Thesis Submission Checklist

UNIVERSITY OF ALBERTA
FACULTY OF GRADUATE STUDIES & RESEARCH

Use the checklist below to reduce the chances of your thesis being rejected. For a full list of the formatting guidelines and submission rules please see the "FGSR Minimum Thesis Formatting Requirements" https://uofa.ualberta.ca/graduate-studies/current-students/academic-requirements/thesis-requirement-and-preparation.

Please note that 95% of theses that are rejected did not meet one or more of the following criteria:

☐ **Save your Thesis as a PDF/A (Archive)**

☐ Use the current Title Page template from the FGSR website "FGSR Minimum Thesis Formatting Requirements" (page 10) https://uofa.ualberta.ca/graduate-studies/current-students/academic-requirements/thesis-requirement-and-preparation

☐ Ensure your specialization, if you have one, is correct. You can confirm your specialization on Bear Tracks.

☐ Bibliography indicating all sources used in the thesis must be at the end of the thesis but before your appendices. Do not place a chapter number on your Bibliography. Note: There may be some duplication in some situations.

☐ Double space your abstract. Do not use graphs, charts, tables, or illustrations. The Abstract comes after the title page and is marked page "ii".

☐ Prefatory pages must be numbered (except for the title page) using lower case Roman Numerals (ie. i, ii, iii, etc) and must appear in the correct order, as shown in the "FGSR Minimum Thesis Formatting Requirements".

☐ The thesis title must match the title on the online e-thesis deposit form in ERA.

☐ Ensure all pages of the thesis, beginning with the Introduction or Chapter 1, must be numbered consecutively with Arabic numbers (1, 2, 3 and so on). This includes pages containing tables, figures, illustrations, the bibliography, appendices.

☐ Do NOT add a page with the Examining Committee members to your thesis.

☐ Ensure your name on the thesis and all forms submitted to FGSR matches your name on Bear Tracks.