



# MASTER'S THESIS INFORMATION SHEET & CHECKLIST

Please print and complete in full

Author name: \_\_\_\_\_  
Last Given Names

Author Student Number: \_\_\_\_\_

Title of Thesis (as it appears on the title page):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Degree awarded (check one): M.A.  M.Div

Faculty Advisor: \_\_\_\_\_

Two paper copies submitted to the AST Library? [ ]

A PDF format submitted to rmartel@astheology.ns.ca? [ ]

Applicable documentation? (REB Certificate, Copyright Letters etc.) [ ]

## Author Contact Information

Please note: We may require contacting you if we have questions regarding your thesis format or paperwork submitted.

Phone numbers: (h) \_\_\_\_\_ (w) \_\_\_\_\_

E-mail address: \_\_\_\_\_

This checklist is designed to help you ensure that the thesis/dissertation meets all format requirements and contains all the necessary materials. **Only check what you are submitting.** Please sign below to confirm your compliance with these guidelines.

**I. Format Requirements for paper copies/PDF format**

**Body** of the thesis/dissertation:

- good quality paper (for paper copies)
- clear, dark print (for paper copies)
- body of text double spaced on \*single sided pages (\*for paper copies)
- left margin measures 1.5" (3.8cm)
- right, top, and bottom margins measure 1" or 2.5cm

**Title page** includes:

- title of thesis/dissertation
- name of author
- degree
- "Atlantic School of Theology"
- "Copyright by ..." or the copyright symbol
- date (must be same date as signature page)
- names of examining committee {**must not** include signatures of the examining committee.}

**Abstract** includes:

- not more than 150 words (300 words for PHD dissertations)
- clear, dark print (for paper copies)
- entitled "Abstract"
- author's name
- title of thesis/dissertation
- date

**II. Copyright (if necessary, not to be confused with copyright symbol required on title page)**

- Letter/s of permission from copyright holder/s included

**III. Licence to Reproduce**

- "Non-Exclusive Licence to Reproduce" form completed in full for submission
- "UMI" form completed in full for submission

**IV. Research Ethics Board (if necessary)**

- Certificate of approval for interviews/surveys included

**V. Restriction (if necessary)**

- Letter requesting a restriction addressed to the Library Chair specifying length of restriction (up to 5 years) and number of theses to be restricted

**VI. Signatures of Examining Committee (required)**

- One sheet (containing same information and date as title page, with original signatures of the examining committee).

**VII. Copying and Electronic Access Procedures**

- Two paper manuscripts submitted
- Electronic Thesis Waiver* form completed clearly and in full with this **Checklist** signed
- A PDF format copy submitted to [rmartel@astheology.ns.ca](mailto:rmartel@astheology.ns.ca)

**IF A THESIS IS MISSING ANY OF THE ABOVE ELEMENTS,  
IT WILL BE RETURNED TO THE STUDENT FOR CORRECTION**

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Signature of Student

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Date