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 (Embargo)
   Thesis Approval
   Deadlines

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

UBC Graduate and Postdoctoral Studies
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.commons@ubc.ca

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.

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

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
  • G+PS is not able to provide advice or support on LaTeX coding

1 Thesis Preparation

1 Formatting Your Thesis

Sequence of Events

Writing your thesis Pre-Review XX / Defense Final Submission
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

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.
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

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: Required Forms

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

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

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)
  - Library and Archives Canada (harvested monthly)
- 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
2021 Degree Granting and Convocation Deadlines

<table>
<thead>
<tr>
<th>Degree granting month</th>
<th>May 2021</th>
<th>November 2021</th>
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<tbody>
<tr>
<td>Thesis approved in cIRcle</td>
<td>April 23</td>
<td>October 22</td>
</tr>
<tr>
<td>Deadline to apply for graduation</td>
<td>February 26</td>
<td>September 10</td>
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The deadline to apply for May & November graduation is considerably earlier than the final thesis submission deadline.

Contact Information
General Questions / Pre-review & cIRcle account activation requests

- graduate.thesis@ubc.ca

The University of British Columbia
Graduate and Postdoctoral Studies
www.grad.ubc.ca
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