer Engineering
English Language and Literature
Environmental Studies
French Studies
Gender Studies
Geography
Geological Sciences & Geological Engineering
German Language and Literature
Global Development Studies
History
Kinesiology & Health Studies
Law
Management- School of Business
Mathematics & Statistics
Mechanical & Materials Engineering
Microbiology & Immunology
Mining Engineering
Neuroscience Studies
Nursing
Pathology & Molecular Medicine
Pharmacology & Toxicology
Philosophy
Physics, Engineering Physics & Astronomy
Physiology
Political Studies
Psychology
Rehabilitation Science
Religious Studies
Sociology
Urban & Regional Planning

Doctor of Philosophy
Master of Arts
Master of Art Conservation
Master of Education
Master of Environmental Studies
Master of Laws
Master of Science
Master of Applied Science
Master of Urban and Regional Planning

Traditional Thesis Format

The thesis shall consist of the following sections, in the order specified.

	Title page	
Introductory Material	Abstract (350 words or less)	ii
	Co-Authorship (if applicable)	iii
	Acknowledgements	iv
	Table of Contents	v
	List of Tables (if applicable)	vi
	List of Figures (if applicable)	vii
	List of Abbreviations (if applicable)	viii
	List of Symbols (if applicable)	ix
	Nomenclature (if applicable)	x
	Glossary (if applicable)	xi
Main Body	*Chapter 1 Introduction	1
	Chapter 2 Literature Review (as necessary)	Continue from end of previous Chapter...
	Chapter 3 to n: Body of the Thesis	
	Chapter n + 1: Summary and/or Conclusions	
Additional Material	Bibliography or References	
	Appendices (if applicable)	

- * Include the word “Chapter” in the Table of Contents and in the main body of the thesis.

Helpful hints for WORD users:

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 - Insert a section break following the introductory pages so that you can change the pagination from Roman Numerals to page 1 for Chapter 1.
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