

**Acadia University**

**Division of Research and Graduate Studies**

**INSTRUCTIONS FOR THE PREPARATION AND  
PRESENTATION OF GRADUATE THESES**

**(Revised August 2017)**

Every candidate for a master's degree (with the exception of Education students taking a "course work" master's degree or an Applied Geomatics student enrolled in the "research project" option) must prepare a thesis under the direction of a supervisor, who **must** be a current faculty member, appointed by his/her department/school. An appointed adjunct professor outside of Acadia can only act as a co-supervisor. Every candidate is required to defend their thesis in an oral exam (e.g. in person, via teleconference or SKYPE). Candidates should discuss the format and style of their thesis with their supervisor. Thesis styles vary from unit to unit [a unit refers to a department or school]. We recommend that you check with the information desk at the Library to see which reference books are available for use as a guide.

The supervisor (or Graduate Coordinator) is encouraged to contact the Division of Research and Graduate Studies as soon as a date and time for the defence have been confirmed with the full committee. **An electronic copy of the thesis along with one (1) hard copy** must be submitted for examination purposes to the Division of Research and Graduate Studies at least **four weeks** prior to the oral examination. The one hard copy is provided to the Chair of the defence. If the external examiner requires a hard copy of the thesis, the student must provide an additional printed copy to the Division of Research and Graduate Studies. If any other member of the defence committee requires a hard copy, the student or supervisor are responsible for providing this to him/her. The Division of Research and Graduate Studies will then arrange for the supervisor, head/director (or delegate), internal and external examiners to receive the electronic copy. All members of the examining committee are expected to read the thesis prior to the oral examination.

The thesis will be examined by a committee of at least five members -- an internal examiner (an adjunct professor can serve in this role), an external examiner appointed by the supervisor/Graduate Coordinator, the head/director of the department/school (or delegate), the thesis supervisor, and the Dean of Research and Graduate Studies (or delegate) who shall chair the examination.

The internal examiner should not be a relative of any other person on the thesis committee (e.g. spouse, sibling, or parent) unless an exception has been granted by the Dean of Research and Graduate Studies.

The external examiner must be totally independent of the thesis preparation. The external should also not be a relative of any other person on the thesis committee. In the case that the external examiner does not hold a PhD, the examiner must be a recognized expert in the area and have at least 10 years of experience working in that field. The Dean of Research and Graduate Studies should be consulted in these cases.

Any individual who has taught the student in a graduate level course, or at the undergraduate level within the last four years, or who has been involved with the student's graduate-level research, cannot serve as an external examiner for this student. Furthermore, it is inappropriate to appoint an external examiner who has worked in a collaborative research relationship or

co-authored publications with the student's supervisor within the last two years. The final decision on any requested exception rests with the Dean of Research and Graduate Studies.

**Every effort will be made to accommodate the external examiner when scheduling a defence date.**

One week prior to the oral examination, the internal and external examiners must inform the Division of Research and Graduate Studies whether the thesis is acceptable for defence and submit the examiner's report.

If the thesis is deemed **not** acceptable, or ready for defence, by the internal or external examiner, Graduate Studies will require comments from both examiners detailing the appropriate modifications that must be made. The student will work with his/her supervisor(s) to address the issues and then the revised thesis will be circulated to all members of the **same** examining committee. **This will be the final review.** The revised thesis will be the version discussed and defended at the oral defence. An additional four weeks may be required before the oral can be rescheduled.

The oral defence will be open to the public.

At the examination the candidate will make a brief presentation (MAXIMUM 20 minutes) of his/her thesis. After questions from the examining committee, anyone else attending the defence may ask questions. After the questioning period, the Chair will ask the audience and candidate to leave while the examining committee assesses the thesis and its oral defence. A majority decision of the committee will be binding. **After the oral examination, the supervisor is responsible for ensuring that all the requested changes to the thesis have been made by the student and all pages are present and in the correct order.**

**NOTE: Only theses of registered students will be examined.**

The Division of Research and Graduate Studies strictly enforces all regulations/policies established by the Senate Committee on Graduate Studies and deadlines printed in the current Calendar edition.

**NON COMPLIANCE WITH THESE REGULATIONS WILL RESULT IN A DELAY OF THE STUDENT'S GRADUATION.**

### Preparation of Manuscript (in a form suitable for copying and microfilming)

- (a) One type of paper with a hard bright even surface must be used for the final submitted copy; (white bond paper -- 8 1/2 x 11" is required). Charts and graphs may be prepared on the same paper as used for text or may be on a cross-sectional paper with the requisite margins. Photographs can be adequately mounted on this paper. Heavy grades of paper and cardboard must not be used for mounting illustrative material.

Charts, graphs, maps, and tables that are larger than the standard size can be reduced to an 8 1/2 x 11" format using a reducing photocopier. It is recommended that oversize pages be avoided unless absolutely necessary, when used they should be folded.

In most properly executed theses, the inclusion of copyrighted material will almost always be either non-substantial or an instance of fair dealing under ss. 29 or 29.1 of the Copyright Act, and neither permission nor payment is required for such inclusions. If you use any substantial amount of a copyrighted work that does **not** qualify as fair dealing, you must obtain the written permission of the copyright owner and submit it with your thesis. See the "theses" tab in the library's copyright guide for more information. The library's copyright guide reflects the current state of the Act and the jurisprudence and is available at <http://libguides.acadiau.ca/copyright/theses>

Copies should be prepared using a word processor. The final copy must be prepared using a **laser quality printer**. Copies of the manuscript must be clear, and legible. Copies should be double-sided.

In terms of preparing a double-sided manuscript (note: a single-sided or double-sided thesis is at the preference of the student and supervisor) in binding-ready format, the following procedures should be followed:

- Set document up in one file with established margins (1.5" left, 1" otherwise)
- In Word, go to "page layout", "margins", "mirrored" (1.5" inside, 1" elsewhere)
- Centre page number at bottom of page
- Printing a double-sided document obviously requires a printer with this capability. For a fee, students can send an electronic file (set up as above) by e-mail or on a memory stick to the Acadia Print Shop ( [printshop@acadiau.ca](mailto:printshop@acadiau.ca) ).

The minimum acceptable type in the text is 12 point, although reduced tables are acceptable. Size and style must be consistent throughout. All text must be black. Margins must be 1 1/2" on the binding edge (left-side) and 1" along all other edges of the page. All pages, including illustrations, must be numbered (numbering can be done in the upper-hand corner, or centre top/bottom). The material before the thesis proper should be numbered with small Roman numerals.

**Illustrated material** will reproduce well if drawn in dark, opaque ink. Labels and symbols should be used rather than colors to identify the lines of a graph; cross-hatching provides sharper contrast than color for shaded areas, such as countries on a map.

**Colored photographs** can be included. Black and white photos with a full range of contrast reproduce well.

**Slides** may not be used.

- (b) **Abstract** -- the abstract should state the purpose, method, results, and conclusions of the thesis, and must be complete in itself with no references. **Abstracts may not exceed one page or 150 words (National Library of Canada).**
- (c) The style of a thesis is usually similar to professional papers in the field and is determined by various departments and schools in consultation with the Division of Research and Graduate Studies. The candidate should consult his/her supervisor concerning format and style.

### **Order of Items**

- (a) Title page (page i -- **do not put a page number on the title page**) "Submitted in partial fulfillment of the requirements for the Degree of Master of \_\_\_\_\_ Acadia University. Spring Convocation 20xx or Fall Graduation 20xx" (see attached sample page).

The Universal Copyright mark © must appear on the title page (lower left-hand corner -- see attached sample).

- (b) The second page (ii) is reserved for Approval of Thesis (see attached sample). **PLEASE bring at least 1 copies of page ii to the defence to obtain signatures.**
- (c) The third page (iii) is reserved for Permission to the Head Librarian to make copies (see attached sample). **ORIGINAL SIGNATURES ONLY** on this page!
- (d) A Table of Contents (iv); a List of Tables; a List of Figures (**numbered consecutively** in lower case roman numerals).
- (e) A one page Abstract (numbered with lower case roman numerals).
- (f) A list of definitions of abbreviations and symbols used, if any (numbered with lower case roman numerals).

(g) Acknowledgements (statistical consulting services, etc. must be acknowledged), dedication, preface, if any (lower case roman numerals).

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(h) Approval to reproduce **copyright** material, if needed (numbered with lower case roman numerals).

(i) Body of text (the thesis proper must be numbered consecutively beginning with page 1,2, etc).

(j) Bibliography/References.

(k) Appendices, if any.

Students must sign a copy of the National Library form "Non-exclusive License to Reproduce Theses" when the thesis is submitted to the Division of Research and Graduate Studies. The Chair of your defence will give you this form at the oral presentation.

Remember:

Left-hand margins **must** be 1 1/2" for binding purposes. Theses without the 1 1/2" left-hand margins **will not be accepted.**

THESIS TITLE

by

NAME IN FULL

Thesis  
submitted in partial fulfillment of the requirements for  
the Degree of Master of Arts (English)

Acadia University  
Spring Convocation 20XX or Fall Graduation 20XX

© by NAME IN FULL, 20XX

This thesis by NAME IN FULL was defended successfully in an oral examination on DATE OF DEFENCE.

The examining committee for the thesis was:

\_\_\_\_\_  
Dr. X.Y. Zee, Chair

\_\_\_\_\_  
Dr. A.B. Cee, External Examiner

\_\_\_\_\_  
Dr. A.N. Other, Internal Examiner (additional internal readers are listed here)

\_\_\_\_\_  
Dr. U.B. Good, Supervisor

\_\_\_\_\_  
Dr. O.R. Else, Head/Director (or delegate)

This thesis is accepted in its present form by the Division of Research and Graduate Studies as satisfying the thesis requirements for the degree TYPE IN DEGREE (e.g. Master of Arts (English)).

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(iii)

I, STUDENT NAME, grant permission to the University Librarian at Acadia University to archive, preserve, reproduce, loan or distribute copies of my thesis in microform, paper, or electronic formats on a non-profit basis. I undertake to submit my thesis, through my University, to Library and Archives Canada and to allow them to archive, preserve, reproduce, convert into any format, and to make available in print or online to the public for non-profit purposes. I, however, retain the copyright in my thesis.

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Author

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Supervisor

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Date