

THESIS/PROJECT SUBMISSION REGULATIONS

University of Lethbridge School of Graduate Studies
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Section 1: Thesis/Project Submission Regulations

The University Library is the repository for graduate-level theses and projects and is partnered with Library and Archives Canada and ProQuest to publish and distribute uLethbridge beyond the campus community.

Timelines

Requirements related to timelines for program completion are available in the School of Graduate Studies [Policies and Procedures](#). Suggested graduate program completion timelines are available in the [sample program progress Gantt charts](#).

Submitting the thesis/project

See the [e-thesis](#) and [e-project](#) submission steps for detailed information on submitting the PDF of your final manuscript.

When preparing your PDF, be sure to do the following:

- Embed all fonts ([step-by-step instructions are available online](#))
- Make sure there is no password protection on the PDF
- Ensure that security settings allow printing
- Format as individual, single pages.

Embargo policy

If you need to request an embargo or an extension to a previously approved embargo to delay the publication of your manuscript online, refer to the [Embargo Procedure](#) for regulations and procedures.

NOTE: Embargo requests must be made before submitting your manuscript via the [e-thesis/e-project](#) submission system.

Copyrighted material

If your manuscript uses substantial portions of copyrighted works in ways not covered by statutory exceptions to infringement or University Library electronic resource license agreements, it must include Letters of Permission from copyright owners or their licensing agents. These Letters of Permission must accompany your manuscript when you submit it in the [e-thesis/e-project](#) submission system.

If your manuscript includes sections you (i.e., the author) have previously published and you did not retain ownership of copyright, then you must obtain reproduction permission from the copyright owner.

If your manuscript includes material that you (i.e., the author) co-wrote with others, then a Letter of Permission from the copyright owner or owners is required.

If you are unable to obtain copyright owner permission and omitting this material will not detract from the sense of the text, then you must remove the copyrighted material, and in its place insert a page that explains:

- That the material has been removed because of unavailable copyright permission; and
- The content of the omitted material and its original source.

If you are unable to obtain copyright owner permission and omitting this material will detract from the sense of the text, then you have two (2) available options:

- Do not finish or publish the manuscript until the copyright owner provides permission; or
- Remove the copyrighted material and rewrite that section of the manuscript in a manner that does not change the sense of the text.

NOTE: Obtaining Letters of Permission can take considerable time so begin this process well in advance of the target completion date for the Thesis/Project.

Section 2: Formatting requirements

All theses and projects must abide by the following regulations and, if they do not, can be rejected.

Style guides

The University does not mandate a single style guide—you should consult with your supervisor/instructor to select an appropriate style guide, and follow it consistently.

ProQuest formatting requirements

You will need to use your chosen style guide in conjunction with the ProQuest's formatting requirements outlined in the table below and in their [Preparing Your Manuscript](#) document. Where there is a conflict between the style guide and ProQuest's regulations, ProQuest's regulations take precedence.

ProQuest makes no changes to formatting or content of submitted documents, therefore, the burden of how the document looks when it is accessed or printed is entirely the responsibility of the author. You are responsible for formatting your document into Adobe PDF, for checking the reformatted document for accuracy, and for submitting the PDF document for publication.

NOTE: As a part of their normal process, ProQuest inserts an extra page in the front of every published manuscript.

Digital Format Specifications	
File format	Adobe PDF required. NO compression; NO password protection; NO digital Signature. You are responsible for the appearance of your document. It will appear—and may be downloaded—exactly as you submit it.
Multimedia files and formats	Digital preservation best practices typically recommend including multimedia content as supplemental files, rather than embedding multimedia in PDFs. ProQuest will accept multimedia content of all file types. File types listed below will be migrated by ProQuest. File types other than those listed below are not guaranteed to be migrated.
Images	GIF, JPEG, TIFF
Video	Apple Quick Time (MOV), Microsoft Audio Video Interleaved (AVI), MPEG
Margins	Left, Right, Top, and Bottom: 1" Applies to all material except page numbers, including figures, headers/footers, footnotes/endnotes, and full-page images. Page numbers must be at least $\frac{3}{4}$ " from edge of page. See Margins, below. NOTE: If you intend to have your document bound, the left margin must be at least 1.5".
Fonts	See ProQuest Recommended TrueType Fonts, below.
Line spacing	Double-space: abstract, dedication, acknowledgements, table of contents, and body of the document; except for quotations as paragraphs, captions, items in tables, lists, graphs, charts. Single-space: footnotes/endnotes, bibliographic entries, lists in appendices.
Colour	The native digital document will appear in colour when viewed electronically. Microfilm and print reproductions will NOT preserve colour; colours will appear in shades of gray and may compromise legibility of figures, illustrations, photographs, and graphics. Data and information that is colour-coded or based on colour shading may not be interpretable. For best results, have colour photographs reprinted in black and white by a professional lab.
Reproduction	PDF and print reproductions will include all colour material. Microfilm reproductions will NOT preserve colour; colours will appear in shades of gray.

ProQuest Document Font Requirements

Your document is required to use embedded Post Script Type 1 fonts. Any legible font except script, italic, or ornamental font equivalent in scale to 10 pt. Arial or 12 pt. Times New Roman will be accepted by ProQuest. Italicized font may be used for non-English words and quotations. Applies to all text including captions, footnotes/endnotes, citations, et cetera.

Table 1: ProQuest Recommended TrueType Fonts

Font	Size
Arial*	10 point
Century	11 point
Courier New*	10 point
Garamond	12 point
Georgia*	11 point
Lucida Bright	10 point
Microsoft Sans Serif	10 point
Tahoma	10 point
Times New Roman*	12 point
Trebuchet MS*	10 point
Verdana*	10 point

*Web font. Designed for easy screen readability. Since many readers are likely to view and/or use your document onscreen, you may wish to improve the readability of your text by using one of these fonts.

LaTeX formatting software

If you intend to use LaTeX software to format your Thesis/Project, an acceptable standard style template is located at: www.ulethbridge.ca/artsci/math-computer-science/thesis-style. For more information, contact the Chair of the Department of Mathematics and Computer Science (www.ulethbridge.ca/fas/mcs/listPeople).

Abstract

Your abstract may contain up to a maximum of 150 words as mandated by University Microfilming Inc.

Justification

Your manuscript can be either left-justified or fully-justified. The justification must be consistent throughout the manuscript.

Language

Your manuscript must be written in the English language, except for those in the Department of Modern Languages, which may be written in the French language.

Margins

The following applies to all material except page numbers, including figures, headers/footers, footnotes/endnotes, full page images, prefatory pages, main body pages, references, and appendices. Page numbers must be at least $\frac{3}{4}$ " from edge of page.

If you intend to bind your manuscript, margins must be as follows:

- Left margin: 3.8 centimeters / 1.5 inches
- Right, top, and bottom margins: 2.5 centimeters / 1 inch

If you do not intend to bind your manuscript, margins may be either as above or as follows:

- Left, right, top, and bottom margins: 2.5 centimeters / 1 inch

Page numbering

Prefatory pages:

- The prefatory pages include the Title Page, Thesis Examination Committee Members Page, Dedication Page (optional), Table of Contents, Preface, (optional), et cetera (see Sequence of Materials, below).
- Numbered consecutively, beginning with the Title Page, which does not have the page number on it. The remaining prefatory pages are numbered with a small Roman numeral centred at the bottom of the page.

Main body pages:

- The main body pages begin at the Introduction or first chapter, and include the remainder of the manuscript;
- Numbered consecutively with Arabic numerals centred at the bottom of the page. Numbering starts at “1”.

The Bibliography/Reference List and Appendices are part of the main body, and so must be numbered consecutively with the preceding main body pages. Do not number Appendix pages A1, B1, et cetera.

Page orientation

Pages must be in portrait orientation. Illustrations, including figures, tables, and images, may be presented in a landscape orientation if required for clarity.

Paper size

The paper must be letter sized (21.5 centimetres × 28 centimetres / 8.5 inches × 11 inches).

It can include oversize pages (i.e., legal size) as fold-outs, folded so they are no more than 20 centimetres wide.

Spelling

Canadian English spelling is preferred; British or American English spelling is acceptable. Whichever form is chosen, it must be used consistently throughout the Thesis.

Supplementary materials

If supplementary materials—such as audio, video, and spreadsheets—are part of your Thesis/Project, you can submit them as supplementary files during the online submission process. Upload them as part of the submission process, and provide a description of each supplementary file or files in the abstract of your graduate work.

- Do not embed media files in your PDF.
- Upload media files as supplementary files. During online submission, you will be asked to upload any supplementary files.
- Describe files in your abstract. Add a description of each supplementary file in your abstract.

Supporting documentation for supplementary materials

Including supplementary materials with your submission may require additional paper documentation before ProQuest can complete the publishing process. For further information see ProQuest's [Sample Permission Letter for Use of Previously Copyrighted Material](#).

Reprint Permission Letters: If you are going to include multimedia material covered under someone else's copyright—an audio or video clip, a digital photograph, et cetera—you must provide written permission to include it.

Third Party Software Licenses (if needed): If you are including third party software with your submission, you must provide written permission to distribute it. Note that this is different than including a file generated by a particular program. For example, including a Microsoft Excel file (XLS) does not require including the software license.

Other formatting requirements

Some departments, faculties/schools, and/or areas may have additional guidelines and requirements for formatting of your Thesis/Project. You should consult with your Advisor and/or [Graduate Program Office](#) for additional submission and/or formatting guidelines and requirements. In cases of discrepancies between department, faculty/school, and/or area guidelines and requirements and those outlined above, the requirements outlined here shall prevail.

Master of Counselling and Master of Education format regulations

If you are in either the Master of Counselling or Master of Education program, be sure that your final manuscript conforms to the relevant the Faculty of Education's [Checklist for Submission of Culminating Activity Documents](#). Documents that do not meet the guidelines will be returned to you by the Office of Graduate Studies and Research in the Faculty of Education.

Deviations from formatting requirements

If, for any reason, you will need to deviate from the formatting requirements outlined above, you will need to obtain written permission from the Dean of the School of Graduate Studies before submitting your request for final Thesis examination.

Section 3: Sequence of materials

1. Title Page

- Has no page number, but is page i of the prefatory pages
- Must include the universal copyright notice. For example: © John A. Smith 2001
- Use single line spacing

2. Thesis Examination Committee Members Page

- Lists all members of the Thesis Examination Committee
- Has no page number, but is page ii of the prefatory pages
- Use single line spacing

3. Dedication (optional)

- Page iii of prefatory pages
- Use double line spacing

4. Abstract

- Page iii of prefatory pages (or page iv if there is a Dedication Page)
- Maximum of 150 words, mandated by University Microfilming Inc.
- Use double line spacing

5. Contributions of Authors (if applicable)

- a. Prefatory page
- b. Use double line spacing

6. Preface (Optional)

- Prefatory page
- Use double line spacing

7. Acknowledgements (Optional)

- Prefatory page
- Use double line spacing

8. Table of Contents

- Prefatory page
- Use single line spacing

9. List of Tables (if any)

- Prefatory page
- Use single line spacing

10. List of Figures (if any)

- Prefatory page
- Use single line spacing

11. List of Abbreviations (if any)

- Prefatory page
- Use single line spacing

12. Main Body

- Beginning of the body of the Thesis/Project
- Main body pages
- Use double line spacing

13. References

- Main body pages
- Depending on your style guide, references may appear at the end of each chapter or at the end of the main body and before the Appendices
- Use single line spacing for each reference
- Use double line spacing between references

14. Appendices

- Main body pages
- Use single line spacing