University of Regina

MONOGRAPH-STYLE THESIS GUIDE

Faculty of Graduate Studies and Research

Go far, together.

Table of Contents

Purpose

This guide covers the traditional monograph-style thesis for Master's and doctoral students an 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.

Thesis Format: General Requirements

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:

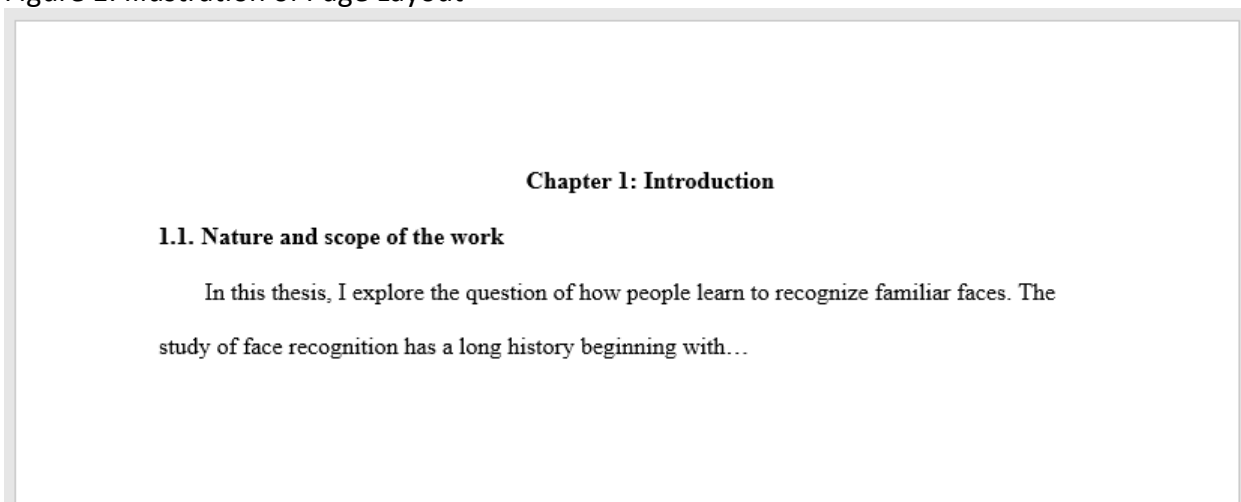A thesis is to be succinct and well-written:

- 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

Chapter 1: Introduction

1.1. Nature and scope of the work

In this thesis, I explore the question of how people learn to recognize familiar faces. The study of face recognition has a long history beginning with…

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	
3. Acknowledgements	
4. Post-Defense Acknowledgements (optional)	
5. Dedication (optional)	
6. Table of Contents	
7. List of Tables (where applicable)	Front matter, aka the "preliminary pages".
8. List of Figures (where applicable)	
9. List of Plates (where applicable	Page numbers: Lower-case Roman numerals.
10. List of Appendices (where applicable)	
11. List of Nomenclature: Abbreviations, Symbols, etc. (where applicable)	
12. Transparency Statement	
13. Statement of Contributions	

13. Body of the thesis, for example:

    Chapter 1: Introduction

    Chapter 2: Literature Review

    Chapter 3: Research Method

    Chapter 4: Results and Findings

    Chapter 5: Discussion and Conclusion

Text of the thesis; maximum page count:
- 50 – 110 pages for a Master's thesis
- 150 – 300 pages for a doctoral thesis

Page numbers: Arabic numerals.

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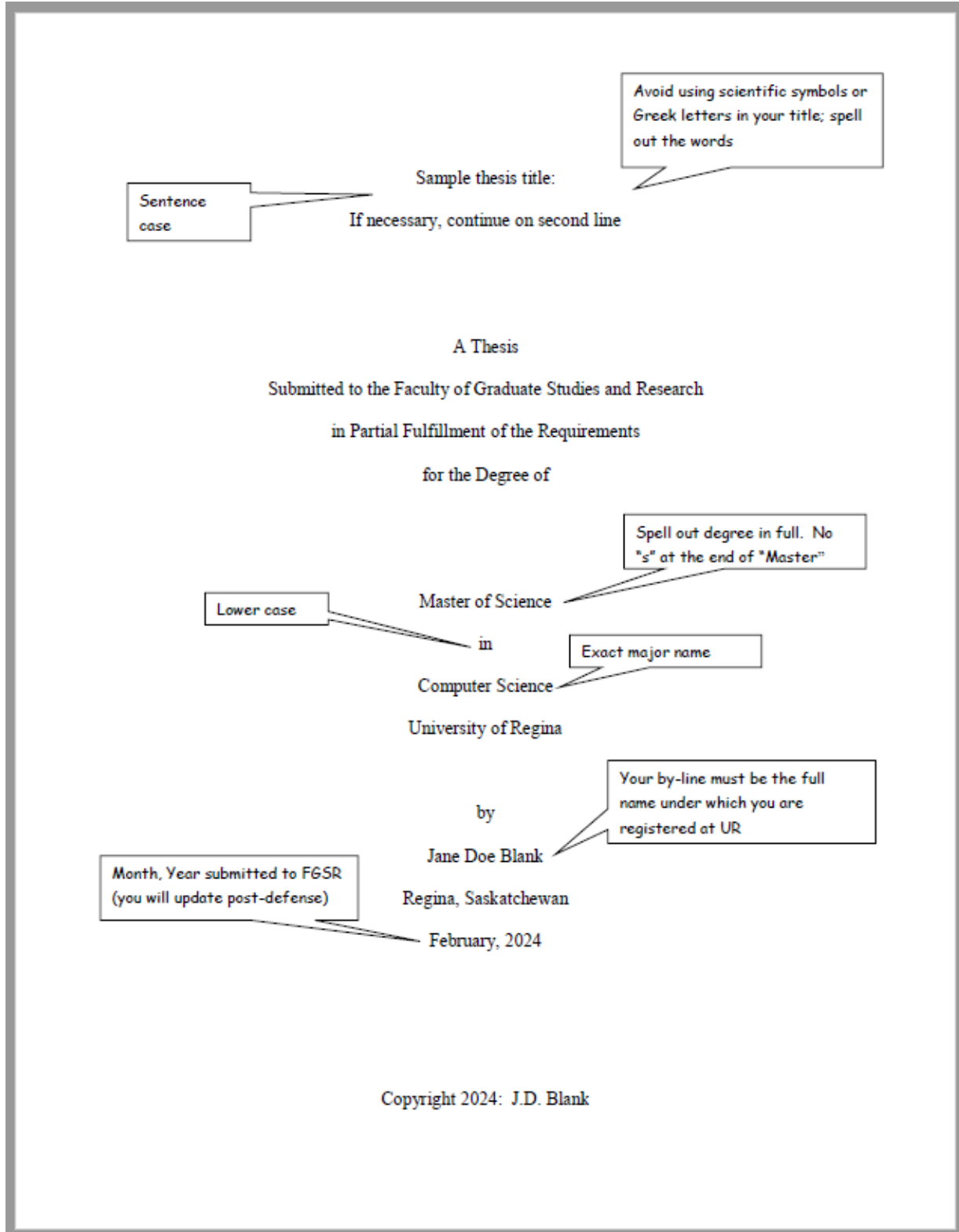
Note: This figure illustrates the elements and layout for the thesis title page.

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

Item:	Notes
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

- **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.

- Normally be the only abstract in the thesis.

- 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

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(s): Lower case Roman numeral(s) 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

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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)

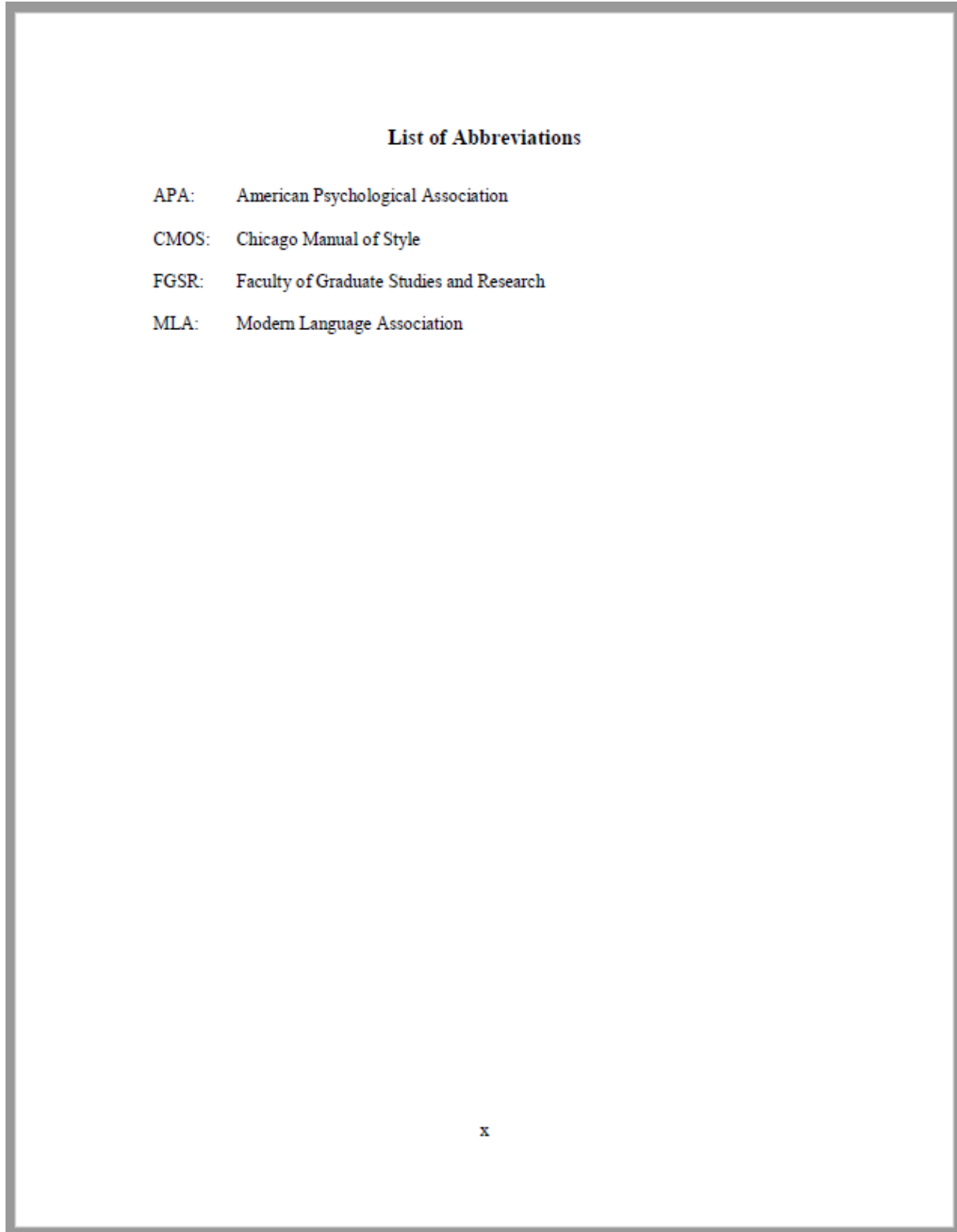12. List of Symbols (where applicable)

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 Abbreviations

APA: American Psychological Association

CMOS: Chicago Manual of Style

FGSR: Faculty of Graduate Studies and Research

MLA: Modern Language Association

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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 that no AI-assisted technology has been used in the preparation of the 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

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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. Body of Thesis

The organization of the body of the thesis differs by academic discipline and should be discussed with your supervisor. However, generally speaking, the body of a monograph-style thesis typically includes:

- Introduction
- Literature Review
- Research Methods
- Research Findings
- Conclusion

16. 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.

- The thesis must adhere to a style acceptable to the academic unit. The information required to be presented in a reference list varies across disciplines, e.g., the order in which this information is listed, and the use of punctuation and underlining.

- 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.

- The term 'Bibliography' is to be used when there are works listed that have not been referred to in the text.

17.   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