

## Preparation of thesis (Research programs)

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 PhD students review these guidelines with their supervisor in order to choose the best format for their work. MSc students will use the Traditional format. 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. The version of the thesis submitted for the oral defence is not a draft but is an appropriately formatted and fully completed document.

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 School of Graduate Studies (SGS) sets **minimum** submission and formatting standards for all theses submitted and these standards cannot be set aside. Please consult the SGS website (see link to “General forms of theses” on the [SGS Thesis Formatting page](#)) for these mandatory details.

The following formats supersede SGS Traditional and Manuscript layouts for thesis in DBMS:

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

Title Page

Abstract: not more than 350 words

Statement of Co-Authorship: if necessary; must delineate the candidate's contribution to the knowledge within the thesis, and should allow the contribution of co-authors (if any) to be discerned

Acknowledgments

Table of Contents: including bibliography, appendices, etc.

List of Tables

List of Figures and Illustrations List  
of Abbreviations

Chapter 1 Introduction: States the aims, goals, hypotheses or research questions and the purpose in addressing them. Also includes a description and evaluation of relevant literature that form the basis or underpinnings for the research/scholarly work presented in the thesis (no more than 25 pages for MSc and 40 pages for PhD).

Chapter 2 Materials and Methods

Chapter 3 Results

Chapter 4 Discussion: including Future Directions

Chapter 5 Bibliography or References

Chapter 6 Appendices: if required

**NB. All Tables and Figures should appear immediately following their first mention in the text or on the next page**

**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 intended for use in PhD theses when 2 or more full length manuscripts (excludes Notes, Editorials, Rapid Communications, etc) acceptable to

the field with the student as first author/co-first author have been generated prior to the thesis defence. Consult with Field Coordinator for clarification if necessary. 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. References used within each chapter will be cited in a References or Bibliography section after the General Discussion.

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

- this format may be used for PhD theses only
- 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 will be placed in a References or Bibliography section after the General Discussion

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

Title page

Abstract (not more than 350 words)

Statement of Co-Authorship: if necessary; must delineate the candidate's contribution to the knowledge within the thesis, 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)

Acknowledgments

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

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Chapter 1 Introduction: States the aims, goals, hypotheses or research questions and the purpose in addressing them. Also includes a description and evaluation of relevant literature and works that form the basis for the research/scholarly work presented in the thesis (no more than 40 pages).

Chapter 3 to n Manuscripts

Chapter n + 1 General Discussion: including Future Directions

Chapter n + 2. Bibliography or References

**NB. All Tables and Figures should appear immediately following their first mention in the text or on the next page**

**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>

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