



# ACADIA

## UNIVERSITY

To: External Readers  
From: University Honours Committee  
Date: March 2015

Thank you for agreeing to serve as an external reader of an honours thesis. If, for some unforeseen reason, you will be unable to complete this task by the deadline, please consult with your department head or director, and secure another member of your unit who would be willing to take on the work. Please do so as soon as possible to allow the reader adequate time to do his or her work.

**Your task as an external reader is to check theses for conformity in mechanical matters (such as style, format, grammar, spelling), as well as for structure, logic, consistency, and clarity of argument.** You are checking the presentation of the thesis; since methodologies vary so much from department to department, external readers cannot make assessments as to the appropriateness of a particular data collection technique, choice of statistical analysis, etc. Please also be aware that the format of thesis presentation will vary from discipline to discipline; check for consistency within the style selected, not for adherence to your own discipline's standards.

**NOTE: These theses have been given a quick format check by Research & Graduate Studies Office and some notations may have been made on the first few pages.**

Very occasionally, an external reader will have serious reservations as to the acceptability of the presentation of a particular thesis. If a thesis is filled with careless mistakes (e.g. more than 10 errors in 10 consecutive pages), an external reader may elect to return it to the Office of Research and Graduate Studies. It will be returned to the student for further correction before it returns again for your reading. If you elect to read the entire thesis, but do have serious concerns, your comments will be passed on to the student's supervisor and Department Head. Both will be asked to sign a form indicating that your concerns have been addressed, or explaining clearly why the concerns are not relevant in this particular instance (e.g. what you believed to be an error was in fact standard procedure in their discipline).

Please complete your reading as soon as you can, but in any instance by **April 10<sup>th</sup>**. By that date, the thesis should be returned to the Office of Research and Graduate Studies, which will then return it to the student. Do NOT return the thesis directly to the supervisor or to the student.

Thank you again for your time and effort. The Honours Committee does appreciate the hard work done by external readers. If you have any questions or concerns about these procedures, they can be directed to the Chair of the Honours Committee.