

THE UNIVERSITY OF BRITISH COLUMBIA

GRADUATE AND
POSTDOCTORAL STUDIES

PREPARATION AND SUBMISSION OF THESES AND DISSERTATIONS

Nick Rizzo



Objectives

1

Thesis Preparation

Resources for Formatting Assistance
Copyright, Plagiarism, Ethics
Formatting
Pre-Reviews

2

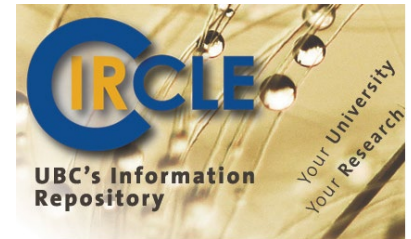
Final Submission Process

clRcle Submission Process
Forms
Delaying the Publication of Your Thesis (Embargo)
Thesis Approval
Deadlines



clRcle

All final UBC theses and dissertations are submitted electronically to **clRcle**



- clRcle is UBC's online repository
- Your thesis is archived with a permanent link
- Your thesis is available publicly and can be downloaded from clRcle

1 Thesis Preparation

Resources: Thesis Formatting Assistance



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
- 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
<https://ethics.research.ubc.ca/>

If you are unsure whether or not you need ethics approval, visit the **Office of Research Ethics** website or contact them directly

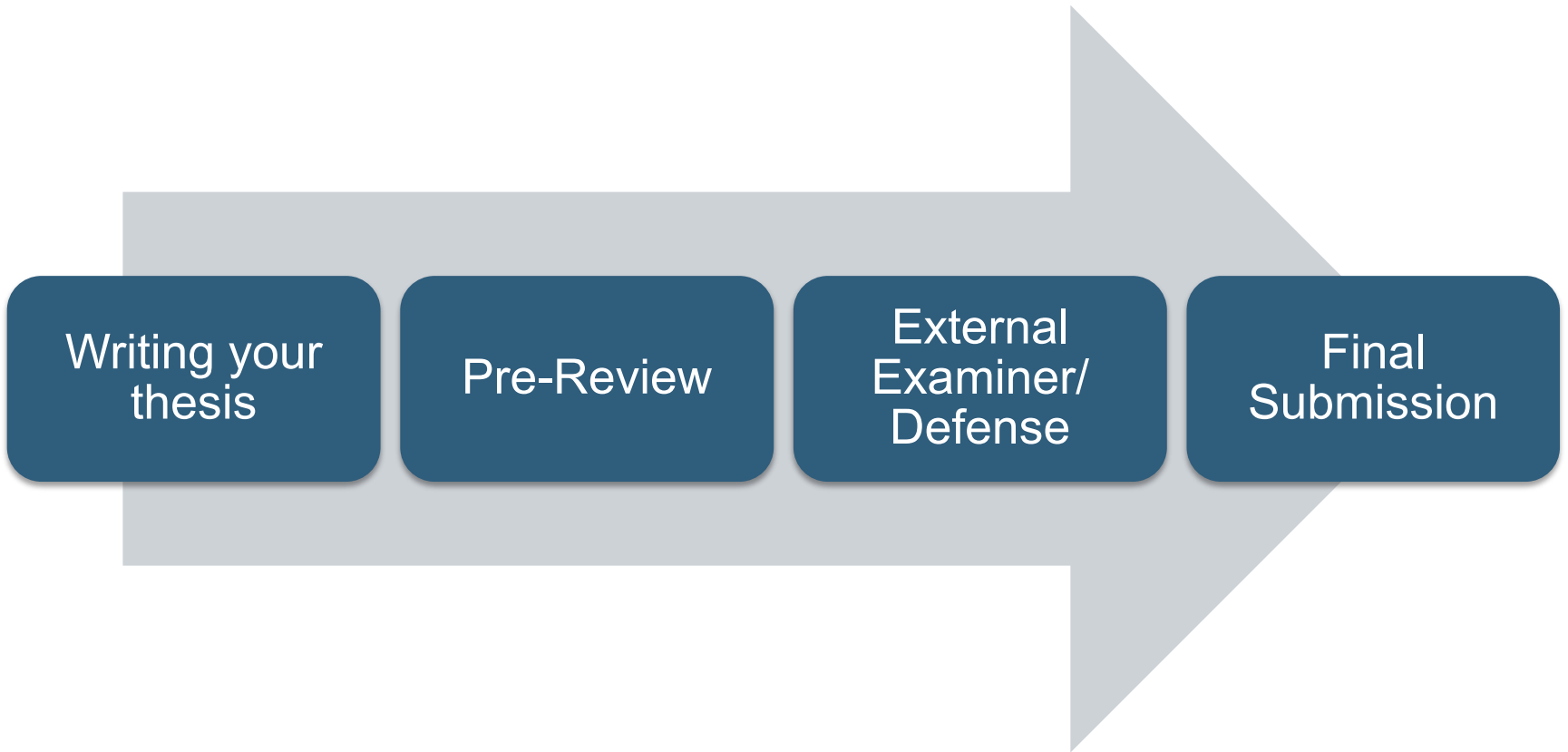


1 Thesis Preparation

Formatting Your Thesis



Sequence of Events



Writing the Thesis

- Style Guides
- Templates
 - Microsoft Word template on the G+PS website
 - Current Students» Dissertation & Thesis Preparation » Style Guides and Computer Tools
 - 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 & LYX
 - A document preparation system that requires coding
 - G+PS is not able to provide advice or support on LaTeX coding



Samples and Examples

- **See Resources for Thesis Preparation and Checking**
Current Students» Dissertation & Thesis Preparation » Resources for Thesis Preparation and Checking
 - Samples
 - Title pages
 - Committee page
 - Prefaces
 - Table of Contents
 - Thesis
 - Checklists
 - Title page
 - Components of the thesis





RESOURCES FOR THESIS PREPARATION AND CHECKING

[Newly Admitted](#) >[Student Status & Classification](#) v[Student Responsibilities](#) v[Supervision & Advising](#) v[Managing your Program](#) v[Health, Wellbeing and Safety](#) >[Professional Development](#) v[Dissertation & Thesis Preparation](#) ^[Scope of UBC Theses and Dissertations](#) >[Emerging Dissertation Approaches and Designs](#) >[Structure and Style of Theses and Dissertations](#) >[Copyright and Publishing](#) v[Including Published, Co-authored, or Collaborative Material in a Thesis or Dissertation](#) >[Patentable Materials](#) >[Formatting Requirements](#) v[Style Guides and Computer Tools](#) >[Pre-Reviews](#) v[Resources for Thesis](#) >

These resources are designed to help you check the presentation and formatting of the PDF portion of your thesis.

Important: It is your responsibility to proofread your thesis. Grad Studies checks the content and formatting of the preliminary pages but does not proofread. You cannot make changes to your thesis after it has been accepted into dRole, so you will not be able to correct any errors after your final thesis has been approved.

RESOURCES

- [Sample Thesis](#)
- [Checklist: Title Page](#)
- [Examples: Title Page](#)
- [Checklist: Components of a Thesis](#)
- [Sample Prefaces](#)
- [Examples: Table of Contents](#)

Committee page examples:

- [Committee Page - Doctoral Examples](#)
- [Committee Page - Master's Examples](#)

Committee page templates:

- [Committee Page - Doctoral Template](#)
- [Committee Page - Master's Template](#)

For all Committee Pages:

- Please include all committee members. For supervisory committee members who were not part of the examining committee, please include them under "Additional Committee Members".
- Please remove any lines you do not need.

THESIS PREPARATION QUICK LINKS

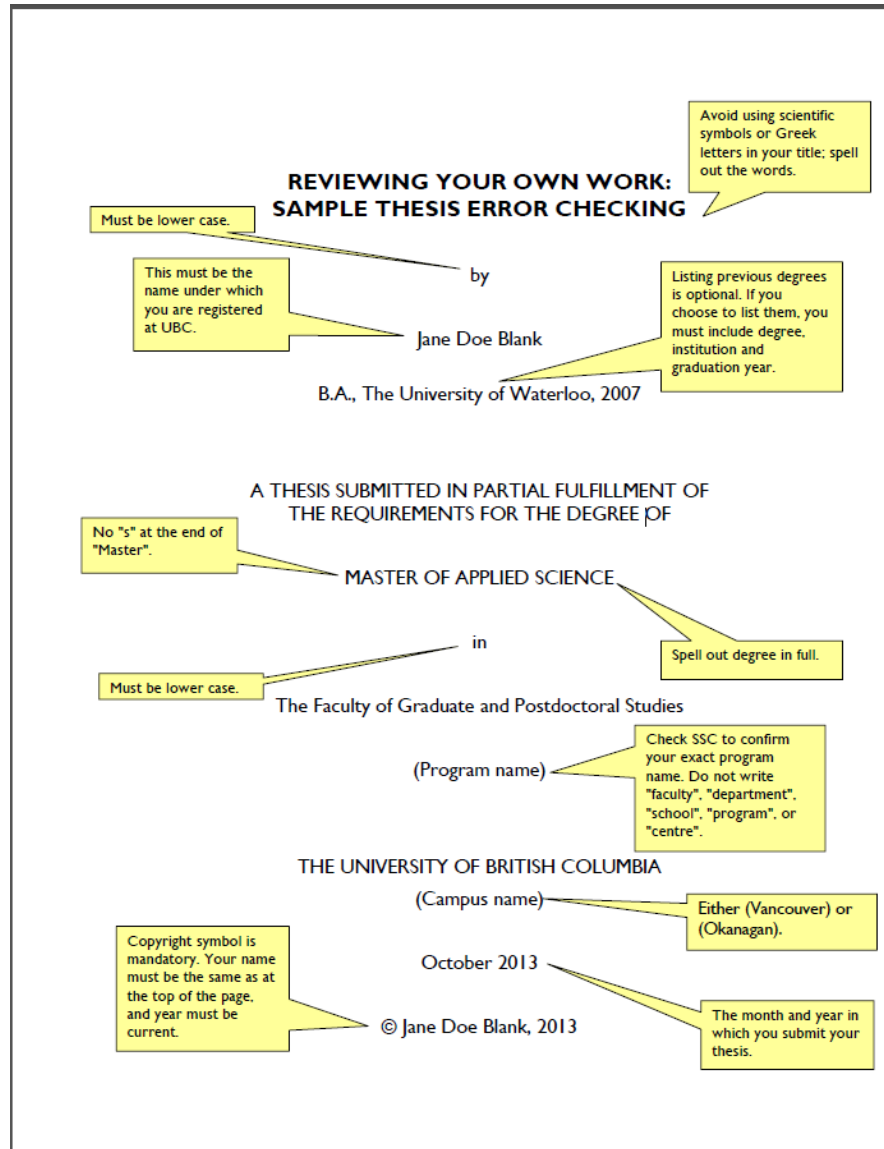
- [Thesis Basics](#)
- [Copyright Information](#)

THESIS SUBMISSION QUICK LINKS

- [Document Requirements](#)
- [Submission Deadlines](#)

WEBINAR RECORDINGS





The following individuals certify that they have read, and recommend to the Faculty of Graduate and Postdoctoral Studies for acceptance, the dissertation entitled:

Materials from mines: an analysis of uses in manufacturing

submitted by Joe Fish in partial fulfilment of the requirements for

the degree of Doctor of Philosophy

in Materials Engineering

Examining Committee:

John Smith, Professor, Materials Engineering, UBC
Supervisor

Mary Maker, Professor, Materials Engineering, UBC
Supervisory Committee Member

Magnus Monolith, Associate Professor, Materials Engineering, UBC
University Examiner

George Digger, Professor, Mining Engineering, UBC
University Examiner

Sally Forth, Professor, Mining and Minerals Engineering, University of Texas at Austin
External Examiner

Additional Supervisory Committee Members:

Iva Crater, Professor, Materials Engineering, UBC
Supervisory Committee Member

Adeline Long, CEO of Aerial Machine Transportation, Inc.
Supervisory Committee Member



Preface

You may need to get permission to use copyrighted material from your publishers and co-authors.

The Preface must contain the following:

- A statement detailing your contribution to the identification and design of the research program, performance of the various parts of the research, and analysis of the research data.
- A list of any publications arising from work presented in the dissertation, and the chapter(s) in which the work is located. There must also be a statement detailing the relative contributions of all collaborators and co-authors (including supervisors and members of the supervisory committee) and stating the proportion of research and writing conducted by the student.
- The name of the particular UBC Research Ethics Board, and the project title(s) and Certificate Number(s) of the Ethics Certificate(s) obtained, if ethics approval was required for the research.
- A statement on the use of Generative Artificial Intelligence (GenAI, e.g. ChatGPT)

Example:

Chapter 2 is based on work conducted in UBC's Maple Syrup Laboratory by Dr. A. Apple, Professor B. Boat, and me. I was responsible for tapping the trees in forests X and Z, conducted and/or supervised all boiling operations, performed frequent quality control tests on the product, and wrote most of the publication based on this chapter: [Student's name], Apple, A. and Boat, B. (2010) Frequency of Quality Testing in Syrup Creation. Maple Science J. 255:139-144.

GenAI was used to generate ideas for research pursuits and to draft an outline for the final dissertation.

For additional examples, see Resources for Thesis Preparation and Checking / Sample Prefaces: <https://www.grad.ubc.ca/current-students/dissertation-thesis-preparation/resources-thesis-preparation-checking>

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Components or parts of the thesis must appear in the same order as they do in this Table of Contents.

The committee page is not listed in the Table of Contents.

First page of the body of the thesis (i.e. "Introduction" or "Chapter 1") must be page "1" in Arabic numbers.

Table of Contents

Abstract	iii
Lay Summary	iv
Preface	v
Table of Contents	vi
List of Tables	vii
List of Figures	viii
Acknowledgements	ix
Dedication	x
1 Introduction.....	1
1.1 What goes in the introduction?.....	1
1.2 This is the second subtitle	1
1.3 The third subtitle	2
2 Chapter Title Here.....	3
2.1 First research chapter.....	3
2.1.1 Information about collaborators	3
2.2 Using colour in a thesis	4
2.2.1 The next chapter has more figures.....	4
3 Tables, Figures, Illustrations, and Other Graphics	5
3.1 Preparing your graphics.....	5
3.1.1 This is a third-level heading	6
3.2 Numbering headings.....	7
3.2.1 Note the numbering for third-level headings	7
3.2.2 This numbering can be done automatically in VWord.....	8
3.2.3 Examples of tables.....	10
4 Concluding Chapter	12
4.1 What goes in a concluding chapter?.....	12
Bibliography	13
Appendices	14
Appendix A: General Information.....	14
Appendix B: Remove All Signatures	15

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")



Writing the Thesis

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



Pre-Reviews

- You can have your thesis **pre-reviewed** as soon as you have a working draft
- **Master's students:** optional, but recommended
Doctoral students: strongly encouraged prior to submission to the external examiner, but not mandatory
- 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



Pre-Reviews

Where to send your thesis

- Email a PDF to graduate.thesis@ubc.ca
 - Include your name and your degree (master's or doctoral)
 - 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



2

Final Submission Process



Final Submission Process

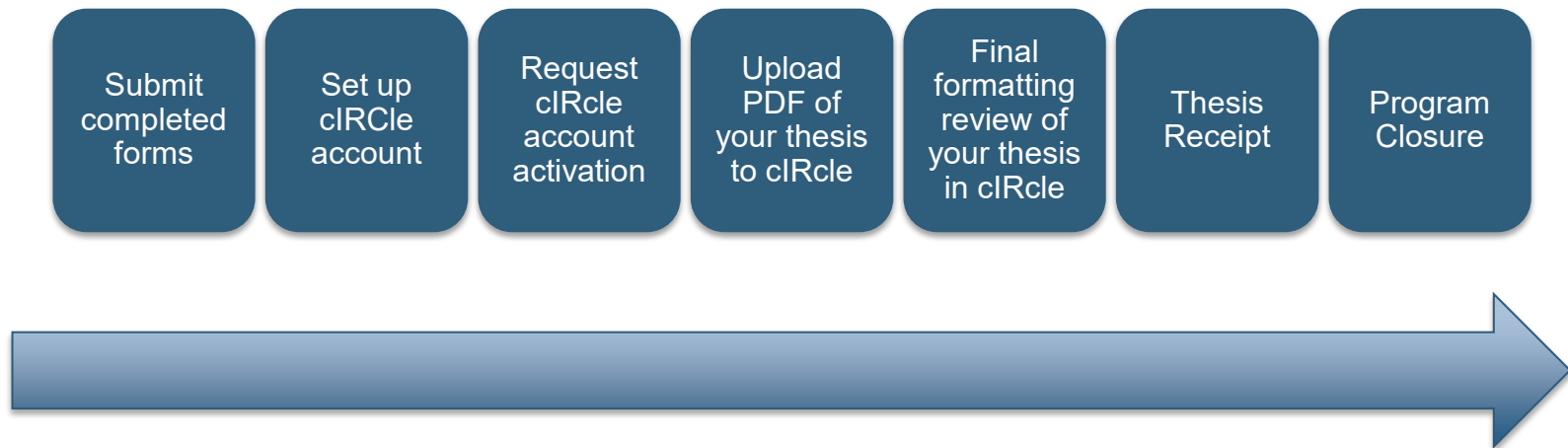
- Final, post-defence master's and doctoral theses must be submitted electronically by uploading to cIRcle
- Once submitted to cIRcle, theses are reviewed for final formatting and must be approved before accepted.
- Your thesis is not considered “approved” until you receive a thesis receipt

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 clRcle



Final Submission Process



Final Submission Process: Required Forms

- Thesis/Dissertation Submission Cover Sheet
- Doctoral Dissertation or Master's Thesis Approval form





FINAL SUBMISSION INSTRUCTIONS

[Newly Admitted](#) >

[Student Status & Classification](#) >

[Student Responsibilities](#) >

[Supervision & Advising](#) >

[Managing your Program](#) >

[Health, Wellbeing and Safety](#) >

[Professional Development](#) >

[Dissertation & Thesis Preparation](#) >

[Final Doctoral Exam](#) >

[Final Dissertation & Thesis Submission](#) >

[Document Requirements](#) >

[Final Submission Requirements](#) >

[Final Submission Instructions](#) >

[Delaying Publication of your Thesis](#) >

[Submitting the Thesis FAQ](#) >

[Binding](#) >

[Recent Theses & Dissertations](#) >

[Graduation](#) >

This section is only for final, post-defence submission of theses and dissertations.

NOTE ON DEADLINES:

Thesis approval deadlines are for having your thesis fully approved in cIRcle, not just submitted. You are expected to submit at least five days ahead of any deadline in order to allow yourself time to make any needed corrections.

Please follow these steps in order:

1. Download and complete the following forms from the Graduate Studies website:

- [Dissertation Approval form](#) (doctoral students only)
- [Thesis Approval form](#) (master's students only)
- [Electronic Thesis/Dissertation Submission Cover Sheet](#)

When you have completed your thesis defence and any changes required by the examining committee, your supervisor and committee member(s) will sign the Thesis or Dissertation Approval form.

Ensure your completed forms are submitted to the Faculty of Graduate and Postdoctoral Studies.

Thesis or Dissertation Approval forms must be submitted to the Faculty of Graduate and Postdoctoral Studies by your graduate program. The program will ensure that the form is complete and that the signatures/endorsements are genuine, and will forward the form to the Faculty of Graduate and Postdoctoral Studies on your behalf.

It is preferable for you to submit the Thesis/Dissertation Cover Sheet to your program office rather than directly to Grad Studies, so that both forms arrive as a complete package.

Please ensure your forms are sent ahead of your planned submission date. Your cIRcle account cannot be activated until Graduate Studies has received all your thesis forms.

2. Register for a cIRcle Login by following the instructions at [Uploading Electronic Theses and Dissertations](#) on the cIRcle website.

3. IMPORTANT: After setting your password, send an email to graduate.thesis@ubc.ca to activate your account. You must include your name and email address in the body of the email. You will be notified when your account has been activated and you are able to submit your thesis. Please send the email AFTER you have submitted your forms, as your account cannot be activated until the forms have arrived at the appropriate Grad Studies office.

[CREATIVE ARTS ONLY: If you are submitting an MFA or MMus thesis to the "Electronic Theses and Dissertations in Creative Arts, 2017+ (CWL ACCESS)" collection, you must state this in the email to graduate.thesis@ubc.ca. Otherwise you will not be able to submit to this collection.]

And finally...

4. Submit your thesis by following the steps at [Uploading Electronic Theses and Dissertations](#) on the cIRcle website. If you have multimedia files as part of your thesis, please follow the steps in the section [Upload Your Thesis File](#) on the cIRcle website.

[CREATIVE ARTS ONLY: For MFA and MMus theses, convert the text portion(s) of your thesis to a single non-secured PDF. Ensure that multimedia files are in [formats that are accepted by the UBC Library](#), and then follow the steps in the section [Upload Your Thesis File](#) on the cIRcle website.]



FINAL THESIS/DISSERTATION SUBMISSION COVER SHEET

- ☐ I have compared my thesis/dissertation with the Sample Thesis at [Resources for Thesis Preparation and Checking](#). I affirm that the thesis or dissertation I am submitting (in either case, "my thesis") conforms to the UBC thesis formatting requirements.
- ☐ My thesis is the version approved by my examination committee and thesis supervisor.
- ☐ I acknowledge that shortly after submission and approval of my thesis, together with the appropriate form listed below, my thesis will be publicly available in its entirety unless circulation has been restricted/an embargo has been approved by the Faculty of Graduate and Postdoctoral Studies.

I have read, understood, and agree to the above statements:

Signature

Date:

IMPORTANT: You **MUST** apply for graduation online.

You must submit one of the two forms below to your graduate program office. Program staff will ensure that the committee has been entered in the Supervisory Committee Management Tool, verify the signatures and initials, and send the form to the Faculty of Graduate and Postdoctoral Studies at graduate.thesis@ubc.ca.

Once you have done this, please ensure that you complete the steps listed on the [Final Submission Instructions page](#) to begin your thesis submission into cIRcle.

Please check the form you will submit:

Master's Students:

- ☐ Master's Thesis Approval form with at least two signatures of examining committee members.

Doctoral Students:

- ☐ Doctoral Dissertation Approval form with at least three signatures of examining committee members.

Given Name:

Student Number:

Middle Name:

Email:

Family Name:

Grad Program:

Degree:

Title of Thesis:

I certify that the above statements and information are true and accurate:

Signature

Date:

Personal information provided on the registration form is collected pursuant to section 26 of the Freedom of Information and Protection of Privacy Act ("FIPPA"), RSBC 1996, c.165, as may be amended from time to time. The information will be used for the purposes of processing and publishing your thesis/dissertation submission. The University of British Columbia collects, uses, retains and discloses information in accordance with FIPPA.





DOCTORAL DISSERTATION APPROVAL

Students must submit this form to their graduate program office. Program staff will ensure that the committee has been entered in the Supervisory Committee Management Tool (SCMT), verify that the signatures and initials are authentic, and send the form to the Faculty of Graduate and Postdoctoral Studies at graduate.thesis@ubc.ca.

Student: _____ Student number: _____
Given Name Family Name

in partial fulfillment of the requirements for the degree of: _____ in: _____
Degree (PhD, DMA, EdD) Graduate Program Name

Date of Dissertation Defence: _____
Date (yyyy/mm/dd)

Dissertation Title: _____

As research supervisor for the above student, I certify that I have read this student's defended dissertation (title above), have approved changes required by the final examiners, and recommend the dissertation to the Faculty of Graduate and Postdoctoral Studies for acceptance.

REQUIRED: I verify and endorse the content of the Preface: _____ (Supervisor must initial)

REQUIRED: I verify that approval of a [UBC Research Ethics Board](#) or [UBC Animal Care Committee](#) (Supervisor must initial)

☐ was not required; _____
Supervisor's Initials

OR ☐ was required and obtained. _____
Supervisor's Initials

Name of Research Supervisor Signature Date (yyyy/mm/dd)

The undersigned certify that they recommend this dissertation to the Faculty of Grad. and Postdoc. Studies for acceptance:

Name of University Examiner Signature Date (yyyy/mm/dd)

Name of University Examiner Signature Date (yyyy/mm/dd)

Name of Supervisory Committee Member or Co-supervisor Signature Date (yyyy/mm/dd)

Name of Supervisory Committee Member Signature Date (yyyy/mm/dd)

Name of External Examiner Signature Date (yyyy/mm/dd)

Note: A minimum of three signatures on this form is required for approval of the dissertation; the research supervisor's signature, a University examiner's signature, plus the signature of at least one more member of the examining committee.

Faculty of Graduate Studies use only:

Date thesis approved in cIRcle Receipt email sent Thesis Clerk





MASTER'S THESIS APPROVAL

Students must submit this form to their graduate program office. Program staff will ensure that the committee has been entered in the Supervisory Committee Management Tool, verify that the signatures and initials are authentic, and send the form to the Faculty of Graduate and Postdoctoral Studies at graduate.thesis@ubc.ca.

Student: _____ Student number: _____
Given Name Family Name

in partial fulfillment of the requirements for the degree of:

_____ in: _____
Degree Name in Full (e.g. Master of Arts, Master of Science) Graduate Program Name

Date of Defence (if applicable): _____

Thesis Title: _____

☐ The supervisory committee has been **approved** in SCMT. This must be done before submitting form.

As research supervisor for the above student, I certify that I have read this student's defended thesis (title above), have approved changes required by the final examiners, and recommend the thesis to the Faculty of Graduate and Postdoctoral Studies for acceptance.

REQUIRED: I verify and endorse the content of the Preface: _____ (Supervisor must initial)

REQUIRED: I verify that approval of a [UBC Research Ethics Board](#) or [UBC Animal Care Committee](#) (Supervisor must initial)

☐ was not required; _____
Supervisor's Initials

OR ☐ was required and obtained. _____
Supervisor's Initials

Name of Research Supervisor Signature of Research Supervisor Date (yyyy/mm/dd)

The undersigned certify that they recommend this thesis to the Faculty of Graduate Studies for acceptance:

Name of Examining/Supervisory Committee Member Signature of Examining/Supervisory Committee Member Date (yyyy/mm/dd)

Name of Examining/Supervisory Committee Member Signature of Examining/Supervisory Committee Member Date (yyyy/mm/dd)

Name of Examining/Supervisory Committee Member Signature of Examining/Supervisory Committee Member Date (yyyy/mm/dd)

Note: Master's theses must have a **minimum of two signatures** for approval; the research supervisor's signature and the signature of at least one member of the examining committee.

For convenience, each party required to sign this form may sign a separate copy and return it to the graduate program office as a PDF. The signed copies together will constitute a single fully signed document.

Graduate Studies use only:

Date thesis approved in cRcle Receipt email sent Thesis Clerk



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



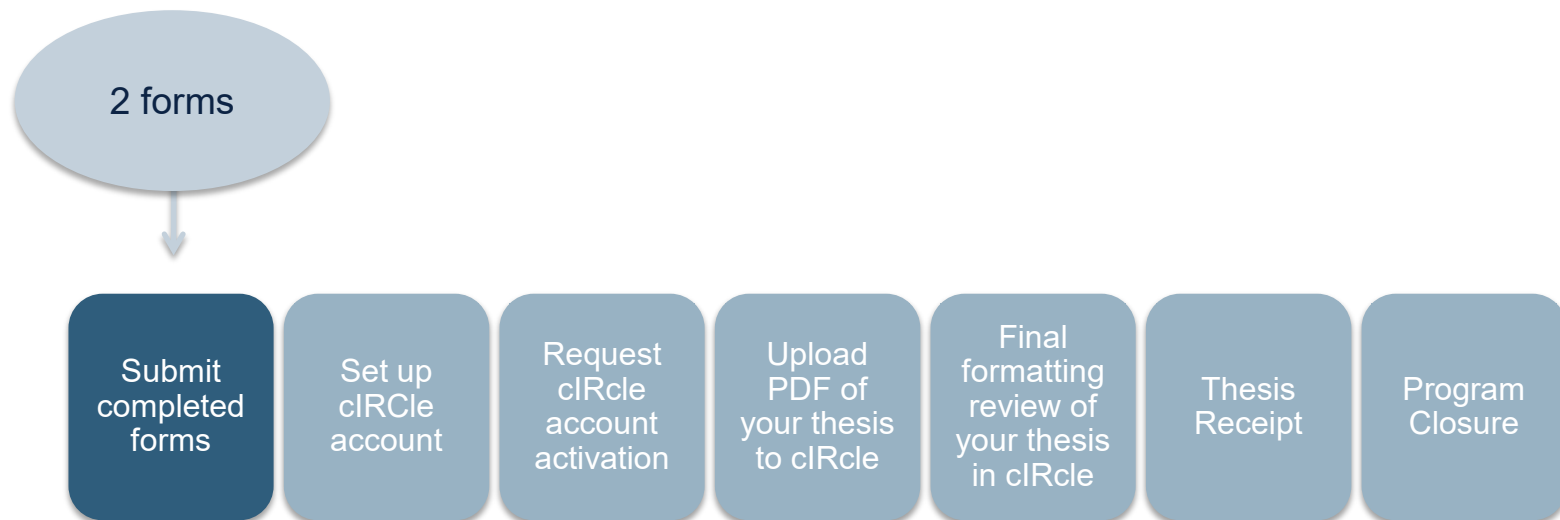
Delaying Publication of Your Thesis (Embargoes)

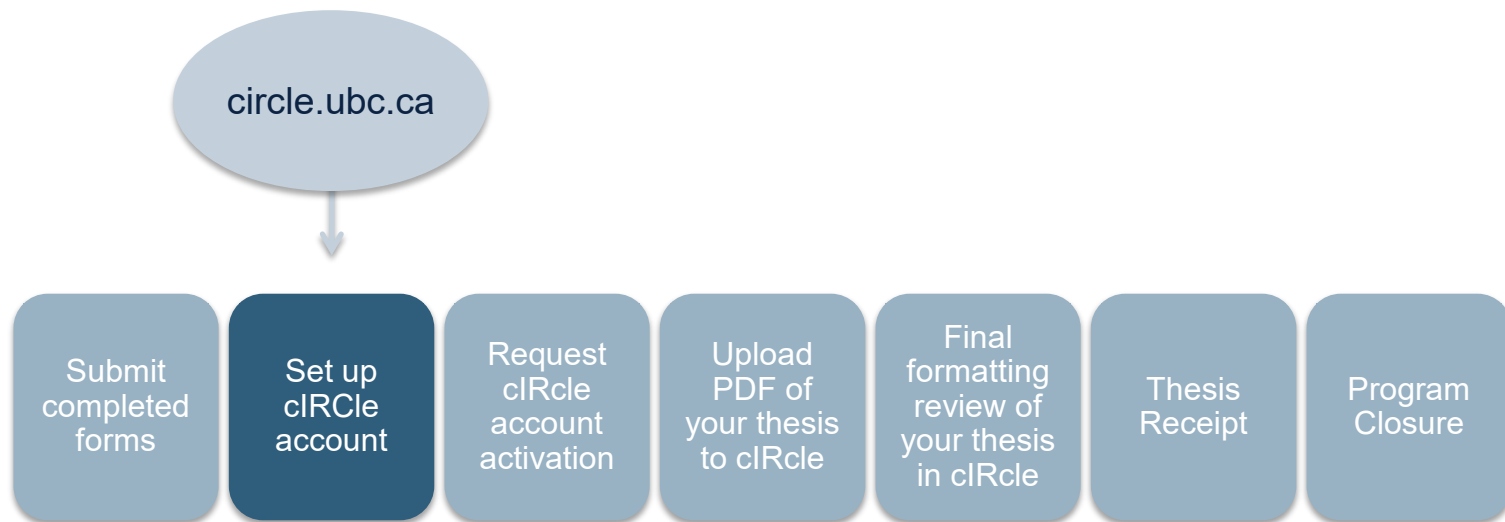
- The request will be approved only when there is a **full and convincing justification** for delaying online publication of the thesis.
- Common justifications include:
 - more time is required to complete or submit a manuscript
 - funding for research was provided by a commercial company which has requested a delay in publication
 - The thesis describes something of considerable monetary potential which could benefit you or the University

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 Workday.







graduate.thesis@ubc.ca



Submit
completed
forms

Set up
cIRcle
account

Request
cIRcle
account
activation

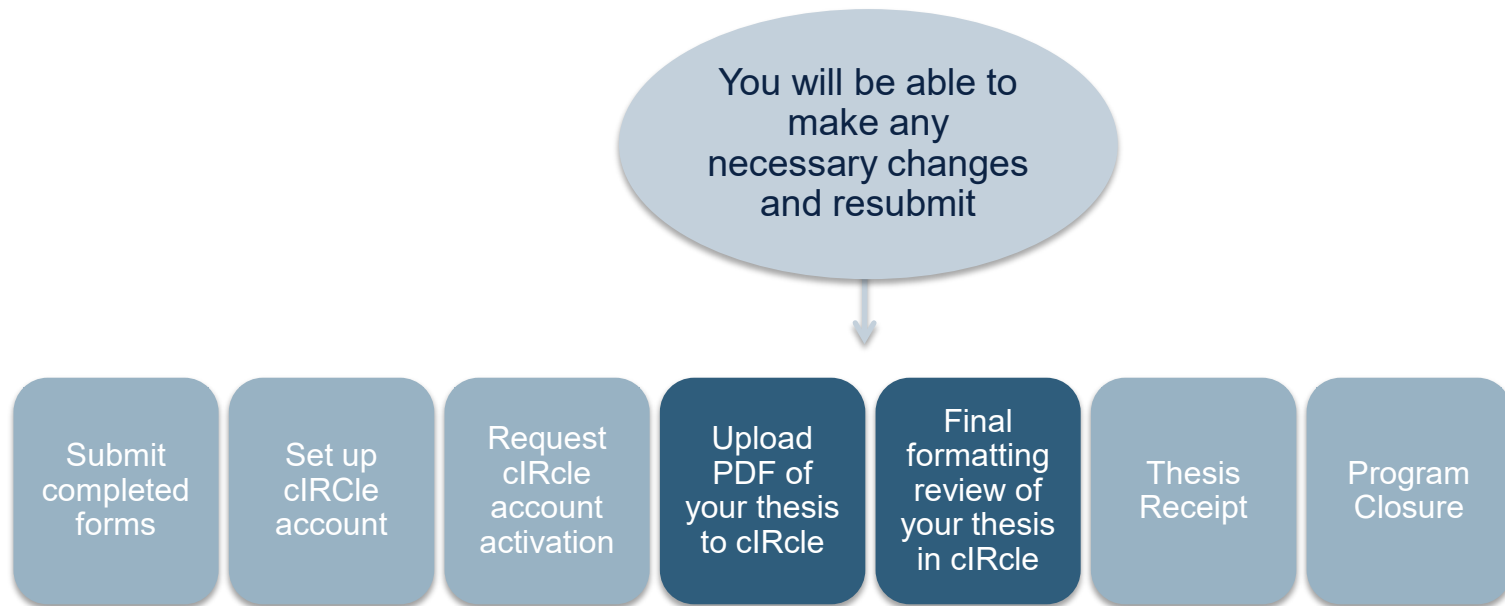
Upload
PDF of
your thesis
to cIRcle

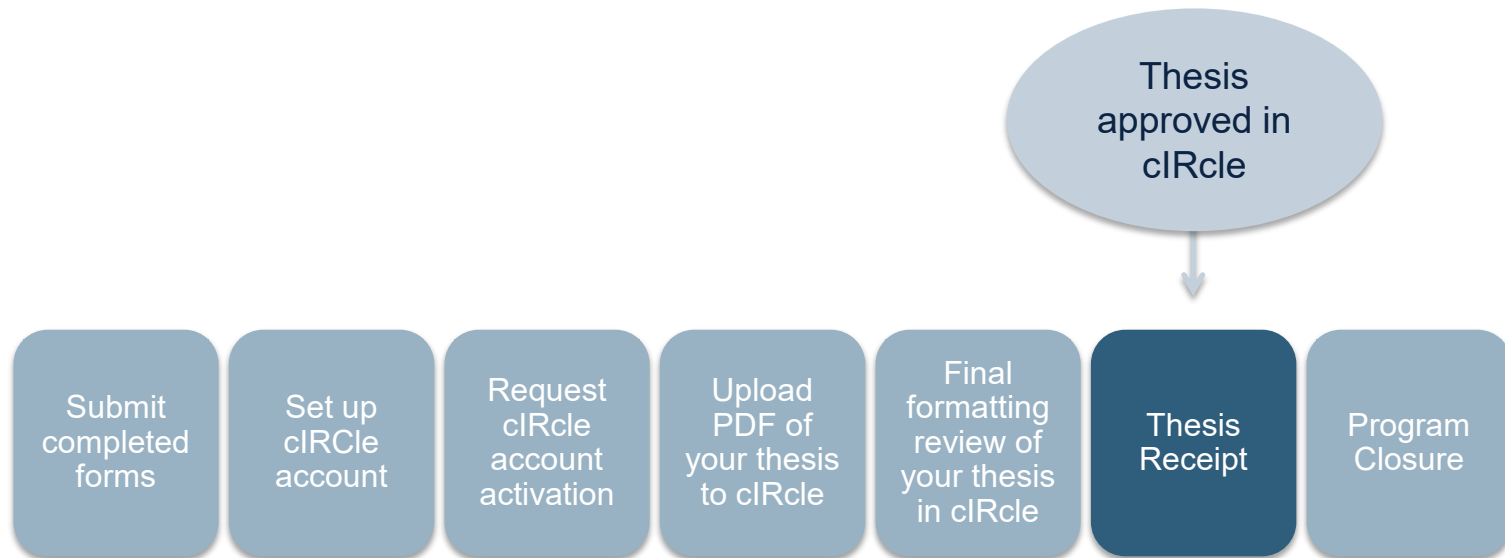
Final
formatting
review of
your thesis
in cIRcle

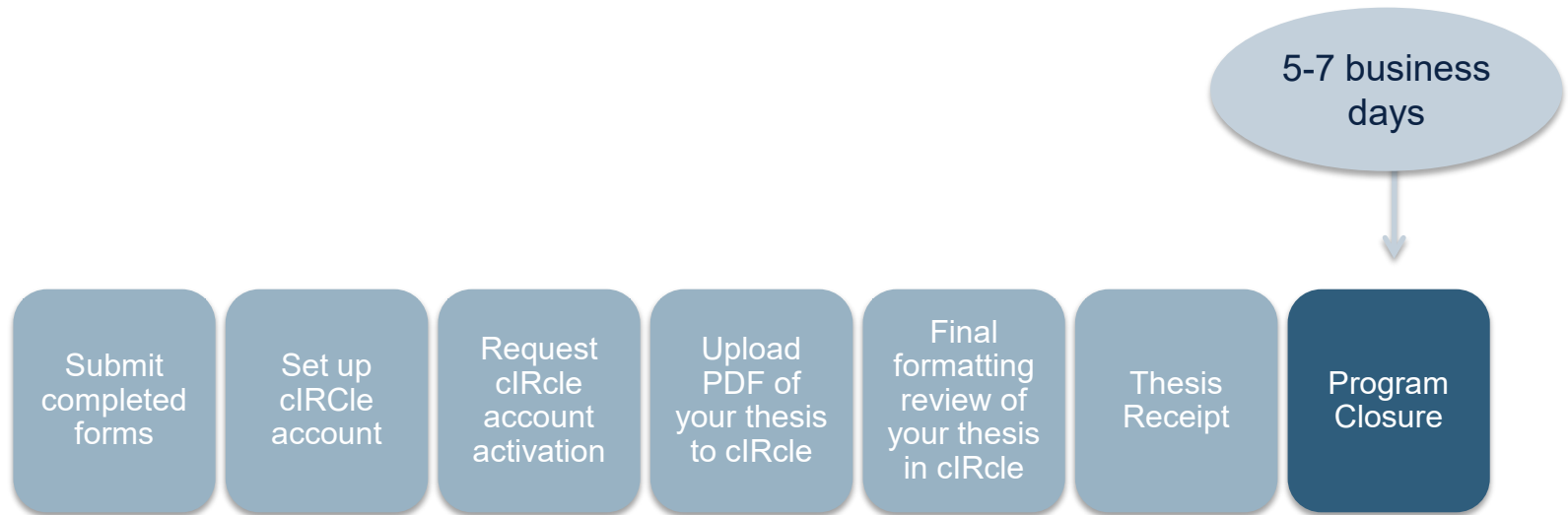
Thesis
Receipt

Program
Closure









Availability of ETDs

Electronic Theses and Dissertations

- ETDs will be available online through:
 - UBC Library (in a few days)
- Authors, titles and abstracts will be searchable through other online databases

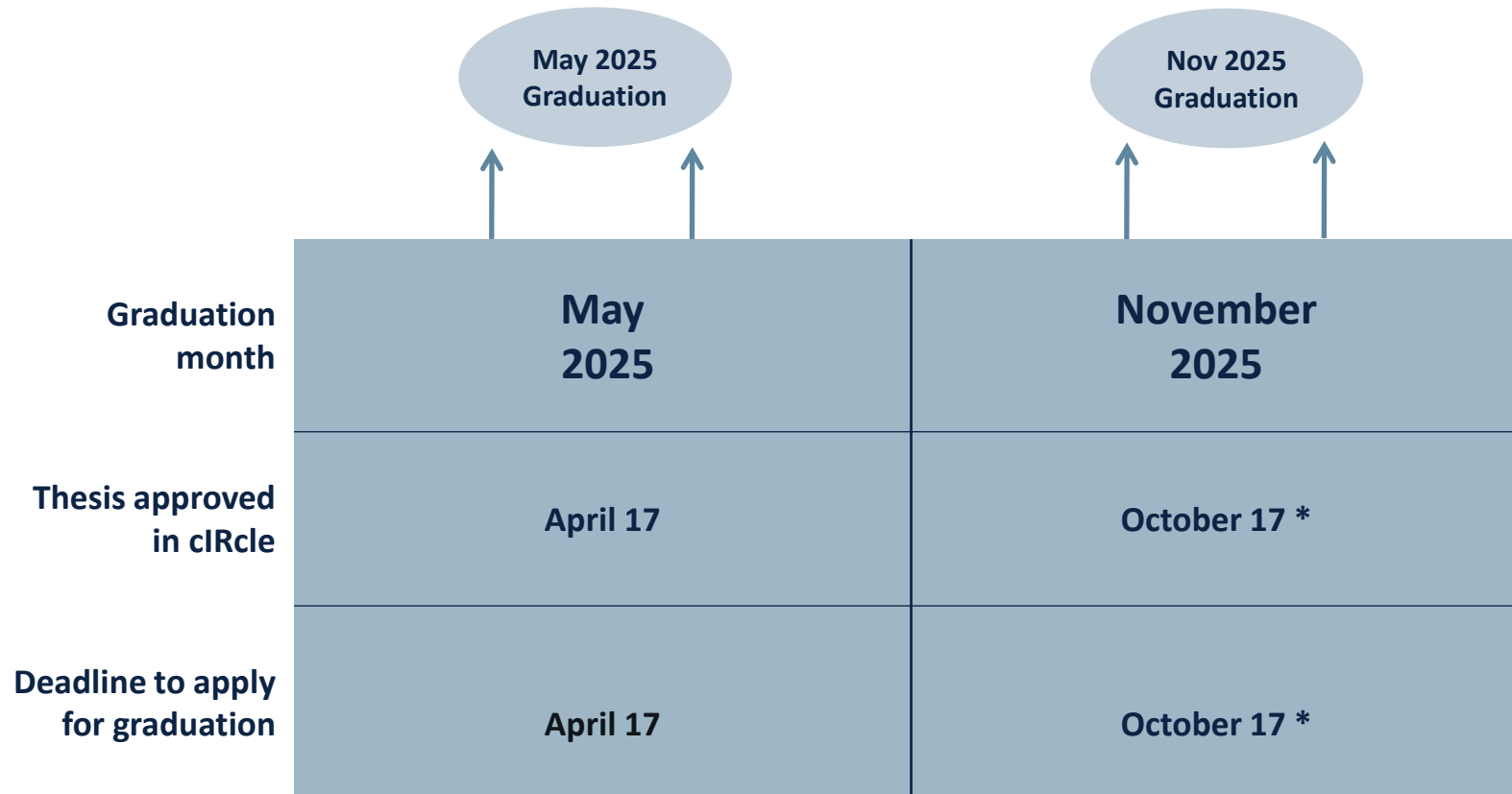


Deadlines

- 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



2025 Graduation Deadlines



Contact Information

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

- graduate.thesis@ubc.ca





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Graduate and Postdoctoral Studies

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THE UNIVERSITY OF BRITISH COLUMBIA

GRADUATE AND
POSTDOCTORAL STUDIES

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