

## 4. Order of Thesis Content

All theses, no matter which structure/format you choose, have the following components and in the following order:

- Title Page
- Abstract
- General Summary
- Acknowledgements
- Lists\* (includes Tables, Figures, Plates, Abbreviations and symbols, Appendices)
- Thesis Text
- Bibliography and References
- Appendices\*
- Supplementary Files\*

\*Note: Lists, Appendices, and Supplementary Files are not required for all theses but are commonly included.

## Detail on each component

### Title Page

– contains the copyright notice and information used to identify the thesis in library databases. The date should indicate the month and year of your anticipated graduation. In choosing your title, keep in mind that a title is a valuable scholarly reference and will often be the only information a prospective reader will have available. Ensure your title describes the content of your thesis and contains searchable keywords. An example can be found in Resources and Tools.

### Abstract

– should be no more than 200 words for a Masters and 350 words for a PhD thesis. The abstract is written for a reader familiar with your area(s) of research and must offer readers sufficient information for them to decide if your work is relevant to them. Ensure that you use searchable keywords.

### General Summary

– has the same content as the Abstract but is written for a general audience and should be no more than 150 words for a Masters and 350 words for a PhD thesis. Provide a summary of your research written in clear, plain language. It should be written in non-technical terms that can be clearly understood by readers outside of academia. The General Summary must not be identical to the Abstract.

### Acknowledgements

– please consult Section 5 of this Guide for details

### Table of Contents

– a decimal system as shown in Resources and Tools should be used. Each heading and subheading in the Table of Contents must appear and match the text of your thesis.

### Lists of Tables, Figures, Plates, Abbreviations and Symbols, and Appendices

– if any or all of these lists are in your thesis, then the Lists must come after the Table of Contents. Each List must start on a new page and use the decimal system of the Table of Contents. Examples can be found in Resources and Tools.

## Thesis Text

– the body of the Thesis Text must follow one of the three structures outlined in Section 2 (Thesis Structure and Presentation). Your thesis describes your research as a whole and should be presented in a scholarly manner consistent with the accepted conventions of your discipline.

## Bibliography and References

– all theses require a collected, unified Bibliography or list of References (sometimes referred to as a Works Cited) at the end of the main text (before Appendices). Bibliographic data must be complete, clear, and exact. Format for the bibliography should be in a style appropriate for your discipline. Section 6 (Resources and Tools) has links to Memorial Library online citation guides. If a DOI is available, you should include that information.

## Appendices

– all thesis research that requires ethics approval must include the most recent ethics approval documentation as an Appendix. Additional appendices normally provide information that is relevant for completeness but detracts from the readability of the main text or presents data used in the thesis but not directly obtained by the author. For example, lengthy tables, tabulated and reference data, detailed explanations of laboratory procedures, and computer programs are typical appendix information. Important note: for privacy reasons, no signed documents may be included in your thesis.

## Supplementary Files

– Supplementary files may be included with your thesis and in any file format. Please consider the audience when selecting file format, as some may require specific software to use. Possible ways you could present digital files are: a flash drive and provide instructions on how to access the files; or, a direct link to where the content can be found online. You should include a description of the digital files and the relevance to your thesis work. Keep your original files in an external repository. If required, the Request to Include Copyright Material form should be included as a supplementary file. A recommended depository for the permanent storage of data associated with the thesis is [Memorial University's Research Repository](#).