

( ) = example

**(THE MEAN LIFE OF AN EXCITED ATOM)**

A Thesis

Submitted to the Faculty

in partial fulfillment of the requirements for the

degree of

(Master of Arts) or (Master of Science) or (Doctor of Philosophy)

in

(Degree Major)

**List of approved majors on following page**

by

(Fran Doe)

DARTMOUTH COLLEGE

Hanover, New Hampshire

(Date)

**(DATE: MUST BE THE MONTH WHEN THESIS IS SUBMITTED TO THE GRADUATE OFFICE)**

Examining Committee:

\_\_\_\_\_  
(chair) *type name here*

\_\_\_\_\_  
*type name here*

\_\_\_\_\_  
*type name here*

\_\_\_\_\_  
*type name here*

\_\_\_\_\_  
F. Jon Kull, Ph.D.  
Dean of Graduate and Advanced Studies

**List of approved majors:**

Biochemistry  
Biological Sciences  
Chemistry  
Computer Science  
Digital Musics  
Earth Sciences  
Ecology, Evolution, Ecosystems and Society  
Engineering Sciences  
Experimental and Molecular Medicine  
Genetics  
Health Policy and Clinical Practice  
Master of Arts in Liberal Studies  
Mathematics  
Microbiology and Immunology  
Pharmacology and Toxicology  
Physics and Astronomy  
Physiology  
Psychological and Brain Sciences  
Quantitative Biomedical Sciences

Instructions for preparing and submitting theses and dissertations for the Master's and Ph.D. Degrees:

**NOTE: THESIS COVER SHEET WITH ORIGINAL SIGNATURES MUST BE DELIVERED TO THE GRADUATE OFFICE, 37 DEWEY FIELD ROAD, ROOM 437 WITH THE ORIGINAL THESIS.**

**DO NOT PUNCH HOLES IN THESIS - IT CANNOT BE BOUND IF PUNCHED!!**

The thesis is the product and the record of your research effort. It will be deposited in the Baker Library Archives.

## **I. PREPARATION OF THE MANUSCRIPT**

1) The abstract must be doubled spaced, **must not exceed 350 words**, and in most cases should be substantially shorter. The abstract should contain:

1. statement of the problem
2. procedure or methods
3. results
4. conclusions

2) The textual material must be typed on only one side of the paper and must be double-spaced throughout except for footnotes and long quoted passages. A good grade of Bond paper preferably *Dartmouth Bond* of sufficient opacity should be used so that typing on the following page will not noticeably show through. The paper should be 8 1/2 x 11 inches in size. The left-hand margin **must be 1 1/2 inches wide** on all pages of the thesis, including figures, appendices, etc. The top, bottom, and right hand margins **must be at least 1 inch wide**. It is essential that the manuscript be attractive in appearance and free from error. A letter quality printer should be used in order to insure clear, dense copy. Care should be taken that all corrections are made neatly.

3) Illustrative material must be drawn in opaque, dark ink. Identification of lines on a graph should be made by line symbols rather than by variation in color and large colored areas (e.g., countries on a map) should be indicated by cross hatching. If black and white photographs are to be used, care must be taken that they do not have too much contrast. If it is necessary to have materials larger than the standard page size, which must be folded in, these should first be reduced as much as possible consistent with their use so that there will be as few folds as possible. Any folded pages must fold to within the page boundaries specified in paragraph 2. It is often possible to reduce charts and graphs in size by the use of reduced photocopies.

4) The thesis or dissertation must be typewritten. Photocopy reproduction is acceptable if copies have high resolution, i.e. sharp, dark reproduction on clear white background using good quality bond paper.

**REMINDER: DO NOT PUNCH HOLES IN THESIS**

**II. FORMAT**

A thesis or dissertation ordinarily has three main parts: the preliminaries, the text, and the reference matter.

**1) The Preliminaries – all text double spaced**

a) Title Page should conform to the sample title page appended (**ALL SIGNATURES IN BLACK INK PLEASE**), *followed by a blank page*.

**If you wish to copyright your thesis, the copyright notation should be on this otherwise blank page.**

- b) Abstract (**must not exceed 350 words**)
- c) Preface, including acknowledgments
- d) Table of Contents, with page references
- e) List of Tables, with titles and page references
- f) List of illustrations, with titles and page references

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**2) The Text – all text double spaced**

- a) Introduction
- b) Main body, with the larger divisions and more important minor divisions indicated by suitable headings.

**3a) Appendices – all text double spaced**

**3b) References – all text double spaced**

**4) Page Numbering**

Each page in a dissertation, except the blank page following the title page, should be assigned a number.

1) For the preliminaries, small Roman numerals (ii, iii, iv, etc.) are used. The numbering should begin with ii, on the abstract. The title page counts as page i but the number does not appear. The blank page is not counted or numbered.

2) For the remainder of the dissertation, including the text, illustrations, appendices, and references, Arabic numerals are used. Each page must be numbered. Do not use letter suffixes such as 10a, 10b, etc. The numbering should begin with 1 and run consecutively to the end of the dissertation. The page number is placed at the center bottom. If the description of an illustration is too long to be placed on the same page, it should be placed on the previous page, not on an unnumbered page.

3) When the appendices are bound as a separate volume, this volume should contain a title page duplicating the title page of a textual volume, with the addition of the word "Appendices" or similar descriptive word, just below the title. The pages in this volume are numbered consecutively with Arabic numerals, counting the title page as 1 (although this number does not actually appear on the title page).

### III. SUBMISSION OF THESES AND DISSERTATIONS

1) The thesis should be presented to the candidate's examining committee via the chair of the thesis committee at least one week before the date of the final oral examination. Note that some graduate programs have other time-lines. The number and nature of copies required may be established by the chairman of the committee, but normally there should be one copy for each member of the committee. It is possible, and in some cases may be desirable, that this be a polished draft rather than the finished copy prepared for submission. This should be discussed with the chair of the examining committee.

2) After the examination, any changes or additions required by the examining committee should be made and the official copy of the thesis or dissertation in its final form, endorsed by the examining committee, shall be presented to the Graduate Office (**IN A BOX**). The form certifying completion of the degree requirements, signed by the Department chair, **must** accompany the thesis.

3) Each candidate for the Master's degree (other than those for whom the thesis is not required) must submit one official copies of his/her thesis to the Graduate Office, 37 Dewey Field Road, Room 437 (**MUST BE IN A BOX**). Individual departments or programs may require an additional copy. Once you have submitted your thesis to the Graduate Office, you then must upload the electronic submission at the following web address;

<http://www.etdadmin.com/cgi-bin/school?siteId=16>

4) Each candidate for the Ph.D. degree must submit one official copy of his/her thesis to the Graduate Office, 37 Dewey Field Road, Room 437 (**MUST BE IN A BOX**). Once you have submitted your thesis to the Graduate Office, you then must upload the electronic submission at the following web address;

<http://www.etdadmin.com/cgi-bin/school?siteId=16>

5) The candidate must deposit the official copy in the Graduate Office, 37 Dewey Field Road, Room 437 **(MUST BE IN A BOX)** no later than:

**September 1 for the November graduation**

**May 15 for the June graduation**

6) If you have any questions or would like Ruth Dube to check your thesis before you print the final copy, please contact Ruth in the Graduate Office.

**NOTE: There are several forms to be filled out in the Graduate Office before the thesis can be sent to the library. Please allow at least 30 minutes to do the paperwork.**

**If you will be leaving town before your submission, please see Ruth Dube about the paperwork before you leave. All paperwork is a requirement for the degree.**