



GRADUATE RESEARCH PROJECT FORMATTING PROCEDURES

PLEASE READ CAREFULLY PRIOR TO SUBMITTING YOUR GRADUATE RESEARCH PROJECT

I. FORMAT REQUIREMENTS

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

- 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
- Ensure charts do not exceed page margin measurements

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

- Title of paper
- 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

The **abstract and first page**:

- Title of paper (centered)
- Followed by author’s name
- Abstract: 150 words or less (flush left margin, single spaced, include the word “Abstract”)
- Paper begins with indented paragraph (flush left margin, double spaced)

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

http://www.astheology.ns.ca/webfiles/GRPFormatExamples_FEB2016.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. Graduate Research Projects with outstanding copyright infractions will not be added to the Saint Mary's University Institutional Repository until corrected by the student.

III. 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

IV. SUBMISSION PROCEDURES

When the GRP has been approved, submit:

1. A single file PDF copy of your GRP to 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.)

QUESTIONS

If you have questions about the Graduate Research Project procedures, contact Robert Martel at the AST Library (rmartel@astheology.ns.ca)