**REGULATIONS FOR HONOURS THESES AT ACADIA UNIVERSITY**

Published by the Senate Honours Committee

*Last revised 16 March 2020*

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 three Preliminary sections are attached to these regulations (Appendix A, B and C). 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.

1. 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.
2. 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.
3. 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.

1. 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.
2. 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.
3. 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).
4. 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.
5. 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.
6. Coloured images may be used. Avoid glossy photographs and photographs with dark background.
7. 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.
8. Slides may not be used.
9. 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).

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Students are reminded that any material protected by copyright can be reproduced in a thesis only with permission of the owner of the copyright. The authorization(s) obtained from the copyright owner must be submitted with the thesis and put in an appendix to the thesis.

**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 D) 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 E), or use an alternative but approved process developed for review. The 2nd Reader will also complete and sign the Checklist form (Appendix D) 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) The student is to make any necessary corrections/revisions and have their supervisor confirm that they have been made by signing the Second Reader’s Assessment of Thesis form. This Assessment of Thesis form and the Thesis Checklist form must be submitted to the Office of Research and Graduate Studies with the final thesis, even if no corrections were required.

(d) One final, corrected and signed version of the thesis must be submitted to the Office of Research and Graduate Studies by the date stated in the University Calendar. All signatures on the hard copy of the thesis must be original. 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) Etheses. After all final corrections have been made, and the Checklist signed (Appendix D), students are required to submit an electronic copy of their thesis in addition to the one hard copy to the Office of Research & Graduate Studies. Confirmation that this has been done must be presented at the R&GS Office with your final hard copy. For complete details on electronic theses submission see: <https://library.acadiau.ca/about/help/faq/thesis-submission.html>

**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

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*(insert typed name here)* Date

Approved by the Head or Director of the Department or School

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*(insert typed name here)* Date

Approved by the Chair, Senate Honours Committee

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*(insert typed name here)* Date

***Appendix C*** *– page v, right hand side*

I, Phyllis L. Harvie, grant permission to the University Librarian at Acadia University to reproduce, loan or distribute copies of my thesis in microform, paper or electronic formats on a non-profit basis. I, however, retain the copyright in my thesis.

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Signature of Author

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Date



