**REGULATIONS FOR HONOURS THESES AT ACADIA UNIVERSITY**

Published by the Senate Honours Committee

*Updated: 31 May 2023*

All students intending to complete an Honours thesis must register in the appropriate course for their programs (see calendar). Students normally register for their thesis in the last year of full-time studies. If the thesis is not completed for the May graduation, a student may apply to graduate in the fall (convocation no longer held at this time of the year) with no further tuition charges incurred. However, if a student does not complete the thesis in time for fall convocation, they must register for the fall semester and pay the continuing fee in order to remain in the Honours program.

**DEFINITION OF THESIS**

A thesis is a written piece of work documenting scholarly activity. In terms of effort, content and presentation, a thesis goes well beyond the level of a normal term project or essay; however, sheer bulk is not to be regarded as equivalent to scholarship. The decision as to whether a topic is suitable for an Honours thesis is made by the department or school.

**Further information on thesis practices and the review process may be obtained from the student’s home Department or School.**

In rare cases a thesis may be co-authored by two students. The request for co-authorship is subject to individual department approval(s). A form requesting permission can be found at <https://www2.acadiau.ca/research/undergraduate.html>.

Note: Research involving human subjects must be approved by the Research Ethics Board. Research involving vertebrate animals and cephalopods must be approved by the Acadia Animal Care Committee.

**PRESENTATION**

The final thesis will be published and bound as a hardcopy book and placed on file in the Vaughan Memorial Library.

1. Style: The Senate Honours Committee recognizes that each discipline has a style manual or procedures that are recognized by professional or learned societies associated with that discipline. The methods outlined in these style manuals are acceptable to the Committee as long as they are consistently applied.
2. Blank pages: The sections within the Preliminary pages, each new chapter in the main body of the thesis, and each new section that follows the main body of the thesis, must start on the right-hand page of your “book”. This may require inserting a blank page at the end of a section or chapter.
3. Preliminary Pages and Arrangement: A thesis consists of three main components: preliminary pages, thesis proper, appendices, and references. The preliminary pages include:

Title page

Approval page

Permission for duplication page

Acknowledgement page

Table of Contents

List of Tables

List of Figures

Abstract page

Samples of the first three Preliminary sections are attached to these regulations (Appendix A, B and C). The **format should be followed exactly with each new section beginning on a right-hand page (i.e., Table of Contents, List of Tables, List of Figures, Abstract).**

The tone of the acknowledgement page should be formal. At a minimum, please acknowledge the supervisor(s), 2nd reader, research assistance from others, including volunteers (if any), funding support (e.g., university awards, supervisor grant funding) and personal support.

The abstract (max 250 words) should state concisely and lucidly the objectives, the method of procedure and the findings or conclusions of the thesis. It must be complete in itself with no references.

1. Citations/Bibliography: Any factual material or quotation taken from other sources must be properly cited in the text and the source listed in the bibliography. The bibliography should list only those materials actually referred to in the thesis. Additional works that have been consulted may be listed, but their secondary nature should be clearly indicated. Footnotes may be at the bottoms of pages, at the ends of chapters, or at the end of the thesis.
2. Margins, Font, Page Numbering: The manuscript must be computer-generated and with **1 inch / 2.54cm margins** all around the page (top, bottom, left, right).

All pages, including illustrations, must be numbered (centre bottom) except for the title page. The preliminary pages before the thesis proper should be numbered with small Roman numerals at the bottom centre of the page (ii, iii etc). Chapter 1 starts on Page 1 on a right hand side page.

Students must use a standard font (e.g., Arial, Times New Roman), no smaller than 11 point in the body of the text, footnotes and bibliography. Font size and style must be consistent throughout. Spelling usage must be consistent within the thesis.

1. Charts, graphs, maps and tables: These should be reduced to an 8 1/2 x 11" format to fit within the 1”, 2.54 cm margins. It is recommended that oversize pages be avoided unless absolutely necessary; when used, they should be folded. Observing the style guidelines of the discipline, charts, graphs and maps can be inserted into the body of the text, provided they can fit on one page. All figure and table legends should begin with a short title sentence. The title sentences appear in the List of Tables and List of Figures in the Preliminary pages of the thesis.
2. Sections: Each new section of the Preliminary pages and each new chapter should start on a right-hand side page. It may be necessary to electronically “insert a blank page” for this to happen. When properly formatted, Chapter 1 will start on page 1 on the right-hand side, Chapter 2 will start on an odd number page on the right-hand side as will each chapter and main section that follows.
3. Line Spacing: All typing must be double spaced except for those disciplines (e.g., History) which allow quotations, footnotes and bibliographical entries to be single spaced. Lengthy table titles and figure captions may also be single spaced.
4. Illustrated material will reproduce well if drawn in dark, opaque ink. Students should bear in mind the need to choose sharply contrasting colours to allow for clear reproduction.
5. Coloured images may be used. Avoid glossy photographs and photographs with dark background.
6. Overlays must be carefully aligned with underlying maps or charts. In order to produce the most legible image, the underlying sheet is filmed alone. The overlay is then placed on the underlying sheet and both are filmed together.
7. Submit both the signed Checklist and final Thesis in electronic format to the Library via <https://library.acadiau.ca/using-the-library/services/thesis-submission.html>

**COPYRIGHT**

Students are reminded that any material protected by copyright can be reproduced in a thesis only with permission of the owner of the copyright.

**REVIEW PROCEDURES**

Honours students and their supervisors must check that any thesis submitted conforms in mechanical matters (such as style, format, grammar, spelling), as well as structure, logic, consistency, and clarity of argument. Ensure the Thesis is properly formatted.

Complete the **Thesis Checklist Form found at https://www2.acadiau.ca/research/undergraduate.html** (Appendix D) and provide it with the thesis to the 2nd Reader.

In January 2020, Senate adopted a motion to replace the Honours Thesis “external” review process, as administered by Research & Graduate Studies, with Thesis review by an internal 2nd reader, which is administered by the unit. Second readers may come from within the unit, or from another unit with relevant expertise on the topic of the Thesis (e.g., from a cognate unit at Acadia). Check with your department or School for the second-reader plan/policy and any other guidelines specific to the Honours program in your unit.

**Please ensure the following:**

(a) The text has been proofread and edited (if needed) prior to review by the 2nd Reader.

(b) The 2nd Reader is to provide comments using the **Second Reader’s Assessment Form** <https://www2.acadiau.ca/research/undergraduate.html> (Appendix E). Completed forms should be given to the supervisor who will then communicate with the student regarding necessary corrections and/or revisions.

(c) In consultation with the supervisor(s), the student will make the requested changes to their thesis and send the revised thesis to the supervisor(s) for approval.

(d) After all final corrections have been made, and with supervisor approval, students are required to upload the signed Checklist form and unsigned Thesis to the Library via [https://library.acadiau.ca/using-the-library/services/thesis-submission.html](https://library.acadiau.ca/about/help/faq/thesis-submission.html)

**BINDING**

The University pays for binding of one print copy of your thesis which is housed in the University Library. If you wish to have additional copies bound, you must make those arrangements yourself at the bindery of your choice.

***Appendix A***

*No page number*

PROFESSIONAL EFFICACY AMONG DIRECT CARE PROVIDERS

IN NURSING HOMES

by

Phyllis L. Harvie

Thesis submitted in partial fulfillment of the

requirements for the Degree of

Bachelor of Science with

Honours in Psychology

Acadia University

April, 1996

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***Appendix B***

*should be page iii – right hand side*

This thesis by Phyllis L. Harvie

is accepted in its present form by the

Department of Psychology

as satisfying the thesis requirements for the degree of

Bachelor of Science with Honours

Approved by the Thesis Supervisor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(type name above)* Date

Approved by the Head or Director of the Department or School

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(type name above)* Date

Approved by the Chair, Senate Honours Committee

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(type name above* Date

***Appendix C***

*should be page v – right hand side*

The author retains copyright in this thesis.

Any substantial copying or any other actions that exceed fair dealing

or other exceptions in the Copyright Act require the permission of the author.

**Appendix D**

**THESIS CHECKLIST FORM**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, confirm the following:

(Student Name) (ID number)

The style reference used is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**St Su 2nd** St=Student, Su=Supervisor, 2nd=2nd Reader. Check boxes where requirements have been met.

**Margins**: 1" (2.54cm) consistent throughout thesis including appendices.

**Preliminary pages**: Conform to examples in the regulations. No page number on the title page. Subsequent preliminary pages with numbers in lower case roman numerals (starting at ii) at the **bottom centre** of the page. Body of thesis begins with Chapter 1 (page 1), and each new chapter/section starts on the **right-hand side with an odd numbered page.**

**Table of Contents** corresponds to page numbering.

Thesis is **double-sided**.

**Text (font size 11 or 12) is double-spaced** except for long Figure captions and long Table titles, or where disciplines require that long citations be single-spaced.

The thesis has been **thoroughly proofread and spell-checked;** font is consistent throughout the thesis.

**Honours Committee Chair** is named on page iii.

**All changes required by the supervisor(s) have been made**.

**All changes required by the second reader have been considered by the student and supervisor and required/agreed changes have been made.**

**Student uploads both this signed Checklist and the unsigned Thesis (final version), at** <https://library.acadiau.ca/using-the-library/services/thesis-submission.html>

Student electronically shares the same final version of the Thesis with their supervisor(s),and with the Home Department or School, if requested.

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Student (Print) Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor (Print) Supervisor Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Second Reader (Print) Second Reader Signature Date

APPENDIX E

SECOND READER’S ASSESSMENT OF HONOURS THESIS

Student’s Name: Department/School:

2nd Reader’s Name: Department/School:

My recommendation is that this thesis:

be accepted as is or with minor revisions, as indicated

be returned to the student for further work, as suggested

requires significant revisions as indicated, with revisions carefully monitored by the supervisor

Comments (continue on a separate sheet if necessary).

2nd Reader’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions:**

**2nd Reader**: Send this form and the Thesis Checklist to the Supervisor upon completion.

**Supervisor:** Consult with the student who should make required and agreed changes to the thesis. Supervisor must review and approve the thesis following revisions.

**