

REGULATIONS FOR HONOURS THESES AT ACADIA UNIVERSITY

Published by the Senate Honours Committee

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All students intending to complete an honours thesis must register in the appropriate 4996 course for their programs (see calendar). Students normally register for their thesis in the last year of full-time studies. If the thesis is not completed for the May graduation, a student may apply to graduate in the fall (convocation no longer held at this time of the year) with no further tuition charges incurred. However, if a student does not complete the thesis in time for fall convocation, he/she must register for 4996 in the fall semester and pay the continuing fee in order to remain in the honours program.

DEFINITION OF THESIS

A thesis is a written piece of work documenting scholarly activity. The request for co-authorship is subject to individual department approval. A form requesting permission can be found at http://research.acadiau.ca/Undergraduate_Student_Honours_Research.html. In terms of effort, content and presentation, a thesis goes well beyond the level of a normal term project or essay; however, sheer bulk is not to be regarded as equivalent to scholarship. The decision as to whether a topic is suitable for an honours thesis is made by the department or school.

Further information on thesis practices and the review process may be obtained from the student's home Department or School.

Note: Research involving human subjects must be approved by the Research Ethics Board. Research involving vertebrate animals and cephalopods must be approved by the Acadia Animal Care Committee.

PRESENTATION

Your final thesis will be published and bound as a hardcopy book and placed on file in the Vaughan Memorial Library.

- (1) **Style**: The Senate Honours Committee recognizes that each discipline has a style manual or procedures that are recognized by professional or learned societies associated with that discipline. The methods outlined in these style manuals are acceptable to the Committee as long as they are consistently applied.
- (2) **Blank pages**: The sections within the Preliminary pages, each new chapter in the main body of the thesis, and each new section that follows the main body of the thesis, must start on the right-hand page of your "book". This may require inserting a blank page at the end of a section or chapter.
- (3) **Preliminary Pages and Arrangement**: A thesis consists of three main components: preliminary pages, thesis proper, appendices, and references. The preliminary pages include:

Title page
Approval page
Permission for duplication page
Acknowledgement page
Table of contents
List of tables
List of figures
Abstract page

Samples of the first two Preliminary sections are attached to these regulations (Appendix A and B). Their **format should be followed exactly with each new section beginning on a right-hand page (i.e. Table of Contents, List of Tables).**

The tone of the acknowledgement page should be formal.

The abstract should state concisely and lucidly the objectives, the method of procedure and the findings or conclusions of the thesis. It must be complete in itself with no references.

- (4) Citations/Bibliography: Any factual material or quotation taken from other sources must be properly cited in the text and the source listed in the bibliography. The bibliography should list only those materials actually referred to in the thesis. Additional works that have been consulted may be listed, but their secondary nature should be clearly indicated. Footnotes may be at the bottoms of pages, at the ends of chapters, or at the end of the thesis.
- (5) Paper: Use only one type of good quality paper for the final copy. Charts, graphs, and images may be prepared on the same paper as used for text. Heavy grades of paper and cardboard must not be used for illustrative material.
- (6) Margins, Font, Page Numbering: The manuscript must be computer-generated and printed back-to-back with a **1 inch / 2.54cm margins** all around the page (top, bottom, left, right). All pages, including illustrations, must be numbered (centre bottom).

Students must use a standard font, no smaller than 11 point in the body of the text, footnotes and bibliography. Font size and style must be consistent throughout. Spelling usage must be consistent within the thesis.

The preliminary pages before the thesis proper should be numbered with small Roman numerals at the bottom centre of the page (i. ii, iii etc). Chapter 1 starts on Page 1 on a right hand side page.

- (7) Charts, graphs, maps and tables: These should be reduced to an 8 1/2 x 11" format to fit within the 1", 2.54 cm margins. It is recommended that oversize pages be avoided unless absolutely necessary; when used, they should be folded. Observing the style guidelines of the discipline, charts, graphs and maps can be inserted into the body of the text, provided they can fit on one page. All figure and table legends should begin with a short title sentence. The title sentences appear in the list of figures and list of tables in the Preliminary pages of the thesis.
- (8) Sections: Each new section of the Preliminary pages and each new chapter, should start on a right-hand side page. It may be necessary to electronically "insert a blank page" for

this to happen. When properly formatted, Chapter 1 will start on page 1 on the right-hand side, Chapter 2 will start on an odd number page on the right-hand side as will each chapter and section that follows.

- (9) Printing: printing a double-sided document requires a printer with this capability. For a fee, students can send an electronic file by e-mail or on a memory stick to the Acadia Print Shop (printshop@acadiau.ca).
- (10) Line Spacing: All typing must be double spaced except for those disciplines which allow quotations, footnotes and bibliographical entries to be single spaced. Lengthy table titles and figure captions may also be single spaced.
- (11) Illustrated material will reproduce well if drawn in dark, opaque ink. Students should bear in mind the need to choose sharply contrasting colours to allow for clear reproduction.
- (12) Coloured images may be used. Avoid glossy photographs and photographs with dark background.
- (13) Overlays must be carefully aligned with underlying maps or charts. In order to produce the most legible image, the underlying sheet is filmed alone. The overlay is then placed on the underlying sheet and both are filmed together.
- (14) Slides may not be used.
- (15) Submit the final thesis unbound, unstapled and not hole-punched. Ensure that all required signature pages and the signed checklist form are submitted with the thesis (refer to Appendices A-D).

COPYRIGHT

Students are reminded that any material protected by copyright can be reproduced in a thesis only with permission of the owner of the copyright..

REVIEW PROCEDURES

Honours students and their supervisors must check that any thesis submitted conforms in mechanical matters (such as style, format, grammar, spelling), as well as structure, logic, consistency, and clarity of argument. Ensure the Thesis is properly formatted. Complete the **Thesis Checklist form** <https://www2.acadiau.ca/research/undergraduate.html> (Appendix C) and provide it with the thesis to the 2nd Reader.

In January 2020, Senate adopted a motion to replace the Honours Thesis “external” review process, as administered by Research & Graduate Studies, with Thesis review by an internal 2nd reader, which is administered by the unit. Second readers may come from within the unit, or from another unit with relevant expertise on the topic of the Thesis (e.g., from a cognate unit at Acadia). Check with your department or School for the second-reader plan/policy and any other guidelines specific to the Honours program in your unit.

Please ensure the following:

- (a) The text has been proofread and edited (if needed) prior to review by the 2nd Reader.
- (b) The 2nd Reader is to provide comments using the **Second Reader's Assessment Form** <https://www2.acadiau.ca/research/undergraduate.html> (Appendix D), or use an alternative but approved process developed for review. The 2nd Reader will also complete and sign the Checklist form (Appendix C) provided with the thesis. Completed forms should be given to the supervisor who will then communicate with the student regarding any agreed upon corrections and/or revisions.
- (c) In consultation with the supervisor (s), the student will make the requested changes to their thesis and send the revised thesis to the supervisor (s) for approval.
- (d) Insert the name of the Chair of the Senate Honours Committee, with correct spelling, under the "approved by the Chair, Senate Honours Committee" signature line on the approval page (Appendix B).
- (e) After all final corrections have been made, students are required to upload the unsigned FINAL thesis to the Library via ACORN using their Acadia student email account. To upload go to <https://library.acadiau.ca/about/help/faq/thesis-submission.html>
- (f) The completed and signed Checklist Form (Appendix C) is emailed to Research and Graduate Studies on the day the thesis is uploaded to the Library

BINDING

The University pays for the binding of the one copy of your thesis which is sent to and kept in the University Library. If you wish to have additional copies bound, you must make those arrangements yourself at the bindery of your choice.

Appendix A No page number

PROFESSIONAL EFFICACY AMONG DIRECT CARE PROVIDERS
IN NURSING HOMES

by

Phyllis L. Harvie

Thesis submitted in partial fulfillment of the
requirements for the Degree of
Bachelor of Science with
Honours in Psychology

Acadia University

April, 1996

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Appendix B should be page iii – right hand side

This thesis by Phyllis L. Harvie
is accepted in its present form by the
Department of Psychology
as satisfying the thesis requirements for the degree of
Bachelor of Science with Honours

Approved by the Thesis Supervisor

(insert typed name here) Date

Approved by the Head or Director of the Department or School

(insert typed name here) Date

Approved by the Chair, Senate Honours Committee

(insert typed name here) Date

Appendix C

STUDENT, SUPERVISOR & 2ND READER THESIS CHECKLIST FORM

I, _____, _____, confirm the following:
(Student Name) (ID number)

The style reference used is: _____

St Su 2nd St=Student, Su=Supervisor, 2nd=2nd Reader. All are required to check boxes to confirm requirements are met.

- Margins:** 1" (2.5cm) consistent through thesis including appendices.
- Preliminary pages:** Conform to examples in the regulations. No page numbers on the title page, subsequent preliminary pages with numbers in lower case roman numerals at the bottom centre of the page. Body of thesis begins with page 1 and **each new chapter/section starts on the right-hand side with an odd numbered page.**
- Table of Contents** corresponds to page numbering.
- The thesis is **double-sided** with numbering at the centre bottom of each page following the preliminary pages.
- Honours Committee Chair name (**Dr Joseph Hayes**) is typed under last signature line on page iii.
- Text is double-spaced** except for long Figure captions and long Table titles, or where disciplines require that long citations be single-spaced.
- All changes required by the supervisor(s) have been made.**
- All changes required by the second reader have been made.**
- The thesis has been **thoroughly proofread and spell-checked**; font is consistent throughout the thesis.
- Student **uploads the unsigned FINAL Thesis** to the Library via ACORN, using their Acadia student email account. To upload, go to <https://library.acadiau.ca/about/help/faq/thesis-submission.html>.
- Student electronically shares the same final version of the Thesis with their supervisor**, and with the Home Department or School, if required. For 2021, a hardcopy of the Thesis will be printed for the Library by the Library.

For 2021, the uploading of the final thesis is due on April 16th. If an extension is required, send a completed Extension Request form (attached) to the Dean of Research & Graduate Studies, at anna.redden@acadiau.ca

This completed and signed form is to be emailed to Donna Dillman, donna.dillman@acadiau.ca, at Research and Graduate Studies on the day the thesis is uploaded to the Library.

Student (Print)

Student Signature

Date

Supervisor (Print)

Supervisor Signature

Date

Second reader (Print)

Second Reader Signature

Date

APPENDIX D

SECOND READER'S ASSESSMENT OF HONOURS THESIS

Student's Name: _____ Department/School _____

2nd Reader: _____ Department/School _____

My recommendation is that this thesis:

- be accepted as is or with minor revisions as indicated
- be returned to the student for further work as suggested
- requires significant revisions as noted, with revisions carefully monitored by the supervisor

Comments (continue on a separate sheet if necessary). Comments may also be written on the thesis itself. The 2nd Reader is to send comments to the Supervisor upon completion.

2nd Reader's signature: _____

Student: In consultation with the supervisor(s), make the requested changes to your thesis and send the revised thesis to your supervisor(s) for approval.

