

Graduate and Postdoctoral Studies
Initial e-thesis Submission Checklist

- The thesis is prepared in accordance with the guidelines of the University. Refer to the “Guidelines for Thesis Preparation”.
<https://www.mcgill.ca/gps/thesis/guidelines/preparation>
- The completed and signed “Nomination of Examiners and Thesis Submission Form” is completed with **complete contact information** for all examiners is listed. The thesis title is typed in lowercase letters except for proper nouns. Sub- and superscripts, chemical abbreviations and other symbols, such as Greek letters, have been written out in full for the title. e.g.: Legal education in Scotland and Québec.
- Your name on all forms must be shown as you are registered. Official name changes must be submitted, in writing, and with supporting documents to Enrolment Services, Service Point, 3415 McTavish Street (corner of Sherbrooke Street)
- The McGill Non-Exclusive License (MNL) form has been carefully completed and personally endorsed (NOT by proxy).
- The Library Archives Canada Non-Exclusive License (LAC) form has been carefully completed and personally endorsed (NOT by proxy). The "date degree awarded" refers to the year you expect to graduate.
- Research Compliance Certificates
All compliance certificates that were necessary to obtain to conduct the thesis research, such as human ethics approval, animal subject use approval, radiation license or biohazardous material use approval. If you or your supervisor no longer have a copy of the required certificate(s), you must contact the appropriate office from which it was originally obtained. Contact information is contained on the GPS Research Ethics and Safety web-site at <http://www.mcgill.ca/gps/students/research-exams#ethics> .
Please note that these certificates are **NOT** to be submitted to GPS they are to be kept on file with you and your supervisor.
- If the thesis contains other previously copyrighted material, signed waivers have been obtained from co-authors and publishers. The waivers are **NOT** to be submitted to GPS they are to be kept on file with you and supervisor (s).
- Is the thesis manuscript-based? Yes or No
<https://www.mcgill.ca/gps/thesis/guidelines/preparation#pagination>
- If Yes: I have followed the manuscript-based thesis guidelines in the “Thesis Preparation and Submission Guidelines”, at <https://www.mcgill.ca/gps/thesis/guidelines/preparation>

Connecting texts that provide logical bridges preceding and following each manuscript have been included.

In the case of co-authored papers, I have made a substantial contribution to all papers included in the thesis and have included an explicit statement in the thesis, entitled “Contribution of Authors”, as to who contributed to such work and to what extent.

- 4 PDF attachments (thesis, nomination, MNL and LAC forms) have been correctly named as outlined in the thesis guidelines. <http://www.mcgill.ca/gps/thesis/guidelines/initial-submission>
PDFs must be sent from your official McGill email address to the following:
mastersthesissubmission.gps@mcgill.ca
doctoralthesissubmission.gps@mcgill.ca

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