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LHAE Theses Styles and Formatting

Appendix A - Thesis Template – posted as a separate document

Appendix B – Model for Organizing a Thesis – posted as a separate document

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LHAE Theses Styles and Formatting

Styles & Templates

Consistency in style and formatting of a thesis is essential. Tools for creating styles, footnotes, a table of contents, and other features, including the recommended order of thesis sections, have been adapted from the School of Graduate Studies (SGS) thesis template style and the template specifically for students in the Department of Leadership Higher and Adult Education/ OISE with the approval of SGS.

We strongly recommend that students use the **LHAE thesis template in Appendix A** (below and posted as a separate document) - consistent with the APA Publication Manual (2019) 7th edition and approved by SGS. This template (Appendix A) will assist you with the formatting and production of your thesis, but you must ensure that your thesis meets LHAE formatting requirements. The template can be applied at any stage of the writing process, but using it at an early stage will simplify formatting and PDF conversion for uploading to the SGS digital library repository (T-Space). **Please check with your thesis supervisor as some professors may want different formatting.**

Appendix B is an OPTIONAL model for organizing your thesis that you may find helpful. **Please check with your thesis supervisor as some professors may want a different organization.**

Tip: open the Word template in a new tab or window. Then save a copy with the name of your thesis. If you're using a version of Word prior to 2007, save it as a .dot file.

Technical Requirements

The thesis must be submitted in PDF format for uploading to the SGS **digital library repository**. The repository uses Proquest EDT (electronic dissertation/thesis) and upon review and release will be automatically transferred to T-Space. It may also include supplementary files for multimedia, sound, video, or HTML pages with embedded files. Please note that the following guidelines are the **minimum technical requirements**. The following guidelines apply to the main text-based thesis dissertation:

Font Size

The same font must be used throughout the paper. Please check with your professor regarding the preferred font and size. APA (2019) 7th edition permits:

- sans serif font such as 11 point Calibri, Arial, or 10 point Lucinda Sans Unicode. Or
- serif font such as 12-point Times New Roman, 11 point Georgia, or normal 10 point Computer Modern
- You may use a smaller font size for graphs, formulas, footnotes, and appendices; avoid italics. Please see APA, 2019 p.44, Section 2.19.

Voice

Text is written in first person, active voice (APA, 2019, p.61. Section 4.2).

Tense

Consistent use of tense throughout the document is important. Generally reporting of research findings is past tense. Review of literature may be in present tense.

Line Spacing

Double spacing should be used throughout the entire paper, including block quotes, reference lists, and NO added space between paragraphs or after headings, or at the end of a page (p.45, Section 2.21) – exceptions are listed in APA, 2019, p.45, Section 2.21.

Heading Style - APA, 2019, 7th edition

Table 2.3 Format for the Five Levels of Headings in APA Style

Level	Format
1	Centred, Bold, Title Case Heading Text begins as a new paragraph
2	Flush Left, Bold, Title Case Heading Text begins as a new paragraph
3	<i>Flush Left, Bold Italic, Title Case Heading</i> Text begins as a new paragraph
4	Indented, Bold, Title Case Heading. Ending with a Period. Text begins on the same line and continues as a regular paragraph
5	<i>Indented, Bold Italic, Title Case Heading. Ending with a Period.</i> Text begins on the same line and continues as a regular paragraph

Note: In "title case", most words are capitalized (APA, p.167, Section 6.17).

Source: APA, 2019, 7th edition, p.48, Section 2.3; see samples pp. 48-62.

Because the first paragraph is considered the introduction, there is no need for a heading that says **Introduction** (APA, 2019, p.47, Section 2.27).

Page & Margin Sizes

Page size should be 8 1/2" x 11" (21.5 cm x 28 cm) with the text reading across the 8 1/2" (21.5 cm) dimension.

Margins on all sides should be 2.54 cm (**1 inch**); if the thesis is to be bound the left margin is increased to 1.5 inches) (APA, 2019, p.45, Sec 2.22).

Paragraph Alignment

Text is aligned to the left margin throughout the document and leave the **right margin uneven ("ragged")** – do not manually divide words at the end of a sentence or long DOI/URL (APA, 2019, p. 45, Section 2.23).

Paragraph Indentation

Indent the first line of every paragraph 0.5 inches (7 spaces) use tab key for consistency; remaining lines of the paragraph are all left margin justified. Exceptions are listed on page 46 (APA, 2019, p.45, Section 2.24).

Page Numbering - APA does not require roman numerals or first page of each chapter to be bottom centred but **this is a requirement of SGS – Technical help with this pagination is available from Amanda Wagner Information Commons amanda.wagner@utoronto.ca**

Each and every page in the thesis must be numbered with the exception of the title page. The preliminary portion of the thesis should be numbered with small Roman numerals placed in the centre of the page, about half an inch from the bottom. Numbering begins with the Abstract as page ii. The Title Page is considered as page i, but must not show a page number.

All pages (after Roman numeral sections) beginning with chapter one, should be numbered **top Right** – flush with right side margin (APA, 2019, 7th edition, p.30 Section 2.3; p. 44 Section 2.18).

Footnotes or Endnotes (APA, 2019, p.43, Section 2.17)

- Optional
- End notes are listed on a separate page immediately after the References

Page Order

The accepted order of pages within the preliminary section of the thesis follows:

1. Title Page
2. Abstract
3. Acknowledgments
4. Table of Contents
5. List of Tables
6. List of Plates
7. List of Figures
8. List of Appendices
9. Chapter 1 and on
10. Reference List
11. End notes (if used)
12. Appendices

Title Page - See Sample of Title Page below. The title page should show:

- the words “A thesis submitted in conformity with the requirements for the degree of (state full name of degree), Graduate Department of (state name of graduate department), in the University of Toronto”
- the thesis title (capitalize the content words)
- student’s name
- the universal copyright notice (the date should be the year the degree is conferred); the universal copyright notice must appear on one line
- NO page number

Sample of Title Page

(NOTE: Spacing is approximate on 8 1/2" x 11" or 21.5cm x 28cm page) (2" or 5 cm from top of page)

This Area is Recommended for the Thesis Title Only

(1 1/2" or approx. 4cm)
by

(1 1/2" or approx. 4cm)
Jane Ann Doe

(2" or approx. 5cm)

**A thesis submitted in conformity with the requirements
for the degree of (state degree)
Graduate Department of (state department)
University of Toronto**

(1 1/4" or approx. 3cm)

© Copyright by Jane Ann Doe (state year of graduation)
(1 1/4" or approx. 3cm from Bottom of page)

Abstract

All theses must include an abstract. Most importantly, the following technical guidelines must be followed for the production of the abstract by Proquest/UMI, the National Library of Canada's production and sales agent, and then reproduced in Dissertation Abstracts International and Master's Abstracts International at University Microfilms Inc. (UMI):

- On its own page (APA 2019, p.38, Section 2.9)
- Heading in Caps, bold and centred (APA 2019, p.41, Section 2.14)
- NO indent for first line (flush with left margin) but indent each subsequent paragraph)
- Font size must be Times New Roman 12 points.
- Lines of text must be double-spaced.
- Abstract must not exceed 350 words for a doctoral thesis or 150 words for a master's thesis. Margins on all sides should be 2.54 cm (1 inch); if thesis is to be bound the left margin is increased to 0.5 inches) (APA p.45 Sec 2.22).
- The student's thesis title, degree and year of convocation, full name, name of graduate department, and name of university must appear on the top of the abstract's first page. This information is not included in the 350-/150-word count.
- Symbols, as well as foreign words and phrases, must be clearly and accurately displayed.
- Graphs, charts, tables, and illustrations are not included.
- OPTIONAL: list of the key words below the Abstract
- OPTIONAL: Running heads throughout the document - but if used they must be left margin aligned in header (APA, 2019 Section 2.18).

Reference List (APA, 2019, pp.39-48, Section 2.2)

- New page immediately after the text
- Heading **REFERENCES** in caps, bold and centred
- List of references are double spaced
- First line of each reference is flush with left margin
- Subsequent line hanging indents
- No retrieval date required for stable hyperlinks i.e., <http://> or <https://> (APA, 2019, p. 299. Section 9.35); retrieval dates are required only for unstable online references (samples APA 2019, p. 317, para 5)

File Management

The main thesis text-based file must be in PDF format for uploading to T-Space/Proquest.

Multiple file formats are an option when attaching supplementary file submissions for multimedia, sound, video, including HTML pages with embedded files. If the system does not automatically recognize the format of the file you have uploaded, you will be asked to select the appropriate format from the list offered. If the format is not in the list, click on 'Format Not in List' and describe the format in the text box appearing lower on the page. Be sure to give the name of the application you used to create the file and the version of that application, (e.g., 'Autodesk AutoCAD R20 for UNIX').

File Naming Convention

The main thesis file must be in PDF format. Create a PDF of the final approved version of your thesis before you start the submission process.

You must use the following file naming convention:

lastname_firstname_middleinitial(s)_graduationyearmonth_degreedesignator_thesis.pdf

e.g., Smith_Lorie_L_201811_PhD_thesis.pdf

Supplementary files should follow the same naming convention:

e.g., Smith_Lorie_L_201811_PhD_datatables.exl

Please note that if you converted your file within the [digital library repository](#), you will need to rename the file once you receive and check your pdf.