

PREPARATION OF A THESIS OR DISSERTATION

Theses and dissertations must be prepared in two stages, the first for the defense and the second for publication in LUZoneUL, Laurentian University's Institutional Repository which is managed by the Library. From LUZoneUL, the documents are normally harvested by Library and Archives Canada for inclusion in its repository and further, they are submitted by the Desmarais library to Proquest's database of *Dissertations and Theses*.

I. THESIS/DISSERTATION DEFENSE

Preparation

Although each department will have its own requirements concerning the editing and preparation of the thesis/dissertation, a standard overall format is desirable. It is with this in mind that the following instructions are presented. A template reflecting these guidelines has been placed on this site.

Please note that when you are ready you are required to submit your thesis as a .pdf file to the School of Graduate Studies who will distribute it appropriately. If needed, a printed copy will be required for any external examiner who requests it

1. Title page must be affixed to all theses, followed by a thesis abstract (pg. iii) and a table of contents. Lists of tables and figures, giving the pagination, follow the table of contents. Acknowledgements, if required, will be given on a separate sheet before the table of contents. All of these introductory pages should be numbered consecutively in lower case Roman numerals. No number should appear on the title page but it is to be counted. Normal numbering begins with the first page of the thesis itself and continues through all appendices, bibliographies, etc.
2. In order to avoid pirating of theses, the student must place on the title page the international copyright notice. This consists of 3 elements on the same line:
 - i) The letter "c" enclosed in a circle _ ©.
 - ii) The name of the copyright owner, in this case the author.
 - iii) The year.
Ex: © John Robert Smith, 2013.
3. The original text of the thesis/dissertation should be typed, double-spaced on pages 8½" x 11" (21½ cm x 28 cm) size. The font should be between 10 and 12 point and all margins should be 1" (25 mm). Major sections of the thesis/dissertation should begin on new pages with a slightly greater margin at the top.
4. Footnotes, as required, may be placed at the bottom of the appropriate page and separated from the text by a solid line, or at the end of each major division, according to

departmental requirements. Reference to footnotes should be by superscript number. The organization of the references in the text and in the Bibliography should be consistent with accepted scholarly procedures and departmental requirements.

5. Illustrations including photographs, drawings, graphs, charts, maps, and diagrams should be positioned as the main text (the type reading across the 21.5 cm dimension) and may be in colour if warranted.

If it is the intention to print the document in black and white, it is advisable that all illustrations appear in black and white. Additionally, labels and symbols should be used rather than colours to identify the lines of a graph; cross-hatching provides sharper contrast than colour to shaded areas, such as countries on a map.

All illustrations must be numbered in sequence and be referred to accordingly in the text.

6. Charts, graphs, maps and tables that are larger than the standard page might have to be used in the thesis... Large charts, graphs and plates can also be reduced. However, notations or writing on them must be easily legible and no smaller than elite type.
7. Legends for all figures should be placed either below the figure on the same page or on a facing page. If the illustration is too large to allow this, the legend may be placed (centred) on the facing page.
8. Tables should be prepared to fit, with appropriate margins, the normal 8½" x 11" (21½ cm x 28 cm) sheet. Tables should bear consecutive numbers and titles.
9. The document may also include supplementary files for multimedia, sound, video or HTML pages with embedded files. Supplementary files may be in any file format, however please consider the audience when attaching these files. Some file types require specific software that may not be readily available to the public

II. SUBMISSION TO LUZONELU POST DEFENCE

A thesis/dissertation is the outcome of the research that the student conducted while completing a graduate degree. Given the research and education mandate of Canada's publicly funded universities, it is expected that the results of this research will be made publicly available.

In fulfillment of this mandate, the University requires that successful graduate theses/dissertations be made available through the Desmarais Library's LUZoneUL program. The thesis/dissertation will be published electronically at the conclusion of the degree process, and will be available globally via the World Wide Web.

At the same time, the University recognizes that the student is the author of the thesis, and retains copyright and control interests in the material.

Note: Students should be conscious of the implications of electronic publication in the digital context: material is accessible to any interested party, academic and non-academic. The record

should also be understood to be permanently available – once published electronically, it can be withdrawn from LUZoneUL, but digital copies will inevitably persist. Students engaging in thesis preparation and research should be mindful of electronic publication and availability as an endpoint of their research. Supervisors, equally, have a responsibility to be acquainted with the implications of electronic publication, and advise their students accordingly.

The candidate is asked to permit the release of the thesis to be used for research and also to sign a form to allow the non-exclusive right to reproduce or loan copies of the thesis in electronic format. The term "non-exclusive license" means that the author retains the copyright of the thesis and can seek other forms of publication.

Upon final approved submission, the work is published to the LUZoneUL repository, pending any requests for a delay of publication. This repository is publicly accessible, permitting free access to the work. The repository transmits regular reports via e-mail to the author on how often the work is accessed.

Works retained in LUZoneUL are regularly harvested and transmitted to Library and Archives Canada as well ProQuest UMI Dissertation Publishing pending any requests for a delay of publication. These services provide additional recognition, dissemination and preservation for the work.

All students will be required to sign authorizations to permit publication of their research.

1. Once your examination is successful it is time for you to update your original work and resubmit the revised thesis/dissertation in .pdf format to the School of Graduate Studies
2. Simultaneously you are required to submit:
 - [Library and Archives Canada Theses Non-Exclusive License](#)
 - [ProQuest Subject Code Form](#)
3. If you wish to delay publication for up to a year, you may optionally complete the form requesting such a delay
4. The School of Graduate Studies will forward your thesis/dissertation to the J.N. Desmarais Library which will immediately publish the document within the repository. You will be informed of the publication via email. Confirmations will also be sent to your supervisor and program administrator. Once the thesis/dissertation is published, you have officially completed the thesis requirement of your degree. Subject to approval by the University Senate, your name will be placed on the convocation list. Should you require proof of completion of all degree requirements you should contact the School of Graduate Studies.