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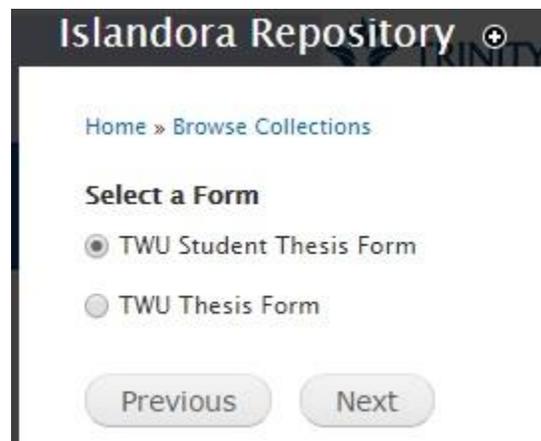
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On the next screen, keep the default **TWU Student Thesis Form** option.



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TWU Student Thesis Form

TWU Thesis Form

Previous Next

On the next screen where it says MARXML File, do not upload any file. Simply click on Next to continue.

On the next screen, fill out the required fields for your thesis.

Please follow the APA style for titles to fill out your title information.

<http://blog.apastyle.org/apastyle/2012/03/title-case-and-sentence-case-capitalization-in-apa-style.html>

For Biblical Studies theses or dissertations, please follow the style by Society of Biblical Literature (SBL) for details. [http://guide.unwsp.edu/SBL\\_guide](http://guide.unwsp.edu/SBL_guide)

On this form, there are two sections for you to fill out your own, your thesis supervisor's, and supervisory committee members' information. **Step 2, Author(s) and supervisor(s)** is to collect your own and your thesis supervisor's information. **Step 3, Supervisory committee information (e.g. Second reader, Third reader, External examiner)** is to collect your supervisory committee members' information.

In **Step 2, Author(s) and supervisor(s)** section, you need to enter your information as the author and make sure to pick **Author** in the *Role* dropdown menu. Click on **Add** to enter the information of your thesis supervisor(s) and make sure to pick **Thesis Advisor** in the *Role* dropdown menu. **Please fill out the author info first before the thesis supervisor info.**

### Step 2, Author(s) and supervisor(s)

1 ▾

**First Name & Middle Initial \***

**Last Name \***

**Role \***

- Select - ▾

The person's role - author or thesis/faculty advisor.

**Program**

The person's affiliated program at TWU.

Add

By clicking on **Add**, it will give you a new tab on the top. Click on the new numbered tab (e.g. 2) to get to a blank section to enter the thesis supervisor's information.

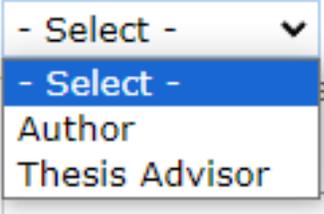
### Step 2, Author(s) and supervisor(s)

1 ▾ 2

When you are done with filling out the information, you do NOT need to click on Add to confirm the data entry. Click on the Add button only when you need to enter the next person's information.

Make sure you always select the appropriate Role term from the drop-down menu for each person whose information you are entering.

**Role \***

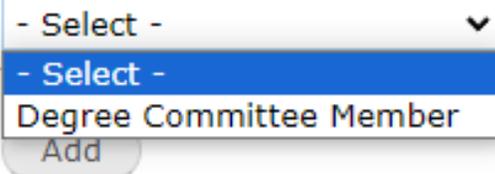


A screenshot of a dropdown menu for the 'Role' field. The menu is open, showing three options: '- Select -' (highlighted in blue), 'Author', and 'Thesis Advisor'. The dropdown is positioned below the 'Role \*' label.

Repeat these steps as many times as needed. This process also applies to entering the information for **Step 3, Supervisory committee information.**

When you fill out the info of your supervisory committee members, please follow the same order of those roles listed on the Supervisory Committee Approval (SCA) form. Select the role term **Degree Committee Member** for Second Reader, Third Reader, and External Examiner.

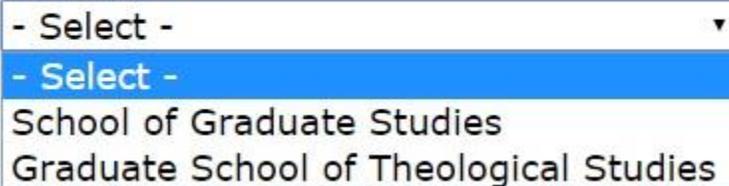
**Role \***



A screenshot of a dropdown menu for the 'Role' field. The menu is open, showing two options: '- Select -' (highlighted in blue) and 'Degree Committee Member'. Below the dropdown is a grey 'Add' button. The dropdown is positioned below the 'Role \*' label.

In **Step 4, Degree Granter**, leave the default content for Institution and pick the right option for **School**. If you are an ACTS student, pick *Graduate School of Theological Studies*. Otherwise, pick *School of Graduate Studies*.

**School \***



A screenshot of a dropdown menu for the 'School' field. The menu is open, showing three options: '- Select -' (highlighted in blue), 'School of Graduate Studies', and 'Graduate School of Theological Studies'. The dropdown is positioned below the 'School \*' label.

Enter the **year** in four digits when the thesis was completed in the **Thesis Completion Year** field. For example, 2017, 2016.

If your thesis comes with an abstract less than 150 words, copy and paste that in **Step 5, Shortened abstract**. Otherwise, please provide a shorten abstract with maximum 150 words.

Select the right **Degree Type, Level** and **Discipline/Program** in **STEP 6, DEGREE INFORMATION**.

In **Step 7, Author-supplied keywords**, provide some keywords that summarize the content of your thesis.

In **Step 8, Submission Agreement**, **open the link in a separate tab or window** to fill out the non-exclusive distribution license. Select **I agree** under **Agreement** to submit the form.

#### STEP 8, SUBMISSION AGREEMENT

Please click on the link, read and agree to the [TWUSpace NON-EXCLUSIVE DISTRIBUTION LICENSE \(Version 2.0\) 2019](#).

After filling out the license agreement form, come back to the original submission form on your separate tab or window, and click **Next** to continue. Check the checkbox to include a PDF version of the thesis. Click on **Ingest** to expand the form to continue.

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Now you are done! 😊

If you have any questions regarding this submission process, feel free to email Qinqin at [qinqin.zhang@twu.ca](mailto:qinqin.zhang@twu.ca).