

## PREPARATION AND SUBMISSION OF THESES AND DISSERTATIONS

Nick Rizzo  
March 11<sup>th</sup>, 2021

## 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 (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**
- **UBC Library Research Commons**
- [https://guides.library.ubc.ca/library\\_research\\_commons/thesis\\_formatting](https://guides.library.ubc.ca/library_research_commons/thesis_formatting)
  - 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.common@ubc.ca](mailto:research.common@ubc.ca)

## Resources: Thesis Formatting Assistance

- **Your Supervisor**
- **G+PS website**
- **UBC Library Research Commons**
- **G+PS Thesis Team**
  - [graduate.thesis@ubc.ca](mailto: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:

<https://copyright.ubc.ca/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/>

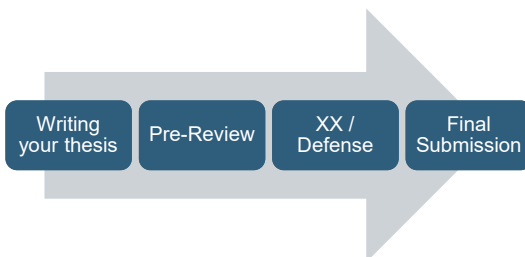
If you are unsure whether or not you need ethics approval, visit the **Office of Research Ethics** website or contact them directly

## 1 Thesis Preparation

### Formatting Your Thesis



## Sequence of Events



## Writing the Thesis

- Style Guides
- Templates
  - 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 that requires coding
    - Templates are available from the G+PS website  
Current Students » Dissertation & Thesis Preparation » Thesis Basics » Style Guides and Computer Tools
    - G+PS is not able to provide advice or support on LaTeX coding



## 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](mailto: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

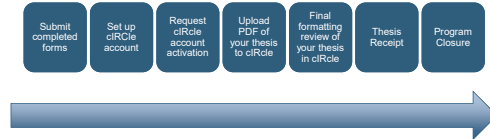
- Final, post-defence master's and doctoral theses must be submitted electronically by uploading to cIRcle
- Once submitted to cIRcle, theses are reviewed for final formatting and must be approved before accepted.
- Your thesis is not considered "approved" until you receive a thesis receipt



# 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

**MASTERS THESIS APPROVAL**

Students must submit the thesis to their graduate program office. Program staff will ensure that the submission has been entered in SSC, verify that the signatures and dates are authentic, and send the form to the Faculty of Graduate and Postdoctoral Studies at graduates@ubc.ca.

Student: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Student number: \_\_\_\_\_

In partial fulfillment of the requirements for the degree of \_\_\_\_\_

Thesis Title: \_\_\_\_\_

The supervisory committee has been entered in SSC. This must be done before submitting this form.

As research supervisor for the above student, I certify that I have read the student's submitted thesis (file attached), have approved changes required by the first reviewers, and recommend the thesis to the Faculty of Graduate and Postdoctoral Studies for acceptance.

**REQUIRED: I certify and endorse the content of the Thesis.** (Supervisor must initial)

**REQUIRED: INITIAL ONE STATEMENT ONLY:**

I certify that approval of UBC Office of Research Ethics was not required. (Supervisor must initial)

I certify that approval of UBC Office of Research Ethics was obtained for research. (Supervisor must initial)

Signature of Student: \_\_\_\_\_ Signature of Supervisor: \_\_\_\_\_

The undersigned certify that they recommended this thesis to the Faculty of Graduate Studies for acceptance.

Signature of Graduate Program Committee Member: \_\_\_\_\_ Signature of Graduate Program Committee Member: \_\_\_\_\_

Signature of Graduate Program Committee Member: \_\_\_\_\_ Signature of Graduate Program Committee Member: \_\_\_\_\_

Signature of Graduate Program Committee Member: \_\_\_\_\_ Signature of Graduate Program Committee Member: \_\_\_\_\_

Notes: Student's thesis must have a minimum of two signatures for approval; the research supervisor's signature and the signature of at least one member of the supervisory committee.

For convenience, each party required to sign this form may sign a separate copy and return it to the graduate program office via email. The signed copies together will constitute a single fully signed document.

Graduate Studies use only:

Thesis Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Student No: \_\_\_\_\_

UBC Graduate and Postdoctoral Studies

## 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

UBC Graduate and Postdoctoral Studies

## Delaying Publication of Your Thesis (Embargoes)

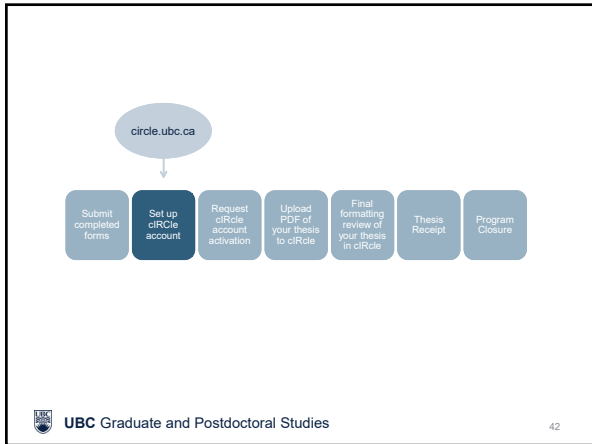
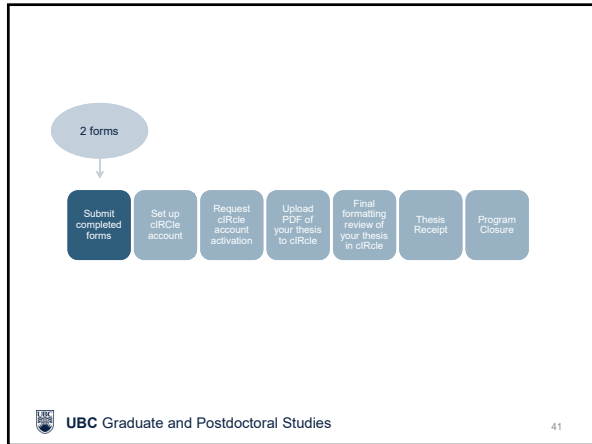
- The request will be approved only when there is a **full and convincing justification** for delaying online publication of the thesis.
- Common justifications include:
  - more time is required to complete or submit a manuscript
  - funding for research was provided by a commercial company which has requested a delay in publication
  - The thesis describes something of considerable monetary potential which could benefit you or the University

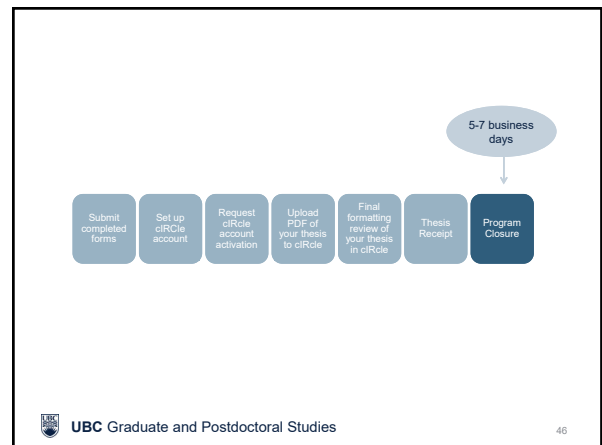
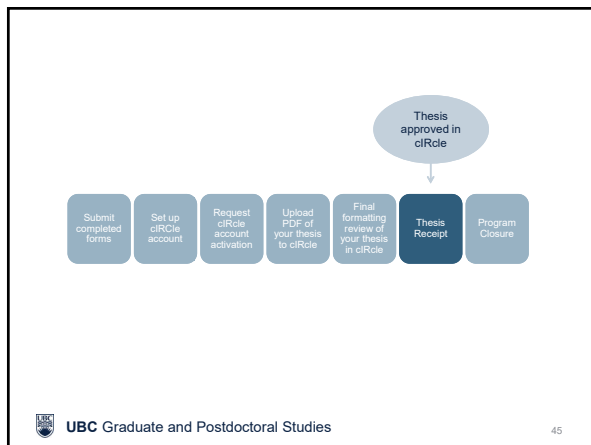
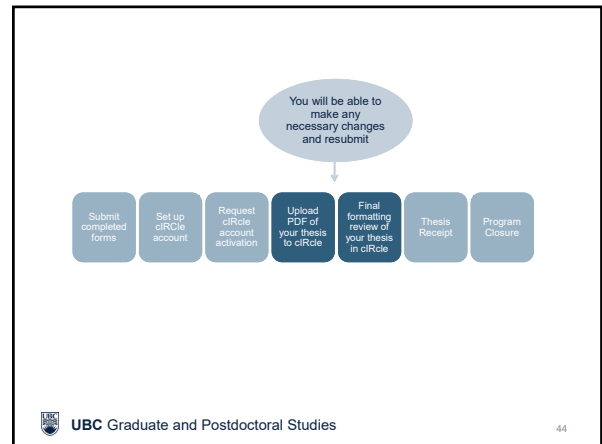
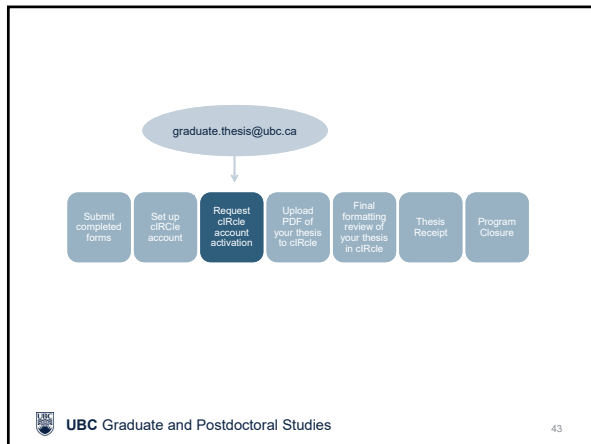
UBC Graduate and Postdoctoral Studies

## 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.

UBC Graduate and Postdoctoral Studies





### 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

UBC Graduate and Postdoctoral Studies 47

### 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

UBC Graduate and Postdoctoral Studies 48



### 2021 Degree Granting and Convocation Deadlines

	<b>May 2021 convocation</b>		<b>Nov 2021 convocation</b>
Degree granting month	<b>May 2021</b>		<b>November 2021</b>
Thesis approved in cIRcle	April 23		October 22
Deadline to apply for graduation	February 26*		September 10*

\*The deadline to apply for May & November graduation is considerably earlier than the final thesis submission deadline.

UBC Graduate and Postdoctoral Studies

49

#### Contact Information

**General Questions / Pre-review & cIRcle account activation requests**

- [graduate.thesis@ubc.ca](mailto:graduate.thesis@ubc.ca)

THE UNIVERSITY OF BRITISH COLUMBIA

**Graduate and Postdoctoral Studies**

[www.grad.ubc.ca](http://www.grad.ubc.ca)

Last revised March 9, 2021

THE UNIVERSITY OF BRITISH COLUMBIA

GRADUATE AND POSTDOCTORAL STUDIES