

Submission Procedures for Honours Thesis

The University of Winnipeg provides each student with a bound copy of his/her thesis, and keeps a copy for the departmental library.

The final copy of your thesis for binding is due to Carolynn Smallwood, the Department Assistant, by May 17 at 4:00 PM.

Your thesis is final once you have incorporated all of the revisions from your thesis supervisor.

1. Submit a digital, PDF copy of your thesis to Carolynn on or before this date. She will create the preliminary pages, but you must include the APA style formatted title page.
 2. If you have tables, figures, or graphs printed in COLOUR that are placed at the end of your thesis:
 - a. Please provide four *physical* copies of the colour tables, figures, or graphs.
 3. If the colour tables, figures, or graphs are located *throughout* your thesis, and not just at the end, please provide **FOUR COMPLETE PHYSICAL COPIES OF YOUR THESIS**.
- Note.* These physical copies must be PRISTINE: no bends, folds, staples, paper clips, and so on.
4. Inform Carolynn of your thesis supervisor and second reader. Also, indicate to Carolynn if you will be submitting colour copies according to either Item 2 or Item 3 above.
 5. Please submit the final copy of your thesis to Carolynn as soon as possible.

Note. You may *not amend* the final copy of the thesis after submission for binding.