

SM 6/3/67

Grad. Studies

To: Senate

Paper 3G

From: Registrar

22 February, 1967

Subject: Regulations regarding Graduate
Theses and Dissertations

The attached regulations have been approved by the Senate Committee on Graduate Studies and are now presented to Senate for approval.

D.P. Robertson
Registrar

SM 6/3/67 Fred S. S. S.

Paper 3G

SIMON FRASER UNIVERSITY

Senate Committee on Graduate Studies

Instructions for the Preparation of Graduate Theses and Dissertations

Theses or dissertations are required of candidates for advanced degrees as evidence of competence in research. As theses or dissertations are contributions to knowledge, it is important that the findings be made available for use, and it is essential, therefore, that sound academic standards be adhered to in their preparation and presentation. The following regulations are provided for the guidance of candidates and Faculty.

GENERAL INFORMATION

1. Number of copies. The University requires that the offset process be used for theses and dissertations. The number of copies required will be set up by the candidate's department. If the degree is sought in a combination of departments, sufficient copies must be prepared to ensure one being available for each department concerned.
2. Approval by the Department. Provision must be made for a signed statement of acceptance by the examining committee on the page after the title page of each copy (see sample page). Dates for the submission of theses or dissertations to the departments may be found in the University Calendar.
3. Abstract. Each copy must include an abstract as part of the "preliminary pages" (see below under "Format"). The abstract is a summary or condensation of the thesis; it states the problem, the methods of investigation followed, and the general conclusions. It should not normally exceed 600 words. Doctoral candidates must submit an extra copy of the abstract bearing the name of the supervisor typed at the top of the first page in the following manner:
Supervisor: John Doe.
4. Approval by University Librarian. When the thesis is accepted by the department or departments concerned, the candidate must present two unbound copies to the University Librarian. The final date for acceptance of theses by the Library may be obtained from the Registrar's Office. When the thesis has been received, the University Librarian will notify the Registrar and will send a copy of the notice of receipt to the candidate. No degree will be conferred until the Registrar is in possession of this notification.

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5. Publication of dissertations. The University Library will forward a copy of the dissertation to the National Library of Canada, along with an agreement form signed by the author which authorizes the National Library to microfilm the dissertation and to make microfilm copies available for sale on demand. The National Library will film the dissertation and list it in Canadiana.

The University Library will also forward to the publishers of Dissertation Abstracts an approved abstract of not more than 600 words, prepared by the author. The abstract will be printed in Dissertation Abstracts, and availability of the dissertation in film form at the National Library will be announced. The publishers charge a fee of \$15.00 (U.S.) for this service, and at the time of printing will provide the author with offprints of the abstract for an additional charge of \$12.00 for the first hundred and \$5.00 for additional hundreds. If the abstract contains more than 600 words, publication may be delayed and the author may be required to pay an additional fee to cover increased costs of publication.

The National Library's Microfilm Publication Agreement will be sent to the candidates in advance of the oral examination, and must be signed and submitted to the University Librarian immediately after the successful completion of the examination. The candidate must also at this time arrange to meet the charges noted above.

Publication in microfilm does not preclude the further publication of the dissertation or any part of it in a journal or monograph.

The author, in consultation with his supervisor and with the approval of the Senate, shall have the right to request postponement of publication by microfilm (but not by abstract) for a period of up to five years.

Copies of the dissertation shall have, in a prominent place on the title page (sample attached) the international copy right notice, consisting of three elements in the same line: (a) the letter "c" enclosed in a circle, (b) the name of the copyright owner, and (c) the year.

TYPING

1. Theses or dissertations should ordinarily be typewritten, using one side of the paper only and a good, black ribbon. Pica type is preferable but elite type may be used; in either case the entire work must be in uniform type face and care should be taken to ensure evenness of impression and type.
2. All typing must be double spaced, except for quotations of more than one sentence, footnotes, tables and bibliography, all of which may be single spaced.
3. No interlineations, crossing out of letters or words, strikeovers, or extensive erasures are permissible. Characters not available on standard typewriters, mathematical equations, complex tabular matter, exponents, and subscripts may, at the discretion of the department in charge, be neatly executed by hand with black ink.

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4. Special care should be taken in duplicating Figures (charts, diagrams, drawings, graphs, photographs, maps, etc.). While copies of acceptable quality may be obtained through xerography, the candidate is advised to consult the Audio Visual Centre for guidance in selecting the most appropriate means of duplication.

PAPER

1. A good bond paper of rag content, 8 1/2 x 11 inches must be used. The paper should be of 20 pound stock. The University Bookstore can supply the names of acceptable brands.

2. Paper with holes punched is not acceptable, except where the thesis consists in whole or in part of computer print-out.

MARGINS

There should be a margin of not less than 1 1/4 inches on the left of each sheet and of not less than 3/4 of an inch at the other edges. This refers to the illustrations as well as to the text.

PAGING

Typewritten consecutive numbers should be used for each page. The numbers should appear at the top of the page. Small Roman numerals should be used for the "preliminary pages"; Arabic numerals should be used for the remainder of the thesis pages, including text, appendices, and bibliography.

FORMAT

The parts of the thesis or dissertation occur in the order given below, although not every thesis or dissertation includes all the items listed:

1. PRELIMINARY PAGES

(a) Title Page. The form of the title page must follow the sample shown. It must give the title, the date of submission, the degree expected, candidate's name in full.

(b) Examining Committee Approval. (See sample page).

(c) Abstract. The abstract should not normally exceed 600 words.

(d) Table of Contents. Each thesis must have a table of contents setting forth all the principal topics or subdivisions (including as main divisions the titles Bibliography, Appendix (es), and Index, if any).

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(e) List of Tables. The next separate section, typed on a page, or pages, by itself, is the list of tables. The tables are numbered consecutively with large (or upper-case) Roman numerals. For each table, the number of the table, its exact caption or title, and the number of the manuscript page on which it appears are given.

(f) List of Figures or Illustrations. If any illustrations or graphs are used, they are numbered with Arabic numerals and listed separately. If there are several illustrations of any one kind - for example, maps - it is proper to have a distinct series for them, numbered separately, and separately listed.

(g) Acknowledgment (may be omitted). This section should be a brief acknowledgment of assistance given to the candidate in his research and writing.

2. TEXT

(a) Introduction. This section, which may be omitted, should present the purpose, methods, and scope of the investigation.

(b) Text, Illustrations, and Plates. Text should be of standard page size, but if illustrations larger than this are used, they should be submitted flat. Small illustrations may be placed within the text. "Scotch tape" must not be used in mounting photographs or illustrations; information on the mounting of illustrations may be found in Turabian's A Manual for Writers of Term Papers, Theses and Dissertations.

(c) Footnotes. Footnotes may be numbered throughout the thesis or dissertation, or throughout each main division. They may be used at the bottom of the page, at the end of the chapter, or at the end of the entire text. However, a consistent style for footnotes must be followed throughout. The candidate's department is expected to require him to follow the practice of a style manual suited to his discipline; he may wish to consult the appropriate subject division of the Library for further guidance.

3. REFERENCE MATERIALS

(a) Bibliography (or "Literature Cited"): The bibliography is a very important part of the thesis or dissertation, and care should be given to its preparation. It may be typed single spaced, with double spacing between the entries. Journal titles should normally be spelled out in full, but standard abbreviations may be used when available (e.g., from Chemical Abstracts). As in the case of footnotes, the candidate should follow the style manual required by his department, and may consult the appropriate subject division of the Library for further guidance. The bibliography is paged continuously with the text.

(b) Appendix. If an appendix is required, it follows the bibliography, with continuous paging.

(c) Index. If an index is provided, it follows the appendix or appendices, with continuous paging.

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(Sample Dissertation Title Page)

A NEW SYNTHETIC DYE

by

RICHARD JOHN DOE

B. Sc., Dalhousie University, 1965

A DISSERTATION SUBMITTED IN PARTIAL FULFILLMENT

OF THE REQUIREMENTS FOR THE DEGREE OF

DOCTOR OF PHILOSOPHY

in the Department

of

Chemistry

© RICHARD JOHN DOE, 1968

SIMON FRASER UNIVERSITY

April, 1968

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(Sample Page)

EXAMINING COMMITTEE APPROVAL

(name)
Senior Supervisor

(name)
Examining Committee

(name)
Examining Committee

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(Sample Title Page)

STUDIES ON TRANSLOCATION OF
PHOTOSYNTHETIC PRODUCTS IN YOUNG
SOYBEAN PLANTS USING $^{14}\text{CO}_2$ & $^3\text{H}_2\text{O}$

by

Robert George Thompson

B. Sc., Queen's University, 1964

A THESIS SUBMITTED IN PARTIAL FULFILLMENT OF
THE REQUIREMENTS FOR THE DEGREE OF
MASTER OF SCIENCE

in the Department

of

Biological Sciences

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SIMON FRASER UNIVERSITY

June, 1966