

Use single line spacing

**PAT WILSON'S THESIS TITLE**

**PAT WILSON**  
**Bachelor of Arts, University of Lethbridge, 2016**

Select one that is appropriate to your degree



A thesis/project submitted  
in partial fulfilment of the requirements for the degree of

**DOCTOR OF PHILOSOPHY**

in

**CULTURAL, SOCIAL, AND POLITICAL THOUGHT**

Department of Sociology  
University of Lethbridge  
LETHBRIDGE, ALBERTA, CANADA

© Pat Wilson, 2018

Use single line spacing

PAT WILSON'S THESIS TITLE

PAT WILSON

Date of Defence: July 20, 2018

|                                                                                                     |                                  |                |
|-----------------------------------------------------------------------------------------------------|----------------------------------|----------------|
| Dr. J. Black<br>Dr. K. Yellow<br>Thesis Co-Supervisors                                              | Associate Professor<br>Professor | Ph.D.<br>Ph.D. |
| Dr. W. Grey<br>Thesis Examination Committee Member                                                  | Associate Professor              | D.M.A.         |
| Dr. A. White<br>Thesis Examination Committee Member                                                 | Assistant Professor              | Ph.D.          |
| Dr. B. Orange<br>Internal External Examiner<br>Department of History<br>Faculty of Arts and Science | Assistant Professor              | Ph.D.          |
| Dr. R. Blue<br>External Examiner<br>University of Calgary<br>Calgary, Alberta                       | Assistant Professor              | Ph.D.          |
| Dr. H. Green<br>Chair, Thesis Examination Committee                                                 | Professor                        | Ph.D.          |

Use double line spacing

## DEDICATION

To my dog who, for once, did not eat my homework and to my fellow students  
who have been enormously supportive

**NOTE:** Page numbers fall within the bottom margin and must be centred

Begin page numbers, using lower case Roman numerals and continue  
consecutive Roman numeral numbering throughout the prefatory pages



Use double line spacing

## ABSTRACT

Here is where your abstract text goes. Your abstract is important because it is a reader's first impression of what the document contains. You should succinctly represent the quantitative and qualitative information contained in the document. You can include information about: why you chose to do this research, what you did and how you did it, what your findings are, what your findings mean. Abstracts are often read along with the title, so it is not necessary to repeat or rephrase the title, instead you should summarize your conclusions, purpose, methods, and main findings as succinctly as possible. Your abstract should not contain information that is not included in your document. It should contain key words from the document so that it is easier for someone to find and cite your document.

Continue (or begin, if your document does not contain a dedication page) page numbers, using lower case Roman numerals and continue consecutive Roman numeral numbering throughout the prefatory pages



Use double line spacing

## **CONTRIBUTIONS OF AUTHORS**

For manuscript-based theses, this page should describe the contributions of all coauthors to any included manuscript, whether published or not.

## ETHICS STATEMENT

If the research in the thesis required research ethics approval, include this page using one of the following two formats, as appropriate:

Work described in this thesis received research ethics approval from the University of Alberta Research Ethics Board, Project Name “TITLE”, No. 12345, DATE.

Work described in this thesis received research ethics approval from the University of Alberta Research Ethics Board under the following applications:

| Title | Number | Date |
|-------|--------|------|
|       |        |      |
|       |        |      |
|       |        |      |
|       |        |      |

## **USE OF GENERATIVE AI**

If you used generative AI in any aspect of your thesis work, including composing the text of the thesis, you may be required to include a page to disclose it here. Consult the SGS Policies and Procedures regarding your obligations with respect to generative AI.

Use double line spacing

## **PREFACE**

If you would like to include a preface in your document, this is where it goes.

**NOTE:** The Preface is optional

Use double line spacing

## ACKNOWLEDGEMENTS

If you would like to include acknowledgements in your document, this is where they go. You can use this space to show gratitude to the people who helped you through your graduate program and with your research. You may wish to let the reader know who the document would not have been possible without, who you are grateful to, who you appreciate having had the opportunity to work with, or who you feel indebted to.

**NOTE:** Acknowledgements are optional

**TABLE OF CONTENTS**

|                                                                        |      |
|------------------------------------------------------------------------|------|
| Dedication .....                                                       | iii  |
| Abstract .....                                                         | iv   |
| Contributions of Authors .....                                         | v    |
| Ethics Statement.....                                                  | vi   |
| Use of Generative AI .....                                             | vii  |
| Preface.....                                                           | viii |
| Acknowledgements.....                                                  | ix   |
| List of Tables .....                                                   | xi   |
| List of Figures .....                                                  | xii  |
| List of Abbreviations .....                                            | xiii |
| Chapter 1: Introduction .....                                          | 1    |
| Chapter 2: Additional Items to Note about Formatting the Document..... | 2    |
| 2.1 Changes.....                                                       | 2    |
| 2.2 Equations .....                                                    | 2    |
| 2.3 Font .....                                                         | 2    |
| 2.4 Footnotes, Notes, and Endnotes.....                                | 3    |
| 2.5 Headers .....                                                      | 4    |
| 2.6 Headings .....                                                     | 4    |
| 2.7 Justification.....                                                 | 4    |
| 2.8 Language.....                                                      | 4    |
| 2.9 Line Spacing .....                                                 | 4    |
| 2.10 Margins .....                                                     | 4    |
| 2.11 Page Numbering .....                                              | 5    |
| 2.12 Page Orientation .....                                            | 6    |
| 2.13 Paper Size .....                                                  | 6    |
| 2.14 Quotations.....                                                   | 6    |
| 2.15 Spelling .....                                                    | 6    |
| 2.16 Tables and Figures .....                                          | 6    |
| 2.16.1 Tables.....                                                     | 7    |
| 2.16.2 Figures.....                                                    | 7    |
| 2.16.2.1 Graphs.....                                                   | 7    |
| 2.16.2.2 Photographs, Coloured.....                                    | 7    |
| References.....                                                        | 8    |
| Appendix 1: Margin Template for PDFs to be Bound.....                  | 9    |
| Appendix 2: Margin Template for PDFs that will not be Bound .....      | 10   |
| Appendix 3: Title Page Template .....                                  | 11   |
| Appendix 4: Examination Committee Members Page Template .....          | 12   |

**NOTE:** Refer to your chosen style guide for Table of Contents numbering format

Use single line spacing

## LIST OF TABLES

|                                                                      |   |
|----------------------------------------------------------------------|---|
| Table 1: ProQuest Recommended TrueType Fonts.....                    | 3 |
| Table 2: Pecks of Pickled Peppers Picked by Peter Piper by Year..... | 7 |

**NOTE:** Refer to your chosen style guide for List of Tables numbering format

Use single line spacing

## LIST OF FIGURES

Figure 1: Pecks of Pickled Peppers and Total Pickled Peppers Picked by Peter Piper.....7

**NOTE:** Refer to your chosen style guide for List of Figures numbering format

Use single line spacing

## LIST OF ABBREVIATIONS

|           |                                   |
|-----------|-----------------------------------|
| MA        | Master of Arts                    |
| MC        | Master of Counselling             |
| MEd       | Master of Education               |
| MFA       | Master of Fine Arts               |
| MMus      | Master of Music                   |
| MN        | Master of Nursing                 |
| MSc       | Master of Science                 |
| MSc (Mgt) | Master of Science (Management)    |
| PhD       | Doctor of Philosophy              |
| PhD (Ed)  | Doctor of Philosophy in Education |
| SGS       | School of Graduate Studies        |

List abbreviations alphabetically

## CHAPTER 1: INTRODUCTION

Use single line spacing with one line between the quotation and the author/title in epigraphs

A word after a word / after a word is power.

—Margaret Atwood, *Spelling*

The epigraph should be indented about 20 spaces from the left margin. The author and title must be cited below the quotation.

Use double line spacing in the main body text

This is where you should start the text of the document. Use double line spacing for the main body text and be sure that every chapter begins on a new page by using a line break (not a series of blank lines). You may choose to either left-justify or fully-justify your document; however, you must be consistent throughout.

The formatting within the main body of your document may vary depending on the style guide that you have chosen to use, or that is mandated by your graduate program or Department/Faculty.

Note that the University Library is the repository for graduate-level theses and projects and is partnered with ProQuest to publish and distribute uLethbridge beyond the campus community. ProQuest has a number of formatting regulations required for submission to their repository.

Begin main body page numbers, using Arabic numerals and continue consecutive Arabic numeral numbering throughout the main body pages



## **CHAPTER 2: ADDITIONAL ITEMS TO NOTE ABOUT FORMATTING THE DOCUMENT**

You should use your chosen style guide in conjunction with the SGS thesis/project formatting regulations (and, if applicable, your graduate program or Department/Faculty regulations) and with the following format regulations and guidelines. Where there is a conflict between your chosen style guide and the SGS thesis/project formatting regulations, the SGS thesis/project formatting regulations take precedence. You must ensure formatting is consistent throughout your entire document.

### **2.1 CHANGES**

Once you submit your document with your request for defence, you may not make any changes to the document until after your defence. Any necessary corrections or changes following the defence must conform to the original format and style of the document. All corrections must be made using word-processing software.

### **2.2 EQUATIONS**

Any equations included in your document should have characters equivalent to the normal font size in your document for the smallest character. See below:

$$(x + a)^n = \sum_{k=0}^n \binom{n}{k} x^k a^{n-k}$$

### **2.3 FONT**

You should use one of ProQuest's recommended TrueType fonts in your document. The font size must be 10 to 12 point and be solid black. ProQuest requires that your font NOT a scalable font. See Table 1 for a list of recommended TrueType fonts.

Table 1

*ProQuest Recommended TrueType Fonts*

| Font                         | Size     |
|------------------------------|----------|
| Arial <sup>1</sup>           | 10 point |
| Century                      | 11 point |
| Courier New <sup>1</sup>     | 10 point |
| Garamond                     | 12 point |
| Georgia <sup>1</sup>         | 11 point |
| Lucida Bright                | 10 point |
| Microsoft Sans Serif         | 10 point |
| Tahoma                       | 10 point |
| Times New Roman <sup>1</sup> | 12 point |
| Trebuchet MS <sup>1</sup>    | 10 point |
| Verdana <sup>1</sup>         | 10 point |

Whatever font style you choose, you must use it consistently throughout the document. However, text in tables or figures can be a different font from the rest of the document. Headings can be in bold text, and italics can be used for emphasis.

## 2.4 FOOTNOTES, NOTES, AND ENDNOTES

Depending on your chosen style guide, you may use either footnotes, notes, or endnotes and consistently use one option throughout your document. Footnotes are included at the foot of the page; notes are grouped at the end of a chapter; and endnotes are grouped at the end of the document before the Bibliography/Reference List.

Use single line spacing for footnotes, notes, and endnotes ↓

---

<sup>1</sup> Web font. Designed for easy screen readability. Since many readers are likely to view and/or use your thesis or project onscreen, you may wish to improve the readability of your text by using one of these fonts.

## **2.5 HEADERS**

If you choose to include headers in your document, include a horizontal line below to separate the header from the page text.

## **2.6 HEADINGS**

Use the same font style and size as the rest of the document text for headings. You may choose to have your document headings in bold.

## **2.7 JUSTIFICATION**

Your document can be either be left-justified or fully-justified. The justification must be consistent throughout your document.

## **2.8 LANGUAGE**

Your document must be written in English, unless you are in the Department of Modern Languages, in which case, your document may be written in the French language, if necessary.

## **2.9 LINE SPACING**

Lines in the Abstract, Acknowledgement, Table of Contents and body of your document must use double line spacing. Use single line spacing for footnotes/notes/endnotes, long equations, appendices, List of Tables, List of Figures, List of Plates, List of Symbols, et cetera. For the Bibliography/Reference List use single line spacing with double line spacing between entries.

## **2.10 MARGINS**

The following applies to all material, including figures, headers/footers, footnotes/endnotes, full page images, prefatory pages, main body pages, references, and appendices.

If you intend to bind your document, margins must be as follows: left margin: 3.8 centimeters; right, top, and bottom margins: 2.5 centimeters. If you do not intend to bind your document, margins may be either as above or as follows: left, right, top, and bottom margins: 2.5 centimeters. See Appendix 1: Margin Template for PDFs to be Bound and Appendix 2: Margin Template for PDFs that will not be Bound.

## **2.11 PAGE NUMBERING**

### **Prefatory pages**

The prefatory pages include the Title Page, Thesis Examination Committee Members Page, Dedication Page (optional), Abstract, Preface, (optional), Acknowledgments (optional), Table of Contents, List of Tables (if any), List of Figures (if any), and the List of Abbreviations (if any). These pages are numbered consecutively, beginning with the Title Page, which does not have the page number on it (nor does the Examination Committee Members page). The remaining prefatory pages are numbered consecutively with *Roman numerals* 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 document. These pages are 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.

## **2.12 PAGE ORIENTATION**

The pages of your document must be in portrait orientation. However, illustrations, including figures, tables, and images, may be presented in a landscape orientation if required for clarity.

## **2.13 PAPER SIZE**

Your document must be letter sized (21.5 centimetres × 28 centimetres). It can include oversize pages (e.g., legal size) as fold-outs, folded so they are no more than 20 centimetres wide.

## **2.14 QUOTATIONS**

If your document has long quotations, use single line spacing for the quotations. Indent all single-spaced quotations and include the appropriate reference citation. See the quotation below about the University of Lethbridge's Destination 2020 project.

We will be Canada's destination for all who seek a comprehensive, liberal education-based university that promotes a diverse and inclusive environment and inspires research-informed teaching and learning, creative discovery, scholarship, professional endeavour, experiential opportunities and community engagement. (University of Lethbridge, 2018, p. 6)

## **2.15 SPELLING**

You may use either Canadian or American spelling in your document. Whichever form you choose, you must use it consistently throughout your document.

## **2.16 TABLES AND FIGURES**

Tables and figures must fit within the margins of the document and should appear in the centre of the frame. Numbering of tables figures must be consecutive, with no repeating of numbers. The numbering must be in Arabic numerals (e.g., 1, 2, 3, et cetera), or by chapter (e.g., 1.1, 1.2, 1.3, et cetera). You may choose to use a different font in tables and figures from the rest of your document.

### 2.16.1 TABLES

Table headings should appear *above* the table, as in the example of pecks of pickled peppers picked by Peter Piper, below.

Table headings appear *above* the table

Table 2

*Pecks of Pickled Peppers Picked by Peter Piper by Year*

| Year | Number of Pecks | Number of Pickled Peppers |
|------|-----------------|---------------------------|
| 1813 | 10              | 320                       |
| 1814 | 14              | 453                       |
| 1815 | 27              | 860                       |
| 1816 | 22              | 710                       |

### 2.16.2 FIGURES

Figure captions should appear *below* the table, as in the example of pecks of pickled peppers picked by Peter Piper, below.

Figure headings appear *below* the table

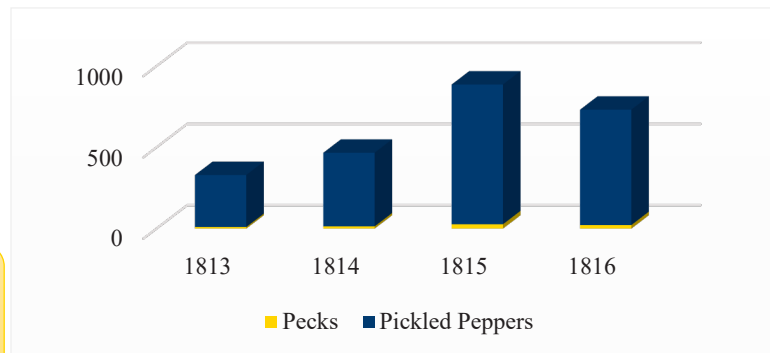


Figure 1: Pecks of Pickled Peppers and Total Pickled Peppers Picked by Peter Piper

#### 2.16.2.1 GRAPHS

You should use labels and symbols, or colours to identify graph lines or bars. An example of a symbol is cross-hatching. See Figure 1: Pecks of Pickled Peppers and Total Pickled Peppers Picked by Peter Piper for an example of a graph.

#### 2.16.2.2 PHOTOGRAPHS, COLOURED

You may choose to include coloured photographs/figures in your document.

## REFERENCES

ProQuest. (2015, July 31). *Preparing your Manuscript Guide*. Retrieved September 21, 2018, from <https://www.proquest.com/products-services/dissertations/submitting-dissertation-proquest.html>

University of Lethbridge. (2018). *Graduate Studies Calendar and Course Catalogue 2018/2019*. Retrieved September 21, 2018, from <http://www.uleth.ca/ross/academic-calendar/2018-19>

The Bibliography/Reference List starts on a new page and consistently follows the bibliographic citation format from the style guide used throughout the document.

Continue main body page numbers in Bibliography/Reference List and appendices, using Arabic numerals and continue consecutive Arabic numeral numbering throughout the main body pages



## APPENDIX 1: MARGIN TEMPLATE FOR PDFS TO BE BOUND



Minimum 2.5 centimeters margin  
(From top of page to top of first line text)



Minimum 3.8 centimeters margin



Minimum 2.5 centimeters margin



Minimum 2.5 centimeters margin  
(From the bottom of the last line of text to the bottom of the page)

## APPENDIX 2: MARGIN TEMPLATE FOR PDFS THAT WILL NOT BE BOUND



Minimum 2.5 centimeters margin  
(From top of page to top of first line text)



Minimum 2.5 centimeters margin



Minimum 2.5 centimeters margin



Minimum 2.5 centimeters margin  
(From the bottom of the last line of text to the bottom of the page)

**APPENDIX 3: TITLE PAGE TEMPLATE**

**THESIS/PROJECT TITLE: ALL IN CAPS**

**STUDENT'S FULL NAME**  
**Highest degree, University, year**

A thesis/project submitted  
in partial fulfilment of the requirements for the degree of

**DEGREE NAME, ALL CAPS**

in

**MAJOR NAME, ALL CAPS**

University of Lethbridge  
LETHBRIDGE, ALBERTA, CANADA

© Student's Full Name, Year

## **APPENDIX 4: EXAMINATION COMMITTEE MEMBERS PAGE TEMPLATE**

THESIS TITLE: ALL CAPS

STUDENT NAME: ALL CAPS

Date of Defence: MMMM DD, YYYY

(Typed Name)

(Typed Rank)

(Typed Highest Degree)

Supervisor's Name

Co-Supervisor's Name

Supervisor OR Co-Supervisors

Examination Committee Member Name

Examination Committee Member

Internal External Examiner's Name

Internal External Examiner

Department

Faculty/School

External Examiner's Name

External Examiner

Institution's Name

Location of Institution

Chair's Name

Chair, Thesis Examination Committee