

Thesis Format Checklist:

This checklist is a resource for students as they prepare their thesis to submit for defense and provides a summary of all information outlined on the FGSR “Write Your Thesis” webpage: <https://www.uregina.ca/graduate-studies-research/thesis-project-prac/writing.html>

Please do NOT submit this document with your thesis to FGSR.

General format requirements:

Item:	Format requirements:	Link to resource(s):
Margins:	<ul style="list-style-type: none"> <input type="checkbox"/> One inch (2.54 cm) top, bottom, left, and right margins (unless your supervisor or academic unit requires a bound copy of your thesis, in which case the left margin must be 1.5 inches (3.81 cm) to accommodate the binding) 	https://www.uregina.ca/graduate-studies-research/thesis-project-prac/writing.html#fact_4_1
Typescript/font:	<ul style="list-style-type: none"> <input type="checkbox"/> The text of the thesis must be the same font type and size throughout. Times New Roman or Arial are recommended <input type="checkbox"/> Print must be 12 Pt. (points) or 10 cpi (characters per inch), except 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) <input type="checkbox"/> The font type of the headings must be the same font type as the text but may be larger (e.g. 14 Pt) 	https://www.uregina.ca/graduate-studies-research/thesis-project-prac/writing.html#fact_4_2
Line spacing:	<ul style="list-style-type: none"> <input type="checkbox"/> Double-space the entire thesis, apart from captions (e.g. for tables, figures, etc.), footnotes, long quotations, and entries in the list of references, which may be single-spaced 	https://www.uregina.ca/graduate-studies-research/thesis-project-prac/writing.html#fact_4_3
Paragraph alignment and indentation:	<ul style="list-style-type: none"> <input type="checkbox"/> Align the text in the body of your thesis to the left of the page (“left-aligned”) <input type="checkbox"/> In the body of the thesis, indent the first line of new paragraphs 	https://www.uregina.ca/graduate-studies-research/thesis-project-prac/writing.html#fact_4_4
Pagination:	<ul style="list-style-type: none"> <input type="checkbox"/> Don’t number the title page <input type="checkbox"/> The front matter (aka the “Preliminary Pages”), that is the Abstract through the Statement of Contributions are numbered consecutively with lower-case Roman numerals <input type="checkbox"/> 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 <input type="checkbox"/> Don’t place the word “Page” before the page numbers 	https://www.uregina.ca/graduate-studies-research/thesis-project-prac/writing.html#fact_4_5

Item:	Format requirements:	Link to resource(s):
Length of the thesis:	<input type="checkbox"/> 50-110 pages of text for a master’s thesis <input type="checkbox"/> 150 – 300 pages of text for a doctoral thesis	https://www.uregina.ca/graduate-studies-research/thesis-project-prac/writing.html#fact_4_6
Headings and subheadings:	<input type="checkbox"/> Number and title of each chapter heading is centered on the page <input type="checkbox"/> Number and title of subheadings are left-aligned	https://www.uregina.ca/graduate-studies-research/thesis-project-prac/writing.html#fact_4_7
Visual elements (tables, figures, etc.)	<input type="checkbox"/> Use clear titles and descriptions in visual elements (e.g. labels and legends for data points) <input type="checkbox"/> 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	https://www.uregina.ca/graduate-studies-research/thesis-project-prac/writing.html#fact_4_9
Citations:	<input type="checkbox"/> Each citation in your thesis must correspond to an entry in your list of references <input type="checkbox"/> Use the system outlined in the style guide recommended by your supervisor/academic unit throughout your thesis	https://www.uregina.ca/graduate-studies-research/thesis-project-prac/writing.html#fact_4_8

Page-specific requirements:

Page:	Format requirements:	Link to resource(s):
Title page: (required)	<input type="checkbox"/> Center and double-space all text <input type="checkbox"/> Avoid using scientific symbols or Greek letters in your thesis title (these can’t be catalogued by the National Archives) <input type="checkbox"/> Type your thesis title in sentence case <input type="checkbox"/> Don’t refer to your doctoral thesis as a “dissertation” <input type="checkbox"/> Use the month and year you submit your thesis to FGSR (you will update this post-defense) <input type="checkbox"/> Must include a copyright notice <input type="checkbox"/> Don’t number the title page	Format according to the sample: https://www.uregina.ca/graduate-studies-research/assets/docs/thesisdefensegraduation-docs/thesis-title-page-sample.pdf

Page:	Format requirements:	Link to resource(s):
Abstract: (required)	<ul style="list-style-type: none"> <input type="checkbox"/> Maximum two pages, double-spaced <input type="checkbox"/> May not include visual representations of data (figures, etc.) <input type="checkbox"/> Monograph-style thesis: the only Abstract in the thesis Collected-style thesis: the first Abstract in the thesis <input type="checkbox"/> Page(s) numbered using lower-case Roman numerals: e.g. i, ii 	https://www.uregina.ca/graduate-studies-research/thesis-project-prac/writing.html#fact_2_2
Acknowledgements: (required)	<ul style="list-style-type: none"> <input type="checkbox"/> Maximum one page, double-spaced <input type="checkbox"/> Must acknowledge the support of your supervisor(s) and committee member(s) <input type="checkbox"/> Must acknowledge funding (scholarships, TAs, grants, etc.) received to support degree or research <input type="checkbox"/> May acknowledge assistance of staff, fellow students, data technicians, editors, and/or others <input type="checkbox"/> May acknowledge colleagues with whom journal articles have been written (see also “Statement of Contributions”) <input type="checkbox"/> May not include the name of the External Examiner (see Post-Defense Acknowledgement) <input type="checkbox"/> Page numbered using lower-case Roman numerals: e.g. ii 	https://www.uregina.ca/graduate-studies-research/thesis-project-prac/writing.html#fact_2_3
Post-Defense Acknowledgement (optional)	<ul style="list-style-type: none"> <input type="checkbox"/> Page must be blank until after the defense <input type="checkbox"/> Maximum one page, double-spaced <input type="checkbox"/> Page numbered using lower-case Roman numerals: e.g. iii 	https://www.uregina.ca/graduate-studies-research/thesis-project-prac/writing.html#fact_2_4
Dedication: (optional)	<ul style="list-style-type: none"> <input type="checkbox"/> Maximum one page, double-spaced <input type="checkbox"/> Personal, rather than academic, recognition, e.g. the indirect support of family members, friends, etc. <input type="checkbox"/> Page numbered using lower-case Roman numerals: e.g. iv 	https://www.uregina.ca/graduate-studies-research/thesis-project-prac/writing.html#fact_2_5
Table of Contents: (required)	<ul style="list-style-type: none"> <input type="checkbox"/> Single page-wide column with page numbers right-aligned <input type="checkbox"/> Entries are in order of the thesis <input type="checkbox"/> Each entry is connected to a corresponding page number with leader lines..... <input type="checkbox"/> Don't put the word “page” in front of the page numbers <input type="checkbox"/> Page(s) numbered using lower-case Roman numerals: e.g. v, vi 	Format according to the sample: https://www.uregina.ca/graduate-studies-research/assets/docs/thesisdefensegraduation-docs/table-contents-sample.pdf

Page:	Format requirements:	Link to resource(s):
<p>List of Tables: (required for theses with three or more tables)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> List must start on its own page <input type="checkbox"/> Each table is numbered consecutively using Arabic numerals with decimal classification, e.g., Table 5.3: third table in the fifth chapter <input type="checkbox"/> Each table must include the title and the page(s) on which it appears <input type="checkbox"/> The table titles on the list must match those in the text <input type="checkbox"/> Each entry is connected to a corresponding page number with leader lines..... <input type="checkbox"/> Page(s) numbered using lower-case Roman numerals: e.g. viii, ix 	<p>https://www.uregina.ca/graduate-studies-research/thesis-project-prac/writing.html#fact_2_7</p>
<p>List of Figures: (required for theses with three or more figures)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> List must start on its own page <input type="checkbox"/> Each figure is numbered consecutively using Arabic numerals with decimal classification; e.g. Figure 5.3: third figure in the fifth chapter <input type="checkbox"/> Each figure must include the title and the page(s) on which it appears <input type="checkbox"/> The figure titles on the list must match those in the text <input type="checkbox"/> Each entry is connected to a corresponding page number with leader lines..... <input type="checkbox"/> Page(s) numbered using lower-case Roman numerals: e.g. x, xi 	<p>https://www.uregina.ca/graduate-studies-research/thesis-project-prac/writing.html#fact_2_7</p>
<p>List of Appendices: (required for theses with more than one item in the Appendix)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> List must start on its own page <input type="checkbox"/> Each appendix is lettered consecutively, e.g. Appendix A, Appendix B, <input type="checkbox"/> Each appendix must include the title and the page(s) on which it appears <input type="checkbox"/> The appendix titles on the list must match those in the text <input type="checkbox"/> Each entry is connected to a corresponding page number with leader lines..... <input type="checkbox"/> Page(s) numbered using lower-case Roman numerals: e.g. xii 	<p>https://www.uregina.ca/graduate-studies-research/thesis-project-prac/writing.html#fact_2_7</p>
<p>Lists of Nomenclature (List of Abbreviations, List of Symbols, etc.): (where applicable)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> List must start on its own page <input type="checkbox"/> Page(s) numbered using lower-case Roman numerals: e.g. xiv, xv 	<p>Format according to the sample: https://www.uregina.ca/graduate-studies-research/assets/docs/thesisdefensegraduation-docs/list-abbreviations-sample.pdf</p>

Page:	Format requirements:	Link to resource(s):
Transparency Statement: (required)	A transparency statement is required to either: <ol style="list-style-type: none"> describe the use of artificial intelligence (AI) assisted technologies in the preparation of the thesis or confirm that no such technologies were used. <ul style="list-style-type: none"> <input type="checkbox"/> Must start on its own page <input type="checkbox"/> Page numbered using lower-case Roman numerals: e.g. xvi 	Format according to the sample: https://www.uregina.ca/graduate-studies-research/assets/docs/thesisdefensegraduation-docs/transparency-statement-sample.pdf
Statement of Contributions: (required for the collected manuscript-style thesis)	<ul style="list-style-type: none"> <input type="checkbox"/> Must start on its own page <input type="checkbox"/> Includes an overview of the manuscripts <input type="checkbox"/> Explains the candidate's contribution to any co-authored manuscript <input type="checkbox"/> If manuscripts are published, includes permission from the publisher and a statement to link it to the letter of permission in the Appendices <input type="checkbox"/> Page(s) numbered using lower-case Roman numerals: e.g. xvii 	https://www.uregina.ca/graduate-studies-research/thesis-project-prac/writing.html#fact_2_10
Body of the thesis (the chapters):	<ul style="list-style-type: none"> <input type="checkbox"/> Each new chapter starts on its own page <input type="checkbox"/> Please refer to the appropriate guide for your thesis <input type="checkbox"/> Page(s) numbered using Arabic numerals: e.g. 1, 2, 3, etc. 	Monograph thesis guide: https://www.uregina.ca/graduate-studies-research/assets/docs/thesisdefensegraduation-docs/monographthesisguide.pdf Collected manuscripts thesis guide: https://www.uregina.ca/graduate-studies-research/assets/docs/thesisdefensegraduation-docs/manuscriptstheisguide.pdf
List of references:	<ul style="list-style-type: none"> <input type="checkbox"/> The format of your list of references must follow the recommended style guide for your discipline 	APA Style: https://apastyle.apa.org/style-grammar-guidelines MLA Style: https://www.mla.org/MLA-Style Chicago Style: https://www.chicagomanualofstyle.org/home.html

Page:	Format requirements:	Link to resource(s):
Appendices	<ul style="list-style-type: none"> <input type="checkbox"/> No thesis may contain signatures (Library and Archives Canada requirements) Redact all signatures, e.g. from your REB forms (save the form as a JPEG or other image file: open in your image editing software, e.g. MS Paint, and use the eraser function to remove the signature, then insert the edited image back into your document) <input type="checkbox"/> Consider redacting your personal information (e.g. mobile phone number) included in your research consent forms 	https://www.uregina.ca/graduate-studies-research/thesis-project-prac/writing.html#fact_2_12

Links to additional resources:

Monograph thesis guide: <https://www.uregina.ca/graduate-studies-research/assets/docs/thesisdefensegraduation-docs/monographthesisguide.pdf>

Collected manuscripts thesis guide: <https://www.uregina.ca/graduate-studies-research/assets/docs/thesisdefensegraduation-docs/manuscriptsthesisguide.pdf>

Order of items in a thesis: <https://www.uregina.ca/graduate-studies-research/assets/docs/thesisdefensegraduation-docs/arrangement-thesis.pdf>

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

Frequently Asked Questions: https://www.uregina.ca/graduate-studies-research/thesis-project-prac/writing.html#row_5