



**UNIVERSITY OF THE FRASER VALLEY  
FORMATTING AND SUBMISSION REQUIREMENTS FOR  
MAJOR PAPERS**

**Please note:** The term “major papers” refers to all capstone projects (e.g. major papers, extended essays or other projects) that form a requirement, other than the graduate thesis, for fulfillment of a graduate degree.

**A. Submission Procedures**

- 1. Note: The following documents must be received by the Library prior to the deadline for graduation. Failure to do so may result in delayed graduation.**  
**Summary of Requirements**

Digital copies of major paper in PDF format..... 1 copy  
HarvestIR License Form (signed)..... 1 copy

- 2. Submission of Digital Copies**

The candidate’s department must submit one digital copy of the final approved and corrected major paper to the library by email to [librarysubmissions@ufv.ca](mailto:librarysubmissions@ufv.ca) in the format described in sections 1 and 2 of the *Formatting Guidelines*, below.

- 3. Forms**

The following forms must be completed, signed and submitted with the digital copy of the major paper. Digitally scanned versions of the signed forms are acceptable.

- UFV HarvestIR License Form: (<http://libguides.ufv.ca/HarvestIR/Submissions>)

**B. Formatting Guidelines**

- 1. Content of the Major Paper**

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.

## a) Preliminary Pages

- i) **Title page** (required): The title page must follow the sample shown in Appendix 1. 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.
- ii) **Unsigned Approval Page** (required; see Appendix 2): It is always numbered lower case Roman numeral “ii”. A signed copy of the form must be submitted to the School of Graduate Studies and will be kept on file in the Office of the Registrar.
- iii) **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”.
- iv) **Acknowledgements** (if applicable): The acknowledgements section recognizes those who helped the student. It is numbered consecutively with lower case Roman numerals.
- v) **Dedication** (if applicable). It is numbered consecutively with lower case Roman numerals.
- vi) **Table of Contents** (required): The table of contents must include the abstract, the list of tables and/or the list of figures (if applicable), and the acknowledgement, as well as all main divisions and subdivisions of the major paper, the bibliography, appendices and index (if applicable). It is numbered consecutively with lower case Roman numerals.
- vii) **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.
- viii) **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.
- ix) **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.

## b) Main Body of Text

*Note: The headings below relate to the structure of the major paper, not necessarily the headings used in the paper itself.*

- i) **Introduction:** The introduction typically presents the hypothesis or thesis statement of the major paper and an overview of the study. The first page is numbered as the Arabic numeral “1”; all other pages are numbered consecutively.
- ii) **Body of the major paper:** The main part of the major paper 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 are numbered consecutively as Arabic numerals.
- iii) **Conclusion:** The conclusion sums up the content and findings of the major paper. It often goes further by delineating implications of these findings and suggesting areas of potential future research and investigation. Pages are numbered consecutively as Arabic numerals.
- iv) **Appendices** (if applicable): Appendices include materials and data that are not essential to the exposition of the work but are, nevertheless, relevant. Ethics permission (if appropriate) is also placed here.
- v) **Footnotes and Endnotes:** A consistent and established style, approved by the program, must be followed for the footnotes, endnotes and bibliography. Pages are numbered consecutively as Arabic numerals.
- vi) **Bibliography:** Bibliographic entries will also be prepared using the appropriate scholarly conventions of the academic discipline and the library style requirements. Pages are numbered consecutively as Arabic numerals.
- vii) **Index** (if applicable): Pages are numbered consecutively as Arabic numerals.

## 2. Formatting Criteria for Digital Submissions

### a) Adobe PDF Format

- i) The document must be submitted in Adobe PDF format. Most software has an option to save documents in PDF format.
- ii) All fonts used should be embedded in the document.
- iii) No compression or password protection should be used.
- iv) The student is responsible for how the document looks when it is accessed or printed. Students must check the reformatted document for accuracy.

### b) Multimedia Files or Elements

- i) External or internal links to multimedia files are acceptable.
- ii) If multimedia elements are used in the document, file formats should be identified in the major paper.
- iii) Acceptable file formats include the following:

**Images:**

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

**Video:**

Apple Quick Time (.mov)  
Audio Video Interleave  
(.avi)  
MPEG (.mpg)  
MPEG-4 (.mp4)  
Windows Media Video  
(.wmv)

**Audio:**

AIF(.aif)  
AU (.au)  
EA (.ea)  
MIDI (.mid)  
MPEG-3 (.mp3)  
WAV (.wav)

### 3. Copyright Clearance

Copying material written, drawn or photographed by persons other than the major paper 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://libguides.ufv.ca/Copyright>

Specific questions regarding copyright may be addressed to UFV’s Copyright Librarian:  
[copyright@ufv.ca](mailto:copyright@ufv.ca)

**TITLE OF YOUR MAJOR PAPER  
NORMALLY BOLD  
AND ALL CAPITAL LETTERS**

by

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

MAJOR PAPER (OR MAJOR 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)

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UNIVERSITY OF THE FRASER VALLEY

Fall/Spring/Summer Year

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***Appendix 2: Sample Approval Page***

**Approval**

**Name:**      **Insert your name here**

**Degree:**    **Insert your upcoming degree here**

**Title:**        **Insert major paper title here; must match the title on your title page**

**Examining Committee:<sup>1</sup>**

**Name**

Graduate Program Committee Chair

Correct Title, Correct Department

**Name**

Senior Supervisor

Correct Title, Correct Department

**Name**

Second Reader / External Examiner

Correct Title, Correct Department

University or Company (if other than UFV)

**Date Defended/Approved:**

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<sup>1</sup> Your configuration of supervisors and examiners may be different. Adjust as needed.