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1.0 Style

The Office of Graduate Studies acknowledges that students use a variety of formats for the composition of their theses. The Office does not stipulate the use of any particular authoring format for theses and supporting documentation.

The written component of the thesis must be expressed in a satisfactory literary form consistent with the discipline concerned and display a scholarly approach to the subject and a thorough knowledge of it.

Graduate programs may choose to follow one of a number of standard styles, including the following:

- MLA (Modern Language Association)
- Chicago style
- APA (American Psychological Association)
- Harvard style

Many style manuals which may be used in the preparation of a thesis are available in the Library.

Regardless of the guide used, it is the student's responsibility to ensure that the thesis document conforms to the conventions of the selected guide and that a consistent style is used.

The selected style manual should be consulted with respect to all aspects of organizing and writing the document. For questions not answered in either these guidelines or in the style manual employed, students are urged to consult the Principal Advisor, the Graduate Program Director, or the Office of Graduate Studies.

1.1. Framework for the Thesis

This section presents *only one possible organization* for the document. Students should consult with their Principal Advisor and Graduate Program Director before beginning the first draft of the project or thesis and should refer to any specific guidelines provided by the individual graduate program.

Notwithstanding the format chosen by the graduate program, all theses must include a critical review of previous work related to the subject and a concluding summation of the contributions made in the thesis to scholarship in the chosen field.

The project or thesis is normally written in the form of chapters although some innovative projects may follow an article format, as presented in the APA Manual, for example. In most cases, however, the thesis will be structured as follows:

Traditional Format

Title Page
Author's Declaration
Abstract
Acknowledgements (optional)
Dedication (optional)
Table of Contents
List of Tables
List of Figures and Illustrations
Chapter 1: Introduction
Chapter 2: Literature Review
Chapters 3 to n: Body of the Thesis, including methodology and research design,
presentation of results
Chapter n+1: Summary, Implications, Recommendations for future research,
conclusions
Bibliography
Appendices

Principal Advisors are expected to provide suggestions on appropriate headings for the type of research being reported in the project or thesis.

For more information on the table of contents and order of items, see Sections 2.2.2 and 2.2.3.

1.1.1 Chapter 1: Introduction

In this chapter, the student describes the issue or problem under investigation. This chapter sets the stage for what will follow in the remainder of the document. The following sections may be included in the first chapter.

- **Introduction:** The introduction section should locate the thesis within broad scholarly, social, economic, artistic or design trends. This paragraph is not preceded by any heading other than the chapter title. First-level headings begin at the end of the introductory paragraph(s).
- **Background and Context of the Problem:** Describe the problem as it occurs in its existing context. There may be scholarly, design or artistic trends, unresolved issues or social concerns that provide background information and thus locate the context of the problem for the reader.
- **Purpose of the Thesis Research:** The purpose statement should be goal-oriented with an emphasis on practical or theoretical outcomes or products.
- **Questions to be Answered or Objectives**
- **Rationale:** The rationale explains why this problem should be investigated (i.e., a need to know). The need may be perceived by the student, by the educational or artistic community, or by a professional organization. The rationale should also outline the importance of the study by describing who might be interested in the results (and how), and what areas of theory and/or practice are likely to be informed by the results.

- Theoretical Framework: If theoretical areas are being brought together to form a framework for the study, they should be described here briefly and elaborated later in the Literature Review.
- Scope and Limitations: This section usually discusses the boundaries of the inquiry, specifically in relation to what is being included and what is excluded in the thesis research (and why).
- Outline of Remainder of the Document: A brief description of what each subsequent chapter will contain and its relation to the study.

1.1.2 Chapter 2: Literature Review

The literature review is intended to serve several purposes:

- To map out the current state of knowledge about the thesis topic through conceptual categories
- To present results of contemporary studies relevant to the thesis topic
- To describe and assess methods, analyses, and implications of these studies
- To identify points of debate, uncertainty, or ambiguity in the knowledge base
- To establish the basis for the questions asked in the student's research

The review of the literature is not intended to provide an author-by-author summary of what has been written about the topic. Instead, it is expected to provide a critical review of the existing knowledge base on the topic, and the chapter should be organized conceptually or thematically. Authors are to be incorporated into the review as they speak to specific concepts. Special attention should be given to most recent and relevant literature on the topic.

The literature review may also contain examples of relevant art, design, film and media practices; examples of design works, exhibitions of artworks etc. which are relevant to the student's thesis research and practice.

1.1.3 Chapters 3 to “n”: Body of Thesis

This is the central body of the thesis.

Different scholarly approaches will dictate the format and composition of this chapter/these chapters. It is not unusual to have chapters on:

- Research Methodology
- Research Design, Methods, or Approach
- Research Results (one or more chapters)

The following headings may be relevant for theses and projects that are qualitative, quantitative, ethnographic, sociological, historical, or case studies.

- Overview: This will acquaint the reader with the specific direction the chapter will take. As in all other chapters, this section should not have its own heading.

- **Research Methodology:** This section highlights the characteristics and qualities of the chosen methodology or methodologies (e.g., qualitative, quantitative, research creation, experimental, quasi-experimental, survey, auto-biographical, ethnographic, narrative, conceptual, phenomenological, case study, etc.) and their relation to the theoretical framework.
- **Research Design, Method, or Approach:** This section is concerned with application of the chosen methodologies. Students will justify the selection of their approach(es) by identifying the characteristics that were used for their line of investigation and demonstrating the appropriateness of those methods for their research.
- **Selection of Site and Participants:** This section is concerned with the characteristics of the research site and/or the research sample and population involved in the study, and how and why these were chosen. It should specify how access to the site(s) was obtained, how participation was solicited, how responses were received from participants, and how actual participation was determined.
- **Data Collection and Recording:** Detailed descriptions of how data were collected and recorded are included in this section. It should specify the exact procedures that were followed, the order in which they were conducted, and the timeline within the process unfolded.
- **Data Processing and Analysis:** All methods of processing and analyzing data should be described.
- **Ethical Considerations:** Research with human participants requires attention to the rights and protections that will be ensured for the participants. The researcher must identify any ethical risks in the study and how the researcher ensured that the participants have been protected. A copy of the approval letter from OCADU's Research Ethics Board must be included in your thesis as an appendix.

1.1.4 Chapter “n”: Results

This chapter presents the results of the investigation, research, and if applicable, the exhibition or demonstration of the thesis work. The body of the chapter represents the new knowledge claims being made by the researcher in light of what was discovered from the research process, the creative process, and/or the data.

It is essential that the reader be able to clearly detect what knowledge claims are grounded specifically in the research process, the creative process, and/or the data and what claims stand outside of it, coming either from the researcher or from other authors in the literature base.

1.1.5 Chapter n+1: Summary, Implications, Recommendations for future research, Conclusions

This culminating chapter answers the question "So what?" In this chapter, the student discusses any knowledge claims made in the previous chapter and highlights the contribution they have made to the knowledge base.

This is a difficult chapter as it is intended to bring together the information and insights from the previous chapters and links the student's investigation/practice to existing scholarly literature and practice within their field. It asserts why the study and the student's exhibition are important to art/design and scholarship.

- Summary: Here the student presents a brief overview of the overall design of the investigation, and the results of the research.
- Discussion/Conclusions: This section highlights the interesting, surprising, exciting, or illuminating results and positions them within the current debates in the field. This is not a simple re-statement but an integrative section that reflects critically on how this investigation and exhibition has contributed to knowledge, and how it supports or challenges other scholars and practitioners.
- Implications for Art, Design or Professional Practice: Do the findings and conclusions drawn affect our understanding of the issue under study? Will the findings have an impact on direct practices related to the issue? In other words, of what use is this research for educators/artists/designers/art historians/curators or other professionals and what might/should they now do differently?
- Implications for Theory: How have the findings extended, confirmed, or refuted the theoretical basis used in the study?

1.2 Spelling and Language

Canadian, American or British spelling is acceptable provided that it is used consistently throughout the document.

As per the Graduate Studies General Policies section 11, a candidate may write his/her thesis and be examined in French, subject to the approval of the Graduate Program Committee at the outset of the student's course of study. This is also dependent upon the availability and commitment of Supervisory Committee members who are fluent and conversant in both written and oral French.

1.3 Gender Neutrality

Theses should be gender neutral and avoid sexist language.

1.4 Definitions of Terms

Unusual and technical terms should be defined when they are introduced in the text. Sometimes a glossary of terms may be included as an appendix. When relevant, citations of the literature source for the term should be specified.

2.0 Formatting and Technical Requirements

In writing a thesis students must conform to accepted standards in organizing and presenting their data clearly and logically, and in applying accepted practices of manuscript form consistently. Strict adherence to the standards which follow ensures:

- Reader accessibility
- The ability to reproduce the thesis on request
- The durability of the archived copy of the thesis

Reader accessibility requires that the thesis be carefully prepared. Only good quality theses will be reproduced and/or microfilmed. Durability depends on quality paper and correct binding of the thesis.

The criteria for acceptance are presented in detail in this guide, but in general the requirements may be summarized as follows:

- Text and illustrative material must be clear and error free
- Only paper of high quality as defined herein may be used
- Each page must use margins as defined herein
- Standards acceptable to Library and Archives Canada must be met
- Written permission to include previously copyrighted material must be obtained

The type of font, font size, footnote/reference method, paginations, margins and any other aspects of production are to be consistent throughout the thesis.

Close attention by the student to these criteria will expedite the processing and availability of theses.

2.1 Presentation

2.1.1 Font

A standard font of at least 10-12 points is required, but a smaller type size may be used for graphics, formulas and appendices. Characters should be black, evenly spaced, neat, and dense. Ornate type styles are not normally acceptable. Italics may be used only for emphasis or when appropriate, such as for scientific names.

2.1.2 Spacing

The text must be double-spaced, except for footnotes, figure captions and quotations of five lines or more, which should be single-spaced.

2.1.3 Margins

To ensure sufficient space for binding, the following margin specifications must be followed. The TOP and LEFT margins should be 3.8 cm. (1.5 inches). The RIGHT and BOTTOM margins should be 2.5 cm. (1.0 inch).

When the thesis is to be printed double-sided, both LEFT and RIGHT margins should be 3.8 cm. (1.5 inches).

These margins also apply to all illustrative material, diagrams, maps, photographs, charts, tables, and computer printouts.

2.1.4 Paper

It is essential for maximum strength, durability and permanence that acid free or low acid paper with rag content be used for both the original and all copies of a thesis. A No. 2 grade 10m size 8 1/2" X 11" paper (21.5 x 28 cm) having a rag content of approximately 25% is required. Paper of this quality will also have the required opacity to prevent type from the following page from showing through when filmed.

Students are urged to consider printing the paper copy of a thesis on both sides of the page as long as the document is collated properly. In addition to reducing costs, the measure contributes to the University's efforts to conserve natural resources. Either portrait or landscape format is acceptable, but must be consistent throughout.

The print on the original must be dark enough to support the number of copies required. The print and duplication of the thesis must be of the highest quality. Only solid, black print is acceptable. Faint, broken, uneven, or blurred lettering is not acceptable. Print must be without "shadows". For best reproduction results, use a laser printer or a letter-quality printer where the dots cannot be seen with the naked eye.

2.1.5 Footnotes and References

Several footnote citation forms are acceptable but the preferred location for footnotes is either at the bottom of the page or at the end of the chapters to which they refer.

There should be a line separating the text from any footnotes. The style of footnotes, endnotes or references must be consistent throughout the thesis.

2.1.6 Corrections

Correcting liquid and other impermanent methods of correction should not be used. No interlineations, crossing out of words or letters, or strikeovers are permissible. Pages on which many corrections have been made will have to be redone.

2.2 Organization

2.2.1 Pagination

Page numbers should be in a consistent location; that is either centre top or centre bottom of the page. The page numbers should be approximately 3/4 inch from the edge of the paper, keeping in mind that the pages will be trimmed by about 1/4 inch on all sides before binding.

The page number is omitted from the title page, although it is considered page (i). All the pages that follow the title page are numbered with lower case Roman numerals, beginning with the Creative Commons Copyright Notice or the Author's Declaration (page ii).

Beginning at Chapter One (or the body of the thesis), pages are numbered using Arabic numerals. This sequence continues through the entire document, including references and appendices.

It is the student's responsibility to ensure that pages are numbered correctly and that there are no pages missing.

2.2.2 Order of Items

The order of items is as follows:

Title Page (required; see Section 2.2.3)	Counted as "i" but not numbered
Creative Commons Copyright notice (optional; see Section 2.2.4)	Pagination is in lower case Roman numerals that continue in sequence following the Title Page.
Author's Declaration (required; see Section 2.2.5)	
Abstract (required; see Section 2.2.6)	
Acknowledgements (optional; see Section 2.2.7)	
Dedication (optional; see Section 2.2.8)	
Table of Contents (required; see Section 2.2.9)	
List of Tables (if applicable; see Section 2.2.10)	
List of Figures and Illustrations (if applicable; see Section 2.2.11)	
Chapter 1: Introduction (see Section 1.1.1)	
Chapter 2: Literature Review (see Section 1.1.2)	
Chapters 3 to n: Body of the Thesis, including methodology and research design, presentation of results (see Section 1.1.3)	
Chapter "n": Results (see Section 1.1.4)	
Chapter n+1: Summary, Implications, Recommendations for future research, conclusions (1.1.5)	
Bibliography (required; see Section 2.2.12)	
Appendices (if applicable; see Section 2.2.13)	

2.2.3 Title Page (required)

Counted as "i" but not numbered.

The title should be brief, to the point, and contain enough information about the contents to give readers a general idea of what is to follow.

The full name of the program is used. The month indicated at the bottom of the title page should be the end of the term the project/thesis is completed (e.g., April, August, December).

In order to claim copyright, the author of a thesis must ensure that all final copies of the document bear the International Copyright Notice at the bottom of the title page before the student's work is sent to binding. The notice consists of three elements printed on one line:

1. the letter "C" enclosed in a circle, ©
2. author's name
3. the year of graduation

Students who are claiming a Creative Commons License (see Section 3.2) must include the following three elements printed on one line:

1. the letter "CC" enclosed in a circle ©
2. author's name
3. the year of graduation

In addition, the following text must be inserted on the lower part of the title page:

“This work is licensed under a Creative Commons [enter your choice here] 2.5 Canada license. To see the license go to [enter url for the license here] or write to Creative Commons, 171 Second Street, Suite 300, San Francisco, California 94105, USA.”

Sample of Title Page

Title of the Thesis

by

Full name of the author

A thesis exhibition presented to OCAD University
in partial fulfillment of the requirements
for the degree of
(name of degree)
in
PROGRAM

Gallery location, dates of show

Toronto, Ontario, Canada, YEAR

© name of Author year

[or © name of Author year]

Sample of Title Page for Master of Fine Arts Thesis Exhibition

Title of the Thesis
An Exhibition of (i.e., painting, sculpture, etc.)

by

Full name of the author

A thesis exhibition presented to OCAD University
in partial fulfillment of the requirements
for the degree of
Master of Fine Arts
in
PROGRAM

Gallery location, dates of show

Toronto, Ontario, Canada, YEAR

© name of Author year

[or © name of Author year]

2.2.4 Creative Commons Copyright Notice (optional)

Pagination is in lower case Roman numerals, continuing in sequence.

Students who are claiming a Creative Commons License (see Section 3.2) must insert the following detailed copyright notice on the page following the title page:

Copyright Notice
This document is licensed under the Creative Commons [enter your choice of license here] 2.5 Canada License. [enter url for license here]
You are free to: [enter details from the license here]
Under the following conditions: [enter details from the license here]
With the understanding that: [enter details from the license here]

2.2.5 Author's Declaration (required)

Pagination is in lower case Roman numerals, continuing in sequence.

Sample of Author's Declaration Page

<p>I hereby declare that I am the sole author of this thesis. This is a true copy of the thesis, including any required final revisions, as accepted by my examiners.</p> <p>I authorize OCAD University to lend this thesis to other institutions or individuals for the purpose of scholarly research.</p> <p>I understand that my thesis may be made electronically available to the public.</p> <p>I further authorize OCAD University to reproduce this thesis by photocopying or by other means, in total or in part, at the request of other institutions or individuals for the purpose of scholarly research.</p> <p>Signature _____</p>

The Author's Declaration Page must be signed prior to the final submission of the thesis to the Office of Graduate Studies.

2.2.6 Abstract (required)

Pagination is in lower case Roman numerals, continuing in sequence.

The abstract should describe all pertinent aspects of the study. It is intended to be a brief summary of what took place, including the methods used and the main results, and is written in the past tense. The abstract should be one paragraph, if possible, and may not exceed one page or 150 words in length. The first line of the abstract is indented.

Library and Archives Canada requires that an abstract conform to the following technical specifications:

1. Font size must be a minimum of 10-12 points and 10-15 characters per inch and the lines of text must be double-spaced. The abstract must not exceed 150 words for a master's thesis. The size of the page(s) 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" (25.4 mm), and the remaining three margins at least 1" (25.4 mm) to the main text.
2. The student's thesis title, degree and year of convocation, full name, name of graduate program, and name of university must appear on the top of the first page of the abstract (this information is not included in the 150-word count).
3. Symbols, as well as foreign words and phrases, must be clearly and accurately displayed.
4. Do not include graphs, charts, tables, references, or illustrations in the abstract.

2.2.7 Acknowledgements (optional)

Pagination is in lower case Roman numerals, continuing in sequence.

This page should not exceed one page in length and provides a space to thank all those who contributed to the work. This is also an opportunity to refer to projects and theses done by previous students that were used to guide the current piece of work as well as to refer to any scholarships or other funding that assisted the work.

2.2.8 Dedication (optional)

Pagination is in lower case Roman numerals, continuing in sequence.

The dedication is optional. It should be brief and need not include the word "dedicated". "To" is sufficient: e.g. "To James".

2.2.9 Table of Contents (required)

Pagination is in lower case Roman numerals, continuing in sequence.

Students must ensure that there is consistency between the chapter titles and headings as they are listed in the text and in the Table of Contents. Usually only chapter titles and first-level headings are included in Table of Contents. Note: The Table of Contents pages are not included as items in the actual Table of Contents. If the Table of Contents exceeds one page, additional pages are numbered sequentially in Roman numerals.

2.2.10 List of Tables (if applicable)

Pagination is in lower case Roman numerals, continuing in sequence.

The numbering, titles, headings, and pagination of the tables listed on this page must agree with those in the document. Tables are formatted as:

Table 1.	Title of Table	pp
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2.2.11 List of Figures and Illustrations (if applicable)

Pagination is in lower case Roman numerals, continuing in sequence.

It is important that numbering, titles, headings, and pagination of figures or illustrations in the list coincide with the text of the document. Figures are formatted as:

Figure 1.	Title of Figure	pp
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2.2.12 Bibliography (required)

Pagination is in Arabic numerals continuing in sequence from the last chapter.

The Bibliography should be formatted according to the style guide selected by the student and used consistently throughout the thesis.

2.2.13 Appendices (if applicable)

Pagination is in Arabic numerals, continuing in sequence.

Each appendix must be assigned an alphabetical letter and title (e.g. Appendix A: Title).

Appendices are ordered in the same sequence as they are referred to in the body of the text.

2.3 Illustrative Materials

All illustrations, tables and figures should be numbered and titled/captioned and must follow one consistent style.

Illustrations should be positioned as the main text (the type reading across the 8.5" dimension). If oversize tables, drawings, or maps are included, they may be reduced by either

Xerox reduction (up to 50%) or photographic reduction (up to 80%). Please consult the university's Photocopy & Print Services department for the most appropriate method.

If an illustration, table or figure is too wide for a 21.5 x 28 cm / 8.5 x 11 page, it should be placed 'broadside.' The table/figure number and title should be placed at the binding side (left-hand side). The page numbering should follow the format of the thesis (top right-hand corner).

Oversize materials which cannot be reduced should be carefully folded into the manuscript. The sheet should be folded in such a way that folds are even with the specified text margins, or the materials put in a separate envelope to be mounted later on the inside back cover of the bound thesis. (see Section 2.3.3)

Exhibition images or documentation may be placed together after the main text. The location of images must be noted in the Table of Contents with references from the main text as appropriate.

2.3.1 Images

Remember that on a black and white photocopy, black and white print, or microfilm, colours will appear as varying shades of grey. Images with dark backgrounds will not reproduce well. Photograph prints with a glossy finish should be avoided because they reproduce poorly when photocopied or microfilmed. Secure photographic prints with acid free glue or dry mount them into the thesis. Do not use tape.

Analog slides should not be submitted with the thesis. Include scanned images within the text or back matter, or provide the scanned images on a small durable storage device located in the envelope at the back of the bound volume.

For scanned images, the resolution of such images should follow the following guideline: the scanning resolution for the image must be 1/3 the output (printer) resolution capability, at a minimum of 180 dpi, but preferably at 300 dpi. In other words, if the printer a student is using prints at 200 dpi, then the images should be scanned at 600 dpi. If an image is to be enlarged following the scanning, then students should factor the scale of the enlargement into their calculations. As an example, if an original photograph is to be presented at double its size in the thesis or dissertation, and the printer output is 200 dpi, then the image should be scanned at 600 dpi x 2 resulting in a 1200 dpi scanned image. If images are to be reduced in size from the original image scanned, students should use the general guideline that the image resolution is 1/3 the output (printer) resolution quality and should not adjust for reduction of image size.

Students may contact OCADU Visual Resources for assistance.

2.3.2 Graphics

Labels and symbols should be used rather than colours to identify areas on a chart or graph: cross-hatching for maps. Diagrams and tables should be reduced to fit on 8 1/2 x 11 and be

clearly readable after reduction. Each figure in the text and the page on which it appears must be numbered. If the title or caption of the table/figure cannot fit on the same page as the table/figure, the title/caption may appear on the previous facing page (when printing double sided pages only). These pages must be consecutively numbered with the rest of the thesis. Diagrams should avoid colour because information may be lost if the thesis is photocopied or microfilmed. Maps taken from published sources will usually require copyright permission.

2.3.3 Accompanying Materials

If a thesis contains accompanying material such as slides, video tapes, DVDs, other forms of media, objects, etc., which are an essential part of the thesis, the items should be itemized and described in the thesis. Accompanying material should be contained inside a special pocket attached to the inside back cover. When it is necessary to use pockets, all material to be placed in the pockets must be sealed in an envelope marked clearly with your full name and the title of your thesis, and must be submitted with the thesis. There must be one envelope, with contents, for each copy of the thesis. The existence of the envelope should be noted on the Table of Contents for the print thesis.

If accompanying material will not fit in a pocket, the student is asked to provide an archival box (no larger than a standard sized book shelf) to accommodate the print thesis and all the accompanying materials. The box must be marked clearly with the student's name and the title and date of the thesis. It is the student's responsibility to ensure that all the elements of the thesis are in appropriate bindings or containers.

The following statement should be included in the thesis:

Accompanying Material

The following accompanying material is available upon request from the OCAD University Library: [list and describe the material]. Anyone requesting the material may view it in the OCADU Library or pay to have it copied for personal use.

Students should not submit original artwork or other objects with the thesis; rather these items should be photographed or digitized.

3.0 Rights Management

As authors, students are encouraged to familiarize themselves with their rights under copyright and intellectual property law, and to consider the benefits of opening their copyright terms by adding a creative commons license.

3.1 Copyright Ownership

The Copyright Act protects the expressions of ideas. When a student submits work which is eligible for copyright to the university as a requirement of an academic program, the university acknowledges the student's sole copyright ownership with the following conditions:

- a) The physical document (thesis, research paper, work term report, examination answer paper and such) submitted to the university by a student becomes the property of the university.
- b) With the exception of examination answer papers, the university receives a non-exclusive royalty free license to:
 - i. Circulate the work as part of the university Library collection
 - ii. Make copies or representations of the work for academic purposes within the University
 - iii. Make copies of a thesis deposited in the university Library at the request of other universities or bona fide institutions
 - iv. Submit a copy to Library and Archives Canada for microfilming or reproduction
 - v. Publish the abstract of any work which is a student thesis

Computer programs or other products written or partially written by a student in support of a project, thesis or other original work, may have potential value as a marketable intellectual property. The University acknowledges the student's ownership of all rights with respect to such software except as follows:

- a) Students may be required to sign a waiver of rights to software by the academic department for which a supervised project or thesis is to be undertaken, or by the faculty supervisor of the project or thesis.
- b) The university assumes a non-exclusive, paid-up, royalty-free license to use, for the university's administration, education and research activities, all software written using university facilities or written in support of academic work at the university. This license does not include the right to use the software for commercial purposes or to distribute the software to others.
- c) Students acquire no rights to software written under supervision in the course of employment by the university.

Students submitting print and electronic theses in fulfillment of degree requirements must complete and sign an OCAD University License Form, available in Appendix A.

For Canadians, there are no formalities required to copyright original work. The author is the immediate owner of the copyright in the original work, except in certain cases where he or she is under an employment contract. However, students including works by other authors in their document should obtain prior permission from the copyright holder.

Copyright is a statutory right conferred on citizens of Canada by the Canadian Copyright Act. By means of international treaties, the rights defined in the Canadian Copyright Act extend to nationals of some other countries.

3.2 Creative Commons License

Students who wish to claim a Creative Commons license must decide which license is appropriate. This decision reflects the level of control the students wants to maintain over attribution, sharing, commercial usage, and derivative works.

The latest versions of Creative Commons Licenses for Canada can be found at <http://creativecommons.org/licenses/by-nc-nd-sa/2.5/ca/>

These include:

Attribution 2.5 Canada (Approved for Free Cultural Works)
Attribution-Noncommercial 2.5 Canada
Attribution-Noncommercial-No Derivative Works 2.5 Canada
Attribution-Noncommercial-Share Alike 2.5 Canada
Attribution-No Derivative Works 2.5 Canada
Attribution-Share Alike 2.5 Canada (Approved for Free Cultural Works)

3.3 Use of Copyrighted/Licensed Material

Frequently a thesis will include extracts from previously copyrighted works, such as journal articles, maps, etc. Under the Canadian Copyright Act, a reasonable extract of another person's work can be included, as long as it is properly cited. If more than a reasonable extract is quoted, written permission must be obtained from the copyright holder(s) and included within the thesis (see Appendix B: Sample Letter of Permission to Quote or Reproduce Copyrighted Material). This regulation does not apply to properly referenced material; it generally refers to direct extracts from a copyrighted work which is included in an Appendix, for example.

If the thesis contains a section or chapter which the student published as a journal article or as part of a book, written permission must be obtained from the copyright holder(s) (i.e., publishers) and included within the thesis. The permission letter from the publisher needs to acknowledge the terms of the OCADU License and the LAC Theses Non-Exclusive License that the student is required to sign (see Appendix C: Suggested Form of Permission Request to Secure Copyright Permission for Published Material). If the thesis includes material (e.g. a chapter, an article) that has been co-written with another author, permission is required from the author before the thesis can be submitted to Library and Archives Canada. The co-author

must be informed that the student has signed licenses with the OCAD University and Library and Archives Canada to reproduce, communicate to the public via the internet, to loan, distribute or sell copies of their thesis, etc.

Written permission must be obtained prior to the defence and must accompany the submitted thesis. The letters of copyright permission should be located just prior to the Bibliography. The universal copyright notice © or the universal creative commons notice CC ☺ must appear on the title page of your thesis.

Library and Archives Canada will reject a thesis if it contains a substantial amount of copyrighted material that has not been authorized.

Students who are using material licensed under Creative Commons are responsible for ensuring they understand and are in compliance with the terms of the license. In cases of uncertainty, written permission should be requested. Locating a copyright or license holder may take some time, so the process should be started early.

3.4 References

Bielstein, S. Permissions, a survival guide: blunt talk about art as intellectual property. Chicago: The University of Chicago Press, 2006.

Creative Commons Canada. <http://creativecommons.ca/>

Creative Commons Licenses. <http://creativecommons.org/about/licenses/>

Critical reflections for educators on intellectual property, originality, and use of sources: readings selected by the Writing & Learning Centre. Toronto: Ontario College of Art & Design, 2008.

Harris, L. Canadian copyright law: the indispensable guide for publishers, web professionals, writers, artists, filmmakers, teachers, librarians, archivists, curators, lawyers and business people. Toronto: McGraw-Hill Ryerson, 2001.

Judge, E. and Gervais, D. Intellectual property: the law in Canada. Toronto, ON: Carswell, 2005.

Murray, L. and Trosow, S. Canadian copyright: a citizen's guide. Toronto: Between the Lines, 2007.

Industry Canada. Intellectual Property Office. Various documents at http://www.ic.gc.ca/eic/site/ic1.nsf/eng/h_00075.html

3.5 Library and Archives Canada

Library and Archives Canada (LAC) has been collecting Canadian theses on deposit since 1965. The Theses Canada portal is the central access point for bibliographic records and full text electronic versions.

The submission of the Master's thesis to Library and Archives Canada is optional but recommended. If the student chooses to submit their paper to Library and Archives Canada, they must sign and submit a Theses Non-Exclusive License Form and include it with the electronic version of the thesis (see Section 3.5.1).

LAC currently contracts with ProQuest to microfilm electronic theses submitted, and to provide MARC catalogue records to university libraries on request (MARC records can also be downloaded from AMICUS). ProQuest requires students to assign subject codes to their thesis; the ProQuest Subject code form must be completed and submitted with the thesis (see Section 3.5.2).

Library and Archives Canada will not accept theses unless they are accompanied by the following:

1. Theses Non-Exclusive License signed by the author
2. ProQuest Subject Code Form completed by the author
3. Abstract written by the author, 150 words maximum (See Section 2.2.6)
4. Copyright Permissions obtained by the author for copyrighted material contained in the thesis (see Section 3.3)

3.5.1 Theses Non-Exclusive License Form

Students are asked to print off, fill out, and sign the "Theses Non-Exclusive License" (form NL/BN 59/02) from the website of Library and Archives Canada:

<http://www.collectionscanada.gc.ca/thesescanada/027007-3000-e.html#m4>

This License enables Library and Archives Canada to microfilm, reproduce and/or harvest theses for inclusion in Theses Canada Portal and other international bibliographies and databases. Because the license is non-exclusive the author can pursue any other publishing venture. The license clearly indicates that the author continues to own the copyright in his/her thesis. Further, the author keeps moral rights, i.e. the rights over the integrity of the work and the right to be named as its author even after sale or transfer of the copyright.

The form should be submitted to the Office of Graduate Studies along with the 2 hard copies of the thesis and the electronic copy at the time of final submission

The author's full name and the thesis title should be identical on the title page of the thesis and on the "Theses Non-Exclusive License". It must carry the author's original signature and must not have been altered.

3.5.2 ProQuest Subject Code Form

Students are asked to print off and fill out the “ProQuest Subject Code Form” from the website of Library and Archives Canada:

<http://collectionscanada.ca/thesescanada/027007-4200-e.html#a3>

On this form, students select codes for the primary and secondary subjects of the thesis to be used in production of the bibliographic record.

4.0 Submission of the Thesis

Students who wish to attend Convocation must have completed all review stages and editing requirements for their thesis and must have submitted final copies of the document for binding to the Office of Graduate Studies, prior to the deadlines established by the University.

University deadlines to apply for graduation can be found on the OCADU website under “Dates and Deadlines” at: <http://www.ocad.ca/students.htm>

In addition to the university deadlines, additional deadlines have been established by the Office of Graduate Studies to allow sufficient time to arrange all required review and defence procedures and to complete all required administrative documents prior to the university deadline. Students should consult their Graduate Program Director regarding these deadlines, should understand that these are firm deadlines, and should plan their work accordingly.

The cost of all duplication and binding is to be borne by the student.

4.1 Submission of the Thesis for Examination

In preparation for the thesis examination, candidates must submit one paper copy of the thesis to each member of the Supervisory Committee and to the Graduate Program Director by the deadline defined by the program.

Supervisory Committee members shall review a completed version of the thesis and send a signed “Pre-Exam” form (see Appendix D) to the Graduate Program Director verifying that the thesis is of sufficient quality to proceed to formal examination, and indicating three potential external examiners to participate in the thesis examination and defence. The Graduate Program Director shall review the thesis and sign the Pre-Exam form if the thesis is ready to proceed.

4.2 Examining Committee

The Examining Committee is named by the Graduate Program Director, in consultation with the Principal Advisor, and the date, place, and time of the defence determined.

The Examining Committee consists of the Graduate Program Director, the Principal Advisor, one other member of the Supervisory Committee, an internal faculty member (who may or may not be a member of the Supervisory Committee), and an External Examiner (five members in total). The External Examiner must not have any affiliation with OCADU or the candidate that might be construed as creating a conflict of interest.

4.3 Preparation for Thesis Examination

A paper copy of the thesis shall be provided by the student to the Office of Graduate Studies for distribution to the External Examiner *at least three weeks* prior to the scheduled date of

the oral defence and exhibition, if applicable. If revisions have been made to the thesis since it was submitted to Supervisory Committee and Graduate Program Director, or if there are members of the Examining Committee who are not part of the Supervisory Committee, final revised copies for each must also be provided.

Students must also provide an electronic (Word or PDF) copy to the Office of Graduate Studies for a formatting check at this point. Any formatting issues identified at this point must be corrected by the time the final perfect documents are submitted.

4.4 Thesis Exhibition and Defence

Some master's theses at OCADU culminate with a thesis exhibition/presentation/demonstration reviewed on site by the Examining Committee.

In these cases, the defence normally occurs simultaneously with the thesis exhibition. Following review of the exhibition by the Examining Committee, the candidate defends the thesis in an oral examination. Subject to the policy of individual graduate programs, any member of the OCADU community is free to attend an oral thesis defence. In the examination, candidates will be required to give evidence that they have a thorough knowledge of the discipline(s) in which they have been working.

All graduate thesis defences will have the Examining Committee and the candidate physically present at the examination. In situations where the external examiner cannot attend in person, the external examiner may be asked to review the thesis and provide a detailed written assessment of the thesis and questions that will be asked during the defence by the Graduate Program Director.

The Examining Committee and the defence examination will be chaired by the Graduate Program Director or designate. A quorum consists of 50% plus one of the Examining Committee.

The Chair will give priority to questions from members of the Examining Committee and will adjourn the examination when the Examining Committee decides that further questioning is unnecessary.

The deliberations of the Examining Committee are held and delivered to the candidate in camera.

It is the responsibility of the Chair to see that a report on the examination is prepared before the committee adjourns.

The voting is based on a simple majority.

4.5 Examination Outcomes

Five recommendations are open to the Examining Committee:

- a) The thesis is approved as it stands
- b) The thesis is approved provided certain minor revisions are made by a certain date and approved by the Principal Advisor
- c) The thesis is approved provided certain major revisions are made by a certain date and approved by all members of the Examining Committee
- d) The thesis is not approved as it stands but may be resubmitted and re-examined by some or all of the Examining Committee (this may or may not involve another oral defence)
- e) The thesis is not approved

If revisions are required, each member of the Examining Committee must provide a written list of required revisions, consistent with verbal feedback provided to the student, to the Graduate Program Director within two weeks of the oral defence (or earlier, according to the published dates and deadlines). Minor revisions are defined as corrections that can be made immediately to the satisfaction of the Principal Advisor. Major revisions are defined as corrections requiring structural changes, or other substantive revision. When a thesis is accepted with major revisions, a precise description of the modifications must be included with the Examining Committee's report. It is then the responsibility of the candidate's Principal Advisor to demonstrate that the required revisions have been made, by completing and signing the Thesis Revisions form (Appendix E).

4.6 Final Submission

The Principal Advisor oversees and must verify that the recommended revisions have been made following the thesis defence and examination, and then submits a summary report verifying that they are satisfied that the required revisions to the thesis have been completed, prior to submission of the final thesis to the Office of Graduate Studies.

An approved thesis may be submitted at any time following the oral defence. However, candidates wishing to graduate at convocation should refer to the deadlines for submission of final copies of the successfully defended thesis. Candidates not meeting these deadlines are required to be registered at OCADU until the thesis has been formally submitted and approved by the university. The student must be registered at OCADU at the time that the thesis is submitted.

Formal submission of the thesis to the University is made to the Office of Graduate Studies, where the format of the thesis, including visual documentation, will be checked. The thesis must meet the minimum requirements for acceptance by the Office of Graduate Studies and LAC as printed in the current regulations. It is the student's responsibility to have the pages of the thesis in correct order and to ensure that no pages are missing. The Office of Graduate Studies is not responsible for any errors or omissions.

Students have not completed the requirements for their degree and are not eligible to graduate until this step is complete.

Refer to Appendix F: Submission Checklist

4.6.1 Number of Copies

The student must provide the Office of Graduate Studies with:

- 2 unbound hard copies
- 1 electronic copy (PDF) (see Section 4.6.3)

Students may submit additional copies for binding in accordance with program requirements.

Hard copies should be placed into an envelope; do not hole-punch, clip or bind. The unbound paper copies must not differ from the electronic submission.

The Office of Graduate Studies will arrange for the hardcover binding of two copies of the thesis: one will be kept by the Office and the other will be forwarded to the OCADU Library. Should students wish additional bound copies for their own use, they may request this at the time of submission of the thesis. This may be subject to an additional fee (see Section 4.6.2).

The electronic copy will be forwarded to Library and Archives Canada via ProQuest, and uploaded to an Institutional Digital Repository.

4.6.2 Binding and Processing Fees

The cost of binding is to be borne by the student. Students must submit a \$50 binding fee with the final copies of their thesis (fee is subject to change).

A \$42 processing fee is charged to partially cover the OCADU Library's costs to upload the thesis to an Institutional Repository and to make the thesis available to Library and Archives Canada and ProQuest for reproduction, cataloguing and indexing.

A thesis will not be considered submitted until the binding and processing fees have been paid in full. Binding and processing payments are non-refundable.

4.6.3 Electronic (.pdf) Copy

The thesis and all accompanying materials must be converted into an electronic format (PDF) and compressed to enable easy uploading and transmission of content. The electronic copy must have the identical content of the print copy (including appendices and accompanying materials) and be a faithful facsimile in all respects. Adobe Acrobat Professional is available to all OCADU students on networked computers and in labs across campus. For other software options, students may consult with the IT Help Desk or Academic Computing.

The electronic copy must be accompanied by the following documents in original hard copy:

1. "OCAD University License Form"
2. "Theses Non-Exclusive License Form" (see Section 3.5.1)
3. "ProQuest Subject Code Form" (see Section 3.5.2)
4. Title page (titles should be capitalized and should not be underlined) (see Section 2.2.3)
5. Author's Declaration (see Section 2.2.5)
6. Abstract (see Section 2.2.6)

PDF files larger than 100MB may result in slower than optimal access. If the PDF file is large, you may want to consider the format and resolution of your images (modify the format and resolution before inserting images into your thesis; .jpeg is a good format to consider).

The PDF of the thesis should be saved as Lastname_Firstname.pdf (replacing 'Lastname' with your last name and replacing 'Firstname' with your first name (without any diacritics)). It is recommended that security settings are NOT set on the PDF version of the thesis.

4.6.4 Supplementary Media Files

To submit supplementary files (such as multi-media files or data files) as part of the electronic copy, you must follow the procedures below. Ensure that your supplementary files are of the types listed below.

4.6.4.1 Multimedia Appendix

Each supplementary file must be referenced in its own appendix in the thesis.

A separate appendix must be created for the supplementary file that looks like this (replacing 'sound file' with your description, 'Sample Multimedia Appendix' with something appropriate, and the file name/description with your file name/description; you can also include additional information about your supplementary file if you wish):

Sample Multimedia Appendix

**This appendix is a sound file of Beethoven's Symphony No. 9 (Scherzo).
The file name of this sound file is "Beethoven's Symphony No. 9 (Scherzo).wma".**

The appendices created for any supplementary files should be referred to in the Table of Contents of the thesis.

When submitting the thesis to the Office of Graduate Studies, please indicate that the thesis consists of more than one file.

4.6.4.2 File Formats/Size

The recommended file size is 500MB or less.

Images: GIF (.gif), JPEG (.jpeg), PDF (.pdf) use Type 1 PostScript fonts, TIFF (.tif)

Video: MP4 (.mp4) Apple Quick Time (.mov). Ensure that the file has been tested on different computers and with different browsers. This is especially important if the files are compressed.

Audio: AIF (.aif), CD-DA, CD-ROM/XA, MIDI (.midi), MPEG-2, SND (.snd), WAV (.wav)

Animations: Flash (SWF)

Other: Any other file types must be converted to PDF format before submitting.

For technical questions regarding formatting/compressing of multimedia files, students may contact Visual Resources or Academic Computing. For a complete list of file extensions please visit: <http://dspace.nitrkl.ac.in/dspace/help/formats.jsp>

4.7 Restriction of Circulation of a Thesis

If, at the time of submitting the thesis, the student elects to protect any rights to immediate commercial publication, or to obtain a patent which may arise from the research, or to keep the thesis out of circulation for other reasons, the student may apply in writing to the Associate Vice President, Research and Associate Dean, Graduate Studies requesting that the thesis be withheld from deposit in the OCADU Library or submission to Library & Archives Canada.

- for an initial period of three months without reason, or
- for each additional period of six months with reason (total period of restriction not to exceed two years).

The student must submit any request for extension of the restriction one month prior to the termination of the previous period. The student and Principal Advisor will be required to justify the extension of the restriction. Subsequent requests must follow the same procedure.

The university will not consent to any restrictions being placed upon the circulation or availability of a thesis following its deposit in the Office of Graduate Studies, unless where a student's interests (e.g., patent rights) would be jeopardized by publication. In such cases, a thesis may be withheld from public domain (i.e., OCADU Libraries and the Library and Archives Canada) on the authorization of the Associate Vice President, Research and Associate Dean, Graduate Studies on a "Request to Restrict Circulation of Thesis" form, available in Appendix G.

When approval for restriction on circulation of a thesis has been received, it is the student's responsibility to submit the requisite number of copies to the Office of Graduate Studies where they will be withheld until the end of the restriction period.

Appendix A

LICENCE FORM Licence to OCAD University

Student Name: _____ **Degree:** _____

Thesis Title: _____

IN THE INTERESTS of facilitating research by others at this institution and elsewhere, and in consideration of my being accepted for enrolment as a graduate student at this institution, I hereby grant a licence to:

OCAD University

to make copies of my graduate thesis or substantial parts thereof, the copyright of which is vested in me, provided that this licence is subject to the following conditions:

1. Only single copies shall be made or authorized to be made at any one time, and only in response to a written request from the library or any university or similar institution on its own behalf or on behalf of one of its users.
2. This licence shall continue for the full term of the copyright, or for as long as may be legally permitted.
3. The Universal Copyright Notice shall appear on all copies made under the authority of this licence.
4. This licence does not permit the sale of authorized copies at a profit, but does permit the collection by the institution or institutions concerned of charges covering actual cost.
5. All copies made under the authority of the licence bear a statement to the effect that the copy in question "is being made available in this form by authority of the copyright owner solely for the purposes of private study and research and may not be copied or reproduced except as permitted by the copyright laws without written authority from the copyright owner".
6. The foregoing shall in no way preclude the granting by the author of a licence to Library & Archives Canada to reproduce the thesis and to lend or to sell copies of the same. For this purpose it shall also be permissible for OCAD University to submit the above mentioned thesis to Library and Archives Canada.

Signature of witness

Signature of Student

Date

Date

Appendix B

Sample Letter of Permission to Quote or Reproduce Copyrighted Material

Any candidate who intends to quote or reproduce material beyond the limits of the Canadian Copyright Law from a copyrighted source must have written permission from the copyright holder. A copy of this written approval must be submitted to the Principal Advisor along with the thesis and must be included as an appendix to the final thesis submission.

The form below is intended to aid the candidate in fulfilling this responsibility.

PERMISSION TO QUOTE/REPRODUCE COPYRIGHTED MATERIAL

I (We), _____, owners(s) of the copyright of the work known

as _____ hereby authorize

_____ to use the following material as part of his/her thesis to be submitted to OCAD University .

Page Inclusive Line Numbers Passages to be Quoted/Reproduced:

I (We) further extend this authorization to OCAD University , for the purposes of reproducing and distributing digitized versions of this thesis/projects in lieu of and archive the title(s) for nonprofit, educational purposes via the Internet or successive technologies.

Signature of Copyright Holder

Appendix C

SUGGESTED FORM OF PERMISSION REQUEST TO SECURE COPYRIGHT PERMISSION FOR PUBLISHED MATERIAL

[Department letterhead stationery (preferred) or return address]

[Date]

[Name and Address of copyright holder]

Dear _____ :

I am completing a [M.Des., M.A., etc.] thesis at **OCAD University** entitled
_____.

I would like your permission to reprint the following journal article in my thesis: [complete citation of the article in question]

Please note that I am [a co-author/the author] of this work.

I am also requesting that you grant irrevocable, nonexclusive license to the Ontario College of Art & Design [and to the Library & Archives Canada] to reproduce this material as a part of the thesis. Proper acknowledgement of your copyright of the reprinted material will be given in the thesis.

If these arrangements meet with your approval, please sign where indicated below and return this letter to me in the enclosed envelope. Thank you very much.

Sincerely,
[Name and Signature]

PERMISSION GRANTED FOR THE USE REQUESTED ABOVE

[Type Name of Company]

Authorized by:

Title:

Date:

Signature:

SAMPLE PERMISSION LETTER INCLUDED IN THESIS

Chapters 3, 4, and 5 are based on two journal articles both published in the Journal of Canadian Art History, copyright by Concordia University. Permission to include the published material in the thesis has been extended by Concordia University. A copy of the letter of copyright permission from the Concordia University is attached as follows. [submit permission letter received from publisher]



Students must submit a copy of this form together with paper copies of the thesis to the Supervisory Committee by the deadline defined by their program.

To be completed by the student:	
Last Name:	First Name:
Program:	
Title of Thesis:	

Supervisory Committee members must complete this form and submit it to the Office of Graduate Studies by the deadline defined by the program.

To be completed by the Supervisory Committee:	
Declaration of Supervisory Committee: We have reviewed the thesis document and supporting materials (e.g. exhibition plan, body of visual work, etc.) and recommend that it is of sufficient quality to proceed to formal examination.	
Principal Advisor :	
Signature :	Date:
Committee Member :	
Signature :	Date:
Committee Member :	
Signature :	Date:

Potential External Examiners:	
1)	
2)	
3)	
Recommended defence date, time and location:	
Program Director's Signature :	Date:

Appendix E



Office of Graduate Studies

Thesis Revisions Sign off

Students must ensure that their Principal Advisor has reviewed and approved the revisions suggested at the student's Thesis Defence.

To be completed by the Student:	
Last Name:	First Name:
Program:	
Title of Thesis and Defence Details:	
Date Revisions Due:	

To be completed by the Principal Advisor:	
Declaration of the Principal Advisor: I have reviewed the thesis document and supporting materials (e.g. exhibition plan, body of visual work, etc.) and confirm that the recommended changes have been made. The thesis is now ready for final submission to the Office of Graduate Studies.	
Revisions Approved:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Principal Advisor :	
Signature :	Date:

Appendix F



Office of Graduate Studies

Thesis Final Submission Checklist

Copies of Thesis

- 1 unbound hard copy to be bound for the OCADU library
- 1 unbound hard copy to be bound for the Office of Graduate Studies
- Additional hard copies to be bound for student, subject to additional \$25 fee per copy. Indicate number of additional copies required: _____
- CD (labeled, in case) with Adobe PDF file of the thesis, including appendices and accompanying materials

Special Accompanying Materials

- Two copies of all accompanying materials that cannot be incorporated into the body of the thesis (e.g. DVDs, other media, objects). These must be sealed in an envelope marked clearly with the student's full name and the title of the thesis.
- If the accompanying materials will not fit in a pocket, a suitable container (archival box) large enough for each copy of the bound print thesis and accompanying materials must be provided. The container and its component parts must be labeled with the author, thesis title and date.

Forms

- OCAD University License Form (original, signed by student)
- Library and Archives Canada Theses Non-Exclusive License Form (original, signed by student)
- Library and Archives Canada ProQuest Subject Code Form
- Title page (additional hard copy to accompany electronic copy)
- Author's Declaration (additional signed hard copy to accompany electronic copy)
- Abstract (additional hard copy to accompany electronic copy)

Other (if applicable)

- Creative Commons copyright notice
- Request to Restrict Circulation of Thesis form
- Letters of Permission to Use Copyrighted Material

Fees

- \$50 Binding Fee
- \$42 Processing Fee
- Fee for additional bound copies for the student (if applicable, \$25 for each additional copy)

Appendix G



Office of Graduate Studies

Request To Restrict Circulation of Thesis

Completion of this form is required to ensure that the thesis will not be released for circulation. Circulation can be restricted for a maximum of one year. The completed and approved form must be submitted to the Office of Graduate Studies at least one week prior to the submission of the actual thesis.

To be completed by the student:	
Student Name:	Student Number:
Program:	Degree:
Title of Thesis:	
Anticipated Date of Graduation:	
Reason for Restriction:	
Requested Date of Release:	
Signature:	Date:

Required Approval Signatures:	
Principal Advisor:	Date:
Program Director:	Date:

For Office of Graduate Studies Use Only :	
Date Thesis Released:	Signature: