

Submission Procedures for Honours Thesis

The University of Winnipeg provides each student with a bound copy of his/her/their thesis.

The submission deadline for the final copy of your thesis for binding is before or by 8:30 a.m. on Monday, May 15—there are no exceptions after this time and date. Please read the submission instructions below.

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

1. Submit a *digital, PDF copy* (not Word) 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. (Do not include your email address or personal information on the title page.)
2. If you have COLOUR materials in the form of tables, figures, or graphs, *please include the word “colour” in the title of your thesis’s PDF.*
3. When emailing your thesis, in the message of your email, inform Carolynn of the name your thesis supervisor and second reader (and third reader, if relevant). If one or more of them are not UWinnipeg Psychology professors, cite their UWinnipeg department, or their affiliation, if from another institution (e.g. St. Boniface Hospital).
4. Complete the Student Copyright Permission Form.
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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 *restrictions to campus (e.g., COVID-19) may prohibit your ability to submit physical copies of materials, and delay the binding and delivery of bound thesis projects.*

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