

Faculty of Graduate Studies:  
Thesis, Dissertation, Project, and  
Capstone Guidelines



Revised September 2019

## Table of Contents

Introduction .....	5
Abbreviations.....	6
Abstract.....	6
Appendices.....	6
Bibliography / Reference List .....	7
Capitalization .....	7
Copyright.....	8
Creators' Rights.....	8
User's Rights.....	9
When to Obtain Written Permission to Include Copyrighted Works .....	10
How to Obtain Written Permission to Include Copyrighted Works.....	11
Graduate Students as Copyright Owners.....	11
Further Information on Copyright .....	11
Editing .....	12
Endnotes .....	12
Figures and Tables.....	12
Font .....	12
Footnotes.....	13
Format for Submission of Theses, Dissertations, Projects and Capstone.....	13
a) Documents.....	13
b) Headings .....	13
i) One Heading Level .....	13
ii) Two Heading Levels.....	13
iii) Three Heading Levels .....	14
iv) Four Heading Levels .....	14
v) Five Heading Levels .....	14
Italics .....	15
Line Length and Alignment .....	15
Line Spacing .....	16
Margins .....	16
Order of Documents and Page Numbering.....	16
Prefatory Pages .....	16

---

Title Page.....	17
Signed Approval/Signature Page.....	17
Dedication Page .....	17
Abstract.....	17
Preface .....	17
Acknowledgements.....	18
Table of Contents.....	18
List of Tables .....	18
List of Figures .....	18
Text .....	18
Reference List / Bibliography .....	18
Pagination .....	18
Paper .....	19
Print.....	19
Paraphrasing .....	19
Punctuation.....	19
Spaces .....	19
Hyphens, Dashes and Minus Signs.....	20
The Placement of Punctuation with a Parenthesis .....	20
Adding Emphasis.....	20
Brackets.....	20
Ellipsis Points.....	20
Quotation Marks and Other Punctuation .....	21
Quotations .....	21
Short quotations .....	21
Long quotations .....	21
Direct quotations .....	22
Permission to quote.....	22
Reference List / Bibliography .....	23
Spelling.....	23
Table of Contents .....	23
Title .....	23
Appendix A: Timelines for Graduation.....	25

---

Appendix B: Checklist for Submission of Documents .....	29
Appendix C: Sample Title Page.....	32
Appendix D: Sample Signature/Approval Page .....	33
Appendix E: Sample Dedication Page.....	34
Appendix F: Sample Abstract .....	35
Appendix G: Sample Acknowledgments Page.....	36
Appendix H: Sample Table of Contents.....	37
Appendix I: Sample List of Tables.....	39
Appendix J: Sample List of Figures .....	40
Appendix K: Sample Main Body .....	41
Appendix L: Sample Reference List .....	42
Appendix M: Sample Bibliography .....	43
Appendix N: Sample Appendix.....	44
Appendix O: Permission Form.....	45
Appendix O1: Thesis Withhold Request Form .....	46
Appendix P: Checklist for Submission of Documents for MISSM/MISAM Final Research project .....	48
Appendix Q: Sample Title Page for MISSM/MISAM Final Project.....	49
Appendix R: Sample Signature/Approval Page for the MISSM/MISAM Final Project.....	50

## Introduction

Your thesis, dissertation, project or capstone represents the culmination of your academic work in the Faculty of Graduate Studies at Concordia University of Edmonton (CUE). It also represents the quality and depth of your learning at CUE. These guidelines will assist you in the preparation of your thesis, dissertation, project or capstone to ensure that your work is properly formatted and will be available to other students and researchers at CUE as well as the National Library of Canada (for theses and dissertations). Your supervisor will be involved in the final preparation of this document, but in the end it is **your** responsibility to ensure that your final document meets all of the requirements of the CUE library, the National Library of Canada, your supervisor and committee, and the Faculty of Graduate Studies at CUE.

Carefully review the following guidelines before you begin preparing your document. Doing so will prevent time-consuming revisions and reformatting problems that can make all of the difference in meeting the timelines for convocation just prior to meeting the strict timelines for your convocation.

**Please see Appendix A.**

Some of the sources used to develop these guidelines include the following: Chicago Manual of Style, seventeenth edition; Publication Manual of the American Psychological Association, sixth edition (APA Manual), CSE Style Guide, IEEE Style Guide, A Canadian Writer's Reference, second edition, and the SBL Handbook. Whenever appropriate, specific examples from these publications have been incorporated into these guidelines for illustration purposes.

All CUE graduate students are expected to follow and implement the following guidelines, the specific citation guidelines that applies to their respective disciplines, as well as the **CUE Checklist for Submission of Documents (see Appendix B; see Appendix P for the Checklist for Submission of Documents for MISSM/MISAM Final Research Project)** when finalizing their theses, dissertations, projects, or capstone documents. The specific style and citation requirements for every graduate program at CUE are as follows:

- **Environmental Health Program: CSE (Council of Science Editors) style;**
- **MA in BCS program: SBL (Society of Biblical Literature) style;**
- **MEd program: APA (American Psychological Association) style;**
- **MISAM and MISSM programs: APA (American Psychological Association) style or IEEE Reference style or another style as assigned by the primary advisor to the final research project;**
- **Psychological Assessment Program: APA (American Psychological Association) style;**
- **PsyD Program: APA (American Psychological Association) style;**
- **Public Health Program: CSE (Council of Science Editors) style;**

**Please discuss this matter with your supervisor to ensure that you are following the correct citation requirements for your thesis, dissertation, project or capstone document.**

For more complete information about the style and citation guides that apply to your particular graduate program, please consult the CUE library guide located at <http://library.concordia.ab.ca/citation-guides/>

## Abbreviations

Please use abbreviations as infrequently as possible, and only when it is necessary to do so. Always first ask yourself why you think that an abbreviation is necessary. Abbreviate only after the abbreviation has been explained following the first usage of the abbreviation in the text of your document.

## Abstract

Each document must include an abstract as part of the preliminary pages. The abstract is a summary of the thesis, dissertation, project, or capstone. It states the problem that is the focus of your research, the method of investigation employed, and the general conclusions of your research. The abstract should have fewer than 250 words, and be double spaced as a single paragraph in block format (i.e. without paragraph indentation). **See Appendix F.**

## Appendices

An appendix, which is usually at the end of the thesis, dissertation, project or capstone, usually serves two purposes. First, it allows the author to provide readers with additional information that would otherwise be distracting or cumbersome if the information were included in the main body of the document. Second, an appendix provides the author with more flexibility concerning the illustration of the research data and sources. Some of the types of appendices that may be included in a thesis, dissertation, project or capstone are the following: a large table, chart, mathematical formula, list of words, sample questionnaire or survey instrument used collect research data, and/or computer program. A thesis, dissertation, project, or capstone may include more than one appendix. An appendix should be double-spaced, unless it is very lengthy (more than 2 pages), in which case single spacing will be permitted (**see Appendix N**).

If your thesis, dissertation, project or capstone has only one appendix, then label it Appendix. If your document has more than one appendix, then label each appendix with a consecutive capital letter starting with the letter "A" (i.e. Appendix A, Appendix B, etc.) in the order to which it is referred in the main text of the document. Each appendix must have its own title, which is double-spaced, centred, and in uppercase and lowercase letters under the appropriate label (**see Appendix N**). In the text of your thesis, dissertation, project or capstone, always refer to appendices by their specific labels. For example:

The researcher produced very different outcomes in both investigations (see Appendices B and C).

## Bibliography / Reference List

In some CUE graduate programs, you will be expected to include a Bibliography at the end of your thesis, dissertation, project or capstone document. A bibliography cites the works (books, journal and newspaper articles, etc.) that you consulted for information, data, and quotations which you used, relied on or referred to in your thesis, dissertation, project, or capstone (**see Appendix M**).

In other CUE graduate programs, you will be expected to include a Reference List, and in some cases a Bibliography, in your thesis, dissertation, project, or capstone document. The Reference List cites works (books, articles etc.) that specifically support a particular article mentioned in your thesis, dissertation, project, or capstone (**see Appendix L**). There may also be a Bibliography at the end of your work that cites works for background or for further reading, and may also include descriptive notes.

Therefore, it is important that you consult with your supervisor to determine if you are required to include a Bibliography, a Reference List, or both documents in your thesis, dissertation, project or capstone document. You should also consult with your supervisor to ensure that you are following the correction citation guide that applies to the works cited in your Bibliography and/or Reference List. As was noted above, the specific style and citation requirements for every graduate program at CUE are as follows:

- **Environmental Health Program: CSE (Council of Science Editors) style;**
- **MA in BCS program: SBL (Society of Biblical Literature) style;**
- **MEd program: APA (American Psychological Association) style;**
- **MISAM and MISSM programs: APA (American Psychological Association) style or IEEE Reference style or another style as assigned by the primary advisor to the final research project;**
- **Psychological Assessment Program: APA (American Psychological Association) style;**
- **PsyD Program: APA (American Psychological Association) style;**
- **Public Health Program: CSE (Council of Science Editors) style;**

For more complete information about the style and citation guides that apply to your specific graduate program, please consult the CUE library guide located at <http://library.concordia.ab.ca/citation-guides/>

## Capitalization

In your thesis, dissertation, project or capstone, please capitalize the following:

1. The first word in a sentence.
2. Major words in titles of books and articles within the body of the paper. Conjunctions, articles and short prepositions are not considered major words; but you must capitalize all words of four letters or more.

In his book, *Education and the Significance of Life* . . .

Capitalize all verbs (including linking verbs), nouns, adjectives, adverbs, and pronouns in the title. When a capitalized word is a hyphenated compound, then capitalize both words. But in titles of books and articles in reference lists, you only capitalize the first word, the first word after a colon or a dash, and proper nouns. Do not capitalize the second word of a hyphenated compound. For example:

Torn, R. S., Midling, R. A., and Stome, R. (1993). *Long-term consequences of eating poorly*. Toronto: McGraw Hill.

3. The first word after a colon or a dash in a title.
4. The major words in article headings and subheadings.
5. The major words in table titles and figure legends. But you only capitalize the first word and proper nouns in a chart, table heading, or figure captions.
6. References to titles of sections within the same article. For example:

As discussed in the Historiography Section which is referred to in the Methodological Analyses Subsection . . .

## Copyright

The following information is provided to help graduate students understand their rights as creators of copyrighted works and their responsibilities as users of copyrighted works. It is a brief summary of a complex area of the law and is not a substitute for legal advice, which may be necessary in certain circumstances.

Copyright law grants creators of the following types of works the right to profit from and control the use of their works; it also extends certain rights to users of these works:

- *Literary works* (e.g. books, articles, theses, dissertations, tables, computer programs and any other written, text-based works, whether fiction or nonfiction);
- *Dramatic works* (e.g. screenplays, scripts, DVD recordings, and YouTube videos);
- *Musical works* (e.g. sheet music and sound recordings); and
- *Artistic works* (e.g. photographs, diagrams, charts, maps, paintings and other visual works)

## Creators' Rights

Creators own the copyright in their works unless they assign (i.e. transfer) their copyright to another person or entity, such as a publisher. Copyright owners have the right to profit from their works by controlling activities related to their works, such as the reproduction and distribution of their works. Even if creators assign their economic rights to another person or entity, creators retain moral rights in their works, such as the right to be associated by name with their works, and the duration of copyright is determined by the life of work's creator. In Canada, copyright in most creative works lasts for the duration of the creator's life plus 50 years, after which the work moves into the public domain and can be used freely. In many other countries, copyright lasts for the life of the creator plus 70 years.



## User's Rights

Users can reproduce an insubstantial portion of a copyrighted work without the copyright owner's permission as long as the author is credited. A short quotation that is clearly attributed (cited) in a thesis, dissertation, project or capstone document is not an infringement of copyright.

Including an entire table, figure, photograph, or lengthy quotation from an article or book in a thesis, dissertation, project or capstone document, however, may be considered a substantial portion that requires the written permission of the copyright owner unless the reproduced portion falls within the *Copyright Act's* fair dealing exception. This exception allows users to copy a substantial portion of a copyrighted work without the copyright owner's permission or the payment of royalties if the copying is fair when assessed according to the Supreme Court of Canada's six-point fairness test (*CCH Canadian Ltd. v. Law Society of Upper Canada*). This test requires users to consider the following factors to determine fairness:

- Purpose of the copying (research, private study, education are "fair" purposes)
- Number of copies of the work that will be made (the more copies made and the wider their distribution the less fair the copying)
- Amount of the work copied (copying a small portion of a work is more fair than copying a large portion)
- Nature of the work (copying an unpublished work may be considered more fair than copying a published work)
- Availability of alternatives to copying (copying an out-of-print work may be considered more fair than copying a readily available work)
- Economic impact of the copying

A fair dealing analysis is not always straightforward. Making a photocopy of an entire journal article in preparation for writing a thesis, dissertation, project or capstone document will probably be viewed as fair dealing and not an infringement of copyright because the purpose is to support research, the number of copies is limited to one, and the economic impact on the copyright owner is negligible. Including that same content in the appendix of a thesis, dissertation, project or capstone document, however, may be considered copyright infringement and not fair dealing because the copyrighted material will be distributed worldwide when it is added to the institutional repository, potentially affecting the copyright owner's economic rights, among other rights.

There are other instances where a substantial portion or all of a work can be used without written permission. Users can reproduce and use part or all of an entire work that has moved into the public domain. Users can also reproduce a substantial portion or all of a third-party copyrighted work if it explicitly states that it can be used for specific purposes without the permission of the copyright holder. Some government publications, for example, explicitly state that they can be reproduced in whole or in part for non-commercial use. Publications with certain categories of Creative Commons licenses also allow broad use with minimal restrictions; it is critical to read and comply with all requirements of a Creative Commons license.

The following guidelines may also be helpful:

### *CAUT Guidelines for the Use of Copyrighted Material*

[https://www.caut.ca/docs/default-source/copyright/revised-caut-guidelines-for-the-use-of-copyrighted-material-\(feb-2013\).pdf](https://www.caut.ca/docs/default-source/copyright/revised-caut-guidelines-for-the-use-of-copyrighted-material-(feb-2013).pdf)

*Fair Dealing Policy for Universities* (Universities Canada) [<https://www.univcan.ca/media-room/media-releases/fair-dealing-policy-for-universities/>]

### When to Obtain Written Permission to Include Copyrighted Works

Graduate students need to obtain written permission from the copyright owner (who may or may not be the creator of the work) if they plan to include a substantial portion of a third-party copyrighted work in their thesis, dissertation, project or capstone document unless it falls into one of the following categories:

- The portion meets the requirements of the fair dealing exception described above;
- The work from which the portion is taken contains an explicit statement indicating that reproduction without the copyright owner's permission is allowed; or
- The work from which the portion is taken is licensed under a Creative Commons license that explicitly allows reproduction without the copyright owner's written permission.

Examples of the types of copyrighted materials requiring written permission include but are not limited to the following:

- **Images** such as photographs, tables, figures, graphs, maps, and drawings obtained from copyrighted sources such as journal articles, books, websites, or other published or unpublished copyrighted sources. Note that altering an image in any way (e.g. cropping it, resizing it, modifying its colour, adding arrows or other visual call outs, etc.) requires the copyright owner's or creator's permission.
- **Long quotations or excerpts from written works** such as books, journal articles, newspaper articles, magazine articles, and industry standards, as well as translations of public domain works when the translator has not been dead for 50 years.
- **Testing instruments** such as surveys, questionnaires, forms and standardized tests.

This list is not exhaustive. Graduate students who are unsure as to whether or not permission is required to include a particular type of third-party copyrighted work in their thesis, dissertation, project or capstone document should consult the Campus Copyright Officer.

Because graduate work deposited in CUE's institutional repository will be accessible in countries where copyright lasts longer than it does in Canada, graduate students who intend to include substantial portions of works that have moved into the public domain in Canada but have not yet moved into the public domain in countries that operate under the "life + 70 years" rule must ensure that they obtain written permission to reproduce such works in their thesis, dissertation, project or capstone document.

## How to Obtain Written Permission to Include Copyrighted Works

Identifying the copyright owner and determining how and where to submit a permission request may or may not be straightforward. Large publishers often include a permissions link on their website that explains the permission request process and includes a fillable request form, but smaller publishers and authors who have retained the copyright in their works may be difficult or impossible to contact, and may not have an established procedure for negotiating permission to use their works. It is important to provide the copyright owner with as much detail as possible. Make sure the following information is included in the permission request:

- The purpose of the request (i.e. indicate that you wish to include the specified work in a thesis, dissertation, project or capstone document that will be added to CUE's institutional repository and Library and Archives Canada's online theses collection, both of which are accessible worldwide);
- The specific details of what will be reproduced (i.e. the title of the specific portion or item you wish to use, the title and publication details, including the ISBN or ISSN, of the larger work from which the portion is taken, and the specific page number or page range of the portion);
- Offer to include a permission statement of the copyright owner's choosing.

Submit permission requests as far in advance as possible to give copyright owners adequate time to respond, and to allow for alternate arrangements to be made in the event that a copyright owner refuses to respond to or grant a permission request. If a permission request is ignored or denied, or if the royalties asked for are in excess of what a graduate student is willing to pay, the copyrighted work in question must be removed from the thesis, dissertation, project or capstone document. Students with specific questions about the process of obtaining written permission to use copyrighted material should contact the Campus Copyright Officer. Responsibility for identifying and contacting the copyright owner, negotiating and obtaining written permission to use a substantial portion of a copyrighted work, and paying any royalties ultimately rests with the graduate student.

## Graduate Students as Copyright Owners

A thesis, dissertation, project or capstone document is an original expression of ideas in a fixed form; it is, therefore, a copyrighted work and the student is the copyright owner. Graduate students are required to provide the Faculty of Graduate Studies with two unbound paper copies and a PDF copy of their thesis, dissertation, or project document, as well as a signed non-exclusive, worldwide license granting CUE the right to add the thesis, dissertation, or project document to the institutional repository, and in the case of a thesis or dissertation, to upload it to the Library and Archives Canada online theses collection, making the work publicly available in countries that have different copyright laws and protection than Canada. The non-exclusive nature of the license enables a student to grant another publisher the right to distribute the work. A graduate student still retains the copyright in the thesis, dissertation, project or capstone document after signing the non-exclusive, worldwide license.

## Further Information on Copyright

Graduate students are encouraged to consult the following sources of information on copyright and to contact the Campus Copyright Officer regarding specific questions related to copyright.

*Copyright Act* (Government of Canada. Department of Justice)

<http://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>

*A Guide to Copyright* (Canadian Intellectual Property Office) [https://www.ic.gc.ca/eic/site/cipointernet-internetopic.nsf/eng/h\\_wr02281.html](https://www.ic.gc.ca/eic/site/cipointernet-internetopic.nsf/eng/h_wr02281.html)

*Copyright Issues: Preparing Your Graduate Thesis* (University of Alberta. Copyright Office)

## Editing

**(Please note that the editing style described below is not applicable to MISSM and MISAM final research documents. Students enrolled in the MISSM or MISAM programs should consult their primary research advisors concerning the applicable editing and citation style. The applicable style will typically be included in the outline of the Final Research course.)**

As the author of your thesis, dissertation, project or capstone document, you are responsible to ensure that your document has been reviewed for spelling, grammar, punctuation, and readability prior to submitting it to your supervisor. Your supervisor should not be wasting his or her time fixing your grammatical and spelling mistakes. If your writing skills are weak, then consider hiring an editor to help you edit your work prior to submitting it to your supervisor.

## Endnotes

Please see the section entitled *Footnotes* below.

## Figures and Tables

Any type of illustration, other than a table, is referred to as a “figure.” A figure may be a chart, photograph, drawing, graph, or other illustration. Figures and tables are typically incorporated into the text of the thesis, dissertation, project or capstone document, and each must be labelled with consecutive number such as Table 1, Table 2; Figure 1, Figure 2, etc. At the beginning of the thesis, dissertation, project, or capstone document, there must also be a list of all tables as well as a separate list of all figures identifying each by table or figure by name, number and page (**see Appendices I and J**).

If a table is relatively short, then it may appear on a page within the text. All figures as well as long tables, on the other hand, are included on a separate page immediately after the page on which the table or figure is first referred to in the text of the document. Figure captions are typed below the figure. Table captions, however, are placed above the table.

## Font

The font **Times New Roman, 12 pt** is the recommended font for all theses, dissertations, projects, and capstone documents.

## Footnotes

Every CUE graduate program will adopt and follow a particular citation style (e.g. APA or IEEE) for references, footnotes or endnotes. Please ensure that you follow the citation style that is applicable to your academic program.

Below are some general comments concerning footnotes and endnotes that apply to all CUE graduate programs. In addition to including citation references to the sources that you are using in your thesis, dissertation, project, or capstone project, footnotes and endnotes can also be used to supplement or amplify substantive information that is included in the text of your document. Be mindful, however, that footnotes or endnotes should not include irrelevant complicated, or nonessential information. For these reasons, footnotes or endnotes should only be included in your document when the information therein strengthens or helps to illustrate your argument. At the same time, ensure that each content footnote conveys only one idea. If your footnote or endnote is long and complex, then perhaps an appendix is a more suitable place to incorporate this information.

## Format for Submission of Theses, Dissertations, Projects and Capstone

### a) Documents

Theses, dissertations, projects and capstones must be prepared and submitted to the Dean of the Faculty of Graduate Studies in both print and digital format. The digital format is only submitted the Dean of Graduate Studies after the Dean has approved the paper format. The final version of your document that is submitted to the Dean must be in a Microsoft Word version that is not older than 2003.

### b) Headings

Headings provide clarity and direction as to the organization of a thesis, dissertation, project or capstone; headings also prioritize the importance of each topic in the document. In order to ensure consistency, it is important to remember that topics of equal importance must have the same level of heading throughout the thesis, dissertation, project or capstone. Moreover, do not label headings with letters or numbers. The font size for all headings must be 12 point. Finally give careful attention to determining the best way of organizing the Table of Contents of your document as this will serve as a reference point for determining the number of heading levels in your document.

#### i) One Heading Level

Documents with one heading level must follow the following format:

**Centered, Boldface, Uppercase and Lowercase** ← Heading 1

#### ii) Two Heading Levels

Documents with two heading levels must follow the following format:

**Centered, Boldface, Uppercase and Lowercase** ← Heading 1

**Flush Left, Boldface, Uppercase and Lowercase** ← Heading 2

## iii) Three Heading Levels

Documents with three heading levels must follow the following format:

<b>Centered, Boldface, Uppercase and Lowercase</b>	←	<b>Heading 1</b>
<b>Flush Left, Boldface, Uppercase and Lowercase</b>	←	<b>Heading 2</b>
<b>Indented, boldface, lowercase paragraph heading ending with a period.</b>	←	<b>Heading 3</b>

This heading begins the paragraph of the document text.

The text of the document following the heading at level three continues two spaces directly following the heading. Do not start a new line with the text of your document.

## iv) Four Heading Levels

Documents with four heading levels must follow the following format:

<b>Centered, Boldface, Uppercase and Lowercase</b>	←	<b>Heading 1</b>
<b>Flush Left, Boldface, Uppercase and Lowercase</b>	←	<b>Heading 2</b>
<b>Indented, boldface, lowercase paragraph heading ending with a period.</b>	←	<b>Heading 3</b>
<b>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</b>	←	<b>Heading 4</b>

This heading begins the paragraph of document text.

## v) Five Heading Levels

Documents with five heading levels must follow the following format:

<b>Centered, Boldface, Uppercase and Lowercase</b>	←	<b>Heading 1</b>
<b>Flush Left, Boldface, Uppercase and Lowercase</b>	←	<b>Heading 2</b>
<b>Indented, boldface, lowercase paragraph heading ending with a period.</b>	←	<b>Heading 3</b>
<b>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</b>	←	<b>Heading 4</b>

This heading begins the paragraph of document text.

*Indented, italicized, lowercase paragraph heading*

*ending with a period.* This heading begins the paragraph of document text.

← Heading 5

## Italics

Italics are used for a number of purposes:

- a) To add emphasis

You can use italics to emphasize a particular word or words in a quotation. When doing so, you should insert the phrase “emphasis added” in brackets immediately after the italicized word or words. For example: The concentration camp was used for *euthanasia purposes only* [emphasis added].

- b) To identify specific statistical and mathematical symbols

All statistical symbols that are not Greek letters, subscripts and superscripts or symbols for vectors are italicized. For example:  $P(A \cap B) = 0.5$

- c) To identify a letter, word or phrase cited as a linguistic example

For example: Her speech included words such as *juniper* and *kleptocracy*.

- d) To identify foreign words that are not found in a standard English dictionary

For example: The student, after realizing that he not completed any of the class assignments, ate a few pounds of *Kummerspeck* and soon identified with the *Innere Schweinehund* that exists within each of us.

## Line Length and Alignment

The length of each typed line is a maximum of 6 inches (15.24 cm). This allows for a left margin of 1.5 inches (3.81 cm) and a right margin of 1 inch (2.54 cm). Do not right-justify the lines of your text; that is, do not use the word-processing feature that adjusts the spacing between words to make all lines the same length (flush with the margins). Instead, use the flush-left style, and leave the right margin uneven, or ragged. In this paragraph, for example, the right margin is uneven.

Please do not divide words at the end of a line in your text. Please also do not use the hyphenation function in your word-processing program to divide words at the ends of lines in your text. Instead, keep the word intact and let a line run shorter in length rather than dividing a word at the end of a line of text. For example:

- The group decided not to participate in any further studies because they found the examination procedure too onerous. (Follow this example in your text).

- The group decided not to participate in any further studies because they found the examination procedure too onerous. (Do not follow this example in your text).

## Line Spacing

Double-spacing is required throughout your thesis, dissertation, project or capstone document. This means double-spacing the Table of Contents, Abstract, Bibliography and/or Reference List. Single-spacing or one-and-a-half (1.5) spacing can be used for tables, figures or footnotes or endnotes. In a few cases, triple- or quadruple-spacing can improve the appearance and readability of your text, but don't go overboard with this. This kind of spacing is appropriate after chapter titles, before major subheadings, before footnotes, or before and after tables in the text. Remember to double-space between all lines of your document. You should also double-space after every line in the title, headings, footnotes/endnotes, quotations, references, figure captions, and all parts of tables.

## Margins

The margins surrounding the text of your thesis, dissertation, project or capstone document must be uniform. There must be a 1-inch, (2.54 cm) margin at the top, bottom, and right side of every page of your document. The left margin of every page of your document must have a 1.5-inch (3.81 cm) margin. The page numbers of your text should be placed approximately 0.75 inch (2 cm) from the top paper edge, and 1 inch (2.54 cm) from the right edge of every page (**see Appendix K**).

These margin requirements apply to all pages in your document, including pages with figures, tables or illustrations, endnotes, bibliographies as well as all appendices.

## Order of Documents and Page Numbering

Your thesis, dissertation, or project must include the following pages in the order listed below (please note that the capstone document only includes a title page and signature page):

### Prefatory Pages

The prefatory pages typically includes the first pages that your reader sees in your thesis, dissertation or project. The prefatory pages can include some or all of the following: Frontispiece or Quote page (optional); Title page (**see Appendix C; see Appendix Q for the Sample Title Page for MISSM/MISAM Final Research Project**); Signatory/Approval page (provided by FGS to the student -- **see Appendix D; please see Appendix R for the Sample Signature / Approval Page for MISSM/MISAM Final Research Project**); Dedication (optional; **see Appendix E**); Abstract (**see Appendix F**); Acknowledgements (optional; **see Appendix G**); Preface (optional); Table of Contents (**see Appendix H**); List of Tables (**see Appendix I**); List of Figures (**see Appendix J**); List of Plates; List of Symbols; Nomenclature, or Abbreviations (if any). Prefatory pages are numbered consecutively beginning with the title page and the signature page (which do not have the actual page numbers printed on them). All prefatory page numbers (from the Title Page to the List of Figures page) are printed in lower case Roman numerals in the recommended **Times New Roman 12 pt** font (e.g. i, ii, iii, iv, v etc.). These Roman numeral page numbers must be centered within the footer at the bottom of each page.



## Title Page

The title page of your thesis, dissertation, project or capstone document includes the following:

- The title of your work, which is centered, UPPERCASE and in **BOLD** letters;
- Your name as author, which is centered, UPPERCASE and in **BOLD** letters;
- The faculty and institutional affiliation, which is centered and which is the following: The Faculty of Graduate Studies, Concordia University of Edmonton.
- The academic degree for which your thesis, dissertation, project or capstone project is a requirement; this is also centered. For example: Master of Information Systems Security Management;
- The city and province, which is centered and which is : Edmonton, Alberta
- The date, which is centered.

No page number appears on the title page, but it is considered to be page “i” of the prefatory pages for numbering purposes. See **Appendix C** for a sample title page (see **Appendix Q for the Sample Title Page for MISSM/MISAM Final Research Project**).

## Signed Approval/Signature Page

This page must be included in your thesis, dissertation, project or capstone document, and it includes the following information:

- The title of your work, which is centered, UPPERCASE and in **BOLD** letters;
- Your name as author, which is centered, UPPERCASE and in **BOLD** letters;
- The names and most recent degrees of the committee members (including your supervisor) and as well as the name and most recent degrees of the Dean of Graduate Studies;
- The signatures of the committee members and the Dean of Graduate Studies; and
- The date.

No page number appears on this page, although it is considered to be page “ii” of the prefatory pages of numbering purposes. See **Appendix D** for a sample Signed Approval / Signature page (**please see Appendix R for the Sample Signature/Approval Page for MISSM/MISAM Final Research Project**).

## Dedication Page

A dedication page is optional, but if you do include it, then it is page number “iii”. See **Appendix E** for a sample Dedication page.

## Abstract

The abstract of your thesis, dissertation, project or capstone document is approximately 250 words in length. The text of the abstract is double-spaced with no indentations. The page number of the abstract is “iii” if there is no dedication page; if a dedication page is included, then your abstract is page “iv”. See **Appendix F** for a sample Abstract page.

## Preface

A preface page is optional. If it is included in your document, then it is numbered continuously in the prefatory pages with a lower case Roman numeral.

## Acknowledgements

Acknowledgments are also optional. If you include an Acknowledgments page in your document, then it is numbered continuously in prefatory pages with a lower case Roman numeral. See **Appendix G** for a sample Acknowledgment page.

## Table of Contents

As the road map to your thesis, dissertation, project or capstone document, the Table of Contents requires extra attention. It must be well organized, clear, and accurate; it must also conform to the levels of headings for your document. Each level of heading in the Table of Contents must be identified with a 0.5" indent from the previous level of heading. It is a good practice to begin working on your Table of Contents while you begin writing your thesis, dissertation, project or capstone document. Doing so will help to provide direction in your writing.

The Table of Contents is numbered continuously in prefatory pages with a lower case Roman numeral. See **Appendix H** for a sample Table of Contents.

## List of Tables

The List of Tables is numbered consecutively in the prefatory pages with a lower case Roman numeral. See **Appendix I** for a sample List of Tables.

## List of Figures

The list of figures is numbered continuously in prefatory pages with a lower case Roman numeral. See **Appendix J** for a sample List of Figures.

## Text

Please ensure that you closely follow all of the requirements in these guidelines with respect to the text of your thesis, dissertation, project, or capstone document. The pages of your text, as well as the pages of your footnotes/endnotes (if required), references/ bibliography, and appendices (if required) are numbered with Arabic numerals (e.g. 1, 2, 3, 4 etc.). The page numbers must be printed at the top, right corner of every page, and they must also be right justified.

## Reference List / Bibliography

Keeping track of the sources that you use in your thesis, dissertation, project or capstone document can often be very frustrating and time-consuming. But this important task is a key component to establishing your credibility as a researcher and scholar. If you are sloppy in the manner in which you cite your sources in your bibliography or reference list, then this will reflect badly on you, and those who read your work may conclude that you are a sloppy researcher and scholar. See the section above entitled Bibliography / Reference List for more information on this topic. See **Appendix L** for a sample Reference List. See **Appendix M** for a sample Bibliography.

## Pagination

Prefatory pages are numbered consecutively, beginning with the title page and the signature page (which do not bear page numbers). Prefatory page numbers are printed in lower case Roman

numerals in Times New Roman 12 pt font (e.g. i, ii, iii, iv, v etc.), and the page numbers must be centered within the footer at the bottom of each page.

All pages of the main body of the text, reference list or bibliography, and appendices of your thesis, dissertation, project or capstone document must be numbered consecutively with Arabic numerals. This includes pages containing illustrations. The page numbers must be printed at the top, right corner of the page, and they must be right justified. See **Appendix K**.

Throughout the document, certain pages (e.g. title page and signatory page) must be counted in the numbering sequence without displaying a number on the page. Page numbers continue throughout the appendices.

## Paper

Your thesis, dissertation, project, or capstone document must be laser-printed on only one side of standard-sized 8.5 x 11 in. (22 x 28 cm) high-quality white bond paper. This paper requirement is to ensure durable copies of your document for the library. All pages in your document must be the same size. Do not use half sheets or strips of paper glued, taped, or stapled to the pages.

## Print

Only a solid, black laser print is permitted for your document. If you intend to incorporate colour graphs, tables, or illustrations, then be certain that they actually enhance the arguments and evidence presented in your document; colour graphs, tables or illustrations should not be included in your document just because they look pretty. Only use the Times New Roman 12 pt. font.

## Paraphrasing

Please see the section below entitled Quotations.

## Punctuation

### Spaces

Please follow the guidelines below:

Space twice after punctuation marks at the end of a sentence. For example: The big dog went home. The dog is red.

Space once after all punctuation as follows:

- After commas, colons and semicolons;
- After periods that separate parts of a reference citation;
- After the periods of the initials in personal names (e.g. J. R. Zhang).
- Please note the following exceptions: Do not space after internal periods in abbreviations (e.g., a.m., i.e., U.S.) or around colons in ratios (3:4).

## Hyphens, Dashes and Minus Signs

Hyphens, dashes and minus signs are each typed differently:

- Hyphen: use no space before or after a hyphen:

Double-spaced

- Dash (or Em Dash): please type the dash or em dash as two hyphens with no space before or after:

Studies--published and unpublished--are . . .

Studies—published and unpublished—are . . .

- Minus sign: type the minus sign as a hyphen with a space on both sides of the hyphen:

2 - 1 = 1

- Negative value: type it as a hyphen with a space before it, but with no space after it:

-5.25

## The Placement of Punctuation with a Parenthesis

The placement of punctuation when a parenthesis is involved will depend on the context. If the context requires a comma (as this sentence does), then the comma follows the closing parenthesis. If a complete sentence ends with a parenthesis, the period follows the closing parenthesis (as in this sentence). (On the other hand, if a complete sentence, such as this one, is enclosed in parentheses, then the period is placed inside the closing parenthesis.)

## Adding Emphasis

If you want to emphasize a word or words in a quotation, then italicize the word or words. Immediately after the italicized word or words, you must insert the words “emphasis added” within brackets. For example:

This is uneven *topography* [emphasis added].

## Brackets

Use brackets, [ ], and not parenthesis ( ) to enclose material that has been inserted into a quotation by someone other than the original writer. For example:

Hemingway wrote: “The night... [was always] darkest before dawn.”

## Ellipsis Points

You may use ellipsis points to indicate to your readers that material has been omitted from a particular text (e.g. a quotation). Type three spaced ellipsis points (periods with a space before and

after each point) to indicate any omission of material within a sentence. Type four periods to indicate any omission of material between two sentences. For example:

In Nixon's opinion, "Watergate was a . . . legitimate exercise in American politics . . . . But it was unfortunate that the Republicans were later vilified by the scandal."

### Quotation Marks and Other Punctuation

When there is a period or comma with closing quotation marks, place the period or comma before the quotations marks, and not outside quotation marks. Other punctuation, such as question marks or exclamation marks, are inserted outside the quotation marks, unless the punctuation is part of the quoted material. For example:

He said, "The boy failed the course."

How relevant is the Smith article "Sub-Planetary Particles"?

### Quotations

Whenever possible, paraphrase the material of another author by paraphrasing that author's ideas using different words, especially to achieve greater clarity. But even when you paraphrase another author's ideas, you must properly cite or reference that author's work in your text to show readers where you obtained the ideas or arguments.

On the other hand, if you feel that it is necessary to quote: a) a text or other content directly (i.e., direct quotation) from another author's work or from one's own previously published work; b) material duplicated from a test item; or c) verbatim instructions provided to participants, then your quotation should be reproduced word for word, put in double quotation marks, and properly cited or referenced.

### Short quotations

When dealing with a short quotation (fewer than 40 words) in your text, be sure to enclose the quotation with double quotation marks, and then properly cite or reference that quotation. For example:

Stalinism focused on the leader in all matters. According to Lewis, "Stalin was the USSR, and the USSR was Stalin from 1929 until Stalin's death in 1953." (Cite this quotation according to the citation guide that applies to your CUE graduate program.)

### Long quotations

When dealing with a longer quotation of 40 words or more, you must put that quotation in a freestanding block, and omit the quotation marks around the quotation. To accomplish this, start the quotation on a new line, and indent it five spaces from the left margin (in the same position as a new paragraph). Then type subsequent lines of the quotation flush with the indent. If there are additional paragraphs within the quotation, then indent the first line of each five spaces from the margin of the quotation. Type the entire quotation single-spaced throughout the document. For example:

In the second half of the twentieth century, Americans were taught to see both Nazi Germany and the Soviet Union as the greatest of evils. Hitler was worse, because his regime propagated the unprecedented horror of the Holocaust, the attempt to eradicate an entire people on racial grounds. Yet Stalin was also worse, because his regime killed far, far more people, tens of millions it was often claimed, in the endless wastes of the Gulag. For decades, and even today, this confidence about the difference between the two regimes—quality versus quantity—has set the ground rules for the politics of memory. (Cite this quotation according to the requirements of the citation guide that applies to your CUE graduate program).

### Direct quotations

Direct quotations must be accurate. The quotation must follow exactly the wording, spelling and interior punctuation of the original source, even if the wording, spelling and interior punctuation of the original source is incorrect. If there are spelling, punctuation, or grammar errors in the original source, then the word *sic*, placed in brackets, must be inserted immediately after the error in the quotation. Always double check your quotation in your text against the original source to ensure that there are no discrepancies. For example:

A lot of people are connected to things, things that are connected to the cloud, the “Internet of Things,” if you will. But they’re not adding any value to that connection. Intelligence of Things goes a step further and really becomes the way you interact, what changes you make as a person because it is intelligent. It is giving you real feedback, reel [sic] information about what you should be doing or not doing.

Use double quotation marks to enclose quotations in your text; but remember to use single quotation marks within double quotations to set off a quotation that in the original source is enclosed in double quotation marks. For example:

She said, “John declared ‘No contest’ when he saw his 450-pound opponent.”

With respect to introducing and citing quotations in your text, please ensure that you follow the citation style requirements that apply to your particular academic program at CUE.

### Permission to quote

If you intend to:

- quote at length from a copyrighted work in a document that you intend to publish in your own document; or
- include maps, charts, photographs etc. from a copyrighted work that you intend to publish in your own document

then you should obtain written permission from the owner of the copyrighted work. Requirements for obtaining permission to quote copyrighted materials vary from one copyright owner to another (for example, APA policy permits use of up to 400 words of an APA- copyrighted journal text without explicit permission). It is your responsibility to determine whether written permission is required from the

copyright owner and to obtain that written permission when required. See the section entitled Copyright above.

If you are required to obtain written permission from the copyright owner, then include a footnote or endnote to the quoted material with a superscript number. In this footnote or endnote, acknowledge permission from the owner of the copyright. Check the citation guide that applies to your CUE graduate program to ensure that you properly acknowledge this permission in your work. You should also enclose a copy of the letter of permission in a separate appendix in your thesis, dissertation, project or capstone document.

## Reference List / Bibliography

See the section above entitled *Bibliography / Reference List*.

## Spelling

Canadian English spelling is preferred for your thesis, dissertation, project or abstract, although British and American English spelling are also acceptable. Whatever spelling style that you chose, you must use it consistently throughout your document; do not mix and match spelling styles.

## Table of Contents

The Table of Contents for your thesis, dissertation, project or capstone document must be double-spaced with a 1.5 inch (3.81 cm) left margin, and a 1-inch (2.54 cm) margin at the right, top, and bottom sides of the page. Please ensure that the various sections of the text of your document have the correct page numbers.

Each level of heading in the Table of Contents must be identified with a 0.5" indent from the previous level of heading; please use a tab setting, and not a space bar to indent. Please also remember to list the Table of Contents in the Table of Contents. See **Appendix H** for a sample Table of Contents.

## Title

The title of your thesis, dissertation, project or capstone document is very important. It serves as the beacon for other scholars to access your work. Therefore the title to your work must contain key words that meaningfully describe the content of the work so that it appears in related subject searches within library catalogues and databases. Moreover, your title should summarize the main idea of your document, simply and if possible, with style. The title of your work should be a concise statement of the main topic of your work, and it should identify the issues under investigation and the relationship between them. Avoid including words in your title that serve no useful purpose; these useless only increase the length of your document, and unfortunately, can often be misleading to readers. Please also avoid using abbreviations in your title. The recommended length for a title is 10 to 12 words.

If the title to your thesis, dissertation, project or capstone document is lengthy, then a shorter title of 45 characters or less is required to be submitted to the office of the Faculty of Graduate Studies; this

shorter title will be used for the spine of the bound document. This abbreviated title should follow the wording of the original title as closely as possible.





## Appendix A: Timelines for Graduation

### Graduate Programs at the Faculty of Graduate Studies at Concordia University of Edmonton

**Please note the following formatting specifications:**

1. Follow the citation style guide that is applicable to your academic program.
2. Signature page must be signed by the supervisory committee prior to submitting final documents to the office of the Faculty of Graduate Studies (FGS).

**Please confirm registration and complete these activities well in advance of the deadlines listed below.**

**Thesis / Dissertation**  
(Students must plan a minimum of 12 months to complete this activity.)

Activity	Spring Graduation & Convocation	Fall Graduation	Winter Graduation
Name of external examiner forwarded to Dean of FGS for approval and invitation to participate	Oct. 1	Mar. 1	July 1
Final draft to supervisor and all members of thesis / dissertation committee	Nov. 15	Apr. 15	Sept. 1
Final draft of thesis /dissertation approved by committee and submitted to FGS for forwarding to an external examiner (at least one (1) month prior to defense)	Dec. 1	May 1	Sept. 15
Thesis /dissertation oral defense	Jan. 15	June 1	Oct. 15
Signed thesis / dissertation Oral Defense Report to FGS	Jan. 30	June 15	Nov. 1
Final draft of thesis /dissertation with two (2) sets of signature pages signed by committee along with recommendation for the Award of the Degree form to FGS (for formatting approval and signature of the Dean of FGS)	Feb. 15	June 30	Nov. 15
Application for Graduation	See Academic Schedule	See Academic Schedule	See Academic Schedule
One (1) final unbound copy of thesis / dissertation sent for approval to Dean of FGS	Mar. 25	July 25	Dec. 8
Once the thesis /dissertation has received final	May 1	Aug. 15	Dec. 17

approval from the Dean of FGS, the student must provide to the FGS the following: i) two (2) official copies; ii) an electronic version; iii) a completed Permission form (Appendix O); and iv) if necessary, a completed Request to Withhold (Appendix O1)			
---	--	--	--

**NOTE:** A Thesis / Dissertation Defense will **NOT** be scheduled in August or December.

**NOTE:** If a student wants a bound version of the thesis /dissertation for personal reasons, then he or she will require an additional set of original signatures pages, and will make their own arrangements for the binding and the costs related thereto.

### Project

(Students must plan a **minimum** of 8 months to complete this activity.)

#### 1. All MISSM and MISAM Projects

Activity	Spring Graduation & Convocation	Fall Graduation	Winter Graduation
Approval of student supervisor 3 <sup>rd</sup> week of the term where Research Methods II is taken.	Nov. 1	Mar. 1	Sept. 1
Approval of proposal; and submission of final draft of document to instructor of Research Methods II and Final Research Project	See Instructor of Research Methods II and Final Research Project	See Instructor of Research Methods II and Final Research Project	See Instructor of Research Methods II and Final Research Project
Application for Graduation	See Academic Schedule	See Academic Schedule	See Academic Schedule
Once the Research Project has received final approval from the Master's Policy Committee of the Program, the student must provide to the FGS the following: i) two (2) official copies; ii) an electronic version; iii) a completed Permission form (Appendix O); and iv) if necessary, a completed Request to Withhold (Appendix O1) Submission of Final Research Project to the Dean of FGS.	Not later than 48 hours after the end of the final exam period	Not later than 48 hours after the end of the final exam period	Not later than 48 hours after the end of the final exam period

**2. All Projects except MISSM and MISAM Projects**

Activity	Spring Graduation & Convocation	Fall Graduation	Winter Graduation
Approval of student supervisor, committee and proposal	Nov. 1	Mar. 1	Sept. 1
Final draft of document to supervisor	Jan. 15	May 15	Oct. 15
Final draft of document with signature page signed by committee along with the recommendation for the Award of the Degree form to FGS (for APA formatting approval and signature of the Dean of FGS)	Feb. 15	June 30	Nov. 15
Application for Graduation	See Academic Schedule	See Academic Schedule	See Academic Schedule
One (1) final unbound copy sent for approval to Dean of FGS	Mar. 25	July 25	Dec. 8
After the Research Project has received final approval from the Program Coordinator, the student must provide to the FGS the following: i) two (2) official copies; ii) an electronic version; iii) a completed Permission form (Appendix O); and iv) if necessary, a completed Request to Withhold (Appendix O1)	Apr. 15	Aug. 15	Dec. 17

**NOTE: If a student wants a bound version of the project for personal reasons, then he or she will require an additional set of original signatures pages, and will make his or her own arrangements for the binding and the costs related there.**

**Capstone**

(Students must plan a **minimum** of 8 months to complete this activity.)

Activity	Spring Graduation & Convocation	Fall Graduation	Winter Graduation
Approval of student supervisor	Nov. 1	Mar. 1	Sept. 1
Approval of proposal; and submission of final draft of	See Instructor of Capstone Course	See Instructor of Capstone Course	See Instructor of Capstone Course

---

document to instructor of capstone course.			
Application for Graduation	See Academic Schedule	See Academic Schedule	See Academic Schedule

## Appendix B: Checklist for Submission of Documents

**(Please see Appendix P for the Checklist for Submission of MISSM and MISAM Documents)**

### **Submission**

- Document initially submitted: in hard copy prior to formal approval
- Following formal approval document submitted: bound copy and electronic (version containing one separate file with Abstract and one separate file with the Document (in either Microsoft Office 2003/2004/2007/2008/2010 (Windows/Macintosh).

### **Document**

- Title: 45 letters or less (if more, provide shortened version for spine of bound document)

### **Page Numbering**

Prefatory Pages (centred, bottom of page):

- Title Page ..... (No page #)
- Signed signature page (No page #)
- Dedication ..... (iii) (if any)
- Abstract ..... (iv)
- Preface ..... (v) (if any)
- Acknowledgement ..... (vi) (if any)
- Table of Contents ..... (vii)
- List of Tables/figures .. (xii) (if applicable)

Pages of main body of text (including pages containing illustrations, appendices, reference list and/or bibliography):

- Numbered consecutively in Arabic numerals (1, 2, 3, 4 etc.)
- All main body page numbers placed upper right hand corner, right justified

### **Title Page**

- No page #
- Correct Formatting

### **Signature Page**

- No page #
- Correct Formatting
- Signed by Supervisor and Committee Member(s)

### **Abstract**

- No indentation (all one paragraph)
- 250 word maximum
- Correct Page #

### **Table of Contents**

- Double-spaced

- 1.5 in. (3.8 cm) left margin; 1 in. (2.54 cm) right, top, bottom
- Correct Page #
- Ellipsis points connecting to page numbers
- "Table of Contents" listed in the Table of Contents with corresponding page number
- Right digits of page numbers aligned at 1 in. (2.54 cm) from right edge of paper

### **Heading Levels**

- Accurate heading levels (Table of Contents should conform to levels in document)
- No headings with numbers or letters (other than Appendices)
- Font size for headings must be 12 point
- Prefatory pages conform to heading levels

### **Spacing**

- Double spacing throughout (including before new heading - not double double)
- Single space or double space for block quotes (40 words or more), references, appendices (ensure consistency)
- Paragraphs indented 5 spaces
- Two spaces following all punctuation marks (including periods)

### **Margins**

- Left margin: 1.5 in. (3.8 cm).
- Top, bottom and right margins: 1 in. (2.54 cm)
- Left alignment of text only

### **Citations**

- Follow the citation style guide that applies to your particular program

### **Bibliography or Reference List**

- Follow the citation style guide that applies to your particular program

### **Appendices**

- Double-spaced (unless very lengthy - then single spaced acceptable)
- Each appendix begins on separate page
- "Appendix" and the identifying capital letters (Appendix A, Appendix B, Appendix C, etc.) centred at the top of page, followed by: Title of appendix centred beneath "Appendix A"; Appendices in the order in which they are mentioned in the text
- For one appendix only, identifying letter not required (i.e. Appendix)
- Double-space title of the appendix, centred, in uppercase and lowercase letters
- Appendices must be listed in Table of Contents
- Each appendix has a title
- Page numbering continues as part of the document

### **Paper**

- One side of paper only
- Standard-sized (8.5" X 11") high quality white bond

**Font**

- 12 point Times New Roman recommended

**Block quotes**

- Must be 40 words or more
- No quotation marks with block quotes
- If two paragraphs, second indented
- May be single-spaced (consistency)

**Spelling**

- Canadian spelling preferred; British and American are acceptable but be consistent.

## Appendix C: Sample Title Page

(Please see Appendix Q for the Sample Title Page for MISSM/MISAM Final Research Project)

1.5"

1"

**EMPLOYMENT CONDITIONS FOR ALBERTA TEACHERS DURING THE  
LOUGHEED YEARS**

**Sandra Whitten**

A Project  
Submitted to the Faculty of Graduate Studies,  
Concordia University of Edmonton  
in Partial Fulfillment of the  
Requirements for the Degree



**Master of Education**

**Concordia University of Edmonton**  
**FACULTY OF GRADUATE STUDIES**  
Edmonton, Alberta



## Appendix D: Sample Signature/Approval Page

(please see Appendix Q for the Sample Signature/Approval Page for MISSM/MISAM Final Research Project)

 1.5"	 1"
<b>EMPLOYMENT CONDITIONS FOR ALBERTA TEACHERS DURING THE LOUGHEED YEARS</b>	
<b>SANDRA WHITTEN</b>	
Approved:	
Supervisor: John Smith, Ph.D. _____	Date _____
Committee Member: Laurel Fink, Ph.D. _____	Date _____
Dean of Graduate Studies: R.J. McLeod, Ph.D. _____	Date _____

## Appendix E: Sample Dedication Page

A diagram illustrating the layout of a dedication page. The page is enclosed in a rectangular border. On the left side, a double-headed arrow indicates a width of 1.5". On the right side, a double-headed arrow indicates a width of 1". The text "I dedicate this work to my supervisor, K.L." is centered on the page. At the bottom center, the Roman numeral "iii" is displayed.

1.5"

1"



I dedicate this work to my  
supervisor, K.L.

iii

## Appendix F: Sample Abstract

←→	Abstract	←→
1.5"	<p>Recent Canadian statistics have shown a dramatic decrease in women enrolling Information Technology (IT) studies at the university level. This study presents quantitative and qualitative research that forms a profile of the family background, schooling experiences and personal characteristics of women who are successful IT experts at this level. Eighty-two male and female IT students were surveyed to determine emerging gender differences and sixteen females were interviewed. Contrary to previous studies, the absence of early and extensive experience with IT did not limit these women. Recommendations for increasing female participation in IT include providing parents, teachers, and students with career information and improving university instruction.</p>	1"
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p><i>Note:</i> The abstract states the problem, the method of investigation employed, and the general conclusions; it has fewer than 250 words, is double-spaced as a single paragraph in block format (i.e. without paragraph indentation); it is a prefatory page with a page number, that is centred and at the bottom of the page.</p> </div>		
iii		

## Appendix G: Sample Acknowledgments Page



	<b>Acknowledgments</b>	
1.5"	<p>To my son, Kim, thank you for always being there with your love and encouragement. And thank you for your patience when I was working, away from home, on my degree.</p> <p>Thank you to my parents, Susan and Albert, for encouraging me to attend university and pursue my dream of becoming a school teacher.</p> <p>Thanks to my committee for the many words of encouragement as I struggled to get my ideas on paper. I am grateful for your knowledge and support.</p>	1"

## Appendix H: Sample Table of Contents

<div style="display: flex; justify-content: space-between; align-items: center;"> <span style="font-size: 1.2em;">←→</span> <span><b>Table of Contents</b></span> <span style="font-size: 1.2em;">←→</span> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> <span>1.5"</span> <span><i>(for a document with three levels of</i></span> <span>1"</span> </div>	
Dedication .....	iii
Abstract .....	iv
Acknowledgements .....	v
Table of Contents .....	vii
List of Tables .....	ix
Chapter 1: Research Question and Background .....	1
Topic .....	1
Goal .....	1
Research Question .....	2
Definition of Terms .....	2
Unit of Analysis .....	2
Variables .....	2
Background .....	2
Rationale .....	4
Chapter 2: Literature Review .....	6
Adult Learner Needs .....	6
The Need to Write Well .....	7

	Provincial Articulation Framework.....	15	
	The Treatment.....	25	1"
1 <sup>st</sup> level heading	Chapter 4: Findings .....	27	
	Field Notes and Observations.....	27	
2 <sup>nd</sup> level heading	Data Analysis .....	38	
	Age.....	39	
	Previous Education .....	39	
3 <sup>rd</sup> level heading	The Curriculum Units.....	41	
	Direct Requests .....	41	
	Bad News Messages .....	41	
	Overview .....	43	
	Chapter 5: Discussion and Recommendations.....	44	
	Discussion.....	44	
	Recommendations .....	45	
	References .....	49	
	Bibliography .....	54	
	Appendices.....	52	
	A: Interview Blueprint .....	52	
	B: Interview Connections.....	53	
	C: Interview .....	54	

## Appendix I: Sample List of Tables

	List of Tables	
1.5"		1"
Table		
1. A Comparison of Pre- and Post-test Results In Each Unit .....	38	
2. Age Comparison .....	39	
3. Perceived Abilities Table .....	41	

## Appendix J: Sample List of Figures

List of Figures	
1.5"	1"
Figure	
1. Jackson's Table of Ideas .....	21
2. Reflective Brain or Depressed Mind?.....	30
3. Results of Cognitive Tests.....	66



## Appendix K: Sample Main Body

The diagram illustrates the layout of a sample main body page. At the top right, the page number '45' is positioned. A horizontal arrow indicates the header margin is 0.75 inches. A vertical double-headed arrow on the left indicates a 1-inch margin. A dashed horizontal line separates the header from the main body. The main body has a 1.5-inch left margin and a 1-inch right margin. The content is organized into sections: 'Introduction', 'Heading One', 'Heading Two', 'Heading three', 'Heading four', and 'Heading five'.

(Page number upper right hand. Header margin set at 0.75") → 45

1"

1.5" 1"

**Introduction**

Your thesis, dissertation, project, or capstone is the culmination of your academic work in the Faculty of Graduate Studies at Concordia University of Edmonton. It is important that it accurately reflect the quality and depth of your learning. The following guidelines are intended to assist in the preparation of your document, to ensure that your work is formatted correctly and can be made available to other researchers through the Concordia Library System.

**Heading One**

Headings indicate the organization of a document and establish the importance of each topic. Documents with four heading levels conform to the following format.

**Heading Two**

Not every document requires all levels of headings. All topics of equal importance have the same level of heading throughout the entire document.

**Heading three.** Do not label headings with numbers or letters. Font size for headings must be 12 point.

**Heading four.** Spending thoughtful time organizing the Table of Contents will assist in determining the number of heading levels.

**Heading five.** Use the APA manual, Sixth Edition,

## Appendix L: Sample Reference List

←→	<b>References</b>	76 ←→
1.5"	<p>Adams, Connie. (1987). <i>Refracting Alberta Education: A New Interpretation</i>. Lethbridge, AB: Author.</p> <p>Doble, H. (1989). New Techniques in evaluating teacher competence. In K.R. Smith &amp; W. J. Todds (Eds.), <i>Reflections on teacher effectiveness</i> (pp. 289-91). Toronto, ON: Jones &amp; Winston.</p> <p>Gillan, T. (2009). <i>How to handle educational change</i> (2nd ed.). Edmonton, AB: Irwin.</p> <p>Mambert, D. G., Gernon, J. F., Kraus, N. E., Tigai, C., Plather, T. C., Albrecht, G., Kotros, N. (2015). The impact of cocaine dependency on high school students. <i>Cocaine and Tobacco Research</i>, 9, 123-217. doi:9.1180/18940500021</p> <p>Wright, M. A., &amp; Liudi M. H. (2006). The economic impact of Mexican immigration for local law enforcement. <i>Law Enforcement Executive Journal</i>, 9(1), 34-89.</p>	1"
<p><b>NOTE: THE ABOVE CITATION STYLE MAY NOT APPLY TO YOUR PROGRAM AND YOUR DOCUMENT. PLEASE ENSURE THAT YOU USE THE CITATION GUIDE THAT APPLIES TO YOUR PROGRAM.</b></p>		

## Appendix M: Sample Bibliography

76

## Bibliography

1.5"

Asley, Richard A. *Jesus and the Spiral of Violence: Popular**Jewish Resistance in Roman Palestine*. Minneapolis: Fortress,

1992

Evans, Craig A. "The New Quest for Jesus and the New Research on the Dead Sea Scrolls." Pages 163-83 in *Jesus, Mark and Q: The Teaching of Jesus and its Earliest Record*. Edited by Michael Labahn and Andreas Schmidt. New York: T & T Clark, 2004.

Goff, Matthew. "Ben Sira and the Giants of the Land: A Note on Ben Sira 16:7." *JBL* 129 (2010): 645-55.

Ouellette, Dana. "Driving Out Injustice: A Socio-Economic Interpretation of Mark 11:11-25 in Light of Mark's Listening Audience." M.A. thesis, Trinity Western University, 2005.

White, Matthew. "The Claims of Israel." *JBL* 146 (2017): 145-55.

<http://www.jstor.org/stable/25765959>.

**NOTE: THE ABOVE CITATION STYLE MAY NOT APPLY TO YOUR PROGRAM AND YOUR DOCUMENT. PLEASE ENSURE THAT YOU USE THE CITATION GUIDE THAT APPLIES TO YOUR PROGRAM.**

## Appendix N: Sample Appendix

72

Appendix C

Alberta Government Education Exams

1"

1.5"

- Grade 9
  1. Science: Part B (computational speed tests, April); Part D (concepts & skills, June)
  2. French Language Arts: Part C (French Immersion Students only, October); Part B (reading comprehension, May)

- Grade 12
  1. Math 30: part 3 (computational speed tests, Feb); part B (concepts & skills, May)
  2. English Language Arts 30: Part B (writing, April); Part B (reading comprehension, May)
  3. French Language Arts 30 (French Immersion students only): Part B (writing, April); Part C (reading comprehension, June)



Appendix O: Permission Form  
**PERMISSION TO HOST, PHOTOCOPY AND LEND  
 CULMINATING ACTIVITY  
 CONCORDIA UNIVERSITY OF EDMONTON**

---

*Please check the appropriate box:*

THESIS    
 DISSERTATION    
 PROJECT    
 CAPSTONE

**Please Print or Type**

---

Full Name of Author

---

Student ID number

---

Program

---

Permanent Address

---

Title of Thesis, Project or Capstone

---

Degree for which this thesis/project/capstone  
 conferred was presented

---

Year this degree was

---

Name of Supervisor

**Permission is hereby granted to Concordia University Edmonton, the Faculty of Graduate Studies at Concordia University of Edmonton, and Concordia University of Edmonton Library to host the electronic version of this thesis/project/capstone and to photocopy or lend this thesis / dissertation / project / capstone for purposes of research and study. It is also agreed that should the electronic version differ from the paper version, the paper version shall be deemed the correct one.**

**The author reserves other publication rights and neither the thesis/project/ capstone nor extensive extracts from it may be printed or otherwise reproduced for purposes other than those stated above, without the author's written permission.**

---

**Signature**

---

**Date**

PLEASE RETURN THIS DOCUMENT TO THE OFFICE OF THE FACULTY OF GRADUATE STUDIES



## Appendix O1: Thesis Withhold Request Form

<b>Student Name:</b>	<b>Student ID:</b>
<b>Graduate Program:</b>	<b>Degree:</b>

<b>Thesis Title:</b>
<p><b>Reason for Withhold/Extension Request (All required supporting documents must be attached to this form)</b></p> <p><input type="checkbox"/> A contract between the research sponsor and CUE specifies a period of confidentiality (normally up to two years; proof of contract is required).</p> <p><input type="checkbox"/> Applying for a patent (normally up to two years; proof of application is required)</p> <p><input type="checkbox"/> Enabling publication in a scholarly venue (normally up to two years; a publication plan is required)</p> <p><input type="checkbox"/> Publishing of the creative portion of a creative work (normally up to five years with the possibility of extending to duration of copyright; supporting document such as proof of contract, letters from the publisher are required).</p> <p><input type="checkbox"/> Other (a memo is required)</p> <p><i>Indicate any party that will receive a copy of the thesis before the termination of the withhold period. Please describe the contractual obligations or other reasons that necessitate this withhold</i></p>

<b>Date of Defence:</b>	<b>Request Withhold Term (e.g.: 6 months, 2 years, etc. from date received by FGS):</b>
<b>Original Release date:</b>	<b>Requested Extension term:</b>
<p>I verify that the request for withhold is justified. I understand that <b>Thesis Title and Abstract will be published in CUE's electronic thesis repository, as soon as the electronic submission is approved.</b> This thesis will not be released to the National Library or any other university.* I agree not to release all or part of the thesis to any person, library, or other organization, except as indicated above, before the date of termination of the withhold. I understand that any breach of these terms may result in the immediate termination of the withhold.</p>	

<b>Student name (printed)</b>	<b>Student Signature</b>	<b>Date</b>
<b>Supervisor name (printed)</b>	<b>Supervisor Signature</b>	<b>Date</b>
<b>Graduate Program Director (printed)</b>	<b>Graduate Program Director Signature**</b>	<b>Date</b>
<b>Dean of Graduate Studies</b>	<b>Signature</b>	<b>Date</b>
<input type="checkbox"/> <b>Withhold/Extension request approved</b> <input type="checkbox"/> <b>Withhold/Extension request denied</b>		
<b>Final Approval Withhold Term:</b>		
<b>Withhold Expiry Date</b>		

*\* Exceptions apply to students who are requesting withhold for the reason of publishing creative work. In such cases, controlled access to a student's thesis will be available through the CUE Library.*

*\*\* A completed copy of this form will be sent to the Faculty of Graduate Studies (FGS) and the CUE Library. The FGS will give copies to the supervisor and the student and ensure that any copies of the thesis remaining within the department will be kept in a secure place and not released to anyone until the date of termination of the withhold.*

## Appendix P: Checklist for Submission of Documents for MISSM/MISAM Final Research project

### **Submission**

- Document initially submitted: in hard copy prior to formal approval
- Follow formal approval document submitted: two official copies and an electronic version containing one separate file with Abstract and one separate file with the Document (in PDF format).

### **Title Page**

- Correct Formatting

### **Signature Page**

- Correct Formatting
- Signed by Supervisor and Committee Member(s)

### **Abstract**

- No indentation (all one paragraph)
- 250 word maximum

### **Paper**

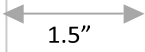

- One side of paper only
- Standard-sized (8.5" X 11") high quality white bond
- Document should be formatted as per requirements provided in the course outline for Final Research course.
  
- Canadian spelling preferred; British and American are acceptable, but be consistent.



## Appendix Q: Sample Title Page for MISSM/MISAM Final Project

← 1.5" →	<b>ASSESSMENT OF EFFECTIVENESS OF BLACK-BOX VULNERABILITY SCANNERS IN DETECTION OF SQL INJECTION IN WEB SERVICES</b>	← 1" →
<b>Co-authored by</b>		
<b>Name of Student</b>		
<b>Name of Primary Advisor</b>		
Project report		
Submitted to the Faculty of Graduate Studies, Concordia University of Edmonton		
in Partial Fulfillment of the Requirements for the Final Research Project for the Degree		
<b>MASTER OF INFORMATION SYSTEMS SECURITY MANAGEMENT</b>		
<b>Concordia University of Edmonton</b>		
<b>FACULTY OF GRADUATE STUDIES</b>		
Edmonton, Alberta		
March 2019		

Appendix R: Sample Signature/Approval Page  
for the MISSM/MISAM Final Project

	
<b>ASSESSMENT OF EFFECTIVENESS OF BLACK-BOX VULNERABILITY SCANNERS IN DETECTION OF SQL INJECTION IN WEB SERVICES</b>	
<b>Name of Student</b>	
<b>Name of Primary Advisor</b>	
Approved:	
<hr/>	
Chair of MISSM/MISAM Research Committee	Date
<hr/>	
Committee Member: Laurel Fink, Ph.D.	Date
<hr/>	
Dean of Graduate Studies: R.J. McLeod, Ph.D.	Date