

**Thesis Style Guide**

**Master of Environmental Studies (NECU)  
Lakehead University  
Thunder Bay, Ontario**

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# Referencing Your Sources

The referencing system used in the MES.NECU program follows a modified version of the style guide for *The Canadian Geographer*, the scholarly journal of the Canadian Association of Geographers. More information can be found here: [http://www.cag-acg.ca/files/pdf/TCG/New\\_style\\_guide\\_eng\\_2010.pdf](http://www.cag-acg.ca/files/pdf/TCG/New_style_guide_eng_2010.pdf)

## In-text Recognition of Sources

The standard technique is to refer to sources by the author's last name followed by the year of publication. The simplest case involves single author papers. Here are two examples.

Rather, there is a need to emphasize the flow of knowledge and competence generated by FDI in a region (Ivarsson 1999).

Ironside (1990) observed that the fundamental objective of economic development in northern Aboriginal communities is one of organizing the collective resources, ingenuity and communal spirit of neighbouring small communities which are not viable individually.

When a paper or book you wish to reference has two authors, list both authors in the order in which they appear in journal.

Economies develop along pathways or trajectories: the condition of the industry in each time period bears the seeds of its condition in the following period (Nelson and Winter 1982).

When a source has three or more authors, convention is to name only the first author followed by the Latin phrase "et al." meaning "and others".

The connection between elderly migration and income is well-noted by both Wiseman (1979) and Biggar et al. (1987) in their studies of interregional patterns of elderly migration in the United States.

In situations where you wish to back up a point by referring to several sources, you should list the sources in alphabetical order according to the surname of the author (or first author if more than one for a given paper). Note below that Baker precedes Novak which precedes Warnes.

Gerontological research has begun to advocate a non-pathological perspective of the elderly and the aging process (Baker 1988; Novak 1985; Warnes 1987).

You may run into situations where you want to reference multiple papers all by the same author. In such a situation, the sources should be listed in chronological order beginning with the earliest date of publication. If there are two publications in the same year, you may distinguish between them by adding a letter to the date. Here is an example.

During earlier research which sampled the views of port authorities, urban planners, real estate developers and government officials (Hoyle 1994; Hoyle 1995a, Hoyle 1995b) it was apparent that an important element missing from the investigation was the input of community groups.

If a direct quotation or a specific fact or item of information is used, a third piece of information, the page number, must be included. The following example shows a direct quote from page 8 of a 1986 article by Wilkie.

The affective or emotional dimension is added by Wilkie (1986, 8) who states that consumer behaviour consists of 'the activities which people engage in when selecting, purchasing, and using products and services so as to satisfy needs and desires. Such activities involve mental and emotional processes, in addition to physical action.'

A final example pertains to the referencing of personal communication and interviews. For example, if you obtained some information during an interview with Mr Ken Boshcoff, when he was mayor of Thunder Bay:

A conversation with the Mayor further revealed that no plans currently exist to re-develop the property in question (Boshcoff, 2002).

When you have two or more successive citations from the same source in the same paragraph it is only necessary to acknowledge this *once*: after the last citation. However, if another author's work intervenes then the acknowledgement must be repeated.

Sentence one taken from Jones (Jones 2005). Sentence two taken from Smith (Smith 1955). Sentence three taken from Jones (Jones 2005).

Note that, as in all the cases above, the in-text citation is part of the sentence to which the citation is referring. The period therefore comes after the citation.

## **End of Document Reference List**

At the end of your thesis, essay or term paper, you must include a complete listing of all materials referenced. All references must be listed in alphabetical order according to the last name of the author. Where there are multiple authors of one source, do *not* alphabetise their names. Record them in the order they are given on the title page or at the heading of the paper.

### **1. *Published Book***

Livingstone, D.N. 1992. *The Geographical Tradition*. Oxford: Blackwell Publishers Inc.

Harrington, J. and Warf, B. 1995. *Industrial Location: Principles, Practice and Policy*. London: Routledge.

Where the place of publication is a less well know location, you may choose to add more detail such as the abbreviation of a U.S. state or Canadian province.

Preston, S.H., Heuveline, P. and Guillot, M. 2001. *Demography: Measuring and Modeling Population Processes*. Malden, MA: Blackwell.

### **2. *A Collection of Articles / Readings***

In the case where you wish to reference a book that is a collection of articles that has been edited by an individual, use the following format.

Bourne, L. and Ley, D. eds. 1993. *The Changing Social Geography of Canadian Cities*. Montreal and Kingston: McGill – Queen’s University Press.

### **3. *Chapter in a Collection of Articles***

Phillips, B. and Ross, B. 1995. The glacial period and early peoples. In Tronrud, T. and Epp, A.E. eds. *Thunder Bay: From Rivalry to Unity*. Thunder Bay: Thunder Bay Historical Museum Society, 2-15.

### **4. *Article in a Journal***

### Single Author

Bain, A. 2006. Resisting the creation of forgotten places: Artistic production in Toronto neighbourhoods. *The Canadian Geographer* 50 (4), 417- 431.

### Two Authors

Hernandez, T. and Simmons, J. 2006. Evolving retail landscapes: Power retail in Canada. *The Canadian Geographer* 50 (4), 465-486.

### Three Authors

Nielsen, G., Hsu, Y. and Jacob, L. 2002. Public culture and the dialogics of democracy: Reading the Montreal and Toronto amalgamation debates. *Canadian Journal of Urban Research* 11(1), 111-140.

## **5. Journal – Entire Issue**

Mackenzie, S., and Norcliffe, G. eds. 1997. Restructuring in the Canadian newsprint industry [Feature Issue]. *The Canadian Geographer* 41(1).

## **6. Article in a Popular or Trade Magazine**

Kirbyson, G. 2005. Hocus Crocus: Troubles at a Manitoba labour-sponsored fund leave shareholders baffled. *Canadian Business* 78 (January 17-30), 16-17.

Jenkins, P. 2005. The valley. *Canadian Geographic* 125 (Sept/Oct), 44-57.

If both volume and issue information are not available, treat the date of publication as a volume number.

## **7. Newspaper Article – Author Name Available**

Strauss, M. 2007. Bed Bath & Beyond eyeing Canadian market again. *Globe and Mail* April 24, B5.

## **8. Newspaper Article – No Author Name Provided**

If the article has no author, substitute the title of the newspaper for the author.

Globe and Mail. 2007. Plans to simplify border crossings fail. April 26, A12.

**9. Research Monograph**

Simmons, J. and Kamikihara, S. 2004. *Location Strategies in Western Canada*. Ryerson University, Centre for the Study of Commercial Activity, Research Report 2004 -7.

**10. Thesis**

Whitney, R. 2007. *Cross-Shopping Between Traditional and New Format Retail Nodes: A Case Study of Thunder Bay*. HBA Thesis, Lakehead University, Department of Geography.

**11. Conference Paper**

Hofmann, V and Randall, T.A. 2006. Residential infill alternatives for the InterOcean Park neighbourhood, Thunder Bay , Ontario. Paper presented at Canadian Association of Geographers Annual Meeting, Thunder Bay, May 31.

**12. Agency/Government Report**

As a rule of thumb, make the jurisdiction in which the agency, ministry or department is located the author of the document. The agency, ministry or department name becomes the publisher of the document.

Manitoba. 1999. *Final report of the Capital Region Review Panel*. Winnipeg: Department of Intergovernmental Affairs.

Canada. 1992. *Managing Immigration: A Framework for the 1990s*. Ottawa: Employment and Immigration Canada

**13. Personal Communication**

Information obtained either through personal correspondence or interviews may be referenced as follows.

Boshcoff, K. 2002. Personal Communication, e-mail, May 15.

Additional information may be added to such references to provide a clearer notion of the source or context of the reference especially if the context is not made clear in the main body of the text.

Boshcoff, K. 2002. Personal Interview, Mayor, City of Thunder Bay, e-mail, May 15

#### **14. ELECTRONIC MEDIA**

Please see the *Canadian Geographer's* online style guide for information on how to cite web and other electronic sources.

# General Guidelines

## On the Use of Italics

Use of *italics* is the preferred style to indicate the title of a book, research monograph, thesis or a professional journal. If an italics option is not available, underlining may be used in its place.

## A Word about Footnotes / End Notes

Do not use footnotes or endnotes to reference sources of information. Footnotes or endnotes should be used in situations where an additional explanatory note is deemed necessary (for example, an extended definition of a term or concept) and where placing it in the body of the text would detract from the flow of the argument being presented.

Footnotes, as the name applies, are to be placed at the bottom of the page on which the reference to the note appears.

## Preparing the Final List of References

Note that two or more items by the same author are listed in order of date of publication, earlier works first. If two or more items by the same author are published in the same year they are distinguished by appending a letter to the date of publication (e.g. Stewart 1980a, Stewart 1980b). Such multiple single-year publications are alphabetically ordered according to the titles of the publications. If you have two papers by one author and a third by that same author but with a co-author, the third paper is not considered part of the group that is placed in chronological order. For example, papers by Smith (2003), Smith (1999) and Smith and Wesson (1985) would appear in this order:

Smith (1999)  
Smith (2003)  
Smith and Wesson (1985)

An example of a list of references is provided at the end of this manual with other sample pages.

# Thesis Presentation Guidelines

## General Presentation Guidelines

Paper Size	Use standard sized 8½ by 11 inch (or in metric: 216 mm by 279 mm)  Oversized sheet of paper may be necessary for certain items such as study area maps or very large tables. If you have such sheets, you should insert them a pocket on the inside of the back cover of the bound copy of the thesis.
Paper Quality	High quality bond paper must be used for the final copy that is to be bound. Cheap photo-copier quality paper will not stand the test of time. Paper should be white or off-white in colour.
Margins	Left margin is set at 1.5 inches. Right, top, and bottom margins are set at 1 inch. (In metric units, the equivalent is approximately 3.8 cm and 2.5 cm) A wider left margin is necessary to ensure that an adequate margin remains after the final thesis has been bound.
Orientation	If it is necessary to turn a table or figure sideways, the page should be inserted in the thesis such that the top of the table or figure is adjacent to the binding. The page number on rotated pages should appear in the same place as it appears on non-rotated pages.
Font Style/Size	Use a plain font such as Arial (used in this Manual) or Times Roman. Font size should be 12 pt. An exception would be for tables where the use of a smaller font size (10 pt) is necessary to fit all the information on a single page.
Print Quality	The final copy of your thesis must be printed on a laser printer.
Figures	All figures (i.e., maps, charts, diagrams) must be original. No photocopies will be allowed. Students may draft their figures using manual techniques or with computer software packages.

## **CHAPTER 1**

### **SAMPLE LAYOUT OF A THESIS CHAPTER**

Leave approximately three blank lines at the top. On the fourth line, centre the chapter number, leave one blank line and then on the next line centre the chapter title. Both chapter number and title should be typed in bold upper case letters.

Leave three blank lines between the chapter title and the first sentence of the opening paragraph. The first line of each paragraph should be indented a maximum of one-half inch (or approximately 1.25 cm).

The style guidelines for identifying sub-sections within chapters are illustrated below.

#### **1.1 First Order Sub-section**

First order sub-sections should have the first letter of important words capitalized. Bold face type should also be used.

First order sub-sections should be numbered using a sequential decimal system, the number to the left of decimal being used to indicate the chapter number and the number to the right of the decimal to indicate the number of the sub-section (e.g. 1.1, 1.2, 1.3, 1.4 and so on).

#### **1.2 Treatment of Second or Lower Order Sub-sections.**

In the event that sub-sections of chapters require sub-sectioning themselves, the following style guidelines are to be followed.

##### **1.2.1 A Second Order Sub-section**

For second order sub-sections, append an additional decimal to the first order system. To the right of this second decimal point, use sequential numbers to label sub-sections of a sub-section (e.g. 1.2.1, 1.2.2, 1.2.3, 1.2.4 and so on).

Type second or lower order sub-section titles using plain type face with no

underlining.

### **1.3 Spacing Between Sub-sections**

In order to make section and sub-section titles more visible to the reader, an extra space may be inserted before and after a sub-section title. Note how sub-heading 1.3 stands out much better than the headings 1.1 or 1.2.1.

Neither a sub-section title nor the first line of a new paragraph should be started on the last line of a page. When this occurs, use the page break function on your word processor to start a new page before beginning a new sub-section or new paragraph.

### **1.4 Treatment of Quotations**

Short quotations may be incorporated into the main body of the text using single quotation marks. Longer quotations [i.e. longer than 3 lines of text] must be indented from both the left and right margins and typed single-spaced. An example of the style to be used to reference a longer quotation is given below for illustrative purposes. The quote is taken from an article in *The Canadian Geographer*.

In a recent discussion of Eurocentrism in geography, McGee (1991, 333) writes:

Two events in the last five months have brought home to me how much we are in the grip of Eurocentrism. The first was the 'heroic' intervention of the West into the Middle East in the MGM-acclaimed special know as 'Desert Storm.' For months we were bombarded with a carefully-controlled version of the events that created the image of a new crusade against a cunning and insane non-Western foe. The sum total of deaths on the allied side was small - a proportion self-inflicted - with over 100 000 on the part of the Iraqis. This was despite the use of 'clean bombs', one of the more horrifying of all terms devised by the military complex. In contrast, a devastating typhoon in Bangladesh with a figure of 150 000 deaths managed to make our headlines for only two days: just another disaster for the Third World.

Note how no quotations marks are used at either the beginning or the end of the

quotation. Note also that when a direct quotation is used, the page number must also be supplied following the year of publication. The above quotation was taken from page 333.

### **1.5 Placement of Tables and Figures**

Tables and figures are to be inserted into the main body of the text and positioned such that they appear on the page immediately following the page on which they were first mentioned in the text. For example, if on page 6 the reader is referred to Table 1.1, Table 1.1 should appear on page 7. If Table 1.1 and Table 1.2 are both first referred to on page 6, then -- unless both will fit on one page -- Table 1.1 should appear on page 7 and Table 1.2 on page 8.

### **1.6 Numbering of Tables and Figures**

Tables are to be numbered using a single decimal system similar to that used for first order sub-sections of chapters. To the left of the decimal point, indicate the chapter number in which the table appears; to the right of the decimal point signify whether the table is the first, second, third, fourth, etc. table to appear in that chapter (e.g. Table 3.1, Table 3.2, Table 3.3, Table 3.4 and so on).

Figures are to be numbered in the same fashion but separately from tables. In other words, if Chapter 4 has only one table and one figure, label them as Table 4.1 and Figure 4.1.

### **1.7 Placement of Page Numbers**

Page numbers on components that appear before Chapter 1 (Table of Contents, Abstract, List of Tables, etc.) should be numbered using Roman numerals. Centre the Roman numerals at the bottom of these pages.

Page numbers in the main body of the text are to be placed in the top right hand corner of the page. If possible, the page number on the first page of all chapters should be centred at the bottom of the page.

If you will be inserting tables or figures into the text that have been drafted or printed from separate computer files, be sure to save a place for them in the page numbering system. On most word processors, this can be done quite easily by inserting a section break (next page) and then set the page numbers in new section to begin at the appropriate number. The blank numbered page that is printed can then be replaced with the appropriate table or figure.

It is wise not to place page numbers on figures and tables until you have generated a final version of the thesis that is ready for binding. Only then can you be absolutely certain what the page numbers of tables and figures will be.

## SAMPLE LAYOUT FOR A TABLE

**Table 4.1**

Increases in the 65-74 Age Cohort, 1976-1986

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Geographical Unit	Cohort Size 1976	Cohort Size 1986	% Change
Thunder Bay CMA	7,150	9,040	26.4
Non-CMA portion of Thunder Bay District	1,155	1,335	15.6
Province of Ontario	458,200	602,610	31.5
Canada	1,254,540	1,650,090	31.5

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Source: Derived by author from the 1976 Census and 1986 Census. See Statistics Canada (1979; 1988)

## REFERENCES (Sample)

- Bain, A. 2006. Resisting the creation of forgotten places: artistic production in Toronto neighbourhoods. *The Canadian Geographer* 50 (4), 417- 431.
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- Jenkins, P. 2005. The valley. *Canadian Geographic* 125 (Sept/Oct), 44-57.
- McCalla, R. 2004a. From ‘anyport’ to ‘superterminal’: Conceptual perspectives on containerization and port infrastructures. In Slack, B. and Pinder, D. eds. *Shipping and Ports in the 21<sup>st</sup> Century*. London: Routledge, 123-142.
- McCalla, R. 2004b. Hierarchical network structure as seen in container shipping liner services in the Caribbean Basin. *Belgium Journal of Geography* 4, 407-417.
- McCalla, R., Slack, B. and Comtois, C. 2005. The Caribbean basin: Adjusting to global trends in containerization. *Maritime Policy and Management* 32, 245-261.

Phillips, B. and Ross, B. 1995. The glacial period and early peoples. In Tronrud, T. and Epp, A.E. eds. *Thunder Bay: From Rivalry to Unity*. Thunder Bay: Thunder Bay Historical Museum Society, 2-15.

Simmons, J. and Kamikihara, S. 2004. *Location Strategies in Western Canada*. Ryerson University, Centre for the Study of Commercial Activity, Research Report 2004 -7.

Whitney, R. 2007. *Cross-Shopping Between Traditional and New Format Retail Nodes: A Case Study of Thunder Bay*. HBA Thesis, Lakehead University, Department of Geography.