

Step 1: Preparing Your Thesis for AUSpace Submission

Before uploading your thesis to [AUSpace](#), please review the **FGS Thesis Template** and **Abstract and Keywords Guide**, paying particular attention to the required front and back matter. You can also find thesis formatting requirements in **Section 9: Formats for Theses and Dissertations** of the [AU Graduate Handbook](#).

Where the FGS Thesis Template differs from APA 7 or another style guide, please follow the **FGS Thesis Template**.

1. Add the FGS Approval Page

Embed the **FGS Approval Page** provided to you as the second page of your thesis (**page ii**), as shown in the FGS Thesis Template.

An instruction sheet for embedding the approval page is included with these instructions. If you have any difficulty adding the page to your thesis, please contact me for assistance.

2. Add your Creative Commons licence

Add your chosen **Creative Commons (CC) licence** to your thesis title page and hyperlink the licence name to the corresponding Creative Commons licence page.

For example: [CC BY-NC 4.0](#)

Please use a clean hyperlink as shown above rather than displaying the full web address on your title page.



I can provide the correct link for your chosen licence, or you can find your licence and its corresponding link on the [Creative Commons licence page](#).

3. Add Ethics approvals, if applicable

If your research required Research Ethics Board approval, include your **Ethics approval documentation** with the supplementary material in your thesis.

If your research was exempt from Research Ethics Board approval, you may skip this step.

4. Check your Table of Contents

Ensure that **all front matter, back matter, and supplementary material** is included in your Table of Contents. This includes the FGS Approval Page and, where applicable, Ethics approvals.

After making any changes to your thesis, check that the page numbers listed in your Table of Contents are still accurate.

5. Prepare your final PDF

Once all required changes have been incorporated:

- Save or export the complete thesis as a **PDF**.
- Confirm that the PDF contains all required front matter, back matter, and supplementary material.
- Check that the pagination and Table of Contents are accurate.
- Use a simple file name containing **no spaces or special characters**.

For example: **DoeJaneThesis.pdf**



What happens after you upload?

Most theses require a few minor, non-content-related adjustments before they are ready for final deposit. I will review your uploaded thesis for repository requirements, including elements that help ensure it can be harvested by **Library and Archives Canada** and is as searchable and accessible as possible.

I will contact you after your upload with any required changes and will help you through the review process.