

VST Thesis Formatting Specifications

Standard Citation Style

The School's style guide is The Chicago Manual of Style (17th edition) available electronically as [Chicago Manual of Style \(CMS\)](#) through UBC library as well in print.

The [Turabian](#) manual presents a simplified version of Chicago style adapted to Master's level students. However, it is not completely consistent with Chicago.

For Biblical studies and Bible sources, please refer to [SBL handbook](#) as well [Student Supplement for The SBL Handbook of Style, Second Edition](#). This will at times be necessary, because Chicago style was not developed with religious/theological disciplines in mind.

For a quick citation reference, we encourage to you consult [Chicago Citation Style developed by Okanagan college library](#).

Feel free to contact the library at anytime if you need help with citing a specific source.

Library support and your responsibility for citation thesis writing

The VST library will provide basic guidelines for your thesis. It is ultimately your responsibility under the guidance of your thesis supervisor to correctly format your citations and bibliography before submitting it to the library for publishing before your graduation. The library cannot publish improperly formatted theses. We strongly encourage you contact us for any necessary support throughout your thesis writing process.

Formatting details

Below are a few key guidelines for formatting of your thesis. Please keep them in mind as you write. (Where they differ slightly CMS, follow the library guidelines.)

Margin: For purposes of binding, thesis margin on left should be 1.5" Margins on the other three sides need to be 1".

Font: Must be 12-point size and be a commonly used style such as Ariel, Times New Roman, Courier etc.

Cover page: Formatting must conform to the sample attached in VST Thesis Package. Do not number cover page.

Blank page: A blank sheet needs to be inserted following the front page.

Capitalization: VST convention is to capitalize words in chapter headings.

Table of Contents: In the table of contents, use dots between chapter headings and page numbers.

Page Numbering: Begin your page numbers with the first page of the body of your text. Do not number your cover page. You may place page numbers at any one of these four spots: centered at bottom of page, flush right at bottom of page, centered at top of page and flush right at top of page. Page numbers should be placed in the same place throughout your thesis.

Footnotes: Begin with “1.” at the beginning of each chapter.

Spacing: Double space the text of your thesis. Single space indented block quotation. Single space footnotes.

Use of Ibid: Do not use Ibid. Instead, use a shortened citation, as per CMS 17th edition.

Place Name of Publisher: For lesser known locales, please provide the two-letter abbreviation for the state or province. For a well-known locale (e.g. New York, Toronto, Mumbai), it may be permissible to leave out a state or province abbreviation. Please treat the locale consistently throughout your footnotes and bibliography, e.g., Grand Rapids, MI.

Citation software

If you are using citation software, please carefully choose one brand of software. Open source brands include Zotero and Mendeley. Commercial choices include Endnotes, RefWorks, and others. If possible, avoid changing your citation software after submitting drafts of your thesis.

Please note that citation software does not produce proper, consistent formatting. You need to manually check your footnotes, spacing and bibliography after employing citation software and make appropriate corrections.

If the library receives a thesis in which the footnotes and bibliography have not been checked, we normally do not revise all the entries that need revision. Instead, we provide examples of the patterns that need revision.

Process Checklist for Thesis Formatting

Research Students: Please use this to keep track of your progress.

1. The student gains a firm grasp of thesis formatting guidelines in the Chicago Manual of Style.
2. The student submits the first draft of a full chapter to library for formatting review.

3. The library staff will review and return the first chapter to the student with suggestions for improvement in citation and formatting. The library requires a minimum of **3 working days** to review formatting.
4. The student will follow the corrected formatting in the writing of future chapters. If questions arise that are not answered clearly in the CMS materials, students may contact the library. Students have the option of submitting successive chapters for formatting review.
5. Students will submit drafts of chapters or sections to their advisor as per a mutually agreed upon schedule, and revise as per their advisor's feedback.
6. No later than the Friday of the 10th week of the semester in which the student hopes to graduate, the student will email one complete draft of the thesis (in ms word format) to their advisor, with a cc to the chair of Research Studies.
7. The faculty advisor and second reader will review the thesis and assign one of the following categories: Approved, approved with minor corrections, approved with revisions, not approved. The advisor will consult with the second reader, and provide the student with necessary corrections for the final version of the thesis.
8. The student will make revisions according to the readers' suggestions, and submit them to the advisor for approval.
9. After the advisor has approved the final corrections, the student will send the final version of the thesis to the library for formatting review. The library will return it to the student with suggested formatting corrections. The student will make necessary changes to meet the library's thesis publication standards.
10. The cover page of the final printed copy and PDF copy must be signed by the faculty advisors. It is the student's responsibility to obtain these signatures. Distance students may arrange for faculty to add their signatures electronically.
11. After final approval, the student will submit two printed hardcopies of the thesis to the library on letter size, archival or bond (that is, acid free) paper. In addition, one PDF copy of the final version of the thesis must be emailed to the library.
12. The library will bind 2 copies of the thesis to add to the library collection.
13. If the student wishes additional personal bound copies of the thesis, they should communicate directly with a bindery. The minimum cost of thesis binding is \$98 + tax per copy—subject to increase. For information only: the VST Library's binding is done by Copy Smart <https://copysmart.ca>, located in the Village area of the UBC Campus.