

COLLECTED MANUSCRIPTS-STYLE THESIS GUIDE

Faculty of Graduate Studies and Research

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Purpose

This guide covers the collected manuscript-style thesis for Master's and doctoral students and outlines how students should arrange and format their thesis prior to submitting it for defense. Failure to correctly format the thesis will result in delays in processing and students may incur additional expenses – which could include additional tuition and registration fees – to produce a document acceptable to the academic unit and to the Faculty of Graduate Studies and Research. **Careful proofreading of the thesis for spelling and grammatical errors as well as for adherence to all other standards is the responsibility of the student and supervisor.**

Please note: This guide does not address the following – please consult with your supervisor and academic unit on:

- How to complete/defend your thesis proposal
- How to conduct your literature review
- How to choose a research method
- Ethical research with humans or animals, or research with hazardous materials:

<https://www.uregina.ca/research/for-faculty-staff/ethics-compliance/index.html>

Students must also consult their supervisor concerning the general organization of the thesis, as well as any special practices, rules, and which style manual applies to scholarly writing within their specific discipline (e.g. *Publication Manual of the American Psychological Association* [aka APA Style], the *MLA Handbook*, or *The Chicago Manual of Style*). Style manuals are available in the Archer Library, Campion Library, First Nations University Library, and Luther Library.

Introduction to the Collected Manuscript Style Thesis

Students who have written at least two (Master's) or three (doctoral) manuscripts might find the collected manuscripts style thesis a good option. With the permission of the student's supervisor and approval of the supervisory committee, students may opt to prepare a collected manuscripts style thesis as an alternative to the traditional monograph style thesis. Whether an existing manuscript is sufficiently substantive to be acceptable for inclusion in a thesis is at the discretion of the student's supervisor and supervisory committee; all works included in the thesis must be approved by the supervisory committee.

For the purposes of this Guide, a "manuscript" is defined as any work a student has authored that has been published, submitted for publication, or written with or without the intention of submission for publication.

Manuscripts that originate from work carried out to satisfy another academic requirement (e.g., a term paper submitted to meet a course requirement; a publication based on an earlier thesis) cannot be counted as one of collected manuscripts in the thesis. For example, if a student published a paper based on their Master's thesis, this paper cannot serve as one of the collected manuscripts in a doctoral thesis. Instead, this work could be referenced in the literature review. The collected works must have been carried out during the program for which the thesis is a requirement. That is, works brought together in a collected manuscripts style Master's thesis will have been written while the student was in their Master's program.

Students preparing a collected manuscripts style thesis are required to write an Introduction section that provides an in-depth overview of the background necessary for

understanding the work as a whole. Additionally, the student must write an overall Discussion section that follows the manuscripts and integrates the discoveries and conclusions derived from the manuscripts to tell a coherent story about the entire body of work.

In the case of manuscripts that have been published, or accepted for publication, the authors may have already transferred copyright to a publisher. Although most major publishers are aware that students sometimes wish to include published or accepted manuscripts in their theses, the process for obtaining permission varies considerably from one publisher to the next. As such, students are encouraged to contact publishers as early as is feasible to request permission to include copyrighted material in their theses. Please visit this web page for details on copyright in the context of graduate theses: <https://www.uregina.ca/graduate-studies-research/graduate-calendar/uni-policies-procedures.html#copyright>

In the case of co-authored manuscripts, only manuscripts on which the student is first author (or second author, if the manuscript is co-authored with another student) will be allowed to be included in a collected manuscripts style thesis. The student must include a description of how they contributed to each manuscript. This description and a statement confirming that the copyright holder (e.g., the publisher) has granted permission for the manuscript to be used in the thesis is to be included in the Statement of Contribution (see Statement of Contributions section of this guide for additional details). If the manuscript is co-authored with another student who intends to use the same manuscript in their own thesis, the students must sign a jointly-authored statement that details each student's unique contributions to the work to be included in the thesis. This same signed statement must be

included as an Appendix in the theses of all students using the co-authored manuscript. Only students who are first or second author on a manuscript can include the manuscript in their thesis.

Manuscripts that are included in the thesis should generally be unaltered, with the exception of the correction of minor typographical errors, and adjustment of the numbering of elements (Figures, Tables, and Plates, etc.) as necessary to align with the numbering classification used in the thesis as a whole (e.g., a Figure labeled as “Figure 1” in a manuscript will be renumbered as “Figure 4.1” if it appears as the first figure in the fourth chapter of the thesis). Include each manuscript’s reference list as it appears in the manuscript; references that are already listed in the reference sections of their respective manuscripts are not to be repeated in the final reference list of the thesis. Occasionally, the supervisory committee or External Examiner may require revisions to the content of manuscripts. Such revisions can be handled in one of two ways:

1. If minor, the manuscript can be revised and a footnote can be added to explain how the manuscript was modified from its original form.

OR

2. If more substantive, include an additional chapter to address the requested revision; such a chapter should follow each manuscript where a substantial revision was required.

Thesis Format: General Requirements

Note that published manuscripts, or manuscripts submitted for publication will likely need to be reformatted in order to maintain consistent formatting throughout your thesis. This may include renumbering of elements (e.g., a figure titled “Figure 1” in a manuscript may need to be renumbered as “Figure 4.1” if it is the first figure appearing in the fourth chapter of the thesis).

Theses must be written in English or, for students in graduate programs offered through La Cité, in French.

Unless otherwise noted, your thesis must be formatted as follows:

Margins:

One-inch (2.54 cm) margins for the top, bottom, left, and right (unless your supervisor or academic unit requires you to bind a physical copy of your thesis, in which case the left margin must be 1.5 inches to accommodate the binding).

Font:

- The text of the thesis must be the same font type and size throughout. Times New Roman or Arial are recommended.
- Print must be 12 Pt. (points) or 10 cpi (characters per inch).
- The font type of the headings must be the same font type as the text but may be larger (e.g. 14 Pt).
- Titles/captions for figures, tables, plates, etc. must be the same font type as the text of the thesis but may be smaller (e.g. 10 Pt).

Line Spacing:

Double-space the entire thesis, with the exception of captions (e.g. for tables, figures, etc.), footnotes, and long quotations which may be single-spaced.

Paragraph Alignment and Indentation:

- Align the text in the body of your thesis to the left of the page (“left-aligned”).
- In the body of the thesis, indent the first line of new paragraphs.

Pagination:

- Don’t number the title page.
- The front matter (aka the “Preliminary Pages”), that is the Abstract through the Statement of Contributions are numbered consecutively with lower-case Roman numerals placed at the bottom center of the page.
- The body of the thesis (beginning with the first page of Chapter 1) through the List of References and Appendices are numbered consecutively with Arabic numerals placed in the top or lower right-hand corner of the page.
- Don’t place the word “Page” before the page numbers.

Length of the Thesis:

A thesis is to be succinct and well-written:

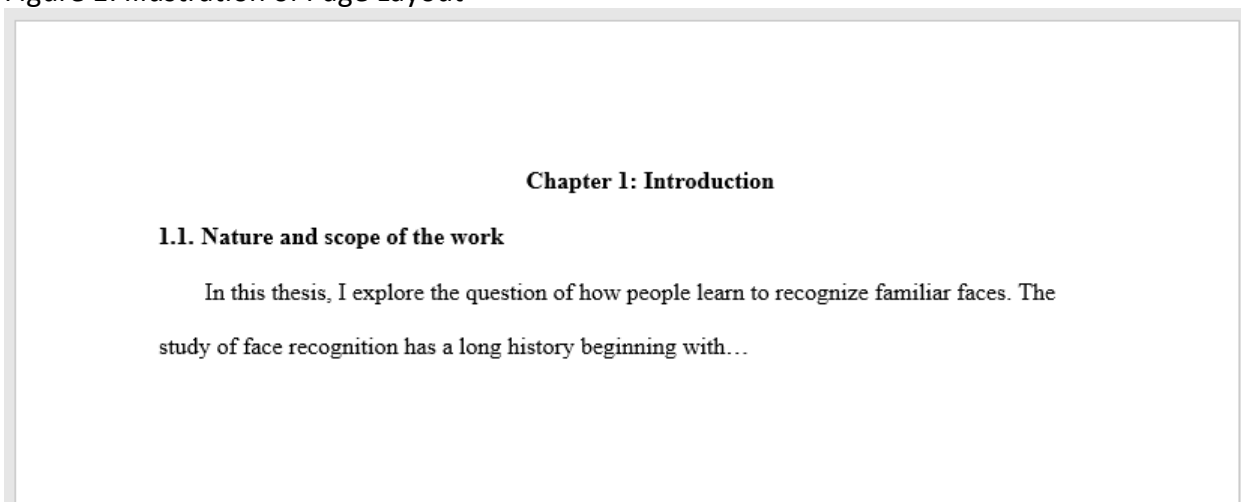
- 50-110 pages of text for a Master’s thesis
- 150-300 pages of text for a Doctoral thesis
- It is recognized that certain research topics may result in shorter or longer theses, but Master’s theses are not to exceed 150 pages. Theses exceeding these limits will be

returned for editing unless special permission has been sought and received from the Faculty of Graduate Studies and Research.

Headings and Subheadings:

The number and title of each chapter (heading) is presented as the section on the Table of Contents and are **centered** on the page. Similarly, the number and title of each subdivision are presented as given in the Table of Contents and are aligned with the main body of the text along the **left-hand side** of the page as outlined in Figure 1 below.

Figure 1: Illustration of Page Layout



Note: This figure illustrates the page layout for a thesis chapter heading, subheading, and first line of text.

Format of Citations and References:

Reference to the work of others within the text (aka “in-text citations”) may be indicated in a variety of formats. And the information required for a reference list varies across disciplines, e.g., the order in which this information is listed, and the use of punctuation and underlining. Use the system outlined in the style guide recommended by your supervisor/academic unit.

throughout your thesis. Additionally, if you want to use footnotes or chapter notes in your thesis, you should consult your supervisor on their use and format.

Format of Visual Elements (Tables, Figures, Plates):

- Use clear titles and descriptions for visual elements (e.g. labels and legends for data points in a table).
- If your visual element relies on different colours to represent various data points, consider adding patterns and labels to ensure accessibility for the visually impaired.
- Location: Insert visual elements smaller than one page into the text of the thesis where the element is discussed. Place visual elements that take up an entire page on a separate page situated immediately before after the page containing the text where the element is discussed.

Binding (only if required)

Consult with your supervisor/academic unit if a bound copy is required (most don't) and if required, or if you want a bound copy of your thesis, binding is available through U of R Printing Services after Library Approval: <https://www.uregina.ca/is/printing/printing/bindery.html>

- Use high quality, white bond 8.5 x 11 inch (21.59 x 27.94 cm) paper throughout.
- Print on one side of the paper only.
- Left margin must be 1.5 inches (3.8 cm; to allow room for binding).
- Size figures, graphs, plates or tables to fit 8.5 x 11 inch (21.59 x 27.94 cm) paper. If oversize visuals must be used: print and fold to reserve margin for binding.
- Maps, suitably folded, may be placed in an envelope attached to the inner side of the back cover.

Arrangement of the Thesis

The thesis must be arranged as follows:

Element:	Notes:
1. Title Page	No page number
2. Abstract	Front matter, aka the “preliminary pages”. Page numbers: Lower-case Roman numerals.
3. Acknowledgements	
4. Post-Defense Acknowledgements (optional)	
5. Dedication (optional)	
6. Table of Contents	
7. List of Tables (where applicable)	
8. List of Figures (where applicable)	
9. List of Plates (where applicable)	
10. List of Appendices (where applicable)	
11. List of Nomenclature: Abbreviations, Symbols, etc. (where applicable)	
12. Transparency Statement	Text of the thesis; maximum page count: <ul style="list-style-type: none"> 50 – 110 pages for a Master’s thesis 150 – 300 pages for a doctoral thesis Page numbers: Arabic numerals.
13. Statement of Contributions	
13. Body of the thesis, for example: Chapter 1: Introduction Chapter 2: First Manuscript Chapter 3: Second Manuscript Chapter 4: Third Manuscript Chapter 5: Discussion	
14. List of References, Works Cited, or Bibliography	
15. Appendices	
	Back matter, aka the “end pages”. Page numbers: Continue Arabic numerals.

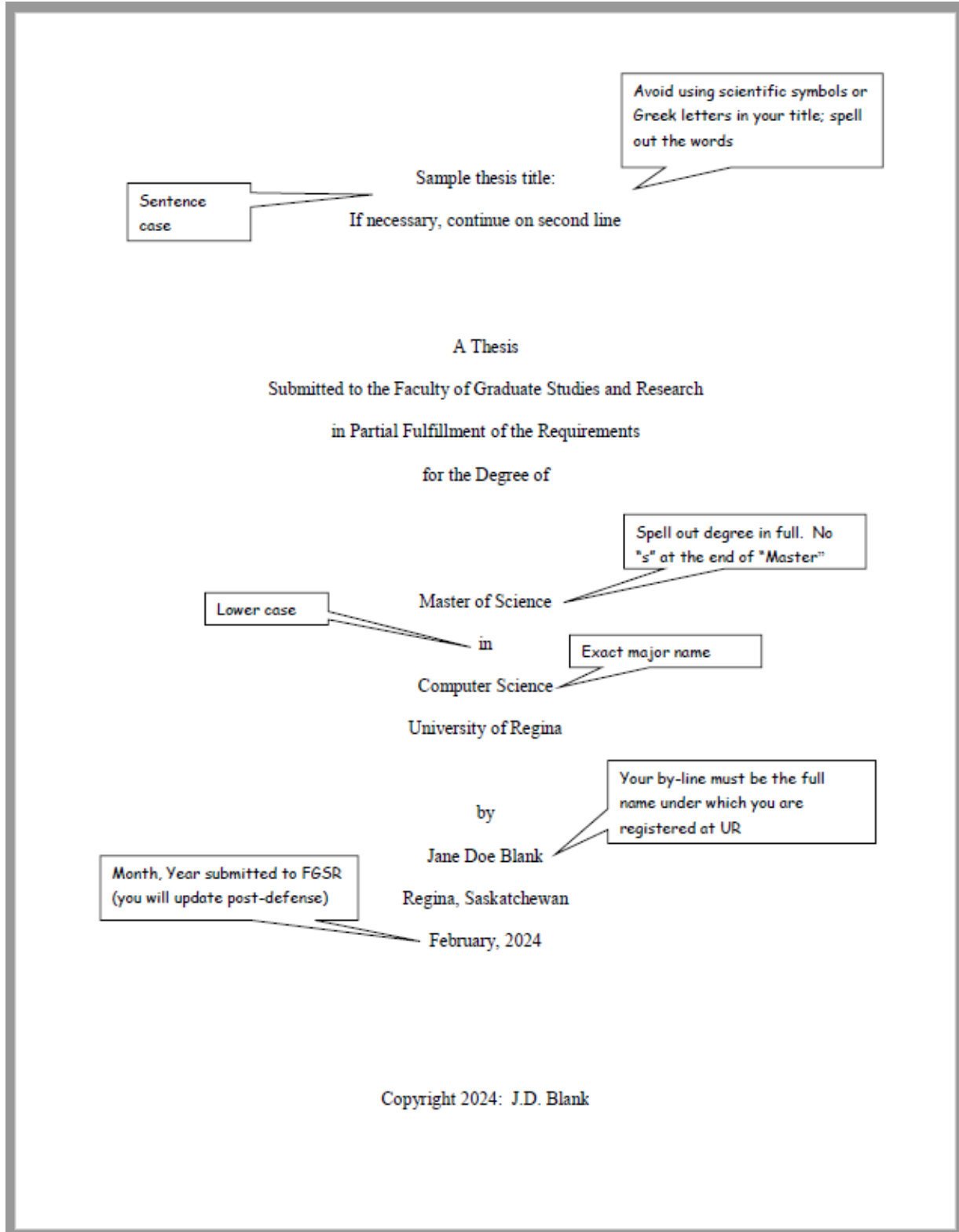
1. Title Page

Format your thesis title page as follows:

- Center and double-space all text on the page.
- Avoid using scientific symbols or Greek letters in your thesis title- spell out these terms because most symbols can't be catalogued by the Library or National Archives and therefore aren't searchable in databases.
- Type your thesis title in sentence case.
- Don't refer to a doctoral thesis as a "dissertation" on the title page.
- Use the month and year in which you submit your thesis to the Faculty of Graduation Studies and Research; you will update the submission month and year in the post-defense revisions of your thesis.
- You must include a copyright notice on your thesis title page.
- Don't number the title page.

Follow the format of the thesis title page exactly as outlined in Figure 2 on the following page.

Figure 2: Title Page Layout



Note: This figure illustrates the elements and layout for the thesis title page.

Thesis Title Page Checklist

Item:	Notes		
1. Thesis title	Avoid using scientific symbols or Greek letters. You must spell out these terms because most symbols can't be catalogued by the Library or National Archives and therefore aren't searchable in databases.		
2. A Thesis	Use the term "Thesis" not "Dissertation".		
3. Submitted to the Faculty of Graduate Studies and Research	Don't alter the wording of this text (i.e. don't include the name of your academic unit or department).		
4. in Partial Fulfillment of the Requirements for the Degree of	Don't alter the wording of this text.		
5. Degree program name:	Use the full name of your degree program:		
	Example: PhD program:	Example: Master's degree with a major	Example: Master's degree without a major
	Doctor of Philosophy in Education	Master of Applied Science in Industrial Systems Engineering	Master of Public Policy
6. University of Regina	Don't alter the wording of this text.		
7. by	Don't alter the wording of this text.		
8. Student Name	Use your full name under which you are registered at the University of Regina.		
9. Regina, Saskatchewan	Don't alter the wording of this text (i.e. the location of the University).		
10. Month, Year	Use the month and year in which you submit your thesis to the Faculty of Graduation Studies and Research; you will update the submission month and year in the post-defense revisions of your thesis.		
11. Copyright, Year: First and middle initials. Family Name	For example: Copyright, 2024: F. M. Family Name		

2. Abstract

A manuscript-style thesis contains multiple abstracts: The first abstract is a summary of the overall thesis included in the preliminary pages. Subsequent abstracts are part of their relevant article included in corresponding thesis chapter

- **The summary abstract may not exceed two (2) double-spaced pages.**
- A concise and accurate summary of the thesis, which emphasizes what has been accomplished through research efforts.
- Should include a statement or brief description of the research question, the methods or procedures used to address it, and important findings or conclusions.
- Must not contain tables, graphs or illustrations.
- Immediately followed by a list of between 4 to 6 keywords to facilitate automated retrieval of the thesis from online databases.
- Page number: Lower case Roman numeral(s) on the bottom center of the page.

3. Acknowledgements

- **May not exceed one (1) double-spaced page.**
- Must be included with the initial copy of thesis submitted for defense.
- Must include reference any/all sources of funding for the study: scholarships, teaching assistantships, research awards, etc.
- May recognize support/advice provided by the supervisor and committee members.
- May acknowledge the extent to which assistance has been given by members of staff, fellow students, data technicians, editors, and/or others.

- May acknowledge colleagues with whom journal articles have been written (see also “Statement of Contributions”).
- Page number: Lower case Roman numeral on the bottom center of the page.

4. Post-Defense Acknowledgments (optional)

- **May not exceed one (1) double-spaced page.**
- Students who wish to thank their External Examiner may do so in this section, but this page must be blank in the pre-defense version of the thesis submitted to the Faculty of Graduation Studies and Research.
- Page number: Lower case Roman numeral on the bottom center of the page.

5. Dedication (optional)

- **May not exceed one (1) double-spaced page.**
- The Dedication page is for personal, rather than an academic, recognition. May be used to recognize the support of others – family, friends, etc. – who aided indirectly in the completion of the work.
- Page number: Lower case Roman numeral on the bottom center of the page.

6. Table of Contents

Every thesis **must** include a Table of Contents. Format requirements:

- Single page-wide column with page numbers right-aligned.
- Entries are in order of the thesis as outlined in the “Arrangement of the Thesis”.
- Each entry must be connected to a corresponding page number with leader lines ...
- Don’t put the word “page” in front of the page numbers.

- Distinguish level of subheadings with increasing indents.
- Page number(s): Lower case Roman numeral(s) on the bottom center of the page.

See Figure 3 on following page.

Figure 3: Table of Contents Layout

Table of Contents	
Abstract	i
Acknowledgements	iii
Post-Defense Acknowledgements	iv
Dedication	v
List of Tables	vii
List of Figures	viii
List of Appendices	ix
List of Abbreviations	x
Statement of Contributions	xi
Chapter 1: Introduction	1
1.1. Research Questions	3
1.2. Literature review	8
1.2. Theoretical framework	16
Chapter 2: First Manuscript	21
Chapter 3: Second Manuscript	41
Chapter 4: Third Manuscript	61
Chapter 5: Discussion	81
5.1. Conclusions	83
5.2. Future research	85
References	88
Appendices	90

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Note: This figure illustrates the elements and layout for a Table of Contents.

7. List of Tables (where applicable)
8. List of Figures (where applicable)
9. List of Plates (where applicable)
10. List of Appendices (where applicable)

- Where applicable, the List of Tables, List of Figures, List of Plates, and/or List of Appendices follows the Table of Contents, in that order.
- Each List is separate and must start at the top of a new page.
- Each item on the List is numbered consecutively using Arabic numerals; if frequent reference is made to the Figures, Tables, or Plates in the text, then use a decimal classification. For example, Figure 5.3 would refer to the third figure in the fifth chapter.
- Each item on the List must include the title of the Table, Figure, Plate, or Appendix and the number page on which it appears/begins.
- The title of each entry must match those in the text and are in sentence case only.
- Each entry must have leader lines (dots) between entry title and page number.
- Page number: Lower case Roman numerals on the bottom center of the page.

See Figure 4 on following page.

Figure 4: Layout for a List that Requires Page Numbers

List of Figures	
Figure 1: Illustration of Page Layout	9
Figure 2: Title Page Layout	13
Figure 3: Table of Contents Layout	17
Figure 4: Layout for a List that Requires Page Numbers	19
Figure 5: Layout for a List that Doesn't Require Page Numbers	21
Figure 6: Sample Transparency Statement	24

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Note: This figure illustrates the elements and layout for a List that requires page numbers.

11. List of Abbreviations (where applicable)

12. List of Symbols (where applicable)

13. List of Nomenclature (where applicable)

- Where applicable, the List of Tables, List of Figures, List of Plates, and/or List of Appendices follows the Table of Contents, in that order.
- Each List is separate and must start at the top of a new page.
- Page number(s): Lower case Roman numeral(s) on the bottom center of the page.

See Figure 5 on following page.

Figure 5: Layout for a List that Doesn't Require Page Numbers

List of Figures	
Figure 1: Illustration of Page Layout	9
Figure 2: Title Page Layout	13
Figure 3: Table of Contents Layout	18
Figure 4: Layout for a List that Requires Page Numbers	20
Figure 5: Layout for a List that Doesn't Require Page Numbers	22
Figure 6: Sample Transparency Statement	25

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Note: This figure illustrates the elements and layout for a List that doesn't require page numbers.

14. Transparency Statement

Effective March 1, 2024, all theses submitted to FGSR require a Transparency Statement to describe the use of artificial intelligence (AI) assisted technologies in the preparation of the thesis or to confirm that no such technologies were used.

All thesis committee members who review the thesis will be required to confirm on the Thesis Committee Release form they are aware of, and have approved, the use of AI-technologies as described in the Transparency Statement.

No use of AI-assisted technology:

If no AI-assisted technology has been used, the following statement should be included:

Sample Statement (in the case no AI was used)

I declare no AI-assisted technology was used in the preparation of this thesis.

Use of AI-assisted technology:

When AI-assisted technology has been used in the preparation of the thesis, a Transparency Statement that addresses the following points must be included:

- The name of the AI-assisted tool that was used
- The purpose for which it was used. Such uses may include, but are not limited to:
- Rephrasing sentences written by the author
- Translation of sentences originally written by the author
- Improvement of spelling, grammar, and sentence structure
- Generation of ideas for the thesis
- Generation of images, stimuli, or materials

- Confirmation that the supervisor(s) and supervisory committee members are aware of, and have approved, the use of the preceding technologies for the stated purposes
- Confirmation that no AI-technologies other than those listed have been used
- Confirmation that issues with the biased, discriminatory, incomplete, and inaccurate output sometimes produced by AI technologies are acknowledged and have been corrected
- Acknowledgment that the author of the thesis is solely responsible for maintaining the accuracy and academic integrity of the thesis

Sample statement (in the case AI was used)

I used Deep AI to produce article summaries. I combined these summaries to produce a draft of the literature review in Chapter 2. I improved the literature review using the paraphrasing tool Quillbot, and then edited the resulting work with Grammarly. I used ChatGPT to generate the chapter summaries in Chapters 2, 3, 4, and 5. And finally, I used DALL-E to generate Figures 2 and 3.

My supervisor(s) and supervisory committee have approved the use of the above technologies for the described purposes. I confirm that no AI-technologies other than those listed above have been used to prepare this thesis. I acknowledge that AI-technologies may produce output that is biased, discriminatory, incomplete, or inaccurate and that I have taken the necessary steps to address this. I acknowledge that I am solely responsible for maintaining the accuracy and academic integrity of this thesis.

See Figure 6 on following page.

Figure 6: Sample Transparency Statement

Transparency Statement

I used Deep AI to produce article summaries. I combined these summaries to produce a draft of the literature review in Chapter 2. I improved the literature review using the paraphrasing tool Quillbot, and then edited the resulting work with Grammarly. I used ChatGPT to generate the chapter summaries in Chapters 2, 3, 4, and 5. And finally, I used DALL-E to generate Figures 2 and 3.

My supervisor(s) and supervisory committee have approved the use of the above technologies for the described purposes. I confirm that no AI-technologies other than those listed above have been used to prepare this thesis. I acknowledge that AI-technologies may produce output that is biased, discriminatory, incomplete, or inaccurate and that I have taken the necessary steps to address this. I acknowledge that I am solely responsible for maintaining the accuracy and academic integrity of this thesis.

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Note: This figure illustrates the layout of the Transparency Statement.

15. Statement of Contributions

This section is used to explain how the student contributed to the work described in the thesis

- The student must provide an overview of the manuscripts, including an explanation of how the manuscripts are related to each other and come together to tell a coherent, unified story about the student's work.
- If the manuscripts are co-authored, the student must clearly explain their contribution to the work contained within each manuscript.
- If a co-authored manuscript is to be used in the theses of more than one student who is first or second author on the manuscript, each student co-author must sign an agreement that details how each student contributed to the work contained in the manuscript in question. The agreement must indicate that the signatories agree with the characterization of each co-author's contributions, and this page must be included in each thesis using the co-authored manuscript as an Appendix.
- If the manuscripts are published, note here that permission to include the manuscripts in the thesis has been obtained from the copyright holder (i.e., the publisher of the journal or volume in which the manuscripts are published). Please see this page for details about ownership of copyright of the thesis and the manuscripts contained in it. Any costs associated with receiving copyright clearance are the responsibility of the student.
- Include the letters of permission from the copyright holders as Appendices.

16. Body of Thesis

The organization of the body of the thesis differs by academic discipline and should be discussed with your supervisor. However, the text of a collected manuscripts style thesis must contain:

- Introduction Chapter: provides an in-depth overview of the background necessary for understanding the work as a whole, introduces the broader research question(s) to be addressed in the thesis, provides an overview of the manuscripts, and includes a more substantive literature review than can typically be included in a published paper written for a more specialized audience.
- The manuscripts: Each manuscript is placed in its own chapter (minimum two manuscripts for a master's thesis or three for a doctoral thesis). Each manuscript chapter includes the abstract included with that manuscript/article as well as a list of references for that manuscript/article.
- Discussion Chapter: explains how the manuscripts collectively address the research question(s) and together to address broader themes that transcend those explored in the individual manuscripts.

17. List of References, Works Cited, or Bibliography

This section of the thesis must list all of the references cited in the Introduction and Discussion sections of the thesis.

- If the information referred to in the text of the thesis was obtained from an abstract, a translation, or a textbook rather than an original publication, the reference must indicate this.

- The List of References should include sufficient detail about the original source from which the information was taken, so it can be accessed by a reader of the thesis.
- Wherever possible, the original source should be consulted.
- Subdivision of the List of References is to be avoided.

18. Appendices (where applicable)

Appendices include additional materials and documentation that readers can optionally refer to in order to have a better understanding of the work or the process that led to it. This section is where you include anything you didn't write yourself.

Examples include (but are not limited to):

- Research Ethics Board approval certificates, for research involving human participants (please be sure to redact any signatures appearing on the certificate).
- Letters of permission from copyright holders, for any material for which the student does not hold copyright. Please see additional information about copyright in the context of graduate theses [here](#).
- Research materials (e.g., survey questions, stimuli, examples of standardized test questions, data bases, etc.).
- Supplementary data analyses.

Appendices

Appendix A: Links to more information about the thesis process

1. Dates and deadlines:

<https://www.uregina.ca/graduate-studies-research/thesis-project-prac/thesis-deadlines.html>

2. Before you start: What you should do before you start to write your thesis:

<https://www.uregina.ca/graduate-studies-research/thesis-project-prac/before-you-start.html>

3. Writing and revising your thesis:

<https://www.uregina.ca/graduate-studies-research/thesis-project-prac/writing.html>

4. Pre-Defense: How to submit your thesis for defense:

<https://www.uregina.ca/graduate-studies-research/thesis-project-prac/pre-defense-procedures.html>

5. Defense: What to expect at your defense:

<https://www.uregina.ca/graduate-studies-research/thesis-project-prac/defense.html>

6. Post-Defense: The steps to follow after your defense:

<https://www.uregina.ca/graduate-studies-research/thesis-project-prac/post-defense.html>

7. Graduation:

https://www.uregina.ca/graduate-studies-research/thesis-project-prac/graduation.html#row_4

Appendix B: Links to other resources

1. University libraries:

- a. Archer Library: <https://library.uregina.ca/homepage>
- b. Campion College Library: <https://campioncollege.ca/student-services/library/>
- c. Luther College Library:
<https://www.luthercollege.edu/university/academics/luther-library>
- d. First Nations University of Canada Library:
<https://www.fnuniv.ca/university-services/library/>

2. Style guides:

- a. APA Style: <https://apastyle.apa.org/style-grammar-guidelines>
- b. MLA Style: <https://style.mla.org/works-cited/works-cited-a-quick-guide/>
- c. Chicago: <https://www.chicagomanualofstyle.org/home.html>