



## THESIS/DISSERTATION CHECKLIST: TITLE PAGE

### Line order / Description / Common problems

Item	Line	Description	Common Problems
1	<b>Thesis Title</b>	Avoid using scientific symbols or Greek letters; spell out the words.	Symbols are included; most symbols can't be catalogued in libraries and will not be searchable.
2	<b>by</b>	Required.	Word is capitalized; it must be lower case.
3	<b>Student Name</b>	Must be the name under which you are registered at UBC.	Students use alternate form of name, or student's name has changed but UBC record has not been updated.
4	<b>Previous Degrees</b>	Optional to list these. If listed, must have degree (abbreviated, e.g. MSc), institution and graduation year.	Incomplete listing.
5	<b>A Thesis Submitted...</b>	Must be exactly as shown on sample title page.	No common problems.
6	<b>Degree Name</b>	Spell out degree in full e.g. Doctor of Philosophy, Master of Science, Master of Arts.	Note: no "s" at end of Master.
7	<b>in</b>	Required.	Word is capitalized; it must be lower case.
8	<b>The Faculty of Graduate Studies</b>	Must be exact.	No common problems.
9	<b>Program</b>	The specific graduate program in which you are registered, in parentheses. Check SSC to confirm your program name. Program name must be in parentheses.	Program name incorrect; "faculty", "department", "school" or "program" included. Theses with inaccurate program names will not be accepted. Name not in parentheses.
10	<b>The University of British Columbia (Campus name)</b>	Must have the campus name (Vancouver or Okanagan) in parentheses underneath.	"The" omitted from The University of British Columbia. Campus name omitted, or not in parentheses.
12	<b>Month and Year</b>	The month and year in which your thesis is accepted.	Month not current
13	<b>Copyright symbol, student name, year</b>	Name must be the same as name at top of title page; year must be current. Do not include the month.	Copyright symbol or year missing Name different from top of title page.