



TORONTO SCHOOL OF THEOLOGY

Electronic Thesis & Dissertation Manual

A Step-by-Step Guide

Questions?

Please contact the Graduate Centre for Theological Studies (GCTS) Office:
gcts.office@utoronto.ca | 416-978-4050
www.tst.edu

Updated June 2017

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I. INTRODUCTION

All theses for both Masters and Doctoral degrees must be submitted in electronic format. Electronic Theses and Dissertations (ETDs) are theses or dissertations prepared as text-based PDF files. ETDs are made available through TSpace (tspace.library.utoronto.ca), the University of Toronto's digital library repository. Through TSpace, TST theses are released to the world-wide web with priority in many search engines, enabling scholars worldwide to locate, search, and download the University of Toronto's ETDs.

Electronic theses have many advantages. As well as the capacity to include various non-text modalities, they offer vastly improved accessibility and ease of use which increases your readership and benefits those interested in your work. Electronic publication has proven to vastly increase citation rates. According to Library & Archives Canada, authors receive 50-250% more citations when they make their articles publicly available!

II. COPYRIGHT PERMISSIONS

The ETD process provides you a unique opportunity to learn more about electronic publishing. There are important copyright issues to keep in mind. The skills acquired in doing an ETD will serve you well as you continue to produce works of scholarship, especially if you choose to remain in higher education. We encourage you to start learning about copyright and publishing issues in the process of preparing/submitting your ETD.

A. WHEN IS COPYRIGHT PERMISSION REQUIRED?

Does your thesis contain third-party copyrighted work? (*e.g., text, figures, maps, images, questionnaires, photos, etc.*)

Does your thesis contain your own previously published materials (*e.g., journal article*) for which you no longer retain the rights?

Does your thesis include material (*e.g., a chapter, an article*) that was co-written with another author(s)?

Does your thesis exceed fair dealing? (For assistance with fair dealing, please consult the University of Toronto Fair Dealing guidelines or contact the Scholarly Communications and Copyright Office at copyright@library.utoronto.ca.)

If your thesis contains third party content which exceeds fair dealing, you may need to secure permission to reproduce the material.

If in doubt, we recommend that you secure permission to reproduce the material.

B. SECURING PERMISSION FROM COPYRIGHT HOLDERS

Securing copyright permission may take time. We recommend seeking any needed permissions early in the thesis preparation process. Some publishers provide (on their website or in the material given to you when your article was accepted) a policy statement granting permission to publish their work in a thesis.

[Sherpa Romeo](#) website helps you determine publishers' policies.

[Rightslink](#) helps you secure copyright permission.

If you need to request permission, we suggest that you refer to, or use, the wording of the copyright permission request sample below. An original, signed letter on the copyright holder's letterhead is your best protection against accusations of copyright violation, but email proof of permission from publishers or co-authors is acceptable. Keep copies of all documents for your own records.

Copyright Permission Request – Sample Text

Date:

Re: Permission to Use Copyrighted Material in a Doctoral/Master's Thesis

Dear:

I am a [name of college & UofT, or Univ. of St. Michael's College] graduate student completing my Doctoral / Master's thesis entitled " _____ *** _____".

My thesis will be available in full-text on the internet for reference, study and / or copy. Except in situations where a thesis is under embargo or restriction, the electronic version will be accessible through the U of T Libraries web pages, the Library's web catalogue, and also through web search engines. I will also be granting Library and Archives Canada and ProQuest/UMI a non-exclusive licence to reproduce, loan, distribute, or sell single copies of my thesis by any means and in any form or format. These rights will in no way restrict republication of the material in any other form by you or by others authorized by you.

I would like permission to allow inclusion of the following material in my thesis: [insert copy or detailed explanation including the title of the article or book, the figure or page numbers of the material used, the journal name, year, volume number or unique publication identifier, the publisher and year]. The material will be attributed through a citation.

Please confirm in writing or by email that these arrangements meet with your approval.

Sincerely,

Your Name and Signature

C. CITE YOUR SOURCES

Any copyrighted material used in your thesis, including photos, pictures, charts, graphs, maps, etc. should receive full citation. Each citation should clearly indicate the source of the copyrighted material. When the material is used with permission, you should indicate that permission has been granted.

D. WHAT IF PERMISSION IS DENIED OR UNAVAILABLE?

Occasionally, permission to use copyrighted material cannot be secured, or is denied. Do not reproduce copyrighted material in your thesis without permission. Remove the copyrighted material. You will proceed differently according to the nature of the material. For example, in the case of an image of an artifact or artwork, you may, for example, include a description of what is missing with a full citation of the source of the material and where it can be found. Include an explanation that the material has been removed because of copyright restrictions. In the case of a thesis chapter that was previously published as a journal article, you

should include in place of the chapter an abstract of the chapter content and a link to the journal website where the original article can be read.

E. QUICK COPYRIGHT LINKS

[Copyright Policy of the University of Toronto](#)

[University of Toronto Fair Dealing Guidelines](#)

[University of Toronto Scholarly Communications and Copyright Office](#)

[Canada Copyright Act](#)

[Library and Archives Canada](#)

[Canadian Intellectual Property Office](#)

III. PRODUCING AND SUBMITTING YOUR DOCTORAL & MASTER'S THESIS

A. FORMATTING

An ETD must have a consistent and readable appearance. In this section you will find essential information about TST's ETD formatting and style requirements.

Thesis Template

Consistency in style and formatting of a thesis is essential. Tools for creating styles, a table of contents, and other features, including the order of the sections of a thesis, have been formatted into a TST “**Thesis Template**” available in Microsoft Word format. The Thesis Template may be downloaded at [Thesis Submission and Convocation Information](#). **All TST thesis submissions must follow the template.**

The formatting in the template can be applied at any stage of the writing process, but using it early on will simplify writing and later PDF conversion.

Technical Requirements

The thesis must be in PDF format. It may also include supplementary files for multimedia, sound, video or HTML pages with embedded files. Please note the following minimum technical requirements:

The following apply to the main text-based thesis file:

- **Font size:** Must be a minimum of 10 points. You may use a smaller font size for graphs, formulas, and appendices. Avoid the use of italics.
- **Line spacing:** Must be at least one-and-a-half spaces, except for the thesis abstract, which must be double-spaced. Single spacing may be used for long quoted passages, footnotes and within bibliography entries.
- **Footnotes and references:** Decisions as to the form and location of footnotes and the presentation of references and bibliography are to be made by the student and the supervisor. The preferred location for footnotes is either at the bottom of the page or at the end of the chapters to which they refer. TST recommends the conventions contained in the latest edition of Kate L. Turabian et al., *A Manual for Writers of Term Papers, Theses and Dissertations*, 8th ed., (Chicago: Chicago University Press, 2013).

- **Page and margin sizes:** The size of the pages must be 8½" x 11" (21.5 cm x 28 cm), the text reading across the 8½" (21.5 cm) dimension (i.e. in "portrait" orientation). The left-hand margin should be at least 1¼" (32 mm), and the remaining three margins should be at least ¾" (20 mm).

Production Requirements

Page Numbering

Each and every page in the thesis, except the title page, must be numbered. The preliminary portion of the thesis must be numbered with lower-case Roman numerals placed in the centre of the page, half an inch from the bottom. Numbering begins with the Abstract as ii (the Title Page counts as i, but the number does not appear). The remainder of the thesis, starting with the first page of the Introduction, must be numbered with Arabic numerals, beginning with the number 1. Numbers are to be placed in the upper right-hand corner (at least half an inch from each edge) with the exception of the first page of every chapter or other significant division (e.g. bibliography, appendices). For these, the page number must be placed in the bottom centre, half an inch (1.25 cm) from the bottom edge of the page. Appendices included in the thesis must be numbered consecutively with the main body of the thesis.

Page Order (preliminary section)

The order of pages within the preliminary section of the thesis is as follows:

Title Page (*see Title Page*)
 Abstract (*see Abstract*)
 Acknowledgments (*where applicable*)
 Table of Contents
 Abbreviations (*where applicable*)
 List of Tables (*where applicable*)
 List of Plates (*where applicable*)
 List of Figures (*where applicable*)
 List of Appendices (*where applicable*)

Title Page

The "Title Page" sample in the TST Template must be followed exactly. The spacing should be as follows:

(2" or 5 cm from top of page)
 Title
 (1½" or approx. 4 cm)
 by
 (1½" or approx. 4 cm)
 Student Name (*Precisely as recorded on ACORN/TST-SIS*)
 (2" or approx. 5 cm)
 Thesis submission paragraph
 (1¼" or approx. 3 cm)
 Copyright Line
 (1¼" or approx. 3 cm from bottom of page)

No text may be in boldface, only the first letter of significant words is capitalized (e.g. do not fully capitalize the title or author name), and the copyright date is the year of convocation. The wording of the appropriate thesis submission paragraph must be reproduced exactly. They are as follows:

[For a ThD or ThM thesis]

A Thesis submitted to the Faculty of [the formal name of your college of registration] College and the Graduate Centre for Theological Studies of the Toronto School of Theology.
In partial fulfilment of the requirements for the degree of [Doctor of Theology or Master of Theology] awarded by [the formal name of your college of registration] College and the University of Toronto.

[For a non-conjoint PhD or MA thesis]

A Thesis submitted to the Faculty of [the formal name of your college of registration] College and the Graduate Centre for Theological Studies of the Toronto School of Theology.
In partial fulfilment of the requirements for the degree of [Doctor of Philosophy or Master of Arts] in Theology awarded by the University of St. Michael's College.

[For a DMin thesis]

A Thesis submitted to the Faculty of [the formal name of your college of registration] College and the Toronto School of Theology.
In partial fulfilment of the requirements for the degree of Doctor of Ministry awarded by [the formal name of your college of registration] College and the University of Toronto.

[For a conjoint PhD thesis]

A Doctoral Thesis submitted to the Faculty of [the formal name of your college of registration] College and the Graduate Centre for Theological Studies of the Toronto School of Theology.
In partial fulfilment of the requirements for the degree of Doctor of Philosophy in Theological Studies awarded by [the formal name of your college of registration] and the University of Toronto.

Abstract

All theses must have an abstract. Font size must be a minimum of 10 points and the lines of text **must be double-spaced**. The abstract must not exceed 350 words for a doctoral thesis or 150 words for a master's thesis.

The student's thesis title, degree and year of convocation, full name (as it appears on ACORN/TST-SIS), and name of college of graduation must appear on the top of the first page of the abstract as per the **Thesis Template** (see p. 5) (this information is not included in the 350/150-word count).

Symbols, as well as foreign words and phrases, must be clearly and accurately displayed. Do not include graphs, charts, tables, or illustrations in the abstract.

Table of Contents

A table of contents is required. Please see the format in **Thesis Template** (see p. 5). All tables of contents must conform to the following specifications:

- The Table of Contents does not include preliminary material preceding the Table of Contents.
- All page numbers must be flush against the right margin and have period (dot) tab leaders (i.e. “....”).
- Each level of subheadings should be indented at least half an inch (approx. 1 cm) from the previous level of subheading.
- Subheadings in the Table of Contents must correspond exactly to the subheadings found in the text of the thesis. This includes any numeration (e.g. 1.1, 1.2)
- Normally only one level of subheadings is included. You should consult with your supervisor if you wish to include more.

B. TSPACE SUBMISSION

Administrative Preliminaries

You can register as a TSpace user at any time. You may upload your thesis to TSpace once the following have been submitted to the GCTS Office:

- written confirmation from your thesis supervisor that your thesis is in its final, approved form
- a [Thesis Non-Exclusive Licence form](#), signed and dated
- payment of your thesis submission fee

Embargoes on Thesis Release

Publication of your thesis through TST is a requirement of your degree; it is the intention of all TST colleges that there be no restriction on the distribution and publication of theses. Accordingly, theses will be released four to six weeks following the Fall and Spring convocations, and will be freely available to the public in an online environment. However, in exceptional cases, you may wish to apply to delay thesis publication. Typical reasons for embargo include:

- currently seeking publication of part of your thesis in a journal, or publication of the thesis as a book
- content of a sensitive nature in the thesis, the publication of which might endanger the well-being of the author or of persons associated with the work
- a patent in process

Please discuss restriction with your supervisor and the TST GCTS Director if you think an embargo might be appropriate. If you intend to restrict the release date of your ETD, a [TST Restrict Thesis Release Date form](#) (PDF), dated and signed, must be submitted to the GCTS Office and another copy bound inside the front cover of any bound paper copy, if applicable.

Create a TSpace Account

You will need to [create a TSpace account](#) in order to submit your thesis. Once you have accessed TSpace, you will be directed to the UofT Weblogin page. Log in to the TSpace resource by entering your UTORid and Password. You will be directed to the TSpace login page and asked to enter your email twice. At this point you will choose ‘Start a New Submission’ and choose the appropriate collection (see ‘Choose a Collection’ below).

If you experience difficulty logging on with your UTORid, please contact the GCTS Office. **Please do not contact TSpace directly.**

File Format and Naming Convention

The main thesis file must be in PDF format. Create a PDF of the final approved version of your thesis before you start the submission process. You must use the following file naming convention (PDF):

lastname_firstname_middleinitial(s)_graduationyearmonth_degreedesignator_thesis.pdf

Examples:

Smith_Lorie_L_200711_PhD_thesis.pdf

Smith_Bob_A_201505_ThD_thesis.pdf

Smith_Sharon_A_201211_MA_thesis.pdf

Supplementary files should follow the same naming convention

Example: Smith_Lorie_L_200711_PhD_datatables.exl

*PLEASE NOTE that TST students graduate only in November (“11”) or May (“05”).

Stopping During the Submission Process

You can stop and save your work at any point in the submission process and resume your submission at a later date by clicking on the 'cancel/save' button. The data you have already entered will be stored until you come back to the submission, and you will be reminded on your 'My TSpace' page that you have a submission in process. If somehow you accidentally exit from the submit process, you can always resume from your 'My TSpace' page. You can also cancel your submission at any point.

Submission Progress Bar

The Progress Bar is a set of buttons at the top of the page.



As you move through the process, these buttons will change colour. Once you have started, you can also use these buttons to move back and forth within the submission process by clicking on them. You will not lose data by moving back and forth.

C. STEP BY STEP SUBMISSION INSTRUCTIONS

- Log In to your My TSpace Account
- Click 'Start a new submission'

Choose a Collection

Click on the arrow of the drop-down box to select the Doctoral or Master's collection for your submission. If you are denied permission to submit or you do not see any collections in the drop down menu, please contact the GCTS Office. **Please note that all non-conjoint PhD theses are uploaded to the “St. Michael's College Faculty of Theology – Doctoral collection”. All non-conjoint MA theses are uploaded to the “St. Michael's**

College Faculty of Theology – Master collection”. If you are in the DMin, ThD, conjoint PhD or ThM program, upload your thesis to your college’s doctoral or master’s collection.

Submit: Describe this Item

The descriptive information on this TSpace page enables users to retrieve your thesis using search engines. By filling out these fields in the form, you are creating a metadata record for your thesis. The more thorough you are, the more 'findable' your submission will be, so please take the time to fill in as many fields as you can about each item.

Author

Your name must be exactly as it recorded on ACORN/TST-SIS or your ETD will be rejected.

Supervisor

Enter your supervisor’s name. Click the ‘Add More’ button if you have co-supervisors.

Title

Enter the full and proper title of your thesis. This must be exactly as found on the cover page of your final, approved version.

Month and Year of Convocation

Enter the month and year of your convocation, **NOT** the month and year of your defence.

Release Date

Theses will be released approximately four to six weeks after convocation, unless an approved restriction is placed on the thesis. Choose ‘release four to six weeks after convocation’ unless you wish to restrict the publication of the thesis. If you have received permission to embargo the thesis’ publication, you may choose either ‘one year after convocation’ or ‘two years after convocation’. For more information on embargoing your thesis, please see below.

Date of Issue and Publisher

Place the year of convocation in the ‘Year’ box. Month and day should be left blank. DO NOT enter any non-numeric text into the day or year box.

Type of content being submitted

‘Thesis’ is the default identifier for anyone submitting a single PDF file. For multiple file submissions, identify each type of file. To select more than one value in the list, you may have to hold down the 'ctrl' or 'shift' key.

Language

Select the principal language of the intellectual content of your item. If the default (English - Canada) is not appropriate, click on the arrow on the right of the drop down box to see a list of languages commonly used for publications, e.g., if supplementary files to your thesis submission are not text documents and language is not applicable as description, then select the N/A choice.

Degree

Select, from the drop down box, the appropriate degree for which this thesis is submitted.

Department

Select, from the drop down box, the appropriate department. Doctoral Theses submitted by students with first registrations in the conjoint PhD in Fall 2015 or later must indicate N/A. DMin students should select 'Centre for the Study of Ministry'.

UMI (ProQuest) Subject Code

Select one [subject code](#) that most closely identifies the content or your thesis.

Subject/Keywords

Provide as many appropriate keywords and subject terms about your work as possible, from the general to the specific. The more words you provide, the more likely it is that users will find this item in their searches. Use one input box for each subject word or phrase. For more input boxes, click on the 'Add More' button.

Abstract

Cut and paste the content paragraphs of your abstract, as it appears in your thesis, into this box. Remember, the maximum length of an abstract is 350 words for Doctoral theses and 150 words for Master's theses.

Embargo or restriction on the release of your thesis contents

It is the intention of all the TST colleges that there be no restriction on the distribution and publication of theses. However, in exceptional cases, the author, in consultation with the thesis supervisor and with the approval of the TST GCTS Director, shall have the right to apply to postpone public access for a period of up to two years from the date of acceptance of the thesis.

Release cannot be restricted without having first submitted the appropriate form to TST. If an embargo has been granted, the approved release date may be entered here.

If you have any questions about placing a restriction or embargo on public access, please contact the GCTS Administrator.

Upload your file(s)

Click on the 'Select a file...' button and a window showing your files will appear. You can navigate through your directories and folders until you find the correct file to upload. Click on the file name you wish to upload, and the name will be entered into the input box.

TST theses must be in PDF format and the file name must adhere to the form indicate above under 'File Format and Naming Convention' (see p. 9).

File Description

Fill in this field only if you are uploading more than one file. The information you provide here will help users to understand what information is in each file, for instance, 'thesis main file' or 'images' or

'computer program' or 'data set'. Enter file descriptions for each item, and click on the 'next' button to proceed.

File Uploaded Successfully

After you have uploaded a file, check the information in the table to be sure it is correct.

If you're only uploading one file, click on 'Next' when you're satisfied that the file has been uploaded correctly.

If you're uploading more than one file, click on the 'Add Another File' button. When you are satisfied that all files for this item have been successfully uploaded, click on the 'Next' button.

Verify Submission

This page lets you review the information you have entered to describe the item. To correct or edit information, click on the corresponding button on the right, or use the oval buttons in the progress bar at the top of the page to move around the submission pages. When you are satisfied that the submission is in order, click on the 'Next' button to continue. Click on the 'Cancel/Save' button to stop and save your data, or to cancel your submission.

PLEASE NOTE: *TST cannot guarantee that it will be able to modify or replace your PDF on TSpace once approved. Please check your final PDF very carefully to ensure that it is in its final, corrected form.*

D. LICENCES

Creative Commons Licence

The Creative Commons offers non-exclusive licences. With a Creative Commons licence you can specify use, e.g., the right of others to copy your work, make derivative works or adaptations of your work, to distribute your work and/or make money from your work. Choosing a Creative Commons non-exclusive licence means you keep your copyright but allow others to copy and distribute your work provided they give you credit. Participation in the Creative Commons licensing program is optional. The licence provides further copyright protection for the author; we suggest using the most restrictive form of this licence if you take this option.

TSpace Distribution Licence and Authenticity Statement

This licence is required by Library and Archives Canada.

E. TECHNICAL ASSISTANCE

Technical assistance with formatting your thesis or converting it to a PDF file is available at Robarts Library. Please contact amanda.wagner@utoronto.ca.

F. SUBMISSION COMPLETE: WHAT NEXT?

Congratulations! The TST GCTS Office will review your thesis and you will be notified once it is approved. If there is any problem with your submission, you will be notified by email and given instructions.

Conjoint PhD students: Once your submission has been approved, the GCTS is in formal receipt of your final thesis as per Conjoint Degree Handbook A14.4.12. TST will inform Student Accounts that all degree requirements have been met.

Publication and Distribution

Your thesis will be available online at TSpace and on the web approximately four to six weeks following convocation. TSpace theses will have priority in many search engines.

A digital copy of your thesis will also be sent to ProQuest/UMI which will catalogue your thesis and publish the abstract in the ProQuest Dissertations & Theses (PQDT) database. ProQuest is considered an academic and not a commercial publisher.

ProQuest makes theses available in digital or paper format for a fee.

After a period of two years, Library & Archives Canada may also make downloadable copies of theses available at no charge (or paper copies for a fee that covers the cost of production).

You retain copyright to your thesis and may make it available on a personal website and pursue other sources of publication as well.

Handles

When your thesis becomes a part of the TSpace repository, it is assigned a persistent URL. This means that, unlike most URLs, this identifier will not have to be changed when the system migrates to new hardware, or when changes are made to the system. TSpace is committed to maintaining the integrity of this identifier so that you can safely use it to refer to your item when citing it in publications or other communications.

Our persistent URLs are registered with the Handle System, a comprehensive system for assigning, managing, and resolving persistent identifiers, known as "handles," for digital objects and other resources on the Internet. The Handle System is administered by the Corporation for National Research Initiatives (CNRI), which undertakes, fosters, and promotes research in the public interest.

IV. FEES AND DEADLINES

A. FEES

Doctoral and Master's students must pay a fee of \$25 to the GCTS Office to cover administrative costs.

For payment information, please see [Payment Methods for TST Fees](#) on the TST website at www.tst.edu.

B. DEADLINES

In order to convocate in a given semester, the TSpace submission process must be fully completed by dates set each year by the Graduate Centre for Theological Studies. These dates may be found published at www.tst.edu, under [Key Academic Dates](#).

C. FORMS AND LICENCES

All forms may be found online at www.tst.edu, under '[Thesis Submission and Convocation Information](#)'.

Non-Exclusive Licence

A signed and dated Non-Exclusive Licence form must be submitted by all ETD authors to the GCTS Office, as appropriate. This form allows the university to publish your thesis which is necessary to fulfill your degree requirements. Further information about the form and the Library & Archives Canada thesis program can be found on the [Library and Archives Canada](#) website.

Please note that the Non-Exclusive Licence form includes information about the submitter's permanent address if the individual would like to receive royalties on any sale of his or her thesis. ProQuest only pays royalties if seven or more copies of a thesis are sold in one calendar year, so the receipt of royalties will not represent a significant sum for most students.

Restrict Release Form

Those requesting an embargo on the release date of their ETD must submit a TST Restrict Release form_(PDF), signed and dated by both the author and the TST GCTS Director.

V. FAQ: ELECTRONIC THESES & DISSERTATIONS

1. When is my thesis ready to be submitted to TSpace?

Once your thesis is in its final, defended, corrected and approved form, it is ready to be submitted. Be sure that your electronic thesis/dissertation (ETD) meets the technical and production requirements (see the formatting section, p. 5).

2. Do I still need to submit a paper copy?

You are no longer required to submit a hardbound copy of the thesis/dissertation to TST. You may still be required to submit bound copies of your theses/dissertations to your college. Students are advised to consult with their college registrar.

3. Where can I find a binding service?

Your college can provide information about binding services.

4. What documentation is needed?

The following documents must be submitted to the GCTS Office in order to be authorized to submit an ETD:

- a) confirmation (email is acceptable) of completion of minor corrections or minor modifications specified by a doctoral final oral exam committee
- b) the Thesis Non-Exclusive Licence
- c) proof of payment of the thesis processing fee (usually sent automatically to the GCTS office if paid by PayPal)
- d) embargo form, if applicable.

6. Are there specific formatting requirements?

Yes! Please see the formatting section, p. 5. There is also a file naming convention that you must follow.

7. How do I create a PDF file of my thesis?

Adobe Acrobat writer or Acrobat Professional software (or other PDF writer programs) are required. University of Toronto Libraries (416-978-8450) has computers equipped for PDF conversion. Student versions of Adobe Acrobat software can be purchased at the Computer Shop of the U of T Bookstore. Other PDF authoring software is also available online for little or no cost.

8. What if I need help formatting my thesis?

First see the Formatting section (above) - the Template may solve your problems. If you have any difficulties, please email: amanda.wagner@utoronto.ca.

9. How do I submit an ETD?

Please see Section 3 (p.5), above.

10. When will my ETD be available on line?

ETD submissions are normally available via TSpace and on the web four to six weeks following your convocation.

11. What if I notice mistakes and/or changes that need to be made after submitting my ETD?

In some cases, for significant errors, it may be possible to make changes. Please contact the GCTS Office.