

## Toronto School of Theology

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University of St. Michael's College  
Faculty of Theology  
81 St. Mary Street  
Toronto, Ontario M5S 1J4

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### Guidelines For the Preparation of Theses For Microfilming and Binding

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THESES THAT DO NOT CONFORM TO THESE  
GUIDELINES WILL NOT BE ACCEPTED BY  
THE SCHOOL OR BY THE NATIONAL  
LIBRARY FOR MICROFILMING

For Inquiries:  
Student Services Office, Faculty of Theology  
Tel: (416) 926-7140  
Fax: (416) 926-7294

Our appreciation to the School of Graduate Studies for permission  
to copy relevant material from their Guidelines.

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## INTRODUCTION

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These guidelines cover general requirements regarding all theses submitted to the Student Services Office, Faculty of Theology, University of St. Michael's College. In addition to the regulations outlined in the *Toronto School of Theology Advanced Degree Handbooks*, candidates should also check with their individual departments for specific requirements as to style. Close attention to the regulations will expedite the receiving and processing of theses and eventually the dissemination of information about theses in scholarly publications.

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### Contents

Section A.	Copies Required
Section B.	Technical Requirements
Section C.	Title Page
Section D.	Abstract of Thesis
Section E.	Previously Copyrighted Material
Section F.	Binding
Section G.	Major Reasons for Rejecting a Thesis for Microfilming
Section H.	Forms:
	Non-Exclusive Licence to Reproduce Theses
	UMI Subject Categories
	Sample of Title Page

## A. COPIES REQUIRED (MINIMUM)

### MASTER'S STUDENTS

- (a) **One unbound copy** (see Section B. Technical Requirements) is to be submitted to the Student Services Office, Faculty of Theology, University of St. Michael's College, the unbound copy should be submitted in a file folder, box, or an envelope and clearly labeled on the top right-hand corner with the student's name (surname first), student number, title of thesis, degree, department, and university.
- (b) **Two (2)** (St. Michael's registrants) **or three (3)** (other TST colleges) **bound copies** (see Section F. Binding) are to be submitted to the Faculty of Theology, University of St. Michael's College.

Faculty of Theology, University of St. Michael's College's annual Convocations normally occur in November, therefore, the deadline for theses submission is usually on the **First Friday in October**. For the current year's convocation date, please contact the Student Services Office.

### DOCTORAL STUDENTS

- (a) **One unbound copy** (see Section B. Technical Requirements) is to be submitted to the Student Services Office, Faculty of Theology, University of St. Michael's College, the unbound copy should be submitted in a file folder, box, or an envelope and clearly labeled on the top right-hand corner with the student's name (surname first), student number, title of thesis, degree, department, and university.
- (b) **Two (2)** (St. Michael's registrants) **or three (3)** (other TST colleges) **bound copies** (see Section F. Binding) are to be submitted to the Student Services Office, Faculty of Theology, University of St. Michael's College.

Faculty of Theology, University of St. Michael's College's annual Convocations normally occur in November, therefore, the deadline for theses submission is usually on the **First Friday in October**. For the current year's convocation date, please contact the Student Services Office.

## B. TECHNICAL REQUIREMENTS

The unbound copy submitted to the Faculty of Theology, University of St. Michael's College, should be an original or superior copy of the thesis. Characters should be black, evenly spaced, neat, and dense. Faint or broken lettering will not reproduce on microfilm. For best reproduction results, use a laser printer or a letter-quality printer where the dots cannot be seen with the naked eye. Correcting liquid and other impermanent methods of correction should not be used.

Good quality white bond paper, thick enough to be opaque, should be used (20 lb. base is acceptable). The opacity is important to prevent the typing on the following page from showing through when filmed.

Typing must be **at least** 10-point or 10-12 characters per inch on some printers. But you may use a smaller type size for footnotes, graphs, formulas, and appendices, but no smaller than 8 point. The spacing of the typed lines should be at least **one-and-a-half spaces**, on one side of the paper only. Single spacing may be used for long quoted passages and footnotes. Decisions as to the form and location of footnotes and the presentation of references and bibliography are to be made by the student and the supervisor at an early stage in the writing of the thesis. The preferred location for footnotes is either at the bottom of the page or at the end of the chapters to which they refer. Style manuals should be consulted in conjunction with the Guidelines. For questions not answered in either the Guidelines or any style manual, students are urged to use their discretion and to maintain a consistent style. The size of the pages should be 8½" x 11" (21.5 cm x 28 cm), the text reading across the 8½" (21.5 cm) dimension. The left-hand margin should be at least 1¼" (32 mm), and the remaining three margins should be at least ¾" (20 mm) to the main text.

Check that all pages are present, in sequence, and correctly numbered. **Each and every page in the thesis must be numbered.** The preliminary portion of the thesis should be numbered with small Roman numerals placed in the centre of the page, about half an inch from the bottom. Numbering begins with the Abstract as ii (the Title Page counts as i, but the number does not appear). The remainder of the thesis, starting with the first page of the Introduction or Chapter One, should be numbered with Arabic numerals. Preferred placement of the Arabic numerals is in the upper right-hand corner (about half an inch from each edge) with the exception of the first page of every chapter, including the first page of the references or bibliography and appendices. For these, the page numbers should be placed in the centre, half an inch from the bottom edge of the page.

**Illustrations** should be positioned the same as the main text, if possible. Illustrated material will reproduce well if drawn in dark, opaque ink. Colours will appear as varying shades of grey on a microfilm; therefore, labels and symbols rather than colours should be used to identify the lines of graphs. Cross-hatching rather than colours will provide a sharper for shaded areas.

For microfilming purposes, **black-and-white photographs**, with a matte, non-glossy finish, are recommended for submission with the unbound thesis; all photographs should be dry-mounted/permanently fixed within the thesis. If necessary, black-and-white photographs may be reprinted by a photographer from colour photographs used in the bound copies of the thesis. (Black-and-white photographs with a full range of contrast reproduce well; those with limited contrast reproduce satisfactorily only on positive microfilm.) Photographs with dark backgrounds should be avoided. Slides are not acceptable.

**Charts, graphs, maps, and tables** that are larger than the standard page should be avoided unless absolutely necessary as they complicate microfilming. Oversized pages shall be microfilmed in sections, with sections numbered and arranged so that they read from left to right, top to bottom.

It is recommended that oversized pages (large charts, graphs, and plates) be reduced, if possible, but notations or writing on them must be easily legible and no smaller than 12 characters per inch.

**Transparent overlays** should be avoided unless absolutely necessary. They must be carefully aligned with underlying maps or charts. The underlying sheet will be filmed first and then the overlay and the underlying sheet together.

## Front Matter

The accepted order within the preliminary sections of the thesis is as follows:

1. "The National Library of Canada Non-Exclusive Licence to Reproduce Theses Form" (unbound copy only – see Section H. Forms)
2. "The UMI Subject Categories Form" (unbound copy of dissertations only – see Section H. Forms)
3. Title Page (see Section C. Title Page)
4. Abstract (see Section D. Abstract of Thesis)
5. Acknowledgments (where applicable)
6. Table of Contents
7. List of Tables (where applicable)
8. List of Plates (where applicable)
9. List of Appendices (where applicable)

## C. TITLE PAGE

See the "Sample of Title Page" in this handout for layout. Also consult the TST Advanced Degree Handbook (8.3.1). On the title page should appear the words "A thesis submitted in conformity with the requirements for the degree of (**state full name of degree**), along with the thesis title (**in capital letters**), student's name, and the universal copyright notice (**the date will be the year the degree will be conferred**). The universal copyright notice must appear on one line, as indicated in the "Sample of Title Page" at the end of these guidelines.

## D. ABSTRACT OF THESIS

All theses must have an abstract included. Most importantly, the following technical guidelines must be followed for the production of the abstract in the unbound copy which is used for microfilming by Micromedia Limited, the National Library of Canada's production and sales agent, and then reproduced in *Dissertation Abstracts International* and *Master's Abstract International* at University Microfilms Inc. (UMI), Ann Arbor, Michigan:

- Typing must be at least 10-point or larger, or 10-12 characters per inch on some printers, and the lines of text should be double-spaced, on one side of the paper only. The abstract **must not exceed 350 words for a doctoral thesis or 150 words for a master's thesis (master's thesis – 1 page only)**. The size of the page(s) should be 8½" x 11" (21.5 cm x 28 cm), the text reading across the 8½" (21.25 cm) dimension. The left-hand margin should be at least 1¼ " (32 mm), and the remaining three margins at least ¾" (20 mm) to the main text.
- The student's thesis title, degree and year of convocation, full name, name of graduate department, and name of university must appear on the top of the first page of the abstract (this information is not included in the 350/150-word count).
- Symbols, as well as foreign words and phrases, must be clearly and accurately displayed.
- Do not include graphs, charts, tables, or illustrations in the abstract.
- UMI recommends the following method of counting words:
  - Maximum 2,400 typed characters per 350-word abstract. Count the number of characters (including spaces and punctuation) in a line of average length and multiply by the number of lines.
  - In an average abstract, there will be about 70 characters per line with a maximum of 35 lines.

## E. PREVIOUSLY COPYRIGHTED MATERIAL

This includes questionnaires and surveys appearing in the appendices and chapters that may (i) be multiauthored with the student as the primary author and/or (ii) have been previously published. A written authorization to produce copyrighted material beyond a brief excerpt must be obtained from the **copyright owner (e.g., journal publisher) and co-author(s)** and submitted with all copies of the thesis. Such permission letters should not only allow inclusion of the material in the thesis but should specify the use made of the thesis by National Library (i.e., to reproduce, loan, distribute, or sell copies of the thesis by any means in any form or format). Within the thesis, a statement of the authorization can either be included in the author's acknowledgements or at the beginning of the section in which the material is used (e.g., on the first page of a section/document which is more than one page in length).

## F. BINDING

The binding of the thesis should be of good quality with a hard cover, preferably buckram. Gold lettering should be used. The thesis title, author, and year of convocation (the year the degree will be conferred upon the student) should appear on the front cover; the author's name and year of convocation on the spine.

## G. MAJOR REASONS FOR REJECTING A THESIS FOR MICROFILMING

Theses that do not conform to these guidelines will not be accepted by the School, and the candidates will have their graduation deferred. Theses have been rejected by the National Library for the following reasons:

- Presence of **substantial copyrighted material that is not accompanied by a letter of authorization from the copyright owner.** (See Section E. Previously Copyrighted Material)
- Missing or incorrectly numbered pages.
- Poor legibility of print (e.g., faint or broken lettering) which will not produce a quality micro-image.
- “Non-exclusive Licence to Reproduce Theses” form (see Section H. Forms) missing, altered, unsigned, or signed by a person other than the author.

## H. FORMS

The “**National Library of Canada Non-exclusive Licence to Reproduce Theses**” form is to be completed and signed by the author, granting permission to the National Library of Canada to microfilm the thesis and to make microfiche copies available for sale on demand. Please download the form from this web page: <http://www.utoronto.ca/stmikes/theology/docs/ThesisNon-ExclusiveLicense.pdf> The author will receive no remuneration for sale of thesis. Microfilming by the National Library fulfils the doctoral degree requirement that theses must be published but does not prohibit publication of theses by any other means. The author’s full name, the thesis title, and the year the degree will be conferred should be identical on the title page of the thesis and on the National Library form. Microfiche copies of theses will be deposited in the Microtext Department of the University Library. By adding theses to the national collection, they become more accessible to the research community outside the University of Toronto.

The “**UMI Subject Categories**” form is to provide a subject code for the publication of an abstract of the dissertation in *Dissertation Abstracts International* and *Master’s Abstracts International* which are distributed on a subscription basis. The form must be completed and placed with the unbound copy (see Section B. Technical Requirements). Please download the form from this web page: <http://www.utoronto.ca/stmikes/theology/docs/ThesisProQuestSubjectCode%20orm.pdf>

THE DIALECTICAL IMAGINATION OF ROSEMARY RUETHER:  
ITS GENESIS, DEVELOPMENT CONTRIBUTION  
TO THE THEOLOGICAL ENTERPRISE

Use **full legal name (name must conform to the one registered on ROSI)**. Do not use diminutives, nicknames.

By

Mary Louise Tardiff

A Thesis submitted to the Faculty of Theology of the College of Registration  
and the Department of Theology of the Toronto School of Theology  
in partial fulfilment of the requirements for the degree of  
Doctor of Philosophy in Theology  
Awarded by the University of St. Michael's College

*Supply Faculty & College of  
Registration, department  
name, as appropriate.*

*Supply degree name, as  
appropriate.*

Toronto 20XX

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## SUBMISSION OF DISSERTATIONS AND THESES IN PREPARATION FOR CONVOCATION

In order to graduate in the University of St. Michael's College Fall Convocation, student must apply to convocate. Please download the form from this web page: <http://www.utoronto.ca/stmikes/theology/GraduationApplication.pdf>

For more information, please contact our Student Services Officer at 416-926-7140 or via email: [usmctheology.registrar@utoronto.ca](mailto:usmctheology.registrar@utoronto.ca). Students are also advised to carefully read the materials enclosed in this package.

### THESES SUBMISSION DEADLINES

#### **MA/ThM**

After the successful examination of the candidate's thesis, the candidate is notified as to the final grade and is provided with copies of the readers' reports, which may indicate corrections and modifications required. These corrections and modifications should be made in a timely fashion.

Once the corrections are made, the candidate should provide the school with **one (1) unbound copy and two (2) bound copies** of the thesis.

If a candidate for a St. Michael's MA degree is registered in another TST college, the candidate must supply **one (1) unbound copy and three (3) bound copies** of the thesis.

For **MA/ThM candidates**: in order to convocate (contact Student Services Office for the current year's convocation date), the bound **and** unbound copies of the dissertation are due in the office of the Advanced Degree Administrative Assistant at the Faculty of Theology, USMC, **no later than First Friday in October.**

#### **PhD/ThD/DMin**

After the successful completion of the final oral examination of the candidate's dissertation, the candidate is given copies of the readers' reports and is notified by the committee regarding required corrections and modifications. Minor corrections (typographical) must be completed within 30 days; minor modifications must be completed within 3 months.

Once the corrections are made, the candidate should provide the school with **one (1) unbound copy and two (2) bound copies** of the dissertation.

If a candidate for a St. Michael's PhD degree is registered in another TST college, the candidate must supply **one (1) unbound copy and three (3) bound copies** of the thesis.

For **PhD/ThD/Dmin candidates**: in order to convocate (contact Student Services Office for the current year's convocation date), the bound **and** unbound copies of the dissertation are due in the office of the Advanced Degree Administrative Assistant at the Faculty of Theology, University of St. Michael's College, **no later than First Friday in October.**

The **unbound** copy of the dissertation or thesis **must** be accompanied by a signed National Library of Canada Form, "Non-exclusive Licence to Reproduce Theses." These forms are available online, please visit these web pages to download these forms:

<http://www.utoronto.ca/stmikes/theology/docs/ThesisNon-ExclusiveLicense.pdf>

<http://www.utoronto.ca/stmikes/theology/docs/ThesisProQuestSubjectCode%20orm.pdf>

**Our Student Services Office will no longer be mailing these forms to prospective graduands.** Dissertations/Theses not accompanied by these forms **will not be considered** submitted for graduation.

Please also be aware that dissertations/theses submitted beyond the deadlines stipulated above **will not be considered for graduation in the current year.**