Policies and Procedures for Manuscript-based Thesis/Dissertation Formats
in the Graduate Program in Language, Culture and Teaching

Prepared by Gabby Moser, Graduate Program Director,
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Faculty of Graduate Studies description:
The manuscript-based thesis/dissertation is composed of a collection of articles on a common theme/subject. The general form and style of this type of thesis/dissertation may differ from program to program, but a thesis/dissertation should be a coherent work. A text explaining the coherence of the components must conform to the preface guidelines outlines in these regulations.

If previously published materials are included, then it should be made clear what exactly is the student's own work and what is the contribution of other researchers, as outlined above under Originality of a Dissertation.

The Faculty of Graduate Studies does not specify the specific number of articles/manuscripts required to fulfill the requirements of a thesis/dissertation of this type; however, graduate program and/or disciplinary norms and expectations should be adhered to. It is expected that students fulfill the requirements for originality and contribution to knowledge at the same level as all other thesis/dissertation formats.

Policies and guidelines:

- The dissertation should include a minimum of three distinct chapters or previously published articles, in addition to an originally researched and written introduction and a conclusion (see details below);
- Suggested length of chapters (journal articles): 6,000-8,000 words/article or chapter, reflective of journal expectations in the field;
- If the chapters taken together do not meet these minimums, introductory, concluding and bridging sections would be expected to make up the added word count, ensuring equivalence between a manuscript-based and monographic thesis/dissertation;
- If the topic and working methods of the thesis/dissertation requires a different chapter structure or shorter length, the committee is encouraged to work with the student to justify the length. Ultimately it is up to the discretion of the committee to ensure the quality, contribution to the field and uniqueness of the thesis/dissertation meets the standards and requirements of a monographic thesis/dissertation or the appropriate length and depth for a master's thesis or doctoral dissertation;
- If a discussion piece, Op Ed article or shorter work is included, the student will work with the supervisor and committee to determine what supplementary writing is needed to contextualize the research and methods involved in arriving at the finished text;
- All theses/dissertations are expected to showcase a deep engagement with scholarship in the field and require a substantive literature review that grounds the manuscripts in existing scholarship and educational research;
- As per FGS policies, previously published material can be included in the thesis/dissertation (with acknowledgment of its previous publication). The Graduate program in Language, Culture and Teaching expects that previously published material submitted in a thesis/dissertation is solo authored (not co-authored);
- An original, previously unpublished, introduction should be provided which give rationale for how the papers came together, how they lead into different problematics, and transitional chapters, if needed, should be added to link together the various strands of the manuscripts into a cohesive manuscript;
- An original, previously unpublished, conclusion summing up and indicating directions for future research should be provided;
- While previously published material may have passed peer review with individual journals, this process does not supersede or circumvent the need for the thesis/dissertation to be evaluated and passed by the supervisory committee; and
- Students should be aware that previously published material would be unlikely to be considered for publication as a book by most academic presses