PREPARATION AND SUBMISSION OF THESES AND DISSERTATIONS

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Objectives

1 Thesis Preparation
   Resources for Formatting Assistance
   Copyright, Plagiarism, Ethics
   Formatting
   Pre-Reviews

2 Final Submission Process
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   Forms
   Delaying the Publication of Your Thesis
   Thesis Approval
   Deadlines

All final UBC theses and dissertations are submitted electronically to cIRcle

- cIRcle is UBC’s online repository
- Your thesis is archived with a permanent link
- Your thesis is available publicly and can be downloaded from cIRcle
1 Thesis Preparation

Resources:
Thesis Formatting Assistance

• Your Supervisor
  • Style guide for your discipline
  • Bibliography and citation style
  • Endnotes and footnotes
  • Formatting and labeling of tables and figures
Resources: Thesis Formatting Assistance

• Your Supervisor
• G+PS website
  • Structure of your thesis
  • Tables, figures, illustrations
  • Margins and pagination
  • Headings and subheadings
  • Samples and checklists for the title page, table of contents, preliminary pages

Resources: Thesis Formatting Assistance

• Your Supervisor
• G+PS website
• UBC Library Research Commons
  • koerner.library.ubc.ca/services/research-commons/thesis-formatting-info/
    • Understanding basic formatting requirements
    • Thesis template and guides
    • Weekly workshops
    • 1-on-1 help (by appointment) with the formatting features of your word processing program. research.commons@ubc.ca
Resources:
Thesis Formatting Assistance

• Your Supervisor
• G+PS website
• UBC Library Research Commons
• G+PS Thesis Team
  • graduate.thesis@ubc.ca
    • Any questions related to the formatting requirements of your thesis.

1 Thesis Preparation
Copyright, Plagiarism & Ethics
Copyright

According to the Copyright UBC website,

“copyright is the sole and exclusive right of a copyright owner to produce, reproduce, perform, publish, adapt, translate and telecommunicate a work, and to control the circumstances in which others may do any of these things.”

You are personally responsible for ensuring that your thesis complies with Canadian copyright law. The Faculty of Graduate and Postdoctoral Studies cannot offer legal advice as to whether or not copyright permission is required.

Copyright

Please see the Theses and Dissertations section of Copyright UBC for more information:
copyright.ubc.ca/guidelines-and-resources/support-guides/theses-and-dissertations/

• Workshops & consultations

Avoid copyright violations
• Request permission to use copyrighted material early
  • Journal publication material
  • Tables, figures, illustrations, screenshots, maps logos
• Keep copies of proof that you have permission to use copyrighted material
• Keep track of sources; make citation notes as you go, and cite your sources clearly.
Including Published Material

Some of you may be planning to include published articles in your thesis.

• Material published elsewhere (or in press) must be identified and acknowledged in both the text and the Preface, and smoothly integrated into your thesis.
• Your thesis may require some re-writing or additional material to ensure coherence and consistency with formatting
  • There can only be one Abstract and one References/Bibliography section in the thesis
• Be aware of any possible copyright infringement

Plagiarism

Plagiarism occurs when an individual submits or presents oral or written work of another person as his or her own. It is intellectual theft.

You are responsible for understanding what constitutes plagiarism, and for ensuring that you do not commit any act of plagiarism under any circumstances.
Avoiding Plagiarism

- Don’t copy/paste into your thesis
  - Keep the work of others separate and note citations
- Make it clear which words are yours and which are the work of others
  - If using another’s exact words, use quotation marks or indent.
- Failure to properly cite the work of another is also plagiarism
  - “Accidental” plagiarism is still plagiarism!
  - This applies to draft work, oral presentations, as well as final submissions

Ethics

- Reasons to seek ethics approval:
  - Working directly with animals or humans (or their tissue)
    - This includes interviewing people
  - Working with hazardous material (viruses, diseases, etc.)
- When to obtain ethics approval:
  - Ethics approval should be applied for and obtained BEFORE research begins.
- How to obtain ethics approval:
  - Visit the Office of Research Ethics website for more information
    research.ubc.ca/ethics
    If you are unsure whether or not you need ethics approval, visit the
    Office of Research Ethics website or contact them directly
1 Thesis Preparation

Formatting Your Thesis

Sequence of Events

Writing your thesis  Pre-Review  XX / Defense  Final Submission

UBC Graduate and Postdoctoral Studies
Writing the Thesis

• Style Guides
• Templates
  – Koerner Library Research Commons Microsoft Word template
    • Set up template before you start writing
    • Use program features e.g. styles for headings, captions, auto-generated table of contents and lists, etc.
  – LaTeX
    • A document preparation system
    • Requires coding
    • Templates are available from the G+PS website
      Current Students» Dissertation & Thesis Preparation » Thesis Basics » Style Guides and Computer Tools

Samples and Examples

• See Resources for Thesis Preparation and Checking
  Current Students» Dissertation & Thesis Preparation » Resources for Thesis Preparation and Checking
  • Samples
    • Title Pages
    • Table of Contents
    • Thesis
  • Checklists
    • Title page
    • Components of the thesis
RESOURCES FOR THESIS PREPARATION AND CHECKING

These resources are designed to help you adhere to the presentation and formatting of your thesis. Please review the resources early in the writing of your thesis, and refer back to these throughout the writing process.

REVIEWING YOUR OWN WORK: SAMPLE THESIS EXAM CHECKING

The diagram illustrates the process of reviewing your own work, which is an essential step in preparing a thesis.

THE KOERNER GRADUATE RESEARCH COMMONS

The Koerner Graduate Research Commons provides a collaborative space for graduate and postdoctoral students.

THE ASSIGNMENT CALENDAR

The Assignment Calendar outlines the key deadlines and milestones for your thesis preparation.

UBC Graduate and Postdoctoral Studies
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Further Examples

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Appendix RR1

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AppendixUU1

AppendixVV1

Appendix WW1

AppendixXX1

Appendix YY1

Appendix ZZ1
Committee Page

- Effective May 1 2018, all theses and dissertations must include a page that lists the supervisory committee, and if applicable, the examining committee.
- This page lists all examining committee members and supervisory committee members, but should not include signatures.
- Templates and examples are available on the G+PS website

Common Formatting Issues

- Inconsistency with capitalization, spacing, heading styles, etc.
- Hyperlinks and bookmarks that don’t work
- Incorrect pagination
- Other students’ theses and old templates which do not meet G+PS formatting requirements used as resources
- Your thesis hasn’t been proofread. We do not review for typos or grammatical errors
- Incorrect month on the title page
- Page size: must be letter size (8.5” X 11”)

UBC Graduate and Postdoctoral Studies
Writing the Thesis

- Reasons for specifications:
  - Uniform UBC thesis style
  - Professional presentation
  - Best display on screen

Pre-Reviews
Doctoral Dissertations

- Doctoral dissertations must be reviewed immediately prior to submission for external examination
  - Once approved for external examination, you will receive a formal approval email which must be submitted to the Doctoral Exams office along with the PDF of your dissertation (or a bound copy, if required).
Pre-Reviews

• Master’s students: optional
  Doctoral students: must have their dissertation approved for formatting prior to submission to the external examiner
• You can have your thesis pre-reviewed as soon as you have a complete draft
• If you are close to final cIRcle submission (post defense), instead of requesting a pre-review, please submit to cIRcle and have your thesis reviewed there

Where to send your thesis

• Email a PDF to graduate.thesis@ubc.ca
  • Include your name and your degree (Master’s or PhD)
  • Please specify the kind of review you are requesting
    • In progress
    • Immediately prior to submission to the external examiner
    • Final draft before cIRcle submission
• Please allow 3-5 business days for the review and any required corrections
Final Submission Process

- Final, post-defence master’s and doctoral theses must be submitted electronically by uploading to cIRcle.
- Once submitted to cIRcle, theses are reviewed for final formatting and must be approved before accepted.
- Your thesis is not considered “approved” until you receive a thesis receipt.
Preparing for Final Submission

• Use review tools on the website
• Check that you have met all formatting requirements
• Be aware and ahead of deadlines
• Allow time for revisions to formatting
• Proofread! Do a final proofreading, as theses cannot be changed once they have been accepted into cIRcle

Final Submission Process

Submit completed forms  Set up cIRcle account  Request cIRcle account activation  Upload PDF of your thesis to cIRcle  Final formatting review of your thesis in cIRcle  Thesis Receipt  Program Closure
Final Submission Process:
2 Required Forms

• Thesis/Dissertation Submission Cover Sheet
• Doctoral Dissertation or Master’s Thesis Approval form
FALL THESIS/DISSERTATION SUBMISSION COURSE SHEET

To the department for consideration teacher, please send in your name, and the date of the degree in which you have been granted, and to the degree of the Faculty of Graduate and Postdoctoral Studies.

1. The student has submitted the thesis, dissertation, or this work for approval by the faculty of Graduate and Postdoctoral Studies.
2. The student has submitted the thesis, dissertation, or this work for approval by the Faculty of Graduate and Postdoctoral Studies.

NOTE: All versions of the thesis, dissertation, or this work are required to be submitted to the Faculty of Graduate and Postdoctoral Studies.

IMPORTANT: The thesis, dissertation, or this work must be submitted to the Student Services Office.

The student must submit the thesis, dissertation, or this work to the Student Services Office. The student must submit the thesis, dissertation, or this work to the Student Services Office.

The student must submit the thesis, dissertation, or this work to the Student Services Office.

UBC Graduate and Postdoctoral Studies

DOCTORAL DISSERTATION APPROVAL

The student should submit his/her dissertation to the Faculty of Graduate and Postdoctoral Studies together with all copies of the defenses, examinations, and examinations.

Student:

Document Title:

As research approved in the thesis, dissertation, or this work, the student has submitted the dissertation, or this work. The student has submitted the dissertation, or this work.

UBC Graduate and Postdoctoral Studies
Delaying Publication of Your Thesis (Embargoes)

- The request will be approved only when there is a **full and convincing justification** for delaying online publication of the thesis.

- Common justifications include:
  - more time is required to complete or submit a manuscript
  - funding for research was provided by a commercial company which has requested a delay in publication
  - The thesis describes something of considerable monetary potential which could benefit you or the University
How to Request a Delay in Publication

- Complete Request for Delay in Publication of Thesis/Dissertation form
  - Include signatures from student, supervisor and graduate advisor/department head
- Form must be submitted **BEFORE** thesis is submitted to cIRcle
- If the request is approved, you and your supervisor will be notified via email
UBC Graduate and Postdoctoral Studies

Submit completed forms
Set up cIRCle account
Request cIRCle account activation
Upload PDF of your thesis to cIRCle
Final formatting review of your thesis in cIRCle
Thesis Receipt
Program Closure

circle.ubc.ca

UBC Graduate and Postdoctoral Studies

graduate.thesis@ubc.ca

Submit completed forms
Set up cIRCle account
Request cIRCle account activation
Upload PDF of your thesis to cIRCle
Final formatting review of your thesis in cIRCle
Thesis Receipt
Program Closure
You will be able to make any necessary changes and resubmit

UBC Graduate and Postdoctoral Studies

Thesis approved in cIRcle
Thesis Receipt & Program Closure

- The final submission process is not complete until you receive an approval email
- A clerk will check for program closure eligibility upon receiving a thesis receipt
- Your program will close roughly 5 - 7 business days after your thesis has been approved in cIRcle
- Once your program has closed you will be able to download a Letter of Program Completion from the SSC.
Availability of ETDs
Electronic Theses and Dissertations

• ETDs will be available online through:
  • UBC Library (in a few days)
  • Library and Archives Canada (harvested monthly)
• Authors, titles and abstracts will be searchable through other online databases

Deadlines

• There are two types of deadlines:
  – Month end/program closure:
    • Provided you have met all other degree requirements, your program will be closed as of the date on your thesis approval email
    • You can then request a tuition refund from Enrolment services for the remaining months in the term
  – Degree granting/graduation
    • Deadlines you must meet in order to attend a specific graduation ceremony
• You can submit your thesis at any time throughout the year
# 2018-19 Degree Granting and Convocation Deadlines

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<th>September 2018</th>
<th>November 2018</th>
<th>February 2019</th>
<th>May 2019</th>
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<td>Degree granting month</td>
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<td>Thesis approved in cIRcle</td>
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<td>Deadline to apply for graduation</td>
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<td>August 24</td>
<td>October 19</td>
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<td>August 17</td>
<td>September 14*</td>
<td>January 18</td>
<td>February 22*</td>
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*The deadline to apply for May & November graduation is considerably earlier than the final thesis submission deadline.*

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## Contact Information

**General Questions / Pre-review & cIRcle account activation requests**

- [graduate.thesis@ubc.ca](mailto:graduate.thesis@ubc.ca)