



UNIVERSITÉ DU QUÉBEC À CHICOUTIMI
DEPARTMENT OF FUNDAMENTAL SCIENCES

**GUIDE TO WRITING A MASTER'S THESIS OR DOCTORAL DISSERTATION
AS MANUSCRIPTS AND ARTICLES**

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1. INTRODUCTION

This *Guide to Writing a Master's Thesis or Doctoral Dissertation as Manuscripts and Articles* is produced to comply with Article 2.3.3 of the [Procedure for Theses, Doctoral Essays, and Dissertations](#) of the UQAC Management Manual, which states that students may write in the form of article(s) if the administrative unit responsible for the program has adopted guidelines for this purpose and had them approved by the Dean of Studies.

2. DEFINITIONS

In this section, we define the terms:

Conventional thesis or dissertation

A document that does not contain a section written in the form of a scientific article and that must comply with the [Procedure for Theses, Doctoral Essays, and Dissertations](#) of the Dean of Studies in effect at UQAC.

Thesis or dissertation by article

Document that contains one or more sections written in the form of a scientific article and that must comply with the applicable rules.

Article

Manuscript (not submitted)

Text written according to the same rules as an article but has not yet been submitted to a publisher.

Submitted article

Manuscript that has been submitted and is in the process of being critically read by an editor. It can be identified by the qualifier "submitted" after the name of the author(s) when referenced in the text or in the reference list, the qualifier then appears in brackets with the submission date.

Accepted article

Manuscript that has been peer-reviewed and corrected by the author.

Article in press

Manuscript about to be published by the publisher. It is sometimes possible to have electronic access to such publications, and it is then possible to cite it according to the rules proposed by the journal.

Published article

Article published on the journal's website or in print.

3. CONVENTIONAL THESIS OR DISSERTATION

3.1. Conventional master's thesis

Students who choose to write according to conventional rules must comply with the [Guide de rédaction pour les mémoires et les thèses de l'UQAC](#). They may also use the [suggested template available on the Dean's Office website](#).

For citations and references, students may use the [style of the Department of Fundamental Sciences, available on the library website](#).

3.2. Conventional Ph.D. dissertation

Doctoral students in biology must comply with the [Guide de présentation des mémoires et thèses](#) used at the Université du Québec à Montréal.

Environmental science students must follow the [Guide de rédaction pour les mémoires et les thèses de l'UQAC](#). They may also use the [suggested template available on the Dean's Office website](#).

For citations and references, students may use the [style of the Department of Fundamental Sciences, available on the library website](#).

4. THESIS OR DISSERTATION AS ARTICLE(S)

4.1. Approval required to draft by article

In the Department of Fundamental Sciences, writing by article is strongly encouraged. Students must obtain the agreement of their research supervisors and fill out the authorization to write article(s) form provided for this purpose:

- [Request for authorization – writing as article\(s\)](#)

Notwithstanding the above, students may switch from article-based writing to conventional writing at any time.

4.2. Approval required to write in a language other than French

Students wishing to write in a language other than French must complete the appropriate authorization form at the time of initial submission:

- [Request for authorization - writing in a language other than French](#)

4.3. Other required authorizations

4.3.1. Co-authors

The student must obtain permission from any co-authors to include the articles concerned in their thesis or dissertation and complete the form:

- Authorization of co-authors of an article included in a thesis or dissertation
 - [French version](#)
 - [English version](#)

4.3.2. Publishers

For some publishers, it is necessary to obtain their permission to include an article in a thesis or dissertation. To find out whether this is necessary, students should refer to the publisher's policy. Such a policy may also vary depending on the version of the article that will be inserted into the thesis or dissertation.

If necessary, the student can use the form provided for this purpose:

- Permission from the publisher of a journal or book to include an article in a master's thesis or doctoral dissertation
 - [French version](#)
 - [English version](#)

4.4. Admissible article that may be included in a thesis or dissertation

To be included in a master's thesis or doctoral dissertation in the Department of Fundamental Sciences, a manuscript or article must meet the following criteria:

- a) The article must have been written for publication after the student was admitted to the program. An article based on bachelor's or master's work cannot therefore be included in a thesis or dissertation, except in the case of a direct transition from a master's to doctoral studies.
- b) The article, or combination of articles, must be equivalent in scope to that normally found in a conventional thesis or dissertation.
- c) As the entire process of submission and acceptance of an article may take more than a year, it is considered unreasonable to require that a thesis or dissertation written in the form of an article contain only articles that have been accepted and published. Consequently, any article, regardless of its status (unsubmitted, submitted, accepted, in press, or published) is eligible for inclusion in the thesis or dissertation.
- d) The theme of the manuscript or article must be related to that of the thesis or dissertation, as defined in the research subject registration form or in the "Objectives" section of the document. Furthermore, if more than one article is included in the thesis or dissertation, these must be distinct in terms of scientific content.

- e) The article must be original research. Literature reviews are not permitted, as they do not constitute original research, unless the article is a meta-analysis.
- f) The student is generally the principal author of the manuscript or article. If this is not the case, particularly in the case of multidisciplinary work, the student's specific contribution must be justified, and the minimum number of articles for a thesis or dissertation must be respected. If the minimum number of articles as first author is not respected, authorization from the program director must be sought in exceptional cases (see the section on the minimum number of articles).
- g) The manuscript must be submitted to a recognized journal in the field of the thesis or dissertation. The choice of journal is made jointly by the student and their supervisor. By default, all journals ranked by [Scimago Journal & Country Rank](#) are accepted, regardless of impact factor.

4.5. Minimum number of articles

4.5.1. For a master's thesis

- a) The student must be the first author of at least one (1) eligible article.

4.5.2. For a doctoral dissertation

- a) The student must be the first author of at least three (3) eligible articles.

4.6. Presentation standards

In general, the article(s) of a thesis or dissertation should be inserted into the text in such a way as to form a coherent document.

- a) The text of the article(s) is inserted in the same character format and formatting as the rest of the document.
- b) The pagination of the article(s) is replaced by the continuous pagination of the document.
- c) Tables and figures should be inserted in the text of manuscripts or articles following the continuous numbering of the document.
- d) In the "Foreword" section or at the end of the "General Introduction" section, the structure of the thesis or dissertation and the general methodological approach should be explained. In addition, if several articles are to be inserted in the document, an explanation of the logical links and coherence between the articles must be given in this same section.
- e) Each article is presented in a separate chapter, with a contextual introduction in

French at the beginning of the chapter. This presentation includes:

- I. The title of the article;
 - II. The complete article reference;
 - III. Status of the article at the time of initial and final submission (e.g., manuscript, submitted, in press, published);
 - IV. The role of co-authors, if more than one, highlighting the major contribution of the author of the thesis or dissertation. The standardized taxonomy for defining and clarifying authors' roles is recommended <https://credit.niso.org/contributor-roles-defined/>;
 - V. A summary of the article in English and one in French.
- f) The bibliographic style must be uniform throughout the document, and all references must be grouped together in a single section entitled "List of References" and placed at the end of the dissertation or thesis. The use of reference management software such as EndNote (available from the UQAC library - <https://bibliotheque.uqac.ca/soutien-endnote>) is strongly recommended;
- g) For citations and references, students may use the [Department of Fundamental Sciences style](#) installed when downloading the EndNote software from the library website.
- h) Additional information (e.g., additional data and their treatment, further experiments or modeling) not presented in the article may be inserted at the end of the chapter or as an appendix at the end of the thesis or dissertation.

4.6.1. Master's thesis as an article

Students who choose to write their thesis as an article must comply with the specific rules set out in this document, which complement those of the [Guide de rédaction pour les mémoires et les thèses de l'UQAC](#). They may also use the [suggested template available on the Dean's Office website](#).

4.6.2. Doctoral dissertation as articles

Doctoral students in biology must comply with the [Guide de présentation des mémoires et thèses](#) in effect at the Université du Québec à Montréal.

Doctoral students in environmental sciences must comply with the specific rules set out in this document, which complement those of the [Guide de rédaction pour les mémoires et les thèses de l'UQAC](#). They may also use the [suggested template available on the Dean's Office website](#).

4.7. Scope of assessment

Evaluation of the work remains the exclusive responsibility of the jury formed for this purpose in accordance with UQAC standards. The thesis or dissertation must therefore be submitted to the normal evaluation process.

In addition, the article must still be submitted to the normal evaluation process by the targeted scientific journals.

Acceptance of the article for publication does not constitute a condition for graduation, does not presume its evaluation by the evaluation panel, and does not dispense with any corrections that may be deemed necessary.

In the case of a multi-authored article, information enabling the jury to assess the student's specific contribution to the collective work must be specified in the work.

4.8. Requested corrections

Corrections requested by the jury may be incorporated into the manuscript version of an article.

In the case of a submitted article undergoing peer review or correction by the author before going to press, corrections requested by the jury may be made and, if necessary, explained in the letter sent to the editor.

For a published article, it may be specified in a "Foreword" section or at the end of the "Introduction" that the text of the chapter may differ from that already published.

The Department of Fundamental Sciences reminds you not to hesitate to contact your research supervisor or librarian if you have any questions about the application of this guide.

Happy writing!