

## **Thesis Structure and Formatting**

### ***A. Thesis Structure/Order***

Graduate theses must consist of the following parts, and be arranged in the following order:

*Title Page:* The materials on the title page are to be centred and conform to the margins described in Thesis Formatting section below. The title page should include title of thesis, full name of student, followed by Program name, Faculty, and Brandon University. The statement “Thesis submitted in partial fulfillment of the requirements for the Degree of Master of Science, Environmental and Life Sciences, Brandon University” must also be included. The copyright line should be placed as the last line of the page. The year must correspond to the thesis approval form. Although this is page one of the prefatory material, the page number will not appear on the title page. See example attached.

*Thesis Approval Page:* This page will be signed by all members of the Examining Committee once the final approved version of the thesis has been submitted. MELS provides this page.

*Abstract:* An abstract of not more than 250 words must be included and will indicate the major emphasis of the thesis, new discoveries, and its contribution to knowledge. The style of abstract varies somewhat from discipline to discipline and the student will follow an appropriate style. This page must be numbered in lowercase Roman numerals, and will be the third page of the prefatory material (iii).

*Acknowledgements:* An expression of thanks for assistance should be set forth on a separate page(s) or incorporated into the Preface (if there is one). This page may optionally include a *Dedication* if the student desires. This page must be numbered in lowercase Roman numerals.

*Table of Contents:* All chapters, including sections and sub-sections must be included with the appropriate page numbers. This page must be numbered in lowercase Roman numerals.

*List of Table and Figures:* All tables and figures must be appropriately listed as labelled in the text of the thesis. This page must be numbered in lowercase Roman numerals.

*Text Body:* The text consists of the Introduction followed by several well-defined chapters or divisions and the Conclusion or a summary statement of the results of the investigation. Appendices, if applicable, will follow the Conclusion and Reference List. An academic referencing style must be adhered to (*e.g.* Chicago Style, APA) that is accepted by the student’s discipline. Once chosen, the guidelines for that referencing style must be adhered to consistently. Footnotes should be placed at the foot of the page or at the end of the chapter or thesis. If footnotes are collected in one place, their location must be shown in the table of contents by title and page. The text body must be numbered in Arabic numerals, and the Introduction begins with page 1.

### ***B. Thesis Formatting***

*Font and Line Spacing* - Only letter quality typescripts are acceptable. The thesis must be typed in 12 point font. Textual material must be doubled spaced; footnotes and long quotations must be single spaced (and indented in the case of long quotations).

*Margins* - The top, bottom and left- and right-hand margins should each be 1 inch wide, unless any final copies are to be bound, in which case the left-hand margin must be 1.5 inches wide. The last line of the page, whether of text or footnote, should not be less than one inch from the bottom. These margins apply to all illustrative material, diagrams, maps, photographs, charts, and tables, along with their associated explanatory text.

*Pagination* - All pages are to be numbered except the title page, on which the number (i) is implied but not written. For the remaining pages of the preliminaries, lower-case Roman numerals (ii, iii, iv, etc.) are centered three-quarters of an inch above the bottom of the page. For the chapters or sections of the main body of the text, including reference list and appendices, Arabic numerals (1, 2, 3, etc.) must be centered at the bottom of the page (this includes maps, tables, etc.).

*Illustrative Material* - Maps, diagrams, images, and tables should be produced at a resolution sufficient to be clear and legible on an 8.5 x 11 inch page.

*Page Size and Oversize Pages* – The standard page size shall be 8.5 x 11 inches. Oversize pages (charts, graphs, maps, tables, etc.), if necessary, will normally not exceed 11 x 17 inches. If the thesis is to be printed, oversize pages should be carefully folded into the thesis and must not extend the full width of the standard page because the edges are trimmed by the bindery and the foldout could be destroyed. Oversize pages may be photo-reduced and students should consult Printing Services for advice. If the thesis will not be printed (digital only), then oversize pages should be formatted so that they are legible for viewing full size on a computer screen, and still be within 11 x 17 inches page size. Use of oversize pages should be kept to the minimum; every effort should be made to produce charts, graphs, maps, and tables within the standard sized page.

*Abbreviations* should be those generally accepted in the field and must be consistent throughout the thesis. All abbreviations must be spelled out in the first instance. A list of abbreviations may be provided in the prefatory material, following the lists of tables and figures, if appropriate.

*Units* - Where applicable, the International System of Units (SI) shall be used.

[Sample Title Page]

**The Effects of Paper Quality on the Outcome of Thesis Examinations**

**By**

**John Smith**

**Thesis submitted in partial fulfilment of the requirements for the degree of  
Master of Science  
Environmental and Life Sciences  
Brandon University**

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