



# MASTER'S THESIS FORMATTING PROCEDURES

*PLEASE READ CAREFULLY PRIOR TO SUBMITTING YOUR MASTER'S THESIS*

## **I. FORMAT REQUIREMENTS**

The **body of the thesis** must be formatted to fit these specific requirements:

- Paper must be of good quality and size 8.5"x11" or 21.5cm x 28cm
- Print must be of high quality with 12 point Times New Roman font
- Text must be double spaced on single sided pages
- Left margin must measure 1.5" or 3.8cm
- Right, top and bottom margins must measure 1" or 2.5cm
- Page numbers, headers and footers must be within the margin measurements
  - In Microsoft Word, double click on the page number in the Header or Footer, depending on its position. It will open the Header/Footer Tools menu. Under Position, change the *Header from Top* or *Footer from Bottom* to 1 inch or 2.54 cm. This will move the page numbers within the 1 inch margin.
- Ensure charts do not exceed page margin measurements
- Electronic version should be in single PDF file.

The **title page** must include the following information:

- Title of thesis
- Name of author
- Degree to be awarded
- The words "Atlantic School of Theology"
- The words "Copyright [author's name, year]" or "© [author's name, year]"
- Date of submission (title page date and signature page date must be the same)
- Names of Examining Committee members (do not include signatures)

The **abstract** must:

- NOT exceed 150 words
- Be single spaced
- Include the word "Abstract"
- Include author's name
- Include thesis title

- Include date of submission (title page date and signature page date must be the same)
- Have print of good quality

Examples of title pages and abstracts can be viewed on the AST Library website at:

[http://www.astheology.ns.ca/webfiles/th009\\_examplesAST.pdf](http://www.astheology.ns.ca/webfiles/th009_examplesAST.pdf)

## **II. COPYRIGHTED MATERIAL**

If you included material that you did not write or create yourself (such as questionnaires, graphs, tables, maps, illustrations, web pages etc.), you must submit a letter of permission from the copyright holder (i.e. the creator) granting you permission to use their material. **All materials copied from web sites are considered to be copyrighted unless a statement on the site explicitly says otherwise, in which case a copy of that public domain statement must be submitted with your manuscript.** Failure to include proof of public domain or a permission letter from the copyright holder is a serious offence. This letter of permission should be addressed to you. Referencing/citing the material in your thesis is not enough; copyright permission must be obtained. Theses with outstanding copyright infractions will not be added to the Saint Mary's University Institutional Repository until corrected by the student.

## **III. LICENCE TO REPRODUCE**

In addition to being available through the Saint Mary's University Institutional Repository, electronic Masters Theses are collected by the National Library of Canada and made accessible online. Students completing a Masters degree are required to complete a **“Non-Exclusive Licence to Reproduce Thesis”** form. This form grants permission to the National Library of Canada to reproduce and to sell the microfilm. This form and the accompanying **“UMI”** form must be submitted with the thesis.

## **IV. RESEARCH ETHICS BOARD**

If you used human subjects as part of your research (for example, conducted interviews or surveys), you will have obtained a **Certificate of Approval** from the University's **Research Ethics Board**. The original certificate should be submitted with your project, this policy is in accordance with Section 1, B.3, Article 1.4.c. of the Tri-Council Statement on Research Involving Human Subjects. An unsigned copy of the certificate must be included in your PDF submission along with your study's Invitation to Participate and Informed Consent

## **V. RESTRICTIONS**

If your thesis contains confidential or sensitive material, you may wish to have your thesis restricted. This request must be submitted in writing in a letter addressed to the Library Chair and the letter should be included with your theses submission. The request should specify the length of the restriction (up to a maximum of five years). Restricted theses will not be published for the length of the restriction.

## **VI. SIGNATURES OF EXAMINING COMMITTEE**

It is required that the student submit one page with the names of the examining committee and their original signatures (not photocopied). This page must include all the elements that are on the title page (see section one above), as well as the signatures. Due to Canadian privacy law the signed title page must not be included in the PDF submission of your thesis.

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

## **VII. PDF SUBMISSION AND BINDING PROCEDURES**

When the thesis has been approved and signed by your advisor and you have complied with the formatting requirements:

### **1. Submit a PDF copy of your thesis to [rmartel@astheology.ns.ca](mailto:rmartel@astheology.ns.ca)**

- Include in your PDF submission as appendices any applicable documentation such as your REB Certificate of Approval, Invitation to Participate, Informed Consent, restriction letters, copyright letters, etc.)

### **2. Fill out the Master's Thesis Information Sheet**

- Indicate where you can be reached in case of problems
- Current and forwarding addresses are required
- Review and sign the Thesis/Dissertation Checklist.

## **VIII. BOUND THESES**

- The AST Library no longer requires the student to submit a print manuscript for binding
- Students interested in a personal bound copy can contact a binding company directly to make arrangements, such as PageforPage via Lehmann Bookbinding, Scotia Bookbinding, or Royal Book Binders

## **QUESTIONS?**

If you have any questions about the thesis format requirements and/or binding procedures, please contact Robert Martel at the AST Library [rmartel@astheology.ns.ca](mailto:rmartel@astheology.ns.ca)