

Guidelines for submission of electronic theses to the Department of Integrative Biology

As of July 2011, the University of Guelph requires the electronic submission of all theses, which are deposited and accessible in the University's institutional repository known as the Atrium. The final version of the thesis will be submitted as one PDF file.

Detailed information about preparation and submission of theses to the University of Guelph is provided by Graduate and Postdoctoral Studies (GPS) at the link:

<https://www.uoguelph.ca/graduatestudies/current-students/preparation-your-thesis>

Given the current common choice of submitting a thesis in manuscript format, and changing scientific publishing practices, the Department of Integrative Biology explicitly recognizes two important additions to the university-wide guidelines outlined above:

- In response to pressure to shorten manuscripts, large components of traditional manuscripts have now been shifted to electronic appendices. Since this material is essential to understand and replicate the actual research (e.g., detailed Material and Methods), these appendices form an integral component of the thesis, and **(1)** must be complete, and thus should have components beyond journal requirements if necessary, **(2)** should follow the same formatting requirements and standards as material in regular thesis chapters, and **(3)** are examinable material to the level of detail as determined by the co-authors' contributions and common practices. There may be some instances where appendices contain material important for the thesis but not directly related to the candidate's specific research focus (e.g., work done by collaborators, work contracted out to analytical labs). The candidates need to demonstrate a familiarity with the theoretical and methodological origins of this information, with the level of familiarity required to be determined beforehand by the advisor and committee.
- The Office of Graduate Studies states that "The student must be the principal or sole author of any included manuscripts and must have had a major or sole role in the design of the research, and the preparation and writing of the manuscripts." Thus, each thesis must include a Statement of Authorship and Contributions at the beginning of the thesis after the Acknowledgement section outlining the co-authors' contributions to the manuscript. The student should follow the format of the intended publications explaining what constitutes authorship. If the publication does not require this, the Department will adhere to the PNAS policy of specifying who contributed to the following categories: Designed research, Performed research, Contributed new reagents or analytical tools, Analyzed data, Wrote the paper. An author may list more than one contribution, and more than one author may have contributed to the same aspect of work.

As of May 1, 2012, the Department of Integrative Biology also requires electronic submission of the thesis prior to defense. The main body of the thesis must be provided in **two** formats and conform to all formatting regulations described on the OGS website. After checking to ensure that all thesis files are free of viruses, they must be **combined into a single compressed (*.zip) file** and sent to the Graduate Program Assistant at cbsibgrad@uoguelph.ca. The student must also submit a hard copy of the completed and signed request for defense form to the Graduate Program Assistant in SCIE 2483. A hard copy of the thesis abstract must accompany the request form.

Note: The defense will not be scheduled until the Graduate Program Assistant has received an electronic copy of the thesis, the signed request form, and a hard copy of the thesis abstract.

All files should be labelled **Lastname_Firstname_Degree**, followed by a short identifier (e.g. Crease_Teresa_PhD_thesis.docx, Crease_Teresa_PhD_figures.pdf).

Files for submission include:

[1] The main body of the thesis in word processing format (e.g. MS Word).

[1a] If it is difficult to embed complex figures generated with analysis software into this document, all or some of the figures may be supplied separately in a single PDF file. In this case, the figure legends should be included in the text document.

[2] The main body of the thesis in a single PDF file including everything except appendices.

[3] Appendices (if any) may be supplied in other file formats (e.g. large tables in Excel or csv, sequences or sequence alignments in ASCII, movies in wav or mpg), but appendix files should not be platform-specific, and should be viewable using free or widely available tools (e.g. MS Office, text, Adobe, etc).

The final compressed file must be labelled **Lastname_Firstname_Degree.zip**

Note: Individual members of the Examination Committee may request a hard copy of the thesis for evaluation prior to the defense. The student will be notified by the Graduate Program Assistant if a hard copy (copies) has been requested. It is the student's responsibility to print out the hard copy (copies) and deliver it to the Graduate Program Assistant within **2 days** of the request.