

GPS Minimum Formatting Requirements: Chapter- and Paper-Based Theses

General Requirements

- Every page except the title page must have a page number, in the same place on every page. Use lower-case roman numerals (i, ii, iii, etc.) for items 1-10 in the table on page 2 and Arabic numerals (1, 2, 3, etc.) for items 11-13.
- Use a single, conventional font throughout the thesis, equivalent in size to Arial 10 pt or Times New Roman 12 pt. Choose a font that is easy to read on a screen, (eg: Georgia 11 pt, Times New Roman 12 pt, Trebuchet MS 10 pt, or Verdana 10 pt).
- Line spacing must be at least one-and-a-half spaces, except for the thesis abstract, which must be double-spaced. Single spacing may be used for long quoted passages and footnotes.
- Use a consistent, discipline-appropriate style for footnotes, endnotes, or in-text references. Check with your program or supervisor for guidance about preferred reference styles in your discipline.
- Theses Canada (part of Library and Archives Canada) prohibits inclusion of personal information in a thesis. Examples include dates of birth, signatures, student numbers, home addresses, and telephone numbers.
- Your thesis must be [saved in PDF/A format](#) for submission to the Faculty of Graduate and Postdoctoral Studies. You will know your thesis has been saved as a PDF/A file if you see a blue line at the top of your thesis title page that reads "This file claims compliance with the PDF/A standard and has been opened read-only to prevent modification."
- Discipline-specific guidelines in addition to these minimum requirements may be available from your program.

Components of the Thesis

Follow closely the guidance in the table on page 2 to format the various components of your thesis:

- ⇒ Green items are required
- ⇒ Yellow items are optional
- ⇒ Orange items may be required depending on the characteristics of your thesis
- ⇒ Items must appear in the order indicated

See Appendix for sample pages.

Item	Component	Requirement
1	Title page	Make sure your title page matches the requirements shown in the Appendix.
2	Abstract	A concise summary of your thesis consisting solely of text (no images, tables, etc.) and no more than 700 words. State the subject of your thesis, methods, and general conclusions. Theses written in a language other than English require abstracts in both languages. The abstract always begins on page "ii".
3	Preface	<ul style="list-style-type: none"> ● Provide full bibliographic citations for any material in the thesis that has already been published and indicate the chapter(s) where it appears. ● Acknowledge co-authorship or research collaboration that produced any of the material in the thesis and indicate the relative contributions of all collaborators and co-authors. ● Provide details of any ethics approval you obtained for the research. ● Acknowledge the use of generative Artificial Intelligence/Large Language Models if this has been permitted by your program and supervisory committee. ● Acknowledge third-party funding (grants, foreign governments, etc.) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ● State that the thesis consists solely of your own unpublished and unfunded work.
4	Dedications or quotations	Ask your supervisor or program director if including such material is appropriate in your discipline. One page maximum.
5	Acknowledgments	Optional but recommended: acknowledge the assistance of your supervisor, committee, and others. 2 pages maximum.
6	Table of contents	Include chapter headings and 2-4 levels of subheadings. Also include every other item in this formatting guide that appears in your thesis, except the title page, in the same order as in the thesis.
7	Lists: tables, figures, illustrations, videos, sound files, etc.	Include a separate list, beginning on a new page, for each kind of non-textual item appearing in the body of the thesis (one list for tables, another for illustrations, etc.). Lists can be in any order.
8	Lists of symbols or abbreviations	Ask your supervisor or program director if your thesis needs a list of symbols or abbreviations. Each list must start on a separate page.
9	Glossary of terms	Ask your supervisor or program director if this is necessary.
10	Other preliminary items	Any discipline- or thesis-specific prefatory materials not mentioned in these guidelines should be placed directly before the body of the thesis.
11	Body of the thesis	Minimum requirement: introduction, presentation of your research, and conclusion. The first page is always numbered with Arabic numeral 1. All subsequent pages are numbered consecutively.
12	Bibliography, Works Cited, or References	List all sources used for the thesis, even if individual papers in a paper-based thesis have their own lists. This list is not numbered as a chapter. Pages are numbered consecutively with the body.
13	Appendices	Supporting material that is referenced in the body of the thesis. Appendices are not numbered as chapters, and should be kept to a minimum. Pages are numbered consecutively with the Bibliography.