

## **FORMATTING AND SUBMISSION REQUIREMENTS FOR GRADUATE THESES, EXTENDED ESSAYS OR PROJECTS**

*Please note: Unless otherwise stated, the term “thesis” in this document refers to all graduate theses, extended essays and projects.*

### **Checklist**

#### **1. Submission of Print Copies**

- 1.1 The candidate must submit two unbound print copies of the final approved and corrected thesis to the library in the format described in parts 6 and 7 of this document. These will be bound, catalogued and added to the library collection: 1 copy in Heritage, 1 in Stacks.
- 1.2 If the department requires a bound copy of the thesis, and/or if the candidate wishes to have one or more bound copies, the candidate must submit additional unbound print copies to the library in the accepted format. (Candidates are free to pursue other options for binding additional copies.)
- 1.3 It is the candidate’s responsibility to pay for all bound copies of the thesis. Please check with the library for current binding costs. If your program is willing to pay for any or all copies, please have your supervisor complete an internal budget transfer request form with the appropriate budget codes on it and submit the form along with the unbound copies of the thesis.

#### **2. Submission of Electronic Copies**

- 2.1 In addition to the print copies submitted, the candidate must also provide two CDs, with a copy of the thesis on each, the format described in parts 6 and 8 of this document. (Candidates who are submitting extended essays or projects need only submit one electronic copy on one CD.)

#### **3. Forms**

The following forms must be completed, signed and submitted with the print and electronic copies of the thesis. See Section 5 for number of copies required:

- 3.1 Approval Form (signed by senior supervisor indicating that all revisions have been made). See Appendix 1.
- 3.2 UFV Partial Copyright License Form. See Appendix 2.

- 3.2 Binding Instructions Form (submitted along with payment for binding). See Appendix 3.
- 3.3 Library and Archives Canada (LAC) Non-Exclusive License to Reproduce Theses Form (only required for theses, not extended essays or projects). Go to:  
<http://www.collectionscanada.ca/thesescanada/s4-270-e.html>
- 3.4 LAC – UMI Subject Code & Term Form (only required for theses, not extended essays or projects). Go to:  
<http://www.collectionscanada.ca/obj/s4/f2/s4-300.1-e.pdf>

#### 4. Copyright Clearance

Copying material written, drawn or photographed by persons other than the thesis author may violate the law of copyright. Candidates must request written permission of the copyright holder(s) if the extent of copying appears to be more than the allowable “fair dealing” expressed in the Canadian Copyright Act, Section 29. For more information refer to:

UFV Library Copyright Guide: <http://www.ufv.ca/library/tutorials/copyright.htm>

SFU Library: Working Within Copyright Requirements:  
<http://www.lib.sfu.ca/researchhelp/writing/thesesregulations/WorkingWithinCopyright.pdf>

SFU Library Copyright Workshop:  
<http://www.lib.sfu.ca/researchhelp/writing/thesesregulations/WorkshopCopyright.pdf>

#### 5. Summary Table of Requirements

Item:	Theses or Dissertations	Projects or extended essays
Print copies of document	Yes – 2 copies	Yes – 2 copies
Electronic copies of document	Yes – 2 copies	Yes – 1 copy
Approval page - signed copies	Yes – 2 copies	Yes – 1 copy
Approval page - unsigned copy	Yes – 1 copy	Yes – 1 copy
UFV Partial Copyright License Form	Yes – 3 copies	Yes – 2 copies
Binding Instructions Form	Yes- 1 copy	Yes – 1 copy
Library and Archives Canada (LAC) Theses Non-Exclusive License form	Yes – 3 copies	No
UMI subject code form	Yes – 3 copies	No

## **6. Parts of the Thesis**

All pages, including appendices, have a page number. The title page is the only page that does not display a page number. The entire document must be consistently paginated. See below for details.

### **Preliminary pages:**

6.1 Title page (required): The title page must follow the sample shown in Appendix 4. All the information shown on the sample is required. For paging, the title page counts as lower case roman numeral “i” but is not numbered.

6.2. Approval Page (required): This is the form signed by the senior supervisor. It is always numbered lower case roman numeral “ii”. This page will be provided separately by the student and inserted by the library before the thesis is sent for binding. See Appendix 1.

6.3. Abstract (required): The abstract will typically include a statement of the problem, a summary of the methodology, the main findings, and the conclusions. Abstracts should be no longer than 150 words. The first page of an abstract is always numbered lower case roman numeral “iii”. If there is a second page to the abstract, it would be given page number “iv”.

6.4. Acknowledgements (if applicable): The acknowledgements section recognizes those who helped the student. It is numbered consecutively with lower case roman numerals.

6.5 Dedication (if applicable).

6.6. Table of contents (required): The table of contents must include the abstract, the list of tables and/or the list of figures (if applicable), the acknowledgement as well as all main divisions and subdivisions of the thesis, the bibliography, appendix and index (if applicable). It is numbered consecutively with lower case roman numerals.

6.7. List of tables (if applicable): A list of tables used in the text consists of the table number, the full title of the table, and the page number where the table appears. Tables must be numbered in order of appearance. It is numbered consecutively with lower case roman numerals.

6.8. List of figures (if applicable): When figures are included, a list of figures is produced in the same manner as the list of tables. It is numbered consecutively with lower case roman numerals.

6.9. Glossary, or acronyms and symbols (if applicable): Acronyms or symbols used frequently in the text may be listed on a separate page. It is numbered consecutively with lower case roman numerals.

## **Main Body of Text:**

6.9. Introduction: The introduction typically presents the hypothesis or thesis statement and an overview of the study. The first page is numbered as the arabic numeral “1”; all other pages are numbered consecutively.

6.10. Body of the thesis: The main part of the thesis details the methodology and findings of the study. The first part of the body discusses the existing literature in the area and it places the work within that literature. Pages numbered consecutively as arabic numerals.

6.11. Conclusion: The conclusion sums up the content and findings of the thesis. It often goes further by delineating the policy or other implications of these findings and suggesting areas of potential future research and investigation. Pages numbered consecutively as arabic numerals

6.12. Appendices (if applicable): Appendices include materials and data that are not essential to the exposition of the work but are, nevertheless, relevant. Ethics and copyright permissions are also placed here.

6.13. Footnotes and endnotes: Depending on the scholarly conventions of the discipline, footnotes or endnotes may be numbered consecutively throughout the thesis, or throughout each chapter. They may be at the bottom of pages, at the end of chapters, or at the end of the main body of the text immediately preceding the bibliography. Students are reminded that a consistent and established style, approved by the program, must be followed the footnotes, endnotes and bibliography. Pages numbered consecutively as arabic numerals

6.14. Bibliography: Bibliographic entries will also be prepared using the appropriate scholarly conventions of the academic discipline and the library style requirements. Pages numbered consecutively as arabic numerals.

6.15. Index (if applicable): Pages numbered consecutively as arabic numerals

## **Formatting Criteria**

### **7. Formatting Criteria for Print Submissions:**

- 7.1 Printed single sided and unbound, with no holes, staples etc.
- 7.2 Paper must be white, acid free and a minimum weight of 20lb
- 7.3 Paper size must be 8.5" X 11"
- 7.4 Margins are at least one inch on all sides of all pages for binding.
- 7.5 Any easily readable, standard typeface is acceptable
- 7.6 All parts of the document must be easily readable. Preferred font size is 12 point. A smaller size may be used for caption and footnotes, but these must be readable. The recommended smallest size is 10 point

### **8. Formatting Criteria for Electronic Submissions**

- 8.1 The document should be submitted on CD in Adobe PDF format. Software and assistance is available through UFV's Instructional Media Services (IMS). No compression or password protection should be used. The burden of how the document looks when it is accessed or printed is entirely the responsibility of the student. Students must check the reformatted document for accuracy.
- 8.2 All fonts used should be embedded in the document. External or internal links to multi-media files are acceptable. If multimedia elements are used in the document, file formats should be identified in the thesis abstract. Acceptable file formats include the following:

Images:

- GIF (.gif)
- JPEG (.jpeg)
- PDF (.pdf) use Type 1 PostScript fonts
- TIFF (.tif)

Video:

- Apple Quick Time (.mov)
- Microsoft Audio Video Interleaved (.avi)
- MPEG (.mpg)

Audio:

- AIF(.aif)
- CD-DA
- CD-ROM/XA
- MIDI (.midi)
- MPEG-2
- SND (.snd)
- WAV (.wav)

*Appendix 1: Sample Approval Form*

**Approval**

**Name:** Insert your name here  
**Degree:** Insert your upcoming degree here  
**Title of Thesis:** Insert thesis title here. Title page must be the same as this.

**Examining Committee:**

**Chair:** **Name**  
Correct title (Consult department)

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**Name**  
Senior Supervisor  
Correct title (Consult department)

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**Name**  
Supervisor  
Correct title (Consult your department)

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**Name**  
External Examiner  
Correct title (Consult department)  
University or Company (if other than UFV)

**Date Defended/Approved:** \_\_\_\_\_

Notes: The Chair does not sign the Approval form. Your configuration of supervisors and examiners may be different.

*Appendix 2: UFV Partial Copyright Licence Form*

**UNIVERSITY OF THE FRASER VALLEY  
PARTIAL COPYRIGHT LICENCE**

I hereby grant the University of the Fraser Valley the right to lend my thesis / project / extended essay to users of the University of the Fraser Valley Library or to other libraries. Furthermore, I grant the University of the Fraser Valley Library the right to make single copies only of my thesis / project / extended essay for users of the library or in response to a request from other libraries, on their behalf or for one of their users.

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Permission for public performance, or limited permission for private scholarly use, of any multimedia materials forming part of this work, is covered by a separate agreement if applicable.

Title of Thesis / Project / Extended Essay:

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Author (print name):

Signature:

Date:

**BINDING INSTRUCTIONS FORM  
FOR GRADUATE THESES, EXTENDED ESSAYS OR PROJECTS**

<b>Name</b>	
<b>UFV Student Number</b>	
<b>Phone number</b>	
<b>Current address</b>	
<b>E-mail</b>	Please note that we will use your UFV student e-mail address to communicate with you.

	<b>Number of print copies to submit</b>	<b>Cost per copy (2007)</b>	<b>Total cost</b>
<b>UFV Library copies</b>	<b>2 (required)</b>	<b>\$25.00</b>	<b>\$50.00</b>
<b>Department copies</b>		<b>\$25.00</b>	
<b>Student copies</b>		<b>\$25.00</b>	
<b>Total</b>			

Please submit the following to the UFV Library in Abbotsford:

1. The total number of print copies of the thesis;
2. This form;
3. A cheque payable to UFV, and/or an internal budget transfer request – see below.

All copies of the thesis must comply with the *Formatting and Submission Requirements for Graduate Theses, Extended Essays or Projects*.

It is the candidate's responsibility to pay for binding all copies of the thesis, unless your department is willing to cover some or all of the costs.

If your program is willing to pay for any or all copies, please have your department complete a UFV *Account Adjustment or Transfer Request* form with the appropriate budget code, and submit the form along with the unbound copies of the thesis.

For more information, contact Mary-Anne MacDougall, Public Services Librarian, at [maryanne.macdougall@ufv.ca](mailto:maryanne.macdougall@ufv.ca), or by phone to (604) 504-7441, extension 4410.

**TITLE OF YOUR EXTENDED ESSAY, PROJECT  
OR THESIS, NORMALLY BOLD  
AND ALL CAPITAL LETTERS**

by

Your Name in Given/Surname Order  
Your previous degree, university and year  
One line for each degree

EXTENDED ESSAY (THESIS / PROJECT) SUBMITTED IN PARTIAL  
FULFILLMENT OF  
THE REQUIREMENTS FOR THE DEGREE OF  
MASTER OF ....

In the  
Formal Name of your Department (may be a School or Faculty)

© Given Name Surname Year

UNIVERSITY OF THE FRASER VALLEY

Fall/Spring/Summer Year

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