

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

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

cIRcle

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



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/>

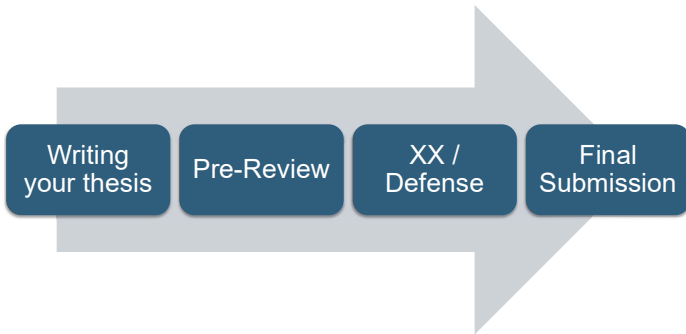
If you are unsure whether or not you need ethics approval, visit the **Office of Research Ethics** website or contact them directly

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 » Thesis Basics » 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

REVIEWING YOUR OWN WORK: SAMPLE THESIS ERROR CHECKING

Must be lower case. Avoid using scientific symbols or Greek letters to save space; spell out the words.

This must be the name under which you are registered at UBC. June Doe Blank. Listing previous degrees is optional. If you choose not to list them, you must include degree, institution and graduation year.

IA, The University of Waterloo, 2007.

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

MASTER OF APPLIED SCIENCE. No "M" at the end of "Master".

in. The Faculty of Graduate and Postdoctoral Studies. Spelt out degree in full.

(Program name). Check SSC to confirm your exact program name. Do not write "honors", "department", "school", "program", or "honors".

THE UNIVERSITY OF BRITISH COLUMBIA. (Campus name). Either (Vancouver) or (Kelowna).

October 2013. The month and year in which you submit your thesis.

© June Doe Blank, 2013. Copyright number in parentheses. Your name must be the same as at the top of the page, and year must be correct.

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 must not include signatures.
- Templates and examples are available on the G+PS website
 - It is really important to use the template.

Preface

Effective May 2013, all theses and dissertations must include a 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 [student's name]. I was responsible for taping 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. 25(1):39-144.1 conducted all the testing and wrote most of the manuscript. The section on "Testing Implications" 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.

Table of Contents

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

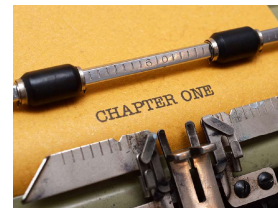
Abstract	iii
Lay Summary	iv
Preface	iv
Table of Contents	v
List of Tables	vi
List of Figures	viii
Acknowledgements	viii
Dedication	ix
1 Introduction	1
1.1 What goes in the introduction?	1
1.2 This is the second subtitle	1
1.3 The third subtitle	2
2 Chapter Title Here	3
2.1 First research chapter	3
2.1.1 Sub-subtitle	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 Word	7
3.2.3 Examples of tables	9
4 Concluding Chapter	11
4.1 What goes in a concluding chapter?	11
Bibliography	12
Appendices	13
Appendix A: General Information	13
Appendix B: Remove All Signatures	14

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



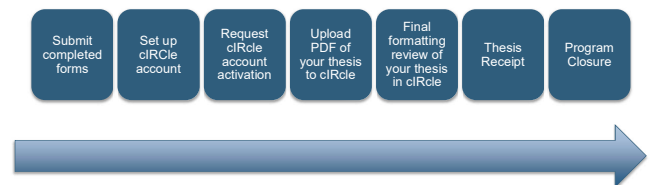
Final Submission Process

- 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 cIRcle

Final Submission Process



Final Submission Process: Required Forms

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

Graduate and Postdoctoral Studies
Graduate School

Home | Prospective Students | Current Students | Campus & Community | Awards | Deadlines | Forms | Faculty & Staff | About Us | Apply

COVID-19: please review UBC's [current information and FAQs](#) and [S-P-S-V updates student-specific information](#)

FINAL SUBMISSION INSTRUCTIONS

This section is only for final, post-defence submission of theses and dissertations. Please follow these steps in order:

- 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
- Ensure your completed forms are submitted to the Faculty of Graduate and Postdoctoral Studies. As of December 2020, 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 at the same time as you submit the Thesis or Dissertation Approval form, so that forms arrive as a complete package. Please do NOT email a PDF of your thesis along with the forms.
- Set up your eOffice account by going to the [UBC Library eOffice Registration](#) page. See [eOffice Instructions](#) for more details. Once you have created your eOffice account, you will be sent an email message that allows you to set your password.
- IMPORTANT! After setting your password, send an email to graduate.thesis@ubc.ca to request that your account be activated. 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.

IMPORTANT - 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.

- Convert your thesis to a single non-secured PDF file. The PDF file must be compatible with Adobe Acrobat version 5, and must not be "password-secured" or "password-protected". eOffice does not accept secured or password-protected PDFs due to access and preservation concerns. If you have questions, please contact the eOffice staff.

CREATIVE ARTS ONLY: For MFA and MMus theses, convert the text portions of your thesis to a single non-secured PDF.

UBC
THE UNIVERSITY OF BRITISH COLUMBIA

Graduate and Postdoctoral Studies
178-4511 CRESCENT ROAD
VANCOUVER, BC, CANADA V6T 1Z1

TEL: 604.822.3044
TOLL: 800.822.3844
WWW.GRADUATE.UBC.CA

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: _____ Date: _____
Signature: _____

IMPORTANT: You MUST apply for graduation online at the Student Service Centre.

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 SSC, verify the signatures and initials, and send the form to the Faculty of Graduate and Postdoctoral Studies at graduate.thesis@ubc.ca.

Please check the relevant form:

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: _____ Date: _____
Signature: _____

Personal information provided on this registration form is collected pursuant to section 28 of the Privacy Information and Protection of Privacy Act (PIPA) / RCPC 1986, s.183, or may be transferred from time to time. The information will be used for the purpose of processing and publishing your thesis/dissertation. The University of British Columbia retains, uses, transfers and discloses information in accordance with PIPA.

Graduate studies use only:
Date thesis approved in office: _____ Thesis email sent: _____ Thesis Title: _____

www.grad.ubc.ca/forms page 1 of 1 last updated: 2020-03-26

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DOCTORAL DISSERTATION APPROVAL

Student must submit this form to their graduate program office. Program staff will ensure that the committee has been entered in SSC, 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: _____
Given Name: _____ Family Name: _____ Student Number: _____
In partial fulfillment of the requirements for the degree of: _____
Degree (PhD, DMA, MEd) in: _____
Thesis Program Name: _____
Date of Dissertation Defence: _____
Date submitted: _____

Dissertation Title: _____

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

REQUIRED: verify and endorse the content of their Pre-thesis (Supervisor must initial)

REQUIRED: INITIAL ONE STATEMENT ONLY:
EITHER I verify that approval of a [UBC Research Ethics Board](#) or [UBC Animal Care Committee](#) was not required: _____
OR I verify that approval of a [UBC Research Ethics Board](#) or the [UBC Animal Care Committee](#) was obtained: _____

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

Name of Research Supervisor: _____ Signature: _____ Date (YYYY-MM-DD): _____
Name of Graduate Examiner: _____ Signature: _____ Date (YYYY-MM-DD): _____
Name of Graduate Examiner: _____ Signature: _____ Date (YYYY-MM-DD): _____
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Name of Graduate Examiner: _____ Signature: _____ Date (YYYY-MM-DD): _____
Name of Graduate Examiner: _____ Signature: _____ Date (YYYY-MM-DD): _____
Name of Graduate 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 office: _____ Thesis email sent: _____ Thesis Title: _____

www.grad.ubc.ca/forms page 1 of 1 last updated: 2020-03-26

How to Request a Delay in Publication

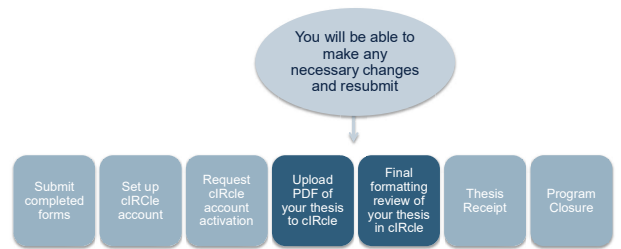
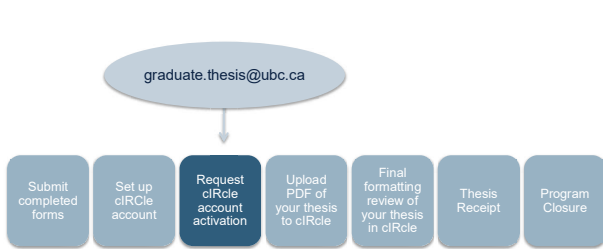
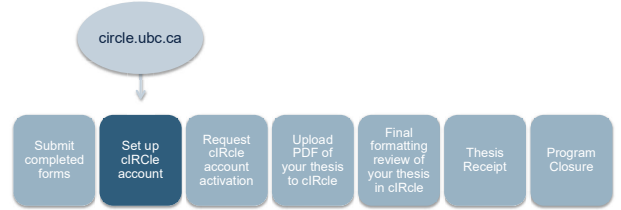
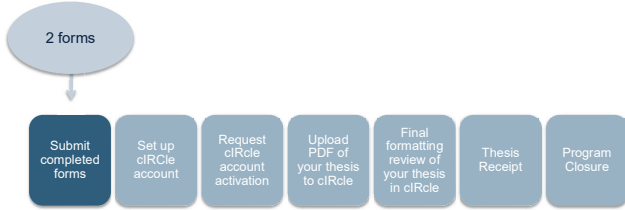
- Complete Request for Delay in Publication of Thesis/Dissertation form
 - Include signatures from student, supervisor and graduate advisor/department head
- Form must be submitted **BEFORE** thesis is submitted to cIRcle
- If the request is approved, you and your supervisor will be notified via email

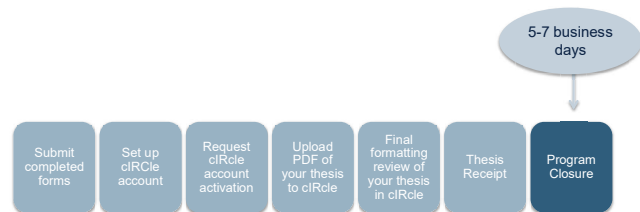
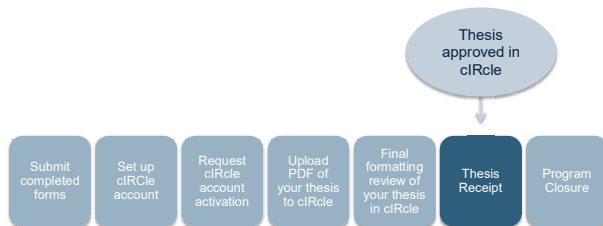
Delaying Publication of Your Thesis (Embargoes)

- 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 the SSC.





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

2022 Degree Granting and Convocation Deadlines

	May 2022 convocation	Nov 2022 convocation
Degree granting month	May 2022	November 2022
Thesis approved in cIRcle	April 22	October 21
Deadline to apply for graduation	April 22*	October 21*

The deadline to apply for May & November graduation used to be considerably earlier than the final thesis submission deadline but this has recently been changed. You can now apply to graduate up to the thesis deadline.

Contact Information

General Questions / Pre-review & cIRcle account activation requests

- graduate.thesis@ubc.ca



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Last revised March 7, 2022



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GRADUATE AND POSTDOCTORAL STUDIES



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