THIS COVER SPACE IS RESERVED FOR THE TITLE OF YOUR THESIS IN UPPER CASE LETTERS

(3”)

Your name here

(1.5”)

Master of Education/Doctor of Philosophy.

Nipissing University

(1”)

Year of Thesis Completion

THIS TITLE PAGE SPACE IS RESERVED FOR THE TITLE OF YOUR THESIS IN UPPER CASE LETTERS

(2”)

YOUR NAME HERE

(1”)

SUBMITTED IN PARTIAL FULFILLMENT

OF THE REQUIREMENTS FOR THE

DEGREE OF MASTER OF EDUCATION/DOCTOR OF PHILOSOPHY

(3.5”)

NIPISSING UNIVERSITY

SCHULICH SCHOOL OF EDUCATION

NORTH BAY, ONTARIO

© Your name here with month and year of completion (October 2006)

# Abstract

The thesis must have an abstract included. Most importantly, the following technical guidelines must be followed for the production of the abstract, which is used for digital reproduction by ProQuest Limited, the National Library of Canada’s production and sales agent, and then reproduced in *Master’s Abstracts International* at University Microfilms Inc. (UMI), Ann Arbor, Michigan. Font size must be a minimum of 10 points and 10-15 characters per inch and the lines of text must be double-spaced, on one side of the paper only. This template makes use of this type of formatting. Your abstract must not exceed 150 words.

# Acknowledgements

It is a courtesy to express thanks for assistance given in preparation of the research (e.g. for access to schools, private archives, etc.). Please bear in mind, however, the ethics guidelines regarding preservation of anonymity.

This template conforms to standards established by the:

American Psychological Association. (2010). *Publication Manual of the American Psychological Association* (6th ed.). Washington, DC: author.

# Table of Contents

This document uses built in heading styles that will automatically generate your table of contents page; this helps you to keep your chapters and headings consistent in both your Table of Contents and your main text. If headings extend beyond a single line, they should be left indented and single-spaced as modelled below for the second level heading in Chapter 1. To update headings and page numbers, click anywhere on the contents below. Once the contents are highlighted in grey, press F9; you can then update the page numbers only or the entire table depending on what changes you have made.

**You might find that this changes your formatting as well. You will need to fix this once you have finally updated your headings and page numbers.** This is easily accomplished by using the TOC Levels in the <<Styles Section>> of your <<Home Menu>> that correspond to the heading levels in your main text. This will not change your wordings. You might find though that it is necessary to edit the titles of the third through fourth headings as the entire paragraph shows up in the Table of Contents; you will also want to check to ensure that all headings in the Table of Contents are title-cased, meaning that they are a blend of uppercase and lowercase letters.

Title Page i

Thesis Signature Page ii

Non-Exclusive License iii

Abstract iv

Acknowledgements v

Table of Contents vi

List of Tables and Figures viii

Chapter 1 Introduction and Background 1

2nd Level Heading/Subsection Flush Left, Bold, Uppercase and Lowercase Heading (Use <<2nd Level Heading>> Style) 1

3rd level heading... 3

4th level heading.. 3

5th level heading.. 4

Chapter 2 Word Length 5

Major Research Paper 5

M.Ed. Thesis 5

Ph.D. Dissertation 5

New Chapters 6

Chapter 3 Ethics 7

Chapter 4 Proofreading 9

Chapter 5 Submission 11

Pre-Defence Submission 11

Final Approval 11

Thesis Signature Page 11

Non-Exclusive License 11

Final Thesis Binding 11

Electronic Copy 11

References 13

Appendix A – REB or ACC Letter of Certification 14

Appendix B 15

#

# List of Tables and Figures

Following your table of contents, you should list any tables, figures, or appendices that might be found in your dissertation (in the order listed above). Be careful not to delete the section break prior to Chapter 1. Doing so will throw off your formatting of page numbers and necessitate reformatting.

It is important to note that tables and figures are different things - each has its own number sequence. Figures and tables will normally be located in the text rather than gathered together at the end of the text, unlike Appendices. We have given a brief explanation of the differences here and how each one should be titled and captioned. Your APA Guide provides more detail regarding the types, styles, and formatting of each.

## Tables

Tables should be listed here in their order of presentation in the text. Number them accordingly. For example,

Table 1.1 Title

Table 2.1 Title

Consult your APA Guide for a detailed description of the basic components of tables (see Table 5.1 on page 129). Tables are given a title that **precedes** the table. You may use the Table Title style to format the titles of tables. For example,

Table 4.2. Basic Style for a Table Title

<<Insert table here>>

## Figures

Figures should be listed here in their order of presentation in the text. Number them accordingly. For example,

Figure 1.1 Levels, appearances, and placement of headings within the body of text. 1

Figure 2.1 Title

Consult your APA Guide for a detailed description of the basic types of figures (see page 151). Figures are quickly explained in captions that are placed **below** the figure. You may use the Figure Caption style to format the captions of figures. For example,

<<Insert figure here>>

Figure 1. A caption is both a brief explanation and a title of the figure.

# Chapter 1 Introduction and Background

# Centred, Bolded, Uppercase and Lowercase Heading (Use <<Chapter Heading>> Style)

The text of your MRP/Thesis/Dissertation should be divided into chapters. It is up to you whether you divide it further into sections within chapters, sections into subsections, etc., each of which will necessitate a heading to help the reader keep track of your main ideas.

Headings should be formatted as per the APA guidelines in Figure 1.1.

|  |  |
| --- | --- |
| Level | Placement on Page and Appearance |
| 1 | **Centred, Boldface, Uppercase and Lowercase Heading** |
| 2 | **Flush Left, Bold, Uppercase and Lowercase Heading**  |
| 3 |  **Indented, bold, lowercase paragraph heading, ending with a period.** Main text follows here – use <<Main Text Style>> |
| 4 |  ***Indented, bold, italicized, lowercase paragraph heading, ending with a period.*** Main text follows here – use << Main Text Style >> |
| 5 |  *Indented, italicized, lowercase paragraph heading, ending with a period.* Main text follows here – use << Main Text Style >> |

*Figure 1.1.* Levels, appearances, and placement of headings within the main text.

**Consistency of Headings**

Be consistent in the way you use headings and subheadings (the heading styles used in this document will serve as models; in order to access the styles, ensure that you have your home menu open, highlight your heading and then click on the appropriate level as indicated in Figure 1.1). Using these heading styles will automatically generate your Table of Contents with corresponding page numbers.

## 2nd Level Heading/Subsection Flush Left, Bold, Uppercase and Lowercase Heading (Use <<2nd Level Heading>> Style)

All paragraphs that following first and second level headings are indented. Paragraph text should be double-spaced and single-sided on 8.5 x 11 paper with a minimum left margin of 1.25 inches and a margin of .75 inch on the bottom/top/right. “The preferred typeface for APA publications is Times New Roman, with 12-point font size” (APA, 2010, p. 228).[[1]](#footnote-1) In the first line following a heading, there is no need to indent the first line. Use the <<Main Text>> style to format these paragraphs.

Second and subsequent paragraphs are, however, indented by 0.5 of an inch and do not require additional spaces between paragraphs. Use the <<Indented Text>> style and then tab once to get the proper indent. All paragraphs that follow will use this same style.

There will be times when you find that you require block quotes. These are double-spaced in the same way that normal body text is double-spaced. If you click on the <<Block Text>> style, the computer will format for you. Don’t forget that when you are referencing block quotes, your end punctuation (or period) goes in front of your reference. (Graduate Studies, 2013, p. \*)

Footnotes should be kept to a minimum and should be placed at the foot of the page to which they refer, using the auto-numbering function that is typically found under the Insert drop-down menu – select <<Insert Footnote>>.[[2]](#footnote-2)

### 3rd level heading <<Use 3rd level heading style>>. Third level headings are indented, bold, lowercase paragraph heading, ending with a period. Notice how the title of this heading actually begins the paragraph. Text that follows the heading is not bolded. Make sure that you check the formatting of your headings and main text. Sometimes the template treats the whole paragraph as a header. This is solved by applying the header style after you have inputted your paragraph.

### Second and subsequent paragraphs following the heading are indented as regular paragraphs.

4th level heading <<Use 4th level heading style>>. Fourth level headings are indented, bold, italicized, lowercase paragraph heading, ending with a period. Again, the title of this heading actually begins the paragraph. Text that follows the heading is not bolded or italicized.

Second and subsequent paragraphs following the heading are indented as regular paragraphs.

5th level heading <<Use fifth level heading style>>. Fifth level headings are indented, bold, lowercase paragraph heading, ending with a period. Again the title of this heading begins the paragraph. Text that follows the heading is not italicized.

Second and subsequent paragraphs following the heading are indented as regular paragraphs.

# Chapter 2 Word Length

Major Research Paper

A Major Research Paper (MRP) will typically consist of approximately 75 and 100 pages single-sided, double-spaced and formatted as per the guidelines listed in the MRP Formatting and Binding Guidelines found in Appendix One of your MRP Handbook, which can be downloaded from:

<http://www.nipissingu.ca/academics/graduate-studies/master-of-education/med-program-information/Pages/MEd-Handbook.aspx>

M.Ed. Thesis

An M.Ed. Thesis will typically consist of approximately 100 and 200 pages single-sided, double-spaced and formatted as per the guidelines listed in the Thesis Formatting and Binding Guidelines found in Appendix A of your Thesis Handbook, which can be downloaded from:

<http://www.nipissingu.ca/academics/graduate-studies/master-of-education/med-program-information/Pages/MEd-Handbook.aspx>

Ph.D. Dissertation

A Ph.D. Dissertation will typically consist of approximately 150 and 200 pages single-sided, double-spaced and formatted as per the guidelines listed in the Dissertation Formatting and Binding Guidelines found in Appendix A of your Dissertation Handbook, which can be downloaded from:

<<Placeholder until handbook is developed>>

Page 1 will naturally flow onto page 2, placing the page numbers in the correct place. The correct page number placement is in the middle of the bottom of page 1 as noted below. On subsequent pages of the chapter, the page number will fall into the right hand corner of the page, as noted on the next page. You can insert hard page breaks by going to the <<Insert>> Menu and Choosing <<Break>> and then << Page Break>>.

New Chapters

It is entirely possible that you will need to add chapters to this current template. If this applies to you, place your cursor prior to the Chapter title (i.e., Chapter 2 Word Length), highlight to beyond the Section Break (Next Page) at the end of the chapter. Copy the entire chapter selection and paste into your document after your last chapter Section Break. You will now need to renumber the chapter and follow through as you did with all others. Inserting a new chapter this way ensures that your page numbers remain in the correct places – bottom middle of first page of chapter; bottom right of all other pages.

# Chapter 3 Ethics

The procedures and forms for obtaining Nipissing University Research Ethics Board (NUREB) approval can be found at:

<http://www.nipissingu.ca/academics/research-services/ethics/reb/Pages/default.aspx>

Please note that prior to submitting ethics, you must complete the TCPS-2 tutorial that can be found at:

<http://www.pre.ethics.gc.ca/eng/education/tutorial-didacticiel/>

At the end of your research project, you will need to submit a final report to NUREB. Don’t forget that your Ethics Certification and Final Report need to be included as an Appendix.

This page is here to how you what the second page of Chapter 3 should look like. You might need to delete the page break above, but do not delete this section break as it tells the template that a new chapter is coming.

# Chapter 4 Proofreading

All drafts submitted for review to your supervisor and members of the Examination Committee must be in the proper format and free of spelling and grammatical errors. Under some circumstances, your Supervisor, Supervisory Committee, or Examination Committee might recommend a professional proofreader. If this is the case, please contact gradstd@nipissingu.ca for a list of approved professional APA proofreaders.

Second page of Chapter 4 – do not delete section break!

# Chapter 5 Submission

Pre-Defence Submission

You must submit one copy per member of your examination committee. Check with your supervisor regarding your committee’s preference of paper versus electronic copy.

Final Approval

It is likely that you will have revisions and/or corrections recommended by your committee. Following revision, the thesis should be sent as requested by the external and internal examiners; this is normally only an electronic copy. It is useful to do a checklist of the revisions/corrections and their page numbers.

## Thesis/dissertation signature page

Your title page will be followed by a signed *Thesis/Dissertation Signature Page* bearing the original signature of the Supervisor, the two Examination Committee Members, and the Examination Committee Chair.

## Non-exclusive license

A minimum of two copies must also include the originally signed Non-exclusive License giving your permission to copy your document.

Final Thesis Binding

Once signed off you can proceed to bind your thesis. Copies of your *Thesis Signature Page* and your *Non-exclusive License* will be sent to the binder once you have confirmed, with the Graduate Studies in Education Office, the company you intend to use.

Please consult your handbook for the required number of copies to be presented prior to convocation. You are encouraged to supply one copy to the external examiner.

Please consult your MRP/Thesis/Dissertation Guidelines for specific binding guidelines and binding companies that follow faculty specifications.

Electronic Copy

The digitally reproduced copy must be submitted online directly to Proquest via ETD Administrator. The submission must be in a single PDF file.

Please consult your Thesis/Dissertation Guidelines for specific electronic copy guidelines.

# References

You must use APA referencing conventions. Please consult the sixth edition of the APA Publication Manual. You might suggest to your students that they experiment with www.mendeley.com, which is a personalized reference manager that interacts with Microsoft Word for Windows or Mac.

American Psychological Association (APA). (2010). *Publication Manual of the American Psychological Association* (6th ed.). Washington, DC: author.

# Appendix A – REB or ACC Letter of Certification AND Final Report

Each appendix should begin on a separate page. Use <<1st Level Heading>> to centre appendix title. Use upper case letters to differentiate between the appendices and place them in the order in which they mentioned in the main text. In the text, refer to the appendices by their labels (see Appendix A for ethics certification).

For MRPs/Theses/Dissertations requiring Research Ethics Board (REB) or Animal Care Committee (ACC) approval, all bound copies must include, as an appendix, a copy of the REB or ACC Letter of Certification with protocol number and the Final Report that has been approved by the REB (both minus identifying information such as address). For further information regarding the Final Report e-mail ethics@nipissingu.ca or phone 705-474-3450 Ext. 4055.

#

# Appendix B

This thesis template has been prepared with information from the MRP/Thesis/Dissertation Handbooks, which are updated annually and are available for download in pdf format at:

<http://www.nipissingu.ca/academics/graduate-studies/master-of-education/med-program-information/Pages/MEd-Handbook.aspx>

Students are responsible for checking that they are using up-to-date guidelines by accessing the above links.

1. Note the placement of the reference here. Because the excerpt is short, it is treated with double quotation marks at the beginning and the ending, followed by the reference, followed by the end punctuation. As you will see shortly, Block Quotes are treated a little differently. [↑](#footnote-ref-1)
2. This is an example of a same-page footnote using auto-numbering. Do not forget that footnotes need to be indented in the same way we indent paragraphs. The formatting for footnotes is hidden so you cannot select it in the style guide. Do note that you should inset your footnote number after the end punctuation not before. [↑](#footnote-ref-2)