

Appendix J.2

## Before Handing in your PhD Thesis

Please check the following information before you hand in your PhD thesis:

- Abstract is no longer than 350 words, it will be cut at exactly 350 words.
- Abstract has your name, thesis title, year of Convocation, Degree, Department and University at the top of the page
- Thesis is single sided and every page is numbered
- You have included the following three forms, which are available at your department:
  1. Non-Exclusive Licence to Reproduce Theses
  2. U of T Library – Authority to Distribute
  3. Subject Category
- Your name, telephone number and email address are on your envelope
- If your thesis is **RESTRICTED** your Departmental Chair has signed the form
- Pay \$20.00 binding fee (cashier is on the first floor. Cashier is opened from 10am-4pm)

Guidelines for the preparation of Theses Website: [www.sgs.utoronto.ca/current/thesis](http://www.sgs.utoronto.ca/current/thesis)

- ◆ The **copyright date is the year of your convocation (2006), not your defence or submission date**. The copyright date must be correct on both your title page and abstract

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*You may use the binder of your choice.*

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