

LAKEHEAD UNIVERSITY  
Department of Health Sciences

Master of Public Health/ Masters of Health  
Sciences

Thesis Format Guidelines

Updated May 2019

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## 1.0 Typographic Design

Theses must follow standard typesetting conventions. The responsibility for graphic design and typesetting rests with the student. However, theses must meet minimum requirements for acceptance by the Department of Health Sciences and Archives Canada.

### 1.1 *Electronic or Print*

The thesis must be typed using a word processor such that if printed it would be on standard letter size paper 21.5 X 28 cm (8.5 x 11").

### 1.2 *Font Size and Spacing*

A conventional font must be used, i.e 11-point or 12-point, in Times new Roman, Palatino, ITC Garamond, Baskerville, Lucida. Line spacing must be double or 1.5.

### 1.3 *Margins*

All margins should be 2.54 cm (1 inch). If hard copy is required the left margin should be 3.77cm (1 ½ inch).

### 1.4 *Running Head and Footnote:*

Should conform to the style and referencing manual used or according to agreement with Supervisor. APA for example requires a running head be used for theses (see 1.6).

### 1.5 *Grammar and Spelling*

It is the student's responsibility (and an important courtesy to the readers) to ensure that grammar and spelling conventions are observed.

Either British, American or Canadian spelling is acceptable; however, one or the other should be used consistently throughout. This includes the title page.

See also: <https://libguides.lakeheadu.ca/cite/grammarly>

### 1.6 *Style and Referencing Manuals*

Preferred style and referencing manuals should be discussed with your thesis Supervisor. Where instructions in a style manual differ from specifications stated in the regulations, the regulations shall be the authority. Students should not use theses written in former years as models as these may not conform to the current regulations.

The following is a selection of manuals that may be used as general references in the preparation of a thesis.

#### *Often used Manuals*

- APA system (6<sup>th</sup> Edition). An electronic copy of the manual is available at [www.redshelf.com](http://www.redshelf.com) (use email: [healthsciences@lakeheadu.ca](mailto:healthsciences@lakeheadu.ca) and password – DHSciences). Note that print copies are available on the 3<sup>rd</sup> floor of the Paterson Library (Call Number: BF 76.5 A51 2010).
- Vancouver  
<https://dal.ca.libguides.com/CitationStyleGuide/Vancouver>
- For other options see: <https://libguides.lakeheadu.ca/cite>

## 2.0 Organization

### 2.1 Format Types of Theses

Students may choose between two format types for the thesis or dissertation:

A. The traditional format or B. The manuscript format.

#### A. Traditional Format

The monograph-style thesis is a coherent document that provides a complete and systematic account of the thesis research. It is a single report, divided into chapters: introduction, literature review, theoretical underpinnings, methods, results, and discussion. A reference list would be followed by various appended material, which might include data collection instruments, additional related findings, and so forth. This format is normally used when no part of the thesis has been published or submitted for publication.

#### B. Manuscript Format

The manuscript format comprises the text of one or more papers/manuscripts that have been, or will be, submitted for publication. These texts must follow the guidelines for format given elsewhere in this document with respect to font size, line spacing and margin sizes. The document must be more than a collection of manuscripts, however, in that all the components must be brought together into one cohesive unit, with logical progression from one chapter to the next and following one consistent style throughout the document in each chapter, e.g. chapter headings, sub-headings, heading levels, style for references, etc. The amount of detail that can be included in manuscripts prepared for publication is limited by journal page requirements. Therefore, in addition to manuscripts, the manuscript-style thesis will need to include one or more preliminary chapters expanding on relevant theory, substantive research and methods, and a final synthesis chapter.

#### C. Order of Items is the same for both formatting types

The document consists of three main sections:

1. front matter: the pages preceding the thesis body
2. thesis body
3. back matter: the pages following the thesis body

Details for the different thesis types are outlined below. Pages marked with an asterisk (\*) are optional.

#### 2.1.1. Traditional format:

*Front matter section:*

1. Title page
2. Copyright page (only if separate)
3. Approval page
4. Either Declaration of Originality or Declaration of Co-Authorship/Previous Publication

5. Abstract
6. \*Dedication (where applicable)
7. \*Acknowledgements (where applicable)
8. Table of Contents
9. \*List of Tables (where applicable)
10. \*List of Figures (where applicable)
11. \*List of Appendices (where applicable)
12. \*List of Abbreviations, Symbols,
13. \*Nomenclature (where applicable)

***Thesis body***

Body of thesis (divided into various chapters as a minimum covering the topics listed – sub sections should be discussed with supervisor)

1. Intro/background  
    Various subsections
2. Literature review  
    Various subsections
3. Methodology  
    Various subsections
4. Findings  
    Various subsections
5. Discussion  
    Various subsections
6. Conclusion

***Back matter section:***

Bibliography/References (note that the Bibliography/References section can either precede or follow the Appendices)

\*Appendices (include copyright releases here, if applicable).

*2.1.2 Manuscript format (content should be discussed with supervisor See Appendix for examples)*

***Front matter section*** (similar to the traditional thesis format except for the Declaration):

1. Title page
2. Copyright page (only if separate)
3. Approval page
4. Declaration of Co-Authorship/Previous Publication
5. Abstract
6. \*Dedication (where applicable)
7. \*Acknowledgements (where applicable)
8. Table of Contents
9. \*List of Tables (where applicable)
10. \*List of Figures (where applicable)
11. \*List of Appendices (where applicable)

12. \*List of Abbreviations, Symbols,
13. \*Nomenclature (where applicable)

***Thesis body*** - divided into chapters – Normally this should include 2 manuscripts.  
See appendix for examples as follows:

- Chapter 1 -2 Introductory chapters to the entire thesis - own reference list
- Each subsequent chapter presented in a manuscript format with or without an abstract (discuss with supervisor), with its own bibliography and following consistently the same style, e.g. style of chapter headings, sub-headings, heading levels, same style for references, etc. regardless of the citation formats of the journals in which the manuscript may have appeared or will be published.
- Final chapter (general discussions and conclusions) to relate the separate studies to each other and to a relevant discipline or field of study.

***Back matter section:***

Bibliography/References

\*Appendices (include copyright releases here, if applicable).

*2.2 Numbering of Pages*

- All pages must have visible page numbers appearing bottom centre.
- Omit page numbers on blank pages but ensure that the page is accounted for.

*Front Matter*

- The page number is omitted from the title page, although it is considered page i.
- *Front Matter* are numbered with lower case Roman numerals, beginning with the Author's Declaration (page ii) following the title page.

*Text (Main Body) and Back Matter*

- Arabic numerals are used for all pages in the *Text (Main Body)* and *Back Matter*.
- Each chapter/section must begin on a separate page.
- The *Text (Main Body)* of the thesis begins with page number "1," placed in the centre at the bottom.
- All pages in the *Text (Main Body)* and *Back Matter* must be numbered consecutively.

### 2.3 *Sample of Title Page*

Format of title page must be the same as below:

Title of Thesis

by

Full name of the author

A thesis  
presented to Lakehead University  
in fulfillment of the  
thesis requirement for the degree of  
Master of Public Health

Thunder Bay, Ontario, Canada, year

© name of Author year \*\*\*

\*\*\* The universal copyright notice © must appear on the title page of your thesis. The copyright date is the year the thesis is placed on public display.

#### *2.4 Sample of Author's Declaration Page*

I hereby declare that I am the sole author of this thesis. This is a true copy of the thesis, including any required final revisions, as accepted by my examiners.

I understand that my thesis may be made electronically available to the public.



### **3.0 Illustrative Material**

#### *3.1 Photographs*

Should follow style manual.

#### *3.2 Diagrams and Tables*

Each figure in the text and the page on which it appears must be numbered. If the title or caption of the table/figure cannot fit on the same page as the table/figure, the title/caption may appear on the previous page facing the table/figure. These pages must be consecutively numbered with the rest of the thesis. The format of tables, figures, etc. must follow one style consistently. Check with your research supervisor for advice on preferred style.

#### *3.3 Charts and Maps*

Should follow style manual.

#### *3.4 Landscaped Pages*

If a table/figure is too wide for an 8 1/2 x 11 page, it should be placed 'broadside.' The table number and title should be placed on left-hand side. The page numbering should follow the format of the thesis.

## Appendix A

### Table of Contents for a Paper-based thesis with Epidemiology Specialization

Author’s Declaration .....	ii
Abstract .....	iii
Acknowledgements .....	iv
<b>List of Figures.....</b>	<b>etc.</b>
<b>List of Tables .....</b>	<b>.....</b>
<b>List of Abbreviations .....</b>	<b>.....</b>
<b>Chapter 1: Introduction .....</b>	<b>1</b>
<b>Chapter 2: Background.....</b>	<b>.....</b>
2.1 Topic 1 .....	.....
2.1.1 Subtopic .....	.....
2.2 Topic 2 .....	.....
2.2.1 Subtopics.....	.....
2.3 Topic 3 .....	.....
2.4 References.....	.....
<b>Chapter 3: Thesis Overview.....</b>	<b>.....</b>
3.1 Summary of justification for the study .....	.....
3.2 Objectives .....	.....
3.3 Hypotheses .....	.....
3.4 Approach to thesis.....	.....
3.5 Overview of content of thesis.....	.....
3.5 References.....	.....
<b>Chapter 4: Paper 1.....</b>	<b>.....</b>
4.1 Abstract.....	.....
4.2 Background.....	.....
4.3 Methods.....	.....
4.3.1 Study Design.....	.....
4.3.2 Participants.....	.....
4.3.3 Study Measures .....	.....
4.3.4 Analysis.....	.....
4.4 Results.....	.....
4.5 Discussion .....	.....
4.6 Conclusion .....	.....
4.7 References.....	.....
<b>Chapter 5: Paper 2.....</b>	<b>.....</b>
5.1 Abstract.....	.....
5.2 Background.....	.....
5.3 Methods.....	.....
5.3.1 Study Design.....	.....

5.3.2	Participants.....	
5.3.3	Study Measures.....	
5.3.4	Analysis.....	
5.4	Results.....	
5.5	Discussion.....	
5.6	Conclusion.....	
5.7	References.....	
<b>Chapter 6: Discussion.....</b>		
6.1	Overview.....	
6.2	Main Findings.....	
6.3	Epidemiological Implications.....	
6.3.1	Internal Validity.....	
6.3.2	External Validity.....	
6.3.3	Causation.....	
6.4	References.....	
<b>Chapter 7: Ethical Considerations.....</b>		
<b>Chapter 8: Limitations, Strengths and Relevance.....</b>		
8.1	Limitations.....	
8.2	Strengths.....	
8.3	Relevance.....	
8.4	References.....	
<b>Chapter 9: Conclusion.....</b>		
9.1	Summary of Thesis Findings.....	
9.2	Implications of Thesis Research.....	
9.3	Future Directions.....	
<b>Chapter 10: Reflections (optional).....</b>		
Appendices (often includes):		
1.	Invitation Letter.....	
2.	Study Information Package.....	
3.	Survey Invitation Email.....	
4.	Survey Reminder Emails.....	
5.	Consent Form.....	
6.	Survey.....	
7.	Log transformed and Untransformed Regression.....	
8.	Ethics Approval.....	
9.	Curriculum Vitae.....	

## Appendix B

### Example of Table of Contents for a qualitative paper-based thesis with Indigenous/Northern Specialization

Author’s Declaration.....	ii
Abstract.....	iii
Acknowledgements.....	iv
<b>Chapter 1: Background.....</b>	<b>1</b>
1.1 Introduction	
1.2 Description of the Setting	
1.3 Contribution to Public Health and the Community	
1.4 Literature Review	
1.4.1 Research questions	
1.5 Methodology	
1.5.1 Situating the Researcher	
1.5.2 A description of the Methodology	
1.5.3 Ethical Approval	
1.5.4 Data Collection	
1.4.5 Data Analysis	
1.6 Thesis Format	
1.7 References	
<b>Chapter 2: Paper 1.....</b>	
2.1 Abstract	
2.2 Background	
2.2.1 Subtopic 1	
2.2.2.Subtopic 2	
Add more sub topics as needed	
2.3 Methodology	
2.3.1 Subtopic 1 (ex: description of methodological/theoretical approach)	
2.3.2 Subtopic 2 (ex description of participants/ recruitment strategies	
2.3.3 Methods (ex: surveys, interviews, focus groups )	
2.3.4 Analytical approach(es)	
2.4 Findings	
2.4.1 Subtopic I	
2.4.2 Subtopic II	
More subtopics as needed	
2.5 Discussion	
2.5. I-? Subtopics	
2.6 Conclusion	
2.7 References	
<b>Chapter 3: Paper 2.....</b>	

- 3.1 Abstract
- 3.2 Background
  - 3.2.1 Subtopic 1
  - 3.2.2. Subtopic 2
  - Add subtopics as needed
- 3.3 Methodology
  - 3.3.1 Subtopic 1 (ex: description of methodological/theoretical approach)
  - 3.3.2 Subtopic 2 (ex description of participants/ recruitment strategies)
  - 3.3.3 Methods (ex: surveys, interviews, focus groups)
  - 3.3.4 Analytical approach(es)
- 3.4 Findings
  - 3.4.1 Subtopic 1
  - 3.4.2 Subtopic 2
  - Add subtopics as needed
- 3.5 Discussion
  - 3.5.1 Subtopic 1
  - 3.5.2 Subtopic 2
  - Add Subtopics as needed
- 3.6 Conclusion
- 3.7 References

**Chapter 4. Discussion.....**  
 4.1- Subtopics as needed

**Chapter 5. Conclusion.....**  
 5.1 Summary of findings  
 5.2 personal reflections (optional)  
 5.2 Implications for Public Health/ health Sciences/ Community

**References:**

**Appendices:**

Often include:

1. Information and consent letter
2. List of interview questions
3. Potential letters of support
4. Ethical approval

## Appendix C

### Example of Table of Contents for a qualitative traditional (monograph) thesis with Indigenous/Northern Specialization

Author's Declaration .....	ii
Abstract .....	iii
Acknowledgements .....	iv

**Chapter 1: Background .....** **1**

- 1.1 Introduction
- 1.2 Contribution to Public Health and the Community

**Chapter 2. Literature Review.....**

- 2.1 Topic 1
- 2.2 Topic 2
- Add further topics as needed
- 1.4.3 Research questions/goals and objectives

**Chapter 3. Methodology.....**

- 3.1 Situating the Researcher
- 3.2 A description of the Methodology
- 3.3 Ethical considerations
- 3.4 Data Collection
- 3.5 Data Analysis

**Chapter 4. Study findings.....**

- 4.1 Topic 1 (add potential sub topics)
- 4.2 Topic 2
- Add further topics as needed

**Chapter 5. Discussion.....**

- 5.1 Topic 1 (add potential sub topic)
- 5.2 Topic 2
- Add further topics as needed

**Chapter 6. Conclusion.....**

- 6.1 Topics as needed

### References

#### Appendices - Often include:

1. Information and consent letter

2. List of interview questions
3. Potential letters of support
4. Ethical approval