

## **DBMS THESIS FORMAT (Research streams)**

Once the student and supervisor have agreed that the majority of the experimental work is complete, a committee meeting should be scheduled where the student provides the Supervisory Committee members with an outline of the proposed thesis including the selected format. At this time committee members will determine if the research is of sufficient quality to begin writing of the thesis.

It is recommended that students review these guidelines with their supervisor in order to choose the best format for their work. The supervisor should be kept updated on thesis writing progress and the supervisor must be given ample time to review the entire thesis BEFORE submission to SGS in preparation for the oral defence.

PLEASE NOTE: PhD theses must not exceed 200 pages and MSc theses must not exceed 100 pages (not including appendices and references), unless specific approval by the field coordinator is granted.

### **Thesis Format**

The SGS allows theses to be formatted in either Traditional or Manuscript format. Note: The School of Graduate Studies (SGS) sets minimum submission and formatting standards for all theses submitted and these standards cannot be set aside (including margins, font size and line spacing). Please consult the SGS website <http://queensu.ca/sgs/current-students/degree-completion> for these mandatory details.

#### **Layout for TRADITIONAL form of thesis:**

Title Page

Abstract (not more than 350 words)

Statement of Co-Authorship (if necessary)

Acknowledgments

Table of Contents (including bibliography, appendices, etc.)

List of Tables

List of Figures and Illustrations

List of Abbreviations

Chapt. 1: Introduction – brief summary of the research problem (not more than 3 pages)

Chapt. 2: Literature Review (no more than 25 pages for MSc and 40 pages for PhD)

Chapt. 3 to 5: Body of Thesis (Materials and Methods; Results; Discussion)

Chapt. 6: Summary (including Future Directions)

Bibliography or References

Appendices

The formal section, "Statement of Co-Authorship", should delineate the candidate's contribution to the knowledge within the thesis, and should allow the contribution of co-authors (if any) to be discerned.

#### **MANUSCRIPT form of thesis:**

The manuscripts included need not be published or accepted for publication at the time of the thesis defence, but this format is generally intended for use when 2 or more manuscripts acceptable to the field with the student as first author/co-first author have been generated prior to the thesis defence. Publication or acceptance for publication of research results before presentation of the thesis in no way supersedes the University's judgment of the work at a thesis defence. Results that the student wishes to include in the thesis that do not fit within a particular manuscript may be included in an appendix. In this format, references used within each chapter will be cited at the end of that chapter.

If the Manuscript format is chosen the following criteria must be met in addition to those designated by the SGS:

- this format is only acceptable for theses with 2 or more manuscripts
- a preprint formatted version of the manuscript must be used rather than reprint so that the formatting throughout the thesis is consistent
- majority of the manuscripts must have the PhD candidate as either first or co-first author
- inserted reprints will not be accepted
- students who have collaborated on a manuscript may each include it in their own thesis.
- chapters composed with multiple authors/contributors should be preceded by a statement in which the student clearly identifies the contribution of each author to the manuscript
- reference formatting will be consistent throughout the thesis, will include the title of the citation and references will be placed at the end of each manuscript/chapter

### **Layout for Manuscript form of thesis:**

Title page

Abstract (not more than 350 words)

Statement of Co-Authorship (if necessary)

Acknowledgments

Table of Contents (including bibliography, appendices, etc.)

List of Tables

List of Figures and Illustrations

List of Abbreviations

Chapt. 1: General Introduction – brief summary of the research problem (not more than 3 pages)

Chapt. 2: Literature Review (no more than 25 pages for MSc and 40 pages for PhD)

Chapt. 3 to n: Manuscripts

Chapt. n + 1: Summary of thesis work (including Future Directions)

Appendices

The formal section, "Statement of Co-Authorship", should delineate the candidate's contribution to knowledge, and should allow the contribution of co-authors (if any) to be discerned. This information shall be included in more detail at the beginning of each chapter relating to a coauthored manuscript.

## **Thesis Submission and Defence**

\*\*Please note that there is a "Completing Your Degree" webpage on the SGS website that you should read though: <http://www.queensu.ca/sgs/current-students/degree-completion>

The Faculty of Health Sciences manual further explains the defence process and requirements:

<http://queensu.ca/sgs/sites/webpublish.queensu.ca.sgswww/files/files/Faculty - Councils/FHSGC/Health Sciences Graduate Council Manual November 2016.pdf>

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