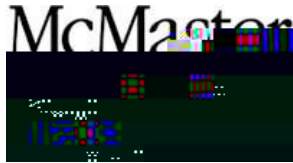


Guide for the Preparation of Master's and Doctoral Theses



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General Requirements

1.1 Introduction

A Ph.D. student may prepare and defend either a standard thesis (see sections 1.2 and 2.0) or a “sandwich” thesis (see sections 1.3 and 5.0) at oral examination (also known as the ‘thesis defence’). Normally, a Master’s student may submit only a standard thesis (see sections 2.0 and 5.2). Each department or program offering graduate work is wholly responsible for setting up oral examinations for Master’s candidates (see Sections 6.1 and 6.2). The School of Graduate Studies is wholly responsible for arranging all Ph.D. oral examinations (see Sections 6.3, 6.4, and Appendix 1). If after reading the material in the guide, you have any questions, please contact an Academic Services Officer in the School of Graduate Studies at gthesis@mcmaster.ca.

1.2 Criteria for Acceptance of Standard Master’s and Ph.D. Theses for Thesis Defence

A thesis is a coherent document that provides a complete and systematic account of the research work accomplished by the writer. The criteria for acceptance are listed in detail later in this guide, but in general, the requirements are summarized as follows:

- a) Before submitting for defence, the text and accompanying illustrative material or multimedia must be clear and error-free and, where written using Canadian English and grammar; the student is advised to use a spell and/or grammar checker. Normally, t

2.2 The Text of the Thesis

2.2.1 General

The thesis must be typed in either 10- or 12-point font. There are two types of fonts: proportional and fixed (typewriter style) and different space values for each character in a proportional font. Arial and Times New Roman are examples of proportional fonts. If you are using a proportional font for your thesis, you must use a 10- or 12-point font.

2.2.4 Non-Text Format and Multimedia

Maps, diagrams, figures and tables may be drawn or prepared using a black font colour. The finished drawing should be scanned into an electronic format which can be incorporated into the text of the thesis using the word-processing program. Similarly, photographs should be scanned or converted into an electronic format which is suitable for including in the word-processing program.

Illustrations must be dark enough to view online and have standard margins on all sides. Pages wider than 8.5" x 11" should be photo-reduced provided the material is still readable.

Photographs should be originals, not photocopies. Students should consult McMaster Printing Services for page-reduction advice. Oversized pages (charts, graphs, maps, tables, etc.) should be carefully folded into the thesis and should ideally not extend the full width of the standard page.

2.2.5 Abbreviations and Symbols

Abbreviations and symbols must be those that are generally accepted in the field of study, must be defined in a list of Abbreviations and Symbols at the start of the thesis (see section 3.1.j below), and must be used consistently throughout the thesis.

Sequence of Parts of the Thesis

A standard graduate thesis consists of the following parts, and is arranged in this order:

3.1 The Preliminary Pages

The following preliminary pages will precede the main text: The Half Title Page; Title Page; Descriptive Note (page ii); Abstract; Acknowledgements; Table of Contents; List of Illustrations, Charts, Diagrams; List of Tables; List of Abbreviations and Symbols, Declaration of Academic Achievement. Preliminary pages from (c) onwards will be numbered using Roman numerals.

a) Half Title Page

The length should not exceed sixty (60) characters (including Spaces). This page must not be numbered. See [Example 1](#) for the required format .

b) Title Page

i) Lists of Figures and Tables

Must include the titles and page numbers; must be numbered in lower case Roman numerals continuous after (f).

j) List of all Abbreviations and Symbols

Must include with their appropriate definitions; must be numbered in lower case Roman numerals continuous after (g).

k) Declaration of Academic Achievement

The student will declare his/her research contribution and, as appropriate, those of colleagues or other

4.4 Electronic References

The following are recommended website links which provide information on how to cite electronic references:

APA Style Guide: <https://libguides.mcmaster.ca/c.php?g=701989&p=4988677>

Chicago Manual of Style : <https://www.chicagomanualofstyle.org/home.html>

MLA Style Guide: <https://libguides.mcmaster.ca/MLA>

Preparation of the “Sandwich” Thesis

Some of the research undertaken by the student may have previously been published or prepared as one or more journal articles, or chapters of books; these items may be included within the thesis subject to the following regulations and to obtaining permission from the supervisory committee. A thesis consisting of peer-reviewed scholarly works (e.g., journal articles), whether previously published, submitted for peer-review, or prepared for publication but not yet submitted, is often referred to as a “sandwich” thesis. A minimum of three publishable manuscripts in a doctoral thesis or two publishable manuscripts in a master’s thesis must be included within the sandwich thesis; normally, at least one of these must be published or ‘in press’ at the a

conducted. The student must justify why his/her original contributions should be included in the main body of the thesis.

- 5.3 There must be a written introduction preceding each published (or 'in press' or submitted) scholarly work which sets the context and draws out the overall implications of the work. The metaphor, 'sandwich thesis', implies that the 'meat' is in each of the scholarly works, but it is also important that there is 'bread' to hold the sandwich together.
- 5.4 For any chapter of the sandwich thesis that includes a published scholarly work, the student may choose to either incorporate an electronic version of the published reprint (with pages renumbered to fit in with the pagination of the thesis; see item 5.10 below), or an electronic version of the published work (e.g., the MS Word document) that complements the first (Introductory) and last (Discussion and Summary) chapters of the sandwich thesis in respect of font type and size, margins, and overall style.
- 5.5 In addition to the written text, which may include diagrams, figures and tables, the student may also include film or sound files with the electronic thesis. It will be the student's responsibility to ensure that all electronic files supplied to an External Examiner are in formats that the examiner may access easily. In the event an internal or an External Examiner prefers to assess an editable version of the thesis, the student will provide an editable copy of the sandwich thesis to the Academic Services Officer prior to the thesis defence. The text of the editable version of the thesis must be the same as that of the submitted electronic -0.005 Tc 0.005 Tw 0.389(A)5.L(t)3.6elBD (or)-16

exclusive license to McMaster University and to Library and Archives Canada, to reproduce material generated by the co-

Finally, after a successful defence and all changes and corrections have been completed to the satisfaction of the Supervisor (or Examination Committee as necessary), the student will upload the sandwich thesis (including all associated approved files) as a PDF file to MacSphere as described for the standard thesis (see section 6.4).

a. For all co-authored articles that are part of the body of thesis, the contribution of the student to each of the articles must also be outlined in the preface to the thesis. The aim of this procedure is to ensure that only co-authored papers to which the student has made a significant original contribution are included in the thesis. The author of the thesis shall normally be the main contributor to these co-authored articles.

b. It is permissible to include electronic articles as they appear in an online journal; however, the Associate Vice-President and Dean of Graduate Studies, on a recommendation from the Examining Committee, may require that the published articles be reproduced as the final word processing file submitted for publication and in a form described in [section 2.2](#) [stese sbue destnd iion 2. tuc.6 \(hes\)-o \(des\)4\(t\)3.m\(es71.4 \(l\)1.5](#)

Examination Committee will give to the student a form [entitled: 'Final Thesis Submission Sheet'] which will be initialed by the Chair to indicate whether the Examination Committee have decided whether minor changes are required to the thesis or not. This form will be given to the student to hand to the supervisor when all
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to the defence, the Academic Services Officer will notify the Examining Committee that the defence will be postponed, and a new defence date will be selected.



thesis. Furthermore, Library and Archives Canada will no longer require an unbound copy but will access the student's thesis directly via MacSphere.

Cotutelle Degrees

Example 3: Descriptive Note

McMaster University MASTER OF ARTS (1992) Hamilton, Ontario (History)

TITLE: The Character and Administration of Governor John Wentworth AUTHOR: Kathleen Stokes, B.A. (McMaster University) SUPERVISOR: Professor H.E. Duckworth NUMBER OF PAGES: vii, 212

(To follow the title page and to be numbered ii)

Example 4: Bibliography

Achtert, Walter S., and Joseph Gibaldi. *The MLA Style Manual*. New York: Modern Language Association of America, 1985.

American Mathematical Society.

Appendix 1: Conducting an Online Ph.D. Examination

PROCEDURES AND INSTRUCTIONS FOR THE EXAMINATION OF Ph .D. THESES: Conducting the Examination Online

1. Purposes of the Examination

It is the examiners' task to determine whether the student has met the University's thesis requirement that

Normally, the Chair of the oral defence will host the web meeting. If this is not feasible, the Supervisor may serve in this capacity. A staff representative from the department, for example a Graduate Administrator, is permitted to participate in the defence to assist with the technology with the understanding that all conversations held 'in camera' are confidential.

McMaster faculty and staff have access to several tools through UTS: <https://cto.mcmaster.ca/it-updates/it-continuity-tools-services>. Under "Video and audio calls", you will find links to request licenses for Zoom and Cisco WebEx which are the options recommended for an online Ph.D. defence.

- a. Additional resources for WebEx:
https://wiki.mcmaster.ca/webex/training_centre_support_resources
- b. Zoom Quick Start Guide: <https://cto.mcmaster.ca/app/uploads/2020/05/Zoom-Quick-Start-Guide.pdf>

It is recommended that the Chair and Supervisor finalize the web meeting 2-3 business days ahead of the defence. It is strongly recommended that a practice or test web meeting is scheduled, preferably with the candidate, to confirm how to use the required functionality.

In an effort to maintain the integrity of the defence, the decision to invite audience members to the defence will be left to the Chair and Supervisor as the controls remain with the "Host". If additional viewers will be invited to the defence, a meeting password is required to avoid uninvited attendees .

3. Oral Examination Procedure

- a. The Chair of the oral defence (or Supervisor) will host the web meeting and verify that all required participants have joined the meeting online.
- b. When the Chair confirms that all required participants are online, the Chair will introduce those committee members not known by the candidate, if any.
- c. The Chair should explain to those present the composition of the examining committee There will be a minimum of four members on the examining committee, but not exceeding 5 voting members . All examining committee members are required to attend. In anticipation of the defence, the Chair for the defence and Supervisor will receive a set of scenarios to address possible participation or connectivity issues. If an examining member is not able to attend at the last minute and it is not addressed in the scenarios, approval from the Vice-Provost and Dean of Graduate Studies is required to proceed.
- d. The Chair will select the candidate and use the option of moving them to the "Lobby" (WebEx) or "Waiting Room" (Zoom) while the order of questioning is established by the examining committee. Once the discussion is finished, the Chair will "Admit" them back into the room.
 - i. Instructions for moving attendees to and from the "Lobby" in WebEx:
<https://help.webex.com/en-us/nsq9s2h/Move-Attendees-to-and-from-the-Lobby-in-Cisco-Webex-Meetings>
 - ii. Instructions for managing participants in Zoom: <https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting>

candidate should be told as clearly as possible what he /she must do to improve his/her defence of the thesis. In the event the written thesis is approved conditionally, the Chair is responsible for ensuring that (1) the candidate is advised of the conditions in writing, (2) the conditions are met before the thesis is submitted to the School of Graduate Studies, and (3) the SGS Thesis Coordinator is informed of the conditions.

- l. Following the committee's decision, the Chair will email gthesis@mcmaster.ca with a CC to the examining committee members, including the External, to request the written vote of each examiner for the completion of the report form.
- m. The Chair will then “admit” the candidate back into the web meeting to inform him/her of the committee’s decision(s), and for any congratulations or discussion appropriate to the circumstances.
- n. The examination will be formally adjourned, and the web meeting ended. Normally, examination of the candidate will not take more than two hours. In no case should it take more than three.
- o. If the student has failed or if the oral defence is to be reconvened, the Chair of the examining committee should discuss the situation as soon as possible with the SGS Thesis Coordinator.
- p.

