# « Title of Thesis (Capitalize significant words. All formulas, symbols, or Greek letters must be written out in words if used in the title.) »

by

« Author Name »

A Thesis

presented to

The University of Guelph

In partial fulfilment of requirements
for the degree of

« Degree Conferred »

in

« Degree Program »

*\*Optional if applicable\** in the field of « Program Field »

*\*Optional if applicable\** « (Collaborative Specialization in Specialization) »

Guelph, Ontario, Canada

© « Author Name, Month, Year »

\*Optional if applicable\* This work is licensed under a « (Creative Commons License chosen at submission into the Atrium). »

Abstract

<<The Title of the Thesis>>

« Author Name »

University of Guelph, « Year »Advisor(s):

« Advisor Name »

« Advisor Name, if more than one »

« Abstract text goes here. Maximum 150 words for master’s thesis and 350 words for doctoral thesis. The Abstract should be double spaced. Please note that this template is set to automatically suppress the page number for the first page of the abstract. If your abstract extends over multiple pages, you will need to add in a Section Break before and after each additional page and suppress each page number accordingly. Refer to the ‘Formatting documents in Microsoft Office Word’ guide for instructions on how to add section breaks and suppress page numbers.

When you are ready to save your document as a PDF, please use the following method:

* Windows: Select ‘File’ and then ‘Save As’. Select ‘PDF’ from the ‘Save as type” drop down list. Click on the ‘Options’ button and make sure the radio button for ‘Document structure tags for accessibility’ is checked. Click on ‘OK’ and then ‘Save’.
* Mac: Open the File application and select ‘Save As’. Select ‘PDF’ from the ‘File Format’ list. Make sure the radio button for ‘Best for electronic distribution and accessibility (uses Microsoft online service)’ is checked. Then click on ‘Export’. »

Dedication (optional)

« If you do not have a dedication, delete this page. Use Normal Style text for this section.

This section is for dedicating the thesis. »

Acknowledgements

«Normal Style for text in this section.

This section is for acknowledging personal support. »

Copyright Acknowledgements (if any)

« If you do not have any copyright acknowledgements, delete this page. Use Normal Style for text in this section.

This section is for acknowledging:

* Permission to use copyrighted content from the works of others, for example reproducing an image from a journal article written by someone else.
* If you have published and signed away copyright to a publisher, you will need permission to reproduce that work as well.
* Permission obtained from Indigenous individuals or communities for the use of content over which they have sovereignty, such as First Nations’ data according to [OCAP®](https://fnigc.ca/ocap-training/) principles.
* Permission obtained to use identifying, confidential, or sensitive information (e.g., the use of someone’s image, voice, and/or likeness in photographs or audiovisual recordings such as recorded interviews). »

Declaration of Work (if any)

« If you do not have any work to declare, delete this page. Use Normal Style for text in this section.

This section is for acknowledging individuals that contributed to the work and in what capacity, but who do not rise to the level of authorship, for example: data collection, analysis, visualization support, etc. »

Table of Contents

« To create a Table of Contents (TOC) automatically, you must use Word’s built in Styles to format your thesis into chapters and sections. You can then create a TOC using, **References** > **Table of Contents**.

Note that this template is set to automatically number chapters and sections if you use Heading Styles 2 to 6 to delineate chapter/section titles. Heading Style 1 should only be used once in the document, and it has been assigned to the thesis title on the title page. Heading Styles can be accessed from the Home tab in the main menu bar. »

[Abstract ii](#_Toc138686188)

[Dedication (optional) iii](#_Toc138686189)

[Acknowledgements iv](#_Toc138686190)

[Copyright Acknowledgements (if any) v](#_Toc138686191)

[Declaration of Work (if any) vi](#_Toc138686192)

[Table of Contents vii](#_Toc138686193)

[List of Tables (if any) ix](#_Toc138686194)

[List of Figures (if any) x](#_Toc138686195)

[List of Illustrations (if any) xi](#_Toc138686196)

[List of Plates (if any) xii](#_Toc138686197)

[List of Symbols, Abbreviations or Nomenclature (if any) xiii](#_Toc138686198)

[List of Appendices (if any) xiv](#_Toc138686199)

[1 « Title of First Chapter – uses Heading 2 » 1](#_Toc138686200)

[1.1 « Title of section – uses Heading 3 » 1](#_Toc138686201)

[1.1.1 « Title of section – uses Heading 4 » 1](#_Toc138686202)

[1.2 « Title of section – uses Heading 3 » 1](#_Toc138686203)

[2 « Title of Second Chapter – uses Heading 2 » 2](#_Toc138686204)

[2.1 « Title of section – uses Heading 3 » 2](#_Toc138686205)

[2.1.1 « Title of sub-section – uses Heading 4 » 2](#_Toc138686206)

[2.1.1.1 « Title of sub-section – uses Heading 5 » 2](#_Toc138686207)

[2.2 « Title of section – uses Heading 3 » 2](#_Toc138686208)

[2.2.1 « Title of sub-section – uses Heading 4 » 2](#_Toc138686209)

[2.2.2 « Title of sub-section – uses Heading 4 » 2](#_Toc138686210)

[3 « Title of Third Chapter – uses Heading 2 » 3](#_Toc138686211)

[3.1 « Title of section – uses Heading 3 » 3](#_Toc138686212)

[References or Bibliography 5](#_Toc138686213)

[Appendices (if any) 6](#_Toc138686214)

List of Tables (if any)

« Tables consist of an arrangement of facts, figures, and values in an orderly sequence usually in rows or columns. If you do not have any tables, delete this page.

An automated listing can be created for tables if you caption your tables. Please see ‘Section 2.8 Creating and captioning tables’ in the ‘Formatting your thesis document in Microsoft Office Word’ guide for instructions on how to create captions for tables. To create a listing of tables, use **References** > **Insert Table of Figures** and select **Caption Label: Tables**. »

[Table 2.1: Example of a caption for a table. 2](#_Toc488240537)

[Table 3.1: Example of a table in landscape orientation. 4](#_Toc488240538)

List of Figures (if any)

« Figures include charts, graphs, maps, photographs, diagrams, etc. If you do not have any figures, delete this page.

An automated listing can be created for figures if you use captions for your figures. Please see ‘Section 2.9 Creating captions and lists for figures’ in the ‘Formatting your thesis document in Microsoft Office Word’ guide for instructions on how to create captions for figures. To create a listing of figures, use **References** > **Insert Table of Figures** and select **Caption Label: Figures**. »

[Figure 2.1: Example of a caption for a figure. 2](#_Toc488240547)

List of Illustrations (if any)

« List any illustrations. If you do not have any illustrations, delete this page.

An automated listing can be created for illustrations if you use captions for your illustrations. Please see ‘Section 2.10 Creating captions and lists for other object types’ in the ‘Formatting your thesis document in Microsoft Office Word’ guide for instructions on how to create captions for illustrations. To create a listing of figures, use **References** > **Insert Table of Figures** and select **Caption Label: Illustrations**. »

List of Plates (if any)

« List any plates. If you do not have any plates, delete this page.

An automated listing can be created for plates if you use captions for your plates. Please see ‘Section 2.10 Creating captions and lists for other object types’ in the ‘Formatting your thesis document in Microsoft Office Word’ guide for instructions on how to create captions for plates. To create a listing of figures, use **References** > **Insert Table of Figures** and select **Caption Label: Plates**. »

List of Symbols, Abbreviations or Nomenclature (if any)

« If you are using special symbols, abbreviations, or nomenclature throughout your thesis, list/explain them here. You can create a separate section for each list. If you are not using symbols, abbreviations, or nomenclature, delete this page. »

List of Appendices (if any)

« List any appendices. If you do not have any appendices, delete this page. »

## « Title of First Chapter – uses Heading 2 »

« The format of this template supports a monograph-based thesis. A monograph-based thesis should include an introduction, a comprehensive review of literature, methodology, research findings, a comprehensive scholarly discussion of the research findings, and conclusions. The formatting requirements for a monograph-based thesis must align with the general formatting requirements as outlined in the Office of Graduate and Postdoctoral Studies Preparation of your Thesis guide.

Please refer to the ‘Formatting documents in Microsoft Office Word’ guide for more detailed instructions related to using built in tools in MS Word to format and make your thesis document more accessible.

Use Styles to delineate sections within the chapter. You can use a numbering system if you wish. Below is an example of using Styles to create sections and sub-sections. Add or remove sections and sub-sections as required. Adjust the heading titles as required.»

### « Title of section – uses Heading 3 »

« Use the Normal Style for text. »

#### « Title of section – uses Heading 4 »

« Use the Normal Style for text. »

### « Title of section – uses Heading 3 »

« Use the Normal Style for text. »

## « Title of Second Chapter – uses Heading 2 »

«Use Styles to delineate sections within the chapter. You can use a numbering system if you wish. Below is an example of using Styles to create sections and sub-sections. Add or remove sections and sub-sections as required. Adjust the heading titles as required. »

### « Title of section – uses Heading 3 »

« Use the Normal Style for text. »



Figure 2.1: Example of a caption for a figure.

#### « Title of sub-section – uses Heading 4 »

« Use the Normal Style for text. »

##### « Title of sub-section – uses Heading 5 »

« Use the Normal Style for text. »

### « Title of section – uses Heading 3 »

« Use the Normal Style for text. »

#### « Title of sub-section – uses Heading 4 »

« Use the Normal Style for text. »

Table 2.1: Example of a caption for a table.

| **Variable1** | **Variable2** | **Variable 3** | **Variable4** | **Variable5** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |

#### « Title of sub-section – uses Heading 4 »

« Use the Normal Style for text. A subheading at the bottom of the page must have at least two full lines of type below it. Otherwise, the subheading should begin on the next page. Use a **Page Break** if you need to move a subheading to a new page»

## « Title of Third Chapter – uses Heading 2 »

«Use Styles to delineate sections within the chapter. You can use a numbering system if you wish. Below is an example of using Styles to create sections and sub-sections. Add or remove sections and sub-sections as required. Adjust the heading titles as required. »

### « Title of section – uses Heading 3 »

« Use the Normal Style for text. »

« Wide tables or figures may be placed in landscape orientation. To change the orientation of a single page, you need to insert a section break (**Layout** > **Breaks** > **Next Page**) both before and after the page you’d like to change the orientation of. Note that you will need to ensure the page numbering remains consistent between page breaks. To change the page orientation, select **Layout** > **Orientation** > **Landscape**. »

Table 3.1: Example of a table in landscape orientation.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

References or Bibliography

« Format references according to your selected Style Guide (e.g., MLA, APA, etc.). For more information about citation styles, please see UG Library’s [Citation & Bibliography Resources](https://www.lib.uoguelph.ca/writing-studying/writing-resources-workshops/citation-bibliography-resources-style-guides) page. »

Appendices (if any)