

TIP SHEET: ACCEPTING A THESIS/DISSERTATION

http://www.ryerson.ca/graduate/policies/documents/SGS_Thesis_Regulations_000.pdf

Supervisor Confirmation: Students must have their supervisor send an email confirming completion to gradthesis@ryerson.ca prior to submission. Their thesis/dissertation will not be accepted or held if we don't get this email before they drop off their thesis.

Author's Declaration: The Author's Declaration page must be signed (in both places) on the all the hard copies.

Hard Copies

- Hard copies must be printed **double sided**.
- For most programs, the student is required to submit 2 hard copies @ \$25 each (one of which goes to the library, one to the program). Student may submit 2 additional personal copies for binding @ \$35 each.

Payment: At the time of submission, they must have a personal cheque or cashier's receipt for the amount they paid. If they pay at the cashier's office, the student will need to tell them how much they want to be charged. YSGS does not accept cash or credit.

Soft Copy: Students must submit a soft copy in .pdf format. This can emailed in advance to gradthesis@ryerson.ca or they can bring it on a CD (no USB keys) when they come to drop off their thesis.

Title Page

- Thesis title MUST be capitalized with no underlining.
- Author's previous degrees must be listed (degree, location, date) under his or her name.
- Ensure all other information matches the guidelines (See section 6.9 and 6.10 of guidelines).
- This is page (i) but no number should appear on the first page.

Page Numbering

- Front matter is lower case roman numerals (ii, iii, iv, etc).
- Main body: starts with 1, 2, 3, etc..

Abstract

- Maximum 150 words (Master) and 350 words (PhD).
- Thesis title, degree and year of convocation, full name of student, name of program, and name of university must be at the top of the abstract page (See section 6.8 of the guidelines).

Order of Items

- Title page
- Author's Declaration
- Abstract
- Acknowledgements
- Dedication (if incl.)
- Table of contents
- List of Tables
- List of Plates
- List of Figures
- List of Illustrations
- List of Appendices
- Main body of paper (please ensure every chapter begins on a new page – for a double-sided copy, this means the reverse if a chapter prior ends on the front of a page)
- Appendices
- Endnotes/reference list/bibliography
- Glossary
- Index

Margins and Font Size

- 1 inch to 1.5 inches all the way around.
- 10-12 point font size.

National Library Submission (Refer to Section 4.4 of guidelines)

- REQUIRED for PhD/ Optional for Masters.
- Cost is \$35 for Masters students. No cost for PhD students.
- Must print and complete the "Library and Archives Canada Non-Exclusive Licence to Reproduce Theses Form" <http://www.collectionscanada.gc.ca/obj/s4/f2/frm-nl59-2.pdf>
- Attach a hard copy of Title Page, Signed Declaration Page, and Abstract to this form.