

Risk Assessment Form

All Honours students must complete the Risk Assessment form. Depending on the nature of the research, some Honours projects will have no identifiable risks and the form may indicate that, but it must be completed to demonstrate that potential risks have been considered.

The form is available on the Honours in BES page at the Bachelor of Environmental Studies website (smu.ca/bachelor-of-environmental-studies).

The completed form must be submitted along with the research proposal. Submit it to your supervisor and the Honours Program Coordinator.

Preliminary Research Plan (for students conducting research during the summer)

<p>This information applies only to students who will conduct research during the summer. For students who will be commencing their research project in September, skip to the Research Plan section.</p>

adjustments changes or additions may be made as the research unfolds.)

A specific list of research steps and intended completion dates.

Evaluation Regarding the evaluation of the research taken into account. For example, students who have completed some of their research during the summer will be at a more advanced stage in their project, and will be able to provide a different perspective and an updated description of the research project (e.g., methods of data collection that *were* used, and data that *were* collected), in comparison to those who did not conduct research during the summer. Evaluation of the research plan needs to take that difference in progress and perspective into account.

Interim Report

The intent of the interim report is ultimately for the student to demonstrate that significant progress has been made on the research project on a path towards producing a successful thesis.

The description of content below contains both a required element and a number of suggested elements. The latter allows for each student and supervisor to determine what material should be included in the interim report; however, for the material and format that are presented, each student will be assessed on similar evaluation criteria.

Assessment Thesis-level quality work is expected in the interim report. The report will be evaluated on the following bases:

- Presentation of evidence of substantive progress having been made to date.
- Content or substance of the report.
- Quality of written expression and visual presentation (including illustrative material, citation skills, reference-list formatting, etc.).

Required Content This element is mandatory:

A full, integrated literature review developed from the annotated bibliography.

Suggested Content These elements are recommended for students and supervisor to consider including in the report, but are not mandatory:

- A statement (updated, if applicable) of the research problem, purpose, and objectives; and any hypotheses to be tested.
- A description of the study area.
- A description of the research methods.

A description of the current state of affairs of the project, with an updated list of research steps and intended completion dates.

A proposed structure for the thesis, including chapter titles, section and sub-section headings, and a provisional list of illustrative materials that are planned.

Format Students may choose to prepare the interim report **generally** in the form of the early chapters of a "thesis-in-progress." For materials that will ultimately become part of the thesis, to maximize efficiency students are encouraged to follow the formatting guidelines specified for the thesis during preparation of the interim report.

Deadline The submission deadline is November 30.

Draft Copy of Thesis

A draft copy of the thesis is required so that the supervisor has an opportunity to comment, note corrections, and advise on required or suggested changes. Apply the formatting guidelines that are specified for the thesis below.

The draft copy should be prepared with the same level of quality that is expected of the thesis. *It is not acceptable to submit an unrefined "first draft" version of the thesis to the supervisor.* Characteristics of an acceptable draft copy include:

- High quality of written expression.
- Illustrative material complete and well-presented.
- Citations complete; list of references complete and well-formatted.

Upon initial examination, the supervisor may choose to return the draft copy to the student for improvements if it does not meet a sufficient standard. Revision would be required before re-submitting to the supervisor.

Deadline The *recommended* deadline for completion of the first draft is February 28.

Final Copy of Thesis

The thesis must be prepared according to the guidelines provided later in this document. Detailed procedures and formatting requirements are given.

Students should be aware that this version of the thesis is the one that will be graded (worth 75% of the overall course grade). Corrections and improvements suggested by the supervisor and second reader must be made before the final grade is submitted and the thesis is submitted to the University Archives.

Approval to Submit Corrected Thesis to University Archives

The normal expectation is that the student will undertake the procedure to submit the corrected thesis to the University Archives. However, following the thesis defence, a discussion will be held among the supervisor, second reader, and student, with the question being whether the thesis is deemed to be suitable to be submitted to the University Archives. The supervisor will review the discussion and make a decision. The B.E.S. Program Coordinator may be asked to join the discussion and contribute to making a final decision.

If a decision is made such that the corrected thesis will not be submitted to the University Archives, it still must be submitted to the B.E.S. program (as described in the second stage in the next section) in order for the final grade to be submitted.

Submission of Corrected Thesis (If Approved)

There are two stages in the process of submitting the corrected thesis: submitting to the University Archives and submitting to the B.E.S. program.

To the University Archives See also the previous section regarding requirements and procedures for submission to the University Archives.

E-mail a single file PDF version of your thesis to *theses@smu.ca*. (The University Archives no longer requires or accepts bound hard copies of the thesis.) In the e-mail message, include your A-number.

At the University Archives office, submit the page containing original signatures of the

Formatting Regulations

Pay close attention to the details in these formatting regulations, and ensure consistency of appearance through the thesis.

Margins Standard page margins (2.5 cm) are defined by University Archive regulations. All material on the

Section Titles Section titles refer to names of major preliminaries and body of the report (i.e., Abstract, Résumé, Acknowledgements, Table of Contents, List of Tables, List of Figures, Chapters, and Appendices). Each of these major sections begins on a new page, regardless of whether there is blank space on the page at the end of the previous section.

To format titles (except the title names of chapters and appendices; see below for those items):

Use all uppercase letters and bold text.

Centre title between the margins.

Insert a blank (double-spaced) line before the title. This creates an effective margin from the top of the page of approximately 4 cm.

Insert a blank (double-spaced) line after the title.

On the opening page of a new chapter or appendix, write the chapter number as described in the preceding instructions (e.g.,). On the next (double-spaced) line, write the name of the chapter in bold text, but use uppercase only for the first letters of main words. Insert a blank (double-spaced) line after the chapter name.

Dedication (optional) If the student wishes to include a dedication page, it is placed immediately after the title page.

Write the dedication in italics, centre it between the page margins, and position it about 2/5^{ths} down the page. Only the dedication itself appears on the dedication page – do not write the word Dedication.

In the model Table of Contents, a dedication was assumed to have been written. Not including a dedication page would decrease the remaining page numbers for the preliminary sections each by one.

Abstract An abstract must be prepared with these characteristics:

Do not exceed 300 words.

Write the heading , in bold text, centered between the margins, followed by a blank line.

State the title of the thesis, in bold text, uppercase only for main words, centered between the margins, followed by a blank (single-spaced) line.

Include the 3 «®' > μ '««³ j Ÿ > μ °αj š±°α«®- 'a š©j on the next line, centered between the margins, followed by three (single-spaced) lines.

For the chapters, write the chapter number, insert a tab, and then write the chapter title (e.g., Chapter 1 [TAB] Title of Chapter 1).

If the title is too long to fit on one line, continue it on the next line (use single-spacing). Indent the second line so that the continuation begins below the beginning of the title on the first line.

Lists of Tables and Figures The lists of tables and figures are formatted similarly to the Table of Contents.

In the respective lists, include tables or figures in the appendix or appendices, if applicable.

In these lists, the title should be reproduced exactly as shown in the body of the thesis. Include only the title of the table or figure, not the caption (if there is one).

Use uppercase only for the first letters of the first word of the title and proper nouns. Other main words that are not proper nouns are all in lowercase.

If the table or figure title is too long to fit on one line, continue it on the next line (use single-spacing). Indent the second line so that the continuation begins below the beginning of the title on the first line.

(Insert blank line above title)

A thesis submitted in fulfillment of the
requirements of BEST 4599

for the Degree of Bachelor of Environmental Studies (Honours)

Bachelor of Environmental Studies Program

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Halifax, Nova Scotia, Canada

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April 5, 2017

Members of the Examining Committee:

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Department of Political Science

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Text of the dedication, written in italics (if a dedication is included)

*Note: If there is no dedication, the abstract will appear on page ii
with subsequent pages numbered accordingly.*

(Insert blank line above all major section headings)

by

Robert J. Green

An abstract is a succinct summary of the report and its main findings. See the formatting requirements for the abstract in the regulations section of this document. Use 1.2 line spacing for the abstract text.

April 5, 2017

*(Note: Thesis title on title page is all in uppercase;
here only the main words are in uppercase.)*

(Insert blank line above)

Insert a blank line

Use a right-justified dot leader to ensure the right margin is not ragged.

Dedication (optional).....	ii
Abstract.....	iii
Acknowledgements.....	iv
List of Tables.....	v
List of Figures.....	vi

Insert a blank line after the group of preliminary sections, the group of chapters, and the list of references.

Chapter 1 Title of Chapter 1.....	1
Chapter 2 Title of Chapter 2.....	11
Chapter 3 Title of Chapter 3.....	31
Chapter 4 Title of Chapter 4.....	51
Chapter 5 Title of Chapter 5.....	71

Note: Only the main chapters are required to be listed in the Table of Contents.

References.....	81
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Note: References would be omitted if the endnotes system of referencing is used; in that case endnotes would be placed under the first-level heading Notes at the end of each chapter.

Appendix Title of Appendix.....	84
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Note: If there is more than one appendix, label them as Appendix A, Appendix B, ... and group them as the chapters are grouped.

(Insert blank line above)

Table 1.1 Title summarizing contents of table..... 4

Table 1.2 Title summarizing contents of table..... 6

Insert a blank line between groups of tables in each chapter.

Table 2.1 Title summarizing contents of table..... 14

Table 4.1 Title summarizing contents of table..... 58

Table 4.2 Title summarizing contents of table..... 61

Table 4.3 Title summarizing contents of table..... 61

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Appendix material may begin on this page.