

**TRU Departments of Biological Sciences  
and Chemistry  
Format of the Honours Thesis**

**FONT, SPACING AND MARGINS**

The text should be in Times, Times New Roman or Palatino 12 point font. Spacing should be 1.5 or double-spaced, except for long quotations, footnotes, Table captions and Figure legends, and individual references in the 'Literature Cited' section, which should be single-spaced (with double-spacing between references). The left margin of the thesis should be 1.25 inches. All other margins should be 1 inch. The text of the Abstract, Thesis, Appendices and Literature Cited should be justified to the right-hand margin. (The Table of Contents or Lists of Figures and Tables need not be right hand justified).

**PAGE NUMBERING**

Page numbers should appear on the bottom right of the page, 0.75 inches from the bottom, 1 inch from the right hand edge. There is no page number printed on the title page (but it does correspond to page "i").

Number preliminary pages using lower-case Roman numerals, i.e. ii, iii, iv, v, *etc.*

Use Arabic numerals for all of the other pages, with the first page of the 'INTRODUCTION' being counted as page '1'.

**HEADINGS**

These should be in bold type and capitalized, placed on left side of page: e.g.

**ABSTRACT**

**INTRODUCTION**

**PRELIMINARY PAGES.**

**TITLE PAGE:** (no page number or heading should appear but it does correspond to page i)  
The first page of the thesis is the title page (see sample). When the final copy of the thesis is accepted, the title page of the "original" (which goes to the library) must be signed by all members of the Thesis Examining Committee. The other copies may have reproductions of the signatures.

An abbreviated title (less than 60 characters, not including spaces) must be provided at the time of submission to the library, if your actual title exceeds this length. This will go on the binding.

**ABSTRACT:** (page ii)

An 'Abstract' is required as part of the 'preliminary pages'. The Abstract summarizes all sections of the thesis, including methods and general conclusions. It should not exceed 600 words in length, and it should not include abbreviations or acronyms. The Thesis Supervisor's name should be typed in the centre of page below the 'Abstract' in the following manner:

Thesis Supervisor: Associate Professor Leo Pold

**ACKNOWLEDGEMENTS:** (page iii)

This sections should be brief, and should acknowledge support (financial and personal) provided to the student that aided in the research and preparation of the thesis.

**DEDICATION:** optional. If included, it should be included in the 'Table of Contents'. Can appear on the same page as the ACKNOWLEDGEMENTS.

**TABLE OF CONTENTS:** (page iv)

This itemizes and presents the page numbers for all the thesis sections and subsections, including the 'Literature Cited', 'Appendices', and all preliminary pages. See sample.

**LIST OF FIGURES:** If figures (includes graphs, photographs, etc.) are used, they are listed consecutively and numbered with Arabic numerals (Figure 1, 2, 3 etc). Provide the Figure number, exact title and number of the thesis page on which the Figure appears.

**LIST OF TABLES:** All tables are numbered consecutively with Arabic numerals (Table 1, 2, 3 etc) and listed separately from the List of Figures. The List of Tables can follow on the same page as the List of Figures or be on a separate page. Provide the Table number, exact title and number of the thesis page on which the Table appears.

**FIGURES AND TABLES** should appear as soon as possible after they are first referenced in the text. Figures and Tables may appear on their own pages or can be embedded in the text but should be well separated from the preceding and following text. Captions should appear immediately above (for Tables) or underneath (for Figures). Captions should be sufficiently descriptive to allow the Figure or Table to be interpreted outside the body of the thesis (i.e. 'stand-alone'). Landscape format for tables and figures should be used only if absolutely necessary. For photographs, high-resolution scanned or digital images should be used rather mounting of the actual photograph.

*Text of Thesis*

**INTRODUCTION:** Provide pertinent background to the thesis, including a general description of the problem being investigated and review of pertinent literature.

**MATERIALS AND METHODS.** Describe the methods used to collect the data, and to conduct the analysis. For field work, a subheading of 'Site Description' may be used to describe the location of the study.

**RESULTS.** Clearly present the results of your analysis. When reporting statistical results, the use of Greek letters should be used, not text (e.g. ' $\chi^2 = 4.3$ ' not 'Chi-squared=4.3').

**DISCUSSION.** The discussion should put the results back into the context of objectives and concepts established in the INTRODUCTION. Conclusions and suggestions for future work are provided in this section, not under a separate heading.

For some theses it is appropriate to combine **RESULTS AND DISCUSSION** sections and have a **CONCLUSIONS AND FUTURE WORK** section. This should be decided by the student and supervisor and agreed to by the Thesis Examining Committee.

**Footnotes.** If necessary, footnotes should be numbered consecutively throughout the thesis. They may be placed at the bottom of each page, at the end of each section, or grouped together in a separate section that follows the ‘**DISCUSSION**’. The format used for footnotes must remain consistent throughout the thesis.

**LITERATURE CITED.** This section should be single-spaced, with double-spacing between entries. Formatting should be as shown below; all journal and report titles should be written out in full. All references provided in the thesis text should appear in this section. References not cited in the text should not be listed.

**Example of citations:**

Immunology is the study of T-cells and B-cells and all the fun they have working together to save us from disease (MacKay, 1992; MacKay et al., 1993). Every year the T-cells take the B-cells on a hike (Dickinson and MacKay, 1993).

Citations are listed alphabetically:

Dickinson, T and M. MacKay (1993) The guys go on a hike. *Recreation in B.C.* **92**: 90-95.

MacKay, M. (1992) The T-cells are having a party. *Science* **356**: 47-48.

MacKay, M., V. Collins and T. Dickinson (1992) B-cells save us from disease. *The Auk* **17**: 35-46.

**Books:**

Author(s). Title of Book. Place of Publication: Publisher, Year of Publication

Author(s). "Title of Article." Title of Collection. Ed. Editor's Name(s). Place of Publication: Publisher, Year. Pages.

**Citing Internet resources:** The general format for web pages is:

Author- last name, first name- if available. (Date information was published or last updated -if this is not available, I would think twice about using the information). "Title of work or title line of message." *Title of complete work or web site*. Other relevant information (volume number, page numbers etc), <<http://Internet URL>>. The date you accessed the site.

For more information, see the MLA Handbook:

[http://owl.english.purdue.edu/handouts/research/r\\_mla.html](http://owl.english.purdue.edu/handouts/research/r_mla.html)

**APPENDICES.** If the student and the Thesis Supervisor agree that material should be included in an appendix, then it should follow the ‘**LITERATURE CITED**’ section with continuous paging. Number and cite multiple appendices as ‘A’, ‘B’, ‘C’, etc.

### **Ethics Approval Certificate**

For theses that contain invasive work done on people and/or live animals, a copy of the Certificate of Approval from the appropriate TRU Research Ethics Committee (Human Subjects or Animal Subjects) must be placed at the back of the thesis.

### **PRINTING GUIDELINES**

The cost of printing the thesis must be covered by the student and/or the supervisor. The Departments of Biological Sciences and Chemistry will handle the cost for binding of 3 copies of the thesis: one for the library, one for the Department and one for the student. The student must cover the cost of binding any additional copies- hard-cover binding, done through the library, costs \$25 and bound copies of the thesis will not arrive until well into the summer so you must leave contact information with one of the Science secretaries and the Honours Co-ordinator before you depart for the summer. Soft cover binding is faster and less expensive.

Students should have the format of their thesis checked by Penny Haggarty at the library, to allow her to visually inspect the thesis before accepting it for binding. Penny can be reached at 828-5303, [phaggarty@tru.ca](mailto:phaggarty@tru.ca) to make an appointment. Take a printed copy with you to be checked. When Penny has given the OK, get the thesis printed on the proper paper and bring the final printed copies to Nancy Young or Sandy Shortts in the Science office. When all theses have been collected, they will be sent for binding. Please supply an electronic version of your thesis to the Honours Co-ordinator as well.

The thesis must be printed on high-quality 'thesis' paper for binding- standard photocopy paper is unacceptable. Specifically the paper required is "Xerox 28 pound, Digital Color Xpressions +, with a 96 brightness. The thesis must be printed using a word processor and a laser jet printer. Printing should appear only on one side of each page. Printing may be done at the TRU Printshop and costs approximately \$10 per thesis if a few colour pages are included.

Remember, the original Title page that goes with the library copy of the thesis must be signed by all committee members and must be on "thesis paper." Nancy Young has a supply of this paper for printing of Title pages. You will need at least 3 copies of this page; bring these with you to the thesis defense.

*{sample thesis title page}*

**AN INFORMATIVE BUT CONCISE TITLE**

by

VERI KEEN

A THESIS SUBMITTED IN PARTIAL FULFILLMENT  
OF THE REQUIREMENTS FOR THE DEGREE OF  
BACHELOR OF SCIENCE (HONS.)

in the  
DEPARTMENTS OF BIOLOGICAL SCIENCES  
AND PHYSICAL SCIENCES  
(Chemical Biology)

THOMPSON RIVERS  UNIVERSITY

We accept this thesis as conforming to the required standards:

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Leo Pold (Ph.D.), Thesis Supervisor, Dept. Biological Sciences

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Dara Win (M.Sc.), Co-supervisor, Dept. Physical Sciences

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Hugh Witt (Ph.D.), Dept. Natural Resource Sciences

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Hannah Watt (Ph.D.), Honours Co-ordinator, Dept. Biological Sciences

Dated this 10<sup>th</sup> day of April, 2001, in Kamloops, British Columbia, Canada