

Thesis and dissertation format requirements  
for final submission to the Faculty of Graduate Studies  
via [UVicSpace](#)

Section One: formatting checklist

Section Two: sample preliminary pages

For more information, see the Graduate Studies website

[www.uvic.ca/graduatestudies](http://www.uvic.ca/graduatestudies)

*Last updated 30 Aug 2019*

## Thesis/Dissertation Review Checklist

### Title Page

✓	Item	Description
✓	Student's name	Identical at top and bottom of title page.
	Optional: List previously awarded academic credentials, including the awarding institution and year of award*  *Note: may include non-degree credentials that support the student's academic preparation for this thesis/dissertation	If displayed, must be consistently formatted. <i>Examples of formatting options:</i> a. B.Sc., University of British Columbia, 1997 b. Bachelor of Science, University of British Columbia, 1997 c. BSc, University of British Columbia, 1997 d. Bachelor of Science (Honours), University of British Columbia, 1997 e. B.Eng., University of Tehran, Iran, 2012 f. Graduate Certificate in Learning and Teaching in Higher Education, University of Victoria, 2015
	Degree to be awarded	Spelled correctly and fully. <i>Example:</i> Master of Applied Science ( <i>not</i> Masters of...)
	Student's home department or school	Spelled correctly and fully <i>Example:</i> "in the Department of Mechanical Engineering" "in the School of Public Administration" <i>Example of dual-department programs:</i> "in the Departments of Linguistics and Indigenous Education"  <i>Note:</i> Interdisciplinary students must indicate "in Interdisciplinary Studies"
	Copyright statement	Includes the copyright symbol and standard statement as approved by UVic, including student's name and the year of completion of the thesis/dissertation. Additional copyright elements may be included ( <i>e.g.</i> , creative commons).
	"Thesis" or "Dissertation"	Master's = thesis Doctoral = dissertation
	No page number on title page	
	Optional: inclusion of UVic's territory acknowledgement (official version, no variations)	We acknowledge with respect the Lekwungen peoples on whose traditional territory the university stands and the Songhees, Esquimalt and <u>W</u> SÁNEĆ peoples whose historical relationships with the land continue to this day.

### Supervisory Committee Page

✓	Item	Description
✓	Thesis title	Matches the title page.
	Student's name	Matches the title page.
	Previously awarded academic credentials	Match those on the title page.
	Supervisory committee	Matches the student's record. Contact graduate secretary if committee is unclear or requires revision.
	Supervisory committee	Indicates name, role, and home department of the supervisor and each committee member. <i>Example:</i> Dr. John Doe (Department of Social Work) Supervisor  <i>or</i> Dr. John Doe, Supervisor Department of Social Work  <i>Note:</i> If a committee member has a UVic appointment and an external appointment, list the UVic appointment.
	External examiner and/or exam chair	<i>Not</i> listed in the committee.

### Abstract

✓	Item	Description
✓	Abstract is required	Precise length is not defined: recommended length is ~250 words.

## Table of Contents

✓	Item	Description
	Preliminary pages	Listed in the table of contents. The table of contents must be listed in the table of contents itself.
	Major headings	First-level headings <i>must</i> be listed (preliminary pages, chapter headings, bibliography, appendices). Sub-level headings may be listed (section headings).
	Page numbers	Accurate between the table of contents and the body of the thesis. Reviewers will spot-check this.

## List of Tables, List of Figures, Glossary, Abbreviations ... as needed

✓	Item	Description
	New page for each list	Each list begins on its own page.
	Consistent formatting between lists	Each list is formatted in the same way as other similar lists in the preliminary pages.

## Appendices

✓	Item	Description
	No signatures	Signatures must be removed before submission to UVicSpace.
	No personal contact information	Professional contact information may be left in the appendices, with permission of the contactee. <i>Example:</i> Dr. Smith's work email may be listed if he gives permission: jsmith@uvic.ca. Dr. Smith's personal email may not be listed: johnsmith@gmail.com.

## Page numbering and body of the thesis

✓	Item	Description
	Preliminary pages must be numbered in lower-case Roman numerals	The title page is assigned number "i" though the page number is suppressed. The supervisory committee page is therefore page "ii".
	Body of the thesis must be numbered in Arabic numerals.	The first page of the body of the thesis may be numbered "1" or this may be suppressed.
	Running headers are optional.	
	No blank pages	
	Every chapter begins on its own page	

## File naming

✓	Item	Description
	LastName_FirstName_Degree_Year.pdf	File name must be in this format and must match the name on the title page. <i>Example:</i> Smith_Jane_LLM_2015.pdf
	Single .pdf file or .pdf portfolio	Contact the UVic Software Help team ( <a href="mailto:softhelp@uvic.ca">softhelp@uvic.ca</a> ) for assistance in combining multiple files into one file or portfolio.
	Files submitted to UVicSpace must be Unicode compliant.	GARO clerks will not check for compliance. In the rare case that a file is not compliant, the UVic Librarians will contact the student directly.

## Order of preliminary pages

✓	Item
	Title page
	Supervisory committee
	Abstract
	Table of contents
	Lists of tables, figures, glossary, etc.
	Acknowledgements, dedication, etc.

### Resources:

[UVicSpace](#) – thesis submission and review  
[Graduate Studies website](#) – thesis help, ethical issues, copyright, scope and structure, etc.  
[Withholding your thesis or dissertation](#) – optional request  
[UVic Library website](#)  
[Thesis Template \(Word\)](#)

**Once accepted to UVicSpace, it is not permitted that a thesis or dissertation be altered or resubmitted.**

# Sample preliminary pages

Master's thesis or doctoral dissertation

For information not addressed in these sample pages and the preceding checklist, see the graduate studies website: [thesis and dissertation](#).

For help in formatting, converting files, and similar software challenges, contact the University Systems software help group: [softhelp@uvic.ca](mailto:softhelp@uvic.ca).

This document contains samples of:

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Title page for doctoral students

A Sample Doctoral Dissertation:  
Notice that “Dissertation” Appears Throughout the Title Page

by

Student Name

**Optional:**

B.Sc., University of New Brunswick, 1996  
M.A., University of Cambridge, England, 2001

A Dissertation Submitted in Partial Fulfillment of the  
Requirements for the Degree of

DOCTOR OF PHILOSOPHY

in the Department of Anthropology

©Student Name, Year  
University of Victoria

All rights reserved. This dissertation may not be reproduced in whole or in part,  
by photocopy or other means, without the permission of the author.

**Optional:**

We acknowledge with respect the Lekwungen peoples on whose traditional territory the  
university stands and the Songhees, Esquimalt and WSÁNEĆ peoples whose historical  
relationships with the land continue to this day.

Title page for master's students

A Sample Master's Thesis:  
Notice that "Thesis" Appears Throughout the Title Page

by

Student Name

**Optional:**

B.Sc., University of New Brunswick, 1996  
M.Sc., University of Cambridge, England, 2001

A Thesis Submitted in Partial Fulfillment of the  
Requirements for the Degree of

MASTER OF ARTS

in the Department of Anthropology

©Student Name, Year  
University of Victoria

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by photocopy or other means, without the permission of the author.

**Optional:**

We acknowledge with respect the Lekwungen peoples on whose traditional territory the university stands and the Songhees, Esquimalt and WSÁNEĆ peoples whose historical relationships with the land continue to this day.

No page number displayed, though this is page i

A Sample Doctoral Dissertation:  
Notice that "Dissertation" Appears Throughout the Title Page

"Dissertation" for  
doctoral students  
  
"Thesis" for  
master's students

by

Student Name  
B.Sc., University of New Brunswick, 1996  
M.A., University of Cambridge, England, 2001

Student name must  
match at the top and  
bottom of the page

A Dissertation Submitted in Partial Fulfillment of the  
Requirements for the Degree of

DOCTOR OF PHILOSOPHY

in the Department of Anthropology

The degree that you are  
completing; and the  
department or school in  
which you are studying.  
  
"School of Nursing"  
"Department of Biology"

©Student Name, Year  
University of Victoria

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by photocopy or other means, without the permission of the author.

Supervisory Committee

A Sample Doctoral Dissertation:  
Notice that “Dissertation” Appears Throughout the Title Page

by

Student Name

B.Sc., University of New Brunswick, 1996  
M.A., University of Cambridge, England, 2001

Supervisory Committee

Dr. Jane Seymour, Supervisor  
Department of Anthropology

Dr. John Smith, Departmental Member  
Department of Anthropology

Prof. Lisa Adams, Outside Member  
Department of Nursing

If you have a supervisory committee member who is not associated with a department at UVic, you may list their outside affiliation:

Dr. Alfred Jones, Additional Member  
World Health Organization

DO NOT list the exam chair.

DO NOT list the external examiner.

These individuals are part of your examining committee, not your supervisory committee.



## **Abstract**

The abstract of your thesis or dissertation will be made available through UVicSpace at the University of Victoria; and by Theses Canada at Library and Archives Canada. These archives are crawled by Google Scholar and other search engines.

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- List the table of contents on the table of contents.
- List all first-level headings. Follow your academic style guide to determine whether to list all sub-headings.
- Preliminary pages are numbered in lower-case Roman numerals.
- Body of the thesis is numbered in Arabic numerals, starting again at page 1
- Page numbers must be accurate

## List of Tables

Table 1: In which I illustrate the first concept .....6  
Table 2: In which I illustrate the second concept .....9  
Table 3: In which I illustrate the third concept.....14

- List of Tables, List of Figures, etc. must each be presented on their own page.
- Follow the same format as the Table of Contents.

## **Dedication**

Personal messages, inspirational quotes, thanks and celebrations should be recorded on your dedication page. This is your canvas and will be published as part of your thesis or dissertation.

**Acknowledgements:** follows the same format as the dedication. These pages are optional. If included in the thesis, acknowledgements must be on their own page, preceding the dedication.

## Introduction

This is the first page of the body of your thesis or dissertation. In some fields of study, an introduction is not required and your thesis may begin with Chapter One: follow your academic style guide and consult with your supervisory committee.

Note that the first page of the body of your thesis always begins on page 1. You may display that page number or hide it, as you prefer. Beginning with page 2, all page numbers must be displayed.

Check the format of the body of your thesis before you submit your thesis. Look for any oddly-placed tables or figures, and any surprises in font and margins; check that all headings that are meant to be in the table of contents are reflected accurately. Check that “track changes” are no longer showing.