

Undergraduate Thesis Format

THESIS STYLE GUIDELINES

Contents and Organisation

The following items must be included in the order listed:

1. **Title Page:** The title page must conform to the example provided (Appendix A).
2. **Approval Page:** The approval page is provided by the Honours Coordinator.
3. **Abstract:** The abstract must conform to the guidelines for text specified below.
4. **Acknowledgements:** The acknowledgements must conform to the guidelines for text specified below.
5. **Dedication:** A dedication is optional. The dedication must conform to the guidelines for text specified below.
6. **Table of Contents:** The table of contents must conform to the example provided (Appendix B) and list all material within the Thesis beginning with the Abstract. Font style of items listed within the table of contents should be the same as the font used within the text (*e.g.* headings listed within the table of contents are in the same font style as in the body of the thesis).
7. **List of Figures:** The list of figures must conform to the example provided (Appendix C) and include all figures (*i.e.* illustrations, photographs, pie / bar charts, and maps) within the body of the thesis listed by figure number and title.
8. **List of Tables:** The list of tables must conform to the example provided (Appendix D) and include all tables within the body of the thesis listed by table number and title.
9. **Body of Thesis:** All text within the thesis must conform to the guidelines set out in the following sections.
10. **References:** References must conform to the examples provided (Appendix E).
11. **Appendices:** All appendices included must be listed according to the appendix number as they appear within the Thesis.

General Format and Style

1. Margins

For all pages, including those with figures and tables, the left hand margin will be 3.5 cm (1.5 in.) and all other page margins will be 2.5 cm (1 in.).

2. Line Spacing, Justification and Indents

All text in abstract, acknowledgements, dedication and body of the text is double-spaced. Table of Contents and Lists of Figures and Tables are single-spaced. Quotations longer than two lines are indented 1.5 cm (0.5 in.) from both left and right margins, and single-spaced. All text in paragraph form is fully justified. First line indents are 1.5 cm (0.5 in.).

3. Font

All text throughout the body of the thesis is Times New Roman, 12 pt. Text within figures, charts and other raster or vector graphics should be of a font type and size that is consistent with standard cartographic principles. For tables, font type may be other than Times New Roman (*e.g.* Arial) and size must be at least 8 point. Words that are not in English (*e.g.* Latin names, species scientific names) and the titles of books should be italicised.

4. Symbols

A standard font for symbols and mathematical notation should be used.

5. Units and Measures

All units of measure and nomenclature should be in SI units. Use correct SI unit abbreviations (*e.g.* s, min, h, cm, km, etc., NOT sec, hr, Km, or KM). Insert a hard space between values and units of measure (*e.g.* 1200 km, NOT 1200km).

6. Equations

All equations should be indented and numbered by chapter and equation number consecutively; for example, “(Equation 4.2)”, where the number 4 represents the chapter number and 1 indicates that this is the first equation within chapter 4. The parentheses are required. Equation numbers should be right justified.

7. Headings

All chapter titles and headings should follow these examples:

CHAPTER TITLE

Upper Case, Bold, 12 Point, Left-justified

1. First Level Heading

Lower Case, Bold, 12 Point, Indented 0.25 inches

1.1. Second Level Heading

Lower Case, Normal, Underlined, 12 Point, Indented 0.5 inches

1.2. Page Numbering

All pages, except the title page, are numbered in the lower margin 1.25 cm or 0.5 inches from the bottom of the page and centred between the left and right page margins. Pagination begins with the Approval Page, which is page ii. All other front matter is numbered in lower case Roman numerals (*e.g.* ii, iii, iv, v, vi, vii, etc.). The body of the thesis and appendices are numbered in Arabic numerals starting with page 1 and continuing until the last page of the thesis.

1.3. Spelling

Spelling should follow that of Webster's Third New International Dictionary or the Oxford English Dictionary. Canadian spelling, unless part of a proper noun, formal name, or part of a quotation, should be used.

1.4. Latin Terms

The following Latin terms are acceptable within the Thesis. Do not use the term “*etc.*” Latin terms are always given in italics.

e.g. *exempli gratia*, “For example”. Used to start a list of examples to either 1) further explain a point made in the Thesis or 2) provide some examples of references that provide the information that requires citation.

i.e. *id est*, “That is to say”. Used to precede a point of further explanation.

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|---------------------|--|
| <i>sensu</i> | “In the sense of”. Used prior to a citation to indicate that you are referring to an idea or a manner previously accorded to someone else, e.g. (<i>sensu</i> MacDonald 2003). |
| <i>et al.</i> | <i>et alia</i> , “and others”. Used for in-text citations that have more than two authors. For example, (Smith <i>et al.</i> 2004). |
| <i>a priori</i> | “from what comes before”. Used to refer to theoretical or research design ideas that are made before the research, without being based on research itself. Hypotheses are made <i>a priori</i> to actual research. |
| <i>a posteriori</i> | “from what comes later”. Can be used to refer to a fact or process that is known from experience or from factual data. |

1.5. Figures

A figure is any graphic illustration, map, photograph or chart. Figures should be numbered consecutively by chapter and figure number, as in Figure 4.2, where the number 4 represents the chapter number and number 2 indicates that this is the second figure within Chapter 4. Figures appearing in-line with text will normally have a neatline with the figure number appearing outside the neatline at the lower left of the figure. The figure number should be followed by a brief, descriptive title or caption. If not an original figure, the source of the figure should appear at the end of the title or caption. For example: Figure 4.2: Pleistocene geomorphology of south-western Manitoba (Elson 1952).

Figures may be placed on the page in portrait or landscape orientation and may appear on a single page or in-line with the text depending on the size of the figure. Figures should follow the page or paragraph in which they are first referred.

Regardless of format or type, all figures must be clearly legible at the size required for inclusion within the thesis. Normally, graphics should be no less than 300 dpi and line work within vector graphics no less than 1-point width.

N.B. Maps must be created by the student. Imported graphics from the internet are not acceptable. Scanned figures of models, from published literature, may be included when properly referenced.

1.6. Tables

Tables should be numbered consecutively by chapter and table number, as in Table 2.3, where the number 2 represents the chapter number and number 3 indicates that this is the third table within Chapter 2. Table numbers should be at the upper left of the table

and separated from the table itself by a continuous horizontal line. The table number should be followed by a brief, descriptive title. If not an original table, the source of the table should appear at the end of the title and the table should be redrafted. For example: Table 2.3: Economic growth in the Canadian North (Statistics Canada 1996).

Tables may be placed on the page in portrait or landscape orientation and may appear on a single page or in-line with the text depending on the size of the table. Tables should follow the page or paragraph in which they are first referred.

1.7. References

The author-date system is to be used for citing references within the text: (Green 1985); (Green 1985, 283) to indicate the page number of a direct quote; (Green 1985a) for more than one reference to the same author in a single year; (Ziegler and Brown 1983, 111; Green 1985b) for more than one reference.

The Reference list should contain ALL referenced publications, web pages, and personal communications alphabetically by first author. In references with more than two authors, use *et al.* in the citation within the text of the thesis, but include the full list of authors in the reference. Refer to Citation Methods in Appendix E.

1.8. Appendices

A cover page must precede each appendix with the appendix labelled by ascending letters (e.g. A, B, C, etc.) and title.