

**Open Guidelines for  
The Preparation  
of the Major  
Research  
Paper/Project  
(MRP)**

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## **1.0 Introduction**

Graduate students completing a Major Research Paper or Major Research Project (MRP) must adhere to the following guidelines for style, formatting, and submission of the MRP. In addition to these guidelines, students must refer to those provided by their specific program regarding length, content, supervision and approvals procedures.

## **2.0 Style**

The Office of Graduate Studies acknowledges that students use a variety of formats for the composition of their Major Research Paper or the written component of their Major Research Project. The Office does not stipulate the use of any particular authoring format for MRPs and supporting documentation. The written component of the MRP must, however, 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 an MRP are available in the OCAD University Library.

Regardless of the guide used, it is the student's responsibility to ensure that the 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.

### **2.1 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 MRP 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.

### **2.2 Gender Neutrality**

The content of MRPs should be gender neutral and the writer should avoid sexist language.

### **2.3 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.

### **3.0 Formatting and Technical Requirements**

There are two approaches to producing the Major Research Paper document. The document can be produced to a standard layout, or it can be a bespoke (custom) layout that is produced by the student. Either option may be any combination of colour or black and white.

The Office of Graduate Studies will organize the printing and binding of standard layout documents and a fee is payable for this service.

A bespoke (custom) layout must be organized and paid for by the student. The student must provide the Office of Graduate Studies with two hard copies and one PDF of the bespoke MRP as part of their final submission requirements.

Note that bespoke designs are only acceptable at the discretion of the Graduate Program Director.

For bespoke layouts:

If a bespoke option is chosen, a full colour (if colour is used) final draft version must be approved by the Graduate Program Director before copies are made. The final draft version should be a physical copy or a PDF. Students making a bespoke document must also provide sufficient print test pages with their chosen printer/binding company to ensure that the design will print acceptably.

The dimensions of a bespoke layout can vary but must be rectangular – portrait or landscape – with a maximum dimension of 12” height or width; and a minimum dimension of 6” height or width.

The document must be professionally bound as a hardcopy with a spine. Other forms of binding such as spiral are not acceptable. The spine must have the author’s full name, MRP title, year of publication and degree (MDes, MFA or MA).

In writing a Major Research Paper or Project, students must conform to accepted standards in organizing and presenting their data clearly and logically. Strict adherence to the standards which follow ensures:

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

Reader accessibility requires that the MRP be carefully prepared. Students must adhere to the Accessible Digital Office Document (ADOD) Project guidelines found here: <http://adod.idrc.ocad.ca>. Only good quality MRPs will be reproduced and/or microfilmed. Durability depends on quality paper and correct binding of the MRP.

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
- For the standard format, each page must use margins as defined herein
- 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 MRP.

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

### **3.1 Presentation**

#### **3.1.1 Font**

For a bespoke layout:

A clearly legible font of at least 10-12 points is required, but a smaller type size may be used for graphics, formulas and appendices.

For the standard layout:

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.

#### **3.1.2 Spacing**

The text must be double-spaced if you are using the standard format, except for footnotes, figure captions and quotations of five lines or more, which should be single-spaced. In Both formats Spacing must allow for good legibility.

#### **3.1.3 Margins**

For the bespoke layout:

If the MRP is a bespoke layout design, images may bleed to edge or there may be margins. The MRP student is responsible for ensuring that the chosen layout can be printed without losing images or text due to paper cropping, cutting or binding.

For the standard layout:

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 MRP 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.

### **3.1.4 Paper**

It is essential for maximum strength, durability and permanence that acid free or low acid high quality paper be used for both the original and all copies of an MRP.

For the standard layout:

A No. 2 grade 10m size 8 1/2" X 11" high quality paper (21.5 x 28 cm) is required. Paper of this quality will also have the required opacity to prevent type from the following page from showing through when filmed.

The print and duplication of the MRP 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.

Students are urged to consider printing the paper copy of an MRP 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.

### **3.1.5 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 MRP.

### **3.1.6 Corrections**

Correcting liquid and other impermanent methods of correction should not be used.

## **3.2 Organization**

### **3.2.1 Pagination**

Page numbers should be in a consistent location; that is either centre top or centre bottom of the page.

For the standard layout:

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).

For the bespoke layout:

Placement of page numbers can be more varied. However, pagination is essential for the reader's orientation.

Beginning at Chapter One (or the body of the MRP), pages are numbered using Arabic numerals. . The first page is counted as "1" but is not numbered. 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.

### 3.2.2 Order of Items

For both bespoke and standard layouts, the order of items must be as follows:

Title Page (required; see Section 3.2.3)	Counted as "i" but not numbered
Creative Commons Copyright notice (optional; see Section 3.2.4)	Pagination is in lower case Roman numerals that continue in sequence following the Title Page.
Author's Declaration (required; see Section 3.2.5)	
Abstract (required; see Section 3.2.6)	
Acknowledgements (optional; see Section 3.2.7)	
Dedication (optional; see Section 3.2.8)	
Table of Contents (required; see Section 3.2.9)	
List of Tables (if applicable; see Section 3.2.10)	
List of Figures and Illustrations (if applicable; see Section 3.2.11)	
Body of the MRP, divided into chapters if necessary.	Pagination is in Arabic numerals . <b>Page one of the first chapter should be counted as "1" but not numbered. This sequence continues through the entire document, including references and appendices.</b>



Bibliography (required; see Section 3.2.12)	
Appendices (if applicable; see Section 3.2.13)	

### 3.2.3 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/MRP is completed (e.g., April, August, December).

In order to claim copyright, the author of a MRP 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 4.2) 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.”

For a bespoke layout:

The title page must contain the same information, but it may also include an image or other graphics. The text must be clearly visible and contrast with any other contents.

*Sample of Title Page for the standard layout*

Title of the MRP

by

Full name of the author

Submitted to OCAD University  
in partial fulfillment of the requirements  
for the degree of  
(name of degree)

in

PROGRAM

Toronto, Ontario, Canada, Month, YEAR

© name of Author, year

[or © name of Author; year]

### 3.2.4 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 4.2) must insert the following detailed copyright notice on the page following the title page:

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#### 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]

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### 3.2.5 Author's Declaration (required)

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

#### *Sample of Author's Declaration Page*

I hereby declare that I am the sole author of this MRP. This is a true copy of the MRP, including any required final revisions, as accepted by my examiners.

I authorize OCAD University to lend this MRP to other institutions or individuals for the purpose of scholarly research.

I understand that my MRP may be made electronically available to the public.

I further authorize OCAD University to reproduce this MRP 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.

Signature \_\_\_\_\_

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

### **3.2.6 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.

### **3.2.7 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 MRPs 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.

### **3.2.8 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".

### **3.2.9 Table of Contents (required)**

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

Students must ensure that there is consistency between any section or chapter titles and headings (if applicable) 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.

### **3.2.10 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
----------	----------------	----

### 3.2.11 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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### 3.2.12 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 MRP.

### 3.2.13 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.

## 3.3 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). If oversize tables, drawings, or maps are included, they may be reduced. 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 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 MRP (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 MRP. (see Section 3.3.3)

The location of images must be noted in the Table of Contents with references from the main text as appropriate.

### 3.3.1 Images

Images may be any combination of colour or black and white. 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 MRP. Do not use tape.

Analog slides should not be submitted with the MRP. 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 3X 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 MRP 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 3X the output (printer) resolution quality and should not adjust for reduction of image size.

Students may contact OCAD U Visual Resources for assistance.

### **3.3.2 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 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 MRP. Diagrams should avoid colour because information may be lost if the MRP is photocopied or microfilmed. Maps taken from published sources will usually require copyright permission.

### **3.3.3 Accompanying Materials**

If a MRP contains accompanying material such as slides, video tapes, DVDs, other forms of media, objects, etc., which are an essential part of the MRP, the items should be itemized and described in the MRP. 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 MRP, and must be submitted with the MRP. There must be one envelope, with contents, for each copy of the MRP. The existence of the envelope should be noted on the Table of Contents for the print MRP.

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 MRP and all the accompanying materials. The box must be marked clearly with the student's name and the title and date of the MRP.

It is the student's responsibility to ensure that all the elements of the MRP are in appropriate bindings or containers.

The following statement should be included in the MRP:

**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 OCAD U Library or pay to have it copied for personal use.

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

## 4.0 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.

### 4.1 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 (MRP, 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 MRP deposited in the university Library at the request of other universities or bona fide institutions
  - iv. Publish the abstract of any work which is a student MRP

Computer programs or other products written or partially written by a student in support of a project, MRP 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 MRP is to be undertaken, or by the faculty supervisor of the project or MRP.
- 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 MRPs 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.

## **4.2 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)

## **4.3 Use of Copyrighted/Licensed Material**

Frequently an MRP 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 MRP (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 MRP 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 MRP. The permission letter from the publisher needs to acknowledge the terms of the OCAD U 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 MRP includes material (e.g. a chapter, an article) that has been co-written with another author, permission is required from the author. The co-author must be informed that the student has signed a license with OCAD University to reproduce, communicate to the public via the internet, to loan, distribute or sell copies of their MRP, etc. The letters of copyright permission should be located just prior to the Bibliography.

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.

#### 4.4 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](http://www.ic.gc.ca/eic/site/ic1.nsf/eng/h_00075.html)

## 5.0 Submission of the MRP

Students who wish to attend Convocation must have completed all review stages and editing requirements for their MRP 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.ocadu.ca/students/records\\_registration/graduation\\_convocation.htm](http://www.ocadu.ca/students/records_registration/graduation_convocation.htm)

In addition to the university deadlines, additional deadlines will be established by the graduate program to allow sufficient time to arrange all required review 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.

### 5.1 Final Submission

Candidates wishing to graduate at convocation should refer to the deadlines for submission of final copies of the MRP. Candidates not meeting these deadlines are required to be registered at OCAD U until the MRP has been formally submitted and approved by the university. The student must be registered at OCAD U at the time that the MRP is submitted.

Formal submission of the MRP to the University is made to the Office of Graduate Studies, where the format of the MRP, including visual documentation, will be checked. The MRP must meet the minimum requirements for acceptance by the Office of Graduate Studies as printed in the current regulations. It is the student’s responsibility to have the pages of the MRP 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.

All MRPS that involve research with human participants must indicate the OCAD University Research Ethics Board (REB) approval number by submitting a copy of the REB approval letter to the Office of Graduate Studies. REB approval must have been granted before your MRP research commenced.

Refer to Appendix D: Submission Checklist

#### 5.1.1 Number of Copies

For standard layouts:

The student must provide the Office of Graduate Studies with:

- 2 unbound hard copies

- 1 electronic copy (PDF) (**see Section 5.1.3**)

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 MRP: one will be kept by the Office and the other will be forwarded to the OCAD U Library. Should students wish additional bound copies for their own use, they may request this at the time of submission of the MRP. This may be subject to an additional fee (see Section 5.1.2).

For bespoke layouts:

It is the responsibility of the student to arrange and pay for printing and binding. The student must provide the Office of Graduate Studies with:

- 2 bound or unbound hard copies
- 1 electronic copy (PDF) (see section 5.1.3)

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

The electronic copy will be uploaded to an Institutional Digital Repository.

### **5.1.2 Binding and Processing Fees**

For standard layouts:

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

A \$42 processing fee is charged for both standard and bespoke layouts to partially cover the OCAD U Library's costs to upload the MRP to an Institutional Repository.

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

### **5.1.3 Electronic (.pdf) Copy**

The MRP 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 OCAD U students on networked computers and in labs across campus. For other software options, students may consult with the IT Help Desk or Academic Computing.

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 MRP; .jpeg is a good format to consider).

The PDF of the MRP 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 MRP.

### **5.1.4 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.

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

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 MRP.

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

#### **5.1.4.1 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>

## **5.2 Restriction of Circulation of an MRP**

If, at the time of submitting the MRP, 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 MRP 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 MRP be withheld from deposit in the OCAD U Library.

- 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 MRP 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 MRP may be withheld from public domain (i.e. OCAD U Libraries) on the authorization of the Associate Vice President, Research and Associate Dean, Graduate Studies on a "Request to Restrict Circulation of MRP" form, available in Appendix E.

When approval for restriction on circulation of a MRP 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:** \_\_\_\_\_

**MRP Title:** \_\_\_\_\_

The intent of this licence is to give the OCAD U Library permission to archive the MRP on the Institutional Digital Repository, to preserve the MRP (converting to a different or newer version of a file format if the existing file format or the hardware/software needed to read it becomes obsolete) or to make the MRP available in alternate formats (to facilitate inclusive access).

**Non-Exclusive Distribution License**

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 non-exclusive, royalty-free and perpetual distribution license to **OCAD University** under the following conditions:

1. OCAD University may archive, reproduce, translate (as defined below), and/or distribute my work (including the abstract) worldwide in print and electronic format and in any medium or format for non-commercial educational purposes.
2. OCAD University may, without changing the content, translate the work to any medium or format for the purpose of preservation or accessibility.
3. OCAD University may keep more than one copy of this work for purposes of security, back-up and preservation.
4. OCAD University may make single copies of the bound MRP when requested by another library or any university or similar institution on its own behalf or on behalf of one of its users.
5. This licence shall continue for the full term of the copyright, that remains vested in me, or for as long as may be legally permitted.
6. The Universal Copyright Notice shall appear on all copies made under the authority of this licence.
7. 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.
8. 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".

\_\_\_\_\_  
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 MRP and must be included as an appendix to the final MRP 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 MRP 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 MRP/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.] MRP at **OCAD University** entitled \_\_\_\_\_.

I would like your permission to reprint the following journal article in my MRP: [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 to reproduce this material as a part of the MRP. Proper acknowledgement of your copyright of the reprinted material will be given in the MRP.

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 MRP

*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 MRP 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]*



## Office of Graduate Studies

## MRP Final Submission Checklist

### Copies of MRP

- 1 unbound or bound hard copy to be bound for the OCAD U library
- 1 unbound or bound 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 MRP, including appendices and accompanying materials

### Special Accompanying Materials

- Two copies of all accompanying materials that cannot be incorporated into the body of the MRP (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 MRP.
- If the accompanying materials will not fit in a pocket, a suitable container (archival box) large enough for each copy of the bound print MRP and accompanying materials must be provided. The container and its component parts must be labeled with the author, MRP title and date.

### Forms

- OCAD University License Form (original, signed by student)

### Other (if applicable)


- Confirmation from the GPD that a Bespoke Format may be submitted
- Creative Commons copyright notice
- Request to Restrict Circulation of MRP form
- Letters of Permission to Use Copyrighted Material
- Letter indicating Research Ethics Board approval
- MRP Revisions Sign Off Form

### Fees

- \$50 Binding Fee (if submitting 2 unbound copies)
- \$42 Processing Fee
- Fee for additional bound copies for the student (if applicable, \$25 for each additional copy)

Total Paid: \_\_\_\_\_ Cash  Cheque  # \_\_\_\_\_

**Appendix E**

	<b>Office of Graduate Studies</b>	<b>Request To Restrict Circulation of MRP</b>
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Completion of this form is required to ensure that the MRP 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 MRP.

<b>To be completed by the student:</b>	
Student Name:	Student Number:
Program:	Degree:
Title of MRP:	
Anticipated Date of Graduation:	
Reason for Restriction:	
Requested Date of Release:	
Signature: Date:	

<b>Required Approval Signatures:</b>	
Principal Advisor:	Date:
Program Director:	Date:

<b>For Office of Graduate Studies Use Only :</b>	
Date MRP Released:	Signature: