Review Your Thesis or Dissertation

This document shows the formatting requirements for UBC theses. Theses must follow these guidelines in order to be accepted at the Faculty of Graduate and Postdoctoral Studies for publication in the UBC Library’s cIRcle repository and in Library and Archives Canada.

Please use this document to review your thesis formatting as it will alert you to some common errors and omissions.

This document uses the term "thesis" to mean either a thesis or a doctoral dissertation. The formatting requirements are the same for both.

**IMPORTANT!**

You do not have to use the same font, chapter numbering and general style of this training document for your thesis. Please consult with your program and follow a style guide for your discipline.

Font size for text should be 10 - 12 point if you are using Arial or Times New Roman. If you are using another font, please ensure that it is no smaller than these two examples.

The idea for this guide came from the work of Penny Simpson, Assistant for Theses, SFU Library. Many thanks!
REVIEWING YOUR OWN WORK:
SAMPLE THESIS ERROR CHECKING

by

Jane Doe Blank
B.A., The University of Waterloo, 2016

A THESIS SUBMITTED IN PARTIAL FULFILLMENT OF
THE REQUIREMENTS FOR THE DEGREE OF
MASTER OF APPLIED SCIENCE
in
The Faculty of Graduate and Postdoctoral Studies

THE UNIVERSITY OF BRITISH COLUMBIA

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

Materials from mines: an analysis of uses in manufacturing

submitted by Joe Fish in partial fulfilment of the requirements for
the degree of Master of Applied Science
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
Additional 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

Committee page is always page ii.
Abstract

The abstract is a concise and accurate summary of the research contained in the thesis. It states the problem, the methods of investigation, and the general conclusions, and should not contain tables, graphs or illustrations. It must not exceed 350 words, and should contain relevant keywords that will make your thesis more likely to be found in an electronic search. Do not put a separate list of keywords. There must be a single abstract for the entire thesis.

Microsoft Word can give you an accurate word count of your abstract:
- Highlight the text of your abstract
- Check bar at bottom of page, OR
- Go to “Review”, click “Word Count”

Permitted page number positions:
- bottom right (preferred)
- top right
- bottom centre

Position of page numbers must be consistent throughout the thesis.
Lay Summary

The lay or public summary explains the key goals and contributions of the research/scholarly work in terms that can be understood by the general public. It must not exceed 150 words in length.
Preface

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.

Examples:

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, and performed frequent quality control tests on the product.

A version of chapter 3 has been published. [Student’s name], Apple, A. and Boat, B. (2010) Frequency of Quality Testing in Syrup Creation. Maple Science J. 255:139-144. I conducted all the testing and wrote most of the manuscript. The section on “Testing Implements” was originally drafted by Boat, B.

Check the first pages of these chapters to see footnotes with similar information.

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

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

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

Table 3.1  Possible problems in tables and figures ................................................................. 6
Table 3.2  Common thesis problems ...................................................................................... 10
Table 3.3  Example of table splitting over two pages or more.............................................. 10

Tables and Figures must be numbered consecutively. In this example, they are numbered with chapter number (3) and table number for that chapter.

Table 1  Possible problems in tables and figures ................................................................. 6
Table 2  Common thesis problems ...................................................................................... 10
Table 3  Example of table splitting over two pages or more.............................................. 10

In this example, tables are numbered with no reference to chapter number.
# List of Figures

| Figure 2.1  | Fractal on purple background | 4 |
| Figure 3.1  | Acceptable use of colour in a figure | 6 |
| Figure 3.2  | Differentiating sections in a figure without using colour | 7 |

You must use the same numbering system (either with chapter number or without) for tables, figures, illustrations etc. Avoid mixing numbering systems.

Must be on a separate page.
Acknowledgements

The following are usually mentioned in the Acknowledgements:

- supervisor and committee
- grant support
- helpful fellow students, lab mates etc.
- family support

**This is an example:** I offer my enduring gratitude to the faculty, staff and my fellow students at the UBC, who have inspired me to continue my work in this field. I owe particular thanks to Dr. J. M. Schneider, whose penetrating questions taught me to question more deeply.

I thank Dr. O Meyer for enlarging my vision of science and providing coherent answers to my endless questions.

Special thanks are owed to my parents, whose have supported me throughout my years of education, both morally and financially.

Acknowledgements may extend for more than one page, but should be no longer than two pages.
Dedication

To my parents

The dedication must be listed in the Table of Contents. In Microsoft Word, to get "Dedication" to show up in the Table of Contents without appearing here, change the colour of the word "Dedication" to white.
1 Introduction

1.1 What goes in the introduction?

The introduction to the thesis must outline the theme, hypotheses and/or goals of the thesis and provide sufficient information to enable a non-specialist researcher to understand these. It must contain the elements listed below:

- a thorough review of relevant literature
- a clear statement of the research question – the hypotheses and/or goals of the research

The way in which these elements are incorporated will depend on the particular discipline.

1.2 This is the second subtitle

This page must be number 1 in Arabic numbers.

All following pages must be strictly sequential, and in Arabic numbers.
1.3 The third subtitle

Text is text. Text is text. Text is text. Text is text. Text is text. Text is text.
Text is text. Text is text. Text is text. Text is text. Text is text. Text is text.
Text is text. Text is text. Text is text. Text is text. Text is text. Text is text.
Text is text. Text is text. Text is text. Text is text. Text is text. Text is text.

Headings and subheadings must never appear at the bottom of a page without any following text. Start them on the next page, even if it means leaving a larger lower margin on the preceding page.

To do this automatically in Microsoft Word, click Format / Styles and Formatting. Left-click your heading style, click Modify. Click Format / Paragraph / Line and Page Breaks, and tick Keep With Next.

You do not need running headers for a thesis. If you choose to use them, they must have only chapter titles (and numbers if applicable) or chapter subsections. They must not be a version of the thesis title or your name. Placement must conform to the Chicago Manual of Style requirements. See CMoS 17, 1.11 and 1.12.

Pagination continues in sequence through the entire remainder of the document, including appendices.
2 Chapter Title Here

2.1 First research chapter

The account of the research should be presented in a manner suitable for the field and include the following:

- coherent structure that flows logically and smoothly from chapter to chapter
- brief synopsis at the beginning of each research chapter
- description of methods used, in sufficient detail to enable a reader to understand how the data were gathered and to apply similar methods in another study
- complete account of the research presented in a systematic manner typical of the field of study

Students should consult with their supervisors for further guidance about how to structure their particular thesis.

2.1.1 Information about collaborators

Details about the contributions of collaborators, if any, must be included in the Preface. If you wish, you can additionally use a footnote to identify specific contributions of collaborators, as in this example.¹

See also the example on the first page of Chapter 3.²

NOTE: If you identify collaborative work in a footnote, remember to clarify your exact contribution in the Preface.

¹ This chapter is based on work conducted in UBC’s Maple Syrup Laboratory by Dr. A. Apple, Professor B. Boat, and C. Cat.
² This phrase is taken from Dr. A. Apple, “Useful Phrases in Instructional Writing”, [include full citation of the work].

No abstract; the one abstract in the preliminary pages covers the complete thesis.
2.2 Using colour in a thesis

You can use colour in your tables, figures, and illustrations. **Avoid using coloured text**, except in hyperlinks.

2.2.1 The next chapter has more figures

Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text.

Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text.

Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text.

Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text.

**Figure 2.1 Fractal on purple background**

Source: Generated using Fractal Explorer

You can use colour in tables, figures, and illustrations.

Figure titles or captions, their figure, and any notes about the figure should all appear on the same page if possible.
3 Tables, Figures, Illustrations, and Other Graphics

3.1 Preparing your graphics

Remember to make your graphics clear and readable. Table 3.1 has a list of solutions to common problems with graphics.

The footnote is another example of citing the source of material you’ve used.

Remember to clarify your exact contribution in the Preface.

It's permissible to leave white space at the end of a page in order to prevent a table from crossing pages.

3 A version of chapter 3 has been published. [Student’s name], Apple, A. and Boat. B. (2010) Frequency of Quality Testing in Syrup Creation. Maple Science J. 255:139-144.
Table 3.1 Possible problems in tables and figures

<table>
<thead>
<tr>
<th>Problem</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Font is too small and lines are too close together.</td>
<td>• You may use a slightly smaller font and closer spacing in tables, but please ensure that the font you choose is easy to read.</td>
</tr>
<tr>
<td></td>
<td>• Use landscape pages for tables if it means you can use a larger font.</td>
</tr>
<tr>
<td>Many colours in a graph or diagram can make the individual sections</td>
<td>• Use both texture and colour in graphs and diagrams.</td>
</tr>
<tr>
<td>indistinguishable.</td>
<td></td>
</tr>
<tr>
<td>Black text against a darker colour or grey background is hard to read.</td>
<td>• Change text colour to white, and deepen the colour of the background to sharpen contrast.</td>
</tr>
<tr>
<td></td>
<td>• If you prefer to keep black text, lighten the coloured or grey background to smallest percentage, or change to white.</td>
</tr>
<tr>
<td>Photo becomes pixelated when imported or enlarged.</td>
<td>• Increase resolution of the photo in the originating program (e.g. Photoshop)</td>
</tr>
<tr>
<td></td>
<td>• Consider re-doing or replacing the image.</td>
</tr>
</tbody>
</table>

3.1.1 This is a third-level heading

Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text.

Figure 3.1 Good contrast in a figure.

Make sure text is clear and large enough to read easily, especially if you’re reducing the size of a figure. This is the minimum size for text.
Figure 3.2 Differentiating sections in a figure using patterns.

Make sure that text in a figure is easily readable – unlike this.

In addition to colours, you can add patterns to sections of a diagram or bar chart to make them stand out from each other.

You can use colour in your tables, figures, and illustrations, but patterns can provide additional ways of distinguishing sections in a diagram or bar chart.

3.2 Numbering headings

3.2.1 Note the numbering for third-level headings

Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text.
3.2.2 This numbering can be done automatically in Word

Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text.
Landscape Page Section

Landscape pages must be in this orientation in your PDF so that they are readable without rotation. You do not need to change the location or orientation of the page number, but may if you wish.

**TIP: Setting up page numbers on landscape pages (e.g. for best presentation of a wide table) in Microsoft Word.**

**NOTE: There will be variations depending on the version of Word you are using.**

Change **View** to **Normal**. Insert a section break/next page at the top and bottom of the page you want to landscape.

Return to **View/Print Layout**. Use **File/Page Setup/Landscape** to change orientation of this section.
3.2.3 Examples of tables

Table 3.2 Common thesis problems

<table>
<thead>
<tr>
<th>Problem Area</th>
<th>Common Problem</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title Page</td>
<td>Incorrect program name</td>
<td>Check SSC for exact name</td>
</tr>
<tr>
<td>Components of a Thesis</td>
<td>Not in correct order</td>
<td>Check carefully to ensure correct order</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>Page numbers not accurate</td>
<td>Regenerate Table of Contents after making any changes</td>
</tr>
<tr>
<td>Pagination</td>
<td>Preliminary pages incorrectly numbered</td>
<td>Preliminary pages use lower-case Roman; rest use Arabic</td>
</tr>
</tbody>
</table>

Table 3.3 Example of table splitting over two pages or more

<table>
<thead>
<tr>
<th>Heading</th>
<th>Another Heading</th>
<th>The Third Heading</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Subheading</td>
<td></td>
<td></td>
</tr>
<tr>
<td>456</td>
<td>34667878569</td>
<td>85667898765</td>
</tr>
<tr>
<td>5opi59i590</td>
<td>-4512-563</td>
<td>`025-56238905623</td>
</tr>
<tr>
<td>456</td>
<td>34667878569</td>
<td>85667898765</td>
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<tr>
<td>5opi59i590</td>
<td>-4512-563</td>
<td>`025-56238905623</td>
</tr>
<tr>
<td>Heading</td>
<td>Another Heading</td>
<td>The Third Heading</td>
</tr>
<tr>
<td>---------</td>
<td>-----------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Second Subheading</td>
<td>456</td>
<td>34667878569</td>
</tr>
<tr>
<td></td>
<td>5opi59i590</td>
<td>-4512-563</td>
</tr>
<tr>
<td>123</td>
<td>456</td>
<td>3245890654333685</td>
</tr>
<tr>
<td>123</td>
<td>4567</td>
<td>3245890654333685</td>
</tr>
<tr>
<td>456</td>
<td>3466787856</td>
<td>85667898765</td>
</tr>
<tr>
<td>5opi59i590</td>
<td>-4512-563</td>
<td>025-56238905623</td>
</tr>
<tr>
<td>Third Subheading</td>
<td>123</td>
<td>4567</td>
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<td>456</td>
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<td>-025-56238905623</td>
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<td>123</td>
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<td>3245890654333685</td>
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<tr>
<td>456</td>
<td>34667878569</td>
<td>85667898765</td>
</tr>
<tr>
<td>5opi59i590</td>
<td>-4512-563</td>
<td>-025-56238905623</td>
</tr>
</tbody>
</table>

**TIP:** To make table headings repeat on following pages in Microsoft Word:

1. Select the heading row or rows. The selection must include the first row of the table.
2. On the Table menu, click **Heading Rows Repeat**.

Microsoft Word automatically repeats table headings on new pages that result from automatic page breaks. Word does not repeat a heading if you insert a manual page break within a table.
4 Concluding Chapter

4.1 What goes in a concluding chapter?

In this section the student must demonstrate his/her mastery of the field and (for doctoral candidates) his/her contribution to knowledge in the broader discipline.

The section includes the following:

- overall analysis and integration of the research and conclusions of the thesis in light of current research in the field
- conclusions regarding goals or hypotheses of the thesis that were presented in the Introduction, and the overall significance and contribution of the thesis research
- comments on strengths and limitations of the thesis research
- discussion of any potential applications of the research findings
- an analysis of possible future research directions in the field drawing on the work of the thesis
Bibliography

Author, A, 1997. Title, publication details, in style permitted by your discipline. Please consult a style manual appropriate for your discipline for further details.

Author, B, 2003. Title, publication details, in style permitted by your discipline. Please consult a style manual appropriate for your discipline for further details.

Author, C, 1997. Title, publication details, in style permitted by your discipline. Please consult a style manual appropriate for your discipline for further details.

This is not intended to be a sample on which to base your bibliography. Use a style manual or journal style guide recommended by your program.
Appendices

Appendix A: General Information

All appendices in the thesis must be presented together after the concluding chapter.

Page numbering for appendices continues on from the body of the thesis, in sequence.

Appendices must be limited to supporting material genuinely subsidiary to the main argument of the thesis. Appendices must only include material that is referred to in the Body of the thesis.

The following are appropriate for inclusion in the appendices:

- additional details of methodology and/or data
- diagrams of specialized equipment developed
- copies of questionnaires or surveys used in the research

Appendices is not a chapter, and does not get a chapter number.
Appendix B: Remove All Signatures and Personal Information

Second appendix here.

Please remember to remove all signatures and personal information from your thesis.