



## Procedures for preparation of theses

When the student and supervisor consider that the student has completed sufficient experimental research, the student should organize a meeting of the supervisory committee, at which the student presents the experimental work and the major points and interpretations which derive from this work. If the committee members agree that sufficient work has been accomplished, they should indicate their approval on the committee report form, which should be submitted as usual to the Graduate office. The student should prepare the thesis in consultation with their supervisor. When the student and supervisor agree that the thesis is well written, it should be distributed to the other members of the supervisory committee. Members of the supervisory committee are expected to read near-final and final drafts of the student's thesis and provide advice with respect to its satisfactory completion. Students should not hand committee members thesis proposals or theses to read until after the document has been read and approved by their supervisor and the corrections requested by the supervisor have been incorporated.

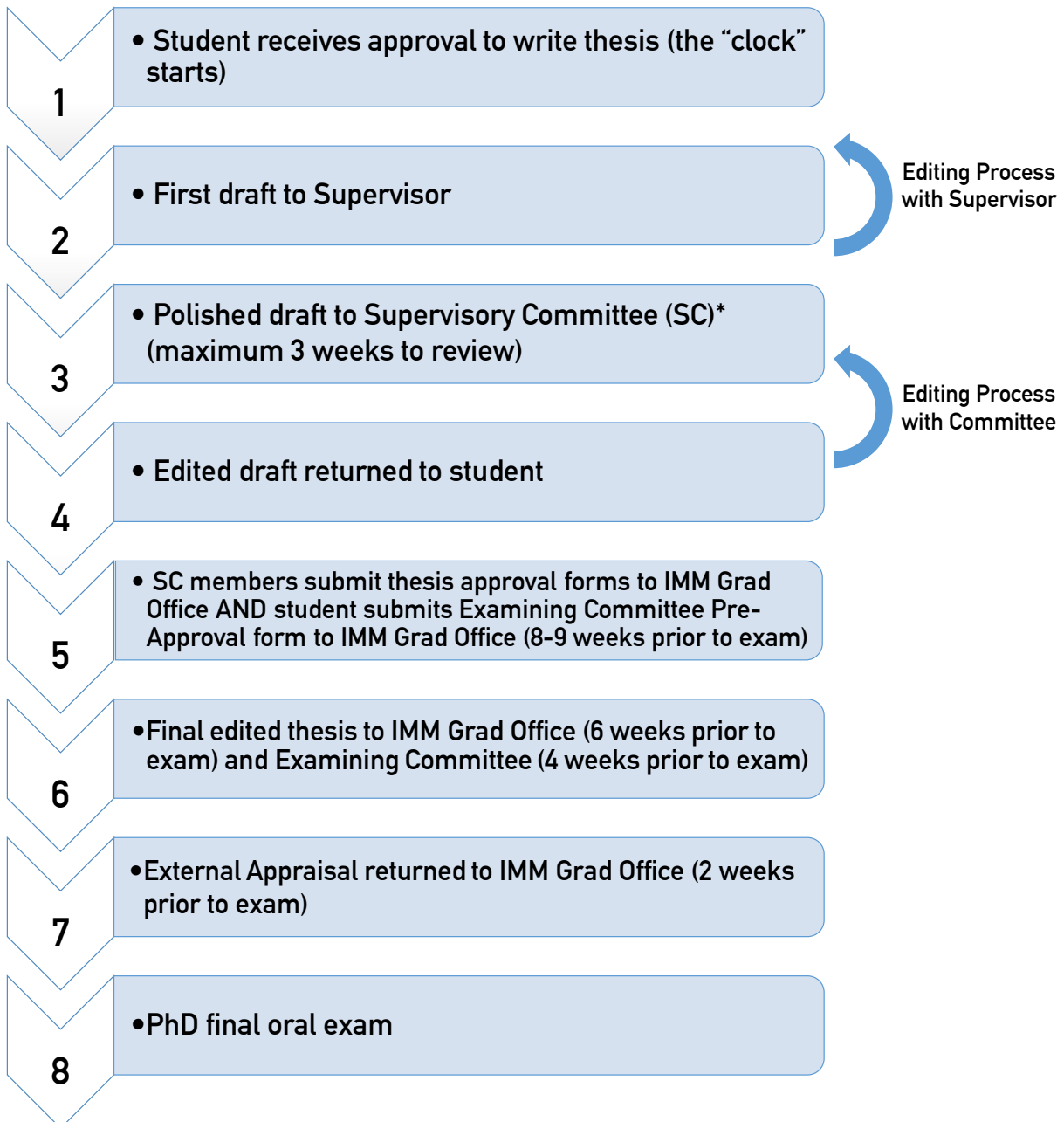
Prior to handing committee members a thesis or thesis proposal to read, it is a good idea for students to warn the committee that the document is being prepared and to indicate the approximate time it is to be expected. In this way, students can often avoid the problem that a committee member is unavailable just at the time they are needed to read the thesis. In turn, the committee members should endeavor to review documents within a reasonable period of time so as not to delay the students' progress unnecessarily. For example, a faculty member might reasonably need three weeks to read an entire PhD thesis.

When the members of the supervisory committee are satisfied that the thesis is ready for examination, they should indicate their approval on the forms for that purpose, which should then be submitted to the Graduate office.

The "clock" starts once a student has completed their experiments and their committee has given them permission to write up their thesis. This permission must be obtained in the context of a formal committee meeting and indicated, with the date, on the committee meeting report. Once the clock starts, students have 12 weeks (for the MSc) or 24 weeks (for the PhD) to complete their thesis and defend it in an oral exam. If a student takes longer than 12 weeks (MSc) or 24 weeks (PhD), it is at the discretion of the supervisor as to whether the student can continue to be paid their stipend. Diagrams outlining the steps from thesis write-up to exam for both the PhD and MSc degree are shown below.



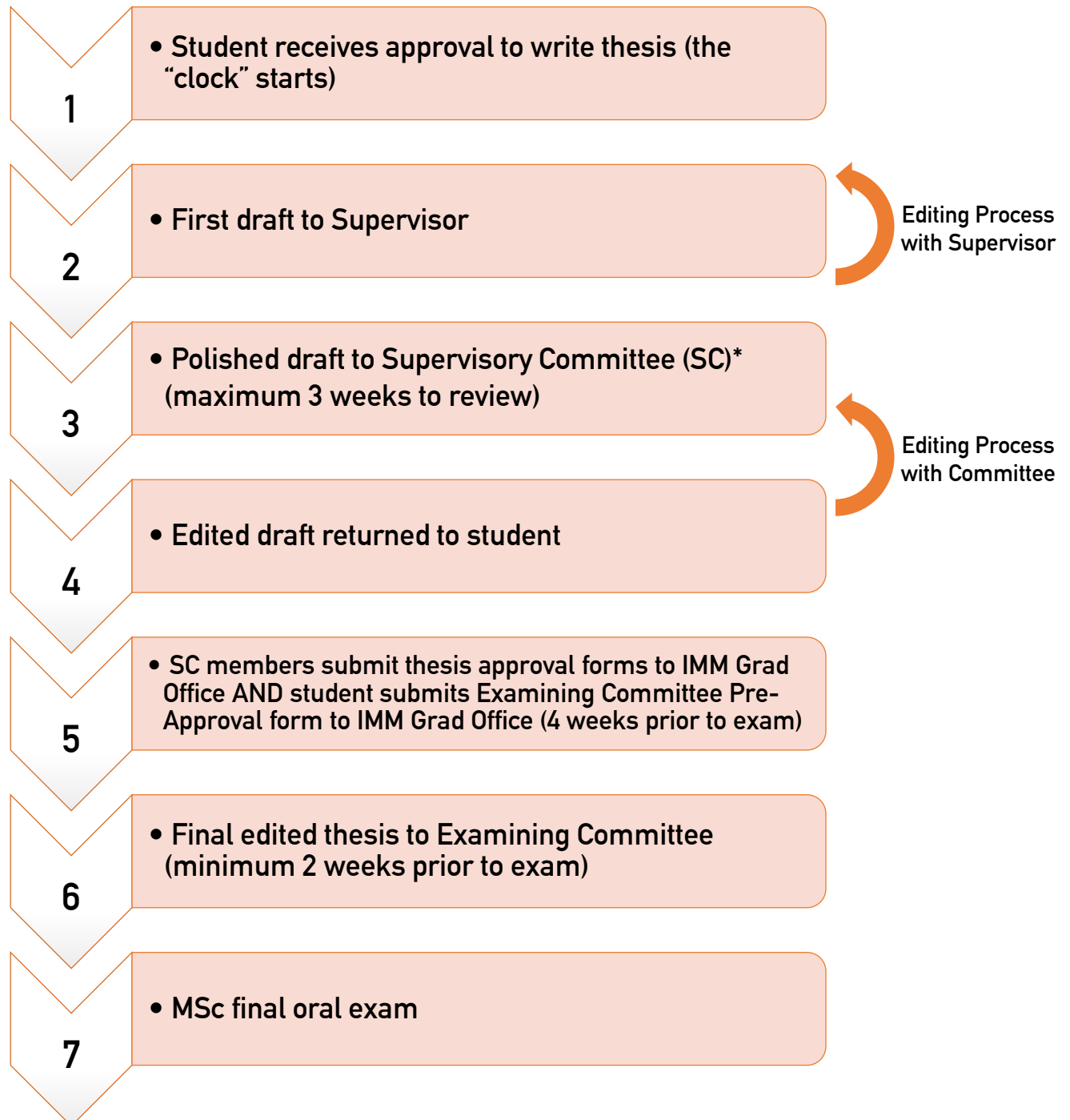
## Timeline for Preparation of a PhD Thesis



\* please ask your committee members if they prefer a PDF or hard copy of thesis and provide accordingly.



## Timeline for Preparation of an MSc Thesis



\* please ask your committee members if they prefer a PDF or hard copy of thesis and provide accordingly.



## Thesis Format

The thesis functions both as a vehicle for judging the student's accomplishments and as a repository for the data which the student has generated during the thesis research. In general, the thesis should include the data which are needed to demonstrate the range and reproducibility of the experiments and to justify the points and interpretations which appear in the thesis. The School of Graduate Studies provides guidelines for the preparation of theses, and the thesis should meet these specifications.

Furthermore:

- The MSc thesis should be approximately 50 pages long, excluding references, figures and figure legends, and will be written with one introduction, one methods, one results and one discussion section, followed by the references.
- The PhD thesis should be approximately 100 pages long, excluding references, figures and figure legends. The PhD thesis generally consists of an overall introductory chapter which sets the stage for the research to follow, followed by a series of results chapters and a final discussion chapter, followed by the references.
- As a general rule, the style "My analysis indicated that X is required for Y to occur (data not shown)" is unacceptable. If a statement or conclusion is worth including in the thesis, the data which justify that statement are also to be included. The actual requirements will differ for different types of analysis. For example, in the case of simple measurements such as ELISA readings, it will be sufficient to present representative numbers. In the case of more complex assays, such as flow cytometry profiles or Northern blots, it will often be necessary to show actual results of representative experiments. All figures presenting gels, cells, histological sections, autoradiograms, etc., should be of publication quality. The thesis will therefore be much more complete than the typical publication.
- Figures and tables should be placed in the thesis approximately where they are referred to in the text, and should be numbered consecutively.
- References may be either numbered or in the form "Lederberg et al." in the text, but the references section must contain the complete reference (all authors, title, journal, volume, page, etc.).
- The references section can be at the end of each chapter or at the end of the whole thesis.
- All published papers that are reproduced as chapters in text must conform to the above reference rules.
- All published chapters must have the authors listed on the title page of the chapter.
- Abbreviations used in the thesis should be listed after the "Table of Contents."
- Figures or material copied from other sources must be credited and permission for use obtained.
- It is important to eliminate all unnecessary, e.g., duplicated material in the thesis. Students may gather all the methods into one chapter immediately following the introductory chapter or to include methods in each chapter. However, if the same methods are included in more than one results chapter the students should refer to previous chapters where possible rather than repeating the information in each chapter. This also means that the text of published work will need to be revised to avoid undue repetition with the introduction, methods and discussion of the thesis. Also, the format for references should be consistent throughout the thesis.
- One hard-cover bound copy of the thesis must be provided for the Department and one for the student's supervisor, after final corrections have been made and approved, in addition to the electronic copy that must be submitted to the School of Graduate Studies.