

## **PREPARATION OF A THESIS OR DISSERTATION**

Theses and dissertations must be prepared in two stages, the first for the defense and the second for publication in LUZoneUL, Laurentian University's Institutional Repository which is managed by the Library. From LUZoneUL, the documents are normally harvested by Library and Archives Canada for inclusion in its repository and further, they are submitted by the Desmarais library to Proquest's database of *Dissertations and Theses*.

### I. THESIS/DISSERTATION DEFENSE

#### Preparation

Although each department will have its own requirements concerning the editing and preparation of the thesis/dissertation, a standard overall format is desirable. It is with this in mind that the following instructions are presented. A template reflecting these guidelines has been placed on this site.

Please note that when you are ready you are required

departmental requirements. Reference to footnotes should be by superscript number. The organization of the references in the text and in the Bibliography should be consistent with accepted scholarly procedures and departmental requirements.

5. Illustrations including photographs, drawings, graphs, charts, maps, and diagrams should be positioned as the main text (the type reading across the 21.5 cm dimension) and may be in colour if warranted.

If it is the intention to print the document in black and white, it is advisable that all illustrations appear in black and white. Additionally, labels and symbols should be used rather than colours to identify the lines of a graph; cross-hatching provides sharper contrast than colour to shaded areas, such as countries on a map.

All illustrations must be numbered in sequence and be referred to accordingly in the text.

6. Charts, graphs, maps and tables that are larger than the standard page might have to be used in the thesis... Large charts, graphs and plates can also be reduced. However, notations or writing on them must be easily legible and no smaller than elite type.
7. Legends for all figures should be placed either below the figure on the same page or on a facing page. If the illustration is too large to allow this, the legend may be placed (centred) on the facing page.
8. Tables should be prepared to fit, with appropriate margins, the normal 8½" x 11" (21½ cm x 28 cm) sheet. Tables should bear consecutive numbers and titles.

