Preparing Your Thesis – For Your Committee and for Submission to FGSR

Dr. Renee Polziehn and Kristy Lynn

http://archives.ucalgary.ca/theses
Not a “How to Write Your Thesis”

Thesis Format – Prefatory Pages

– Title Page – no page number
– Abstract – page ii ★
– Preface – (Required if published, co-authored, ethics) ★
– Dedication, quote, poem - optional
– Acknowledgement (optional 2 page limit)
– Table of Contents
– List of Tables (if any)
– List of Figures or Illustrations (if any)
– List of Plates and List of Symbols (if any)
– Glossary of Terms (if any)
Thesis Format

- Traditional/Monograph Format
- Multiple Manuscript/Journal/Paper Format
- Mixed Format
Who Decides Thesis Format?

- Supervisor/Department
- Committee
- Research
- You
- End Product
- Readership

http://digitalserenity1.deviantart.com/art/Venture-Into-The-Unknown-267014123
Text Format

• You are ultimately responsible the thesis format is correct. **Note: these have changed over time.**

• Abstract (700 word maximum – Master’s/Doctoral)

• Preface **mandated** when you have published journal articles/co-authorship/ethics requirement

• Bibliography (regardless if you have one at the end of every chapter, you need a complete reference of all sources cited at the end of your thesis)
Minimum Thesis Formatting Requirements
http://uofa.ualberta.ca/graduate-studies/current-students/academic-requirements/thesis-requirement-and-preparation

Department may have requirements

Failure to meet the requirements = rejected by Faculty of Graduate Studies and Research
Time Line
- Committee to Submission

Pre-Defense

1. Give thesis to committee for approval, if required have external approved, collect copyright approval if required, set exam date. (4 weeks common – eg. July)

2. Ideally complete thesis at least 6 weeks before defense for Doctoral and 4 weeks before for Masters (eg. August)

3. Prepare your Thesis Approval and Program Completion Form. (eg. Defend in September)
### Drop down list for Department

- Select Department

### Common to collect signatures at time of defense

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<th>Name (please print)</th>
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### Completed and submitted to FGSR by Graduate Coordinator/Department Chair following examination.

- Examination Date:
- Committee Recommendation:
  - Pass
  - Pass subject to revisions
  - Adjourned
  - Failed
- Academic Integrity and Ethics requirement is:
  - [ ] complete (mandatory if admitted after September 2004; optional for others)
  - [ ] not required (student began program before September 2004)
  - [ ] not required (ethics completed in a previous degree)
  - [ ] all grades, excluding thesis, have been entered
  - [ ] the student has met all degree requirements

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Time Line
- Preparation to Submission

3. Defend your thesis

4. Make revisions to thesis (within 6 months of exam)*

5. Submit your Thesis Approval/Program Completion Form to FGSR (make sure department has done so)

6. Submit your thesis to FGSR

http://lesism.blogspot.ca/2012/03/time.html
Sample

Drop down list or enter name of Master’s/Doctoral degree

Specialization; you can check in Bear Tracks (https://www.beartracks.ualberta.ca)

Include Copyright symbol.

Only need year of Convocation

Thesis Title
By
Full Name

A thesis submitted in partial fulfillment of the requirements for the degree of

Full Degree Title
[in
Specialization, if applicable]

Department of NAME
(OR Faculty of NAME)
University of Alberta

© Full name, 2016

Use Bear Tracks to check name

Drop down list or enter name, Note: Use Faculty name if you are in Law, Nursing, Business, etc (non-department Faculty)
Making the World a Better Place using E.coli
by
Renee Polziehn

A thesis submitted in partial fulfillment of the requirements for the degree of

Doctor of Philosophy
In
Food Science and Bioresource Technology

Department of Agricultural, Food and Nutritional Science

University of Alberta

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Copyright

Students—as authors—retain copyright ownership and moral rights

- rights you retain over the integrity of the work
- right to be named as its author even after sale or transfer of the copyright of their thesis
- permission must be granted to the University of Alberta and Library Archives Canada to distribute the thesis for private, scholarly and scientific purposes.
Copyrights

- In the preface, identify any or all chapters that have been submitted for publication, accepted for publication, or published. (and who has done what)

- If you plan to include a published paper in your thesis, then you will need to get permission from the publisher.

- If you have co-authored papers in your thesis, you need permission from your co-authors to sign the Thesis Non-Exclusive License that authorized the Library and Archives Canada they can distribute your thesis.
Copyrights

- FGSR needs email/letters that indicate co-author and journals give permission to use content in thesis. These documents are not part of your actual thesis.

- Any additional questions regarding copyright ownership and moral rights can be directed to the U of A Copyright Office (copyright@ualberta.ca).
Other Documents to Complete

Must be received prior to electronic submission of your thesis.

- Thesis Approval/Program Completion Form
- University of Alberta Thesis/Dissertation Non-Exclusive License (combined UALibrary and Library Archives Canada form)
- Copyright Permission Letters/Emails

http://www.maltaweddings.com/Files/Upload/documents.jpg
University of Alberta THESIS/DISSertation NON-EXCLUSIVE LICENSE

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<th>Family Name:</th>
<th>Given Name, Middle Name (if applicable):</th>
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<tr>
<td>Smith</td>
<td>John Henry Adam</td>
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<th>Faculty, Department, School:</th>
<th>Degree for which thesis/dissertation was presented:</th>
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<tr>
<td>Educational Policy Studies</td>
<td>Master of Education</td>
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<th>Date Degree Awarded:</th>
<th>Achieving Success in Graduate School</th>
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<td>November 16, 2016</td>
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In consideration of the University of Alberta making my thesis/dissertation (hereinafter, "my Thesis"), which includes any and all associated abstracts and supplemental files, available to interested persons, I, the undersigned, hereby grant to the University of Alberta for the full term of copyright protection, a non-exclusive license to:

(a) archive, preserve, produce, reproduce, publish, communicate, convert into any format, and to make available my Thesis in print or online by telecommunication to the public for educational, research and non-commercial purposes.

Sign the form at the bottom!
How Many Copies?

1. Only Electronic Submissions accepted
   - Register with Thesis Deposit and submit single PDF/A
     of thesis

2. No Paper Submissions for FGSR but may want to bind copies for yourself, committee, supervisor, etc.
   - McCallum Printing Group – basement of Cameron Library

3. Department may require additional copies of your thesis.
Where Does your Thesis Go?

• University of Alberta Libraries and the NEOS Library Consortium - “Thesis Deposit”

• Library Archives Canada’s electronic Theses Canada Portal, Library and Archives Canada

Thesis is released at time of Spring June 16 and Fall November 16 Convocation.
Fees

- No Fees for FGSR for thesis

- If Department requires copies, there will be costs to print and bind the thesis
Restricting Access to Thesis

http://uofa.ualberta.ca/graduate-studies/about/graduate-program-manual/section-8-supervision-oral-examinations-and-program-completion/8-4-thesis-requirements#8.4.3%20Restrict%20Access%20to%20Thesis

- Up to 2 years

- Submit the Request to Restrict Access to a Thesis form to FGSR

- Request must be made prior to the submission of the Thesis Approval/Program Completion form to FGSR

http://thetechsite.blogspot.ca/
Upcoming Deadlines
For Thesis Approval Program Completion Form

- July 7, 2016 before 4:00pm
  (Students admitted 2011 Fall and onwards)

- September 30, 2016 before 4:00pm
  - NOT required to register in the Fall term

- September 30, 2016 after 4:00pm
  - Required to register in the Fall term

https://fisher.osu.edu/blogs/mlhr-admissions/tag/deadline/
Resources

How Theses Get Written: Some Cool Tips by Steve Easterbrook


Authoring a PhD: How to plan, draft, write and finish a doctoral thesis or dissertation by Patrick Dunleavy

Questions??