

Lakehead University – Boreal Biology MSc Programme
Guidelines for Thesis Preparation and Submission
Updated: June 22, 2012

Thesis:

The MSc thesis may be submitted either in monograph or manuscript format.

A thesis written in monograph format organizes chapters around a central problem, for instance, with an Introduction, a Literature Review, and chapters on Methodology, Results, and Discussion. In the manuscript format, the chapters treat separate elements of the research program, typically incorporating several discrete articles suitable for journal publication.

A thesis written in manuscript format may include published articles, submitted articles or unpublished work in publication format.

Thesis written in manuscript format must include the following:

- Connecting materials that integrate across the different chapters/articles, including at minimum an overarching introduction and a concluding discussion chapter.
- The student must be the principal or sole author of any included manuscripts and must have had a major or sole role in the design of the research, and the preparation and writing of the manuscripts.

Guidelines for Formatting the Thesis:

Typing: The thesis is to be typewritten, double spaced or 1.5 spacing, on good quality paper, 8.5"x11" in size, with a 1" margin on three sides and an inside (binding side) margin of 1.5". The title page must be set up according to the attached sample page. The thesis must be printed single-sided on a laser printer or laser-quality printer. The print size should be 11 or 12 points. Most styles of typeface are acceptable with a few notable exceptions (e.g. all caps, italics, script). It is important that the typeface remain the same throughout the thesis.

If possible, illustrations should be positioned horizontally across the page (the type reading across the 8.5" dimension). Illustrated material will reproduce well if composed in black opaque ink.

The format of references cited in the text or in the list of references is determined by the candidate's committee. The candidate should discuss these matters with the committee prior to the writing of the thesis. However, the format must be consistent throughout the thesis.

An abstract is required. The abstract should be a concise and accurate summary of your work. It **must not be more than 350 words in length.**

The required *sequence* of the components in the thesis is as follows:

1. Title page, including international copyright symbol, see example on last page
2. Any cover pages the department or faculty requires, usually with examiners' signatures (Master's Thesis Top Sheet and Biology Top Sheet)
3. Abstract
4. Lay Summary*
5. Acknowledgements
6. Table of Contents
7. List of Tables (if any) with page numbers
8. List of Figures, Illustrations, Plates (if any) with page numbers
9. Body of Text – Introduction, Materials and Methods, Results (with Figures and Tables inserted after textual description), Discussion
10. Bibliography or References
11. Appendices (if any).

Numbering of pages is to be as follows: 1 and 2 in the above list are NOT numbered; 3, 4, 5, 6 are numbered in small roman numerals (e.g. i, ii, etc.); page 1 (arabic) of the thesis is the first page of the body of the text; *thereafter, each page is numbered sequentially to the last page of the last appendix*. Page numbers should be centred approximately 5/8" from the top or the bottom of the page.

Following the thesis defence, the supervisor and student are jointly responsible for completing the forms outlined in the Step by Step guide on the Biology Department website and obtaining the requisite signatures. Only then can the thesis be submitted to the Faculty of Graduate Studies, via the Graduate Studies co-ordinator.

*Theses and proposals will include a lay summary that conveys how the proposed or completed research adds to our understanding of biology as outlined in the Department's mission statement: "Faculty and students in the Department of Biology are bound together by a common interest in explaining the diversity of life, the fit between form and function, and the distribution and abundance of organisms."

The following format must be followed:

Location: First page following the abstract

Title: Lay Summary

Length: One paragraph

Style: A non-technical summary demonstrating how the novel contributions of the thesis (or proposed research) advance understanding of one or more of the three central themes of biology outlined in the Department's mission statement. The paragraph must be suitable as a press release, and thesis lay summaries will be included on the Department's webpage. Students and

supervisors who wish to do so can use the Department's mission statement as the first sentence of the summary.

Title

A thesis presented to
The Faculty of Graduate Studies
of
Lakehead University

by

YOUR NAME

In partial fulfillment of requirements
for the degree of
Master of Science in Biology

Date