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/
    - 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
    - Understanding the basic formatting requirements and electronic submission process.

  - Graduate.thesis@ubc.ca
    - Any questions related to the formatting requirements of your thesis.
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
• 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 the thesis.
- Your thesis may require some re-writing or additional material to ensure coherence and consistency with formatting.
- 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 what words are yours and what 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
  • 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
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
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
- Not proofread. We do not review for typos or grammatical errors
- cIRcle instructions not followed
Pre-Reviews

- You can have your thesis pre-reviewed as soon as you have a complete draft
- If you are close to final electronic submission (post defense), instead of requesting a pre-review, please submit to cIRcle and have your thesis reviewed there
- Masters 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 bound copy of your dissertation.
Pre-Reviews
Where to send your thesis

- Email a PDF to graduate.thesis@ubc.ca
  - Include your name and student number
  - 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

Preparing for Final Submission

- Use review tools on the website
- Check that you have met all formatting requirements
- Be ahead of deadlines
- Allow time for revisions to formatting
- Proofread! Do a final proof reading, as theses cannot be changed once they have been approved
Final Submission Process

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
Final Submission Process

- Final, post-defence masters and doctoral theses must be submitted electronically
- 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

Final Submission Process: 2 Required Forms

- Thesis/Dissertation Submission Cover Sheet
- Doctoral Dissertation or Master’s Thesis Approval form
- Library and Archives Canada Theses Non-Exclusive License form – NO LONGER REQUIRED
NO LONGER REQUIRED

THESSES NON-EXCLUSIVE LICENSE

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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.

• 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

clRcle Submission

All 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
Submitting your thesis to cIRcle
A Basic Review of the Process

1. Set up your cIRcle account (username & password)
2. Email the Thesis Team to request activation of your cIRcle account, graduate.thesis@ubc.ca
3. Convert your thesis to a single PDF
4. Submit your thesis to cIRcle

After You Submit to cIRcle
The Formatting Review Process

- Thesis Team reviews thesis on cIRcle
- You receive email notification of acceptance or required corrections/changes
- Make changes and re-submit PDF to cIRcle
- This process is not complete until you receive an approval email
- SAS clerk will check for program closure eligibility upon receiving a thesis receipt
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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

graduate.thesis@ubc.ca

You will be able to make any necessary changes and resubmit

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Thesis Receipt & Program Closure

- This 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 3-5 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
Contact Information

General Questions / Pre-review & cIRcle account activation requests
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