

Procedure for Thesis Formats and Content

**Officer(s) Responsible
for Procedures:**

Vice-Provost (Graduate & Postdoctoral Studies)

Last Revised:

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1. Thesis Format Options and the Thesis Proposal

The thesis format must enable a coherent account of a unified research, scholarship, and/or creative activity. All theses, regardless of format, must display a thorough knowledge and scholarly understanding of the subject.

, student, in consultation with (equivalent), should decide w
This should include consider

- how the proposed format best accomplishes the scholarly goals of the thesis
- how and if the proposed format can be achieved within the program duration
- availability of appropriate examiners
- how the work will be disseminated
- any issues of long-term storage and public availability, and any other considerations relevant for the discipline and/or format

proposed conten
The thesis propo
Normally, the the
approval recorde

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1.4 Format Requirements for Monograph and Integrated Article Thesis Artifacts

Front Matter:

- f* Title Page (provided by Scholarship@Western upon upload)
- f* Abstract and Keywords
- f* Summary for lay audience (maximum 350 words)
- f* Co-Authorship statement (where applicable)
- f* Epigraph (optional)
- f* Dedication (optional)
- f* Acknowledgments (optional)
- f* Table of Contents
- f* List of Tables (where applicable)
- f* List of Figures and/or Illustrations (where applicable)
- f* List of Appendices (where applicable)
- f* List of Abbreviations, Symbols, Nomenclature (where applicable)
- f* Preface (optional)

The Body of the Thesis:

- f* Introductory chapter to the entire thesis
 - f* This must address the objectives of the work.
 - f* For an integrated-article or alternative-format thesis this of

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4.3 Abstracts and Keywords

The abstract provides a succinct summary of the work. The abstract must be no longer than 350 words for a doctoral thesis and 150 words for a master's thesis.

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included. The goal is to make clear to the examiners the student's contribution to the work. The publication status of each paper must be indicated (i.e., not submitted for publication, submitted (where and when), published (with full citation)).

Although SGPS allows co-authorship of chapter materials, the student must be the principal contributor to the work and to the manuscript. Authorship conventions vary by discipline, and so the order of authors cannot be taken as an indicator of the significance of an author's contribution to the work.

At the time of approving the preliminary submission of the thesis, the supervisor(s) will be asked to confirm the accuracy of the statement of co-authorship.

For further guidelines on authorship, see MAPP 7.0.

4.6 Acknowledgement (where applicable)

The acknowledgments recognize help received from the supervisor(s), staff, co-aute

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thesis. For the text, type smaller than 12 point must not be used, but a smaller point size, not less than 9, is acceptable for footnotes, graphs, formulas, and appendices.

6.3 Line spacing

All textual material (including the abstract, acknowledgments, and other preliminary material) must have 1.5 - 2 spaces between lines. The only exceptions to this requirement are references, bibliographies, and indented long quotations, which may be single-spaced.

6.4 Margins

The student must observe the following specifications for margins on all copies. Leave a margin of at least 38 mm (1.5 inches) from the left-hand edge of the paper. Leave a margin of at least 25 mm (1 inch) from the top, bottom, and right edges. These margins apply equally to all illustrative material: diagrams, maps, photographs, charts, tables etc. (except as noted in section Diverse Formats).

6.5 Illustrative material

Illustrative material must appear in the text, not at the end of chapters. All illustrative material, from ink drawings to printed maps, charts and graphs to photographs