
Title of thesis

By

Student's name

Submitted in Fulfillment of the
Requirements of Geography 4900/01

Department of Geography
The University of Western Ontario
London, Ontario

Year

©

 Student's name

CERTIFICATE OF EXAMINATION

This report by

Student's name

is accepted in fulfillment of the
Requirements of Geography 4900/01

Date _____

Advisor

Chair
Department of Geography

ABSTRACT

The thesis must include an abstract of no more than 200 words. An abstract is neither an introduction nor a conclusion; it is a summary of the essential information in your thesis. It should provide the context of your study, state the research question or objectives, briefly describe the methods used to obtain the data, describe the important results, and discuss the implications of those results. Avoid statements such as: “the methods are described”, or “the implications of the results are discussed”; instead, briefly describe the methods used, and state the implications of the results. Do not use references and symbols. The abstract should have the same line spacing as the text in the body of the thesis (1.5-spaced). It should provide an alphabetized list of no more than ten keywords (or terms) at the end of the abstract. Abstract and keywords must fit on one page (the next paragraph provides an example).

This manual supersedes the *B.A. Senior Report Manual*, published by the Department of Geography in 1989. It is intended to remove inconsistency about requirements for physical layout and format of the thesis. The manual provides recommendations for the physical layout, format, structure and organization of the GEO 4900/01E thesis. While much of this manual deals with physical preparation of the thesis, Chapters Two and Three cover items such as general regulations, and suggested structure and organization of a thesis. This manual is formatted and organized like a thesis. It provides examples of all the pages required for the undergraduate GEO4900/01 report (e.g. the title page, certification of examination, table of contents, etc). However, the individual chapters should not be seen as guides for corresponding chapters of an actual thesis.

Keywords: Department of Geography, GEO 4900/01E, thesis, thesis structure and organization, thesis format, thesis regulations.

ACKNOWLEDGEMENTS

The acknowledgments should list the people you wish to thank. It is appropriate to acknowledge the support and advice provided by your supervisor and other faculty who aided your study. You may also wish to thank the second marker (you can refer to them as “an anonymous reader”), especially if that person provided you with substantial feedback that improved your thesis.

You should acknowledge, where applicable, the assistance provided by staff, fellow students, technicians and others who helped you in data collection, data analysis and the writing of the thesis. You should also acknowledge any organizations that provided you with data or other assistance.

Many students also choose to thank their friends and family.

Finally, you should acknowledge financial support, if any. For example, if you were hired under an NSERC research grant to your supervisor, or were paid by a SEED or an Environmental Youth Corps (EYC) grant, or if you had a university scholarship, you should acknowledge that assistance and include the name and holder of the award.

Note that the text of the acknowledgments follows the same format as the rest of the thesis.

TABLE OF CONTENTS

	Page
Certificate of Examination	ii
Abstract	iii
Acknowledgements	iv
Table of Contents	v
List of Tables	vii
List of Figures	viii
List of Appendices	ix
CHAPTER ONE: Introduction	1
CHAPTER TWO: General Regulations	2
2.1 Introduction	2
2.2 Course Credit and Registration	2
2.3 Expectations of Faculty and Students Involved in GEO 490E	2
2.4 Deadlines	3
2.4.1 Planning a timetable	3
2.4.2 Extensions and Penalties	5
2.5 Marking and Submission Procedures	5
2.6 Submission Format and Requirements	5
2.6.1 Evaluation copy	6
2.6.2 Final copy	6
2.6.3 Electronic copy	6
2.6.3.1 Format requirements for the electronic copy	7
CHAPTER THREE: Structure and Organization of a Thesis	9
3.1 Introduction	9
3.2 Outline and Thesis Organization	9
3.3 Structure of a Thesis	9
3.3.1 Introduction	10
3.3.2 Literature Review	10
3.3.3 Study Area	10
3.3.4 Methods	11
3.3.5 Results and Analysis	11
3.3.5.1 Figures	11
3.3.5.2 Tables	11
3.3.6 Discussion	12
3.3.7 Conclusions	12
CHAPTER FOUR: Format Specifications for the Thesis	13
4.1 Introduction	13
4.2 Format of Thesis Elements	13

CHAPTER FOUR: Format Specifications for the Thesis (continued)	Page
4.2.1 Title page	13
4.2.2 Certificate of Examination	14
4.2.3 Abstract and Keywords	14
4.2.4 Acknowledgments	15
4.2.5 Dedication	15
4.2.6 Table of Contents	15
4.2.7 List of Tables	15
4.2.8 List of Figures ..	15
4.2.9 List of Appendices	15
4.2.10 Body of Text	16
4.2.11 References Cited	16
4.2.12 Appendices ..	16
4.2.13 Curriculum Vitae	16
4.3 Format Requirements	16
4.3.1 Printing	16
4.3.2 Typescript (font) and point size ..	16
4.3.3 Margins and line spacing	17
4.3.4 Page numbering	17
4.3.5 Figures	17
4.3.6 Equations	19
4.3.7 Referring to chapter sections, tables, figures and equations	19
CHAPTER FIVE: Proofing and Editing your Thesis	21
5.1 Introduction	21
5.2 Writing a Thesis	21
5.3 Writing With Style ..	22
5.4 Proofing and Editing ..	23
References Cited	24
APPENDICES	
A. Contents of Appendices	25
B. Reference Citation Format, Department of Geography, U.W.O.	27
Curriculum Vitae	32

LIST OF TABLES

TABLE		Page
2.1	Suggested time sequence for the GEO 4900/01E	4
3.1	Four examples of the thesis structure	10
4.1	Content ordering and pagination type of thesis elements	13

LIST OF FIGURES

FIGURE	Page
4.1 Folding oversize pages for inclusion in the thesis	18

LIST OF APPENDICES

APPENDIX	Page
A. Contents of Appendices	25
B. The Department of Geography's Format Requirements For Reference Citations	27