

Thesis Formatting Guide

Regulations and Guidelines for the Preparation and
Submission

of

PhD Dissertations
Master's Theses
Master's Reports

Introduction

These guidelines will help you prepare your thesis/dissertation/report according to sound academic standards and, thereby, avoid unnecessary delays. Although some of the following rules may seem pedantic, all have the important common goal of ensuring the best quality presentation of your work for review and use by other scholars. The guidelines are designed around standard paper size (8.5" x 11") to facilitate subsequent printing of paper copies by libraries, archives, and individual scholars interested to use the work.

The following guidelines are the standard for all departments and Graduate Academic Units (GAU); however, there may be additional specific standards relevant to your own department/discipline. Hence, it is important to consult carefully with the SGS and with the Director of Graduate Studies in your GAU before beginning work on the final draft of your thesis/dissertation/report. A selection of style manuals available on the UNB Libraries website and the Reference Librarians may provide valuable guidance:

<https://guides.lib.unb.ca/guide/190>

Note: *These regulations and guidelines apply equally to Master's theses, PhD dissertations and Master's reports. We encourage students to use the templates available on the Electronic Thesis & Dissertation webpage: <https://www.unb.ca/etd/>*

General Formatting Guidelines

The following guidelines apply to theses organized in the Traditional format as well as those organized as a series of Articles (for publication).

Font: A 12-point font must be used. Most type styles are acceptable, except for those that are script-like. The same font must be used throughout.

Spacing: The text should be double-spaced including the Abstract, Dedication, and Acknowledgements (except for quotations of more than one sentence, footnotes, tables and bibliography, all of which may be single-spaced).

Language and Spelling: Either British or American spelling of English is acceptable but the form chosen should be consistent throughout the thesis/dissertation/report. If a Supervisory Committee permits presentation of the work in another language, two abstracts must be presented, one in English, followed on a new page by another in the language of the thesis.

Margins: 4 cm (1 ½ inches) on the left margin and 2.5 cm (1 inch) on the top, bottom and right sides. If you have pages in landscape format, when you turn the pages to portrait, please allow 1 ½ inches on the left margin and 1 inch on the other three sides. All written and

illustrative material on an 8 ½” x 11” page, including page numbers which must fall within the following margins.

Pagination: It is the responsibility of the student to ensure that all pages are present, in sequence, and correctly numbered. All page numbers should be placed at the bottom of the pages either right side or at the center bottom including pages oriented in landscape. The page numbers can be placed within the 1” or 2.5 cm margins.

Small roman numerals are used in the preliminary section. All pages are to be numbered except for the title page on which number “i” is implied but not given. Make sure to include your preliminary pages in the Table of Contents. The accepted order for the preliminary pages is as follows:

- Quote page or Frontispiece (Optional & without a page number)
- Title page (without a page number)
- Abstract ii
- Dedication (optional) iii
- Acknowledgements (optional) iv
- Table of Contents v
- List of Tables vi
- List of Figures vii
- List of Illustrations viii
- List of Appendices ix

Thesis/Dissertation/Report Title: It is essential that the title be meaningful and descriptive of the content of the work so that it can be archived effectively and thereby accessed by other scholars. If possible use word substitutes for formulae, symbols, superscripts, subscripts, Greek letters, etc. in the title. The thesis title should be kept as short as possible since it has to be printed on the spine of the bound copy. Please refer to the formatting resources on the ETD site: <https://www.unb.ca/etd/training.html>

Abstract: Must not be more than 350 words for doctoral dissertation and not more than 150 words for a Master’s thesis or report.

Length: Normally, a Master’s Thesis should not exceed 200 pages in length (50,000 words) and a PhD dissertation should not exceed 400 pages in length (100,000 words) from title page to CV.

Page Numbers: All pages must be numbered, with the exception the Frontispiece or Quote Page, Title Page and Curriculum Vitae.

Plagiarism: Plagiarism is a serious offence and can result in dismissal from the graduate program, revocation of a degree already granted, and outright rejection of the thesis/dissertation/report. You are advised, therefore, to be familiar with the UNB Senate Regulations on the matter. Plagiarism consists of:

Quoting verbatim or almost verbatim from a source (such as copyright material, notes, letters, business entries, etc.) without acknowledging this to be a quotation; taking over someone else's line of thought, argument, arrangement, and supporting evidence (such as, for example, statistics, bibliographies, etc.) without indicating such dependence; submitting someone else's work, in whatever form, (workbook, artwork, tables, etc.) without acknowledgement; representing as one's own in any academic work submitted for credit in a course or program of study, any idea or expression of an idea of another.

Illustrative Material: The presentation of illustrative material should be consistent throughout, except for the case where articles are included in the PhD dissertation, in which case the format of the original publication is acceptable. Small illustrations may be placed directly into the text of the thesis/dissertation/report, while larger ones should be of standard size with allowance of the prescribed margins.

- a) **Tables and Figures:** Each table or figure should be consecutively numbered and identified at the top with the word Title or Figure. In addition, separate lists of all tables and figures, identifying each name, number, and page should be included in the introductory material at the beginning of all theses/dissertations/reports. Tables or figures may be placed individually throughout the body of the text, or they may be grouped together at the end of each chapter; or at the end of the thesis / dissertation / report but before the bibliography.

When the thesis/dissertation/report includes separate articles, grouping illustrative material at the end of the thesis / dissertation / report is not an option. Both tables and figures in this type of format are to be included within the relevant article (individually throughout the text or as a group at the end of the article) and numbered consecutively using the chapter/article number (i.e. when possible they should be renumbered to fit the thesis/dissertation/report).

As far as possible, all titles of tables and figures should be on the same page as the table or figure. In those cases where this is not possible, the title and explanation (or legend) of the table or figure may be placed on the immediately preceding blank page and numbered consecutively with the rest of the thesis/dissertation/report.

- b) **Photographs:** There are a number of options available for reproducing photographs and you may choose the one you prefer. Remember, all photographs and

reproductions of photographs must be of excellent quality with a sharp colour contrast otherwise they will not be accepted by the Graduate School. For advice and assistance, please contact UNB Print Services at <https://www.unb.ca/printservices/>

- c) **Maps:** If you have maps in your thesis you should ensure that excellent print quality is obtained. Maps taken from published sources will usually require copyright permission. You should follow copyright regulations discussed below. Remember, microfilming is a black and white photographic process. Colours appear as slightly varying shades of grey. Thus, lines on a graph should be identified by labels or symbols rather than by colours. Similarly, shaded areas such as countries on a map, have greater contrast in microfilm or photocopy if cross hatching is used instead of colour.

Copyrighted Material: If you intend to use previously copyrighted material in your thesis/dissertation/report, you must include, with your thesis/dissertation/report, letters of permission from the person(s) or publishing company holding the copyright. This usually involves a considerable amount of time and should be done well in advance of the submission of the thesis/dissertation/report as these letters must accompany the thesis/dissertation/report when the final copies are presented to the Graduate School.

When letters of copyright permission cannot be obtained and, when the omission of this material will not deter from the sense of the text, the copyright material should be removed and a page inserted in its place [only for the microfilming copy of the thesis/dissertation/report]. This page should explain that the material involved has been removed because of the unavailability of copyright permission; what information the material contained; and the original source of the material. If any chapter has already been submitted for publication, accepted for publication, or published, a footnote to that effect should appear on the first page of the chapter.

If the material is co-authored, permission for the use of this material is required as stated above. For assistance, please contact copyright@unb.ca or review the copyright information on the UNB Libraries website: <https://www.lib.unb.ca/copyright/>

Blank pages: There can be no blank pages in the thesis.

Footnotes: For the main body of a thesis/dissertation/report, footnotes may be placed at the foot of the page, in a group at the end of the chapter, or grouped at the end of the thesis/dissertation/report before the bibliography or list of references. When footnotes are collected after chapters or at the end of the thesis/dissertation/report, their location must be shown in the table of contents by title and page.

Bibliographic form: The bibliography, or literature cited, lists sources of information used in the preparation of the thesis/dissertation/report. The format will be defined by the conventions of the particular research field and described in the recommended style manual. The bibliography or list of references normally appears at the end of the thesis/dissertation/report, preceding the appendices and vita. When individual articles are incorporated in the thesis/dissertation/report each will have its own list of references.

Some departments and GAUs have particular stylistic requirements. You are advised, therefore, to check with your supervisor prior to presentation of the final manuscript.

Appendices: All appendix pages must be numbered consecutively with the rest of the thesis/dissertation/report and must be of high quality print to conform with the rest of the thesis/dissertation/report. Long mathematical developments or proofs, computer programs and extensive bodies of detailed experimental data should be included in appendices and show the numbers from left to right. In certain cases, to facilitate reference between text and appendix, the appendices may be bound as a separate volume.

Curriculum Vitae: CV should include name, education, publications, conference presentations and academic awards. Any personal information must not appear such as home address, email address, phone no., social media accounts, signatures, picture, etc.

Multiple volumes: If the thesis requires multiple volumes, the following guidelines apply:

- Each volume must have its own prefatory pages.
- The title page and abstract page(s) must be in the first volume.
- Volume 1 must have a table of contents as well as a list of tables and a list of figures, etc., for the entire thesis/dissertation
- Each additional volume must contain a duplicate of the title page in the first volume.
- The page numbering of the body of the thesis/dissertation must flow consecutively from one volume to the next.
- For traditional-format theses/dissertations the bibliography and appendices for all volumes will normally be at the end of the last volume and referred to in table of contents of each volume.
- For theses/dissertations which consist of separate articles, the appendices for all volumes/articles are to be at the end of the last volume and referred to in the table of contents. References and bibliographies will follow individual chapters, in the appropriate volumes.
- When the appendices are bound in a separate volume, this volume must have a title page, duplicating that of the main volume but with addition of the word “Appendix” or “Appendices” just below the title of the thesis/dissertation. The word “Appendix” or “Appendices” as well as the short title must then appear on the spine. Numbering of the appendices must flow in sequence from the first volume.

Formatting Assistance: Please contact Tammy Nichol, Publishing Systems Technician at the Centre for Digital Scholarship, at t.nichol@unb.ca or 506-447-3309. You may also refer to the ETD Training Resources: <https://www.unb.ca/etd/training.html>

Electronic Thesis Deposit

Once your supervisor approves that all corrections are made, **it is essential to send a PDF** (not a Word doc.) to gradthesis@unb.ca so that SGS can review and confirm proper formatting. Once approved, you will be instructed by SGS to submit a final PDF document version to gradthesis@unb.ca. You will also need to scan and send the UNB Library Forms completed and signed, which can be found on the SGS website: <https://www.unb.ca/gradstudies/current/forms.html>. The PDF copy will be processed and placed on the ETD secure site. The thesis/ dissertation/report will be made available (except if there is an Embargo) on the UNB Scholar Research Repository: <https://unbscholar.lib.unb.ca/>. The UNB Library Archives & Special Collections will be able to access the PDF copy on the ETD Secure Site in order to print paper copy for archival purposes.

Once completed & signed, you can scan and send a copy to gradthesis@unb.ca and the Graduate Secretary should send the originals to the School of Graduate Studies.

- **UNB Libraries Thesis/Report/Dissertation Deposit form**
Completed & signed by student & supervisor(s). Note: Embargo choice is (b) indicate justification, month/year
- **Library Archives of Canada (LAC) Theses Non-Exclusive License**
Completed & signed by the student. A student submitting a Master's report is not required to complete the form. If placing an Embargo, the form does not have to be completed or submitted.
- **Harriet Irving Library Form – Archives**
Completed by the student only.
- **Completion of GAU Requirements for Masters Degree or Diploma (yellow form)**
Completed by the Dept/Faculty with the signature of the Director of Graduate Studies.
- **Report on Master's Thesis/Report (blue form)**
Completed by Dept/Faculty with the signatures of Director of Graduate Studies, Supervisor, Members of the Examining Board Committee.

- **Ph.D. –Completion of GAU requirements for Ph.D. Degree (Green form)**
This form is submitted to the Graduate School at the time the GAU submits dissertation for final examination.

Personal Binding (Optional): Students are responsible to make arrangements to pay for the printing & binding cost of the personal copies.

Embargo Request

A core principle of publicly funded research and scholarship is that the results be disseminated and made publicly accessible as soon, and as fully, as possible. In view of this principle, the standard for graduate theses and dissertations is that they are deposited in the University research archives immediately upon final completion and approval, where they are then immediately searchable and available to the University community and wider public.

In exceptional cases, students may want to delay publication of their thesis (impose what is called an 'embargo' on its release). If there is strong justification for such a delay, the Dean of the School of Graduate Studies may approve a delay in the release of the thesis for a specific period. The sorts of reasons considered are explained in detail on the requisite form labelled Delay Publication of a Thesis/Dissertation.

Typically, an embargo lasts only one year. However, there may be circumstances for which a longer embargo can be considered. The maximum allowable total duration is four years. All requests to delay publication must be accompanied by a detailed explanation of the reasons for the request and a justification also for why a delay of the specific length requested is required. Requests for extension of an approved embargo will generally not be considered, and only ever with an additional compelling justification.

If a student is interested in delaying access to their thesis (imposing an embargo), they must complete the additional form found [here](#) (Delay Publication of a Thesis/Dissertation).

Forms: All of the current forms can be found on the website at:

<https://www.unb.ca/gradstudies/current/forms.html>

Traditional or Articles Format

Theses/dissertations/reports may follow either a "traditional" or an "articles" format. In either case it must contain methodology, results and scholarly discussion. See details below.

Traditional Format Thesis

Frontispiece or Quote Page (optional) This page faces the title page and has no page number.

Title Page – No page number on the title page.

Abstract ... ii - The abstract should not be more than 350 words for a doctoral dissertation and 150 words for a master's thesis or report. For any thesis/dissertation/report written in a language other than English, an abstract in English must precede an abstract in the language of the thesis.

Dedication (optional) ... **iii Preface** (optional) ... **iv**

Acknowledgement ... v (optional) - this should only be listed with the prefatory pages, not in each paper when these are included in the text

Table of Contents ... vi – Your table must list the preliminary pages such as Abstract, Dedication (if any), Preface (if any), Acknowledgement (if any).

List of Tables ... vii (if any)

List of Figures or Illustrations... viii (if any)

List of Symbols, Nomenclature or Abbreviations ... ix (if any)

Chapter 1 – Introduction – begins as page 1

Body of the text with footnotes (if any) **and Bibliography or List of References** - Text should present the purpose, methods and scope of the investigation. It should also set out the extent to which the investigation is complete and the conclusions reached. It may also outline possibilities for further research.

Appendices (if any) may contain details of methodology, tabulated data, etc., not provided in detailed in the body of the text

Curriculum Vitae or CV – Academic CV is required and has no page number. The CV should only include name, education, publications, conference presentations or academic awards. If you do not have any publications or conference presentations you can indicate N/A.

Articles Format Thesis

Master's theses and Doctoral dissertations may be presented in articles-format. The research presented must have been conducted while the student was enrolled as a graduate student at UNB, and the thesis/dissertation, like one presented in traditional format, must establish that the student is responsible for the work. That some of the research has been published, or accepted for publication, does not by itself constitute that evidence nor that the work is beyond critique.

The following additional guidelines represent a minimum standard for theses presented in articles format, as established by the School of Graduate Studies. Note that individual GAUs may have additional or more specific criteria. Hence, students considering developing their thesis/dissertation in Articles format must consult carefully with their Director of Graduate Studies and their Supervisory Committee to be certain they meet the necessary requirements.

The School of Graduate Studies does not prescribe the number of articles that are required for either a Master's thesis or for a PhD dissertation, nor what publication venues qualify or that the articles be published, or even submitted, prior to the SGS oral defence. Direction concerning those matters are the responsibility of the Supervisory Committee and students must therefore consult carefully with their Director of Graduate Studies and their Supervisory Committee for direction on these issues.

In addition to the articles included as chapters, the thesis/dissertation must contain an Introductory chapter and a final Discussion chapter. The Introductory chapter must establish the student's familiarity with the field, set out the objectives of the thesis/dissertation, situate the research in the larger context of the candidate's discipline, and explain the overall thematic cohesiveness of the articles. This chapter should also identify research patterns in the area, reviewing previous publications and current research. It should also include a detailed analysis of how the articles included in the text address the question/topic being studied, and how the articles each contribute to the study. Any errata or discussion of the articles can be included in the introductory chapter, the concluding chapter, or in a footnote/endnote in the dissertation.

There must also be a final Discussion chapter that relates the individual articles to the relevant disciplines or field of study. It might also set out recommendations for future research or contain implications for professional practice. Both the introductory and final discussion chapters should serve to tie the thesis and its overarching themes together and present a coherent picture of the contributions made. Each should have their own references section and footnotes/endnotes if applicable.

The student in multiple-authored article(s) must be the *principal author or co-author*. The student must therefore provide a clear statement in the introduction describing the contribution they have made to the research and writing. The statement on co-authorship should specifically address contributions made in i) identification and design of the research proposal, ii) practical aspects of the research, iii) data analysis, and iv) manuscript preparation. In the case of joint authorship, an explanatory part of the thesis/dissertation text must outline the nature of the candidate's contribution to each publication included in the thesis/dissertation.

If an article in the thesis/dissertation has appeared (or will appear) in a journal where the supervisor serves as editor, or is active on the editorial board, the *Completion of GAU Requirements for Degree* form should indicate that the Supervisor is not involved in the publication review process. The student must demonstrate that they have the right to include a published article in the thesis/dissertation. For articles that have been published, students must include a letter of permission from the journal in the appendix of the thesis/dissertation.