



ORDER OF COMPONENTS		
1.	Title Page	Required
2.	Committee Recommendation Form	Required
3.	Abstract	Required
4.	Lay Summary	Required
5.	Preface	Required if the research has been partly or wholly published in articles, was part of a collaboration, or required the approval of one or more of UBC's Research Ethics Boards. For more information please see the Copyright section of the College of Graduate Studies website
6.	Table of Contents	Required
7.	List of Tables	Required if applicable
8.	List of Figures	Required if applicable
9.	List of Illustrations	Advisable if applicable
10.	List of Symbols, Abbreviations or Other	Advisable if applicable
11.	Glossary	Optional
12.	Acknowledgements	Optional
13.	Dedication	Optional
14.	Introduction	Required
15.	Research Chapters	Required
16.	Conclusion	Required
17.	Bibliography	Required
18.	Appendices	Optional

FORMATTING REQUIREMENTS		
Font	<ul style="list-style-type: none"> ▪ Times New Roman or Arial. ▪ 10 to 12 point throughout document; at least 6 point for tables and figures. ▪ Must be black except for web links. 	
Margins	<ul style="list-style-type: none"> ▪ Left: 1.25 inches recommended for binding; 1 inch minimum. ▪ Right, top, and bottom: 1 inch recommended; 0.75 inches minimum 	
Spacing	<ul style="list-style-type: none"> ▪ 1.5 or 2.0 line spacing, and must be consistent throughout document. ▪ Quotations of more than one line can be single-spaced. ▪ Acknowledgements, footnotes, table, figure and illustration captions, and the bibliography can be single-spaced, provided that individual entries are separated by a full space. 	
Page Numbering	<ul style="list-style-type: none"> ▪ Preliminary pages are numbered in Roman numerals. - ii, iii, iv, etc. ▪ Body of thesis is numbered in Arabic numerals - 1, 2, 3, etc. ▪ Title page is "i" but the number must not appear on the page; numbering begins at "ii" on the Committee Form. ▪ Must be placed at least 0.5 inches from edge of page; lower right alignment preferred. 	
Tables, Figures, Illustrations	<ul style="list-style-type: none"> ▪ Items must be identified with the word "Table", "Figure", or other appropriate descriptor, have titles and/or captions, and be numbered. ▪ Numbering must be sequential (e.g. 1, 2, 3...) throughout thesis or with chapter number first and sequential throughout chapter (e.g. 1.2, 1.3, 1.4...) 	
Endnotes/Footnotes	<ul style="list-style-type: none"> ▪ Must be numbered consecutively throughout the thesis. ▪ Three possible locations: at the bottom of pages, at the end of chapters, or at the end of the main body of the text immediately preceding the bibliography. 	

Important: Please note that copying material (e.g., tables, figures, illustrations, etc.) that was produced by persons other than the thesis author may violate the law of copyright. For more information, please see the [Copyright](#) section of the College of Graduate Studies website

TITLE PAGE

The layout and contents of the title page must appear as shown on these [sample title pages](#). The font does not need to be the same as in the samples.

Thesis Title

- Give a concise, accurate description of the thesis.
- Include key words in the title to make the thesis more easily retrievable in electronic listings.
- Avoid using scientific formulas, Greek letters, symbols and abbreviations in thesis titles - write them out as words instead.

Student Name

- Must be the one under which you are registered at UBC.
- Must be the same at the top and bottom (with copyright symbol) of the title page.

Previous Academic Credentials

You may list your previous academic credentials under your name if you wish. If you list them, you **must** include the following:

- the name of the credential (e.g. BSc)
- the full name of the institution
- the date of graduation

Degree Name and Faculty

List the name of the degree (e.g. Doctor of Philosophy, Master of Arts). Faculty must be The College of Graduate Studies, regardless of your home Faculty.

Program Name

The name of your graduate program must be in parentheses. You can confirm the correct program name by checking the Student Service Centre (**SSC > Course Schedule and Registration > My Program > Specialization Name**).

If your program name is included in the title of your degree, the program name in parentheses under "The College of Graduate Studies" is not required. Examples: Master of Science in Nursing (MSN); Master of Social Work (MSW).

Campus Name

Underneath "The University of British Columbia," you must put the name of your campus, either Vancouver or Okanagan, in parentheses.

Date

- For copies for the examination committee: the month and year of submission to the committee / external examiner.
- For final, post-defence submission: the month and year of final submission of your defended thesis.

Copyright Symbol

The universal copyright symbol © must appear at the foot of the title page, with your name, and the year of final submission.

Creative Commons License

If you wish to apply a [Creative Commons License](#) to your thesis, you may choose a Creative Commons License image instead of the copyright symbol. It is your responsibility to understand what rights you are giving others when you use a Creative Commons License. **You cannot change the CC License after submission.**

COMMITTEE RECOMMENDATION FORM

[The Committee Recommendation form](#) lists the individuals who approve your final thesis for submission to the College of Graduate Studies. The form:

- Is the second page of the thesis.
- Lists all examining committee members.
- Does not require signatures.
- Must be typed.

ABSTRACT

The abstract is a concise and accurate summary of the thesis. It should state the problem, the methods of investigation, and the general conclusions. The abstract:

- Must not contain tables, graphs or illustrations.
- Must not exceed 350 words.
- Should contain keywords that will facilitate automated information retrieval.
- Must be the only abstract in the thesis.

LAY SUMMARY

The lay summary explains the key goals and contributions of the research/scholarly work in terms that can be understood by the general public. It does not use technical terms and discipline-specific language. It must not exceed 150 words in length.

PREFACE

The preface is a statement indicating the relative contributions of all collaborators and co-authors (including supervisors and members of the supervisory committee) of publications or material submitted for publication, emphasizing details of the student's contribution and stating the proportion of research and writing conducted by the student. It should include:

- Identification and design of the research program.
- Performance of the various parts of the research.
- Analysis of the research data.
- Preparation of manuscripts, if any.

- A list of any publications or submissions arising from work presented in the thesis including the title of the article and name of the publisher (only if the article has been accepted or published), and the chapter(s) of the dissertation in which the work is located.
- The name of the particular UBC Research Ethics Board, and the Certificate Number(s) of the Ethics Certificate(s) obtained, if ethics approval was required for the research.

TABLE OF CONTENTS

Requirements

- the abstract
- the lay summary
- the table of contents
- all other preliminary pages
- the main divisions and subdivisions of the thesis
- end notes
- the bibliography
- the appendices

Formatting

- single page-wide column
- page numbers right-aligned
- leader lines (dots) connecting the entries with their page numbers
- page number for each entry
- entries in the order given [here](#)
- do not put "page" in front of the page number
- subheadings indented more than main headings, third-level headings indented more than subheadings, etc.

Help with Formatting

Here are a few resources to help you with creating and formatting a table of contents in Microsoft Word:

[Creating a table of contents in Word](#)

[How to create a table of contents by marking text in Word](#)

LIST OF TABLES, FIGURES, OR ILLUSTRATIONS

If your thesis includes tables, you must include a List of Tables:

- Tables must be listed with their numbers, titles, and page numbers.
- Each entry must have leader lines (dots) between title and page number.
- The list must start at the top of a new page.

If your thesis includes figures, you must include a List of Figures:

- Figures must be listed with their numbers, titles, and page numbers.
- Each entry must have leader lines (dots) between title and page number.
- The list must start at the top of a new page.

If your thesis includes illustrations, symbols, or abbreviations, it is recommended that you include a list for each type:

- Each list must start at the top of a new page.
- Items that appear in the thesis only once must have a page number and leader lines for each entry.
- Items that are used throughout the thesis do not need page numbers for each entry.

ACKNOWLEDGEMENTS

In this section you can:

- Acknowledge the extent to which assistance has been given by members of staff, fellow students, data technicians, editors, and/or others.
- Recognize the supervision and advice given by your supervisor and committee members.
- Acknowledge colleagues with whom you have written journal articles.

DEDICATION

The dedication is usually quite short, and is a personal rather than academic recognition. You can use any font or language you wish for the dedication page.

INTRODUCTION

The thesis must clearly state its theme, hypotheses and/or goals (sometimes called “the research question(s)”), and provide sufficient background information to enable a non-specialist scholar to understand them. It must contain a thorough review of relevant literature, perhaps in a separate chapter.

RESEARCH CHAPTERS

The account of the research should be presented in a manner suitable for the field and include the following:

- A coherent structure that flows logically and smoothly from chapter to chapter.
- A brief synopsis at the beginning of each research chapter.
- A description of methods used, in sufficient detail to enable a reader to understand how the data were gathered and to apply similar methods in another study.
- A complete account of the research presented in a systematic manner typical of the field of study.

Students should consult with their supervisors for further guidance about how to structure their particular thesis.

CONCLUSION

In this section, the student must demonstrate mastery of the field and a contribution to knowledge in the broader discipline. The section includes the following:

- Overall analysis and integration of the research and conclusions of the thesis in light of current research in the field.
- Conclusions regarding goals or hypotheses of the thesis that were presented in the Introduction, and the overall significance and contribution of the thesis research.
- Comments on strengths and limitations of the thesis research.
- Discussion of any potential applications of the research findings.
- An analysis of possible future research directions in the field drawing on the work of the thesis.

BIBLIOGRAPHY

You and your supervisor should decide on the presentation of the bibliography at an early stage in the writing of the thesis, following a style guide or style of a significant refereed journal in your field.

There must be only one Bibliography/References/Works Cited section for the whole thesis. The Bibliography:

- Must start at the top of a page.
- Must be listed in the table of contents.
- Must **not** have a chapter number, as it is not a chapter.
- If you include links in your Bibliography, you must include the date on which you retrieved the material from the web.

APPENDICES

Appendices must be limited to supporting material genuinely subsidiary to the main argument of the thesis. They must only include material that is referred to in the thesis. Each appendix must start on a new page. The titles of the appendices must be included in the table of contents.

The following are appropriate for inclusion in the appendices:

- Additional details of methodology and/or data.
- Diagrams of specialized equipment developed.
- Copies of questionnaires or surveys used in the research.
- Scholarly artifacts (e.g., film and other audio, visual, and graphic representations, and application-oriented documents such as policy briefs, curricula, business plans, computer and web applications, etc.) not included in the body of the thesis.

If your appendices contain testing instruments such as standardized tests, questionnaires, forms, and surveys that you did not create then you may be violating the law of copyright. For more information please see the [Copyright](#) section of the College of Graduate Studies website.

Do not include copies of the Ethics Certificates in the Appendices.

Important: You must black out any signatures that may appear in the appendices (and in the rest of the thesis).

FORMATTING: FONTS

Font Choice

- Times New Roman or Arial font. Must use the same font throughout thesis.
- Must be black throughout, except for web links.
- Please use italics sparingly, and bear in mind that they are not very effective for distinguishing headings.

Size

- 10 to 12 point font for main text.
- At least 6 point font in tables and figures.

FORMATTING: PAGE LAYOUT

Margins

- Left: 1.25 inches recommended for binding; 1 inch minimum.
- Right, top, and bottom: 1 inch recommended; 0.75 inches minimum.

Spacing

The whole thesis, including the table of contents, must be in a single, page-wide column. Do not use two or more columns in your thesis. The text of the thesis must be in paragraph form.

- The first line of each paragraph must be indented, or there must be a larger space between paragraphs than there is between lines.
- Each chapter must start at the top of a new page.
- Lines of text must be 1.5 or double-spaced.
- Quotations of more than one line can be single-spaced.
- Acknowledgements, footnotes, table, figure and illustration captions and the bibliography can be single-spaced, provided that individual entries are separated by a full space.

Page Orientation

Landscape pages must be orientated in your PDF so that they are readable without rotation. You do not need to change the location or orientation of the page number, but may if you wish.

Facing pages are not acceptable. If the caption for a figure, table, etc., cannot appear on the same page as its accompanying illustration, place the illustration on a separate page after the caption.

FORMATTING: PAGE NUMBERING

Preliminary Pages

- Must be numbered in lower case Roman numerals (ii, iii, iv, etc.).
- The title page is "i" but this number must not appear on the page. Numbering begins at "ii" on the Committee Recommendation Form.

Body of Thesis

- Must be numbered in Arabic numerals (1, 2, 3, etc.).
- The first page of the text is "1".
- Subsequent pages are numbered continuously throughout, including pages with tables and figures, bibliographies, appendices, and index.

Whole Thesis

- Every page except the title page must have a number on it.
- There must be no blank pages in the thesis.
- Page number sequence and completeness will be checked at final submission.

Location

- Must be placed at least 0.5 inches from the edge of the page.
- May be either in the lower centre or on the top or lower right of the page, when the page is viewed in portrait view. Lower right is preferred.

FORMATTING: TABLES, FIGURES AND ILLUSTRATIONS

You must use a consistent format for titles and captions of tables, figures and illustrations throughout the thesis.

- Tables, figures and illustrations must be identified with the word "Table", "Figure", or other appropriate descriptor, and include a title and/or caption
- Lettering in tables and figures should be at least 6 point font to ensure that the information is easy to read.
- Tables should be split at an appropriate place, e.g. just before a new subheading.
- Headings must be repeated on the second and subsequent pages of tables that split over two pages or more.
- If the caption for a figure, table, etc., will not fit on the same page as its accompanying item, place the item on a separate page.

Numbering

Tables, figures, illustrations and other such items must be numbered consecutively in order of appearance within the thesis. There are two methods for numbering Tables, Figures and other items:

- Sequentially throughout the thesis, e.g. 1, 2, 3...
- Chapter number first, then numbered sequentially within each chapter, e.g.: Tables in Chapter 1: Table 1.1, 1.2, 1.3...
- Whichever method you choose, the numbering style must be the same for both Tables and Figures; for example: Table 1.1 and Figure 1.3, or Table 1 and Figure 3, not Table 1 and Figure 1.3.

Location

There are three acceptable locations for tables and figures:

- Within the chapter immediately following first reference to them.
- Grouped at the end of the relevant chapter.
- Grouped at the end of the thesis before the bibliography.

Reproducing and Reducing

Copying and/or reducing the size of figures (e.g. charts, drawings, graphs, photographs, maps, etc.) may make certain images illegible. After reduction, all lettering must be large enough to fulfill the font size requirements, and must be clear and readable.

You can use color in tables, figures and illustrations.

FORMATTING: HEADINGS

Headings and Subheadings

Numbering chapters, headings and subheadings is not mandatory, but the heading levels must be clearly distinguished. If you do number the headings, the numbering must be sequential and accurate. Please use bolding or a larger font to ensure they are easy to find. Italics are not as effective, as they do not reproduce as clearly on a screen.

Capitalization of same-level headings must be consistent. You can use title case or sentence case, but must use the same case for all headings of the same level. This also applies to captions of tables, figures, etc.

Running Headers and Footers

It is not necessary to have running headers or footers in your thesis, other than for page numbers. If you wish, you can use one with page titles (for the preliminary pages), chapter titles (and chapter numbers, if applicable), but you must be consistent throughout the thesis. Information other than this is not acceptable in a header or footer. The running header must be placed top centre or top right-justified.