

**January 2020**

## **LHAE Theses Styles and Formatting**

**Appendix A - Thesis Template – posted as a separate document**

**Appendix B – Model for Organizing a Thesis – posted as a separate document**

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## LHAE Theses Styles and Formatting

### Styles & Templates

Consistency in style and formatting of a thesis is essential. Tools for creating styles, footnotes, a table of contents, and other features, including the recommended order of thesis sections, have been adapted from the School of Graduate Studies (SGS) thesis template style and the template specifically for students in the Department of Leadership Higher and Adult Education/OISE with the approval of SGS.

We strongly recommend that students use the **LHAE thesis template in Appendix A** (below and posted as a separate document) - consistent with the APA Publication Manual (2019) 7<sup>th</sup> edition and approved by SGS. This template (Appendix A) will assist you with the formatting and

**Tense**

**Paragraph Indentation**

Indent the first line of every paragraph 0.5 inches (7 spaces) use tab key for consistency; remaining lines of the paragraph are all left margin justified. Exceptions are listed on page 46 (APA, 2019, p.45, Section 2.24).

**Page Numbering** - APA does not require roman numerals or first page of each chapter to be bottom centred but **this is a requirement of SGS – Technical help with this pagination is available from**

**Sample of Title Page**

**This Area is Recommended for the Thesis Title Only**

approx. 4cm)  
**by**

approx. 4cm)  
**Jane Ann Doe**

approx. 5cm)  
**A thesis submitted in conformity with the requirements  
for the degree of (state degree)  
Graduate Department of (state department)  
University of Toronto**

approx. 3cm)  
**© Copyright by Jane Ann Doe (state year of graduation)  
(1 1/4**



## **File Naming Convention**

The main thesis file must be in PDF format. Create a PDF of the final approved version of your thesis before you start the submission process.

You must use the following file naming convention:

lastname\_firstname\_middleinitial(s)\_graduationyearmonth\_degreedesignator\_thesis.pdf

e.g., Smith\_Lorie\_L\_201811\_PhD\_thesis.pdf

Supplementary files should follow the same naming convention:

e.g., Smith\_Lorie\_L\_201811\_PhD\_datatables.exl

Please note that if you converted your file within the [digital library repository](#), you will need to rename the file once you receive and check your pdf.