

MASTER'S CHECKLIST

Candidate's Program:	Candidate's Student #:
Candidate's Name: (Last Name, First)	Degree Sought:
Spine Title (60 characters or less including spaces):	

This checklist highlights **most** of the key steps to successful completion. Before proceeding ensure that you have read Sections 1, 2, 3 and 5 of the Thesis Regulation Guide.

- Section 1: GENERAL THESIS REGULATIONS
 Section 2: COMPLETION OF ALL NON-THESIS DEGREE REQUIREMENTS
 Section 3 THE THESIS PREPARATION AND FORMAT

FORMAT SPECIFICATIONS (Monograph OR Integrated-Article)

- Length
- Copyrighted Material and Permissions
- Confidentiality Agreement (where applicable)
- Titling the Thesis
- Title Page
- Certificate of Examination
- Abstract and Keywords
- The Co-Authorship Statement (where applicable)
- Acknowledgments (where applicable)
- Table of Contents
- Ethics Approval (where applicable)
- Appendices (where applicable)
- Curriculum Vitae

FORMATTING

- Style for headings, subheadings, references, figures, tables, spelling, punctuation, and bibliographic citations
- Typescript, point size, and print quality
- Line spacing
- Margins
- Illustrative material

PAPER

- Oversize pages

PAGE NUMBERING

Section 5: **MASTER'S CANDIDATE - COMPLETION OF THE THESIS DEGREE REQUIREMENT**

- THE PROGRAM REQUESTS A THESIS EXAMINATION**
 THE CANDIDATE SUBMITS THE THESIS FOR EXAMINATION

- The Master's candidate submits four unbound copies of the thesis in the prescribed format along with a completed "Master's Thesis Supervisor Approval" form to their program. The candidate must enclose each thesis copy in a letter-size file folder.

FINAL SUBMISSION OF THE THESIS

- Any changes recommended by the Thesis Examination Board have been completed.
- Appointment booked with Thesis Coordinator via Appointment Scheduler (www.uwo.ca/grad).
- Provide SGPS with the thesis in the prescribed format with one "UWO License" and two "Certificates of Examination" (one of which has the required original signatures).
- Once approved by SGPS, the candidate must submit the thesis with all the completed forms to UWO's Graphic Services (Commissary Building), who will accept the thesis and make copies for binding.

Office use only		
SGPS Approval	Name:	Date:
UWO Graphic Services	Name:	Date:

The personal information on this form is collected under the authority of the *University of Western Ontario Act, 1982*, as amended. For a complete Collection Notice, visit www.uwo.ca/grad.