

# **Toronto School of Theology Advanced Degree Office**

## *Step by Step Guide to Producing Your Doctoral & Master's Thesis*

*Questions?*

*Contact the AD Office by email*

*([tstadv.degree@utoronto.ca](mailto:tstadv.degree@utoronto.ca)), or call 416-978-4050*

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# Producing Your Doctoral & Master's Thesis

Welcome to the Toronto School of Theology Electronic Theses & Dissertation Preparation & Submission Site. The TST Advanced Degree Office has designed this site to offer information to Masters and Doctoral students, Administrative Staff, and Faculty regarding the submission of graduate theses. Here you will find all the information you need to format and submit your thesis electronically.

The Advanced Degree Office will **ONLY** accept the submission of theses in electronic format for both Masters (MA, ThM (Option 1)) and Doctoral (ThD, PhD, DMin) students. Electronic Theses and Dissertations (ETDs) are theses or dissertations prepared as text-based PDF files. ETDs can contain non-text elements such as sound, video, and hypertext links. ETDs are available through [T-Space](#), the University's digital library repository, and also released to the world-wide web with priority in many search engines, enabling scholars worldwide to locate, search, and download the University of Toronto's ETDs.

Electronic theses have many advantages. As well as the capacity to include various non-text modalities, they offer vastly improved accessibility and ease of use, which increases your readership and benefits those interested in your work. Electronic publication has proven to vastly increase citation rates. According to Library & Archives Canada, authors receive 50-250% more citations when they make their articles publicly available!

## Formatting

Overall, it is important to submit an ETD that has a consistent and readable appearance. Here you will find useful information about ETD format and style, including a template for Word.

## Styles & Templates

Consistency in style and formatting of a thesis is essential. Tools for creating styles, footnotes, a table of contents, and other features, including the recommended order of the sections of a thesis, have been formatted into a TST thesis template available in WORD format.

We strongly recommend that authors use a TST thesis template. The template can be applied at any stage of the writing process, but using one early on will simplify writing and later PDF conversion. These templates are meant to assist you with the formatting and production of your thesis, but you must ensure that your thesis meets TST formatting requirements. If you prefer not to use a TST template you may use the tools provided for indexing, page numbering and so on provided by your word processing software.

## Technical Requirements

The thesis must be in PDF format and may also include supplementary files for multimedia, sound, video or HTML pages with embedded files. Please note that the following guidelines are the minimum technical requirements.

The following guidelines apply to the main text-based thesis file:

- Font size: must be a minimum of 11 points. You may use a smaller font size for graphs, formulas, and appendices. Avoid italics.
- Line spacing: must be at least one-and-a-half spaces, except for the thesis abstract, which should be double-spaced. Single spacing may be used for long quoted passages and footnotes.
- Footnotes and references: Decisions as to the form and location of footnotes and the presentation of references and bibliography are to be made by the student and the supervisor. The preferred location for footnotes is either at the bottom of the page or at the end of the chapters to which they refer. TST has followed the conventions contained in the latest edition of Kate L. Turabian et al., *A Manual for Writers of Term Papers, Theses and Dissertations*
- Page and margin sizes: The size of the pages should be 8 1/2" x 11" (21.5 cm x 28 cm), the text reading across the 8 1/2" (21.5 cm) dimension. The left-hand margin should be at least 1 1/4" (32 mm), and the remaining three margins should be at least 3/4" (20 mm) to the main text.

## Production Requirements

### Page Numbering

Each and every page in the thesis, except the title page, must be numbered. The preliminary portion of the thesis should be numbered with small Roman numerals placed in the centre of the page, about half an inch from the bottom. Numbering begins with the Abstract as ii (the Title Page counts as i, but the number does not appear). The remainder of the thesis, starting with the first page of the Introduction or Chapter One, should be numbered with Arabic numerals, beginning with the number 1. Preferred placement of the Arabic numerals is in the upper right-hand corner (about 2.5 cm. from each edge) *with the exception of the first page* of the Introduction or Chapter One: on this page, the page number should be placed in the centre, half an inch from the bottom edge of the page. Appendices included in the thesis must be numbered consecutively with the main body of the thesis.

## Page Order

The accepted order of pages within the preliminary section of the thesis is as follows:

- Title Page (see Title Page)
- Abstract (see Abstract)
- Acknowledgments (where applicable)
- Table of Contents
- List of Tables (where applicable)
- List of Plates (where applicable)
- List of Figures
- List of Appendices (where applicable)

## Title Page

See the "Sample of Title Page" below. On the title page should appear the words for your appropriate degree:

### - For ThM, DMin and ThD theses:

"A Thesis submitted to the Faculty of ... College and the ... Department of the Toronto School of Theology. In partial fulfilment of the requirements for the degree of Doctor of Theology awarded by ... [the formal name of the college of registration] and the University of Toronto."

### - For MA and PhD theses:

"A Thesis submitted to the Faculty of ... College and the ... Department of the Toronto School of Theology. In partial fulfilment of the requirements for the degree of Doctor of Philosophy in Theology awarded by the University of St. Michael's College."

This page should also have the thesis title (capitalize the content words), student's name, and the universal copyright notice (the date will be the year the degree will be conferred). The universal copyright notice must appear on one line, as indicated in the "Sample of Title Page" below.

### Sample of Title Page

(NOTE: Spacing is approximate on 8 1/2" x 11" or 21.5cm x 28cm page)  
(2" or 5 cm from top of page)

**This Area is Recommended for  
the Thesis Title Only**

(1 1/2" or approx 4cm)

**by**

(1 1/2" or approx 4cm)

**Jane Ann Doe**

(2" or approx 5cm)

**[ThD title]**

**A Thesis submitted to the Faculty of ... College and the ... Department of the  
Toronto School of Theology**

**In partial fulfilment of the requirements for the degree of Doctor of Theology  
awarded by ... [the formal name of the college of registration] and the  
University of Toronto**

**[PhD title]**

**A Thesis submitted to the Faculty of ... College and the ... Department of the  
Toronto School of Theology**

**In partial fulfilment of the requirements for the degree of Doctor of  
Philosophy in Theology  
awarded by the University of St. Michael's College**

(1 1/4" or approx 3cm)

**© Copyright by Jane Ann Doe (state year of graduation)**

(1 1/4" or approx 3cm from Bottom of page)

## Abstract

All theses must have an abstract included. Most importantly, the following technical guidelines must be followed for the production of the abstract by Proquest/UMI, the National Library of Canada's production and sales agent, and then reproduced in Dissertation Abstracts International and Master's Abstracts International at [University Microfilms Inc. \(UMI\)](http://www.umi.com):

Font size must be a minimum of 10 points and the lines of text must be double-spaced. The abstract must not exceed 350 words for a doctoral thesis or 150 words for a master's thesis. The left-hand margin should be at least 1 1/4" (32 mm), and the remaining three margins at least 3/4" (20 mm) to the main text.

The student's thesis title, degree and year of convocation, full name (as on ROSI), and name of college of graduation must appear on the top of the first page of the abstract (this information is not included in the 350/150-word count).

Symbols, as well as foreign words and phrases, must be clearly and accurately displayed. Do not include graphs, charts, tables, or illustrations in the abstract.

## PDF Creation

To create the PDF version of your thesis you will require Adobe Acrobat or other PDF-creation software. Computers equipped with this software are available in the Information Commons at Robarts Library if needed.

## File Management

The main thesis text based file must be in PDF format. Multiple file formats are an option when attaching supplementary file submissions for multimedia, sound, video, including HTML pages with embedded files.

If the system does not automatically recognize the format of the file you have uploaded, you will be asked to select the appropriate format from the list offered. If the format is not in the list, click on 'Format Not in List' and describe the format in the text box lower down on the page. Be sure to give the name of the application you used to create the file and the version of that application, e.g. 'Autodesk AutoCAD R20 for UNIX'.

## File Naming Convention

Use the file naming convention when saving your thesis text based file and any supplementary files you plan to submit:

**lastname\_firstname\_middleinitial(s)\_graduationyearmonth\_degreedesignator\_thesis.pdf**

eg. Smith\_Lorie\_L\_200705\_PhD\_thesis.pdf

supplementary files should follow the same naming convention

eg. Smith\_Lorie\_L\_200705\_PhD\_datatables.exl

# T-Space Submission

Submitting your ETD is a quick and simple process. After your thesis supervisor has approved your thesis, after any corrections have been completed, follow the instructions below for submitting your ETD documents to T-Space.

## Administrative Preliminaries

You can register as a T-Space user at any time, but to submit an ETD, you must first provide the TST Advanced Degree Office with the following:

- written confirmation (letter or email) from your thesis director that your thesis is in final form and approved
- all copyright permission letters required for your thesis
- a Library and Archives Canada Theses Non-Exclusive License form signed and dated (form at <http://www.tst.edu/academic/thesis-submission-convocation-information>)
- proof of payment of your thesis submission fee

## Embargoes on Thesis Release

Publication of your thesis by the TST colleges is a requirement of your degree; it is the intention of TST colleges that there be no restriction on the distribution and publication of theses. Accordingly, theses will be released after each convocation, and will be freely available to the public in an online environment. However, in exceptional cases, you may wish to consider delaying thesis publication. Typical reasons for embargo include:

- currently seeking publication of part of your thesis in a journal, or publication of the thesis as a book
- content of a sensitive nature in the thesis, the publication of which might endanger the wellbeing of the author or of persons associated with the work
- a patent in process

Please discuss restriction with your supervisor and the chair of your department if you think restriction might be appropriate. If you intend to restrict the release date of your ETD, a TST Restrict Thesis Release Date form (PDF), dated and signed by the chair of your committee, must be submitted to the TST and another copy bound inside the front cover of the bound paper copy submitted to your department, if applicable.

## Prior to Submitting Your ETD

### **Create a T-Space Account**

You will need to [create a T-Space account](#) in order to submit your thesis. Once you have accessed T-Space, you will be directed to the UofT Weblogin page. Log into the T-Space resource by entering your UTOR ID and Password. You will be directed to the T-Space login page and asked to enter your email twice. You must use an official @utoronto email account. At this point you will choose "Start a New Submission" and choose the appropriate collection to submit to.

### **File Format and Naming Convention**

**The main thesis file must be in PDF format to be accepted.** Create a PDF of the final approved version of your thesis before you start the submission process. You must use the following file naming convention (PDF):

**lastname\_firstname\_middleinitial(s)\_graduationyearmonth\_degreedesignator\_thesis.pdf**

eg. Smith\_Lorie\_L\_200711\_PhD\_thesis.pdf

- supplementary files should follow the same naming convention

eg. Smith\_Lorie\_L\_200711\_PhD\_datatables.exl

### **Stopping During the Submission Process**

You can stop and save your work at any point in the submission process and resume your submission at a later date by clicking on the 'cancel/save' button at the bottom of every ETD submission page. The data you have already entered will be stored until you come back to the submission, and you will be reminded on your 'My T-Space' page that you have a submission in process. If somehow you accidentally exit from the submit process, you can always resume from your 'My T-Space' page. You can also cancel your submission at any point.

### **Submission Progress Bar**

The Progress Bar is a set of oval buttons at the top of the Submit page.



As you move through the process, these ovals will change colour. Once you have started, you can also use these buttons to move back and forth within the submission process by clicking on them. You will not lose data by moving back and forth.

# Step by Step Instructions

- Log In to your My T-Space Account
- Click "Start a new submission"

## Choose a Collection

Click on the arrow at the right of the drop-down box to select the Doctoral or Master's collection for your submission. You should If you are denied permission to submit or you do not see any collections in the drop down menu, contact the AD Office at TST.

## More than one file?

Default is a one PDF thesis file submission.

Check more than one if you intend to submit supplementary files.

The screenshot shows a progress bar with steps: Describe (highlighted in red), Describe, Upload, Verify, License, License, Complete. Below the progress bar is the heading "Submit: Describe Your Item" and a note: "Please check the boxes next to the statements that apply to your submission. More Help...". A checkbox is present with the text "The item consists of more than one file". At the bottom of the form are two buttons: "Next >" and "Cancel/Save".

An item can consist of more than one file in T-Space. The main thesis must be a single file in a PDF format. But you can add supplementary files such as references to image files (such as JPG or GIF files). Another example is a thesis that is supplemented with a video and a data file. If you are submitting more than one file for this item, click in the 'yes' box. Click 'Next'.

## Enter author/title etc.

The descriptive information on this T-Space page enables users to retrieve your thesis using search engines. By filling out these fields in the form, you are creating a metadata record for your thesis. The more thorough you are, the more 'findable' your submission will be, so please take the time to fill in as many fields as you can about each item.

## Author

Your name must be exactly as you are registered and recorded on ROSI or your ETD will be rejected.

The form is titled "Authors" and has two input fields. The first field is labeled "Last name" and contains the text "Smith". The second field is labeled "First name(s)" and contains the text "John D. Jr.". To the right of the second field is a button labeled "Add More".

## Supervisor

Enter your supervisor's name.

The form is titled "Supervisor" and has two input fields. Above the fields is the instruction "Enter the name of your supervisor." The first field is labeled "Last name" and is empty. The second field is labeled "First name(s)" and is empty. To the right of the second field is a button labeled "Add More".

## Co-Supervisor

Use the "add more" button to enter your co-supervisor's name (if applicable)

The form is titled "Supervisor" and has two input fields. Above the fields is the instruction "Enter the name of your supervisor." The first field is labeled "Last name" and contains the text "Smith". The second field is labeled "First name(s)" and contains the text "John". To the right of the second field is a button labeled "Add More", which is highlighted with a red box.

## Title

Enter the full and proper title of your thesis.

Title

## Translated title – for theses written in a language other than French or English

Graduate departments in the Humanities may grant permission for a thesis to be written in a language other than French or English. If your thesis is approved to submit in a language other than French or English, you will be required to enter a translated title (in French or English) and a supplementary abstract of about 5,000 words (in English or French).

## Release Date

Theses will be released four to five weeks after convocation, unless a restriction is placed on the thesis. Choose "release four to five weeks after convocation" unless you wish to restrict the publication of the thesis. If you do intend to restrict the thesis' publication, you may choose either "one year after convocation" or "two years after convocation". For more information on restricting your thesis, please see below.

## Restriction or Embargo on the release of your thesis contents

It is the intention of the TST colleges that there be no restriction on the distribution and publication of theses. However, in exceptional cases, the author, in consultation with the thesis supervisor and with the approval of the TST AD Director, shall have the right to postpone public access for a period of up to two years from the date of acceptance of the thesis.

Release cannot be restricted without having first submitted the appropriate form to TST. If you have any questions about placing a restriction or embargo on public access, contact TST.

## Year of Convocation

Enter the year in which your degree will be awarded, **not** the year of your defence.

Please provide the year of convocation.

Year of Convocation

## Type of content being submitted

Describe Describe Upload Verify License License Complete

**Submit: Choose Collection**

Select the collection you wish to submit an item to from the list below, then click "Next". [More Help...](#)

Collection

**Thesis** is the default identifier for anyone submitting a single PDF file. For multiple file submissions, identify each type of file. To select more than one value in the list, you may have to hold down the 'ctrl' or 'shift' key.

## Language

Language

Select the principal language of the intellectual content of your item. If the default (English - Canada) is not appropriate, click on the arrow on the right of the drop down box to see a list of languages commonly used for publications, e.g., if supplementary files to your thesis submission are not text documents and language is not applicable as description, then select the N/A choice.

Click on the 'next' button to proceed, or 'cancel/save' button to stop and save or cancel your submission.

## Enter degree/department, etc.

### Degree

Select from the drop down box, the appropriate degree for which this thesis is submitted.

Degree

### Department

Select from the drop down box, the appropriate department.

Department

### UMI Subject Code

Select one subject code that most closely identifies the content of your thesis.

Enter the UMI Subject Code below. [Click here for a list of codes.](#)

UMI Subject Code

### Subject/Keywords

Enter appropriate subject keywords or phrases below.

Subject Keywords

Provide as many appropriate keywords and subject terms about your work as possible, from the general to the specific. The more words you provide, the more likely it is that users will find this item in their searches. Use one input box for each subject word or phrase. For more input boxes, click on the 'Add More' button.

You may have been advised to use terms from a specific vocabulary, taxonomy, or thesaurus. If this is the case, please select your subject words from that list. Future versions of T-Space will provide links to those lists.

### Abstract

Enter the abstract of the item below.

Abstract

Cut and paste the content paragraphs of your abstract, as it appears in your thesis, into this box. The maximum length of an abstract is 350 words for Doctoral and 150 words for Master's.

### Supplementary Abstract

Doctoral theses written in a language other than French or English are required to have a supplementary abstract, of up to about 5,000 words, written in French or English. If applicable, cut and paste the abstract and the supplementary abstract into this box.

## Upload your file(s)

There are two methods of entering the name of the file you wish to upload:

1. Type the full path and file name into the input box and then click on the 'next' button in the lower right hand corner of the screen.
2. Click on the 'browse' button and a window showing your files will appear. You can navigate through your directories and folders until you find the correct file to upload. Double-click on the file name you wish to upload, and the name will be entered into the input box.

The thesis file must be in PDF format.

You must use the following file naming convention:

lastname\_firstname\_middleinitial(s)\_graduationyearmonth\_degreedesignator\_thesis.pdf

eg. Smith\_Lorie\_L\_200705\_PhD\_thesis.pdf

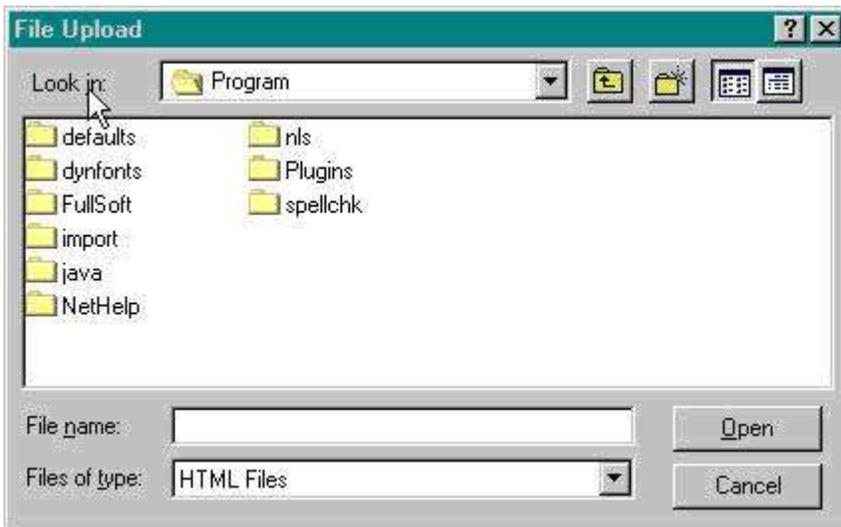
supplementary files should follow the same naming convention

eg. Smith\_Lorie\_L\_200705\_PhD\_datatables.exl

Note: If you are using the Netscape browser, the default file type may be set to "HTML files", so you may not see all of your files.

Here is how to see all your files:

**On Windows and Macintosh computers**, the window initially looks like this:



Click on the drop down arrow next to the 'HTML Files' and select 'All Files (\*.\*)'

Once the correct file name is in the input box, click on the 'next' button to proceed.

## ***File Description***

If you specified at the beginning of the submit process that you had more than one file to upload for this item, you will see an input box marked 'File Description'. The information you provide here will help users to understand what information is in each file, for instance, 'thesis main file' or 'images' or 'computer program' or 'data set'. Enter file descriptions for each item, and click on the 'next' button to proceed.

## ***Select File Format***

If the system does not automatically recognize the format of the file you have uploaded, you will be asked to select the appropriate format from the list offered.

If the format is not in the list, click on 'Format Not in List' and describe the format in the text box lower down on the page. Be sure to give the name of the application you used to create the file and the version of that application, e.g., 'Autodesk AutoCAD R20 for UNIX'.

What kinds of formats are supported by T-Space?

# File Uploaded Successfully

After you have uploaded a file, check the information in the table to make sure it is correct. There are two further ways to verify that your files have been uploaded correctly.

Click on the filename. This will download the file in a new browser window, so that you can check the contents.

**If you're only uploading one file**, click on 'Next' when you're satisfied that the file has been uploaded correctly.

**If you're uploading more than one file**, click on the 'Add Another File' button (this will appear if you checked 'The item consists of more than one file' on the 'Submit: Describe Your Item' page). When you are satisfied that all files for this item have been successfully uploaded, click on the 'Next' button.

## Add Another File:

This feature only appears if you are uploading an item that consists of **more than one file**, including **HTML pages with embedded files**. Remember that all aspects of your submission must comply with copyright permissions.

If you are **uploading an HTML page with embedded files**, upload all files or bitstreams referenced in the HTML page. After all the files are uploaded, in the column marked 'Primary Bitstream', select the bitstream or file that is the index page or the top page for the web page. This will ensure that all of your embedded files will display properly on the HTML page. Then click on the 'Next' button.

## Verify Submission

This page lets you review the information you have entered to describe the item. To correct or edit information, click on the corresponding button on the right, or use the oval buttons in the progress bar at the top of the page to move around the submission pages. When you are satisfied that the submission is in order, click on the 'Next' button to continue. Click on the 'Cancel/Save' button to stop and save your data, or to cancel your submission.

## Licences

### Authenticity Statement

The thesis is the approved and final version, in whole and without alteration, submitted to the TST AD Office as a requirement of the degree program in which the author is registered.

\*\* The Check Box must be marked for your thesis to be accepted.

### Creative Commons License

The Creative Commons offers non-exclusive licenses. With a Creative Commons license you can specify use, e.g., the right of others to copy your work, make derivative works or adaptations of your work, to distribute your work and/or make money from your work. Choosing a Creative Commons non-exclusive license means you keep your copyright but allow people to copy and distribute your work provided they give you credit. Participation in the Creative Commons licensing program is optional. The license provides further copyright protection for the author; we suggest using the most restrictive form of this license if you take this option.

## Technical Assistance

Technical assistance with converting your thesis to a PDF file is available at the Information Commons Help Desk in Robarts Library, either in-person or by email at [amanda.wagner@utoronto.ca](mailto:amanda.wagner@utoronto.ca). In addition, computer work stations in the following University of Toronto Libraries are able to create PDF documents using the "Print to PDF" procedure in Microsoft Word:

- Robarts Library - Information Commons (130 St. George Street)
- St. Michael's College - Kelly Library (113 St. Joseph Street)
- Trinity College - Graham Library (6 Hoskin Avenue)
- Victoria University - Emmanuel College Library (75 Queen's Park Crescent East, 3rd Floor)

## Submission Complete: What Next?

Congratulations! The TST Advanced Degree Office will review your thesis and you will be notified once it is approved. If there is any problem with your submission, you will be notified by email and given instructions.

## Publication and Distribution

Your thesis will be available online at T-Space and on the web approximately four to five weeks following convocation. T-Space theses will have priority in many search engines. Theses will be uploaded to the University of Toronto Library at intervals, approximately two times per year.

ProQuest/UMI will create an archival quality microfilm copy of the thesis for Library & Archives Canada, and will also catalogue your thesis and publish the abstract in the [ProQuest Dissertations & Theses \(PQDT\) database](#). ProQuest is considered an academic and not a commercial publisher.

ProQuest makes theses available in digital or paper format for a fee.

After a period of two years, [Library & Archives Canada](#) may also make downloadable copies of theses available at no charge (or paper copies for a fee that covers the cost of production).

Before electronic submission, this was the only way to obtain copies of theses apart from borrowing them from university libraries or contacting authors directly. You retain copyright to your thesis and may make it available on a personal website and pursue other sources of publication as well.

### ***Continued Access to T-Space***

You will be able to view your thesis on T-Space following convocation. Simply search the Doctoral or Master's collection of the School of Graduate Studies Theses collection on T-Space.

Authorization to submit to the TST Theses collection is withdrawn once your thesis submission is approved.

You can continue to use T-Space with access to any collections, including the Theses collection. You are also welcome to become a contributor to other T-Space communities and/or register for updates.

For general information and news about T-Space or help using your account and using the site, please contact [tspace@tspace.library.utoronto.ca](mailto:tspace@tspace.library.utoronto.ca).

### ***Handles***

When your thesis becomes a part of the T-Space repository, it is assigned a persistent URL. This means that, unlike most URLs, this identifier will not have to be changed when the system migrates to new hardware, or when changes are made to the system. T-Space is committed to maintaining the integrity of this identifier so that you can safely use it to refer to your item when citing it in publications or other communications.

Our persistent URLs are registered with the Handle System, a comprehensive system for assigning, managing, and resolving persistent identifiers, known as "handles," for digital objects and other resources on the Internet. The [Handle System](#) is administered by the [Corporation for National Research Initiatives \(CNRI\)](#), which undertakes, fosters, and promotes research in the public interest.

# Copyright

The ETD process provides you a unique opportunity to learn more about electronic publishing and there are important copyright issues to keep in mind. The skills acquired in doing an ETD will serve you well as you continue to produce works of scholarship, more so if you choose to remain in higher education. We encourage you to start learning about copyright and publishing issues in the process of preparing/submitted your ETD.

## ***When is copyright permission required?***

1. Does your thesis contain someone else's work (third party materials)? For example, text, figures, maps, images, questionnaires, photos, etc.
2. Does your thesis contain your own previously published materials (e.g. journal article)?
3. Does your thesis include material (e.g. a chapter, an article) that was co-written with another author(s)?

If you answered "yes" to any of these questions then you must obtain written permission to reproduce the material from the copyright owner (e.g. journal publisher and/or co-authors).

## ***Securing Permission from Copyright Holders***

Securing copyright permission may take time and we recommend seeking any needed permissions early in the thesis preparation process. Some publishers provide (on their website or in the material given to you when your article was accepted) a policy statement granting permission to publish your work in a thesis. The [Sherpa Romeo](#) website may be helpful to you in determining publishers' policies. You may also be able to secure permission through [Rightslink](#). If you need to request permission, we suggest that you refer to, or use, the wording of the copyright Permission request sample text below. An original, signed letter on the copyright holder's letterhead is your best protection against accusations of copyright violation, but email proof of permission from publishers or co-authors is acceptable. Keep copies of all documents for your own records.

### **Copyright Permission Request - Sample Text**

Date:

Re: Permission to Use Copyrighted Material in a Doctoral/Master's Thesis

Dear:

I am a [name of college & UofT, or Univ. of St. Michael's College] graduate student completing my Doctoral / Master's thesis entitled "\_\_\_\_\_\*\*\_\*\_\_\_\_\_".

My thesis will be available in full-text on the internet for reference, study and / or copy. Except in situations where a thesis is under embargo or restriction, the electronic version will be accessible through the U of T Libraries web pages, the Library's web catalogue, and also through web search engines. I will also be granting Library and Archives Canada and ProQuest/UMI a non-exclusive license to reproduce, loan, distribute, or sell single copies of my thesis by any means and in any form or format. These rights will in no way restrict republication of the material in any other form by you or by others authorized by you.

I would like permission to allow inclusion of the following material in my thesis: [insert copy or detailed explanation including the title of the article or book, the figure or page numbers of the material used, the journal name, year, volume number or unique publication identifier, the publisher and year] The material will be attributed through a citation.

Please confirm in writing or by email that these arrangements meet with your approval.

Sincerely

Your Name and Signature

## **Cite Your Sources**

Any copyrighted material used in your thesis, including photos, pictures, charts, graphs, maps, etc. must receive full citation. Each citation must include the copyright symbol, name of the copyright holder (who may or may not be the author) and a statement that the use or adaptation (in the case of adapted graphics) is by permission of the copyright holder.

## **What if Permission Denied or Unavailable?**

Occasionally, permission to use copyrighted material cannot be secured, or is denied. Do not reproduce copyrighted material in your thesis without permission. Remove the copyrighted material. You will proceed differently according to the nature of the material. In the case of an image of an artifact or artwork, for example, you may include a description of what is missing, a full citation of the source of the material and where it can be found. Include an explanation that the material has been removed because of copyright restrictions. In the case of a thesis chapter that was previously published as a journal article, you should include in place of the chapter an abstract of the chapter content and a link to the journal website where the original article can be read.

## **Quick Copyright Links**

[Copyright Policy of the University of Toronto](#)

[Canada Copyright Act](#)

[Library & Archives Canada](#)

[Canadian Intellectual Property Office](#)

Databases where you can look up the policies of academic journals on the use of your published papers in a thesis:

[Sherpa Romeo](#)

[Rightslink](#)

# Fees and Deadlines

Doctoral and Master's students must pay a fee of \$25 to the AD Office to cover administrative costs.

Payment must be made using **ONLY** credit card (VISA) or by personal cheque payable to the "Toronto School of Theology".

## ***Deadlines***

### ***Master's***

Master's thesis submission deadlines are published in the TST Handbook for your program. Please note that the thesis title on the degree recommendation form must be identical to that on the title page of your thesis.

### ***Doctoral***

Submission of your defended, corrected thesis represents completion of your degree requirements and is therefore the factor that determines how your final tuition fee charges are calculated and when you can graduate.

### ***Graduation***

Students must graduate at the convocation ceremony that follows their completion date. Deadlines will be found at the TST College of Registration.

# Forms & Checklists

Most of these forms are pdf (portable document format) files. To view these files you will need the [Acrobat Reader](#).

## **Forms**

### **Non-Exclusive License**

A signed and dated Library and Archives Canada Theses Non-exclusive License form [LAC](#) (PDF) must be submitted by all ETD authors to the Doctoral Examinations Office or to the Master's Office, as appropriate. This form allows the university to publish your thesis which is necessary to fulfill your degree requirements. Further information about the form and the Library & Archives Canada thesis program can be found on the [Library and Archives Canada](#) website.

Please note that the LAC form was updated as of April 1, 2011 to include information about the submitter's permanent address if the individual would like to receive royalties on any sale of his or her thesis. ProQuest only pays royalties if seven or more copies of a thesis are sold in one calendar year, so the receipt of royalties will not represent a significant sum for most students.

### **Restrict Release Form**

Those requesting an embargo on the release date of their ETD must submit a TST Restrict Release form\_(PDF), signed and dated by both the author and the TST AD Director.

### **Electronic Licenses**

T-Space offers authors participation in the [Creative Commons Licence](#). This license permits an author to select from a menu and access-options to be applied to their ETD.

## **Checklists**

Before you submit your ETD, please read and complete the steps outlined in the Electronic Theses and Dissertations Checklist. These checklists are designed to walk you through all the necessary steps for completing and submitting your ETD.

Electronic Thesis and Dissertation Submission Checklist - Masters (PDF)

Electronic Thesis and Dissertation Submission Checklist - Doctoral (PDF)

# FAQs

## Electronic Theses & Dissertations

### 1. When is my thesis ready to be submitted to TSpace?

Once your thesis is in final, defended, corrected, approved form, it is ready to be submitted. Be sure that your electronic thesis/dissertation (ETD) meets the technical and production requirements (see the Formatting section). You will find the checklists helpful:

[Electronic Thesis and Dissertation Submission Checklist -Masters \(PDF\)](#)

[Electronic Thesis and Dissertation Submission Checklist -Doctoral \(PDF\)](#)

### 2. Do I still need to submit a paper copy?

Under the revised policy, there is only one minor change: Students are no longer required to submit a hardbound copy of the thesis/dissertation to TST. Instead, students must now upload a PDF version of their thesis or dissertation onto T-Space. Please note that students are still required to submit copies of their theses/dissertations according to the other requirements in their program Handbooks (ThM (Sec. 8.3.9.2), MA (Sec. 8.3.9.2), PhD/ThD (Sec. 10.12.2) & DMin (5.14.1)). This means that there are no changes at the college level.

### 3. To submit a bound copy to my College, where should I go?

Your College can provide information about binding services.

### 4. What are the advantages of submitting an electronic thesis?

Electronic theses have many advantages. ETD submissions will be on line in full colour, while microfiche and digitized versions of paper theses were processed in black and white only. ETD submissions allow the author to retain the highest quality of embedded images. In addition to the principle text-based PDF thesis file, ETD submissions can also include supplementary files in a variety of formats, enriching the text-based thesis in ways not possible with a paper submission.

In addition, accessibility and ease of use are greatly improved, better achieving the goal of enriching the world with the knowledge that your work has produced. For you personally, citation rates have been found to increase dramatically, and plagiarism of your work is inhibited because it could be so readily detected.

### 5. What documentation is needed?

Paper copies of the following documents must be handed in to the Advanced Degree Office in order to be authorized to submit an ETD:

- a. the Library and Archives Canada Theses Non-Exclusive License
- b. copyright permission letters as required
- d. proof of payment of the thesis processing fee
- e. written confirmation (email is fine) of completion of minor corrections or minor modifications specified by a doctoral final oral exam committee

### 6. Are there specific formatting requirements?

Yes. Please see Formatting. There is also a file naming convention that you must follow.

### 7. How do I create a PDF file of my thesis?

Adobe Acrobat writer or Acrobat Professional software (or other PDF writer programs) are required. University of Toronto Libraries (416-978-4357) has computers equipped for PDF conversion. Your Department may also be able to provide you access to PDF conversion software. Student versions of Adobe Acrobat software can be purchased at the Computer Shop of the U of T Bookstore. Other PDF authoring software is also available online for little or no cost.

### 8. What if I need help formatting my thesis?

First see the Formatting section (above) - the template may solve your problems. Colleagues are an obvious source of information, as is your thesis director.

The Information Commons at Robarts Library (416-978-4292) has computers equipped with all the software you will need and staff there are knowledgeable about most of the issues you may encounter. If you have any difficulties, please email: [amanda.wagner@utoronto.ca](mailto:amanda.wagner@utoronto.ca).

### 9. How do I submit an ETD?

Follow the General Instructions on the ETD website.

### 10. When will my ETD be available on line?

ETD submissions are available via T-Space and on the web approximately four to five weeks following your Convocation.

### 16. What if I notice mistakes and/or changes that need to be made after submitting my ETD?

Contact the Advanced Degree Office for a Doctoral or Master's thesis problem. A correction or change can only be made with the authorization of the AD Office, and may require the written approval of your supervisor. Your ETD must be the approved, final version of your thesis.