



2.0 PRODUCTION OF THE THESIS DOCUMENT

2.1 General: The thesis must be expressed in a satisfactory literary form consistent with the discipline concerned and must display a scholarly approach to the subject and a thorough knowledge of it. Parts of the thesis may be prepared in a form suitable for separate publication or dissemination, but the thesis must comprise a coherent account of a unified research project rather than a collection of loosely connected studies. A critical review of previous work related to the subject and a concluding summation of the contribution made in the thesis to scholarship in the chosen field must be included in the thesis.

Theses can conform to either the "Traditional" or "Manuscript, Project, Portfolio" format, explained below, though departments may limit the format options. Check with your departmental Graduate Assistant or Graduate Coordinator about thesis formats acceptable in your unit.

2.2 Templates: Templates in WORD & LaTeX are available to assist students in formatting their theses according to the following thesis formatting and preparation guidelines. Further information about these templates is available at

<https://www.queensu.ca/sgon>

2.6 Title Page: Is to be double spaced and to include the following:

Thesis Title

By

Your Full Name

A thesis submitted to the Graduate Program in *

in conformity with the requirements for the

**Degree of ...

Queen's University

Kingston, Ontario, Canada

Final (QSpace) submission month, year

Copyright © your full name, year

2.6 Title Page:- continued

***Must be the full name
(i.e. Physics, Engineering Physics & Astronomy, not
Physics)**

****The permissible degrees for the
title page are:**

Art Conservation Art History Biology
Biomedical and Molecular Sciences
Chemical Engineering
Chemistry
Civil Engineering
Classics
Computing
Cultural Studies
Economics
Education
Electrical & Computer Engineering
English Language and Literature
Environmental Studies
French Studies
Gender Studies
Geography and Planning
Geological Sciences & Geological Engineering
Global Development Studies
History
Kinesiology & Health Studies Law
Management- School of Business Mathematics &
Statistics Mechanical & Materials Engineering
Mining Engineering Neuroscience Nursing
Pathology & Molecular Medicine Philosophy
Physics, Engineering Physics & Astronomy
Political Studies
Psychology
Public Healthg 0 Tc 0 onomy

The thesis shall consist of the following sections, in the order specified.

Elements (brief description)

Helpful hints for WORD users:

To make sure the page number does not appear on the title page, click on the footer and select different 1st page.

Use Roman Numerals for the Title Page through to the Nomenclature and/or Glossary Page then insert a section break so that you can change the pagination from Roman Numerals to page 1 starting with the Introduction

3.1 Sheet Size: Letter size - 21.5 x 28 cm. (8 1/2" x 11 inches)

3.2 Margins: At least 2.5 cm or 1 inch.

3.3 Font size: A standard font 10-12 points is required, but a smaller type size may be used for graphs, formulae and appendices.

3.4 Spacing: The text must be double-spaced except for footnotes, figure captions and quotations of five lines or more, which can be single-spaced.

3.5 Pagination: Introductory material before the first chapter is to be separately numbered by small Roman numerals. The main body of the thesis, including the text, bibliography and appendices, must be numbered continuously. The main body of the thesis starts with the first page of the first chapter, and should be numbered accordingly. Page numbers should be positioned on the bottom centre of each page.

3.6 Tables, Figures and Maps: These must appear soon after they are first mentioned in the text, or at the end of the chapter in which they are first mentioned, and must be labeled appropriately. Wherever possible, the captions should be on the same page as the table/figure.

3.7 Footnotes and References Tables, Figures, Maps, and References must appear on the same page as the table/figure.

The thesis shall consist of the following sections, in the order specified.

Elements (brief description)	Required or Optional
Title page	Required
Abstract (350 word maximum)	Required
Lay abstract (Suited for non-specialist audience; 350 word maximum)	Optional
Co-authorship (if applicable) (If any work presented in the thesis has been published, submitted, or is part of a collaborative work, the co-authors/co-contributors must be named, and the relative contributions of each stated. Note that co-authors may be other students)	Required
Acknowledgments	Optional
Table of Contents (Include section/chapter titles, major headings and sub-headings with page references)	Required
List of Tables (if applicable)	Required
List of Figures (if applicable)	Required
List of Abbreviations and symbols (if applicable)	Required
List of Abbreviations and symbols (if applicable)	Required
Nomenclature and/or Glossary (if applicable)	Required
General Introduction (States the theme, aims, goals, hypotheses or research questions and the purpose in addressing them. A description of the approach and how the various sections/chapters forming the body of the thesis combine to address the main goals of the thesis)	Required
Literature review/review of scholarly and creative works (Forms the basis or underpinnings for the entire body research/scholarly work presented in the thesis that may appear as a separate section/chapter or appended to the general introduction. Alternatively, an appropriate literature review/review of scholarly and creative works is contained within each manuscript)	Optional

“Manuscripts”* (A series of main sections/chapters, each of which stands alone and could be suitable for dissemination through appropriate means to target relevant audiences. Notation, referencing and formatting must be consistent throughout the thesis.

*A given section/chapter could be a paper prepared for an academic journal, position paper, policy paper, technical report, popular article, evidence-

Helpful hints for WORD users:

To make sure the page number does not appear on the title page, click on the footer and select different 1st page.

4.9 Research Ethics Board (GREB) approval: Any research project that involves human subjects must receive ethics approval from one of the university's Ethics Boards prior to the start of the project. Health Sciences students receive ethics approval from the Health Sciences Research Ethics Board. Non-health sciences students receive ethics approval from the General Research Ethics Board. If a GREB submission was required for your research, a copy of the Board approval must be included as an appendix in your thesis. For more information on Queen's Research Ethics Board approval, go to the website of the Office of Research Services: <http://www.queensu.ca/urs/ethics/general-research-ethics-board-greb>

5.0 THESIS SUBMISSION

5.1 Oral Thesis Examination:

a. Master's Candidates: Rules and regulations on the membership of Thesis Examining Committees, deadlines, and all procedures for the convening of Thesis Examining Committees for all Master's degree candidates fall under the jurisdiction of the faculty-based Graduate Councils. Students must consult with their home department to determine the administrative procedures they are to follow and the deadlines that must be met. These deadlines and procedures will be strictly enforced by the department.

b. Ph.D. Candidates: In preparation for the thesis examination, you must submit one copy of the thesis to each member of the Thesis Examining Committee including the Chair 25 working days before the defense.

Ph.D. candidates must also submit their thesis in PDF format to the School of Graduate Studies for format review, either by email to thesis@queensu.ca or [QShare](#).

5.2 QShare: QShare is an on-line file storage, distribution and sharing solution for the Queen's community. It provides a secure, web-based file space where your thesis can be securely stored and, if desired, shared with your thesis advisor and others - anywhere, anytime. QShare Personal accounts are available free of charge to all Faculty, Staff and Graduate Students of Queen's University.

5.3 Final Degree Requirement: One electronic copy of the final thesis, in PDF format revised as recommended by the Thesis Examining Committee and finally approved by the supervisor/committee, must be submitted to fulfill degree requirements to the School of Graduate Studies via the E-Thesis Submission process.

5.4 Final Thesis Submission to QSpace: To submit your thesis, go to [QSpace](#).