

REGULATIONS FOR HONOURS THESES

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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 charges incurred. However, if a student does not complete the thesis in time for fall convocation, he/she must register for 4996 and pay the continuing fee in order to remain in the honours program.

DEFINITION

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 whether a topic is suitable for an honours thesis is made by the department or school.

Further information on thesis practices may be obtained from the university calendar and the individual units. 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. It is important to keep this in mind for formatting purposes, especially regarding the margins. The inside binding edge must be at least 1.5". **New this year**, the sections of the introductory pages, each new chapter in the main body of the thesis and each new section that follows the main body of the thesis, should start on the right-hand page of your book. This may require inserting a blank page at the end of a section or chapter. See below for details:

- (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) 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 these first three pages 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 acknowledgement page is optional. If it is included, its tone 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 should not exceed one page in length.

(3) Preparation of the Manuscript: 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.

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.

Charts, graphs, maps and tables that are larger than the standard size should be reduced to an 8 1/2 x 11" format. 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 introductory pages of the thesis.

Margins, Font, Page Numbering:

The manuscript must be computer-generated and printed back-to-back. In terms of preparing the double-sided manuscript in binding-ready format for publication as a book, the following procedures should be followed:

- Set document up in one file with established margins (1.5" left, 1" otherwise)
- In Word, go to "page layout", "margins", "mirrored" (1.5" inside, 1" elsewhere)
- Centre page number at bottom of page

Each new section of the introductory 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.

Printing a double-sided document requires a printer with this capability. For a fee, students can send an electronic file (set up as above) by e-mail or on a memory stick to the Acadia Print Shop (printshop@acadiu.ca).

All typing must be double spaced except for those disciplines which allow quotations, footnotes and bibliographical entries to be single spaced.

Margins must be 1 1/2" on the binding edges and 1" along all other edges of the page. All pages, including illustrations, must be numbered (centre bottom). The material before the thesis proper should be numbered with small Roman numerals at the bottom centre of the page. 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.

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.

Coloured images may be used. Avoid glossy photographs and photographs with dark background.

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.

Slides may not be used.

Submit the thesis unbound, unstapled and not hole-punched. Ensure that all required pages are prepared correctly and 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. The authorization(s) obtained from the copyright owner must be submitted with the thesis and put in an appendix to the thesis.

HONOURS COMMITTEE PROCEDURES

The Honours theses are checked for conformity in mechanical matters (such as style, format, grammar, spelling), as well as structure, logic, consistency, and clarity of argument. To ensure your Thesis is properly formatted you must complete and sign the Thesis Checklist form and submit it with your thesis for External Review. DO NOT submit your thesis without ensuring it is problem-free in these areas first.

(a) Following departmental or school approval, you must hand in one copy of your thesis to the Office of Research and Graduate Studies, in accordance with deadlines published in the university calendar and the [RGS website](#). A signed Thesis Check Form (Appendix D), confirming that your text has been proofread and naming the style used must accompany your thesis when it is submitted for the external reader and again with your final thesis.

(b) A faculty member, outside your department or school (external reader), will be appointed to check your thesis. This reader will return the thesis along with a "Reader's Comments" form to the Office of Research and Graduate Studies and you will be contacted for pick up.

(c) Make any necessary corrections and have your supervisor confirm that corrections have been made by signing the "Readers Comments" form. This form must be returned to the Office of Research and Graduate Studies with your final thesis.

(d) If no corrections are required, you must still return the signed "Readers Comments" form to the Office of Research and Graduate Studies.

(e) One final, corrected version of the thesis must reach 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 Honours Committee" signature line on the approval page.

(f) Etheses. After all final corrections have been made, 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: <http://library.acadiu.ca/eThesesSubmit>

BINDING

The University pays for the binding of the one copy of your thesis which is sent to and is kept in the University Library. If you wish to have copies bound for yourself, your supervisor, or others, you can arrange to pay for binding by contacting:

*Wallaceburg Bookbinding &
Manufacturing Co. Ltd.
PO Box 104
Wallaceburg, ON
N8A 4L5
519-627-3552*

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

(typed name)

Date

Approved by the Head of the Department

(typed name)

Date

Approved by the Honours Committee

(typed name)

Date

Appendix C – page v, right hand side

I, NAME, 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.

Signature of Author

Date

Appendix D print and sign

THESIS CHECK FORM

I, _____, _____, confirm the following:
(name) (ID number)

The style reference used is: _____

- **Margins** (mirrored): Binding Edge - 1.5" (3.78cm) All other margins - 1" (2.5cm) consistent through thesis including appendices.
- **Introductory pages:** Conform to examples in the regulations. No page numbers on the title page, subsequent introductory pages numbers with lower case roman numerals at the bottom centre of the page. Each new section starts on the right-hand side page.
- Honours Committee Chair name typed under last signature line on page iii.
- Body of thesis begins on 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
- Proofreading: The thesis has been thoroughly proofread and spell-checked and the font is consistent throughout the thesis
- Only the signatures on this form are required for External review. Your final thesis submission must have all original signatures on the approval page
- Spacing: The thesis is double-spaced except where disciplines require that long citations be single-spaced
- Print thesis back to back with numbering at the centre bottom of each page following the preliminary pages. Instructions for doing this are contained on page 2 of the guidelines.
- Second reader: All changes required by the second reader have been made
- Supervisor: All changes required by the Supervisor have been made

Second reader

Date

Supervisor

Date

Student

Date