

Graduate Theses/Projects/Essays:

The Last Steps – Summer Term 2010

**Read this early in your last term to help plan your timeline to completion.
Use it again at the end as a step-by-step guide for your tasks after your defence.**

Getting your thesis, project or extended essays ready for submission to the library is a complex, detailed “institutional” process, the purpose of which is to guarantee that your degree will never, ever, be questioned. The process cannot be simplified. However, here we have grouped details into logical steps in checklist form. We have tried to answer all questions students ask, but don’t be afraid to ask more, once you have completed one or two, attentive, step-by-step, advance readings. After that, a careful following of these steps will get you through. Staying on task is the key to getting to the end, and getting there on time for the deadline.

1. Talk to your Graduate Coordinator

(Title varies: Program Assistant, Grad Assistant, Grad Secretary)
about these details. Do this early, and talk to them again, not later than around the time of your defence.




Checks	<input type="checkbox"/> Do, at your department / program office:
Contact information	<input type="checkbox"/> Provide your department’s Graduate Assistant with up-to-date and future contact information, including alternate email address.
Approval page details <input type="checkbox"/> Who prepares this? <input type="checkbox"/> Ask your department’s Grad Assistant.	<input type="checkbox"/> Ask early whether you are responsible for producing these documents in time for your defence date or program deadline, or whether this staff member does it. <input type="checkbox"/> Ensure the title on the Approval page is the correct, final version. When your committee signs it, this becomes the final legal version of your title. Check that the degree and type are correct (“Master of” not “Masters of”) (Thesis or Project or Extended Essays). <input type="checkbox"/> Ensure margins and page number are correct, and that this is one page only.
Licences required <input type="checkbox"/> Partial Copyright Licence <input type="checkbox"/> Library Archives Canada Licence <input type="checkbox"/> Read and sign these legal documents which are required for graduation.	<input type="checkbox"/> Note: PCL required for all submissions. LAC licence required only for theses and REM projects. <input type="checkbox"/> Ask early whether you are responsible for producing these documents. <input type="checkbox"/> NEW! Now signable electronically and uploadable as PDFs. More info? Read about and download the forms from the Theses Office webpage, “Official Regulations, Forms and Licences” section : http://www.lib.sfu.ca/theses/ <input type="checkbox"/> Copy the official, final title from signed approval page. Ensure it is correct on all licences.
How many printed thesis/project/essays copies are required? <input type="checkbox"/> Yes they are still required. <input type="checkbox"/> How many do you need to print for the Library? Two only. <input type="checkbox"/> What about those “discretionary” bound copies? <input type="checkbox"/> The Library no longer handles them. <input type="checkbox"/> Read here about the faster, easier, way to obtain as many copies as you wish.	<input type="checkbox"/> How many do you print for submission to the Library? Two only: the ARCHIVES original and the CIRC copy for the Library’s collection, i.e. the two actually needed for fulfilment of the requirements for graduation. <input type="checkbox"/> DO NOT BIND, in any way, the two copies for submission to the Library. <input type="checkbox"/> The Library no longer acts as agent for Academic Book Binding Co. for personal thesis copies. We will no longer be accepting “discretionary” copies for binding. <input type="checkbox"/> You can still obtain department, faculty and personal copies because SFSS Copy Centre is the on-campus agent for Academic Bookbinding Co. <input type="checkbox"/> You can deal direct with SFSS Copy Centre by email or in person, and pay direct for both binding (plus printing, if needed) and mailing services. Information for students and departments: please contact Nancy Mah, Manager, SFSS Copy Centre, Maggie Benston Centre 2260; email: copycentre@sfss.ca ; tel: 778.782.3186; URL: http://www.sfss.ca/sfsscscopycentre.html <input type="checkbox"/> Benefits to you: <input type="checkbox"/> No more limits on quantity of personal copies: no more permission needed for extras. <input type="checkbox"/> Courier delivery is possible: eliminates delays in receiving personal bound copies. <input type="checkbox"/> Freedom to print double-sided, select style of binding, wording (within limits) for the cover, etc., and print/bind copies for yourself at any bindery, anywhere convenient for yourself. <input type="checkbox"/> Do not, however, revise the text: Your thesis is a “still shot in time”: It needs to remain as approved by your committee. You are, however, free to revise it for subsequent publishing purposes.
Apply NOW to graduate.	<input type="checkbox"/> See “Apply to Graduate”: http://www.sfu.ca/dean-gradstudies/current/degreecompletion/#graduate

2. After your successful defence or reading/approval* by your committee

- Do not change your title: The wording as it appears on the signed approval page is the final version. The title page must not differ from this.
 - Carry out your final revisions, if any.
 - Confirm that your supervisor has "signed off" on revisions with a signed memo or with an email to the Grad Assistant.
Undefended* projects will not need this.
 - See Section 7 "Understand the tasks and documents" for variances between theses and projects plus acceptable variances in supervisor memo.
- *Read and approved by supervisory committee, without an oral examination (defence).


3. Check your document one last time for SFU Library submission requirements: Download "Reviewing Your Own" <http://www.lib.sfu.ca/theses/>

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| <ul style="list-style-type: none"> <input type="checkbox"/> Go [back] to the "Reviewing Your Own" pdf.  <input type="checkbox"/> Use the edition for the current term. <input type="checkbox"/> Review title page, preliminary and main body pages thoroughly. | <ul style="list-style-type: none"> <input type="checkbox"/> Always get the latest edition of "Reviewing Your Own". <input type="checkbox"/> Pay attention to the items marked in orange or with orange "bubble comments" Or use the Checklist appendix, which is a condensed list of the "Required" items featured throughout "Reviewing Your Own". <input type="checkbox"/> Orange markers mean "required": Remember that "Required" really <i>does</i> mean "required." We will be auditing these after submission and will require you to make changes, if needed, before your submission can be approved. <input type="checkbox"/> Blue markers: "Recommended" or "preferred", or "suggested", in contrast, mean you have choice, as in the "professional quality issues". In your last review, you may choose to ignore these issues. We will not be auditing these features. <input type="checkbox"/> ALERT: Table of Contents — Ensure every preliminary page feature heading is included in the ToC. |
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4. Going On-Line: Steps in registering your submission in advance with the Library Theses Office

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| <p>Registration required for submission.</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Plan to do this one day before submission. Why? Because you need time to receive and print out the confirmation email you will be sent when you register. Computer systems do overload and slow down. <input type="checkbox"/> Before you log-in to register your submission...check through the following: |
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Checklist: Information you need to prepare in advance and have ready before logging in.

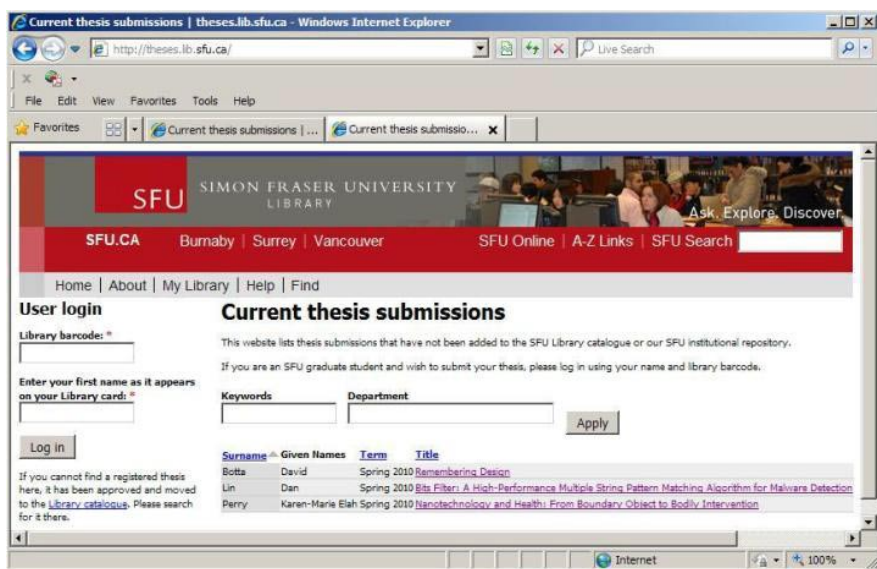
- | | |
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| <p>Prepare and assemble before logging in:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Personal information <input type="checkbox"/> Course details <input type="checkbox"/> Your library (SFU ID) card. <input type="checkbox"/> The barcode number is found just above the barcode. See below.  | <ul style="list-style-type: none"> <input type="checkbox"/> * Active SFU computing account (email address). Not activated this term? Go to my.sfu.ca log-in page, to find the link "Activate your SFU computing account." <input type="checkbox"/> You will need the barcode number (not your student ID number) from your SFU student ID (Library card) to log in. Don't have the card handy? Go to http://www.sfu.ca and click SFU Online/my.sfu.ca to access your records. Find the barcode number under my.library/Your Library Records. <input type="checkbox"/> * Course Number (i.e. CRIM 898, FREN 898, GEOG 697, etc.) in which you are currently registered to write your thesis/project/essays (information available at my.sfu.ca). <input type="checkbox"/> * Alternate, private email address which you can use for the next few months. Don't have one? Try "googling" for "free email" to identify many possibilities. <input type="checkbox"/> * Your student number, officially registered name, and SFU email address will be filled in from student records. <input type="checkbox"/> * Telephone number including area code, preferably a permanent home number (may be different from one now on record with the university, which is inserted from the library barcode record). |
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| <p>Thesis/Project/Essays information</p> <ul style="list-style-type: none"> <input type="checkbox"/> Title <input type="checkbox"/> Page numbering <input type="checkbox"/> Abstract <input type="checkbox"/> Senior Supervisor name <input type="checkbox"/> Date of defence / approval <input type="checkbox"/> Keywords <input type="checkbox"/> Call number | <ul style="list-style-type: none"> <input type="checkbox"/> Have on hand an electronic copy of your thesis/project/essays, so you can copy/paste portions of text, such as: <input type="checkbox"/> * Title of thesis/project/essays, with the wording as finalized on the signed approval page. However, change appearance from "ALL CAPS" or "Title Case" to "Sentence case" i.e. written like a sentence, with only the first word and proper names capitalized. No line breaks. <input type="checkbox"/> The number (actual numeral) of the last Roman numeral page, and the number of the last Arabic number page. <input type="checkbox"/> * Full text of abstract, within the word count limits, in electronic form to copy/paste into the on-line form. Note that the word limit applies to both the online abstract, and the abstract as it appears in your thesis. <input type="checkbox"/> * Senior supervisor's correctly spelled given name and surname. Also co-senior supervisor, if so identified on your approval page. <input type="checkbox"/> * Keywords are familiar descriptive terms that describe the content of your research. These are the words and short phrases you know best in your thesis defence. The ones you select will be included in the Library catalogue and be fully searchable. <input type="checkbox"/> Paste them into an electronic document for later use. Separate with semi-colons (;). We encourage you to also add them below the abstract on the Abstract page of your thesis. <input type="checkbox"/> We are once again asking you to identify and supply a Call Number of a book that is closely related to your |
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	<p>thesis. The computer will generate "generic" call numbers, however we need your assistance in researching their usefulness against a more closely related call number of your choosing.</p> <p><input type="checkbox"/> Don't know how to identify these "identifiers" of your work? More detailed information on selecting and formatting keywords and call numbers can be found in "Keywords" at: http://www.lib.sfu.ca/theses/</p>
Withhold or Postpone?	<p><input type="checkbox"/> Are you submitting a "Postponement of Publication" and/or "Withhold from IR" request to the Dean of Graduate Studies? Don't know what these are and what makes them different? Find info and forms on the Theses Office webpage http://www.lib.sfu.ca/theses/ under the "Official Regulations, Forms and Licences" section.</p>
Prepare a PDF of your thesis/project/essays	<p><input type="checkbox"/> We ask you to provide a PDF of your thesis/project/essays. Having you provide the PDF instead of leaving it to us to scan it from paper is how to ensure the best quality edition is available online, especially those with mixed textual and graphic material. We want you to take pride in this, the most public edition of your work.</p> <p><input type="checkbox"/> Just make a PDF of the entire, approved, final version of your thesis/project/essays document. Don't know how? Get the helpsheet "Saving your document as a PDF" at http://www.lib.sfu.ca/theses/</p>
Upload your PDF? 	<p><input type="checkbox"/> You can now upload your PDF, any supplemental electronic files, and any electronically signed PDF forms, online when you register your thesis (or log in again later to do this when they are finalized).</p> <p><input type="checkbox"/> Please give these electronic files meaningful names, such as YourName_thesis.pdf or YourName_project.pdf.</p> <p><input type="checkbox"/> No password protection.</p> <p><input type="checkbox"/> However, you can't yet skip the printed copies. That is coming, but we are not there yet. Two unbound paper copies for the Library and SFU Archives are required to complete submission, until we are ready to go 100% digital.</p>
Submitting electronic appendices? <input type="checkbox"/> More than one? Zip them into a zip folder 	<p><input type="checkbox"/> To include material forming part of the copyrighted work of the author, such as appendices of data and graphics too detailed or too large, or "copies of record" of performance works. For this, a short appendix is included in the work listing these items. See ""Reviewing Your Own"" for details.</p> <p><input type="checkbox"/> The files can be uploaded after you upload your thesis PDF. Give them concise names as listed in your main document. Examples: YourName_ElectronicAppendices.pdf, or as listed in your thesis document, i.e. YourName_AppendixDInterviewTranscript.pdf, YourName_AppendixGProgramCodes.pdf. Then zip into a zip folder.</p>
Upload signed PDFs	<p><input type="checkbox"/> NEW: Licences, senior supervisor memo, request forms, if electronically signed PDFs, can be uploaded.</p>
Time to log-in <input type="checkbox"/> From any computer with internet access.	<p><input type="checkbox"/> Go online to log-in at: http://theses.lib.sfu.ca</p> <p><input type="checkbox"/> Use the barcode number from your Library card (SFU ID) card to log in.</p> <p><input type="checkbox"/> Approximate time online required: 10 minutes.</p>
<p><input type="checkbox"/> When finished, hit the "Submit" button, then log out.</p> <p><input type="checkbox"/> Alert: Please register online a day ahead of submitting. The confirmation email can be delayed.</p>	<p>The Submit thesis information button won't work if required information (marked *) is not correctly entered.</p> <p><input type="checkbox"/> "Submit" sends a confirmation email. Subject line: "Your Name - Thank you for your thesis submission registration".</p> <p><input type="checkbox"/> You will need to print two copies of this email: Bring both, so you can get your copy date-stamped.</p> <p><input type="checkbox"/> Need to make changes? You will not be able to change any data online after you register. Make changes/corrections by hand, in ink, on this printed, confirmation email before submitting. Theses Office will make the changes.</p> <p><input type="checkbox"/> You will also be sent confirmation email(s) when you upload electronic files. No need to print those for submission.</p>

Preview of Log-In page

- Not clear enough? Zoom up or vView at: <http://theses.lib.sfu.ca/>
Note the list of previously submitted theses.
- Registering to submit adds you to this list and provides an instant public, google-searchable view of your thesis title, abstract, and your authorship, plus department details. 
- This information will remain here until moved permanently to the Library catalogue after final approval.
- To preview the full online registration form, see next page.



The screenshot shows the 'Register and Upload your SFU Thesis Submission' form. Key sections include:

- Approval Page:** Fields for Senior supervisor, Co-senior supervisor, and Defence or approval date.
- Contact info:** Fields for SFU Student ID, SFU email, Alt email, and their confirmations.
- Documentation:** A dropdown for ETD access (Both printable and copyable).
- Thesis title:** A field for the title with a note about capitalization.
- Given Names and Surname:** Fields for personal information.
- Course:** A dropdown for the course number (e.g., ARCH 898) and a confirmation field.
- Abstract and cataloguing:** A large text area for the abstract and a field for keywords.
- Call number:** A field for the call number.
- Page numbers:** Fields for Roman numeral and Arabic numeral page counts.
- Attach files:** A section for uploading the thesis PDF and supplemental files.
- Privacy statement:** A section at the bottom regarding data collection.

Preview of Online form

Too small? Zoom up or login to see full sized. Some information like your SFU ID, name, telephone, etc. will be automatically entered from your library card record, when you log in with your barcode number. Please review.

Your name will appear here

NEW in 2010

Important!

Who? For the use of those who have a supervisor entitled "Co-Senior Supervisor" on their Approval page.

Alternate email needed as SFU email will expire.

Select the user freedom you want for your PDF. See the pull-down menu of options.

Paste in title. Use only the wording of the title as it appears on your signed Approval page. That is the finalized wording of your title. **Format: Change capitalization here online to "Sentence case"** if it is currently in "ALL CAPS" or "Title Case". This is needed solely for online use, and is not required in your actual thesis/ project/essays.

The course number in which you are currently registered for writing or continuing work on your thesis/project/essays. **Choose your course number carefully!** Check the info email and correct the printed copy by hand, if necessary, and bring errors to attention of the Theses Assistant (More information on your program/degree will be based on this number).

Copy your abstract text from your thesis/project/ essays document and paste in the correct box. Click the "count" link to check the length. Correct if needed.

Copy/paste your "keyword" phrases in here. Ensure that semi-colons (;) separate the terms.

Copy/paste your selected Call number in here.


Page numbers: So we can ensure no pages go missing.

Where you can upload your high quality PDF and other files from your computer for the Library online collection. **You can log in again after initial registration, to upload files after revisions approved.**



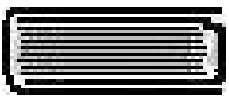

To finish registering, push this button.

Our confidentiality and use limitation guarantee under BC privacy law.

5. Get ready to print: **You print these copies, unless your department policy is different**

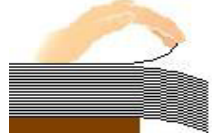
Issue	Check:
<input type="checkbox"/> Switching computers <input type="checkbox"/> Moving your document to another computer for printing is risky.	<input type="checkbox"/> This can be risky in MSWord if you do not also move your template. Your document is at risk of losing all its formatting. See helpsheet "The Portable Thesis" from http://www.lib.sfu.ca/help/writing/theses/msword-pc <input type="checkbox"/> This is particularly risky if you use a Mac and will be moving to a print shop (or other) PC. <input type="checkbox"/> See "PDF Best option" below. Also: "The Portable Thesis" PDF on the Theses Office templates webpage.
<input type="checkbox"/> PDF better <input type="checkbox"/> Best option: Save [or print] your document as a PDF	<input type="checkbox"/> Making a PDF will take your document and "engrave it in stone". So be sure to do that last Table of Contents and Lists of Figures and Tables update first. <input type="checkbox"/> Adobe Acrobat Reader cannot do this. LaTeX does this for you. Don't have Adobe Acrobat? Don't know how? <input type="checkbox"/> Get helpsheet "Saving your document as a PDF" from http://www.lib.sfu.ca/theses/
<input type="checkbox"/> Submitting a PDF	<input type="checkbox"/> You can use the same high-quality PDF for upload for the Library's digital collection (Institutional Repository).
<input type="checkbox"/> Printing: <i>One-sided only.</i>	<input type="checkbox"/> The two copies for the library MUST be printed one side only. <input type="checkbox"/> This is to maintain archive quality (so print on pages doesn't stick or rub and blur) <input type="checkbox"/> You are free to print your own personal copies as you wish.
<input type="checkbox"/> Printers <input type="checkbox"/> Laser printing preferred. <input type="checkbox"/> Never use a home "inkjet" printer.	<input type="checkbox"/> "Laser" printers use a toner powder in a cartridge. This is the most common, top quality printing. <input type="checkbox"/> Other high-quality, <u>commercial standard</u> , colour printers, common in departments using colour printing extensively, are acceptable also. <input type="checkbox"/> If using inkjet, do not use a home model printer. Why? "Inkjet" is liquid ink of uncertain quality. Only commercial/ industrial strength, colour inkjet (expensive) printers have the quality liquid ink sufficient for archive quality printing, and the weight to prevent blurring from machine vibration. <input type="checkbox"/> One printed original required for the University Archives. All others may be photocopies, if preferred. <input type="checkbox"/> However, we recommend printing all originals from USB key or disk, as there is now virtually no technical or price difference between photocopiers and laser printers.
<input type="checkbox"/> Colour <input type="checkbox"/> Colour printing acceptable.	<input type="checkbox"/> Colour can be used in theses/projects/essays for figures, table heading rows, graphs, and other graphics. <input type="checkbox"/> High-quality, commercial standard, colour printers, common in departments using colour printing extensively, are acceptable. <input type="checkbox"/> Paper may be of different quality if required to ensure quality of colour printing. Okay if archive quality. <input type="checkbox"/> These pages may be inserted in a work that is otherwise printed in black-and-white. It is not necessary to print the whole work on an expensive colour printer. Your choice. <input type="checkbox"/> Page numbering is critical: Ensure all pages of final document have page numbers, and are sequential.
<input type="checkbox"/> Paper <input type="checkbox"/> Acid-free=archive quality 	<input type="checkbox"/> Acid-free, archive quality paper is required. If not clear on the paper package label, do not use. <input type="checkbox"/> If only labelled "Made in Canada" or "Made in USA", it is okay! North American standard, new, laser/copy paper is acid-free and therefore archive quality. <input type="checkbox"/> Country of origin uncertain? Check the package for the key words: "acid-free" or "archive quality". <input type="checkbox"/> Prefer recycled paper? We recommend you not use recycled paper, as this can be too low in acid-free fibre content for true archive quality. If you prefer it, check the package to find the words "archive quality." If it says "archive quality", then this paper will be acceptable.
<input type="checkbox"/> Letter size paper <input type="checkbox"/> A4 paper? <input type="checkbox"/> Consult the Theses Assistant in advance about A4 paper.	<input type="checkbox"/> This is the standard North American paper, 8 ½ x 11 inches. Do not use wider paper designed for coil binding. Do not use hole-punched paper. Use standard, 8 ½ inch wide, laser/copy paper. <input type="checkbox"/> Fanfold pages are printed on 11x17 paper only. Legal sized (8 ½ x 14) pages are not acceptable. <input type="checkbox"/> If letter sized paper not obtainable, because you are outside North America, A4 paper is acceptable, provided (1) all pages are printed on A4 (for binding purposes), (2) the paper size is re-set to A4 in the electronic document, and hopefully, (3) you have provided your department with A4 sized approval pages in advance of the defence.
<input type="checkbox"/> Weight of paper <input type="checkbox"/> 20 lb laser/copy paper is standard. <input type="checkbox"/> 24 lb -28 lb paper is also acceptable	<input type="checkbox"/> 20 lb. bond, the most common weight of laser/copy paper, is acceptable if acid-free. <input type="checkbox"/> Acid-free in the 20 lb weight may not be stocked by all copy shops. Verify. <input type="checkbox"/> Want thicker, richer feeling paper? Consider 24-28 lb. bond. More costly. Some copy shops may not stock 20 lb paper of archive quality, preferring to sell you heavier, more expensive paper. Shop around if you do not want to spend the money, or need to limit thickness. <input type="checkbox"/> Caution: Do not use paper heavier than 20 lb if your thesis is over 350 pages. It can't be more than 2 ½ inches thick for binding. More than 500 pages? Phone the Theses Office for guidance on shrinking your text a bit.



Issue	Check:
<input type="checkbox"/> Other paper qualities	<input type="checkbox"/> Paper brightness is a personal choice. Codes of "85" to "96" or "Bright White" or "Ultra White" are all good. <input type="checkbox"/> Cotton content paper? No. Cotton content paper is not good as it does not print well (and jams) in laser printers and photocopiers. Cotton content is also technically outdated for archive quality. <input type="checkbox"/> Acid-free, wood fibre paper is designed for printers and copiers, and has higher archival standards.
<input type="checkbox"/> File folders are needed.  <input type="checkbox"/> Letter sized, not legal sized office file folders <input type="checkbox"/> Place each unbound, printed copy of thesis/project/essays in a separate file folder.  <input type="checkbox"/> Place your accompanying documents in another, separate, folder.	<input type="checkbox"/> One folder for documents (labelled "DOCS"), plus one folder each for the thesis/project/essays copies. <input type="checkbox"/> Colour not relevant. Plain, office type, file folders (cheapest kind) as shown here: <input type="checkbox"/> Be sure they are "letter-sized", not the longer, "legal sized" ones. The shorter ones actually protect better because they don't bend the pages. <input type="checkbox"/> Put each thesis copy in a separate file folder for protection. <input type="checkbox"/> See end of this PDF for handy folder labels. <input type="checkbox"/> Label one folder "ARCH" for the original Archives copy, and one "CIRC" for the Library copy. <input type="checkbox"/> If thesis is more than 200 pages, use 2 folders, with the open edges turned in opposite directions to wrap and fully enclose the pages, in order to protect the edges on both sides. 
<input type="checkbox"/> Do not bind. 	<input type="checkbox"/> Do not bind the two thesis copies for submission to the Library. <input type="checkbox"/> Submit loose pages only, in file folder as described above. <input type="checkbox"/> Do not staple, or use any kind of clips. They damage and bruise the paper. <input type="checkbox"/> Do not punch holes. Do not put in a two-hole or three-hole binder. <input type="checkbox"/> No "cerlock" binding; no "perfect" binding. No cloth or glued binding. <input type="checkbox"/> It is true that, if you wish personal copies, you will be arranging to have those personal copies bound, but NOT the two copies for the Library. The Library is responsible for (and pays for) binding the Library and Archive copies.



6. After printing: Final checks of the final print edition



Approximately two hours' work: Having "Reviewing Your Own" open on your computer is helpful.

Table of Contents and Lists audit	<input type="checkbox"/> Check only the first laser printed original. This will be the Archives copy. Others will be the same. <input type="checkbox"/> Check every line of your table of contents, list of tables and list of figures against actual pages to ensure each line and page number is accurate. <input type="checkbox"/> Ensure every preliminary page feature heading is included in the Table of Contents.
Print quality audit	<input type="checkbox"/> Check all copies. Check every page for smearing, streaking, fading, off-angle (crooked) printing, creased paper, duplicates, blanks and upside down pages. See "Reviewing Your Own" for examples.
Page number check <input type="checkbox"/> Easiest method (Believe it or not!) <input type="checkbox"/> Avoids risk of turning sections of the thesis upside down. <input type="checkbox"/> Recommendation: check and count pages of all personal copies before sending to a bindery.	<input type="checkbox"/> Count the pages in both copies. <input type="checkbox"/> Instead of turning each whole page: Fan out the numbered edges of the pages and hang the protruding edge of the stack over the edge of a table, so the pages curve downward. This will enable you to lift one page at a time from the protruding edge. Base the heel of your left hand on top of the stack, fingers ready to receive and hold pages.  <input type="checkbox"/> With your right hand , lift the pages one at a time, counting numbers and eyeballing the page numbers (may be upside down) to make sure they match. Each time, move the counted page into the grip of your left hand to hold the counted, bent-up pages in your left fingers. Leaf smoothly through every page, checking each page number, counting at the same speed as you move your fingers. <input type="checkbox"/> If your mental / lip count and the visible page number are not the same, or you see a blank, you will experience a little mental jolt indicating "stop and check". This will enable you to ensure that every page (except the title page) is numbered correctly and is in sequence, with no duplicates, blanks and upside down pages.

7. Understand the tasks and documents needed for submission

Task/Document	Understanding and completing these tasks and documents:
Binding fees?	<ul style="list-style-type: none"> <input type="checkbox"/> No longer required for the Library. Ask your department. To obtain personal bound copies at SFU, contact SFSS Copy Centre for all bindery (printing if needed) and mailing services for the personal copies, or hire a bindery nearer to you. <input type="checkbox"/> If your department wishes to obtain copies, they can contact SFSS Copy Centre to obtain how-to information.
DOCUMENTS THAT GO INTO THE “DOC” FOLDER (separate from the copies of the thesis/project/essays)	
On-line Registration confirmation email Print 2 copies: 1 for Library, 1 for you Your department’s Grad Assistant may also want a copy.	<ul style="list-style-type: none"> <input type="checkbox"/> Subject line reads “Subject: [your name] Thank you for your thesis submission registration.” If needed, errors can be corrected in coloured ink on this sheet before submitting your thesis/project/essays to the library. Changing page number count for the Roman numeral or Arabic numbered pages? Write in the new numbers by hand here. <input type="checkbox"/> Copy 1 is the cover memo for the Theses Office. <input type="checkbox"/> Copy 2: This will become your receipt. Bring this with you. Theses Office staff will stamp this with the “Received” date and return it to you. <input type="checkbox"/> Put BOTH these copies at the top in your documents (“DOC”) folder. <input type="checkbox"/> If not submitting in person (courier, friend, etc.), we will send you a submission confirmation email
Senior Supervisor memo <input type="checkbox"/> States revisions are completed or not required. <input type="checkbox"/> One original, obtained from Grad Assistant. <input type="checkbox"/> What to do if Supervisor or Grad Assistant is not available to help or only available by email	<ul style="list-style-type: none"> <input type="checkbox"/> Requirements vary. <ul style="list-style-type: none"> <input type="checkbox"/> Defended work: Senior Supervisor memo required for defended theses, dissertations, projects and essays. <input type="checkbox"/> Undefended projects or essays: Senior supervisor memo NOT NEEDED for undefended projects (Approval page lists “Supervisory committee” of “readers” instead of “examining committee”). Approval page in ARCH copy is sufficient. <input type="checkbox"/> This memo confirms that (a) revisions completed as required by committee, or (b) no revisions were required, following an oral defence. Put in document (“DOC”) folder. <input type="checkbox"/> Acceptable alternate forms if supervisor not available to sign: <ul style="list-style-type: none"> <input type="checkbox"/> Copy of form (signed by committee at defence) saying revisions completed or not required. <input type="checkbox"/> Memo from examining committee or from senior supervisor stating “no revisions required”. <input type="checkbox"/> Email from senior supervisor addressed to the grad secretary stating revisions completed or not required. Common at deadline time. If email, then Grad Secretary (or other department staff) must print and initial it to authenticate it. Grad Assistant not available at last minute? Ask your senior supervisor to email <thesis@sfu.ca>. <input type="checkbox"/> NEW! Electronically signable PDF, for quick email use. May be uploaded with thesis. Supervisor can obtain at http://www.lib.sfu.ca/help/writing/theses/regulations. Instructions included.
Library & Archives Canada “Non-Exclusive Licence” <input type="checkbox"/> One original. <input type="checkbox"/> “Degree conferred” date = defence date. <input type="checkbox"/> NEW in 2010 : Put in “DOC” folder	<ul style="list-style-type: none"> <input type="checkbox"/> Required only for Masters’ and Doctoral theses, and for REM/MRM projects. Not required for other Master’s projects and Master’s essays . <input type="checkbox"/> Obtained from the Grad Assistant or downloadable from the Theses Office webpage “http://www.lib.sfu.ca/help/writing/theses/regulations NEW! Electronically signable PDF now available. Instructions included. <input type="checkbox"/> What does “non exclusive” mean? It means you are not obliged to give the LAC exclusive right to publish. You are free to publish your thesis elsewhere. See small print. <input type="checkbox"/> This is a legal document. Please read before signing, and make a copy for your own files. <input type="checkbox"/> Check accuracy of information (name, title, degree, name in blank space in “fine print” column). Exact title as on Approval page is necessary. <input type="checkbox"/> “Degree conferred” date? This is the date of defence as found on your approval page, not revisions approval date or Convocation date.
SFU ORE Ethics Approval or waiver letter/email <input type="checkbox"/> Photocopy or print the Office of Research Ethics Approval or Waiver letter/email. <input type="checkbox"/> Do not bring original. Bring copy only.	<ul style="list-style-type: none"> <input type="checkbox"/> The Office of Research Ethics approves the research design in advance of all human research at SFU, or waives the application on the basis of “minimal risk”. Some courses have pre-approval/waiver. You may have received merely an email stating “Not required” or “waived” due to minimal risk. <input type="checkbox"/> If the research used for your thesis/project/essays was human research, whether individual or collaborative research, or previously collected data, you need to have EITHER applied in advance for individual ethics approval, OR been included by name as a co-investigator or research assistant on another researcher’s ORE approval letter . In the latter case, obtain a copy of this letter from the primary investigator. If your name is not included, the primary investigator needs to contact ORE to update the record to include you. If necessary, contact ORE for advice. Ask the ORE to email both you and thesis@sfu.ca to confirm your inclusion. <input type="checkbox"/> Title variants not important for submission to the Library, but it is important to update the ORE on the final version of your title for their records.

Task/Document	Understanding and completing these tasks and documents:
<input type="checkbox"/> Do NOT insert in thesis/project/essays 	<input type="checkbox"/> Put photocopy in document ("DOC") folder. Do not insert in thesis copies. A substitute "Statement" of ethics clearance is inserted in thesis copies instead (because it is illegal to digitize the signatures of others). <input type="checkbox"/> If your committee requires you to include this and other research approval letters in an appendix, you are responsible to block out the signatures on all such letters. It is illegal to digitize the signatures of others under Canadian law. You will still be inserting the "Statement of Ethics Approval" in front of the abstract. <input type="checkbox"/> Received in electronic form? Then you can upload it with your thesis PDF.
Animal research?	<input type="checkbox"/> Copy of Animal Care Facility research approval letter, if this was required for your research. <input type="checkbox"/> Copy only the cover letter and the signature page of the approval document.
Copyright permissions 	<input type="checkbox"/> If you used material from OTHER authors/publications, include copies of any emails, letters or printouts of publication website pages giving you permission (or indicating no permission needed) to re-publish their copyrighted material in your thesis. May be printed double-sided or smaller to save paper, if desired. More info needed on copyright requirements? Re-read the copyright section of "Standard Guidelines for Review."
Postponement of Publication Request Or Withholding from the IR (PDFing) <input type="checkbox"/> Plus the matching "Exemption" Partial Copyright Licence. <input type="checkbox"/> Electronically signable PDF now available. Can be uploaded with thesis when complete.	<input type="checkbox"/> If wishing to make these special requests, download information sheet and forms from: http://www.lib.sfu.ca/help/writing/theses/regulations . Withholding Request form PDF includes the "Exemption Partial Copyright Licence". Read carefully. <input type="checkbox"/> Fill in PDF using Adobe or Adobe Reader, then sign electronically, or print; or print and fill in by hand. <input type="checkbox"/> Sign, print, and obtain your Senior Supervisor's signature of approval. May be faxed. <input type="checkbox"/> You will need to submit the request(s), with your own signature and your senior supervisor's signature, to the Dean of Graduate Studies for approval. May be faxed. Goal: to obtain all signatures and bring finalized forms in submission package before the deadline. Alternative: Arrange with DGS Office to forward to the Theses Office. If not approved by DGS, you will not be able to withhold from the online collection or postpone publication. <input type="checkbox"/> If Dean approves withholding from the IR, replace the standard "Partial Copyright Licence" form with the "Exemption Partial Copyright Licence" . Fill in title and name, and sign. If awaiting Dean's approval, bring both the standard and the exemption Partial Copyright Licence, both signed.
DOCUMENTS THAT GO INSIDE THE THESES IN THE THESIS FOLDERS	
Title page	<input type="checkbox"/> Required: Ensure the title is the same as on the signed approval page. <input type="checkbox"/> CHECK!!!! Ensure that the term (Spring, Summer or Fall with Year) is the term of submission.
Approval Page <input type="checkbox"/> MUST be ONE page only <input type="checkbox"/> Original. Signed with original signatures of committee <input type="checkbox"/> Must be numbered "ii" in small Roman numerals. <input type="checkbox"/> Title is final unless you wish to replace the entire approval page complete with new, original signatures.	<input type="checkbox"/> May have been prepared by your department's Grad Assistant, If so, font of text and location of page number ["ii"] may vary from those of your thesis/project/essays document. This is no problem for submission. <input type="checkbox"/> Must be numbered "ii" in small Roman numerals. Add by hand, if necessary. <input type="checkbox"/> Must be one page only, as next page (Abstract) must be page "iii" in small Roman numerals. <input type="checkbox"/> Signatures of the committee: Signatures must be original (not scanned, or faxed), Electronic signatures will be accepted.. All signatures must be together on this one page only. <input type="checkbox"/> Ink: Blue ink preferred, for at least one signature (to distinguish the original from copies). <input type="checkbox"/> Must have no less than a majority of signatures of the committee. Signature lines for absentee committee members are filled in with correct details of participation of the absentee examiners, i.e. "By teleconference from [place]" or "Through written participation". Filled in by the Grad Secretary, Senior Supervisor or Chair of the Examining Committee. <input type="checkbox"/> Once signed, this provides the "legal" version of your title. Title page and other documents must match this. Changed your title after approval page has been signed? Then either get a new Approval page re-signed, with new title or change the title in all other locations back to the wording on the signed Approval page. <input type="checkbox"/> Date: If defended, signed by examining committee members, dated as of the defence. If undefended, (i.e., read and approved by a supervisory committee), dated upon final approval by supervisors. <input type="checkbox"/> "ARCH" Folder: Put the Approval page with the original signatures into the "Archive" original of your thesis/project/essays, the first of the two copies being submitted. It will go into the vault at the University Archives.
Unsigned Approval Page <input type="checkbox"/> Unsigned, 1 copy. <input type="checkbox"/> One page only.	<input type="checkbox"/> Required: Has same title, committee names and date defended/approved, but unsigned. Page number "ii". Used to prevent digitization of signatures in Library copy and PDFing. <input type="checkbox"/> Needed because it is against Canadian law to digitize other persons' signatures. This is the copy that will go into the library collection for borrowing, and be scanned by the Theses Office for the PDF edition. <input type="checkbox"/> "CIRC" Folder. Place in the "CIRC" copy (second copy of the thesis intended for the library), after the title page, in the "CIRC" folder.
Extra signed Approval pages	<input type="checkbox"/> Department retains one. Keep others for use in personal bound copies. Originals make the best souvenirs. Photocopies are next best.

Task/Document	Understanding and completing these tasks and documents:
Partial Copyright Licence. <input type="checkbox"/> 1 signed original. <input type="checkbox"/> No page number. <input type="checkbox"/> If printing, print one sided only. <input type="checkbox"/> Please read. 	<input type="checkbox"/> If not prepared by the department graduate assistant, then download the PDF from Theses Office webpage at: http://www.lib.sfu.ca/help/writing/theses/regulations <input type="checkbox"/> NEW Instructions for signing electronically are included in the PDF. <input type="checkbox"/> This is a legal document. Please read before signing, and make a copy for your files. <input type="checkbox"/> Fill in PDF using Adobe or Adobe Reader, or print; or print and fill in by hand. <input type="checkbox"/> Fill in exact title as on Approval page. <input type="checkbox"/> If filling in by hand, clearly print or write your name. Sign with your regular signature, and add the signing date. <input type="checkbox"/> Printing: Print one original. Print one copy of both pages. Do not print two sided. <input type="checkbox"/> "ARCH" Folder: Put this original, signed page after the approval page in the Archives ("ARCH") copy of your thesis. Or upload electronic, signed, PDF version with thesis.
DECLARATION of Partial Copyright Licence <input type="checkbox"/> One copy. <input type="checkbox"/> No page number. <input type="checkbox"/> Print one sided.	<input type="checkbox"/> ONE copy only is needed. This is the second page of the downloadable Partial Copyright Licence PDF. <input type="checkbox"/> Print one sided only. Or Upload in above PDF with the Partial Copyright Licence (above). <input type="checkbox"/> Please read. No signature. Substitutes for the Partial Copyright Licence. Prevents digitization of your signature. <input type="checkbox"/> "CIRC" Folder. Put this Declaration in the Library "CIRC" copy (second copy for the library). Place after the Approval page.
STATEMENT of Ethics Approval	<input type="checkbox"/> For both human and animal research. How to obtain the form? Download the PDF from: http://www.lib.sfu.ca/help/writing/theses/regulations <input type="checkbox"/> Print 1 copy for each thesis copy, including the personal copies.. <input type="checkbox"/> Insert in each copy just in front of the Abstract. No page number on this insert.
OTHER ITEMS TO COMPLETE YOUR SUBMISSION	
PDF of your thesis/project/essays document <input type="checkbox"/> Upload at http://theses.lib.sfu.ca/ <input type="checkbox"/> Unable to upload? Bring on USB key or disk, when submitting paper copies. or email thesis@sfu.ca for instructions.	<input type="checkbox"/> Please provide a PDF of your document for the online digital collection (Institutional Repository), instead of our scanning it from paper to ensure you will have the best quality edition of your thesis/project/essays available online. This is important for both top quality colour data and illustrations, and for general readability. <input type="checkbox"/> Just make a PDF of the entire, revised, approved, final version of your thesis/project/essays document. Don't know how? Other problems? Get helpsheet "Saving your document as a PDF" from http://www.lib.sfu.ca/theses/ <input type="checkbox"/> No password protection. We will do that later. <input type="checkbox"/> No need to insert the Declaration of Partial Copyright or Statement of Research Ethics into the PDF. We will insert these extra PDF pages when we audit your submission later for approval, then we will secure it with a password in accordance with your choice for user access which you ticked on the Partial Copyright Licence (print and copyable, printable, or read only).  <input type="checkbox"/> Save it with your name and the word thesis (or dissertation, or project or essays as appropriate)". No password protection. Upload the file online. Log in at http://theses.lib.sfu.ca/ to access your submission registration page. Scroll down to find the upload tool. <input type="checkbox"/> The maximum upload size is 250 MB . If larger, contact thesis@sfu.ca for alternate delivery (USB, FTP).
Supplemental electronic files If you have electronic appendices. <input type="checkbox"/> Upload at http://theses.lib.sfu.ca/ <input type="checkbox"/> Upload after your thesis file. <input type="checkbox"/> Upload electronic "docs" too. If you have electronically signed PDF licences, memos, etc., upload them. Can be put together into a separate "Docs" zip folder for upload.	<input type="checkbox"/> If you are including any appendices in electronic form, which are part of your thesis, you must: <input type="checkbox"/> Include an appendix (usually one page) in the thesis describing the contents of the CD or DVD, and stating this is part of the work as a whole (and therefore covered by your copyright). See "'Reviewing Your Own Part 3" at http://www.lib.sfu.ca/theses/ for how to do this. <input type="checkbox"/> The files can be uploaded after you upload your thesis PDF. Give them meaningful names. Examples: YourName_ElectronicAppendices.pdf, or as listed in your thesis document, i.e. YourName_AppendixDInterviewTranscript.pdf, YourName_AppendixGProgramCodes.pdf. <input type="checkbox"/> Upload these files online. Log in at http://theses.lib.sfu.ca/ to access your submission registration page. Scroll down to find the upload tool. If larger than 250 MB, zip into a zip folder or contact thesis@sfu.ca for FTP instructions or delivery by disk. <input type="checkbox"/> For the paper "ARCH" and "CIRC" copies, bring two copies of the appendices disk (or set of disks) with your submission package. <input type="checkbox"/> Tick the correct boxes of the Partial Copyright Licence indicating your choices for user freedom of the supplemental files. <input type="checkbox"/> We recommend you also make other copies of the disks for your own personal bound copies. Do not bring these personal disks to the Library. You can purchase stick-on envelopes to attach them within your bound copies (usually on the inside back cover).

9. Other Frequently Asked Questions

The student is *ultimately responsible* for timely completion of all requirements:

- Online submission registration and upload;
- Complete documentation for submission;
- Delivery of the fully signed approval page and senior supervisor memo;
- Delivery to the Theses Office in time for the deadline.

It is better to get it right in the first place

- A sufficient number of major, hard to fix errors, or global errors affecting the entire thesis, requiring reprinting of many pages, will also prevent submission.



- Submission will not be accepted without: a signed approval page or senior supervisor memo, signed Partial Copyright Licence or signed LAC licence (for theses and REM projects), unless, by previously agreed arrangement between the student, department and the Theses Office these are being delivered direct from the department to meet a couriered package from the student.
- At submission time, we sit down and check the paper copies quickly with you at submission. This usually identifies any major errors and most minor ones, so you can fix them quickly the same or next day.
- We recommend students bring an electronic copy (on a USB) of their work and documents so that quick fixes can be made and the thesis/project/essays re-submitted the same day. This is the best prevention for worry.
- Later a final, formal audit is conducted, from which further errors may be identified. We will notify you if we find any. Theses with errors go to the end of the queue until we get your response and collaboration on fixes.

No content changes after submission.

- No changes to main body content after submission:** Your thesis is a "still shot in time": It needs to remain as approved by your committee and senior supervisor. You are, however, free to revise it for **other, subsequent** publishing purposes.

Errors in Library requirements found after submission do not affect graduation.

- Once the submission is recorded as complete, the Grad Records Office proceeds with graduation processing, regardless of errors in Library requirements. This expedites update of transcripts and recommendation to Senate for approval of graduation.
- Graduation will not be delayed by minor errors in Library requirements, or delays in Thesis Office processing.

If everything is okay....

- We will email you the good news when your thesis (project/ essays) is "cleared" by the Theses Office.
- Submissions are audited in the date order of submission.

If you get an error correction request after submission...it is a serious matter.

- We will work with you on the "least work solution" to any problems. Please respond promptly to any request.
- If you don't reply? Your submission goes to the end of the queue.
- Worse, if the requirements are not complete and correct, your work cannot not be put in the Library collection, either online or in book form. This means your work will not be available to borrowers, will not featured at Library & Archives Canada or ProQuest, nor will your abstract appear in Digital Dissertations. All these are significant for achieving recognition, which is essential for your further career.

Graduation Issues (Dean of Graduate Studies Office)

<http://www.sfu.ca/dean-gradstudies/current/degreecompletion/>



Don't forget to apply for graduation online.

- If you don't apply, you don't graduate. <http://www.sfu.ca/convocation/students/howtoapply.html>

Graduation approval and updating of record and transcript?

- The Dean of Graduate Studies Office has immediate access to view our submission records online, and will be downloading the Library Thesis Office records in order to update University student records. They process applications to graduate, transcripts and graduation recommendations. Then Senate approves graduation. Consult Graduate Records at the DGS Office, Maggie Benston Centre, for further information.

Tuition Refund?

- If you are eligible for a tuition rebate, Grad Records will process it. More info and instructions: <http://www.sfu.ca/dean-gradstudies/current/degreecompletion/#refund>

Letter confirming degree completion?

- The Library Theses Office does not issue letters. Any **interim letter** confirming graduation can be issued by Graduate Records Office, at the Dean of Graduate Studies Office, if you need one. They will need to ensure you have met **all** requirements for graduation. They can check your submission online or you can show them (a) a copy of your registration confirmation email, or (b) the email date-stamped "Received" by the Library.

Appeals? Exceptions? Special consideration?

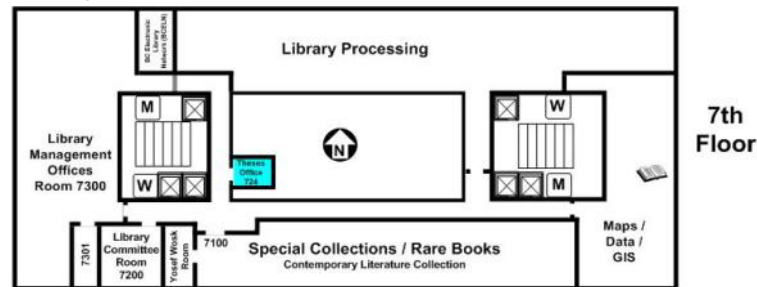
- Any appeal of deadline requirements or other requirements, for any reason, must be directed to the Director of Graduate Records.** This can be done by email. Such requests may require consideration of the Dean/Acting Dean of Graduate Studies. The Theses Office will follow the Dean's guidance in the matter.

10. Submitting to the Library

Summer Term 2010 deadline Friday, August 27, 2010.

No later than 4:30 pm.

- Bring it all to Bennett Library, Burnaby Campus Library, Take the west-side elevator, 7th floor, then turn left and left again into the small corridor. Room 724.
- If in person, check in with Theses Office.



- Best Practice: Hand deliver it yourself, before Deadline Day.
- Don't leave it to the deadline day. Yours is one among approx. 200 or more each term.
- Line-ups, mishaps, and delays can occur.
- Plan to spend 15 minutes with the Theses Assistant checking your thesis and documentation to catch any errors that can be fixed immediately.
- Carry an electronic copy (disk, CD, USB) of your thesis document with you.
- Quick fixes can be made and the thesis/project/essays re-submitted the same day. This is the best prevention for worry.
- Stay on task right to the end. Get it through the initial check with the Theses Assistant before leaving.

Mail and Courier options

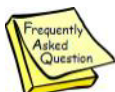
- Mail/courier address (or package address for drop-offs):
Theses Office, LB 724, SFU Library,
Burnaby Campus, Simon Fraser University,
8888 University Drive, Burnaby BC V5A 1S6



- If couriering the package, instruct the courier to deliver it before 3:00 pm, the Library Receiving closing time.
- Do not send by campus mail. Delivery unpredictable: up to 3-4 days in transit.

Drop Off options

- During office hours: 9 am-4:30 pm. Lunch closure 12-1.
 - Theses Office, LB 724,
7th Floor, SFU Library,
Burnaby Campus, Simon Fraser University
- After hours?
 - Package securely, as for mail/courier, and address to Theses Office.
 - Ask Library main floor "Check Out" counter staff to put your package in the Library internal mail.
 - Delivery/Receipt will be next day (Monday-Friday).



- If Theses Office is closed:
 - Library Management Office
LB 7300, 7th Floor, SFU Library
- Rush drop-off: Hand in your package to Theses Office staff, or if closed, at the Library Management Office.
 - Have both copies of your online registration email in hand to get it stamped with the "Received" date.

Late submissions period?

NONE, as of the 2009-2010 academic year



- As of the 2009-2010 Academic Year, there is only one deadline per term.
- After that deadline, you will be submitting for the next term.
- Questions or special requests about the deadline? Direct them to the Office of the Dean of Graduate Studies.
- Re-enrollment requirements for next term? Rebates? Tuition payment requirements? Ask the Graduate Records Office, at the Office of the Dean of Graduate Studies.

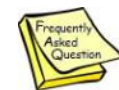
See file folder tags and checklist next...

File Folder Tags/Final Checklist

Instructions not detailed enough? Review previous sections of “Last Steps”. Find and click topics on “document map” (bookmarks) on the left of the PDF.

✂ Cut here -----

DOC folder – Separate file folder for the following documents only. Documents only – Do not put a copy of the thesis in this folder.



<input type="checkbox"/> On-line registration email	<input type="checkbox"/> Make 2 copies. One becomes your receipt. <input type="checkbox"/> Your Grad Assistant no longer needs a copy. They get an email confirmation. <input type="checkbox"/> Forgot to register so you receive this email? Review page 2-4.
<input type="checkbox"/> Senior Supervisor memo or email	<input type="checkbox"/> Confirming that revisions/corrections have been made, or that none were needed.
<input type="checkbox"/> ORE or Animal Care Ethics Approval Letter	<input type="checkbox"/> If this was needed to conduct your research. <input type="checkbox"/> One photocopy. Not original. Front page only.
<input type="checkbox"/> Library & Archives Canada Non-Exclusive Licence	<input type="checkbox"/> Original. Needed for theses, dissertations, and REM projects only. <input type="checkbox"/> “Degree granted” box: Use defence date. <input type="checkbox"/> Fill in name, sign and date.
<input type="checkbox"/> Copyright permissions	<input type="checkbox"/> From others, if obtained. One copy each, not originals.
<input type="checkbox"/> IR Withhold and/or Postponement Request	<input type="checkbox"/> If you are requesting a postponement or withhold from the digital collection (IR). <input type="checkbox"/> Original, signed and fully approved by Senior Supervisor and Dean of Grad Studies.
CD/DVD appendix disks	<input type="checkbox"/> If submitting digital appendices, two copies of disk (or set of disks)
<input type="checkbox"/> NEW! : any of the above documents which have been completed in electronically signed PDF form can be uploaded, instead of printing them and putting in the DOC folder. May be put in a zip folder for upload.	

✂ Cut here -----

<input type="checkbox"/> PDF copy of final edition thesis/project/essays? <input type="checkbox"/> Electronically signed PDF forms? <input type="checkbox"/> Supplemental (appendix) files that are part of your thesis/project/essays?	<input type="checkbox"/> NEW in 2010 Log in again and upload direct to Library at http://theses.lib.sfu.ca/ . <input type="checkbox"/> If upload does not work, then (1) bring on USB key or disk, and (2) contact thesis@sfu.ca for instructions.
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✂ Cut here -----

ARCH copy folder – File folder for the one unbound Archives copy

<input type="checkbox"/> Thesis/project/essays	<input type="checkbox"/> Put in one unbound, printed copy of thesis/project/essays
<input type="checkbox"/> NEW! : The Partial Copyright Licence, if completed in electronically signed PDF form, can be uploaded, instead of printing it and putting it in this folder.	
<input type="checkbox"/> Approval page	<input type="checkbox"/> Original, fully signed <input type="checkbox"/> After title page
<input type="checkbox"/> Partial Copyright Licence	<input type="checkbox"/> Original, signed <input type="checkbox"/> Insert after approval page
<input type="checkbox"/> STATEMENT of Ethics Approval	<input type="checkbox"/> If needed, insert one copy after Partial Copyright Licence

✂ Cut here -----

CIRC copy folder – File folder for the one unbound Library Circulating copy

<input type="checkbox"/> Thesis/project/essays	<input type="checkbox"/> Put in one unbound, printed copy of thesis/project/essays
<input type="checkbox"/> Approval Page	<input type="checkbox"/> Unsigned, but dated as of the defence. <input type="checkbox"/> Insert after title page
<input type="checkbox"/> DECLARATION of Partial Copyright Licence	<input type="checkbox"/> After approval page
<input type="checkbox"/> STATEMENT of Ethics Approval	<input type="checkbox"/> If needed, insert copy after Declaration of Partial Copyright Licence

For your convenience in preparing personal copies for binding

- Binding information (colour and spine printing details used by Library) are found in the confirmation email you received.
- You will need to protect your personal copies in file folders for shipment to the bindery when ordering these copies through the SFSS Copy Centre or packaging for any other bindery.

If more labels required, just print an additional copy of this page.

✂ Cut here -----

Folder for “Souvenir” copy – for personal, department or supervisor use	
Thesis/project/essays	<ul style="list-style-type: none"> • Put in one printed copy of thesis/project/essays
Approval Page	<ul style="list-style-type: none"> • Original <u>OR</u> photocopy of original
STATEMENT of Ethics Approval, recommended if ethics approval obtained	<ul style="list-style-type: none"> • One copy • After Approval Page
CD/DVD appendix disks	<ul style="list-style-type: none"> • One copy of disk (or set of disks). Will need stick-on envelope to attach to inside back cover.

✂ Cut here -----

Folder for “Souvenir” copy – for personal, department or supervisor use	
Thesis/project/essays	<ul style="list-style-type: none"> • Put in one printed copy of thesis/project/essays
Approval Page	<ul style="list-style-type: none"> • Original <u>OR</u> photocopy of original
STATEMENT of Ethics Approval, recommended if ethics approval obtained	<ul style="list-style-type: none"> • One copy • After Approval Page
CD/DVD appendix disks	<ul style="list-style-type: none"> • One copy of disk (or set of disks). Will need stick-on envelope to attach to inside back cover.

✂ Cut here -----

Folder for “Souvenir” copy – for personal, department or supervisor use	
Thesis/project/essays	<ul style="list-style-type: none"> • Put in one printed copy of thesis/project/essays
Approval Page	<ul style="list-style-type: none"> • Original <u>OR</u> photocopy of original
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CD/DVD appendix disks	<ul style="list-style-type: none"> • One copy of disk (or set of disks). Will need stick-on envelope to attach to inside back cover.