

MN Thesis Proposal Formatting Guidelines

Developed for use in NURS 589, 590, 591*

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*Based on GPS Minimum Thesis Formatting Requirements

Thesis format: Your final thesis report must comply with the [GPS Minimum Thesis Formatting Requirements](#). Please refer to information posted on the Graduate & Postdoctoral Studies (GPS) website when preparing your final report. It is your responsibility to ensure that your final, submitted thesis follows all formatting requirements for it to be approved by GPS, which is also required for convocation.

If you are writing a paper-based thesis, please also consult the [Faculty of Nursing, Master's and Doctoral Thesis Guidelines \(Traditional and Paper-based\)](#).

Thesis proposal format: The GPS does not have a required format for the thesis proposal. It is strongly recommended that students consult with their supervisor regarding their preferences for formatting, length, etc. What is offered below is guidance based on the GPS requirements for the final thesis report (adapted for the proposal), as well as examples of thesis proposals posted on the Faculty of Nursing [‘Resources for Nursing Graduate Students’ eClass site](#).

Thesis Proposal Formatting Guidelines

- Standard paper size is 8.5 inches x 11 inches (21.5 cm x 28 cm).
- Margins 1 in. (2.54 cm) on all sides.
- 12-point font; tables, figures, and appendices may be in 10-point font.
- Use one single font, with its italic and bold variants, through the entire document.
- The document should follow the most recent American Psychological Association (APA) formatting guidelines
 - A helpful resource for APA formatting can be found here:
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/
- Every page of a thesis must have a page number, except for the title page. Preliminary pages (e.g. table of contents) should have lower case Roman numerals, while the body of the proposal (starting with the Introduction) should have Arabic numerals.
- Page numbers may be placed at either the top or bottom of the page, centred, or in the right-hand corner, but they must be placed consistently on all pages.
- References and citation style should be the most recent version of the APA. An alternate reference and citation style (e.g. AMA, Vancouver) may be used if agreed upon by the supervisor. All other aspects of formatting should follow APA.
- The title page must indicate the following:
 - the title of the thesis
 - the student's name
 - the degree for which the thesis is submitted
 - the official specialization, if applicable (as indicated on Bear Tracks)
 - the Faculty that offers the degree program
 - the name of the institution at which the degree was pursued
 - the date
- An abstract comes after the title page.
- A table of contents is typically included
- A “Glossary of Terms” is optional

- The main body of the document typically includes the following headings (there will be additional subheadings under each main heading, which will vary depending on the methodologic approach used in the thesis project). The format may vary depending on whether you are doing a conventional thesis or a paper-based thesis (for more information on this topic, consult the [Faculty of Nursing Master's and Doctoral Thesis Guidelines \[Traditional & Paper-Based\]](#)).

For a conventional thesis, the thesis proposal typically includes 3 chapters, with headings within each chapter:

- Chapter 1: Introduction
 - Background
 - Purpose statement and/or research question(s)
- Chapter 2: Review of literature
- Chapter 3: Research design and methods
 - Research design
 - Methods
 - Theoretical/conceptual framework (depending on you and your supervisor's preference, this may be placed in chapter 1 or 2)
 - Knowledge translation plan
 - Significance for nursing
- References
- Appendices, including timeline, budget, and any data recruitment/collection instruments

For a paper-based thesis, there are no chapters in the thesis proposal, just headings:

- Introduction
 - Background
 - Purpose statement and/or research question(s)
 - Review of literature
 - Research design and methods
 - Research design
 - Methods
 - Theoretical/conceptual framework (depending on you and your supervisor's preference, this may be placed in earlier in the proposal)
 - Knowledge translation plan
 - Significance for nursing
 - References
 - Appendices, including timeline, budget, and any data recruitment/collection instruments
- Length is variable. For a paper-based thesis, the main body of the document (excluding title page, references, and appendices) typically ranging from 20-30 pages. For a conventional thesis, the length is typically greater.