

Yeates School of Graduate Studies

Thesis, MRP, and Dissertation Submission Requirements

Theses, MRPs, and dissertations that do not conform to these regulations will not be accepted by the Yeates School of Graduate Studies (YSGS) or by Library and Archives Canada (LAC).

1. General

The thesis, MRP, or dissertation embodies the results of the student's research program and exposes the work to scholarly criticism. It must represent a single body of work, with integrated material, and should not be solely a collection of published articles.

The thesis or dissertation is prepared in accordance with the procedures outlined in this document. If a program requires a MRP to be submitted to YSGS, then the MRP must also conform to the procedures outlined in this document.

There is no restriction on the use in the thesis, MRP, or dissertation of material that has already been published by the student provided that this published material describes work done during the graduate student's registration at Toronto Metropolitan University.

In the case of a thesis or dissertation, the student must make all revisions and corrections required by her/his examining committee before handing the thesis or dissertation into the Yeates School of Graduate Studies.

Normally no defense will be held later than one month before the last date to clear all requirements for graduation.

The student must be registered when the thesis, MRP, or dissertation is submitted.

The thesis, MRP, or dissertation must meet the minimum requirements for acceptance by the Yeates School of Graduate Studies and the Library and Archives Canada as stated in the current regulations.

The Yeates School of Graduate Studies will not accept an incomplete thesis, MRP, or dissertation or if it has formatting errors. The responsibility for submitting a document in the correct format rests with the author.

2. Copyright

2.1 Copyright Ownership

The Copyright Act protects the expressions of ideas. When a student submits work that is eligible for copyright to the University, as a requirement of an academic program, the University acknowledges the student's sole copyright ownership with the following conditions:

1. The final copy submitted to the University by a student becomes the property of the University.
2. The University receives a non-exclusive royalty-free licence to:
 - i) circulate the thesis, MRP, or dissertation as part of the University Library collection;
 - ii) make copies or representations of the thesis, MRP, or dissertation for academic purposes within the University;
 - iii) make copies of the thesis, MRP, or dissertation deposited in the University Library at the request of other universities or bona fide institutions;
 - iv) submit the thesis or dissertation to the Library and Archives Canada (MRPs are not submitted to the LAC), in the required format; and,
 - v) publish the abstract of the thesis, MRP, or dissertation in hard copy or electronic form.

Computer programs written or partially written by a student in support of a thesis, MRP, or dissertation may have potential value as a marketable intellectual property. The Toronto Metropolitan University School of Graduate Studies' *Intellectual Property Guidelines for Graduate Students* should be consulted for further information.

2.2 Use of Copyrighted Material

Under the Copyright Act, a reasonable extract of another person's work can be included. If more than a reasonable extract is quoted, written permission must be obtained from the copyright holder(s) and included within the thesis, MRP, or dissertation. If the thesis, MRP, or dissertation contains a chapter(s) which the student published as a journal article(s) or as part of a book, written permission must be obtained from the copyright holder(s) (i.e., publishers).

The letters of copyright permission should be located just prior to the works cited in the thesis, MRP, or dissertation.

The universal copyright notice © must appear on the title page.

2.3 Author's Declaration for Digital Submission of a Thesis, MRP, or Dissertation

The Author's Declaration for Digital Submission is required as a separate page in the opening pages of your thesis, MRP, or dissertation. Please copy the appropriate statement for your paper and incorporate it into a separate page in your document. **Do not sign the declaration.**

For Masters' Theses

AUTHOR'S DECLARATION FOR ELECTRONIC SUBMISSION OF A THESIS

I hereby declare that I am the sole author of this thesis. This is a true copy of the thesis, including any required final revisions, as accepted by my examiners.

I authorize Toronto Metropolitan University to lend this thesis to other institutions or individuals for the purpose of scholarly research.

I further authorize Toronto Metropolitan University to reproduce this thesis by photocopying or by other means, in total or in part, at the request of other institutions or individuals for the purpose of scholarly research.

I understand that my thesis may be made electronically available to the public.

For MRPs

AUTHOR'S DECLARATION FOR ELECTRONIC SUBMISSION OF AN MRP

I hereby declare that I am the sole author of this MRP. This is a true copy of the MRP, including any required final revisions.

I authorize Toronto Metropolitan University to lend this MRP to other institutions or individuals for the purpose of scholarly research.

I further authorize Toronto Metropolitan University to reproduce this MRP by photocopying or by other means, in total or in part, at the request of other institutions or individuals for the purpose of scholarly research.

I understand that my MRP may be made electronically available to the public.

For Doctoral Dissertations

AUTHOR'S DECLARATION FOR ELECTRONIC SUBMISSION OF A DISSERTATION

I hereby declare that I am the sole author of this dissertation. This is a true copy of the dissertation, including any required final revisions, as accepted by my examiners.

I authorize Toronto Metropolitan University to lend this dissertation to other institutions or individuals for the purpose of scholarly research.

I further authorize Toronto Metropolitan University to reproduce this dissertation by photocopying or by other means, in total or in part, at the request of other institutions or individuals for the purpose of scholarly research.

I understand that my dissertation may be made electronically available to the public.

3. Completion of Degree Requirements

Graduate students must maintain continuous registration, and pay appropriate fees, in every term, including the term in which the completion of degree requirements is anticipated. Students, who complete all degree requirements (including the submission of all final approved copies of a thesis, MRP, or dissertation to the Yeates School of Graduate Studies) before the last date to withdraw, may drop their registration during that term. Consequently the final date for completion of degree requirements is deemed to be the end of the previous term. For Convocation purposes, the final date for submission of the thesis, MRP, or dissertation to the Yeates School of Graduate Studies is specified in the Graduate Studies Calendar and YSGS significant dates page online.

Please note that individual programs may have earlier internal deadlines for submission of the MRP, thesis or dissertation. This information can be obtained from program directors and program administrators.

4. Thesis, MRP, or Dissertation Submission

4.1 Submission to Program

i. Master's Thesis Submission

A PDF copy of the thesis must be submitted to the program administrator for the graduate program the student is registered in. The student's supervisor must confirm with the program administrator that all the necessary changes following the oral exam are complete before the thesis submission requirements are met. The date for completion is in Section 3.

ii. Master's MRP Submission

Not all programs require students to submit MRPs to the university library. Students should check with their program administrator. A PDF copy of the MRP must be submitted to the program administrator for the graduate program the student is registered in. The student's supervisor must confirm with the program administrator that the MRP is approved before the MRP submission requirements are met. The date for completion is in Section 3.

iii. PhD Dissertation Submission

A PDF copy of the dissertation must be submitted to the program administrator for the graduate program the student is registered in. The student's supervisor must confirm with the program administrator that all the necessary changes following the oral exam are complete before the dissertation submission requirements are met. The date for completion is in Section 3.

4.2 Submission Requirements

Only a correctly formatted PDF file of the thesis, MRP, or dissertation will be considered for submission to YSGS for graduation purposes. Some programs may also require hard copies. Contact your program administrator for specifics.

The conversion of files into PDF format is the sole responsibility of the student. Use Adobe Acrobat or other PDF-creation software. **Digital copies must have ALL security settings, etc. removed and bookmarks turned OFF before submission.** A digital file will be treated in the same manner as a hard copy. Both must follow the regulations outlined in this document.

4.3 Library and Archives Canada

PhD and Thesis students are REQUIRED to also complete a "Non-Exclusive Licence Form" (NLC). This allows theses and dissertations to be submitted to Library and Archives Canada by the Toronto Metropolitan University Library. Projects/MRPs or any other documents or reports are not eligible for submission to Library and Archives Canada.

In addition to the PDF, the procedure to submit to the Toronto Metropolitan Library / Library and Archives Canada is:

1. Print, complete, and sign the Toronto Metropolitan NLC Form:
2. Scan this document and email it along with a copy of your PDF to your Program Administrator.

DO NOT SEND AN IMAGE OR AN IMAGE CONVERTED INTO A PDF OF THIS FORM. IT WILL NOT BE ACCEPTED. We require a proper scanned copy (using a scanner) in PDF format. If you do not have access to a scanner, you can drop off a hard copy of the original signed form to your Program Administrator by the deadline.

The author's full name and the thesis or dissertation title must be identical on the title page of the thesis/dissertation and on the "Non-Exclusive Licence" form. **It must carry the author's original signature.**

An authorization to reproduce copyright material beyond brief excerpts must be obtained from the copyright owner and submitted with the thesis or dissertation. If part of the thesis or dissertation was written in conjunction with another author(s), you must include a statement of permission from the co-author(s). This ensures that the work of all persons who have contributed to the thesis or dissertation is duly recognized. Such permission letters should not only allow inclusion of the material in the thesis or dissertation but should specify the use made of the thesis or dissertation by the Library and Archives Canada as worded in the "Non-Exclusive Licence" form.

All theses filmed are listed in various Library and Archives Canada bibliographical products, international bibliographies and databases.

4.4 Restriction of Circulation of a Thesis, MRP, or Dissertation

The University will not consent to any restrictions being placed upon the circulation or availability of the thesis, MRP, or dissertation following its deposit to the Yeates School of Graduate Studies, except when a student's interests (e.g., patent rights) would be jeopardized by publication. In such cases, the student may apply to the Dean of Graduate Studies to withhold the thesis, MRP, or dissertation from the public domain (i.e., Toronto Metropolitan University Library and Library and Archives Canada). Normally, the maximum time a thesis, MRP, or dissertation will be held is one year. Your program administrator can assist you with this process.

5. Formatting

The thesis, MRP, or dissertation **MUST** follow standard typesetting conventions. The responsibility for graphic design and typesetting rests with the student. The thesis, MRP, or dissertation must conform to the following minimum requirements for acceptance by the Yeates School of Graduate Studies and the Library and Archives Canada.

5.1 Characters

Characters should be black, evenly spaced, neat, and dense.

5.2 Font Size and Spacing

Font size must be a minimum of 10-12 points and 10-15 characters per inch. The spacing of the printed lines must be at least one-and-a-half spaces, on one side of the paper only. Single spacing may be used for long quoted passages and footnotes. Decisions as to the form and location of footnotes and the presentation of references and bibliography are to be made by the student and the supervisor at an early stage in the writing of the thesis, MRP, or dissertation. The preferred location for footnotes is either at the bottom of the page or at the end of the chapters to which they refer. Style manuals should be consulted in conjunction with the Guidelines. For questions not answered in either the Guidelines or any style manual, students are urged to use their discretion and to maintain a consistent style.

5.3 Margins

The size of the pages in the document should be 8 1/2" x 11" (21.5 cm x 28 cm), with the text reading across the 8 1/2" (21.5 cm) dimension. The left-hand margin should be at least 1" (25.4 mm), and the remaining three margins should be at least 1" (25.4 mm) to the main text.

5.4 Spelling

The Canadian Oxford English Dictionary should be used.

5.5 Numbering of Pages

All pages must be numbered consecutively, centred at the bottom of the page. Blank pages are also included in the page numbering, but the number should not be printed on them. Refrain from including blank right-hand pages.

Title Page: The page number is omitted, although it is considered page (i).

Front Matter (Preliminary Pages): Preliminary pages are numbered with lower case Roman numerals, beginning with (ii) following the title page, and are centred at the bottom of the page.

Text (Main Body) and Back Matter: Arabic numerals (1,2,3) are used for all pages of these sections. The main body begins with "1." Numbers are centred at the bottom, including the first page of each back matter chapter/section, (i.e., appendices, endnotes, glossaries, indexes). Each chapter/section should begin on a separate page.

Facing Pages: For a single-sided thesis, MRP, or dissertation, facing pages may be used to place illustrative or other material as follows: Facing pages must be numbered as any other page, so that all pages are numbered consecutively. Page numbers should be placed following the conventions used for the main text. If photographic paper is used for illustrative material, numbers may be placed on the reverse side, if necessary, in black ink.

It is the student's responsibility to ensure that pages are numbered correctly and that there are no pages missing.

5.6 Order of Items

While some items in the front and back matter are optional (depending on the student's discipline), the included material should appear in the following order, with each item starting on a separate page. Refrain from including blank right-hand pages in your paper. Preliminary page numbering may change for double-sided theses. Page numbers of items are required on lists.

Front Matter (Preliminary Pages)

1. Title page (titles should be capitalized and not underlined; no italics)
2. Author's Declaration
3. Abstract
4. Acknowledgements
5. Dedication (optional)
6. Table of Contents
7. List of Tables
8. List of Plates
9. List of Figures
10. List of Illustrations
11. List of Appendices

Text (Main Body)

1. Introduction (THIS MUST BE PAGE 1)
2. Main body with chapters

Back Matter

1. Appendices
2. Endnotes/Reference List/Bibliography
3. Glossary
4. Index

Notes:

- Appendices are BEFORE the References/Endnotes.
- References are to be at the end of the paper, NOT at the end of chapters.
- If a graphic or quote is to be included as an extra page between the Front Matter and the Text (Main Body) it must be numbered as the last page of the Front Matter using a Roman numeral page number.

5.7 Abstract

All theses and dissertations must have an abstract included. The following technical guidelines must be followed for the production of the abstract.

1. Font size must be a minimum of 10-12 points and 10-15 characters per inch and the lines of text must be double-spaced. The size of the page(s) should be 8 1/2" x 11" (21.5 cm x 28 cm), the text reading across the 8 1/2" (21.5 cm) dimension. The left-hand margin should be at least 1" (25.4 mm), and the remaining three margins at least 1" (25.4 mm) to the main text.
2. The abstract **must not exceed 350 words for a PhD dissertation or 150 words for a master's thesis.**
3. The student's thesis or dissertation title, degree and year of convocation, full name, name of graduate program, and name of university must appear on the top of the first page of the abstract (this information is not included in the 350/150 word count).

4. Symbols, as well as foreign words and phrases, must be clearly and accurately displayed. Do not include graphs, charts, tables, references, or illustrations in an abstract.

5.8 Title Page

- The title page is Roman numeral (i) but does NOT appear on the title page
- The title must be in CAPITAL letters, centered, with a **maximum** font size of 12 pt
- Under the student's name, list all past degrees in full, including year(s) of graduation and institution(s)
- The year listed at the bottom of the title page is the year of convocation (**not** year of submission)
- Ensure the correct degree and program name is listed, i.e. Master of Arts (not Masters of Arts)
- See samples in Appendix

5.9 Author's Declaration

See section 2.3.

5.10 Illustrations

Illustrative material should be kept within the margins as defined above.

5.11 Tables, Figures

The format of tables, figures, etc., must follow one style consistently. The student's advisor should be consulted for advice on the program's preferred style. If the description of a figure is too long to be placed on the same page as the figure, it may be placed on the page facing the figure. The figure number must appear on both the figure and the page carrying the description of the figure. This page must carry the number which would normally precede the page number of the figure itself. Tables and Figures should be within the content, not at the end of the paper.

5.12 Use of Colour

Ideally, the document should appear as varying shades of grey rather than colour. For example, identification of lines on a graph must be made clearer by line symbols rather than by variation of colour. For better contrast, use cross-hatching rather than colour for shaded areas.

5.13 Photographs

Black and white photographs are preferable to coloured.

6.0 Binding

YSGS requires a digital PDF submission only. Individual programs may require the submission of paper hard copies. Please consult your program administrator about your specific program requirements.

YSGS does not bind personal copies. It is up to students to bind their own copies.

CopyRITE, run by the Toronto Metropolitan University Student Union (TMUSU), binds theses, dissertations, MRPs, and projects for a fee.

For more information:

CopyRITE

Location: SCC-B03, (basement) Student Campus Centre, 55 Gould St.

Telephone: (416) 979-5264; Fax: (416) 598-5913

E-mail: copyrite@rsuonline.ca

Website: www.rsuonline.ca/services

APPENDIX: Sample of Title Page for MRP, Thesis or Dissertation

Format of title page must be the same as below

TITLE OF THE THESIS, MRP, OR DISSERTATION

by

(Full name of the author, including past degrees, institutions, dates)

A (thesis / MRP / dissertation)

presented to Toronto Metropolitan University*

in partial fulfillment of the requirements for the degree of

(name of degree)**

in the program of

(discipline)***

Toronto, Ontario, Canada, year of convocation, i.e. 2021

© name of author, 2021****

* For joint programs, the name of the partner university will also be included

** The name of the degree must appear in full. For example:

Master of Applied Science
Master of Architecture
Master of Arts
Master of Applied Science
Master of Science
Doctor of Philosophy

*** This is the degree program in which you are enrolled i.e., Mechanical Engineering.

**** The copyright sign © MUST be included. The copyright date is the year of convocation (not the year of submission).