

For student submitters, email qingjin.zhang@twu.ca with full name to ask for an Arca account to be set up.

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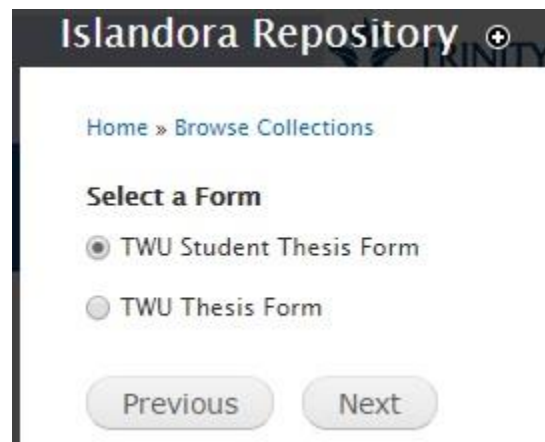
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On the next screen, keep the default **TWU Student Thesis Form** option.



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TWU Student Thesis Form

TWU Thesis Form

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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

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 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 your thesis supervisor's information. Please fill out the author info first before the thesis supervisor.

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 supervisor's information.

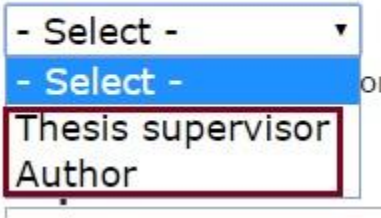
Step 2, Author(s) and supervisor(s)

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 enter.

Role *

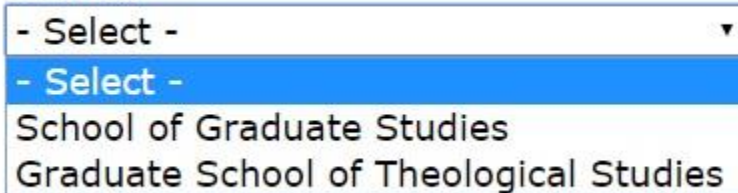


- Select -
- Select -
Thesis supervisor
Author

Repeat these steps as many times as needed. This process also applies to entering the information for **Step 3, Supervisory committee information**. You do not need to apply role terms that are not applicable for your case.

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 *



- Select -
- Select -
School of Graduate Studies
Graduate School of Theological Studies

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](#).

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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.