

SIMON FRASER UNIVERSITY

S.442

MEMORANDUM

To..... SENATE

From..... H. M. EVANS, REGISTRAR AND SECRETARY

..... SENATE COMMITTEE ON GRADUATE STUDIES

Subject..... PREPARATION OF THESES

Date..... NOVEMBER 20, 1970

This is to advise that the Senate Committee on Graduate Studies approved Paper GS. 97 - Preparation of Theses - at their meeting on November 19, 1970, and it is now being forwarded to Senate for approval.

cc J. M. Webster
I. B. Kelsey

SIRION FRASER UNIVERSITY

MEMORANDUM

To.....Members, Senate Committee on.....
.....Graduate Studies.....

From: H.M. Evans, Registrar and Secretary
Executive Committee, Senate Committee
on Graduate Studies.....

Subject.....Preparation for Theses and Dissertations.....Date.....November 17, 1970.....
Paper GS.97

This is to advise that the Executive Committee, Senate Committee on Graduate Studies approved the paper on the Preparation of Theses and Dissertations at their meeting on November 9, 1970 and it is now being forwarded to the Senate Committee on Graduate Studies for approval.

nm/

[Faint handwritten notes]

PREPARATION OF THESES

SIMON FRASER UNIVERSITY

Appendix A (to Section 13 of General Regulations/Graduate Studies)

Fall 1970

APPENDIX A

(to Section 13 of General Regulations/Graduate Studies)

The following regulations for the written presentation of Theses and Extended Essays are provided for the guidance of candidates and faculty.

PLEASE NOTE that it is ultimately the responsibility of the candidate in consultation with the senior supervisor that the Library copies conform to the standards required by the Senate Committee on Graduate Studies at Simon Fraser University before they are submitted to the Library. These standards are listed below. Consistency and clarity of style and format are the keystones to an acceptable presentation. The general format of the thesis normally should be within the guidelines outlined below, but the specific format is left to the discretion of the Departmental Graduate Studies Committee.

Enquiries regarding the interpretation of these regulations may be made through the Office of the Dean of Graduate Studies.

RECOMMENDED REFERENCES: The Preparation of Term Essays by D. Blakey and A.C. Cooke, Vancouver, 1966 (PE 1408 B5 1966); Government of Canada Style Manual for Writers and Editors, R. Duhamel, Ottawa, Queen's Printer, 1962 (Z 253 C277); Student's Guide for Writing College Papers, Kate L. Turabian, Chicago, University of Chicago Press, 1963 (LB 2369 T82 1963); A Manual of Style, Chicago, The University of Chicago Press, 1969 (Z 253 C57 1969); The Elements of Style, William Strunk, Jr., New York, The Macmillan Company, 1959 (PE 1408 S772 1959).

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 or any stationer's can supply the names of acceptable brands.
2. Paper with holes punches is not acceptable, except where the thesis consists in whole, or in part, of computer printout.

MARGINS

It is important that the margin be not less than 1 1/4 inches on the left of each sheet and of not less than 3/4 inch at the other edges. Everything (including page numbers, illustrations, graphs) must be within these margins. The pages are trimmed when bound.

TYPING

1. These should ordinarily be typewritten, using one side of the paper only and carbon ribbon or 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 (especially in the case of a cloth ribbon).
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, strike-overs, "kor-rec-type" or extensive erasures are permissible. Mathematical equations, complex tabular matter, exponents, and other characters not available on standard typewriters may, at the discretion of the department concerned, be neatly executed by hand with black ink. Liquid correction fluid such as "Snopake" is strongly recommended since there is no shadow and it reproduces clearly.

4. Special care should be taken in duplicating figures (such as charts, diagrams, drawings, graphs, photographs, maps). While copies of acceptable quality may be obtained through photoduplication, the candidate is advised to consult the Audio Visual Centre for guidance in selecting the most appropriate means of duplication. Reduction can be used to fit charts in the margins; large ones can be folded to fall within the margins and affixed to the page.

PAGING

Typewritten consecutive numbers should be used for each page. Arabic numerals should appear in the same place at the top of the page for the body of the thesis, including text, inserts, appendices, articles, bibliography, and so on. Facing pages should be noted as such as it is recommended that they are lettered "a" and "b" (i.e., pages 2a and 2b would be facing and the typing would be still only on one side). Small Roman numerals should be used for the "preliminary pages" (and appear at the bottom of the page).

FORMAT

The order of the pages of the thesis should occur as listed below, although not every thesis would include all of these items. The senior supervisor oversees preparation of the thesis and checks to see that it is complete and in good literary form. A consistent style for footnotes must be used throughout the thesis. The candidate is urged to use a style normally suited to the discipline concerned.

1. Preliminary Pages

(a) Title Page

The form of the title page must follow the sample attached. It must give the title, the candidate's name in full, the degree expected, the department, the month and year of the thesis defence. (See pages
All theses and extended essays shall have, in a prominent place on the title page, the international copyright indication consisting of three elements in the same line: the letter "C" enclosed in a circle; the full name of the copyright owner; and the year.

(b) Approval

(See sample, page). The title page is not numbered though technically it is (i) so this page is (ii).

(c) Abstract

The abstract is normally under 600 words.

NO PAGES CAN SEPARATE (a) Title Page, (b) Approval, and (c) Abstract. ***

(d) Dedication (if any)

Page (iii).

(e) Quotation(s) (if any)

(Special in significance, usually alone on page.)

(f) Acknowledgment

This section, if included, should be a brief acknowledgement of assistance given to the candidate in his research and writing.

(g) Table of Contents

Each thesis must have a table of contents setting forth the principal topics or subdivisions (including as main divisions, the preliminary pages, the titles, appendix (-ices), bibliography, and index, if any) and the page numbers on which they occur.

(h) List of Tables

The tables are numbered consecutively with large (or upper case) Roman numerals. For each table, the table's number, its exact caption or title, and the number of the manuscript page on which it appears are given.

(i) List of Figures or Illustrations

If any illustrations, plates, 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 -- there should be a distinct series for them, numbered separately, and separately listed.

2. Text

(a) The text, which would preferably begin with an introduction, should outline the purpose, methods, and scope of the investigation. If the thesis consists of a lengthy explication de texte, the full play or poem may be typed as published (single-spaced) facing the narrative (double-spaced).

(b) If illustrations larger than 8½ x 11 inches are used, they should be submitted flat, mounted on the same paper as the text, and folded to lie within the stated margins. This ensures edges or folds are not cut when the copy is trimmed and bound. Items such as illustrations, clippings, and articles may be placed within the text when small enough or can be reduced, if legible, to fit within the margins. Such things as "scotch tape" and staples must not be used in mounting photographs or illustrations. Information on the mounting of illustrations may be obtained from the Audio Visual Centre.

(c) Footnotes may be numbered throughout the thesis or throughout each main division. They may appear at the bottom of the page, at the end of the chapter, or at the end of the entire text (in the last case they would be called a List of References. (As an alternative see Bibliography.) Footnotes at the bottom of each page must be set off from the body of the text by a line. 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 also wish to consult the appropriate subject division of the Library.

3. Reference Matter

(a) Appendix(-ices)

This section should be continuously paged with the text, although it may be lettered as well.

(b) Bibliography (and/or List of References)

The bibliography is a very important part of the thesis, and care should be given to its preparation. It should be typed single-spaced, with double-spacing between the entries. Journal titles should normally be written in full but standard abbreviations may be used (e.g., from World List of Scientific Periodicals). As in the case of footnotes, the candidate should follow the style manual required by his department and may wish to consult the appropriate subject division of the Library. The bibliography is alphabetical and paged continuously with the text. The candidate may choose to cite the literature under headings such as monographs, serials, news-

papers, unpublished works or articles, and letters. If a full bibliography is considered too lengthy by the senior supervisor, then a selected bibliography may be given instead and so noted. Many submissions will have footnotes (or a List of References) as well as a bibliography. At the discretion of the department it may be desirable to combine the two by (i) simply referring to the author (and page) in the text, and the reader can refer to the author in the bibliography, or by (ii) numbering the bibliography and referring to the work by number (and adding the page) in the text. Thus it is possible to have a bibliography but no footnotes (citing literature) or List of References. It is also possible that a List of References (and no bibliography) is adequate if only direct references are cited.

Note: You are strongly advised to consult your Department and follow the style of Bibliography/List of References they recommend in your discipline.

(c) Printouts

It is preferable that printouts be reduced (providing still legible) to 8½ x 11 inches and continuously paged.

(d) Articles, Clippings, Maps

If 8½ x 11 inches, the above and similar items are to be numbered consecutively; if larger, folding applies as above (see above under "Text"). These may be placed in or after the text.

ABSTRACT

Each thesis must include an Abstract as part of the "preliminary pages." 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 senior supervisor on the top of the first page as well as the candidate's name and the title of the thesis. A signed agreement form covering publication in Dissertation Abstracts should accompany the extra copy of the Abstract. These forms are available from the Department and the Library.)

APPROVAL (BY EXAMINING COMMITTEE)

The Approval page immediately follows the title page (see sample page ten). It must state the candidate's name, the degree sought, the title of the thesis, the signature and name of the members of the Examining Committee, and the date approved and signed. The position and institution (with address) of any examiner not at Simon Fraser University must also be indicated.

NUMBER OF COPIES

The number of copies required will be determined 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 if so requested. Copies may be made by the offset process or, if few are needed, clean photocopies will be accepted. (Please note that the Library prefers to have the original. It is considered a manuscript so clear, clean corrections are accepted.)

SUBMISSION TO THE LIBRARY

After the 'passed' thesis has been corrected by the candidate as required, confirmed by the senior supervisor, and accepted by the department or departments concerned, the candidate must present a letter of confirmation (stating all corrections have been made and this final draft is ready for publication) from the senior supervisor, a signed microfilm authorization form for the National Library (available from the department and the Library), and two unbound copies (each in a folder or binder) to the University Library. Please note that two copies of a tape, film, printout (or any item considered part of the thesis) must also be submitted and, of course, an extra copy of a doctoral abstract as stated above. The final date for acceptance of theses by the Library may be obtained from the University Graduate Calendar. Enquiries regarding this date should be directed to the Registrar's Office.

MICROFILMING

All theses submitted to the Library in partial fulfilment of the graduate degree are microfilmed by the National Library. Each student must complete and sign a microfilm authorization form (obtainable from the department and the Library). A negative and a positive film is made of each thesis. The negative is kept by the National Library for use in producing positive copies for sale. The positive becomes part of its collection for consultation on the premises or for lending on interlibrary loan. The National Library is not authorized to publish the thesis in any form other than microfilm. Moreover, theses are returned to the University after microfilming so that the National Library does not have copies of theses available for other kinds of reproduction. The positive copies of the microfilms, as they become available, are listed in Canadiana, the monthly and annual national bibliography published by the National Library. Each title appears in its appropriate place in the subject arrangement but all are gathered together in the index to Canadiana under the series heading "Canada. National Library. Canadian theses on microfilm, no. - ." The Canadiana entry includes the sale price and the source from which to purchase a copy of the microfilm, viz. the Cataloguing Division of the National Library. Theses which the National Library publishes on microfilm include a copyright statement and are protected in the same way as a published book and the same rules govern copying without the author's permission.

PUBLICATION IN DISSERTATION ABSTRACTS

This applies only to doctoral candidates. An extra separate copy of the Abstract is necessary for doctoral theses with the title and the student's and the senior supervisor's names typed at the top, and the University Library will forward it to the publishers of Dissertation Abstracts (together with their agreement form completed and signed). The Abstract, prepared by the author may not be more than 600 words. The Abstract will be printed in Dissertation Abstracts, and availability of the dissertation in film form at the National Library will be noted. Arrangements at additional cost can be made for offprints at the time of printing. Notations will also be made by the Library and sent to University Microfilms for publication in American Doctoral Dissertations.

BINDING

Once the Library is notified that the student's degree has been granted by Senate, the original (when provided) or a copy of the thesis is sent to the National Library for microfilming, and when returned they are bound. Binding of additional theses for the department(s) and the student can be arranged through the Library.

CATALOGUING

Once bound, the theses are catalogued and classified according to the Library of Congress classification system. The original (or 'first' copy) lodges in the University's Archives and the (second) copy is shelved in the general collection where it is also available for Interlibrary Loan.

(Sample Thesis Title Page)

STUDIES IN 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 FULFILMENT OF
THE REQUIREMENTS FOR THE DEGREE OF
MASTER OF SCIENCE
in the Department
of
Biological Sciences



ROBERT GEORGE THOMPSON 1966

SIMON FRASER UNIVERSITY

June 1966

(Sample Dissertation Title Page)

EUROPEAN INFLUENCES ON MODERN HEBREW

by

RICHARD JOHN DOE

B.Sc., Dalhousie University, 1964
M.Sc., University of Victoria, 1966

A DISSERTATION SUBMITTED IN PARTIAL FULFILMENT
OF THE REQUIREMENTS FOR THE DEGREE OF
DOCTOR OF PHILOSOPHY
in the Department
of
History

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SIMON FRASER UNIVERSITY
April 1968

(Sample Approval Page)

APPROVAL

Name: Richard John Doe
Degree: Master of Arts
Title of Thesis: European influences on modern Hebrew

Examining Committee:

Chairman: David Williams

John Smith
Senior Supervisor

James Bloggs

Diane Small

Gordon P. Green
External Examiner
Associate Professor
University of Timbuktoo, Transylvania

Date Approved: _____