



## Initial thesis submission checklist

This checklist must be completed and **uploaded as a supplemental document on myThesis** at the time of initial thesis submission.

**Student name:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_

**Thesis title:** \_\_\_\_\_

If you are submitting a **manuscript-based thesis**, please complete [Section 1](#) below.

If you are submitting a **traditional thesis**, please complete [Section 2](#) below.

### Section 1: Manuscript-based thesis

A manuscript-based thesis involves the presentation of a collection of scholarly papers of which the student is the first author or co-first author. The manuscript(s) alone do not constitute the thesis; the thesis should contain a substantive introduction and discussion section as well as additional text that connects the manuscript(s) in a logical progression from one chapter to the next, producing a cohesive, unitary focus, and documenting a single program of research.

A manuscript-based thesis will be evaluated by the examiners as a unified, logically coherent document in the same way a traditional thesis is evaluated. The [General Requirements for Master's and Doctoral Theses](#) are set out under Thesis Guidelines. For more specific information on the requirements and preparation guidelines for a manuscript-based thesis, you should also consult the [Manuscript-Based \(Article-Based\) Theses webpage](#) and the [FAQs on manuscript-based theses](#).

All theses must include the components listed below. Please **check each box** (left hand side) to confirm your thesis contains the required sections.

Thesis Components (Each required section is further explained <a href="#">here</a> )		Important considerations
<input type="checkbox"/>	Title page	Consult <a href="https://www.mcgill.ca/gps/thesis/thesis-guidelines/preparation">https://www.mcgill.ca/gps/thesis/thesis-guidelines/preparation</a> for the appropriate format
<input type="checkbox"/>	Detailed table of contents	
<input type="checkbox"/>	Brief abstract in English	If the language of the thesis is neither English nor French (only allowed for specific language Units) then a third abstract in the language of the thesis is required.
<input type="checkbox"/>	Brief abstract in in French	

<input type="checkbox"/>	Acknowledgements	Consult <a href="https://www.mcgill.ca/gps/thesis/thesis-guidelines/preparation">https://www.mcgill.ca/gps/thesis/thesis-guidelines/preparation</a> for guidance
<input type="checkbox"/>	<b>PhD theses only:</b> Contribution to original knowledge	A doctoral thesis must clearly state the elements of the thesis that are considered original scholarship and distinct contributions to knowledge.
Please see checkboxes	Contribution of Authors	<ul style="list-style-type: none"> <li>Are there multiple authors on any of the manuscripts included in the thesis? Yes <input type="checkbox"/> / No <input type="checkbox"/></li> <li>Are you a co-first author? Yes <input type="checkbox"/> / No <input type="checkbox"/></li> </ul> <p>If you answered “Yes” to both statements, please ensure you have completed this step:</p> <p><input type="checkbox"/> You have communicated with the other co-first author. They agreed in writing 1) to let you use the publication as part of your manuscript-based thesis, and 2) that they will not use the same manuscript in a manuscript-based thesis.</p>
<input type="checkbox"/>	List of Figures and Tables (if applicable)	If no figures, tables, or abbreviations are used at all in the thesis, then no list is needed.
<input type="checkbox"/>	List of Abbreviations (if applicable)	
<input type="checkbox"/>	Introduction	Clearly state the rationale and objectives of the research.
<input type="checkbox"/>	Comprehensive review of the relevant literature	<ul style="list-style-type: none"> <li>The thesis must include a current, comprehensive review of the literature whose length shall be approximately 20 pages, double-spaced for doctoral students and approximately 10 pages, double-spaced for Master’s students, or other length as determined by the norms and standards of the relevant discipline. If the literature review content across individual manuscripts does not satisfy this requirement, a review of current literature must be included in the Introduction or a separate chapter of the thesis.</li> <li>For more information, see <a href="#">website</a>.</li> </ul>
<input type="checkbox"/>	Body of the thesis	<ul style="list-style-type: none"> <li>Each chapter represents a full manuscript identical to the published or submitted version (except for font/size).</li> <li>The chapter includes the full manuscript in its entirety (including the reference list and diagram/figure list).</li> <li><b>Doctoral students</b> must include the text of a <b>minimum of two</b> manuscripts published, submitted or to be submitted for publication.</li> <li><b>Master’s students</b> must include the text of <b>one or more</b> manuscripts published, submitted or to be submitted for publication.</li> </ul>

<input type="checkbox"/>	Bridging text between the manuscripts	<ul style="list-style-type: none"> <li>Between manuscripts, you have included a bridging text of <b>1-3 pages</b> to show how the manuscripts relate to each other and how they fit within the bigger picture.</li> </ul>
<input type="checkbox"/>	Comprehensive scholarly discussion of all the findings	<p>For more information, see <a href="#">website</a>.</p> <ul style="list-style-type: none"> <li>The Discussion section must be at least 10 pages, double-spaced (doctoral), and 5 pages, double-spaced (Master's). It must pertain to the entirety of the thesis.</li> <li>This discussion should encompass all of the chapters of your thesis and should not be a repetition of the individual chapters. Here you expand on the ideas presented in the manuscripts and show how they contribute to the overall hypotheses for the thesis.</li> </ul>
<input type="checkbox"/>	Final conclusion and summary	Clearly state how the objectives of the research were met and discuss implications of findings.
<input type="checkbox"/>	Reference list	Thorough master bibliography or reference list which includes all the references cited throughout the other (non-manuscript) sections of the thesis, mostly within the general introduction but also in the general discussion.
<input type="checkbox"/>	Copyright	<ul style="list-style-type: none"> <li>Copyright approval has been obtained from the publisher for using figures, tables, and other diagrams from the literature (including your own manuscripts).</li> <li>If you have adapted any figures from the literature, you must specify the figure (or table etc.) has been adapted from [source].</li> </ul>
<b>Formatting Checklist</b> (See thesis format guidelines further explained under <a href="#">Preparation of a Thesis</a> )		
<input type="checkbox"/>	Font, spacing, and margins	The thesis is presented with uniform font size, line spacing, and margin sizes. A conventional font, size 12-point, 12 characters per inch is used. Line spacing is double or 1.5. Left- and right-hand margins are 1 inch.
<input type="checkbox"/>	Footnotes, references, and appendices	Footnotes, references and appendices conform to the scholarly style appropriate to your discipline. Formatting is consistent throughout the thesis.
<input type="checkbox"/>	Figures, illustrations, photographs, and images	If figures, illustrations, photographs, and digital images are used, they are positioned according to the publication conventions of your discipline. They are smaller than the standard page.

## Section 2: Traditional thesis

All theses must include the components listed below. Please **check each box** (left hand side) to confirm your thesis contains the required sections.

Thesis Components (Each required section is further explained <a href="#">here</a> )		Important considerations
<input type="checkbox"/>	Title page	Consult <a href="https://www.mcgill.ca/gps/thesis/thesis-guidelines/preparation">https://www.mcgill.ca/gps/thesis/thesis-guidelines/preparation</a> for the appropriate format
<input type="checkbox"/>	Detailed table of contents	
<input type="checkbox"/>	Brief abstract in English	If the language of the thesis is neither English nor French (only allowed for specific language Units) then a third abstract in the language of the thesis is required.
<input type="checkbox"/>	Brief abstract in in French	
<input type="checkbox"/>	Acknowledgements	Consult <a href="https://www.mcgill.ca/gps/thesis/thesis-guidelines/preparation">https://www.mcgill.ca/gps/thesis/thesis-guidelines/preparation</a> for guidance
<input type="checkbox"/>	<b>PhD theses only:</b> Contribution to original knowledge	A doctoral thesis must clearly state the elements of the thesis that are considered original scholarship and distinct contributions to knowledge.
<input type="checkbox"/>	Contribution of Authors	<ul style="list-style-type: none"> <li>Contributions of the student to each chapter must be explicitly stated.</li> <li>Contributions of any co-authors to each chapter must be explicitly stated.</li> </ul>
<input type="checkbox"/>	List of Figures and Tables	If no figures, tables, or abbreviations are used at all in the thesis, then no list is needed.
<input type="checkbox"/>	List of Abbreviations	
<input type="checkbox"/>	Introduction	Clearly state the rationale and objectives of the research.
<input type="checkbox"/>	Comprehensive review of the relevant literature	<ul style="list-style-type: none"> <li>The thesis must include a current, comprehensive review of the literature whose length shall be approximately 20 pages, double-spaced for doctoral students and approximately 10 pages, double-spaced for Master's students, or other length as determined by the norms and standards of the relevant discipline. If the literature review content across individual thesis sections does not satisfy this requirement, a review of current literature must be included in the Introduction or a separate chapter of the thesis.</li> <li>For more information, see <a href="#">website</a>.</li> </ul>
<input type="checkbox"/>	Body of the thesis	The body of the thesis should encompass sections on methodology and research findings

<input type="checkbox"/>	Comprehensive scholarly discussion of all the findings	<p>For more information, see <a href="#">website</a>.</p> <ul style="list-style-type: none"> <li>The Discussion section must be at least 10 pages, double-spaced (doctoral), and 5 pages, double-spaced (Master's). It must pertain to the entirety of the thesis.</li> </ul>
<input type="checkbox"/>	Final conclusion and summary	Clearly state how the objectives of the research were met and discuss implications of findings.
<input type="checkbox"/>	Reference list	Thorough master bibliography or reference list which includes all the references cited throughout the thesis
<input type="checkbox"/>	Copyright	<ul style="list-style-type: none"> <li>Copyright approval has been obtained from the publisher for using figures, tables, and other diagrams from the literature</li> <li>If you have adapted any figures from the literature, you must specify the figure (or table etc.) has been adapted from [source]</li> </ul>
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<input type="checkbox"/>	Font, spacing, and margins	The thesis is presented with uniform font size, line spacing, and margin sizes. A conventional font, size 12-point, 12 characters per inch is used. Line spacing is double or 1.5. Left- and right-hand margins are 1 inch.
<input type="checkbox"/>	Footnotes, references, and appendices	Footnotes, references and appendices conform to the scholarly style appropriate to your discipline. Formatting is consistent throughout the thesis.
<input type="checkbox"/>	Figures, illustrations, photographs, and images	If figures, illustrations, photographs, and digital images are used, they are positioned according to the publication conventions of your discipline. They are smaller than the standard page.