

**Faculty of Engineering and Applied Science
Memorial University**

Guidelines for Manuscript-Format Theses

Background:

The proposed guidelines are based on the School of Graduate Studies thesis style guidelines (see attached) and the current practices at various universities across Canada as well as Memorial's Faculty of Medicine.

The following principles were taken in preparing the guidelines:

1. that the criteria for evaluating a thesis and the candidate's contribution to it should not be unduly influenced by the format of the thesis,
2. that attribution must be completely clear and explicit in order to assist a fair assessment of the candidate,
3. the value of the candidate's contributions is to be assessed by the examiners.

Guidelines:

- (a) These guidelines supplement and do not override those of the School of Graduate Studies' Guidelines for Theses and Reports and, in particular, section 2.2.6.2 Manuscript Format.
- (b) The manuscripts should be included as separate chapters formatted in the standard thesis style (e.g. in terms of margins, font size, referencing style, etc.).
- (c) Each manuscript chapter should start with a preface describing the role of the candidate and each other author in the described work and their role in the preparation of the manuscript. For Ph.D. theses, the student must demonstrate that their contribution is at the level of planning and implementing the research.
- (d) A separate literature review chapter is required that can expand on the normally brief literature review sections of the manuscript chapters.
- (e) Separate overview and conclusion chapters are needed that tie together the literature review and manuscript chapters.
- (f) Normally, for M.Eng., the candidate is expected to be the first author on at least two research papers (i.e. Manuscript chapters), while, normally, for Ph.D. the candidate is expected to be the first author on at least three research papers. Papers with the candidate as second author can be included in addition.
- (g) Appropriate appendices should be attached to provide additional tabulated or graphical data, program source code, etc. to supplement material from the thesis chapters.