

## **Graduate Theses Submission Guidelines**

The Angus L. Macdonald Library collects two copies of all graduate degree theses completed at St. Francis Xavier University. The print copy is catalogued and added to the library; the electronic copy will be added to the StFX e-thesis collection and submitted by the Library for inclusion in Theses Canada.

The mission of Theses Canada is “to acquire and preserve a comprehensive collection of Canadian theses at Library and Archives Canada (LAC), to provide access to this valuable research within Canada and throughout the world.” Graduate-level research thus becomes part of Canada’s intellectual heritage.

For all graduate programs, except those in the Faculty of Education, students should follow the process outlined below. Master of Adult Education, and Master and PhD of Education thesis candidates should consult their departmental secretary for details.

### **Process**

- The supervisory committee and department Chair sign off on the thesis using the **COGS-Thesis-Approval-Form**.
- The student or Faculty advisor brings a copy of the completed **StFX Thesis Non-Exclusive License** form (available on the Graduate Studies website) and a print copy of your thesis to the Collection Development Office, Room 108 in the Angus L. Macdonald Library. The thesis should be printed single-sided on 21.5 x 28 cm paper (8.5 x 11”), and should not include any personal information other than student name (e.g., do not provide student number or contact information on the document).
- The thesis advisor sends the electronic copy of the thesis, in PDF format, to the Library (Brenda McKenna, E-Resources Library Technician, [bmckenna@stfx.ca](mailto:bmckenna@stfx.ca)).
- The completed **COGS-Thesis-Approval-Form** should be filed with the Office of the Associate Vice-President Research and Graduate Studies.

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