Saint Mary's University
Halifax, Nova Scotia, Canada

MAJOR RESEARCH PROJECT (MRP) FORMAT PROCEDURES SHEET
(MBA/EMBA/M. Finance)

PLEASE READ CAREFULLY PRIOR TO SUBMITTING YOUR MRP

I. FORMAT REQUIREMENTS

The **body of the MRP** must be formatted to fit these specific requirements:

- Legible font
- Text must be double spaced
- Left margin must measure 1.5" or 3.8cm
- Right, top and bottom margins must measure 1" or 2.5cm
- Page numbers, headers and footers must be within the margin measurements
- Ensure charts do not exceed page margin measurements

The **title page** must include the following information:

- Title of MRP
- Name of author
- Degree to be awarded
- The words "Saint Mary's University"
- The words "Copyright [author's name, year]" or "© [author's name, year]"
- Date of submission (title page date and signature page date must be the same)
- Names of faculty supervisor and program director (do not include signatures here)

The **abstract** must:

- **Not** exceed 300 words
- Be single spaced
- Include the word "Abstract"
- Include author's name
- Include thesis title
- Include date of submission (title page date and signature page date must be the same)
- Have print of good quality

Examples of title pages and abstracts may be viewed on the **University Archives website** (smu.ca/archives)

II. COPYRIGHTED MATERIAL – What to consider when creating/submitting your MRP

- According to Library and Archives Canada "Students should ensure that the use of copyrighted material from other sources in their theses (or MRP) meets the requirements of the Copyright Act. Some written permissions from copyright holder(s) may be required". Educational exceptions (such as fair dealing) may apply if certain conditions are met.
- Using a greater amount than what is considered an 'insubstantial amount' of a work requires a written letter of permission from the copyright holder. **This letter must be addressed to you and submitted with your thesis**.
- Full attribution **must always** be given to the original creator of the work, regardless of how much you are including in your MRP.
- The Copyright Guide for Students (libguides.smu.ca/studentcopyright) on the library website goes into more detail on copyright procedures.
- If you are unsure about the copyright guidelines of the work you are using you can contact the library's copyright office at copyright@smu.ca

III. RESEARCH ETHICS BOARD

If you used human participants as part of your research (for example, conducted interviews or surveys), you will have obtained a "**Certificate of Ethical Acceptability for Research Involving Humans**" from the University's **Research Ethics Board**. A copy of the certificate should be submitted with your project. This is in accordance with the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2), article 2.1.

IV. RESTRICTIONS

If your project contains confidential or sensitive material, you may wish to have your project restricted. This request must be submitted in writing in a letter addressed to the University Librarian, and the letter should be included with your manuscript submission. The request should specify the length of the restriction (up to a maximum of five years). Restricted projects will not be added to the Institutional Repository during the restriction requested.

V. SIGNATURES OF EXAMINING COMMITTEE

It is required that the student submit **one** page with the names of the examining committee and their original signatures (not photocopied). This page must include all the elements that are on the title page (see section one above), as well as the signatures. See the University Archives web site (smu.ca/archives) for examples.

Some departments have a "certification page", which is separate from the title page and contains the names and positions of the examining committee, this is fine.

**IF AN MRP IS MISSING ANY OF THE ABOVE ELEMENTS,
THE STUDENT WILL BE CONTACTED TO MAKE CORRECTIONS.**

VI. SUBMISSION PROCEDURES

When the MRP has been approved and signed by your advisor and you have complied with the formatting requirements:

Via email, send**:**

- A **single file** PDF version of your **MRP** emailed to theses@smu.ca. Somewhere in your email, please indicate your A number.

At the University Archives (3rd floor of the Patrick Power Library), or at the library Research Help desk submit:

- The signature sheet as well as any applicable documentation (REB certificate, Restriction letter, Copyright letters etc.)

The University Archives in the Patrick Power Library will processes your MRP and add a full text version to the Institutional Repository. You will be informed when it is online.

QUESTIONS?

If you have any questions about the MRP process please drop in, telephone or email the staff in the University Archives at 496-8750 or theses@smu.ca.