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
   cIRcle Submission Process
   Forms
   Delaying the Publication of Your Thesis
   Deadlines
   Thesis Approval

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1 Thesis Preparation

Resources:
Thesis Formatting Assistance

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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

• 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

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/](http://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.

How many of you are planning to include published articles in your thesis?
Including Published Material

- 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
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

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Writing the Thesis

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

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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
Preface

Oliveira, M. P. 2011, All names and stories must include a Preface. The Preface must contain the following:

1. A statement identifying your contribution to the collection and basic research of the research program, performance of the various parts of the research, and analysis of the research data.

2. A list of all individuals, to whom, in terms of the research, the name of the project (all names, by the name, to whom, in terms of the research), and the name of the supervisor (all names, by the name, to whom, in terms of the research). The name of the supervisor (all names, by the name, to whom, in terms of the research) and Graduate Student(s) of the Faculty Committee(s) are included if the approval was required for the research.

Examples:

Chapter 1 is based on work conducted in UBC. High Spicy Laboratory by Dr. A. Apple, Pecan 8, and Chicken 10. It was responsible for varying the amount of ingredients, and 8.2. conducted and supervised all breeding operations, and performed frequent quality control on the product.

A series of chapters have been published. [Student’s name], Apple, A., and Beet, B. 2016. Frequency of Quality Testing in Spicy Cuts. High Spicy, 231-394, 16:6 conducted all the testing and wrote most of the manuscript. The section on “Testing Implementation” was primarily conducted by Beet B.

Check the format of these chapters to use formatting with similar information.
Common Formatting Issues

- Inconsistency with capitalization, spacing, heading styles, etc.
- Hyperlinks and bookmarks don’t work
- Incorrect pagination
- Other theses and templates used as resources, which do not meet G+PS formatting requirements
- Your thesis hasn’t been proofread. We do not review for typos or grammatical errors
Pre-Reviews

- 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
- **Master’s students:** optional  
  **Doctoral students:** must have their dissertation approved for formatting prior to submission to the external examiner

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
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 Submission Process

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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

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

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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: 2 Required Forms

- Thesis/Dissertation Submission Cover Sheet
- Doctoral Dissertation or Master’s Thesis Approval form
Delaying Publication of Your Thesis

• The request will be approved only when there is a full and convincing justification for delaying online publication of the thesis.
  • Most common justification: more time is required to complete or submit a manuscript
  • Planning to submit chapters for publication is not, by itself, grounds for delaying publication.
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

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1. Submit completed forms
2. Set up cIRcle account
3. Request cIRcle account activation
4. Upload PDF of your thesis to cIRcle
5. Final formatting review of your thesis in cIRcle
6. Thesis Receipt
7. Program Closure

UBC Graduate and Postdoctoral Studies

1. Submit completed forms
2. Set up cIRcle account
3. Request cIRcle account activation
4. Upload PDF of your thesis to cIRcle
5. Final formatting review of your thesis in cIRcle
6. Thesis Receipt
7. Program Closure

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You will be able to make any necessary changes and resubmit.

Project milestones:
- 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

Thesis approved in cIRcle.

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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

2017-18 UPCOMING DEADLINES

<table>
<thead>
<tr>
<th>Degree granting month</th>
<th>Thesis approved in cIRcle</th>
<th>Deadline to apply for graduation</th>
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<tr>
<td>September 2017</td>
<td>August 18</td>
<td>August 18</td>
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<tr>
<td>November 2017</td>
<td>October 20</td>
<td>September 15&lt;sup&gt;1&lt;/sup&gt;</td>
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<td>February 2018</td>
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<td>January 19</td>
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<tr>
<td>May 2018</td>
<td>April (TBD)</td>
<td>TBD&lt;sup&gt;+&lt;/sup&gt;</td>
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The deadline to apply for May & November graduation is considerably earlier than the final thesis submission deadline.
Contact Information

General Questions / Pre-review & cIRcle account activation requests

- graduate.thesis@ubc.ca

www.grad.ubc.ca
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