a place of mind
THE UNIVERSITY OF BRITISH COLUMBIA
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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

Avoid using scientific symbols or Greek letters in your title; spell out the words.

Must be lower case.

by

This should be the name under which you are registered at UBC. If you would like to use a different name, please let us know.

Jane Doe Blank

Listing previous degrees is optional. If you choose to list them, you must include degree, institution and graduation year.

B.A., The University of Waterloo, 2016

A THESIS SUBMITTED IN PARTIAL FULFILLMENT OF
THE REQUIREMENTS FOR THE DEGREE OF

No "s" at the end of "Master".

MASTER OF APPLIED SCIENCE

Spell out degree in full.

in

Must be lower case.

The Faculty of Graduate and Postdoctoral Studies

This is always The Faculty of Graduate and Postdoctoral Studies, as that is the Faculty that awards your degree.

(Program name)

Check your student record to confirm your exact program name. Do not write "faculty", "department", "school", "program", or "centre".

THE UNIVERSITY OF BRITISH COLUMBIA

(Campus name)

Either (Vancouver) or (Okanagan).

September 2025

The month and year in which you submit your thesis.

Copyright symbol is mandatory. Your name must be the same as at the top of the page, and year must be current.

© Jane Doe Blank, 2025

This is an example of a master's committee page. There are templates for the committee page on the G+PS website "Resources for Thesis Preparation and Checking". Please pick the one that is appropriate for your degree and committee, and remember to remove the material in square brackets.

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.

Text is text. Text is text.

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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”

Do not include keywords in a separate list. The abstract will be fully searchable, so include keywords in the abstract.

Permitted page number positions:

- bottom right (preferred)
- top right
- bottom centre

Position of page numbers must be consistent throughout the thesis.

Abstract is always page iii.

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

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). You must name each tool used and include a concise description of how it was used and for what purpose. If GenAI was not used in any way, a clear statement that GenAI was not deliberately used for any aspects of the work must be included.

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.
>
> ChatGPT 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

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.

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Lay Summary iv

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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
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Table 3 Example of table splitting over two pages or more 10

In this example, tables are numbered with no reference to chapter number.

Must be on a separate page.

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

This is the place to thank professional colleagues and people who have given you the most help during the course of your graduate work.

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

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.

To my parents

All major sections must begin on a new page. Numbers are optional, but must be accurate.

In this sample, some titles introduce sections that contain more information about preparing your thesis for submission. Others are random, to provide examples.

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

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.

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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 tex Text is text. Text is text. Text is text. Text is text. Text is text. Text i
text. Text text. Text is text. Text is text. Text is text. Text is text. Text is tex
is text. Te text. Text is text. Text is text. Text is text. Text is text. Text i
Text is tex ext is text. Text is text. Text is text. Text is text. Text is text
text. Text t. Text is text. Text is text.

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.

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.

Pagination continues in sequence through the entire remainder of the document, including appendices.

2 Chapter Title Here

No abstract; the one abstract in the preliminary pages covers the complete thesis.

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].

2.2 Using colour in a thesis

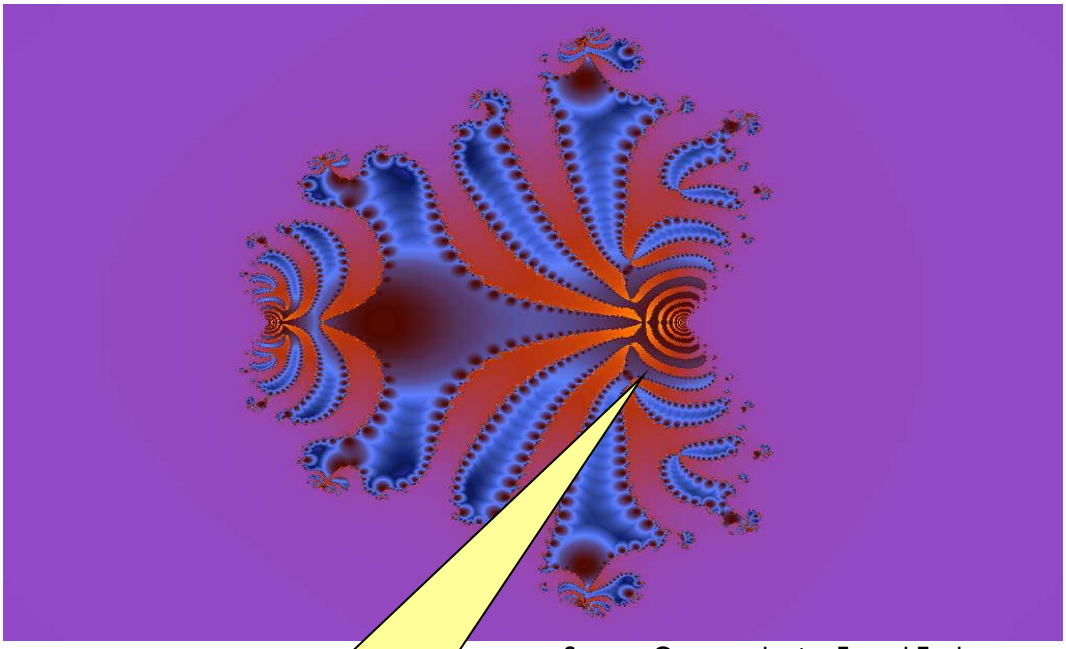
You can use colour in your tables, figures, and illustrations. **Avoid using coloured text**, except in hyperlinks.

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.

Figure 2.1 Fractal on purple background



Source: Generated using Fractal Explorer

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

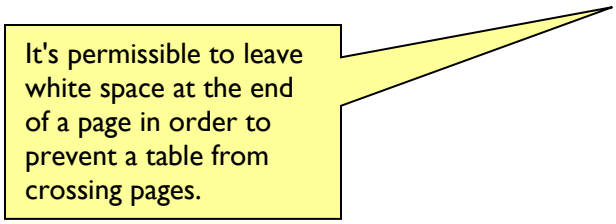
Figure titles or captions, their figure, and any notes about the figure should all appear on the same page if possible.

3 Tables, Figures, Illustrations, and Other Graphics[3]

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.



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.

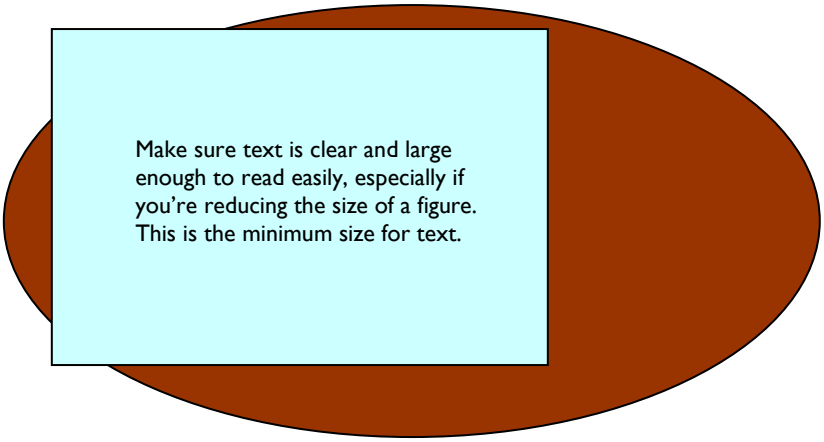
Table 3.1 Possible problems in tables and figures

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

3.1.1 This is a third-level heading

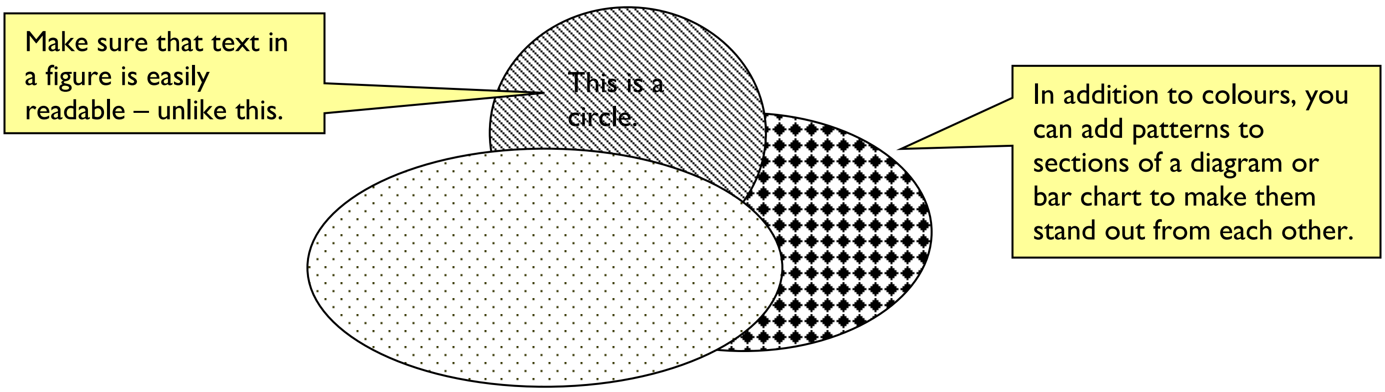
Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text. Text is text.

Figure 3.1 Good contrast in a figure.



Text is text. Text is text.

Figure 3.2 Differentiating sections in a figure using patterns.



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.

3.2.2 This numbering can be done automatically in Word

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.

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

3.2.3 Examples of tables

Text is text. Text is text.

Table 3.2 Common thesis problems

Problem Area	Common Problem	Solution
Title Page	Incorrect program name	Check your student record for exact name
Components of a Thesis	Not in correct order	Check carefully to ensure correct order
Table of Contents	Page numbers not accurate	Regenerate Table of Contents after making any changes.
Pagination	Preliminary pages incorrectly numbered	Preliminary pages use lower-case Roman; rest use Arabic.

Text is text. Text is text.

Table 3.3 Example of table splitting over two pages or more

Heading	Another Heading	The Third Heading
First Subheading		
456	34667878569	85667898765
5opi59i590	-4512-563	`-025-56238905623
456	34667878569	85667898765
5opi59i590	-4512-563	`-025-56238905623

Heading	Another Heading	The Third Heading
Second Subheading		
456	34667878569	
5opi59i590	-4512-563	
123	45	3245890654333685
123	4567	3245890654333685
456	3466787856	85667898765
5opi59i590	-4512-563	025-56238905623
Third Subheading		
123	4567	
456	34667878569	85667898765
5opi59i590	-4512-563	`-025-56238905623
123	4567	3245890654333685
456	34667878569	85667898765
5opi59i590	-4512-563	`-025-56238905623

Headings must be repeated on the second and subsequent pages of tables that split over two pages or more.

Tables should be split at an appropriate place, e.g. just before a new subheading.

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

The Bibliography is not a chapter, and does not get a chapter number.

Bibliography

This can also be called "References" or "Works Cited". It must always start on a new page.

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 is not a chapter, and does not get a chapter number.

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

Appendix B: Remove All Signatures and Personal Information

Second appendix here.

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

IMPORTANT: Putting a black box over text will not remove the text. It will not be visible, but will be searchable. Please ensure that you have actually removed the personal information completely.