Agenda

Part 1: Nasim and Chantal

• Introductions (5 minutes)
• Resources and submission process overview (10 minutes)
• UBC Thesis template (45 minutes)
  • Front matter material requirements
  • Captions, tables & figures, and other tips & tricks
• Questions and wrap up! (15 minutes)

Part 2: Stephanie

• Copyright for graduate students (30 minutes)
About Us
Tell Us About Yourself!

• Your thesis-writing stage
• Questions or concerns about formatting; what would you like to learn from the workshop today?
What you’ll learn from today’s workshop:

• Introduction to the UBC thesis structure
• Formatting tips & tricks in Microsoft Word
• Troubleshooting formatting issues
• Introduction to copyright
What is the Research Commons?

The Humanities and Social Sciences Division

The Faculty of Graduate Postdoctoral Studies

The Centre for Teaching Learning and Technology

UBC Research Commons
What We Cover

Research & Data Management
Choosing and Using Citation Management Tools (Mendeley, Zotero, RefWorks)
Systematic Review Search Methodology
SPSS, Nvivo, R

Writing
Thesis formatting
Literature Reviews
Lay Summaries
Graduate Student Writing Community
Research-Related Services

Workshops:
events.library.ubc.ca

One-on-one consultations, in person or online: researchcommons.library.ubc.ca
Thesis Template & Guides

researchcommons.library.ubc.ca

- Formatting Checklists
- UBC Thesis Template
- Practice Template
- User Guides for PC and Mac (Word 2011)

(Vetted by the Faculty of Grad Studies)

FAQ
About the Faculty of Graduate and Postdoctoral Studies

Has the final word on requirements and the most detailed resources for every step of the thesis process.

Website
grad.ubc.ca/current-students/dissertation-thesis-preparation

Email
graduate.thesis@ubc.ca
Thesis Submission Process

Electronic Submission Steps:
grad.ubc.ca/current-students/final-dissertation-thesis-submission/final-submission-instructions
Ethics

Check: Do you need ethics approval?

[link to ethics approval information]

Office of Research Ethics (research with **humans**): [office of research ethics link]

Office of Research Services (research with **non-humans**): [office of research services link]
Other Helpful Resources

- cIRcle (UBC Institutional Repository)
  circle.ubc.ca/

- Writing Centre
  learningcommons.ubc.ca/improve-your-writing/

- Graduate Studies events page
  grad.ubc.ca/about-us/events
On to Thesis Formatting!
Formatting Best Practices

Readability

- Font size and type
- Figures and tables: size, size of fonts, placement on page

Consistency

- Headings and subheadings: numbering, style
- Labels and captions: numbering, style

“Professional and meets the standards of your discipline”
Thesis Template

Go to: researchcommons.library.ubc.ca

- Thesis/Dissertation Essentials ->
  - Thesis Formatting ->
    - Scroll down to “Thesis Formatting Template” ->
      - Download file “Research Commons Thesis Formatting Template” 📄
Thesis Template: Practice
Questions?

Resources & Consultations
researchcommons.library.ubc.ca

research.commons@ubc.ca

@UBCRCommons
UBCResearchCommons

Evaluation form: Help us make the workshops helpful to you!
researchcommons.library.ubc.ca

Thanks for coming!
COPYRIGHT FOR YOUR THESIS
FIND US

• Email: copyright.services@ubc.ca

• Stephanie Savage: 604-827-1790

• Peter D. James: 604-822-3720

• In-person:
  – by appointment
Copyright: The Basics

• What is copyright?

• A legal framework that protects creators by granting them economic and moral rights to their work, including the right to:
  • Make copies
  • Distribute copies
  • Prepare derivative works
  • Perform or display the work
  • Authorize any of the above to someone else

• Copyright protects you as the creator of your thesis and it also protects those who created the work that you have used to inform your thesis
Copyright: The Basics

• **Exceptions to Copyright**
• A general exception to copyright is called ‘fair dealing’
  In addition, educational institutions enjoy some exceptions to copyright

• *For the purpose of your thesis these exceptions do not apply*
How to Comply

• What do you do if your thesis does include the copyright protected work of others?

• 2 Steps:

• Evaluate the substantiability of the work

• Seek Permission based on evaluation
Evaluating

• You need to seek permission for SUBSTANTIAL portions of copyrighted works

• So, you need to evaluate the substantiality of the work you are using

• Substantiality is based on two principles:
  • Quantity: the amount of work used in relation to the whole
  • Quality: defined as the importance of that section of the work to the whole
Seeking Permission

• If you have done an evaluation and determined that your thesis does include substantial portions of copyrighted material *for which advanced permission is not granted* then you need to seek permission from the copyright holder
Seeking Permission

1. Determine who holds the copyright (often the publisher)
2. Check for the item on the Copyright Clearance Centre website
3. Be specific
4. If not available, contact the publisher or rights holder directly
Written Agreement

– Make sure to get exactly what you need in writing
  – An affirmative e-mail response to a specifically worded request is sufficient
  – Make sure that the letter mentions archiving in our institutional repository and non-exclusive license to Library and Archives Canada
– Forms are available for your use at from the Faculty of Graduate Studies at:
What if I can’t Obtain Permission

– If the copyright owner denies permission, asks for money, or fails to respond to your request, you can remove the material from your thesis.

– In place of the omitted material, you must include:
  – a statement that the material has been removed due to copyright restrictions
  – a description of the material and the information it contained
  – a full citation of the original source of the material
Q: What is Open Access (OA)?
A: OA refers to digital research outputs (articles, ebooks, conference proceedings etc.) that are FREELY available – without cost and with few or no restrictions on use/reuse

Q: Why should grad students care?
A: - Your thesis will be made OA via cIRcle deposit
   - Any federal funding you receive (SSHRC NSERC CIHR) has an OA requirement
   - OA publishing is becoming common in academia
Creative Commons Licenses

[Diagram showing the Creative Commons license icons]

CC BY
CC BY NC SA
CC BY SA
CC BY ND
CC BY NC
Creative Commons Licenses

Nazi soundscapes: sound, technology and urban space in Germany, 1933-1945
by Riedesel, Carolin
2012

... and an oral history project. This was enabled by the institutional support offered by Enka Münster-Schroer (Stadtarchiv Ratingen), who made phone calls and introductions...

eBook: Full Text Online
Book: Available. DD67 3 B75 2012. KOERNER LIBRARY stacks
eBook: Full Text Online

ABOUT THE JMBFS JOURNAL

Scopus®

The Journal of Microbiology, Biotechnology and Food Sciences is an Open Access peer-reviewed online scientific journal published by the Faculty of Biotechnology and Food Sciences (Slovak University of Agriculture in Nitra). The major focus of the journal is regular publishing of original scientific articles, short communications and reviews about animal, plant and environmental microbiology (including bacteria, fungi, yeasts, algae, protists and viruses), microbal, animal and plant biotechnology and physiology, microbial, plant and animal genetics, molecular biology, agriculture and food chemistry and biochemistry, food control, evaluation and processing in food science and environmental sciences.

Journal of Microbiology, Biotechnology and Food Sciences is published 6 times per year in electronic version only.

Why publish in Journal of Microbiology, Biotechnology and Food Sciences?

Article types
Regular Articles: