

This Is the Title of Your Thesis: You Must Capitalize All Words but Conjunctions and Pronouns

Your Name

Commented [DF1]: Must follow standard title capitalization

Commented [DF2]: Write your name as it appears on your transcript, with only the first letter capitalized

A Thesis

In the Department of

Commented [DF3]: Add your department, not program

Presented in Partial Fulfillment of the Requirements

For the Degree of

(Your Program)

Commented [DF4]: Your degree name (EX: Master of Arts, Doctor of Philosophy, etc.)

Commented [DF5]: Write ONLY your program, not your department (EX: Building Engineering instead of BCEE)

at Concordia University

Montréal, Québec, Canada

Month Year

Commented [DF6]: Master's: Month and year submitted prior to defence
PhD: Month and year of initial submission

© Your Name, 2020

Commented [DF7]: Must include copyright symbol, your full name, and the year

CONCORDIA UNIVERSITY
SCHOOL OF GRADUATE STUDIES

This is to certify that the thesis prepared

By: _____ Your Name

Entitled: _____ Thesis title

and submitted in partial fulfillment of the requirements for the degree of

Degree (Program)

complies with the regulations of the University and meets the accepted standards with respect to originality and quality.

Signed by the final examining committee:

_____ Chair
Dr.

_____ External Examiner
Dr.

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Dr.

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Dr.

_____ Examiner
Dr.

_____ Thesis Supervisor
Dr.

Approved by

_____ Dr. _____, Graduate Program Director

August 24, 2020

_____ Dr. _____, Dean of Faculty

Commented [DF8]: Properly indent after By: and Entitled

Commented [DF9]: Your name should not include any prefix (EX: Mr./Ms./etc.)

Commented [DF10]: Do not forget to include the name of your GPD

Commented [DF11]: Do not forget to include the name of your Dean

Abstract For PhD

Thesis Title (Centered)

Name, Ph.D.

Concordia University, Year

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Commented [DF13]: Bold and justified left

The abstract is a concise and accurate summary of the research contained in the thesis. It states the problem, the methods of investigation, and the general conclusions, and should not contain tables, graphs or illustrations. There must be a single abstract for the entire thesis. Your abstract comes immediately after and must be **no longer than 350 words for PhD, or 250 words for Master's. 350 words looks as such:**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam condimentum, nisi sed suscipit condimentum, neque eros aliquam ex, sed egestas mi dolor non sem. Cras non quam portitor, interdum est ut, ornare sem. Pellentesque ac lectus et neque commodo pretium a et justo. Mauris pretium felis sed elementum tempor. Quisque auctor, risus quis posuere ultrices, est sem pulvinar libero, id mattis tellus nulla vitae nunc. Phasellus condimentum interdum ex, a fermentum lacus consectetur in. Donec dapibus, libero in lobortis pretium, lorem arcu ornare tortor, in ornare elit erat ut mi. Nam condimentum dui pulvinar tellus placerat, in facilisis purus luctus.

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iii

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Abstract for Masters

Title (Centered)

Name (Centered)

The abstract is a concise and accurate summary of the research contained in the thesis. It states the problem, the methods of investigation, and the general conclusions, and should not contain tables, graphs or illustrations. There must be a single abstract for the entire thesis. Your abstract comes immediately after and must be **no longer than 350 words for PhD, or 250 words for Master's**. 250 words looks as such:

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iii

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Acknowledgements

This is the place to thank professional colleagues and people who have given you the most help during your graduate work. The following are usually mentioned in the Acknowledgements:

- supervisor and committee
- grant support
- helpful fellow students, lab mates etc.
- family support

I would like to thank my Supervisor for guiding me through this process, my family and friends for their unwavering support, and my partner for putting up with the late nights.

Thank you to all.

Commented [DF17]: Normally an Acknowledgement or Dedication is included to recognize the help, assistance and support that students have received, but this is not a mandatory page.

Dedication

This work was inspired by UBC. Thank you!

Commented [DF18]: The Dedication page is optional. If you include it, retain the Dedication heading and enter your text here.

Contribution of Authors

If your thesis is a manuscript-based thesis, a Contribution of authors page must be included. This can be formatted as such:

Chapter 1:

Darth Vader wrote the manuscript and provided data for Table 1.

Chapter 3:

Dr. Yoda conducted all statistical analyses mentioned in this chapter, and the results were published in an article entitled “Properly formatted this thesis is”.

Chapter 4:

This chapter was published in an article authored by Dr. Luke Skywalker titled “Midichlorians counts and their impact on force-sensitivity”.

All authors reviewed the final manuscript and approved of the contents.

Commented [DF19]: List any contributions to your thesis here.

Commented [DF20]: Confirm that the above-mentioned parties have approved of your representation of their work.

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Commented [DF21]: Includes everything after Table of Contents (does not include title page, abstract, signature page, contribution of authors, etc.)

Include lists of Figures, Tables, Illustrations, Equations, Special symbols, Abbreviations etc. A separate list of each category where applicable.

List of Figures

[Figure 6.1](#) [Figure captions in the ETDR template are now set below images by default. You can change that and other formatting.](#)

[Figure 6.2](#) [EXAMPLE of correct formatting on an ETDR title page. All details are important, including punctuation, capitalization, and the blank line after "Approved by:"](#)

[Figure B.1](#) [EXAMPLE of caption in Appendix B, with appendix identifier and number.](#)

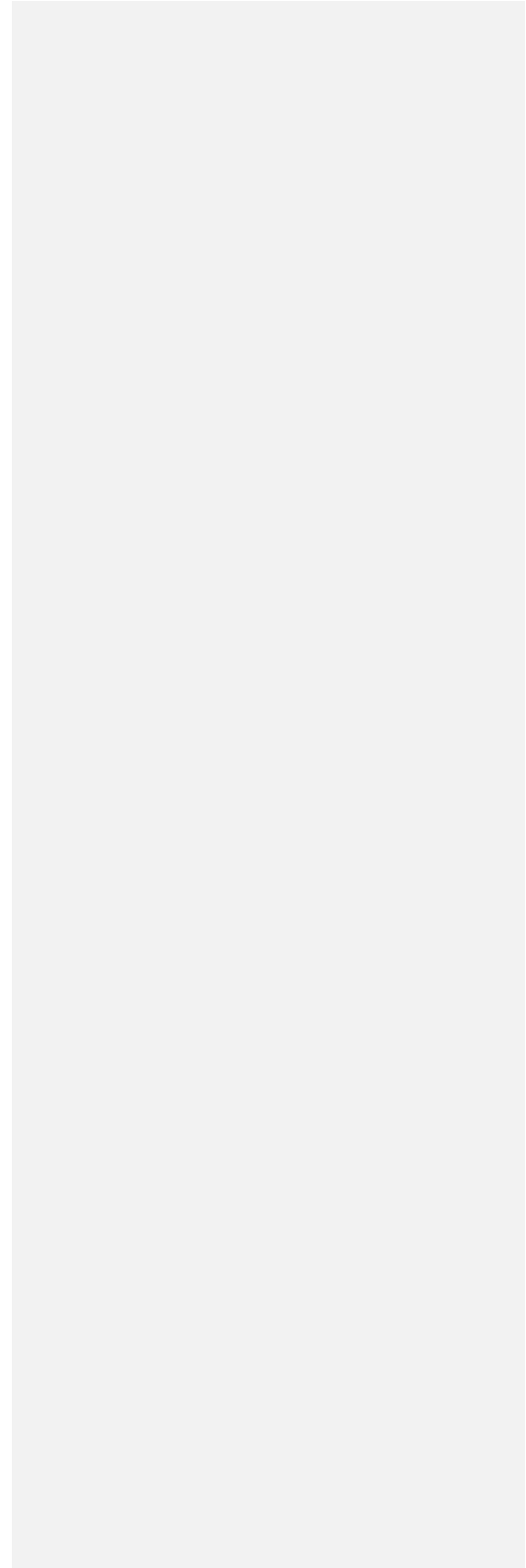
Commented [DF22]: The List of Figures is created from figure captions in this document.

List of Tables

[Table 6.1 Table captions in the ETDR template are set above tables by default. You can change that and other formatting.](#)

[Table 6.2 EXAMPLE of an APA-formatted table. APA style is not an ETDR requirement.](#)

[Table 6.3 A small table for centering equations, plus auto-numbering. It has no borders.](#)



Chapter 1: Introduction

Commented [DF23]: All major sections must be on a new page. Chapter numbers are optional, but if included should be sequential.

1.1 What goes in the introduction?

The introduction to the thesis must outline the theme, hypotheses and/or goals of the thesis and provide sufficient information to enable a non-specialist researcher to understand these. It must contain the elements listed below:

- a thorough review of relevant literature
- a clear statement of the research question – the hypotheses and/or goals of the research

1.2 Introduction of relevant literature.

The way in which these elements are incorporated will depend on the particular discipline.

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Figure 1

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Figure 2

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Chapter 2: Research begins

2.1 First research chapter

The account of the research should be presented in a manner suitable for the field and include the following:

- coherent structure that flows logically and smoothly from chapter to chapter
- brief synopsis at the beginning of each research chapter
- description of methods used, in sufficient detail to enable a reader to understand how the data were gathered and to apply similar methods in another study
- complete account of the research presented in a systematic manner typical of the field of study

Students should consult with their supervisors for further guidance about how to structure their particular thesis.

2.1.1 Information about collaborators

Details about the contributions of collaborators, if any, must be included in the Preface. If you wish, you can additionally use a footnote to identify specific contributions of collaborators, as in this example.¹

See also the example on the first page of Chapter 3.²

NOTE: If you identify collaborative work in a footnote, remember to clarify your exact contribution in the Preface.

¹ If you refer to work or research conducted by someone else, you may refer to them in the footnotes, as per the style guides referred to you by your department.

² This phrase is taken from Dr. A. Apple, “Useful Phrases in Instructional Writing”, [include full citation of the work].

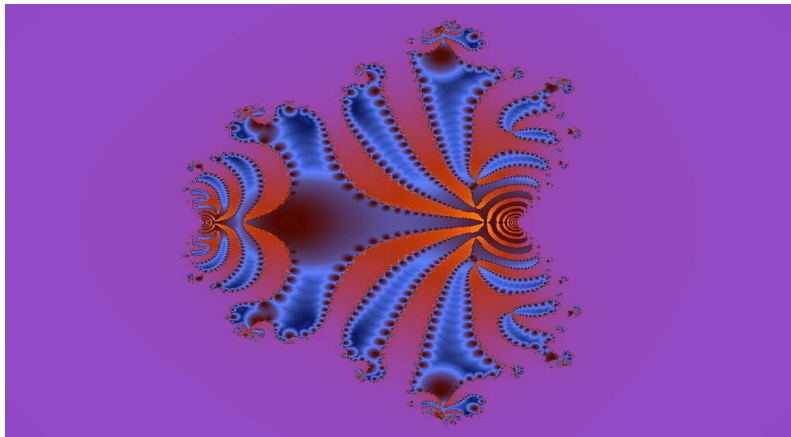
2.2 Using colour in a thesis

You can use colour in your tables, figures, and illustrations. **Avoid using coloured text**, except in hyperlinks.

2.2.1 The next chapter has more figures

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Figure 2.1 Fractal on purple background



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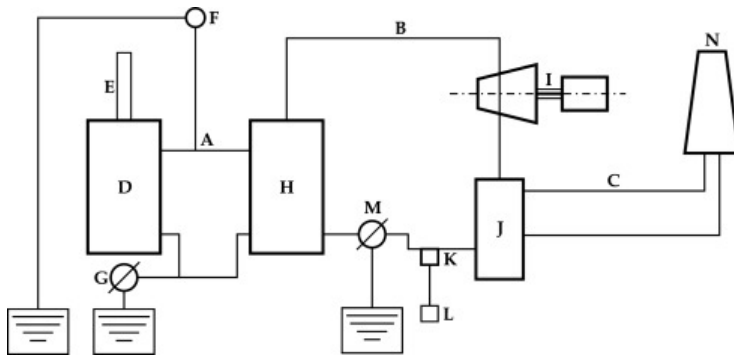


Figure 3

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Chapter 3: Tables, Figures, Illustrations, and Other Graphics³

3.1 Preparing your graphics

Remember to make your graphics clear and readable. Table 3.1 has a list of solutions to common problems with graphics.

The footnote is another example of citing the source of material you've used.

Table 3.1 Possible problems in tables and figures

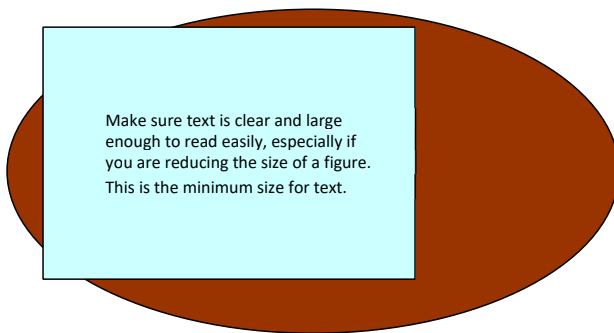
Problem	Solution
Font is too small and lines are too close together.	<ul style="list-style-type: none">• You may use a slightly smaller font and closer spacing in tables, but please ensure that the font you choose is easy to read.• Use landscape pages for tables if it means you can use a larger font.
Many colours in a graph or diagram can make the individual sections indistinguishable.	<ul style="list-style-type: none">• Use both texture and colour in graphs and diagrams.
Black text against a darker colour or grey background is hard to read.	<ul style="list-style-type: none">• Change text colour to white, and deepen the colour of the background to sharpen contrast.• If you prefer to keep black text, lighten the coloured or grey background to smallest percentage, or change to white.
Photo becomes pixelated when imported or enlarged.	<ul style="list-style-type: none">• Increase resolution of the photo in the originating program (e.g. Photoshop)• Consider re-doing or replacing the image.

³ A version of chapter 3 has been published. [Student's name], Apple, A. and Boat. B. (2010) Frequency of Quality Testing in Syrup Creation. Maple Science J. 255:139-144.

3.1.1 This is a third-level heading

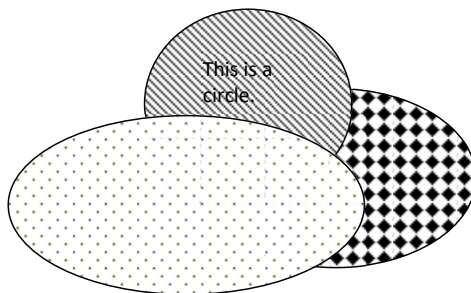
Vestibulum quis libero in mi tincidunt commodo. Sed a orci nibh. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Sed eget mi quis purus interdum congue bibendum nec velit. Morbi tellus est, elementum sed vulputate eget, vestibulum et lorem. Nulla nec nulla et orci convallis venenatis a ut mi. Aliquam vel lectus ac purus iaculis ornare. Sed dictum pretium dui id congue. Aliquam nec malesuada ex. Donec elit ex, suscipit at neque id, ornare blandit sapien. Praesent condimentum blandit molestie. Morbi a ullamcorper quam. Suspendisse maximus tempor leo, blandit vehicula libero. Ut rhoncus ante sit amet arcu ultrices lacinia. Sed sit amet vestibulum magna.

Figure 3.1 Good contrast in a figure.



Vestibulum quis libero in mi tincidunt commodo. Sed a orci nibh. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Sed eget mi quis purus interdum congue bibendum nec velit. Morbi tellus est, elementum sed vulputate eget, vestibulum et lorem. Nulla nec nulla et orci convallis venenatis a ut mi. Aliquam vel lectus ac purus iaculis ornare. Sed dictum pretium dui id congue. Aliquam nec malesuada ex.

Figure 3.2 Differentiating sections in a figure using patterns.



Commented [DF24]: Make sure that text in a figure is easily readable—unlike the one in the top circle.

In addition to colours, you can add patterns to sections of a diagram or bar chart to make them stand out from each other.

You can use colour in your tables, figures, and illustrations, but patterns can provide additional ways of distinguishing sections in a diagram or bar chart.

3.2 Numbering headings

3.2.1 Note the numbering for third-level headings

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3.2.2 This numbering can be done automatically in Word

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3.3 Landscape Page Section

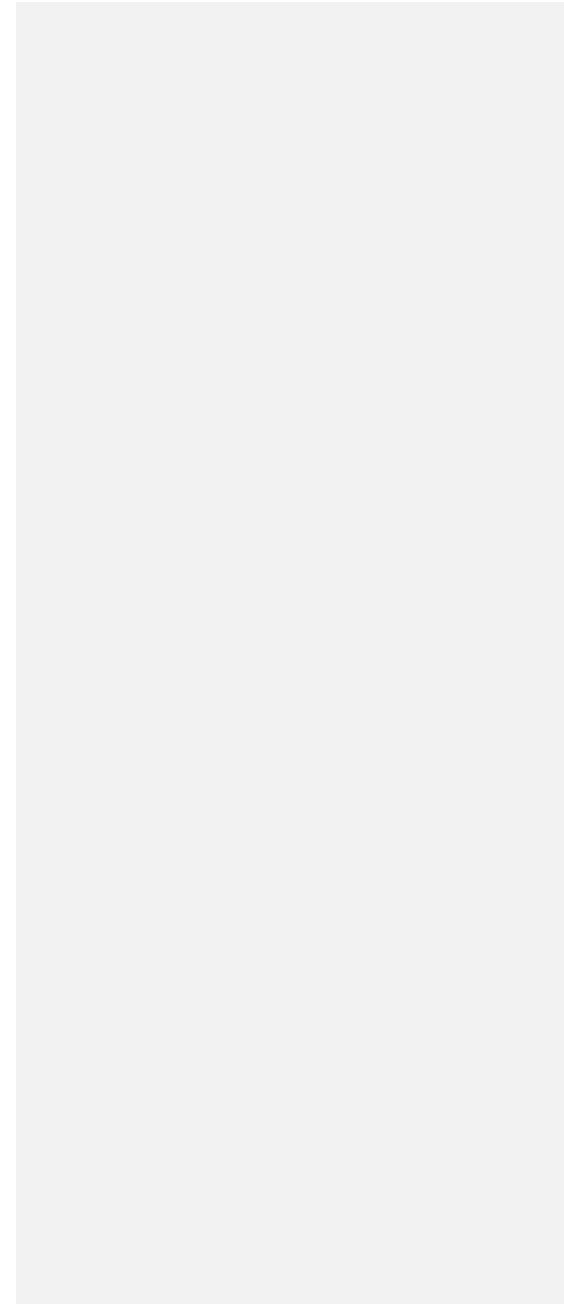
Landscape pages must be in this orientation in your PDF so that they are readable without rotation. You do not need to change the location or orientation of the page number, but may if you wish.

TIP: Setting up page numbers on landscape pages (e.g. for best presentation of a wide table) in Microsoft Word.

NOTE: There will be variations depending on the version of Word you are using.

Change **View** to **Normal**. Insert a section break/next page at the top and bottom of the page you want to landscape.

Return to **View/Print Layout**. Use **File/Page Setup/Landscape** to change orientation of this section.



3.4 Examples of tables

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Table 3.2 Common thesis problems

Problem Area	Common Problem	Solution
Title Page	Incorrect program name	Check website for exact name
Components of a Thesis	Not in correct order	Check carefully to ensure correct order
Table of Contents	Page numbers not accurate	Regenerate Table of Contents after making any changes.
Pagination	Preliminary pages incorrectly numbered	Preliminary pages use lower-case Roman; rest use Arabic.

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Table 3.3 Example of table splitting over two pages or more

Heading	Another Heading	The Third Heading
First Subheading		
456	34667878569	85667898765
5opi59i590	-4512-563	`-025-56238905623
456	34667878569	85667898765
5opi59i590	-4512-563	`-025-56238905623

Heading	Another Heading	The Third Heading
Second Subheading		
456	34667878569	
5opi59i590	-4512-563	
123	4567	3245890654333685
123	4567	3245890654333685
456	34667878569	85667898765
5opi59i590	-4512-563	`-025-56238905623
Third Subheading		
123	4567	
456	34667878569	85667898765
5opi59i590	-4512-563	`-025-56238905623
123	4567	3245890654333685
456	34667878569	85667898765
5opi59i590	-4512-563	`-025-56238905623

Headings must be repeated on the second and subsequent pages of tables that split over two pages or more.

Tables should be split at an appropriate place, e.g. just before a new subheading.

TIP: To make table headings repeat on following pages in Microsoft Word:

1. Select the heading row or rows. The selection must include the first row of the table.
2. On the Table menu, click **Heading Rows Repeat**.

Microsoft Word automatically repeats table headings on new pages that result from automatic page breaks. Word does not repeat a heading if you insert a manual page break within a table.

Author, A, 1997. Title, publication details, in style permitted by your discipline. Please consult a style manual appropriate for your discipline for further details.

Bibliography

Author, B, 2003. Title, publication details, in style permitted by your discipline. Please consult a style manual appropriate for your discipline for further details.

Author, C, 1997. Title, publication details, in style permitted by your discipline. Please consult a style manual appropriate for your discipline for further details.

Commented [DF25]: The bibliography is not a chapter, and does not need a chapter number, but the page number must be in sequence.

The bibliography can also be called References, or Works Cited and must always start on a new page.

Commented [DF26]: This is not intended to be a sample on which to base your bibliography. Use a style manual or journal style guide recommended by your program.

Appendices

Appendix A: General Information

All appendices in the thesis must be presented together after the concluding chapter.

Page numbering for appendices continues on from the body of the thesis, in sequence.

Appendices must be limited to supporting material genuinely subsidiary to the main argument of the thesis. Appendices must only include material that is referred to in the Body of the thesis.

The following are appropriate for inclusion in the appendices:

- additional details of methodology and/or data
- diagrams of specialized equipment developed
- copies of questionnaires or surveys used in the research

Commented [DF27]: The Appendices are not a chapter, and does not need a chapter number, but the page number must be in sequence.