

Thesis Submission Checklist

	YES	NO
1. I have read, and am in compliance with, the IMS <i>Thesis and Examination Guidelines</i>	<input type="checkbox"/>	<input type="checkbox"/>
2. All the following defense documents will be submitted to IMS a minimum of 6 working weeks for MSc and 9 weeks for PhD before the intended exam	<input type="checkbox"/>	<input type="checkbox"/>
(i) Copy of thesis		
(ii) Updated CV		
(iii) Thesis defense nomination form with an agreement from examiners for date of the examination (+CVs for examiners external to the University of Toronto)		
(iv) Final PAC report		
(v) PhD Departmental Exam Waiver request form (<i>if applicable</i>)		
(vi) External Appraiser nomination form + CV (<i>PhD FOE only</i>)	<input type="checkbox"/>	<input type="checkbox"/>
3. My thesis conforms to the IMS standard length recommendations* MSc: 85-100 pages PhD: Typically 150-300 pages * I understand that significantly short theses may require extensive revisions	<input type="checkbox"/>	<input type="checkbox"/>
4. My thesis conforms to SGS and IMS guidelines for font size (10-12 point), line spacing (1.5 spacing - except for the abstract which is double spaced)	<input type="checkbox"/>	<input type="checkbox"/>
5. My thesis contains the following sections in the following order (for suggested content and page amounts see <i>Thesis Preparation Guidelines</i>):		
Title Page -----	<input type="checkbox"/>	<input type="checkbox"/>
Abstract -----	<input type="checkbox"/>	<input type="checkbox"/>
Acknowledgements -----	<input type="checkbox"/>	<input type="checkbox"/>
Statement of Contributions -----	<input type="checkbox"/>	<input type="checkbox"/>
Table of Contents -----	<input type="checkbox"/>	<input type="checkbox"/>
List of Abbreviations (alphabetical order) -----	<input type="checkbox"/>	<input type="checkbox"/>
List of Figures (titles should be short and self-explanatory, includes page numbers)	<input type="checkbox"/>	<input type="checkbox"/>
List of Tables (titles should be short and self-explanatory, includes page numbers)	<input type="checkbox"/>	<input type="checkbox"/>
Chapter 1 (showing a comprehensive literature review and mastery of the subject leading to clearly stated research aims and hypotheses) -----	<input type="checkbox"/>	<input type="checkbox"/>
Subsequent separate chapters for Methods, Results and Discussion appropriate for the chosen format of the thesis (i.e., "traditional format" or "paper format")	<input type="checkbox"/>	<input type="checkbox"/>
Conclusions -----	<input type="checkbox"/>	<input type="checkbox"/>
Future Directions -----	<input type="checkbox"/>	<input type="checkbox"/>
References (IMS suggests using the (Author, Year) style of referencing so examiners can easily follow your sources) -----	<input type="checkbox"/>	<input type="checkbox"/>
NB: (1) All figures & tables throughout the thesis have a short title followed by an explanatory legend; (2) Any reproduced figures & tables have copyright permission	<input type="checkbox"/>	<input type="checkbox"/>

Signatures:

Candidate Signature

Supervisor Signature

Names: