

Brandon University Master of Science (Environmental and Life Sciences) (MELS) Manuscript Style Thesis Guidelines

A manuscript style thesis differs from the traditional monograph style thesis in that some of the individual chapters (henceforth called manuscripts) are written in the style of stand-alone scientific works suitable for publication in peer-reviewed journals. A manuscript style thesis, must, like a traditional thesis, represent a coherent program of research and not be disjoint chapters packaged together. The decision for a student to complete a manuscript style thesis should be established with the student's advisory committee, as not all disciplines or thesis topics may warrant this approach.

The manuscript style thesis is expected to follow the thesis formatting guidelines outlined in the Thesis Structure and Formatting document found at <https://www.brandonu.ca/mels/files/MELS-Thesis-Structure-and-Formatting.pdf> with the following additions/modifications:

- Any formatting requirements from the journal that are contrary to the formatting requirements for the thesis must be changed. All chapters of the thesis must have the same formatting. For instance:
 - All manuscripts will have page numbering continuous with the rest of the thesis
 - All section headings and numbering will be in the same style throughout the thesis
 - Tables, Figures and Equations must have their chapter number and order within the chapter so that no two in the thesis are the same, e.g., Figure 2-1 would be the first figure in a second chapter
 - A hyphen will be used to separate the chapter and item number
 - A period will be used to separate subsections (e.g., 2.1 Chapter Summary or 3.2 Introduction)
 - Tables, Figures and Equations should be imbedded in text at the appropriate location.
 - There may be only one *Abstract* for the entire thesis. Abstracts within manuscripts must be called *Chapter Summary*
 - Manuscripts may have a section called *Conclusions*
 - There may be only one *References* section in the thesis, and thus references from individual manuscripts shall be combined into an exhaustive list at the end of the thesis
 - Internal references to (unpublished) manuscripts within the thesis must not be in the format of a published work, but rather that section/chapter of the thesis. For example, the student (Smith) should not reference themselves as “Smith & Advisor, 2018”, but rather “see Chapter 3”.
- The *Introduction* chapter must provide a comprehensive overview for the thesis, setting the stage for the work and explaining how each of the manuscripts fits into the broader context of the overall research program, including the literature in which it is situated, and how the manuscripts work together to address a common theme (or coherent program of research)
- The thesis must consist of at least one (1) manuscripts
- The student must be first author on at least half of the manuscripts in the thesis
 - This specifically allows for additional manuscripts to be included within the thesis whose first author is not the student, though the student must be an author
 - The authorship of each manuscript must be clearly outlined in the *Co-authorship* section (see below)
- A *Co-authorship* section must be added between the *Thesis Approval Page* and *Abstract* sections where the student, for each manuscript, outlines the authorship order and each individual's contributions to the manuscript
 - It is expected that the primary supervisor would typically be an author on each chapter
 - All co-authors must sign this page acknowledging the contributions as being correct
 - Where there may be two students who will include the same manuscript in two separate theses, each student must acknowledge the existence of the other thesis, and the fact that the manuscript appears in both theses
- The status of the manuscript (e.g., in prep, submitted, accepted/rejected, in press, published) at the time the thesis is prepared for the exam must be present at the start of each manuscript. An update on the status of the manuscripts (i.e., a change to the examination copy) is permitted prior to final submission to Brandon University (i.e., the final, approved copy) with supervisor approval
 - When a manuscript is published, the full citation must also be included at the start of the manuscript
 - There is no requirement that manuscripts need to be accepted/published, just that the manuscript is prepared in a style suitable for submission to a journal

- The typical layout for the thesis will be as follows (the Conclusions chapter will be numbered sequentially should more than 1 manuscripts be present):
 - Title Page
 - Thesis Approval Page
 - Co-authorship
 - Abstract
 - Acknowledgements
 - Dedication (optional)
 - Table of Contents
 - List of Tables and Figures
 - 1 – Introduction
 - 2 – Title of Manuscript 1
 - 3 – Title of Manuscript 2
 - 4 – Conclusions
 - References
 - Appendices (as required)
 - Copyright (as required)

Copyright

The following text has been taken from the University of Saskatchewan guidelines and will be used at Brandon University as required:

It is the responsibility of the student and any co-authors of material included in the thesis to obtain from all copyright holders written permission to include copyrighted material in the thesis. Written permission must be obtained from any co-author who retains copyright, or from the person to whom the co-author has assigned copyright.

Any payment which might be required by the rights holder(s) is the responsibility of the student. The thesis should indicate that copyrighted and/or co-authored material have been printed either “with permission” or “under license” (either by a statement in the preface or on the first page of each article).

Copies of the letters of permission or licenses must be included within the thesis as an appendix. Given this, it would be good practice for students to inform the journals to which they submit manuscripts that these manuscripts may eventually be included within a manuscript-style thesis.