



**UNIVERSITY OF THE FRASER VALLEY  
FORMATTING AND SUBMISSION REQUIREMENTS FOR  
GRADUATE THESES**

**A. Submission Procedures**

*Note: The following documents must be received by the Library prior to the deadline for graduation. Failure to do so may result in delayed graduation.*

**1. Summary of Requirements**

Digital copies of graduate thesis in PDF format..... 1 copy  
Print copies of graduate thesis ..... 1 copy<sup>1</sup>  
HarvestIR License Form (signed)..... 1 copy  
Binding Instructions Form (with accompanying payment/budget transfer)..... 1 copy

**2. Submission of Digital Copies**

The candidate's department must submit one digital copy of the final approved and corrected graduate thesis to the library by email to [librarysubmissions@ufv.ca](mailto:librarysubmissions@ufv.ca) in the format described in sections 1 and 2 of the *Formatting Guidelines*, below.

**3. Submission of Print Copies**

**a) Library Copy**

The candidate's department must submit one unbound print copy of the final approved and corrected thesis to the library in the format described in sections 1 and 3 of *Formatting Guidelines*, below. It will be bound, catalogued and added to the library's special collections.

**b) Additional Copies**

If the department requires a bound copy of the thesis, and/or if the candidate wishes to have one or more bound copies, the department must submit the needed number of additional unbound print copies to the library in the accepted format. (Candidates are free to pursue other options for binding additional copies.)

**c) Payment**

It is the candidate's responsibility to pay for all bound copies of the thesis. Please check with the library for current binding costs. If your program is willing to pay for any or all copies, please have your supervisor complete an internal budget transfer request form with the

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<sup>1</sup> Students may submit additional print copies for binding by the library (for a fee); specify details on Binding Instructions Form.

appropriate budget codes on it and submit the form along with the unbound copies of the thesis.

#### 4. Forms

The following forms must be completed, signed and submitted with the copies of the graduate thesis. Digitally scanned versions of the signed forms are acceptable.

- UFV HarvestIR License Form: (<http://libguides.ufv.ca/HarvestIR/Submissions>)
- Binding Instructions Form (see Appendix 3)

### B. Formatting Guidelines

#### 1. Content of the Graduate Thesis

All pages, including appendices, have a page number. The title page is the only page that does not *display* a page number. The entire document must be consistently paginated. See below for details.

##### a) Preliminary Pages

- Title page** (required): The title page must follow the sample shown in Appendix 1. All the information shown on the sample is required. For paging, the title page counts as lower case Roman numeral “i” but is not numbered.
- Unsigned Approval Page** (required; see Appendix 2): It is always numbered lower case Roman numeral “ii”. A signed copy of the form must be submitted to the School of Graduate Studies and will be kept on file in the Office of the Registrar.
- Abstract** (required): The abstract will typically include a statement of the problem, a summary of the methodology, the main findings, and the conclusions. Abstracts should be no longer than 150 words. The first page of an abstract is always numbered lower case Roman numeral “iii”. If there is a second page to the abstract, it would be given page number “iv”.
- Acknowledgements** (if applicable): The acknowledgements section recognizes those who helped the student. It is numbered consecutively with lower case Roman numerals.
- Dedication** (if applicable). It is numbered consecutively with lower case Roman numerals.
- Table of Contents** (required): The table of contents must include the abstract, the list of tables and/or the list of figures (if applicable), and the acknowledgement, as well as all main divisions and subdivisions of the graduate thesis, the bibliography, appendices and index (if applicable). It is numbered consecutively with lower case Roman numerals.
- List of Tables** (if applicable): A list of tables used in the text consists of the table number, the full title of the table, and the page number where the table appears. Tables must be numbered in order of appearance. It is numbered consecutively with lower case Roman numerals.

- viii) **List of Figures** (if applicable): When figures are included, a list of figures is produced in the same manner as the list of tables. It is numbered consecutively with lower case Roman numerals.
- ix) **Glossary, or Acronyms and Symbols** (if applicable): Acronyms or symbols used frequently in the text may be listed on a separate page. It is numbered consecutively with lower case Roman numerals.

## **b) Main Body of Text**

*Note: The headings below relate to the structure of the graduate thesis, not necessarily the headings used in the paper itself.*

- i) **Introduction:** The introduction typically presents the hypothesis or thesis statement of the graduate thesis and an overview of the study. The first page is numbered as the Arabic numeral “1”; all other pages are numbered consecutively.
- ii) **Body of the graduate thesis:** The main part of the graduate thesis details the methodology and findings of the study. The first part of the body discusses the existing literature in the area and it places the work within that literature. Pages are numbered consecutively as Arabic numerals.
- iii) **Conclusion:** The conclusion sums up the content and findings of the graduate thesis. It often goes further by delineating implications of these findings and suggesting areas of potential future research and investigation. Pages are numbered consecutively as Arabic numerals.
- iv) **Appendices** (if applicable): Appendices include materials and data that are not essential to the exposition of the work but are, nevertheless, relevant. Ethics permission (if appropriate) is also placed here.
- v) **Footnotes and Endnotes:** A consistent and established style, approved by the program, must be followed for the footnotes, endnotes and bibliography. Pages are numbered consecutively as Arabic numerals.
- vi) **Bibliography:** Bibliographic entries will also be prepared using the appropriate scholarly conventions of the academic discipline and the library style requirements. Pages are numbered consecutively as Arabic numerals.
- vii) **Index** (if applicable): Pages are numbered consecutively as Arabic numerals.

## **2. Formatting Criteria for Digital Submissions**

### **a) Adobe PDF Format**

- i) The document must be submitted in Adobe PDF format. Most software has an option to save documents in PDF format.
- ii) All fonts used should be embedded in the document.
- iii) No compression or password protection should be used.
- iv) The student is responsible for how the document looks when it is accessed or printed. Students must check the reformatted document for accuracy.

## b) Multimedia Files or Elements

- i) External or internal links to multimedia files are acceptable.
- ii) If multimedia elements are used in the document, file formats should be identified in the graduate thesis.
- iii) Acceptable file formats include the following:

<b>Images:</b>	<b>Video:</b>	<b>Audio:</b>
GIF (.gif)	Apple Quick Time (.mov)	AIF (.aif)
JPEG (.jpeg)	Audio Video Interleave (.avi)	AU (.au)
PDF (.pdf) use Type 1 PostScript fonts	MPEG (.mpg)	EA (.ea)
PNG (.png)	MPEG-4 (.mp4)	MIDI (.mid)
TIFF (.tif)	Windows Media Video (.wmv)	MPEG-3 (.mp3)
		WAV (.wav)

## 3. Formatting Criteria for Print Submissions

- Printed single sided and unbound, with no holes, staples or other finishing
- Paper must be white, acid free and a minimum weight of 20lb
- Paper size must be 8.5" X 11"
- Margins are at least one inch on all sides of all pages for binding
- Any easily readable, standard typeface is acceptable (e.g., Arial, Times New Roman, Calibri, Cambria)
- All parts of the document must be easily readable and follow a consistent and established style, as approved by the Department. If not otherwise specified, the preferred font size is 12 point. A smaller size may be used for caption and footnotes, but these must be readable. The recommended smallest size is 10 point.

## 4. Copyright Clearance

Copying material written, drawn or photographed by persons other than the graduate thesis author may violate the law of copyright. Candidates must request written permission of the copyright holder(s) if the extent of copying appears to be more than the allowable "fair dealing" expressed in the Canadian Copyright Act, Section 29. For more information refer to:

- UFV Library Copyright Guide: <http://libguides.ufv.ca/Copyright>

Specific questions regarding copyright may be addressed to UFV's Copyright Librarian: [copyright@ufv.ca](mailto:copyright@ufv.ca)

**TITLE OF YOUR GRADUATE THESIS  
NORMALLY BOLD  
AND ALL CAPITAL LETTERS**

by

Your Name in Given/Surname Order  
Your previous degree, university and year  
One line for each degree

GRADUATE THESIS SUBMITTED IN PARTIAL  
FULFILLMENT OF  
THE REQUIREMENTS FOR THE DEGREE OF  
MASTER OF ....

in the  
Formal Name of your Department (may be a School or Faculty)

© Given Name Surname Year

UNIVERSITY OF THE FRASER VALLEY

Fall/Spring/Summer Year

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***Appendix 2: Sample Approval Page***

**Approval**

**Name:**      **Insert your name here**

**Degree:**    **Insert your upcoming degree here**

**Title:**      **Insert graduate thesis title here; must match the title on your title page**

**Examining Committee:<sup>2</sup>**

**Name**

Graduate Program Committee Chair (or designate)

Correct Title, Correct Department

**Name**

Senior Supervisor

Correct Title, Correct Department

**Name**

Second Reader / External Examiner

Correct Title, Correct Department

University or Company (if other than UFV)

**Date Defended/Approved:**

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<sup>2</sup> Your configuration of supervisors and examiners may be different. Adjust as needed.



## Binding Instructions for Graduate Theses

### Contact Information

<b>Name</b>	
<b>UFV Student Number</b>	
<b>Phone Number</b>	
<b>Current Address</b>	
<b>Email Address</b>	Please note that we will use your UFV student e-mail address to communicate with you.

### Binding Information

	<b>Number of Print Copies to Submit</b>	<b>Cost per Copy<sup>3</sup></b>	<b>Total Cost</b>
UFV Library copies	1 (required)		
Department copies			
Student copies			
<b>Total</b>			

### Payment and Submission Instructions

This form must be accompanied by payment (or proof of payment): accepted forms of payment include: credit card (in person or by phone, 604-854-4545); personal cheque, payable to UFV; and/or an internal budget transfer request.

All copies of the thesis must comply with the *Formatting and Submission Requirements for Graduate Theses*.

It is the candidate's responsibility to pay for binding of all copies of the thesis, unless your department is willing to cover some or all of the costs. If your program is willing to pay for any or all copies, please have your department complete a UFV Account Adjustment or Transfer Request form with the appropriate budget code and submit the form along with the unbound copies of the thesis.

For more information, contact the library: [librarysubmissions@ufv.ca](mailto:librarysubmissions@ufv.ca)

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<sup>3</sup> Please email [librarysubmissions@ufv.ca](mailto:librarysubmissions@ufv.ca) for current binding costs.