

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 13 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 the due date. She will create the preliminary pages, but you must include the APA style formatted title page.
2. If you have COLOUR materials in the form of tables, figures, or graphs, then you may include these materials as part of your PDF submission (preferred method).
3. You may also submit *physical* copies of COLOUR materials using one of the two procedures below:
 - a. If the COLOUR materials are placed *at the end* of your thesis, then please provide four *physical* copies of the colour tables, figures, or graphs.
 - b. 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. If Item 2 or Item 3

applies, then also indicate the page numbers of the colour materials.

5. Complete the yellow sections of the Student Copyright Permission Form.
6. Submit the Student Copyright Permission Form and final copy of your thesis to Carolynn as soon as possible.
7. For an additional fee, you may order extra copies of your thesis. Contact Carolynn for pricing and to place your order.

Note. You may not amend the final copy of the thesis after submission for binding. Although the Department will make every effort to deliver a bound copy of your thesis in a timely manner, please be aware that COVID-19 restrictions to campus may prohibit your ability to submit physical copies of materials, and delay the binding and delivery of bound thesis projects.