

SCHOOL OF GRADUATE STUDIES



GENERAL FORMS OF THESES

UPDATED MARCH 2017

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The School of Graduate Studies sets minimum submission and formatting standards for all theses submitted and these standards must be adhered to. Departments may augment these standard requirements with additional requirements as appropriate; students must be made aware of these additional requirements at the outset.

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

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

- a) Sent to QSpace¹, Queen's institutional digital repository.
- b) Catalogued in the library catalogue.
- c) Transmitted by Queen's Library to Theses Canada.

When the final thesis is submitted electronically and approved by the School of Graduate Studies, and if the option to "**restrict from publication**" has not been selected, the thesis will be available on [QSpace](#) and worldwide immediately.

Restriction of Thesis: If, at the time of submitting the thesis for completion of degree requirements, the student elects to protect any rights to commercial publication, or to obtain a patent which may arise from the research, or as a result of any contract made with a third party, or for any other justifiable reason, the student, with agreement of his/her supervisor, must indicate that the thesis is to be restricted as part of the submission process on QSpace. This will restrict the archival copy of the thesis from placement in QSpace, Library and Archives Canada, and Proquest, and will restrict copies of the thesis submitted to the School of Graduate Studies from binding, microfilming or deposit in any library.

The duration of the restriction shall be five (5) years, with immediate and automatic release to QSpace, Library and Archives Canada, and Proquest, at the end of the restriction period. Students may release their thesis from restriction earlier than 5 years by informing the School of Graduate Studies that the restriction may be lifted.

NOTE: The author's name, thesis title and thesis abstract (also known as the thesis metadata) shall be available for all restricted theses through the usual online databases throughout the duration of the restriction. Under extraordinary circumstances, a student may contact the Dean of the School of Graduate Studies to request restriction of the metadata information for the duration of the thesis restriction.

¹ Queen's digital repository, QSpace, is a partnership among Queen's communities, Library and IT Services. QSpace content consists of collection produced by Queen's communities. The collections are managed, preserved and made accessible by Queen's Library and IT Services through QSpace.

2.0 PRODUCTION OF THE THESIS DOCUMENT

2.1 General: The thesis must be expressed in a satisfactory literary form consistent with the discipline concerned and must 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 or dissemination, but the thesis must comprise 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.

Theses can conform to either the "Traditional" or "Manuscript, Project, Portfolio" format, explained below, though departments may limit the format options. Check with your departmental Graduate Assistant or Graduate Coordinator about thesis formats acceptable in your unit.

2.2 Templates: Templates in WORD & LaTeX are available to assist students in formatting their theses according to the following thesis formatting and preparation guidelines. Further information about these templates is available at <http://www.queensu.ca/etheses/>. If you elect to use the templates, the formatting automatically conforms as required to the **General Forms of Theses**.

2.3 Thesis file naming convention: In order to successfully submit your thesis via the E-Thesis submission process, the final version of your thesis must be in PDF format and must be named using the following file naming convention:

lastname_firstname_middleinitial_finalsubmissionyearmonth_degree.pdf
Example: Martin_Alice_B_201601_PhD.pdf

2.4 Copyright Permission²: Copyright permission is required

- if your thesis contains someone else's work; text, figures, maps, images, questionnaires, photos, etc.; AND/OR
- if your thesis contains your own previously published materials (e.g. journal article) or material (e.g. a chapter, an article) that was co-written with another author.

You must obtain written permission to reproduce copyright material from the copyright owner (e.g. journal publisher and/or co-authors). Any copyrighted material including photos, pictures, charts, graphs, maps, etc. must receive full citation within your thesis, on the page of the thesis on which the material appears, or in a footnote or reference section.

For more information about copyright, go to:

- [Library and Archives Canada](#)
- [Canadian Intellectual Property Office](#)

² The School of Graduate Studies gratefully acknowledges the authors of the University of Toronto website

2.5 Copyright Symbol: The international copyright symbol © must appear at the bottom of the title page of every thesis. The date in the copyright notation must be the month and year the thesis is finally submitted to QSpace.

Follow the formatting requirements below:

2.6 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 (QSpace) submission month, year

Copyright © your full name, year

2.6 Title Page:- *continued*

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

Art Conservation Art History Biology
Biomedical and Molecular Sciences
Chemical Engineering
Chemistry
Civil Engineering
Classics
Computing
Cultural Studies
Economics
Education
Electrical & Computer Engineering
English Language and Literature
Environmental Studies
French Studies
Gender Studies
Geography and Planning
Geological Sciences & Geological Engineering
Global Development Studies
History
Kinesiology & Health Studies Law
Management- School of Business Mathematics &
Statistics Mechanical & Materials Engineering
Mining Engineering Neuroscience Nursing
Pathology & Molecular Medicine Philosophy
Physics, Engineering Physics & Astronomy
Political Studies
Psychology
Public Health Sciences
Rehabilitation Science
Sociology

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

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

**For the thesis file name, degrees in
short are:**

PHD
MA
MAC
MED
MES
LLM
MSC
MASC
MPL

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

Elements (<i>brief description</i>)	Required or Optional
Title page	Required
Abstract (<i>350 word maximum</i>)	Required
Lay abstract (<i>Suited for non-specialist audience; 350 word maximum</i>)	Optional
Co-authorship (<i>if applicable</i>) (<i>If any work presented in the thesis has been published, submitted, or is part of a collaborative work, the co-authors/co-contributors must be named, and the relative contributions of each stated. Note that co-authors may be other students</i>)	Required
Acknowledgments	Optional
Table of Contents (<i>Include section titles/chapters, major headings and sub-headings with page references</i>)	Required
List of Tables (if applicable)	Required
List of Figures (if applicable)	Required
List of Abbreviations and symbols (if applicable)	Required
Nomenclature and/or Glossary (if applicable)	Required
Introduction (<i>States the theme, aims, goals, hypotheses or research questions and the purpose in addressing them</i>)	Required
Literature review/review of scholarly and creative works (<i>Description, summary and evaluation of relevant literature and works that form the basis or underpinnings for the research/scholarly work presented in the thesis. This can be a separate section/chapter or be contained within the introduction.</i>)	Required
Body of thesis (<i>A complete, systematic, and detailed account of the research or scholarly work presented in a manner suitable for the discipline or area of study</i>)	Required
Summary and/or conclusions and/or recommendations	Required
Significance, and/or implication(s) and/or application(s) of the research to the discipline and beyond.	Optional
Reflections on the process (<i>A reflection on the process and an articulation the transferable skills and knowledge acquired</i>)	Optional
Reference list/bibliography	Required
Appendices: Research Ethics Approval (if applicable)	Required
Supplemental materials, information and/or data (e.g. details on methods, techniques, code, design diagrams, process maps, etc...)	Optional

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.

Use Roman Numerals for the Title Page through to the Nomenclature and/or Glossary Page then insert a section break so that you can change the pagination from Roman Numerals to page 1 starting with the Introduction

3.1 Sheet Size: Letter size - 21.5 x 28 cm. (8 1/2" x 11 inches)

3.2 Margins: At least 2.5 cm or 1 inch.

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

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

3.5 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, and should be numbered accordingly. Page numbers should be positioned on the bottom centre of each page.

3.6 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.

3.7 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. References may appear at the end of each chapter or at the end of the thesis.

3.8 Multimedia: You may submit multimedia files as part of your e-thesis, as supplementary files. **QSpace** can accept multimedia files, in a variety of standard formats. The multimedia formats currently accepted are:

Audio	Images	Video
AIFF	GIF	AVI & ASF
MPEG Audio	JPEG	MOV
RealAudio	PNG	MPEG
WAV	TIFF	Apple Quicktime Video
	BMP	WMV
	Photo CD	WebM

Currently Library and Archives Canada does not accept multimedia files. However, multimedia files that are part of your thesis will be available on QSpace.

3.9 Research Ethics Board (GREB) approval: Any research project that involves human subjects must receive ethics approval from one of the university's Ethics Boards prior to the start of the project. Health Sciences students receive ethics approval from the Health Sciences Research Ethics Board. Non-health sciences students receive ethics approval from the General Research Ethics Board. If a GREB submission was required for your research, a copy of the Board approval must be included as an appendix in your thesis. For more information on Queen's Research Ethics Board approval, go to the website of the Office of Research Services: <http://www.queensu.ca/urs/ethics/general-research-ethics-board-greb>

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

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Acknowledgments	Optional
Table of Contents <i>(Include section/chapter titles, major headings and sub-headings with page references)</i>	Required
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List of Figures <i>(if applicable)</i>	Required
List of Abbreviations and symbols <i>(if applicable)</i>	Required
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Nomenclature and/or Glossary <i>(if applicable)</i>	Required
General Introduction <i>(States the theme, aims, goals, hypotheses or research questions and the purpose in addressing them. A description of the approach and how the various sections/chapters forming the body of the thesis combine to address the main goals of the thesis)</i>	Required
Literature review/review of scholarly and creative works <i>(Forms the basis or underpinnings for the entire body research/scholarly work presented in the thesis that may appear as a separate section/chapter or appended to the general introduction. Alternatively, an appropriate literature review/review of scholarly and creative works is contained within each manuscript)</i>	Optional
“Manuscripts” ^{**} <i>(A series of main sections/chapters, each of which stands alone and could be suitable for dissemination through appropriate means to target relevant audiences. Notation, referencing and formatting must be consistent throughout the thesis.</i> <i>*A given section/chapter could be a paper prepared for an academic journal, position paper, policy paper, technical report, popular article, evidence-based business case or other output relevant to the area of study.</i>	Required
General Discussion and/or Summary and/or Conclusions and/or recommendations. <i>(Relevant to the comprehensive body of work described in the thesis including its potential impact, application and significance.</i>	Required
Significance, and/or implication(s) and/or application(s) of the comprehensive body of work to the discipline and beyond.	Optional
Reflections on the process <i>(A reflection on the process and an articulation the transferable skills and knowledge acquired)</i>	Optional
Reference list/bibliography <i>(typically included at the end of each section/chapter and/or preceding the Appendices)</i>	Required
Appendices: Research Ethics Approval <i>(if applicable)</i>	Required
Supplemental materials, information and/or data (e.g. details on methods, techniques, code, design diagrams, process maps, etc...)	Optional

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	Photo CD	WebM

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5.0 THESIS SUBMISSION

5.1 Oral Thesis Examination:

a. Master's Candidates: Rules and regulations on the membership of Thesis Examining Committees, deadlines, and all procedures for the convening of Thesis Examining Committees for all Master's degree candidates fall under the jurisdiction of the faculty-based Graduate Councils. Students must consult with their home department to determine the administrative procedures they are to follow and the deadlines that must be met. These deadlines and procedures will be strictly enforced by the department.

b. Ph.D. Candidates: In preparation for the thesis examination, you must submit one copy of the thesis to **each** member of the Thesis Examining Committee including the Chair 25 working days before the defense.

Ph.D. candidates must also submit their thesis in PDF format to the School of Graduate Studies for format review, either by email to thesis@queensu.ca or [QShare](#).

5.2 QShare: QShare is an on-line file storage, distribution and sharing solution for the Queen's community. It provides a secure, web-based file space where your thesis can be securely stored and, if desired, shared with your thesis advisor and others - anywhere, anytime. QShare Personal accounts are available free of charge to all Faculty, Staff and Graduate Students of Queen's University.

5.3 Final Degree Requirement: One electronic copy of the final thesis, in PDF format revised as recommended by the Thesis Examining Committee and finally approved by the supervisor/committee, must be submitted to fulfill degree requirements to the School of Graduate Studies via the E-Thesis Submission process.

5.4 Final Thesis Submission to QSpace: To submit your thesis, go to [QSpace](#).